

BOARD OF SELECTMEN

May 30, 2017

Needham Town Hall

Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	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	Change of Manager - Residence Inn David Laurent, Proposed Manager
2.	7:00	Change of License Category - Hearth Pizzeria - Roy Cramer, Attorney - Ivan Millan Pulecio, Owner/Manager
3.	7:00	New Alcohol License - TDRG Needham Inc. d/b/a Cook Needham Paul Turano, Owner/Manager
4.	7:00	Change of Manager – RFK Kitchen - Francesco Melandri, Owner - Brian Benton, Proposed Manager
5.	7:00	Continuation Public Hearing - Village Club Robert R. Giumetti, Jr., Manager
6.	8:00	Public Hearing: Eversource Energy - Dartmouth Avenue Maureen Carroll, Eversource Representative
7.	8:00	Public Hearing: Comcast- Greendale Avenue Manuel Furtado, Comcast Representative
8.	8:00	Public Hearing- Verizon Wireless Joshua Lanzetta, McLance Middleton
9.	8:25	Department of Public Works: Permission to Encroach into Existing Sewer and Drain Easement – 103 Brookside Road - Richard P. Merson, Director of Public Works - Anthony DelGaizo, Town Engineer
10.	8:30	Approval of Sale of Bonds and Notes - David Davison, Assistant Town Manager/Director of Finance - Evelyn Poness, Treasurer
11.	8:35	Town Manager Town Manager Update
12.	8:45	Board Discussion Committee Reports

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1500 from The Exchange Club of Needham for 4 th of July Banners.
2.	Accept the following gifts received by the Needham Public Library for the period of February 23, 2017 to May 5, 2017: Dean Abbey donated the following DVDs: <i>Picket Fences</i> (Season One) \$15, and <i>Alias</i> (The Complete First Season) \$60; Abby Cheng donated the following Ravensburger puzzles to the Children's Room: <i>The Farm</i> \$12.00, and <i>The Enchanted Forest</i> \$16; M. David Sherrill sent the library a copy of his genealogical study, <i>The American Ancestry of Julia Hutchinson</i> (\$90.00); Robert Brooks donated copies of two books that he wrote: <i>Handbook of Resilience in Children</i> , 2 nd ed. (\$97.00) and <i>Reflections on Mortality</i> (\$20.00); Gail Scudellari gave the library a subscription to <i>Easy English News</i> (\$50.40); Emery Hutchins donated a copy of the CD <i>Maritime</i> by Two Old Friends (\$10.00); Deepa Krishnan donated the following: "First Words" and "Colors and Shapes" flash cards (\$6.00), and "Seek a Boo! The Seek and Find Memory Game" (25.00); Joyce Hannah gave the library several boxes of adult and children's books; Cathy and Barbara Collishaw made a donation in memory of Mary Louise Johnson. (\$25.00); Patrice Kenney Clifford gave the library a copy of her book, <i>Hidden in Plain Sight: Decoding the Art, Architecture and Symbolism of St. Joseph Church, Needham, Massachusetts</i> . Her book will be placed in the Archives Collection; The following people have made donations to the library totaling \$125.00 in memory of Jerry Levine: Amy and Phil McNulty, and Paul and Deborah Rudoy; The following people have made donations to the library totaling \$1,895.00 in memory of Betty Ann Keane: Tim & Janet Sparkman, Robert Lovezzola, Kathleen & Andrew Seperack, Michele & Zoltan Krasznai, Leigh & George Doukas, James Dahlberg & Deirdre Donahue, Perkins Coie LLP, Clara Donahue, Robert F. Hennings, Jr., Ann MacFate, Kathie & Joe McCabe, Laura Cella-Donovan, Rosemary Flynn Okoren, Leanne Parley, Patricia & Richard Mariano, Ed & Judy O'Brien, Sharon A. Cameron, Elinor & Wilbur Bullen, Dan & Carol Goldberg, Odette Howard, Lauren & David Herter, Anne Madaus, Judith Kittredge, Daniel Dolce, and Mary Doherty; The Institute for Social Neuroscience Psychology (Heidelberg, Australia) sent the library a copy of Jim Penman's book, <i>Biohistory: Decline and Fall of the West</i> (\$19.95); and Rebecca Warner gave the library a copy of her book, <i>The Sustainable Enough Garden</i> (\$21.95).
3.	Accept the gift of two new, made in America, nylon United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common.
4.*	Ratify a Special One Day Wines & Malt Beverages License for Gloria Greis, of the Needham Historical Society who hosted its Annual Meeting on May 25, 2017. The event was held from 6:30 p.m. to 9:30 p.m. at the Needham Historical Society located at 1147 Central Avenue, Needham.
5.	Accept the following donations made to Needham Youth Services for its Junior Police program: \$20 from Peter and Alison Atallah, \$40 from Bradford and Louise Sprogis, \$50 from Felix Munoz Elorza and Carmen Rodriguez, and \$50 from Kit W. Yee and Michael McKay. All are Needham residents.
6.*	Approve and sign integrated collective bargaining agreement between the Town and the Massachusetts Laborers' Public Employee's Council Local 1116/Building Custodians and Trades for FY2016 through FY2018.
7.*	Approve Open Session minutes of April 25, 2017, May 1, 2017, May 2, 2017, May 3, 2017, May 8, 2017, and May 10, 2017; approve Executive Session minutes of May 2, 2017.
8.*	Ratify a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure,

	to ride a large portion of its “Geared Up for Kids 2016” bike ride through Needham. The bike ride was held on May 21, 2017 and started at 8:00 a.m. at Needham High School and ended at 12:00 p.m. at Needham High School. The route of the race was approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
9.*	Approve a One Day Special Wines & Malt Beverages Only License for Katie Sullivan of Needham Pool and Racquet Club to hold its Summerfest event on Thursday, July 13, 2017 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham.					
10.*	Ratify a One Day All Alcoholic Beverages Only license for Ernest A. Steeves, of the Village Club who hosted a Graduation Party on May 13, 2017 from 7:00 p.m. to 11:00 p.m. The event was held in Highlandville Hall at the Village Club, 83 Morton Street, Needham.					
11.*	Ratify a One Day All Alcoholic Beverages Only license for Ernest A. Steeves, of the Village Club who hosted a Birthday Party event on May 20, 2017 from 7:00 p.m. to 11:00 p.m. The event was held in Highlandville Hall at the Village Club, 83 Morton Street, Needham.					
12.*	Ratify an application for a 2017 Public Entertainment license on Sundays from Jeffrey Friedman, of Needham Farmers Market, Inc., located on Garrity’s Way. License is valid May 28, 2017 through November 19, 2017.					
13.*	Approve a 2017 Common Victualler License application from Consider It Done Enterprises Inc. d/b/a Goldberg’s Deli and Grill located at 250 1 st Avenue, Needham.					
14.	Grant permission for the Needham Business Association to use the Town Common and surrounding area for its Street Fair on Saturday, June 3, 2017. 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 trolley ride that will run from Highland Avenue by the Town Common and loop back around the town to the Town Common; and any changes as recommended by the Needham Police Department. Also grant permission for meter free parking in the downtown area for that day.					
15.*	Water and Sewer Abatement Order #1238.					
16.	Grant permission for the following residents to hold block parties:					
Name		Address	Party Location	Party Date	Party Rain Date	Party Time
Rachel Black		83 Nardone Rd	Jarvis Circle	6/24/17	6/25/17	1:30pm-7:30pm
Susan Murray		21 Lexington Ave	Lexington Ave between Manning & Webster Streets	5/29/17	6/4/17	3pm-7pm
Denise Arrondo		21 Prince Street	21 Prince Street	6/16/17	6/17/17	5pm-8pm

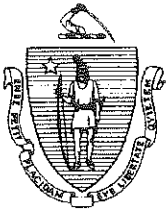


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 5/30/2017

Agenda Item	Change of Manager – Residence Inn by Marriott Needham
Presenter(s)	David Laurent, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Cowlen Management, Inc., d/b/a Residence Inn by Marriott Needham, 80 B Street, has submitted an application for a change in manager. Our review indicates that Mr. Laurent meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. The additional filing materials seem in order.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: <i>Move that the Board of Selectmen approve and sign an application for a Change in Manager to David Laurent for the Residence Inn by Marriott Needham, 80 B Street, Needham and to forward this application to the ABCC for approval.</i>	
3.	BACK UP INFORMATION ATTACHED
1. Amendment Application for a Change of Manager 2. Applicant's Statement 3. Vote of the Corporate Board All other documents related to these transactions are on file in the Town Manager's Office	



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDEMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Colwen Management, Inc.

ABCC License Number

00035-HT-0770

City/Town of Licensee

~~Needham~~ Needham

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Karen

Middle: D.

Last Name: Simao

Title: Attorney

Primary Phone: (617) 946-4600

Email: ksimao@mqmlp.com

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:

Primary Phone:

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

Mailing Address

☐ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No
If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☒ Yes ☐ No

If yes, please list the licenses for which you are the current or proposed manager:

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

☐ Officer	☐ Sole Proprietor
☐ Stockholder	☐ LLC Manager
☐ LLC Member	☐ Director
☐ Partner	☐ Landlord
☐ Contractual	☐ Revenue Sharing
☐ Management Agreement	☐ Other

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
7/2013-Present	General Manager	Colwen Management, Inc.	320 Baker Avenue, Concord, MA	(603) 897-6100
6/2011-7/2013	Operations Manager	True North Hotel Group	112 Donald Lynch Blvd, Marlborough	(508) 481-1500
11/2010-6/2011	Assistant Manager	Pyramid Hotel Group	1657 Worcester Rd, Framingham, MA	(508) 879-7200
12/2007-11/2010	Front Desk/Sales	Comfort Suites/Holiday Inn	1010 Douglas Pike, Smithfield, RI	(401) 231-6300

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A	N/A

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☒ Yes ☐ No

If yes, please list the licenses for which you are the current or proposed manager:

Colwen Management, Inc. d/b/a
Residence Inn by Marriott
Concord

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

- | | |
|---|--|
| ☐ Officer | ☐ Sole Proprietor |
| ☐ Stockholder | ☐ LLC Manager |
| ☐ LLC Member | ☐ Director |
| ☐ Partner | ☐ Landlord |
| ☐ Contractual | ☐ Revenue Sharing |
| ☐ Management Agreement | ☐ Other |

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

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Date(s)	Position	Employer	Address	Phone
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12/2007-11/2010	Front Desk/Sales	Comfort Suites/Holiday Inn	1010 Douglas Pike, Smithfield, RI	(401) 231-6300

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation
N/A	N/A	N/A	N/A	N/A

APPLICANT'S STATEMENT

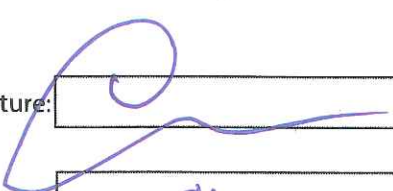
I, Leo Xarras the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of Colwen Management, Inc., hereby submit this application for Change of Manager of Record
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 4/17/17

Title: Chairman + CEO

COLWEN MANAGEMENT, INC.

CORPORATE VOTE

April 17, 2017

At a meeting of the Board of Directors of Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham (the "Corporation") a New Hampshire Corporation, with a principal place of business located at 889 Elm Street, 6th Floor, Manchester, NH 03101

"Voted: that the Corporation applies to the Town of Needham Board of Selectmen for a Change of Manager of Record amendment to the current Inn holder All Alcoholic Beverages License for the year 2017, to be exercised at the premises located at Residence Inn by Marriott Needham, 80 B Street, Needham, MA 02494

"Vote: to authorize Leo Xarras to sign the application for the license in the name Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham and to execute on its behalf any necessary papers, and to do all things required relative to the granting of the license."

"Voted: to appoint David Laurent of Milford, MA as its Manager of Record, with as full authority and control of the premises described therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by a Director of the Corporation and delivered to said Director or principal representative shall constitute the written authority required by M.G.L. c. 138 § 26.

This is to certify that all the directors of Colwen Management, Inc., a corporation duly organized under the laws of the State of New Hampshire and registered with the Commonwealth of Massachusetts, are citizens of the United States.

This Corporation has NOT been dissolved.

A true copy attest,



Leo Xarras
Its: Chairman and CEO
Duly Authorized



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

MEETING DATE: 5/30/2017

Agenda Item	Change of License Category – Sol Soul Family Foods LLC d/b/a Hearth Pizzeria
Presenter(s)	Roy Cramer, Attorney Ivan Millan Pulecio – Owner/Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Sol Soul Family Foods LLC, d/b/a Hearth Pizzeria, 974 Great Plain Avenue, has submitted an application for a change in license category – from Wine & Malt Beverages to All Alcohol Beverages. Notification to abutters and legal advertisement of this hearing, ABCC requirements, have been completed. There are two houses of worship located within the 500' radius of proposed premises and M.G.L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by either church with respect to this hearing. Our review indicates that the paperwork is in order.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motions: a.) <i>Move that the Board of Selectmen approve and sign an application for a Change in Category to All Alcohol for Sol Soul Family Foods LLC d/b/a Hearth Pizzeria, 974 Great Plain Avenue, Needham and to forward this application to the ABCC for approval; and</i> b.) <i>That the Board of Selectmen determines that the premises are not detrimental to the educational and spiritual activities of the First Church of Christ or to the First Parish of Needham Unitarian Universalist.</i>	
3.	BACK UP INFORMATION ATTACHED
1. Amendment Application for a Change of Category 2. Applicant's Statement 3. Vote of the Corporate Board 4. Copy of Legal Notice 5. Massachusetts General Law Chapter 138 Section 16C All other documents related to these transactions are on file in the Town Manager's Office.	



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please complete this entire application. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Sol Soul Family Foods LLC

ABCC License Number

00022-RS-0770

City/Town of Licensee

Needham

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Ivan

Middle: Millan

Last Name: Pulecio

Title: Owner

Primary Phone: 781 433 0600

Email: ivan@hearthpizzeria.com

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:

Primary Phone:

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

Mailing Address

☐ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

AMENDMENT APPLICATION FOR:

Change of Corporate Name, Change of DBA, Change of Legal Structure, Change of Class, Change of Category

Please check the amendment that you are applying for and complete the corresponding section. Please refer to the requirements page for required documents.

☐ Change of Corporate Name This is the License Entity Name or the Business Contact	Last-Approved Corporate Name:	
	Requested New Corporate Name:	

☐ Change of DBA	Last-Approved DBA:	
	Requested New DBA:	

☐ Change of Corporate Structure LLC, Corporation, Sole Proprietor, etc	Last-Approved Corporate Structure	
	Requested New Corporate Structure	

☒ Change of License Category All Alcohol, Wine and Malt, Wine Malt and Cordials	Last-Approved License Category	Wines and Malt Beverages
	Requested New License Category	All Alcoholic Beverages

☐ Change of License Class Seasonal or Annual	Last-Approved License Class	
	Requested New License Class	

☐ Change of License Type* i.e. Restaurant to Club Package Store to Supermarket	Last-Approved License Type	
	Requested New License Type	

*CAN NOT change from an
on-premise to an off-premises
license type.*

APPLICANT'S STATEMENT

I, Ivan Millan Pulecio the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP member
Authorized Signatory

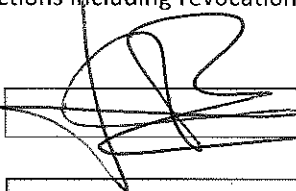
of Sof Soul Family Foods LLC, hereby submit this application for Change of License Category
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:



Date:

4/27/17

Title:

Manager

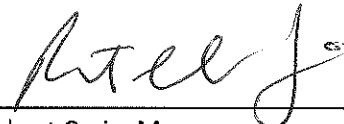
SOL SOUL FAMILY FOODS, LLC

Managers' Consent to Action

The undersigned, being all of the Managers of Sol Soul Family Foods, LLC (the "Company"), hereby consent to the following action:

Consented, that, pursuant to Section 3(a)(i) of the Company's Operating Agreement, the Company apply for a Change of Category of its liquor license from wine and malt to all-alcohol at its restaurant located at 974 Great Plain Avenue, Needham, Massachusetts.

IN WITNESS WHEREOF, the undersigned has executed this Managers' Consent as of this 26 day of APRIL, 2017.



Robert Craig, Manager



Ivan Millan Pulecio, Manager

**HEARTH PIZZERIA
LEGAL NOTICE
PUBLIC HEARING
SOL SOUL FAMILY FOODS D/B/A
HEARTH PIZZERIA
- 974 Great Plain Avenue
Change in Category of Liquor License**

A public hearing will be held on Tuesday, May 30, 2017 in Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492 at 7:00 p.m. under the provisions of Chapter 138, Section 12 of the M.G.L. on the application of Sol Soul Family Foods d/b/a Hearth Pizzeria for a change in category of its liquor license from Wine & Mall to All Alcohol. Hearth Pizzeria is located at 974 Great Plain Avenue.

The Board of Selectmen invites all residents and interested parties to provide input at this meeting. Public comments may also be directed to the Board of Selectmen, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA or selectmen@needhamma.gov.

Board of Selectmen
Licensing Board for the Town of Needham

AD#13568855
Needham Times 5/18/17

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 138** ALCOHOLIC LIQUORS**Section 16C** LICENSES FOR PREMISES NEAR SCHOOLS OR CHURCHES

Section 16C. Premises, except those of an innholder and except such parts of buildings as are located ten or more floors above street level, located within a radius of five hundred feet of a school or church shall not be licensed for the sale of alcoholic beverages unless the local licensing authority determines in writing and after a hearing that the premises are not detrimental to the educational and spiritual activities of said school or church; but this provision shall not apply to the transfer of a license from premises located within said distance to other premises located therein, if it is transferred to a location not less remote from the nearest school or church than its former location. Any applicant who has been denied a license under this section shall have the right to an appeal under section sixty-seven.

In this section a church shall mean a church or synagogue building dedicated to divine worship and in regular use for that purpose, but not a chapel occupying a minor portion of a building primarily devoted to other uses, and a school shall mean an elementary or secondary school, public or private, giving not less than the minimum instruction and training required by chapter seventy-one to children of compulsory school age. This section shall not apply to an extension of licensed premises provided said extension does not exceed fifty feet.



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

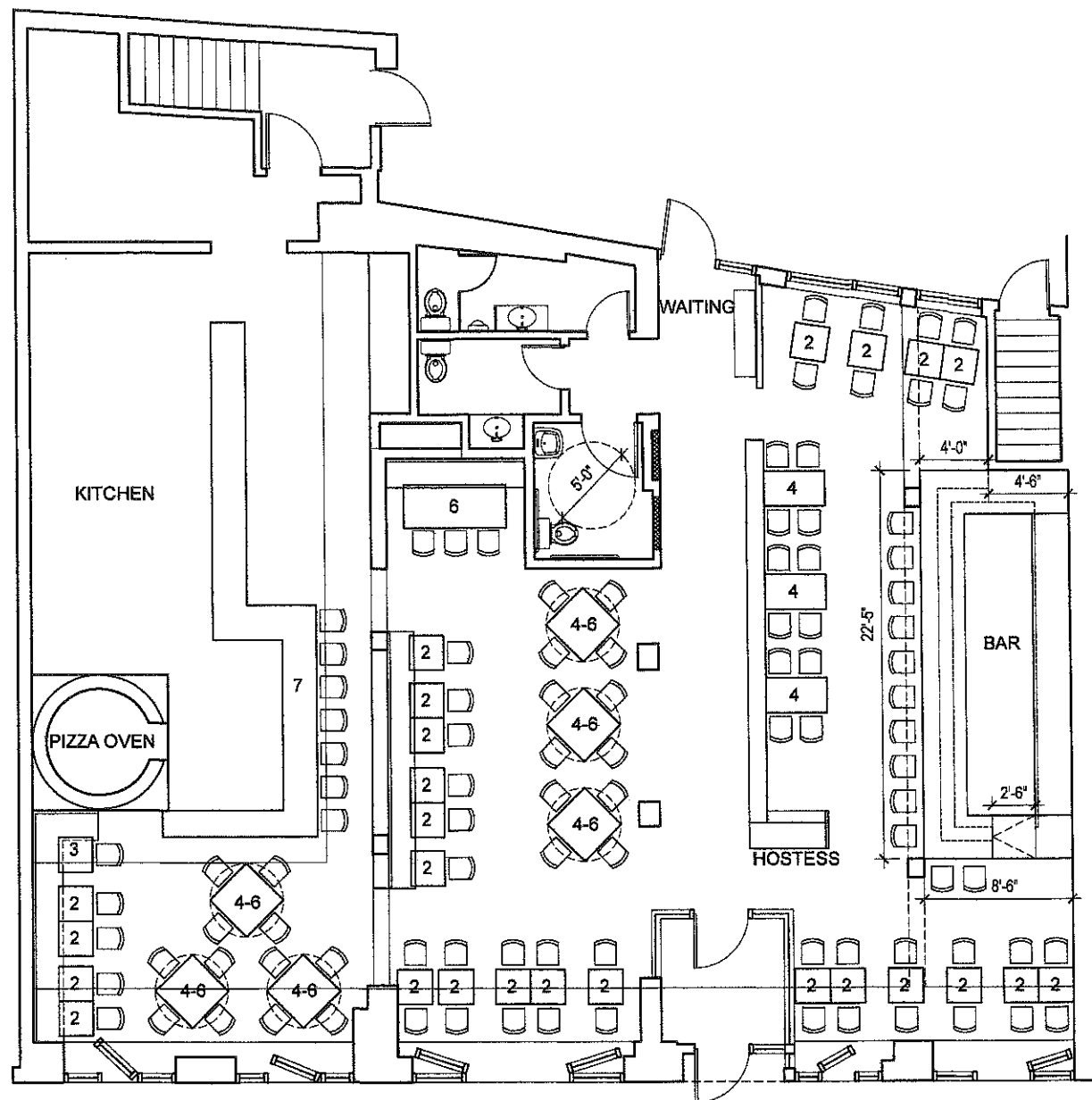
MEETING DATE: 5/30/2017

Agenda Item	Public Hearing- New Alcoholic License for TDRG Needham Inc d/b/a Cook Needham, 109 Chapel Street
Presenter(s)	Paul Turano, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Turano seeks Board approval for an application for an All Alcoholic License for TDRG Needham Inc d/b/a Cook Needham. Additionally, he seeks approval for a pledge of this license to the Cambridge Savings Bank. Cook Needham is a new restaurant that will be located at 109 Chapel Street (formerly the site of Not Your Average Joe's). The restaurant will consist of 2,945 SF on the 1st floor and approximately 3,000 SF in the basement. Included on the first floor is a dining room with a total seating capacity for 120 patrons, restrooms, kitchen and service bar with seating area. The basement area will be used for storage. There are two entrances and exits, one in the front of the building on Chapel Street and one in the rear of the building into the parking lot for patrons and there are two entrances and exits that will be used for deliveries only. There are three houses of worship located within the 500' radius of proposed premises and M.G.L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by any of the houses of worship with respect to this hearing. Mr. Turano requests an addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine, including stools/chairs located at the service bar area, as described in Section 3.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages.	

2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motions: (A) That the Board of Selectmen approve the application for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable To The Sale of Alcoholic Beverages in Restaurants to TDRG Needham Inc d/b/a Cook Needham, Paul Turano, Manager, and to forward the approved Alcohol License application to the ABCC for approval; (B) That the Board of Selectmen approve the application for a Common Victualler License; (C) That the Board of Selectmen approve the Pledge of License to the Cambridge Savings Bank; (D) That the Board of Selectmen determines that the premises are not detrimental to the educational and spiritual activities of the First Parish of Needham Unitarian Universalist, Roman Catholic Archdiocese of Boston or to the Good Shepherd Christian Fellowship; and (E) That the Board grant an addendum as described in Section 3.1 of the Town of Needham Regulations for the Sale of Alcoholic Beverages.	

3.	BACK UP INFORMATION ATTACHED												
<table><tr><td>(A) Retail Application</td><td>(G) Lease</td></tr><tr><td>(B) Beneficial Interest Forms</td><td>(H) Pledge Document</td></tr><tr><td>(C) Vote of the Corporate Board</td><td>(I) Notification to Abutters</td></tr><tr><td>(D) Business Structure Documentation</td><td>(J) Common Victualler License Application</td></tr><tr><td>(E) Purchase & Sale Documentation</td><td>(K) M.G.L. Chapter 138, Section 16C</td></tr><tr><td>(F) Floorplan</td><td>(L) Section 3.1 Alcohol Regulations</td></tr></table> <i>Other supporting documentation on file in Office of the Town Manager.</i>		(A) Retail Application	(G) Lease	(B) Beneficial Interest Forms	(H) Pledge Document	(C) Vote of the Corporate Board	(I) Notification to Abutters	(D) Business Structure Documentation	(J) Common Victualler License Application	(E) Purchase & Sale Documentation	(K) M.G.L. Chapter 138, Section 16C	(F) Floorplan	(L) Section 3.1 Alcohol Regulations
(A) Retail Application	(G) Lease												
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(E) Purchase & Sale Documentation	(K) M.G.L. Chapter 138, Section 16C												
(F) Floorplan	(L) Section 3.1 Alcohol Regulations												



SEATING	
DINING	126
WAITING	6
TOTAL	132

2017 MAY 24 A 10:50



Owner:

COOK
105 CHAPEL ST.
NEEDHAM, MA 02192

PLAN

Designer:

kas i kripper architecture studio, inc.
36 BROMFIELD, SUITE 501 BOSTON, MA 02108

A1

Sheet Number

Date: 05.23.17

Scale: 1/8" = 1' 0"

Plan



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR A RETAIL ALCOHOLIC BEVERAGES LICENSE

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A. 2017 MAY - JUN 14:22

1. NAME OF PROPOSED LICENSEE (Business Contact)

TDRG Needham Inc./DBA Cook Needham

This is the corporation or LLC which will hold the license, **not** the individual submitting this application. If you are applying for this license as a sole proprietor, not an LLC, corporation or other legal entity, you may enter your personal name here.

2. RETAIL APPLICATION INFORMATION

There are two ways to obtain an alcoholic beverages license in the Commonwealth of Massachusetts, either by obtaining an existing license through a transfer or by applying for a new license.

Are you applying for a new license ☒ New ☐ Transfer
or the transfer of an existing license?

If transferring, please indicate the
current ABCC license number you
are seeking to obtain:

If applying for a new license, are you applying for this license
pursuant to special legislation?

If transferring, by what method
is the license being transferred?

☐ Yes ☒ No

Chapter

Acts of

3. LICENSE INFORMATION / QUOTA CHECK

City/Town

Needham

On/Off-Premises

On-Premises

TYPE

§12 Restaurant

CATEGORY

All Alcoholic Beverages

CLASS

Annual

4. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Paul

Middle:

Last Name: Turano

Title: Owner

Primary Phone:

781-727-1429

Email: paul@cooknewton.com

5. OWNERSHIP Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license.

An individual or entity has a direct beneficial interest in a license when the individual or entity owns or controls any part of the license. For example, if John Smith owns Smith LLC, a licensee, John Smith has a direct beneficial interest in the license.

An individual or entity has an indirect beneficial interest if the individual or entity has 1) any ownership interest in the license through an intermediary, no matter how removed from direct ownership, 2) any form of control over part of a license no matter how attenuated, or 3) otherwise benefits in any way from the license's operation. For Example, Jane Doe owns Doe Holding Company Inc., which is a shareholder of Doe LLC, the license holder. Jane Doe has an indirect interest in the license.

A. All individuals listed below are required to complete a [Beneficial Interest Contact - Individual](#) form.

B. All entities listed below are required to complete a [Beneficial Interest Contact - Organization](#) form.

C. Any individual with any ownership in this license and/or the proposed manager of record must complete a [CORI Release Form](#).

Name	Title / Position	% Owned	Other Beneficial Interest
Paul Turano	Officer	100	CookNewton
Carmelo J. Turano	Officer	0	Cook Newton

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

5. OWNERSHIP (continued)

Name	Title / Position	% Owned	Other Beneficial Interest

6. PREMISES INFORMATION

Please enter the address where the alcoholic beverages are sold.

Premises Address

Street Number: Street Name: Unit:

City/Town: State: Zip Code:

Country:

Description of Premises

Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Floor Number	Square Footage	Number of Rooms
1	2945	1

Patio/Deck/Outdoor Area Total Square Footage

Indoor Area Total Square Footage

Number of Entrances

Number of Exits

Proposed Seating Capacity

Proposed Occupancy

Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises

Lease Beginning Term

Lease Ending Term

Rent per Month

Rent per Year

Landlord Name

Landlord Phone

Landlord Address

If leasing or renting the premises, a signed copy of the lease is required.

If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.

Please indicate if the terms of the lease include payments based on the sale of alcohol: ☐ Yes ☒ No

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

7. BUSINESS CONTACT

The Business Contact is the proposed licensee. If you are applying as a Sole Proprietor (the license will be held by an individual, not a business), you should use your own name as the entity name.

** Please see last page of application for required documents based on Legal Structure **

Entity Name:	TDRG Needham Inc.	FEIN:	81-5129181
DBA:	Cook Needham	Fax Number:	617-964-2554
Primary Phone:	781-727-1429	Email:	paul@cooknewton.com
Alternative Phone:	617-964-2665	Legal Structure of Entity	Corporation

Business Address (Corporate Headquarters)

☐ Check here if your Business Address is the same as your Premises Address

Street Number:	63	Street Name:	Kings Road
City/Town:	Canton	State:	Ma
Zip Code:	02021	Country:	United States

Mailing Address

☐ Check here if your Mailing Address is the same as your Premises Address

Street Number:	63	Street Name:	Kings Road
City/Town:	Canton	State:	Ma
Zip Code:	02021	Country:	United States

Is the Entity a Massachusetts Corporation?

☒ Yes ☐ No

If no, is the Entity registered to do business in Massachusetts?

☐ Yes ☐ No

If no, state of incorporation

Other Beneficial Interest

Does the proposed licensee have a beneficial interest in any other Massachusetts Alcoholic Beverages Licenses? ☒ Yes ☐ No

If yes, please complete the following table.

Name of License	Type of License	License Number	Premises Address
PP&C Enterprises Inc	§12 On Premises	00201	825 Washington Street Newtonville Ma 02460

Prior Disciplinary Action:

Has any alcoholic beverages license owned by the proposed licensee ever been disciplined for an alcohol related violation?

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

8. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☒ Yes ☐ No

If yes, please list the licenses for which you are the current or proposed manager:

PP&C Enterprises Inc.
dba/ Cook.

Do you have direct, indirect, or financial interest in this license? ☒ Yes ☐ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

- | | |
|---|--|
| ☒ Officer | ☐ Sole Proprietor |
| ☐ Stockholder | ☐ LLC Manager |
| ☐ LLC Member | ☐ Director |
| ☐ Partner | ☐ Landlord |
| ☐ Contractual | ☐ Revenue Sharing |
| ☐ Management Agreement | ☐ Other |

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
2002-2005	Owner	Olio Restaurant	655 Washington Street Canton Ma	Closed
2005-2007	Owner	Spitfires BBQ	655 Washington Street Canton Ma	Closed
2005-2016	Owner	Tryst Restaurant	9 Massachusetts Avenue Arlington N	781-641-2227
2013-Present	Owner	Cook Newton	25 Washington Street Newtonville M	617-964-2665

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

Description of Premises:

The restaurant is on the 1st floor (2945 sf).

The basement will be used for liquor and food storage (3055 sf). The total squared footage of the premises is 6000 sf.

9. FINANCIAL INFORMATION

Associated Costs

A. Purchase Price for Building/Land	50,000.00
B. Purchase Price for any Business Assets	50,000.00
C. Costs of Renovations/Construction	250,000.00
D. Purchase Price of Inventory	20,000.00
E. Initial Start-Up Costs	200,000.00
F. Other (Please specify)	
G. Total Cost (Add lines A-F)	570,000.00

Please note, the total amount of **Cash Investment** (top right table) plus the total amount of **Financing** (bottom right table) must be equal to or greater than the **Total Cost** (line G above).

Source of Cash Investment

Name of Contributor	Amount of Contribution
Paul Turano	120,000.00
Total:	120,000.00

Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Cambridge Savings Bank	450k	no	
Total:			450,000.00

10. PLEDGE INFORMATION

Are you seeking approval for a pledge? ☒ Yes ☐ No

Please indicate what you are seeking to pledge (check all that apply)

☒ License ☐ Stock / Beneficial Interest ☐ Inventory

To whom is the pledge is being made: Cambridge Savings Bank

Does the lender have a beneficial interest in this license?

☒ Yes ☐ No

Does the lease require a pledge of this license?

☐ Yes ☒ No

ALCOHOLIC BEVERAGES CONTROL COMMISSION

BENEFICIAL INTEREST CONTACT - Individual (Formerly known as a Personal Information Form)

Please complete a Beneficial Interest - Individual sheet for all individual(s) who have a direct or indirect beneficial interest, with or without ownership, in this license. This includes people with a financial interest and people without financial interest (i.e. board of directors for not-for-profit clubs). All individuals with direct or indirect financial interest must also submit a CORI Authorization Form.

An individual with direct beneficial interest is defined as someone who has interest directly in the proposed licensee. For example, if ABC Inc is the proposed licensee, all individuals with interest in ABC Inc are considered to have direct beneficial interest in ABC Inc (the proposed licensee).

An individual with indirect beneficial interest is defined as someone who has ownership in a parent level company of the proposed licensee. For example, if ABC Inc is the proposed licensee and is 100% owned by XYZ Inc, all individuals with interest in XYZ Inc are considered to have an indirect beneficial interest in ABC Inc (the proposed licensee).

Salutation	Mr.	First Name	Paul	Middle Name		Last Name	Turano	Suffix	
Title:	Owner		Social Security Number			Date of Birth			
Primary Phone:	781-727-1429		Email:	Paul@cooknewton.com					
Mobile Phone:	781-727-1429		Fax Number	781-652-8079					
Alternative Phone:	617-964-2665								

Business Address

Street Number:	63	Street Name:	Kings Road
City/Town:	Canton	State:	MA
Zip Code:	02021	Country:	USA

Mailing Address

☒ Check here if your Mailing Address is the same as your Business Address

Street Number:		Street Name:	
City/Town:		State:	
Zip Code:		Country:	

Types of Interest (select all that apply)

☐ Contractual	☒ Director	☐ Landlord	☐ LLC Manager
☐ LLC Member	☐ Management Agreement	☐ Officer	
☐ Partner	☐ Revenue Sharing	☐ Sole Proprietor	☐ Stockholder
			☐ Other

Citizenship / Residency Information

Are you a U.S. Citizen?	☒ Yes ☐ No	Are you a Massachusetts Resident?	☒ Yes ☐ No
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Criminal History

Have you ever been convicted of a state, federal, or military crime?	☐ Yes ☒ No	If yes, please provide an affidavit explaining the charges.
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ALCOHOLIC BEVERAGES CONTROL COMMISSION

BENEFICIAL INTEREST CONTACT - Individual (continued)

Ownership / Interest

Using the definition above, do you hold a direct ☒ Direct ☐ Indirect or indirect interest in the proposed licensee?

If you hold a direct beneficial interest in the proposed licensee, please list the % of interest you hold.

100%

If you hold an indirect beneficial interest in this license, please complete the Ownership / Interest Table below.

Ownership / Interest

If you hold an indirect interest in the proposed licensee, please list the organization(s) you hold a direct interest in which, in turn, hold a direct or indirect interest in the proposed licensee. These generally include parent companies, holding companies, trusts, etc. A Beneficial Interest - Organization Form will need to be completed for each entity listed below.

Name of Beneficial Interest - Organization	FEIN
PP&C Enterprises Inc.	800037116

Other Beneficial Interest

List any indirect or indirect beneficial or financial interest you have in any other Massachusetts Alcoholic Beverages License(s).

Name of License	Type of License	License Number	Premises Address
PP&C Enterprises Inc. DBA Cook	\$12 On Premises	00201	825 Washington Street, Newtonville MA 02460

Familial Beneficial Interest

Does any member of your immediate family have ownership interest in any other Massachusetts Alcoholic Beverages Licenses? Immediate family includes parents, siblings, spouse and spouse's parents. Please list below.

Relationship to You	ABCC License Number	Type of Interest (choose primary function)	Percentage of Interest
Father	00201	on Corporation documents	0

Prior Disciplinary Action

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

ALCOHOLIC BEVERAGES CONTROL COMMISSION

BENEFICIAL INTEREST CONTACT - Individual (Formerly known as a Personal Information Form)

Please complete a Beneficial Interest - Individual sheet for all individual(s) who have a direct or indirect beneficial interest, with or without ownership, in this license. This includes people with a financial interest and people without financial interest (i.e. board of directors for not-for-profit clubs). All individuals with direct or indirect financial interest must also submit a CORI Authorization Form.

An individual with direct beneficial interest is defined as someone who has interest directly in the proposed licensee. For example, if ABC Inc is the proposed licensee, all individuals with interest in ABC Inc are considered to have direct beneficial interest in ABC Inc (the proposed licensee).

An individual with indirect beneficial interest is defined as someone who has ownership in a parent level company of the proposed licensee. For example, if ABC Inc is the proposed licensee and is 100% owned by XYZ Inc, all individuals with interest in XYZ Inc are considered to have an indirect beneficial interest in ABC Inc (the proposed licensee).

Salutation	Mr.	First Name	Carmelo	Middle Name	James	Last Name	Turano	Suffix	
Title:	Member of the Board of Entity		Social Security Number			Date of Birth			
Primary Phone:	781-674-3192			Email:	CJ12@gmail.com				
Mobile Phone:	781-674-3192			Fax Number	781-652-8079				
Alternative Phone:	617-921-0386								

Business Address

Street Number:	63	Street Name:	King Road
City/Town:	Canton	State:	MA
Zip Code:	02021	Country:	USA

Mailing Address

☐ Check here if your Mailing Address is the same as your Business Address

Street Number:	9	Street Name:	Fletcher Avenue
City/Town:	Lexington	State:	MA
Zip Code:	02420	Country:	USA

Types of Interest (select all that apply)

☐ Contractual	☐ Director	☐ Landlord	☐ LLC Manager
☐ LLC Member	☐ Management Agreement	☒ Officer	
☐ Partner	☐ Revenue Sharing	☐ Sole Proprietor	☐ Stockholder
			☐ Other

Citizenship / Residency Information

Are you a U.S. Citizen? ☒ Yes ☐ No Are you a Massachusetts Resident? ☒ Yes ☐ No

Criminal History

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No If yes, please provide an affidavit explaining the charges.

ALCOHOLIC BEVERAGES CONTROL COMMISSION

BENEFICIAL INTEREST CONTACT - Individual (continued)

Ownership / Interest

Using the definition above, do you hold a direct ☐ Direct ☒ Indirect or indirect interest in the proposed licensee?

If you hold a direct beneficial interest in the proposed licensee, please list the % of interest you hold.

If you hold an indirect beneficial interest in this license, please complete the Ownership / Interest Table below.

Ownership / Interest

If you hold an indirect interest in the proposed licensee, please list the organization(s) you hold a direct interest in which, in turn, hold a direct or indirect interest in the proposed licensee. These generally include parent companies, holding companies, trusts, etc. A Beneficial Interest - Organization Form will need to be completed for each entity listed below.

Name of Beneficial Interest - Organization	FEIN
PP&C Enterprises Inc. DBA Cook	800037116

Other Beneficial Interest

List any indirect or indirect beneficial or financial interest you have in any other Massachusetts Alcoholic Beverages License(s).

Name of License	Type of License	License Number	Premises Address

Familial Beneficial Interest

Does any member of your immediate family have ownership interest in any other Massachusetts Alcoholic Beverages Licenses? Immediate family includes parents, siblings, spouse and spouse's parents. Please list below.

Relationship to You	ABCC License Number	Type of Interest (choose primary function)	Percentage of Interest
Son	00201	Owner	100%

Prior Disciplinary Action

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

CORPORATE VOTE FORM

DATE: 5/4/17

At a meeting of the Board of Directors of **TDRG Needham**, held at **63 Kings Road in Canton Massachusetts**, on April 29, 2017, it was duly voted the Corporation apply to the Licensing Board for the town of Needham and the City of Boston for an **All Alcohol License**.

The Directors: **Paul Turano**
Treasurer: Carmelo Turano
Secretary: Carmelo Turano
Director: Carmelo Turano
President: Paul Turano
Vice President: Paul Turano

"VOTED: To authorize **Paul Turano** to sign the application submitted in the name of the **TDRG Corporations**, and to execute in the Corporation's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint **Paul Turano** to **TDRG Needham** as its manager of record or principal representatives, and hereby grant him with full authority and control of the premises described in the license authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

"VOTED: That a copy of this vote duly certified by the Clerk of the Corporation and delivered to the manager appointed, or principal representative, shall constitute the written authority required by G.L. c. 138. 26."

It is hereby certified that all the Directors of **TDRG Needham, a Corporation** duly organized under the laws of the Commonwealth of Massachusetts, are citizens of the United States and a majority are residents of the Commonwealth of Massachusetts.

A true copy attest,

Paul Turano
Corporation Clerk's signature



Corporations Division

Business Entity Summary

ID Number: 001258172

[Request certificate](#)[New search](#)

Summary for: TDRG NEEDHAM INC.

The exact name of the Domestic Profit Corporation: TDRG NEEDHAM INC.				
Entity type: Domestic Profit Corporation				
Identification Number: 001258172				
Date of Organization in Massachusetts: 01-30-2017				
Last date certain:				
Current Fiscal Month/Day: 01/31				
The location of the Principal Office:				
Address: 63 KINGS RD.				
City or town, State, Zip code: CANTON, MA 02021 USA				
Country:				
The name and address of the Registered Agent:				
Name: CARMELO TURANO				
Address: 9 FLETCHER AVE.				
City or town, State, Zip code: LEXINGTON, MA 02420 USA				
Country:				
The Officers and Directors of the Corporation:				
Title	Individual Name	Address		
PRESIDENT	PAUL TURANO	63 KINGS RD. CANTON, MA 02021 US		
TREASURER	CARMELO TURANO	9 FLETCHER AVE. LEXINGTON, MA 02420 US		
SECRETARY	CARMELO TURANO	9 FLETCHER AVE. LEXINGTON, MA 02420 US		
VICE PRESIDENT	PAUL TURANO	63 KINGS RD. CANTON, MA 02021 US		
DIRECTOR	PAUL TURANO	63 KINGS RD. CANTON, MA 02021 US		
DIRECTOR	CARMELO TURANO	9 FLETCHER AVE. LEXINGTON, MA 02420 US		
Business entity stock is publicly traded:				
The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:				
Class of Stock	Par value per share	Total Authorized		Total issued and outstanding
		No. of shares	Total par value	
CNP	\$ 0.00	10,000	\$ 0.00	0
☐ Consent ☐ Confidential Data ☐ Merger Allowed ☐ Manufacturing				

ASSET PURCHASE AND SALE AGREEMENT

This Asset Purchase and sale Agreement (" Agreement") is entered into as of _____, 2017

By and between **JAMES PESIRIDIS**, individual ("Seller"), and **TDRG NEEDHAM LLC**, ("Buyer"). Buyer and Seller are collectively referred to herein as the "**Parties**".

This Agreement contemplates, a transaction in which Seller will sell to Buyer and Buyer will purchase from Seller substantially all of the tangible personal property of Seller located within and relating to Seller's restaurant business (th " Restaurant") operated at the Premises (defined below) in consideration of the Purchase Price (as defined below).

ACQUISITION OF Assets by Buyer.

Purchase and Sale of Subject Assets. Seller agrees to sell and transfer to Buyer, and Buyer agrees to purchase from Seller, subject to and upon the other terms and conditions contained herein, free and clear of any Lien whatsoever, all the Subject Assets.

Certain assets are excluded from this sale, including network security routers and switches, and telephone equipment.

Purchase Price and Deposit. Buyer shall purchase the Subject Assets for \$50,000.00 with a deposit

Of "0" at the signing of this Asset Purchase And Sale Agreement which shall be paid to Seller on the Closing Date May 5th, 2017, in accordance with the terms set forth herein by certified, bank or treasurer's check.

Conditions to Seller's Obligation to Close:

The Seller's obligations to sell the Subject Assets and perform its other obligations hereunder in connection with the Closing are subject to the satisfaction at or prior to the Closing of the following conditions, any of which may be waived by the Seller:

1. No litigation, governmental action, other proceeding or claim of any third party which questions the validity of this Agreement or the right of the Seller or the Buyer to perform their respective obligations hereunder shall be threatened or commenced.
2. **Broker's Fee.** Buyer agrees to pay the sum of Fifteen (15%) of the sale price, to The Boston Restaurant Group, Inc. as commission to enter into a transaction to lease the premises at 109 Chapel Street, Needham, Ma. From Roma Realty Trust.
3. **Title to Assets.** Seller has good and marketable title to , and the power to sell or transfer to Buyer, all of the Subject Assets, free and clear of all Liens.

4. **Expenses:** Each of Buyer and Seller will bear its own costs and expenses (including legal and accounting fees and expenses) incurred in connection with this Agreement and the transactions contemplated hereby.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound hereby, have duly executed this Asset Purchase and Sale Agreement on the date first above written.

SELLER:

JAMES PESIRIDIS

By: _____

Name: James Pesiridis

Title: Individual "Seller"

BUYER:

TDRG NEEDHAM , LLC

Paul Turano

By: _____

Name: Paul Turano

Title: President

Letter Of Intent

Landlord: Roma Realty Trust
P.O. Box 1250 Burlington, MA, 01803

Tenant: TDRG Needham Inc.
d/b/a Cook Needham
63 Kings Rd., Canton, MA 02021

Premises: 2,945/sf on the street level
3055/sf on the basement level
at 105 Chapel Street, Needham, MA.

Term: 1 (5) year lease plus three (3) five (5) year options.

Minimum Rent:	Years	Size	Increase	Annual
	1-5		0	\$131,964.00
	6-10		12.5%	\$148,459.50
	11-15		12.5%	\$167,016.94
	16-20	Option periods shall be at market rate.		

Expenses:

Tenant shall pay their pro-rata share of
Common Area Charges (CAM) including
real estate taxes, maintenance, and insurance.

Monthly portion of taxes and insurance fluctuate @ .4459%
of property taxes and insurance

Security Deposit: Equal to two (2) months Minimum Rent, in the total amount of
\$20,620.00.

Signage: Tenant shall have the right to install its standard
sign package and awnings at their own expense
including overhead storefront signage on the
front and back of the building.

Rent/Lease Commencement Date: Rent shall commence September 1, 2017.

Landlord's Work: As is.



Utilities: Tenant shall pay separately metered water, sewer, gas, electricity, telephone and trash.

Use: Restaurant

Scope of Work: Tenant will install new flooring, renovate the bathrooms, paint and refinish or replace existing furniture.

Lease: See Attached

If the buyer (TDRG Restaurant Group) is unable to secure a liquor license as of 10/1/2017 than the attached lease agreement is null and void and all deposits are to be returned to the buyer.

Lessor



Jim Pirsolidis
Trustee, Roma Realty Trust

Lessee



Paul Turano
President

Date 5/3/17

5/3/2017

Date



COMMERCIAL PLEDGE AGREEMENT

Grantor:

Lender:

Cambridge Savings Bank
Commercial Lending C & I
1374 Massachusetts Ave
Cambridge, MA 02138

THIS COMMERCIAL PLEDGE AGREEMENT dated is made and executed between ("Grantor") and Cambridge Savings Bank ("Lender").

GRANT OF SECURITY INTEREST. For valuable consideration, Grantor grants to Lender a security interest in the Collateral to secure the Indebtedness and agrees that Lender shall have the rights stated in this Agreement with respect to the Collateral, in addition to all other rights which Lender may have by law.

COLLATERAL DESCRIPTION. The word "Collateral" as used in this Agreement means Grantor's present and future rights, title and interest in and to the following described investment property, together with any and all present and future additions thereto, substitutions therefor, and replacements thereof, and further together with all Income and Proceeds as described herein:

Pledging Liquor License # _____

CROSS-COLLATERALIZATION. In addition to the Note, this Agreement secures all obligations, debts and liabilities, plus interest thereon, of Grantor to Lender, or any one or more of them, as well as all claims by Lender against Grantor or any one or more of them, whether now existing or hereafter arising, whether related or unrelated to the purpose of the Note, whether voluntary or otherwise, whether due or not due, direct or indirect, determined or undetermined, absolute or contingent, liquidated or unliquidated, whether Grantor may be liable individually or jointly with others, whether obligated as guarantor, surety, accommodation party or otherwise, and whether recovery upon such amounts may be or hereafter may become barred by any statute of limitations, and whether the obligation to repay such amounts may be or hereafter may become otherwise unenforceable.

RIGHT OF SETOFF. To the extent permitted by applicable law, Lender reserves a right of setoff in all Grantor's accounts with Lender (whether checking, savings, or some other account). This includes all accounts Grantor holds jointly with someone else and all accounts Grantor may open in the future. However, this does not include any IRA or Keogh accounts, or any trust accounts for which setoff would be prohibited by law. Grantor authorizes Lender, to the extent permitted by applicable law, to charge or setoff all sums owing on the Indebtedness against any and all such accounts, and, at Lender's option, to administratively freeze all such accounts to allow Lender to protect Lender's charge and setoff rights provided in this paragraph.

REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE COLLATERAL. Grantor represents and warrants to Lender that:

Ownership. Grantor is the lawful owner of the Collateral free and clear of all security interests, liens, encumbrances and claims of others except as disclosed to and accepted by Lender in writing prior to execution of this Agreement.

Right to Pledge. Grantor has the full right, power and authority to enter into this Agreement and to pledge the Collateral.

Authority; Binding Effect. Grantor has the full right, power and authority to enter into this Agreement and to grant a security interest in the Collateral to Lender. This Agreement is binding upon Grantor as well as Grantor's successors and assigns, and is legally enforceable in accordance with its terms. The foregoing representations and warranties, and all other representations and warranties contained in this Agreement are and shall be continuing in nature and shall remain in full force and effect until such time as this Agreement is terminated or cancelled as provided herein.

No Further Assignment. Grantor has not, and shall not, sell, assign, transfer, encumber or otherwise dispose of any of Grantor's rights in the Collateral except as provided in this Agreement.

No Defaults. There are no defaults existing under the Collateral, and there are no offsets or counterclaims to the same. Grantor will strictly and promptly perform each of the terms, conditions, covenants and agreements, if any, contained in the Collateral which are to be performed by Grantor.

No Violation. The execution and delivery of this Agreement will not violate any law or agreement governing Grantor or to which Grantor is a party, and its certificate or articles of incorporation and bylaws do not prohibit any term or condition of this Agreement.

Financing Statements. Grantor authorizes Lender to file a UCC financing statement, or alternatively, a copy of this Agreement to perfect Lender's security interest. At Lender's request, Grantor additionally agrees to sign all other documents that are necessary to perfect, protect, and continue Lender's security interest in the Property. Grantor will pay all filing fees, title transfer fees, and other fees and costs involved unless prohibited by law or unless Lender is required by law to pay such fees and costs. Grantor irrevocably appoints Lender to execute documents necessary to transfer title if there is a default. Lender may file a copy of this Agreement as a financing statement. Grantor will promptly notify Lender of any change to Grantor's name or the name of any individual Grantor, any individual who is a partner for a Grantor, and any individual who is a trustee or settlor or trustor for a Grantor under this Agreement. Grantor will also promptly notify Lender of any change to the name that appears on the most recently issued, unexpired driver's license or state-issued identification card, any expiration of the most recently issued driver's license or state-issued identification card for Grantor or any individual for whom Grantor is required to provide notice regarding name changes.

LENDER'S RIGHTS AND OBLIGATIONS WITH RESPECT TO THE COLLATERAL. Lender may hold the Collateral until all Indebtedness has been paid and satisfied. Thereafter Lender may deliver the Collateral to Grantor or to any other owner of the Collateral. Lender shall have the following rights in addition to all other rights Lender may have by law:

Maintenance and Protection of Collateral. Lender may, but shall not be obligated to, take such steps as it deems necessary or desirable to protect, maintain, insure, store, or care for the Collateral, including paying of any liens or claims against the Collateral. This may include such things as hiring other people, such as attorneys, appraisers or other experts. Lender may charge Grantor for any cost incurred in so doing. When applicable law provides more than one method of perfection of Lender's security interest, Lender may choose the method(s) to be used.

COMMERCIAL PLEDGE AGREEMENT (Continued)

Page 2

Income and Proceeds from the Collateral. Lender may receive all Income and Proceeds and add it to the Collateral. Grantor agrees to deliver to Lender immediately upon receipt, in the exact form received and without commingling with other property, all Income and Proceeds from the Collateral which may be received by, paid, or delivered to Grantor or for Grantor's account, whether as an addition to, in discharge of, in substitution of, or in exchange for any of the Collateral.

Application of Cash. At Lender's option, Lender may apply any cash, whether included in the Collateral or received as Income and Proceeds or through liquidation, sale, or retirement, of the Collateral, to the satisfaction of the Indebtedness or such portion thereof as Lender shall choose, whether or not matured.

Transactions with Others. Lender may (1) extend time for payment or other performance, (2) grant a renewal or change in terms or conditions, or (3) compromise, compound or release any obligation, with any one or more Obligors, endorsers, or Guarantors of the Indebtedness as Lender deems advisable, without obtaining the prior written consent of Grantor, and no such act or failure to act shall affect Lender's rights against Grantor or the Collateral.

All Collateral Secures Indebtedness. All Collateral shall be security for the Indebtedness, whether the Collateral is located at one or more offices or branches of Lender. This will be the case whether or not the office or branch where Grantor obtained Grantor's loan knows about the Collateral or relies upon the Collateral as security.

Collection of Collateral. Lender at Lender's option may, but need not, collect the Income and Proceeds directly from the Obligors. Grantor authorizes and directs the Obligors, if Lender decides to collect the Income and Proceeds, to pay and deliver to Lender all Income and Proceeds from the Collateral and to accept Lender's receipt for the payments.

Power of Attorney. Grantor irrevocably appoints Lender as Grantor's attorney-in-fact, with full power of substitution, (a) to demand, collect, receive, receipt for, sue and recover all Income and Proceeds and other sums of money and other property which may now or hereafter become due, owing or payable from the Obligors in accordance with the terms of the Collateral; (b) to execute, sign and endorse any and all instruments, receipts, checks, drafts and warrants issued in payment for the Collateral; (c) to settle or compromise any and all claims arising under the Collateral, and in the place and stead of Grantor, execute and deliver Grantor's release and acquittance for Grantor; (d) to file any claim or claims or to take any action or institute or take part in any proceedings, either in Lender's own name or in the name of Grantor, or otherwise, which in the discretion of Lender may seem to be necessary or advisable; and (e) to execute in Grantor's name and to deliver to the Obligors on Grantor's behalf, at the time and in the manner specified by the Collateral, any necessary instruments or documents.

Perfection of Security Interest. Upon Lender's request, Grantor will deliver to Lender any and all of the documents evidencing or constituting the Collateral. When applicable law provides more than one method of perfection of Lender's security interest, Lender may choose the method(s) to be used. Upon Lender's request, Grantor will sign and deliver any writings necessary to perfect Lender's security interest. Grantor hereby appoints Lender as Grantor's irrevocable attorney-in-fact for the purpose of executing any documents necessary to perfect, amend, or to continue the security interest granted in this Agreement or to demand termination of filings of other secured parties. This is a continuing Security Agreement and will continue in effect even though all or any part of the Indebtedness is paid in full and even though for a period of time Grantor may not be indebted to Lender.

LENDER'S EXPENDITURES. If any action or proceeding is commenced that would materially affect Lender's interest in the Collateral or if Grantor fails to comply with any provision of this Agreement or any Related Documents, including but not limited to Grantor's failure to discharge or pay when due any amounts Grantor is required to discharge or pay under this Agreement or any Related Documents, Lender on Grantor's behalf may (but shall not be obligated to) take any action that Lender deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances and other claims, at any time levied or placed on the Collateral and paying all costs for insuring, maintaining and preserving the Collateral. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Grantor. All such expenses will become a part of the Indebtedness and, at Lender's option, will (A) be payable on demand; (B) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (1) the term of any applicable insurance policy; or (2) the remaining term of the Note; or (C) be treated as a balloon payment which will be due and payable at the Note's maturity. The Agreement also will secure payment of these amounts. Such right shall include all other rights and remedies to which Lender may be entitled upon Default.

LIMITATIONS ON OBLIGATIONS OF LENDER. Lender shall use ordinary reasonable care in the physical preservation and custody of the Collateral in Lender's possession, but shall have no other obligation to protect the Collateral or its value. In particular, but without limitation, Lender shall have no responsibility for (A) any depreciation in value of the Collateral or for the collection or protection of any Income and Proceeds from the Collateral, (B) preservation of rights against parties to the Collateral or against third persons, (C) ascertaining any maturities, calls, conversions, exchanges, offers, tenders, or similar matters relating to any of the Collateral, or (D) informing Grantor about any of the above, whether or not Lender has or is deemed to have knowledge of such matters. Except as provided above, Lender shall have no liability for depreciation or deterioration of the Collateral.

DEFAULT. Each of the following shall constitute an Event of Default under this Agreement:

Payment Default. Grantor fails to make any payment when due under the Indebtedness.

Other Defaults. Grantor fails to comply with or to perform any other term, obligation, covenant or condition contained in this Agreement or in any of the Related Documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Grantor.

Default in Favor of Third Parties. Any guarantor or Grantor defaults under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of any guarantor's or Grantor's property or ability to perform their respective obligations under this Agreement or any of the Related Documents.

False Statements. Any warranty, representation or statement made or furnished to Lender by Grantor or on Grantor's behalf under this Agreement or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Defective Collateralization. This Agreement or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

Insolvency. The dissolution or termination of Grantor's existence as a going business, the insolvency of Grantor, the appointment of a receiver for any part of Grantor's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement

COMMERCIAL PLEDGE AGREEMENT (Continued)

Page 3

of any proceeding under any bankruptcy or insolvency laws by or against Grantor.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Grantor or by any governmental agency against any collateral securing the Indebtedness. This includes a garnishment of any of Grantor's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Grantor as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Grantor gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any Guarantor of any of the Indebtedness or Guarantor dies or becomes incompetent or revokes or disputes the validity of, or liability under, any Guaranty of the Indebtedness.

Adverse Change. A material adverse change occurs in Grantor's financial condition, or Lender believes the prospect of payment or performance of the Indebtedness is impaired.

Insecurity. Lender in good faith believes itself insecure.

Cure Provisions. If any default, other than a default in payment, is curable and if Grantor has not been given a notice of a breach of the same provision of this Agreement within the preceding twelve (12) months, it may be cured if Grantor, after Lender sends written notice to Grantor demanding cure of such default: (1) cures the default within fifteen (15) days; or (2) if the cure requires more than fifteen (15) days, immediately initiates steps which Lender deems in Lender's sole discretion to be sufficient to cure the default and thereafter continues and completes all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical.

RIGHTS AND REMEDIES ON DEFAULT. If an Event of Default occurs under this Agreement, at any time thereafter, Lender may exercise any one or more of the following rights and remedies:

Accelerate Indebtedness. Declare all Indebtedness, including any prepayment penalty which Grantor would be required to pay, immediately due and payable, without notice of any kind to Grantor.

Collect the Collateral. Collect any of the Collateral and, at Lender's option and to the extent permitted by applicable law, retain possession of the Collateral while suing on the Indebtedness.

Sell the Collateral. Sell the Collateral, at Lender's discretion, as a unit or in parcels, at one or more public or private sales. Unless the Collateral is perishable or threatens to decline speedily in value or is of a type customarily sold on a recognized market, Lender shall give or mail to Grantor, and other persons as required by law, notice at least ten (10) days in advance of the time and place of any public sale, or of the time after which any private sale may be made. However, no notice need be provided to any person who, after an Event of Default occurs, enters into and authenticates an agreement waiving that person's right to notification of sale. Grantor agrees that any requirement of reasonable notice as to Grantor is satisfied if Lender mails notice by ordinary mail addressed to Grantor at the last address Grantor has given Lender in writing. If a public sale is held, there shall be sufficient compliance with all requirements of notice to the public by a single publication in any newspaper of general circulation in the county where the Collateral is located, setting forth the time and place of sale and a brief description of the property to be sold. Lender may be a purchaser at any public sale.

Sell Securities. Sell any securities included in the Collateral in a manner consistent with applicable federal and state securities laws. If, because of restrictions under such laws, Lender is unable, or believes Lender is unable, to sell the securities in an open market transaction, Grantor agrees that Lender will have no obligation to delay sale until the securities can be registered. Then Lender may make a private sale to one or more persons or to a restricted group of persons, even though such sale may result in a price that is less favorable than might be obtained in an open market transaction. Such a sale will be considered commercially reasonable. If any securities held as Collateral are "restricted securities" as defined in the Rules of the Securities and Exchange Commission (such as Regulation D or Rule 144) or the rules of state securities departments under state "Blue Sky" laws, or if Grantor or any other owner of the Collateral is an affiliate of the issuer of the securities, Grantor agrees that neither Grantor, nor any member of Grantor's family, nor any other person signing this Agreement will sell or dispose of any securities of such issuer without obtaining Lender's prior written consent.

Foreclosure. Maintain a judicial suit for foreclosure and sale of the Collateral.

Transfer Title. Effect transfer of title upon sale of all or part of the Collateral. For this purpose, Grantor irrevocably appoints Lender as Grantor's attorney-in-fact to execute endorsements, assignments and instruments in the name of Grantor and each of them (if more than one) as shall be necessary or reasonable.

Other Rights and Remedies. Have and exercise any or all of the rights and remedies of a secured creditor under the provisions of the Uniform Commercial Code, at law, in equity, or otherwise.

Application of Proceeds. Apply any cash which is part of the Collateral, or which is received from the collection or sale of the Collateral, to reimbursement of any expenses, including any costs for registration of securities, commissions incurred in connection with a sale, attorneys' fees and court costs, whether or not there is a lawsuit and including any fees on appeal, incurred by Lender in connection with the collection and sale of such Collateral and to the payment of the Indebtedness of Grantor to Lender, with any excess funds to be paid to Grantor as the interests of Grantor may appear. Grantor agrees, to the extent permitted by law, to pay any deficiency after application of the proceeds of the Collateral to the Indebtedness.

Election of Remedies. Except as may be prohibited by applicable law, all of Lender's rights and remedies, whether evidenced by this Agreement, the Related Documents, or by any other writing, shall be cumulative and may be exercised singularly or concurrently. Election by Lender to pursue any remedy shall not exclude pursuit of any other remedy, and an election to make expenditures or to take action to perform an obligation of Grantor under this Agreement, after Grantor's failure to perform, shall not affect Lender's right to declare a default and exercise its remedies.

WAIVERS AND MISCELLANEOUS PROVISIONS. The following miscellaneous provisions are a part of this Agreement:

Amendments. This Agreement, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Agreement. No alteration of or amendment to this Agreement shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

Attorneys' Fees; Expenses. Grantor agrees to pay upon demand all of Lender's costs and expenses, including Lender's attorneys' fees and Lender's legal expenses, incurred in connection with the enforcement of this Agreement. Lender may hire or pay someone else to help enforce this Agreement, and Grantor shall pay the costs and expenses of such enforcement. Costs and expenses include Lender's

COMMERCIAL PLEDGE AGREEMENT (Continued)

attorneys' fees and legal expenses whether or not there is a lawsuit, including attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. Grantor also shall pay all court costs and such additional fees as may be directed by the court.

Caption Headings. Caption headings in this Agreement are for convenience purposes only and are not to be used to interpret or define the provisions of this Agreement.

Governing Law. This Agreement will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the Commonwealth of Massachusetts without regard to its conflicts of law provisions. This Agreement has been accepted by Lender in the Commonwealth of Massachusetts.

