

SELECT BOARD Meeting Agenda

6:00 p.m. August 17, 2021

In Person and Via Zoom

Powers Hall

This meeting is a hybrid meeting of in person and zoom. To listen and view this meeting on a phone, computer, laptop, or tablet, download the “Zoom Cloud Meeting” app in any app store or at www.zoom.us. At the above date and time, click on “Join a Meeting” and enter the meeting or click the link below to join the webinar:

<https://us02web.zoom.us/j/88077649164?pwd=QlVxcFF5UktiRlBBYkR2K2lCVjQvZzo9> Passcode: 736494
 Or One tap mobile: US: +13017158592,,88077649164#
 Or Telephone: US: +1 301 715 8592 or +1 312 626 6799

1.	6:00	Public Hearing: Eversource Grant of Location: 21 Rosemary Street Joanne Callender, Eversource Right of Way Agent (Via Zoom)
2.	6:00	Public Hearing: Eversource Grant of Location: 100 Lawton Road Joanne Callender, Eversource Right of Way Agent (Via Zoom)
3.	6:10	COVID-19 Update - Timothy McDonald (Via Zoom) - Tiffany Zike (Via Zoom)
4.	6:30	Facility Finance Update Dave Davison
5.	6:50	Town Manager - Special Municipal Employee Designation - Open Special Town Meeting Warrant - American Rescue Act Funding Immediate Recommendation - Town Manager Report
6.	7:15	Board Discussion - Board Goal Setting - Committee Reports

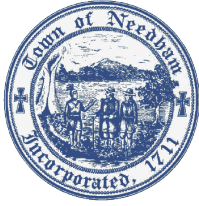
APPOINTMENTS

1.	Committee Reappointments	See attached
2.	Election Workers for 2021-2022	See attached

CONSENT AGENDA *=Backup attached

1.*	Approve Minutes of July 20, 2021 (Open Session & Executive Session); July 30, 2021 (Open Session); June 22, 2021 (Executive Session); July 14 (Open & Executive)
2.	Approve the utilization of two parking spots at meters #417 and #418, near 890 Highland Avenue, for free, 10-minute parking until the conclusion of the Shared Streets parklet pilot
3.*	Grant permission for the Newton Needham Regional Chamber to use the Town Common and surrounding area for the Fall Harvest Fair on Sunday, October 3. Permission includes: Town Common for local businesses' booths; Businesses to have items for sale on the sidewalk in front of their own stores; parking lot behind Town Hall and for the one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day);); close Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court, fire truck, touch the trucks, and Michelson's Shoe table; use of the Town's generator on Chapel Street to power the food court and other activities as needed; use of the outlets on the town common to provide requested electricity for popcorn and other activities as needed; trolley ride that will start at Highland Avenue by the Town Common and loop back around the town via Great Plain Avenue, Webster Street, May Street, and back to the Town Common; delivery and pickup of a dumpster in the parking lot behind town hall; delivery and pick up of trash cans to be placed around the event area including specifically at the food court and near the portable toilets; and any changes as recommended by the Needham Police Department. Also grant permission for meter free parking in the downtown area for both days.
4.*	Approve Weekday entertainment license for Needham Golf Course Saturday, August 28th
5.*	Approve a Weekday and Sunday entertainment license for Hungry Coyote.
6.*	Accept a donation of a 6x10 nylon flag to fly at Avery Square from Ted Shaughnessy, a Needham resident
7.*	RATIFY a request from Allan Wyden Race Coordinator for the Pan-Massachusetts Challenge, PMC Road Race. The event passed through Needham on Saturday, August 7 and Sunday, August 8, 2021. The route was approved by the following departments: DPW, Police, Fire, Park and Recreation.
8.*	Approve a request from Marcia Robinson Race Coordinator for The Ride for Food Bike Ride. The event begins and ends in Dedham and passes through Needham. The event is scheduled for October 3, 2021. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.
9.*	Approve a 20B Exemption for Eric Weloth who is an employee of the Needham Public Schools to engage in work with the Park & Rec Dept as a Playground Maintenance/Park Ranger.
10	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1500 from the Friends of Needham Public Library.
11.	Accept the following donation made to Needham Youth & Family Services for the Crisis Support Donation fun by Emily Gaberman; \$100.
12.	Accept the following donation made to the Needham Health Division's Gift of Warmth from the Christ Episcopal Church; \$300.
13.*	Approve and sign Water & Sewer Abatement #1308

14.*	Approve and sign the integrated collective bargaining agreement between the Town and the Independent Town Workers Association for the period FY2022 – FY2024, as authorized by the May 1, 2021 Special Town Meeting.				
15.	Grant permission for the following residents to hold block parties:				
Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Christine Holland	104 Newell Ave.	Corner of Newell, Prospect, Lewis, & Meadowbrook	9/11	9/12	5pm-8pm
Courtney Rowe	9 Lakin Street	40 Ardmore Road	9/11	9/12	4pm-7pm
Eric Kaplan	33 Elmwood Rd	Elmwood Rd between Fuller & Lancaster	9/11	9/12	4pm-10pm
Katherine Calzada	9 Morton Street	Morton St between Webster & Highland	9/11	9/12	1pm-4pm
Kim Karelis	7 Rolling Lane	Rolling Lane	9/11	N/A	6pm-9:30pm
Kate Deeley	61 Kenney St	Corner of Lois & Barbara Rd	9/18	9/19	3pm-9pm
Paul Kaboub	57 Parkinson St	Otis St. between Manning & Webster	9/18	9/25	4pm-7pm
Valerie Maio	15 Park Ave.	Park Ave. between Webster and Greendale	9/25	N/A	2pm-10pm
Maureen Callahan	67 Bradford St.	Cleveland Road	9/26	N/A	4:30-6:30pm
Julie O'Connor	89 Stockdale Rd	42 to 89 Stockdale Road	10/2	10/3	12pm-5pm



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

Agenda Item	Public Hearing: Eversource Energy Grant of Location –21 Rosemary Street
Presenter(s)	Joanne Callender, Eversource Right of Way Agent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 30 feet of conduit in Rosemary Street. This work is necessary to provide underground electric service to 21 Rosemary Street, 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 SELECT BOARD
<i>Suggested Motion:</i> That the Select Board approve and sign a petition from Eversource Energy to install approximately 30 feet of conduit in Rosemary Street.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

P.O. Box 920364 NEEDHAM, Ma. 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Nikki Witham, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE:
RE:

For Selectmen Meeting of
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: AUGUST 2, 2021

REVIEWER:

RWW.

SITE LOCATION: #21 ROSEMARY ST.

UTILITY REQUESTING:

EVERSOURCE

Conduit Work Area Description

A Sidewalk/Grass Strip Crossing Only

Peer Review _____

☒ B Work Within Paved Road Perpendicular Crossing

Peer Review tar

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review _____ Div. Head Review _____

D Other

Peer Review _____ Div. Head Review _____

☐ Petition Plan Consistent with Field Review

☐ Old Pole Removed N/A

☒ Diameter of Conduit 3"

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☒ New Riser on Pole No

☒ Utility Conflicts

☒ Visible Trench Patch across Road/Sidewalk No

☒ Crossing Perpendicular to Road

☐ Abutters List Complete

☒ Public Road

☐ Photos Included

☐ Double Pole N/A

Department Head _____

COMMENTS:

NO TRENCH ACROSS ROAD, NO RISER ON POLE AS OF YET.

okay to proceed, tar



200 Calvary Street
Waltham, Ma 02453

July 29, 2021

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

* 21

RE: Rosemary Street
Needham, MA
W/O #5739160

Dear Members of the Board:

The enclosed petition and plan are being presented by NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 30± feet of conduit in Rosemary Street.

This work is necessary to provide underground electric service to 21 Rosemary Street.

If you have any further questions contact Phyllis Galloway at phyllis.galloway@eversource.com.

Your prompt attention to this matter is greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/prg
Attachments

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

To the **Select Board** 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 **T. Thibault, dated July 29, 2021**, and filed herewith, under the following public way or ways of said Town:

**Rosemary Street - Northerly from pole 52/3, approximately 285 feet west of Webster Street
A distance of about 30± feet - conduit
W/O #5739160**

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 29th day of July

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2021

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:

Rosemary Street - Northerly from pole 52/3, approximately 285 feet west of Webster Street
A distance of about 30± feet - conduit

W/O #5739160

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 **T. Thibault**, dated **July 29, 2021** 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 Select Board or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
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 _____, 2021 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Select Board
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2021 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.

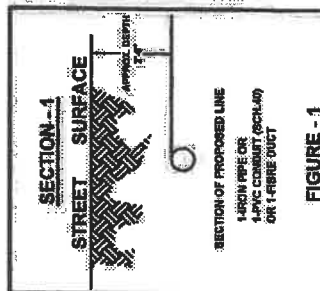
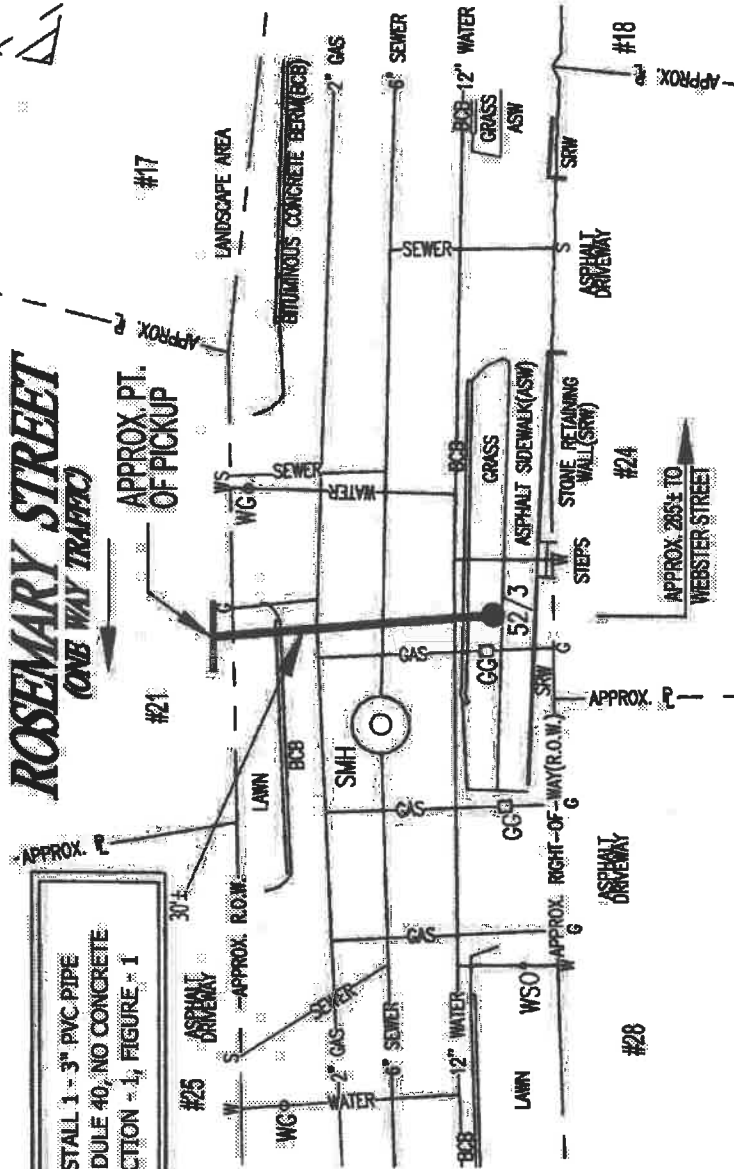
Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



ROSEMARY STREET

ONE WAY TRAFFIC

INSTALL 1 - 3" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION - 1, FIGURE - 1



NOTES

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

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

BY THE USE OF THE INFORMATION CONTAINED IN THIS MAP YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER THE ENGINEER, COMPANY, NOR ANY COMPANY NOR ITS PRESENTS, AFFILIATES, OFFICERS, DIRECTORS, SUPERVISORS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "ENGINEER") SHALL BE LIABLE FOR ANY LOSS OR LIABILITY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. NO WARRANTY IS MADE BY THE ENGINEER FOR THE ACCURACY OF THE INFORMATION OR FOR THE RESULTS OF ANY WORK DONE HEREON. THE ENGINEER AND ITS AGENTS SHALL NOT BE RESPONSIBLE FOR ANY SUCH LOSS OR LIABILITY. THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE LATEST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE AND LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION. EITHER EXPRESS OR IMPLIED, UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7238

C#	113-21
Ward #	-
Work Order #	5739160
Surveyed by:	GC/BP
Research by:	JC
Plotted by:	JC
Proposed Structures:	SC
Approved:	T. THIBAUT
Scale	1"=20'
Sheet	1 of 1

ASTAR EVERSOURCE
ENGINEERING
1148 MASSACHUSETTS AVE. DORCHESTER, MASS. 02120

Plan of
ROSEMARY STREET
NEEDHAM
Showing PROPOSED CONDUIT LOCATION

Date JULY 28, 2021

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

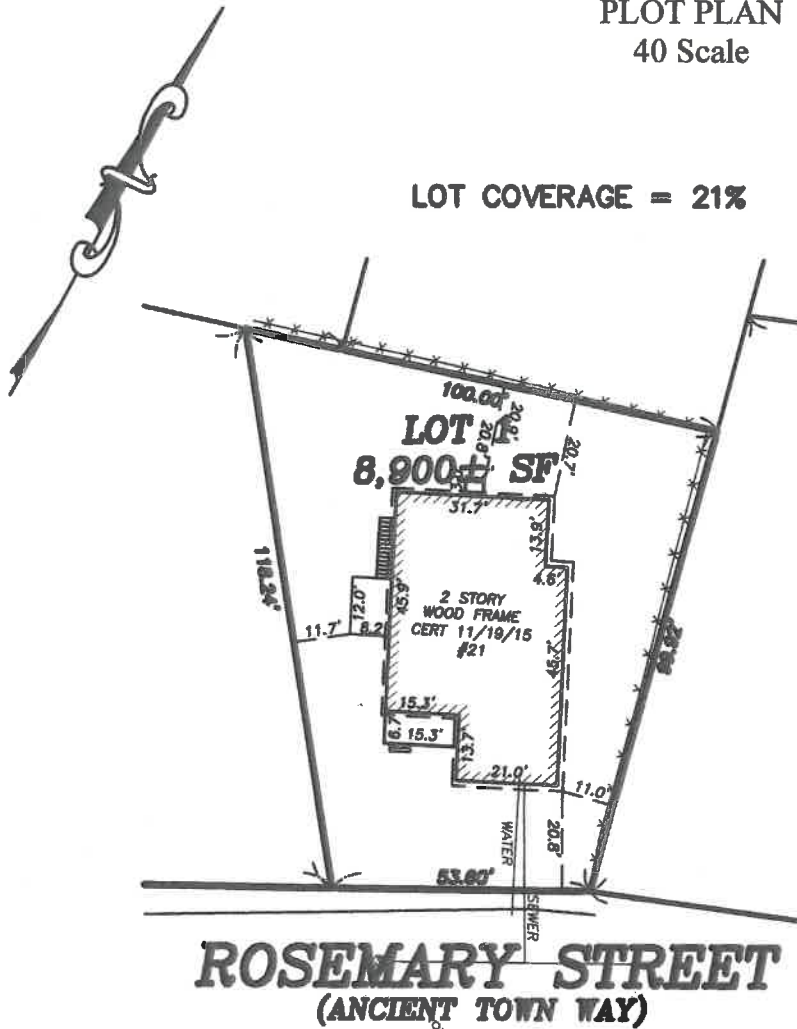
Assessor's Map & Parcel No. MAP 62 PARCEL 05
Building Permit No. B120151120 At No. 25 ROSEMARY STREET
Lot Area 8,200 SF Zoning District SRB
Owner _____ Builder _____

PLOT PLAN
40 Scale

Field Resources, Inc.

