

BOARD OF SELECTMEN

July 29, 2014

Needham Town Hall

Revised Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Public Hearing- NSTAR- Pleasant Street • Maureen Carroll, NSTAR Representative
2.	7:00	Public Hearing- NSTAR & Verizon- Webster Street • Maureen Carroll, NSTAR Representative • Ellen Joy, Verizon Representative
3.	7:00	Public Hearing- NSTAR – School Street • Maureen Carroll, NSTAR Representative
4.	7:10	Director of Public Works • Sign Notice of Traffic Regulation – Country Way • Sign Notice of Traffic Regulation – Garden St • Sign Notice of Traffic Regulation – Chestnut/Lincoln St & Lincoln/School St Municipal Parking Lots
5.	7:20	Town Manager • Off-Leash Dog Area Regulations • RTS Stickers FY15 • Citizen Survey • Town Manager's Report
6.	7:40	Board Discussion • Town Manager Performance Evaluation • Committee Reports
7.	7:50	Executive Session Exceptions 2 & 3

APPOINTMENTS

1.	Council on Aging	Monica Graham (term expires 06/30/2017) <i>(School Committee recommendation)</i> Tom Keating (term expires 06/30/2016) <i>(Public Library recommendation)</i>
2.	Needham Community Television Development Corporation	Crystal Carter (term expires 6/30/2016)
3.	Election Workers 2014 – 2015	See attached list

CONSENT AGENDA *=Backup attached

1.	Accept a \$655 donation made to the Needham Health Department's Coalition for Suicide Prevention from John Cusick and Lynwood Hamilton.
2.*	Approve minutes from June 3, 2014, Open and Executive sessions; and June 24, 2014 Open and Executive sessions.
3.	Accept the following donations made to the Needham Public Library during the period April 10, 2014 to June 30, 2014: The Friends of the Needham Public Library gave the library a copy of program speaker Anthony Sammarco's new book, <i>A History of Howard Johnson's</i> (\$19.99); The following people have made donations to the library in memory of Richard "Dick" Carter: Dr. William Cristo (\$30.00), Debra Olshever (\$20), Patrice and John Snellings (\$50.00), and Friends of the Library from various donors (\$280.00); The following people have made donations to the library in memory of Margaret L. Coveney: Pamela Stryjewski (\$50.00), Ann MacFate (\$25.00), Ruth DeLuca (\$40.00), Colleen Harkins (\$25.00), Olin College of Engineering (\$100.00), Joseph and Carol Muratore (\$25.00), Patricia Menno-Coveney and Stephen Menno (\$100.00), Kevin and Pat O'Bryan (\$50.00), and John F. Coveney (\$50.00); Gloria Polizzotti Greis gave the library a copy of her book, <i>A Noble Pursuit: The Duchess of Mecklenburg Collection from Iron Age Slovenia</i> (\$21.95); The Needham Coalition for Suicide Prevention donated the following books to the library: <i>Mindfulness-Based Cognitive Therapy for Depression</i> (\$55.00), <i>Treating Self-Injury</i> (\$47.00), <i>The Power of Resilience</i> (\$16.95), and <i>Teen Suicide Risk</i> (\$30.00); John Quagliaroli gave the library a box of white binders and a box of manila folders; John Dewey donated the following CDs: <i>Jazzin: the Blues: 18 Cool Jazz Moods</i> (\$15.00), Benny Goodman and Sid Catlett—<i>Roll Em!</i> (\$30.00), Charlie Parker—<i>Bird of Paradise</i> (\$5.00), and Teddy Wilson—<i>Of Thee I Swing</i> (\$15.00); The Needham Community Council paid for a library subscription to <i>Easy English News</i> (\$40.00); Ann MacFate donated \$250.00 in memory of Irene MacFate; Needham author Rose A. Doherty gave the library a copy of her new book, <i>Katharine Gibbs: Beyond White Gloves</i> (\$18.95); David Rich gave the library a copy of his new children's book, <i>The Witch and the Baby Princess</i> (\$8.99); Keith and Lynn McClelland donated a copy of Keith's sister Janet Bolin's new book, <i>Night of the Living Thread</i> (\$7.99); Margaret Pantridge made donations to the library in memory of Henry Salaun and Roy Nutile (\$50.00); The library received a \$21,143.00 donation from a donor who wishes to remain anonymous; Michael and Martha Michalewich honored granddaughter Ayla Jane Harding with a \$25.00 gift to the Children's Room; and The Friends of the Library donated \$5,000.00 for the purchase of audiovisual materials.
4.	Accept a \$600 donation made to the Needham Park and Recreation Commission from the Needham Exchange Club. The monies are to be used for the 2014 Arts in the Parks concert series.
5.	Accept a \$175 donation made to the Student Awareness Fire Education program from the Needham Congregational Church Board of Deacons in memory of William C. Weitzel, Jr.
6.*	Approve a Special One Day Wines and Malt Beverages License for Kristin Mockus, of Needham Pool & Racquet Club to hold its "Hats Off to Summer" event on Thursday, July 31, 2014 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool & Racquet Club, 1550 Central Avenue, Needham.
7.	The Council on Aging requests that the Board of Selectmen accept the donation of patio furniture valued at approximately \$8000.00 from the Needham Exchange Club

	to the Center at the Heights.
8.*	Sign the Warrants for the State Primary to be held on September 9, 2014.
9.	Approve request from Park and Recreation Commission to host their annual “Spooky Walk” on Saturday, October 18 th , 2014 which commences on Town Common at 10:45am, with a rain date for Saturday, October 25 th , 2014.
10.	Approve request from the Park and Recreation Department to offer archery programs this summer at the Claxton quarry area during July 28 through August 1, 2014 and at the Outdoor Living Program, located at Ridge Hill, during various points throughout the summer. These programs utilize bows and arrows.
11.	Accept the following donation made to the Needham Community Revitalization Trust Fund from the following resident: \$ 100 from Daniel P. Matthews
12.*	Approve a Special One Day All Alcoholic Beverages License for Jodie Kaplan, of Bright Spirit Children’s Foundation to hold its Bright Spirit Charity Poker event on November 21, 2014 from 5:30 p.m. to 11:30 p.m. The event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
13.*	Approve a request from Peter Latvis, Assistant Director in the Events Management Office at Babson College, who has submitted a Road Event form, to hold a portion of its “Babson Runs for Rett- 5K and Fun Run” in Needham on Saturday, September 20, 2014 from 10:30 a.m. to 11:30 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.
14.	Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period July 28, 2014 to August 27, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
15.	Approve continuation of the experimental Special Permit Parking Regulation to allow temporary parking for construction vehicles on Ellis Street at Mills Field. This regulation will allow parking for up to twelve vehicles for the period July 26, 2014 to August 25, 2014.
16.*	Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race in Needham on October 19, 2014 from 6:00 a.m. to 12:30 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
17.*	Approve a request from Allan Eyden, Road Coordinator for the Pan Mass Challenge, to have a portion of its ride to go through Needham. The event is scheduled for August 2, 2014 and August 3, 2014 starting at 7:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
18.	Approve request from the Needham Business Association to hold Annual Blue Tree Ceremony on Saturday, December 6, 2014 at 4:30 p.m. in Avery Square and Blue Tree festivities at the Town Common at 5:00 p.m. Approval also includes use of Garrity Way from 1:00 p.m. to 5:00 p.m.
19.	Approve request from the Needham Business Association to have “meter-free” parking in Needham Center and Needham Heights from November 27, 2014 to January 2, 2014.
20.*	Special Sewer Assessment Order No. 591
21.*	Special Sewer Assessment Order No. 592
22.*	Water & Sewer Abatement Order No. 1183

23.	Grant permission for the following residents to hold a Block Party:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify Sarah McElroy	23 James Avenue	James Ave	7/3/2014		5-9:30pm
Jerome Kassel	174 Parker Rd	159 Parker Rd	9/6/2014	9/7/2014	3-8pm
Virginia Carnahan	671 Great Plain	Greenwood Avenue	9/6/2014	9/7/2014	3-11pm
Janine McGuire	60 Colby St	Rae Avenue within the intersections of Colby and Arch	9/6/2014	9/7/2014	3-9pm 3-8pm
Yelena Viktorov	82 Canterbury	Canterbury	9/6/2014	9/7/2014	4-9pm
Jeanne Martin	139 Plymouth Rd	Plymouth Rd	9/7/2014	9/14/2014	1-7pm
Cindy Fionda Osgood	27 Laurel Drive	Lower Laurel	9/20/2014	9/21/2014	3:30-7:30pm 3-7pm



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

July 25, 2014

Mr. John A. Bulian, Chairman
Board of Selectman
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Bulian:

Under M.G.L. chapter 54, section 12, I am enclosing a list of Election Workers recommended for appointment for 2014-2015.

If you have any question, please don't hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC
Town Clerk

Election Workers FY2014-2015

Party	Title	First Name	Last Name	St #	Street Name
U	Clerk	Susan	Abbott	60	Otis Street
U	Inspector	Vera	Alperin	31	Hollow Ridge Rd
U	Inspector	Jennifer	Atkinson	40	Mellen Street
U	Warden	Paul H	Attridge	59	Powers St
U	Warden	Pauline M	Attridge	59	Powers St
U	Inspector	Isabel	Avedikian	148	Valley Road
U	Inspector	Elaine J.	Belkin	24	Dogwood Lane
U	Inspector	Josephine	Belval	1208	Greendale Ave #221
U	Relief	Alma M	Bird	49	Whiting Way
U	Warden	Stephen E.	Blomberg	310	Harris Avenue
R	Clerk	Barbara N.	Brailey	229	High Rock Street
D	Inspector	Anne	Brain	25	Ridgeway Avenue
D	Inspector	Madeline	Buttrick	35	Morton St
U	Inspector	Maryjane M.	Casey	75	Savoy Road
U	Inspector	Clelia M.	Cavicchio	43	George Aggott Road
D	Inspector	Diana P.	Cherot	345	Harris Avenue
U	Inspector	Jean M.	Connolly	88	Gayland Road
D	Inspector	Susan K.	Connolly	14	Tower Avenue
U	Warden	Lawrence R.	Cummings	27	South Street
D	Inspector	Barbara J	Cusack	41	Curve Street
U	Inspector	Kathryn L.	D'Addesio	110	Linden Street
D	Inspector	Nicholas	Darrell	11	Coolidge Avenue
U	Inspector	Anthony	DiCicco	24	Mellen Street
U	Inspector	Carole	Dlugasch	160	Country Way
U	Clerk	Philip E	Doherty	122	Tudor Road
R	Inspector	Robert A	Downs	51	Virginia Road

Party	Title	First Name	Last Name	St # Street Name
D	Inspector	Susan	Duncan	1250 Great Plain Avenue
U	Inspector	David	Ecsedy	20 Holland Terrace
U	Inspector	Katherine	Everts	41 Pinewood Road
U	Inspector	Catherine A	Flaherty	23 Newbury Park
U	Inspector	Judith	Flanagan	36 Brentwood Cir
U	Warden	Edith	Garrison	300 Second Avenue #112
D	Inspector	Grace Barbara	Giuditta	13 Morgan Dr. #17
D	Inspector	Monica	Graham	17 High Street
R	Inspector	Irene J.	Guiney	757 Highland Ave #325N
D	Inspector	Mary E.	Haggerty	184 Linden Street Apt A
U	Inspector	Titina	Haratsis	77 Wayne Road
D	Inspector	Marjorie R.	Harris	38 Ridgeway Avenue
U	Inspector	Marilyn	Harris	757 Highland Ave #202S
D	Clerk	Elizabeth	Hart	154 Hillside Avenue #1
U	Clerk	Samuel	Hart	154 Hillside Avenue #1
U	Inspector	Eleanor B.	Haskell	173 Stratford Road
U	Clerk	Betsy K.	Hines	135 Lindbergh Avenue
U	Inspector	Catherine	Holland	117 Fairfield Street
R	Inspector	Marilyn P.	Hollembach	299 Manning Street
U	Clerk	Judith L	House	36 Hunting Road
U	Inspector	Ellen P.	Hylen	20 Thurston Lane
D	Inspector	Katherine P.	Jacques	41 Hancock Road
U	Inspector	Kathleen M.	Kelly	883 Greendale Avenue
U	Inspector	M. Gerald	Koss	815 Webster Street
	Inspector	Brett	Lancaster	84 Morningside Road
U	Inspector	Robert Y.	Larsen	150 Tudor Road
R	Clerk	Kenneth J.	Loderick	63 Whiting Way
D	Inspector	Mary L.	Macrina	68 Page Road

Party	Title	First Name	Last Name	St # Street Name
R	Inspector	Rae A.	Mang	19 Southfield Court
U	Inspector	Lois	Marks	22 Lewis St
U	Clerk	Marcia	Mather	179 Paul Revere Rd
D	Inspector	Phyllis M.	Mays	141 Chestnut Street #303
U	Inspector	Maureen	McCann	43 North Hill Avenue
R	Warden	William	McCarthy	1210 Greendale Ave #324
R	Inspector	Frank	McKernan	96 Plymouth Road
U	Inspector	Mary B.	McKernan	96 Plymouth Road
D	Inspector	Eileen A.	Mecagni	173 Valley Road
U	Clerk	Phyllis K.	Melick	508 Great Plain Ave
U	Inspector	Elizabeth	Mercer	67 Mayo Avenue
R	Inspector	John F	Milligan	25 Blacksmith Drive
U	Inspector	Joy R.	Morrison	865 Central Ave, C403
	Inspector	Bella	Nikom	115 Wellesley Avenue
U	Inspector	Joan B.	Oakes	9 Grant Street
U	Inspector	Judith S.	Ogilvie	47 Powers Street
R	Clerk	Ford H.	Peckham	26 Lawton Road
U	Inspector	Dorothy	Piligian	381 Hillcrest Road
R	Clerk	Sandra E.	Prinz	411 Cartwright Road
U	Inspector	Joseph	Reddington	199 Tudor Road
D	Clerk	Rosemary	Reddington	199 Tudor Road
D	Inspector	Mary T.	Regan	83 Pickering Street #205
U	Inspector	Elizabeth S.	Richardson	109 Arch Street
D	Inspector	Nancy E.	Ridill	102 Lindbergh Avenue
U	Inspector	Margaret A.	Riley	50 Edwardel Road
U	Clerk	Josephine A.	Roman	136 Valley Road
U	Inspector	Katherine	Rotchford	147 Maple Street
U	Inspector	Lara	Seltzer	154 Hillcrest Road

Party	Title	First Name	Last Name	St # Street Name
U	Inspector	Kalpana M.	Shah	168 Linden Street, Apt B
U	Warden	Jean	Slattery	12 Dunbarton Road
U	Inspector	Arlene	Smookler	174 Pine Grove St
R	Inspector	Joan T.	Story	28 Perry Drive
U	Warden	M. Kathleen	Tedoldi	200 Second Avenue #210
U	Inspector	Margaret A.	Tierney	378 Central Avenue
U	Clerk	Joan M.	Tirrell	389 Manning Street
U	Warden	Sarah A.	Toran	945 Central Avenue
U	Inspector	Cynthia E.	Toto	94 Gayland Road
U	Inspector	Thomas	Totten	370 Central Avenue
U	Relief	Marjorie	Tucker	77 Lindbergh Avenue
U	Warden	Ruth	Wegner	27 Dartmouth Ave
R	Inspector	Myra W.	West	1098 Webster Street
R	Inspector	Alan R.	West	1098 Webster Street
U	Inspector	Gladys	White	1775 Central Ave
D	Inspector	Natalie S.	Woodward	757 Highland Avenue 22
U	Inspector	Helaine	Yanofsky	111 High Rock Street
U	Inspector	Joan C.	Zwible	700 Webster Street



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 07/29/2014

Agenda Item	Public Hearing –NSTAR Petition for Pleasant Street
Presenter(s)	Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
NSTAR requests permission to install approximately 15 feet of conduit at pole 50/4 on Pleasant Street, Needham. This work is necessary to provide underground electric service for a new house at 30 Pleasant Street, Needham. The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from NSTAR install approximately 15 feet of conduit at pole 50/4 on Pleasant Street, Needham. This work is necessary to provide underground electric service for a new house at 30 Pleasant Street, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



200 Calvary Street
Waltham, Massachusetts 02453

June 19, 2014

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

RE: ^{#30} Pleasant Street
Needham, MA
W.O. #1999226

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 15'± feet of conduit at pole 50/4 on Pleasant Street, Needham.

This work is necessary to provide underground electric service for new house @ #30 Pleasant Street.

Your prompt attention to this matter is appreciated. If you have any questions please contact Maureen Carroll at (617) 369-6421.

Sincerely,

A handwritten signature in cursive script that reads "William D. Lemos".

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
Proceed
TMR, asst. Town Engt.
7/1/14
OK R.P. Hanson
Dep Director
7/2/14

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

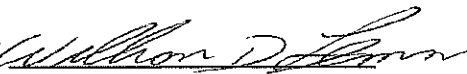
WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated June 12, 2014**, and filed herewith, under the following public way or ways of said Town:

Pleasant Street - Northeasterly @ pole 50/4 approximately 200'± feet north of Kimball Street a distance of about 15'± feet - conduit

(WO. 1999226)

NSTAR ELECTRIC COMPANY

BY



William D. Lemos

Rights & Permits, Supervisor

Dated this 20th day of June 2014

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2014

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Pleasant Street -Northeasterly @ pole 50/4 approximately 200'± feet north of
Kimball Street a distance of about 15'± feet - conduit

(WO. 1999226)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated June 12, 2014** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

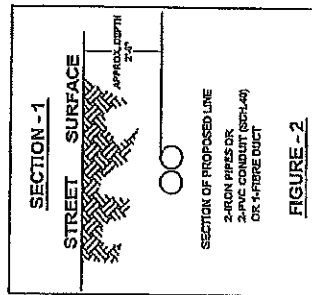
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2014 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

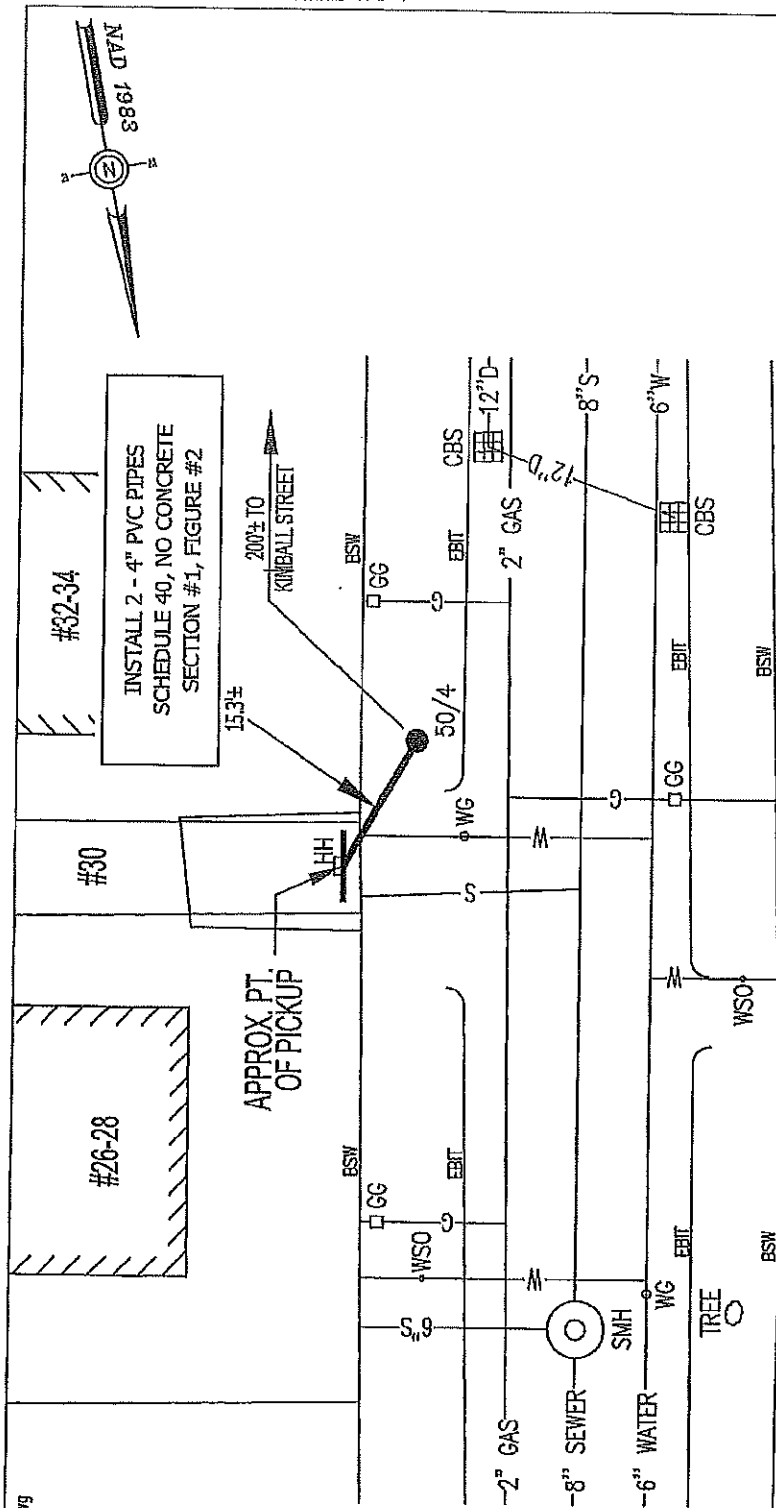
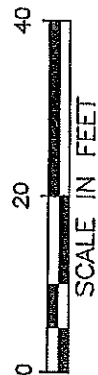
I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2014 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE TIED-IN TO THEIR NEAREST MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO CONFIRM ITS UNDERGROUND EXISTENCE.