No Waiver by Lender. Lender shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Agreement shall not prejudice or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by Lender, nor any course of dealing between Lender and Grantor, shall constitute a waiver of any of Lender's rights or of any of Grantor's obligations as to any future transactions. Whenever the consent of Lender is required under this Agreement, the granting of such consent by Lender in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of Lender.

Notices. Any notice required to be given under this Agreement shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Agreement. Any party may change its address for notices under this Agreement by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Grantor agrees to keep Lender informed at all times of Grantor's current address. Unless otherwise provided or required by law, if there is more than one Grantor, any notice given by Lender to any Grantor is deemed to be notice given to all Grantors.

Severability. If a court of competent jurisdiction finds any provision of this Agreement to be illegal, invalid, or unenforceable as to any circumstance, that finding shall not make the offending provision illegal, invalid, or unenforceable as to any other circumstance. If feasible, the offending provision shall be considered modified so that it becomes legal, valid and enforceable. If the offending provision cannot be so modified, it shall be considered deleted from this Agreement. Unless otherwise required by law, the illegality, invalidity, or unenforceability of any provision of this Agreement shall not affect the legality, validity or enforceability of any other provision of this Agreement.

Successors and Assigns. Subject to any limitations stated in this Agreement on transfer of Grantor's interest, this Agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns. If ownership of the Collateral becomes vested in a person other than Grantor, Lender, without notice to Grantor, may deal with Grantor's successors with reference to this Agreement and the Indebtedness by way of forbearance or extension without releasing Grantor from the obligations of this Agreement or liability under the Indebtedness.

Time is of the Essence. Time is of the essence in the performance of this Agreement.

Waive Jury. All parties to this Agreement hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by any party against any other party.

DEFINITIONS. The following capitalized words and terms shall have the following meanings when used in this Agreement. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Agreement shall have the meanings attributed to such terms in the Uniform Commercial Code:

Agreement. The word "Agreement" means this Commercial Pledge Agreement together with all exhibits and schedules attached to this Commercial Pledge Agreement from time to time.

Borrowers. The word "Borrowers" means and includes all co-signers and co-makers signing the Note and all their

Collateral. The word "Collateral" means all of Grantor's right, title and interest in and to all the Collateral as described in the Collateral Description section of this Agreement.

Default. The word "Default" means the Default set forth in this Agreement in the section titled "Default".

Event of Default. The words "Event of Default" mean any of the events of default set forth in this Agreement in the default section of this Agreement.

Grantor. The word "Grantor" means:

Guarantor. The word "Guarantor" means any guarantor, surety, or accommodation party of any or all of the Indebtedness.

Guaranty. The word "Guaranty" means the guaranty from Guarantor to Lender, including without limitation a guaranty of all or part of the Note.

Income and Proceeds. The words "Income and Proceeds" mean all present and future income, proceeds, earnings, increases, and substitutions from or for the Collateral of every kind and nature, including without limitation all payments, interest, profits, distributions, benefits, rights, options, warrants, dividends, stock dividends, stock splits, stock rights, regulatory dividends, subscriptions, monies, claims for money due and to become due, proceeds of any insurance on the Collateral, shares of stock of different par value or no par value issued in substitution or exchange for shares included in the Collateral, and all other property Grantor is entitled to receive on account of such Collateral, including accounts, documents, instruments, chattel paper, investment property, and general intangibles.

Indebtedness. The word "Indebtedness" means the indebtedness evidenced by the Note or Related Documents, including all principal and interest together with all other indebtedness and costs and expenses for which Grantor is responsible under this Agreement or under any of the Related Documents. Specifically, without limitation, Indebtedness includes all amounts that may be indirectly secured by the Cross-Collateralization provision of this Agreement.

Lender. The word "Lender" means Cambridge Savings Bank, its successors and assigns.

**COMMERCIAL PLEDGE AGREEMENT
(Continued)**

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Note. The word "Note" means the Note dated May 15, 2017 and executed by in the principal amount of \$130,000.00, together with all renewals of, extensions of, modifications of, refinancings of, consolidations of, and substitutions for the note or credit agreement.

Obligor. The word "Obligor" means without limitation any and all persons obligated to pay money or to perform some other act under the Collateral.

Property. The word "Property" means all of Grantor's right, title and interest in and to all the Property as described in the "Collateral Description" section of this Agreement.

Related Documents. The words "Related Documents" mean all promissory notes, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Indebtedness.

GRANTOR HAS READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS COMMERCIAL PLEDGE AGREEMENT AND AGREES TO ITS TERMS. THIS AGREEMENT IS DATED MAY 15, 2017.

THIS AGREEMENT IS GIVEN UNDER SEAL AND IT IS INTENDED THAT THIS AGREEMENT IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.

GRANTOR:

By: _____ (Seal)

LENDER:

CAMBRIDGE SAVINGS BANK

By: _____ (Seal)
Jessica Kouyoumjian, Vice President

109 CHAPEL ST.

**LEGAL NOTICE
TOWN OF NEEDHAM
Application for All Alcohol License in a
Restaurant**

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that TDRG Needham Inc. d/b/a Cook Needham, Paul Turano, Manager, has applied for a license to sell alcoholic beverages of the following kind: All Alcoholic beverages (seven days) as a Restaurant at 109 Chapel Street, Needham. The premise has 2,945 sq. ft. on the first floor, and approximately 3,000 sq. ft. in the basement. Included the first floor a dining room with a total seating capacity for 120 patrons, restrooms, kitchen and service bar with seating area. The basement area will be used for storage. There are two entrances and exits, one in the front of the building on Chapel Street and one in the rear of the building into the parking lot for patrons and there are two entrance and exits that will be used for deliveries only.

IT IS ORDERED that a public hearing be held for said application at the office of the Board of Selectmen acting as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 30th day of May, 2017 at 7:00 p.m.

Board of Selectmen
Licensing Board for the Town of Needham

AD#13569265
Needham Times 5/18/17

Whether you're looking for
the right job or looking to fill a job
Wicked Local Jobs will get the job done.

Jobs



TOWN OF NEEDHAM

For Calendar Year: 2017

APPLICATION/ RENEWAL FOR A COMMON VICTUALLER LICENSE

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of the Statutes relating thereto:

Name of Corporation: TDRG Needham INC

Name of Establishment (d/b/a): Cook. Needham

If business is a Corporation / Corporate Name and Officers: PAUL TURANO President
Carmelo J TURANO Treasurer

If business is not a Corporation, Name of Owner: _____

Email Address: PAULA@COOKNEWTON.COM

Address of Establishment: 105 Chapel St Needham

Contact Person (name who will receive notices under this license): PAUL TURANO

Mailing Address (of contact person), if different from Establishment: 63 Kings Road
Canton MA 02021

Establishment's Days of Operation: M-F 7 days

Establishment's Hours of Operation: M-F 11am-12am Sat + Sun 11:30am-2:30am 4:30-12

Manager: PAUL TURANO # of Staff: 30 # of Seats: 126

Telephone Number: 781 727 1429 Fax Number: 781 652 8079

Signature of Owner: Paul Turano President Date: 5/22/17

(If corporation, signature of a duly authorized agent of the corporation)

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will be renewed.

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

Paul Turano
Signature of Applicant (Mandatory)

Paul Turano
By Corporate Officer (if applicable)

~~XXXXXXXXXX~~

Either a Social Security Number or Federal ID
Number must be Supplied

5/22/17

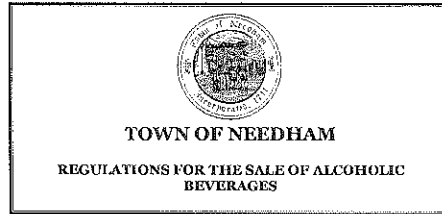
Date (required)

This License will not be issued unless this certification clause is signed by the applicant.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XX** PUBLIC SAFETY AND GOOD ORDER**Chapter 138** ALCOHOLIC LIQUORS**Section 16C** LICENSES FOR PREMISES NEAR SCHOOLS OR CHURCHES

Section 16C. Premises, except those of an innholder and except such parts of buildings as are located ten or more floors above street level, located within a radius of five hundred feet of a school or church shall not be licensed for the sale of alcoholic beverages unless the local licensing authority determines in writing and after a hearing that the premises are not detrimental to the educational and spiritual activities of said school or church; but this provision shall not apply to the transfer of a license from premises located within said distance to other premises located therein, if it is transferred to a location not less remote from the nearest school or church than its former location. Any applicant who has been denied a license under this section shall have the right to an appeal under section sixty-seven.

In this section a church shall mean a church or synagogue building dedicated to divine worship and in regular use for that purpose, but not a chapel occupying a minor portion of a building primarily devoted to other uses, and a school shall mean an elementary or secondary school, public or private, giving not less than the minimum instruction and training required by chapter seventy-one to children of compulsory school age. This section shall not apply to an extension of licensed premises provided said extension does not exceed fifty feet.



III. SPECIAL LICENSE PROVISIONS (applicable to Restaurants only)

- 3.1 Service Bars / Waiting Areas (with or without stools/chairs), as defined for the purposes of these regulations as a counter, tabletop or other mechanism which is used for the purpose of providing alcoholic beverages to patrons who are waiting to dine, are permitted only in locations expressly approved and authorized by the Board of Selectmen. The sale or service of alcoholic beverages for consumption at any unapproved service bar / waiting area bar is prohibited.

An applicant or licensee may request from the Board of Selectmen, on an annual basis, an addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine, including stools / chairs located at the service bar area. This addendum shall be for one year and shall lapse unless renewed. In each instance, such addendum shall not be granted or renewed except under the following conditions:

- a) the Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the designated waiting areas;
- b) no more than a total of fifteen (15) seats or ten percent (10%) of the total seats in the premises, whichever is less, shall be allowed in the designated waiting area, including any seats at service bar(s);
- c) when calculating the number of seats in the premises, the seats where food is served in the designated waiting areas and service bars shall be included;
- d) all food and beverages on the menu served in the public dining room shall be available for service to the patrons in the designated waiting areas, including service bars. This requirement may be waived by the Board of Selectmen in waiting areas that do not have a service bar, but in such event no alcoholic or wine and malt beverages shall be served except to patrons who have asked to be seated in the dining area for a meal;
- e) no patron shall be served more than two (2) drinks or two (2) servings of wine or malt beverage until such time as a meal is served to that patron. For the purposes of this provision, a drink shall not contain more than one ounce of (pure) alcohol;
- f) any violation of the conditions set forth in this section, or any violation of any of the laws of the United States of America, the Commonwealth of Massachusetts or the Town of Needham shall be a basis for denying the granting or renewal of the allowance or for the revoking of the addendum;
- g) the applicant for a renewal of an addendum shall provide the Board of Selectmen with a statement certified by a Certified Public Accountant as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic or wine and malt beverages. If the percentage exceeds twenty-five (25%), the Board of Selectmen may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may deny the granting or renewal of the addendum or suspend or revoke the addendum;
- h) any application for the original granting of an addendum shall be acted on only after notice as set forth in M.G.L. Chapter 138, Section 15A and a hearing by the Board of Selectmen. The annual renewal of the addendum shall be in a manner to be determined from time to time by the Board of Selectmen; and
- i) upon approval of such application for an addendum, the licensee shall pay an additional fee determined by the Board.



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

MEETING DATE: 5/30/2017

Agenda Item	Change of Manager – Great Plain Hospitality LLC d/b/a RFK Kitchen
Presenter(s)	Francesco Melandri, Owner Brian Benton, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Great Plain Hospitality LLC d/b/a RFK Kitchen, 30 Dedham Avenue, has submitted an application for a change in manager. Our review indicates that Mr. Benton meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol. The additional filing materials seem in order.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: <i>Move that the Board of Selectmen approve and sign an application for a Change in Manager to Brian Benton for Great Plain Hospitality d/b/a RFK Kitchen, 30 Dedham Avenue, Needham and to forward this application to the ABCC for approval.</i>	
3.	BACK UP INFORMATION ATTACHED
1. Amendment Application for a Change of Manager 2. Applicant's Statement 3. Vote of the Corporate Board 4. 2016 Annual Report to Secretary of State All other documents related to these transactions are on file in the Town Manager's Office	



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDEMENT APPLICATION FOR A CHANGE OF MANAGER

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Great Plain Hospitality LLC

ABCC License Number

00037-RS-0770

City/Town of Licensee

Needham

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Francesco

Middle:

Last Name: Melandri

Title: Owner

Primary Phone: 781 444 1792

Email: francesco@rfkkitchen.com

3. BUSINESS CONTACT

*Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.*

Entity Name:

Primary Phone:

Fax Number:

Alternative Phone:

Email:

Business Address (Corporate Headquarters)

Street Number: 30

Street Name: Dedham Ave

City/Town: Needham

State: MA

Zip Code: 02492

Country: USA

Mailing Address

☐ Check here if your Mailing Address is the same as your Business Address

Street Number: 30

Street Name: Dedham Ave

City/Town: Needham

State: MA

Zip Code: 02492

Country: USA

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number Date of Birth

Primary Phone: Email:

Mobile Phone: Place of Employment

Alternative Phone: Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☐ Yes ☒ No

If yes, please list the licenses for which you are the current or proposed manager:

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

- | | |
|---|--|
| ☐ Officer | ☐ Sole Proprietor |
| ☐ Stockholder | ☐ LLC Manager |
| ☐ LLC Member | ☐ Director |
| ☐ Partner | ☐ Landlord |
| ☐ Contractual | ☐ Revenue Sharing |
| ☐ Management Agreement | ☐ Other |

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
2013-2014	exec chef	Les Zygomates	South Street Boston	6175425108
2014-2015	exec chef	Tavern in the Square	Beverly Stree Boston	617 263 0404
2013-2014	exec chef	Sorriso	South Street Boston	617 5425108
2013-2014	exec chef	Society on High	High Street	8573504555
2015-2017	exec chef	Nordstrom Restaurant Division	Middlesex TRNPK Burlington	7813457800

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE

4. MANAGER CONTACT

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation First Name Middle Name Last Name Suffix

Social Security Number

Date of Birth

Primary Phone:

Email:

Mobile Phone:

Place of Employment

Alternative Phone:

Fax Number

Citizenship / Residency / Background Information of Proposed Manager

Are you a U.S. Citizen? ☒ Yes ☐ No

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, attach an affidavit that lists your convictions with an explanation for each

Have you ever been Manager of Record of a license to sell alcoholic beverages? ☐ Yes ☒ No

If yes, please list the licenses for which you are the current or proposed manager:

Do you have direct, indirect, or financial interest in this license? ☐ Yes ☒ No

If yes, percentage of interest

If yes, please indicate type of Interest (check all that apply):

- | | |
|---|--|
| ☐ Officer | ☐ Sole Proprietor |
| ☐ Stockholder | ☐ LLC Manager |
| ☐ LLC Member | ☐ Director |
| ☐ Partner | ☐ Landlord |
| ☐ Contractual | ☐ Revenue Sharing |
| ☐ Management Agreement | ☐ Other |

Please indicate how many hours per week you intend to be on the licensed premises

Employment Information of Proposed Manager

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
2013-2014	exec chef	Les Zygomates	South Street Boston	6175425108
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2013-2014	exec chef	Society on High	High Street	8573504555
2015-2017	exec chef	Nordstrom Restaurant Division	Middlesex TRNPK Burlington	7813457800

Prior Disciplinary Action of Proposed Manager

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

APPLICANT'S STATEMENT

I, Francesco Melandri the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☒ LLC/LLP member
Authorized Signatory

of Great Plain Hospitality, hereby submit this application for Change of Manager
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature:



Date: May 22, 2017

Title:

Manager GPH LLC



30 Dedham Avenue Needham, MA 02494

781 444 1792

[www. RfkKitchen.com](http://www.RfkKitchen.com)

Date: May 23, 2017

To: Sandy Cincotta, Support Services Manager, Town of Needham

From: Francesco Melandri, Manager, Great Plain Hospitality LLC (GPH LLC)

Dear Sandy,

As requested, the letter is to inform you that I, Francesco Melandri, Manager of GPH LLC authorize the change of Manager on the Liquor License from Rachel Klein to Brian Benton.

Thank you for your attention to this matter.

Best regards,

A handwritten signature in purple ink, appearing to read "Francesco", written over the printed name "Francesco".

Francesco



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

Special Filing Instructions

Annual Report

(General Laws, Chapter)

Identification Number: 001187452

Annual Report Filing Year: 2016

1.a. Exact name of the limited liability company: GREAT PLAIN HOSPITALITY LLC

1.b. The exact name of the limited liability company *as amended*, is: GREAT PLAIN HOSPITALITY LLC

2a. Location of its principal office:

No. and Street: 948 GREAT PLAIN AVE.
City or Town: NEEDHAM State: MA Zip: 02492 Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 948 GREAT PLAIN AVE.
City or Town: NEEDHAM State: MA Zip: 02492 Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

TO OPERATE ONE OR MORE FULL SERVICE RESTAURANTS AND TO ENGAGE IN ANY LAWFUL ACT OR ACTIVITY FOR WHICH A LIMITED LIABILITY COMPANY MAY BE FORMED UNDER THE LIMITED LIABILITY STATUTES OF THE COMMONWEALTH OF MASSACHUSETTS

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: STUART R. MALIS, ESQ.
No. and Street: 5 MILITIA DRIVE
SUITE 2
City or Town: LEXINGTON State: MA Zip: 02421 Country: USA

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	FRANCESCO D. MELANDRI	948 GREAT PLAIN AVE. NEEDHAM, MA 02492 USA

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
SOC SIGNATORY	STUART R. MALIS ESQ,	5 MILITIA DRIVE #2 LEXINGTON, MA 02421 USA

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	FRANCESCO D. MELANDRI	948 GREAT PLAIN AVE. NEEDHAM, MA 02492 USA

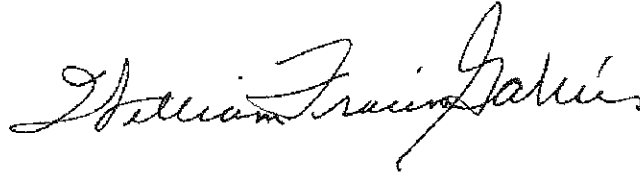
9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 19 Day of May, 2017,
FRANCESCO D. MELANDRI , Signature of Authorized Signatory.**

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

May 19, 2017 09:08 AM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized 'G' at the end.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



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

**MEETING DATE: 5/30/17
continuation of 4/25/17 meeting**

Agenda Item	Public Hearing – Village Club Building Association – Alteration of Premises
Presenter(s)	Robert R. Giumetti, Jr., Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Village Club Building Association, 83 Morton Street, currently holds a Club Liquor License allowing service of alcoholic beverages in its lower level. Highlandville Hall, which is rental space located on the first floor, is not included in that license description; thereby requiring the need to apply for One Day Special Licenses for each event held in that room that have liquor service. The Village Club seeks to expand the description of licensed premises to include Highlandville Hall so that alcohol service can be provided in this rental area. At the meeting held on 4/25/17, the following concerns were raised and discussed by the Board, Village Club representatives and neighbors to the Village Club. These concerns will be addressed at the meeting of 5/30/2017. a) parking issues b) signage concerns c) clearer hours of operation d) onsite function manager who supervises events and is a point of contact for neighbors with concerns.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board vote to approve and sign the application for Alteration of Premises for the Village Club Building Association and forward application to the Alcoholic Beverages Control Commission for its review and approval.	
3.	BACK UP INFORMATION ATTACHED
a) Amendment application for an Alteration of Premises b) Vote of the Corporate Board c) Abutter Notification d) Floorplan of Highlandville Hall e) Minutes of discussion from 4/25/17	



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

AMENDEMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF LICENSEE (Business Contact)

Village Club Building Association Inc.

ABCC License Number

00019-RS-0770

City/Town of Licensee

Needham

2. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name: Robert

Middle: Richard

Last Name: Giumetti Jr.

Title: Member of the Board of Entity

Primary Phone: (781) 589-4435

Email: villageclub83@gmail.com

3. BUSINESS CONTACT

Please complete this section ONLY if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name: The Village Club

Primary Phone: (781) 444-9677

Fax Number:

Alternative Phone: (781) 444-0235

Email: villageclub83@gmail.com

Business Address (Corporate Headquarters)

Street Number: 83

Street Name: Morton Street

City/Town: Needham

State: Massachusetts

Zip Code: 02494

Country: United States of America

Mailing Address

☒ Check here if your Mailing Address is the same as your Business Address

Street Number:

Street Name:

City/Town:

State:

Zip Code:

Country:

AMENDMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

6. PREMISES INFORMATION

Please enter the address where the alcoholic beverages are sold.

Premises Address

Street Number:	83	Street Name:	Morton Street	Unit:	
City/Town:	Needham	State:	Massachusetts	Zip Code:	02494
Country:	United States of America				

Description of Premises

Please provide a complete description of the premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage.

Floor Number	Square Footage	Number of Rooms	Patio/Deck/Outdoor Area Total Square Footage
Lower Level	120 sq ft	3	
Upper Level	2,400 sq ft	5	

Indoor Area Total Square Footage	2,520 sq ft
Number of Entrances	3
Number of Exits	5
Proposed Seating Capacity	205
Proposed Occupancy	298

Occupancy of Premises

Please complete all fields in this section. Documentation showing proof of legal occupancy of the premises is required.

Please indicate by what right the applicant has to occupy the premises	Own	Landlord Name	
Lease Beginning Term		Landlord Phone	
Lease Ending Term		Landlord Address	
Rent per Month			
Rent per Year			

If leasing or renting the premises, a signed copy of the lease is required.

Please indicate if the terms of the lease include payments based on the sale of alcohol: ☐ Yes ☐ No

AMENDEMENT APPLICATION FOR AN ALTERATION OF PREMISES OR CHANGE OF LOCATION

9. FINANCIAL INFORMATION

Please provide information about associated costs of this license.

Associated Costs

A. Purchase Price for Building/Land	
B. Purchase Price for any Business Assets	
C. Costs of Renovations/Construction	
D. Purchase Price of Inventory	
E. Initial Start-Up Costs	
F. Other (Please specify)	
G. Total Cost (Add lines A-F)	

Please note, the total amount of **Cash Investment** (top right table) plus the total amount of **Financing** (bottom right table) must be equal to or greater than the **Total Cost** (line G above).

You are required to provide all documents relating to financing and/or loans you receive for this transaction

Please provide information about the sources of cash and/or financing for this transaction

Source of Cash Investment

Name of Contributor	Amount of Contribution
Total:	

Source of Financing

Name of Lender	Amount	Does the lender hold an interest in any MA alcoholic beverages licenses?	If yes, please provide ABCC license number of lender
Total:			

ADDITIONAL SPACE

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

This application is to amend our current liquor license, which only covers our Clubroom area, to include our Function Hall area as well. There is no alteration of the building itself as the Function Hall has been there as long as the Clubroom area has. Therefore, no information was provided in Question 9 regarding financial information.



NEEDHAM, MASSACHUSETTS

The Village Club
83 Morton Street
Needham, MA 02494



NEEDHAM, MASSACHUSETTS

This letter signifies that the Board of Directors of Village Club Building Assoc. Inc. of Needham vote unanimously to submit an application for an alteration of premises for our liquor license at 83 Morton Street, Needham, Massachusetts.

Robert R. Giumetti Jr.

(Robert R. Giumetti Jr. – Vice President)

3-28-17

DATE

LEGAL NOTICE

TOWN OF NEEDHAM

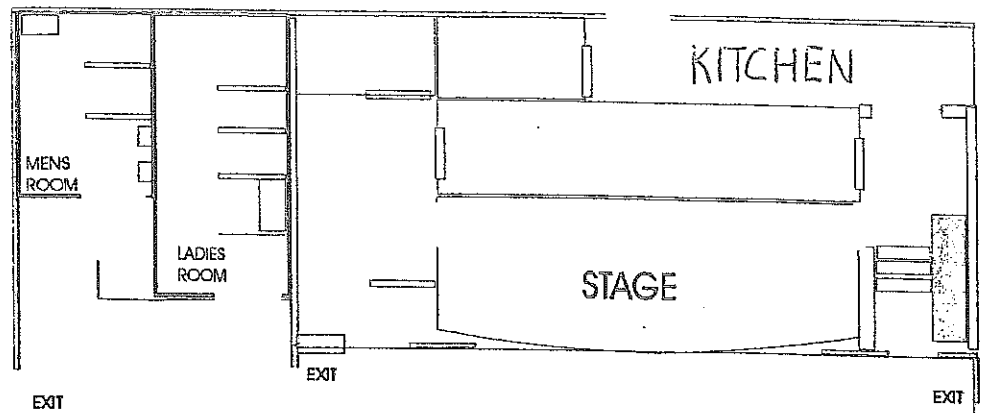
Application for Alteration of Licensed Premises in a Club License

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Village Club Building Association has applied for an alteration of licensed premises of the following kind: To include Highlandville Hall, located on the street level of its premises. The lower level is already licensed as a club. This application is to include the hall located on the main floor level. The hall is comprised of a 60' x 40' function room, a service bar, and a ladies room on the main level with a men's room located in the basement level. There is a 20' x 10' stage at the north end of the hall with a full kitchen behind the stage. Seating capacity of the hall is 185 people. The hall is rented to the public for private functions. The alteration to existing license will allow the Village Club to offer a full service bar to its renters. There will be no physical alteration to the premises. The Village Club is located at 83 Morton Street, Needham.

IT IS ORDERED that a public hearing be held for said application at the office of the Board of Selectmen acting as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 25th day of April, 2017 at 7:00 o'clock p.m.

Board of Selectmen
Licensing Board for the Town of Needham

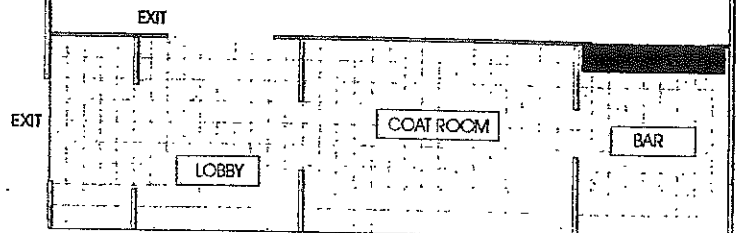
To be published:
Needham Times
April 13, 2017



The Village Club
HIGHLANDVILLE HALL
Needham, Ma

**HIGHLANDVILLE
HALL**

60' X 40'
SEATING 185 max
w/ dancing 155



**Town of Needham
Board of Selectmen
Minutes for April 25, 2017
Selectmen's Chamber
Needham Town Hall**

6:45 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 Chairwoman Marianne B. Cooley. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing: Alteration of Premises - Village Club - Permission to Extend Coverage of Licensed Premises
Robert R. Giumetti, Jr., Manager, James G. Healy, Village Club member, and Bob Papetti, Village Club member appeared before the Board to discuss the Village Club Building Association's current Club Liquor License allowing service of alcoholic beverages in its lower level. Highlandville Hall, rental space located on the first floor is not included in the license description; thereby requiring the need to apply for a One Day Special License for each event held in that room and have liquor service. The Village Club seeks to expand the description of licensed premises to include Highlandville Hall so alcohol service can be provided in the rental area.

Mr. Healy referred to the Village Club's request in 2004/05 for a Club Permit, noting public hearings were held and much testimony was heard. He said the Board decided to grant a license to the Village Club for its Club Room, noting that since that time, the Village Club has requested One Day Special Licenses for functions held in Highlandville Hall. He said a permit has never been denied, noting the administrative burden when applying for a One Day Special Permit. Mr. Healy commented the request is not to change the permit, but rather allow a permit for the entire facility. Mr. Healy said the request is no different from what other establishments have in Needham. He commented meetings were held with neighbors of the Village Club to respond to resident concerns. Mr. Healy said the Village Club will not allow patrons to park on Morton Street, but in the Kindercare lot, and on Highland Avenue. Mr. Healy reiterated nothing at the Club will change other than having the ability to rent the facility without having to apply for a One Day Special Permit.

Mr. Giumetti commented on the many ways the Village Club gives back to Needham.

Ms. Cooley asked for Board questions.

Mr. Bulian asked how many parking spaces are in the Village Club lot and the Kindercare lot? Mr. Papetti said the Village Club has 30 parking spaces and Kindercare has 50+ spaces, and also noted parking along Highland Avenue.

Ms. Cooley invited public comment.

Glenn Mulno, 40 Morton Street said the Village Club is a good neighbor. He expressed concern about parking on both sides of Morton Street, and would like the Club to commit to a better parking system, including more cones/signage. Mr. Mulno suggested a periodic check-in with the Village Club would be an opportunity for residents to discuss any issues.

Deborah LeClaire, 46 Morton Street agreed with Glenn Mulno's comments. She asked what incentive is there to being a good neighbor if the permit is approved? She suggested the permit be tied to consequences should the neighborhood relationship and/or expectations deteriorate.

Kenneth LeClaire, 46 Morton Street is opposed to signage. He commented it is not an administrative burden or much effort to apply for a permit. Mr. LeClaire said restrictions should be tied to the permit. He asked about enforcement if a permit is granted. Mr. LeClaire commented that people park on Morton Street even though cones are in place.

Bernardo Aumond, 36 Mellen Street said the parking proposal scatters patrons farther in to the neighborhood, saying many people are heard at night outside the Club. He said expanding the license benefits the owner and patrons, not the neighborhood. Mr. Aumond said intentions are good but hard to control and enforce. He opposes license expansion.

Christine Murphy, 52 Morton Street said the parking lot is too small to hold cars for 185 people. She said she is concerned about noise, hours of operation, and lack of supervision outside the building. Ms. Murphy commented there is a disconnect with what is supposed to be happening versus what is really happening. She suggested more supervision and clear hours of operation if the license is approved. Ms. Murphy said late night events should not be happening in a residential neighborhood.

Lisa Morris, 15 Morton Street asked if it is less expensive for guests to rent the hall if a One Day Special Permit is not required? Mr. Healy said the price is the same. Ms. Morris said it is dangerous entering/leaving Webster Street due to cars being parked close to the intersection on both sides. She commented most weekend summer nights she has to close her windows due to noise or is awakened by people talking and drinking at cars near her window. She agreed with Ms. Murphy that the Village Club must take direct responsibility for more supervision.

Bill Hagan, 12 Morton Street said the Village Club is doing a lousy job governing parking. He also commented it is not an administrative burden to apply for a One Day Special Permit. He suggested the Town give the Village Club 25 licenses up front to avoid any perceived hassle. Mr. Hagan asked why the MBTA parking lot two blocks away is not used and said Kindercare does not have more than 25 parking spaces.

Al Israel, 34 Morton Street said part of the problem is the Village Club does not have anyone representing the Club at functions. He said there is a lot of noise and beer containers. He noted a change in Village Club administration could change what happens at the Club. Mr. Israel said parking is a nightmare in the winter. He suggested that a police detail be required at functions.

Mr. Healy reiterated the Club is not increasing the number, type, or nights when functions are held. He agreed it makes sense to hold an annual meeting with the neighborhood. Mr. Healy noted a citizen who has a complaint about an establishment with a permit, can go to the Town Manager or Board of Selectmen at any time. He said there is oversight and that residents can tell the Village Club of problems at any time. He agreed a function manager is a good idea, but police details are very expensive.

Mr. Matthews asked the proposed hours of operation? Mr. Healy said the Village Club is agreeable to whatever hours are appropriate and lawful.

Discussion ensued attempting to clarify hours of operation, including time of last call and closing.

Mr. Borrelli said the Club does a lot of good for the Town, noting neighborhood feedback is a good thing, and an annual meeting would be an opportunity to discuss parking, supervision, and signage. He agreed having a function manager is a good idea. Mr. Borrelli said it is reasonable to allow the Club the opportunity to streamline paperwork and supports granting a one year license.

Mr. Handel said he believes there is "more teeth" in an annual license and a lot more at stake. He said a granting a one year license may be a better way to go.

Mr. Bulian said granting the Club a One Day Special Permit has never been questioned by anyone from the neighborhood. He said he supports granting the Club an annual license with requirements including an on-site manager. He suggested residents contact the Board of Selectmen, Town Manager, and Village Club with concerns. He said police detail is unnecessary.

Mr. Handel suggested the neighbors should have the ability to communicate with an onsite manager when an event is being held.

Christine Murphy, 52 Morton Street asked for clarification on hours of operation.

Kate Fitzpatrick, Town Manager said currently, Village Club hours of operation are: Sunday noon-8 p.m., Monday 3:30 p.m.-7 p.m., Tuesday 3:30 p.m.-10:30 p.m., Wednesday 3:30 p.m.-9 p.m., Thursday 3:30 p.m.-11 p.m., Friday 3:30 p.m.-11 p.m., and Saturday 3:00 p.m.-7:00 p.m.

Discussion ensued on hours of operation.

Al Israel, 34 Morton Street asked for the phone number of a Club member responsible for resolving issues late at night.

Bernardo Aumond, 36 Mellen Street reiterated the Club has no control of patrons leaving the premises. He said he has called the police a couple of times due to people lingering late at night in the parking lot.

Ms. Cooley asked for comments from the Board.

Mr. Matthews commented the Board of Selectmen can either deny the application and review it again next year, or approve the application with conditions. He said the Club is responsible for patrons and/or can enforce responsibility of parking, supervision, and leaving the premises on its users. He said additional signage is possible if it is what the neighborhood wants. He said a police detail is not necessary, acknowledging that applying for a One Day Special License does create more paperwork, but if it is an essential safeguard, that is a different matter. Mr. Matthews pointed out having an annual license will lead to functions because permitting is burdensome, and if not required, the Club will get more requests. He said restrictions could be written in to the license, however he is not in favor of that approach. He commented if the Board is to approve a license, hours must be set. In fairness to the community, he said proposed hours must be noticed and that the Club cannot run the function hall under the current hours. Mr. Matthews suggested continuing the public hearing until the May 30, 2017 Board of Selectmen meeting so the Village Club can decide on the hours it wants, and consider all the criticisms and questions raised tonight. He said the time could also be used by the Board of Selectmen to consider possible license restrictions. Mr. Matthews reiterated if issues are not resolved under a license, the recourse for neighbors is to complain to the Town Manager's office.

Mr. Bulian and Ms. Cooley said they are supportive of Mr. Matthews suggestion to continue the public hearing until May 30, 2017.

Mr. Borrelli said he does not favor imposing restrictions to the license, but it is up to the Village Club to deal with the issues raised by the neighborhood. He said a one year license could be reviewed next year.

Discussion ensued on the hours of operation.

Ms. Cooley said the Village Club has done exactly what is required by filling out all necessary paperwork with the Town and the ABCC, but the difference is there has not been adequate supervision. She said the Board of Selectmen want to be able to support the Village Club, but also want the neighbors to be able to sleep. She reiterated the hours for both operations must be documented and noticed.

Motion by Mr. Matthews that the Board of Selectmen vote to continue Public Hearing - Village Club Building Association - Alteration of Premises until May 30, 2017 at 7 p.m. or as the schedule allows.

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

Mr. Matthews noted current Village Club paperwork for the ABCC contains current Club hours, but would be useless in a license. He said as an element of the license, there is nothing in the paperwork requesting a change in hours of operation, which must be done. He noted the many moving parts requiring attention by the Village Club and the Town of Needham.

8:15 p.m.

Discussion with Property Tax Assistance Committee:

Evelyn Poness, Town Treasurer/Collector, members of the Property Tax Assistance Committee (Elizabeth Handler, Jill Kahn-Boesel, and Tom Colaruso) and members of the Taxation Aid Committee (Elizabeth Handler, Tom Colaruso, and Jack Cogswell) appeared before the Board to discuss the FY2017 Property Tax Assistance Program and proposed marketing efforts.

Ms. Poness explained the Property Tax Assistance Program is a voluntary fund and the Taxation Aid Program is a contributory fund for the elderly and disabled. She said over the last several years contributions to the voluntary fund have been down. She commented letters to the editor, the ability to make on-line contributions, Facebook notices, website improvements, a commercial on the Needham Channel, and targeted times of year to include envelopes in water and tax bills have made a difference in persuading people to contribute. She said contributions for 2016 totaled \$7,292, 2015 totaled \$13,222, and 2014 totaled \$10,975. She commented since taking extra steps, contributions to the fund for 2017 as of April 21, 2017, total \$12,882. Ms. Poness said the goal is for every household to receive 1 or 2 envelopes per year, noting that Mr. Matthews' suggestion of creating a timeline for strategic targeting of contributions year to year will be utilized.

Mr. Borrelli asked if prior donors are targeted? He asked if thank you notes are sent to contributors? Ms. Poness said as Collector, she is not permitted to solicit contributions, but the committee is allowed. Ms. Poness said she will be sending thank you notes very soon.

Ms. Cooley asked the number of people needing assistance? Ms. Poness said the number of people applying for assistance is down. She said the Senior Center will be contacted to encourage seniors to complete an application, and that a flyer will be included in delivery from the Traveling Meals program.



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

MEETING DATE: 05/30/2017

Agenda Item	Public Hearing: Eversource Energy – Dartmouth Avenue
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 6 feet of conduit in Dartmouth Avenue. This work is necessary to provide underground electric service at 48 Dartmouth Avenue, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's 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 <u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Dartmouth Avenue. This work is necessary to provide underground electric service at 48 Dartmouth Avenue, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Petition Letter of Application b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters



200 Calvary Street
Waltham, Ma 02453

May 23, 2017

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

RE: Dartmouth Avenue
Needham, MA
W/O #2208174

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 6 feet of conduit in Dartmouth Avenue.

The reason for this work is to provide underground electric service to 48 Dartmouth Avenue.

If you have any further questions, contact Maureen Carroll at (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

A handwritten signature in cursive script that reads "Kelly-Ann Correia".

Kelly-Ann Correia, Supervisor
Rights and Permits

KAC/kj
Attachments

A handwritten note enclosed in a hand-drawn cloud-like shape. The text inside includes two "OK" stamps, the initials "T.M.", the date "5/23/17", and the name "R.P. Merson" with the title "DPW Director" and the date "5/23/17". To the right of the cloud, there is additional handwritten text: "Tom Rydler" and "asst Tom Engr.".

OK
T.M.
5/23/17
OK
R.P. Merson
DPW Director
5/23/17
Tom Rydler
asst Tom Engr.

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

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

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** 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 May 5, 2017** and filed herewith, under the following public way or ways of said Town:

**Dartmouth Avenue - Northeasterly from pole 350/⁵4 approximately
265 feet northwest of Lindbergh Avenue a
distance of 6 ± feet of conduit.**

(W.O. #2208174)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY Kelly-Ann Correia
Kelly-Ann Correia
Rights & Permits Supervisor

Dated this 9th day of May

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2017

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** 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 dba EVERSOURCE ENERGY** 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:

**Dartmouth Avenue – Northeasterly from pole 350/5 approximately 338 feet northwest
of Lindbergh Avenue a distance of 6 ± feet of conduit.**

(W.O. #2208174)

Hearing Required

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 May 5, 2017, revised May 22, 2017** 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 3 4 5		Board of Selectmen the Town of NEEDHAM
-----------------------	-------------------------------	---

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 _____ 2017 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Masssachusetts, duly adopted on the _____ day of _____, 2017 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

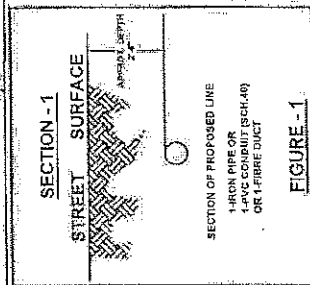
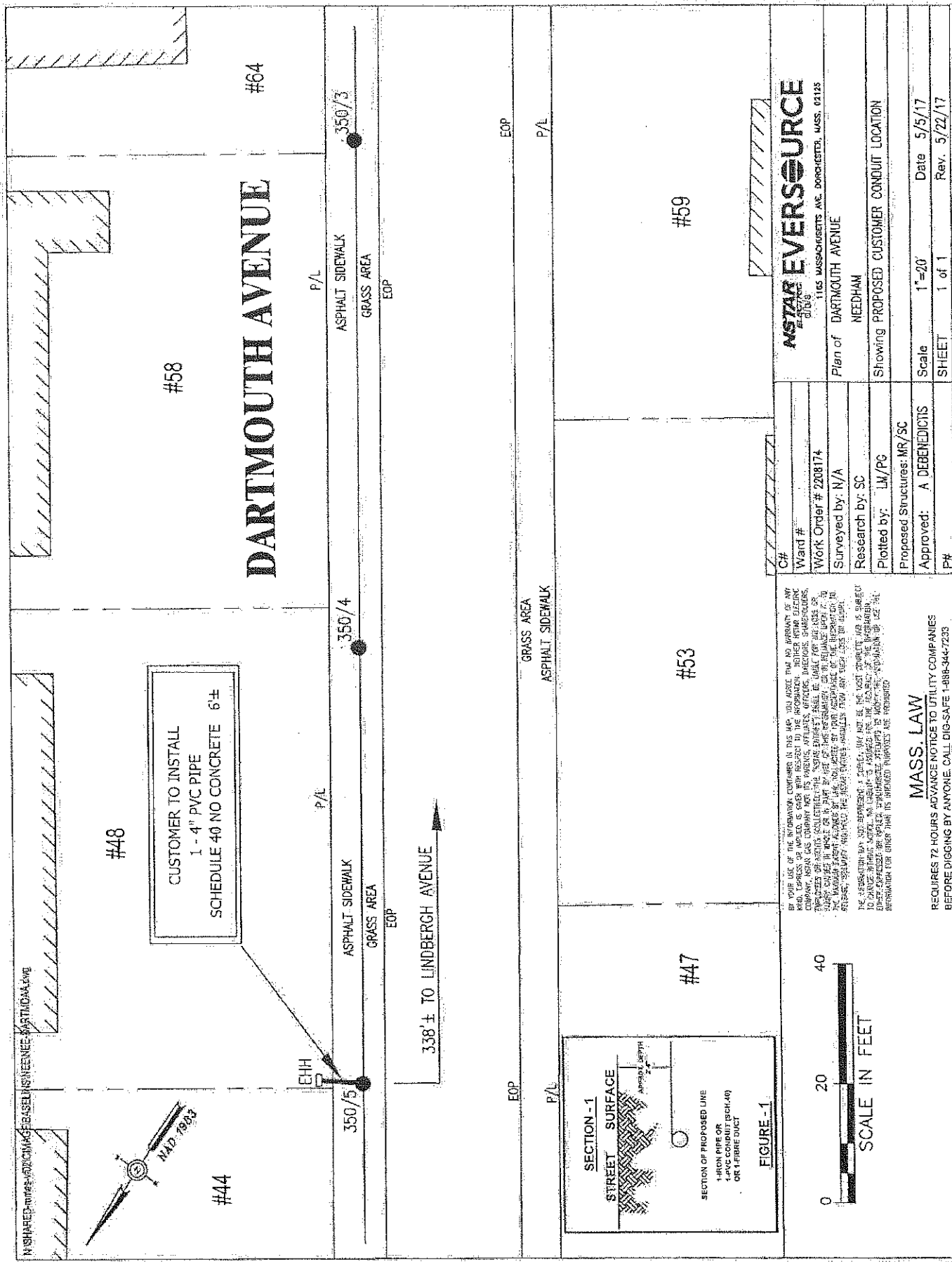


FIGURE - 1



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY IS MADE BY THE PROVIDER OF THIS INFORMATION. THE PROVIDER OF THIS INFORMATION DOES NOT WARRANT THAT THE INFORMATION IS ACCURATE, COMPLETE, OR CURRENT. THE PROVIDER OF THIS INFORMATION SHALL BE LIABLE FOR THE LOSS OF OR DAMAGE TO ANYTHING CAUSED BY THE INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE TO HOLD THE PROVIDER OF THIS INFORMATION HARMLESS FROM ANY SUCH LOSS OR DAMAGE. THE INFORMATION MAY NOT BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE PROVIDER OF THIS INFORMATION. FOR MORE INFORMATION, CONTACT THE PROVIDER OF THIS INFORMATION AT 1-888-344-7233.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

INSTAR EVERSOURCE
DIGGING SERVICE
1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

CH#	
Ward #	
Work Order #	2208174
Surveyed by	N/A
Research by	SC
Plotted by	LW/PC
Proposed Structures	MR/SC
Approved	A DEBENEDICTIS
P#	
Scale	1"=20'
Date	5/5/17
Sheet	1 of 1
Rev.	5/22/17

Plan of DARTMOUTH AVENUE

Showing PROPOSED CUSTOMER CONDUIT LOCATION



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Eversource Energy dated **May 9, 2017** to install about 6 feet of conduit in Dartmouth Avenue. The work is necessary to provide underground electric service to 48 Dartmouth Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

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

BOARD OF SELECTMEN

Dated: May 18, 2017

48 DARTMOUTH AVENUE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
PIERCE, ROBERT R. &	PIERCE, CATHERINE J.	59 DARTMOUTH AVE	NEEDHAM HTS	MA	02494	1990600001700000	59 DARTMOUTH AVE
STERNICK, SIDNEY H. + MARILYN J., TRS.	C/O VACCA HOMES LLC	89 FAIR OAKS PARK	NEEDHAM	MA	02492	1990600002300000	48 DARTMOUTH AVE
BAGSHAW, WILLIAM E. &	BAGSHAW, LISA D.	41 DARTMOUTH AVE	NEEDHAM	MA	02492	1990600001400000	41 DARTMOUTH AVE
GUTTILLA, NICHOLAS J &	GUTTILLA, CAROLYN C	64 DARTMOUTH AVE	NEEDHAM	MA	02494	1990600002100000	64 DARTMOUTH AVE
LI, JOSEPH M. &	TAYLOR-LI, KELLY R.	153 TOWER AVE	NEEDHAM HTS	MA	02494	1990600004300000	153 TOWER AVE
EICHHOLD, WILLIAM H., JR &	NEALE, JOANNE	44 DARTMOUTH AVE	NEEDHAM HTS	MA	02494	1990600002400000	44 DARTMOUTH AVE
CHAN, WINNIE HONG, TR &	CHAN, PETER W.B., TR	47 DARTMOUTH AVE	NEEDHAM	MA	02492	1990600001500000	47 DARTMOUTH AVE
HIRSCHEN, MARCY W	PRESSKREISCHER, HELENE	38 DARTMOUTH AVE	NEEDHAM HTS	MA	02494	1990600002500000	38 DARTMOUTH AVE
PRESSKREISCHER, BENJAMIN H.M.+	CLAYSON, JESSICA	159 TOWER AVE	NEEDHAM HTS	MA	02494	1990600004400000	159 TOWER AVE
CLAYSON, MATTHEW A. &	WERMEN, SARA S. & WERMAN, ABBA DAVID	167 TOWER AVE	NEEDHAM HTS	MA	02494	1990600004500000	167 TOWER AVE
WERMEN, SARA S. & WERMAN, ABBA DAVID	DAVIS, LEE WERMAN	53 DARTMOUTH AVE	NEEDHAM HTS	MA	02494	1990600001600000	53 DARTMOUTH AVE
KING, LORRAINE P		58 DARTMOUTH AVE	NEEDHAM HTS	MA	02494	1990600002200000	58 DARTMOUTH AVE

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: 5/30/2017

Agenda Item	Public Hearing: Comcast Corporation- Greendale Avenue
Presenter(s)	Manuel Furtado, Comcast Corporation Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Comcast Corporation requests permission to install 2 x 4" PVC approximately 130' in roadway from existing Pole #87 as shown on the attached design to property line of 692 Greendale Avenue. This work is necessary to provide service at 692 Greendale Avenue, Needham. The Department of Public Works has approved this petition, based on Comcast Corporation's commitment to adhere to the Town's 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 <u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Comcast Corporation to install 2 x 4" PVC approximately 130' in roadway from existing Pole #87 as shown on the attached design to property line of 692 Greendale Avenue. This work is necessary to provide service at 692 Greendale Avenue, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) a. Petition Letter of Application b. Order c. Petition Plan d. Notice Sent to Abutters e. List of Abutters

PETITION OF COMCAST CABLE INC. FOR COMMUNICATION CABLE INSTALLATION

Town of Needham / Board of Selectman:-

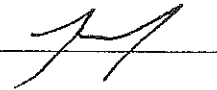
Comcast Corporation hereby respectfully requests your consent to the locations of Distribution cable hereinafter described for the transmission and distribution of communication signals in and under the following public streets, lanes, highways, and places of the **Town of Needham** and of the conduit, equipment, governed manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said distribution cables and accomplish the objective of said company: and the digging up and opening the ground to lay or place same:

To install 2 X 4" PVC approximately 130' in roadway from existing Pole # 87 shown on Attached Design to Property line of 692 Greendale Ave

Submitted is a set of plans of said communications infrastructure.

DATE 05 MAY 2017

BY



Manuel Furtado

Em: Manuel_Furtado@cable.comcast.com
Permit Representative

ph: 774 644 9104

2017 MAY -9 AM 11:37
RECEIVED
TOWN OF NEEDHAM

RETAIN DUPLICATE FOR YOUR RECORDS

ORDER FOR COMMUNICATIONS PLACEMENT OF CONDUIT

Town of Needham / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of said communications additions of the Comcast Communications structure in and under the public streets, lanes, highways, and places of the **Town of Needham** substantially as described in the petition dated _____ attached hereto and hereby made a part hereof, and of the conduit, equipment, manholes, and other structure, fixtures, and appurtenances designed or intended to protect or operate said distribution cables and/or accomplish the objectives of the said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and **APPROVED**.

The said Comcast Corporation shall comply with all applicable provisions of law and ordinances of the **Town of Needham** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20____.

I hereby certify that the foregoing order was duly adopted by the _____ of the town of ____Needham ____, MA on the _____ day of _____ 20____.

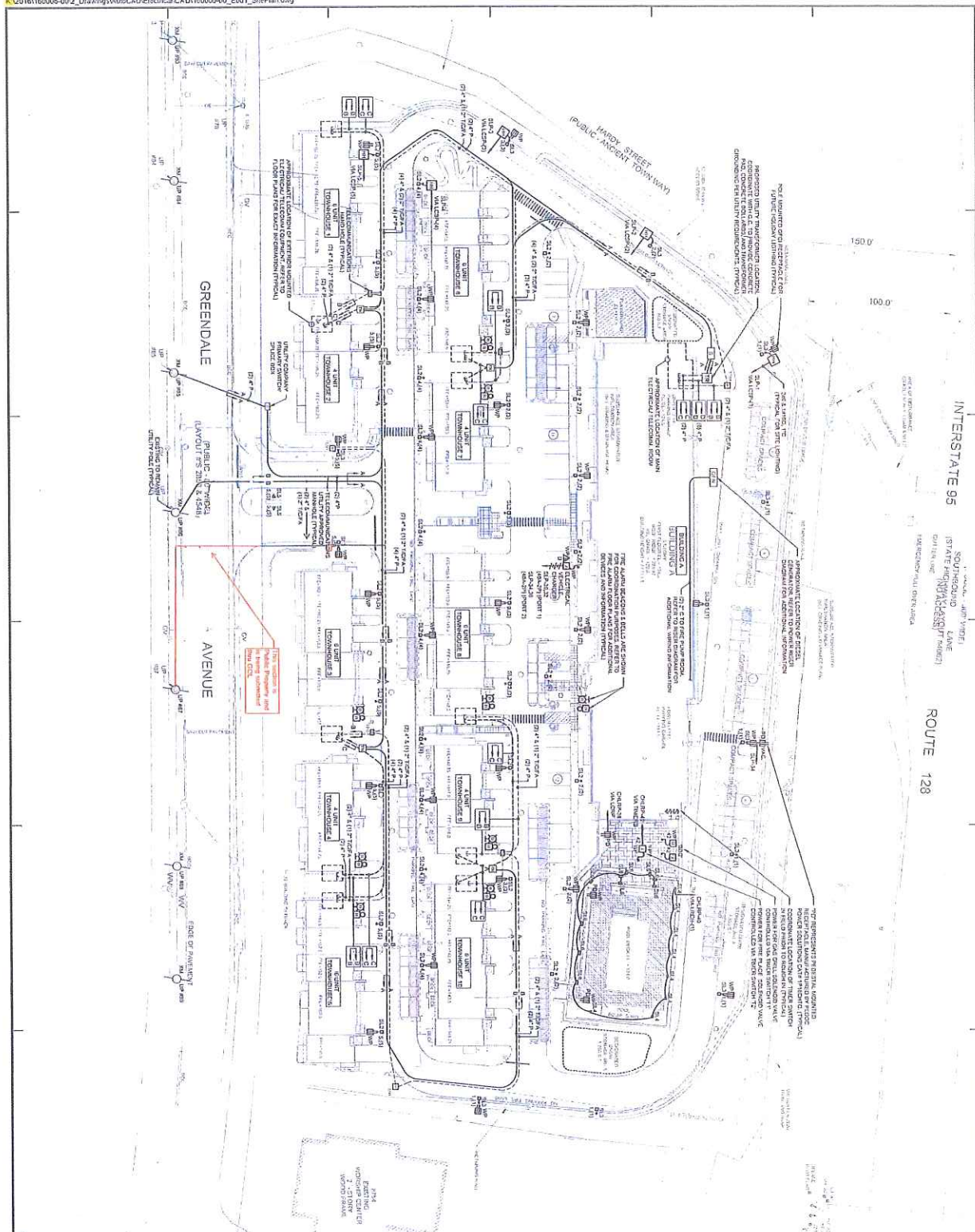
BY _____

TITLE

RETURN ORIGINAL TO THE PERMIT SECTION

Attn: Manuel Furtado
COMCAST CORP.
440 Myles Standish Blvd
Taunton MA 02780

RETAIN DUPLICATE FOR YOUR RECORDS

tat
the architectural team

The Architectural Team, Inc.
80 Commonwealth Way at Admiral's Hill
Chelsea MA 02150
T 617.893.4102
F 617.894.4329
www.architecturalteam.com
©2003 The Architectural Team, Inc.

R. W. Sullivan Engineering
 16111A Highway 100, Suite 100
 The Woodlands, TX 77380
 Tel: 281-360-3177 Fax: 281-360-3178
 www.rwsusa.com

Archives of Record

Drawn _____

Checked _____

Scale: 1" = 30'

Key Plan:

Project Name: MODERA, NEEDHAM

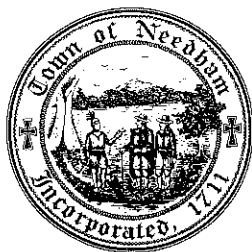
GREENDALE AVE
NEEDHAM, MA
Sheet Name:
ELECTRICAL
SITE PLAN

Project Number:
12060

Issue Date:
MAY 13, 2016

Sheet Number:
E-001

E-001



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Comcast Corporation dated **May 5, 2017** to install 2 x 4" PVC approximately 130' in roadway from existing Pole #87 as shown on the attached design to property line of 692 Greendale Avenue. This work is necessary to provide service at 692 Greendale Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Comcast Corporation representative, Manuel Furtado, at 774-644-9104.

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

BOARD OF SELECTMEN

Dated: May 18, 2017

692 GREENDALE AVE

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
CIVITA, CARLO P., III & MARYELLEN	C/O SCHILLER, BENJAMIN & CARYN RENEE	693 GREENDALE AVENUE	NEEDHAM	MA	02492	1990180002100000	693 GREENDALE AVE
BORIS, MARY D & HUNTER, MARIANNE B. TRS.	C/O MCREE NEEDHAM LLC	200 WHEELER RD SOUTH TOWER 4TH FL	BURLINGTON	MA	01803	1990180004400000	692 GREENDALE AVE
MCGRATH, KEVIN J		707 GREENDALE AVE	NEEDHAM	MA	02492	1990180002300000	707 GREENDALE AVE
MARK, ANDREW C. &	SMITH, MARK E.	715 GREENDALE AVE	NEEDHAM	MA	02492	1990180002400000	715 GREENDALE AVE
BORIS, VINCENT P. & MARY D	MCREE NEEDHAM LLC	200 WHEELER RD SOUTH TOWER 4TH FL	BURLINGTON	MA	01803	1990180004300000	0 GREENDALE AVE
KRAWIECKI, JAMES		664 GREENDALE AVE	NEEDHAM	MA	02492	1990190000200000	664 GREENDALE AVE
MICHIE, PRISCILLA C.	C/O CONNELLY, PATRICIA MARY	701 GREENDALE AVE	NEEDHAM	MA	02492	1990180002200000	701 GREENDALE AVE
HOWELL, MATTHEW A. & ELIZABETH P.	HOWELL TRUST	721 GREENDALE AVE	NEEDHAM	MA	02492	1990180002500000	721 GREENDALE AVE
CIANCARELLI, PAUL &	CIANCARELLI, KATELYN	5 BIRD ST	NEEDHAM	MA	02492	1990190003200000	5 BIRD ST
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990570000100000	0 CHENEY ST
OGLETREE, DAVID E. &	OGLETREE, JULIE M.	12 BIRD ST	NEEDHAM	MA	02492	1990180002000000	12 BIRD ST

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: 05/30/2017

Agenda Item	Public Hearing- Verizon Wireless
Presenter(s)	Joshua Lanzetta, McLane Middleton

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Cellco Partnership d/b/a Verizon Wireless requests permission to install twelve (12) separate wireless small cell antennas ("antennas") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antennas are camouflaged so that they will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and their installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following are the public ways or parts of ways along which the cell antennas above referred to may be installed: 1) install one (1) antenna on Verizon Site Name: Needham MA SC01, Utility Pole Number 168-1 located near 20 Great Plain Terrace, Needham; 2) install one (1) antenna on Verizon Site Name: Needham MA SC06, Utility Pole #7 located near 609 Webster Street, Needham; 3) install one (1) antenna on Verizon Site Name: Needham MA SC10, Utility Pole #33/30 located near 270 Hunnewell Street, Needham; 4) install one (1) antenna on Verizon Site Name: Needham SC03 MA, Utility Pole #14 located near 97 Melrose Avenue, Needham; 5) install one (1) antenna on Verizon Site Name: Needham SC04 MA, Utility Pole #27-0 located near 7 Stevens Road, Needham; 6) install one (1) antenna on Verizon Site Name: Needham SC05 MA, Utility Pole #146/25 located near 189 Harris Avenue, Needham; 7) install one (1) antenna on Verizon Site Name: Needham SC07 MA, Utility Pole #67 located near 443 Great Plain Avenue, Needham; 8) install one (1) antenna on Verizon Site Name: Needham SC09 MA, Utility Pole #97/51 located near Dedham Avenue/South Street, Needham; 9) install one (1) antenna on Verizon Site Name: Needham SC16 MA, Utility Pole #7-101 located near Central Avenue, Needham; 10) install one (1) antenna on Verizon Site Name: Needham SC19 MA, Utility Pole #116-1 located near 1250 Great Plain Avenue, Needham; 11) install one (1) antenna on Verizon Site Name: Needham SC21 MA, Utility Pole #72-3 located near 33 Chestnut Place, Needham; and 12) install one (1) antenna on Verizon Site Name: Needham W SC03 MA, Utility Pole #25 located near, 1437 Great Plain Avenue, Needham.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<u>Suggested Motions:</u> 1) <i>Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham MA SC01, Utility</i>



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

Pole Number 168-1 located near 20 Great Plain Terrace, Needham.

- 2) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham MA SC06, Utility Pole #7 located near 609 Webster Street, Needham.*
- 3) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham MA SC10, Utility Pole #33/30 located near 270 Hunnewell Street, Needham.*
- 4) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC03 MA, Utility Pole #14 located near 97 Melrose Avenue, Needham.*
- 5) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC04 MA, Utility Pole #27-0 located near 7 Stevens Road, Needham.*
- 6) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC05 MA, Utility Pole #146/25 located near 189 Harris Avenue, Needham.*
- 7) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC07 MA, Utility Pole #67 located near 443 Great Plain Avenue, Needham.*
- 8) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC09 MA, Utility Pole #97/51 located near Dedham Avenue/South Street, Needham.*
- 9) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC16 MA, Utility Pole #7-101 located near Central Avenue, Needham.*
- 10) Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC19 MA, Utility Pole #116-1 located near 1250 Great Plain Avenue, Needham.*



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

11) *Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham SC21 MA, Utility Pole #72-3 located near 33 Chestnut Place, Needham.*

12) *Move that the Board of Selectmen approve and sign a petition from Cellco Partnership d/b/a Verizon Wireless to install a wireless small cell antenna and supporting equipment at Verizon Site Name: Needham W SC03 MA, Utility Pole #25 located near, 1437 Great Plain Avenue, Needham.*

3. BACK UP INFORMATION ATTACHED

(Describe backup below)

- a. Letter of Application
 - b. Supplement to GOL Application to Install Wireless Antenna and Equipment on Existing Utility Poles in the Public Right of Way
 - c. Petition
 - d. Order
 - e. Petition Plans
 - f. Notice Sent to Abutters
 - g. List of Abutters
- *Please note that a full application is on file in the Office of the Town Manager.*

MCLANE MIDDLETON

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

2017 APR 10 A 10:22

Attachment
JOSHUA P. LANZETTA
Direct Dial: 603.628.1362
Email: joshua.lanzetta@mclane.com
Admitted in NH and CO
900 Elm Street, P.O. Box 326
Manchester, NH 03105-0326
T 603.625.6464
F 603.625.5650

April 7, 2017

VIA OVERNIGHT DELIVERY

Town of Needham
Board of Selectmen
1471 Highland Avenue, First Floor
Needham, MA 02492
Attn: Matthew Borrelli, Chairman

*OK to
proceed
T.M. Ryder
5/19/17
OK R.P. Mason
DPW Director
5/19/17*

**Re: Grant of Location Application to Install Wireless Antennas and Equipment
on Existing Utility Poles in the Public Right of Way**

Applicant: Cellco Partnership d/b/a Verizon Wireless ("VzW")

Dear Chairman Borrelli:

The purpose of this letter is to submit twelve (12) Grant of Location Petitions to install wireless communications equipment on separate and existing utility poles in Needham's public right of way in accordance with Chapter 166, Section 22 of the Massachusetts General Laws.

I. APPLICATION MATERIALS

Enclosed please find one (1) Petition, one (1) Order, and one (1) 11" x 17" plan-set for each utility pole listed in the table below. Also, please find one (1) Safety Report, and one (1) Federal Communications Commission ("FCC") license addressing the Cloud Radio Access Network ("CRAN").

	<u>VZW SITE NAME</u>	<u>UTILITY POLE NUMBER</u>	<u>APPROXIMATE ADDRESS</u>
1.	Needham MA SC01	168-1	20 Great Plain Terrace
2.	Needham MA SC06	7	609 Webster Street
3.	Needham MA SC10	33/30	270 Hunnewell Street
4.	Needham SC03 MA	14	97 Melrose Avenue
5.	Needham SC04 MA	27-0	7 Stevens Road

McLane Middleton, Professional Association
Manchester, Concord, Portsmouth, NH | Woburn, Boston, MA

McLane.com

6.	Needham SC05 MA	146/25	189 200 Harris Avenue
7.	Needham SC07 MA	67	443 Great Plain Avenue
8.	Needham SC09 MA	97/51	Dedham Avenue & South Street
9.	Needham SC16 MA	7-101	Central Avenue
10.	Needham SC19 MA	116-1	1250 Great Plain Avenue
11.	Needham SC21 MA	72-3	33 Chestnut Place
12.	Needham W SC03 MA	25	1437 Great Plain Avenue

II. PROJECT NARRATIVE & CRAN TECHNOLOGY

Wireless communications technology comprises the fastest growing segment of the communications industry. In 2017, rapidly developing technology, combined with insatiable consumer demand, has created a void in wireless infrastructure that service providers, such as Verizon, seek to remedy. In response to Needham's existing coverage gap, and given the FCC's recent 5G imperative, Verizon seeks to invest in wireless infrastructure to improve Needham's wireless network.

