

**Town of Needham
Board of Selectmen
Minutes for January 26, 2016
Powers Hall
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: John Gallo, Chair, YMCA told the Board the Charles River YMCA reached a milestone and reached out to more than 800 families by making phone calls about a possible future Needham Center location or elsewhere.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Recognition of the Needham Girl's Cross Country and Girl's Soccer Teams: Micah Hauben, Director of Athletics, Needham High School presented the Needham Girl's Cross Country and Girl's Soccer Teams, both of whom enjoyed very successful seasons.

The Board offered its congratulations to the Needham High School Girl's Cross Country Team and Girl's Soccer Team, each winning the MIAA Division 1 State Championship. Mr. Handel read remarks about the history of soccer at Needham High School. He noted the teams won thrilling victories on the same day, November 21, 2015. Mr. Handel recognized Girl's Cross Country coach Cara Van Cott and Girl's Soccer coach Carl Tarabelli.

Ms. Cooley read a proclamation recognizing the Needham Girl's Soccer Team and coaches on winning the 2015 MIAA Division 1 State Championship with an impressive record of 22-0-2.

Ms. Cooley read a proclamation recognizing the Needham Girl's Cross Country Team and coaches on winning the 2015 MIAA Division 1 State Championship with an impressive record of 11-0.

Ms. Van Cott and Mr. Tarabelli thanked the Board, parents, and community for their support.

The Board recessed for 5 minutes.

7:15 p.m. Mr. Handel asked for a moment of silence to honor John "Jack" D. Marr who passed away on January 17, 2016 at the age of 95. He said Mr. Marr was a long serving member of the community and the Board of Selectmen.

Mr. Matthews said Mr. Marr served in the Engineers during World War II carrying out a very dangerous assignment in rounding up hundreds of German soldiers. He said Mr. Marr applied his practical good sense and knowledge of engineering to solve many challenges facing Needham at the time. He said Mr. Marr was involved in the development of Rosemary Pool and Ridge Hill Reservation, a charter member of the Conservation Commission, and a member of the Board of Selectmen for 12 years.

7:19 p.m. Proclamation - American Heart Association's Go Red for Women:
Mr. Borrelli read a proclamation recognizing the American Heart Association's Go Red for Women movement and its effort to address heart disease among women.

Motion by Mr. Borrelli that the Board of Selectmen vote to sign a proclamation recognizing Friday, February 5, 2016 to be "WEAR RED DAY" in Needham.

Second: Ms. Cooley. Unanimously approved: 5-0.

7:20 p.m. Public Hearing - Eversource Energy: 122 Valley Road
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 10 feet of conduit in Valley Road. She said this work is necessary to provide underground electric service to 122 Valley Road, Needham.

Kate Fitzpatrick, Town Manager said all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 10 feet of conduit in Valley Road. This work is necessary to provide underground electric service to 122 Valley Road, Needham.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:21 p.m. Public Hearing - Eversource Energy: 49 Wachusett Road
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 6 feet of conduit in Wachusett Road. She said this work is necessary to provide underground electric service to 49 Wachusett Road, Needham.

Kate Fitzpatrick, Town Manager indicated all paperwork is in order.

Mr. Handel invited public comment.

Paul Dawson, 46 Wachusett Road said he does not object to the conduit, and asked when it will be installed. He said he is concerned about erosion from the property and wondered if erosion control could be a condition of granting approval.

Ms. Carroll said once the Board of Selectmen approves the petition, the contract is sent to the DPW and a street opening permit will be obtained. She said the DPW controls when the work will be done, and commented a moratorium is currently in place.

Mr. Handel asked Rick Merson, Director of Public Works and David Tobin, Town Counsel to advise on the matter of erosion.

Mr. Tobin said the utility company should not cause erosion while doing the work, but beyond that, it is not the subject matter at this purview.

Mr. Merson confirmed the current moratorium. He said the pole, in this case, is on the near side of the property and, therefore, the conduit is only a short distance from the back of the pole to the property. He said typically this type of work would be done after April 1st.

Kate Fitzpatrick, Town Manager said the work being done by the contractor to install the conduit would be under the direction of the David Roche, Building Inspector, and that any concerns about erosion should be directed to him.