LAND SURVEYORS
P.O. Box 324 281 Chestnut Street
Auburn, MA 01501 Needham, MA 02492
508 832 4332 781 444 5936
fieldresources@hotmail.com

LOT COVERAGE = 21%



042-15

Note: Plot plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor. For new construction, elevation of lot corners at street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.

(*Accessory structures may require a separate building permit - See Building Code)

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this 19TH day of NOVEMBER 2015

Name Bradley J. Simonelli, PLS Registered Land Surveyor No 47581

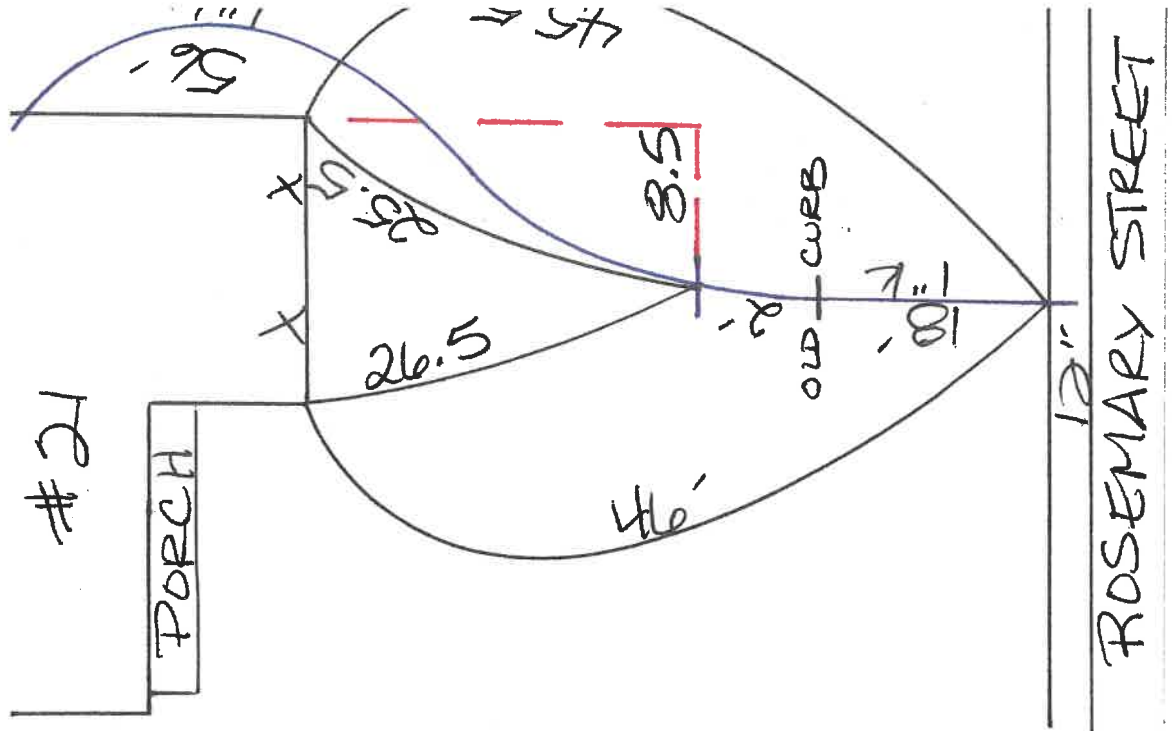
Address 281 CHESTNUT ST City NEEDHAM State MA Zip 02492 Tel No 781-444-5936

Approved _____ Director of Public Works

Date 11/23/15

Approved _____ Building Inspector

SEN



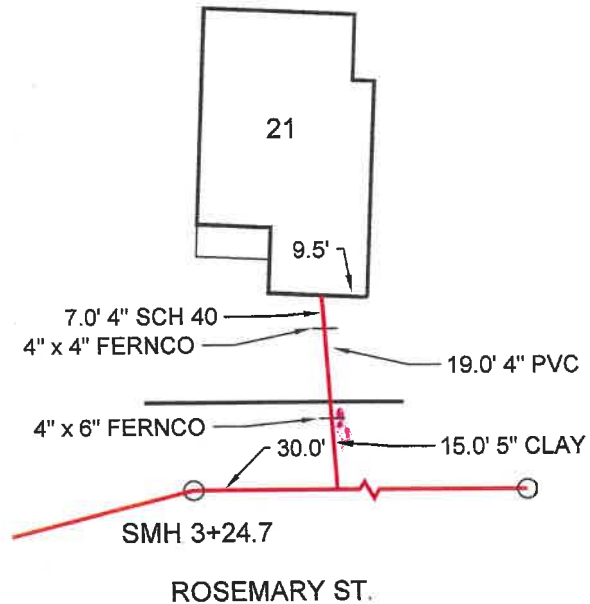
TOWN OF NEEDHAM PUBLIC WORK DEPARTMENT
HOUSE CONNECTION

APP. 16-0018 NO. 21 ROSEMARY ST.

DATE 10-1-15

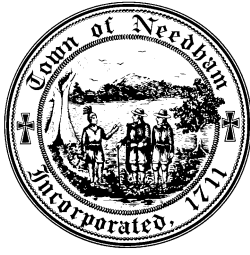
LENGTH TO ST LINE	15.0'
ST LINE TO BLDG.	26.0'
TOTAL LENGTH	41.0'
DEPTH AT MAIN	7.5'
DEPTH AT ST LINE	7.0'
DEPTH AT BLDG	6.5'
KIND OF SOIL	HARD PAN
MATERIALS	
7.0' 4" SCH 40,	
19.0' 4" PVC,	
15.0' 5" CLAY EXISTING	
1- 4" X 4" FERNCO	
1- 4" X 6" FERNCO	

PLAN NO. 117 LOT NO. 1-C



N
1"=40'





NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on August 17, 2021** upon petition of Eversource Energy dated **July 29, 2021** to install approximately 30 feet of conduit in Rosemary Street. This work is necessary to provide underground electric service to 21 Rosemary Street, Needham MA.

A public hearing is required, and abutters should be notified.

If you have any questions regarding this petition, please contact Phyllis Galloway, Eversource Energy representative at (781) 314-5053.

Matthew D. Borrelli
Marianne B. Cooley
Lakshmi Balachandra
Daniel P. Matthews
Marcus A. Nelson

SELECT BOARD

Dated: August 9, 2021

NG, DONNA
C/O HRUSKA, DAVID P. &
21 ROSEMARY ST
NEEDHAM HTS, MA 02494

FINISON, LORENZ J &
FIELDS, CARMEN M
17 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

BOLTON, DANIEL
30 CAREY RD
NEEDHAM, MA 02494

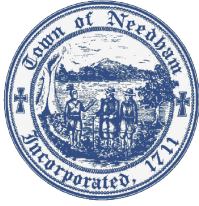
LENNON, JOSEPH J &
LENNON, KATHLEEN M.
24 CAREY RD
NEEDHAM, MA 02494

WELCH, THOMAS P. &
GOLDSTEIN, JANE E.
18 CAREY RD
NEEDHAM HTS, MA 02494

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

KILBURN-PETERSON,
KILBURN-PETERSON, LINDA
24 ROSEMARY ST
NEEDHAM, MA 02494

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



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

Agenda Item	Public Hearing: Eversource Energy Grant of Location – 100 Lawton Road
Presenter(s)	Joanne Callender, Eversource Right of Way Agent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Eversource Energy requests permission to install approximately 9 feet of conduit in Lawton Road. This work is necessary to provide underground electric service to 100 Lawton Road, 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 SELECT BOARD
<i>Suggested Motion:</i> That the Select Board approve and sign a petition from Eversource Energy to install approximately 9 feet of conduit in Lawton Road.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. DPW Review Sheet b. Letter of Application c. Petition d. Order e. Petition Plan f. Notice Sent to Abutters g. List of Abutters	

**TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT**

P.O. Box 920364 NEEDHAM, Ma. 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: Kristin Scoble, Select Board Office

FROM: Judy Laffey, DPW Office

DATE: 8/9/21

RE: 100 Lawton Rd

For Select Board Meeting of 8/17/21

Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 8-6-2021

REVIEWER:

R.W.W.

SITE LOCATION: #100 LAWTON RD.

UTILITY REQUESTING:

EVERSOURCE

Conduit Work Area Description

☒ A Sidewalk/Grass Strip Crossing Only

Peer Review

AM 8/9/21

B Work Within Paved Road Perpendicular Crossing

Peer Review

C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway

Peer Review

Div. Head Review

D Other

Peer Review

Div. Head Review

☒ Petition Plan Consistent with Field Review

☐ Old Pole Removed N/A

☒ Diameter of Conduit

☐ Cables Transferred to New Pole N/A

☒ Depth of Conduit

☐ New Riser on Pole No

☒ Utility Conflicts

☐ Visible Trench Patch across Road/Sidewalk No

☐ Crossing Perpendicular to Road N/A

☒ Abutters List Complete

☒ Public Road

☒ Photos Included

☐ Double Pole N/A

Department Head

COMMENTS:

NO RISER ON POLE, NO TRENCH VISIBLE AS OF YET.

OKAY TO PROCEED



200 Calvary Street
Waltham, Ma 02453

August 4, 2021

Select Board
Town Hall
1471 Highland Avenue
Needham, MA 02192

100
RE: Lawton Road
Needham, MA
W/O #5789276

Dear Members of the Board:

The enclosed petition and plan are being presented by NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 9± feet of conduit in Lawton Road.

This work is necessary to provide electric service to 100 Lawton Road.

If you have any further questions, contact Phyllis Galloway at phyllis.galloway@eversource.com.

Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/prg
Attachments

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:

**Lawton Road - Northerly from pole 125/1, approximately
464± feet northwest of South Street
A distance of about 9± feet – conduit**

W/O #5789276

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 **T. Thibault**, dated **August 3, 2021** 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 Select Board or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____, 2021 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Select Board** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2021 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

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

To the **Select Board** 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 **T.. Thibault, dated August 3, 2021**, and filed herewith, under the following public way or ways of said Town:

**Lawton Road - Northerly from pole 125/11, approximately
464± feet northwest of South Street
A distance of about 9± feet - conduit**

W/O #5789276

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By: *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 4th day of August

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2021

#94



APPROX. P

#100

APPROX. PT.
OF PICKUP

R.O.W.

R.O.W.

EOP

EOP

LAWTON RD

APPROX. 464± TO
SOUTH ST.

EOP

EDGE OF PAVEMENT(EOP)

R.O.W.

APPROX. RIGHT OF WAY(R.O.W.)

3/4"

INSTALL 1 - 3" PVC PIPES
SCHEDULE 40
NO CONCRETE

● 281/1

#103

APPROX. P

APPROX. P

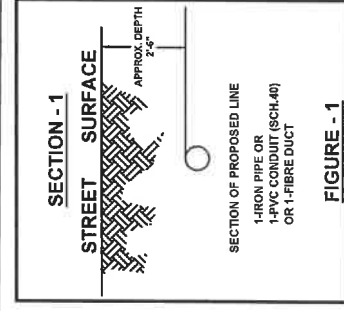


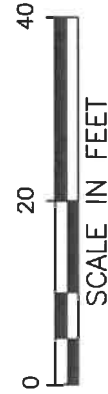
FIGURE - 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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



C#

Ward #

Work Order # 5789276

Surveyed by: N/A

Research by: JC/SC

Plotted by: SJ

Proposed Structures: BP

Approved: T THIBAUT

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of

LAWTON ROAD

NEEDHAM

Showing

PROPOSED CUSTOMER TO INSTALL

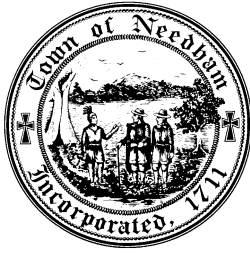
Scale

1"=20'

Date August 3, 2021

SHEET

1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held **at 6:00 p.m. on August 17, 2021** upon petition of Eversource Energy dated **July 29, 2021** to install approximately 9 feet of conduit in Lawton Road. This work is necessary to provide underground electric service to 100 Lawton Road, Needham MA.

A public hearing is required, and abutters should be notified.

If you have any questions regarding this petition, please contact Phyllis Galloway, Eversource Energy representative at (781) 314-5053.