In the last year, Verizon rapidly introduced CRAN technology throughout the Commonwealth. This stealth antenna technology provides a pinpointed and camouflaged approach to the continued deployment of Verizon's LTE, AWS, and burgeoning 5G networks in Massachusetts. In essence, CRAN systems mount innocuous transformer-style antennas to existing utility poles. This covert—and site specific installation—allows Verizon to dramatically increase network capacity by accessing fiberoptic infrastructure connected to offsite and centrally located processing stations. CRAN's combination of targeted antennas and centralized processing provides enormous benefits to municipalities such as Needham, where network capacity demands are weighed against municipal aesthetics.

Each unit consists of a 12'0" x 38.7" cylindrical gray "Small Cell" antenna, designed to resemble common electric transformers seen throughout the United States. All proposed equipment 1) complies with applicable FCC radio frequency emissions standards and regulations, 2) requires minimal maintenance, and 3) does not impact utility, school, traffic or other municipal resources. Here, Verizon proposes mounting these units to the utility poles listed in Section I above.

Additionally, as stated herein, this proposal is part of Verizon's regional initiative to improve voice and data coverage in Massachusetts while developing 5G technology throughout greater

Town of Needham
Board of Selectmen
April 7, 2017
Page 3

New England. To this end, Verizon secured master licensing agreements with National Grid and Eversource expediting the licensing and attachment of CRAN antennas to existing utility poles throughout the Commonwealth, including the Town of Needham.

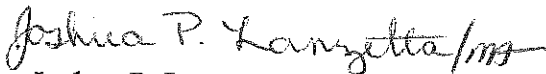
III. MUNICIPAL REVIEW OF CRAN AND SMALL CELL TECHNOLOGY

Under Massachusetts law, the grant of location process enables municipalities to oversee infrastructure development in the Commonwealth's public ways. M.G.L.A. 166 § 22 (2016). This process balances the goal of maintaining useable and navigable public ways with the Commonwealth's continued need for infrastructure development and directly intersects with federal telecommunications laws. M.G.L.A. 166 § 21 (2016). Generally, federal telecommunications law seeks to expedite wireless infrastructure development by limiting local zoning regulation of wireless facilities. 47 U.S.C. § 332(A) (1996). As such, when considering Grant of Location petitions for telecommunications facilities, Select Boards must consider 1) that Massachusetts and the federal government specifically seek to encourage expedited development of wireless communications infrastructure; 2) the TCA prohibits municipalities from taking action that prohibits or delays such development; and 3) municipalities must issue an order granting location to such projects if such development does not disrupt the continued use of the public way.

IV. CONCLUSION

For the aforementioned reasons, Verizon respectfully requests that the Board of Selectmen execute the Grant of Location Orders submitted herein. Please contact me with questions at 603-628-3162 or joshua.lanzetta@mclane.com.

Sincerely,


Joshua P. Lanzetta

JPL

Enclosures/



Attachment
JOSHUA P. LANZETTA
Direct Dial: 603.628.1362
Email: joshua.lanzetta@mclane.com
Admitted in NH and CO
900 Elm Street, P.O. Box 326
Manchester, NH 03105-0326
T 603.625.6464
F 603.625.5650
2017 APR 19 P 12:35

April 17, 2017

Town of Needham
Board of Selectmen
Attn: Matthew Borrelli, Chairman
1471 Highland Avenue, First Floor
Needham, MA 02492

Re: Supplement to Grant of Location Application to Install Wireless Antennas and Equipment on Existing Utility Poles in the Public Right of Way

Applicant: Cellco Partnership d/b/a Verizon Wireless

Dear Chairman Borrelli:

The purpose of this letter is to supplement grant of location materials submitted by Cellco Partnership d/b/a Verizon Wireless ("VzW") on April 7, 2017.

Accordingly, enclosed please find:

1. One (1) Radio Frequency Affidavit.

Please contact me with questions at 603-628-1362 or joshua.lanzetta@mclane.com.

Sincerely,

Joshua P. Lanzetta

JPL

Enclosure/

McLane Middleton, Professional Association
Manchester, Concord, Portsmouth, NH | Woburn, Boston, MA

McLane.com



AFFIDAVIT OF RADIO FREQUENCY ENGINEER

The undersigned, in support of the applications to install a wireless communications facility consisting of one antenna and associated radio equipment on twelve utility poles located in the Town of Needham, Massachusetts, states the following:

1. My name is Keith Vellante. I have a Bachelor of Science degree in Electrical Engineering from the University of New Hampshire and I am employed as a Radio Frequency (RF) Engineer for C Squared Systems, LLC. C Squared Systems has entered into a contract with Verizon Wireless to provide RF consulting services on behalf of Verizon Wireless. I have reviewed the proposed sites with the Radio Frequency Engineer responsible for the Verizon Wireless network design in the area of Massachusetts that includes the Town of Needham, MA.
2. Verizon Wireless is a federally licensed provider of wireless communications services with a national footprint.
3. The proposed facilities are located within areas where Verizon Wireless has identified a need to install a wireless telecommunications facility in order to provide reliable wireless service. The search area for each proposed facility was determined by the fact that wireless service needs significant improvement throughout the surrounding areas and stretches of roadway in the immediate proximity of each proposed location. Furthermore, it was determined that the areas served by each facility would interact well with those of existing and planned facilities in the surrounding area.

The following table provides details of each proposed facility:

Site Name:	Site Address:	Utility Pole Number:	Latitude:	Longitude:	Elevation (AMSL):	Antenna Height (AGL):
Needham MA SC01	20 Great Plain Terrace	168-1	42.2808	-71.2208	164'	35.5'
Needham SC03 MA	97 Melrose Avenue	14	42.2839	-71.2244	173'	41'
Needham SC04 MA	7 Stevens Road	27-0	42.2802	-71.2257	169'	41'
Needham SC05 MA	200 Harris Avenue	146/25	42.2771	-71.2254	161'	24'
Needham MA SC06	609 Webster Street	7	42.2864	-71.2302	184'	26.6'
Needham SC07 MA	443 Great Plain Avenue	67	42.2769	-71.2167	159'	28.3'
Needham SC09 MA	Corner of Dedham Avenue & South Street	97/51	42.2688	-71.2201	95'	39'
Needham MA SC10	270 Hunnewell Street	33/30	42.2993	-71.2403	160'	24.1'
Needham SC16 MA	842 Central Avenue	7-101	42.2917	-71.2499	110'	41'
Needham SC19 MA	1250 Great Plain Avenue	116-1	42.2803	-71.2454	140'	24.6'
Needham SC21 MA	33 Chestnut Place	72-3	42.2760	-71.2387	155'	36.5'
Needham W SC03 MA	1437 Great Plain Avenue	25	42.2834	-71.2524	140'	40.5'

4. A conventional Verizon Wireless LTE macro-site consists (in part) of RRH's (Remote Radio Heads) located near the antennas on a tower, rooftop, or other support structure, which are connected via fiber optic cables to a BBU (Baseband Unit) located on site in an equipment shelter or other weatherproof enclosure. The BBU performs network signal processing between the RRH's at the site, and Verizon's LTE core network.
5. C-RAN (Cloud Radio Access Network) nodes and small cells also utilize RRH's at each site; however a centralized BBU capable of supporting RRH's at multiple sites is implemented to gain certain efficiencies, both from a network and environmental standpoint. The proposed locations are twelve of the multiple C-RAN nodes and small cells planned to address capacity and coverage deficiencies in Needham and the surrounding area.
6. C-RAN and small cell deployments are intended to complement, not replace, the conventional LTE macro-network sites, and are typically used as a capacity solution targeting isolated areas of heavy network usage, a.k.a. "hot spots." In doing so, the C-RAN nodes and small cells serve to offload the demand on the existing sites serving these "hot spots." This not only improves service to the specifically targeted area, but also improves overall system performance elsewhere in the network.

7. The purpose of the proposed facilities is to provide adequate service capacity and coverage improvement to areas of Needham, where Verizon Wireless does not currently provide acceptable LTE service. These areas include, but are not limited to, Great Plain Avenue, Harris Avenue, Webster Street, Route 135 (Dedham Avenue/West Street), Hunnewell Street, Central Avenue, Chestnut Street, the Needham High School, the Pollard Middle School, and the roadways, neighborhoods, and business/retail/community areas immediately surrounding each small cell location.
8. To find a site that provides acceptable capacity and coverage improvement, the Verizon Wireless RF Design Group utilizes computer modeling to define a search area. The search area is designed such that a site located within the area and at a given height would have a high probability of completing the capacity and coverage objectives in the target areas. The RF Design Group develops the network by working off existing sites from which to build out the network.
9. Verizon Wireless' search of these areas and subsequent analysis determined that installing the proposed facilities on the subject utility poles would be the most appropriate solution to meet its network capacity and coverage objectives.
10. I have reviewed the proposed installations to be placed on the subject utility poles as well as the other existing and planned antenna site locations used in Verizon Wireless' system in and around the surrounding areas. I have analyzed the potential benefits these sites would represent to Verizon Wireless' network and its users. I employ computer simulations, which incorporate the results of field tests of existing facilities, to determine existing radio frequency (RF) coverage for Verizon Wireless' system. These simulations model characteristics such as antenna types, antenna height, output power, terrain, ground elevations and RF propagation effects of the frequency utilized.
11. The following table provides details of the surrounding Verizon Wireless macro-site telecommunications facilities used to generate the RF maps attached hereto as an exhibit to Verizon Wireless' application.

Site Name:	Latitude:	Longitude:	Street Address:	City, State:	Structure Type:	Antenna Height (AGL):	Status:
W Rox Georgetown	42.2655	-71.1520	5050 Washington Street	Boston, MA	Rooftop	46	On-Air
W Roxbury 2	42.2791	-71.1822	225 Rivermoor Street	Boston, MA	Monopole	75	On-Air
West Roxbury North	42.3026	-71.1635	50-56 Broadlawn Park	Boston, MA	Rooftop	55.3	On-Air
Dedham	42.2313	-71.1830	55 Ariadne Road	Dedham, MA	Rooftop	88	On-Air
Dedham 2	42.2550	-71.2094	200 West Street	Dedham, MA	Monopole	42	On-Air
Dedham 3	42.2559	-71.1667	5 Incinerator Road	Dedham, MA	Smokestack	105	On-Air
Dover Relo	42.2472	-71.2805	2 Dedham Street	Dover, MA	Monopole	113	On-Air
Needham	42.3033	-71.2177	141 Cabot Street	Needham, MA	Lattice	152	On-Air
Needham 2	42.2800	-71.2333	858 Great Plain Avenue	Needham, MA	Steeple	68	On-Air
Needham 5	42.2760	-71.2653	1555 Central Avenue	Needham, MA	Lattice	110	On-Air
Needham Heights	42.2911	-71.2364	460 Hillside Avenue	Needham, MA	Rooftop	49	On-Air
Brookline	42.3195	-71.1826	345 Boylston Street	Newton, MA	Rooftop	48	On-Air
Needham Cutler	42.2950	-71.2033	1 Wells Avenue	Newton, MA	Rooftop	73.3	On-Air
Newton 3	42.3284	-71.2553	2227 Washington Street	Newton, MA	Rooftop	44	On-Air
Newton 4	42.3184	-71.2109	56 Ramsdell Street	Newton, MA	Rooftop	28	On-Air
Newton Ctr Rep	42.3285	-71.1955	1320 Centre Street	Newton, MA	Rooftop	48	On-Air
Newton Waban	42.3265	-71.2311	1643 Beacon Street	Newton, MA	Rooftop	55	On-Air
Wellesley	42.2931	-71.2985	106 Central Street	Wellesley, MA	Monopole	70	On-Air
Wellesley 2	42.3175	-71.2307	20 William Street	Wellesley, MA	Rooftop	58	On-Air
Wellesley Hills	42.3102	-71.2761	332 Washington Street	Wellesley, MA	Rooftop	50	On-Air
Wellesley Hills 2	42.3090	-71.2637	125 Oakland Street	Wellesley, MA	Rooftop	68.7	On-Air
Westwood 3	42.2289	-71.2155	213 Fox Hill Street	Westwood, MA	Water Tank	76	On-Air

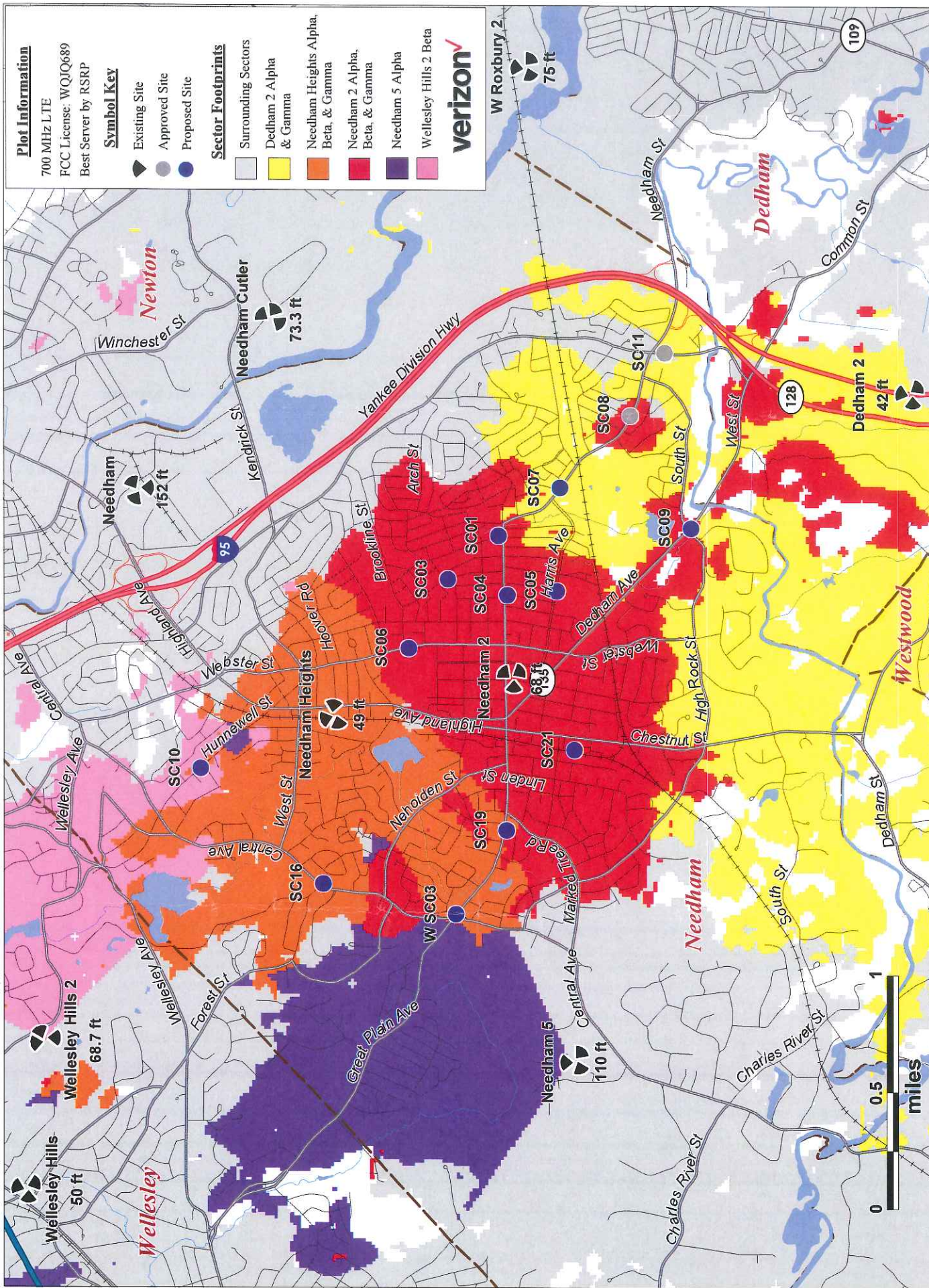
12. The signal propagation plots included as attachments were produced using deciBel Planner™, a Windows-based RF propagation computer modeling program and network planning tool. The software takes into account the topographical features of an area, land cover, antenna models, antenna heights, RF transmitting power and receiver thresholds to predict coverage and other related RF parameters used in site design and network expansion.
13. The RF map titled “Needham MA Small Cells – Existing 700 MHz LTE Sector Footprints” attached hereto depicts the areas primarily served by the sectors (a.k.a. signal “footprints”) of the existing “On-Air” Verizon Wireless macro sites in the area, which are shown by a unique color for each particular sector of interest. For clarity, all other sectors of less interest with respect to the proposed small cells are shown in grey. As demand for wireless voice and data services continues to grow, Verizon Wireless manages the footprint of each sector so that it can support the demand within the area it is primarily serving. In addition to improving coverage to the immediate area, the proposed sites are also needed to serve existing and anticipated demand in the vicinity and thereby offload some of the burden experienced by the surrounding sites. In that way, those sites will be able to more adequately serve the demand for service in the areas nearer to those surrounding sites. Please note that the outer parts of each sector footprint include areas that presently have signal strength below the targeted value required for reliable service to Verizon Wireless’ customers. The fact that low-level signal is capable of reaching these areas does not mean that these areas experience adequate coverage. These unreliable areas of low signal level impose a significant capacity burden on the sites primarily serving the area.
14. The RF map titled “Needham MA Small Cells – Existing 700 MHz LTE Coverage” attached hereto shows the coverage provided to areas of Needham from the “On-Air” Verizon Wireless macro sites in the area. The green shaded areas represent the minimum desired level of coverage for this area, whereas the orange shaded areas represent a slightly lower signal strength. The deficient areas of coverage are defined by the unshaded or “white” areas. Areas of deficient service are characterized by poor service quality, low data throughput, and the substantial likelihood of unreliable service. As can be seen from the coverage plot, the surrounding network of Verizon Wireless sites, due in large part to the distances between the existing sites and the intervening topography, are unable to provide sufficient LTE coverage to areas of Needham. In addition to providing adequate service capacity, the proposed small cells will improve coverage to key roadways immediately surrounding each small cell location.
15. The “Needham MA Small Cells – Area Terrain Map” details the terrain features around the proposed small cells. These terrain features play a key role in dictating both the unique coverage areas served from a given location, and the coverage gaps within the network. This map is included to provide a visual representation of the terrain variations that must be considered when determining the appropriate location and design of a proposed wireless facility.
16. As shown in the aforementioned plots, the proposed facilities are located in areas of deficient service throughout Needham, making them suitable to provide a dominant server and capacity relief to these “hot spots” of network usage. The proposed facilities will offload the sectors currently serving the area, in turn improving the overall system performance within their respective service areas.
17. I have concluded that the proposed facilities will satisfy the present capacity and coverage needs that motivated Verizon Wireless to establish search rings in this vicinity. Any reduction in the proposed antenna configuration and/or equipment would limit optimal performance of these sites, which would substantially limit each site’s effectiveness.
18. Verizon Wireless certifies that the proposed facilities will not cause interference to any lawfully operating emergency communication system, television, telephone, or radio in the surrounding area. The FCC has licensed Verizon Wireless to transmit and receive in the Upper C Block of the 700 MHz band, B Block of the Cellular (850 MHz) band, the F, C3, and C4 Blocks of the PCS (1900 MHz) band, and the A and B Blocks of the AWS (2100 MHz) band of the RF spectrum. As a condition of the FCC licenses, Verizon Wireless is prohibited from interfering with other licensed devices that are being operated in a lawful manner. Furthermore, no emergency communication system, television, telephone, or radio is licensed to operate on these frequencies, and therefore interference is highly unlikely.

19. Pursuant to its Federal Communications Commission (FCC) licenses, Verizon Wireless is required to ensure that all radio equipment operating at the proposed communications facilities and the resulting radio frequency exposure levels are compliant with FCC requirements as well as federal and state health and safety standards.
20. Providing wireless communication services is a benefit to the residents of the Town of Needham, as well as to mobile customers traveling throughout the area. The proposed facilities are well suited to meet Verizon Wireless' network requirements for the intended areas. The absence of a wireless telecommunications facility at or near these immediate locations will result in the continued existence of inadequate network capacity and coverage gaps in this area. Without the proposed facilities, Verizon Wireless will be unable to provide reliable wireless communication services in this area of Needham; therefore, Verizon Wireless respectfully requests that the Town of Needham act favorably upon the proposed facilities.

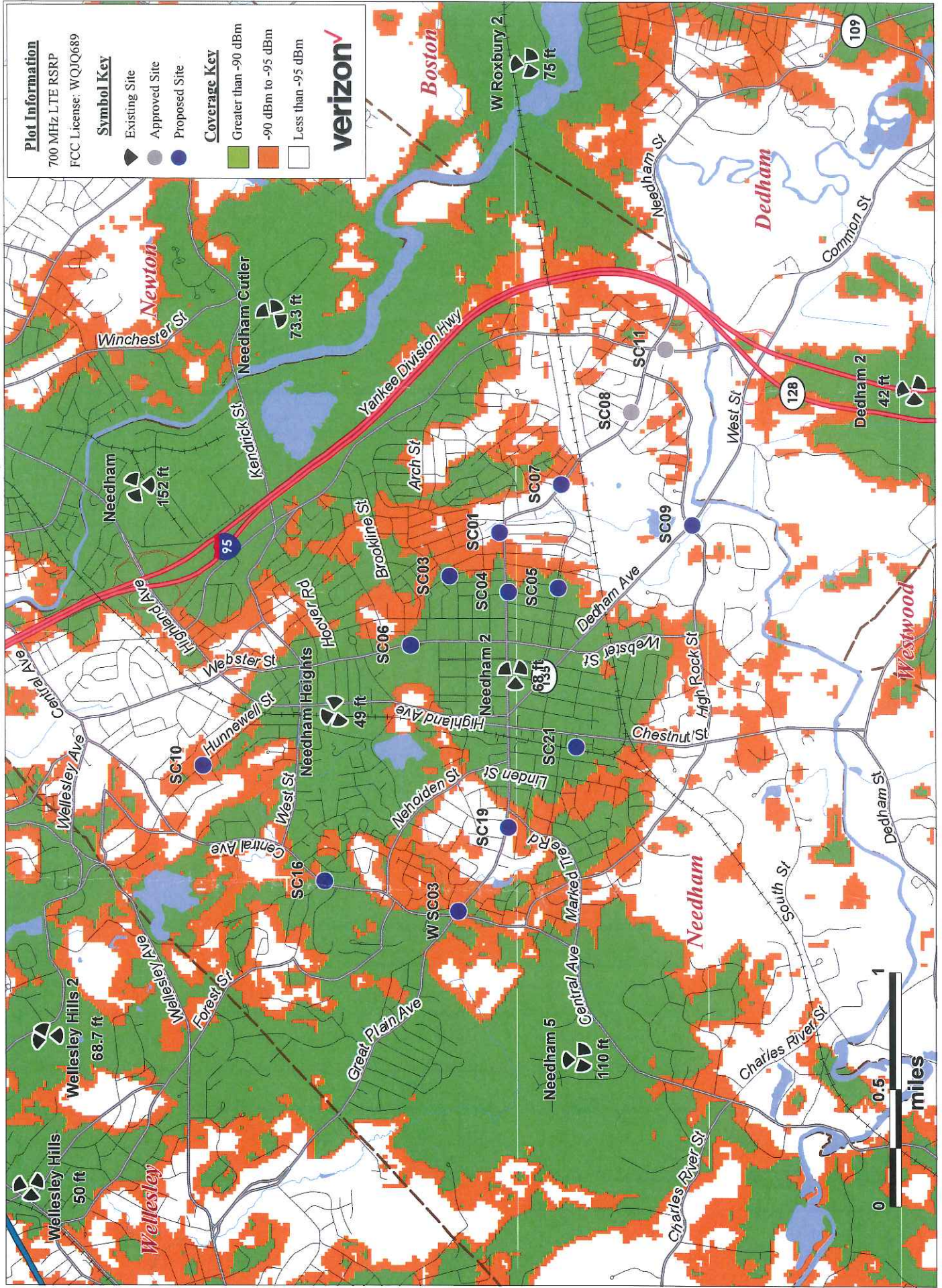
Signed and sworn under the pains and penalties of perjury April 13, 2017.

Keith Vellante

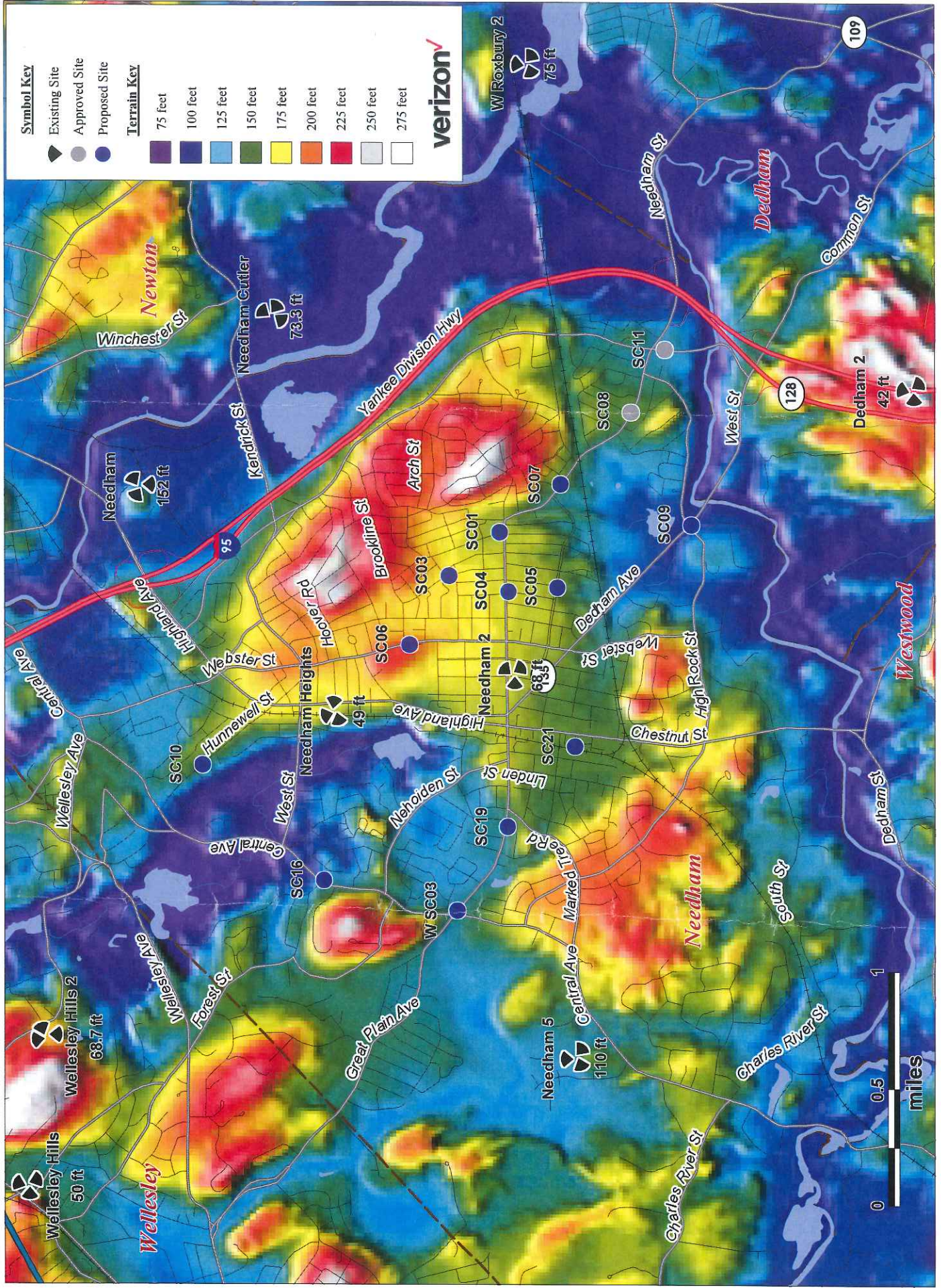
Keith Vellante
Radio Frequency (RF) Engineer
C Squared Systems, LLC
65 Dartmouth Drive
Auburn, NH 03032



Needham MA Small Cells - Existing 700 MHz LTE Coverage



Needham MA Small Cells - Area Terrain Map



PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **20 Great Plain Terrace in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham MA SC01**, dated **November 1, 2016**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to
proceed
shw

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Celco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **20 Great Plain Terrace in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham MA SC01**, dated **November 1, 2016**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

PREPARED BY:

LEASE EXHIBIT

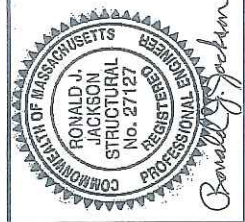
SITE NAME:
NEEDHAM_MA_SC01

LOCATION CODE:
385193

SITE ADDRESS:
UTILITY POLE NO.: 168-1
20 GREAT PLAIN TERRACE
NEEDHAM, MA 02492

NEXIUS
TRANSMISSION BUSINESS - THROUGH WIRELESS

ASE OFFICE:
7A LIBERTY WAY
WESTFORD, MA 01886
1 (978) 755-1882



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SUBMITTALS			BY
REV	DATE	DESCRIPTION	BY
A	04/14/16	FOR REVIEW	JM
B	10/04/16	ISSUED CLEARANCE	JM
C	10/04/16	FOR RFI	JM
D	11/01/16	FOR RFI	PH
E	04/28/17	FOR RFI	PH

SITE INFO:

SITE NAME:
NEEDHAM_MA_SC01

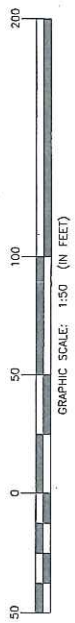
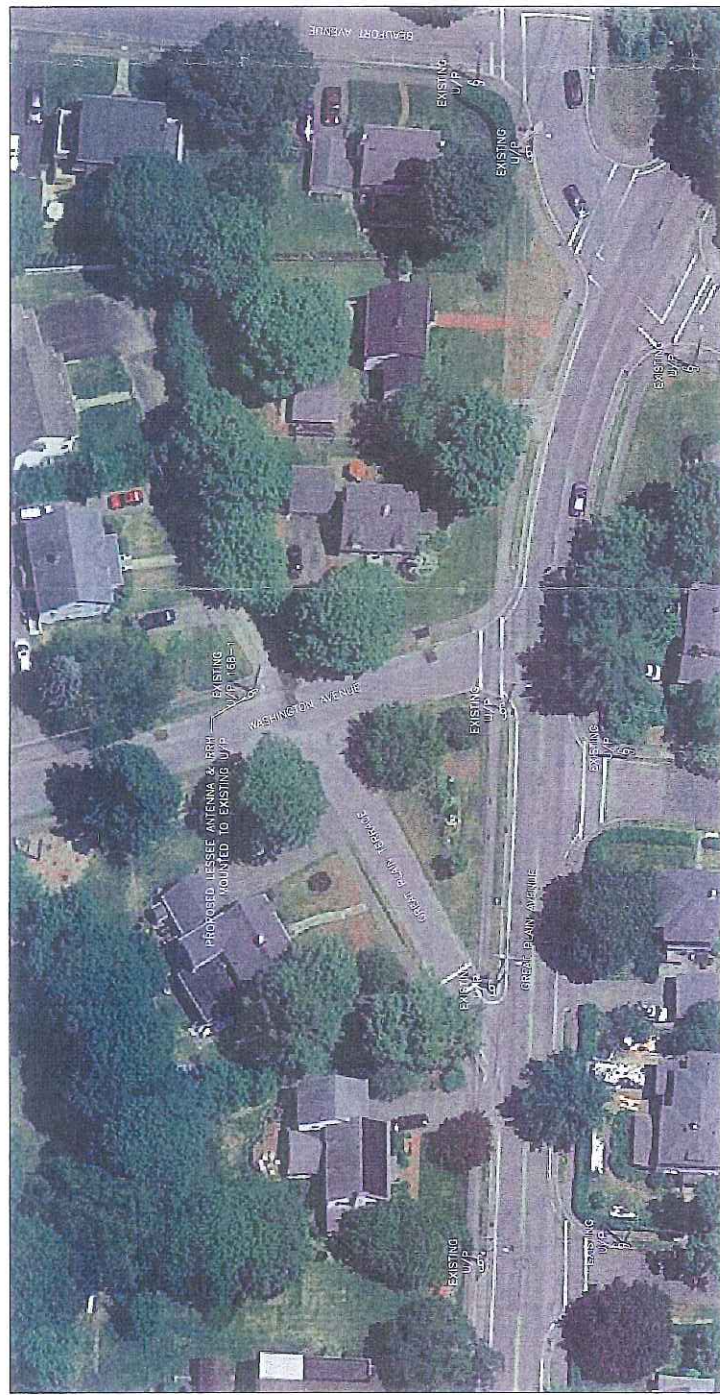
SITE ADDRESS:
U/P NO.: 168-1
20 GREAT PLAIN TERRACE
NEEDHAM, MA 02492

CHECKED BY: KB
DATE: 09/14/16

PROJECT NUMBER:
2015135137

SHEET NUMBER:

LE-1



1 KEY PLAN
SCALE: 1" = 50'

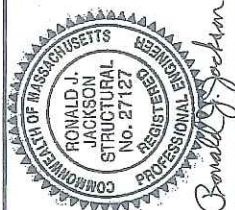


POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
	42° 15' 50.82" N	71° 13' 14.75" W
GROUND ELEVATION	164' A.M.S.L. (NAV088)	

LEASE EXHIBIT

NEXUS
TRANSFORM YOUR BUSINESS... THROUGH WIRELESS

A&E OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1882



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SUBMITTALS				
REV	DATE	DESCRIPTION	BY	
A	05/14/16	FOR REVIEW	JM	
B	16/04/16	ADDED CLEAVANCE	JM	
C	16/09/16	700 RAIL	JM	
D	11/01/17	REMOVED PIER 2C	PH	
E	03/29/17	REMOVED PIET COMMENTS	KT	

SITE INFO:

SITE NAME: NEEDHAM_MA_SC01

SITE ADDRESS:

U/P NO.: 168-1
20 GREAT PLAIN TERRACE
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KB	05/14/16

PROJECT NUMBER: 2015135137

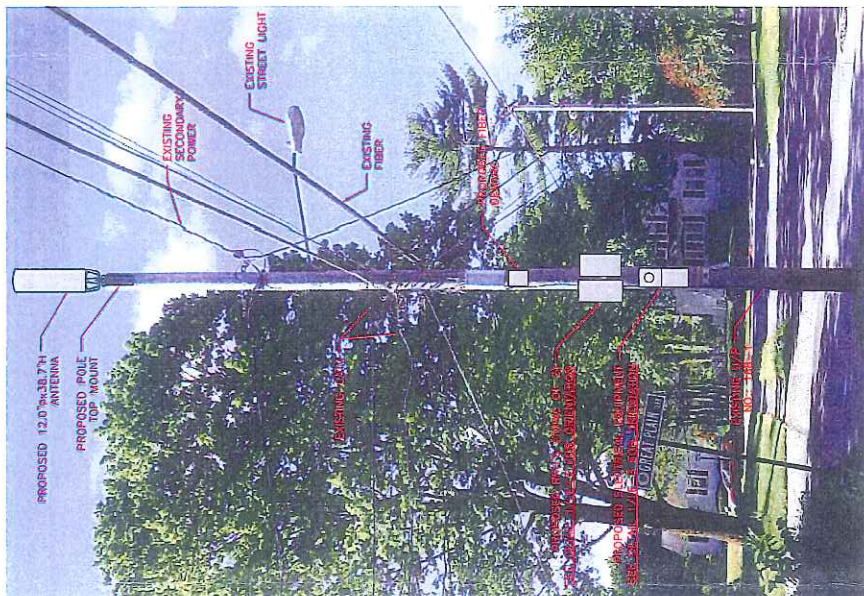
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LE-2

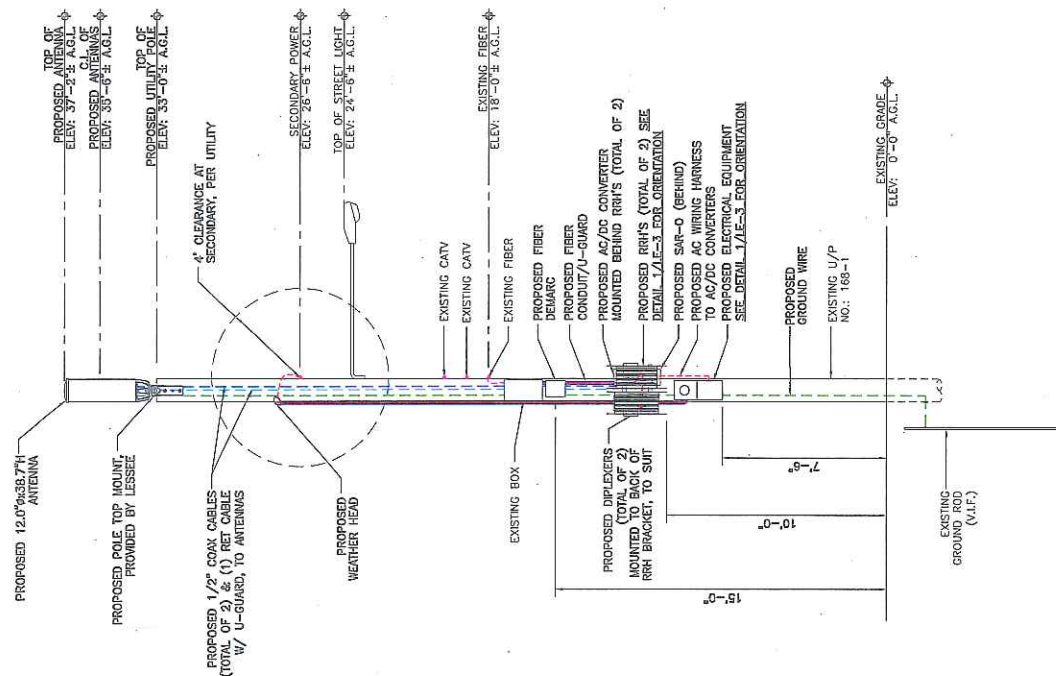
PLEASE EXHIBIT

THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED WIRELESS COMMUNICATION FACILITY. THE SITE LAYOUT WILL BE FINALIZED UPON COMPLETION OF SITE SURVEY AND FACILITY DESIGN.

NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE BEFORE ISSUANCE OF ATTACHMENT LICENCE, UTILITY POLE OWNER HAS COMPLETED INDUSTRY-STANDARD STRUCTURAL ANALYSIS TO CONFIRM THAT POLE HAS STRUCTURAL CAPACITY TO SUPPORT THE ATTACHMENTS PROPOSED, BASED ON STANDARDS SPECIFIED IN: (1) NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION); AND (2) NSI 05.1-2008 SPECIFICATIONS AND DIMENSIONS FOR WOOD POLES (LATEST EDITION).



2 PHOTO DETAIL
NYS



1 ELEVATION
3/16" = 1'-0"

2'-8" 5'-4" 10'-8"

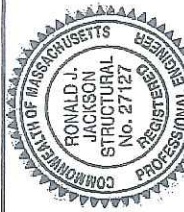
GRAPHIC SCALE: 3/16" = 1'-0"

GRAPHIC SCALE: 3/16"=1'-0"

PREPARED BY:

NEXIUS
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A&E OFFICE:
7A LYBERRY WAY
WESTFORD, MA 01886
1 (972) 753-1882



Ronald J. Jackson

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REV	DATE	DESCRIPTION	BY
A	10/14/16	FOR REVIEW	AM
B	10/24/16	ADD CLEARANCE	AM
C	10/26/16	700 RRH	AM
D	11/01/16	REVISED PER 3D	PH
E	10/26/17	REVISED PER COMMENTS	KT

SITE INFO:

SITE NAME:
NEEDHAM, MA SC01

SITE ADDRESS:

**U/P NO.: 168-1
20 GREAT PLAIN TERRACE
NEEDHAM, MA 02492**

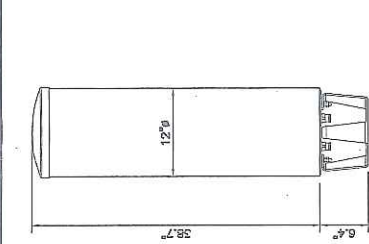
CHECKED BY:
KB

DATE:
06/14/16

PROJECT NUMBER:
2015135137

SHEET NUMBER:

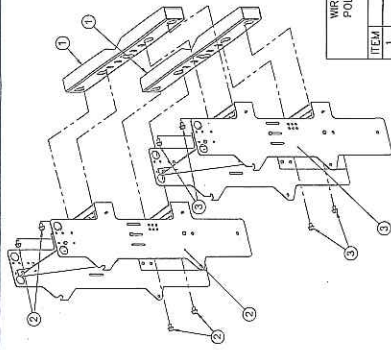
LE-3



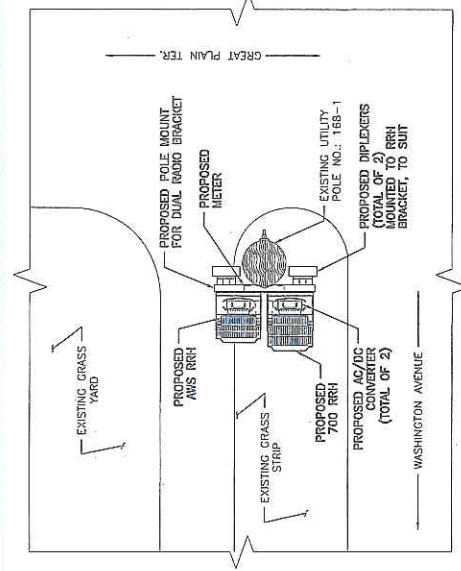
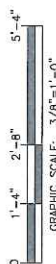
ANTENNA SPECIFICATIONS	
COMMSCOPE - NH3800N-DG-2XR	
DIMENSIONS	12'9" x 38.7"
WEIGHT	33.7 LBS

3 ANTENNA SPEC.
N.T.S.

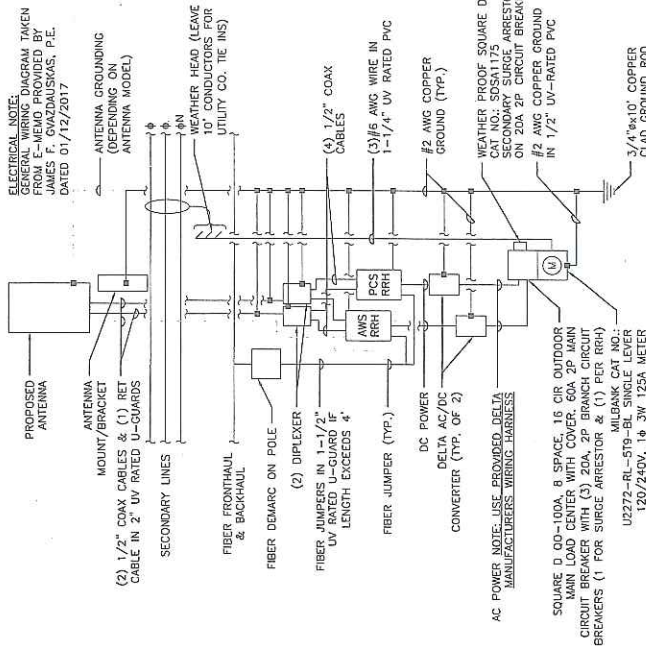
WIRELESS CONSTRUCTION, INC. POLE/WALL MOUNT FOR DUAL RADIO BRACKET		
ITEM	DESCRIPTION	QTY.
1	DOUBLE MOUNT W/ SUPPLIED HARDWARE	2
2	700 RRH RACK W/ SUPPLIED HARDWARE	1
3	AWS RRH RACK W/ SUPPLIED HARDWARE	1



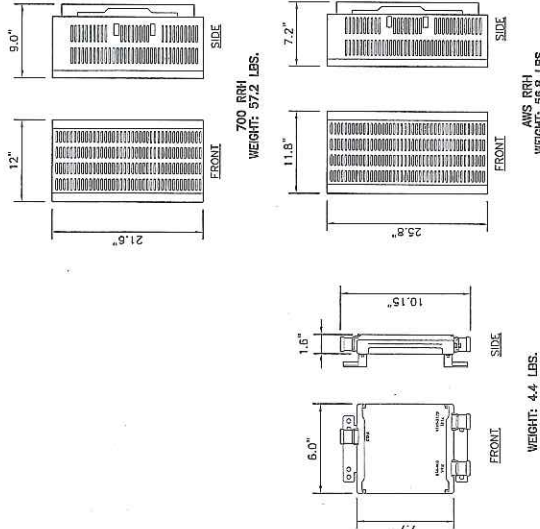
2 RRH MOUNTING BRACKET SPEC.
N.T.S.



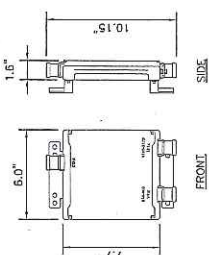
1 RRH ORIENTATION PLAN
APPROX. NORTH
3/8" = 1'-0"



7 GENERAL WIRING DIAGRAM
N.T.S.



6 ANTENNA MOUNTING DETAIL
N.T.S.



4 DIPLEXER SPEC.
N.T.S.

5 RRH SPEC.
N.T.S.



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham MA SC01, Utility Pole Number 168-1 on Great Plain Terrace, located near 20 Great Plain Terrace, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

ROCKWOOD, ROBERT C +
ROCKWOOD, KIRSTEN H
35 RUSSELL RD.
NEEDHAM, MA 02492

CIMINI, JEFFREY K. &
CIMINI, ANNE S.
27 WASHINGTON AVE
NEEDHAM, MA 02492

ROBERTSON, ROBERT B +
ROBERTSON, MARILYN D
10 DUNDEE CIR.
HARWICH, MA 02645

CHAN, HIU YEUNG &
CHAN, MAN WAI
26 GREAT PLAIN TER
NEEDHAM, MA 02492

JONES, CATHERINE B. &
C/O ROCKWOOD, TODD &
575 GREAT PLAIN AVE
NEEDHAM, MA 02492

WALKER, DANIEL T &
WALKER, LAURA S.
3 WASHINGTON AVE
NEEDHAM, MA 02492

SHAFFER, RYAN G &
28 WASHINGTON AVE
NEEDHAM, MA 02492

GERBAUDO, VICTOR H. &
BORGOGNO, MARIA FABIANA
22 WASHINGTON AVE
NEEDHAM, MA 02492

DRONEY, MICHAEL &
DRONEY, CHRISTINE
10 GREAT PLAIN TERR
NEEDHAM, MA 02492

TOWN OF NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

Great Plain Terrace

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **609 Webster Street in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham MA SC06**, dated **February 14, 2017**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to
Proceed
m-sh/h

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **609 Webster Street in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham MA SC06**, dated **February 14, 2017**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

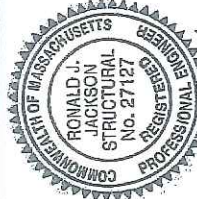
Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

PREPARED BY:

NEXIUS
TRANSMISSION BUSINESS, THROUGH WIRELESS

A/E OFFICE:
7A WESTVIEW WAY
WESTFORD, MA 01086
1 (978) 755-1082



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1" = 100' UNLESS OTHERWISE NOTED.
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SUBMITTALS		
REV	DATE	DESCRIPTION
0	10/04/16	REVISION PER COMMENTS
0	11/01/16	REVISION PER 2D
0	11/11/16	REVISION SITE ISSUE
0	12/13/16	REVISION PER COMMENTS
0	12/14/17	REVISION PER 2D

SITE INFO:

SITE NAME:
NEEDHAM_MA_SC06

SITE ADDRESS:

U/P NO.: 7
609 WEBSTER STREET
NEEDHAM, MA 02492

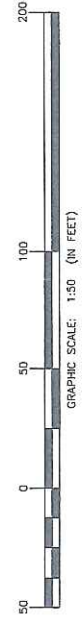
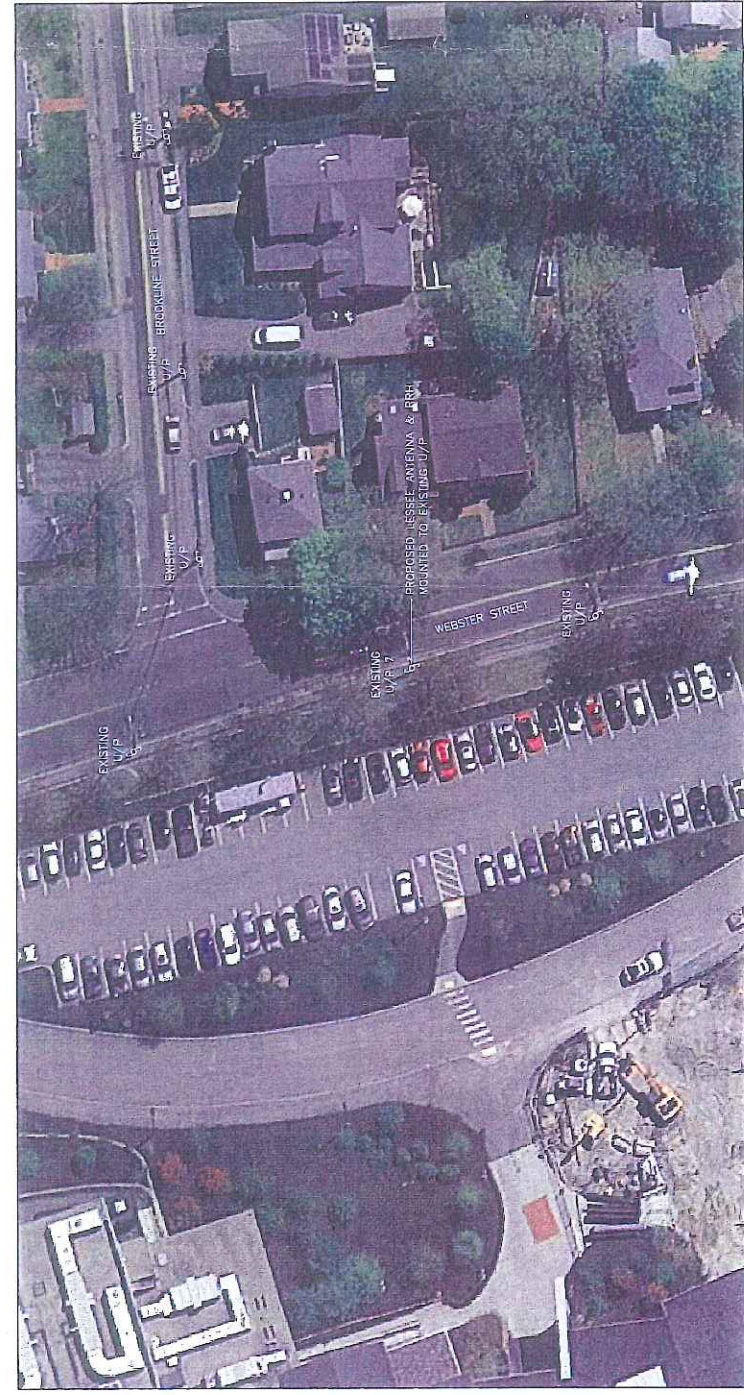
CHECKED BY: IG
DATE: 10/04/16

PROJECT NUMBER:
20161381944

SHEET NUMBER:
LE-1

LEASE EXHIBIT

SITE NAME:
NEEDHAM_MA_SC06
LOCATION CODE:
384944
SITE ADDRESS:
UTILITY POLE NO.: 7
609 WEBSTER STREET
NEEDHAM, MA 02492



1 KEY PLAN
SCALE: 1" = 50'



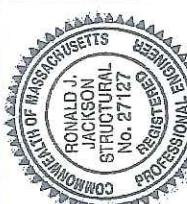
APPROX. NORTH

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
	42° 17' 11.02" N	71° 13' 48.64" W
GROUND ELEVATION	184' A.M.S.L. (NAV088)	

LEASE EXHIBIT

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SUBMITTALS		
REV	DATE	DESCRIPTION
B	10/06/16	REVISED PER COMMENTS
C	11/01/16	REVISED PER 2C
D	11/11/16	REVISED SITE NAME
E	12/13/16	REVISED PER COMMENTS
F	02/14/17	REVISED PER 2C

SITE INFO:

SITE NAME:
NEEDHAM_MA_SC06

SITE ADDRESS:

U/P NO.: 7
609 WEBSTER STREET
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KE	10/04/16

PROJECT NUMBER: 2016138194.4

SHEET NUMBER:

LE-2

PLEASE EXHIBIT

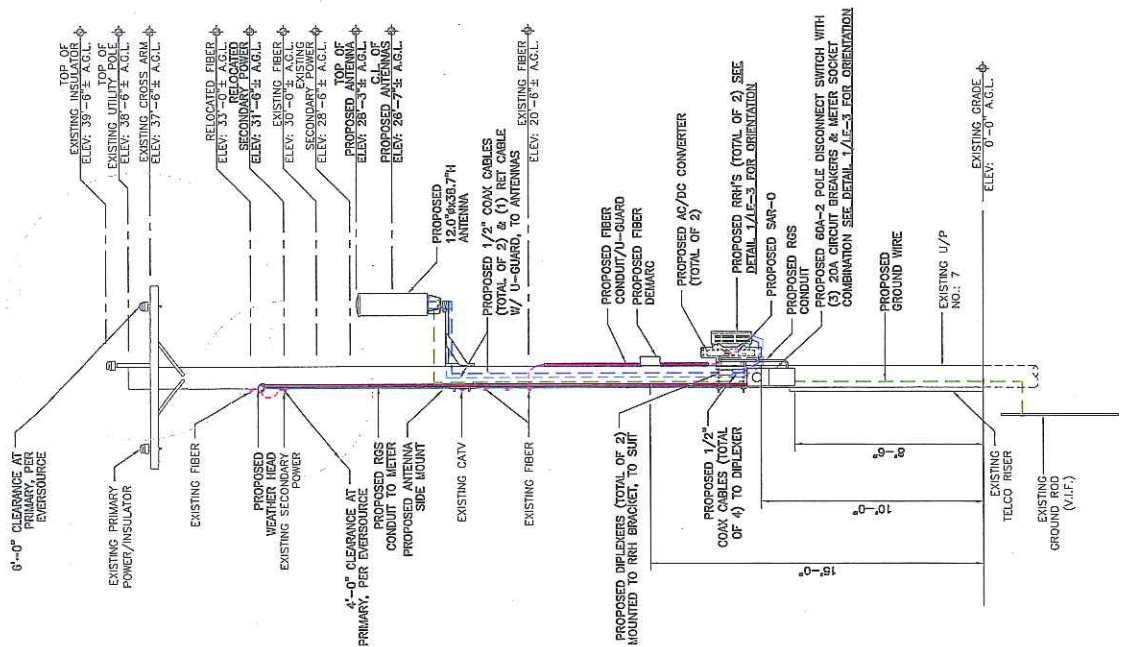
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NOTES:

- AN ANALYSIS OF THE CAPACITY OF THE EXISTING STRUCTURE TO SUPPORT THE PROPOSED LOADING HAS NOT BEEN COMPLETED BY NEXIUS. DRAWINGS ARE SUBJECT TO CHANGE PENDING OUTCOME OF A STRUCTURAL ANALYSIS.



② PHOTO DETAIL
N.T.S.



① ELEVATION
3/16" = 1'-0"



0 2'-8" 5'-4" 10'-8"

GRAPHIC SCALE: 3/16" = 1'-0"

PREPARED BY:

NEXIUS
WIRELESS CONSTRUCTION, INC.

ARE OFFICE:
7A LYBERRY WAY
WESTFORD, MA 01886
1 (978) 755-1852



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REV	DATE	DESCRIPTION	BY
B	10/04/16	REVISED PER COMMENTS	AM
C	11/01/16	REVISED PER 20	AM
D	11/11/16	REVISED SITE NAME	AM
E	12/13/16	REVISED PER COMMENTS	PM
F	02/14/17	REVISED PER 20	BT

SITE INFO:

SITE NAME:
NEEDHAM, MA_SC06

SITE ADDRESS:

U/P NO.: 7
609 WEBSTER STREET
NEEDHAM, MA 02492

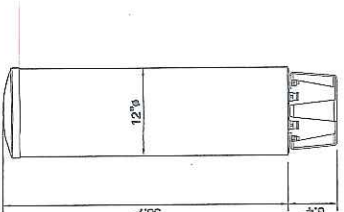
CHECKED BY:
KB

DATE:
10/04/16

PROJECT NUMBER:
20161381944

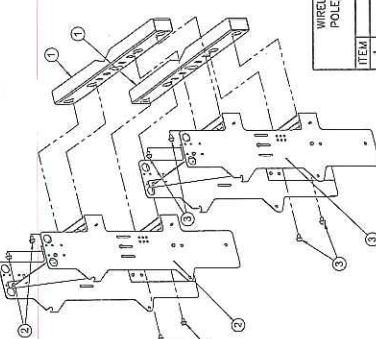
SHEET NUMBER:

LE-3



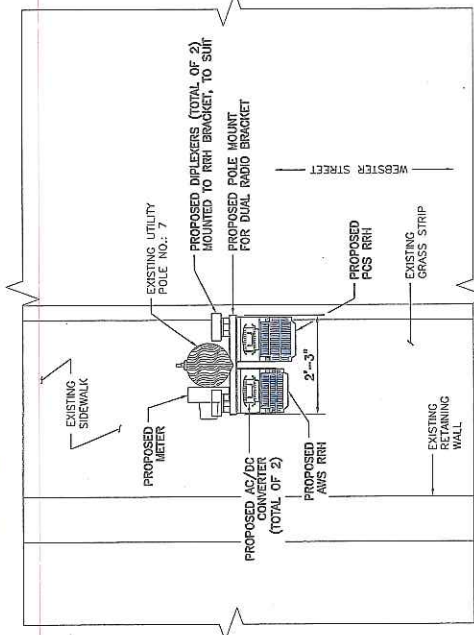
ANTENNA SPECIFICATIONS	
COMMSCOPE	- NH3600N-DG-2XR
DIMENSIONS	12'9" x 39.7"
WEIGHT	33.7 LBS

3 ANTENNA SPEC.



WIRELESS CONSTRUCTION, INC. POLE/WALL MOUNT FOR DUAL RADIO BRACKET		
ITEM	DESCRIPTION	QTY.
1	DOUBLE MOUNT	2
2	700MHZ RRH RACK W/ SUPPLIED HARDWARE	1
3	ANSI RRH RACK W/ SUPPLIED HARDWARE	1

2 RRH MOUNTING BRACKET SPEC.

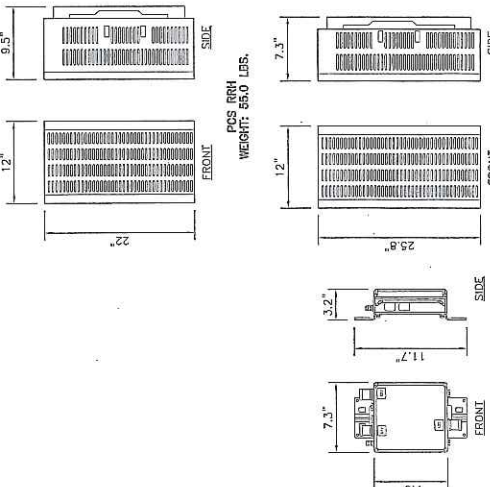
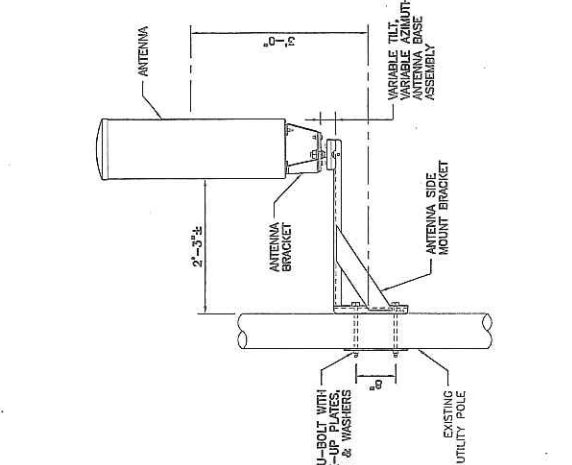
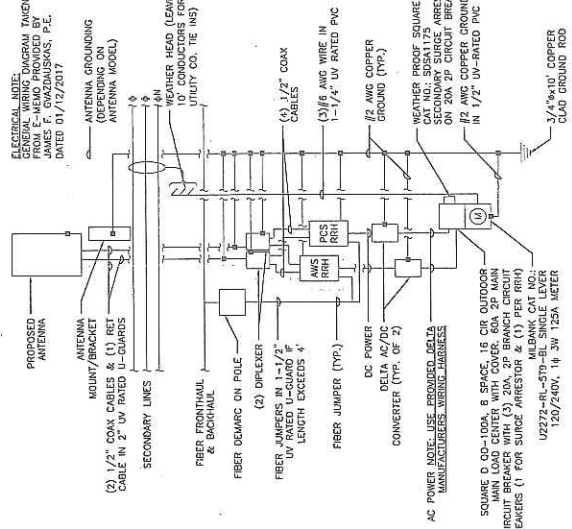


1 RRH ORIENTATION PLAN
3/8" = 1'-0"



APPROX. NORTH

GRAPHIC SCALE: 3/8" = 1'-0"



5 RRH SPEC.

4 DIPLEXER SPEC.

6 ANTENNA MOUNTING DETAIL

7 GENERAL WIRING DIAGRAM



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Celco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham MA SC06, Utility Pole Number 7 on Webster Street, located near 609 Webster Street, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

TOWN OF NEEDHAM
SCHOOL DEPT--NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

MCKENDALL, MARY ANNE
662 WEBSTER ST
NEEDHAM, MA 02492

LAMBERT, HAROLD T., TR.
C/O KCB HOMES LLC
14 SPRINGDALE AVE
DOVER, MA 02030

LAMPEDECCHIO, MARNETTO
LAMPEDECCHIO, LYNN A.
646 WEBSTER ST
NEEDHAM, MA 02492

BARR, BARBARA M. TR &
ANDERSON, SHEILA A. TR,
642 WEBSTER ST
NEEDHAM, MA 02492

MANN, JOSEPH P JR +
MANN, DEBRA
14 WINSLOW ROAD
NEEDHAM, MA 02492

MARTINEZ, ANTONIO &
ORTEGA, MARIA CORONEL
628 WEBSTER ST
NEEDHAM, MA 02492

ZAVAL, PETER &
ZAVAL, JESSICA J
622 WEBSTER ST
NEEDHAM, MA 02492

YOUNG, CORNELIUS F. &
YOUNG, ALEKSANDRA W.
614 WEBSTER ST
NEEDHAM HTS, MA 02494

HUNT, PAUL & CAROLE A, &
HUNT, PAUL F. JR &
608 WEBSTER ST
NEEDHAM HTS, MA 02494

FINKLESTEIN, SETH P. TR.
THE SETH P. FINKLESTEIN
604 WEBSTER ST
NEEDHAM, MA 02492

ALDERSON, CHRISTOPHER J &
SAMPSON, BETH M.
598 WEBSTER ST
NEEDHAM, MA 02494

BEARD, MICHAEL L. &
BEARD, BARBARA BECKMAN
594 WEBSTER ST
NEEDHAM HTS, MA 02494

SALZMAN, DAVID W. &
SALZMAN, MARENE F.
202 LINDBERGH AVE
NEEDHAM HTS, MA 02494

ATKINS, GERALD P &
ATKINS, MAUREEN R
203 LINDBERGH AVE
NEEDHAM HTS, MA 02494

MILLER, MICHAEL &
C/O BATTISTA, MICHAEL &
574 WEBSTER ST
NEEDHAM, MA 02494

HARK, MICHAEL
568 WEBSTER ST
NEEDHAM HTS, MA 02494

MACGINNIS, OLAMAE
562 WEBSTER ST
NEEDHAM HTS, MA 02494

SHAW, ALLAN R.
556 WEBSTER ST
NEEDHAM HTS, MA 02494

BOLINGER, EUGENE R. &
BOLINGER, SHARON M.
550 WEBSTER ST
NEEDHAM, MA 02494

MCKENNEY, KEVIN B. &
MCKENNEY, KATHERINE G.
544 WEBSTER ST
NEEDHAM, MA 02494

HANDEL, MAURICE P. &
HANDEL, ELIZABETH
3 ROSEMARY STREET
NEEDHAM, MA 02494

COLLYER, PHILLIP W. &
MARFISE, SUSAN L.
11 ROSEMARY ST
NEEDHAM HTS, MA 02494

FINISON, LORENZ J &
FIELDS, CARMEN M
17 ROSEMARY STREET
NEEDHAM HTS, MA 02494

NG, DONNA
21 ROSEMARY ST
NEEDHAM HTS, MA 02494

SZEKELY, BENJAMIN &
DOWNEY, LAUREN
25 ROSEMARY ST
NEEDHAM, MA 02492

MATTHEWS, DANIEL P
31 ROSEMARY ST
NEEDHAM HTS, MA 02494

DANN, HARRIET B.
C/O DANN, HARRIET B. TR.
41 ROSEMARY ST
NEEDHAM, MA 02494

COTTER, JOHN B &
DUFFY, CARLEEN
47 ROSEMARY ST
NEEDHAM, MA 02494

BLOOM, LAURENCE J &
PEARL, STEPHANIE M
547 WEBSTER ST
NEEDHAM, MA 02492

JOHNSON, ROLAND G. &
JOHNSON, MARJORIE E. C.
551 WEBSTER ST
NEEDHAM HTS, MA 02494

GLENNON, MICHAEL R. &
GLENNON, JANET D.
557 WEBSTER ST
NEEDHAM HTS, MA 02494

SHAW, EMILY S. &
SHAW, TIM
561 WEBSTER ST
NEEDHAM HTS, MA 02494

DUDLEY, JAMES G. &
DUDLEY, ELLEN W.
567 WEBSTER ST
NEEDHAM HTS, MA 02494

PIRALKOV, MOMCHIL &
PIRALKOVA, ANNA
573 WEBSTER ST
NEEDHAM, MA 02492

TAN, HOK TJIE &
CHOU, YU MEI
583 WEBSTER ST
NEEDHAM, MA 02494

THOMPSON, CHRISTOPHER &
ZOHN, MARJORIE E.
591 WEBSTER STREET
NEEDHAM, MA 02492

SILVA, MARIYA &
SILVA, AZACIPH
595 WEBSTER ST
NEEDHAM HTS, MA 02494

NEWCOMB, DAVID W. &
C/O OCHALLA, KURT &
657 WEBSTER ST
NEEDHAM, MA 02492

ANDERER, BARRY M. &
ANDERER, ELLEN M.
667 WEBSTER ST
NEEDHAM, MA 02492

GILBRETH, JEFFREY B. &
GILBRETH, VANESSA D
15 KINGSBURY ST
NEEDHAM, MA 02492

MILLER, STEPHEN V. &
C/O SHAFRAN, ADAM &
23 KINGSBURY ST
NEEDHAM, MA 02492

DESROCHES, JOAN C &
C/O DESROCHES, JOAN C.
33 KINGSBURY ST
NEEDHAM, MA 02492

CANTOR, MARIA &
CANTOR, ARTHUR
43 KINGSBURY ST
NEEDHAM, MA 02492

SHAPIRO, ANDREW I. &
BONSIGNORE, RUTH M.
55 KINGSBURY ST
NEEDHAM, MA 02492

TOWN OF NEEDHAM
MEMORIAL PARK
1471 HIGHLAND AVE
NEEDHAM, MA 02492

SALAMONE, PAUL A
SALAMONE, MARYELLEN
18 ROSEMARY ST
NEEDHAM HTS, MA 02494

GOLDBERG, MICHAEL A &
GOLDBERG, REBECCA
24 ROSEMARY ST
NEEDHAM HTS, MA 02494

FITZGERALD, BARBARA J. ,
GRANDVIEW REALTY TRUST
28 ROSEMARY ST
NEEDHAM, MA 02492

DANANBERG, ROSS &
DANANBERG, JULIE
36 ROSEMARY ST
NEEDHAM, MA 02494

O'LEARY, JOHN P. &
O'LEARY, NANCY M.
46 ROSEMARY ST
NEEDHAM HTS, MA 02494

GOERGENS, LUTZ &
GOERGENS, ULRIKE
50 ROSEMARY STREET
NEEDHAM, MA 02494

LEVITSKY, HYESEON &
LEVITSKY, ANDREW
60 ROSEMARY ST
NEEDHAM HTS, MA 02494

CAULTON, FREDERICK M, &
C/O CHARLES RIVER ASSOC
59 E. MILITIA HEIGHTS DRIVE
NEEDHAM, MA 02492

ROLANTI, MARGARET MARY &
ROLANTI, EDWARD & JESSICA
80 ROSEMARY ST
NEEDHAM HTS, MA 02494

CHRIST CHURCH OF NEEDHAM
P O BOX 920372
NEEDHAM, MA 02492

CHRIST CHURCH OF NEEDHAM
65 ROSEMARY STREET
NEEDHAM, MA 02494

CHRIST CHURCH
1132 HIGHLAND AVE
NEEDHAM, MA 02494

ALTSHULER, YURY & INESSA
C/O ALTSHULER, YURY
57 ROSEMARY ST
NEEDHAM, MA 02494

Webster Street

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **270 Hunnewell Street in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham MA SC10**, dated **September 12, 2016**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

on request
for 5/1/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **270 Hunnewell Street in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham MA SC10**, dated **September 12, 2016**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

PREPARED BY:

NEXIUS
TRANSMISSION BUSINESS DESIGN SERVICES

A&E OFFICE:
7A LIBERTY WAY
WESTFORD, MA 01086
1 (978) 750-1082



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ALL OTHER PRINTED SIZES ARE
DEEMED "NOT TO SCALE".

