

**Town of Needham  
Board of Selectmen  
Minutes for August 16, 2016  
Needham Town Hall  
Selectmen's Chamber**

6:15 p.m. Call to Order:  
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Maurice P. Handel, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

**Motion by Mr. Bulian 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 litigating position of the public body and the chair so declares.**

**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.**

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

6:50 p.m. The Board returned to open session.

6:50 p.m. Informal Meeting with Citizens:  
John Connelly, resident, spoke with the Board about its goals and initiatives as listed on "FY2017-FY2018 Board of Selectmen Goals" dated August 16, 2016. He expressed concern regarding a new initiative to review public access to private ways, saying he does not believe it is appropriate for the Board of Selectmen to consider the topic. He asked the Board to remove the item from its list of goals, furthermore asking to be part any conversation should the topic move forward.

Needham Boy Scout Troop 13 appeared before the Board as part of a civic exercise. Mr. Borrelli reviewed items on the agenda. Mr. Matthews commented on the voting process and asked the boys to consider why people vote. The boys were invited to stay for all or part of the meeting.

7:06 p.m. The public portion of the Board of Selectmen meeting of August 16, 2016 was convened by Chairman Matthew D. Borrelli.

7:07 p.m. Introduce Police Staff:

John Schlittler, Chief of Police introduced newly promoted Police Sergeant John McGrath and Police Lieutenant Belinda Carroll.

Chief Schlittler said the officers were recently recommended for promotion by the command staff. He gave a brief background of each officer, noting Lieutenant Carroll became the first female officer to be promoted to the rank of sergeant in 2005. Chief Schlittler said Lieutenant Carroll, a Needham resident, is active in the community through her work with the Needham Health Department and the Domestic Violence Action Committee. Chief Schlittler said Sergeant McGrath, who was born and raised in Needham, is a member of the honor guard and past member of the mountain bike unit. He said Sergeant McGrath is a dedicated, even-keeled, and compassionate officer who trains new officers during their break-in period. He congratulated Officers Carroll and McGrath on their promotions.

The Board congratulated the officers and wished them well while serving the Town of Needham.

7:14 p.m. Public Hearing - Eversource Energy: 168 Marked Tree Road  
Maureen Carroll, Eversource representative appeared before the Board requesting permission to install 13 feet of conduit in Fairview Road. She said this work is necessary to provide underground electric service to 168 Marked Tree Road, Needham. Ms. Carroll noted the conduit will be on Fairview Road but the address of the home is Marked Tree Road.

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

Ms. Fitzpatrick indicated all paperwork is in order.

**Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install 13 feet of conduit in Fairview Road. This work is necessary to provide underground electric service to 168 Marked Tree Road, Needham.**

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

7:15 p.m. Needham Community Revitalization Trust Fund:  
Paul Good, Chair, Needham Community Revitalization Trust Fund (NCRTF) appeared before the Board to discuss "The Box Wrap" project, which will provide an artistic cover to the traffic control box located in the sidewalk at the intersection of May Street and Chapel Street. He explained the vinyl wrap material will last a long time and require little or no maintenance. Mr. Good seeks the Board's approval for the project.

Ms. Fitzpatrick clarified the box is not a regulated public utility box, but a traffic control box. She said the project is being done in conjunction with a traffic control box at the corner of Oak Street and Chestnut Street. She said the wrap provides a charm and will not peel.

Ms. Cooley asked how much does the wrap cost?

Mr. Good said the cost is approximately \$1200 for the wrap and installation, and is being made by a local Needham company. Mr. Good commented funding will be solicited after approval by the Board of Selectmen.

**Motion by Ms. Cooley that the Board approve the project “Box Wrap Project” as presented by the Needham Community Revitalization Trust Fund.  
Second: Mr. Handel. Unanimously approved 5-0.**