Matthew D. Borrelli
Marianne B. Cooley
Lakshmi Balachandra
Daniel P. Matthews
Marcus A. Nelson

SELECT BOARD

Dated: August 9, 2021

KNAPTON, DAVID A
C/O 100 LAWTON ROAD LLC
11 FAY LN
NEEDHAM, MA 02494

FELKEL, STEPHEN E.
22 LONGACRE RD
NEEDHAM, MA 02492

TOWER HILL BUILDERS INC
C/O ZHANG, XIAOLEI & LI
30 LONGACRE RD
NEEDHAM, MA 02492

REEDS, SCOTT C. &
REEDS, WENDY R
38 LONGACRE RD
NEEDHAM, MA 02492

PAVLIK, CORY J &
PAVLIK, MICHAELA Q.
44 LONGACRE RD
NEEDHAM, MA 02492

BARNES, GEOFFREY P.
94 LAWTON RD
NEEDHAM, MA 02492

GETZ, PAMELA L.
114 LAWTON RD
NEEDHAM, MA 02492

PARKER, JUDSON GARRETT
PETERS, HELEN FRAME
133 SOUTH ST
NEEDHAM, MA 02492

KLEIMAN, JEFFREY A. +
KLEIMAN, EILENE L.
103 LAWTON RD
NEEDHAM, MA 02492

ROSE, GRAHAM H &
ROSE, SARAH B
93 LAWTON RD
NEEDHAM, MA 02492



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 08/17/2021

Agenda Item	COVID-19 Update
Presenter(s)	Timothy McDonald, Director of Health & Human Services Tiffany Zike, Assistant Director of Public Health

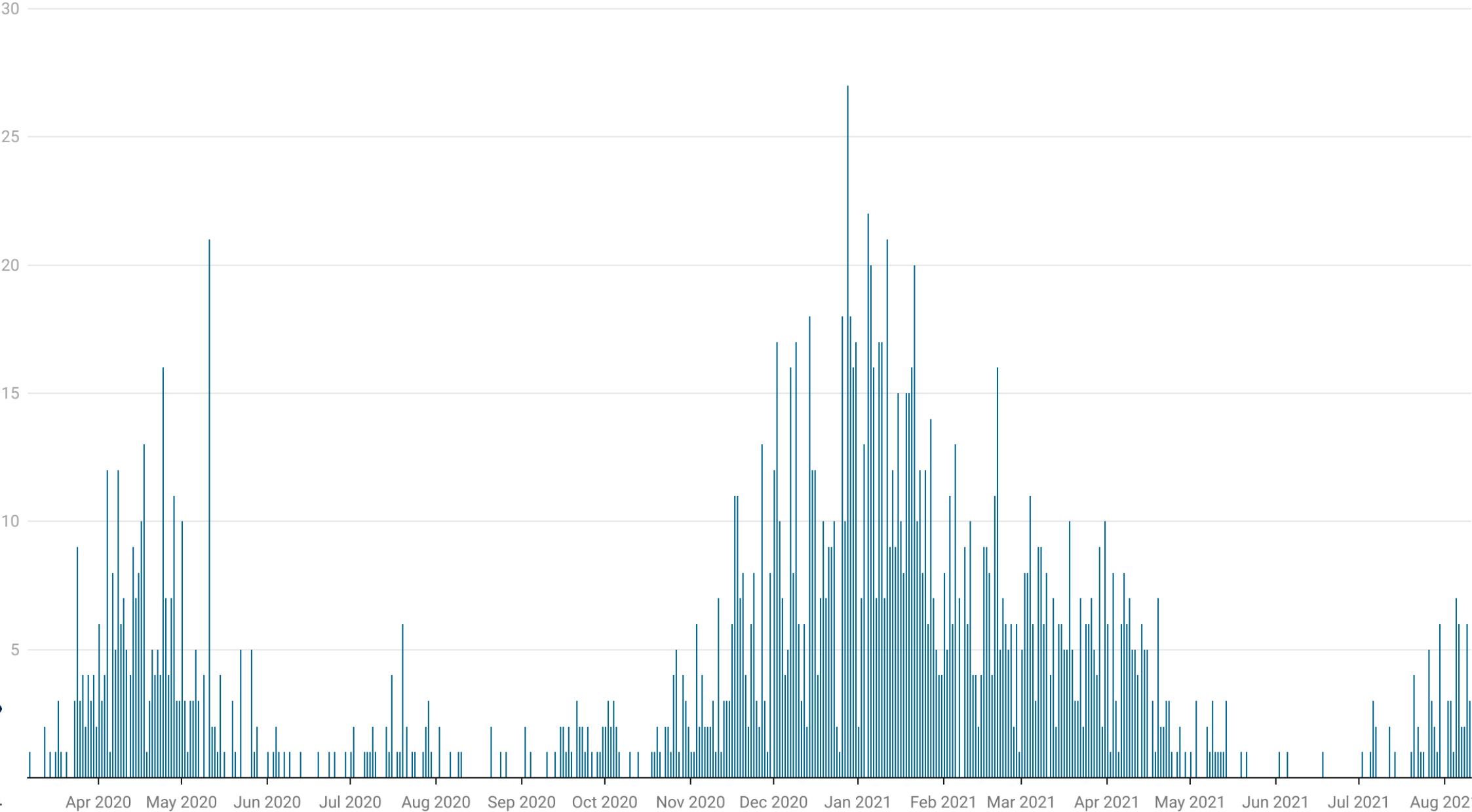
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Director of Health & Human Services and Assistant Director of Pubic Health will provide an update to the Board regarding COVID-19.	
2.	VOTE REQUIRED BY SELECT BOARD
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Covid Update Aug 12, 2021 presentation	



Select Board COVID-19 Update

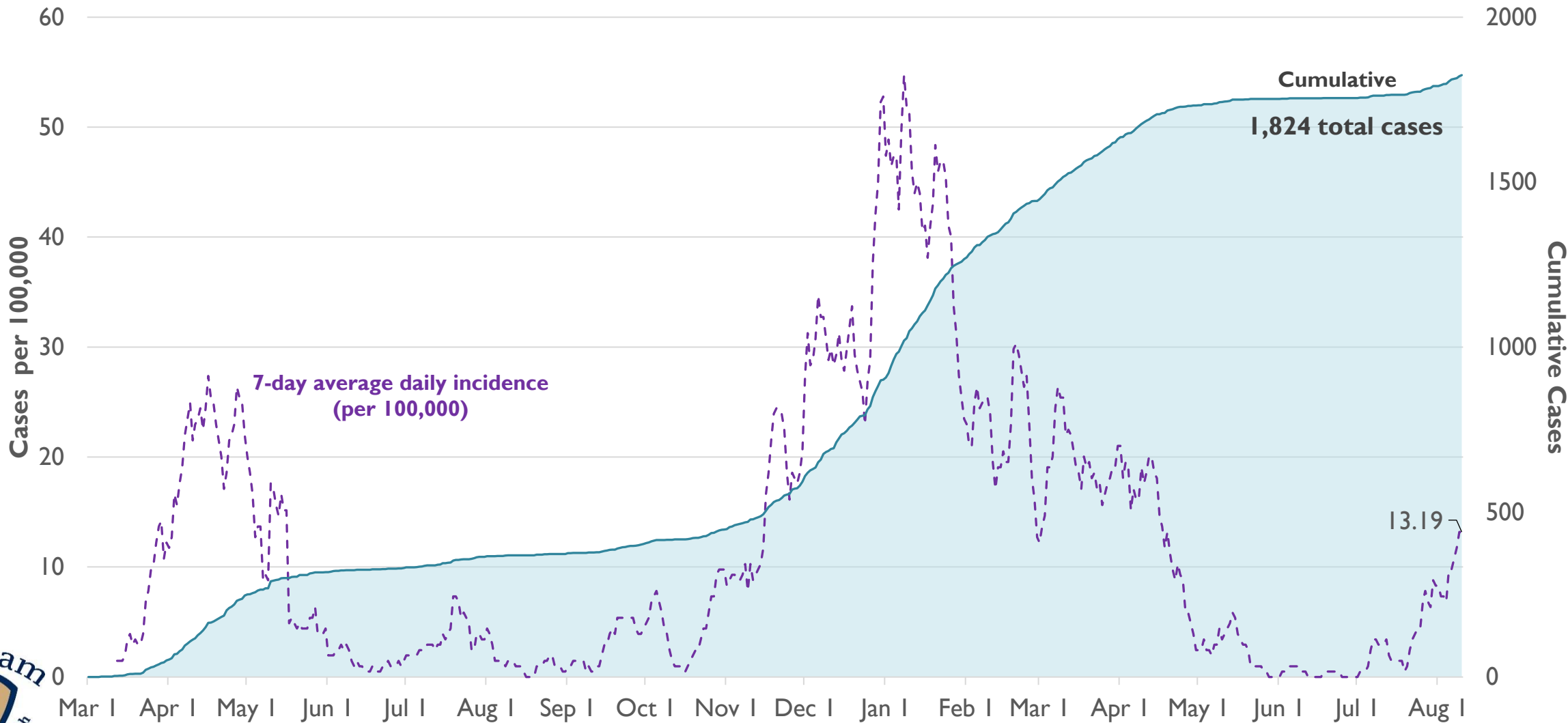
August 17, 2021

Daily Confirmed Cases



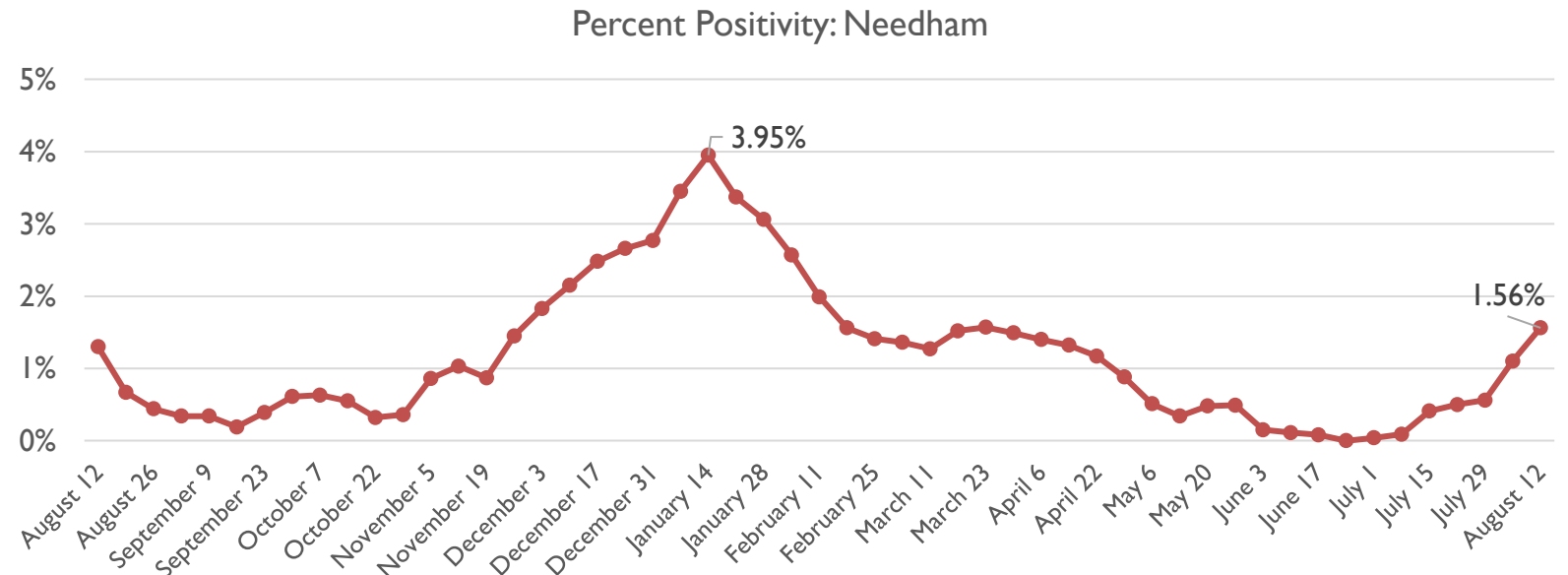
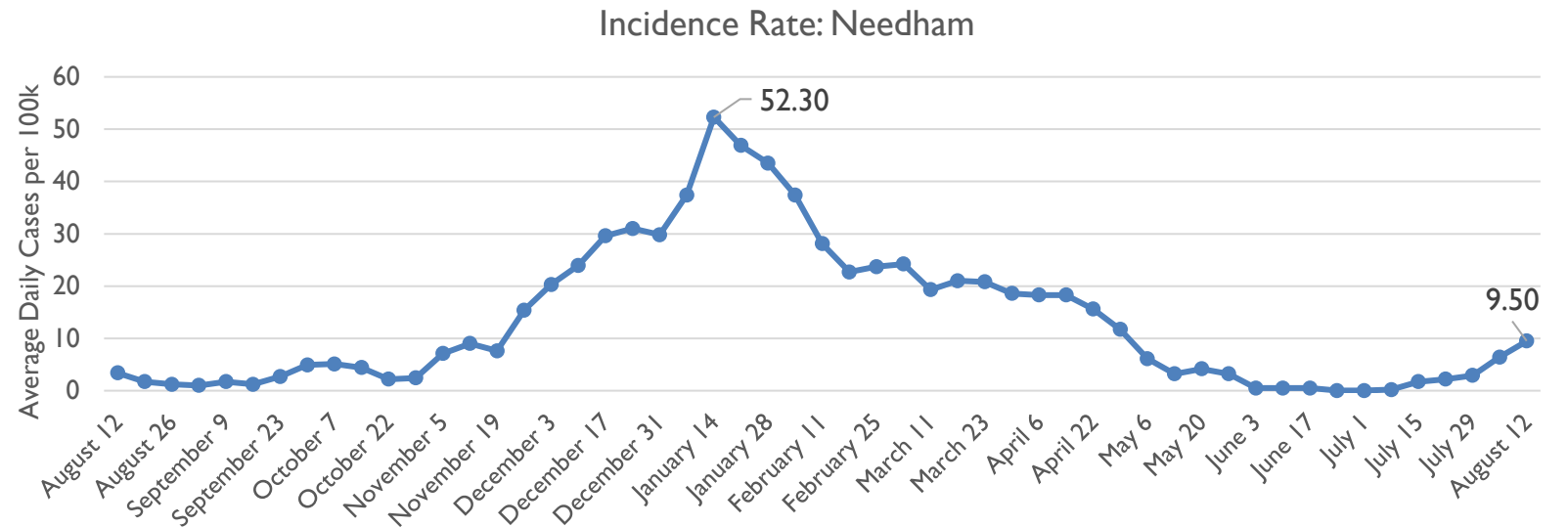
COVID-19 Incidence