Mr. Handel asked Mr. Dawson if he understood. Mr. Dawson said yes.

Mr. Matthews clarified the moratorium is for the winter season. He noted the development is subject to potential litigation, and concurred with Town Counsel saying as long as the utility company does no harm, it is a straightforward hookup.

Mr. Dawson said he is concerned with erosion from the property into the street. He asked if the contractor doing the excavation is able to ask the developer to install erosion control as a condition to granting the approval.

Mr. Matthews said issue is specific to the pipe going underground.

Mr. Dawson said he was hoping the excavator could install erosion control.

Mr. Handel said it is a matter for the Building Department.

Mr. Borrelli clarified the matter is for 6 feet of conduit from the pole to the property, not for the entire property, which he said was a Building Inspector purview.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Wachusett Road. This work is necessary to provide underground electric service to 49 Wachusett Road.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:30 p.m. Needham Public Library Long Range Plan:
Margaret Pantridge, Chair, Trustees of Needham Public Library, Ann MacFate, Director, Needham Public Library, Dana Mastroianni, Assistant Director, Needham Public Library, and Library Trustees appeared before the Board with an update on the Library's Strategic Plan - FY2017-FY2021.

Ms. MacFate said a long range plan is important in that it explains the library's programs, assists in budget development, and gives a clear sense of purpose.

Ms. Mastroianni said feedback from the community was wonderful. She explained the mission statement and the process for making the plan. She noted 6 key elements: Collections, Program Service, Technology, Community Engagement & Partnerships, Facility, and Staff. She asked the Board for questions or comments.

Mr. Borrelli noted the partnership with the schools is terrific. He asked what was found to be the main priority from doing the plan.

Ms. Pantridge said many respondents indicated they wanted more Sunday and summer hours, more diversity, community partnerships, and more space.

Mr. Matthews said many people want more hours, but cautioned about higher taxes. He said it's important to be creative to add more value for the customer. He said the library is welcoming and the staff is helpful. He cautioned not to overreach.

Ms. Cooley said she is intrigued about the reference area and maker spaces, noting there are a lot of possibilities.

Mr. Handel noted the library was sited at its current location in 1915 to unify the Town. He said the Plan demonstrates the wisdom of that decision. He thanked the Needham Public Library staff and trustees for their work.

Ms. MacFate commented the library will be celebrating its 100th anniversary on April 30, 2016.

7:55 p.m. RTS Rate Amendment:
Dave Davison, Director of Finance/ATM and Rick Merson, Director of Public Works appeared before the Board asking for its approval of proposed rate changes.

Mr. Davison said the Board approved changes to some of the RTS rates which became effective November 1, 2015. He asked the Board to amend two other rates.

Motion by Mr. Bulian that the Board approve the proposed rate changes and that the box spring/mattress rate change becomes effective February 1, 2016, and the small pay-to-throw bag rate change become effective July 1, 2016. Second: Mr. Borrelli. Unanimously approved 5-0.

8:02 p.m. Execute Low Interest Bonds:
Dave Davison, Director of Finance/ATM and Evelyn Poness, Treasurer/Collector appeared before the Board to discuss a loan with the MWPAT approved by the Board in December 2014 in the amount of \$175,004 for the Reservoir B Sewer Pumping Station project. Mr. Davison said now that the project is complete from a state financing point, and the eligible expenses have been paid, the actual amount needed from that loan approval was \$78,491. New documents were presented for approval of the lesser amount.

Motion by Mr. Bulian that the Board approve and execute the closing documents for the amended loan in the amount of \$78,491 with the Massachusetts Clean Water Trust presented to the Board on January 26, 2016. Second: Ms. Cooley. Unanimously approved 5-0.

8:05 p.m. Town Manager:
Kate Fitzpatrick, Town Manager, appeared before the Board with 2 items to discuss:
1. Positions on February Special Town Meeting Warrant Articles
The Board took positions on the February 10, 2016 Special Town Meeting Warrant Articles:

Article 1 - Defer

Motion by Mr. Bulian that the Board vote to support Article 2 - Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District in the Special Town Meeting Warrant. Second: Mr. Borrelli. Unanimously approved 5-0.