7:23 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:**

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| 1. Cultural Council                            | Sharon Breitbart (term expires 6/30/2019)                |
| 2. Human Rights Committee                      | Matthew Schroeder (term expires 6/30/2017)               |
| 3. Human Rights Committee                      | Helen Giragosian (term expires 6/30/2018)                |
| 4. MAPC (Alternate)                            | Lee Newman (term expires 6/30/2017)                      |
| 5. Needham Community Revitalization Trust Fund | Tim Kickham (term expires 6/30/2019) (reappointment)     |
| 6. Council of Economic Advisors                | Ted Owens (term expires 6/30/2018)                       |
| 7. Council on Aging                            | Colleen Schaller (term expires 6/30/2019)(reappointment) |
| 8. Council of Economic Advisors                | Virginia Fleisher (term expires 6/30/2019)               |
| 9. Human Rights Committee                      | Kerry Hurwitch (term expires 6/30/2019)                  |
| 10. Technology Advisory Board                  | Clifford Hayden (term expires 6/30/2019) (reappointment) |

**Consent Agenda:**

1. **Accept a \$500 donation made to Needham Youth Services for its Needham Youth Services VIP Program from The Congregational Church of Needham.**
2. **Sign the Warrant for the State Primary Election Warrant scheduled for September 8, 2016.**
3. **Accept a \$1,000 donation made to the Needham Fire Department’s Student Awareness of Fire Education program from The Needham Bank.**
4. **Approve Special One Day Wines & Malt Beverages license for John Grugan, of the Charles River Center to hold its Charles River Center 5K run/1mile walk event on September 25, 2016 from 12:00 p.m. to 3:00 p.m. This event will be held at the Charles River Center, 59 E. Militia Heights Drive, Needham.**
5. **Approve minutes of July 1, 2016 and July 19, 2016 BOS meeting and Executive Session Minutes from June 14, 2016 and July 19, 2016.**
6. **Approve a request from the Needham Running Club to hold its annual road race on Sunday, January 1, 2017 from 8:00 a.m. to 1:00 p.m. The race application has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
7. **Reaffirm the Board’s February 24, 2009 vote to authorize the Town Manager to submit a letter of opposition to the installation of KENO monitors in the Town to the Massachusetts Lottery Commission.**

8. Approve a request from Jessica Rice, who has submitted a Road Event form, to hold its “Jog Your Memory 5K Run/2 mile walk” on Sunday, September 18, 2016 from 6:30 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.
9. Accept and sign the revisions to the Conservation Restriction for a 3.05 acre of land located off of St. Mary Street. The Board accepted and signed the original Restriction at its meeting on 2/9/16; however, the Executive Office of Energy and Environmental Affairs (EOEEA) had minor revisions to the document that requires re-acceptance by the Town. The Conservation Commission has accepted and signed these minor changes on July 14, 2016.
10. Approve release of Executive Session Minutes for the period of April 2015 through May 2016 and a release of redacted material from minutes already approved from the period of June 2013 through October 28, 2014.
11. Approve The Revitalization Trust Fund banner presented by the Needham Community Revitalization Trust Fund to be part of the Chapel Street Banner Showcase Display Program. These banners will be displayed periodically on Chapel Street.
12. Approve the BID Needham Banner – Grand Opening Breast Care Center presented as part of the Symbols of Pride banner program and will be displayed along the approximately 53 single pole locations (Great Plain Avenue, Chestnut Street, Chapel Street to Highland Avenue merge all the way up to Needham Heights).
13. Water and Sewer Abatement Order 1221.
14. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Jeanie Martin	139 Plymouth Rd	Plymouth Rd Ext.	9/10/16	9/11/16	1pm-7pm
Robert Pettit	80 Robinwood Ave	50-88 Robinwood Ave	8/27/16	n/a	4pm-8:30pm
Cindy Osgood	27 Laurel Drive	Lower Laurel Drive	9/10/16	9/11/16	3:30pm-8pm
Daniel Burns	6 Louart Drive	Wildale Circle	9/10/16	9/11/16	3:30pm-7:30pm
Lisa Madkins	15 Bobsled Drive	Bottom section of Bobsled Drive	9/10/16	9/11/16	1pm-8pm
Dan Tavan	24 Crescent Road	Crescent Road between West St and Union St	9/11/16	9/10/16	3pm-6pm
Katherine Calzada	9 Morton Street	Morton St between Highland & Webster at Webster end	9/11/16	9/18/16	1pm-4pm
Diana Gaffin	51 Aldridge Road	Corner Richardson Dr. & Stonehurst	9/17/16	N/A	4pm-10pm
Gregg Darish	34 Country Way	Village Lane from Charles River to	9/17/16	9/18/16	3pm-8pm

**Second: Mr. Handel. Unanimously approved 5-0.**

7:23 p.m. Needham Center Re-imagination - Collective Next:  
Devra Bailin, Director of Economic Development and David Rutley, Collective Next appeared before the Board with a report on the progress of the committee established to focus on downtown issues in Needham. The goal of the project is to identify ways to support downtown businesses by enhancing public interest in shopping, dining, banking, etc. in Needham Center.