Confirmed COVID-19 Cases



Incidence & Percent Positivity

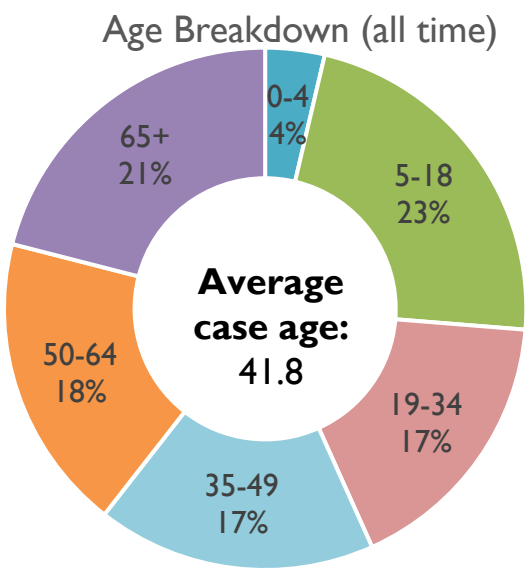
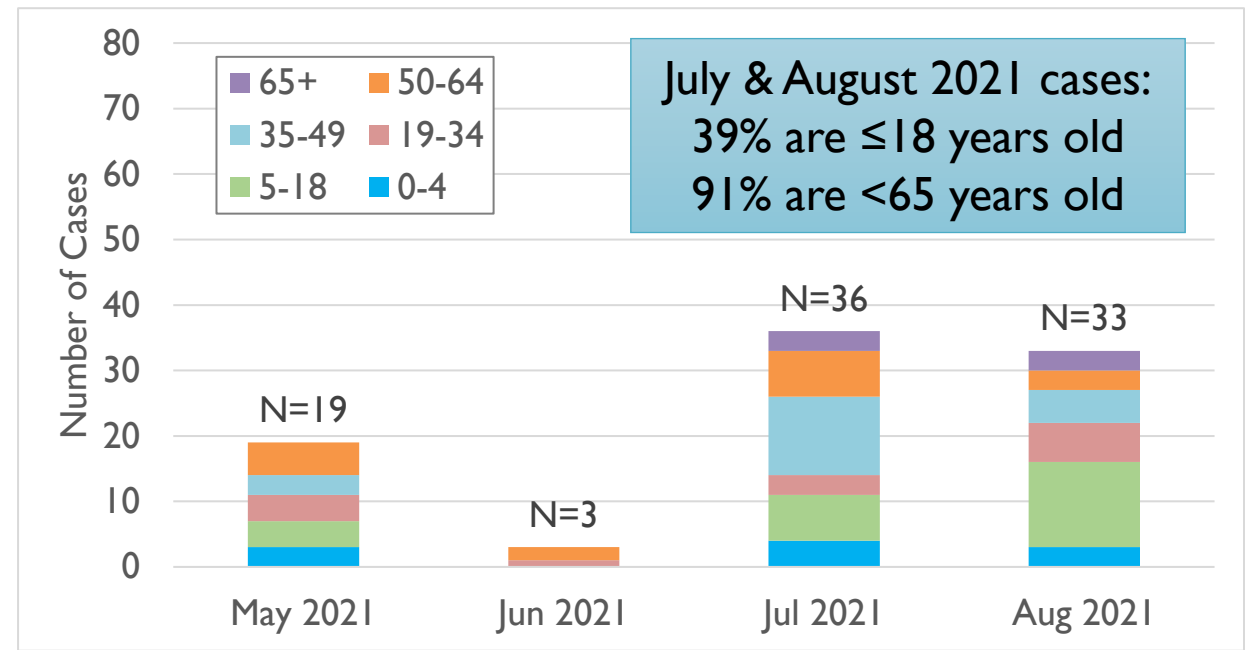
Area and Risk Level	Avg. Daily Incident Rate per 100K (last 14 days)	Percent Positive Tests (last 14 days)
Massachusetts	12.2 ↗	2.69% ↗
Needham	9.5 ↗	1.56% ↗
Middlesex County	10.2 ↗	1.96% ↗
Framingham	9.4 ↗	2.44% ↗
Newton	8.7 ↗	1.37% ↗
Norfolk County	9.7 ↗	2.20% ↗
Dedham	7.6 ↗	1.87% ↗
Norwood	9.7 ↗	2.31% ↗
Suffolk County	14.9 ↗	2.35% ↗
Boston	14.6 ↗	2.22% ↗



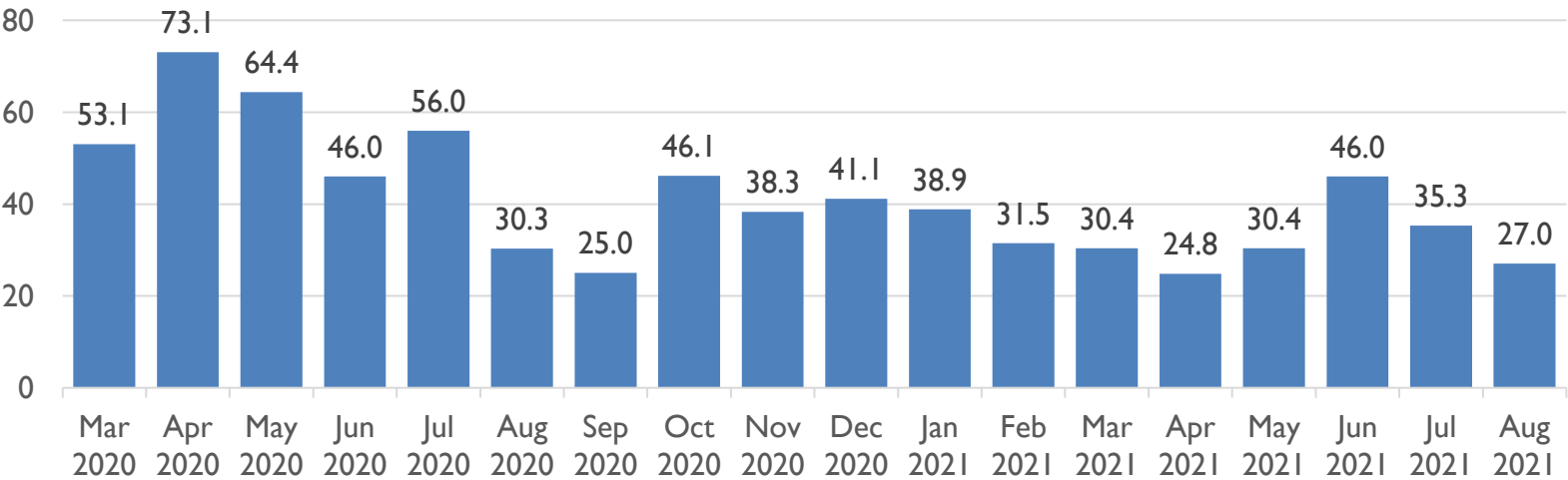
Prevent. Promote. Protect.

Data as of August 12

COVID-19 Confirmed Cases by Age

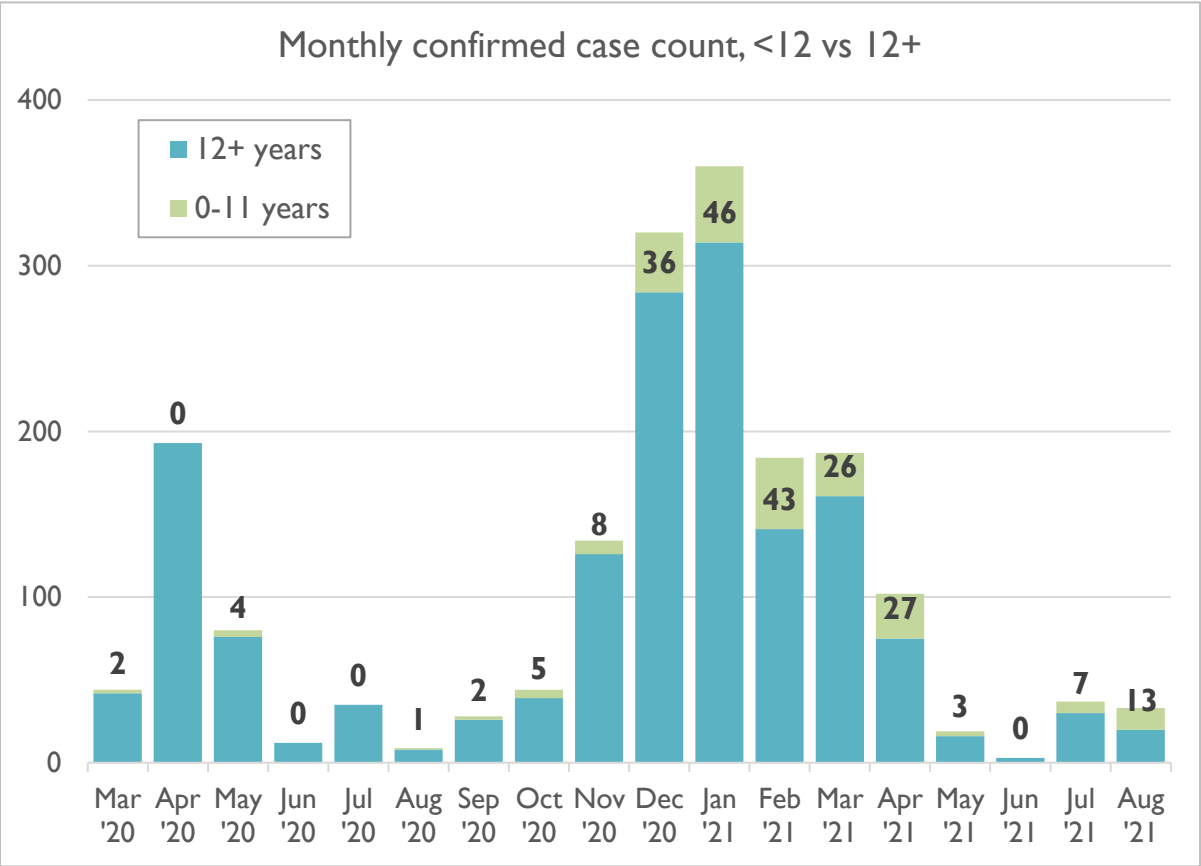
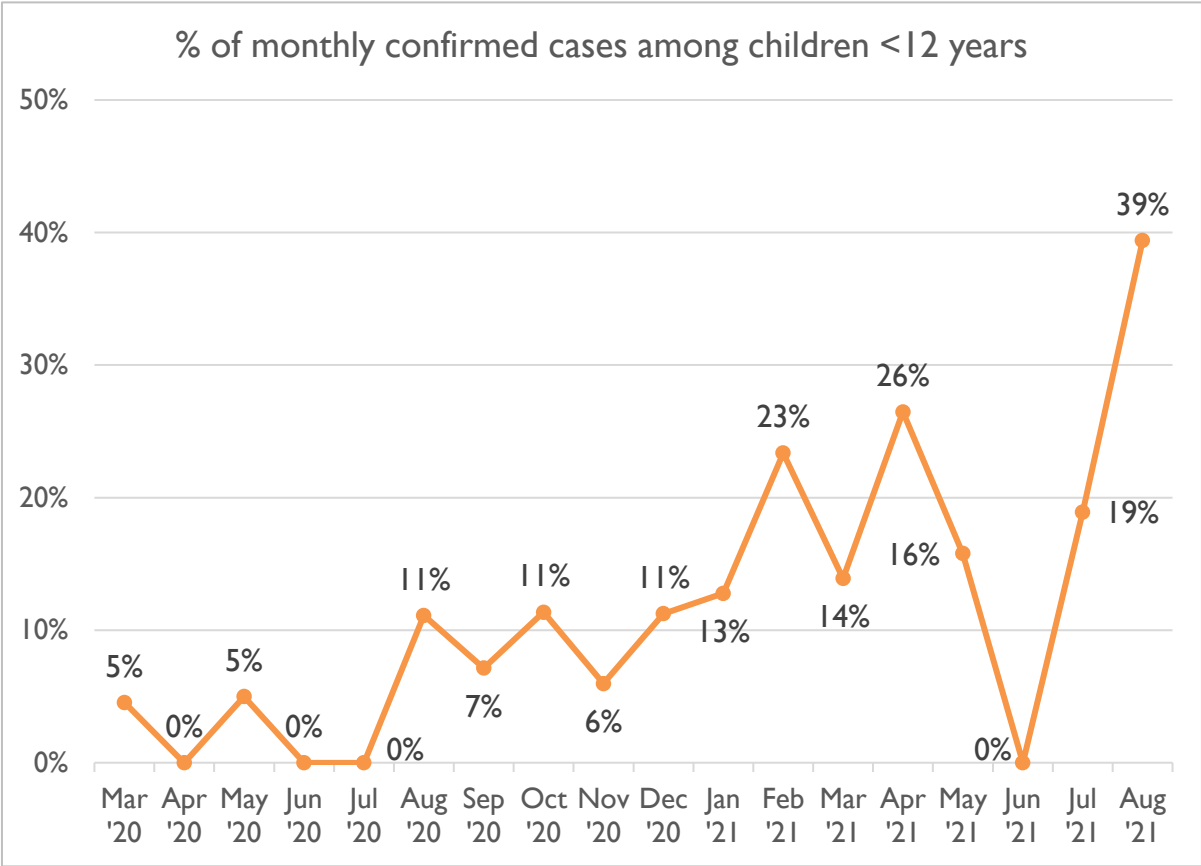