Mr. Matthews noted the first of sixteen required Town Meeting approvals was voted last night by the Town of Arlington, which he said is a significant step forward. Mr. Matthews said the Regional Agreement is linked to the rebuilding project, and that Town Meeting members must understand the project and why it is important. He said a substantial investment will be made over the next 30 years to improve vocational education.

Ms. Cooley concurred with Mr. Matthews. She said the revised Regional Agreement is in the best interest of Needham, even if there was no school project. She said the new Agreement gives towns the ability to enter and leave the district in an orderly way.

Mr. Handel thanked Mr. Matthews and Ms. Cooley for their hard work on behalf of Needham.

Motion by Mr. Bulian that the Board vote to support Article 3 - Appropriate for Feasibility Study in the Special Town Meeting Warrant.

Second: Mr. Borrelli. Unanimously approved 5-0.

Ms. Fitzpatrick said it makes sense to couple fire station #1 and #2 in the same feasibility study and have the same designer for each project.

2. FY2017 Budget Presentation

Ms. Fitzpatrick presented the Board with the “Balanced Budget Proposal 2017” dated January 26, 2016.

Ms. Fitzpatrick said the budget includes funding items reflective of the Board’s goals, such as preserving capital assets, continued financial sustainability, economic vitality, making sure the Town continues its stewardship of the land, items contributing to the Town’s appearance, and efficiency in operations. She reminded the community the Town is working in a climate of fiscal discipline, continuing to work within recurring revenue to fund services, and refrain from relying on one-time funds to support on-going services. She said this year, in particular, the Town is looking to continue increasing reserves for more flexible budgeting, and to maintain its strong credit rating. Ms. Fitzpatrick said it has been a good year for the Town in terms of revenue growth, but we must refrain from over-committing. She noted it was also a year of expense growth.

Ms. Fitzpatrick commented on the Financial Forecast of the Town, and recommended State Aid be level funded, except for an increase of 2.5% for Chapter 70. She said there has been very strong tax levy growth due to significant building activity, with an increase in property taxes of \$5,738,787 (4.8%). She commented New Growth is estimated to be \$3,113,804, which she said was very high for the Town. She said coupled with other revenue sources, it is one of the strongest revenue growth years in a long time. She commented on the strong free cash level estimate of between \$5.9 million-\$6.9 million for use in FY2017, recommending any additional monies certified over \$6 million be directed to reserves for the Athletic Facilities Stabilization Fund and New Debt Service Stabilization Fund.

Ms. Fitzpatrick discussed State Aid Estimates including Chapter 70 School Aid and Unrestricted General Government Aid/Annual Formula Aid. She said Unrestricted State Aid is not proposed to increase, but it is recommended lines on a 2.5% increase in school aid. She noted the Governor’s FY2017 estimate is slightly lower.

She commented on General Fund Revenue sources.

Ms. Fitzpatrick said key budget factors include increased school enrollment, noting 587 more students than in the 2006-2007 school year. She said the Town must think prudently about how it builds its schools for capacity. She commented on the average changes in salary lines and increase in headcount.

She discussed Balanced Budget Highlights including free cash uses, the proposal to consolidate Needham electric, light and gas into one budget under the Needham

Electric, Light and Gas Program, the new solar array, allocation of items from the capital plan, the increasing complexity and needs of mental health and substance abuse, the proposal to restructure in the Health and Human Services Department, and renewed evaluation of the Emergency Preparedness Plan.

She reviewed the free cash chart including the operating budget, capital, financial articles, and reserves. Ms. Fitzpatrick commented on specific budget recommendations saying a proposed increase of \$208,388 for funding of employee health insurance and other related costs associated with 9 full time employees and some part time hours. Ms. Fitzpatrick commented on retirement assessments, the declining debt service budget, and the Needham Electricity, Light & Gas Program proposed funding of \$3,414,290. Ms. Fitzpatrick commented on network hardware, Planning/Community Development, a part time Housing Specialist, part time Fire Inspector, and hiring of a Fire Engineer Consultant and 2 part-time Inspectors. Ms. Fitzpatrick spoke about budget recommendations in the Public Works department, Public Facilities department, Health and Human Services department, and the Park and Recreation department.