Ms. Bailin said the Newton-Needham Chamber of Commerce, in conjunction with the Needham Economic Committee is working to economically revitalize downtown Needham by understanding and making necessary connections between and among the businesses, residents, and the Town. She said the Town is fortunate to have David Rutley, a resident of Needham, volunteer his time, expertise, and experience to help the Town toward realizing its goal of a vibrant downtown.

Mr. Rutley explained the project and how Collective Next can help organizations, communities, and people collaborate effectively to generate change, i.e. transforming Needham Center. He said in the coming months workshops will be held to bring together different stakeholders from community groups to identify ideas and design strategies to re-imagine Needham Center. In addition, he said he and his colleagues at Collective Next are researching what other towns across the world have done to improve their downtown, which he said will help spark innovation among participants. Mr. Rutley said a series of sessions will be held, the first scheduled for the evening of September 19, 2016 and will last approximately three hours. He said the goal of the sessions is to see commonalities and themes emerge which can help create an engaged community willing to help move ideas forward.

Mr. Handel suggested reaching out to parents with young children.

Mr. Bulian suggested reaching out to property owners.

Mr. Borrelli asked for clarification on the process.

Mr. Rutley commented the process starts with a vision and ideas that are refined over the course of four sessions to reach a plan of action.

Mr. Bulian noted most property in Town is private, and there have been some small businesses that have felt pushed out by increasing rents and pressure from landlords looking for a return on investment. He said he is curious about the process.

Mr. Rutley said the process will occur over time.

Mr. Matthews said visions frequently require other people to make sacrifices or may have significant practical problems that nobody is willing to discuss because “there is no prize for throwing a bucket of cold water on someone else’s idea.” He asked how those situations are handled.

Mr. Rutley said part of the full day session focuses on why an idea won’t work. He said if a good idea is not tested or realistic, it is not a good idea at all.

Ms. Cooley asked where the model has been used and the composition of each group session.

Mr. Rutley said most models are within large private sector companies. He commented he has worked with some schools, charitable organizations, and the U.S. military. Mr. Rutley said Collective Next is currently looking to identify groups of people who they think would be good participants.

Mr. Handel said he is excited about the work of Collective Next to re-imagine Needham Center.

The Board thanked Mr. Rutley for the presentation.

7:36 p.m.

N2 Innovation Corridor Economic Development & Marketing Strategy: Devra Bailin, Director of Economic Development and Greg Reibman, President, Newton/Needham Chamber of Commerce appeared before the Board to report on the N2 Innovation Corridor Economic Development & Marketing Strategy.

Mr. Reibman thanked the Town for the initial grant that allowed the work to commence. He introduced Chuck Tanowitz, Interim Director of the N2 Economic Development Project and Lise Elcock, Membership and Development Director, Newton Needham Chamber of Commerce. Mr. Reibman explained both municipalities are working together to identify areas where the economy could thrive. He said a study was conducted, in part from a grant from the U.S. EDA, to see if the idea made sense, with the ultimate goal of creating a marketing plan. He commented on six goals designed to help achieve the vision of the Newton Needham Chamber of Commerce. He commented one recommendation in the report is to change the name and branding, noting the area will be renamed the N2 Innovation District, with fundraising efforts commencing in the fall 2016. He respectfully asked the Town of Needham to contribute \$10,000 for each of the next two years. He said the City of Newton was also asked for a contribution, and that the private sector will be asked to contribute significantly more money.

Ms. Bailin said it is vitally important to the economic success of Needham Crossing for the Town’s financial support and in advocating for the branding and marketing efforts to promote and sell the district. She said there are substantial economic rewards due to increases in revenues because of the steps the Town has taken in

terms of allowing greater density and housing. She commented development is on a scale not seen in over 20 years. She said the N2 Innovation Corridor Economic Development & Marketing Strategy is the best program for continuing the efforts in a sustainable way to keep the area growing and revenues rising, with the share of the tax burden shifting back to the commercial side. Ms. Bailin said she hopes the Town is able to show it support with a financial contribution.