SUBMITTALS	
REV	DATE DESCRIPTION BY
0	10/12/16 FOR REVIEW JH
1	10/21/17 REVISED FOR 20 JH
2	03/20/17 UPDATE TEMPLATE JH

SITE INFO:

SITE NAME:
NEEDHAM_MA_SC10

SITE ADDRESS:
**U/P NO.: 33/30
270 HUNNEWELL STREET
NEEDHAM HEIGHTS, MA
02494**

CHECKED BY:
KG

DATE:
09/12/16

PROJECT NUMBER:
20151200323

SHEET NUMBER:

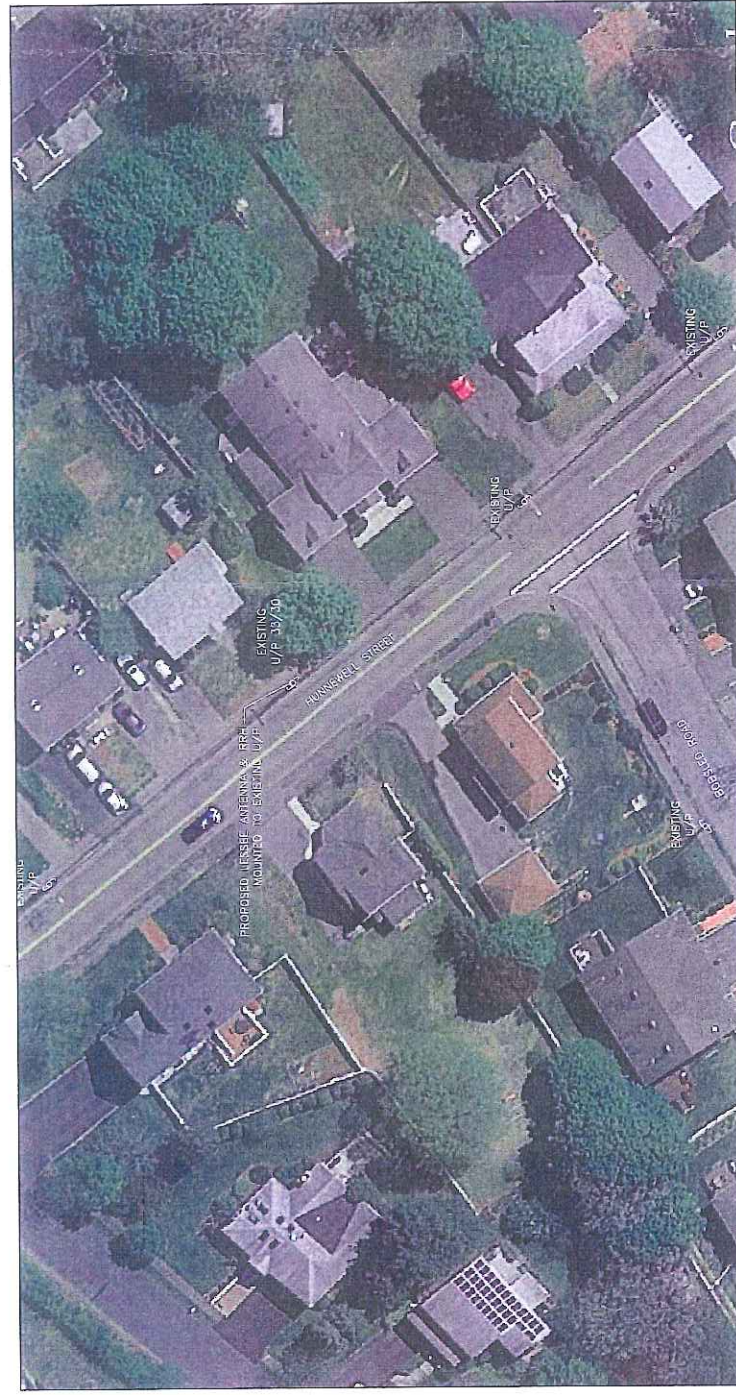
LE-1

LEASE EXHIBIT

SITE NAME:
NEEDHAM_MA_SC10

LOCATION CODE:
381325

SITE ADDRESS:
**UTILITY POLE NO.: 33/30
270 HUNNEWELL STREET
NEEDHAM HEIGHTS, MA 02494**



① KEY PLAN
SCALE: 1" = 50'



APPROX. NORTH

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
42° 17' 57.66" N	71° 14' 24.92" W	
GROUND ELEVATION	160' A.M.S.L. (NAD83)	

PREPARED BY:

NEXIUS
TRANSMISSION ENGINEERS, THROUGH WIRELESS

AGE OFFICE:
7A LYBERRY WAY
WESTFORD, MA 01886
1 (972) 755-1882



Ronald J. Jackson

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REV	DATE	DESCRIPTION	BY
0	08/12/16	FOR REVIEW	AB
1	02/21/17	DESIGNED PER 20	BT
2	03/29/17	UPDATE TEMPLATE	BT

SITE INFO:

SITE NAME:
NEEDHAM_MA_SC10

SITE ADDRESS:
U/P NO.: 33/30
270 HUNNEWELL STREET
NEEDHAM HEIGHTS, MA
02494

CHECKED BY:
KB

DATE:
08/12/16

PROJECT NUMBER:
20151200323

SHEET NUMBER

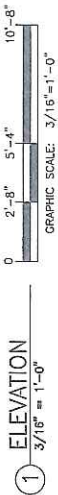
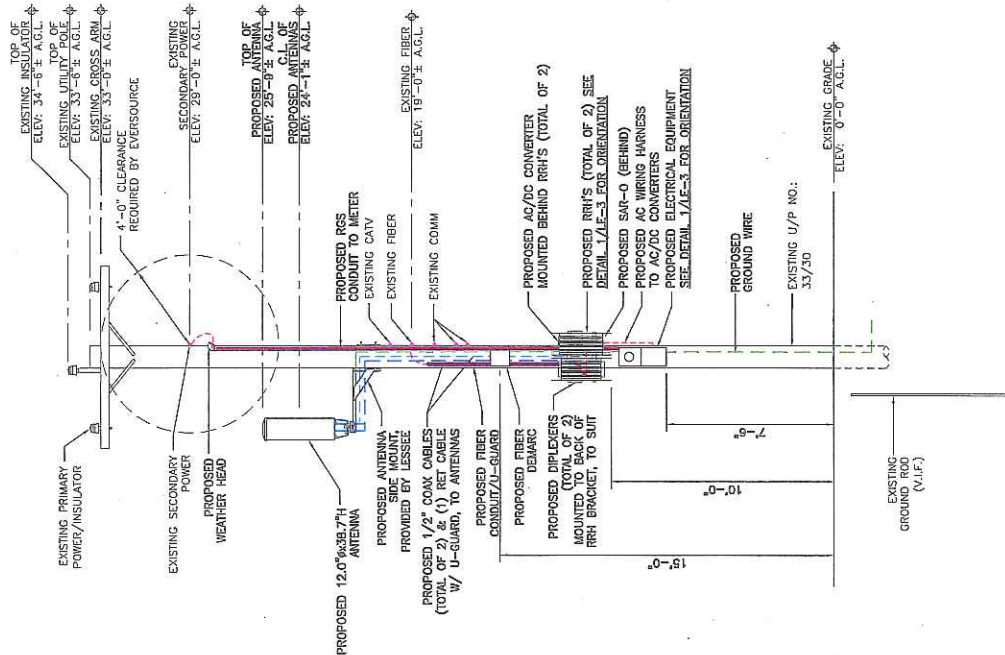
LE-2

LEASE EXHIBIT

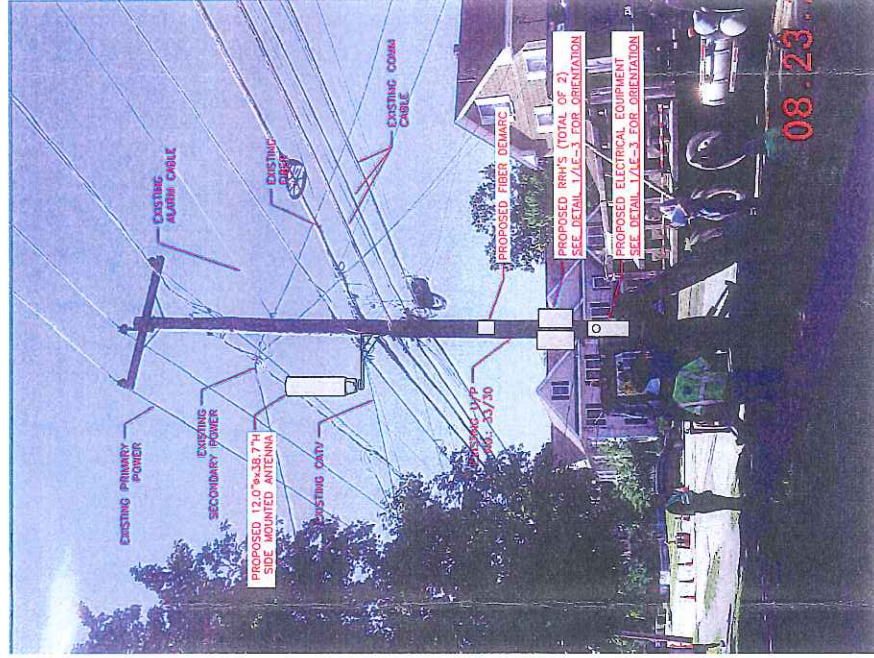
LEASE EXHIBIT

THIS LEASE PLAN IS DIAGRAMATIC IN NATURE AND
SHOULD NOT BE USED FOR ANY PURPOSES OTHER
THAN TO ILLUSTRATE THE LOCATION AND SIZE OF THE
PROPOSED WIRELESS COMMUNICATION FACILITY. THE
SITE LAYOUT WILL BE FINALIZED UPON COMPLETION
OF SITE SURVEY AND FACILITY DESIGN

1. NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE
BEFORE ISSUANCE OF ATTACHMENT LICENSE, UTILITY
ENGINEER MUST CONDUCT A STRUCTURAL ANALYSIS
STRUCTURAL ANALYSIS TO CONFIRM THAT POLE HAS
STRUCTURAL CAPACITY TO SUPPORT THE ATTACHMENTS
PROPOSED, BASED ON STANDARDS SPECIFIED IN: (1)
NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION);
AND (2) NSI 05.1-2008 SPECIFICATIONS AND
DIMENSIONS FOR WOOD POLES (LATEST EDITION).



2 PHOTO DETAIL N.T.S.



NEXUS
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A&E OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1882



Ronald G. Jackson

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SUBMITTALS				BY
REV	DATE	DESCRIPTION		
0	03/12/16	FOR REVIEW		JM
1	02/21/17	REVISED PER 20		KT
2	03/20/17	UPDATE TEMPLATE		KT

SECRET

SITE NAME: NEEDHAM MA SC10

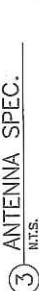
SITE ADDRESS:
U/P NO.: 33/30
270 HUNNEWELL STREET
NEEDHAM HEIGHTS, MA
02494

CHECKED BY:	DATE:
KR	09/12/16

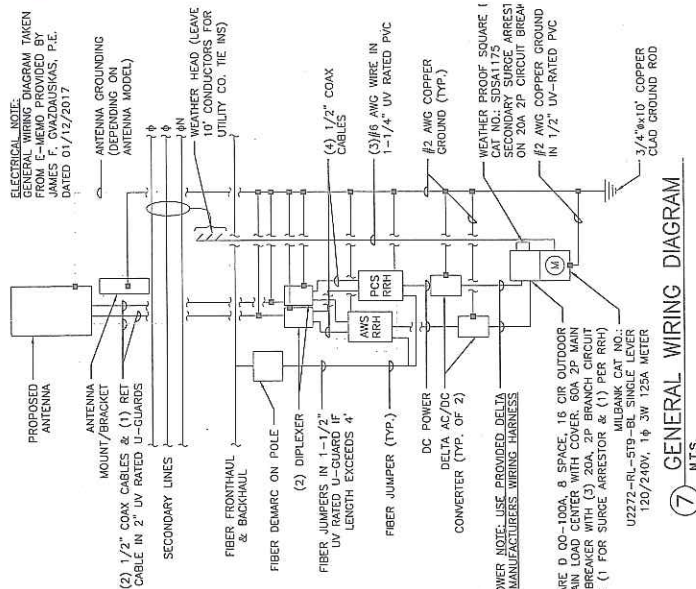
PROJECT NUMBER:
20151200323

SHEET NUMBER:

LE-3



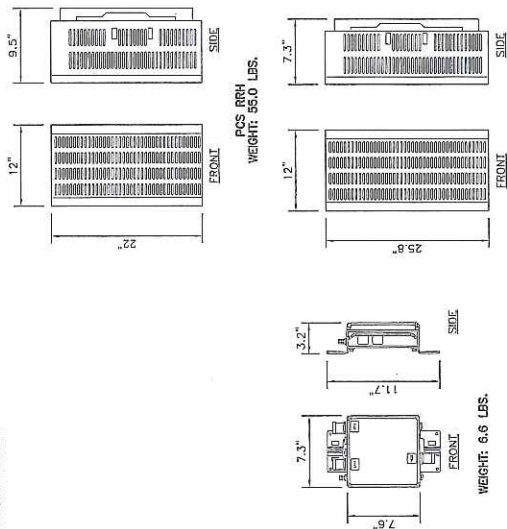
ITEM	DESCRIPTION	QTY.
1	DOUBLE MOUNT	2
2	700MHZ RRR RACK W/ SUPPLIED HARDWARE	1
3	AWIS RRR RACK W/ SUPPLIED HARDWARE	1

2 RRH MOUNTING BRACKET SPEC.

7 GENERAL WIRING DIAGRAM
NTS

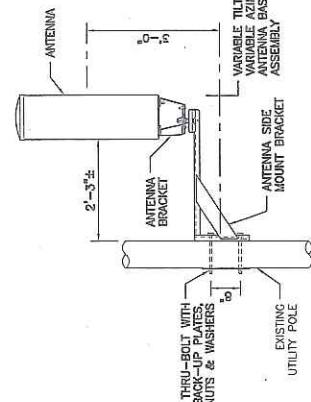


APPROX. NORTH



AWS RRH
WEIGHT: 67.0 LBS.

WEIGHT: 6.6 LBS.



⑥ ANTENNA MOUNTING DETAIL
N.T.S.

⑤ RRH SPEC.
N.T.S.

4. DIPLEXER SPEC.



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham MA SC10, Utility Pole Number 33/30 on Hunnewell Street, located near 270 Hunnewell Street, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

REBRY, EDWARD &
REBRY, NATALIA
270 HUNNEWELL ST
NEEDHAM HTS, MA 02494

MCGRATH, DEBBRA ANN
274 HUNNEWELL ST
NEEDHAM HTS, MA 02494

SARKAR, BEDABRATA &
SARKAR, ANIKETA
276 HUNNEWELL ST
NEEDHAM HTS, MA 02494

SALAMONE, DON
264 HUNNEWELL ST
NEEDHAM, MA 02494

SAGI, MOSHE
266 HUNNEWELL ST
NEEDHAM, MA 02492

HUFF, ROGER W. &
HUFF, JEAN K.
260 HUNNEWELL ST
NEEDHAM HTS, MA 02494

BUTANEY, RANJAN &
BUTANEY, COLLEEN
100 PINE GROVE ST
NEEDHAM, MA 02494

PADIL, BRAHIM &
FADIL, SILVANEIDE A.
94 PINE GROVE ST
NEEDHAM HTS, MA 02494

WINSTON, PETER D
88 PINE GROVE ST
NEEDHAM HTS, MA 02494

REILLY, SEAN M. & SANDRA
C/O CLARIS LIFESCIENCES
1445 US HIGHWAY 130
NORTH BRUNSWICK, NJ 08902

LAM, PETER C &
LAM, AMY C
267 HUNNEWELL ST
NEEDHAM HTS, MA 02494

HEFFERNAN, GERALD P. &
HEFFERNAN, GERALDINE B.
273 HUNNEWELL ST
NEEDHAM HTS, MA 02494

Hunnewell Street

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole located on a public way near **97 Melrose Avenue in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC03 MA**, dated **December 14, 2016**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
TM 5/19/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Celco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **97 Melrose Avenue in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC03 MA**, dated **December 14, 2016**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

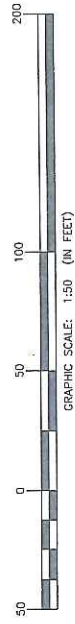
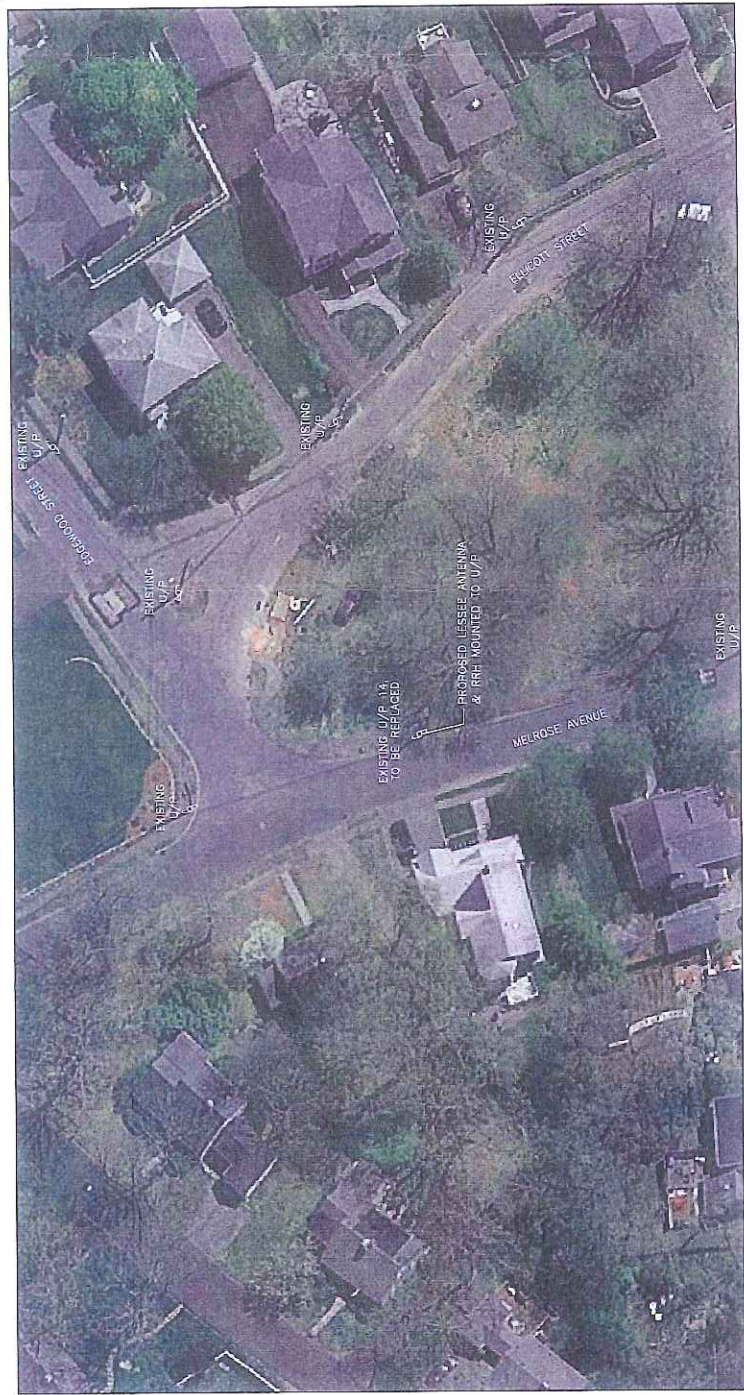
Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

LEASE EXHIBIT

SITE NAME:
NEEDHAM_SC03_MA
 LOCATION CODE:
390170
 SITE ADDRESS:
UTILITY POLE NO.: 14
MELROSE AVENUE
NEEDHAM, MA 02492



1 KEY PLAN
 SCALE: 1" = 50'

APPROX. NORTH

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
42° 17' 02.11" N	71° 13' 27.83" W	
GROUND ELEVATION	173' A.M.S.L. (NAVD83)	

PREPARED BY:

NEXIUS
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ASC OFFICE
 7A ROBERT WAY
 WESTFORD, MA 01886
 1 (972) 755-1882



Ronald J. Jackson

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REV	DATE	DESCRIPTION	BY
A	09/13/16	FOR REVIEW	JM
B	11/23/16	REMOVED PER 2D	PM
C	12/14/16	TEMPLATE UPDATE	PM
D	02/15/17	REVISED ADDRESS	JM
E	03/28/17	REMOVED PER COORDINATES	JM

SITE INFO:

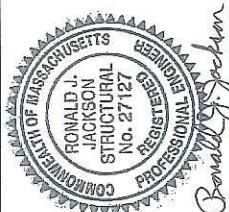
SITE NAME:
NEEDHAM_SC03_MA
 SITE ADDRESS:
U/P NO.: 14
MELROSE AVENUE
NEEDHAM, MA 02492

CHECKED BY:	DATE:
JM	09/13/16
PROJECT NUMBER: 20151264160	
SHEET NUMBER: LE-1	

PREPARED BY:

NEXIUS
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ARE OFFICE:
7A LYBERRY WAY
WESTFORD, MA 01886
1 (972) 755-1802



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REV	DATE	DESCRIPTION	BY
A	09/13/16	FOR REVIEW	JAI
B	11/29/16	REVISED PER 20	PHI
C	12/14/16	TEMPLATE UPDATE	PHI
D	02/15/17	REVISED AND/OR	JAI
E	02/28/17	REVISED PER COMMENTS	JOT

SITE INFO:

SITE NAME:
NEEDHAM_SC03_MA
SITE ADDRESS:
U/P NO.: 14
MELROSE AVENUE
NEEDHAM, MA 02492

CHECKED BY:
KB
DATE:
09/13/16

PROJECT NUMBER:
20151264160

SHEET NUMBER:

LE-2

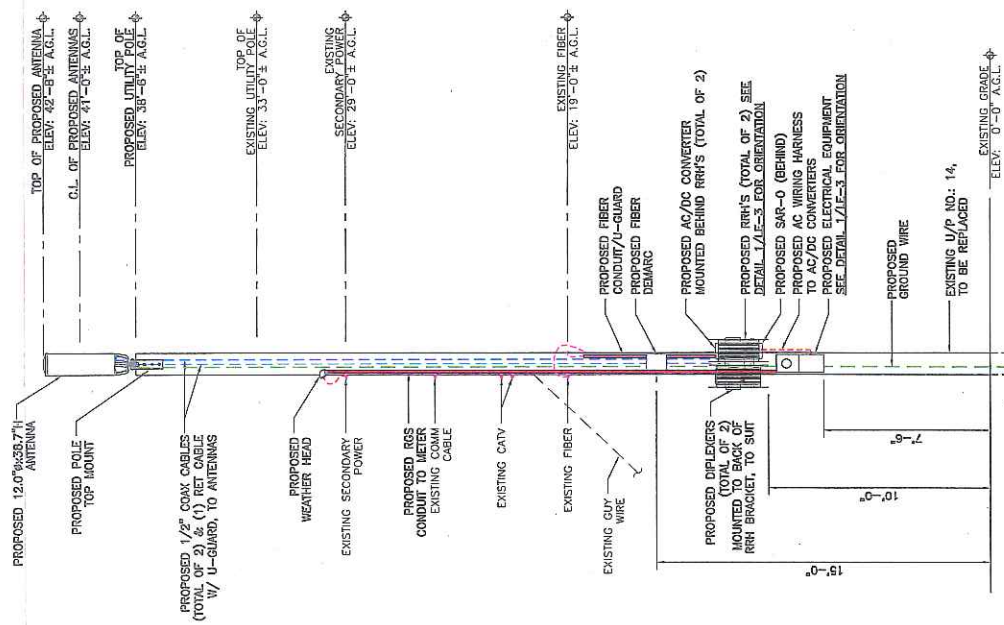
LEASE EXHIBIT

LEASE EXHIBIT

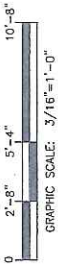
THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND
NOT BE USED FOR CONSTRUCTION OR FOR ANY
REASONING CONCERNING THE LOCATION AND SIZE OF THE
PROPOSED WIRELESS COMMUNICATION FACILITY. THE
SITE LAYOUT WILL BE FINALIZED UPON COMPLETION
OF SITE SURVEY AND FACILITY DESIGN

1. NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE

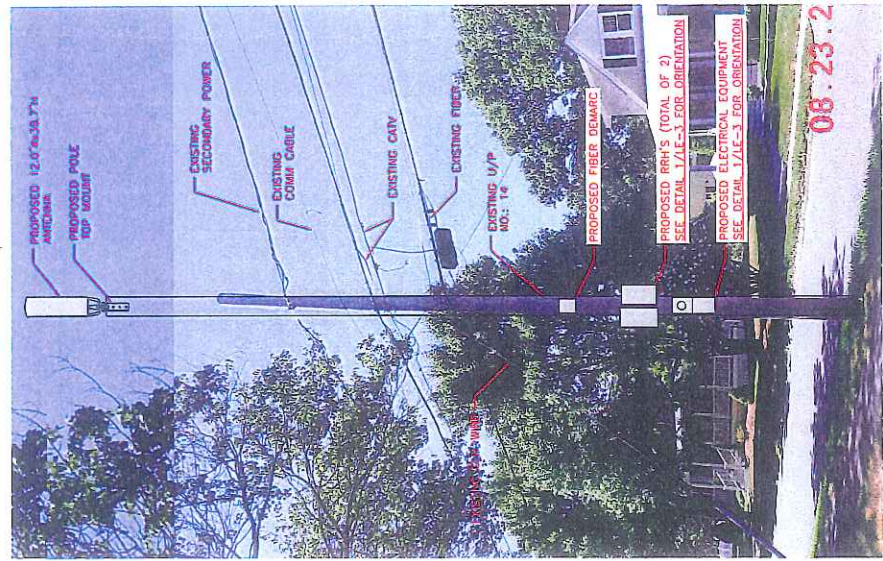
BEFORE ISSUANCE OF ATTACHEMENT LICENSE, UTILITY
OWNER HAS BEEN ADVISED TO OBTAIN A STRUCTURAL
ANALYSIS TO DETERMINE THAT POLE HAS
STRUCTURAL CAPACITY TO SUPPORT THE ATTACHMENTS
PROPOSED, BASED ON STANDARDS SPECIFIED IN: (1)
NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION);
AND (2) NSI 05.1-2008 SPECIFICATIONS AND
DIMENSIONS FOR WOOD POLES (LATEST EDITION).



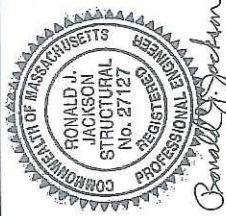
1 ELEVATION
3/16" = 1'-0"



2 PHOTO DETAIL
N.T.S.



A&E OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1882



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SUBMITTALS			BY
REV	DATE	DESCRIPTION	JM
A	09/13/16	FOR REVIEW	PN
B	11/29/16	REVISED PER 2C	PN
C	12/14/16	TEMPLATE UPDATE	JM
D	02/13/17	REVISED ADDRESS	KT
E	03/08/17	REVISED PER COMMENTS	

SITE INFO:

SITE NAME: NEEDHAM_SC03_MA

SITE ADDRESS:

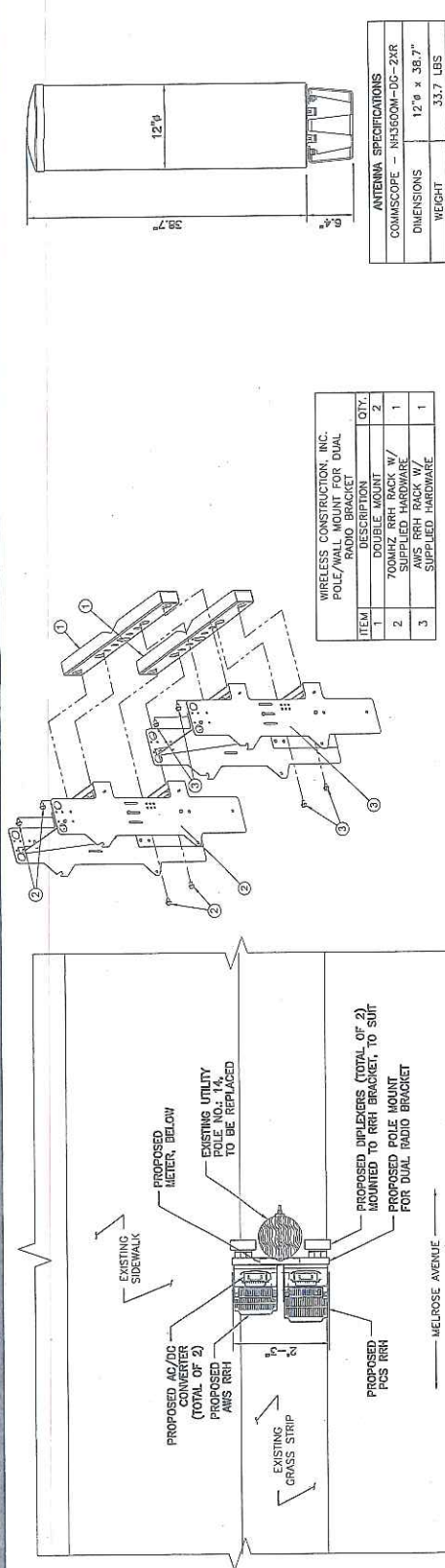
U/P NO.: 14
MELROSE AVENUE
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KB	09/13/16

PROJECT NUMBER:
20151264160

SHEET NUMBER:

LE-3



RRH MOUNTING BRACKET SPEC.

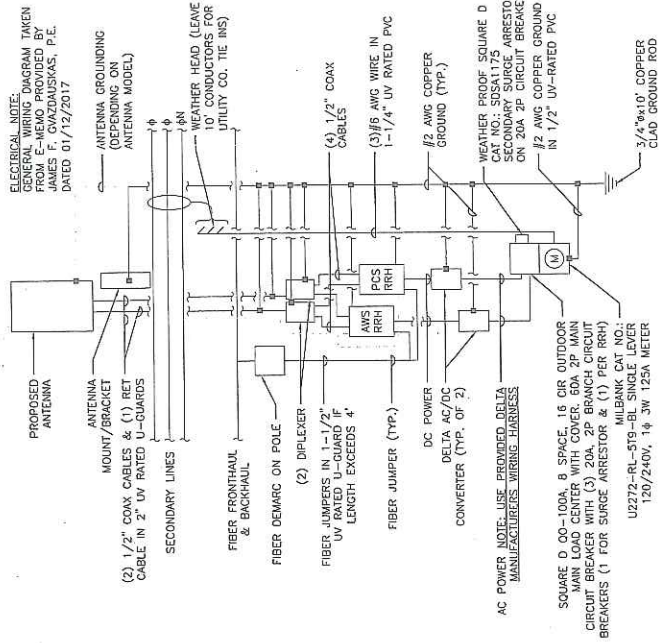
N.T.S.



3 ANTENNA SPEC.

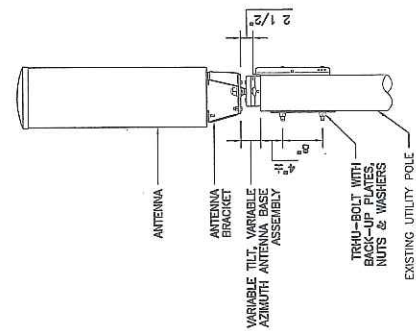
N. I. S.

ELECTRICAL NOTE:
GENERAL WIRING DIAGRAM TAKEN
FROM E-MEMO PROVIDED BY
JAMES F. GVAZDAUSKAS, P.E.
DATED 01/12/2017



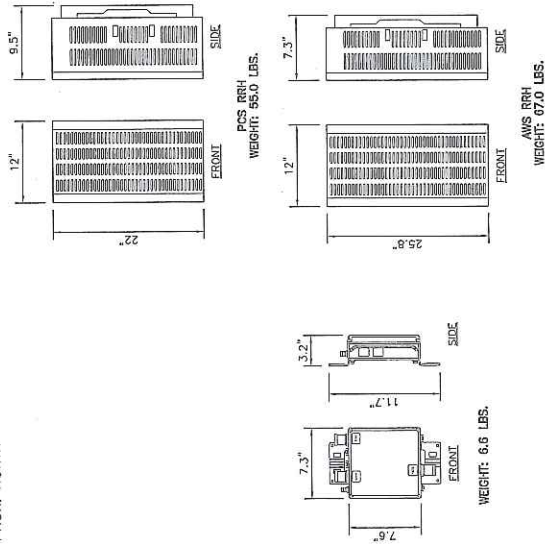
ANTENNA MOUNTING DETAIL

N.T.S.



RRH SPEC.
NTS

N.T.S.



DIPI EXER SPEC

DIP



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC03 MA, Utility Pole Number 14 on Melrose Avenue, located near 97 Melrose Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

MCGILL, BRADLEY F. &
MCGILL, MARY JANE
97 MELROSE AVE
NEEDHAM, MA 02492

AGOSTINO, JAMES M. &
AGOSTINO, BETH
14 EDGEWOOD ST
NEEDHAM, MA 02492

TOWN OF NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

ACOMB, LINDSAY
8 HEMLOCK ST
NEEDHAM, MA 02492

SHAPIRO, ALBERT H. +
SHAPIRO, CAROLE L.
89 MELROSE AVE
NEEDHAM, MA 02492

LINCOLN, RUSH B., III +
LINCOLN, PATRICIA
103 MELROSE AVENUE
NEEDHAM, MA 02492

FRAIL, HEIDI &
FRAIL, STEPHEN
29 POWERS ST
NEEDHAM, MA 02492

DUGGAN, EDWARD W &
DUGGAN, KAREN M
33 POWERS ST
NEEDHAM, MA 02492

RILEY, JAMES D &
RILEY, LINDA J
14 HEMLOCK ST
NEEDHAM, MA 02492

DORSEY, ANDREW J +
DORSEY, JANICE L
22 HEMLOCK ST
NEEDHAM, MA 02492

Melrose Avenue

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **7 Stevens Road in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC04 MA**, dated **November 29, 2016**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
5/19/17
JL

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **7 Stevens Road in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC04 MA**, dated **November 29, 2016**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

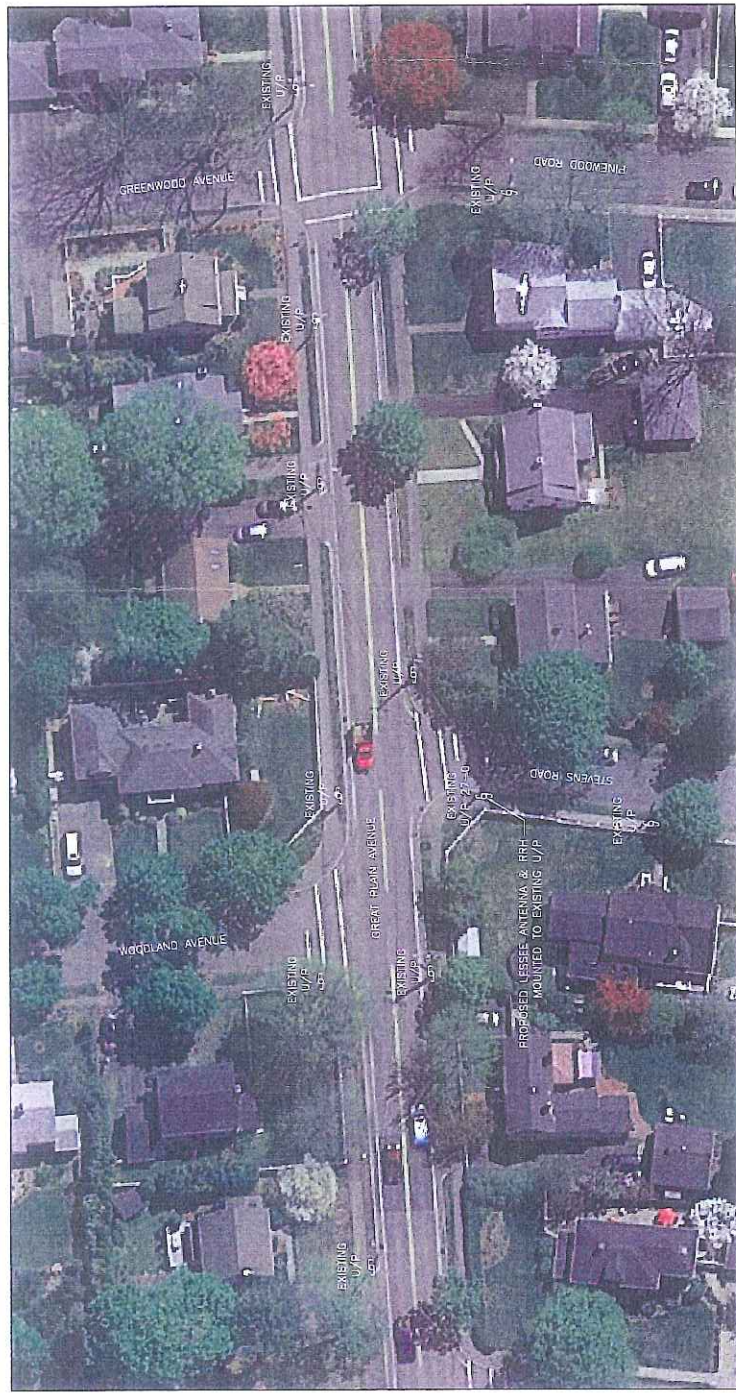
I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

SITE NAME:
 NEEDHAM_SC04_MA
 LOCATION CODE:
 390171
 SITE ADDRESS:
 UTILITY POLE NO.: 27-0
 7 STEVENS ROAD
 NEEDHAM, MA 02492



1 KEY PLAN
 SCALE: 1" = 50'
 APPROX. NORTH

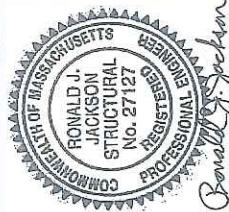
POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
42° 16' 48.84" N	71° 13' 32.59" W	
GROUND ELEVATION	169' A.M.S.L. (NNV088)	

LEASE EXHIBIT

PREPARED BY:

NEXIUS
 TRANSFORM YOUR BUSINESS, THROUGH WIRELESS

A/E OFFICE:
 7A NEXIUS WAY
 WESTFORD, MA 01086
 1 (972) 755-1882



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 INFORMATION ONLY. ALL OTHER PRINTED
 SCALES ARE
 DEEMED "NOT TO SCALE".

REV	DATE	DESCRIPTION	BY
A	09/13/16	FOR REVIEW	AD
D	11/29/16	DESIGNED PER 22	PH
C	10/20/17	ISSUED PER COMMENTS	MT

SITE INFO:

SITE NAME:
 NEEDHAM_SC04_MA
 SITE ADDRESS:
 U/P NO.: 27-0
 7 STEVENS ROAD
 NEEDHAM, MA 02492

CHECKED BY: IG
 DATE: 09/13/16

PROJECT NUMBER:
 20151264161

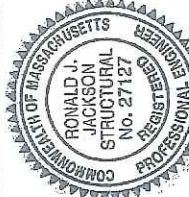
SHEET NUMBER:

LE-1

PREPARED BY:

NEXIUS
TELECOM YOUR BUSINESS. ANYWHERE ANYTIME.

AME OFFICE
7A LYBERRY WAY
WESTFORD, MA 01086
1 (972) 755-1882



Ronald J. Jackson

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REV	DATE	DESCRIPTION	BY
A	10/13/16	REV REVIEW	AM
B	11/29/16	REVISED PER 30	PH
C	10/26/17	REVISED PER COMMENTS	KT

SITE INFO:

SITE NAME:
NEEDHAM_S004_MA

SITE ADDRESS:
U/P NO: 27-0
7 STEVENS ROAD
NEEDHAM, MA 02492

CHECKED BY:
KB

DATE:
09/13/16

PROJECT NUMBER:
20151264161

SHEET NUMBER:

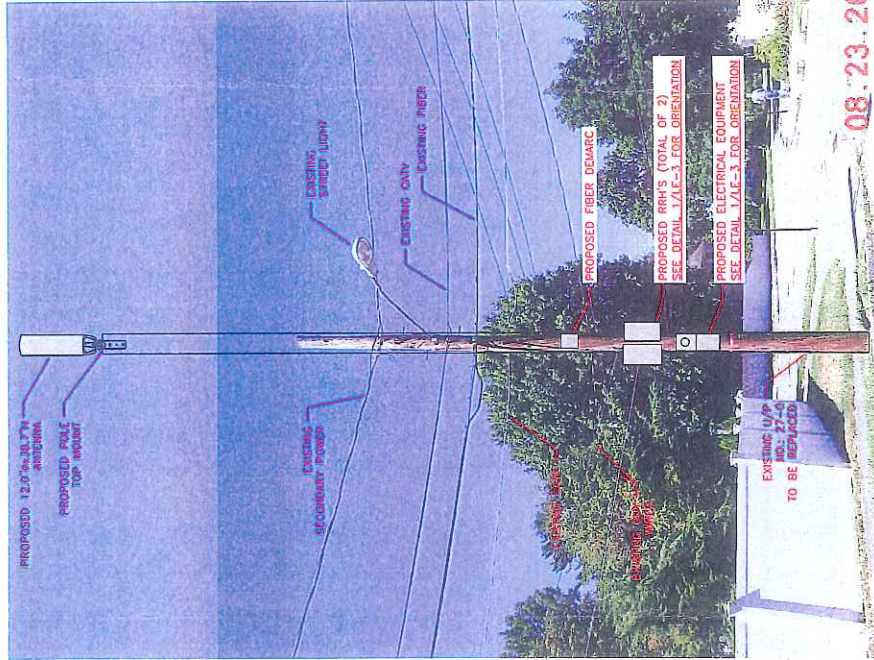
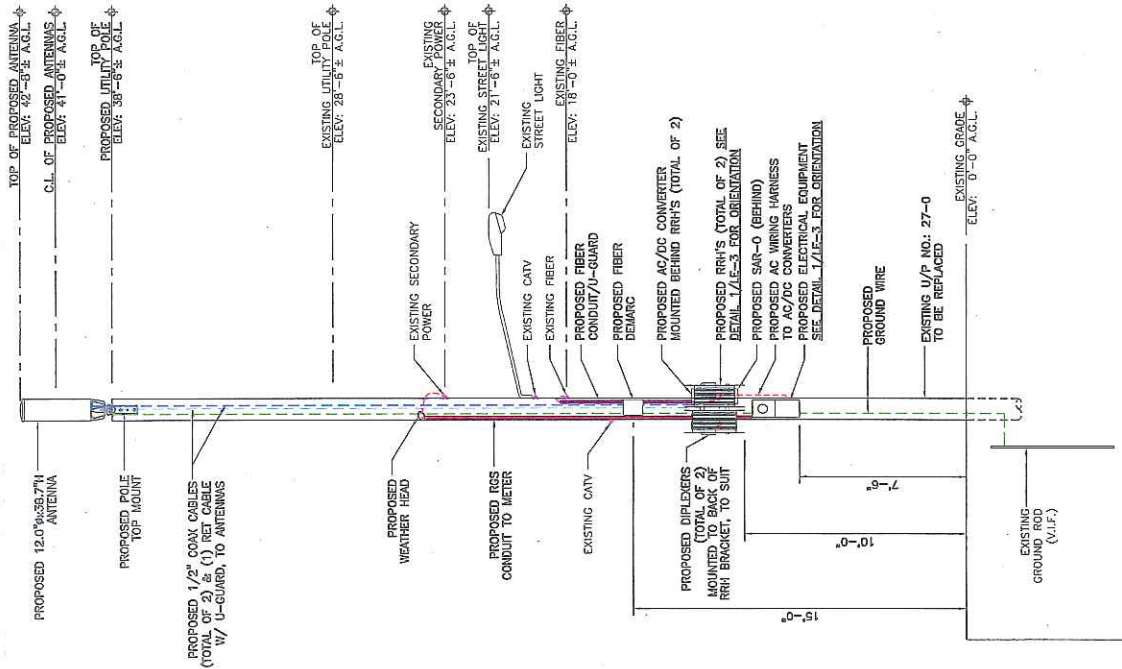
LE-2

LEASE EXHIBIT

LEASE EXHIBIT

THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND
DOES NOT CONSTITUTE A CONTRACT. THE LOCATION
REGARDING THE LOCATION AND SIZE OF THE
PROPOSED WIRELESS COMMUNICATION FACILITY, THE
SITE LAYOUT WILL BE FINALIZED UPON COMPLETION
OF SITE SURVEY AND FACILITY DESIGN

1. NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE
BEFORE ISSUANCE OF ATTACHMENT LICENSE, UTILITY
OWNER SHALL BE REQUIRED TO PROVIDE A STRUCTURAL
ANALYSIS TO CONFIRM THAT POLE HAS
STRUCTURAL CAPACITY TO SUPPORT THE ATTACHMENTS
PROPOSED, BASED ON STANDARDS SPECIFIED IN: (1)
NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION);
AND (2) NESC 03.1-2008 SPECIFICATIONS AND
DIMENSIONS FOR WOOD POLES (LATEST EDITION).



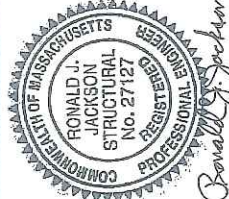
① ELEVATION
3/16" = 1'-0"

② PHOTO DETAIL
N.T.S.

0 2'-8" 5'-4" 10'-8"
GRAPHIC SCALE: 3/16" = 1'-0"

PREPARED BY:

NEXIUS
WIRELESS COMMUNICATIONS
A&E OFFICE:
7A LIBERTY WAY
WESTFORD, MA 01886
1 (978) 755-1882



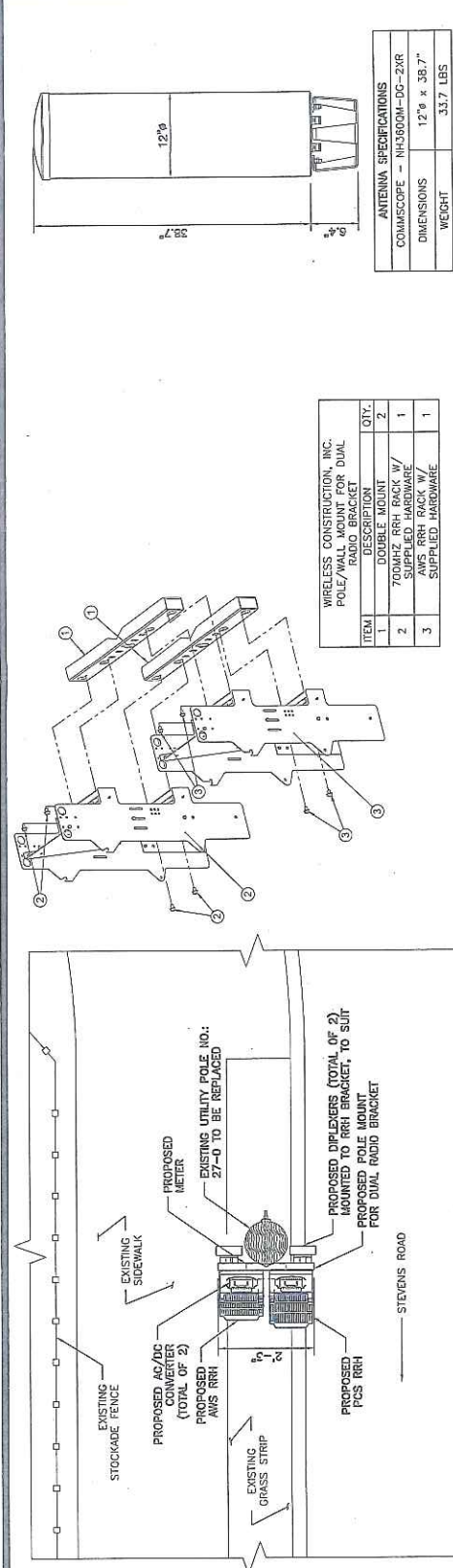
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REV	DATE	DESCRIPTION	BY
A	10/13/16	FOR REVIEW	AM
B	11/29/16	REVISED PER 2D	PM
C	10/29/17	REVISED PER COMMENTS	KT

SITE INFO:

SITE NAME:
NEEDHAM_SCO4_MA
SITE ADDRESS:
**U/P NO: 27-0
7 STEVENS ROAD
NEEDHAM, MA 02492**

CHECKED BY:	DATE:
KB	09/13/16
PROJECT NUMBER:	20151264161
SHEET NUMBER:	LE-3



1 RRH ORIENTATION PLAN
3/8" = 1'-0"
APPROX. NORTH

2 RRH MOUNTING BRACKET SPEC.
N.T.S.

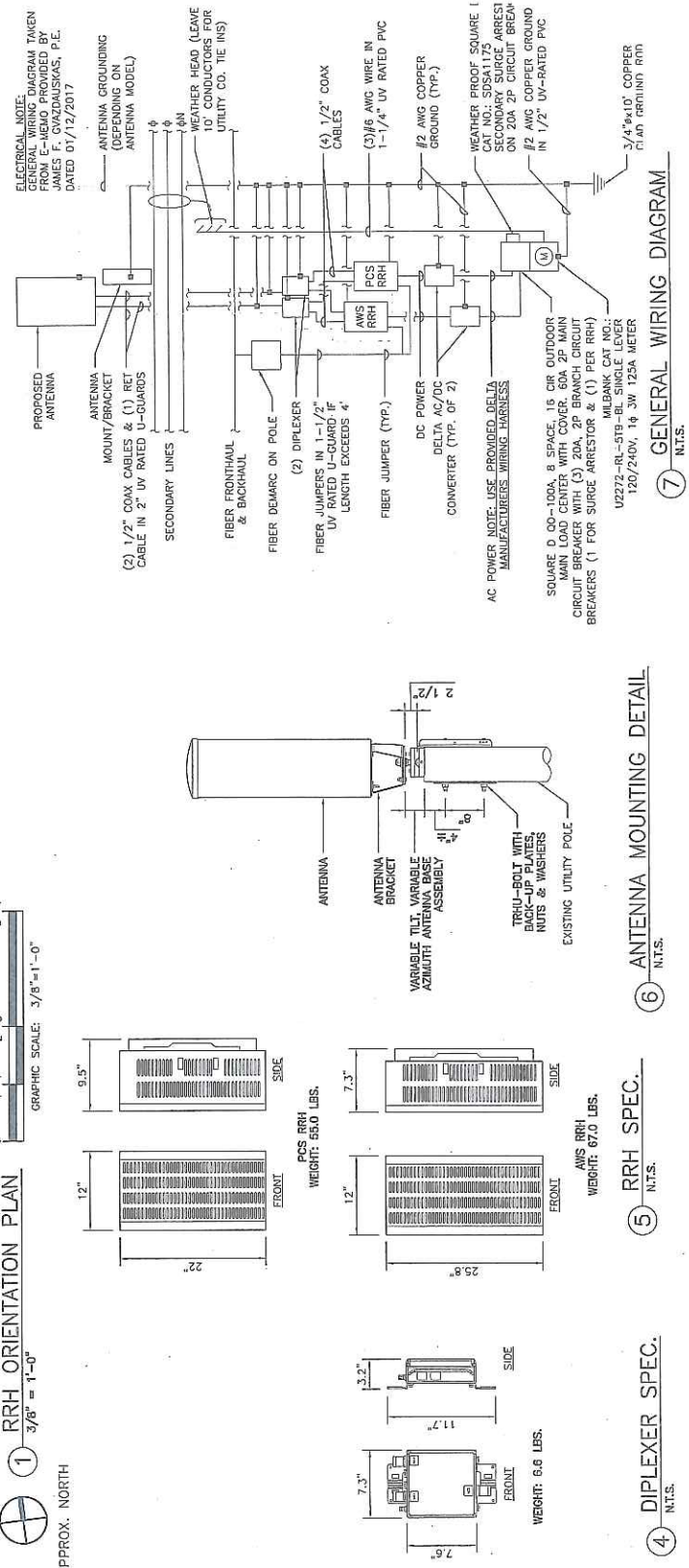
3 ANTENNA SPEC.
N.T.S.

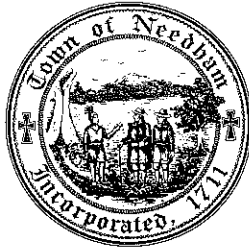
4 DIPLEXER SPEC.
N.T.S.

5 RRH SPEC.
N.T.S.

6 ANTENNA MOUNTING DETAIL
N.T.S.

7 GENERAL WIRING DIAGRAM
N.T.S.





NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC04 MA, Utility Pole Number 27-0 on Stevens Road, located near 7 Stevens Road, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

SICKLES, GARRETT &
SICKLES, PAMELA
7 STEVENS RD
NEEDHAM, MA 02492

STEN, JOHN A. &
STEN, AMY M.
14 MAYO AVE
NEEDHAM, MA 02492

DINATALE, RICHARD H. &
6 MAYO AVE
NEEDHAM, MA 02492

HODGES, MARGARET E. TR.
MARGARET E. HODGES
706 GREAT PLAIN AVE
NEEDHAM, MA 02492

HORN, JOHN M. &
VEZINA, CELESTE P.
17 STEVENS RD
NEEDHAM, MA 02492

KELLEY, JOHN &
KELLEY, JOAN
20 STEVENS RD
NEEDHAM, MA 02492

GALLAGHER, JOHN C. &
GALLAGHER, MAUREEN T.
16 STEVENS RD
NEEDHAM, MA 02492

GALLAGHER, JAMES M. +
GALLAGHER FAMILY TRUST
692 GREAT PLAIN AVE
NEEDHAM, MA 02492

JOHNSON, HELEN & JASON
C/O BERMAN, JEFFREY E. &
689 GREAT PLAIN AVE
NEEDHAM, MA 02492

HEGARTY, MARK T. &
HEGARTY, KATIE M.
80 WOODLAWN AVE
NEEDHAM, MA 02492

WEBMAN, RICHARD N.
10 BOWDOIN ST #22
BEACON HILL
BOSTON, MA 02114-4200

BENDER, ALEXANDER &
MIDASH, ADRIENNE
711 GREAT PLAIN AVE
NEEDHAM, MA 02492

Stevens Road

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **189 Harris Avenue in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC05 MA**, dated **December 13, 2016**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
the 5/14/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **189 Harris Avenue in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated [DATE].

All construction under this order shall be in accordance plans titled **Needham SC05 MA**, dated **December 13, 2016**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

LEASE EXHIBIT

SITE NAME:
NEEDHAM_SC05_MA

LOCATION CODE:
390172

SITE ADDRESS:
UTILITY POLE NO.: 146/25
189 HARRIS AVENUE
NEEDHAM, MA 02492

NEXUS
TRANSFORM YOUR BUSINESS... THROUGH WIRELESS

A&E OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1882



Ronald F. Jackson

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SUBMITTALS				BY
REV	DATE	DESCRIPTION		JM
A	09/14/16	FOR REVIEW		PH
D	11/20/16	REVISED PER 2C		PH
C	12/13/16	TEMPLATE UPDATE		JM
D	02/16/17	REVISED ADDRESS		KT
E	02/20/17	REVISED ADDRESS		

SITE NAME:

SITE NAME: NEEDHAM_SC05_MA

SITE ADDRESS:

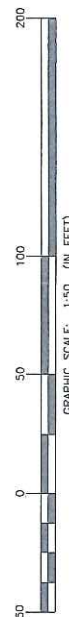
U/P NO.: 146/25
189 HARRIS AVENUE
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KB	09/14/16

PROJECT NUMBER: 20151264162

SHEET NUMBER:

LE



① KEY PLAN
SCALE: 1" = 50'



APPROX. NORTH

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
	42° 16' 37.69" N	71° 13' 31.36" W
GROUND ELEVATION	161' A.M.S.L. (NAVD88)	

PREPARED BY:

NEXIUS
TRANSFORM YOUR BUSINESS, THROUGH WIRELESS

AGE OFFICE:
7A LYBERRY WAY
WESTFORD, MA 01886
1 (972) 755-1882

COMMONWEALTH OF MASSACHUSETTS
RONALD J. JACKSON
STRUCTURAL
No. 27127
REGISTERED PROFESSIONAL ENGINEER

Ronald J. Jackson

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ALL OTHER PRINTED SIZES ARE
DEEMED "NOT TO SCALE".