ANY UNDERGROUND STRUCTURES NOT EXHIBIT WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.



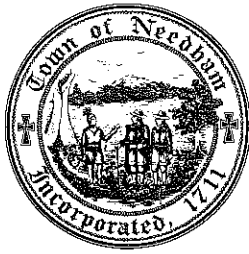
PLEASANT STREET

[illegible]

MASS. LAW

NEEDS TO ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C#	107-14	 NSTAR <i>ELECTRIC</i> A Northeast Utilities Company 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125			
Ward #					
Work Order #	1999226				
Under by:	LM/PR				
Research by:	LM/MERCURY				
Plotted by:	LM/MERCURY	Showing	PROPOSED CONDUIT LOCATION		
Proposed Structures:	SC		REVISED 06/17/14		
Approved:	A DEBENEDICTIS	Scale	1"=20'	Date	JUNE 12, 2014
P#		SHEET	1 of 1		



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on July 29, 2014** upon petition of NSTAR dated **June 20, 2014** to install approximately 15 feet of conduit at Pole 50/4 on Pleasant Street, Needham. This work is necessary to provide new, underground electric service for a new home at 30 Pleasant Street, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: July 14, 2014

30 PLEASANT ST

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Mailing Address</u>		
			<u>Owner Names</u>	<u>Owner Address</u>	<u>OWNER CITY</u> <u>State</u> <u>OWNER ZIP</u>
199/038.0-0054-0000.0	925	WEBSTER ST	WAGNER, STEPHEN K. & CHARLOTTE K. C/O 925 WEBSTER STREET LLC	54 RUTLAND SQUARE #2	BOSTON MA 02118
199/040.0-0021-0000.0	22	PLEASANT ST	WOLFSON, SAMANTHA	22 PLEASANT ST	NEEDHAM MA 02492
199/040.0-0023-0000.0	15	PLEASANT ST	ATKINS, BENJAMIN S. & ATKINS, MARTHA R.	15 PLEASANT ST	NEEDHAM MA 02492
199/041.0-0002-0000.0	26	PLEASANT ST	ODONNELL, MARLENE S. & SPILLANE, RICHARD A., JR.	4 LONGMEADOW RD	WELLESLEY MA 02482
199/041.0-0004-0000.0	32	PLEASANT ST	WAGNER, STEPHEN K. & CHARLOTTE K. C/O 32-34 PLEASANT STREET LLC	57 TOXTETH ST	BROOKLINE MA 02446
199/041.0-0005-0000.0	38	PLEASANT ST	PLEASANT BUCKSKIN LLC	50 BUCKSKIN DR	WESTON MA 02493
199/041.0-0033-0000.0	29	PLEASANT ST	PARKER, THOMAS C.	29 PLEASANT ST	NEEDHAM MA 02492
199/041.0-0052-0000.0	309	WARREN ST	FERRIERO, THOMAS & MC SHANE, CAROL ANN	309 WARREN ST	NEEDHAM MA 02492

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
For the Needham Board of Assessors.....





**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 07/29/2014

Agenda Item	Public Hearing – Verizon and NSTAR Joint Petition for Webster Street
Presenter(s)	Ellen Joy, Verizon Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Verizon and NSTAR request permission to install one Pole #83 at the property line between 695 and 701 Webster Street, Needham. The homeowner at 695 Webster Street has requested that the existing pole which is directly in front of her house be relocated to the property line between 701 and 695 Webster Street. The Department of Public Works has approved this petition, based on Verizon and NSTAR’s commitment to adhere to regulation that all conduit installed must be 3” schedule 40 minimum; and, that when buried, the conduit must be placed at 24” below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Verizon and NSTAR to install one Pole #83 at the property line between 695 and 701 Webster Street, Needham. The homeowner at 695 Webster Street has requested that the existing pole which is directly in front of her house be relocated to the property line between 701 and 695 Webster Street.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



< DPW Received July 1, 2014 >
January 10, 2014

Chairman
Board of Selectmen
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Enclosed please find one joint petition (4A0K7GX) from Verizon New England Inc. and Nstar Electric to install one Pole #83 at the property line between 695 and 701 Webster Street. The homeowner at 695 Webster Street has requested that the existing pole which is directly in front of her house be relocated to the property line between 701 and 695 Webster Street.

Notice to abutters is required as well as a public hearing.

Sincerely,

Ellen M. Joy
Verizon Right of Way Manager
275 Wildwood Avenue
Woburn, MA 01801
Phone: 781-935-3156
Fax: 781-376-0208
Email: ellen.m.joy@verizon.com

OK R
Pole L
Tm, Asst. Town Engr.
7/10/14
OK R.P. Merson
DPW Director
7/11/14

enc

W.O.# 198 5292

PETITION FOR JOINT POLE RELOCATION

January 10, 2014

To the **Board of Selectmen**

of **Needham, Massachusetts**

VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY request permission to locate pole(s), wires, cables and fixtures, including anchors, guys and other such necessary sustaining and protecting fixtures, along and across the following public way:

Webster Street

One Pole

The Petition proposes to remove existing jointly owned pole #83 in front of 695 Webster Street and install new jointly owned pole #83 at the property line between 695 and 701 Webster Street. This petition is at the request of the homeowner at 695 Webster Street.

Wherefore they ask that they be granted a location for and permission to erect and maintain pole(s), wires and cables, together with anchors, guys and other such sustaining and protecting fixtures as they may find necessary, said pole(s) to be erected substantially in accordance with the plan filed herewith marked-VERIZON No. 4A0K7GX dated 1/10/2014.

Also for permission to lay and maintain underground laterals, conduits, cables and wires in the above or intersecting public ways for the purpose of making connections with such pole(s), conduits and buildings as each of said petitioners may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point on each of said pole(s) for the fire and police telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

VERIZON NEW ENGLAND INC.

By

Ellen M. Joy
Manager Rights of Way

Dated this 10th day of January, 2014.

NSTAR ELECTRIC COMPANY

By

William J. D'Amico
Supervisor Rights of Way

Dated this 30th day of January, 2014.

ORDER FOR JOINT POLE RELOCATION

In Board of Selectmen of the Town of Needham, Massachusetts

Notice having been given and a public hearing held, as provided by law,
ORDERED: That the VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY are hereby granted a joint location for and permission to erect and maintain pole(s) and their respective wires and cables to be placed thereon, together with anchors, guys and other such sustaining and protecting fixtures as said companies may deem necessary, in the public way hereinafter referred to, as requested in petition of said companies dated the 10th day of January, 2014.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked-VERIZON No. 4A0K7GX dated 1/10/2014 - filed with said petition. There may be attached to said poles by said VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY wires and cables not to exceed the necessary amount of wires, cables and fixtures and all of said wires and cables shall be placed at a height of not less than 18 feet from the ground at highway crossings, and not less than 16 feet elsewhere.

The following are the public ways or parts of ways along which the poles above referred to may be erected and the number of poles which may be erected thereon under this order:

Webster Street

One Pole

The Petition proposes to remove existing jointly owned pole #83 in front of 695 Webster Street and install new jointly owned pole #83 at the property line between 695 and 701 Webster Street. This petition is at the request of the homeowner at 695 Webster Street.

Also that permission be and hereby is granted to said companies to lay and maintain underground laterals, conduits, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles, conduits and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____ 2014.

Clerk of Selectmen

We hereby certify that on _____ 2014, at _____ o'clock _____ m., at the _____ a public hearing was held on the petition of the VERIZON NEW ENGLAND INC. and NSTAR ELECTRIC COMPANY for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the companies is permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of Needham, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Needham, Massachusetts, on the _____ day of _____ 2014, and recorded with the records of location orders of said Town, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

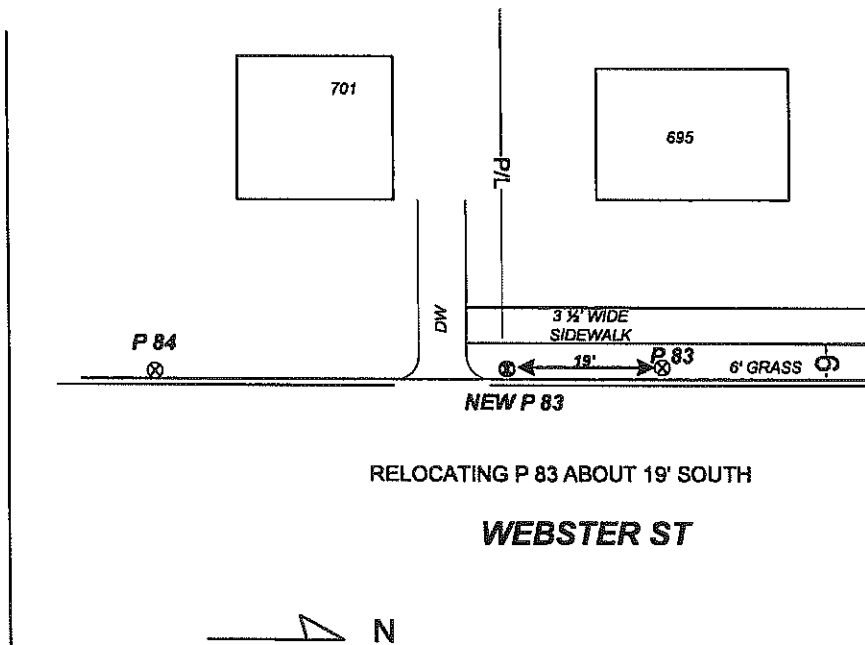
Town Clerk

PETITION PLAN **VERIZON NEW ENGLAND INC**

Municipality: NEEDHAM, Massachusetts No. 4A0K7GX
 Electric-Power Co.: NSTAR Date: 1/10/2014
 Showing: PROPOSED LOCATION OF POLE 83

Proposed: RELOCATE POLE 83 ON WEBSTER ST IN NEEDHAM

Purpose: TO ELIMINATE POLE DIRECTLY IN FRONT OF THE PROPERTY AT 695 WEBSTER



RELOCATING P 83 ABOUT 19' SOUTH

WEBSTER ST

Drawing Not To Scale
All Distances Are Approximate

Prepared By: Philippe Desroses 781 849-6313

LEGEND

Checked By: _____

- | | |
|---|---|
| <ul style="list-style-type: none"> - Existing J.O. Pole to Remain* - Existing Verizon N.E. Inc. S.O. Pole to Remain** - Existing Verizon N.E. Inc. Location to be Held Jointly - Existing Verizon N.E. Inc. Pole Location to be Abandoned - Existing Verizon N.E. Inc. Manhole - Existing Verizon N.E. Inc. Buried Cable - Existing Verizon N.E. Inc. Conduit | <ul style="list-style-type: none"> - Proposed J.O. Pole Location* - Proposed Verizon N.E. Inc. S.O. Pole Location** - Existing Power Co. Location to be Held Jointly - Existing Power Co. Pole Location to be Abandoned - Existing J.O. Pole Location to be Abandoned* - Proposed Verizon N.E. Inc. Manhole Location - Proposed Verizon N.E. Inc. Conduit Location - Proposed Verizon N.E. Inc. Buried Cable Location |
|---|---|

*J.O. indicates Poles Jointly-Owned by Verizon N.E., Inc. & Power Co.
 **S.O. indicates Poles Solely-Owned by Verizon N.E., Inc. or Power Co.



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on July 29, 2014** upon joint petition of Verizon and NSTAR dated **January 10, 2014** to install one Pole #83 at the property line between 695 and 701 Webster Street. The homeowner at 695 Webster Street has requested that the existing pole which is directly in front of her house be relocated to the property line between 701 and 695 Webster Street. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Verizon representative, Ellen Joy at 781-935-3156 or NSTAR representative, Maureen Carroll at 617-369-6421.

John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: July 14, 2014

645-701 WEBSTER ST

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER</u>	<u>CITY</u>	<u>State</u>
199/049.0-0003-0000.0	686	WEBSTER ST	KANE, JAMES R. & KANE, SALLY ANN	686 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0004-0000.0	694	WEBSTER ST	LADA, CHARLES J. & KENNON, STACEY C.	694 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0005-0000.0	700	WEBSTER ST	ZWIBL, WALTER J + ZWIBL, JOAN C	700 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0012-0000.0	706	WEBSTER ST	BURATOWSKI, STEPHEN & BURATOWSKI, ROBIN M.	706 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0013-0000.0	710	WEBSTER ST	NOONAN, NOEL	710 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0065-0000.0	711	WEBSTER ST	ROBBINS, KARSTEN & ROBBINS, CAROLINE	711 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0066-0000.0	701	WEBSTER ST	VINCENT, EILEEN H.	701 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0067-0000.0	695	WEBSTER ST	PLOTNER, RYAN C & PLOTNER, GRETCHEN S	695 WEBSTER ST	NEEDHAM	MA	02492
199/049.0-0068-0000.0	689	WEBSTER ST	GELLENE, MATHEW T & GELLENE, ELIZABETH REARDON	689 WEBSTER ST	NEEDHAM	MA	02492

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
For the Needham Board of Assessors.....





**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 07/29/2014

Agenda Item	Public Hearing –NSTAR Petition for School Street
Presenter(s)	Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
NSTAR requests permission to install approximately 5 feet of conduit at pole 55/9 A on School Street, Needham. This work is necessary to provide underground electric service for a parking lot at 88 Chestnut Street, Needham. The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from NSTAR install approximately 5 feet of conduit at pole 55/9 A on School Street, Needham. This work is necessary to provide underground electric service for a parking lot at 88 Chestnut Street, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



200 Calvary Street
Waltham, Massachusetts 02453

July 11, 2014

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

RE: School Street
Needham, MA
W.O. #2003273

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 5'± feet of conduit at pole 55/9A on School Street, Needham.

This work is necessary to provide underground electric service for parking lot @
#88 School Street.

Chestnut

Your prompt attention to this matter is appreciated. If you have any questions please contact Maureen Carroll at (617) 369-6421.

Sincerely,

A handwritten signature in cursive script, appearing to read "William D. Lemos".

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
proceed
T. Angler, asst. Town Engr.
7/17/14
OK R.P. Mason
Dir. Director
7/17/14

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

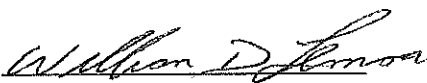
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated June 25, 2014**, and filed herewith, under the following public way or ways of said Town:

School Street - Northwesterly at pole 55/9A approximately 78'± feet west of
Lincoln Street a distance of about 5'± feet - conduit

(WO. 2003273)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 11th day of July 2014

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2014

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting; heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

School Street - Northwesterly at pole 55/9A approximately 78'± feet west of
Lincoln Street a distance of about 5'± feet - conduit

(WO. 2003273)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated June 25, 2014** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

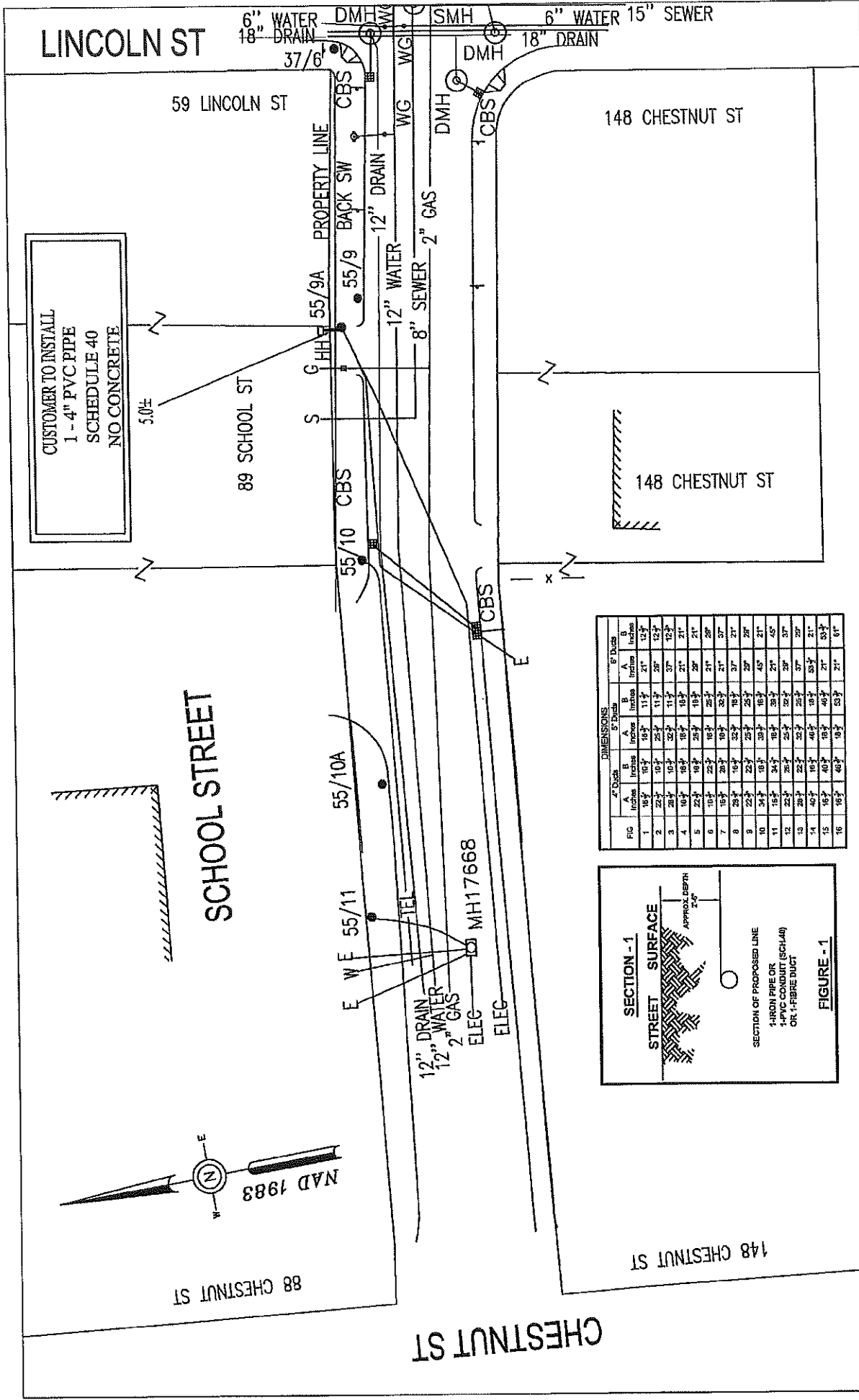
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2014 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2014 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



NSSTAR ELECTRIC
A Northeast Utilities Company
1168 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

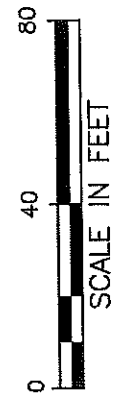
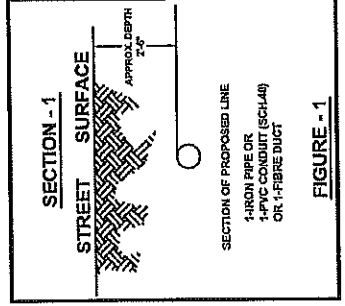
Ward # _____
Work Order # 2003273
Surveyed by: _____
Research by: LM
Plotted by: PDR
Proposed Structures: PDM
Approved: A DEBENEDICTIS
P# _____

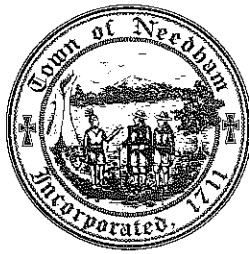
Plan of SCHOOL STREET, NEEDHAM
Showing PROPOSED CONDUIT LOCATION
Scale 1"=40'
Date JUNE 25, 2014
SHEET 1 of 1

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-800-344-7233

DIMENSIONS
6" DIA. CBS

FIG	A Inches	B Inches	C Inches	D Inches	E Inches	F Inches	G Inches
1	18 1/2	10 1/2	10 1/2	11 1/2	21"	21"	12 1/2"
2	22 1/2	10 1/2	25 1/2	11 1/2	25"	25"	12 1/2"
3	28 1/2	10 1/2	32 1/2	11 1/2	33"	33"	12 1/2"
4	16 1/2	10 1/2	18 1/2	10 1/2	21"	21"	21"
5	22 1/2	10 1/2	25 1/2	10 1/2	25"	25"	21"
6	16 1/2	22 1/2	16 1/2	32 1/2	21"	21"	32"
7	18 1/2	28 1/2	18 1/2	38 1/2	21"	21"	37"
8	22 1/2	22 1/2	25 1/2	16 1/2	37"	37"	21"
9	22 1/2	22 1/2	25 1/2	18 1/2	39"	39"	21"
10	34 1/2	18 1/2	38 1/2	10 1/2	45"	45"	21"
11	18 1/2	34 1/2	18 1/2	30 1/2	21"	21"	45"
12	22 1/2	26 1/2	25 1/2	30 1/2	33"	33"	37"
13	38 1/2	22 1/2	32 1/2	20 1/2	37"	37"	20"
14	40 1/2	16 1/2	40 1/2	16 1/2	33"	33"	21"
15	40 1/2	40 1/2	18 1/2	40 1/2	45"	45"	21"
16	18 1/2	42 1/2	18 1/2	53 1/2	21"	21"	67"





NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on July 29, 2014** upon petition of NSTAR dated **July 11, 2014** to install approximately 5 feet of conduit at Pole 55/9A School Street, Needham. This work is necessary to provide underground electric service for a parking lot at 88 Chestnut Street, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: July 18, 2014

89 SCHOOL STREET

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/047.0-0050-0000.0	89	SCHOOL ST	TOWN OF NEEDHAM	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/047.0-0055-0000.0	148	CHESTNUT ST	DEACONESS-GLOVER HOSPITAL CORPORATI	148 CHESTNUT ST	NEEDHAM	MA	02492
199/047.0-0056-0000.0	88	CHESTNUT ST	TOWN OF NEEDHAM POLICE & FIRE STATION	1471 HIGHLAND AVE	NEEDHAM	MA	02492

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
 For the Needham Board of Assessors.....