Mr. Borrelli asked about the timeline for the next year.

Mr. Reibman said an announcement is planned for the fall about what is being done, and it is hoped a full time employee can be hired. He said companies and developers will be approached right away, making sure the companies are getting the talent they want. He said area colleges will be fully engaged in helping to find talent, including interns and employees. Mr. Reibman noted the Kendrick Street ramp is opening at the right time for the project.

Mr. Borrelli said the project is a tremendous opportunity and that he supports the effort.

Mr. Handel noted the tremendous effort by many people and the bond between Newton and Needham. He said the project has created a lot of buzz.

Ms. Cooley said careful thought must be given to how marketing is used, so as not to confuse N2 and Needham Crossing. She commented the overall effort must be considered.

The Board thanked Ms. Bailin and Mr. Reibman for the update.

7:55 p.m.

Sewer System Impact Program Regulations:

Kate Fitzpatrick, Town Manager and Richard Merson, Director of Public Works outlined the proposed Sewer System Impact Program Regulations.

Mr. Merson gave a brief history dating back 30 years. He said the current program was designed to improve the system and find a mechanism that would allow the ability to control, in a positive way, the development of the community. He said over the years many good things have happened, but now the program is a bit outdated. He referred to "Sewer System Impact Program Regulations" draft dated August 1, 2016, which he said is a more modern version of the old program.

Ms. Fitzpatrick said in order for the sewer system to have enough capacity, infiltration that is not waste water that is not getting into the pipes must be removed. She said some developers who want to add capacity have done so by removing infiltration by improving the pipe system, but not all developers have the capacity or there is enough anywhere near where they are doing work. She said new regulations allow a developer to perform the removal or to contribute to a fund to be appropriated only for the purpose of inflow and infiltration removal.

Mr. Borrelli clarified the program saying a commercial developer tying into a sewer can choose to do some remediation work or pay into a fund to be used for inflow and infiltration removal. He thanked Mr. Merson for the update and said a final vote on the new regulations is proposed for September 2016.

8:05 p.m.

Police & Fire Feasibility Study Update:

Mike Retsky, Project Manager/PFD Construction, Steve Popper, Director of Design & Construction, Michael McKeon, Kaestle Boos Associates, Todd Costa, Kaestle Boos Associates, Bob Mitchell, Mitchell Associates, Architects appeared before the Board with an update on the progress of the Police & Fire feasibility study, and to solicit input and feedback from the Board.

A Powerpoint presentation dated August 16, 2016 depicting schematics for a new Needham Police and Fire HQ and a new Needham Fire Station #2 was viewed.

Mr. Borrelli asked for comments from the Board.

Mr. Handel said he is concerned about the Police and Fire HQ site and how the building relates to its function as part of a major activity in the downtown. He asked if anyone has met with the Planning Board or the Design Review Board. He said it is important to meet with both the Planning Board and the Design Review Board before moving too far into the project. Mr. Handel expressed concern the streetscape is being pushed back, and that the proposed parking lot on Chestnut Street does not fit with the look the Town is trying to accomplish along Chestnut Street.

Mr. Borrelli said he appreciates the use of brick, but he prefers a more colonial look rather than a modern look.

Mr. Bulian referred to “Regional Public Safety Facility Size Comparisons” and asked if the numbers reflect multiple stations and the associated square footage. He commented he would like to see that comparison. Mr. McKeon said the comparison could be done.

Mr. Mitchell referred to the schematic for Needham Fire Station No 2.

Mr. Borrelli stressed the importance of staying within a budget and not to over design.

Mr. Handel asked if the plan allows for expansion. Mr. McKeon said future expansion of Needham Fire Station No. 2 is not planned, as the site is constrained. Mr. Handel asked about the orientation of the building to the street. Mr. McKeon said the orientation works well at the intersection.



Mr. Popper noted the comments made by the Selectmen. He agreed more deliberation is needed, as well as comparisons and efficiencies of the buildings.

The Board thanked the presenters for their work.

8:50 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 5 items to discuss:

1. Relocation of Sewer Easement/Modera Needham

Ms. Fitzpatrick recommended that the Board approve the relocation of the sewer line and construction on the existing sewer easement for Modera Needham (formerly Needham Mews) on Greendale Avenue, pursuant to the final comprehensive permit for the project.