Ms. Fitzpatrick said the recommendation for the Needham Public Schools is 5.8% over the appropriated FY2016 budget, including the reallocation of \$340,700 in cash capital from Capital Plan to the School Budget. She noted the School Committee is voting tonight, January 26, 2016, on its recommended budget. Ms. Fitzpatrick commented the Minuteman Regional High School budget has increased due to the number of enrolled students. She addressed the Enterprise Fund Budgets (RTS, Sewer, and Water), and Financial Warrant Articles. Ms. Fitzpatrick commented on Reserves, noting 2 priorities include the Athletic Facility Stabilization Fund and the Debt Service Stabilization Fund. Ms. Fitzpatrick recapped the discussion noting a total budget of \$151,009,409 (5.2% change from FY2016).

She referred to the FY2017 budget as “Needham Rising” saying it is a very exciting time for the Town, with significant planned growth. She said residents continue to rate the quality of life in Needham higher than 95%, and that it is a positive time to “live, work, and play” in Needham.

Mr. Handel asked for Board comment.

Mr Borrelli said the highlight of the budget are the Reserves for the Athletic Facility Stabilization Fund and the Debt Service Stabilization Fund. He said planning for the future is key.

Mr. Matthews said there are many people engaged in the budget process. He said it is a carefully thought out plan.

Ms. Cooley said there are difficult choices in making sure the Town is responsible stewards of available resources.

Mr. Handel said Needham has been strategic and prudent over several years, allowing the Town to meet its needs with a sustainable budget.

The Board thanked Ms. Fitzpatrick for the presentation.

Motion by Mr. Bulian that the Board vote to recommend approval of the Town Manager's Proposed Annual Budget for FY2017.

Second: Mr. Borrelli. Unanimously approved 5-0.

8:50 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- 1. Needham Contributory Retire Board Sandra Cincotta (term expires 11/7/2017)**
- 2. Needham Contributory Retire Board Evelyn Pones (term expires 1/25/2019)**
- 3. Rail Trail Advisory Committee Christopher Gertel (term expires 6/30/2017)**

CONSENT AGENDA *=Backup attached

- 1. Accept donations made to the Needham Health Department's Gift of Warmth fund from the following: \$1,000 – Congregational Church of Needham; and \$1,250 – Needham Women's Club.**
- 2. Approve and forward to the ABCC the pledge of license application received from Lianos Liquors, Inc. (full application on file in the Office of the Town Manager).**
- 3.* Approve Special One Day Wine and Malt Beverages Only licenses for David Volante of Volante Farms to host the following events at Volante Farms in its Greenhouse at 292 Forest Street, Needham: a cooking class on February 6, 2016 from 1:30 p.m. to 4:00 p.m.; a cooking class on March 5, 2016 from 1:30 p.m. to 4:00 p.m.; a Grand Beer Tasting on February 27, 2016 from 1:00 p.m. to 4:00 p.m.; and a Grand Wine Tasting on March 19, 2016 from 1:00 p.m. to 4:00 p.m.**
- 4.* Approve a Special One Day All Alcoholic Beverages license for Gloria Greis of the Needham Historical Society to hold "The Needham Speakeasy" event on February 6, 2016 from 7:00 p.m. to 11:00 p.m. The event will be held at the Needham Historical Society, 1147 Central Avenue, Needham.**
- 5.* Sign the Warrant for the Presidential Primary scheduled for March 1, 2016.**
- 6.* Approve Open Session minutes of December 8, 2015, January 12, 2016, and Executive Session minutes from January 12, 2016 meeting.**
- 7.* Water & Sewer Abatement Order #1211.**
- 8.* Approve Special One Day Wine and Malt Beverages Only licenses for Robert T. Timmerman II, of Needham Knights of Columbus to host the following events at Needham Knights of Columbus at 1211 Highland Avenue, Needham: a Superbowl Party on February 7, 2016 from 4:00 p.m. to 11:00 p.m.; and a Saint Patrick's Dinner Dance on March 12, 2016 from 6:00 p.m. to 11:00 p.m.**

Second: Ms. Cooley. Unanimously approved 5-0.

8:50 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:50 p.m. Executive Session: (Exception 6)

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Handel polled the Board. Unanimously approved 5-0.

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 9:10 p.m.