**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Sign Notice of Traffic Regulation – Country Way
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Traffic Management Advisory Committee (TMAC) received requests from residents to establish a stop sign regulation where Country Way intersects itself. After studying the geometric conditions of the roadway, the TMAC recommended that southerly leg of Country Way traveling westbound be designated as a stop at the intersection.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u>X</u> YES	__ NO
	<u>Suggested Motion:</u> <i>“That the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-07-29 requiring that the southerly leg of Country Way be designated as a stop street at the intersection of Country Way.”</i>		
3.	BACK UP INFORMATION ATTACHED	<u>X</u> YES	__ NO
(Describe backup below) 1. Copy of Traffic Regulation #SS14-07-29			

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General Laws, the following street is designated as a stop street at the intersection and in the direction indicated:

Northbound drivers on the southerly leg of COUNTRY WAY at the intersection of COUNTRY WAY

BOARD OF SELECTMEN

Permit No. SS14-07-29

Date of Passage _____

Attest of Town Clerk _____

Trafficregmasterstop.doc

ALD



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Sign Notice of Traffic Regulation – Garden Street
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Downtown Streetscape Committee recommended a Parking Regulation be created for the East side of Garden Street in order to accommodate 8-parking spots.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u>X</u> YES	<u> </u> NO
	<u>Suggested Motion:</u> “That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P14-07-29 creating a parking regulation for Garden Street, east side, from a point 80 feet north of Great Plain Avenue to a point 415 feet north of Great Plain Avenue, time – 2 hours, 9 AM – 3 PM, M - F.”		
3.	BACK UP INFORMATION ATTACHED	<u>X</u> YES	<u> </u> NO
	(Describe backup below) 1. Copy of Traffic Regulation P14-07-29 2. Copy of Garden Street Parking Plan		

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

TIME LIMITED IN DESIGNATED PLACES

GARDEN STREET – East side from a point 80 feet north of Great Plain Avenue to a point 415 feet north of Great Plain Avenue, TIME – 2 Hours, 9 AM – 3 PM, M - F, Permit P14-07-29

BOARD OF SELECTMEN
Permit No. P14-07-29

Date of Passage _____

Attest of Town Clerk _____

ALP



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Sign Notice of Traffic Regulation Chestnut/Lincoln Street and Lincoln/School Street Municipal Parking Lots
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Town of Needham is asking that the following parking space designations be instituted. Chestnut/Lincoln Street Municipal Parking Lot: one hundred forty spaces to be designated 2 Hour Parking; fifty-one parking spaces be designated Permit Parking Monday through Friday, 9 AM to 3 PM; and, four spaces be designated 30 Minute Parking; Lincoln/School Street Municipal Parking Lot: Thirty-one parking spaces to be designated Permit Parking Monday through Friday, 9 AM to 3 PM.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u>X</u> YES	__ NO
	<u>Suggested Motion:</u> <i>"That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P14-07-29A for the Chestnut/Lincoln Street Municipal Parking Lot, one hundred forty parking spaces as designated in the lot shall be designated two hour parking, Fifty-one parking spaces as designated in the lot shall be designated Permit Parking, Monday through Friday, 9 AM to 3 PM, Four parking spaces as designated in the lot shall be designated 30 minute parking; and, Permit #P14-07-29B for the Lincoln/School Street Municipal Parking Lot: Thirty-one parking spaces as designated in the lot shall be designated permit parking, Monday through Friday, 9 AM to 3 PM."</i>		
3.	BACK UP INFORMATION ATTACHED	<u>X</u> YES	__ NO
	(Describe backup below) 1. Copy of Traffic Regulation P14-07-29A 2. Copy of Traffic Regulation P14-07-29B 3. Copy of Municipal Parking Lot Layout Plan		

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

CHESTNUT/LINCOLN STREET MUNICIPAL PARKING LOT

One hundred forty parking spaces as designated in the lot shall be designated 2 hour parking.

Fifty-one parking spaces as designated in the lot shall be designated permit parking, Monday through Friday, 9 AM to 3 PM.

Four parking spaces as designated in the lot shall be designated 30 minute parking.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, July 29, 2014

BOARD OF SELECTMEN
Permit No. P14-07-29A

Date of Passage _____

Attest of Town Clerk _____

ALD

TOWN OF NEEDHAM
BOARD OF SELECTMEN
NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

LINCOLN/SCHOOL STREET MUNICIPAL PARKING LOT
Thirty-one parking spaces as designated in the lot shall be designated permit parking, Monday through Friday, 9 AM to 3 PM.

VOTED: by the Board of Selectmen at a meeting held on Tuesday, July 29, 2014

BOARD OF SELECTMEN
Permit No. P14-07-29B

Date of Passage _____

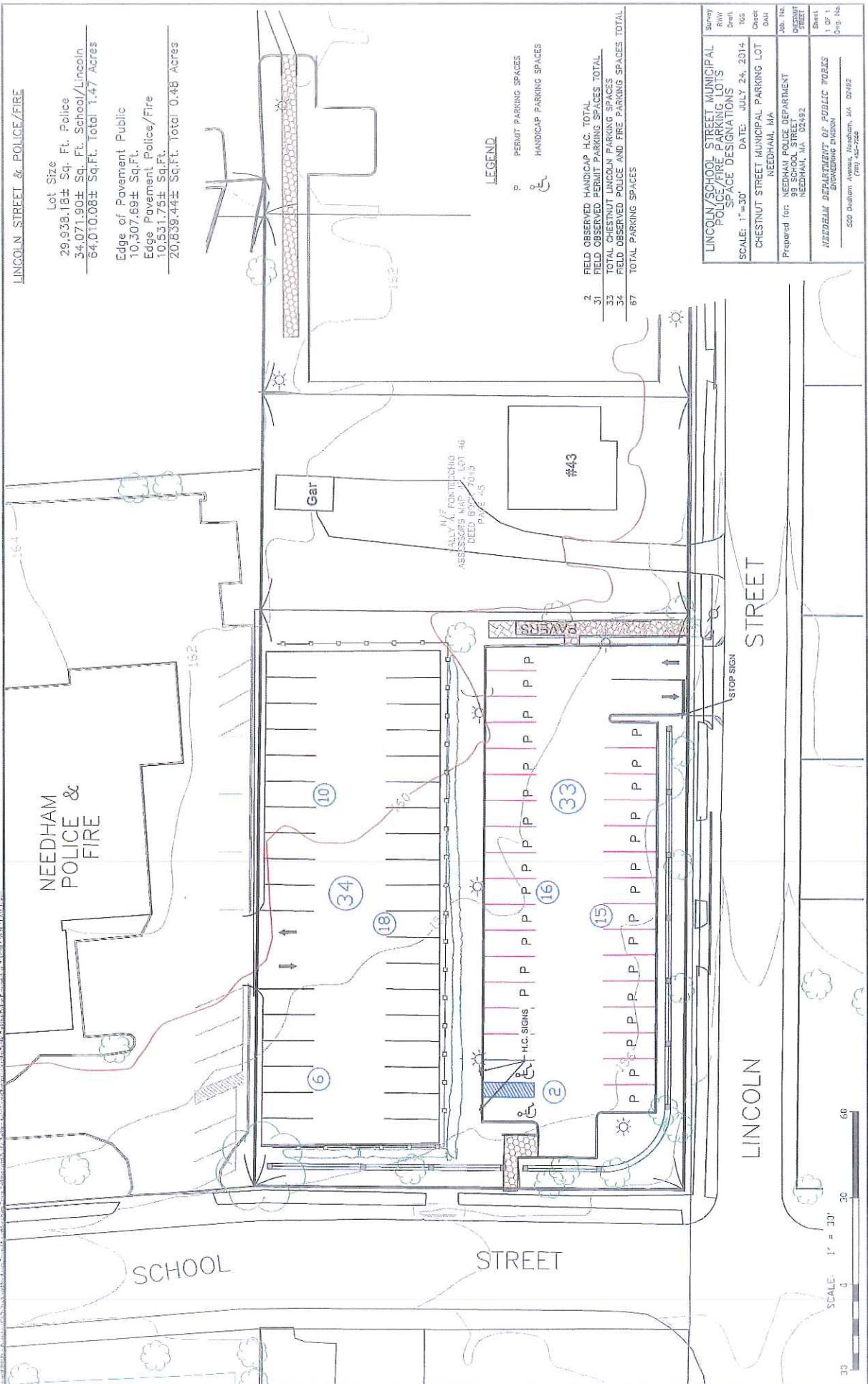
Attest of Town Clerk _____

410

LINCOLN STREET & POLICE/FIRE

Lot Size
 29,938.18± Sq. Ft. Police
 34,071.90± Sq. Ft. School/Lincoln
 64,010.08± Sq.Ft. Total 1.47 Acres

Edge of Pavement Public
 10,307.69± Sq.Ft.
 Edge Pavement Police/Fire
 10,531.75± Sq.Ft.
 20,839.44± Sq.Ft. Total 0.48 Acres



LEGEND

- P PERMIT PARKING SPACES
- H.C. SIGNS HANDICAP PARKING SPACES

2	FIELD OBSERVED HANDICAP H.C. TOTAL
31	FIELD OBSERVED PERMIT PARKING SPACES TOTAL
33	TOTAL CHESTNUT LINCOLN PARKING SPACES
34	FIELD OBSERVED POLICE AND FIRE PARKING SPACES TOTAL
67	TOTAL PARKING SPACES

Survey	LINCOLN/SCHOOL STREET MUNICIPAL
RAW	POLICE/FIRE PARKING LOTS
Draft	SPACE/FIRE DESIGNATIONS
TSS	SCALE: 1"=30'
Case	DATE: JULY 24, 2014
DAT	CHESTNUT STREET MUNICIPAL PARKING LOT
Job No.	NEEDHAM, MA
OUTPOST	NEEDHAM, MA 02462
Sheet	1 OF 1
Eng. No.	NEEDHAM DEPARTMENT OF PUBLIC WORKS
	ENGINEERING DIVISION
	520 Dedham Avenue, Needham, MA 02462
	(617) 452-7522

STREET

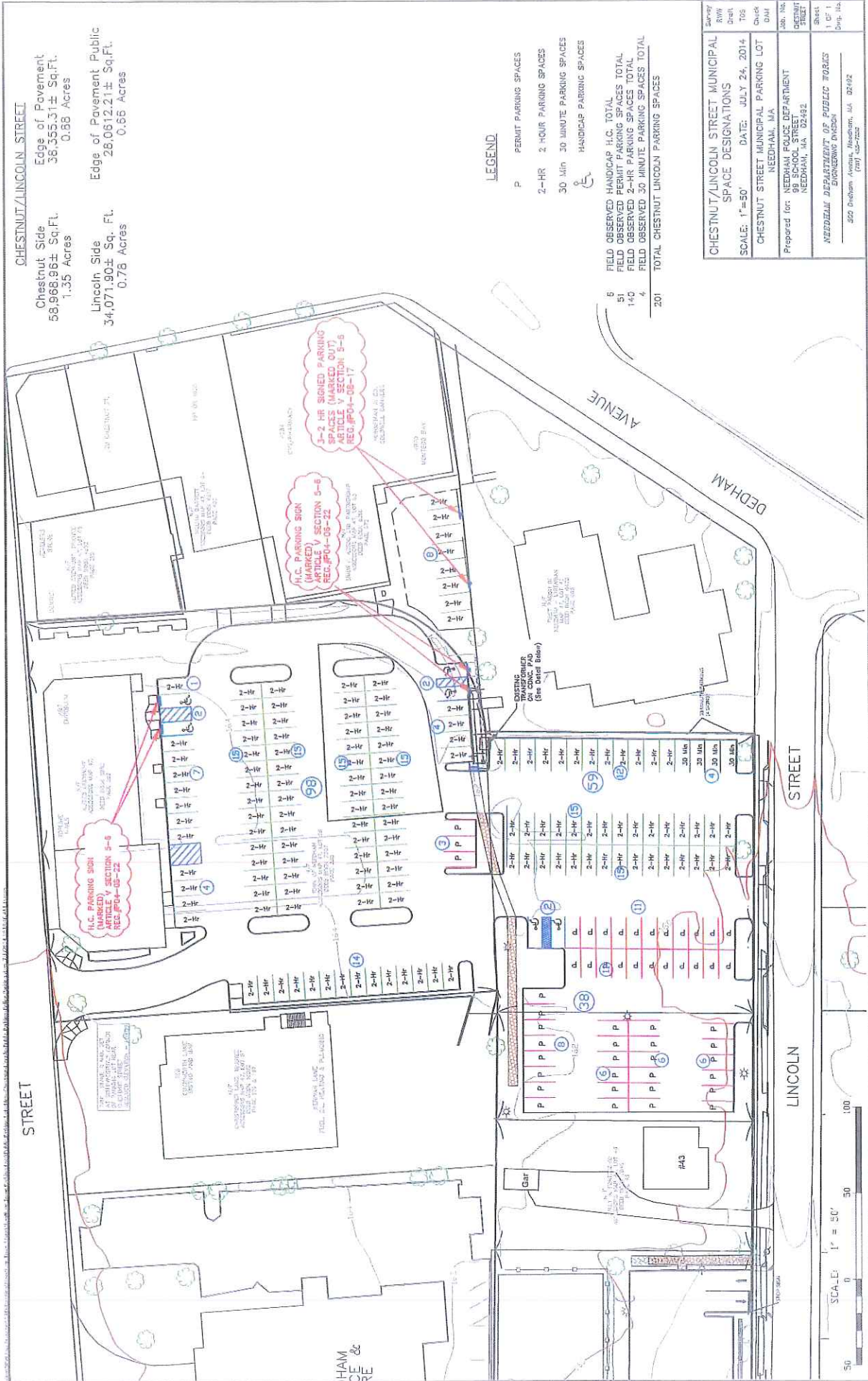
CHESTNUT/LINCOLN STREET

Chestnut Side
58,968.96± Sq. Ft.
1.35 Acres

Edge of Pavement Public
38,353.31± Sq. Ft.
0.88 Acres

Lincoln Side
34,071.90± Sq. Ft.
0.78 Acres

Edge of Pavement Public
28,061.21± Sq. Ft.
0.66 Acres



LEGEND

- P PERMIT PARKING SPACES
- 2-HR 2 HOUR PARKING SPACES
- 30 Min 30 MINUTE PARKING SPACES
- HANDICAP PARKING SPACES

5 FIELD OBSERVED HANDICAP H.C. TOTAL
51 FIELD OBSERVED PERMIT PARKING SPACES TOTAL
140 FIELD OBSERVED 2-HR PARKING SPACES TOTAL
4 FIELD OBSERVED 30 MINUTE PARKING SPACES TOTAL
201 TOTAL CHESTNUT LINCOLN PARKING SPACES

Survey	RDW	Drift	TOS	Quick	DM	Job No.	NEEDHAM POLICE DEPARTMENT
CHESTNUT/LINCOLN STREET MUNICIPAL						NEEDHAM, MA	NEEDHAM, MA
SPACE DESIGNATIONS						02492	02492
SCALE: 1"=50'							
DATE: JULY 24, 2014							
CHESTNUT STREET MUNICIPAL PARKING LOT							
Prepared for:	NEEDHAM POLICE DEPARTMENT						
Prepared by:	NEEDHAM POLICE DEPARTMENT						
Sheet	1 OF 1						
Drawn by:	NEEDHAM DEPARTMENT OF PUBLIC WORKS						
	ENGINEERING DIVISION						
	500 Dedham Avenue, Needham, MA 02462						
	(Tel) 617-552-7000						

SCALE: 1" = 50'



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Approve Needham Off Leash Dog Recreational Area Regulations
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The pilot site for the Needham Dog Recreational Area is projected to be open in September 2014. The location of the area will be next to the Community Farm at the Nike site. The regulations were created with input from the Office of the Town Manager, Department of Public Works, Police Department, Animal Control Officer and members of the Off Leash Dog Area (OLDA) resident group. The Board's approval is requested for these regulations.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: That the Board vote to approve the Needham Dog Recreational Area Regulations.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Needham Dog Recreational Regulations b. Needham General By-Law Section 3.7 Dog Regulations			

NEEDHAM DOG RECREATIONAL AREA REGULATIONS

All dogs must be in compliance with the following rules:

1. Only dogs with up-to-date Needham dog license may use the Needham Dog Recreational Area.
2. All dogs must be wearing a collar with identification and an up-to-date Needham dog license.
3. All dogs must be on-leash until they are inside the off-leash area.
4. All dogs must be under voice control at all times.
5. All dogs must be spayed/neutered.
6. All dogs must have a current rabies vaccine.

All dog companions must be in compliance with the following rules:

7. Users must be respectful of the operations of the Needham Community Farm.
8. Users must carry an appropriate leash with them at all times.
9. Users must carry dog waste removal bag with them at all times.
10. Users must clean-up immediately after their dogs and remove all pet waste and other trash from the area after every visit (trash barrels will be provided at the site).
11. Users must ensure that all dogs are within sight and under voice control at all times.
12. Users must remain in the fenced in area while their dogs are using the area.
13. Users must prevent their dogs from digging any holes and immediately fill in any hole they may dig.

Restrictions:

14. The Needham Dog Recreational Area will be open from dawn until dusk, weather permitting. No trespassing is allowed after dark.
15. Children under the age of 16 years of age must be under supervision of an adult.
16. There is a limit of three (3) dogs per responsible adult.
17. Dog walking services are welcome to bring up to three resident dogs that are in compliance with Town of Needham registration/license regulations.
18. Edible dog treats and toys (other than throwing objects) are not allowed.
19. Food, drink and/or smoking are not allowed in the fenced in area. This includes human and dog food.
20. Any rough, unruly, or aggressive behavior by dogs or people may result in a permanent ban from the park.

Incidents and Violations:

21. All users agree that the use of the Needham Dog Recreational Area is at their own risk and that the Town of Needham shall not be held liable for any injury or mishap which occurs while the area is in use.
22. Owners are legally responsible and liable for their dogs and any injuries or destruction caused by them.
23. Users are required to immediately report all bites and significant incidents to the Needham Animal Control Officer at (781) 455-7570, extension 206.
24. Violation of these rules may result in removal of privileges to use the Needham Dog Recreational Area.

VIOLATIONS OF ANY OF THESE PROVISIONS WILL BE SUBJECT TO FINES.

1. First Offense – twenty-five dollars (\$25.00)
2. Each Subsequent Offense – fifty dollars (\$50.00)

NEEDHAM GENERAL BY-LAWS SECTION 3.7 DOG REGULATIONS

3.7.1 Use of Leashes. No person shall allow a dog owned or kept by her/him to go beyond the confines of the property of the owner or keeper unless the dog is held firmly on a leash.

3.7.2 Disturbing the Peace. No person shall own or keep within the Town any dog which bites, excessively barks or howls or in any other manner disturbs the peace and quiet of any neighborhood, or endangers the safety of any person, domesticated animal or farm animal.

3.7.3 Complaints. The animal control officer is hereby authorized to seek a complaint against the owner or keeper of a dog who is found to have violated the provisions of sub-sections 3.7.1, 3.7.2, 3.7.4, 3.7.5, 3.7.6, 3.7.7, or 3.7.8 for which the following penalties shall be imposed:

1. First Offense – twenty-five dollars (\$25.00)
2. Each Subsequent Offense – fifty dollars (\$50.00)

3.7.4 Restraint of Dogs. In addition to the foregoing penalties, the animal control officer is also authorized and empowered to muzzle or restrain a dog, or to order the owner or keeper of a dog to muzzle or restrain a dog, pending a hearing before the Board of Selectmen as hereinafter provided, when the animal control officer finds that a dog has bitten or threatened any person or domesticated or farm animal, or has chased any vehicle upon any way open to public travel in the Town, or the owner had violated the provisions of section 3.7 more than three times in any calendar year. The owner or keeper of any dog that has been ordered to be restrained or muzzled under the provisions of section 3.7 may request in writing to the Board of Selectmen that the animal control officer vacate such order.