Average Age of Confirmed Cases



Data as of August 12

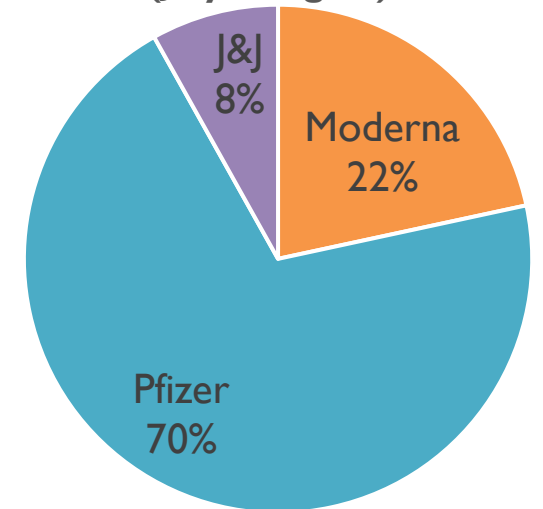
Cases in children under 12



Breakthrough Cases

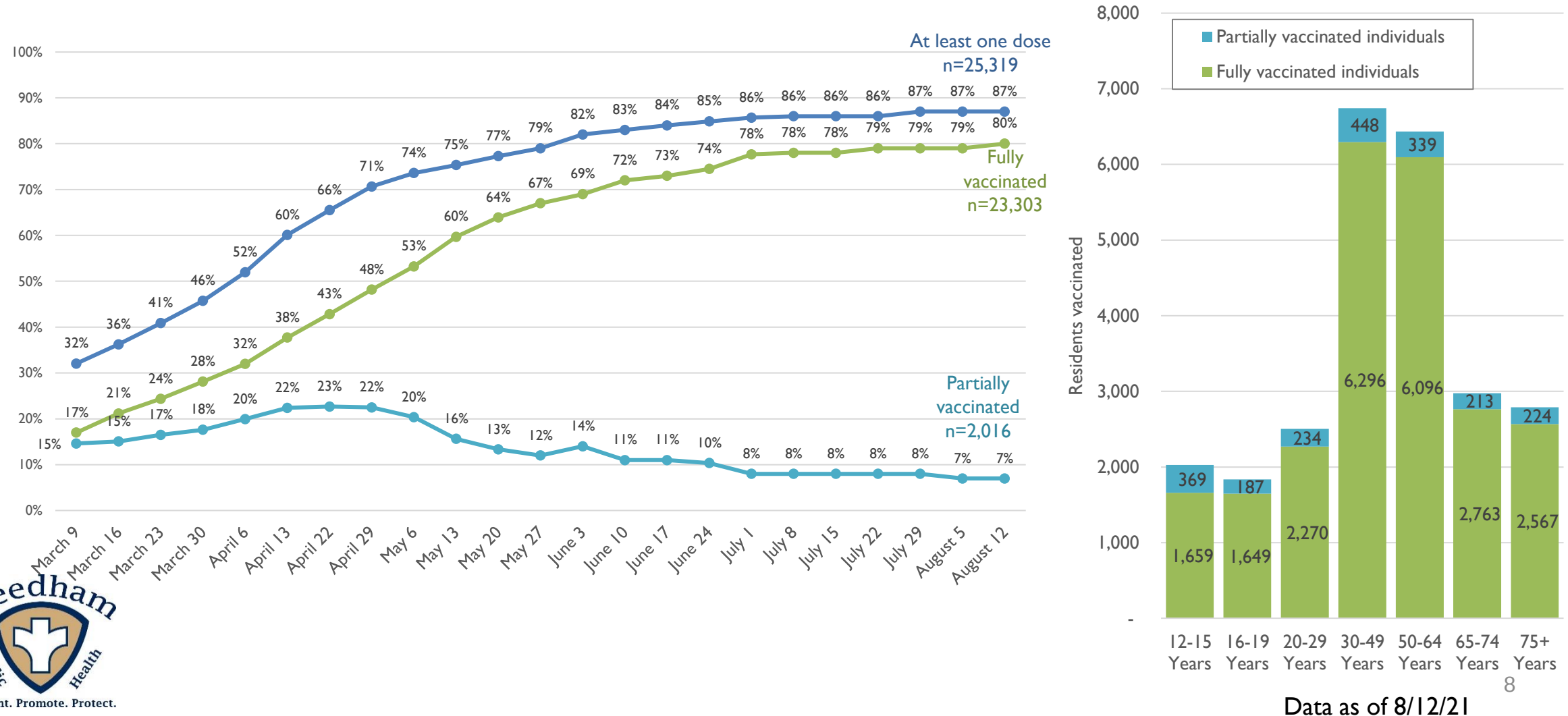
Cases	May-June	July	August	Total
Total Cases	26	40	33	99
Ineligible	6 (23%)	7 (18%)	12 (36%)	25 (25%)
Partially vaccinated	4 (15%)	0 (0%)	1 (3%)	5 (5%)
Unvaccinated (eligible)	9 (35%)	5 (13%)	3 (9%)	17 (17%)
Breakthrough Cases	7 (27%)	27 (68%)	17 (52%)	51 (52%)
Average Age (IQR)	-	42 years (35-61)		-
% Female	-	57%		-
% vaccinated with breakthrough disease (May – August breakthrough cases only)				0.22%

Breakthrough cases by vaccine
(July - August)



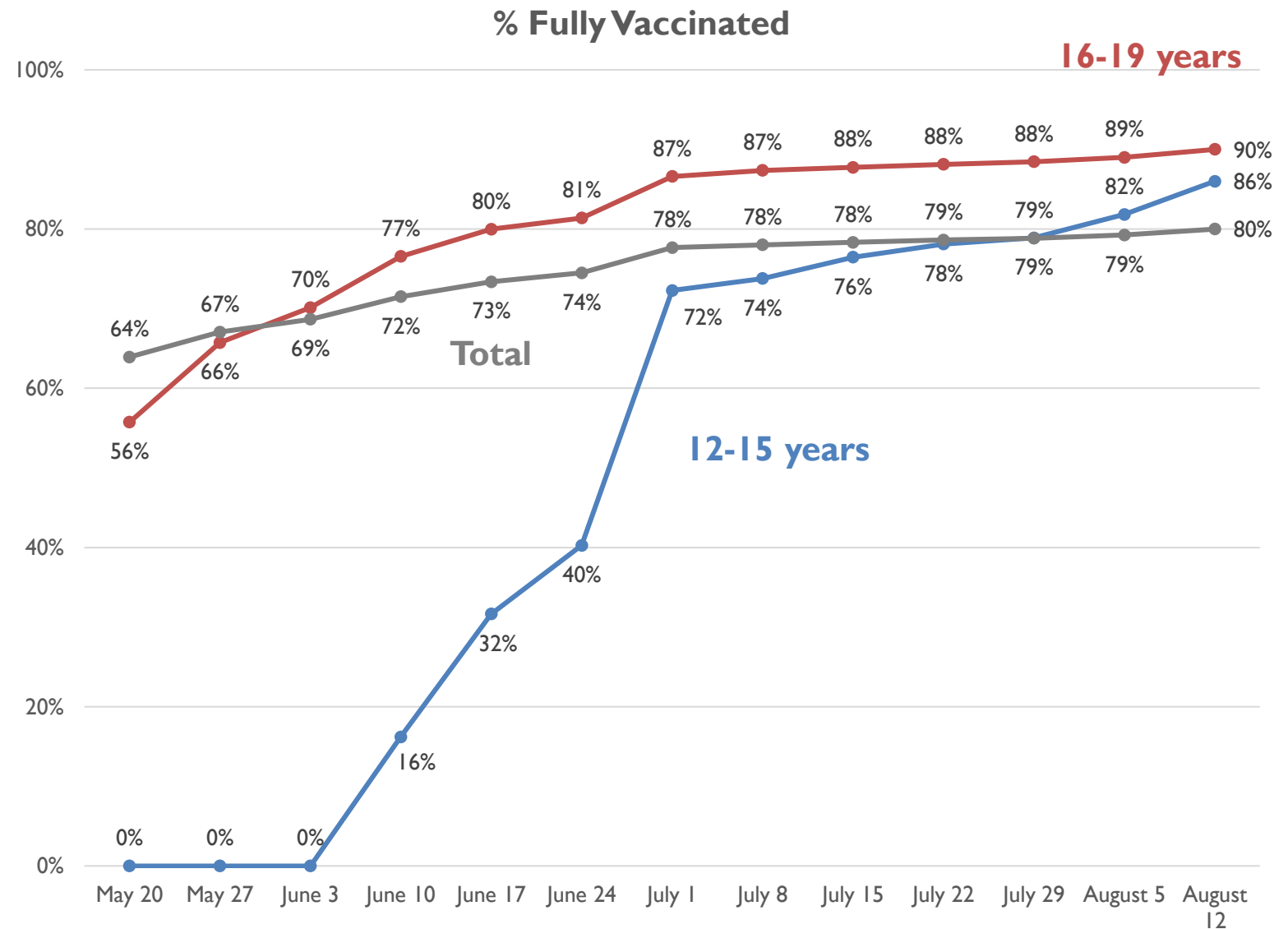
Vaccine Uptake

- Almost all eligible Needham residents are fully vaccinated (appx. 16% of town pop is <12 years old)
- Vast majority of vaccinated adults have completed vaccine series (if two-dose vaccine)
- MA reports >95% in all eligible age groups have received at least one dose; >90% fully vaccinated ages 16 and up



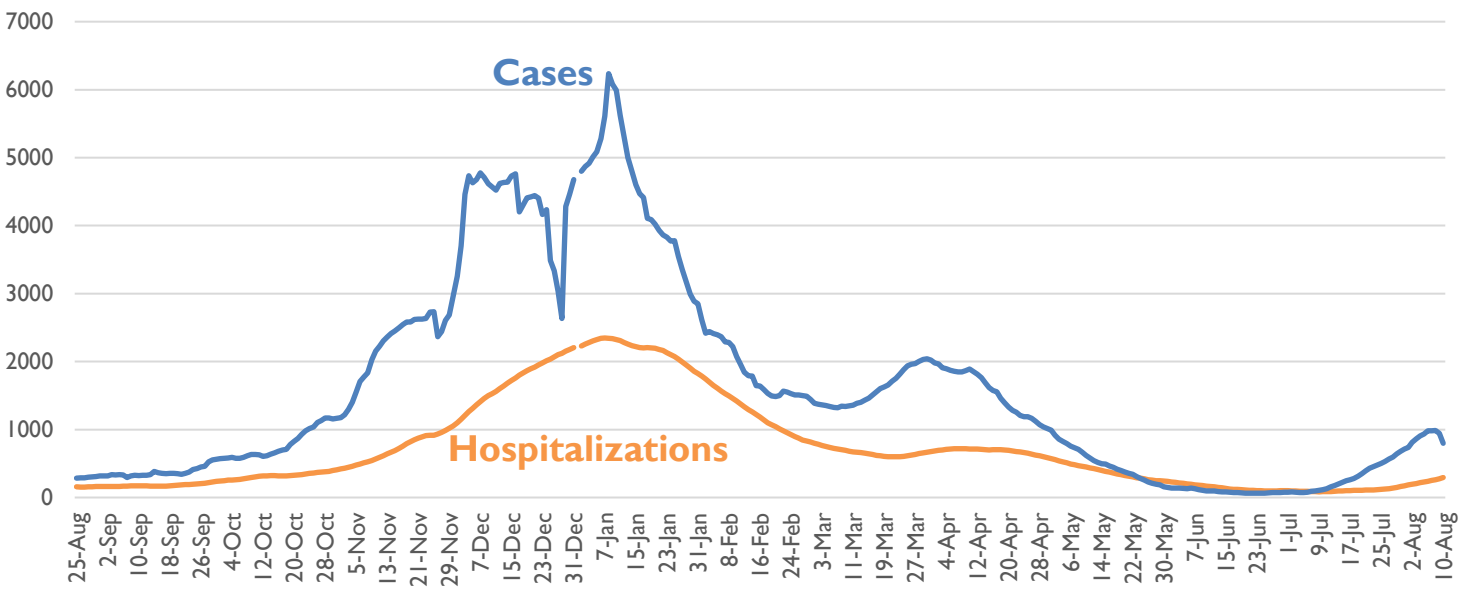
Vaccine Uptake Among Youth

- Children 12 years and older became eligible for Pfizer vaccine on May 12 (second doses starting June 2)
- Appx. 380 missed second doses among 12-15 year olds and 166 among 16-19 year olds (haven't gotten 2nd dose within 4 weeks of receiving 1st; data reporting lags possible)
- Missed doses declining steadily among 12-15 year olds (down from 502 three weeks ago) but fairly stagnant among 16-19 year olds