REV	DATE	DESCRIPTION	BY
A	09/14/16	FOR REVIEW	JM
D	11/20/16	REVISED PER 2D	PM
C	12/13/16	TEMPORARY UPGRADE	PM
D	02/14/17	REVISED ADDRESS	JM
E	02/28/17	REVISED ADDRESS	JT

SITE INFO:

SITE NAME:
NEEDHAM_SC05_MA

SITE ADDRESS:
U/P NO.: 146/25
189 HARRIS AVENUE
NEEDHAM, MA 02492

CHECKED BY: KB
DATE: 09/14/16

PROJECT NUMBER:
20151264162

SHEET NUMBER:

LE-2

LEASE EXHIBIT

LEASE EXHIBIT

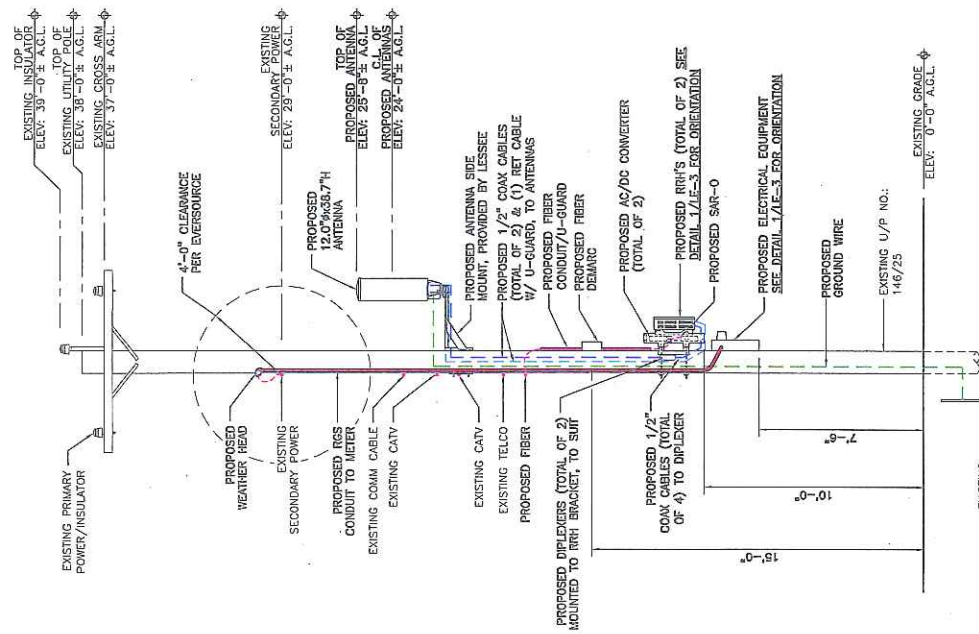
THIS LEASE PLAN IS DIAGRAMATIC IN NATURE AND
SHOULD NOT BE USED FOR CONSTRUCTION
REGARDING THE LOCATION AND SIZE OF THE
PROPOSED WIRELESS COMMUNICATION FACILITY. THE
SITE LAYOUT WILL BE FINALIZED UPON COMPLETION
OF SITE SURVEY AND FACILITY DESIGN

NOTES:

1. AN ANALYSIS OF THE CAPACITY OF THE EXISTING
STRUCTURE TO SUPPORT THE PROPOSED LOADING
HAS NOT BEEN COMPLETED BY NEXIUS.
DRAWINGS ARE SUBJECT TO CHANGE PENDING
OUTCOME OF A STRUCTURAL ANALYSIS.



② PHOTO DETAIL
N.T.S.



① ELEVATION
3/16" = 1'-0"
GRAPHIC SCALE: 3/16" = 1'-0"
0 2'-8" 5'-4" 10'-8"

PREPARED BY:

NEXIUS
TELECOM YOUR BUSINESS, THROUGH WIRELESS

145 OFFICE
7A WEBERLY WAY
WESTFORD, MA 01086
1 (972) 755-1882



Ronald J. Jackson

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ALL OTHER PRINTED MEDIA ARE
DEEMED "NOT TO SCALE".

REV	DATE	DESCRIPTION	BY
A	09/14/16	FOR REVIEW	JAI
B	11/29/16	REVISED PER 20	PH
C	02/13/16	REPLACE UPRIE	PH
D	02/15/17	REVISED ADDRESS	JAI
E	02/29/17	REVISED ADDRESS	KT

SITE INFO:

SITE NAME:
NEEDHAM_SC05_MA

SITE ADDRESS:

U/P NO.: 146/25
189 HARRIS AVENUE
NEEDHAM, MA 02492

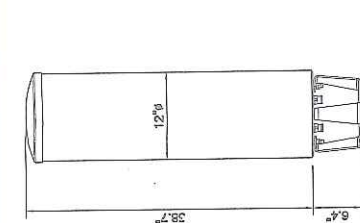
CHECKED BY:
KB

DATE:
09/14/16

PROJECT NUMBER:
20151264162

SHEET NUMBER:

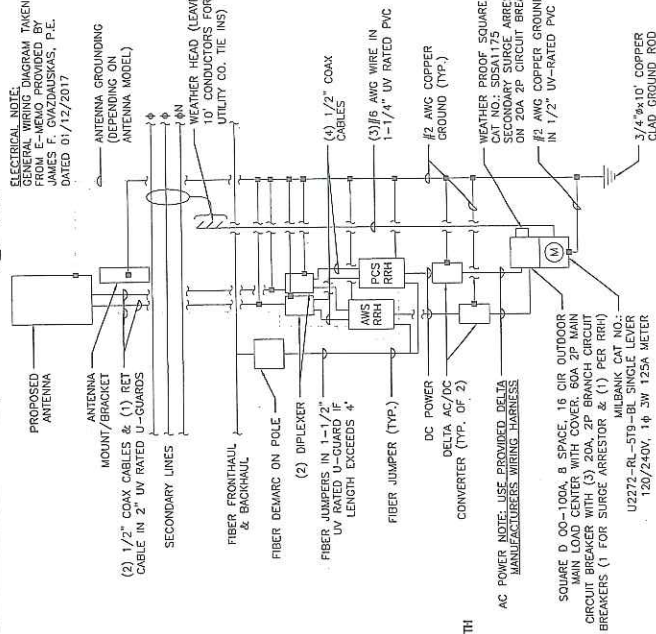
LE-3



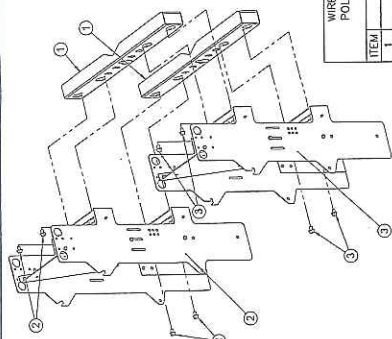
ANTENNA SPECIFICATIONS	
COMPOSITE - WISDOM-DC-2XR	
DIMENSIONS	12'6" x 3'6"
WEIGHT	33.7 LBS

③ ANTENNA SPEC.

ELECTRICAL NOTE:
GENERAL WIRING DIAGRAM TAKEN
FROM E-MEMO PROVIDED BY
JAMES F. GAZDAUSKAS, P.E.
DATED 01/12/2017

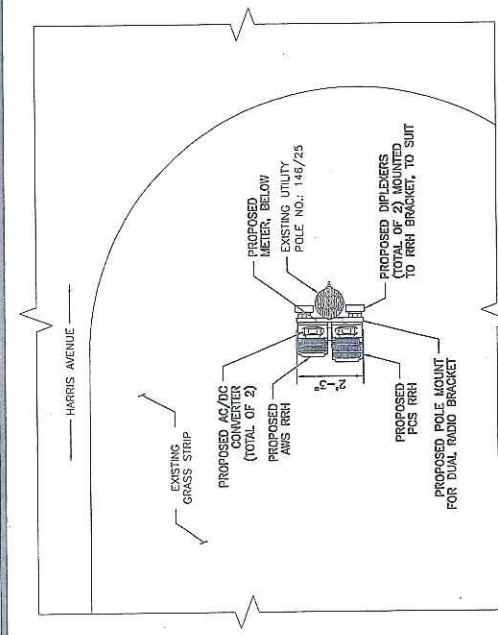


⑦ GENERAL WIRING DIAGRAM

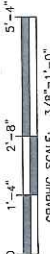


WIRELESS CONSTRUCTION, INC. POLE/WALL MOUNT FOR DUAL RADIO BRACKET	
ITEM	QTY.
1	1
2	1
3	1

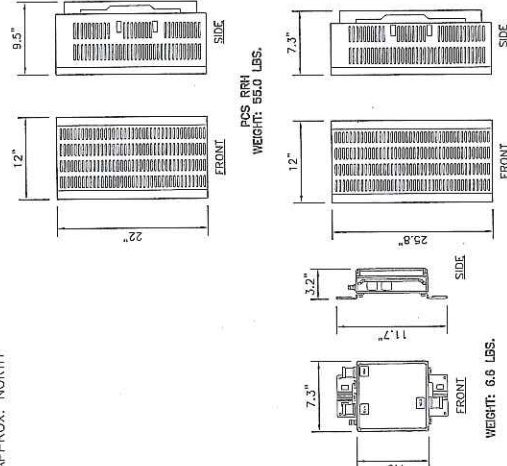
② RRH MOUNTING BRACKET SPEC.



① RRH ORIENTATION PLAN



APPROX. NORTH

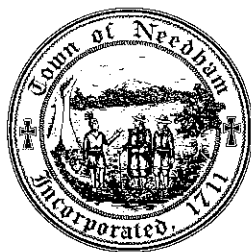


⑤ DIPEXER SPEC.

④ ANTENNA MOUNTING DETAIL

⑥ ANTENNA MOUNTING DETAIL

U2272-RL-STB-BL SINGLE LEVER
120/240V, 1.6 3W 125A METER



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC05 MA, Utility Pole Number 146/25 on Harris Avenue, located near 189 Harris Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

TOWN OF NEEDHAM
SCHOOL DEPT-WILLIAM F
1471 HIGHLAND AVE
NEEDHAM, MA 02492

MASS BAY TRANSPORTATION
10 PARK PLAZA
BOSTON, MA 02116

NOLL, MARGARET J.
59 COULTON PK
NEEDHAM, MA 02492

HRONES, CYNTHIA K. TR.
CYNTHIA K. HRONES FAMILY
53 COULTON PK
NEEDHAM, MA 02492

TRABUCCO, DONNA E. &
TRABUCCO, LUCIO
45 COULTON PK
NEEDHAM, MA 02492

HEINEMANN, PETER C. &
HEINEMANN, MARY LOUISE
P O BOX 920797
NEEDHAM, MA 02492

ANZALONE, MICHAEL P. +
ANZALONE, JUNE M.
33 COULTON PK
NEEDHAM, MA 02492

HADDAD, EDWARD J. & MARY
C/O MOONEY, MATT & RACHEL
29 COULTON PK
NEEDHAM, MA 02492

LAYISH, MICHAEL &
LAYISH, PENELOPE DAWN
21 COULTON PK
NEEDHAM, MA 02492

GOULD, FORREST L., JR.
GOULD, MARY CATHERINE, TR
17 COULTON PK
NEEDHAM, MA 02492

WHITE, JOSEPH W. &
WHITE, MARY ELLEN
5 COULTON PK
NEEDHAM, MA 02492

PELGRO, MICHAEL J. &
PELGRO, ELIZABETH M.
168 HARRIS AVENUE
NEEDHAM, MA 02492

CARON, GERARD A. &
CUSACK, SHEILA M.
11 COULTON PK
NEEDHAM, MA 02492

DONOVAN, FRANCIS G. JR. &
DONOVAN, LAUREN M.
80 MAYO AVE
NEEDHAM, MA 02492

SHARIF, YASAMEEN N.
219 HARRIS AVE
NEEDHAM, MA 02492

PAL, SUVENDU, PAL &
SMALL, ELIZABETH J.
81 STEVENS RD
NEEDHAM, MA 02492

HAGEROTT, THOMAS R. &
HAGEROTT, EILEEN T.
82 STEVENS RD
NEEDHAM, MA 02492

ROMAN, HANNE M., TRUSTEE
K & E TRUST
195 HARRIS AVE
NEEDHAM, MA 02492

PENDER, JAMES GREGORY &
PENDER, MICHELE J.
189 HARRIS AVE
NEEDHAM, MA 02492

TACELLI, PATRICK W. &
CHRISTIE, KIMBERLY B.
179 HARRIS AVE
NEEDHAM, MA 02492

KIRBY, BRENDAN M
169 HARRIS AVE
NEEDHAM, MA 02492

PIERCE, EDWARD M. , TR &
PIERCE, MARY ANN, TR
161 HARRIS AVE
NEEDHAM, MA 02492

BARNES, DINARA
62 GLEN TERRACE
NEEDHAM, MA 02492

BARRETT, ANN H. &
BARRETT, DAVID S.
18 GLENWOOD RD
NEEDHAM, MA 02492

RISKIND, PETER N. +
GAYLE, CAROLYN A.
100 BRADFORD ST
NEEDHAM, MA 02492

HODGE, JONATHAN M. &
C/O HODGE, JONATHAN M. &
19 GLENWOOD RD
NEEDHAM, MA 02492

DAVIS, BENJAMIN R. &
MORRILL, KRISTEN A.
22 GLEN TERR
NEEDHAM, MA 02492

YE, JENNY Q.
161 CENTRAL AVE
NEEDHAM, MA 02492

PRIZAND, DIANA &
PRIZAND, ALEXANDER
281 DEDHAM AVE
NEEDHAM, MA 02492

FIDURKO, WILLIAM J. JR. &
FIDURKO, ANDREA COX
77 MAYO AVE
NEEDHAM, MA 02492

MURPHY, SUZANNE
234 HARRIS AVENUE - APT. 2
NEEDHAM, MA 02492

FERRONE, JOSEPH D TR. &
FERRONE, PATRICIA W. TR.
238 HARRIS AVE
NEEDHAM, MA 02492

Harris Avenue

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **443 Great Plain Avenue in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC07 MA**, dated **January 17, 2017**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
TMM 5/14/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **443 Great Plain Avenue in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC07 MA**, dated **January 17, 2017**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

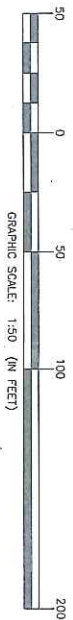
Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

SITE NAME:
NEEDHAM_SC07_MA
LOCATION CODE:
390173
SITE ADDRESS:
UTILITY POLE NO.: 67
443 GREAT PLAIN AVENUE
NEEDHAM, MA 02492



KEY PLAN
SCALE 1" = 50'



POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
GROUND ELEVATION	42° 16' 35.97" N	71° 13' 00.24" W
	159' A.M.S.L. (NAD83)	

LEASE EXHIBIT

PREPARED BY:

NEXIUS
TOWER TOP SERVICES, INDOOR WIRELESS
AAA OFFICE:
7A LIBERTY WAY
WESTFORD, MA 01886
1 (978) 755-1882



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DRAWING SCALES ARE INTENDED FOR 11"x17" SIZE PRINTED MEDIA ONLY. ALL OTHER PRINTED SIZES ARE DEEMED "NOT TO SCALE."

SUBMITTALS

REV	DATE	DESCRIPTION	BY
A	10/24/16	FOR REVIEW	AD
B	12/19/16	REVISED PER COMMENTS	RI
C	11/17/17	REVISED PER 20	BT
D	10/20/17	REPLANT UPGRADE	BT

SITE INFO:

SITE NAME:
NEEDHAM_SC07_MA

SITE ADDRESS:

U/P NO.: 67
443 GREAT PLAIN AVENUE
NEEDHAM, MA 02492

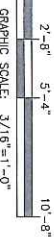
CHECKED BY: DATE:

NO 01/17/17

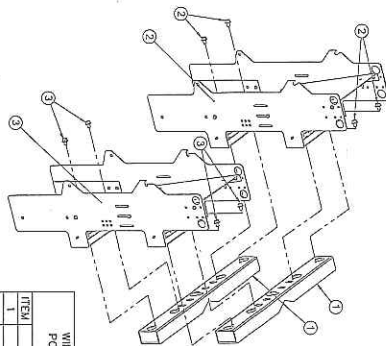
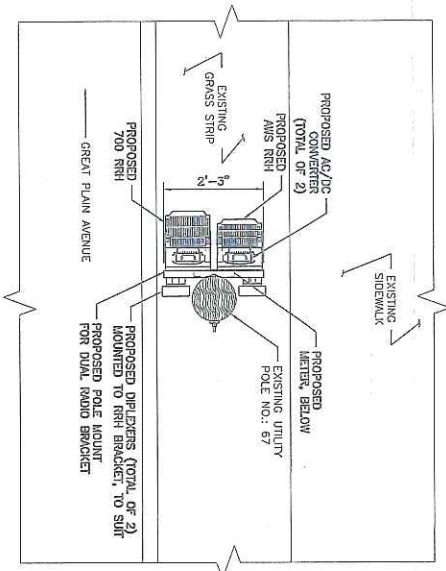
PROJECT NUMBER:
20151264163

SHEET NUMBER:

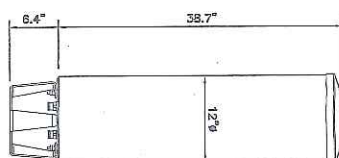
LE-1



U/P NO.: 67
443 GREAT PLAIN AVENUE
NEEDHAM, MA 02492



WIRELESS CONSTRUCTION, INC. POLE/WALL MOUNT FOR DUAL RADIO BRACKET		
ITEM	DESCRIPTION	QTY.
1	DOUBLE MOUNT W/	2
2	700MHz RHH RACK W/	1
3	AMS RHH RACK W/	1
3	SUPPLIED HARDWARE	1



ANTENNA SPECIFICATIONS	
COMASCOPE - NH3500M-DG-2XR	
DIMENSIONS	12"ø x 38.7"
WEIGHT	33.7 LBS



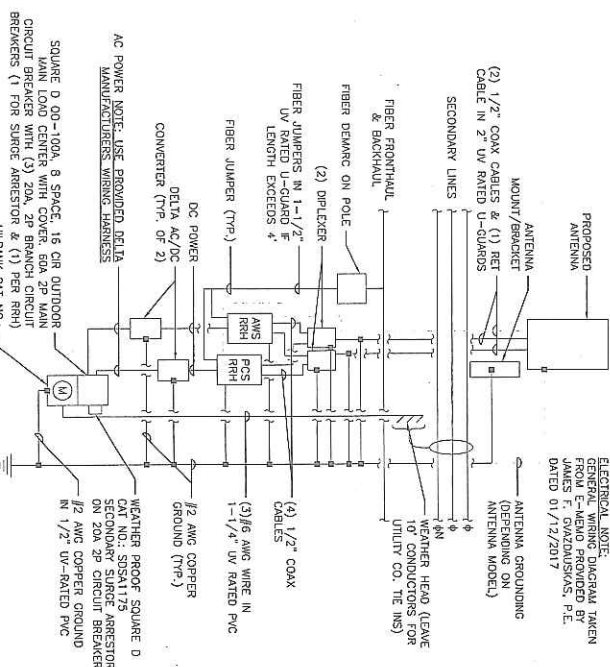
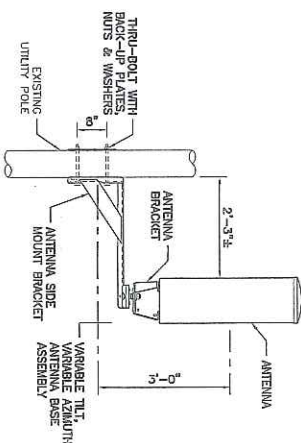
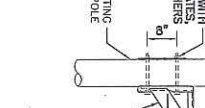
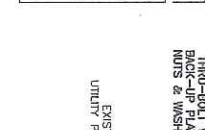
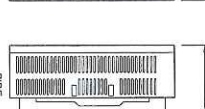
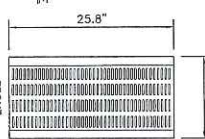
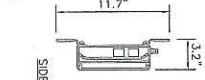
APPROX. NORTH

1 RRH ORIENTATION PLAN
3/8\"/>

GRAPHIC SCALE: 3/8\"/>

2 RRH MOUNTING BRACKET SPEC.
N.T.S.

3 ANTENNA SPEC.
N.T.S.



ELECTRICAL NOTE:
GENERAL WIRING DIAGRAM TAKEN FROM E-MEMO PROVIDED BY JAMES E. O'NEILL, P.E. DATED 01/12/2017

ANTENNA GROUNDING (DEPENDENT ON ANTENNA MODEL)

WATER HEAD LEAVE 10' CONDUCTORS FOR UTILITY CO. (TIE INS)

(4) 1/2\"/>

(3) 1/4\"/>

(2) 1/2\"/>

(1) 1/2\"/>

(1) 1/2\"/>

(1) 1/2\"/>

7 GENERAL WIRING DIAGRAM
N.T.S.

6 ANTENNA MOUNTING DETAIL
N.T.S.

5 RRH SPEC.
N.T.S.

4 DIPLEXER SPEC.
N.T.S.

PREPARED BY:

NEXIUS
MAE OFFICE:
7A LIBERTY WAY
WESTFORD, MA 01886
1 (978) 753-1882



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DRAWING SCALES ARE ANTENNA FOR 11\"/>

REV	DATE	DESCRIPTION	BY
A	10/24/16	FOR REVIEW	AM
B	12/16/16	REVISED PER COMMENTS	RM
C	01/17/17	REVISED PER CD	RM
D	02/08/17	WIRING UPDATE	RM

SITE NAME:
NEEDHAM, SCOT, MA

SITE ADDRESS:

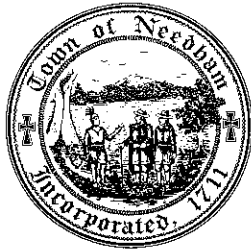
U/P NO.: 67
443 GREAT PLAIN AVENUE
NEEDHAM, MA 02482

CHECKED BY: DATE: 01/17/17

PROJECT NUMBER:
20151264163

SHEET NUMBER:

LE-3



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC07 MA, Utility Pole Number 67 on Great Plain Avenue, located near 443 Great Plain Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

THE SALVATION ARMY, INC.
25 SHAWMUT RD
CANTON, MA 02021

JOHNSON, CHRISTOPHER &
JOHNSON, CHELSEA PLACE
10 RIDGEWAY AVE
NEEDHAM, MA 02494

CARPENTER, KATHLEEN A &
C/O HAMMOCK, ROBERT
437 GREAT PLAIN AVE
NEEDHAM, MA 02492

GIRALDO, LEAH M
447 GREAT PLAIN AVE
NEEDHAM, MA 02492

VERVILLE, MARK E.
9 HILLCREST RD
NEEDHAM, MA 02492

MASSACHUSETTS BAY
AUTHORITY
10 PARK PLAZA
BOSTON, MA 02116

NEEDHAM GOLF CLUB
TOWN OF NEEDHAM
49 GREEN STREET
NEEDHAM, MA 02492

Great Plain Avenue

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near the intersection of **Dedham Avenue and South Street in Needham, Massachusetts**, and as more particularly shown on plans titled Needham SC09 MA, dated **January 17, 2017**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
mm 5/19/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near the intersection of **Dedham Avenue and South Street in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC09 MA**, dated **January 17, 2017**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

LEASE EXHIBIT

SITE NAME:
NEEDHAM_SC09_MA

LOCATION CODE:
384943

SITE ADDRESS:
UTILITY POLE NO.: 97/51
CORNER OF DEDHAM AVE & SOUTH ST.
NEEDHAM, MA 02492



1 KEY PLAN
SCALE: 1" = 50'

GRAPHIC SCALE: 1:50 (IN FEET)

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
GROUND ELEVATION	42° 16' 07.50" N	71° 13' 12.39" W
	95' A.M.S.L. (NAVD83)	

PREPARED BY:

NEXIUS
TRANSFORM YOUR BUSINESS... THROUGH WIRELESS

ALC OFFICE
7A WEST ST., 10TH FLOOR
WESTFORD, MA 01886
1 (978) 755-1882



Ronald J. Jackson

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FIELD USE ONLY. ALL OTHER PRINTED SIZES ARE
DEEMED "NOT TO SCALE".

REV	DATE	DESCRIPTION	BY
A	09/14/14	FOR REVIEW	JM
B	01/17/17	REVISED PER 30	BT
C	03/29/17	REVISED PER COMMENTS	BT

SITE INFO:

SITE NAME:
NEEDHAM_SC09_MA

SITE ADDRESS:
U/P NO.: 97/51
CORNER OF DEDHAM AVE
& SOUTH ST.
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KG	01/17/17
PROJECT NUMBER:	
20151232663	
SHEET NUMBER:	

LE-1

PREPARED BY:

NEXIUS
TRANSFORM YOUR BUSINESS. INNOVATE YOUR RELIABILITY.

7A LYBERRY WAY
WESTFORD, MA 01886
1 (972) 755-1882



Ronald J. Jackson

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DRAWING SCALES ARE INTENDED FOR 11" X 17" PLOT SIZE. ALL OTHER PRINTED SIZES ARE DEEMED "NOT TO SCALE."

SUBMITTALS	
REV	DATE
A	10/14/10 FOR REVIEW
B	01/17/11 REVISION FEB 20
C	03/28/11 REVISION FOR COMMENTS
D	
E	

SITE INFO:

SITE NAME:
NEEDHAM_SCO9_MA

SITE ADDRESS:
U/P NO: 97/51
CORNER OF DEDHAM AVE
& SOUTH ST
NEEDHAM, MA 02492

CHECKED BY:
DATE: 01/17/17

PROJECT NUMBER:
20151232663

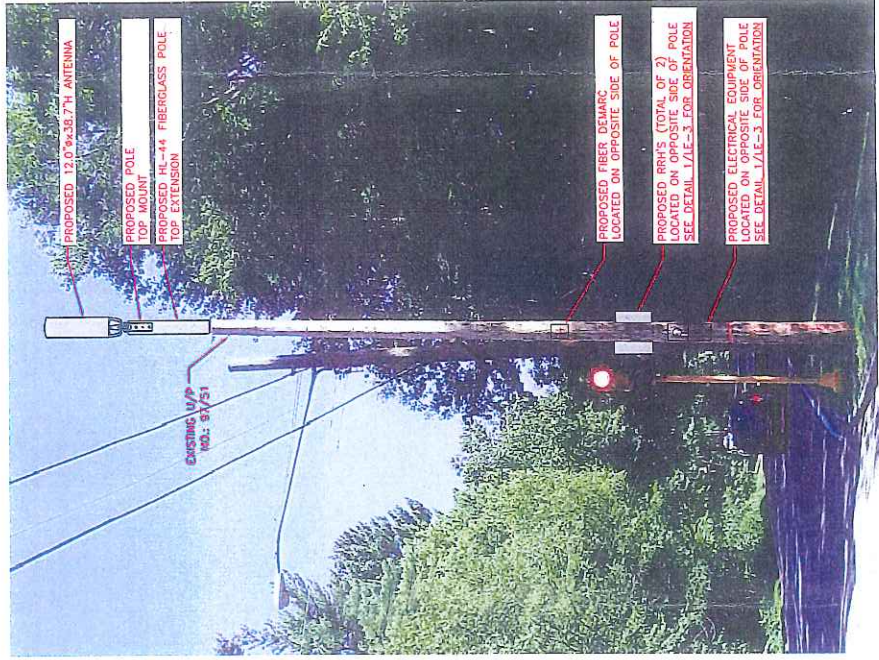
SHEET NUMBER:

LE-2

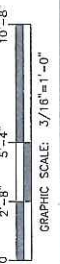
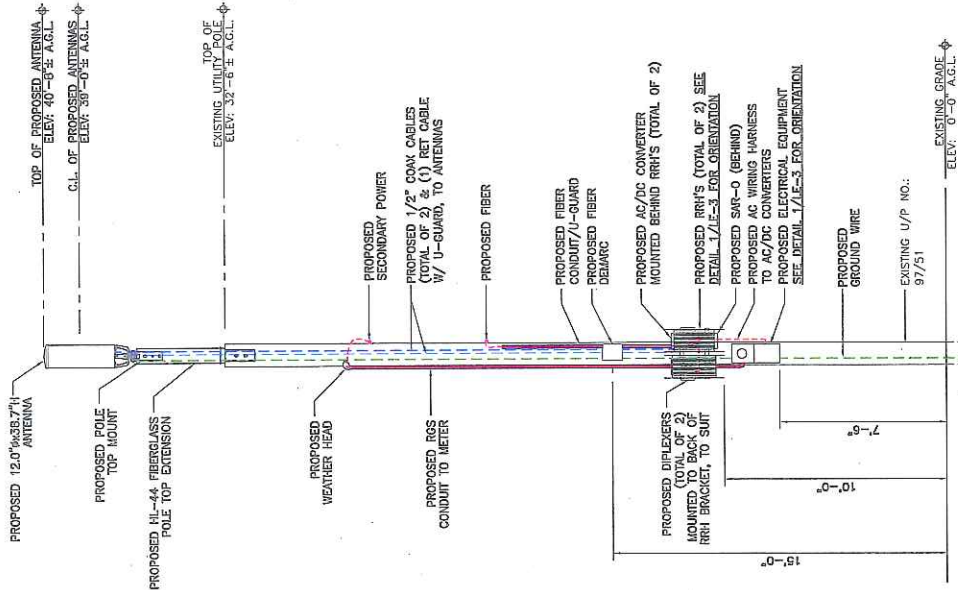
LEASE EXHIBIT

THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED FACILITY. THE FINAL FACILITY LAYOUT, THE SITE LAYOUT WILL BE FINALIZED UPON COMPLETION OF SITE SURVEY AND FACILITY DESIGN.

1. NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE BEFORE ISSUANCE OF ATTACHMENT LICENSE. UTILITY POLE OWNER HAS COMPLETED INDUSTRY-STANDARD STRUCTURAL ANALYSIS TO CONFIRM THAT POLE HAS SUFFICIENT CAPACITY TO SUPPORT THE PROPOSED LOADS. THE ANALYSIS IS BASED ON THE FOLLOWING ASSUMPTIONS: (1) NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION); AND (2) NSI 05.1-2008 SPECIFICATIONS AND DIMENSIONS FOR WOOD POLES (LATEST EDITION).



2 PHOTO DETAIL
N.T.S.

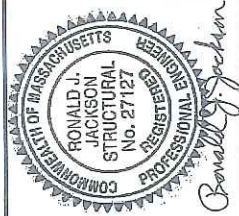


1 ELEVATION
3/16\" = 1'-0\"

PREPARED BY:

NEXIUS
THROUGH YOUR BUSINESS, THROUGH WIRELESS

AGE OFFICE:
7A VERNY WAY
NEEDHAM, MA 02466
1 (978) 755-1882



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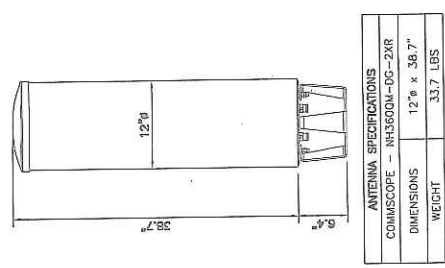
DRAWING SCALES ARE INTENDED FOR 11"x17" SIZE PRINTED MEDIA ONLY. ALL OTHER SCALES ARE DEEMED NOT TO SCALE.

REV	DATE	DESCRIPTION	BY
A	02/14/16	FOR REVIEW	JM
B	04/17/17	REVISED PER 20	RT
C	04/28/17	REVISED PER COMMENTS	RT

SITE INFO:
SITE NAME:
NEEDHAM_SC09_MA
SITE ADDRESS:
U/P NO.: 97/51
CORNER OF DEDHAM AVE
& SOUTH ST.
NEEDHAM, MA 02492

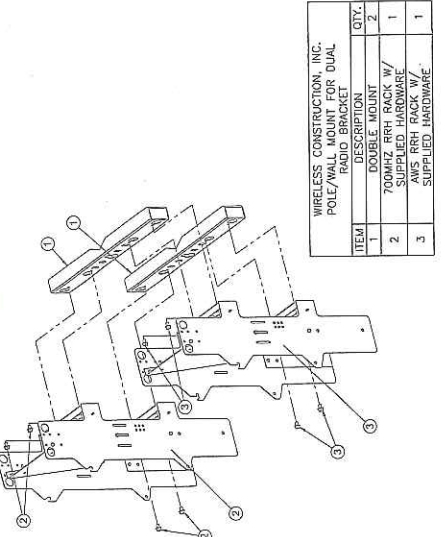
CHECKED BY:	DATE:
KG	01/17/17
PROJECT NUMBER:	
20151232863	
SHEET NUMBER:	

LE-3



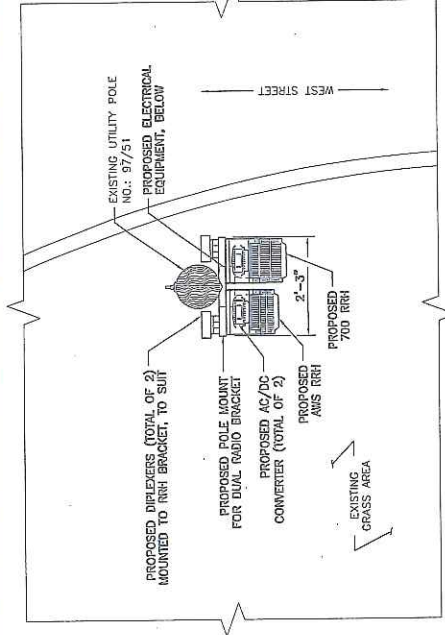
ANTENNA SPECIFICATIONS	
COMMSCOPE - RH3600M-DG-2XR	
DIMENSIONS	12" x 38.7"
WEIGHT	33.7 LBS

3 ANTENNA SPEC.



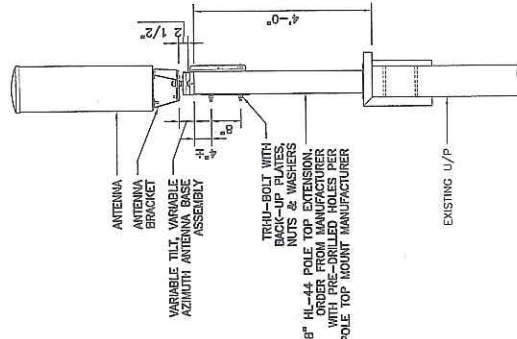
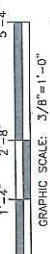
WIRELESS CONSTRUCTION, INC. POLE/WALL MOUNT FOR DUAL RADIO BRACKET	
ITEM	QTY.
1 DOUBLE MOUNT	2
2 700MHz RRH RACK W/ SUPPLIED HARDWARE	1
3 AWS RRH RACK W/ SUPPLIED HARDWARE	1

2 RRH MOUNTING BRACKET SPEC.

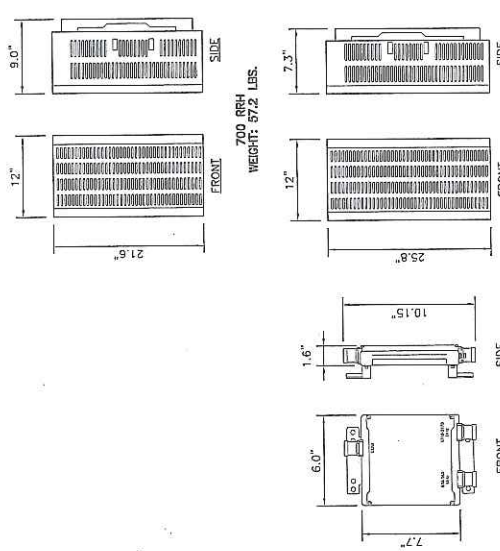


1 RRH ORIENTATION PLAN

APPROX. NORTH

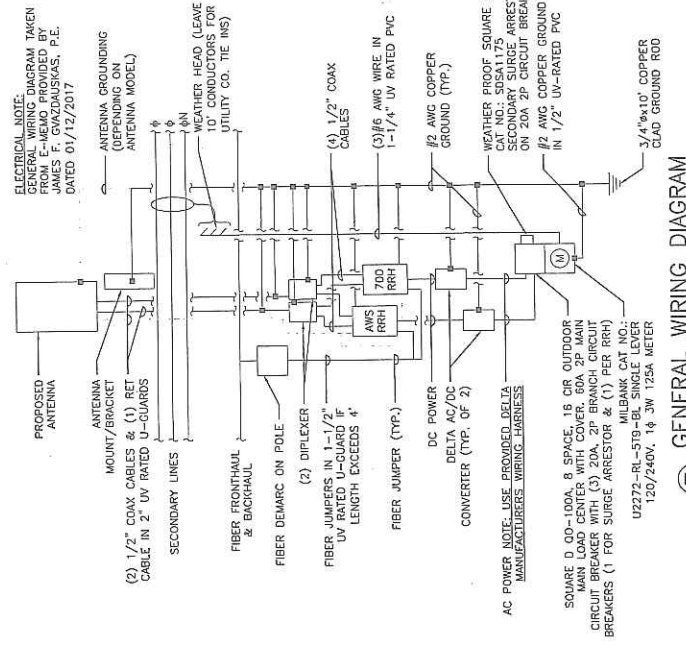


6 ANTENNA MOUNTING DETAIL

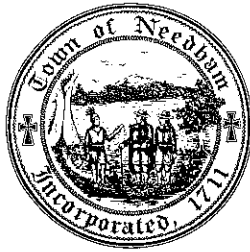


5 RRH SPEC.

4 DIPLEXER SPEC.



7 GENERAL WIRING DIAGRAM



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC09 MA, Utility Pole Number 97/51 near the intersection of Dedham Avenue & South Street, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

TOWN OF NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

WANG, SHU MEI &
SUN, CHI
141 LIVINGSTON CIR
NEEDHAM, MA 02492

RESERVITZ, DAVID S. &
RESERVITZ, HEIDI M.
147 LIVINGSTON CIR
NEEDHAM, MA 02492

SILVER, JONATHAN S. &
SILVER, WENDY B.
153 LIVINGSTON CIR
NEEDHAM, MA 02492

WALSH, PETER T. +
WALSH, JEANNE M.
8 EDGEWATER DR
NEEDHAM, MA 02492

KLEMM, DAVID
20 EDGEWATER DR
NEEDHAM, MA 02494

IRWIN, DANIEL P. TR. &
IRWIN, SHEILA M. HOWARD
351 SOUTH ST
NEEDHAM, MA 02492

WADEKAR, DHANANJAY G. &
WADEKAR, NEETA D.
381 SOUTH ST
NEEDHAM, MA 02492

TOWN OF NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

TOWN OF NEEDHAM
WATER DEPT. PUMPING STA
1471 HIGHLAND AVE
NEEDHAM, MA 02492

TOWN OF NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

Dedham Ave / South Street

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **842 Central Avenue in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC16 MA**, dated **November 1, 2016**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
from 5/14/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **842 Central Avenue in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC16 MA**, dated **November 1, 2016**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

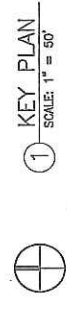
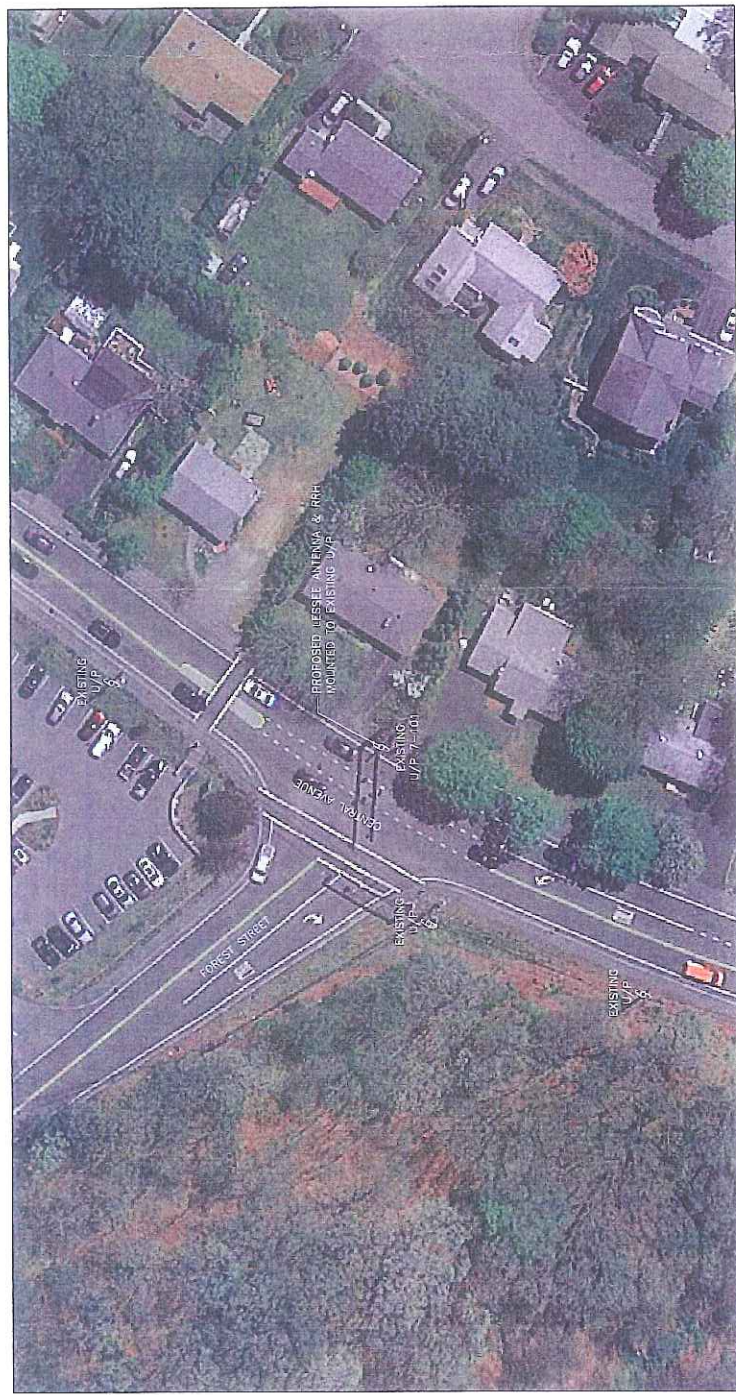
Attest: _____
Town Clerk
Town of Needham, Massachusetts

LEASE EXHIBIT

SITE NAME:
NEEDHAM_SC16_MA

LOCATION CODE:
390211

SITE ADDRESS:
UTILITY POLE NO.: 7-101
842 CENTRAL AVENUE
NEEDHAM, MA 02492



POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
	42° 17' 30.26" N	71° 14' 59.81" W
GROUND ELEVATION	110' A.M.S.L. (NAD88)	

PREPARED BY:



AGE OFFICE:
 7A CROFTON RD.
 WESTFORD, MA 01086
 1 (972) 755-1882



Ronald J. Jackson

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REV	DATE	DESCRIPTION	BY
A	09/12/16	FOR REVIEW	AM
B	11/01/16	REVISED PER 2D	PM
C	10/20/17	REVISED PER COMMENTS	MT

SITE INFO:

SITE NAME:
NEEDHAM_SC16_MA

SITE ADDRESS:
U/P NO.: 7-101
842 CENTRAL AVENUE
NEEDHAM, MA 02492

CHECKED BY:
 KO

DATE:
 09/12/16

PROJECT NUMBER:
20151264305

SHEET NUMBER:

LE-1

PREPARED BY:

NEXIUS
TRANSFORM YOUR BUSINESS, THROUGH WIRELESS

445 OFFICE
7A LIBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1882



Ronald J. Jackson

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REV	DATE	DESCRIPTION	BY
A	09/12/16	FOR REVIEW	ad
B	11/01/16	REVISED PER 20	PH
C	03/29/17	REVISED PER COMMENTS	MT

SITE INFO:

SITE NAME:
NEEDHAM_SC16_MA

SITE ADDRESS:

U/P NO.: 7-101
842 CENTRAL AVENUE
NEEDHAM, MA 02492

CHECKED BY:
K9

DATE:
09/12/16

PROJECT NUMBER:
20151264305

SHEET NUMBER:

LE-2

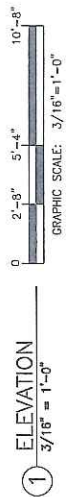
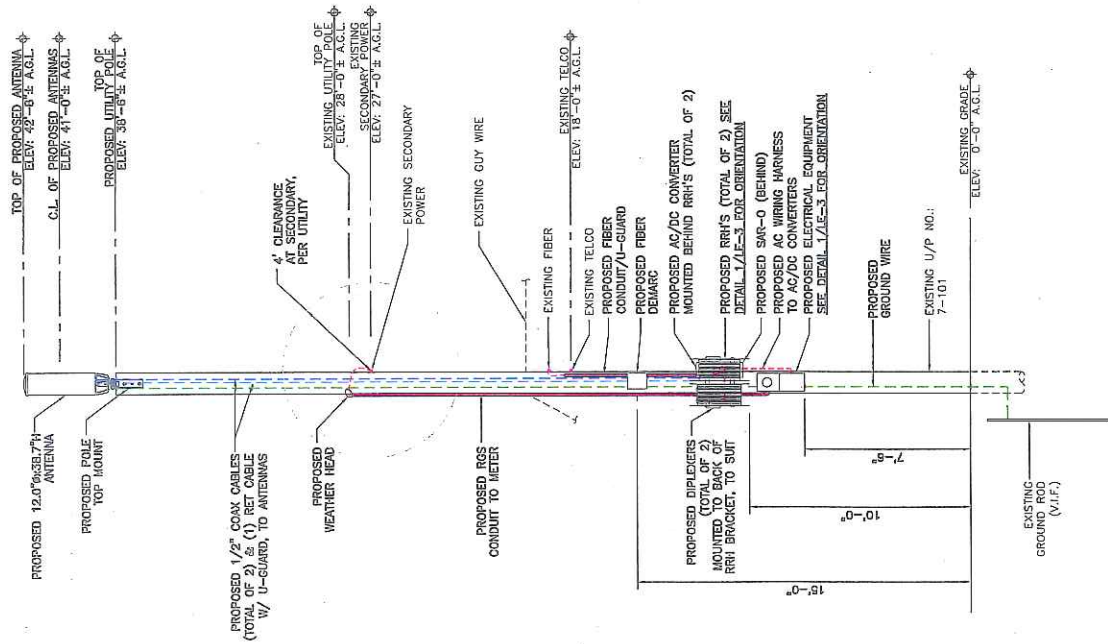
LEASE EXHIBIT

LEASE EXHIBIT

THIS LEASE PLAN IS DIAGRAMATIC IN NATURE AND
IS INTENDED TO PROVIDE GENERAL INFORMATION
REGARDING THE LOCATION AND SIZE OF THE
PROPOSED EQUIPMENT. THE
SITE LAYOUT WILL BE FINALIZED UPON COMPLETION
OF SITE SURVEY AND FINALITY DESIGN

1. NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE

BEFORE ISSUANCE OF ATTACHMENT LICENSE, UTILITY
POLE OWNER HAS COMPLETED INDUSTRY-STANDARD
STRUCTURAL ANALYSIS TO CONFIRM THAT POLE HAS
SUFFICIENT CAPACITY TO SUPPORT THE PROPOSED
EQUIPMENT. ANALYSIS WAS BASED ON THE FOLLOWING:
(1) NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION);
AND (2) NSI 05.1-2008 SPECIFICATIONS AND
DIMENSIONS FOR WOOD POLES (LATEST EDITION).



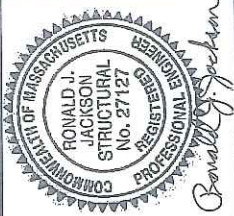
1 ELEVATION
3/16" = 1'-0"

2 PHOTO DETAIL
N.T.S.



SciX
TRANSMIT YOUR IDEAS THROUGH WIRELESS

A&E OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1882



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ALL OTHER PRINTED SIZES ARE
DEEMED "NOT TO SCALE"

SUBMITTALS			
REV	DATE	DESCRIPTION	BY
A	09/12/16	FOR REVIEW	JM
B	11/01/16	REVISED PER 2C	PM
C	03/28/17	REVISED PER COMMENTS	KT

SITE INFO:

SITE NAME: NEEDHAM_SC16_MA

SITE ADDRESS:

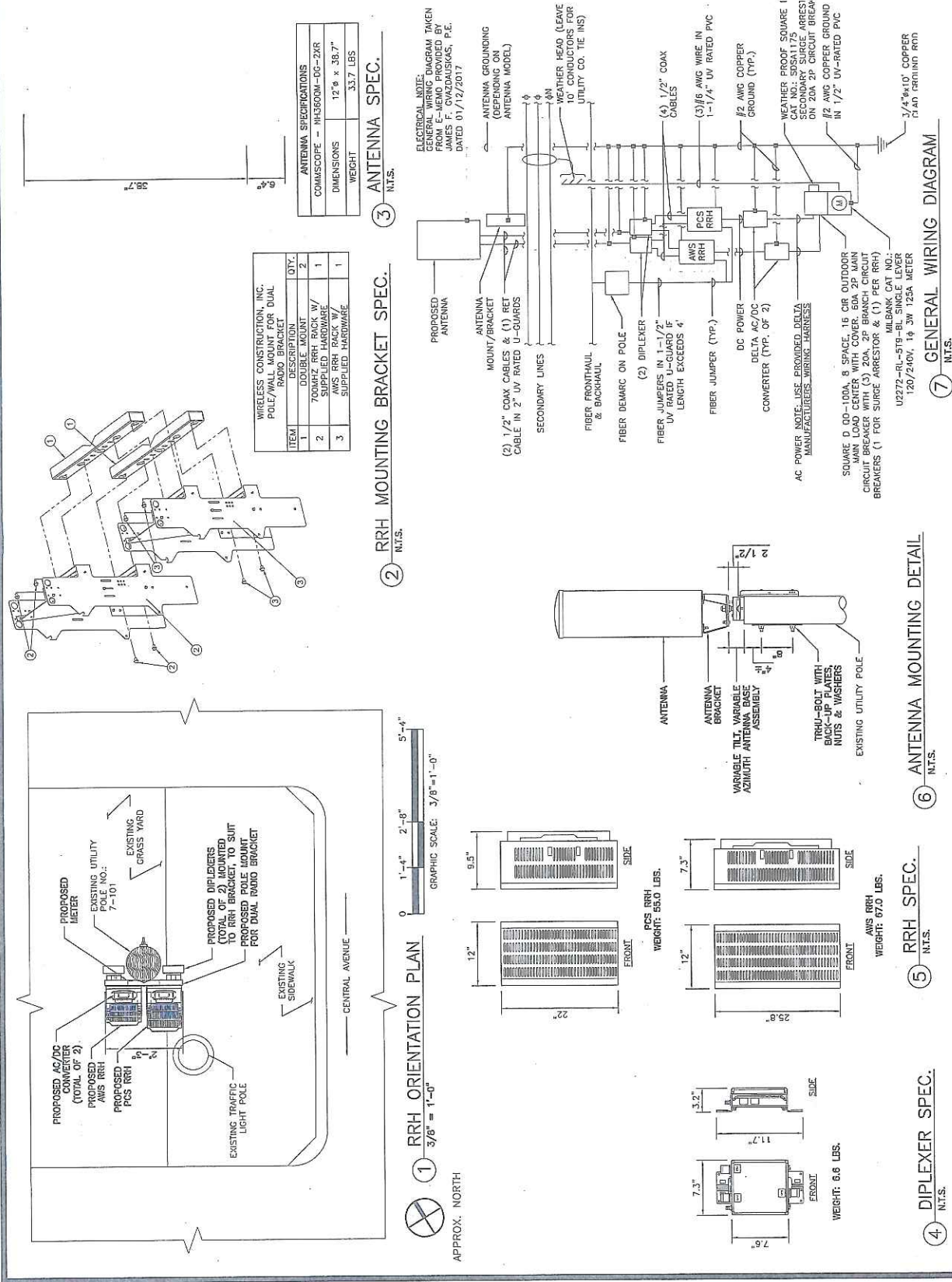
U/P NO.: 7-101
342 CENTRAL AVENUE
NEEDHAM, MA 02492

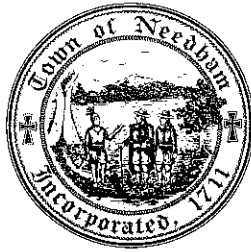
CHECKED BY:	DATE:
KG	09/12/16

PROJECT NUMBER:
20151264305

SHEET NUMBER:

LE-3





NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC16 MA, Utility Pole Number 7-101 on Central Avenue, located near 842 Central Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

RAMSHAW, DAVID L &
RAMSHAW, NICOLE J.
842 CENTRAL AVE
NEEDHAM, MA 02492

F & A FARMS, INC.
226 BROOKSIDE RD
NEEDHAM, MA 02492

NICOLAS, PATRICK S., JR.+
NICOLAS, SUSANNE M.
140 JARVIS CIR
NEEDHAM, MA 02492

STEPANIAN, STEPHEN &
STEPANIAN, ESTHER
148 JARVIS CIR
NEEDHAM, MA 02492

BARBER, LUTHER L. TR &
DIAMOND-BARBER, MIRIAM
152 JARVIS CIR
NEEDHAM, MA 02492

ROMAN, EDWARD C. & ROMAN,
ROMAN REALTY TRUST
105 CHESTNUT ST. -36
NEEDHAM, MA 02492

CAPUTO, PAULA M.
834 CENTRAL AVE
NEEDHAM, MA 02492

RAY'S DESIGN &
C/O BLOCK, REBECCA EVA
848 CENTRAL AVE
NEEDHAM, MA 02492

TARRAGONA, NESTOR G &
BARBERA, VANESA
854 CENTRAL AVE
NEEDHAM, MA 02494

BABSON COLLEGE
C/O LIVING CARE VILLAGES
865 CENTRAL AVENUE
NEEDHAM, MA 02492

Central Avenue

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **1250 Great Plain Avenue in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC19 MA**, dated **February 22, 2017**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

on to record
the 5/19/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **1250 Great Plain Avenue in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC19 MA**, dated **February 22, 2017**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

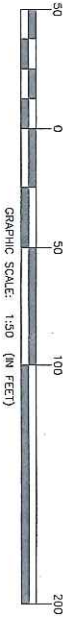
Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

SITE NAME:
NEEDHAM_SC19_MA
LOCATION CODE:
413789
SITE ADDRESS:
UTILITY POLE NO.: 116-1
1250 GREAT PLAIN AVENUE
NEEDHAM, MA 02492



KEY PLAN
SCALE: 1" = 50'



POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
GROUND ELEVATION	42° 16' 49.05" N 71° 14' 43.39" W	140' A.M.S.L. (NAD83)

LEASE EXHIBIT

PREPARED BY:

NEXIUS
TAC OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (978) 795-1882



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SUBMITTALS

REV	DATE	DESCRIPTION	BY
A	06/19/16	FOR REVIEW	JL
B	10/19/16	ISSUED PER RF	JL
C	12/13/16	TRAP-CUTE UPDATE	PA
D	02/22/17	ISSUED PER SD	JL
E	03/29/17	ISSUED PER COMMENTS	HT

SITE INFO:

SITE NAME:
NEEDHAM_SC19_MA
SITE ADDRESS:
U/P NO.: 116-1
1250 GREAT PLAIN
AVENUE
NEEDHAM, MA 02492

CHECKED BY: KGB DATE: 08/12/16

PROJECT NUMBER:
20161381943

SHEET NUMBER:

LE-1

1. NOTE ON STRUCTURAL ASSESSMENT OF UTILITY POLE BEFORE ISSUANCE OF ATTACHMENT LICENSE. UTILITY POLE OWNER HAS COMPLETED INDUSTRY-STANDARD STRUCTURAL ANALYSIS TO CONFIRM THAT POLE HAS SUFFICIENT STRENGTH TO SUPPORT THE PROPOSED LOADS. ANALYSIS IS BASED ON STANDARDS SPECIFIED IN (1) NATIONAL ELECTRIC SAFETY CODE (LATEST EDITION) AND (2) NESC 05.1-2008 SPECIFICATIONS AND DIMENSIONS FOR WOOD POLES (LATEST EDITION).

LEASE EXHIBIT
THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED UTILITY POLE. THE EXACT LOCATION AND SIZE OF THE POLE WILL BE DETERMINED BY THE SITE SURVEY AND FACILITY DESIGN.

LEASE EXHIBIT

PREPARED BY:
NEXIUS
775 W. 10TH STREET, SUITE 100
WESTPORT, MA 01986
1 (978) 755-1882

COMMONWEALTH OF MASSACHUSETTS
RONALD J. JACKSON
REGISTERED PROFESSIONAL ENGINEER
No. 27127

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REV	DATE	DESCRIPTION	BY
A	10/12/16	REVISED PER 1P	AL
B	10/19/16	REVISED PER 1P	AL
C	10/19/16	REVISED PER 2P	AL
D	10/22/17	REVISED PER 2P	AL
E	10/24/17	REVISED PER COMMENTS	BT

SITE NAME:
NEEDHAM_SC19_MA

SITE ADDRESS:
**U/P NO.: 116-1
1250 GREAT PLAIN
AVENUE
NEEDHAM, MA 02462**

CHECKED BY: **KG** DATE: **09/12/16**

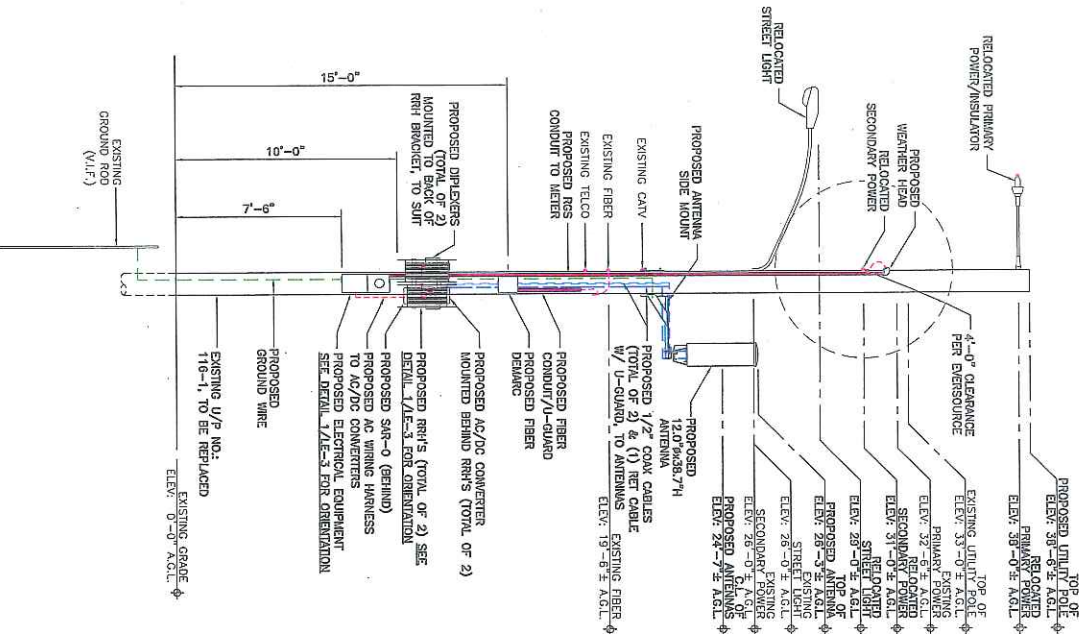
PROJECT NUMBER:
20161381943

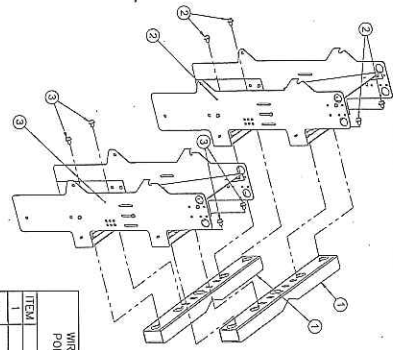
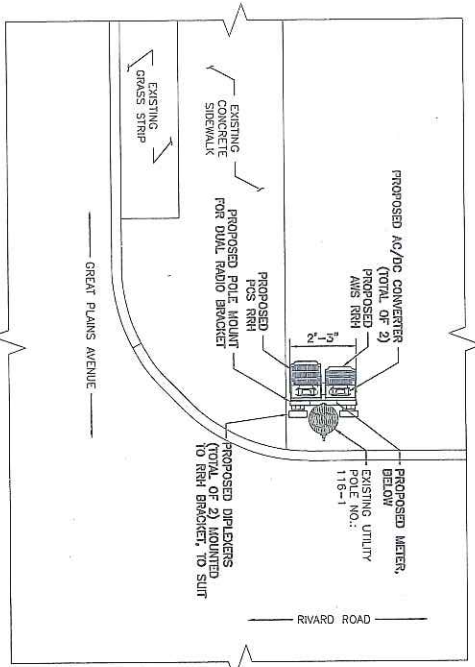
SHEET NUMBER:

2 PHOTO DETAIL

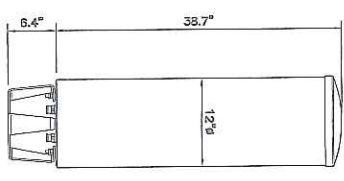


1 ELEVATION





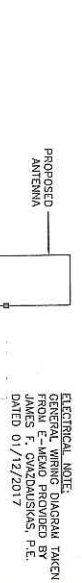
ITEM	DESCRIPTION	QTY.
1	PCS RRH RACK W/ SUPPLIED HARDWARE	2
2	PCS RRH RACK W/ SUPPLIED HARDWARE	1
3	PCS RRH RACK W/ SUPPLIED HARDWARE	1



ITEM	DESCRIPTION	QTY.
1	PCS RRH RACK W/ SUPPLIED HARDWARE	2
2	PCS RRH RACK W/ SUPPLIED HARDWARE	1
3	PCS RRH RACK W/ SUPPLIED HARDWARE	1

RRH MOUNTING BRACKET SPEC.

ANTENNA SPEC.



REV	DATE	DESCRIPTION	BY
A	06/16/16	FOR REVIEW	BL
B	06/16/16	REVISION PER RF	BL
C	06/16/16	TEMPORARY UPDATE	PH
D	06/22/17	REVISION PER 20	BL
E	06/22/17	REVISION PER COMMENTS	BT

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DRAWING SCALES ARE INTENDED FOR 11"x17" SIZE PRINTED SIZES ONLY. ALL OTHER PRINTED SIZES ARE DEEMED "NOT TO SCALE".

GENERAL ELECTRICAL NOTE:
GENERAL WIRING DIAGRAM TAKEN FROM THE PROJECT MANUAL, SECTION 26.05.00, P. 11.05.00, DATED 01/12/2017.

ANTENNA BRACKET, ANTENNA, ANTENNA SIDE MOUNT BRACKET, VARIABLE TILT ANTENNA BASE, THRU-BOLT WITH BACK-UP PLATES, NUTS & WASHERS, EXISTING UTILITY POLE, EXISTING SIDE.

AC POWER NOTE: USE PROVIDED DELTA MANUFACTURED WIRING HARDWARE.

SOURCE: 00-100A, 8 SPACE, 16 CIR OUTDOOR MAIN LOAD CENTER WITH COVER, 60A 2P MAIN CIRCUIT BREAKER WITH (3) 20A, 2P BRANCH CIRCUIT BREAKERS (1 FOR SURGE ARRESTOR & (1) PER RRH).

U2722-RL-S1B-BL SINGLE LEVER MCBANK CAT NO.: 120/240V, 1P, 3W 125A METER

3/4"x10" COPPER CLAD ALUMINUM ROD

WEATHER PROOF SQUARE C CAT NO.: SPSA1172 SECONDARY SURGE ARRESTOR ON 20A 2P CIRCUIT BREAK IN 1/2" UV-RATED PVC

#2 AWG COPPER GROUND (TYP.)

(3) #6 AWG WIRE IN 1-1/4" UV RATED PVC

WEATHER HEAD (LEAVE TO CONDUCTORS FOR UTILITY CO. TIE INS)

ANTENNA GROUNDING (DEPENDENT ON ANTENNA MODEL)

SECONDARY LINES

(2) 1/2" COAX CABLES & (1) RET CABLE IN 2" UV RATED U-GUARDS

FIBER FRONTAL & BACKHULL

FIBER DEMAND ON POLE

(2) DIPLEXER

FIBER JUMPER IN 1-1/2" UV RATED U-GUARD IF LENGTH EXCEEDS 4'

FIBER JUMPER (TYP.)

DC POWER

DELTA AC/DC CONVERTER (TYP. OF 2)

AC POWER NOTE: USE PROVIDED DELTA MANUFACTURED WIRING HARDWARE.

SOURCE: 00-100A, 8 SPACE, 16 CIR OUTDOOR MAIN LOAD CENTER WITH COVER, 60A 2P MAIN CIRCUIT BREAKER WITH (3) 20A, 2P BRANCH CIRCUIT BREAKERS (1 FOR SURGE ARRESTOR & (1) PER RRH).