3.7.5 Uncontrollable Dogs. In addition to any other statutory authority contained in M.G.L. Chapter 140, the animal control officer may, with the approval of the Board of Selectmen, enter a complaint before the Board of Selectmen to obtain an order to control or dispose of a dog found to be uncontrollable, or whose owner or keeper is unresponsive to any other penalties contained in Section 3.7.

3.7.6 Restricted Areas. No person shall allow a dog, other than a service dog, owned or kept by him or her, whether leashed or unleashed, to trespass on Memorial Park or DeFazio Park.

3.7.7 Removal of Pet Waste. No person owning or keeping a dog shall suffer, permit, or allow such a dog to leave feces in any public or private property of someone other than that of the dog's owner or keeper within the Town of Needham, without the approval of said property owner. Any person having custody and control of a dog in any such area shall carry with him or her proper equipment for the removal of feces. For purposes of this section, the means of removal shall be any tool, implement, or other device carried for the purpose of picking up and containing such feces. No person shall leave or dispose of said feces in any catch basin, drainage structure, waterway or on any public property or street except in a trash receptacle.

3.7.8 Off-Leash Areas. The Town may authorize an area or areas to be used as off-leash areas for dogs licensed in the Town of Needham for which a separate fee will be assessed and for which the Board of Selectmen may, from time to time, establish regulations for use. No person owning or keeping a dog shall suffer, permit or allow such dog to use the off leash area without the proper license or in violation of such regulations.



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	RTS Stickers FY2015
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will recommend that the Board vote to approve certain changes to the RTS Sticker standard sticker fee schedule for FY2015. No change is proposed for commercial hauler stickers.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to eliminate the fee for additional Standard Stickers, Replacement Standard Stickers, and lost Standard Stickers effective immediately if a Needham household has already purchased a Standard Sticker, and that the half-year Standard Stickers fee is eliminated effective October 1, 2014.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Memo to the Board of Selectmen from David Davison dated July 25, 2014.			

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Solid Waste Disposal/Recycling Advisory Committee, Kate Fitzpatrick,
Town Manager; Evelyn Poness, Treasurer/Collector; Rick Merson,
Director of Public Works
Date: July 25, 2014
Re: Standard RTS Stickers

As the Board is aware the FY2015 RTS enterprise budget plan included the concept of eliminating the charge for the Standard Sticker (residential) and increase the funding from the General Fund to offset both the loss of that revenue stream and the continual pressure on rates to cover shortfalls in the estimate. The Board of Selectmen supported the plan and the Finance Committee recommended adoption of the budget that was designed to make this change. Town Meeting approved the additional funding from the General Fund with its affirmative appropriation action. I am recommending, effective immediately, certain fees that are currently in effect until March 31, 2015 be eliminated.

The April 1, 2014 renewal date still necessitated the sticker charge, and most of the sticker sales and resulting revenue happened in FY2014, as planned. Now that the Board will be asked not to have a fee for the Standard Sticker when the next rate hearing is held and that the current sticker will remain valid, I recommend that residents who have already purchased a Standard Sticker this year, not be charged a fee if they request an additional sticker (current fee \$25), a replacement sticker (current fee \$10), or need to replace a lost sticker (current fee \$45). Any household that has not yet purchased a Standard Sticker for the April 1, 2014 renewal date should still be required to pay the \$95/\$85.50 (for seniors) for the first original sticker for the year. However, I also recommend that the half year sticker fees (\$57 for Standard and \$51.30 for Standard Senior) be eliminated and effectively discontinue a fee even for the first original Standard Sticker after October 1, 2014.

As a reminder the plan that was approved does continue to have a Hauler Sticker fee and therefore the Lost Sticker and Replacement Sticker fees will remain in effect for Hauler Stickers.

Please do not hesitate to contact me if you have any questions.

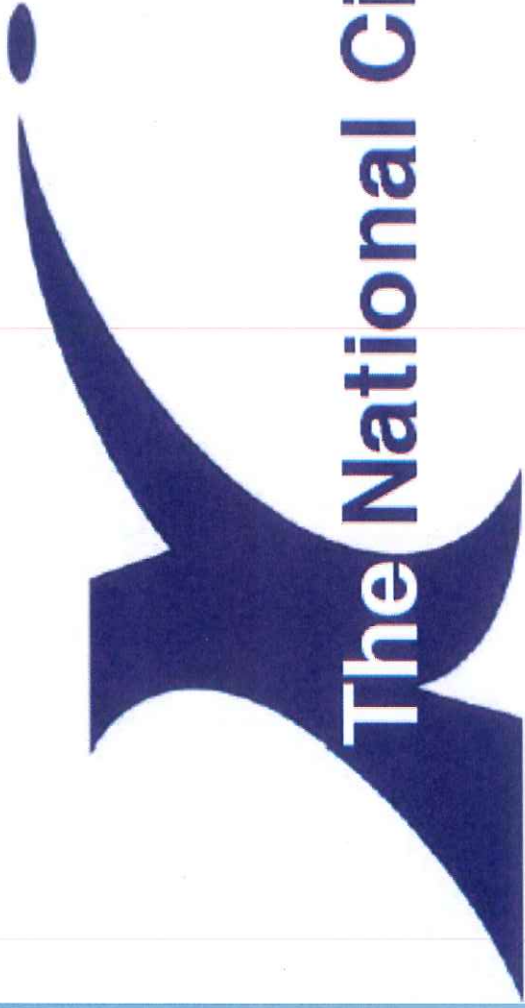


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Citizen Satisfaction Survey
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will discuss the recently completed National Citizen Survey, including methodology and results. The survey is a component of the Performance Needham program which includes other performance measurement activities such as benchmarking and program evaluation. The wide range of responses and the broad based opinions expressed by the survey participants provides us with a unique perspective about service delivery, highlighting successes, opportunities, and areas that deserve greater attention. The purpose of the Performance Needham initiative is to establish a formal, systematic mechanism for evaluating customer satisfaction with Town services, and then using the information to inform organizational, management, and funding decisions. Resident opinion should be a major factor in local government decision making, yet it is often hard to measure. Citizen surveys provide valuable information to help to understand residents' concerns, improve communication, and measure satisfaction with the overall operation of local government. By almost every measure, the level of citizen satisfaction with local government in Needham is quite high.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. PowerPoint Presentation b. National Citizen Survey, Town of Needham, MA 2014 (provided under separate cover)			



The National Citizen Survey™

TOWN OF NEEDHAM, MA

2014

**Summary of
Findings**



The National Citizen Survey™

The National Citizen Survey is:

- A collaborative effort between National Research Center, Inc. (NRC) and the International City/County Management Association (ICMA)
- A statistically valid compilation of resident opinions about community and services provided by local government

Study Methods:

- Mailed survey to approximately 1,200 households (late April)
- 546 surveys returned; 47% response rate (typical response rates range 25 – 40%)
- 4% margin of error
- 4th time survey has been conducted – last time in 2012, and before that in 2010, and the first time in 2008
- Benchmark to 500 communities nation-wide



The National Citizen Survey™

Results can be used for:

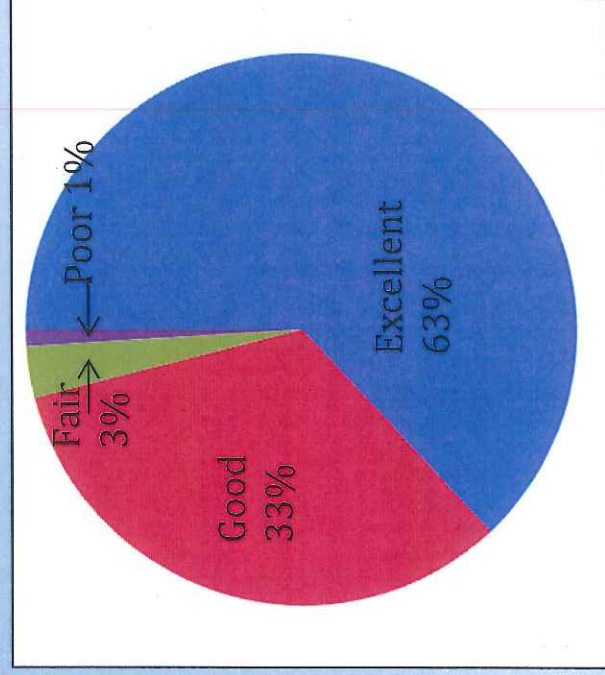
- ☒ Planning
- ☒ Resource Allocation
- ☒ Performance Measurement
- ☒ Program and Policy Evaluation
- ☒ Spending
- ☒ Monitor Trends in Resident Opinion

COMMUNITY LIVABILITY

Needham as
a Place
to Live

97%

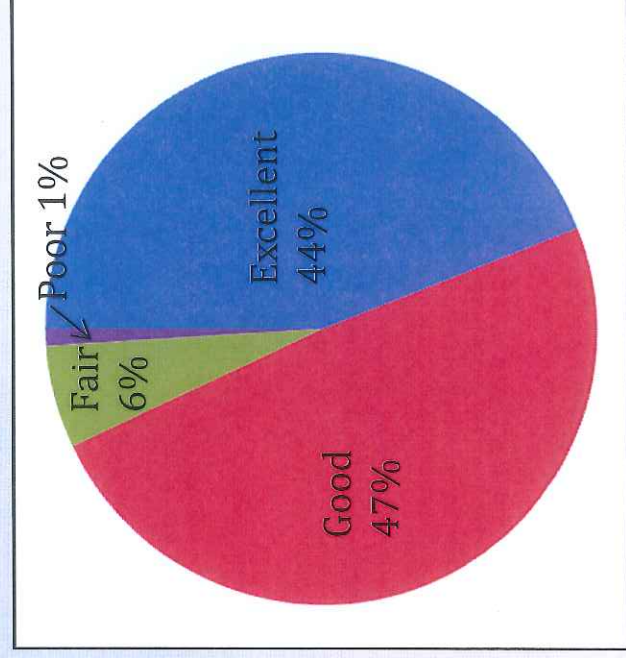
“Excellent” or “Good”



Quality of Life
in Needham

93%

“Excellent” or “Good”



**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
COMMUNITY CHARACTERISTICS**

SAFETY

Overall feeling of safety 97%
Ranked #6 of 127

MOBILITY

Ease of walking 84%
Ranked #23 of 236

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
COMMUNITY CHARACTERISTICS**

NATURAL ENVIRONMENT

Cleanliness 89%

Ranked #52 of 221

Air Quality 91%

Ranked #21 of 206

ECONOMY

Overall economic health 84%

Ranked #11 of 46

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
COMMUNITY CHARACTERISTICS**

RECREATION & WELLNESS

Mental Health Care 65%

Ranked #10 of 41

Preventive Health Services 82%

Ranked #17 of 175

Healthcare 82%

Ranked #17 of 210

COMMUNITY ENGAGEMENT

Neighborliness 78%

Ranked #4 of 42

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
COMMUNITY CHARACTERISTICS**

EDUCATION & ENRICHMENT

Education & Enrichment

Opportunities 85%

Ranked #9 of 43

K-12 Education

91%

Ranked #29 of 201

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
GOVERNANCE**

SAFETY

Police Services

92%

Ranked #12 of 342

Crime Prevention

91%

Ranked #8 of 280

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
GOVERNANCE**

NATURAL ENVIRONMENT

Drinking Water

85%

Ranked #35 of 262

RECREATION & WELLNESS

Health Services

87%

Ranked #17 of 161

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
GOVERNANCE**

GENERAL

Sense of Community
Ranked #19 of 247

85%

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
ASPECTS OF PARTICIPATION**

SAFETY

Did NOT report a crime 91%
Ranked #2 of 42

MOBILITY

Used public transportation
instead of driving 50%
Ranked #9 of 38

Walked or biked instead
of driving 73%
Ranked #8 of 42

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
ASPECTS OF PARTICIPATION**

NATURAL ENVIRONMENT

Recycled at Home 95%

Ranked #36 of 209

BUILT ENVIRONMENT

Did not observe a
code violation 69%

Ranked #8 of 42

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
ASPECTS OF PARTICIPATION**

ECONOMY

Believe economy will
have positive impact
on income 34%
Ranked #7 of 205

COMMUNITY ENGAGEMENT

Voted in local elections 87%
Ranked 22 of 205

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
ASPECTS OF PARTICIPATION**

EDUCATION AND ENRICHMENT

Used Needham Public

Library

83%

Ranked #17 of 192

Attended a Town sponsored
event

62%

Ranked 7 of 41

**AREAS WHERE NEEDHAM
EXCEEDED NATIONAL BENCHMARK
ASPECTS OF PARTICIPATION**

GENERAL

Sense of Community
Ranked #19 of 247

85%

**AREAS WHERE NEEDHAM
IS BELOW THE NATIONAL BENCHMARK
COMMUNITY CHARACTERISTICS**

BUILT ENVIRONMENT

Affordable Quality

Housing

25%

Ranked #226 of 248

Variety of Housing

Options

42%

Ranked 184 of 214

**AREAS WHERE NEEDHAM
IS BELOW THE NATIONAL BENCHMARK
COMMUNITY CHARACTERISTICS**

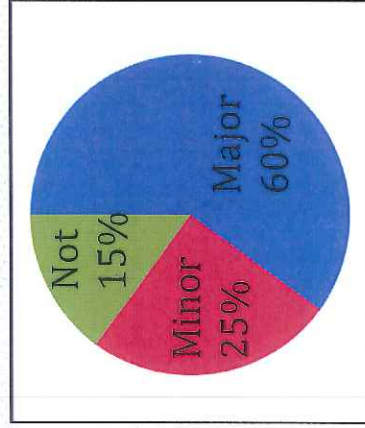
ECONOMY

Shopping Opportunities 39%
Ranked #188 of 235

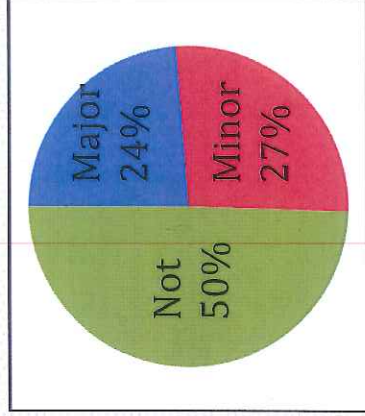
SPECIALTY QUESTIONS

CURRENT SOCIAL MEDIA SOURCES

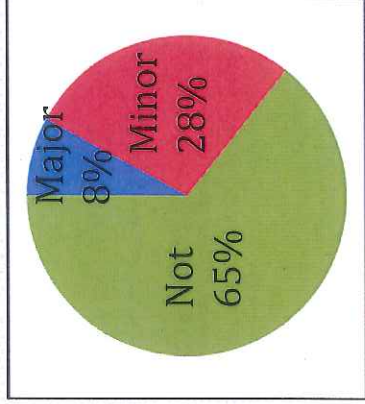
**INDICATE HOW MUCH OF A SOURCE, IF AT ALL,
EACH OF THE FOLLOWING TYPES OF SOCIAL MEDIA
IS FOR YOU TO **OBTAIN NEWS****



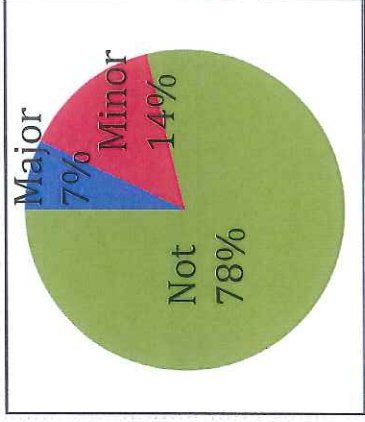
Online News Sites



Facebook



Blogs

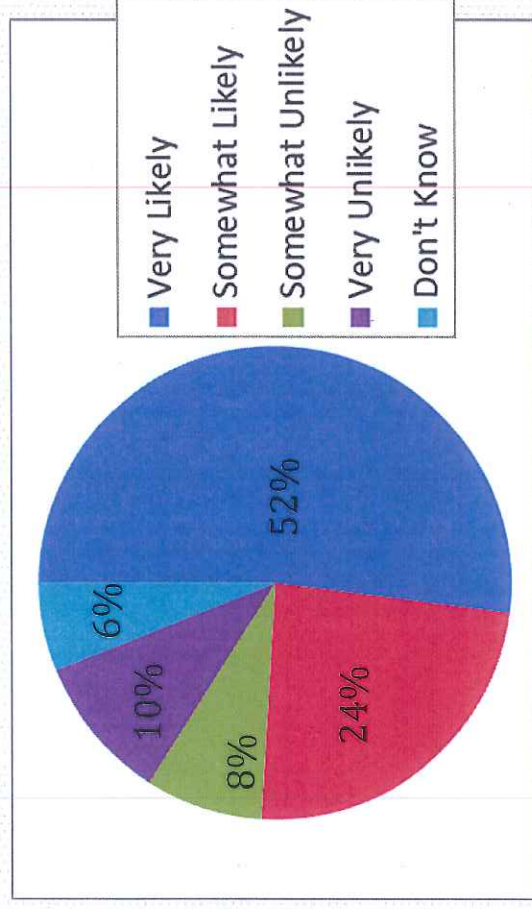


Twitter

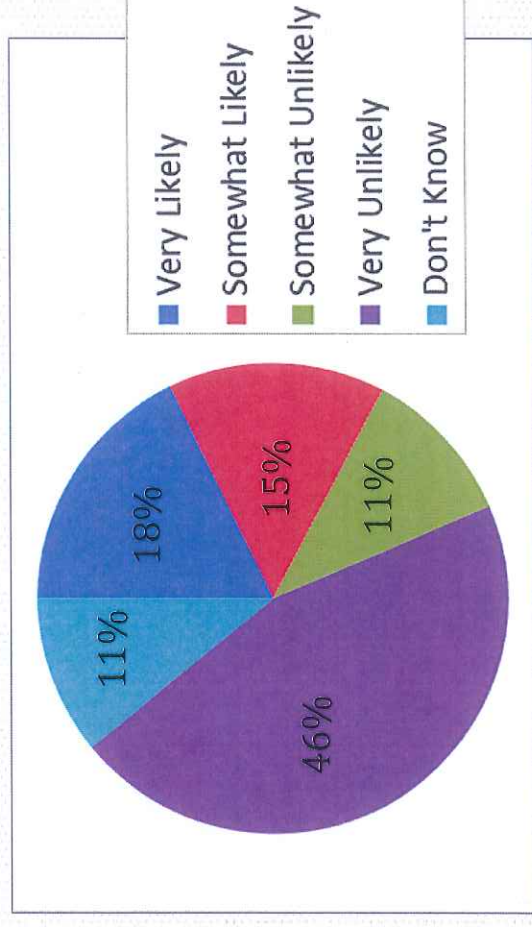
SPECIALTY QUESTIONS

POTENTIAL SOCIAL MEDIA SOURCES

**INDICATE HOW LIKELY YOU WOULD BE TO USE EACH
OF THE FOLLOWING METHODS TO OBTAIN
NEWS ABOUT THE TOWN OF NEEDHAM**



Town of Needham Website

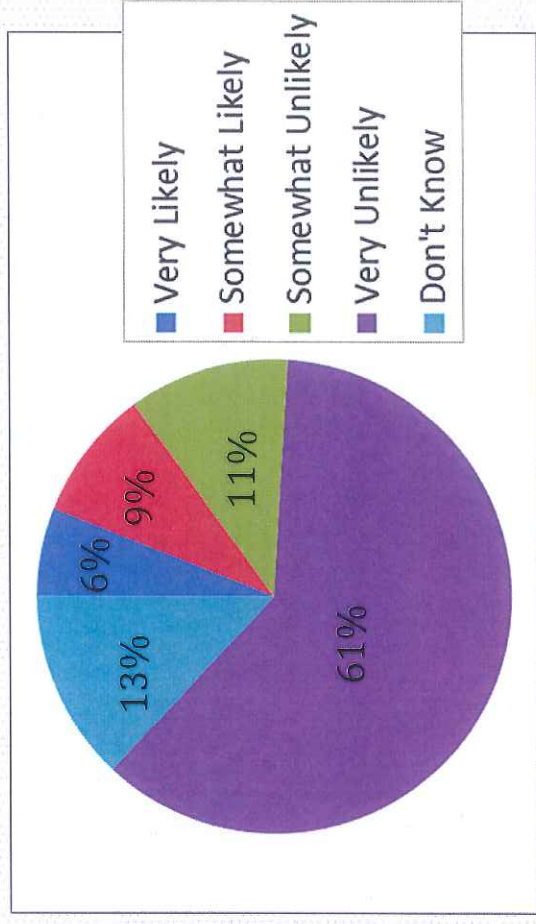
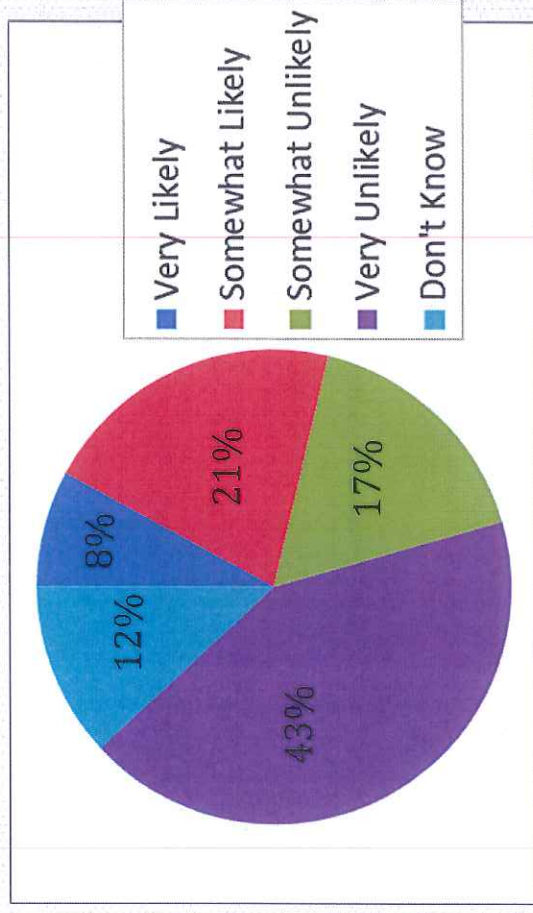