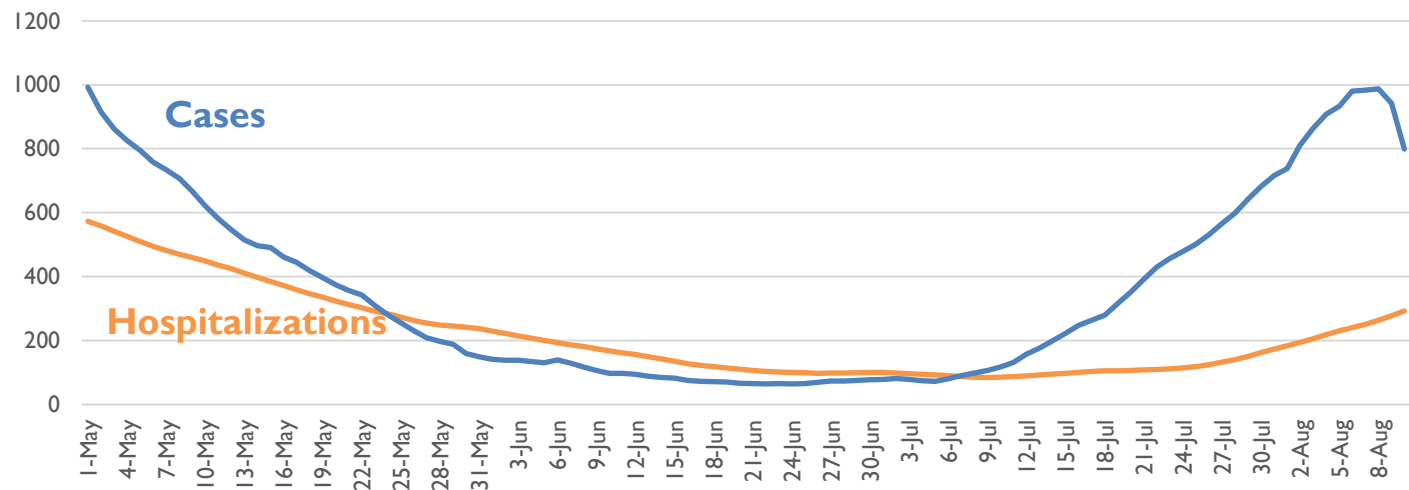


State-level Trends in Cases & Hospitalizations

Massachusetts Confirmed Cases & Hospitalizations



May – August Trends



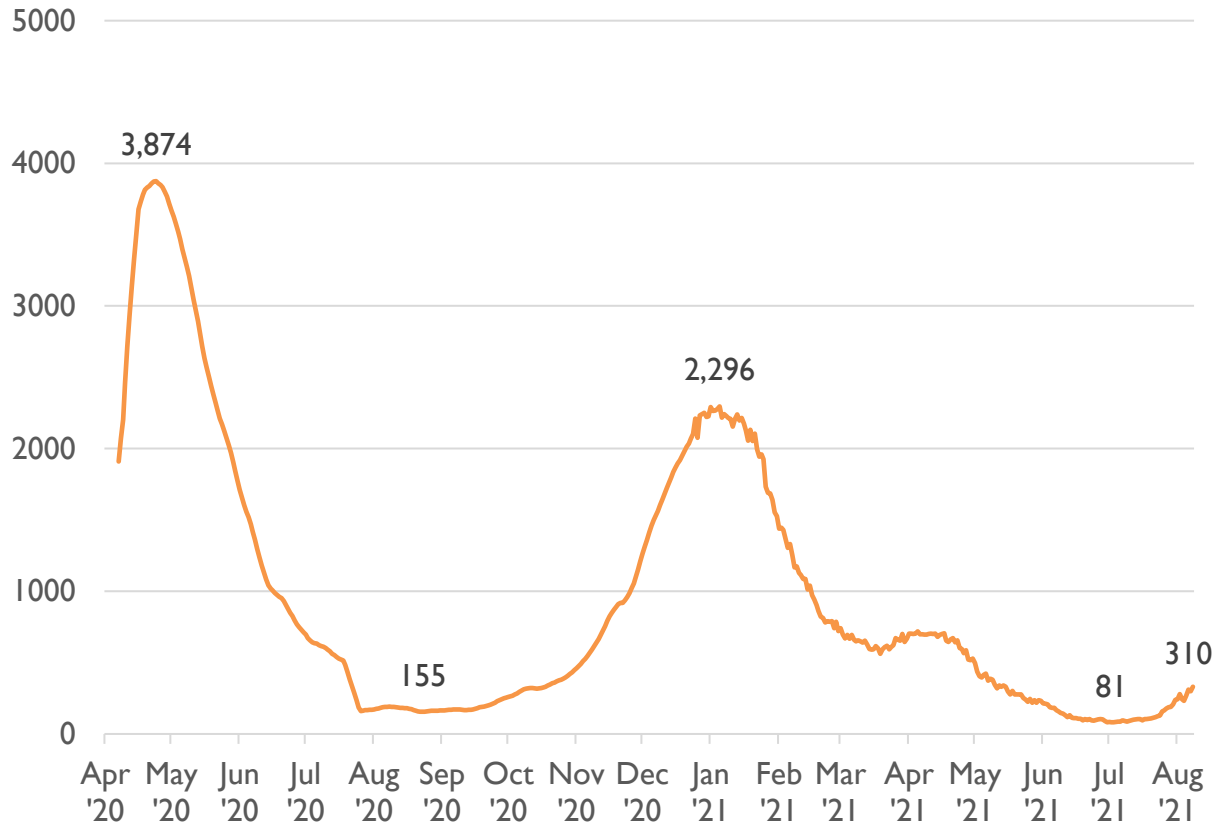
Cases & hospitalizations presented as 7-day rolling averages



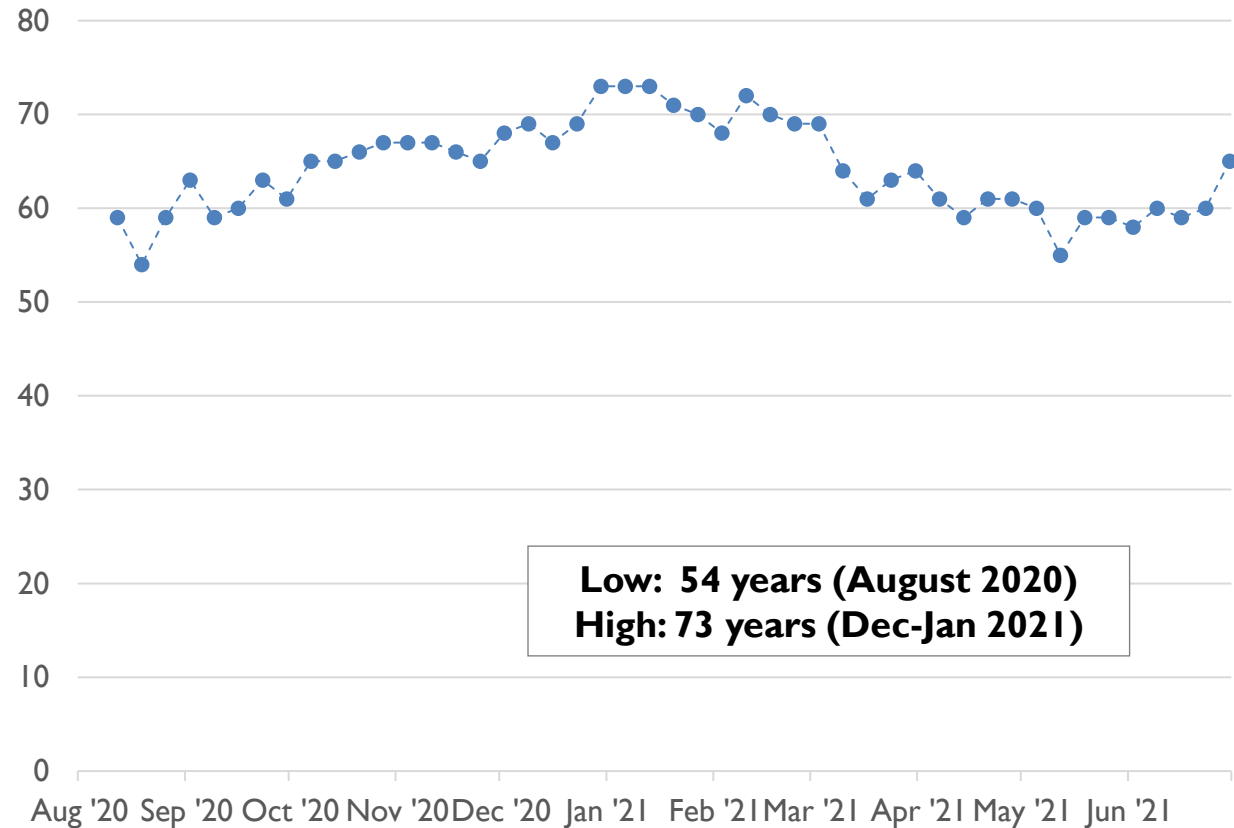
Data as of 8/11/21

Massachusetts Hospitalizations

7 day average of COVID hospitalizations

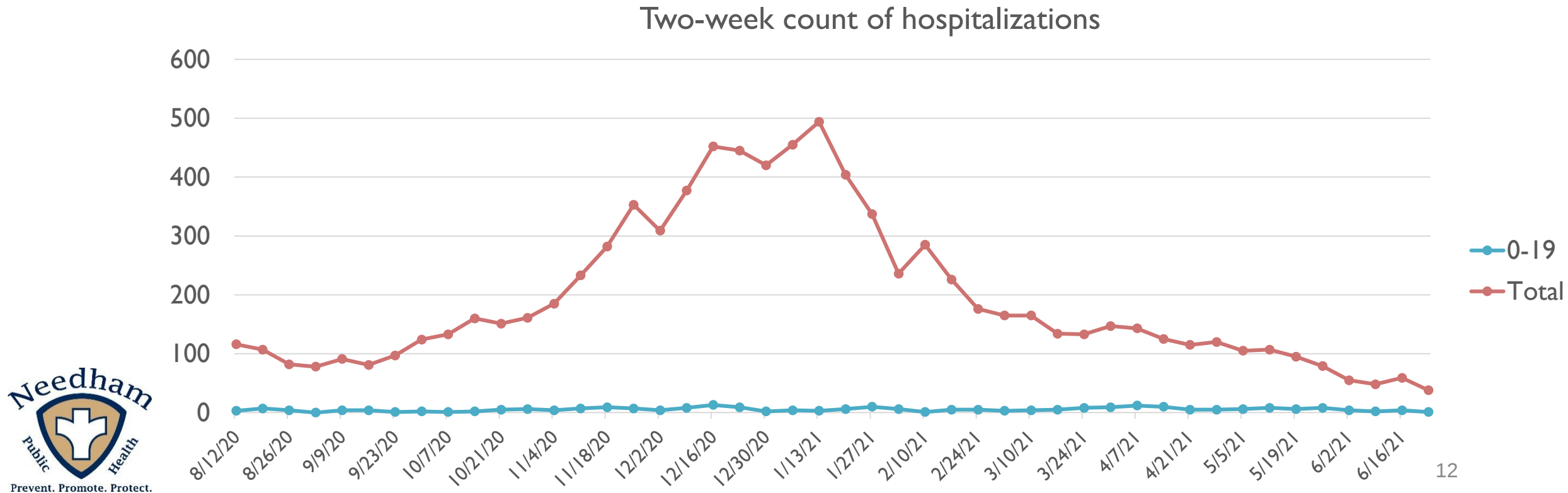


Average Age of Hospitalized Case

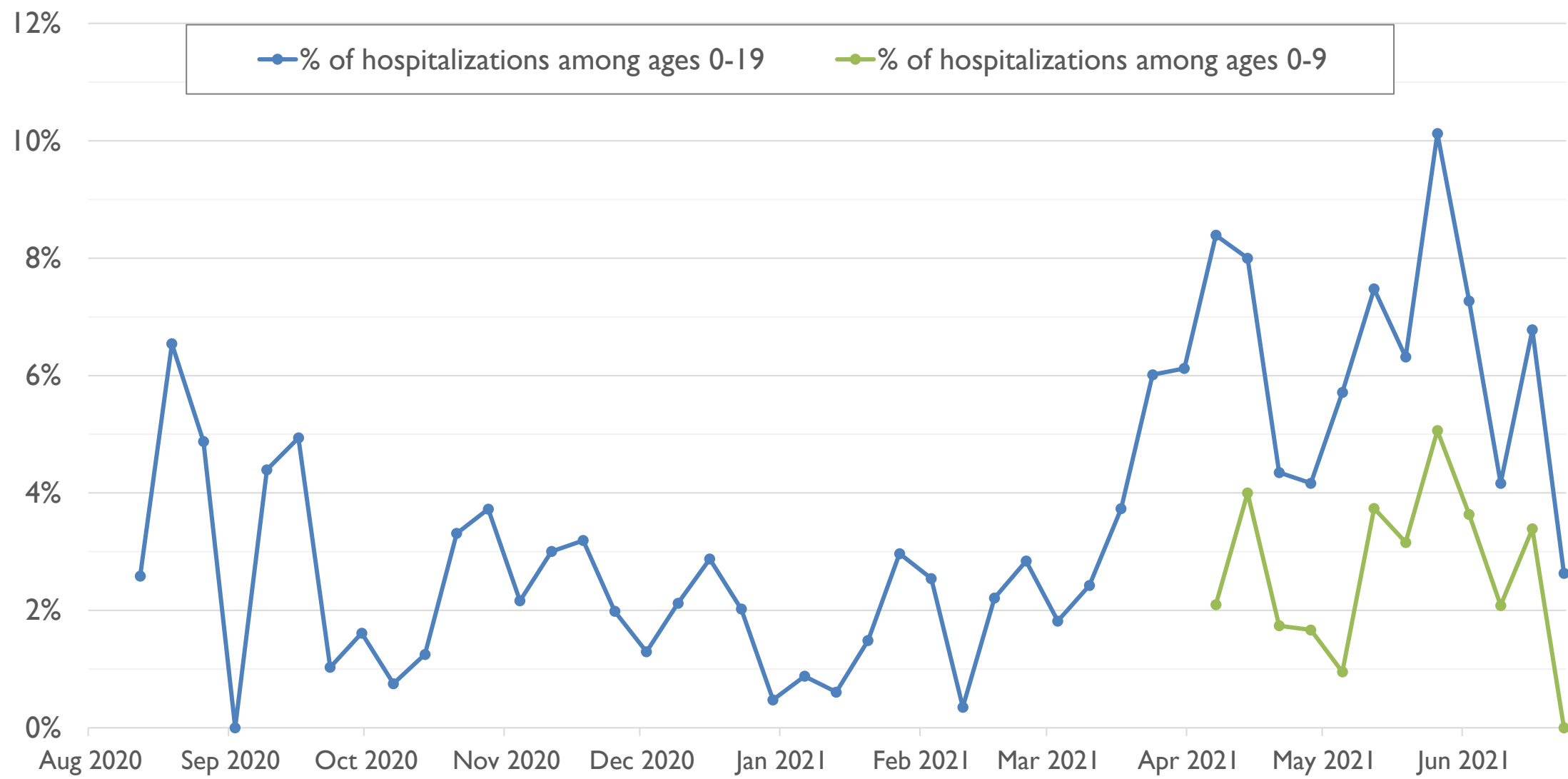


MA Hospitalizations among children & teenagers

- Hospitalizations among children and teens disaggregated as of April '21 (previously only reported as combined hospitalizations among 0-19 year olds)
- Reported as total hospitalizations over previous two weeks
- No age-specific hospitalization data released since end of June