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WEATHER HEAD (LEAVE TO CONDUCTORS FOR UTILITY CO. TIE INS)

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U2722-RL-S1B-BL SINGLE LEVER M



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC19 MA, Utility Pole Number 116-1 on Great Plain Avenue, located near 1250 Great Plain Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

HURLEY, JAMES M. TR.
LTREG REALTY TRUST
1 CHESTNUT LANE
BEDFORD, MA 01730

KOURTIS, JANE P.
21 SURREY LN
NEEDHAM, MA 02492

KELLY, AMY L
1249 GREAT PLAIN AVE
NEEDHAM, MA 02492

BEDAR, BRADFORD
C/O LAZARIDIS, NIKITAS &
226 PINE HILL CIR
WALTHAM, MA 02451

CARROLL, REBECCA HAYES &
CARROLL, GEORGE H
1259 GREAT PLAIN AVE
NEEDHAM, MA 02492

YAKIN, TUNC &
YAKIN, SECIL
19 MARKED TREE RD
NEEDHAM, MA 02492

WEINER, RUTH &
LEKOUSI, STEVEN J. &
1236 GREAT PLAIN AVE
NEEDHAM, MA 02492

DIGIACOMO, JOAN M. &
DIGIACOMO REALTY TRUST
1248 GREAT PLAIN AVE
NEEDHAM, MA 02492

COPPOLA, JOHN
C/O SPERANZA, MARGARET M.
10 RIVARD RD
NEEDHAM, MA 02492

WHITE, JEREMY &
VIDAL-WHITE, FIONA
1242 GREAT PLAIN AVE
NEEDHAM, MA 02492

MCLAUGHLIN, EDWARD F &
MCLAUGHLIN, JUDITH B
1262 GREAT PLAIN AVE
NEEDHAM, MA 02492

CROSSMAN, RICHARD A. &
CROSSMAN, NICOLE S.
25 RIVARD RD
NEEDHAM, MA 02492

KOCHANIAK, GREG &
KOCHANIAK, BARBARA M.
24 RIVARD RD
NEEDHAM, MA 02492

Great Plain Avenue

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **1437 Great Plain Avenue in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham W SC03 MA**, dated **February 14, 2017**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
the
5/14/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **1437 Great Plain Avenue in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham W SC03 MA**, dated **February 14, 2017**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the _____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

SITE NAME:
NEEDHAM_W_SC03_MA

LOCATION CODE:
395267

SITE ADDRESS:
UTILITY POLE NO.: 25
1437 GREAT PLAIN AVENUE
NEEDHAM, MA 02492

PLEASE EXHIBIT



① KEY PLAN
 SCALE: 1" = 50'

⊕
 APPROX. NORTH

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
GROUND ELEVATION	42° 17' 00.33" N	71° 15' 08.76" W
	140' A.M.S.L. (NAV08B)	

PREPARED BY:

NEXIUS
 TRANSFORM YOUR BUSINESS... THROUGH WIRELESS

44E OFFICE:
 7A LIBERTY WAY
 WESTFORD, MA 01886
 1 (972) 755-1882



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DRAWING SCALES ARE INTENDED FOR 11"x17" SIZE PRINTED MEDIA ONLY. ALL OTHER PRINTED SIZES ARE DEEMED "NOT TO SCALE".

REV	DATE	DESCRIPTION	BY
A	10/12/16	FOR REVIEW	JM
B	12/13/16	TEMPLATE UPDATE	PM
C	10/14/17	REVISED FEB 20	RT

SITE INFO:

SITE NAME:
NEEDHAM_W_SC03_MA

SITE ADDRESS:
U/P NO.: 25
1437 GREAT PLAIN AVENUE
NEEDHAM, MA 02492

CHECKED BY: KB
 DATE: 09/12/16

PROJECT NUMBER:
20151292773

SHEET NUMBER:

LE-1

PREPARED BY:

NEXIUS
TRANSFORM YOUR BUSINESS. INNOVATE YOUR IDEAS.

7A ROBERT WAY
WESTFORD, MA 01886
1 (972) 755-1882



Ronald J. Jackson
PROFESSIONAL ENGINEER

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CONSENT OF THE CREATOR IS
STRICTLY PROHIBITED.

DRAWING SCALES ARE INTENDED FOR
1" = 10' UNLESS OTHERWISE NOTED.
ALL OTHER PRINTED SIZES ARE
DEEMED "NOT TO SCALE".

REV	DATE	DESCRIPTION	BY
A	09/12/16	FOR REVIEW	AM
B	12/13/16	TEMPORARY UPGRADE	PM
C	02/14/17	REMOVED PER 20	MT

SITE INFO:

SITE NAME:
NEEDHAM_W_SC03_MA

SITE ADDRESS:
U/P NO.: 25
1437 GREAT PLAIN
AVENUE
NEEDHAM, MA 02492

CHECKED BY:
KO

DATE:
09/12/16

PROJECT NUMBER:
20151292773

SHEET NUMBER:

LE-2

LEASE EXHIBIT

LEASE EXHIBIT

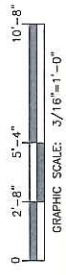
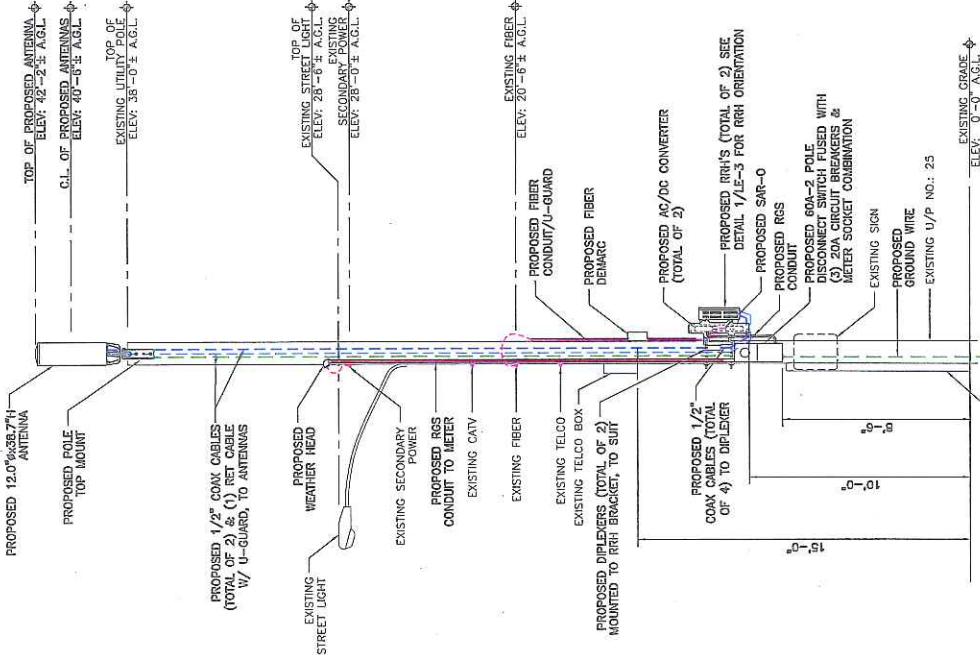
THIS LEASE PLAN IS DIAGRAMATIC IN NATURE AND
IS INTENDED TO PROVIDE GENERAL INFORMATION
REGARDING THE LOCATION AND SIZE OF THE
LEASED AREA. THE EXACT BOUNDARIES AND
SITE LAYOUT WILL BE FINALIZED UPON COMPLETION
OF SITE SURVEY AND FACILITY DESIGN.

NOTES:

1. AN ANALYSIS OF THE CAPACITY OF THE EXISTING
STRUCTURE TO SUPPORT THE PROPOSED LOADING
AND THE LOCATION AND SIZE OF THE
LEASED AREA ARE SUBJECT TO CHANGE PENDING
OUTCOME OF A STRUCTURAL ANALYSIS.



② PHOTO DETAIL
N.T.S.

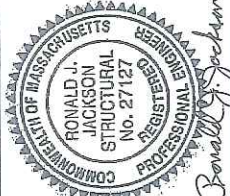


① ELEVATION
3/16\" = 1'-0\"

PREPARED BY:

NEXIUS
TRANSFORM YOUR BUSINESS... THROUGH WIRELESS

ALL OFFICE
7A WILSON WAY
WESTFORD, MA 01886
1 (978) 755-1892



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ALL OTHER PRINTED SIZES ARE
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REV	DATE	DESCRIPTION	BY
A	06/12/16	FOR REVIEW	AM
B	12/15/16	TEMPORARY UPGRADE	PM
C	02/14/17	REDESIGNED FOR 2G	MT

SITE INFO:

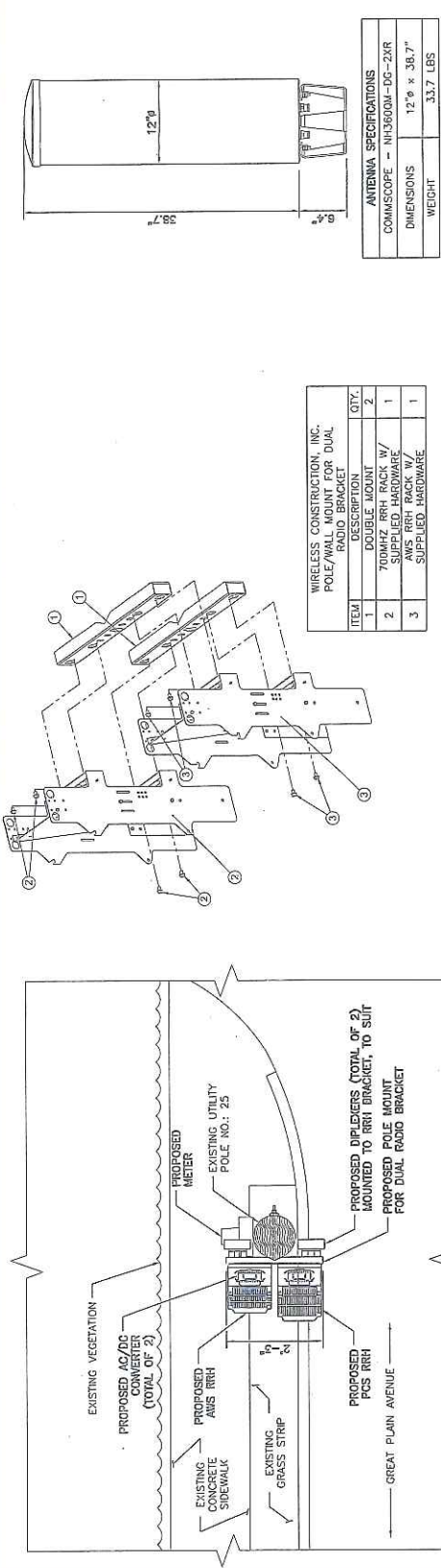
SITE NAME:
NEEDHAM_W_SC03_MA
SITE ADDRESS:
**U/P NO.: 25
1437 GREAT PLAIN
AVENUE
NEEDHAM, MA 02492**

CHECKED BY:
KG
DATE:
06/12/16

PROJECT NUMBER:
20151292773

SHEET NUMBER:

LE-3

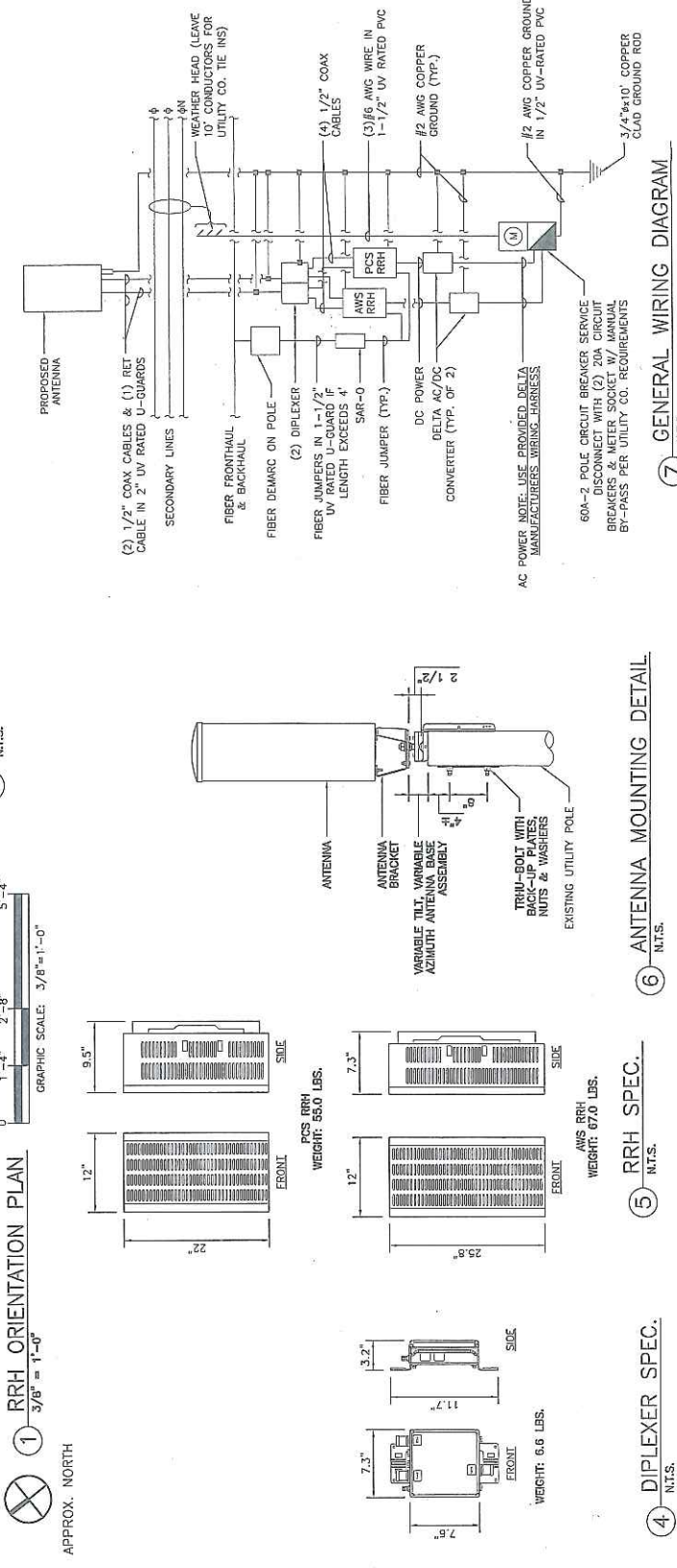


① RRH ORIENTATION PLAN
3/8" = 1'-0"
APPROX. NORTH

② RRH MOUNTING BRACKET SPEC.
N.T.S.

③ ANTENNA SPEC.
N.T.S.

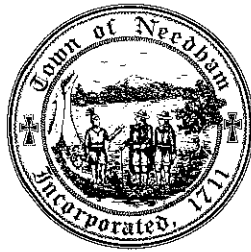
④ DIPLEXER SPEC.
N.T.S.



⑤ RRH SPEC.
N.T.S.

⑥ ANTENNA MOUNTING DETAIL
N.T.S.

⑦ GENERAL WIRING DIAGRAM
N.T.S.



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham W SC03 MA, Utility Pole Number 25 on Great Plain Avenue, located near 1437 Great Plain Avenue, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

HELLER, JEFFREY D. &
HELLER, DEBORAH
1092 CENTRAL AVENUE
NEEDHAM, MA 02492

GLASS, JASON &
GLASS, SARAH
1453 GREAT PLAIN AVE
NEEDHAM, MA 02492

BRAIN, JUDITH B.
59 WOOD DRIVE
ESSEX, MA 01929

SRIDHAR, PARANJI &
SRIDHAR, SHANTHY
41 PHEASANT RD
NEEDHAM, MA 02492

MAHONEY, MAUREEN TR. &
NARDONE, GLENN TR.
332 WARREN ST #2
WALTHAM, MA 02453

GRIFFIN, FRANK A. &
GRIFFIN, MARY
1086 CENTRAL AVE
NEEDHAM, MA 02492

LAM, NANCY T.
1426 GREAT PLAIN AVE
NEEDHAM, MA 02492

TR. OF THE PRESBYTERY OF
1458 GREAT PLAIN AVE
NEEDHAM, MA 02492

TOWN OF NEEDHAM
1471 HIGHLAND AVE
NEEDHAM, MA 02492

Great Plain Avenue

PETITION FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

April 7, 2017

Board of Selectmen
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Cellco Partnership, d/b/a Verizon Wireless ("Verizon"), hereby requests permission to locate small cell wireless antennas, and all necessary sustaining and protecting fixtures, on an existing utility pole, located on a public way near **33 Chestnut Place in Needham, Massachusetts**, and as more particularly shown on plans titled **Needham SC21 MA**, dated **February 13, 2017**, and attached hereto as Exhibit A.

Verizon requests after requisite notice and hearing, that it be granted location and permission to erect and maintain equipment on said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

CELLCO PARTNERSHIP, D/B/A VERIZON WIRELESS

Joshua P. Lanzetta, Esq.
Attorney for Cellco Partnership d/b/a Verizon Wireless

OK to proceed
JML 5/14/17

ORDER FOR POLE AND WIRE LOCATIONS
UNDER MGL c. 166, §§ 22 and 25A

In the Town of Needham, Massachusetts,
Notice supplied and public hearing held, as provided by law,

IT IS HEREBY ORDERED:

That Celco Partnership d/b/a Verizon Wireless ("Verizon") is granted location and permission to install and maintain wireless equipment and all sustaining and protecting fixtures on an existing utility pole located on a public way near **33 Chestnut Place in Needham, Massachusetts**, as requested by Verizon's Petition for Pole and Wire Locations Under MGL c. 166, §§ 22 and 25A, dated **[DATE]**.

All construction under this order shall be in accordance plans titled **Needham SC21 MA**, dated **February 13, 2017**.

All equipment shown on the aforementioned plans may be attached to said utility pole, including, but not limited to:

- Antennas;
- Radio Units;
- Meters;
- Mounting brackets;
- Groundbars;
- Conduits;
- Cables;
- Disconnects; and
- All other necessary sustaining and protecting fixtures.

I hereby certify that this order was adopted at a meeting of the Board of Selectmen of the Town of Needham, Massachusetts, held on the ____ day of _____, 2017.

Town Clerk
Town of Needham, Massachusetts
1471 Highland Avenue
Needham, Massachusetts 02492

Received and entered in the records of location orders of the Town of Needham, at Book _____,
Page _____.

Attest: _____
Town Clerk
Town of Needham, Massachusetts

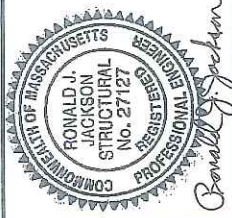
LEASE EXHIBIT

LOCATION CODE:
430549

SITE ADDRESS:
UTILITY POLE NO.: 72-3
33 CHESTNUT PLACE
NEEDHAM, MA 02492

NEXIUS
TRANSFORM YOUR BUSINESS... THROUGH WIRELESS

A&E OFFICE:
7A LYBERTY WAY
WESTFORD, MA 01886
1 (972) 755-1892



THIS DOCUMENT IS THE DESIGN
PROPERTY AND COPYRIGHT OF NEXIUS
AND FOR THE EXCLUSIVE USE BY THE
TITLE CLIENT. DUPLICATION OR USE
WITHOUT THE EXPRESS WRITTEN
CONSENT OF THE CREATOR IS
STRICTLY PROHIBITED.

DRAWING SCALES ARE INTENDED FOR
11"x17" SIZE PRINTED MEDIA ONLY.
ALL OTHER PRINTED SIZES ARE
DEEMED "NOT TO SCALE".

SUBMITTALS			BY
REV	DATE	DESCRIPTION	
A	09/15/16	FOR REVIEW	JM
B	11/29/16	REVISED PER 2C	PH
C	02/13/17	REVISED ADDRESS	JM
D	03/29/17	REVISED PER COMMENTS	KT

SITE INFO:

SITE NAME:
NEEDHAM_SC21_MA

SITE ADDRESS:

U/P NO.: 72-3
33 CHESTNUT PLACE
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KB	09/15/16

PROJECT NUMBER: 20161495844

SHEET NUMBER:

FE



GRAPHIC SCALE: 1:50 (IN FEET)

① KEY PLAN
SCALE: 1" = 50'



APPROX. NORTH

POLE COORDINATES	LATITUDE (NAD83)	LONGITUDE (NAD83)
	42° 16' 33.71" N	71° 14' 19.25" W
GROUND ELEVATION	155' AMSL (NAVD83)	



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DEEMED "NOT TO SCALE".

SUBMITTALS				
REV	DATE	DESCRIPTION	BY	
A	02/15/16	FOR REVIEW	JM	
B	11/20/16	REVISED PER 20	PH	
C	02/13/17	REVISED ADDRESS	JM	
D	03/29/17	REVISED PER COMMENTS	KT	

SITE INFO:

SITE NAME:
NEEDHAM_SC21_MA

SITE ADDRESS:

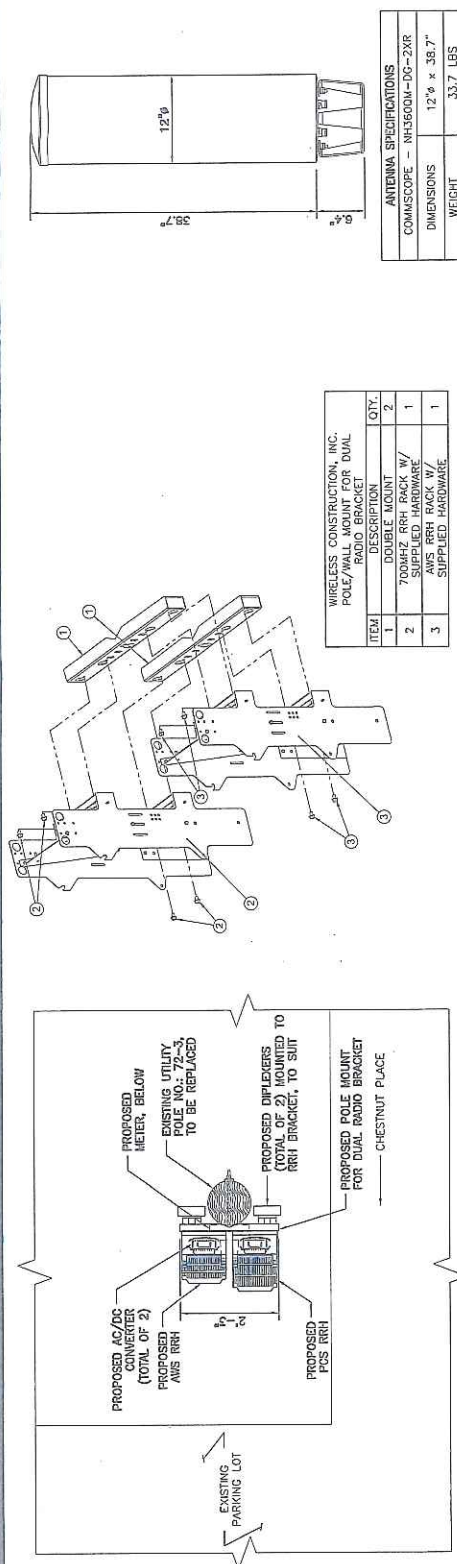
U/P NO.: 72-3
33 CHESTNUT PLACE
NEEDHAM, MA 02492

CHECKED BY:	DATE:
KB	09/15/16

PROJECT NUMBER: 20161495844

SHEET NUMBER:

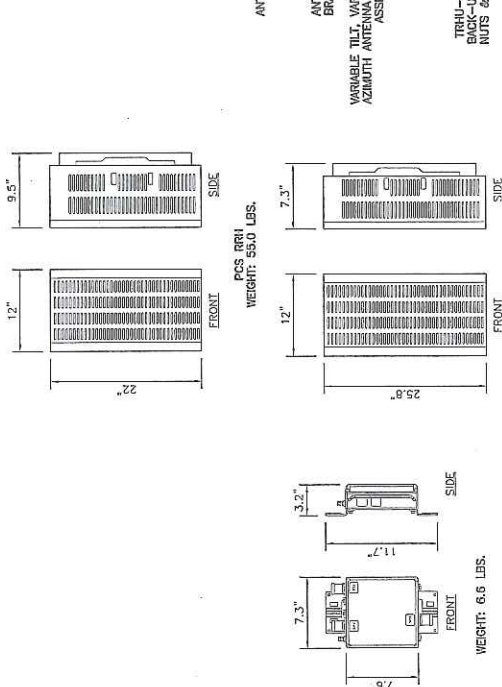
3-LE



RRH- ORIENTATION PLAN

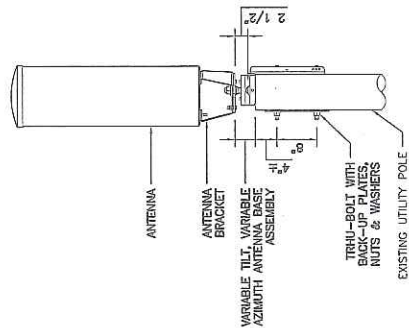
$$\frac{\text{RRH OF}}{3/8^2} = 1'-0''$$

APPROX. NORTH



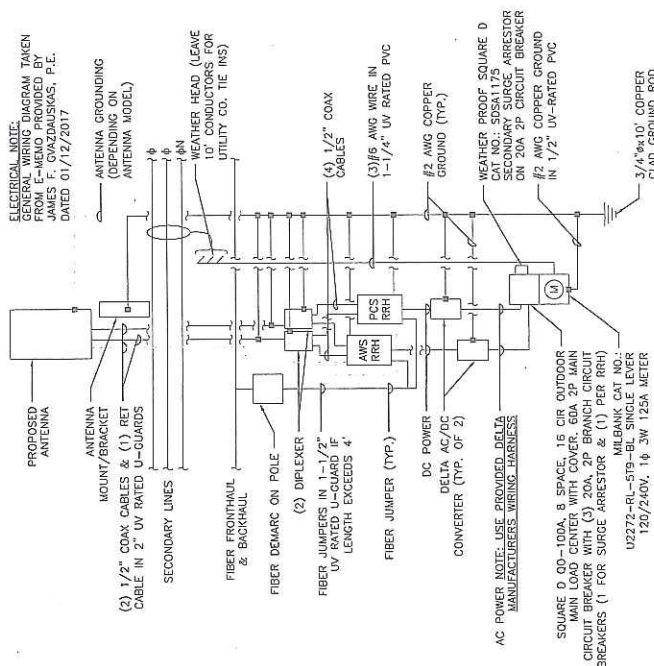
5-RRH SPEC. NTS

A.T.S.



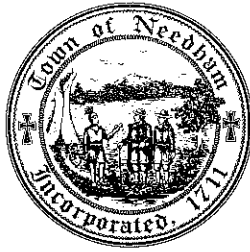
ANTENNA MOUNTING DETAIL

1. **INTRODUCTION**



GENERAL WIRING DIAGRAM

YES



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 8:00 p.m. on May 30, 2017** upon petition of Cellco Partnership d/b/a Verizon Wireless dated **April 7, 2017** to install one (1) separate wireless small cell antenna ("antenna") and supporting equipment on existing electrical distribution poles ("utility poles") in the Town of Needham. The antenna is camouflaged so that it will be indistinguishable from typical electric transformers commonly seen on utility poles in Needham and municipalities throughout the Commonwealth, and its installation will remedy the existing wireless coverage and capacity gaps that Verizon Wireless has identified in its wireless network in the Needham area. The following is the public way or parts of way along which the cell antenna above referred to may be installed: 1) install one (1) antenna on Verizon Site Name Needham SC21 MA, Utility Pole Number 72-3 on Chestnut Place, located near 33 Chestnut Place, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Joshua Lanzetta of McLane Middleton, at 603-628-1362.

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

BOARD OF SELECTMEN

Dated: May 22, 2017

MALONE, JOHN E TRUSTEE
JOHN E. MALONE REALTY
20 CHESTNUT ST, SUITE 4
NEEDHAM, MA 02492

MASS BAY TRANSPORTATION
10 PARK PLAZA
BOSTON, MA 02116

DEACONESS-GLOVER
148 CHESTNUT ST
NEEDHAM, MA 02492

DEACONESS-GLOVER
148 CHESTNUT ST
NEEDHAM, MA 02492

DEACONESS-GLOVER
148 CHESTNUT ST
NEEDHAM, MA 02492

DASUCO INC. TR.
DASUCO FREEMAN PLACE
20 FREEMAN PLACE
NEEDHAM, MA 02492

BERNARD, JOHN A. +
BERNARD, GERTRUDE W.
72 PAUL REVERE RD
NEEDHAM HTS, MA 02494

EEYORE PRODUCTIONS INC.
146 WARREN ST
NEEDHAM, MA 02492

SDS NOMINEE TRUST
1 SHEPARD LN
MEDFIELD, MA 02052

TRAMONTOZZI, EGIDIO TR. &
TRAMONTOZZI, JOAN R. TR.
20 BRIDGE STREET
NEEDHAM, MA 02494

NEEDHAM COMMUNITY
257 CHESTNUT ST
NEEDHAM, MA 02492

EV-ELMVIEW REALTY LLC
946 GREAT PLAIN AVE. #174
NEEDHAM, MA 02492

GOLDBERG, JACOB S. &
GOLDBERG, STEPHANIE M.
110 MAPLE ST
NEEDHAM, MA 02492

RESHAMWALA, CHETAK &
RESHAMWALA, DIYA
112 MAPLE STREET
NEEDHAM, MA 02492

SHESKO, GREGORY J. &
SHESKO, MARILYN M.
114 MAPLE ST
NEEDHAM, MA 02492

MISIAK, FRANCOIS &
HAYEK, ANNE
116 MAPLE ST
NEEDHAM, MA 02492

BARDAI, ANWAR ALI &
BARDAI, FARAH HUSSAIN
118 MAPLE ST
NEEDHAM, MA 02492

YOUNG SARA
120 MAPLE ST
NEEDHAM, MA 02492

LIN, QINGCONG & XU, HUI
C/O GONDELMAN, SHANA B.
124 MAPLE ST
NEEDHAM, MA 02492

LAZAR, ALEXANDER &
C/O QATANANI, MOHAMMED &
126 MAPLE ST
NEEDHAM, MA 02492

Chestnut Place



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

MEETING DATE: 5/30/2017

Agenda Item	Permission to Encroach into Existing Sewer and Drain Easement- 103 Brookside Road
Presenter(s)	Richard P. Merson, DPW Director, Anthony L Del Gaizo, Town Engineer

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
In 1997 the property owner of 103 Brookside Road constructed an addition to their house within an existing 1958 sewer and drain easement. Prior to constructing the addition, an alternate easement had been taken in 1992 for a future drain and sewer to be constructed. The 1958 easement was never released and permission to encroach into the 1958 easement had not been granted. The homeowner is presently trying to sell his house and needs permission from the Board of Selectmen to encroach into the 1958 easement until the easement can be released at the next Town Meeting. The property owner will be requesting that the 1958 easement be extinguished prior to the next Town Meeting.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<u>Suggested Motion:</u> <i>"That the Board vote to permit the encroachment of the existing addition to the dwelling at 103 Brookside Road into the existing 1958 sewer and drain easement."</i>	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) <i>Letter of Request from Eric Sockol dated May 18, 2017</i> <i>Document- 1992 Sewer and Drain Easement Taking by the Town of Needham</i> <i>Document- 1958 Sewer and Drain Easement Taking by the Town of Needham</i> <i>Copy of plan entitled, "Plan of Relocated Easement in Needham, Mass", prepared by Alex Zaleski, dated 5.27.1997.</i>	

May 18, 2017

2017 MAY 18 A 11:36

Board of Selectman
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Dear Selectman:

My wife and I have been the sole owners of 103 Brookside Road since 1989. In 1958, the Town of Needham established a sewer easement which in essence was located on the property line behind my house. The 1958 easement is registered under Document 198056. In 1992, the Town of Needham established a new sewer easement with the purpose of relocating the 1958 easement which in essence is located on the property line in front of my house. The 1992 easement is registered under Document 629044. At the time that the 1992 easement was established, the 1958 easement was not formally dissolved.

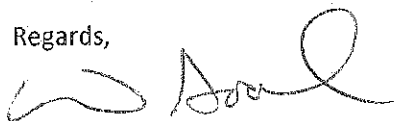
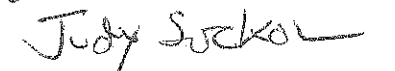
In 1997, we were granted a building permit to add an addition in the back of our home which resides over a portion of the 1958 easement. At the same time of our 1997 addition, the Town of Needham installed new sewer pipes in the location of the 1992 sewer easement and a certified engineering plan labeled "Plan of Relocated Easement" was filed with the Norfolk Registry of Deeds on June 5, 1997.

My wife and I are in the process of selling our home and therefore we are requesting that the Board of Selectman, at the May 30, 2017 meeting, grant us a waiver to encroach on the 1958 sewer easement until it can be properly dissolved at the upcoming October 2017 Special Town Meeting. We will be submitting a separate request to include this matter as part of the Special Town Meeting Warrant.

I have discussed this matter in detail with Mr. Anthony Del Gaizo, Town Engineer, who is copied on this letter.

Your attention to this matter is greatly appreciated.

Regards,

Eric & Judy Sockol
103 Brookside Road

CC: Anthony Del Gaizo, Town Engineer

ERIC SOCKOL

617 470 4259

ERICSOCKOL@GMAIL.COM

629044

PLAN FILED AT TIME OF RECORDING

Norfolk County Registry District
RECEIVED FOR REGISTRATION

JUN 26 1992

2 O'CLOCK —^m P
NOTED ON CERTIFICATE NO. 130299+120715
* REGISTRATION BOOK 652 PAGE 77, 115
604

W

ORDER OF TAKING FOR SEWER AND DRAINAGE EASEMENT

LOT 4 BROOKSIDE ROAD
LOT 1 BROOKSIDE ROAD

WHEREAS under its Special Home Rule Charter Act, Chapter 403 of the Acts of 1971, the Town of Needham was authorized, among other things, to lay out, construct, maintain and operate a system of main drains, common sewers and water mains, and to make, lay and maintain drains for the purpose of providing better surface or other drainage, and to elect a Board of Water Commissioners; and

WHEREAS by virtue of the authority of said Special Home Rule Charter Act, the Board of Selectmen is authorized to act as a Board of Public Works exercising the power of Sewer Commissioners and certain other Boards; and

WHEREAS said Board of Selectmen, having charge of main drains, common sewers and water mains, acting on behalf of said Town by virtue of the authority conferred by said Special Home Rule Charter Act and by every other authority in said Board hereto enabling, desires to take by eminent domain under the provisions of General Laws, Chapter 79 certain rights and easements for the purpose of making, laying and maintaining a common sewer and drain.

NOW THEREFORE, the said Board acting for and on behalf of the said Town of Needham does hereby order, declare and specify that said Board takes by right of eminent domain for said Town of Needham, easements for sewer purposes, including the right to construct, maintain, operate, repair, renew and replace a common sewer, a system of main drains and other appurtenances, in, through, over and under, certain parcels of land situated in Needham, Norfolk County, Massachusetts, bounded and described as follows according to a plan recorded herewith, and made a part thereof, said plan entitled: "LCC 19037 & LCC 19038 Sewer & Drain Easement Plan, Needham, Mass.", Scale 1" = 20 feet, April 13, 1992, amended May 11, 1992, Pilling Engineering Company, Inc., 26 Norfolk Street, Dedham, Mass., said easement being described as follows:

LOT 4 BROOKSIDE ROAD: Beginning at a concrete bound in the westerly sideline of Brookside Road, a 33 ft. wide public way; thence running S-10°-53'-40" E a distance of 20.20 feet by said Brookside Road to a point; thence turning and running S-87°-19'-29" W a distance of 54.68 feet to the westerly property line of Lot 4; thence turning and running N-34°-36'-45" W a distance of 9.74 feet by said property line to a point; thence turning and running N-57°-40'-31" W a distance of 130.73 feet by said property line to a point; thence turning and running N-83°-02'-11" W a distance of 8.48 feet by said property line to a point; thence turning and running N-37°-46'-04" E a distance of 16.71 feet by said property line to a point; thence turning and running S-57°-40'-31" E a distance of 134.94 feet to a point; thence turning and running N-87°-19'-29" E a distance of 51.03 feet to the point of beginning. Said Easement containing approximately 2899 square feet.

LOT 1 BROOKSIDE ROAD: Beginning at a point on the northerly property line of Lot 1, thence running S-87°-19'-29" W a distance of 8.80 feet to a point on the southerly boundary of a 14 ft. wide Way; thence turning and running N-34°-36'-45" W a distance of 4.74 feet by said Way to a point; thence turning and running N-57°-40'-31" W a distance of 126.54 feet by said Way to a point; thence turning and running N-83°-02'-11" W a distance of 11.07 feet by said Way to a point; thence turning and running N-37°-46'-04" E a distance of 8.15 feet to the northerly property line of Lot 1; thence turning and running S-83°-02'-11" E a distance of 8.48 feet by said property line to a point; thence turning and running S-57°-40'-31" E a distance of 130.73 feet by said property line to a point; thence turning and running S-34°-36'-45" E a distance of 9.74 feet to the point of beginning. Said Easement containing approximately 1020 square feet.

Said rights and easements are hereby taken without prejudice to or interference with the rights of the public or the rights of any person, corporation, Town of Needham, or any authorized agent of said Town, over said described premises except insofar as is necessary for the exercise of the rights and easements hereby taken. The surface of the above described premises shall, upon completion of any work, be restored as far as can reasonably be done, to the condition of the date of the commencement of said construction and may be used thereafter by the owners of the fee, their heirs and assigns, for all legal purposes not inconsistent with the construction, maintenance, operation repair and renewal of said sewer and drain, except that no building, structure or foundation of building or structure to be used for habitation or otherwise, shall hereafter be erected or maintained upon the premises hereby taken except in a manner satisfactory to the Selectmen.

The names of the owners of the land as herein stated are assumed to be accurate but the aforesaid rights and easements are hereby taken whether the said ownership of such land is as stated or not. The land is taken under the provisions of law authorizing the assessment of betterments and the Selectmen do adjudge that none of the abutting owners nor any person or corporation has sustained any damage or damages for this taking and therefore no damages are awarded.

The following is a list of the owners and mortgagees of the land through which said easement is hereby taken:

LOTS	OWNERS	DAMAGES
2899 Sq.Ft.	Eric & Judith Sockol No Mortgagee Known <i>CTF 130299</i>	None
1020 Sq.Ft.	<i>HARRIS</i> Elizabeth Spencer & Victor Harris, <i>TIPS.*</i> No Mortgagee Known <i>CTF 120715</i> <i>*HARRIS REALTY TRUST</i>	None

It is ORDERED that a common sewer and drain be constructed and maintained in that portion of said land as hereby taken.

It is further ORDERED that written notices be given to every person having any interest in said land, whose property is taken by this order or who is otherwise entitled to damages on account of this taking, together with a statement that any person having an interest in said land who is dissatisfied with the award of damages may petition this Board within thirty (30) days from date hereof for an award of damages, and that any person having an interest in said land is allowed three years from the date hereof or such other time as may now or hereafter be provided by statute to bring a petition in the Superior Court, Norfolk County, to have his damages assessed; and

It is further ORDERED that trees or structures on said parcel of land be and the same are hereby not taken and the owners of the land through which said sewer passes be allowed ten (10) days from the date of this order to take off their trees, fences and other structures which may obstruct the construction or operation of said sewer and drain.

It is further ORDERED that a copy of the within be recorded in the Registry of Deeds, Norfolk County, and that a notice of this order be sent forthwith by registered mail to each owner or mortgagee.

IN WITNESS WHEREOF: Sally B. Davis, Marcia M. Carleton, David F. Eldridge, Jr., John D. Marr, Jr. and H. Phillip Garrity, Jr., duly elected Board of Selectmen of the Town of Needham acting for and on behalf of said Town of Needham, having first read and approved the foregoing, do hereby subscribe our names and cause the Town Seal to be hereto affixed the ~~12th~~ day of May 1992.

26th

Sally B. Davis
Marcia M. Carleton
David F. Eldridge Jr
John D. Marr Jr
H. Phillip Garrity Jr
 BOARD OF SELECTMEN

APPROVED AS TO FORM

[Signature]
 TOWN COUNSEL

A true copy of Document No. 629044
 filed in Norfolk Registry District
 of the Land Court on 6/26/1992
 Certified *[Signature]*
 Asst. Recorder

198056

Norfolk County Registry District

APR 9 1958

RECEIVED FOR REGISTRATION

2 O'CLOCK 51m P. M.
NOTED ON CERTIFICATE NO. 46417 etc
IN REGISTRATION BOOK 233 PAGE 17 etc

SEWER AND DRAIN EASEMENT

FROM CLARKE CIRCLE TO BROOKSIDE ROAD

ORDER NO. 1958-1

WHEREAS under Chapter 59 of the Acts of 1924, the Town of Needham was authorized among other things, to lay out, construct, maintain and operate a system of main drains and common sewers, and to make, lay and maintain drains for the purpose of providing better surface or other drainage, and to select a Board of Sewer Commissioners; and

WHEREAS the said Town of Needham did, at a meeting the Town duly called and held on the thirteenth day of March, 1933, vote to accept Chapter 190 of the Acts of 1932 which authorized the Board of Selectmen to act as a Board of Public Works exercising the powers of Sewer Commissioners and certain other Boards; and

WHEREAS said Board of Selectmen having charge of highways, acting on behalf of said Town by virtue of the authority conferred by said Chapter 59 of the Acts of 1924 and by every other authority in said Board hereto enabling, desire to take by eminent domain under the provisions of General Laws, Chapter 79 certain rights and easements for the purpose of making, laying and maintaining a main drain and common sewer.

NOW therefore, the said Board acting for and on behalf of said Town does hereby order, declare and specify that said Board takes by right of eminent domain for said Town of Needham, an easement in the following described lands, including the right to construct, maintain, operate, repair, renew and replace a main drain and common sewer with manholes and other appurtenances in, through, over and under, certain parcels of land situated in Needham, Norfolk County, Massachusetts, bounded and described as follows according to a plan recorded herewith, said plan being entitled:

"Plan of Easement to be acquired from Clarke Circle to Brookside Road, scale: 1 inch = 40 feet, H. Gordon Martin, Town Engineer, dated February 13, 1958," the centerline of said easement of variable width being described as follows:

Beginning at an angle point on the westerly sideline of Brookside Rd., said point being at the intersection with the common boundary line between lots 4 and 5, as shown on Land Court Plan 19037; thence S 80° 46' 37" W a distance of 177.45 ft. on land of Mary C. Mahoney, this portion of the easement being 10.00 feet wide; then widening to 14.00 feet and running N 83° 05' 21" W a distance of 49.38 feet, S 82° 17' 44" W a distance of 63.18 feet, S 69° 39' 09" W a distance of 60.17 feet and S 38° 51' 42" W a distance of 34.41 feet to the easterly sideline of Clarke Circle, the last four courses being the centerline of a 14.00 ft. right of way running along the common boundary line of Charles C. and Margaret E. Stevens, of Ruth B. Merry, of Philip A. and Marion H. Merrill and of Peter A. and Bronie Gavin.

Said rights and easement are hereby taken without prejudice to, or interference with the right of the public or the rights of any person, corporation, Town of

Needham or any authorized agent, over said described premises except in so far as is necessary for the exercise of the rights and easement hereby taken. The surface of the above described premises shall, upon completion of any work, be restored as far as can reasonably be done, to the condition at the date of the commencement of said construction and may be used thereafter by the owners of the fee, their heirs, and assigns, for all legal purposes not inconsistent with the construction, maintenance, operation and repair and renewal of said sewer or drain, except that no building, structure, or foundation of building or structure to be used for habitation shall hereafter be erected or maintained upon the premises hereby taken except in a manner satisfactory to the Selectmen. Garages of any kind and wooden buildings not used for habitation, less than fourteen (14) feet high, may be erected on the premises hereby taken. Anything to the contrary herein contained notwithstanding said garages and wooden buildings shall be erected in accordance with the Building By-Laws of the Town of Needham which may now or hereafter be in force. In the event of the erection upon taken premises of a garage of any kind containing a foundation, or any wooden building containing a foundation, the bottom of the foundation of any such building shall not be built deeper than three feet from the top of the line of sewer or drain, unless prior to the construction of said foundation a concrete cradle is constructed by the owner of the fee, his heirs or assigns, sufficient in strength to support the weight of the building to be erected, without damage to the pipe of said sewer or drain.

The names of the owners of the land as herein stated are assumed to be accurate, but the aforesaid rights and easement are hereby taken whether the said ownership of such land is as stated or not. The land is taken under the provisions of law authorizing the assessment of betterments and the Selectmen adjudge that none of the abutting owners nor any other person or corporation has sustained any damage or damages for this taking and therefore no damages are awarded.

The following is a list of the owners and mortgagees of the land through which said easement is hereby taken:

LOT NO.	OWNER	MORTGAGEE
✓ 6 Land Court Ref. Lot 6	Charles C. & Margaret E. Stevens Plan 190378 Cert. 4417 Book 233 Page 12	Needham Co-operative Bank ✓
✓ 4 & 5 Land Court Ref. Lot 4 & 5	Mary C. Mahoney Plan 190376 Cert. 31482 Book 158 Page 82	Wellesley National Bank
✓ 3 Land Court Ref. Lot 3	Ruth B. Merry Plan 190380 Cert. 42836 Book 215 Page 36	Newton South Co-op. Bank
✓ 9 Land Court Ref. Lot 9	Peter A. & Bronie Gavin Plan 190375 Cert. 46560 Book 233 Page 149	The National Shawmut Bank of Boston
✓ 8 Land Court Ref. Lot 8	Philip A. & Marion H. Merrill Plan 90377 Cert. 48088 Book 241 Page 82	None

It is ORDERED that a main drain and common sewer be constructed and maintained in that portion of said land as hereby taken; and said Board hereby certifies that it is expected that the parcels or areas adjoining said taking will receive a benefit or advantage other than the general advantage to the community for said improvement, that is, from the construction of said main drain and common sewer, and the Board of Selectmen doth hereby adjudge that none of said owners nor any other person or corporation shall be assessed for said improvement.

It is further ORDERED that written notices be given to every person having any interest in the said land, whose property is taken by this order or who is otherwise entitled to damages on account of this taking, together with a statement that any person having an interest in said land who is dissatisfied with the award of damages may petition this Board within thirty (30) days from date hereof for an award of damages, and that any person having an interest in said land is allowed one year from the date hereof or such other time as may now or hereafter be provided by statute to bring a petition in the Superior Court, Norfolk County, to have his damages assessed; and

It is further ORDERED that trees or structures on said parcel of land be and the same are hereby not taken and the owners of the land through which said sewer or drain passes be allowed ten (10) days from the date of this order to take off their trees, fences and other structures which may obstruct the construction or operation of said drain or sewer.

It is further ORDERED that a copy hereof together with plan above referred to, be recorded in the Registry of Deeds, Norfolk County, and that a notice of this order be sent forthwith by registered mail to each owner or mortgagee.

IN WITNESS WHEREOF Marian F. Keith, Clarke H. Wertheim, J. Roland Ackroyd, Philip F. Foss and Peter W. Carre, duly elected Board of Selectmen of the Town of Needham, acting for and on behalf of said Town of Needham having first read and approved the foregoing, do hereby subscribe our names and cause the Town Seal to be hereto affixed this 8th day of April 1958.

A true copy of Document No. 19806
filed in Norfolk Registry District
of the Land Court on 4/9/1958
Certified William P. O'Donnell
Asst. Recorder

Marian F. Keith
Clarke H. Wertheim
J. Roland Ackroyd
Philip F. Foss
Peter W. Carre
Board of Selectmen of Needham

Norfolk Registry of Deeds
Dedham, Mass.

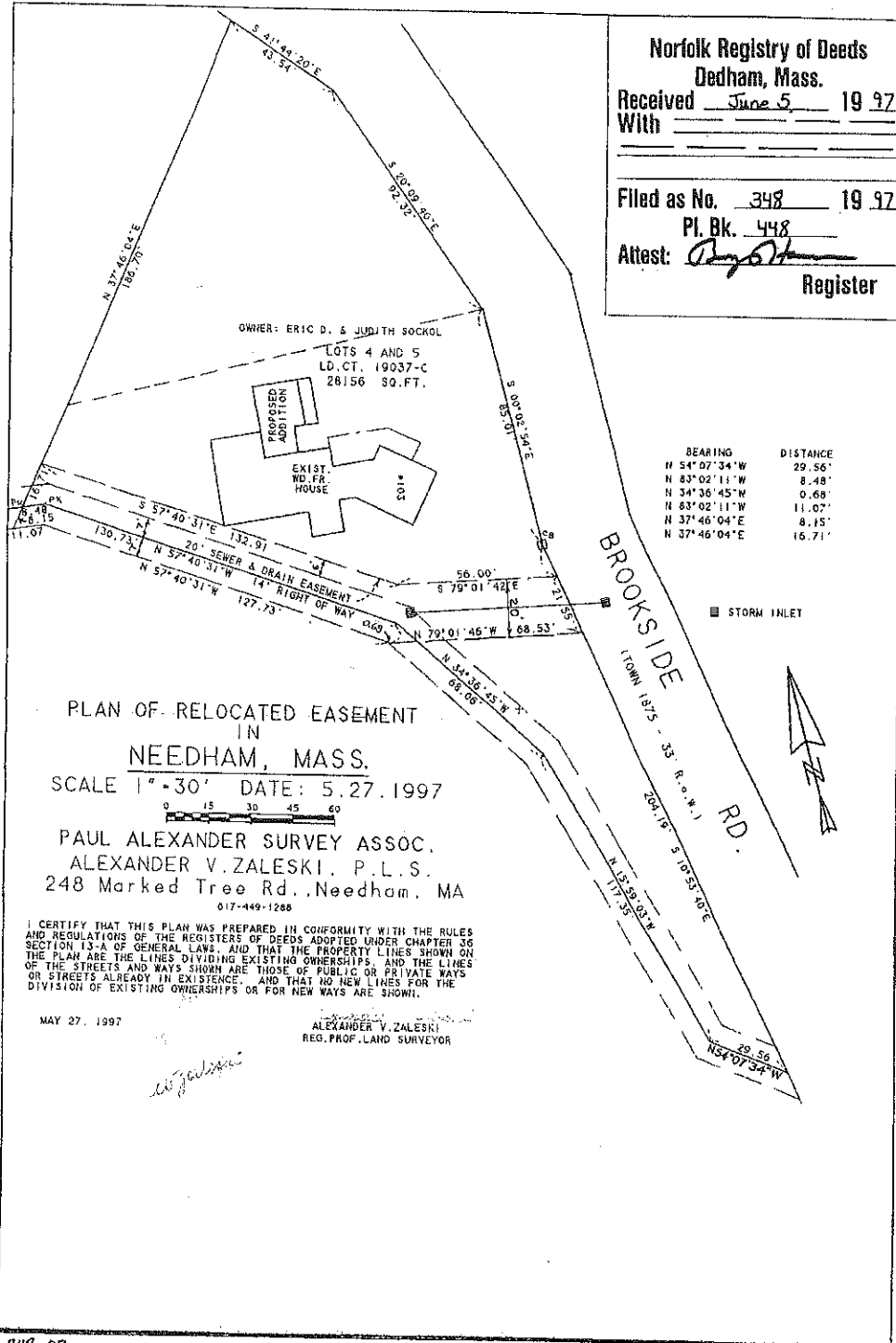
Received June 5 19 97
With _____

Filed as No. 348 19 97

Pl. Bk. 448

Attest: *[Signature]*

Register





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

MEETING DATE: 05/30/2017

Agenda Item	Approval of the Sale of Bonds and Notes
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
We will review the results of the bond anticipation note sale and discuss upcoming borrowings with the Board.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motions: (please note there are Five (5) motions to be acted upon by the Board)	
Motion A Move to approve the sale of a \$470,000 1.20 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated June 1, 2017, and payable June 15, 2017, to Century Bank at par and accrued interest, if any.	
Motion B Move that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 22, 2017, and a final Official Statement dated May 24, 2017, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.	
Motion C Move that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.	
Motion D Move that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the and Note.	
(Continues Next Page)	



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

Motion E

Move that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

3.

BACK UP INFORMATION ATTACHED

- a. Cover Memo Dated May 25, 2017
- b. Official Statement (under separate cover)

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: May 25, 2017
Re: Bond Anticipation Note Sale

The Town received two bids on its \$470,000 fifteen-day Bond Anticipation Note. The lowest bidder, Century Bank offered a coupon rate of 1.2%, with no premium which results in a net interest cost (NIC) of 1.2%. The other bidder, Eastern Bank offered a rate of 1.9% with no premium. The short duration note allows the Town to pay down debt with available funds this fiscal year. The Town will be issuing a second Bond Anticipation Note later in June which will mature in November (FY2018). The results on that bid will be presented to the Board at its June 27, 2017 meeting for review and award.

The proceeds from the \$470,000 Note will refund the Town monies expended on four capital projects that were previously approved by Town Meeting.

Central Avenue/Elliot Street Bridge Design and Engineering	\$170,000
Central Avenue/Elliot Street Bridge Construction	\$230,000
RTS Front-End Loader	\$ 52,000
Water System Rehabilitation Program	<u>\$ 18,000</u>
Total	\$470,000

The Board will be asked to approve the sale of the note and the consent form executed by the Treasurer. Ms. Poness will bring to the meeting the Note and required documents to be executed by the Board.

**Town of Needham
Note Sale
\$470,000**

Notice Date	5/22/2017
Date of Sale	5/24/2017
Date of Board Action	5/30/2017
Settlement	6/1/2017
Maturity	6/15/2017

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Century Bank	\$470,000	1.2000%	\$219.33	\$0.00	\$219.33	1.2000%
Eastern Bank	\$470,000	1.9000%	\$347.28	\$0.00	\$347.28	1.9000%

Prepared by Asst Town Manager/Director of Finance May 25, 2017



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

MEETING DATE: 05/30/2017

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on issues not covered on the agenda.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
none	



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

MEETING DATE: 05/30/2017

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
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

**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)	Gloria Greis		
Event Manager Address	1147 Central Avenue, Needham, MA 02492		
Event Manager Phone Number	781-455-8860		
Organization Representing (if applicable)	Needham Historical Society		
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>MA ST-2 certificate</u>		
Name of Event	<u>ANNUAL MEETING</u>		
Date of Event	<u>25 MAY 2017</u>		
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	<u>6:30pm</u>	TO: <u>9:30pm</u>
Are tickets being sold in advance for this event?	☒ YES	\$ <u>40-50</u> per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ <u>10-50</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>50-60</u>		
Name & address of event location. Please attach proof of permission to use this facility. N/A Needham Historical Society, 1147 Central Avenue, Needham, MA 02492			
Who will be serving the alcohol to your guests? <u>SUZANNE BAKER</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>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>served from the bar. Poured by the servers only.</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:		<u>Gloria Greis</u>	Date: <u>2 May 2017</u>

The Needham Historical Society ANNUAL MEETING RECEPTION

Thursday, May 25th from 7:00 – 9:00 pm
Needham Historical Society, 1147 Central Avenue

Tickets: \$40 for Members, \$50 for Non-Members

Please send checks, payable to the Needham Historical Society, to
The Needham Historical Society, 1147 Central Ave., Needham, MA 02492

Tickets are also available online at www.needhamhistory.org/tickets

Join us for an evening of classic tunes with Needham band JAM SANDWICH at the Historical Society. Meet friends and fellow members as you enjoy small bites, beer and wine. We will celebrate all you do here at the Society and welcome new members to our Board of Directors.

Report of the Nominating Committee (* signifies candidate for election)

Officers, 2017 – 2018

* Allison Borrelli, President
* Colleen Schaller, Vice President
* David Drake, Treasurer
* Kathy D'Addesio, Secretary
Susan Welby, Imm. Past President
Polly Attridge, Archivist (2015-2018)

Trustees

Paul Tillotson (2016-2019)
* Mark Whalen (2017-2020)
John H. Cogswell (2015-2018)

Directors, 2015-2018

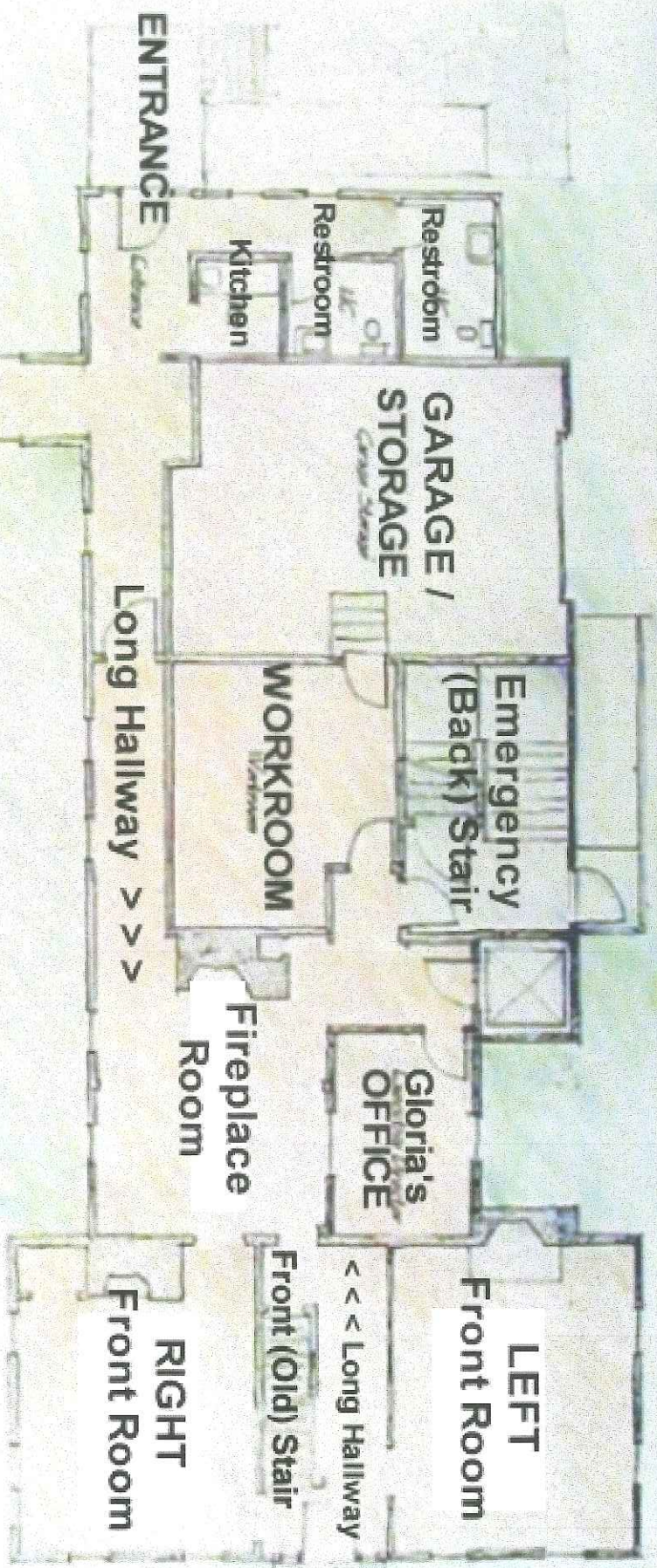
Mark Gluesing
* Samuel Hart
Robert Heald
Deborah Jacob
James Mahoney
Sally Toran

Directors, 2016-2019

Ellen Barnes
Rick Davis
Moe Handel
Steve Mock
Michael Niden

Directors, 2017-2020

* Susan Anderson
* Carol Boulris
* Edward de Lemos
* Joe Hunter
* Steven Sauter
* Melinda Young



Bar

First Floor Plan

MATTHIAS MILLS HC FIRST FLOOR PLAN

**Agreement between the
Town of Needham
and the
Massachusetts Laborers' Public Employees' Council
in behalf of the Needham Building Custodian and Tradesman Independent Association
Local 1116 of the Laborers' International Union of North America**

July 1, 2015 through June 30, 2018

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Agreement

Agreement entered into this first day of July, 2012 through June 30, 2015, between the Town of Needham, hereinafter referred to as the "Town" and Local #1116 of the Laborers' International Union of North America hereinafter referred to collectively as the "Union."

ARTICLE 1 RECOGNITION

Section 1. Recognition/Composition In recognition of the fact that a majority of the employees in the unit described below, in an election conducted by the Massachusetts Labor Relations Commission in Case No. MCR-09-5356, have designated the Union as their bargaining representative on all matters cognizable as subjects of collective bargaining under the provisions of Chapter 763 of the Acts of 1965 of the General Court and any subsequent amendments thereto, the Town recognizes the Union as the exclusive bargaining agent of the employees in the following unit for purposes of collective bargaining with respect to wages, hours and other conditions of employment: all building custodian, warehouse, and maintenance employees, and trades people as depicted on Appendix A, working a minimum of twenty (20) hours per week for a minimum of six (6) consecutive months but excluding the Director of Facility Operations, Shift Supervisor, part-time or temporary help and all other employees. Temporary employees are defined as employees who are not expected to be employed for more than six consecutive months.

Section 2. Non-Discrimination Neither party will discriminate against any employee or applicant for employment by reason of his/her membership or non-membership in the Union, or by reason of any organization activity on his part not in contravention of any provision of the Agreement, or because of race, sex, age, color, religion, national origin, sexual orientation or disability.

Section 3. This Agreement is a complete agreement between the parties covering all subjects of bargaining for the term hereof.

Section 4. The Town shall not be under obligation to negotiate with the Union any modifications or additions to this Agreement which are to become effective during the term hereof. The Town will impact bargain any unilateral changes not covered by the terms of this Agreement.

Section 5. In any event that agreements are mutually reached on a voluntary basis, between the Town and the Union, they will be reduced to writing, will be signed by the Town and the Union, and will become an addendum to this Agreement.

Section 6. The Town will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining for this bargaining unit, nor will it make any agreement with any such group for the purpose of undermining the Union, or changing any condition contained in the Agreement.

ARTICLE 2 MEMBERSHIP IN THE UNION

Section 1. Neither the Town nor its representatives or agents shall interfere with, restrain or coerce employees in the exercise of the right of self-organization, to form, join or assist any employee organization to bargain collectively through representatives of their own choosing on questions of wages, hours and other conditions of employment, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection.

Section 2. Agency Fee

(a) As a condition of employment, each employee who elects not to join or maintain membership in the union shall be required to pay an agency service fee to the Union, beginning thirty (30) days following the commencement of his/her employment, or the effective date of the agreement, whichever is later.

(b) An employee who does not elect to pay union dues must consent in writing to the authorization of the deduction of an agency fee from his or her wages and to the designation of the LIUNA Local 1116 as the recipient thereof. Such consent shall be in a form acceptable to the Town, and shall bear the signature of the employee.

Section 3. The Union shall be responsible for representing the interests of all employees without discrimination and without regard to employee organization membership.

ARTICLE 3 DUES COLLECTION

Section 1. Subject to applicable law as set forth in Chapter 180, Section 17A of the General Laws of the Commonwealth of Massachusetts, the Town shall deduct from earned wages monthly union membership dues required as a condition of acquiring, or retaining, membership in the Union of those employees who individually authorize such deduction in writing on the form attached hereto, made a part hereof and marked "Appendix B." The Town will remit all sums deducted under such check off authorization to the Treasurer of the Union, together with a list of the employees from whom such dues have been deducted. Such remittance shall be made by the tenth day of the succeeding month.

Section 2. The Union shall indemnify and save the Town harmless against any claim, demand, suit or other form of liability that may arise out of, or by reason of, action taken by the Town for the purpose of complying with this Article, or in reliance on any assignment furnished by the Town.

Section 3. The Town will incur no liability for loss of dues money after the Union representative receives said money in person from the Town Treasurer.