Town Facebook Page

SPECIALTY QUESTIONS

POTENTIAL SOCIAL MEDIA SOURCES

**INDICATE HOW LIKELY YOU WOULD BE TO USE EACH
OF THE FOLLOWING METHODS TO OBTAIN
NEWS ABOUT THE TOWN OF NEEDHAM**

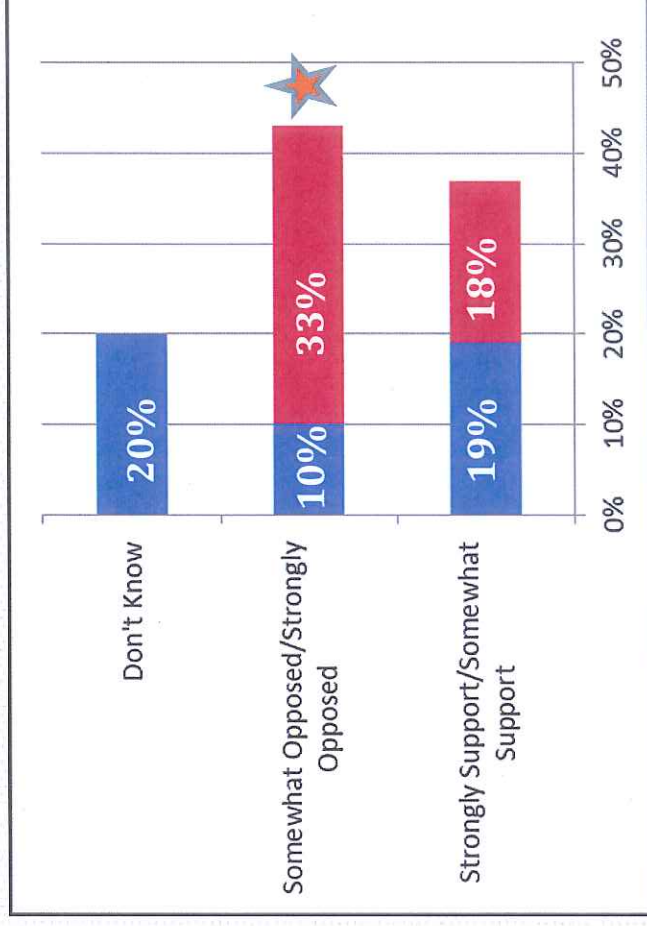


SPECIALTY QUESTIONS

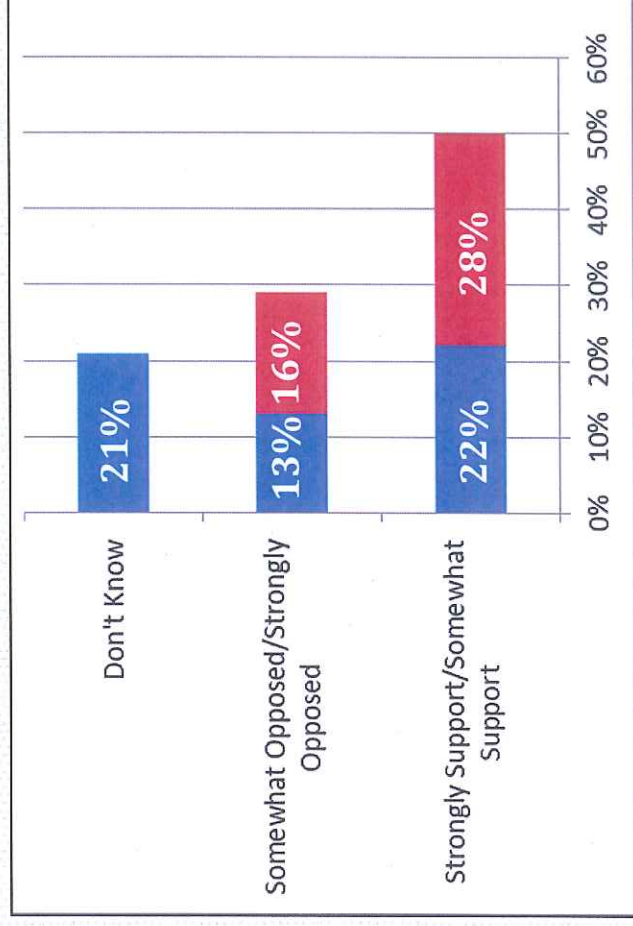
CLOSING OR REDUCING HOURS FOR THE RECYCLING TRANSFER STATION

The RTS is currently open to the public Tues – Sat 7:30am-4:00pm. The Town is considering closing or reducing hours on Tuesday, Wednesday, Thursday or Friday in order to reduce costs. (Sat hours would not be affected.) If such changes are needed to reduce costs, to what extent would you support or oppose each of the following options.

Close or limit hours on Tuesday



Close or limit hours on Wednesday

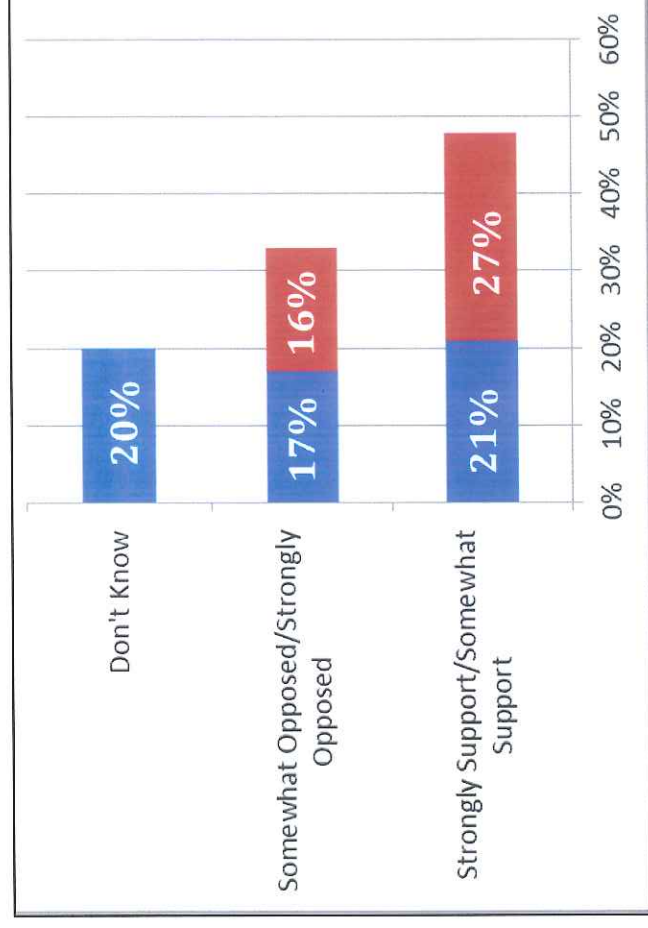


SPECIALTY QUESTIONS

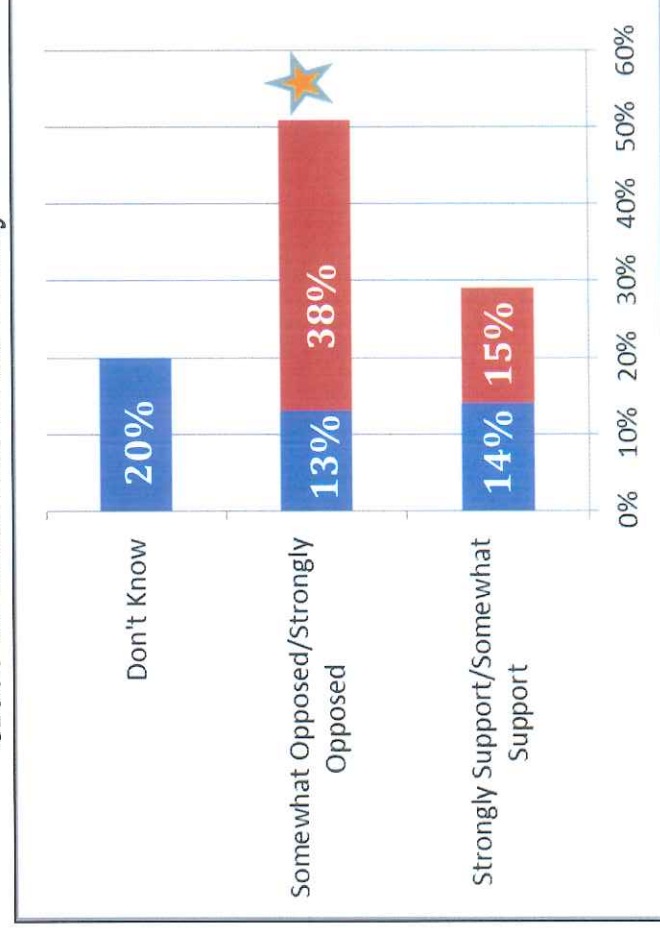
CLOSING OR REDUCING HOURS FOR THE RECYCLING TRANSFER STATION

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Close or limit hours on Thursday



Close or limit hours on Friday



TRENDS COMPARISON: 2008 to 2014

Percent rating positively: Ratings of "Excellent/Good"
Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2014 Rating	Percent change
Economy	Believe economy will have positive impact on income	7%	34%	386%
Education & Enrichment	Cultural / arts / music activities	42%	62%	48%
Education & Enrichment	Childcare / preschool	44%	62%	41%
Mobility	Paths & walking trails	44%	61%	39%
Mobility	Street repair	32%	43%	34%
Economy	Shopping opportunities	30%	39%	30%
Education & Enrichment	Opportunities for education and enrichment	69%	85%	23%
General	Needham's overall appearance	73%	88%	21%
Mobility	Traffic flow	48%	58%	21%
Natural Environment	Overall natural environment	72%	86%	19%

TRENDS COMPARISON: 2008 to 2014

Percent rating positively: Ratings of “Excellent/Good”
Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2014 Rating	Percent change
General Governance	Services provided by the Federal Government	43%	50%	16%
Mobility	Street cleaning	55%	64%	16%
Recreation & Wellness	Health care	71%	82%	15%
Economy	Economic development	52%	60%	15%
Natural Environment	Cleanliness of Needham	78%	89%	14%
Built Environment	Affordable quality housing	22%	25%	14%
General Governance	Overall direction of the Town	60%	67%	12%
Mobility	Ease of walking	76%	84%	11%
Mobility	Travel by bicycle	50%	55%	10%

TRENDS COMPARISON: 2008 to 2014

Percent rating positively: Ratings of "Excellent/Good"
Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2014 Rating	Percent change
Economy	Employment opportunities	34%	37%	9%
Mobility	Traffic signal timing	56%	61%	9%
Mobility	Street lighting	56%	60%	7%
Mobility	Sidewalk maintenance	41%	44%	7%
Natural Environment	Natural areas preservation	60%	64%	7%
Built Environment	NOT under housing cost stress	70%	74%	6%
Built Environment	Sewer services	83%	88%	6%
Built Environment	Land use, planning and zoning	47%	50%	6%

TRENDS COMPARISON: 2008 to 2014

Percent rating positively: Ratings of "Excellent/Good"
Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2014 Rating	Percent change
Community Engagement	Watched a local public meeting	51%	31%	(39%)
Mobility	Travel by public transportation	78%	51%	(35%)
Community Engagement	Attended a local public meeting	35%	23%	(34%)
General Participation	Contacted Needham employees	74%	58%	(22%)
Economy	Place to work	72%	65%	(10%)
Safety	Emergency preparedness	83%	75%	(10%)
Community Engagement	Opportunities to volunteer	85%	79%	(7%)

TRENDS COMPARISON: 2008 to 2014

Percent rating positively: Ratings of "Excellent/Good"
Characteristics with a change of 6% or greater

Category	Characteristic	2008 Rating	2014 Rating	Percent change
Education & Enrichment	Used Needham Public Library	88%	83%	(6%)
Recreation & Wellness	Visited a Town park	85%	80%	(6%)
Built Environment	Storm drainage	70%	66%	(6%)

NEXT STEPS



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At this time, the Town Manager will update the Board on issues not covered on agenda, as needed.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
none			



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/29/2014

Agenda Item	Town Manager Performance Evaluation
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
In accordance with its policies, the Board of Selectmen prepares an annual performance evaluation of the Town Manager. Each member of the Board completes his or her own evaluation. The individual evaluations are then compiled into a consensus evaluation overview document which contains the numerical average for each point of evaluation and a summary of overall evaluation comments. Board policy calls for the overview to be released at a meeting of the Board of Selectmen.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the Town Manager Consensus Evaluation Overview Document dated July 29, 2014.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Town Manager Consensus Evaluation Overview Document b. Board of Selectmen Town Manager Evaluation Policy (BOS-PERS-004)			

**Town of Needham/Board of Selectmen
Town Manager Consensus Evaluation Overview Document
July 29, 2014**

In accordance with its policies, the Board of Selectmen prepares an annual performance evaluation of the Town Manager. Each member of the Board completes his or her own evaluation. The individual evaluations are then compiled into a consensus evaluation overview document which contains the numerical average for each point of evaluation and a summary of overall evaluation comments. Board policy calls for the overview to be released at a meeting of the Board of Selectmen.

Rating Criteria	
Unsatisfactory (1)	The Manager's work performance is inadequate and inferior to the standards of performance required for the position.
Improvement Needed (2)	The Manager's work performance does not consistently meet the standards of the position.
Meets Expectations (3)	The Manager's work performance consistently meets the standards of the position.
Exceeds Expectations (4)	The Manager's work performance is frequently or consistently above the level of a satisfactory employee.
Excellent/Highly Commendable (5)	The Manager's work performance is consistently excellent when compared to the standards of the job.

Personal Characteristics (5)

Board Member Suggestions and Comments:

Kate is extremely professional in every way and is solution-oriented.

Worked well with the Board on acquiring parcels using creativity and appropriate risk taking.

Frankly, Kate is amazing in all these dimensions. This, and her strength in item 2, form the base for her – and the Town's – success.

Kate sets the example for all managers – high standards will be the norm.

Professionalism (5)

Board Member Suggestions and Comments:

I can think of few people who can perform at this level.

Ditto Item 1. Plus, taking on MMA is another significant responsibility.

Past President of MMA says it all about professional commitment.

Public Relations/Communications (4.8)

Board Member Suggestions and Comments:

Kate performs at a very high level. When she errs, she is quick to recognize and acknowledge that and self corrects.

Improved communication shown via Facebook and Twitter. Looking forward to continued communication with citizens.

I appreciate the in-between news updates and Kate's continued work to maintain Needham's issues as top of mind with our State officials.

Committed and caring about the community-understands the community – responds to the community.

Board Support/ Relations (4.8)

Board Member Suggestions and Comments:

Without question, Kate fulfills these aspects of her job in a very effective and well-appreciated way. She has the complete confidence of the Board.

Great to work with. Supportive of ideas.

Nothing but a positive experience.

Kate's counsel is valued and appreciated by the Board.

Organizational Leadership/Personnel Management (4.6)

Board Member Suggestions and Comments:

Kate manages a very complex organization and keeps it on track. She enjoys and returns loyalty of and to her employees.

Consistently negotiates contracts within sustainability parameters.

I think that Kate delegates quite effectively. I have no knowledge of how the staff evaluation works here. It seems that employee morale is generally good.

Kate projects leadership, motivation and support to her managers who reflect that attitude to their staffs.

Financial Management (4.7)

Board Member Suggestions and Comments:

The best, and with excellent staff support.

Let me first say that we are well-managed and my rating indicates no lack of confidence there.

(Staff) knows our budget inside and out. But - I realize as I read this that I have no idea really - of where our departments end their year because the information is never presented to us.

A testament to Kate and her team excellence – the minimal differences with Fincom annual budgets.

Planning and Organization (4.7)

Board Member Suggestions and Comments:

Kate balances her efforts and skills well. Her primary strength is more to the management rather than vision side, but she is extremely strong on both sides of the balance.

Working hard on master planning.

I think Kate has continued to keep her eye on the ball.

Achievement of Goals (4.9)

Board Member Suggestions and Comments:

Success is the best descriptor.

Many goals and many results.

Kate has supported the necessary and prioritized work of the Town extremely well, and juggled the new items that appeared over the year.

There are only so many goals that can be achieved – the Board has too many goals and Kate completes many.

Overall Rating (4.9)

Board Member Suggestions and Comments:

This is a highly effective, ethical, compassionate and professional Town Manager. She is a pleasure to work with and I trust her completely.

Kate continues to be one of the best in her field, with a record of solid accomplishment of a demanding workload.

I would like to see us move to less paper. It would help me in organization to have more of it electronically. I would also like to see us move to a more consistent format for presentation of labor negotiations with the Unions (across Town and School Committee). In general, I find (staff)'s presentation to be more comprehensive. Overall, Needham continues as a Town that is way above average in how its affairs are managed. Kate plays, and has played, a singularly key role in making that happen.

Kate's effectiveness as Town Manger is enhanced by her knowledge of the community and the community benefits from that effectiveness.

**Town of Needham
Board of Selectmen**

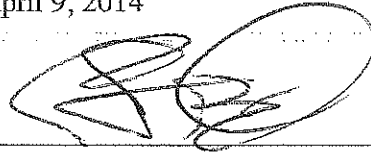
Policy Number: BOS-PERS-004

Policy: Town Manager Evaluation

Date Approved: December 21, 2010

Date Revised: April 9, 2014

Approved:



Chairman, Board of Selectman

POLICY AND PURPOSE

The purpose of this evaluation instrument is to formally appraise the Town Manager's performance on an annual basis. The document allows the Board of Selectmen to assess the Town Manager's performance in management practices and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance evaluation forms prepared by members of the Board of Selectmen are considered work product/personal documents, and shall not be publicly released. The only document to be released will be an overview document, compiling the scores and comments, prepared by the Chair or his or her designee.

PROCEDURE

1. The period of evaluation is July 1 through June 30.
2. The Town Manager will submit a narrative self-evaluation including a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member.
2. Board members will complete their evaluations forms and give them to the Chairman by a date set by the Chairman.
3. The Chairman or his or her designee will compile scores from individual evaluation forms and develop a consensus overview document.
4. The Chairman will give the individually completed performance evaluation forms to the Director of Human Resources who will place them in the Town Manager's personnel file.
5. Board members may meet individually with the Town Manager to discuss aspects of the performance review document.

6. The Chairman will provide the other Board members and the Town Manager with the consensus evaluation overview document at least one week prior to the date at which the document will be publicly released.
7. The overview document will be released by the Chair at a public meeting of the Board of Selectmen.

Selectman:

**Town of Needham
Town Manager Performance Evaluation Form**

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

Unsatisfactory (1)

The Manager's work performance is inadequate and inferior to the standards of performance required for the position.

Improvement Needed (2)

The Manager's work performance does not consistently meet the standards of the position.

Meets Expectations (3)

The Manager's work performance consistently meets the standards of the position.

Exceeds Expectations (4)

The Manager's work performance is frequently or consistently above the level of a satisfactory employee.

Excellent/Highly Commendable (5)

The Manager's work performance is consistently excellent when compared to the standards of the job.