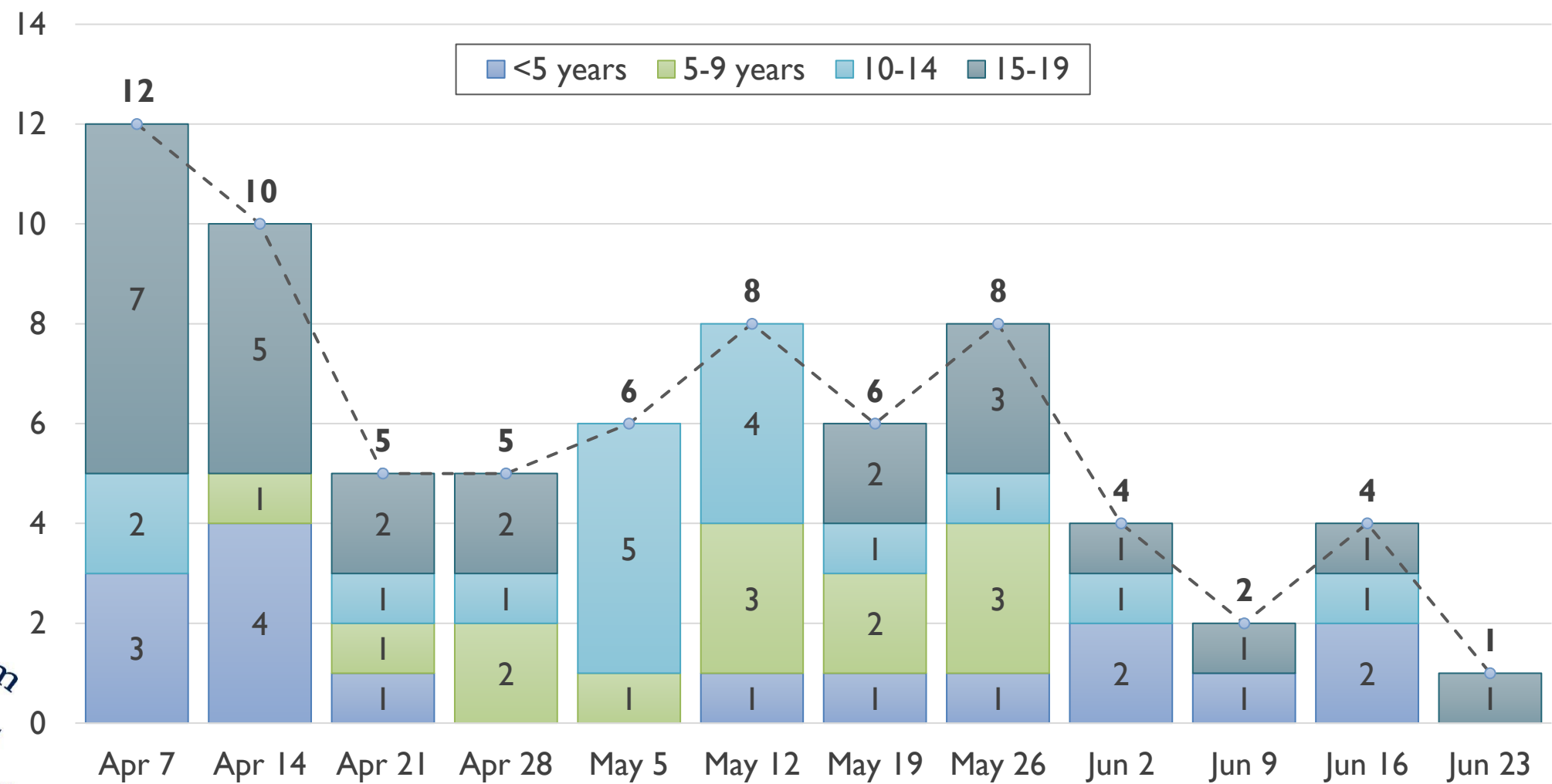


% of hospitalizations among children & teenagers



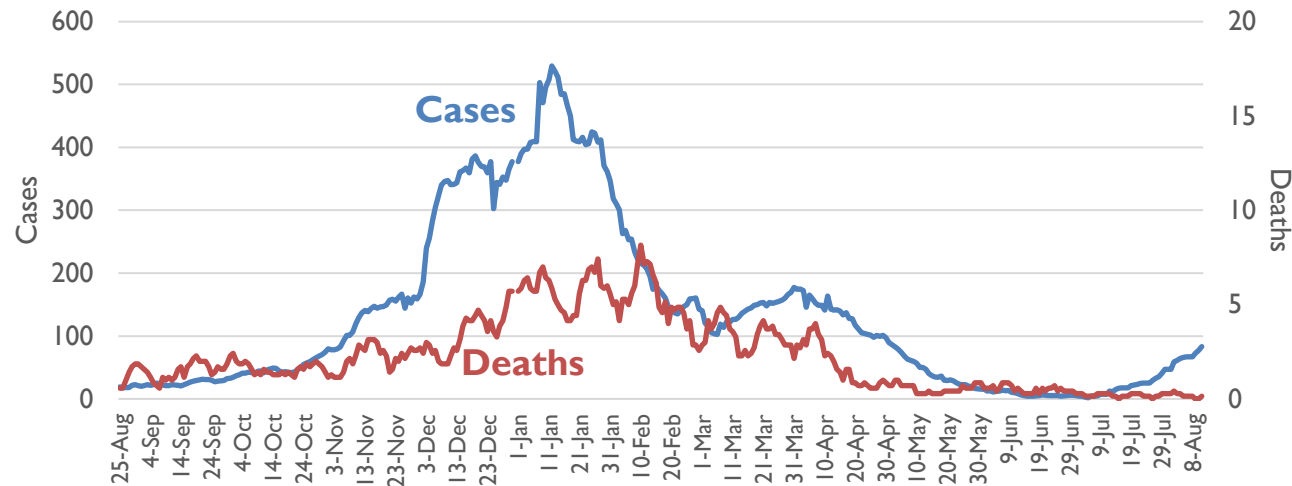
MA Hospitalizations among children & teenagers

Two-week total hospitalizations by age group, April-June 2021



County-level Trends in Cases & Deaths

Norfolk County Confirmed Cases & COVID Deaths



COVID-19 Deaths in Needham:

126 total deaths
No new deaths since mid-April

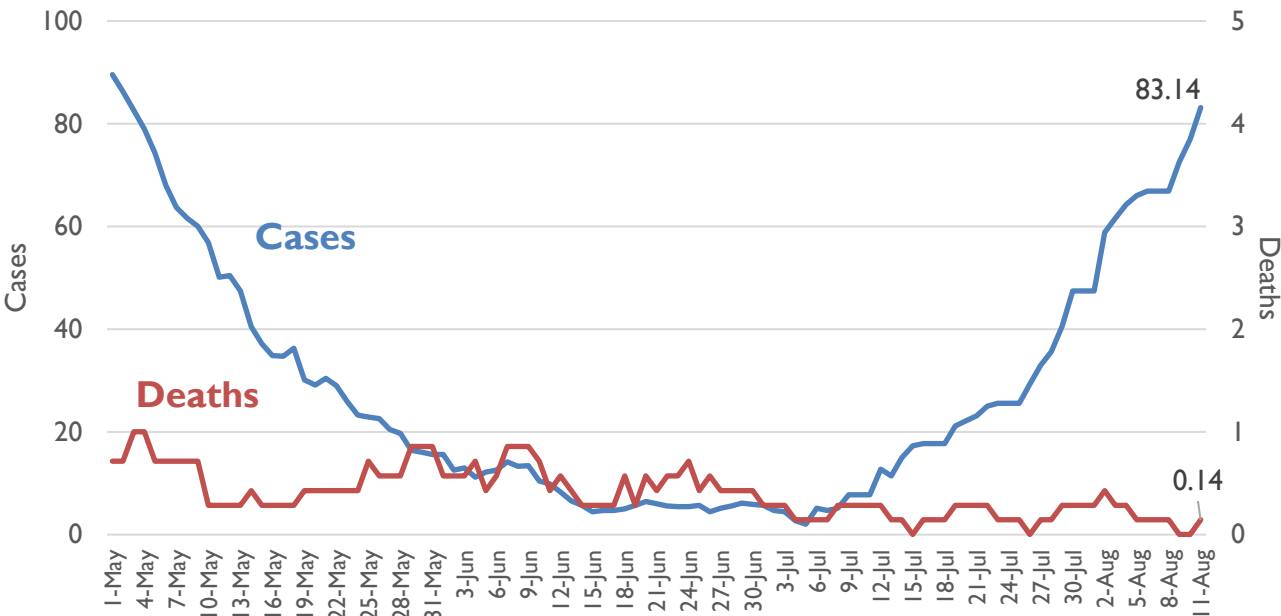
Cases & deaths presented as 7-day rolling averages



Prevent. Promote. Protect.

Data as of 8/11/21

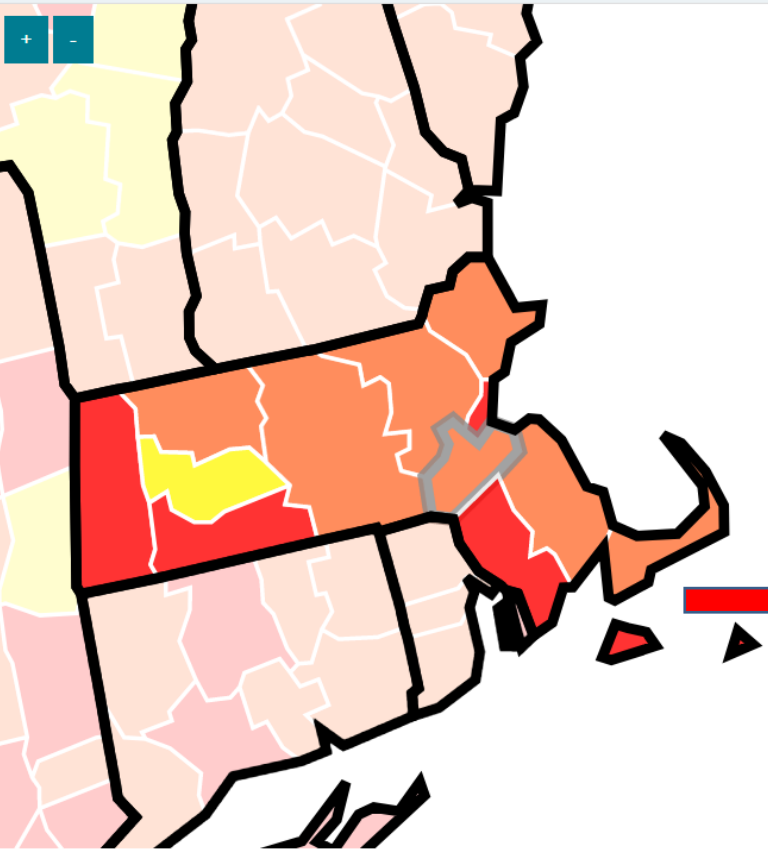
May – August Trends



Current CDC Recommendations

- Fully vaccinated individuals are now recommended to wear a mask in public indoor settings in areas of substantial or high transmission

Time Period: Wed Aug 04 2021 - Tue Aug 10 2021



→ Norfolk County is currently an area of **substantial transmission**

Indicators (Aug 4-10):

- 76.26 cases per 100,000 (substantial transmission)
- 2.38% positivity rate (low transmission)

Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥ 100
Percentage of NAATs ¹ that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥ 10.0%

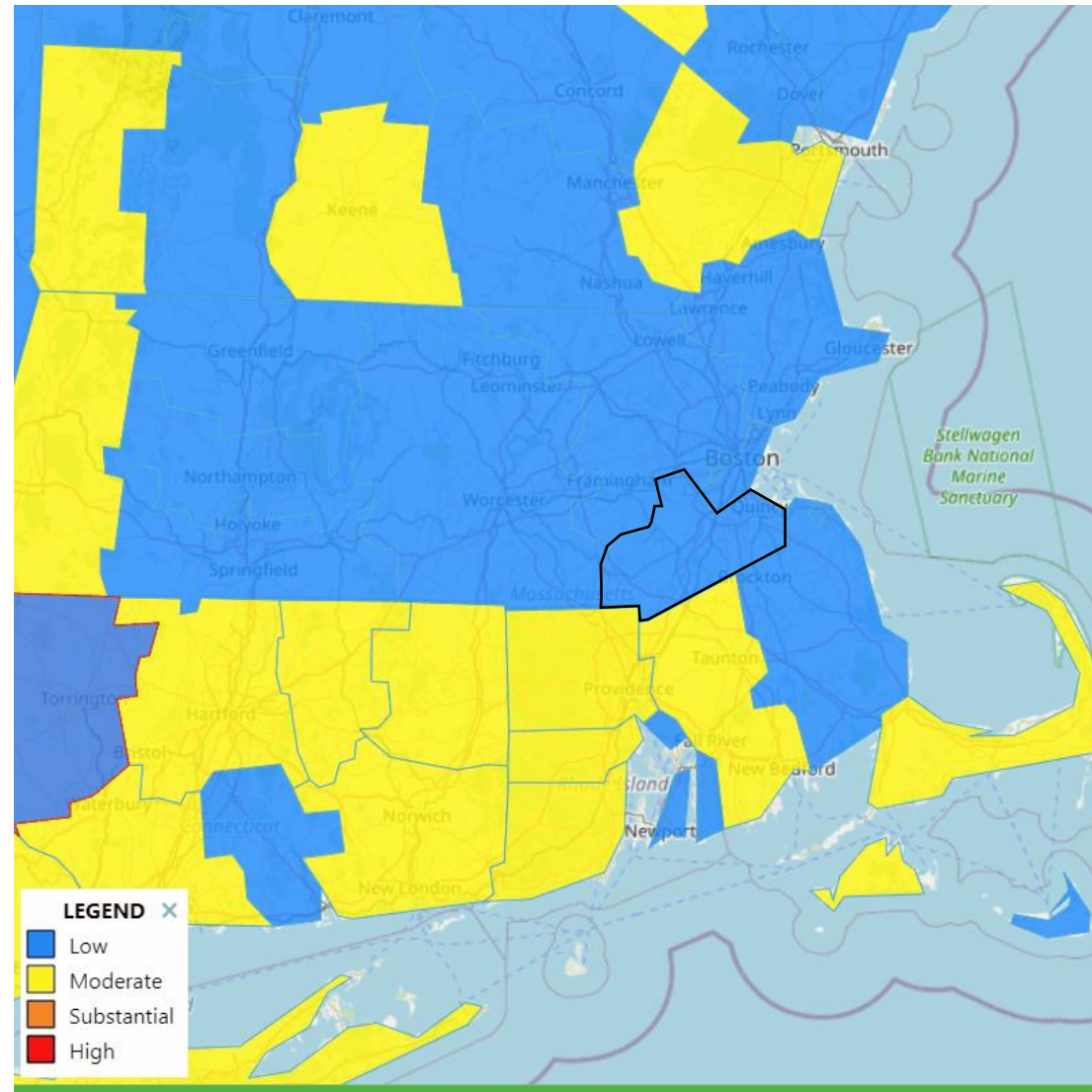
● High ● Substantial ● Moderate ● Low ● No Data

Source: <https://covid.cdc.gov/covid-data-tracker/>

Community Transmission Levels: July-August

Norfolk County outlined in black

Time-lapse from July 11 – August 10



Prevent. Promote. Protect.