ARTICLE 4 MANAGEMENT RIGHTS

Section 1. The listing of the following specific rights of management is not intended to be in limitation of the rights of the Town, the Town Manager, the Board of Selectmen and the Director of Facility Operations. Responsibilities which are inherently those of management shall remain such whether or not specifically listed hereafter.

Section 2. Among such Management responsibilities as are vested exclusively in the Town, the Town Manager, the Board of Selectmen and the Director of Facility Operations are the following: the right to hire, promote, transfer, assign and retain employees in positions and to suspend, demote, discharge or take other disciplinary action against employees for just cause, to relieve employees from duty because of lack of work or other reasons, to determine the method, means and personnel by which such operations are to be conducted and to take whatever action may be necessary to carry out the work of the Department of Public Facilities Operations

Section 3. The Town, the Town Manager, the Board of Selectmen and the Director of Facility Operations shall have the freedom of action to discharge their responsibility for the operation of the Department of Public Facilities Operations including the scheduling of operations, the methods and materials used in carrying out the function of the Department and the extent to which its own or other facilities and/or personnel shall be used.

ARTICLE 5 CONTINUITY OF EMPLOYMENT

Section 1. Strike Prohibition In consideration of the terms of this Agreement and the legislation which engendered it, the Union and its members, individually and collectively, agree for the term hereof, that they shall not cause, sponsor, sanction, assist or participate in any strike, work stoppage, concerted absence or refusal to perform assigned duties, or other illegal activities, directed against the Town of Needham during the term of this Agreement.

Section 2. If the Union disclaims such activities publicly and in writing to the Town, and advises the individuals concerned that the activity is illegal and in violation of this Contract and instructs them to cease such activities, it will not be liable in any way therefore.

Section 3. Employees who participate in any such activities may be disciplined or discharged as the Town in its judgment deems proper; and said discipline shall be final and binding on the parties affected thereby and not subject to arbitration, provided, however, that an issue of fact as to whether an individual has engaged in such activities may be made the subject of the grievance and arbitration procedure.

Section 4. In connection with any negotiations for a successor agreement held pursuant to Article 28 (Duration of Agreement) said negotiation shall be conducted without the threat of sanctions or strikes by either party and any outstanding differences shall be referred to the mediation, fact-finding or other statutory impasse procedures permitted by law only.

ARTICLE 6 GRIEVANCES

Section 1. For the purpose of this Agreement a grievance shall be defined as: "any complaint by an employee covered by this Agreement that (1) he or she has been subject to a violation, inequitable application or misinterpretation of a specific provision of the Agreement, or (2) he or she has been subject to an unfair or discriminatory act contrary to established policy and practice."

Section 2. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time arise, affecting the welfare or working conditions of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

Section 3. Nothing herein contained will be construed as limiting the rights of any employee having a problem to discuss the matter informally with any appropriate member of the administration and to have the problem adjusted without intervention of the Union, provided the adjustment is not inconsistent with the terms of this Agreement and that the Union has been given the opportunity to be present at such adjustment above level one and to state its views. If the employee so chooses, a representative of the Union may be present at level one.

Section 4. No written communication, other document, or record relating to any grievance, shall be filed in the personnel file maintained by the Town of Needham for any employee involved in presenting such grievance.

Section 5 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may be extended only by prior mutual agreement. It is understood and agreed that no grievance dispute, misunderstanding or difference between the parties arising out of acts which occurred prior to the execution of this Agreement shall be submitted to the Town under the provision of this Article. It is understood that any grievances pending at the conclusion of the contract will remain operative in the subsequent contract period unless settled in negotiations.

Section 6. The employee's grievance must contain the following information:

- (a) a statement of the grievance which cites that part of the Agreement which has been violated, or the circumstances that gave rise to the grievance;
- (b) a statement of remedial action or relief sought;
- (c) evidence (documentary, if available) to support the grievance; and
- (d) a statement of reasons why the grievant believes that the remedy should be granted.

Section 7. Level One The employee and/or the Union must file the grievance in writing to the Director of Facility Operations or his or her designee within five (5) working days after the occurrence of the matter which gave rise to the grievance, or the date when the employee should reasonably have had first knowledge of its occurrence, whichever is later, or the matter will be considered resolved. The Director shall make his or her decision within five (5) business days after receipt of the grievance unless it is mutually agreed by the participants that additional time to answer will be allowed. In order for the grievance to be considered timely, the Director/designee must sign and date the grievance during the five (5) day period.

Section 8. Level Two Should the employee and/or the Union wish to appeal the decision of the Director of Facility Operations, he or she, or the Union, shall present the grievance to the Director of Human Resources within five (5) working days after the decision of the Director of Facility Operations is rendered or due, otherwise the matter will be considered resolved. The Director of Human Resources shall make his or her decision within fifteen (15) business days after receipt of the grievance unless it is mutually agreed by the participants that additional time to answer is allowed. In order for the grievance to be considered timely, the Director of Human Resources /designee must sign and date the grievance within the five (5) day period.

Section 9. Level Three

(a) Should the grievance remain unsettled, it shall be presented to the Personnel Board within five (5) business days after the decision of the Director of Human Resources is rendered or due, via certified mail, return receipt requested, or signed and dated by the Director of Human Resources /Designee on behalf of the Personnel Board, otherwise the matter will be considered resolved. If, after its own investigation and hearing, the Personnel Board agrees with the decision of the Director of Human Resources (level Two 2), the Personnel Board will issue a decision within twenty (20) business days of receipt by the Board of the grievance.

(b) If, after its own investigation and hearing, the Personnel Board disagrees with the decision of the Director of Human Resources, it will convene a meeting of the Joint Resolution Committee (JRC) within fourteen (14) working days after receipt by the Personnel Board of the grievance. The JRC will be comprised of two (2) members of the Personnel Board and the Town Manager.

(c) The JRC shall make its findings within fourteen (14) working days after being convened. Two affirmative votes of the JRC will be required to overturn the decision of the Director of Human Resources.

(d) The time-frames in this section may be extended at the agreement of the parties.

Section 10. Level Four Should the grievance remain unsettled, the Union may, by giving written notice to the Town Manager within fifteen (15) business days after the reply of the Personnel Board is rendered or due, submit the grievance to arbitration. If such written notice is not provided within fifteen (15) business days after the reply of the Personnel Board is rendered or due, the matter will be considered to be resolved.

Section 11. If there is a grievance which directly affects a group or class of employees, or is of a general nature, the Union may submit such a grievance in writing directly to the level of administration having the appropriate authority to resolve said grievance.

Section 12. A grievance not initiated within the time specified shall be deemed waived. Failure of the employee filing the grievance to appeal a decision within the time limit specified will mean that the grievance shall be considered settled on the basis of the decision last made and shall not be eligible for further appeal. Failure of the Town to answer an appeal within the time limit specified shall mean that the appeal may be taken to the next step immediately. The above limitations may be waived by mutual agreement of the parties.

Section 13. The Town will, upon request, provide the Union with copies of any documents in its possession, which may be necessary for the Union to process grievances under the agreement.

ARTICLE 7 ARBITRATION

Section 1. In the event either party elects to submit a grievance to arbitration, the arbitrator shall be selected according to and governed by the following procedure: the arbitrator is to be mutually selected by the Town and the Union. If the Town and the Union cannot agree, within seven (7) work days after written notice specified above of the intention to arbitrate, then the party demanding arbitration shall, within three (3) work days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said arbitrator is then to be selected under the provisions of the Voluntary Labor Arbitration Rules.

Section 2. The fees of the American Arbitration Association and of the arbitrators and the expenses of any required hearings shall be shared equally by the Town and the Union, but each party shall bear the expenses of its representatives, participants, witnesses, and for the preparation and representation of its own case. The obligation of the Town to pay shall be limited to the obligation which the Town may legally undertake, and in no event shall any present or future member of any Town Board, its employees or its agents have any personal obligation for payment under the provisions of this contract.

Section 3. The Arbitrator's Award shall be in writing and shall set forth his or her findings of fact with reasoning and conclusions. He or she shall arrive at this decision solely upon the facts, evidence and contentions presented by the parties through the arbitration proceeding. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement, and in reaching his or her decision shall interpret the Agreement in accordance with the commonly accepted meaning of words used herein and the principle that there are no restrictions intended on the rights or authority of the Town other than those expressly set forth herein. Subject to the foregoing, the decision of the arbitrator shall be submitted to the Town and the Union and shall be final and binding upon the Town and the Union, and the employee, or group of employees, who initiated the grievance.

Section 4. Notwithstanding anything to the contrary, no dispute or controversy shall be the subject for arbitration unless it involves the interpretation or application of specific provisions of

this Agreement. The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

Section 5. If mutually agreed between the Town and the Union, arbitration shall be held before the Division of Labor Relations or the American Arbitration Association

ARTICLE 8 HOURS OF WORK AND OVERTIME

Section 1. Work Week The normal work week shall consist of five (5) consecutive eight (8) hour work days within the seven (7) day work week, with an unpaid meal break scheduled near the middle of the shift, wherever possible; except that employees assigned to the evening shift shall be entitled to a half hour paid meal break. The work day for the purpose of this section is a twenty-four (24) hour period beginning with the employee's regular starting time.

Section 2. Establishment of Work Schedules It is recognized that temporary work schedules may be established and altered by the administration to serve the best interests of the Town of Needham. However, there shall be no permanent change in shift times without giving the Union an opportunity to discuss the matter.

Section 3. Work Schedules Unless otherwise noted, the work schedule shall be Monday through Friday as follows:

(a) School Year

High School Day Senior	6:00 a.m. - 2:30 p.m.
High School Day	8:00 a.m. - 4:30 p.m.
High School Evening Senior	4:00 p.m. - 12:00 a.m.
Middle School Day Senior	6:30 a.m. - 3:00 p.m.
Middle School Day	8:00 a.m. - 4:30 p.m.
Middle School Evening Senior	4:00 p.m. - 12:00 a.m.
Elementary School Day Senior	6:30 a.m. - 3:00 p.m.
Elementary School Day	8:00 a.m. - 4:30 p.m.
Elementary Evening	2:00 p.m. - 10:00 p.m.
DPW Day Senior	6:00 a.m. - 2:30 p.m.
Town Hall Day Senior	6:30 a.m. - 3:00 p.m.
Town Hall Evening Custodian	2:00 p.m. - 10:00 p.m.
Library Day Senior	7:00 a.m. - 3:30 p.m.
PSAB Evening Custodian	2:00 p.m. - 10:00 p.m.
(Saturdays rotating 8:45 a.m. - 5:15 p.m.; Sundays when open, rotating 12:45 p.m. - 5:15 p.m.)	
Library Day Custodian	7:00 a.m. - 3:30 p.m.

(Saturdays rotating 8:45 a.m. – 5:15 p.m.; Sundays when open, rotating 12:45 p.m. -5:15 p.m.)

Library Night Custodian 3:00 p.m. – 11:00 p.m.

Saturdays rotating 8:45 a.m. – 5:15 p.m.; Sundays when open, rotating 12:45 p.m. -5:15 p.m.)

(b) December, February & April School Vacation Weeks

Elementary School Evening 7:00 a.m. - 3:30 p.m.

High School Day Senior 7:00 a.m. - 3:30 p.m.

High School Day 7:00 a.m. - 3:30 p.m.

Middle School Day Senior 7:00 a.m. - 3:30 p.m.

Middle School Day 7:00 a.m. - 3:30 p.m.

Elementary School Day 7:00 a.m. - 3:30 p.m.

All others same as section (a).

(c) Summer Vacation

All Custodians 7:00 a.m. - 3:30 p.m.

Except the positions of High School Evening Senior, Town Hall Evening Custodian, Library Evening Custodian and Middle School Evening Senior

Night Shift trades shift 2:00 pm – 10:00 pm.

These positions (Electrician, Carpenter, Craftsworker, HVAC Technician) will work the day shift during school vacations and summer months.

(d) Alternative Shift/Summer At least one custodian at each school will be assigned a regular shift during summer, December, February, and April school vacation periods of 8:00 a.m. - 4:30 p.m. in order to provide coverage for activities of outside groups taking place within the school or on school grounds, including but not limited to summer school, extended day programs, Park and Recreation programs, and construction or contractor activities.

(e) Meal Period All of the foregoing weekday shifts include a ½ hour unpaid meal period. The Saturday shifts include a 1 hour unpaid meal period. Evening shifts include a ½ hour paid meal period. Evening shift personnel who are paid for a ½ hour meal period cannot leave the building to which they are assigned for the meal period, including trades personnel who will take their meal period at the site to which they are assigned for the majority of the shift on any given day.

(f) Maintenance (Entire Calendar Year) 7:00 a.m. - 3:30 p.m. (1/2 hour unpaid lunch)

(g) Warehouse Person (Entire Calendar Year) 7:00 a.m. - 3:30 p.m. (1/2 hour unpaid lunch)

All second Shift Custodians whose shift begins at 2:00 p.m. shall take their meal breaks between 5:30 p.m. and 7:00 p.m. Second Shift Custodians whose shifts begin at 4:00 p.m. shall take their lunches between 7:30 p.m. and 9:00 p.m.

Section 4. Overtime Payment

- (a) Employees will be paid overtime at time and one-half their regular rate for any time worked in excess of forty (40) hours per week, or eight (8) hours per day. Subject to the necessary approvals the Town will make arrangements to insure that overtime pay is paid within two (2) weeks after it is earned. All work performed on Sundays will be paid at two (2) times the regular rate (or double time).
- (b) Employees will be paid at a rate of two (2) times their base hourly rate for hours worked beyond 16 consecutive hours; provided that in any given work week an employee will be compensated for 40 hours per week at straight-time. The Town's regularly scheduled shifts will be paid at straight-time regardless of how many consecutive hours the employee has been on duty.

Section 5. Overtime Assignment It is recognized that the assignment of overtime work is the function of the Town in keeping with its responsibility for meeting its obligations to the citizens of the community. Subject to the requirements of the Town for over-time work, an attempt will be made to assign overtime on an equitable basis to qualified, dependable employees in accordance with their skills and familiarity with the work as determined by the Town. The Town shall keep records of the overtime worked. Such records shall be made available to the Union for examination during the regular working hours. If volunteers for overtime work are not available, the Town reserves the rights to assign employees to such work.

Section 6. Call Backs An employee who has completed his/her shift for the day and is called to return to work either later that day or earlier the next day, shall receive not less than four (4) hours pay at time and one-half his or her regular hourly rate of pay ("four hour minimum") so long as the call back is not the result of the employee's own negligence. If, however, the employee is advised during his or her shift of the need for his/her services to be extended for the same day (stay late) or to arrive prior to his/her regularly scheduled time on the following work day, no four hour minimum will apply. The employee shall be paid at time and one-half his/her regular hourly rate of pay for the time worked.

Section 7. Coffee Breaks

- (a) All shifts shall have a ten (10) minute coffee break in the middle of each half shift.
- (b) Coffee may be purchased in each school cafeteria between the hours of 10:00 a.m. - 3:00 p.m. All purchases must be in cash. At the High School and Newman, a vending machine is available in the Faculty Dining Room.
- (c) It should be understood that no employee will leave his building or work area without specific authorization from the Shift Supervisor to "pick up" coffee for him or herself or his or her co-workers. It should also be understood that employees in transit between jobs shall not stop at commercial establishments for their coffee break.

Section 8. Assignments/Location/Use of Vehicles Employees assigned to a particular building shall report directly to that building and be ready to start work at the designated time. Employees assigned to the Daley Building shall report directly to that building in the morning. They shall leave for assigned jobs at the time designated. Employees who choose to leave their work areas during their lunch break may do so; but it shall be understood that all tools and equipment shall be made secure and properly safeguarded. In the alternative, the Director of Facility Operations or his or her designee may designate where employees are to report in the morning and such employees will use their own cars to report there. Any such employees who thereafter, pursuant to authorization, use their cars on Town business during work hours will be compensated at the Town rate per mile for such use. No Town owned vehicle shall be used for private transportation unless express permission is given by the Director of Facility Operations, or his or her designee. The time of returning to the Daley Building at the end of the day shall be designated by the Director of Facility Operations. Such provisions shall take into consideration the final time of the employee's shift.

Section 9. Emergency Release

(a) In the event that appropriate Public Safety officials declare an emergency release and dismiss occupants of the building and all other town personnel during regular working hours, employees must report to the Director of Facility Operations for reassignment.

(b) In the event that students and other town personnel are dismissed during regular hours because of inclement weather, employees are required to report to their designated worksites. Employees may not leave the worksite unless so directed by the Director of Facility Operations.

Section 10. Snow Emergency Standby Program

It is understood that as a condition of employment each employee will conform to the overtime requirements in the standby emergency program as designated by the Director of Facility Operations. The parties agree to discuss the application of the Snow Emergency Standby Program at the end of the snow season.

(a) Participating employees will be entitled to snow program pay as outlined below. Snow program pay is subject to pro-ration in the event of situations such as, but not limited to, vacation during the snow program period, failure to report, leave of absence, etc.

(b) Members of the bargaining unit who participated fully in the Snow Emergency Standby Program will receive a total of \$300 for the December 2015 payment and a total of \$500 for the payment due on or about March 31, 2016. Members of the bargaining unit involved in the Snow Emergency Standby Program in fiscal year 2017 will receive \$350 payable on or about December 15, 2016 and \$525 payable on or about March 31, 2017. Members of the bargaining unit involved in the Snow Emergency Standby Program in fiscal year 2018 will receive \$400 payable on or about December 15, 2017 and \$600 payable on or about March 31, 2018. The date of commencement and conclusion of the snow program shall be established by the Director of Facility Operations.

ARTICLE 9 HOLIDAYS

Section 1.

- (a) All regular full-time employees shall receive time off without loss of pay on the following holidays. Sunday holidays shall be celebrated on the following Monday. Saturday holidays shall be celebrated on the preceding Friday.

New Year's Day	Columbus Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Patriots' Day	Day after Thanksgiving
Memorial Day	Independence Day
Labor Day	Christmas Day

Section 2. Work on Holidays Employees required to work on such holidays shall be paid at the rate of time and one-half their regular hourly rate of pay for such work, in addition to their holiday pay.

Section 3. Denial of Holiday Pay Holiday pay may be denied an employee who, without excuse satisfactory to the administration, does not work both his regularly scheduled working days before, and after the holiday.

ARTICLE 10 VACATION

Section 1. Vacation Eligibility Employees must be on the payroll as of July 1 of any fiscal year in order to be eligible to receive vacation leave for the prior year, except as provided in Section 3. The vacation year shall be July 1 through June 30.

Section 2. Vacation Use

- (a) Vacation will be granted on the July 1 following the year in which it is earned.
- (b) All requests for vacation leave must be submitted in writing to the Director at least 24 hours in advance of the day being requested if the request is for a single day and 48 hours in advance of the days being requested for two (2) or more days. Requests not submitted in writing to the Director at least 24 hours in advance or an employee who "calls in" to request the use of vacation leave for any day, may be denied by the Director/designee if it is determined to interfere with the performance of the regular work of the department. An employee not authorized to use leave pursuant to this Article will be placed on hourly leave without pay for the regular working hours until the employee returns to assume all normal duties.
- (c) Employees will not be charged for a vacation day for a holiday which falls within an approved vacation period.

Section 3. Employee Termination Employees will be paid an amount equal to the vacation allowance as credited but not yet taken prior to the termination if employment is terminated by dismissal through no fault or delinquency on the part of the employee; by resignation, written notice of which was received by the Director of Facility Operations at least two weeks prior thereto; by retirement or by death. The employee shall be paid for vacation leave earned in the vacation year during which the termination occurred, up to the time of the employee's separation from the payroll. In exceptional cases where circumstances prevent the provision of two (2) weeks' notice, excluding cases where the employee resigns to take other employment, the two (2) weeks' notice requirement may be waived and vacation pay may be allowed by the Director of Facility Operations.

Section 4. Vacation Accumulation

(a) Vacation shall be granted as follows:

Service Period	Vacation
Less than Five Years	Two (2) Weeks
Five (5) Years	Three (3) Weeks
Ten (10) Years	Four (4) Weeks
Twenty (20) Years	Five (5) Weeks

(b) Employees may carry up to one week of vacation from one fiscal year to the next.

Section 5. Transition Years Granting of the third, fourth, and fifth vacation weeks to eligible employees with the required length of service shall be made as of July 1 of the fiscal year in which the employee's fifth, tenth or twentieth anniversary occurs.

Section 6. Part-time Employees Part-time employees shall be granted vacation in the ratio that their part-time service bears to full-time employment.

Section 7. Payment in Lieu of Vacation In extreme emergencies, and with the prior approval of the Town Manager, the Director of Facility Operations may pay compensation in lieu of vacation leave.

Section 8. Credit for Previous Service If a former employee of the bargaining unit returns to the service of the Town and completes at least five (5) years of continuous full-time service, that period of service immediately preceding the interruption of his work for the Town shall be added to the five (5) or more years of current full-time service to give total service for computation of vacation. Service in the Armed Forces shall not be considered an interruption of work for the purpose of computing total services credit for vacation purposes.

Section 9. Scheduling Vacation may be taken at any time during the fiscal year, subject to the approval of the Director of Facility Operations, provided that departmental vacation schedules obviate the need for temporary increases in the personnel.

Vacation for employees hired on or after January 1, 2010

Section 10. Eligibility Full-time and part-time employees who have successfully completed the six (6) month probationary period shall be eligible for vacation leave under the provisions of sections 11. through 14. below:

Section 11. Use and Accumulation

(a) Employees will be credited with their earned vacation leave on the last day of each full calendar month of service, up to their maximum vacation accrual cap.

(b) Employees who are on unpaid leave for more than five (5) days during a calendar month shall not receive credit for that month for the purposes of vacation accrual.

(c) Vacation leave will be granted as follows:

Length of Continuous Service	Monthly Accrual Rate	Maximum Equivalent to be Accrued	Maximum Carry Over Hours
Less than 5 years	6.67 hours	10 days 80 hours	160 hours
5 through 9 years	10.00 hours	15 days 120 hours	200 hours
10 through 19 years	13.34 hours	20 days 160 hours	240 hours
20 years plus	16.67 hours	25 days 200 hours	280 hours

(d) Employees may not accrue paid vacation time in excess of their annual accumulation plus ten (10) days (the maximum vacation accrual cap). Once an employee has reached his or her maximum vacation accrual cap, the employee shall cease to accrue vacation time. An employee will resume accrual of vacation under the schedule set forth above when, and to the extent that, his or her total accumulated vacation leave falls below his or her maximum vacation accrual cap.

(e) Vacation leave accrual rates will be adjusted on the first day of the month in which an employee will be eligible for additional vacation leave. Employees are eligible for additional vacation leave on the 5th, 10th, or 20st anniversary of hire, subject to adjustment in accordance with sub-section (b) above.

(f) Vacation leave will be available for use on the first day of the month following the month that the vacation was earned and credited to the vacation bank.

(g) Upon the recommendation of the Director of Facility Operations, the Town Manager may approve a temporary increase in the maximum vacation accrual cap in extenuating circumstances, when it would be impractical for the employee to take his or her vacation. Such situation shall include, but not be limited to, employee illness, staff turnover, or department workload. Any such increase is subject to a review in six (6) month increments and may not exceed 80 hours.

Section 12. Other Uses of Vacation Leave At the discretion of the Director of Facility Operations, an employee, whose absence from work due to illness is in excess of the amount of time available in the employee's non-occupational sick leave bank, may be permitted to charge such absence to unused vacation leave allowance earned in the prior year.

Section 13. Vacation leave Credit Allowance for New Employees Upon receipt of written request from the Director of Facility Operations, the Town Manager, at its sole discretion, may permit vacation eligibility credit of up to three (3) weeks to new employees, based on length of service in previous employment.

Section 14. Employee Termination When an employee leaves Town service for any reason, he or she will be paid an amount equal to the vacation allowance accrued but unused prior to the termination in lieu of vacation leave. The lump sum payment requirement may be waived by the Director of Human Resources in extenuating circumstances.

ARTICLE 11 PERSONAL LEAVE

Effective July 1, 2010, two (2) days of personal leave per year may be used for imperative personal business which could not effectively be conducted outside of normal working hours. Except in cases of emergencies, application for this personal leave will be made to the Director of Facility Operations 24 hours before the time off is to be taken. In no instance shall this leave be requested in the first or last week of school or to extend a holiday or vacation period. Employees who are hired between July 1 and December 31 shall be granted two (2) personal days for the fiscal year in which they are hired. Employees who are hired between January 1 and March 31 shall be granted one (1) personal day for the fiscal year in which they are hired. Employees hired between April 1 and June 30 shall not be granted any personal leave for the fiscal year. Personal leave is not cumulative and must be used in the fiscal year in which it is granted.

ARTICLE 12 NON-OCCUPATIONAL SICK LEAVE

Section 1. Eligibility and Amount Employees shall accrue 9.33 hours per month not to exceed 112 hours per year of non-occupational sick leave and regular part-time employees shall accrue a proportionate part thereof in the ratio that their part-time employment bears to full-time employment, for each full calendar month of continuous employment per fiscal year. Members of the bargaining unit on July 1, 2016 will be credited with 14 days of sick leave and will begin accruing sick leave on a monthly basis beginning in July, 2016.

Section 2. Usage

(a) Sick leave may be used under the following circumstances:

1. When an employee cannot perform his/her duties because of incapacitation caused by personal illness or injury;

2. When the spouse, child, or parent of either the employee or his/her spouse, is ill. In this case, the employee may utilize sick leave up to a maximum of ten (10) days per fiscal year;

3. When, through exposure to contagious disease, the presence of the employee would jeopardize the health of others;

4. When the employee must undergo treatment or diagnosis of existing medical conditions, such as pregnancy, dialysis treatment, hypertension or radiation/chemical therapy, if such appointments cannot reasonably be scheduled outside normal working hours.

(b) Except as provided in Section 7 below, employees may not use non-occupational sick leave for previously scheduled medical or dental appointments, unless such appointments are made as part of on-going treatment for existing medical conditions. Employees who make appointments for routine medical or dental work must use personal, vacation, or compensatory time if they are absent from work.

Section 3. Notification Non-occupational sick leave shall commence on the date that notification of the employee's sickness, injury or quarantining is given to the Shift Supervisor and the Facility Operations Administration Office staff by the employee him/her self, or by the employee's family or physician in the case of an emergency. This notification shall be made each day the employee is absent for short-term absences (less than five days). For long-term illnesses (five or more days) the employee will keep the Director of Facility Operations informed as to his or her expected date of return.

Section 4. Certification of Illness, Injury or Quarantine If the Director of Facility Operations has reason to believe that an employee may be abusing sick leave, he or she shall investigate and ascertain the validity of any request for non-occupational sick leave made by an employee, and shall approve the same if satisfied as to the validity of the request. A physician's certificate may be required by the Director of Facility Operations in any case of non-occupational sick leave. If the cause of the sick leave is not substantiated to the satisfaction of the Director of Facility Operations, the absence will not be paid as non-occupational sick leave.

Section 5. Sick Leave Bank

(a) **Contribution** Employees will deposit two (2) days of sick leave per year each July 1 to the Sick Leave Bank which is established for use by qualified members of the bargaining unit who have exhausted their own sick leave and who have a serious illness. If, on July 1st, an employee does not have two (2) days of sick leave to deposit to the Sick Leave Bank, no deposit will be made and the employee will be ineligible for Sick Leave Bank use for that year.

(b) Sick Leave Bank Committee

1. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of four (4) members: two (2) members shall be designated by the Town Manager to serve at his or her sole discretion and two (2) members shall be designated by the Union. The Sick Leave Bank Committee shall determine the eligibility for use of the Sick Leave Bank and the amount of leave to be granted.
2. The criteria to be used by the Committee in administering the Bank and in determining eligibility and the amount of leave to be granted include:
 - a. adequate medical evidence of personal, serious illness;
 - b. prior utilization of all eligible sick leave; and
 - c. length of service in the Town of Needham.
3. The Sick Leave Bank Committee shall review each request for use of sick bank days. The initial grant of sick leave shall not exceed ten (10) days. Upon completion of the ten (10) day period, additional entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant. Employees shall be eligible for a maximum of thirty shifts per fiscal year.

(c) Exhausted Sick Bank If the Sick Bank shall become exhausted, it shall be renewed by the contribution of one (1) additional day of sick leave by each member of the staff covered by this agreement from his or her sick leave credit.

(d) In order to be eligible for sick leave bank grants, employees must utilize all accumulated leave prior to requesting sick bank leave

(e) Prolonged/Personal Illness No days may be granted from the Sick Leave Bank for use for any illness other than prolonged illness. Days may not be withdrawn to permit the individual to stay at home to care for a member of his or her family, or to supplement workers compensation payments.

(f) Appeals The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

(g) Sick Bank Balance If, on July 1st of any year, the Sick Leave Bank maintains a balance of 300 days, no employee contribution will be required for that year except as required under Section (c) above.

Section 6. Non-occupational Sick Leave Buy Back An employee who terminates employment with the Town by retirement or disability shall be entitled to a cash payment upon termination at the employee's current rate of pay for twenty-five (25) percent of the non-occupational sick leave credit outstanding at the time of termination. The spouse, duly-designated beneficiary or legal representative of the estate of an employee whose employment with the Town is terminated by death shall be entitled to a cash payment at the employee's rate at

the time of termination for twenty-five (25) percent of the non-occupational sick leave credit outstanding at the time of termination. There shall be a 960 hour cap on the number of sick days to be used in calculating the 25% sick leave buy back at retirement. Employees hired on or after January 1, 2009 are ineligible for participation in the non-occupational sick leave buy back program provisions contained in this section.

Section 7. Preventive Leave Each member of the bargaining unit shall be entitled to use from his or her accumulated sick leave a total of eight (8) hours of non-occupational sick leave per fiscal year for previously scheduled preventive care visits to health care providers or dentists. Use of this leave must be requested in writing at least 48 hours in advance, and may not be used during the first or last week of school.

Section 8. Sick Leave Incentive Program Effective January 1, 2010, each member of the bargaining unit shall be eligible to participate in the Sick Leave Incentive Program. Employees will be provided with a cash payment in accordance with the following table:

January 1 through June 30 of each year		
Sick used (hours)	Sick used (days)	Amount
0-8	Less than or equal to 1	\$200
8.1-23.99	Greater than 1, less than 3	\$100
24	Greater than or equal to 3	\$0

July 1 through December 31 of each year		
Sick used (hours)	Sick used (days)	Amount
0-8	Less than or equal to 1	\$200
8.1-23.99	Greater than 1, less than 3	\$100
24	Greater than or equal to 3	\$0

ARTICLE 13 JURY PAY

The Town agrees to make up the difference in an employee's wages between the employee's regular week's wages and compensation received for jury duty, provided he or she reports for work on each working day when he or she is excused from such duty before noon. Any employee assigned to the night shift who is released from jury duty before noon will work one half (1/2) of his or her regularly scheduled shift in order to be eligible for compensation under this Article. A certificate setting forth the amount received by such employee for jury pay shall be delivered to the Town by the employee.

ARTICLE 14 BEREAVEMENT LEAVE

In the event of death in the immediate family of an employee, he or she shall be granted bereavement leave with pay for three (3) working days. Additional time may be granted upon approval by the Town Manager. "Immediate family" of an employee is defined as spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, or grandparent.

Bereavement leave may be granted on the recommendation of the Director of Facility Operations and the approval of the Town Manager when the employee has had a close, family-like relationship with the deceased person, although such deceased person may not be a member of the immediate family in the relationship above described.

ARTICLE 15 MILITARY LEAVE

Section 1. Reserve Service A full-time or part-time employee who is a member of a state or federal military reserve unit shall be entitled to leave of absence from a permanent position for compulsory military service under orders for a period not to exceed seventeen (17) days per calendar year; such leave to be with full regular straight-time pay for normally scheduled working hours.

Section 2. Draft Board Appearances and Physicals Military leave of absence with full regular straight-time pay for normally scheduled work hours shall be granted to full-time or regular part-time employees on occasion of their required appearance under orders before armed forces draft board or for physical examinations required by such boards.

Section 3. Active Duty Military leave of absence without pay shall be granted to full-time and regular part-time employees called under orders for active duty with the state or federal armed forces for compulsory service other than the annual reserve routine tour of duty.

Section 4. Notification and Approval Requirements Every employee desiring military leave as provided hereunder shall request it in writing in advance from the Director of Facility Operations, and such request shall provide written proof from military or selective service officials indicating the date of departure and length of service required.

ARTICLE 16 LEAVE OF ABSENCE

Section 1. At the discretion of the Director of Facility Operations, members of the bargaining unit who have successfully completed the probationary period may be permitted an unpaid leave of absence of up to two weeks' duration, upon submission of a written request therefore stating the reasons and length of the requested leave.

Section 2. Requests for leaves of absence of longer than two weeks' duration must be submitted in writing and approved in advance by the Town Manager, as well as the Director of Facility Operations. The written request must state the reasons and length of the requested leave.

Section 3. Employees who are granted unpaid leaves of absence of more than five days in a calendar month shall not be entitled to vacation or sick leave credits for that month. Vacation and sick credits for employees who are granted unpaid leaves of absence of more than five days in a calendar month will be reduced on a 1/12 basis applied on July 1st of the following fiscal year. Employees who are granted unpaid leaves of absence of ten (10) or more days shall have

their longevity and eligibility dates adjusted by the number of days spent on unpaid leave of absence. Continued employment in Town service will not be guaranteed to an employee after more than thirty (30) days of authorized unpaid leave of absence, except for military leave that is granted in accordance with state and federal law.

ARTICLE 17 GROUP INSURANCE

Employees covered by this Agreement shall be provided an opportunity to join the Town of Needham Group Insurance Plan, which provides for group life insurance, group accidental death and dismemberment insurance, group hospitalization and surgical benefits, and extended care benefits for employees and retired employees, and their eligible dependents, with the employee making the same contribution as all other town employees. Admission to the membership in said plan shall be in accordance with the terms and conditions of the contract between the Town and the insurance carrier.

ARTICLE 18 WORKERS' COMPENSATION

Section 1. When a member of the bargaining unit suffers an illness or injury causally related to his/her employment with the Town, he/she shall be provided workers' compensation benefits in accordance with MGL Chapter 152, and pursuant to the following provisions.

Section 2. The Town reserves the right to require the employee to seek initial medical treatment at a medical facility designated by the Town.

Section 3. The Town reserves the right to establish a list of medical providers which employees may use for work-related injuries.

Section 4. Leave and Benefit Accrual

(a) Employees who receive workers' compensation payments for a complete calendar month shall not be entitled to accrue sick leave credits for that month.

(b) Employees who are on workers' compensation for an entire year will not be eligible for the personal days for that fiscal year.

ARTICLE 19 SAFETY

Section 1. The Town may, from time to time, make reasonable regulation for the safety and health of the employee during their hours of employment. If the Town provides protective clothing and equipment, such clothing and equipment is and at all times shall remain the property of the Town of Needham and employees on termination of employment shall return all such items or make payment in lieu thereof.

Section 2. Protective Clothing

- (a) The Town will provide masks, goggles, gloves, and coveralls for boiler cleaning and the Town will reimburse not more than \$200 toward prescription safety glasses for the employees classified on the BT schedule once every two years, or as needed at the discretion of the Director of Facility Operations.
- (b) The Town will provide foul weather gear as follows:
 - 1. Six (6) sets at the high school.
 - 2. Two (2) sets at each middle school.
 - 3. Two (2) sets as appropriate at each elementary school.
 - 4. Non-School Buildings as determined by the Director,
- (c) The Town will provide one like-model cold weather coat, in a color compatible with the Department-issued work clothes, to each member of the Union who has completed the probationary period. Cold weather coats will be replaced on either 'line of duty' damage or 'fair wear and tear' with the approval of the Director of Facility Operations. Final approval of the jacket selection will be made by the Director of Facility Operations after consultation with the Safety and Efficiency Committee.

Section 3. Clothing

- (a) Employees are required to conform to a standard uniform at all times. The uniform shall consist of the following:

Shoes During regular maintenance periods, custodians must wear sneakers, work boots, safety shoes or non-slip sole shoes. During summer vacation while working with floor stripper, custodians must wear work boots as a safety precaution. All maintenance personnel and warehouse personnel must wear work boots at all times unless other footwear is approved in advance by the Director.

Shirts Employees will be provided with five (5) short-sleeved T-shirts or short or long sleeved polo style shirts with the Town of Needham logo annually. The Director shall consult the Union Officers prior to selecting a color for new shirts. Shirts must be worn at all times. Employees may wear long sleeved shirts under approved short sleeved shirts. Shirts shall not have holes, be altered, cut, or frayed.

Sweatshirts The Town will provide one (1) safety colored hooded pullover, zippered or crew neck pullover sweatshirt with the Town of Needham logo annually. Sweatshirts shall not have holes, be altered, cut, or frayed.

Shorts During the period after the close of school each year through the last day before the start of school each year, members of the Union may wear shorts under the conditions set forth below. Failure of employees to adhere to these conditions may result in disciplinary action. The Director of Facility Operations may require that an employee adhere to the

traditional dress code (as outlined in this Section) if, in his or her sole discretion, an employee's safety may be compromised or his or her professional appearance is diminished.

- a. It is the responsibility of each employee to have appropriate attire available at any given time to execute all duties associated with his or her position.
 - b. All shorts must fit loosely and shall not be of the athletic variety.
 - c. Shorts must not be frayed, have holes, or manufactured rips.
 - d. No cut-offs are permissible.
 - e. Navy blue jean shorts or khaki shorts are permissible.
 - f. Shorts may not be more than one inch above the knee.
- (b) Outerwear: The shirts, sweatshirts, and/or jackets provided by the Town must be worn and visible at all time.

Section 4. Safety & Efficiency Committee The Town and the Union shall establish a Safety & Efficiency Committee to discuss and recommend safety rules to the Director of Facility Operations. The committee shall consist of three members appointed by the Director of Facility Operations, one of whom will be the Assistant Town Manager/Director of Operations or his/her designee, and three members appointed by the Union.

Section 5. ID Badges All members of the bargaining unit will wear identification badges at all times during their work shift. These badges will be provided by the Town at no cost to the employees.

ARTICLE 20 SENIORITY

Section 1. Continuous Service/Probationary Period For the purpose of this Article, seniority shall be considered as the length of an employee's continuous service in the bargaining unit. Continuous service means the most recent period of unbroken service in the bargaining unit, provided that authorized leave of absence, military service or layoff as hereinafter defined shall not be considered a break in continuous service for the purposes of establishing a seniority rating. The first six (6) months of employment, exclusive of any approved leave or absence due to work-related injury exceeding two weeks shall be considered a probationary period during which the employee serves at the sole discretion of the Town. With the agreement of the Union, the Director of Facility Operations may extend the probationary period for a maximum of six additional months.

Section 2. Job Vacancies When a position covered by this agreement becomes vacant, the Town will post the vacancy for at least five (5) working days, and will make its selection from among the qualified candidates. Seniority will be the determining factor in the selection, when, in the judgment of the Director, all other relevant factors, including, but not limited to, skill, ability, efficiency, training, potential, and the impact on the overall efficiency of the department, are equal. If there are no qualified candidates from within the bargaining unit, the Town may fill the vacancy from outside the bargaining unit. In making the determination that bargaining unit members are not qualified, the Town will not act in an arbitrary or capricious manner.

Section 3. Out of Classification Pay In any case when an employee is qualified for and is temporarily required to serve in and accept the responsibility for work in higher class of position, such employee shall receive the entrance rate of the class or one step above his/her present rate, whichever is higher, while so assigned after the third day. The higher rate will be paid retroactive to the first day in the temporary assignment. An employee may be temporarily assigned to work in any position of the same or lower class grade without loss of pay.

Section 4. Loss of Seniority An employee shall lose his or her seniority for the following reasons:

- (a) He or she quits Town employment.
- (b) He or she is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement.
- (c) He or she is absent for two consecutive working days without notifying the Town. Exceptions may be made only with the consent of the Town. After such absence, the Town will send written notification to the employee at his or her last known address that he/she has lost his/her seniority, and that his/her employment has been terminated. If the disposition made of a complaint or a grievance arising out of such termination of employment is not settled satisfactorily to the employee, the matter may be referred to arbitration as provided in the grievance procedure.
- (d) If he or she does not return to work when recalled from layoff as set forth in the recall procedure. Exceptions shall be made only with the consent of the Town.
- (e) Failure to return from sick leave and leave of absence will be treated the same as (c) above.
- (f) He or she retires.

Section 5. Seniority List The Town shall furnish the Union with an up-to-date seniority list for each classification within sixty (60) days after the completion of negotiations. Unless the Town is advised by the Union to the contrary within thirty (30) calendar days, this list will be presumed to be correct for purposes of the Agreement.

Section 6. Pre-employment/Other Physicals Before any individual is hired by the Town, he or she shall satisfactorily pass a pre-employment physical examination, to be administered without charge to the individual by a physician designated by the Town. This requirement is applicable to individuals employed for, or transferred to, full-time jobs. During the term of this Agreement, such other physical examination as may be required by the Town in connection with the continued employment of any employee shall be administered without charge to the employee.

Section 7. Seniority/Lay-Off In the event that it becomes necessary to layoff employees, the principle of seniority shall control within classifications. The least senior employee in the job classification affected by the layoff shall be the first laid off. Senior custodians and general maintenance staff due to be laid off shall have the right to bump custodians having less seniority. In the event of multiple layoffs, the actual assignment of bumping employees shall be determined by negotiations. Until such negotiations are completed, the actual assignment of bumping employees shall be determined on the basis of the criteria outlined in Section 2. of this Article. The Town will give thirty-days (30) notice prior to implementing the layoffs in order to allow for negotiations. An employee who chooses to invoke his or her "bumping rights" must notify the Town Manager in writing within five (5) calendar days of notice of contemplated layoff.

ARTICLE 21 UNION BUSINESS

Section 1. Union Notices Union notices may be posted on bulletin boards designated for this purpose in each building if such notice is signed by an authorized representative of the Union. Copies of all such notices shall be limited to presenting factual data and in no event shall contain inflammatory language.

Section 2. Grievance Processing Union business, including the processing of grievances, shall take place on the non-working time of the employees involved. However, if grievances are processed during the employees' working hours by the request of the Town, the employee or representative shall suffer no loss of pay.

Section 3. Town Premises The representative of the Union shall be permitted to enter the premises of the Town at reasonable hours, when necessary to investigate existing grievances after obtaining approval of the Director of Facility Operations and Director of Human Resources, and such approval shall not be unreasonably denied. The Union agrees that care will be exercised by such union representative.

Section 4. Union Officers The Union shall provide a written list of its officers, and of its union representatives, and their alternates, immediately following their designation; the Union shall notify the Town of any change in such list during the term thereof. There shall be no requirement on the part of the Town to recognize any such offer, representative, or alternate representative, until notice of official designation has been delivered to the Town.

Section 5. Union Conventions Up to two (2) elected delegates of the Needham Building Custodian and Tradesman Independent Association Local 1116, upon written request, may be granted not more than five (5) days' leave to attend official conventions of the Massachusetts Laborers' Public Employees' Council Local 1116 of the Laborers' International Union of North America, without loss of pay and all costs associated with this Section shall be paid by the employee and not the Town.

ARTICLE 22 PERSONNEL RECORDS

Section 1. A copy of any official statement concerning an employee made by a member of management or designated supervisor which is to be retained by the Town in the employee's personnel file, shall be shown to the employee who shall certify that she/he has read it. This notation may be made on the same form or on a separate document.

Section 2. If the employee refuses to sign a statement, the supervisor or other person in whose presence the employee reads the statement or report shall certify that the report was read by the employee and that the employee refused to sign the statement acknowledging this fact.

Section 3. If the employee is not available (due to illness or other absence) at the time the statement or report is prepared, a member of the management or supervisor shall file the statement or report to the employee at the time of the filing, but the employee shall be given the opportunity to read the report as soon as s/he is available thereafter.

Section 4. The employee shall be permitted to make a written comment or explanation to any such report and the employee's written statement shall be filed with the related record. The employee's comment shall not be filed if it contains remarks about any other individual or individuals.

ARTICLE 23 SEPARABILITY AND SAVINGS

Section 1. If any article or section of this Agreement, or any riders thereto should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if the compliance with, or enforcement of, any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any rider thereto, or the application of such article or section to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with, or enforcement of, has been restrained, shall not be affected thereby.

Section 2. In the event that any article or section is held invalid, or enforcement of, or compliance with which has been restrained, as set forth above, the parties affected thereby shall enter into the immediate collective bargaining negotiations upon the request of either party for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of the invalidity or restraint.

ARTICLE 24 CLASSIFICATION PLAN AND PAY RATES

Section 1. Overtime Rates The hourly rate of pay for overtime work shall be one and one-half (1/2) times the hourly rate set forth herein.

Section 2. Night Shift Differential All custodians and trades personnel regularly assigned to the night shift (any shift beginning at 2:00 p.m. or later and/or ending at 6:00 a.m. or earlier) will receive a differential of \$0.80 per hour over and above their regular rate of pay for all hours worked on that shift. The differential will apply to vacation, holiday and sick pay and will be paid for any period when a regularly scheduled night shift employee is assigned to another shift.

Section 3. Longevity.

(a) Full-time employees are eligible for longevity pay at the rate of \$200 per year for every five (5) years of continuous service in the Town of Needham. This will be paid in a lump sum on or about the anniversary of the employee's date of hire.

(b) Transition Years- Employees shall be eligible for longevity pay on the July 1st of the fiscal year in which the 5th, 10th, etc. anniversary occurs, subject to pro- ration based on the number of months of continuous service as of July 1st. The employee will be paid the balance between the full amount and the pro-rated amount on the applicable anniversary date.

Section 4. Compensation Plan Employees shall be classified and compensated in accordance with the terms of this Agreement. Incorporated into this Agreement and attached thereto as Appendix C is the Compensation Plan.

Section 5. Satisfactory Performance Step Increases

- (a) Performance step increases occur when an employee meets all the criteria established through the annual performance evaluation as evidenced by a satisfactory performance review.
- (b) Satisfactory performance step increases shall be granted on the anniversary of the date of hire or the adjusted step date. Members of the bargaining unit on July 1, 1997 will continue to receive step increases on July 1, as applicable.
- (c) Progression through the rate ranges are neither mandatory nor automatic, but shall be subject to the approval of the Director of Facility Operations who will not act in an arbitrary and capricious manner in making his or her decision. Such decision shall be subject to the grievance and arbitration provisions of this Agreement.
- (d) The date that satisfactory performance step raises are granted may be adjusted by events such as promotion, reclassification, and unpaid leave as indicated in this agreement.
- (e) Should an employee be denied a step rate increase upon the review of his performance by the Director of Facility Operations, the employee shall be informed by the Director of Facility Operations in writing of the reason, and reasons, for such denial.

Section 6. Promotion Employees who are promoted to a position of higher grade shall enter the new position at the minimum rate of the higher position's compensation range or the

step rate in the higher position's compensation range immediately above their rate prior to promotion, whichever is higher. The effective date of the promotion becomes the employee's new anniversary date for the purpose of future satisfactory performance step increases. Upon the request of the Director of Facility Operations, the Town Manager may approve an additional increase of one or more steps at the time of promotion if warranted by the employee's qualifications and performance.

Section 7. Transfer An employee who transfers to a position of equal grade shall enter the new position at the same step as his/her prior position, and shall retain the same step date for the purposes of future satisfactory performance step increases. Upon the request of the Director of Facility Operations, the Town Manager may approve an additional increase of one or more steps at the time of the transfer if warranted by the employee's qualifications and past performance. If one or more steps are granted by the Town Manager, the date of transfer shall become the employee's step date for the purposes of future satisfactory performance step increases.

Section 8. Reclassification For the purposes of this section, a reclassification shall be defined as a change in the title or compensation level resulting from the change in duties of the incumbent. When any position is reclassified within the Compensation Schedules, the incumbent in that position at the time of reclassification shall be paid at the minimum rate of the higher position's compensation range or the step rate in the higher position's compensation range immediately above their rate prior to reclassification, whichever is higher. The effective date of the reclassification becomes the employee's new anniversary date for the purposes of future satisfactory performance step increases. Upon the request of the Director of Facility Operations, the Town Manager may approve an additional increase of one or more steps at the time of reclassification if warranted by the employee's qualifications and performance.

Section 9. Entrance Rate Newly hired employees will begin employment at Step 1 unless otherwise recommended by the Director of Facility Operations and approved by the Town Manager, whose decision shall not be grievable.

Section 10. Merit

- (a) **Merit Step Increase** At the written request of the Director of Facility Operations, the Town Manager may grant an additional step or steps at the conclusion of the probationary period or at the time of the annual performance review if the employee has demonstrated exceptional performance in accordance with regulations promulgated by the Human Resources Department. The date of the additional step or steps shall become the employee's anniversary date for the purposes of future satisfactory performance step increases.
- (b) **Merit Bonus** At the written request of the Director of Facility Operations, the Town Manager may grant a one-time Merit Bonus in an amount not to exceed \$1,800 per fiscal year if the employee has demonstrated exceptional performance in accordance with regulations promulgated by the Human Resources Department.

- (c) **Merit Raise** At the written request of the Director of Facility Operations, the Town Manager may grant a merit increase in an amount not to exceed 3 percent in any one year or ten percent over the duration of employment, if the employee has demonstrated exceptional performance in accordance with regulations promulgated by the Human Resources Department. Approved merit raises shall only be granted to employees who have been at maximum for at least one year. The most recent merit raise may be rescinded by the Director of Facility Operations if, for at least two (2) consecutive years, the employee receives a rating of satisfactory or unsatisfactory on 25% of the evaluation criteria on the Custodial Evaluation Form or Trades Group Evaluation Form. If this form is subsequently revised, the Town and the Union agree to negotiate a new standard regarding the continuation of a Merit Raise. Merit raises in place for more than five (5) years may not be rescinded.
- (d) All of the provisions listed above shall be subject to sufficient appropriation. If the Town Manager approves a request in accordance with this article, the he/she will endeavor to secure funding if funding is not available in the appropriate departmental budget.
- (e) The provisions of this section are not subject to the grievance or arbitration procedures contained in this Agreement.

ARTICLE 25

PERFORMANCE EVALUATION

Section 1. A performance evaluation procedure shall be established which is reasonably related to the employee's job duties and performance.

Section 2. For employees hired before July 1, 1997, the evaluation period shall be from July 1 to June 30, and all efforts will be made to complete the evaluation prior to July 1st.

Section 3. The evaluator for custodians, maintenance personnel and the Warehouse Person will be the Director of Facility Operations or his or her designee. When developing the performance evaluation for custodians, the Director of Facility Operations or his or her designee will consult with the appropriate Senior Custodian prior to completing the evaluation. The evaluator for the Trades Group will be the Director of Facility Operations.

Section 4. No later than forty-five (45) days after the start of the school year, the evaluator shall meet with the employee for the purpose of explaining the procedure, answering any questions regarding the procedure, and determining additional job-related responsibilities which will be contained in the evaluation.

Section 5. The employee will receive a copy of each evaluation for his or her signature. The employee shall be allowed to submit written comment to the evaluation within ten (10) days of receipt of the evaluation.

Section 6. Should the employee fail to meet the required standard of performance, disciplinary action may occur.

ARTICLE 26

EDUCATIONAL REIMBURSEMENT

Section 1. Upon written approval of the Director of Facility Operations, an employee may be reimbursed for books and tuition only for courses that are related to his/her present job up to \$500.00 per course per employee upon satisfactory completion of the course. Whether a course is job-related shall be determined, in advance, by the Director of Facility Operations.

Section 2. Educational reimbursement shall be subject to sufficient departmental appropriation, and shall be limited to \$2,000.00 per employee per fiscal year.

Section 3. The Town will reimburse employees for the fee associated with job-related, required licenses if approved in writing in advance by the Director of Facility Operations.

ARTICLE 27

MISCELLANEOUS PROVISIONS

Section 1. Town Vehicle Use Incorporated herein by reference and considered an integral part thereof is the Town of Needham Municipal Vehicle Use Policy dated March 11, 1997 and any revisions thereto. It is agreed that any disciplinary action taken by the Town in accordance with the Town Vehicle Use Policy will be for just cause. The Town may conduct periodic motor vehicle license checks for all members to verify that each member of the bargaining unit that is required to operate or may operate a town owned motor vehicle has an active drivers' license in good standing. It shall be the responsibility of the employee to notify the Town if anytime the employee license is suspended, revoke or otherwise prevents the employee from driving without an active license. The Town will work with employees whose license becomes inactive to find work that does not require driving. If no such work is available the employee will be either charged his/her available vacation or personal time and/or be placed on leave of absence without pay.

Section 2. Cafeteria Plan The Town shall institute a so called "cafeteria plan" in compliance with state law and the Internal Revenue Code. The parties agree that any reasonably incurred administrative expenses will be paid by those employees participating in said plan. The Town, at its sole option, may terminate said cafeteria plan on a Town-wide basis, with 60 days' notice.

Section 3. Trades Group Committee The Union may form a committee consisting of members of the Trades Group (Carpenter, Plumber, Electrician, HVAC Technician and Craftsman), the Union President and Union Representative for the purpose of addressing any Trades Group issues. The parties agree that the creation of this committee does not create any bargaining obligation which does not already exist.

Section 4. Workplace Violence Incorporated herein by reference and considered an integral part thereof is the Town of Needham Workplace Violence Policy dated March 19, 2003.

Section 5. Drug and Alcohol Testing Incorporated herein by reference and considered an integral part thereof is the Town of Needham Public Facility Operations Department "General Policy Regarding Drugs and Alcohol in the Workplace." The random drug testing requirements set forth in Section 2.3 of the General Policy Regarding Drugs and Alcohol in the Workplace in Appendix D shall apply only to members of the bargaining unit hired after July 1, 2005. Said random drug testing requirements will apply to all members of the bargaining unit whose responsibilities include driving municipal vehicles regardless of date of hire, when and if the Town adopts a similar random drug testing requirement for non-represented drivers.

Section 6. Incorporate by reference the Town of Needham Sexual Harassment Policy dated December 2, 2000 and any revisions thereto.

Section 7. Light Duty

- a. If, after missing 10 work days due to a work-related or non-work related injury, an employee is unable to return to full duty status, a Town-designated physician may examine the employee to determine his or her fitness to perform light duty. Before making a determination, the Town-designated physician shall consult with the employee's treating physician.
- b. Each physician who administers an examination under this procedure shall be provided by the Town with a detailed analysis of the physical requirements of the light duty tasks proposed, and shall be asked to make a determination of the fitness of the examined employee to perform the specific physical requirements of each light duty task. Each physician shall be asked to specify which, if any, light duty tasks the examined employee is not capable of performing.
- c. In the event that an employee is assigned to light duty, such light duty shall not interfere with on-going medical treatment.
- d. Light duty assignments shall be limited to two (2) month increments unless an extension is otherwise approved in advance by the Director of Facility Operations.
- e. Light duty tasks shall be determined by the Director of Facility Operations.
- f. Employees on light duty status shall be ineligible for overtime assignments.

Section 8. Mandatory Direct Deposit:

The Town is authorized to require all members of the Union to sign up for direct deposit effective June 1, 2016. The only exception to this requirement is current employees who are not already on direct deposit as of May 1, 2016. Current employees who are on direct deposit as of May 1, 2016 may not change from direct deposit status. All employees hired after June 1, 2016

shall be subject to the mandatory direct deposit requirement. Nothing in this section shall limit the rights of the Town to make changes to the direct deposit program in accordance with legislation adopted by the Commonwealth.

Section 9. Electronic Time Keeping System

The Town agrees to consult with the Union prior to implementing an electronic time keeping system.

Section 10. Background Checks

The Town and the Union agree to comply with Chapter 77 of the Acts of 2013 (Senate 1839) wherein, effective July 1, 2013, employees who work within school buildings who may have direct and unmonitored contact with children must be fingerprinted and the fingerprints must be submitted for a national criminal background check.

Section 11. Needham Police Department Building Security Policy

The Town and the Union agree to comply with the Needham Police Department Building Security Policy dated July 1, 2014, as amended, which requires custodians and maintenance workers who are permanently assigned to the police department be subjected to a background investigation which includes a fingerprint based CORI check.

ARTICLE 28 DURATION OF AGREEMENT

Section 1. Subject to the rights of reopen described below, this Agreement shall continue in full force and effect until midnight June 30, 2018 and shall terminate automatically upon that date. Should either, or both, parties desire to negotiate a new collective agreement for the succeeding year, such party or parties, shall, between January 1, 2018 and February 1, 2018, give notice in writing to the other party.

Section 2. Upon receipt of such notice, the parties shall make mutually satisfactory agreements to engage in negotiations leading to a settlement of issues raised by such notice. Nothing in this Article shall preclude either the Town or the Union from modifying any proposals made during the course of the negotiations.

Section 3. This is a complete agreement between the parties covering the period from July 1, 2015, to June 30, 2018.

IN WITNESS WHEREOF the parties have caused these present to be signed and delivered by their duly authorized representative as of the day and year first below written.

TOWN MANAGER

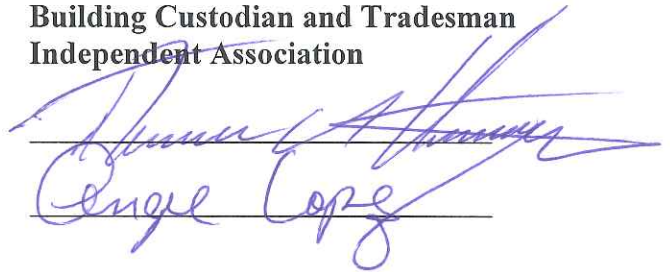
TOWN OF NEEDHAM

Date: _____

Approved as to Form:

Town

LOCAL #1116, Laborers' International
Union of North America in behalf of
Building Custodian and Tradesman
Independent Association



Date: 5-15-17

Counsel/Date

Appendix A
Classification Plan

<u>Title</u>	<u>Grade</u>
Carpenter	BT-3
Electrician	BT-3
HVAC Technician	BT-4
Plumber	BT-3
Craftsworker	BT-2
Glazer/Craftsperson	BT-2
Warehouse Person	BT-1
Senior Custodian 2	BC-3
Senior Custodian 1	BC-2
Custodian	BC-1

Appendix B
Authorization for Payroll Deduction

By _____
Name of Employee

By _____
Name of Employee

Effective _____, I hereby request and authorize you to deduct from my earnings each month, the amount of \$ _____. This amount shall be paid to the Treasurer of Local No. 1116, and represents payment of my Agency (circle one): DUES or FEES

These deductions may be terminated by me by giving you a sixty (60) days written notice in advance or upon termination of my employment.

Employee's Signature

Employee's Address

Appendix C Compensation Schedule

	1	2	3	4	5	6	7	8
FY2016 - Effective July 1, 2015								
BT4	\$27.94	\$28.79	\$29.64	\$30.53	\$31.30	\$32.07	\$32.88	\$33.70
BT3	\$24.46	\$25.20	\$25.96	\$26.73	\$27.40	\$28.09	\$28.80	\$29.51
BT2	\$22.24	\$22.90	\$23.59	\$24.30	\$24.91	\$25.53	\$26.16	\$26.83
BT1	\$20.22	\$20.82	\$21.45	\$22.09	\$22.64	\$23.21	\$23.79	\$24.38
BC3	\$21.71	\$22.33	\$22.98	\$23.65	\$24.22	\$24.80	\$25.40	\$26.02
BC2	\$20.67	\$21.27	\$21.88	\$22.52	\$23.06	\$23.62	\$24.19	\$24.78
BC1	\$17.98	\$18.50	\$19.03	\$19.58	\$20.05	\$20.54	\$21.04	\$21.55

The above rates do not include the clothing allowance. A \$400 (\$500 for Trades) clothing allowance was paid at the start of the Fiscal Year.

FY2016 - Effective January 1, 2016								
BT4	\$28.53	\$29.39	\$30.26	\$31.15	\$31.93	\$32.70	\$33.52	\$34.35
BT3	\$25.02	\$25.77	\$26.53	\$27.32	\$27.99	\$28.68	\$29.40	\$30.11
BT2	\$22.78	\$23.44	\$24.15	\$24.86	\$25.47	\$26.10	\$26.74	\$27.41
BT1	\$20.73	\$21.34	\$21.98	\$22.63	\$23.19	\$23.76	\$24.34	\$24.94
BC3	\$22.24	\$22.87	\$23.52	\$24.20	\$24.77	\$25.36	\$25.96	\$26.58
BC2	\$21.19	\$21.79	\$22.41	\$23.05	\$23.60	\$24.17	\$24.75	\$25.33
BC1	\$18.47	\$19.00	\$19.53	\$20.10	\$20.56	\$21.06	\$21.56	\$22.07

Above rates include the roll in of the clothing allowance which was increased to an annualize rate of \$650.

FY2017 - Effective July 1, 2016								
BT4	\$29.24	\$30.12	\$31.01	\$31.93	\$32.73	\$33.52	\$34.36	\$35.20
BT3	\$25.65	\$26.41	\$27.20	\$28.00	\$28.69	\$29.40	\$30.13	\$30.87
BT2	\$23.35	\$24.03	\$24.75	\$25.48	\$26.11	\$26.76	\$27.40	\$28.09
BT1	\$21.26	\$21.87	\$22.53	\$23.19	\$23.77	\$24.35	\$24.95	\$25.56
BC3	\$22.79	\$23.44	\$24.11	\$24.80	\$25.39	\$25.99	\$26.61	\$27.25
BC2	\$21.72	\$22.33	\$22.97	\$23.63	\$24.19	\$24.77	\$25.37	\$25.96
BC1	\$18.94	\$19.48	\$20.02	\$20.60	\$21.08	\$21.59	\$22.10	\$22.63

FY2018 - Effective July 1, 2017								
BT4	\$29.98	\$30.88	\$31.79	\$32.73	\$33.54	\$34.36	\$35.22	\$36.08
BT3	\$26.29	\$27.07	\$27.88	\$28.70	\$29.41	\$30.14	\$30.89	\$31.64
BT2	\$23.93	\$24.63	\$25.37	\$26.12	\$26.76	\$27.43	\$28.09	\$28.80
BT1	\$21.79	\$22.42	\$23.10	\$23.77	\$24.36	\$24.96	\$25.57	\$26.20
BC3	\$23.36	\$24.03	\$24.71	\$25.42	\$26.02	\$26.64	\$27.28	\$27.93
BC2	\$22.26	\$22.89	\$23.55	\$24.22	\$24.80	\$25.39	\$26.00	\$26.61
BC1	\$19.41	\$19.97	\$20.52	\$21.11	\$21.61	\$22.13	\$22.66	\$23.19

Appendix D
GENERAL POLICY REGARDING DRUGS AND ALCOHOL IN THE WORKPLACE
Public Facility Operations Department/LIUNA Local 1116
July 1, 2005

1.0 Policy Statement

- 1.1 The Town of Needham firmly believes that the use of illegal drugs and misuse of legal drugs, including alcohol, is a source of danger in the workplace and a threat to the Town's goal of maintaining a productive and safe work environment. The Town of Needham discourages users of illegal drugs and mis-users of legal drugs, including alcohol, from seeking employment with the Town and encourages very forcefully the rehabilitation of such persons already in its employ.
- 1.2 Employees of the Town of Needham are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and creditable fashion. While the Town of Needham has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in a condition to perform their duties. The Town recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have an impact on the workplace and on our ability to accomplish our goal of providing an alcohol and drug-free environment.
- 1.3 In accordance with the Federal Drug Free Workplace Act, the illegal use, sale or possession of narcotics, drugs or controlled substances while on the job or on Town property is an offense warranting disciplinary action up to and including termination.
- 1.4 Employees who are under the influence of drugs or alcohol, either on the job or when reporting for work, or who possess, consume, or otherwise use alcohol or drugs during work hours, have the potential for interfering with their own as well as their co-workers safe and efficient job performance. Consistent with Town practice, such conditions will be proper cause for disciplinary action up to and including termination of employment. For the purposes of this policy, "under the influence of alcohol or drugs" shall mean the presence of a .04 blood alcohol content or a verified positive drug test, at levels specified by the National Institute of Drug Abuse (NIDA).
- 1.5 Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance. In addition, notification must be given at the time of any testing or screening as to any drugs or medicine being taken.
- 1.6 Any employee, while on Town property or during the employee's work shift, including without limitation all breaks and meal periods, consumes or uses, or is found to have in his or her personal possession, in his or her locker or desk or other such repository, alcohol or drugs, which are not medically authorized, or is found to have used or to be using such alcohol or

drugs, will be suspended immediately pending further investigation. If use or possession is substantiated, disciplinary action, up to and including termination will be imposed.