1. Personal Characteristics: Exhibits honest and ethical behavior; acts in a fair and equitable manner; effectively deals with unforeseen issue and problems; shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations. displays creativity, innovation, flexibility and appropriate risk taking.	Board Member Suggestions & Comments	Rank
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2. Professionalism: Is fully knowledgeable and committed to the field of local government management; seeks to enhance skills and abilities through educational opportunities; actively participates in professional municipal management organizations; encourages staff training and development.	Board Member Suggestions & Comments	Rating
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3. Public Relations/Communications: Projects a positive image in the community; is reasonably open and available to the public and responsive to citizen complaints or requests; communicates effectively to the media; keeps the citizenry informed of current issues in Town government; Maintains good communications with the business community. Supports and recognizes the efforts of volunteer citizens and groups. Maintains effective communications with state and federal elected representatives, other communities, state agencies, and municipal organizations.	Board Member Suggestions & Comments	Rating
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4. Board Support/ Relations Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis; implements policy matters and other directives adopted by the Board of Selectmen; keeps Board members informed of issues and activities in Town government and in the community; listens and understands Selectmen concerns; maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust.	Board Member Suggestions & Comments	Rating
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5. Organizational Leadership/Personnel Management: Provides leadership, motivation and support within the organization; effectively delegates tasks and assignments; builds and motivates a team, providing direction and monitoring/adjusting performance as required. assures selection for employment of the best-qualified personnel; assures systematic performance evaluation of staff in the organization; establishes high standard of performance for all managers; recognizes, develops, and utilizes their leadership abilities; effectively leads collective bargaining efforts with unions, keeping the Board informed on progress; strives to maintain good staff morale and maintains open, honest and professional relationships with staff.	Board Member Suggestions & Comments	Rating
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6. Financial Management Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs; employs sound fiscal management practices for the development of the operating and capital budget recommendations; effectively monitors and controls budget expenditures; provides complete and accurate financial information to facilitate budget deliberations; creatively manages available resources to increase productivity and efficiency; develops and maintains a long-term financial plan for the Town;	Board Member Suggestions & Comments	Rating
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7. Planning and Organization Creates and facilitates an environment for long-range and strategic planning; identifies opportunities to improve productivity, innovation,	Board Member Suggestions & Comments	Rating
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staff development and cost efficiencies; develops proposals for cost effective reorganization of Town operations; establishes appropriate goals and objectives for performance.	
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8. Achievement of Goals Shows appropriate progress to the year's goals as indicated on the attached self-evaluation.	Board Member Suggestions & Comments	Rating
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OVERALL RATING	Board Member Suggestions & Comments	Rating
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This document is based in part on policies of the towns of Ashland, Sudbury, and Natick Massachusetts

Town Manager Performance Evaluation Form
Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Manager has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN MANAGER

Date: _____



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 07/29/2014

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
None			

BOARD OF SELECTMEN

*** MINUTES ***

June 3, 2014

6:00 p.m. A joint meeting of the Board of Selectmen and School Committee was convened by Chairman John Bulian at the Broadmeadow School. Present were Mr. Maurice Handel, Mr. Matthew Borrelli, Ms. Marianne Cooley, Mr. Daniel Matthews, Town Manager Kate Fitzpatrick, Assistant Town Manager David Davison, Town Counsel David Tobin, and Special Counsel Luke Legere. Also present were members of the School Committee including Michael Greis, Connie Barr, Aaron Pressman, Kim Marie Nichols, Heidi Black, Sue Neckes, and Joe Barnes, School Superintendent Dan Gutekanst, School Director of Financial Operations Anne Gulati, PPBC Chairman George Kent, and Director of Design and Construction Steve Popper.

Motion: Ms. Cooley moved that the Board of Selectmen vote to enter into Executive Session under Exception 3 - to discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares, not to return to open session prior to adjournment. The Chair so declared. **Second:** Mr. Handel. Mr. Bulian polled the Board. Unanimously approved 5-0.

Note: the meeting was adjourned at 6:58 p.m.

**Town of Needham
Board of Selectmen
Minutes for June 24, 2014
Selectmen's Chamber
Needham Town Hall**

- 6:30 p.m. Informal Meeting with Citizens: No activity.
- 7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt. Daniel P. Matthews was not present.
- 7:00 p.m. Certificate of Recognition - Trish Hegarty
Mr. Bulian read a Certificate of Recognition recognizing Needham resident Trish Hegarty, a competitor on the 28th season of Survivor. Mr. Bulian asked Ms. Hegarty to recount her experience as a contestant on the show. Ms. Hegarty said she realized early in taping of the show, that while winning would be great, the most important things in life are right here in Needham. The Board congratulated Ms. Hegarty and thanked her for providing her hometown the opportunity to witness her achievement and to give Needhamites another reason to be proud of their community.
- 7:12 p.m. Public Hearing - NSTAR Petition for Fair Oaks Park:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 33 feet of conduit at Pole 16/10 on Fair Oaks Park, Needham. Ms. Carroll said this work is necessary to provide new underground electric service for a new house at 89 Fair Oaks Park.
- Mr. Bulian invited public comment.
- Jeanne Carey, 95 Fair Oaks Park asked if this work is in addition to the work currently occurring on Fair Oaks Park. Ms. Carey commented Fair Oaks Park is very crowded with construction vehicles and that she has trouble getting to her driveway.
- Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 33 feet of conduit at Pole 16/10 on Fair Oaks Park, Needham. This work is necessary to provide new underground electric service for a new house at 89 Fair Oaks Park.**
Second: Mr. Handel. Unanimously approved 4-0.
- 7:13 p.m. Public Hearing - TCG Petition for Cabot Street:

Jake McAdoo, Phoenix Communications representative appeared before the Board to discuss a request by Teleport Communications America, LLC to lay and maintain underground conduit at the intersection of First Avenue and Cabot Street.

Ms. Fitzpatrick said all paperwork is in order.

Mr. Bulian invited public comment. No comments were made.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Teleport Communications America, LLC to lay and maintain underground conduit, with cables placed therein under the surface of the following public way or ways: the conduit will begin at existing Level 3 mh#008-0005 on First Avenue, and then proceed down Cabot Street to an existing Digital Realty Trust HH placing approximately 570' of 4" sch40 PVC conduit concrete encased in the roadway. This proposal is to add (1) 4' sch40 PVC conduit to Level 3 Communication conduit system for the use of Teleport Communications America, LLC. Construction for this project is to run congruent with Level 3's project.

Second: Mr. Borrelli. Unanimously approved 4-0.

7:15 p.m. Public Hearing - Road Events

Ms. Fitzpatrick reminded the Board it had discussed a draft road events policy at its meeting on May 13, 2014. She said the Board determined to revise the draft road events policy based upon Board comments and to hold a public hearing. Ms. Fitzpatrick said all applicants for road events in Needham were notified. Ms. Fitzpatrick said key issues are the number of races being held in Needham and safety.

Lieutenant Matthew Forbes, Needham Police said there must be a balance between safety and fairness to neighbors. He noted a significant increase in the number of road races since 2012.

Mr. Bulian invited public comment.

John Hrones, 53 Coulton Park, Director of Needham Track Club said he welcomes the establishment of a road event policy. He agrees baby strollers and dogs should not be allowed in road races. He also suggested banning the use of headsets. Mr. Hrones said the "first come, first serve" policy may not be the most advisable policy and suggested looking at the Park and Recreation policy for using sports facilities. He said Needham organizations should have priority. He also commented the quality and experience of race management, complexity and size of the event, and the number and training of volunteers/race officials are important to consider. He suggested increasing the fee, and also allow the Town to bill for services above and beyond what it can afford to provide free.

Hilary Ryan, Charles River Center said the Charles River 5K and 1 mile walk are USATF course certified. She said the event welcomes individuals of all abilities and ages. She commented on the baby stroller/dog issue and said "My Team Triumph" is utilized to allow disabled individuals to participate with non-disabled individuals in a road race setting. Ms. Ryan said the event is a chance for families with a disabled child to participate together. She commented the police department and DPW have been very supportive of the race. She said limiting the number of participants in a race may limit the amount of money raised.

Amy Perna, The Walker School, 1968 Central Avenue said the school is looking for a route that can accommodate runners and walkers. She asked if there were specific areas or routes in Town that should be avoided.

Maureen Filippine, 549 High Rock Street asked if a 10K race would be possible and whether a 5K event, as part of a larger race, would be allowed.

Bill Gallagher, 48 Hawthorn Avenue, Needham Running Club agrees priority should be given to Needham organizations and the road event policy should be modeled after the Park and Recreation policy/permit structure. He gave the Selectmen samples of applications from other road races, and offered to help the Town with its website and online application process. He said he felt the fee structure was fine, but thought they may have to be increased to cover police detail. He commented some of the local race directors are willing to help the Town "fine tune" the policies.

Mr. Bulian closed the public hearing and asked for Board comment.

Mr. Borrelli agreed Needham organization should be given priority, and said there should be a tiered "open period" for applying for an event. He asked if the use of baby strollers/dogs could be left up to race organizers.

Kate Fitzpatrick, Town Manager said service animals and strollers for disabled will be considered. She said there are particular events where use is warranted. She commented the Town would not want to discourage disabled children from participating in a race.

Ms. Cooley asked about safety while using headsets during a race.

Mr. Bulian thanked the residents for their input.

7:45 p.m.

Little Library Boxes:

Jeanne Carey, LFN, Kathy D'Addesio, LFN, and Devra Bailin, Director of Economic Development appeared before the Board to discuss an initiative to bring "Little Library Boxes" to Needham.

Ms. Carey gave a brief history saying the Little Library Boxes is a nationwide phenomenon that promotes reading, books, and fun. She said three locations, including Greene's Field, Needham Heights commuter station, and Needham Center commuter station, have been chosen as the initial sites. Ms. Carey discussed the weekly maintenance schedule and concept for using the boxes. Ms. Carey said Minuteman Regional High School, who built the boxes, was wonderful to work with and exceeded the request to consider and has already completed three boxes. Ms. Carey asked if the Town would install each box.

The Board agreed Little Library Boxes are a terrific idea and a wonderful addition to the Town.

8:00 p.m. Appointments and Consent Agenda:
Motion by Mr. Handel that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS:

1. **Historical Commission** **Rose Doherty (term expires 6/30/2017)**
2. **Various Committee Reappointments (see attachment)**

CONSENT AGENDA

1. **In accordance with Section 20B (5) of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2015.**
2. **Approve a Special One Day Wines & Malt Beverages licenses from Steve Volante of Volante Farms to hold "Dinner in the Field" events on Thursday, July 10, 2014, Thursday, July 31, 2014 and Saturday, August 23, 2014 from 6:00 p.m. to 10:00 p.m. at Volante Farms, 292 Forest Street, Needham. The events will be held in the field and not in the building at Volante Farms.**
3. **Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period June 27, 2014 to July 27, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.**
4. **Approve continuation of the experimental Special Permit Parking Regulation to allow temporary parking for construction vehicles on Ellis Street at Mills Field. This regulation will allow parking for up to twelve vehicles for the period June 25, 2014 to July 25, 2014.**
5. **Accept the following donation made to the Needham Community Revitalization Trust Fund from the following residents: \$ 500 from Holly & Bruce Johnstone.**
6. **Approve a 2014 Common Victualler License for Rowden, LLC. d/b/a Orange Leaf located at 1185 Highland Avenue, Needham.**
7. **Grant permission for the Needham Business Association to use the Town Common and surrounding area for its Harvest Fair and Souperbowl on Saturday, September 27, 2014. Permission includes: utilizing the parking lot**

behind Town Hall for pony rides and for two portable toilets; closing Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court and booths; NBA member business to have items for sale on sidewalk in front of their own stores; a hayride that will run from Highland Avenue by the Town Common and loop back around the town to the Town Common; a tent erected on Chapel Street to host the soup tasting contest; and any changes as recommended by the Needham Police Department.

8. Grant permission for free meter parking in the downtown area on Saturday, September 27, 2014 so that residents may enjoy the Street Fair.
9. Accept a \$948.52 donation made to the Department of Public Works' Parks and Forestry Division from the Needham War Memorial Committee. The monies will be utilized to cover the expense of asphalt purchased by the Needham Highway Division for the creation of a new pathway by the memorials at the Park.
10. Accept donations made to the Needham Fire Department from Annie Roboff and Suzanne R. Merna in memory of Melvin Roboff. The donations totaling \$300 will be used to support the activities of The Student Awareness of Fire Education program.
11. Approve the text of the proposed 9/11 Memorial to be located at the Police/Fire Station on the corner of School Street and Chestnut Street.
12. Water & Sewer Abatement Order #1182
13. Support Youth Services' "Needham Unplugged" for the month of March including its annual no-meeting night which will be held on Thursday, March 12, 2015.
14. Approve minutes from June 10, 2014 meeting.
15. Grant permission for the following resident to hold a Block Party:

Name	Address	Party Location	Party Date	PartyRainDate	Party Time
Rachel Black	83 Nardone Rd.	Corner of Jarvis Circle and Nardone Rd to where Jarvis Circle meets Jarvis Circle by Central Ave	8/17/2014	8/24/2014	1-6pm

Second: Mr. Borrelli. Unanimously approved 4-0.

8:00 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with two items to discuss:

1. Set Water and Sewer Rates

Dave Davison, ATM/Finance reminded the Board of the public hearing it held regarding Sewer and Water rates at its June 10, 2014 meeting. At that time, the Board was presented several rate scenarios and was informed that Scenario Three was being recommended by the Water and Sewer Rate Structure Committee. Mr. Davison commented that as this was the first time in nine years that the rates would be increased, the Board did not plan to vote that evening, but rather allow more time for consideration and public input. He stated the Board asked for some additional information and alternative rate structures, which have been provided. Mr. Davison

asked the Board to adopt a rate structure that will close the structural gap between rates and costs.

Motion by Mr. Borrelli that the Board approve the water and sewer block and rate structure that is identified as Schedule 4C; further that the Board approve a Septage Disposal fee of \$85.00 per 1,000 gallons; further that the Board approve a basic service fee of \$15.00 per quarter, a second meter fee of \$4.00 per quarter, and a basic sewer fee of \$9.00 per quarter with bills issued after July 1, 2014.

Second: Mr. Handel. Unanimously approved 4-0.

2. DEP Water Management Act

Kate Fitzpatrick, Town Manager told the Board the Department of Environmental Protection is exploring regulations further governing the withdrawal of water for permitted and registered communities. She said the proposal would set new baselines for water withdrawal from well fields, and it would add some additional restrictions, including a potential requirement for mitigation. She requested that the Board support the submittal of comments during the comment period, which expires July 10, 2014.

Motion by Mr. Handel that the Board authorize the Town Manager to submit a letter to the Department of Environmental Protection outlining the Town's concerns relative to the proposed regulations.

Second: Mr. Borrelli. Unanimously approved 4-0.

8:25 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:30 p.m. Executive Session:

Motion by Mr. Borrelli that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares.

Not to return to open session prior to adjournment.

Second: Ms. Cooley. Mr. Bulian polled the Board. Unanimously approved 4-0.

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

Note: The meeting adjourned at 9:00 p.m.

June 24, 2014 BOS Appointed Committee REAPPOINTMENTS

TERM EXPIRE	Name	COMMITTEE
06/30/2017	Howard S Goldman	Board of Appeals
06/30/2017	Kathleen Lind Berardi	Board of Appeals
06/30/2017	Peter E. Hess	Cable Television Advisory Board
06/30/2017	Sharon Soltzberg	Conservation Commission
06/30/2017	Brian Nadler	Council of Economic Advisors
06/30/2017	Glen Cammarano	Council of Economic Advisors
06/30/2017	Matthew D. Talcoff	Council of Economic Advisors
06/30/2017	Maurice P. Handel	Council of Economic Advisors
06/30/2017	William Day	Council of Economic Advisors
06/30/2017	Andrea Rae	Council On Aging
06/30/2017	Edward Cosgrove Jr	Council On Aging
06/30/2017	Phyllis Fanger	Council On Aging
06/30/2017	Susanne D Hughes	Council On Aging
06/30/2017	David Ecsedy	Cultural Council
06/30/2017	Michael E. Labrecque	Cultural Council
06/30/2017	Arthur Crocker	Design Review Board
06/30/2017	Mark Gluesing	Design Review Board
06/30/2017	Richard M. Reilly Jr	Design Review Board
06/30/2017	Robert Dermody	Design Review Board
06/30/2015	Andy Wise	Downtown Streetscape Working Group
06/30/2015	Bob Hentschel	Downtown Streetscape Working Group
06/30/2015	Gary Levine	Downtown Streetscape Working Group
06/30/2015	Gloria Greis	Downtown Streetscape Working Group
06/30/2015	Walter Collins	Downtown Streetscape Working Group
06/30/2015	Maurice P. Handel	Downtown Streetscape Working Group
06/30/2015	Mike McKay	Downtown Streetscape Working Group
06/30/2015	Nelson Hammer	Downtown Streetscape Working Group
06/30/2015	Paul Good	Downtown Streetscape Working Group
06/30/2015	Tom Jacob	Downtown Streetscape Working Group
06/30/2017	David Coelho	Future School Needs Committee
06/30/2017	Jon Schneider	Golf Course Advisory Committee
06/30/2017	Mary Grace Summergrad	Golf Course Advisory Committee
06/30/2017	Carol Johnson Boulris	Historical Commission
06/30/2017	Marlene Schultz	Human Rights Committee
06/30/2017	Michael T. Vaughn	Human Rights Committee
06/30/2017	Richard S Creem	MBTA Advisory Board
06/30/2017	John P Cosgrove Jr	MWRA Advisory Board
06/30/2017	Vincent Roy	MWRA Advisory Board
06/30/2017	Bill Dermody	Needham Community Revitalization Trust Fund
06/30/2017	Maryruth Perras	Needham Community Revitalization Trust Fund
06/30/2017	Peter Hess	Needham Community Television Dev Corp
07/31/2015	Ted Owens	Norfolk County Advisory Board
06/30/2017	Elizabeth P Handler	Property Tax Assistance Committee
06/30/2017	Jill C Kahn-Boesel	Property Tax Assistance Committee
06/30/2017	Peter Hess	Property Tax Assistance Committee
06/30/2017	Thomas J Mulhern	Property Tax Assistance Committee
06/30/2017	David Montgomery	Regional Transportation Advisory Council
06/30/2017	Rhain Hoyland	Regional Transportation Advisory Council/Alternate Member
06/30/2017	Barbara Doyle	Registrars of Voters
06/30/2017	Daniel P Matthews	Subcommittee to Study the Minuteman School
06/30/2017	Elizabeth P Handler	Taxation Aid Committee
06/30/2017	Evelyn M. Poness	Taxation Aid Committee
06/30/2017	Thomas J Mulhern	Taxation Aid Committee

June 24, 2014 BOS Appointed Committee REAPPOINTMENTS

TERM EXPIRE	Name	COMMITTEE
06/30/2017	Carl M. Rubin	Technology Advisory Board
06/30/2017	Michael M Mathias	Technology Advisory Board
06/30/2017	David S. Tobin	Town Counsel
06/30/2017	Glen Schneider	Traffic Management Advisory Committee
06/30/2017	Lt. John Kraemer	Traffic Management Advisory Committee
06/30/2017	Mark A. Rosen	Traffic Management Advisory Committee
06/30/2017	Robert Meltzer	Traffic Management Advisory Committee
06/30/2017	John P Cosgrove Jr	Water/Sewer Rate Structure Committee
06/30/2017	Nick Renzulli	Water/Sewer Rate Structure Committee

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

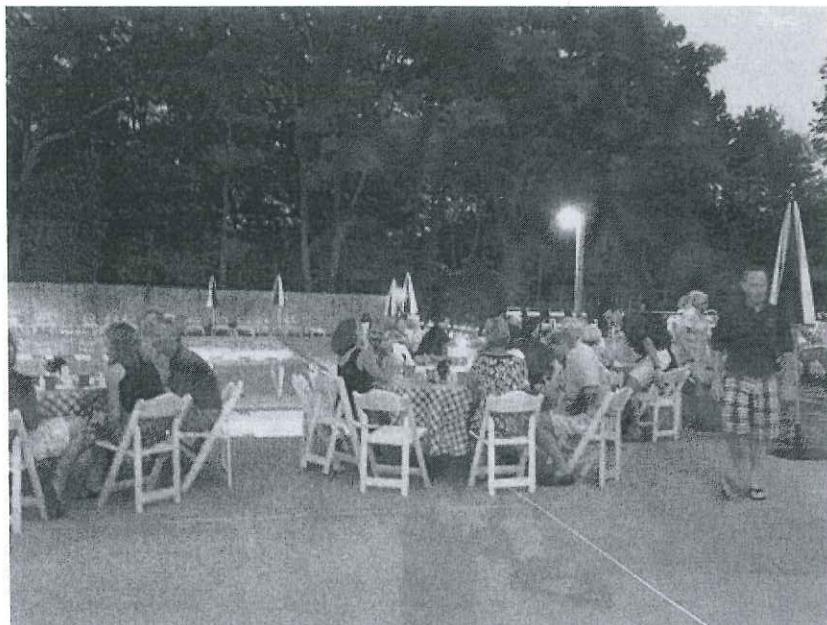
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Kristin Mockus		
Event Manager Address	58 Mayo Ave, Needham MA 02492		
Event Manager Phone Number	617-549-7636		
Organization Representing (if applicable)	Needham Pool & Racquet Club		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☐ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	"Hats Off to Summer" Cocktails Under the Tent		
Date of Event	July 31, 2014		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6:00pm	TO: 9:00pm
Are tickets being sold in advance for this event?	☒ YES	\$	/per ticket ☐ NO
Is there an admission fee for this event?	☒ YES	\$17.50	/per ticket ☐ NO
Are you using dues collected to purchase alcohol for this event?	☒ YES	☐ NO	
How many people are you expecting at this event?	125		
Name & address of event location. Please attach proof of permission to use this facility.			
Needham Pool & Racquet Club 1550 Central Ave, Needham, MA 02492			
Who will be serving the alcohol to your guests? Beverages To Go - Dover, MA Bartenders from Special Occasion Servers			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Michael Berardi & Kristin Tornifoglio from Special Occasion Servers			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will be served alcohol at the bar (see attached floorplan)			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
Kristin Mockus			7/10/2014

Needham Pool and Racquet Club



[HOME](#) [MANAGEMENT](#) [SOCIAL](#) [TENNIS](#) [SWIMMING](#) [RULES](#) [CALENDAR](#) [FAQ](#)



Social

Date	Event
Thursday, Jul. 31	Cocktail Party: Hats off to Summer 6:00-9:00pm Cocktail party under the tent. <i>Details coming soon!</i> Sign Up
Thursday, Aug. 7	Staff Appreciation Sign up at the Front Desk.
Thursday, Aug. 14	Senior Luncheon Sign Up
Thursday, Aug. 28	Cocktail Party: Potluck End of the Summer 6:00-9:00pm If your last name starts with the letters A-M, please bring an appetizer, if your last name starts with the letters between, N-Z, please bring a dessert. <i>Details coming soon!</i> Sign Up

Cocktail Party: Hats off to Summer

Thursday, July 31

6:00-9:00pm

Cocktail party under the tent.