**Motion by Mr. Handel that the Board approve and authorize the chairman to sign the Consent of Board of Selectmen to the decommissioning and relocation of the sewer line and to the erection and maintenance of buildings, structures, and foundations of buildings and structures to be used for habitation upon the premises taken by the easement, substantially as shown on the plans approved by the ZBA and the Town's engineer pursuant to the Compressive Permit for the Modera Needham project on Greendale Avenue, provided however that the execution of the Consent is contingent upon the Applicant's compliance with a letter agreement, dated August 5, 2016, governing activities on the site. Second: Mr. Matthews. Unanimously approved 5-0.**

2. Sale and Disposal of Surplus Equipment, Materials, and Supplies

Mr. Davison asked the Board to approve a policy for the disposal of surplus property. He reminded the Board the sale and disposal of surplus property is subject to the uniform procurement act, the process by which all cities and towns in the Commonwealth must adhere. He noted the sale and disposal is for materials and supplies no longer needed for the purpose intended, with an estimated value of less than \$10,000. He noted surplus equipment, materials, and supplies with an estimated value of \$10,000 or more may be done only by sealed bids or public auction.

**Motion by Mr. Bulian that the Board approve and authorize the chairman to sign the Sale and Disposal of Surplus Equipment, Materials, and Supplies policy.**

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

3. Accept and Refer Zoning Amendment

Ms. Fitzpatrick reminded the Board that at its meeting on July 19, 2016, the Planning Board voted to place the following articles on the warrant for the October 5, 2016 Special Town Meeting: Amend Zoning By-law - Height Limitation Exceptions, and Amend Zoning By-law Definition of Basement.

**Motion by Mr. Bulian that the Board vote to accept the proposed zoning amendments: Amend Zoning By-law - Height Limitation Exceptions and Amend Zoning By-law - Definition of Basement for referral to the Planning Board for its review, hearing and report.**

**Second: Mr. Handel. Unanimously approved 5-0.**

4. Close Special Town Meeting Warrant

Ms. Fitzpatrick reviewed items contained in a draft, dated August 12, 2016, of the Special Town Meeting warrant and recommended the Board vote to close the warrant for the October 5, 2016 Special Town Meeting.

**Motion by Mr. Handel that the Board vote to close the warrant for the October 5, 2016 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.**

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

5. OPEB Update

Ms. Fitzpatrick provided the Board with a summary of the Town's most recent OPEB (Other Post-Employment Benefit) Actuarial Analysis as of June 30, 2015, as prepared by Segal Consulting.

The Board thanked Ms. Fitzpatrick for the update.

Ms. Fitzpatrick reported the state budget passed and that State Representative Denise Garlick helped the Town secure funding for two automatic stretcher lifts. She said the lifts provide better care for patients and a safer working condition for employees. She said Ms. Garlick also helped secure funding for improvements at the DCR property in Needham Crossing. Ms. Fitzpatrick commented on the night time work occurring in Needham Center, saying the project is on schedule.

9:05 p.m. Board Discussion:

1. Adopt FY2017-2018 Goals

**Motion by Mr. Bulian that the Board vote to adopt its goals for FY2017-FY2018 as shown on the attached document.**

**Second: Mr. Handel. Unanimously approved 5-0.**

Mr. Matthews commented many of the goals are carried over from prior years. He noted some of the goals require analysis before putting a policy in place.

2. Committee Reports

Mr. Matthews said the Minuteman Regional High School project is on the path to a referendum to decide whether or not the bonding can be approved for the project. He commented that while Town Meeting already voted on the issue, all 16 member communities must either approve or vote no action. He said the Town of Belmont voted "no," which effectively constitutes a veto unless a referendum occurs, which the school district has voted to do. He said it is important for residents of Needham

to vote on Tuesday, September 20, 2016, the date of the referendum, commenting voting will be held at the Center at the Heights from 12 noon to 8 p.m., and by absentee ballot at the Town Clerk's office.

Ms. Cooley said a Facebook page includes additional information and encouraged residents to view several videos highlighting the work of students at the school.

Mr. Borrelli thanked Mr. Matthews and Ms. Cooley for their work.

9:15 p.m.

Adjourn:

**Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of August 16, 2016.**

**Second: Mr. Bulian. 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=>