- 1.7 The Town of Needham is committed to the treatment and rehabilitation of employees with alcohol and controlled substance misuse problems, and encourages employees to come forward voluntarily and seek assistance for those problems prior to and after implementation of the testing program.
- 1.8 If at any time an employee volunteers to enter a chemical dependency program, he/she will enter without fear of disciplinary action being taken against him/her as a result of seeking treatment. Such a program is designed to provide care and treatment to employees who are in need of rehabilitation. Details concerning the treatment any employee receives at this program shall remain confidential and shall not be released to the public.
- 2.0 Types of Tests
 - 2.1 Pre-employment All applicants for employment in the bargaining unit are subject to screening for improper use of alcohol or controlled substances.
 - 2.2 Reasonable Suspicion Reasonable suspicion tests will be conducted when a trained supervisor or manager observes behavior or appearance that is characteristic of alcohol or drug misuse. If an employee's behavior or appearance suggests alcohol or drug misuse, a reasonable suspicion test will be conducted. Reasonable suspicion testing may only be conducted after consultation with the Director of Facility Operations or his/her designee. Examples of reasonable suspicion include:
 - 2.2.1. Observable phenomena, such as direct observation of on-duty alcohol use or possession and/or direct observation of on-duty use or possession of illegal drugs, and/or the on-duty display of behaviors which appear to be indicative of the use of any illegal drug or alcohol, and are not attributable to other factors;
 - 2.2.2 A pattern of abnormal conduct, erratic behavior or deteriorating work performance, including but not limited to, frequent absenteeism, excessive tardiness, or frequent accidents, not attributable to other factors and which appear to be related to drug and/or alcohol abuse; and/or
 - 2.2.3. Arrest, indictment, or conviction for a drug-related offense.
- 2.3 Random Testing – Fifty percent (50%) of the bargaining unit will be subject to random, unannounced testing for illegal drugs and twenty-five percent (25%) of the bargaining unit will be subject to random, unannounced testing for alcohol on an annual basis. The Town will disclose to the Union the random testing mechanism used by its contracted vendor. Any test which it is determined not to have been conducted on a random basis will be deemed to be a negative result.

2.4 Return to Duty and Follow-up Return to Duty tests will be conducted when an individual who has violated the prohibited alcohol or drug standards returns to work. Follow-up tests are unannounced, and at least three (3) tests will be conducted in the first 12 months after an employee returns to duty.

3.0 Conducting Tests

3.1 Alcohol Testing Alcohol testing will be conducted in accordance with the Department of Transportation Regulations (49 CFR part 40).

3.2 Drug Screening - Drug tests will consist of screening for five drugs, classes of drugs, or their metabolites: marijuana metabolites, cocaine metabolites, opiate metabolites, phencyclidine (PCP), and amphetamines. Drug screening using urinalysis will be conducted in accordance with the Department of Transportation Regulations (49 CFR part 40).

4.0 Refusal to Participate

Any refusal to participate in any of the types of alcohol and or drug tests authorized in this policy will be treated as indicative of a positive result.

5.0 Consequences of Alcohol/Drug Misuse

5.1 Members of the bargaining unit who engage in prohibited alcohol or drug conduct (that is, who test positive for alcohol use greater than 0.04 or drug use) will not be allowed to return to the workplace. Probationary employees will be terminated immediately. Non-probationary employees will be offered an opportunity for rehabilitation in accordance with Section 5.2 and 5.3. Non-probationary employees who choose not to avail themselves of this rehabilitation opportunity will be terminated immediately.

5.2 Employees who wish to continue employment with the Town of Needham must be evaluated by a substance abuse professional and comply with any treatment recommendations to assist them with an alcohol or drug problem. The payment for any recommended treatment will be strictly at the expense of the employee (or his/her health insurance program, if applicable). Employees will be placed on non-occupational sick leave or leave without pay status during the treatment period, whichever is appropriate.

5.3 Employees who have been evaluated by a substance abuse professional who comply with any recommended treatment, who have taken a return to duty test with a result less than 0.02, and who are then subject to unannounced follow-up tests, may return to work.

5.4 Employees who have returned to work under these conditions and who subsequently test positive for alcohol or drugs in accordance with this policy during the next five years will be terminated immediately.

5.5 Once an employee successfully completes rehabilitation, he/she shall be returned to his/her regular duty assignment or an equivalent position. Employee assignments during treatment

shall be based on each individual's circumstances. As a condition of employment, the employee must comply with prescribed follow-up care.

6.0 Information/Training

- 6.1 All current and new employees will receive written information about the testing requirements and how and where they may receive assistance for alcohol or drug misuse. All employees must receive a copy of this policy and sign a Confirmation of Receipt.
- 6.2 All supervisory and management personnel in the Public Facility Operations Department will receive at least two hours of training on alcohol and drug misuse symptoms and indicators used in making determinations for reasonable suspicion testing. Supervisors and managers will be instructed on the detection of abuse problems and the enforcement of the testing policy.
- 6.3 Educational information will be made available periodically which will focus on the potentially dangerous effects of drug and alcohol use and abuse, the procedures associated with pre-employment drug screening and "reasonable suspicion" testing, the effects on job performance measured in loss of productivity, and the potential safety hazards presented to the individual employee, other employees and the public.
- 6.4 All recruitment advertising will include the statement "drug/alcohol screening is a condition of employment" at the bottom of the advertisement/posting with the EEO statement.
- 6.5 All final candidates for employment will be given a copy of this policy, and be given the opportunity to read the policy in its entirety.

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.

**Town of Needham
Board of Selectmen
Minutes for April 25, 2017
Selectmen's Chamber
Needham Town Hall**

6:45 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 Chairwoman Marianne B. Cooley. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing: Alteration of Premises - Village Club - Permission to Extend Coverage of Licensed Premises

Robert R. Giumetti, Jr., Manager, James G. Healy, Village Club member, and Bob Papetti, Village Club member appeared before the Board to discuss the Village Club Building Association's current Club Liquor License allowing service of alcoholic beverages in its lower level. Highlandville Hall, rental space located on the first floor is not included in the license description; thereby requiring the need to apply for a One Day Special License for each event held in that room and have liquor service. The Village Club seeks to expand the description of licensed premises to include Highlandville Hall so alcohol service can be provided in the rental area.

Mr. Healy referred to the Village Club's request in 2004/05 for a Club Permit, noting public hearings were held and much testimony was heard. He said the Board decided to grant a license to the Village Club for its Club Room, noting that since that time, the Village Club has requested One Day Special Licenses for functions held in Highlandville Hall. He said a permit has never been denied, noting the administrative burden when applying for a One Day Special Permit. Mr. Healy commented the request is not to change the permit, but rather allow a permit for the entire facility. Mr. Healy said the request is no different from what other establishments have in Needham. He commented meetings were held with neighbors of the Village Club to respond to resident concerns. Mr. Healy said the Village Club will not allow patrons to park on Morton Street, but in the Kindercare lot, and on Highland Avenue. Mr. Healy reiterated nothing at the Club will change other than having the ability to rent the facility without having to apply for a One Day Special Permit.

Mr. Giumetti commented on the many ways the Village Club gives back to Needham.

Ms. Cooley asked for Board questions.

Mr. Bulian asked how many parking spaces are in the Village Club lot and the Kindercare lot? Mr. Papetti said the Village Club has 30 parking spaces and Kindercare has 50+ spaces, and also noted parking along Highland Avenue.

Ms. Cooley invited public comment.

Glenn Mulno, 40 Morton Street said the Village Club is a good neighbor. He expressed concern about parking on both sides of Morton Street, and would like the Club to commit to a better parking system, including more cones/signage. Mr. Mulno suggested a periodic check-in with the Village Club would be an opportunity for residents to discuss any issues.

Deborah LeClaire, 46 Morton Street agreed with Glenn Mulno's comments. She asked what incentive is there to being a good neighbor if the permit is approved? She suggested the permit be tied to consequences should the neighborhood relationship and/or expectations deteriorate.

Kenneth LeClaire, 46 Morton Street is opposed to signage. He commented it is not an administrative burden or much effort to apply for a permit. Mr. LeClaire said restrictions should be tied to the permit. He asked about enforcement if a permit is granted. Mr. LeClaire commented that people park on Morton Street even though cones are in place.

Bernardo Aumond, 36 Mellen Street said the parking proposal scatters patrons farther in to the neighborhood, saying many people are heard at night outside the Club. He said expanding the license benefits the owner and patrons, not the neighborhood. Mr. Aumond said intentions are good but hard to control and enforce. He opposes license expansion.

Christine Murphy, 52 Morton Street said the parking lot is too small to hold cars for 185 people. She said she is concerned about noise, hours of operation, and lack of supervision outside the building. Ms. Murphy commented there is a disconnect with what is supposed to be happening versus what is really happening. She suggested more supervision and clear hours of operation if the license is approved. Ms. Murphy said late night events should not be happening in a residential neighborhood.

Lisa Morris, 15 Morton Street asked if it is less expensive for guests to rent the hall if a One Day Special Permit is not required? Mr. Healy said the price is the same. Ms. Morris said it is dangerous entering/leaving Webster Street due to cars being parked close to the intersection on both sides. She commented most weekend summer nights she has to close her windows due to noise or is awakened by people talking and drinking at cars near her window. She agreed with Ms. Murphy that the Village Club must take direct responsibility for more supervision.

Bill Hagan, 12 Morton Street said the Village Club is doing a lousy job governing parking. He also commented it is not an administrative burden to apply for a One Day Special Permit. He suggested the Town give the Village Club 25 licenses up front to avoid any perceived hassle. Mr. Hagan asked why the MBTA parking lot two blocks away is not used and said Kindercare does not have more than 25 parking spaces.

Al Israel, 34 Morton Street said part of the problem is the Village Club does not have anyone representing the Club at functions. He said there is a lot of noise and beer containers. He noted a change in Village Club administration could change what happens at the Club. Mr. Israel said parking is a nightmare in the winter. He suggested that a police detail be required at functions.

Mr. Healy reiterated the Club is not increasing the number, type, or nights when functions are held. He agreed it makes sense to hold an annual meeting with the neighborhood. Mr. Healy noted a citizen who has a complaint about an establishment with a permit, can go to the Town Manager or Board of Selectmen at any time. He said there is oversight and that residents can tell the Village Club of problems at any time. He agreed a function manager is a good idea, but police details are very expensive.

Mr. Matthews asked the proposed hours of operation? Mr. Healy said the Village Club is agreeable to whatever hours are appropriate and lawful.

Discussion ensued attempting to clarify hours of operation, including time of last call and closing.

Mr. Borrelli said the Club does a lot of good for the Town, noting neighborhood feedback is a good thing, and an annual meeting would be an opportunity to discuss parking, supervision, and signage. He agreed having a function manager is a good idea. Mr. Borrelli said it is reasonable to allow the Club the opportunity to streamline paperwork and supports granting a one year license.

Mr. Handel said he believes there is "more teeth" in an annual license and a lot more at stake. He said a granting a one year license may be a better way to go.

Mr. Bulian said granting the Club a One Day Special Permit has never been questioned by anyone from the neighborhood. He said he supports granting the Club an annual license with requirements including an on-site manager. He suggested residents contact the Board of Selectmen, Town Manager, and Village Club with concerns. He said police detail is unnecessary.

Mr. Handel suggested the neighbors should have the ability to communicate with an onsite manager when an event is being held.

Christine Murphy, 52 Morton Street asked for clarification on hours of operation.

Kate Fitzpatrick, Town Manager said currently, Village Club hours of operation are: Sunday noon-8 p.m., Monday 3:30 p.m.-7 p.m., Tuesday 3:30 p.m.-10:30 p.m., Wednesday 3:30 p.m.-9 p.m., Thursday 3:30 p.m.-11 p.m., Friday 3:30 p.m.-11 p.m., and Saturday 3:00 p.m.-7:00 p.m.

Discussion ensued on hours of operation.

Al Israel, 34 Morton Street asked for the phone number of a Club member responsible for resolving issues late at night.

Bernardo Aumond, 36 Mellen Street reiterated the Club has no control of patrons leaving the premises. He said he has called the police a couple of times due to people lingering late at night in the parking lot.

Ms. Cooley asked for comments from the Board.

Mr. Matthews commented the Board of Selectmen can either deny the application and review it again next year, or approve the application with conditions. He said the Club is responsible for patrons and/or can enforce responsibility of parking, supervision, and leaving the premises on its users. He said additional signage is possible if it is what the neighborhood wants. He said a police detail is not necessary, acknowledging that applying for a One Day Special License does create more paperwork, but if it is an essential safeguard, that is a different matter. Mr. Matthews pointed out having an annual license will lead to functions because permitting is burdensome, and if not required, the Club will get more requests. He said restrictions could be written in to the license, however he is not in favor of that approach. He commented if the Board is to approve a license, hours must be set. In fairness to the community, he said proposed hours must be noticed and that the Club cannot run the function hall under the current hours. Mr. Matthews suggested continuing the public hearing until the May 30, 2017 Board of Selectmen meeting so the Village Club can decide on the hours it wants, and consider all the criticisms and questions raised tonight. He said the time could also be used by the Board of Selectmen to consider possible license restrictions. Mr. Matthews reiterated if issues are not resolved under a license, the recourse for neighbors is to complain to the Town Manager's office.

Mr. Bulian and Ms. Cooley said they are supportive of Mr. Matthews suggestion to continue the public hearing until May 30, 2017.

Mr. Borrelli said he does not favor imposing restrictions to the license, but it is up to the Village Club to deal with the issues raised by the neighborhood. He said a one year license could be reviewed next year.

Discussion ensued on the hours of operation.

Ms. Cooley said the Village Club has done exactly what is required by filling out all necessary paperwork with the Town and the ABCC, but the difference is there has not been adequate supervision. She said the Board of Selectmen want to be able to support the Village Club, but also want the neighbors to be able to sleep. She reiterated the hours for both operations must be documented and noticed.

Motion by Mr. Matthews that the Board of Selectmen vote to continue Public Hearing - Village Club Building Association - Alteration of Premises until May 30, 2017 at 7 p.m. or as the schedule allows.

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

Mr. Matthews noted current Village Club paperwork for the ABCC contains current Club hours, but would be useless in a license. He said as an element of the license, there is nothing in the paperwork requesting a change in hours of operation, which must be done. He noted the many moving parts requiring attention by the Village Club and the Town of Needham.

8:15 p.m.

Discussion with Property Tax Assistance Committee:

Evelyn Poness, Town Treasurer/Collector, members of the Property Tax Assistance Committee (Elizabeth Handler, Jill Kahn-Boesel, and Tom Colaruso) and members of the Taxation Aid Committee (Elizabeth Handler, Tom Colaruso, and Jack Cogswell) appeared before the Board to discuss the FY2017 Property Tax Assistance Program and proposed marketing efforts.

Ms. Poness explained the Property Tax Assistance Program is a voluntary fund and the Taxation Aid Program is a contributory fund for the elderly and disabled. She said over the last several years contributions to the voluntary fund have been down. She commented letters to the editor, the ability to make on-line contributions, Facebook notices, website improvements, a commercial on the Needham Channel, and targeted times of year to include envelopes in water and tax bills have made a difference in persuading people to contribute. She said contributions for 2016 totaled \$7,292, 2015 totaled \$13,222, and 2014 totaled \$10,975. She commented since taking extra steps, contributions to the fund for 2017 as of April 21, 2017, total \$12,882. Ms. Poness said the goal is for every household to receive 1 or 2 envelopes per year, noting that Mr. Matthews' suggestion of creating a timeline for strategic targeting of contributions year to year will be utilized.

Mr. Borrelli asked if prior donors are targeted? He asked if thank you notes are sent to contributors? Ms. Poness said as Collector, she is not permitted to solicit contributions, but the committee is allowed. Ms. Poness said she will be sending thank you notes very soon.

Ms. Cooley asked the number of people needing assistance? Ms. Poness said the number of people applying for assistance is down. She said the Senior Center will be contacted to encourage seniors to complete an application, and that a flyer will be included in delivery from the Traveling Meals program.

Mr. Matthews said the slow downtrend in contributions has been reversed, and that he is optimistic about future contributions to the program.

The Board thanked both committees for their work.

8:27 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. **Traffic Management Advisory Committee Seth Bauer (Term Expires 6/30/2020)**

CONSENT AGENDA

1. **Approve road race event form from Hilary Ryan of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on September 24, 2017 from 8:00 a.m. to 2:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
2. **Approve a request from Greg Jundanian, of Three Squares New England, who is organizing its annual fundraiser "The Ride for Food" bike ride to benefit food pantries in numerous communities including Needham, to have a portion of its ride to go through Needham. The event is scheduled for September 24, 2017 from 9:30 a.m. to 1:00 p.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.**
3. **Ratify a Special One Day All Alcoholic Beverages License for Ernest A. Steeves of The Village Club who hosted an event for and Association Gathering/Birthday Party on Saturday, April 15, 2017 from 7:00 p.m. to 11:00 p.m. The event was held in Highlandville Hall at the Village Club, 83 Morton Street, Needham, MA.**
4. **Approve a Special One Day All Alcoholic Beverages License for Ernest A. Steeves of The Village Club to host a fundraiser for the Broadmeadow Elementary School on Saturday, April 29, 2017 from 7:00 p.m. to 11:00 p.m. The event will be held in Highlandville Hall at the Village Club, 83 Morton Street, Needham, MA.**
5. **Approve a One Day Special Wines & Malt Beverages license for Fred Daly, of St. Sebastian's School to host its Reunion Weekend events on May 19, 2017 from 6:00 p.m. to 10:00 p.m., and on May 20, 2017 from 5:00 p.m. to 9:00 p.m. The event on the 19th will be held in the Birmingham Academic Building and the event on the 20th will be held in Ward Hall. Both are located at 1191 Greendale Avenue, Needham.**
6. **Approve a Special One Day Wines & Malt Beverages License for Morgan Murphy, of Trip Advisor to host an event for Bryant, a Networking Reception, on May 3, 2017 from 5:00 p.m. to 7:00 p.m. The event will be held at Trip Advisor headquarters, 400 First Avenue, Needham, MA.**

7. Accept the following donations made to the Needham Public Health Department's Gift of Warmth Fund: \$500 from Hillcrest Gardens; and \$500 from First Baptist Church in Needham.
8. Approve the Rotary Club Carnival banners presented by the Needham Community Revitalization Trust Fund to be part of the Chapel Street Banner Showcase Display Program. These banners will be displayed to raise awareness of the upcoming three day Carnival in July sponsored by the Rotary Club.
9. Approve design of new banner for the Needham Farmers Market which reflects the change in venue. These banners are part of the Chapel Street Banner Showcase Display Program.
10. 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 17, 2017 from 6:00 a.m. to 11:00 a.m. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.
11. Accept \$250 donation made to the Needham Health Department's Substance Abuse Prevention and Education account from the Exchange Club of Needham.
12. Accept donation of 6 x 10 nylon American Flag to fly at Avery Square from Ted Shaughnessy of Henderson Properties Partnership.
13. Water and Sewer Abatement Order #1236.
14. Approve regular session Board of Selectmen minutes for March 17, 2017, March 28, 2017 and April 12, 2017.
15. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Andrew Allen	955 Webster St.	Webster St. between Dedham Ave/ & Howland St.	7/8/17	7/9/17	12pm-3pm
Sharon Ellis	192 Maple St.	Maple St. cul-de-sac	6/17/17	6/24/17	4pm-9pm

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

8:29 p.m. NBC Universal Tax Increment Financing Proposal:
Representatives from NBC Universal including Brian O'Leary, Senior Vice President & Tax Counsel, Robert Hendrick, Senior Director, Global Real Estate, Jon Sutich, Manager of Government and Regulatory Affairs (Comcast), and Mike St. Peter, President & General Manager, NBCU Owned Television Stations of Boston, and representatives from KPMG LLP including Ulrich Schmidt, Manager Director and Robert Chase, Senior Manager appeared before the Board to outline the basis for their proposed relocation to Needham, and the benefits of the tax increment financing proposal included in the May 8, 2017 Special Town Meeting Warrant.

Brian O'Leary gave a brief background of NBC Universal, including news, sports, and entertainment. He said there are several NBC Universal facilities around

Boston, noting if the vision comes to fruition NBC Universal will integrate its businesses in Needham Crossing. A Powerpoint presentation was viewed describing "Project Owl" (a name derived from NBC Universal's Harry Potter theme park rides and the owl, signifying if all parties come together on this project it would be a very wise decision). Mr. O'Leary said there are currently 375 employees in Massachusetts and the full scope of investment is estimated to be \$125 million. Mr. O'Leary thanked the Board for its support and recognized the opportunity NBC Universal and Needham will have.

Robert Hendrick described the timeline stating the building is anticipated to be operational by the first quarter 2019.

Mr. O'Leary commented on economic benefits to the Town of Needham, including 375 jobs, increased taxes, and a direct effect on small and medium businesses supplying goods to NBC Universal.

Robert Chase explained the next steps including approval of the TIF Agreement at Needham's Special Town Meeting, approval by the state of Massachusetts, meeting with the Planning Board, and Design Review Board.

Ms. Cooley asked for Board questions or comments.

Mr. Bulian said this is a very exciting project for the Town of Needham.

Mr. Matthews said this project is a "win-win" for both parties, but cautioned Town Meeting approval of the TIF is required. He said the development is a "game changer" (as was TripAdvisor) for Needham Crossing, noting even with reduced taxes from the TIF the net increase to the Town is more than if a standard office building was built.

Mr. Borrelli said at first he was skeptical, but now believes the project is a "game changer." He said the tangible and intangible assets are huge for Needham. He asked if NBC Universal plans to add more employees over the next 5 years? Mr. O'Leary said there is potential for growth, but there are no commitments right now.

Mr. Handel said this project is the culmination of years of strategy by the Town of Needham, and it is terrific opportunity for both parties.

Ms. Cooley thanked the presenters for coming before the Board.

8:50 p.m.

Town Manager:

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

1. Positions on Warrant Articles

Annual Town Meeting Warrant:

Motion by Mr. Handel that the Board vote to support Article 23 - Amend Zoning By-law - Dimensional Residential in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 24 - Amend Zoning By-law - Side Yard Setback in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 25 - Amend Zoning By-law - Height Residential in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 26 - Amend Zoning By-law - FAR Single Residence B in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to refer Article 27 - Amend Zoning By-law - Side Yard Setback in the Annual Town Meeting Warrant to the Planning Board for further study.

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

Motion by Mr. Handel that the Board vote to refer Article 28 - Amend Zoning By-law - Garage Setback in the Annual Town Meeting Warrant to the Planning Board for further study.

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

Motion by Mr. Handel that the Board vote to support Article 29 - Amend Zoning By-law - Lot Coverage in the Annual Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to refer Article 30 - Amend Zoning By-law - Front Side Special Permit in the Annual Town Meeting Warrant to the Planning Board for further study.

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

Ms. Fitzpatrick commented motions to amend or emergency preamble on Article 39, Article 43, and Article 44 will be presented next Monday, May 1, 2017.

Motion by Mr. Borrelli that the Board vote to withdraw Article 52 - Appropriation for Workers Compensation Fund in the Annual Town Meeting Warrant.

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

Article 55 - Appropriate for Capital Facility Fund - Defer.

Special Town Meeting Warrant:

Motion by Mr. Handel that the Board vote to support Article 1 - Application of Bond Premium in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 2 - Approve TIF NBCU in the May 8, 2017 Special Town Meeting Warrant.

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

Article 3 - Appropriate for Rental Office Space - Defer.

Motion by Mr. Handel that the Board vote to support Article 4 - Appropriate for Town Hall Stair Modifications in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 5 - Rescind Borrowing Authorization in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to withdraw Article 6 - Appropriate for Workers Compensation Fund in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 7 - Appropriate for Athletic Facility Improvement Fund in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 8 - Appropriate for Capital Facility Fund in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Borrelli that the Board vote to withdraw Article 9 - Appropriate to Debt Service Stabilization Fund in the May 8, 2017 Special Town Meeting Warrant.

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

Motion by Mr. Handel that the Board vote to support Article 10 - Accept M.G.L. Sale of Alcohol on Sunday in the May 8, 2017 Special Town Meeting Warrant.

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

Article 11 - Citizens Petition Veterinary Uses in Mixed Use 128 - Defer.

2. Facility Financing Plan Update

Dave Davison, Assistant Town Manager appeared before the Board with an updated draft facility financing plan dated April 21, 2017 for review and comment.

Mr. Davison explained the plan has been updated from the last version presented to the Board in June 2016. He commented changes include several project timelines, as well as better cost estimations for some of the projects being contemplated. The projects include the Needham High School classroom expansion, Memorial Park building, public safety buildings. He commented on the Stabilization Funds, particularly the Debt Service Stabilization Fund. He said the creation of the Debt Service Stabilization Fund is a key component, and one of the reasons why the Town can confidently tell Town Meeting that the High School classroom expansion project can be done within the operating revenues of the Town and not require a debt exclusion override. He stated, without the Debt Service Stabilization Fund, the plan would not be possible. He asked if Board members had any questions or comments.

Ms. Fitzpatrick noted the updated plan also includes the accelerated schedule for the new Hillside School on Central Avenue.

Ms. Cooley commented this plan is the first concrete example of how the Debt Service Stabilization Fund fills in gaps allowing for certain projects.

Mr. Borrelli said seeing the Debt Service Stabilization Fund come to fruition is terrific, and acknowledged Mr. Davison's foresight in recommending the creation of the Debt Stabilization Fund. He commented putting the dollar amount for the High School expansion project within the levy is an amazing feat.

Ms. Cooley commented on the very careful use of cash by the Town.

Ms. Fitzpatrick said the plan also includes a path forward for the Memorial Park building in the future, if the project stays at its estimated amount. She commented the public safety building project is large and complicated, most likely requiring an override.

Mr. Handel commented the Town has many identified capital needs being approached in a very prudent, well thought out strategy, noting it reflects well on the Town and helps to keep the AAA rating.

The Board thanked Mr. Davison for his work.

9:29 p.m. Board Discussion:

1. Committee Reports

Ms. Cooley reminded the Board a public hearing on the Eversource Reliability Project will be held tomorrow night, April 26, 2017 at 7 p.m. in Powers Hall. She said nearly 800 abutters along contemplated routes have been notified.

9:30 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of April 25, 2017.

Second: Mr. Handel. 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=>

BOARD OF SELECTMEN

* MINUTES *

May 1, 2017

7:05 p.m. A special meeting of the Board of Selectmen was convened by Chairman Marianne Cooley at the Needham Town Hall. Present were Mr. Daniel Matthews, Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli and Town Manager Kate Fitzpatrick.

7:05 p.m. Town Meeting Preparation – The Board discussed items on the Annual and Special Town Meeting Warrants.

Motion: Mr. Handel moved that the Board vote to amend Article 19 – Establish Revolving Funds. Mr. Bulian seconded the motion. Unanimous: 5-0.

Motion: Mr. Handel moved that the Board vote to amend Article 39 – Public Works Infrastructure Program. Mr. Matthews seconded the motion. Unanimous: 5-0.

Motion: Mr. Handel moved that the Board vote to amend Article 43 – High School Expansion by attaching an emergency preamble. Mr. Matthews seconded the motion. Unanimous: 5-0.

Motion: Mr. Handel moved that the Board vote to amend Article 44 – Fuel Island Relocation. Mr. Bulian seconded the motion. Unanimous: 5-0.

Motion: Mr. Handel moved that the Board vote to amend Article 46 – Memorial Park Improvement Design. Mr. Bulian seconded the motion. Unanimous: 5-0.

Motion: Mr. Borrelli moved that the Board vote to withdraw Article 55 – Capital Improvement Fund. Mr. Handel seconded the motion. Unanimous: 5-0.

Motion: Mr. Borrelli moved that the Board vote to withdraw Article 9 – Debt Service Stabilization Fund in the Special Town Meeting Warrant. Mr. Bulian seconded the motion. Unanimous: 5-0.

7:10 p.m. **Motion:** Mr. Matthews moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Bulian seconded the motion. Unanimous: 5-0.

Note: The Annual Town Meeting adjourned for the evening at 11:10 p.m.

**Town of Needham
Board of Selectmen
Minutes for May 2, 2017
Selectmen's Chamber
Needham Town Hall**

- 6:30 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Marianne B. Cooley. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, and Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.
- 6:30 p.m. Executive Session: (Exception 3)
Motion by Mr. Handel 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.**
- Second: Mr. Bulian. Ms. Cooley polled the Board. Unanimously approved 4-0.**
- Mr. Matthews arrived at the meeting at 6:35 p.m.
- 6:45 p.m. Informal Meeting with Citizens:
David Dyson, 8 Pandolf Lane and Mark Nasson, 18 Pandolf Lane spoke with the Board about changing Pandolf Lane from a private to a public road. Mr. Dyson said he spoke with the Town Engineer as well as members of the Building Department about the slope of a stone wall at 18 Pandolf Lane. Tony Del Gaizo, Town Engineer said there is concern with utilities, drainage, and excavation undermining the wall. Ms. Cooley told Mr. Dyson and Mr. Nasson that Town requirements must be met to allow a change from a private to public way. Ms. Cooley suggested that Mr. Dyson and Mr. Nasson meet with the Director of Public Works.
- 7:00 p.m. The public portion of the Board of Selectmen meeting of May 2, 2017 was convened by Chairwoman Marianne B. Cooley. Ms. Cooley announced the meeting is being recorded and videotaped.
- 7:00 p.m. Introduce Fire Staff:
Dennis Condon, Fire Chief appeared before the Board to introduce newly promoted Captain Matt Bagnell, newly promoted Lieutenant Matt Fandry, and newly appointed firefighters Noah Farr, Christopher Fawcett, and Graham Flaherty.

Chief Condon said John Kraweicki has been promoted to Deputy Fire Chief, noting he was unable to attend tonight's meeting. Chief Condon also recognized Matt Bagnell saying he has been promoted to Captain and Matt Fandry who has been promoted to Lieutenant. He said both men have done an outstanding job at Fire Station #2 and Fire Station #1, respectively. He commented the men are longtime employees of Needham and that the Town is in good hands with them.

Chief Condon recognized three new probationary firefighters. He commented Noah Farr is an Air Force Pararescue Jumper, Christopher Fawcett brings his pediatric experience from Children's Hospital, and Graham Flaherty started a CPR program at Weymouth High School.

Chief Condon shared a letter about a recent emergency pediatric call recognizing Chris Fawcett, who was part of the team assisting the child.

The Board congratulated the men on their new positions.

Mr. Matthews read the letter to Chief Condon from the parents of the child requiring emergency assistance.

Mr. Matthews explained the history of how the town used to hire firefighters. He said Needham is a good place to work and told the men they are "face of the Town."

Mr. Borrelli concurred with the comments by Mr. Matthews, noting the men have amazing resumes and experience.

The Board congratulated the firefighters.

7:16 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: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Approve Open Session minutes of April 5, 2017 and Executive Session minutes of February 14, 2017, and April 12, 2017.**
- 2. Approve 2017 Mobile Food Truck license for returning food truck - Captain Marden's Seafoods, Inc. d/b/a The Cod Squad. Approval is subject to receipt of required completed paperwork.**
- 3. Approve a request from Wally Massenburg, Pack Leader of Cub Scout Pack 23, to use the space behind the garages at Ridge Hill on Saturday June, 10, 2017 for its Cub Scout Field Day. The area will be needed from 2:00 p.m. to 6:00 p.m.**

4. Approve a request from The Christina Clarke Genco Foundation to ride a portion of its Mother's Day Memorial Day Ride through Needham on Sunday, May 14, 2017, pending receipt of approval by the DPW. The route that the riders will take through Needham has been approved by the Police, Fire and Park & Recreation Departments. Riders are expected to be in Needham at 7:45 a.m. to 3:30 p.m.
5. Approve a request from the Natick Rotary to hold its Tour de Natick bike event on Sunday, June 18, 2017, pending receipt of approval by the DPW. The route that the riders will take through Needham has been approved by the following departments: Police, Fire and Park and Recreation. The Needham portion of the route involves only a short leg of the longer, 25 mile course which begins at 8:00 am. The section of the route going through Needham is 010 from Charles River Street at the Dover line to South Street at the Dover line.
6. Approve a Special One Day Wines & Malt Beverages License for Susan Banez, of Needham Pool and Racquet Club to host its New Member Reception on June 9, 2017 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham.
7. Water and Sewer Abatement Order #1237.

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

7:16 p.m.

Fire Department Staffing Update:

Dennis Condon, Fire Chief appeared before the Board with an update on the Department's recently completed staffing and services analysis.

Chief Condon explained the population of Town of Needham continues to increase and that the number of emergency incidents on a yearly basis has increased from 2,000 in 1986 to nearly 4,000 in 2016, not including calls for fire inspections or school fire drills. He said while the number of emergency calls has increased, the number of staff has remained constant. Chief Condon noted the Needham Crossing area will have tremendous growth in the coming years, and it is anticipated the number of emergency calls will also increase. Chief Condon said it would be beneficial having a full time ambulance in Needham Heights. He referred to the "Needham Fire Department Staffing and Services Analysis" dated February 24, 2017 outlining five possible staffing options.

Ms. Cooley noted the economics of how the ambulance service works. Ms. Fitzpatrick said a proposal for increased rates will be presented to the Board during the summer 2017. Chief Condon said current rates are some of the lowest in the Commonwealth.

Mr. Borrelli said the request for more services in Needham Heights is valid. He commented Option 5 makes complete sense. He thanked Chief Condon for the information.

Mr. Matthews said the public needs to know that more staffing and improved facilities (Station #1 and #2) are necessary because of bigger equipment and exposure to carcinogens. He said facility upgrades will be “big ticket” items for the Town. He commented some people may be surprised by the cost. Chief Condon concurred, saying servicing the community is a big responsibility, and equally as big, is making sure personnel are not unduly exposed.

Discussion ensued on building materials and construction methods in relation to fire.

The Board thanked Chief Condon for his work.

7:30 p.m.

Director of Public Works:

Richard P. Merson, Director of Public Works and Anthony Del Gaizo, Town Engineer appeared before the Board with three items to discuss:

1. National Public Works Week Proclamation

Mr. Matthews read a proclamation recognizing the week of May 21st through May 27th as National Public Works week.

Motion by Mr. Matthews that the Board of Selectmen approve and sign the Proclamation for National Public Works Week May 21st through May 27th, 2017.

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

2. Traffic Rules & Regulations - Hillside Avenue #1 and #2

Motion by Mr. Borrelli that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P17-05-02 for Hillside Avenue, Parking Prohibited, East side from a point 70 feet north of the northerly sideline of Dale Street to a point 640 feet south on Hillside Avenue.

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

Mr. Matthews said there is a need, but asked where will people park? Mr. Del Gaizo said there is a proposal for garage parking at a newly constructed building to help with vehicles parking on the street. He said the garage plans will be submitted to the Planning Board.

Motion by Mr. Handel that the Board vote to approve and sign the notice of Traffic Regulation Permit #P17-05-02a for Hillside Avenue, Parking Prohibited, West side from the south sideline of Dale Street to a point 200 feet south of the south sideline of Dale Street.

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

3. Amend Street Permit Fees

Mr. Merson recommended that Section 4 - Permit and License fees be revised to lower the driveway fee to \$150 from the current \$325 fee and clarified other fees in the schedule. He asked for the Board's approval.

Motion by Mr. Handel that the Board vote to approve the revised Street Permit Procedures and Regulations dated May 2, 2017.

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

Ms. Fitzpatrick said setting a lower driveway fee was a goal adopted by the Board last year.

Ms. Fitzpatrick commented on the seasonal non-essential water use restriction, saying the restriction is State mandated, and a notice explaining the restriction has been mailed to every customer and is posted on the Town website. She said the Town is starting with the one day only a week watering because the Commonwealth's Drought Management Task Force has declared a drought advisory. She said when the drought advisory is declared, the Town is mandated to watering one day only. She commented the Drought Management Task Force is meeting next week and if the level is lowered, Needham will change to the two day only a week watering schedule. She said signs will be more clear. Ms. Fitzpatrick commented customers are on notice the Town could end up with "no outdoor watering," as mandated by the State. Ms. Fitzpatrick said currently watering by irrigation system is allowed before 9 a.m. and after 5 p.m. on Sunday only. Hand held watering is allowed any time. She noted during the months of May and September residents who want to establish a new lawn are asked to contact the Town before establishing a new lawn or new plantings to apply for an exemption.

Mr. Bulian asked if the watering fine is for the same each level of restriction? Mr. Merson said the violation structure stays the same.

Mr. Borrelli reiterated the goal is to stay under 65 gallons per person/per day to hopefully relax the restriction.

Ms. Cooley recognized the Town's inability to meet the goal is solely due to summer watering. She said the rate of water during the winter is much less (35 to 36 gallons). She encouraged folks to note how much water they are using.

7:45 p.m.

Town Manager:

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

1. Amend Policy: Contributory Insurance Rules and Regulations

Ms. Fitzpatrick recommended that the Board approve an amendment to the Contributory Insurance Rules & Regulations to implement a plan whereby eligible employees may opt-out of the Town's health insurance program and receive an Opt-Out Incentive Payment. She said it is a "win-win" for employees who have

access to health insurance outside of the Town's health insurance plan, as they would receive a modest payment and the Town could chip away at its health insurance liability.

Motion by Mr. Handel that the Board vote to approve the revised Policy BOS-PERS-003 - Contributory Insurance Rules & Regulations effective May 2, 2017.

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

2. Town Meeting Preparation

Ms. Cooley said a motion was made at Town Meeting last night to move zoning articles to "a time certain" at the start of tomorrow evening's Town Meeting session. She said if anyone has an idea about an amendment, she encourages them to contact the Planning Board as soon as possible, a well-considered amendment is welcome rather than one presented on the Town Meeting floor.

Mr. Matthews said Town Meeting members are expected to vote tomorrow on seven zoning articles resulting from approximately three years of work. He said discussion will be complex and encouraged anyone wishing to offer an amendment to any of the articles should immediately present their idea in writing to the Planning Director by the start of Town Meeting tomorrow. He recognized the lateness of any potential changes.

7:50 p.m. Board Discussion:

1. Eversource West Roxbury to Needham Right-of-Way Project

Ms. Cooley noted the attendance of State Representative Denise Garlick and neighbors regarding one of the routes with respect to the West Roxbury to Needham Eversource Reliability Project. She said Eversource has proposed a preferred and alternate route. She commented Needham has held public hearings to gather neighborhood feedback, including whether the Board of Selectmen should take a position on a route. Ms. Cooley said by taking a position, the Town is in a better position for negotiation on what is best for the citizens of Needham.

Mr. Bulian recused himself from discussion as his home is located on the noticed alternate route.

Mr. Borrelli stated this is a project the Town does not want, noting concern among citizens to remove the project from any walkable routes and neighborhoods. He said there is consensus for placing lines deep within the middle of streets. He also commented on potential mitigation. Mr. Borrelli said he is partial to using the alternate route to keep the lines out of neighborhoods.

Ms. Cooley clarified mitigation can mean many things.

Mr. Handel said it is important the public understand counsel has been engaged and that the Town is trying to leverage as much as possible to protect Needham's interests against a large public utility.

Mr. Matthews said it seems to him the Town must engage constructively in the process to get the best result and to address concerns by residents. He noted that two public hearings were held and attended by many people with differing views, as well as a hearing in Boston to determine siting. Mr. Matthews said it is clear to him there is a wide range of understanding on the project, what it is all about, the process, and the various options for the Town. He said the project is one of several regional energy projects having to do with the reliability of the network, with decisions primarily being made by the Energy Facility Siting Board and Eversource. Mr. Matthews said it is clear the best route is one with many subjective elements, noting citizen's are as good as the experts in evaluating community conditions. Mr. Matthews commented on different routes, saying the EFSB is certain to approve the project for one of two principal routes. He said it is clear the route most supported by Needham is information the EFSB would be interested in knowing. He commented whatever route is used, the project ought to be done in a way to achieve the best level of safety. He said if Needham participates constructively, rather than trying to block the project, it could influence decisions to benefit the residents. Mr. Matthews said it is important to note Eversource's proposed route has many more residences than the alternative route (South Street route), but acknowledged concern for the population along the alternative route. He said there may be a way to follow the alternative route without going through the valley. Mr. Matthews offered the following motion regarding the siting of the Eversource Reliability Project:

Motion by Mr. Matthews that the Board of Selectmen vote to recommend the noticed alternative route with variations that avoid the Valley Road neighborhood.

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

Ms. Cooley clarified the preferred and/or alternative route is Eversource's preferred and/or alternative route, not Needham's preferred route. She said Eversource provided notice to Needham that they have started a process to purchase a house on Valley Road. She said Mr. Matthews' motion includes the recommendation to avoid the Valley Road neighborhood which includes walking streets. She said Needham prefers more arterial routes be used.

Mr. Borrelli agreed the Valley Road neighborhood could be avoided to get to the southern route.

Mr. Handel concurred, noting some people will feel adversely affected no matter what route is chosen by the Energy Facility Siting Board. He noted for the record, Eversource is splitting an overhead line that runs down a railroad right-of-way, and as a matter of State policy the project affects many communities, not just Needham.

He said there needs to be a way to explore the realistic possibility of placing transmission lines underground that run along a railroad right-of-way within the right-of-way underground.

Mr. Bulian rejoined Board members at the table.

2. Committee Reports

Mr. Handel reported the Council of Economic Advisers will meet tomorrow, May 3, 2017 to discuss mixed use 128 zoning proposals on the west side of Route 128.

8:10 p.m.

Adjourn:

Motion by Mr. Handel that the Board vote to adjourn the Board of Selectmen meeting of May 2, 2017.

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=>

BOARD OF SELECTMEN

* MINUTES *

May 3, 2017

7:00 p.m. A special meeting of the Board of Selectmen was convened by Chairman Marianne Cooley at the Needham Town Hall. Present were Mr. Daniel Matthews, Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli and Town Manager Kate Fitzpatrick.

7:00 p.m. Town Meeting Preparation – The Board discussed items on the Annual and Special Town Meeting Warrants.

Motion: Mr. Handel moved that the Board vote to recommend approval of Article 11 in the Special Town Meeting Warrant (Citizens' Petition Veterinary Uses). Mr. Bulian seconded the motion. Unanimous: 5-0.

7:15 p.m. **Motion:** Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Borrelli seconded the motion. Unanimous: 5-0.

Note: The Annual Town Meeting adjourned for the evening at 11:04 p.m.

BOARD OF SELECTMEN

* MINUTES *

May 8, 2017

7:20 p.m. A special meeting of the Board of Selectmen was convened by Chairman Marianne Cooley at the Needham Town Hall. Present were Mr. John Bulian, Mr. Daniel Matthews and Town Manager Kate Fitzpatrick.

7:20 p.m. Town Meeting Preparation – The Board discussed items on the Special Town Meeting Warrant.

Motion: Mr. Matthews moved that the Board withdraw Article 3 – Lease of Office Space from the Special Town Meeting Warrant. Mr. Bulian seconded the motion. Unanimous: 3-0.

7:20 p.m. **Motion: Mr. Matthews moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Bulian seconded the motion. Unanimous: 3-0.**

7:25 p.m. Mr. Maurice Handel and Mr. Matthew Borrelli joined the meeting at 7:25 p.m.

7:25 p.m. **Motion: Mr. Borrelli moved that if Ms. McKnight makes a motion to amend Article 32 (Eminent Domain) that the Board oppose the motion to amend. Mr. Handel seconded the motion. Unanimous: 5-0.**

7:25 p.m. **Mr. Matthews moved that if Article 64 (Citizens Petition- Food Trucks) is not referred, that the Board oppose the motion. Mr. Borrelli seconded the motion. Unanimous: 5-0.**

8:45 p.m. **Mr. Matthews moved that the Board recommend postponement of Article 32 (Eminent Domain) until the first order of business on Wednesday May 10, 2017. Mr. Handel seconded the motion. Unanimous: 5-0.**

Note: The Annual Town Meeting adjourned for the evening at 11:00 p.m.

BOARD OF SELECTMEN

* MINUTES *

May 10, 2017

7:15 p.m. A special meeting of the Board of Selectmen was convened by Chairman Marianne Cooley at the Needham Town Hall. Present were Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli and Town Manager Kate Fitzpatrick.

Ms. Cooley noted that there was no business to come before the Board.

7:15 p.m. **Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Bulian seconded the motion. Unanimous: 4-0.**

7:20 p.m. Mr. Daniel Matthews joined the meeting at 7:20 p.m.

Note: The Annual Town Meeting adjourned for the evening at 11:55 p.m.

e-mailed 5/2/17



**Town of Needham, Massachusetts
Road Event Form**

RECEIVED
TOWN OF NEEDHAM
2017 MAY -2 A 8 55

INTERNAL USE ONLY

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

TYPE OF EVENT: (check all that apply)

☐ RUN ☐ WALK ☒ BICYCLE ☐ MOTORCYCLE

Name of Event:

Geared Up for Kids

Name of Organization:

A Kids' Brain Tumor Cure
Foundation / PLGA

**Has this event been conducted in other
Towns in the past?** ☐ YES ☐ NO

If yes, name of Town and date:

**Has this event been held in Needham in
the past?** ☒ YES ☐ NO

**If yes, are you repeating the same route as
in prior year(s)?** ☐ YES ☐ NO

Organization Mailing Address:

15 Birchwood Road
Needham MA 02492

☒ Organization
is
Not-for-Profit

Organization Billing Address (if Police Detail is required):

98 Random Farms Drive
Chappaqua, NY 10514

Primary Contact:

Michelle Harris

Contact Title:

Event Coordinator

Contact Address:

15 Birchwood Rd
Needham MA 02492

Contact Phone (Day):

617-872-2850

Contact Phone (Cell):

617-872-2850

Contact Email:

mcouryharris@gmail.com

Event Date(s): Sunday, May 21 2017	Date Expected to be in Needham: Sunday, May 21 2017
Earliest Time Expected in Needham: 8:30 AM	Latest Time Expected in Needham: 10:00 AM
Number of Expected Participants: 350-400	Number of Expected Spectators at Peak Time: 100
Are participants charged a fee? ☐ YES ☒ NO <i>There is a suggested fundraising minimum</i>	
Estimated Number of Vehicles: ~ 150 - 200 (max)	What type of Parking is required:
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: Participants will park in the Needham High School lot. Parking will <u>not</u> be allowed on Webster or Kingsbury St. We will post signs and have volunteers directing.	
Are event organizers available to meet with members of the Town to plan event? ☒ YES ☐ NO	Do event organizers foresee the need for any road closures (subject to police review)? ☐ YES ☒ NO
What will be done in case of inclement weather? This is a rain or shine event. There is no rain date.	
Will neighborhoods be impacted by parking and traffic? All parking will be off street. Riders will be spread out and follow "Rules of the Road". Marshalls to enforce.	
What activities are planned for the start of the race (if in Needham)? Registration opens at 8:00 AM. Participants turn in their pledges and receive their participant number.	
What activities are planned for the end of the race (if in Needham)? Family Fun Festival in Webster Street Parking lot from 11 AM - 12:30 PM. Clean Up at 1:00 PM.	

What facilities are needed for the start of the race (if in Needham)? Needham High School parking lots. We do not need access to the building. Permit submitted 8/16.	
What facilities are needed for the end of the race (if in Needham)? See above.	
Once the event begins, how long will it take to complete the event? 30 - 60 min (max)	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Route arrows along the route for directional purposes.
Will volunteers be placed along the route?	Yes. Spotters and Bike Marshalls will be posted along route.
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Sound system at start/finish in Webster Street lot for announcements and music.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes. BGood providing barbeque - Donation.
Will portable toilets be used? List locations.	Yes. Provided by United Site Services. (see map attached)
Will hydration stops be set up along route? If yes, please include these on route plan.	Water will be available at a station (table) on Beaufort.
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?	Shriners Medical Support will be onsite for the entire event will 4 paramedics and ambulance.
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?	No.
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?	All trash will be taken off property and disposed of privately!
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 of route, parking plan, volunteer placement) • application fee (\$25 events that start and end in Needham; \$50 event passes through Needham) • certificate of insurance PLEASE NOTE: For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.	

Geared Up For Kids

Raising Funds for Children's Brain Tumor Research



Sunday, May 21st 2017 – 25 Mile Masters Ride

Needham High School – 609 Webster Street
8:30am Start Time

	RIGHT on Webster Street	START
	RIGHT on South Street (toward South St)	1.22 mi
	Continue on South St Cross Chestnut Street	1.77 mi
	South Street turns in to Willow Street	3.34 mi
	RIGHT on Cross St (Toward Centre St)	3.89 mi
	RIGHT on Centre St (Toward Claybrook)	4.34 mi
	LEFT on Claybrook Rd	4.61 mi
	LEFT on Main Street	6.31 mi
	Main St becomes Farm St	7.59 mi
	STRAIGHT to stay on Farm St	11.66mi
	RIGHT onto Junction St	10.59mi
	Stay on Junction Junction turns in to Harding St	10.92mi
	Follow Harding Street Observe Stop Sign Caution: Railroad Tracks	12.00mi
	RIGHT on North Street Water Stop on RIGHT at Memorial School Parking Lot	12.50mi
	LEFT on Pine St (toward Summer St)	12.75mi
	RIGHT on Centre St Observe Stop Sign	16.51mi
	Bear RIGHT on Dedham St	17.14mi

	Continue on Dedham Street Dedham St becomes Chestnut St	19.93mi
	RIGHT on South St	19.92mi
	RIGHT on Great Plain Ave	21.87mi
	LEFT on Greendale Ave	21.91mi
	Follow Greendale Ave (Toward Brookline Ave)	23.84mi
	Bear left on High Street	24.10mi
	LEFT on Webster Street	24.75mi
	RIGHT at Needham High School Destination/Finish Line	25.00mi

5 Ride Marshalls on bikes to escort riders and provide support. These riders are "pros" and need very little support. This is the Charles River Wheelman training ride.

~ 50 participants. All are experienced adult riders.

Geared Up For Kids

Raising Funds for Children's Brain Tumor Research



Sunday, May 21, 2017 – 2 Mile Kids Ride
Needham High School – 609 Webster Street
10:00 am Start Time

	START LINE	MILEAGE
	LEFT on Webster Street	START
	RIGHT on Lexington Ave	.42 mi
	RIGHT on Manning Street	.54 mi
	LEFT on Hemlock St	1.04 mi
	RIGHT on Melrose Ave	1.30 mi
	RIGHT on Powers St	1.34 mi
	LEFT on Manning St	1.53 mi
	RIGHT on Otis	1.72 mi
	RIGHT on Webster St	1.79 mi
	Left to FINISH LINE	2.07 mi

4 Ride Marshalls
on bikes to escort
riders and provide
support as needed.

≈ 50 participants

A Kids' Brain Tumor Cure Foundation
9th Annual
Geared Up For Kids
Raising Funds for Children's Brain Tumor Research



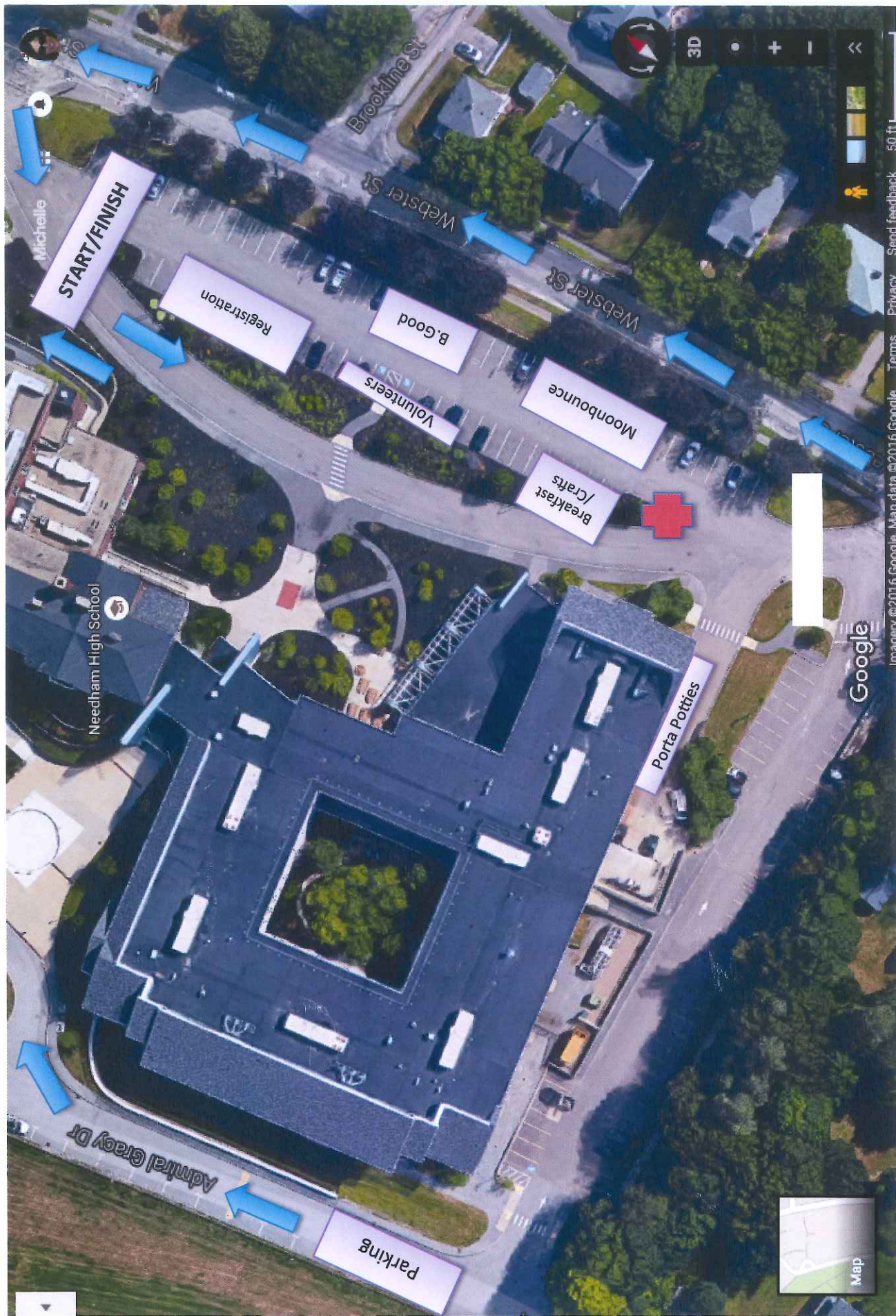
Sunday, May 21, 2017 –Family Ride

Needham High School – 609 Webster Street

9:30 am Start Time

Left on Webster Street	.00 mi	
Right onto Lindbergh Ave	.10 mi	
Left onto Manning St	.24 mi	
Right onto High St	.65 mi	* Spotter
Continue onto Greendale Ave	.81 mi	
Greendale turns into Hunting Rd	1.37 mi	* spotter
Continue onto Greendale Ave	1.76 mi	
Right onto Great Plain Ave	3.18 mi	* spotter
Right onto Washington	4.19 mi	
Washington to Nichols Rd	4.21 mi	* spotter
Nichols Rd to Hawthorn St	4.25 mi	
Hawthorn St to Beaufort Rd	4.28 mi	* Water Station
Right onto Bond St	4.65 mi	
Left onto Hillcrest Rd	4.84 mi	
Right onto Arch St	4.87 mi	
Follow Arch to Audrey Ave	5.25 mi	
Follow Audrey to Woodbury Ave	5.44 mi	
Woodbury turns into Tudor	5.52 mi	
Right onto Broad Meadow Rd	5.76 mi	* spotter
Left onto Grosvenor Rd	5.91 mi	
Left onto Greendale Ave	6.25 mi	* Spotter
Greendale turns in to High St	8.18 mi	* Spotter
Left onto Manning St	8.34 mi	* spotter
Right onto Lindbergh Ave	8.75 mi	
Right to Finish Line	9.00 mi	

15 Ride Marshalls (on bikes) to escort riders
Spotters at locations starred above.
≈ 150 riders



Imagery ©2016 Google, Map data ©2016 Google, Terms Privacy Send feedback 50 ft

emailed 5/12/17

**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)	Katie Sullivan		
Event Manager Address	1550 Central Avenue		
Event Manager Phone Number	508.641.2404		
Organization Representing (if applicable)	Needham Pool and 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	Summerfest		
Date of Event	July 13, 2017		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	6:00 pm	TO: 9:00 pm
Are tickets being sold in advance for this event?	☒ YES	\$ 40 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 40 /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?	about 100		
Name & address of event location. Please attach proof of permission to use this facility.			
NPRC-1550 Central Avenue Needham MA			
Who will be serving the alcohol to your guests?			
Bartenders from Special Occasions			
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).			
Special Occasions			
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.			
Our guests will go to the bar to get drinks			
☒ 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:
Katie Sullivan			5/12/17

Needham
Pool &
Racquet
Club

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

Event Manager Name (Name that will appear on license)	ERNEST A. STEEVES JR. (JAY)		
Event Manager Address	20 LAUREL DR. NEEDHAM MA 02492		
Event Manager Phone Number	617-584-1232		
Organization Representing (if applicable)	VILLAGE 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: <u>503-C6</u>		
Name of Event	GRADUATION PARTY / MARY PLUVIOSE		
Date of Event	05/20/2017 ^{LBS Jr} 05/13/2017		
License is for Sale of: ☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 19:00	TO: 23:00 (7-11)	
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/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?	120		
Name & address of event location. Please attach proof of permission to use this facility.			
VILLAGE CLUB 83 MORTON ST. NEEDHAM MA. 02494			
Who will be serving the alcohol to your guests?			
CHRIS WILLIAMS			
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).			
CHRIS WILLIAMS			
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.			
PURCHASE FROM BAR			
☒ 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:	E A Steeves Jr (JAY)		Date: 05/09/17

EVENT INFORMATION SHEET *emailed 5/12/17*
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	ERNEST A. STEEVES JR. (JAY)		
Event Manager Address	20 LAUREL DR. NEEDHAM MA 02492		
Event Manager Phone Number	617-584-1232		
Organization Representing (if applicable)	VILLAGE 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: <u>S03-C6</u>		
Name of Event	ECI EVENTS / 40 th BIRTHDAY PARTY		
Date of Event	05/20/2017		
License is for Sale of: ☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	19:00	TO: 23:00 (7-11)
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/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?	60		
Name & address of event location. Please attach proof of permission to use this facility.			
83 MORTON ST. NEEDHAM MA 02494			
Who will be serving the alcohol to your guests?			
JAN PIRRO			
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).			
JAN PIRRO → need updated TIPS			
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.			
PURCHASE FROM BAR			
☒ 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:	 (JAY)		Date: 05/09/17



For Calendar Year: ~~2016~~ 2017

ALCLVLL
TOWN OF NEEDHAM
OFFICE OF SELECTMEN
2017 MAY -3 A 10 00

TOWN OF NEEDHAM

APPLICATION FOR LICENSE FOR PUBLIC ENTERTAINMENT ON SUNDAY

The undersigned hereby applies for a License for Public Entertainment on Sunday in accordance with the provisions of the statutes relating thereto:

Name of Establishment: NEEDHAM FARMERS MARKET

Applicant (must be an individual): JEFF FRIEDMAN

If Business is a Corporation / Corporate Name and Officers: NEEDHAM FARMERS MARKET (Nonprofit Corp.)
JEFF FRIEDMAN, PRESIDENT; JEFF RICHMAN, TREASURER; DAVE HOTTE, SECRETARY

If Business is not a Corporation, Name of Owner: _____

Address of Establishment: Barnity's Way, NEEDHAM CENTER

Mailing Address: 28 PERRAULT ROAD, APT. #1, NEEDHAM 02494 Telephone Number: 781.400.1036

Email Address: friedmanesq@aol.com Fax Number: _____

Describe the type of entertainment at your Establishment: live music at farmers market, e.g.
guitar, wind instrument, small band

The entertainment above mentioned is to be in keeping with the character of the Lord's Day and not inconsistent with its due observance.

No change to be made in the program without permission of the authorities granting and approving the license.

Signature of Applicant: Jeff Friedman Date: 5/1/17

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Jeff Friedman
Signature of Applicant (Mandatory)

Jeff Friedman, President
By Corporate Officer
(If applicable)

EW 45-1477957
Either a Social Security Number
Or Federal Identification Number
Must Be Supplied

5/1/17
Date (required)

This License will not be issued unless this certification clause is signed by the applicant.



TOWN OF NEEDHAM

For Calendar Year: 2017

APPLICATION/ RENEWAL FOR A COMMON VICTUALLER LICENSE

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of the Statutes relating thereto:

Name of Corporation: *consider it Done Enterprises inc*

Name of Establishment (d/b/a): *Goldbergs Deli and Grill*

If business is a Corporation / Corporate Name and Officers:

Stephen Goldberg
Michael Magerer

If business is not a Corporation, Name of Owner:

Email Address: *GOLDBERGS Deli and grill @ Gmail .com*

Address of Establishment:

1 Wells Ave Newton 02459
250 1st Ave Needham 02494

Contact Person (name who will receive notices under this license):

Mailing Address (of contact person), if different from

Establishment:

Michael Magerer
109 Highland Ave
Needham MA 02494

Establishment's Days of Operation:

Establishment's Hours of Operation: 8 30 AM - 1 30 PM

Manager:

Stephen Goldberg

of Staff:

1

- # of

Seats:

Telephone Number:

- Fax Number:

Signature of Owner:

[Signature]

Date:

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person; \$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will be renewed.

(If corporation, signature of a duly authorized agent of the corporation)

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

Signature of Applicant (Mandatory)

5

By Corporate Officer (if applicable)

[Signature]

Either a Social Security Number or Federal ID
Number must be Supplied

XXXXXXXXXX

Date (required)

5/24/17

This License will not be issued unless this certification clause is signed by the applicant.

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:	-\$1,541.50
Water Irrigation:	-\$607.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$7,027.75
Transfer Station Charges:	\$0.00
Total Abatement:	-\$9,176.25

Order #: 1238

Read and Approved:


Assistant Director of Public Works

5/25/2019

Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 5/30/17

**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 Y/N
DB	Newcomb	David W	8703	19058	657	Webster Street	\$0.00	-\$18.60	-\$176.25	-\$194.85	ACC	N
DB	Reshamwala	Chetak & Diya	37737	24412	112	Maple Street	-\$607.00	\$0.00	\$0.00	-\$607.00	ACC	N
DB	Finelli	Enzo C	30119	1684	62	Broad Meadow Road	\$0.00	-\$136.50	-\$129.90	-\$266.40	ACC	N
DB	McGrath	Debra	26783	11570	274	Hunnewell Street	\$0.00	-\$831.20	-\$5,279.90	-\$6,111.10	ACC	N
DB	Shtifman	Alexander	41427	10096	155	Noanett Road	\$0.00	-\$40.70	-\$38.45	-\$79.15	ACC	N
JO	Council on Aging (5)						\$0.00	-\$514.50	-\$1,403.25	-\$1,917.75	COA	N
Total:										-\$9,176.25		

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