Details coming soon!

[Sign Up](#)

Staff Appreciation

Thursday, August 7

Sign up at the Front Desk.

Senior Luncheon

Thursday, August 14

[Sign Up](#)

Cocktail Party: Potluck End of the Summer

Thursday, August 28

6:00-9:00pm

If your last name starts with the letters A-M, please bring an appetizer, if your last name starts with the letters between, N-Z, please bring a dessert.

Details coming soon!

[Sign Up](#)

Social Committee:

Christine Malloy, Co-Chair

Kristen Mockus, Co-Chair

Ellen Dellamarggio

Beata Fernandez

Marua Payne

Jane Carol

Jen Schroeder

Jennifer Sullivan

Sandra McKeigue, Director Liaison

Please contact Christine Malloy if you would like to help with a social event.



eTIPS On Premise 2.0

SSN: XXX-XX-XXXX

Expires: 11/11/2015

D.O.B.: XX/XX/XXXX

Issued: 11/11/2012

ID#: 3353717

Michael Berardi

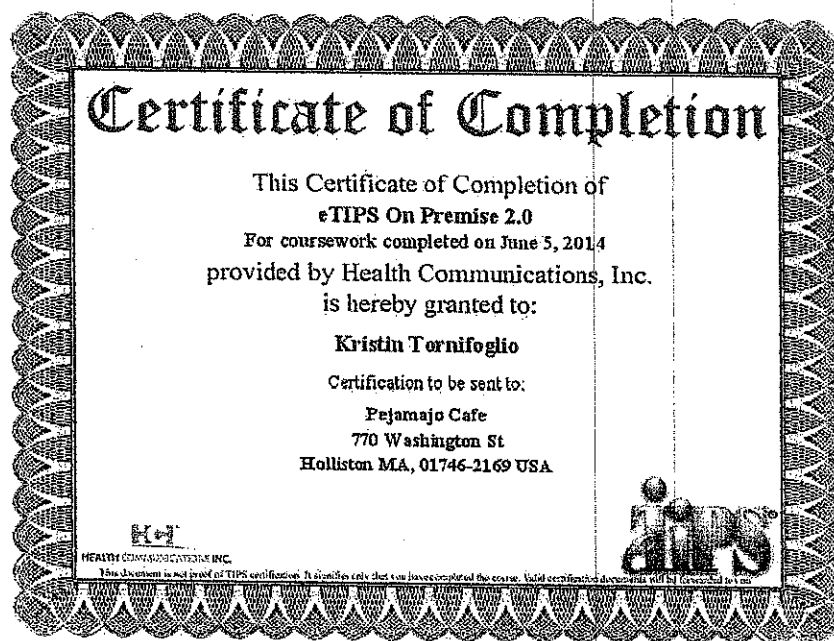
14 Agawam Dr

Northborough, MA 01532-2434

For service visit us online at www.gettips.com

Print Main Menu

Do not click Back-Space to leave this window



parking lot

front lawn

Tent

Box 21

Food

Box 1

avenue

entrance to Club

parking /
spot 10/5

**WARRANT FOR THE
STATE PRIMARY**
The Commonwealth of Massachusetts
TUESDAY, SEPTEMBER 9, 2014

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to meet at their respective voting places in said Town, namely:

PRECINCT A – The Center at the Heights
PRECINCT B – The Center at the Heights
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Broadmeadow School - Performance Ctr.

PRECINCT F – Needham High School - Gymnasium
PRECINCT G – Needham High School - Gymnasium
PRECINCT H – Broadmeadow School - Performance Ctr.
PRECINCT I – Wm. Mitchell School - Gymnasium
PRECINCT J – Wm. Mitchell School - Gymnasium

**ON TUESDAY, THE NINTH DAY
OF SEPTEMBER, 2014**

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Primary for the candidates of Political Parties for the following offices:

SENATOR IN CONGRESS	For this Commonwealth
GOVERNOR	For this Commonwealth
LIEUTENANT GOVERNOR	For this Commonwealth
ATTORNEY GENERAL	For this Commonwealth
SECRETARY OF STATE	For this Commonwealth
TREASURER AND RECEIVER GENERAL	For this Commonwealth
AUDITOR	For this Commonwealth
REPRESENTATIVE IN CONGRESS	Fourth District
COUNCILLOR	Second District
SENATOR IN GENERAL COURT	For Norfolk, Bristol and Middlesex District (Precincts A, B, C, I, and J)
SENATOR IN GENERAL COURT ...	For Norfolk and Suffolk District (Precincts D, E, F, G, and H)
REPRESENTATIVE IN GENERAL COURT	Thirteenth Norfolk District
DISTRICT ATTORNEY	Norfolk District
REGISTER OF PROBATE	Norfolk County
COUNTY TREASURER	Norfolk County
COUNTY COMMISSIONER	Norfolk County

**The Polls Will Be Open From
7:00 A.M. to 8:00 P.M.**

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 29th day of July, A.D. 2014.

_____	JOHN A. BULIAN, <i>Chairman</i>
_____	MAURICE HANDEL, <i>Vice Chairman</i>
_____	MATTHEW D. BORRELLI, <i>Clerk</i>
_____	MARIANNE B. COOLEY
_____	DANIEL P. MATTHEWS
	<i>Selectmen of Needham</i>

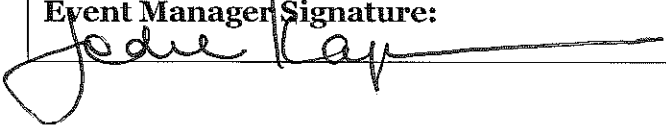
A true copy,

ATTEST _____ 2014

Constable (month) (day)

Warrant must be posted by September 2, 2014, (at least seven days prior to the September 9, 2014 State Primary).

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	JODIE KAPLAN		
Event Manager Address	12 CANAVAN CIRCLE NEEDHAM MA 02492		
Event Manager Phone Number	781 696 5854		
Organization Representing (if applicable)	BRIGHT SPIRIT CHILDREN'S FOUNDATION		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☒ Proof of non-profit status is attached Form of Proof: <u>501(c)3 LETTER</u>		
Name of Event	BRIGHT SPIRIT CHARITY POKER EVENT		
Date of Event	11/21/14		
License is for Sale of: ☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License FROM: <u>5:30 pm</u> TO: <u>12:30 pm</u>			
Are tickets being sold in advance for this event? ☒ YES \$ <u>130</u> /per ticket ☐ NO			
Is there an admission fee for this event? ☒ YES \$ <u>130</u> /per ticket ☐ NO			
Are you using dues collected to purchase alcohol for this event? ☐ YES ☒ NO			
How many people are you expecting at this event? <u>125</u>			
Name & address of event location. Please attach proof of permission to use this facility. <u>JAMES HUGH POWERS HALL, 1471 HIGHLAND AVE, NEEDHAM</u>			
Who will be serving the alcohol to your guests? <u>TIPS CERTIFIED BARTENDER (TBD) HOLLY MALONEY</u>			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate). <u>HOLLY MALONEY, TIP 2.0 CERTIFICATE ATTACHED</u>			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. <u>TICKETS WILL BE SOLD AT THE EVENT</u>			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
			<u>7/15/14</u>

Subject: Re: Helping the charity again?

Date: Friday, July 4, 2014 at 11:43:12 PM Eastern Daylight Time

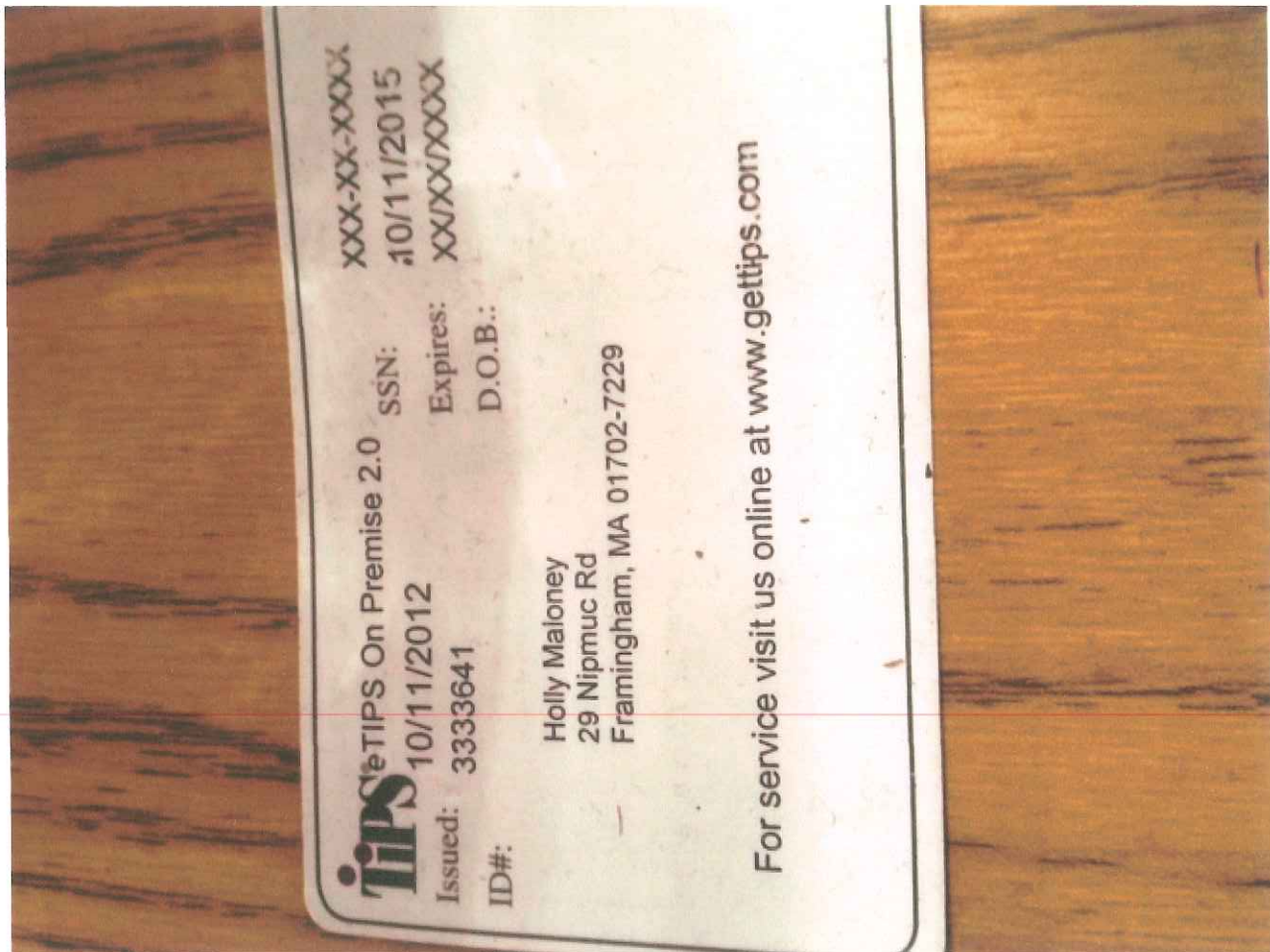
From: Holly

To: Kaplan,Stuart

Hi Stu!

Happy 4th to you too! I'm doing great, thanks. I hope you and the clan are doing well as well. I miss seeing you guys, that's for sure.

I would love to volunteer to barrens for your event again. Here is a picture of my certificate. If you need anything else just let me know.



Holly Maloney

On Jul 4, 2014, at 7:41 PM, "Kaplan,Stuart" <SKaplan@vertafore.com> wrote:

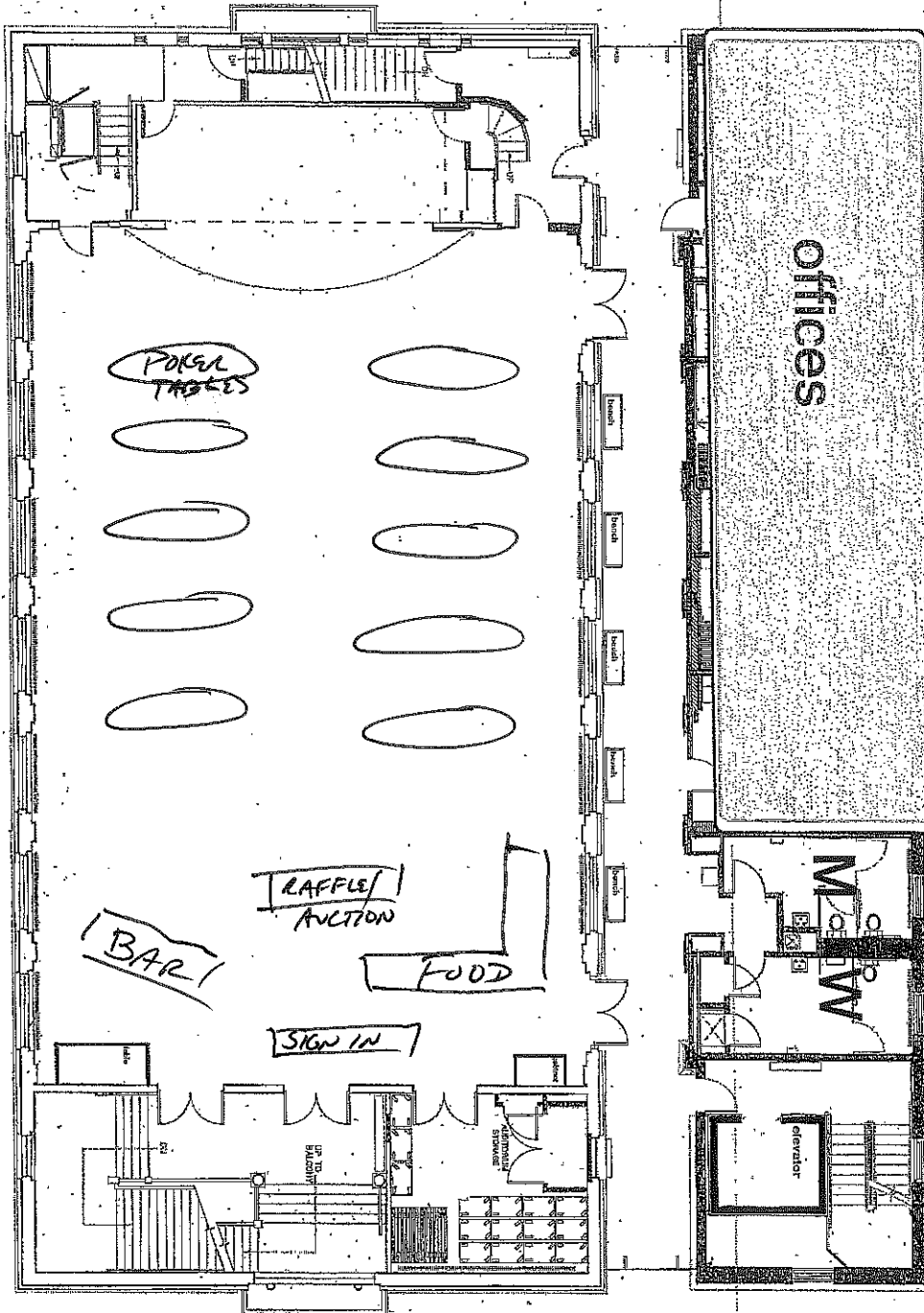
Holly,

I hope all is well and happy 4th!

I am planning another charity poker event this fall on Friday, November 21st. I wanted to see if you'd be interested again in volunteering to bartend again. If so, do you have your certificate? Thank and hope to see you again soon.

Regards,

CHAPEL STREET



Furniture
Available:
(24) 60"x30" tables
(12) 72"x30"
folding tables
(8) 96"x30"
tables
350 audience chair

HIGHLAND AVENUE

Chairs:
Hall floor can
accommodate
330 chairs
with center
aisle.

Balcony:
seats 90
not available
for events with
alcohol.

Dimensions for
hall and stage
contained in
online
regulations.

Drawing
scale will only be
accurate when printed on
11x17" paper at 100%.

NEEDHAM TOWN HALL
Needham, Massachusetts

Drawing Number:
Scale:
3/8" = 1'-0"

SKE-2



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☒ DPW ☒ Fire ☒ Park & Rec	☒ Police ☐ OTM ☐ Paid
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TYPE OF EVENT: (check all that apply)		☒ RUN	☐ WALK	☐ BICYCLE
Name of Event: Babson Runs for Rett – 5K and Fun Run	Name of Organization: Babson College and International Rett Syndrome Foundation			
Organization Mailing Address: 231 Forest Street, Babson Park, MA 02457		☒ Organization is Not-for-Profit		
Primary Contact: Peter Latvis	Contact Title: Assitant Director, Events Management Office			
Contact Address: 231 Forest Street, Nichols Hall, Babson Park, MA02457				
Contact Phone (Day): 781-239-5273	Contact Phone (Cell): 503-803-6587			
Contact Email: platvis@babson.edu				
Event Date(s): 9/20/2014	Date Expected to be in Needham: 9/20/2014			
Earliest Time Expected in Needham: 10:30 a.m.	Latest Time Expected in Needham: 11:30 a.m.			
Number of Expected Participants: 50-100	Number of Expected Spectators at Peak Time: 300			
Are participants charged a fee?				
☒ YES ☐ NO				
Estimated Number of Vehicles: 200	What type of Parking is needed: none, parking on Babson Campus.			

Are event organizers available to meet with members of the Town to plan event?

Yes.

What will be done in case of inclement weather?

No change in plan unless Lightning is present.

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

Participants and spectators will be asked to park in parking lots on Babson Campus, specifically Knight Lot and Trim Lot. Parking anticipated to be less than 3 hours.

Will neighborhoods be impacted by parking and traffic?

None expected to be impacted.

What activities are planned for the start of the race (if in Needham)?

Start is in Wellesley.

What activities are planned for the end of the race (if in Needham)?

End is in Wellesley.

What facilities are needed for the start of the race (if in Needham)?

In Wellesley

What facilities are needed for the end of the race (if in Needham)?

In Wellesley

Once the event begins, how long will it take to complete the event?

Approximately 1 hour.

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

Yes signs are requested to be posted along the route. Approximately 2 signs for Needham.

Will volunteers be placed along the route?

Yes 2 in Needham.

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

Yes, on campus at Babson (Wellesley side of campus).

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

All food will be on campus.

Will portable toilets be used? List locations

No.

<i>Will hydration stops be set up along route? If yes, please include these on route plan.</i>	No
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i>	N/A – During the Day
<i>What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?</i>	Babson will have a ATC or EMT on site from 9:30a 12:00 pm to handle first aid and medical nergencies.
<i>Does the event take place during commuter times?</i>	No
<i>Is school in session during the event? Will school drop off or pick up be impacted by the event?</i>	No
<i>Are businesses open during the time of the event?</i>	This is a weekend event and only passes Babson and Olin College
<i>Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)</i>	No
<i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i>	No
<i>What is the plan to handle trash?</i>	Sweep crew to follow behind final racer.
<i>Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:</i> <i>event route map (include map and text route, parking plan, volunteer placement)</i> <i>application fee</i> <i>certificate of insurance</i>	



Town of Needham, Massachusetts
Road Event Form

INTERNAL USE ONLY

☒ DPW ☒ Police
☒ Fire ☐ OTM
☒ Park & Rec ☐ Paid

TYPE OF EVENT: (check all that apply) ☒ RUN ☒ WALK ☐ BICYCLE	
Name of Event: BiggSteps 5k 10k	Name of Organization: Sean D. Biggs Memorial Foundation
Organization Mailing Address: 129 Independence Drive Chestnut Hill MA 02467	Organization is ☒ Not-for-Profit
Primary Contact: Christopher D. George	Contact Title: Race Director
Contact Address: 394 Cherry St. Newton, MA 02465	
Contact Phone (Day): work 617-502-9619	Contact Phone (Cell): 339-227-0083
Contact Email: george.christopher.d@gmail.com	
Event Date(s): 10/19/14	Date Expected to be in Needham: 10/19/14
Earliest Time Expected in Needham: 6 AM	Latest Time Expected in Needham: 12:30 PM (Race Start 10 AM)
Number of Expected Participants: 600	Number of Expected Spectators at Peak Time: 50 more
Are participants charged a fee? ☒ YES ☐ NO	
Estimated Number of Vehicles: 100-125	What type of Parking is needed: Broadmeadow School Parking Lot (holds 80 cars) ↳ + side roads off of Broadmeadow
Are event organizers available to meet with members of the Town to plan event? Absolutely	

What will be done in case of inclement weather?

including School, DPW, Park & Rec, Police & Fire
We will ask town permission for a new date within 1-2 weeks of 10/19/14

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:

The school has ample parking. we will post volunteers + signs re: parking on race course.

Will neighborhoods be impacted by parking and traffic?

Doubtful. Last year's race went smoothly and we did not receive any complaints. Most of the neighborhood came to participate.

What activities are planned for the start of the race (if in Needham)?

1 mile Run at ~9:00 AM kids races at ~11:00 AM
5k Run at 10:AM

What activities are planned for the end of the race (if in Needham)?

Silent Auction + Door Prizes ; Bouncy House;

What facilities are needed for the start of the race (if in Needham)?

None

What facilities are needed for the end of the race (if in Needham)?

None

Once the event begins, how long will it take to complete the event?

Roads Impacted: 9AM-9:15 AM, 10:AM-10:45 AM.

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

Yes - We have lawn signs posted last year we posted signs w/ homeowners' permission.

Will volunteers be placed along the route?

Yes At each mile, turn, + street intersection.

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

Yes - We would like to hire a DJ.

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

No.

Will portable toilets be used? List locations

Yes - Race Start / Finish.

Will hydration stops be set up along route? If yes, please include these on route plan.

Yes at halfway point.

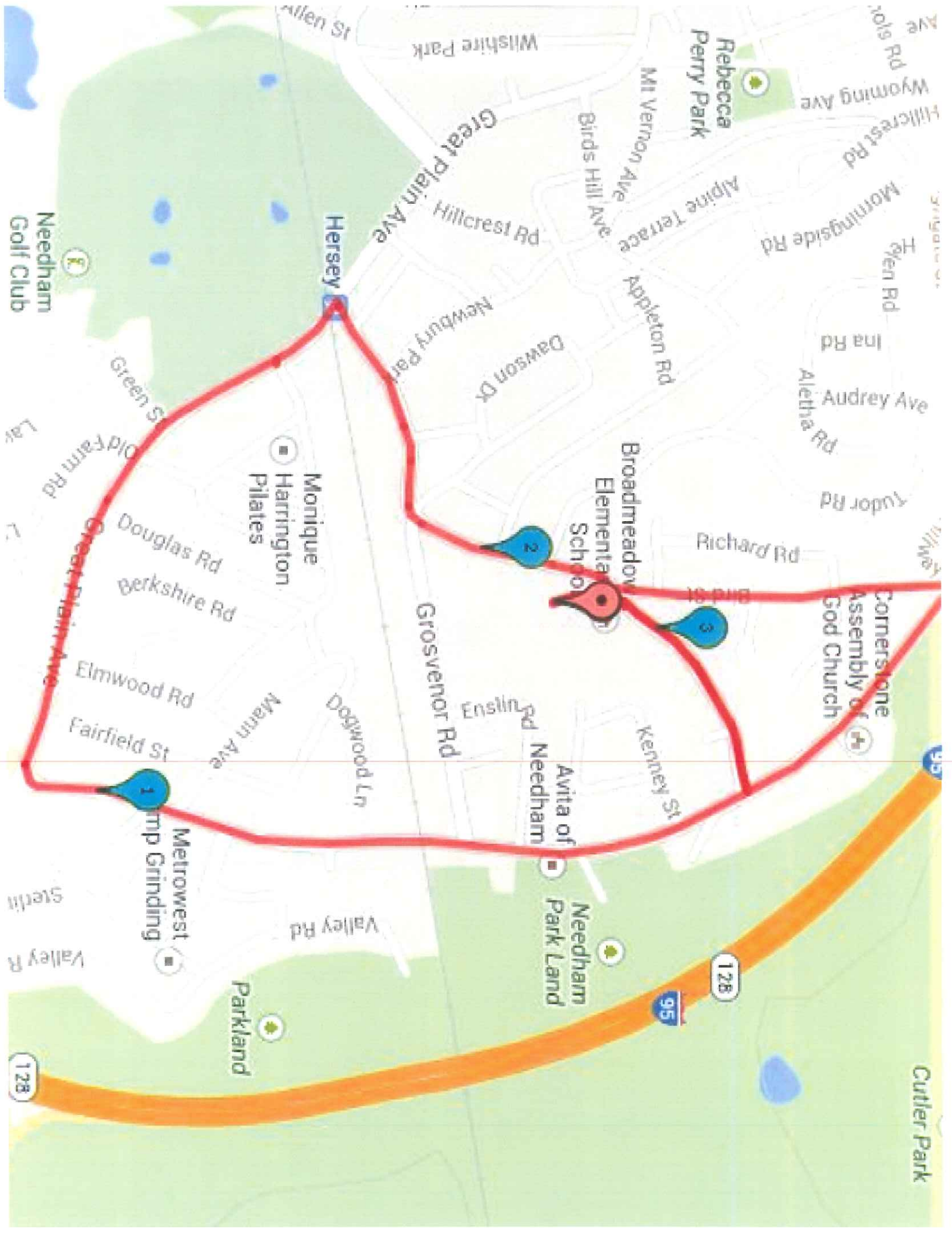
If the event takes place after dark,

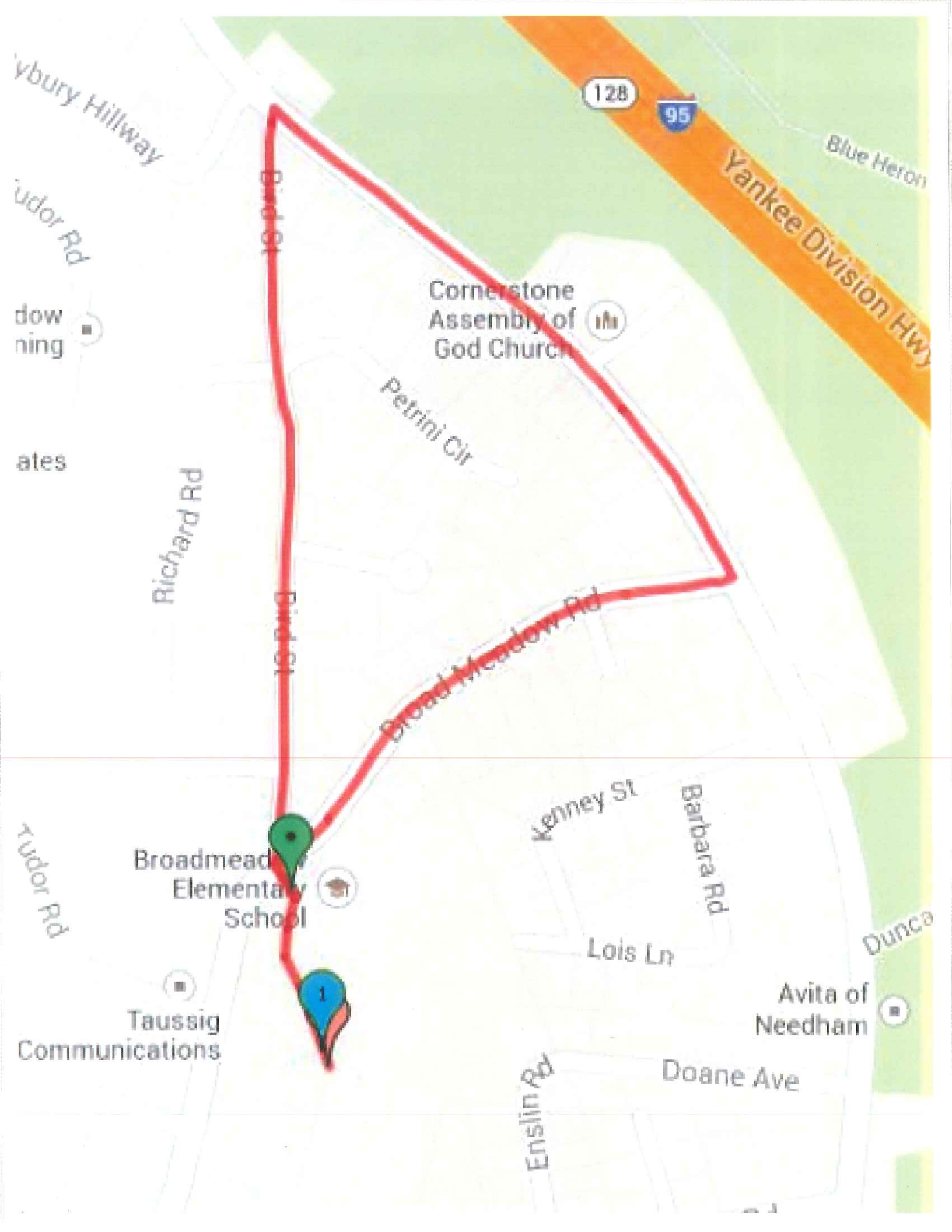
N/A

what is the plan to meet lighting needs?	N/A.
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Police Detail. We will have volunteers at numerous locations on course w/ cell phones in case of medical emergency
Does the event take place during commuter times?	NO
Is school in session during the event? Will school drop off or pick up be impacted by the event?	NO
Are businesses open during the time of the event?	Unlikely + course will not pass by any businesses.
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	NO
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	NO.
What is the plan to handle trash?	we will bring barrels & bags. Cleanup last year went smoothly and we didn't receive any complaints
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: - event route map (include map and text route, parking plan, volunteer placement) - ATTACHED - application fee N/A per - Nikko Witham - certificate of insurance	

USATF provided insurance for the race. Policy to be provided prior to race with coverage of up to \$1 million

We will request the Race Organizers, Town, & Police be included as named insureds - same as 2013.





Wybury Hillway

Tudor Rd

downing

ates

Richard Rd

Tudor Rd

Broadmeadow Elementary School

Taussig Communications

Cornerstone Assembly of God Church

Petrini Cir

Broad Meadow Rd

Kenney St

Barbara Rd

Lois Ln

Enslin Rd

Doane Ave

Avita of Needham

Dunca

128

95

Yankee Division Hwy

Blue Heron

e-mailed 7/22/14



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☐ DPW ☒ Police
☒ Fire ☐ OTM
☒ Park & Rec ☐ Paid

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE

Name of Event: Pan-Massachusetts
Challenge

Name of Organization: Pan-Massachusetts
Challenge, Inc.

Organization Mailing Address:
77 Fourth Avenue, Needham, MA

Organization
☒ **is**
Not-for-Profit

Primary Contact:

Allan J. Eyden

Contact Title:

Road Coordinator

Contact Address:

77 Fourth Ave., Needham, MA

Contact Phone (Day):

781-850-0502

Contact Phone (Cell):

339-222-1469

Contact Email:

ajeyden@pmc.org

Event Date(s):

August 2-3, 2014

Date Expected to be in Needham:

August 2-3, 2014

Earliest Time Expected in Needham:

7:00 am – August 2nd

Latest Time Expected in Needham:

1:00 pm August 3rd

Number of Expected Participants:

2,500

Number of Expected Spectators at Peak

Time: approx. 500

Are participants charged a fee?

☒ YES

☐ NO (entry fee)

Estimated Number of Vehicles: 10 support	What type of Parking is needed: None
Are event organizers available to meet with members of the Town to plan event? Yes, if necessary	
What will be done in case of inclement weather? Event is held, rain or shine, unless dangerous conditions exist	
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: N/A, just passing through Needham	
Will neighborhoods be impacted by parking and traffic? Yes, for about 45 minutes on August 2nd	
What activities are planned for the start of the race (if in Needham)? N/A	
What activities are planned for the end of the race (if in Needham)? N/A	
What facilities are needed for the start of the race (if in Needham)? N/A	
What facilities are needed for the end of the race (if in Needham)? N/A	
Once the event begins, how long will it take to complete the event? Approx. 45 minutes in Needham	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Along the route
Will volunteers be placed along the route?	Not generally in Needham
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	No
Will there be any food served? (contact Needham Health Dept: 781-455-7500	No

x262)	
Will portable toilets be used? List locations	No
Will hydration stops be set up along route? If yes, please include these on route plan.	Not in Needham
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Support vehicles generally have medical personnel and supplies. In radio contact with command center.
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Possibly, but not generally
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Not to our knowledge
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Yes, but not in session to our knowledge
What is the plan to handle trash?	N/A
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492: • event route map (include map and text route, parking plan, volunteer placement) • application fee • certificate of insurance	



PM Route: Wellesley to Dighton

Day	SEQ	Dir	Street	Miles		Town	First, Last	Elpsd Time	Signs	
Rte			(Remarks)				Rider		Guide	PD?
Sat	301	R	Forest St.	0.2	0.2	Wellesley	7:01 AM	0:00		
2			exit Babson				7:01 AM		☐	☐
Sat	302	S	Forest St.	0.7	0.9	Needham	7:02 AM	0:04		
2			Town sign on right				7:06 AM		☐	☐
Sat	303	R	Central Ave.	1.9	2.8	Needham	7:08 AM	0:12		
2							7:20 AM		☐	☐
Sat	304	R	Pine St.	0.3	3.1	Needham	7:08 AM	0:14		
2							7:22 AM		☐	☐
Sat	305	R	Charles River St.	1.4	4.5	Needham	7:12 AM	0:20		
2							7:32 AM		☐	☐
Sat	306	S	Dover Rd.	0.1	4.6	Dover	7:13 AM	0:19		
2							7:32 AM		☐	☐
Sat	307	L	Main St.	1.7	6.3	Dover	7:17 AM	0:27		
2			Pleasant St. joins @ 0.9				7:44 AM		☐	☐
Sat	308	S	Farm St.	2.8	9.1	Dover	7:25 AM	0:39		
2							8:04 AM		☐	☐
Sat	309	R	Junction St.	0.3	9.4	Dover	7:26 AM	0:40		
2							8:06 AM		☐	☐
Sat	310	S	Harding St.	1.6	11.0	Medfield	7:30 AM	0:48		
2							8:18 AM		☐	☐
Sat	311	S	North St.	0.8	11.8	Medfield	7:32 AM	0:51		
2			bears R				8:23 AM		☐	☐
Sat	312	S	Pleasant St.	0.5	12.3	Medfield	7:34 AM	0:53		
2			traffic lights				8:27 AM		☐	☐
Sat	313	L	Curve St.	0.1	12.4	Medfield	7:34 AM	0:54		
2			no sign				8:28 AM		☐	☐
Sat	314	R	South St.	0.7	13.1	Medfield	7:36 AM	0:56		
2			no sign, rough RR tracks @ 0.3				8:32 AM		☐	☐
Sat	315	L	High St. (Rt 27)	0.1	13.2	Medfield	7:36 AM	0:57		
2							8:33 AM		☒	☐
Sat	316	R	South St.	1.6	14.8	Medfield	7:40 AM	1:04		
2			town sign				8:44 AM		☐	☐
Sat	317	S	Seekonk St.	2.2	17.0	Norfolk	7:46 AM	1:14		
2			Bear L @ 0.6, RR @ 1.7				9:00 AM		☐	☐
Sat	318	S	Needham St.	0.9	17.9	Norfolk	7:49 AM	1:17		
2							9:06 AM		☐	☐
Sat	319	S	North St.	1.3	19.2	Norfolk	7:52 AM	1:24		
2			Union St. merges from R @ 1.1				9:16 AM		☐	☐
Sat	320	S	Shears St.	0.2	19.4	Norfolk	7:53 AM	1:24		
2							9:17 AM		☐	☐
Sat	321	S	Shears St.	0.6	20.0	Wrentham	7:55 AM	1:26		
2							9:21 AM		☐	☐
Sat	322	L	Smith Ave	0.1	20.1	Wrentham	7:55 AM	1:27		
2			**New 2012**				9:22 AM		☒	☐
Sat	323	R	***WATERSTOP 9***	0.0	20.1	Wrentham	7:55 AM	1:27		
2			Wrentham Development Center				9:22 AM		☐	☐

2013 PMC Route: Wellesley Sunday Loop



Day Rte	SEQ	Dir	Street (Remarks)	Miles		Town	First, Lst Rider	Elpsd Time	Signs Guide	PD?
Sun 3	500		---WEL TO WEL LOOP----	0.0	0.0	Wellesley	7:30 AM	0:00		
Sun 3	501	R	Forest St. exit Babson	0.2	0.2	Wellesley	7:31 AM	0:00		
Sun 3	502	S	Forest St. Town sign on right	0.7	0.9	Needham	7:32 AM	0:04		
Sun 3	503	R	Central Ave.	2.7	3.6	Needham	7:40 AM	0:15		
Sun 3	504	R	Pine St.	0.3	3.9	Needham	7:41 AM	0:17		
Sun 3	505	R	Charles River St.	1.4	5.3	Needham	7:44 AM	0:23		
Sun 3	506	S	Dover Rd.	0.1	5.4	Dover	7:45 AM	0:23		
Sun 3	507	L	Main St. Pleasant St. joins @ 0.9	1.4	6.8	Dover	7:49 AM	0:29		
Sun 3	508	S	Farm St.	2.8	9.6	Dover	7:56 AM	0:42		
Sun 3	509	R	Junction St.	0.3	9.9	Dover	7:57 AM	0:43		
Sun 3	510	S	Harding St.	1.6	11.5	Medfield	8:01 AM	0:50		
Sun 3	511	S	North St. bears R	0.8	12.3	Medfield	8:04 AM	0:53		
Sun 3	512	L	Main St. traffic lights **New 2013**	0.4	12.7	Medfield	8:05 AM	0:55		
Sun 3	513	R	Robert Sproul Rd. **New 2013**	0.2	12.9	Medfield	8:05 AM	0:56		
Sun 3	513	S	**WATERSTOP 12** Medfield High School	0.3	13.2	Medfield	8:06 AM	0:57		
Sun 3	514	L	South St. no sign, rough RR tracks @ 0.4	0.8	14.0	Medfield	8:08 AM	1:01		
Sun 3	515	L	High St. (Rt 27)	0.1	14.1	Medfield	8:08 AM	1:02	☒	
Sun 3	516	R	South St. town sign	1.6	15.7	Medfield	8:13 AM	1:08		
Sun 3	517	S	Seekonk St. Bear L @ 0.6, RR @ 1.7	2.2	17.9	Norfolk	8:19 AM	1:17		
Sun 3	518	L	Main St. **New 2012** - CHANGE ARROW FROM SAT TO SUN	0.3	18.2	Norfolk	8:20 AM	1:18	Big Arrow ☒	
Sun 3	519	S	Clark St. **New 2012**	0.4	18.6	Norfolk	8:21 AM	1:20		
Sun 3	520	S	Winter St. **New 2012** Cross Rt 1A -Main St. @ .7	2.0	20.6	Walpole	8:26 AM	1:29		
Sun 3	521	L	Summer St. **New 2012** RR @ 1.3	0.5	21.1	Walpole	8:28 AM	1:31		
							9:59 AM			

Day Rte	SEQ	Dir	Street (Remarks)	Miles		Town	First,Lst Rider	Elpsd Time	Signs Guide	PD?
Sun 3	546	R	Centre St. ***Detour 2011***	2.1	42.0	Dover	9:25 AM 12:26 PM	3:01	☐	☐
Sun 3	547	R	Dedham St. ***Suspended 2011***	0.0	42.0	Dover	9:25 AM 12:26 PM	3:01	☐	☐
Sun 3	548	L	Willow St. ***Suspended 2011***	0.0	42.0	Dover	9:25 AM 12:26 PM	3:01	☐	☐
Sun 3	549	S	South St. ***Suspended 2011***	0.0	42.0	Needham	9:25 AM 12:26 PM	3:01	☐	☐
Sun 3	550	L	Charles River St. ***Suspended 2011***	0.0	42.0	Needham	9:25 AM 12:26 PM	3:01	☐	☐
Sun 3	551	S	Central Ave.	2.1	44.1	Needham	9:30 AM 12:41 PM	3:11	☐	☐
Sun 3	552	L	Great Plain Ave. (new 2011)	0.7	44.8	Needham	9:32 AM 12:46 PM	3:14	☐	☐
Sun 3	553	R	Olin Way (new 2011)	0.0	44.8	Wellesley	9:32 AM 12:46 PM	3:14	☐	☐
Sun 3	554	L	***WELLESLEY FINISH*** Babson College	0.0	44.8	Wellesley	9:32 AM 12:46 PM	3:14	☐	☐

33

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

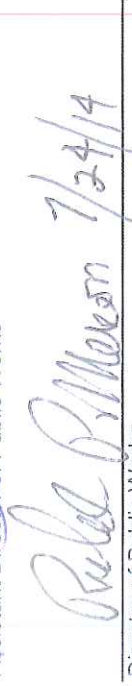
Water Sales:	-\$110.55
Water Irrigation:	-\$336.37
Water Admin Fees	\$0.00
Sewer Sales:	-\$256.35
Transfer Station Charges:	\$0.00
Total Abatement:	-\$703.27

Order #: 1183

Read and Approved:

 7/23/2014

Assistant Director of Public Works

 7/24/14

Director of Public Works

For the Board of Selectmen

Date: 7/29/14

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
DB	Stoller	Gregory	25831	1752	6	Kennedy Street	-\$336.37	\$0.00	\$0.00	-\$336.37	ACC	N
JO	Council on Aging (1)						\$0.00	-\$110.55	-\$256.35	-\$366.90	COA	N

Total: -\$703.27

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
 TWN = Town Project caused damage to private property
 EC = Extenuating Circumstances
 Equip = Equipment Malfunction
 UEW = Unexplained water loss
 ACC = Accidental Water Loss
 BP = Billing Period beyond 100 days
 COA = Council on Aging