COVID-19 | PHASED PREVENTION | LEVELS OF COMMUNITY TRANSMISSION |
ALL COUNTIES | 07/11/2021



Explore more data at ephtracking.cdc.gov/DataExplorer

Current CDC Recommendations

Masks

- Fully vaccinated individuals may choose to mask regardless of community transmission levels if they or a member of their household is immunocompromised, at increased risk of severe disease, or unvaccinated
- Universal indoor masking recommended for all students, staff, teachers and visitors in K-12 schools, regardless of community transmission levels or vaccination status
- Unvaccinated individuals ages 2 and older should wear a mask in all public indoor settings

Vaccinated contacts

- Close contacts that are fully vaccinated should be tested 3-5 days after exposure, wear a mask in public indoor settings for 14 days or until they test negative, and isolate if test positive

Symptomatic & fully vaccinated

- Fully vaccinated individuals experiencing COVID-19 symptoms should isolate, seek clinical evaluation, and get tested for COVID if indicated



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

Agenda Item	Facility Financing update
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Mr. Davison will provide the Board with a report on the updated facility financing plan.
2.	VOTE REQUIRED BY SELECT BOARD
	Discussion Only.
3.	BACK UP INFORMATION ATTACHED
	a. Facility Financing Summary Report, July 21, 2021



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

Agenda Item	Update to List of Special Municipal Employees
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The State Guidance on special municipal employees states that the Town should file with the Ethics Commission a list of all local special municipal employees. (“A list of all the ‘special municipal employee’ positions should be on file at the town or city clerk’s office. This list should also be filed with the Ethics Commission.”) As part of updating the list to be sent to the Ethics Commission, there are several suggested additions to the list of positions that may be classified as special municipal employees, and several suggested positions for which this status may now be rescinded. The State Guidance also states that “[v]otes should be taken individually for each board or position being designated, expressly naming the positions being designated.” This is not a requirement in M.G.L. c.268A, but for purposes of complying with the Guidance, separate votes are recommended for each position that will be designated as a special municipal employee for the first time.	
2.	VOTES REQUIRED BY SELECT BOARD
<i>Suggested Motions:</i> 1. That the Board vote to designate the position of Trustee of the Affordable Housing Trust as special municipal employee pursuant to General Laws Chapter 268A. 2. That the Board vote to designate the position of member of the Council of Economic Advisors as special municipal employee pursuant to General Laws Chapter 268A. 3. That the Board vote to designate the position of member of the Needham Council for Arts & Culture as special municipal employee pursuant to General Laws Chapter 268A. 4. That the Board vote to designate the position of member of the Needham Unite Against Racism Working Group as special municipal employee pursuant to General Laws Chapter 268A.	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

5. That the Board vote to designate the position of member of the Rail Trail Advisory Committee as special municipal employee pursuant to General Laws Chapter 268A.

6. That the Board vote to rescind special municipal employee designation for the following municipal employees, and for all those holding positions on the following Town entities:

- Accessory Study Committee
- Auxiliary Police Officer
- Cable Television Advisory Board
- Economic Development Advisory Committee
- Emergency Management Volunteer
- Facility Working Group
- Field Study Committee
- Fire Staffing Study Committee
- Insurance Advisory Committee
- Joint Regional Transportation Committee Representative
- Korean War semicentennial Memorial Committee
- Local Building Code Appeals Board
- Local Emergency Planning Committee—Executive Committee
- MWRA Advisory Board Alternate Member
- New England Business Center Advisory Council
- Norfolk County Advisory Board Alternative Representative
- Open Space Recreation Plan Advisory Committee
- Permitting By-laws, Regulations and Policies Committee
- Planned Production Task Force
- Property Tax Relief Study Committee
- Special Police Officer
- Stephen Palmer Future Planning Committee
- Stephen Palmer Rent Review/Tenant Committee
- Substitute Building Inspector
- Substitute Plumbing Inspector
- Substitute Wiring Inspector
- Town Hall Display Committee
- Trustee School Trust Fund
- Youth Center Committee

7. That the Board vote to place a list of special municipal employees, updated in accordance with its prior votes taken during this meeting, on file with the Town Clerk and to deliver a copy to the State Ethics Commission.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

3.	BACK UP INFORMATION ATTACHED
a. Updated Special Municipal Employee List, 8.17.2021 b. Special Municipal Employee Information from the Ethics Commission	

TOWN OF NEEDHAM

Special Municipal Employee Designation 8/17/2021

~~Accessory Study Committee~~

Affordable Housing Trust

~~Auxiliary Police Officer~~

Board of Appeals

Board of Assessors

Board of Health

~~Cable Television Advisory Board~~

Commission on Disabilities

Commissioners of Trust Funds

Community Preservation Committee

Conservation Commission

Council of Economic Advisors

Constables

Contributory Retirement Board

Council on Aging

Needham Council for Arts & Culture (Formally Cultural Council)

Design Review Board

~~Economic Development Advisory Committee~~

~~Emergency Management Volunteer~~

~~Facility Working Group~~

~~Field Study Committee~~

Finance Committee

~~Fire Staffing Study Committee~~

Future School Needs Committee

Golf Course Advisory Committee

Historical Commission

Housing Authority

Human Rights Committee

~~Insurance Advisory Committee~~

~~Joint Regional Transportation Committee Representative~~

~~Korean War Semicentennial Memorial Committee~~

~~Local Building Code Appeals Board~~

Local Emergency Planning Committee

~~Local Emergency Planning Committee — Executive Committee~~

MAPC Three Rivers Interlocal Council Member Representative

MBTA Advisory Board Representative

Metropolitan Area Planning Council Representative

Minuteman School Committee Representative

Moderator

MWRA Advisory Board Representative

~~MWRA Advisory Board Alternate Member~~

Needham Community. Revitalization Trust Fund

Needham Community Television Development Corporation

Needham Domestic Violence Action Committee
~~New England Business Center Advisory Council~~
Norfolk County Advisory Board Representative
~~Norfolk County Advisory Board Alternate Representative~~
Needham Unite Against Racism Working Group
~~Open Space Recreation Plan Advisory Committee~~
Park & Recreation Commission
Permanent Public Building Committee
~~Permitting By-laws, Regulations and Policies Committee~~
Personnel Board
~~Planned Production Task Force~~
Planning Board
Property Tax Assistance Committee
~~Property Tax Relief Study Committee~~
Rail Trail Advisory Committee
Regional Transportation Advisory Council Representative
Registrar of Voters
School Committee
Solid Waste Disposal/Recycling Advisory
~~Special Police Officer~~
~~Stephen Palmer Future Planning Committee~~
~~Stephen Palmer Rent Review/Tenant Committee~~
Subcommittee to Study Minuteman School
~~Substitute Building Inspector~~
~~Substitute Plumbing Inspector~~
~~Substitute Wiring Inspector~~
Taxation Aid Committee
Technology Advisory Board
~~Town Hall Display Committee~~
Traffic Management Advisory Committee
Transportation Committee
~~Trustee School Trust Fund~~
Trustees of Memorial Park
Trustees of Public Library
Water/Sewer Rate Structure Committee
~~Youth Center Committee~~
Youth Commission

**THE COMMONWEALTH OF MASSACHUSETTS
STATE ETHICS COMMISSION**

John W. McCormack State Office Building, Room 619
One Ashburton Place, Boston 02108
Telephone (617) 727-0060
Fax (617) 723-5851

“SPECIAL” MUNICIPAL EMPLOYEES

The conflict of interest law, G.L.c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two section of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as “special municipal employees”.

“Special municipal employee” status can be assigned to certain municipal positions by a vote of the board of selectmen, board of alderman, town council or city council. Several specific municipal positions are automatically designated as “special” under the law. Your position is eligible to be designated as a “special municipal employee” position provided that:

1. you are not paid; or
2. you hold a part-time position which allows you to work at another job during normal working hours; or
3. you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal *position* that is designated as having “special” status, not the individual. Therefore, all employees holding the same office or position must have the same classification as “special municipal employees”. For instance, one member of a school committee cannot be classified as a “special” unless *all* members are similarly classified

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated – expressly naming the positions being designated. Once a position is designated as having “special” status, it remains a “special municipal employee” position unless and until the classification is rescinded. A list of all the “special municipal employee” positions should be on file at the town or city clerk’s office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a “special”. However, in towns of 10,000 or less, selectmen are automatically considered “special” employees. Other municipal positions in towns with a population of less than 10,000 must still be designated as “special municipal employee” positions by the selectmen.

The Legislature may also designate certain positions to have “special municipal employee” status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as “special municipal employees” and do not need to have local authorities approve their designations as “specials”. (See G.L. c. 121B, § 7.)

THE CONFLICT LAW IS LESS RESTRICTIVE FOR “SPECIALS”

Only two sections of the conflict of interest law apply less restrictively to “specials” – §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to “special municipal employees” in exactly the same way. See the *Summary of the Conflict Law for Municipal Managers* or the *Practical Guide to the Conflict Law for Municipal Employees* for information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having “special municipal employee” status.

Section 17 – Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any manner of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a “special municipal employee”, you *may*:

1. represent private parties before municipal boards *other than your own*, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
2. act as an agent for private parties in connection with the matter of interest to your city or town, *provided that* you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
3. receive pay or other compensation in connection with matters involving your city or town, *provided that* you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Example:

You are a Conservation Commissioner. The Commission has been given “special municipal employee” status. You are also an engineer in private practice in town.

You *may* be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matters.

However, if the hearing is about a wetlands dispute, you could *not* represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.

Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission’s responsibility).

Also, you may *not* be *paid* for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission process.

Note that the prohibition against “acting as agent” covers any type of activity that involves representing someone other than your city or town. Activities which can be considered “acting agent” include: serving as someone’s spokesperson; making phone calls or writing letters; acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician; plumber or other contractor during municipal building inspections. For more information about § 17, request *Advisory No. 13: Municipal Employees Acting as Agent* from the State Ethics Commission.

Section 20 – Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, *provided that* the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission’s Legal Division for more information.

However, if you are a “special municipal employee”, you have two additional exemptions to § 20:

1. As a “special municipal employee”, you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no “public notice” or “competitive bid” requirement for this “special municipal employee” exemption).
2. As a “special municipal employee”, you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), *provided that* you file a disclosure of your interest in the contract with the city or town clerk *and* the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to § 20.

Example:

You are a member of the School Committee, which has been given “special municipal employee” status. You also own a hardware store in town.

You *may* sell light bulbs to the town’s Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you *must* file a disclosure of your interest in the light bulb sales with the Town Clerk

You also may sell light bulbs to the School Department (which is under the School Committee’s jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk *and* the Board of Selectmen vote to exempt your light bulb sales from the restrictions of § 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

Section 20 – Restrictions on Holding Multiple Municipal Positions

Because the restrictions of § 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee – regular or “special” – you may:

1. hold any number of *unpaid* positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
2. hold any number of *elected* positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
3. in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from §20, *and* there are also other requirements you must meet. For more information, request *Advisory No. 7: Multiple Office Holding* from the State Ethics Commission’s Legal Division.

If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments

If you are a “special municipal employee”, you may also:

1. hold any number of other “special municipal employee” positions, *provided that* the positions are with totally independent departments *and* you file a disclosure of your financial interest in all the positions with the city or town clerk;
2. hold any number of other “special municipal employee” positions, even if the departments’ jurisdictions overlap, *provided that* you file a disclosure of your financial interest in all the positions with the city or town clerk, *and* the board of selectmen, board of alderman, town council or city council vote to exempt you from §20.

Example:

As a Cemetery Commissioner, you are a “special municipal employee”.

You may also hold “special municipal employee” positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest (e.g., stipends, *per diem* payments, salary) in the positions with the Town Clerk.

If you wish to hold a “special municipal employee” position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town’s Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from §20.

For more information about holding more than one municipal position, request *Advisory No. 7: Multiple Office Holding* from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission’s Legal Division.

* * *

The definition of “special municipal employee” can be found in Section 1(n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, §1 to exercise all duties and powers of boards of aldermen.

* * *

Commission Fact Sheets are prepared and issued by the Public Education Division of the State Ethics Commission. They are intended to provide guidance to public officials and employees concerning practical applications of the conflict law. For further information, contact your town counsel or city solicitor, or the Legal Division of the State Ethics Commission.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

Agenda Item	Open Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will recommend that the Board open the warrant for the October 25, 2021 Special Town Meeting. The Warrant is scheduled to be closed on September 14th.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to open the warrant for the October 25, 2021 Special Town Meeting.	
3.	BACK UP INFORMATION ATTACHED
a. Draft Special Town Meeting Warrant, dated August 13, 2021	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 25, 2021

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 8.13.2021

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE TWENTY FIFTH DAY OF OCTOBER 2021

At 7:30 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the Classification, Performance and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2022; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

PERSONNEL BOARD RECOMMENDS THAT:

Article Information: At the time of the printing of the warrant, the parties had not finalized this contract.

FINANCE ARTICLES

ARTICLE 2: AMEND THE FY2022 OPERATING FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2022 Operating Budget adopted under Article 20 of the May 1, 2021 Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>

or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 3: AMEND THE FY2022 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2022 Sewer Enterprise Fund adopted under Article 21 of the May 1, 2021 Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
201A	Salary & Wages	\$1,029,212	\$1,041,753
201D	MWRA Assessment	\$6,662,310	\$6,614,690

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 4: AMEND THE FY2022 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2022 Water Enterprise Fund adopted under Article 22 of the May 1, 2021 Special Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

<u>Line Item</u>	<u>Appropriation</u>	<u>Changing From</u>	<u>Changing To</u>
301A	Salary & Wages	\$1,413,248	\$1,457,409
301D	MWRA Assessment	\$1,677,742	\$1,670,433

or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 5: APPROPRIATE TRANSPORTATION IMPROVEMENT FEES

To see if the Town will vote to appropriate funds from the Commonwealth Transportation Infrastructure Fund in the amount of \$7,603.90 for the purpose of transportation infrastructure improvements, said sum to be spent under the direction of the Town Manager; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund. Each Transportation Network Company (such as Uber and Lyft) is assessed \$0.20 per ride to fund transportation improvements. One-half of the amount received from the Fund is to be distributed proportionately to each city and town based on the number of rides that originated in that city or town. The distributed funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town. Funding for Transportation Improvements in FY2022 will be allocated to pedestrian and bicycle safety initiatives unless circumstances require otherwise.

ZONING ARTICLES

ARTICLE 6: AMEND THE ZONING BY-LAW – OUTDOOR SEATING

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (a) Amend Section 6.9. Outdoor Seating, Subsection 6.9.1, Applicability, by (i) adding the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter is” before the words “permitted under”; and (iii) adding the word “are” before the words “permitted under”; so that it reads as follows:

“Section 6.9.2 shall apply in any business district in which eat-in restaurants are permitted under Section 3.2.2 of this By-Law.”

- (b) Amend the first sentence of Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, by (i) adding the word “eat-in” before the word “restaurants”; (ii) deleting the words “serving meals for consumption on the premises and at tables with service provided by waitress or waiter” before the words “is permitted during; (iii) replacing the words “Section 7.4.4 and 7.4.6” with the words “Sections 7.4.4 and 7.4.6”; and (iv) replacing the words “Board of Selectmen” with the words “Select Board”; so that it reads as follows:

“Seasonal temporary (i.e. April through October) outdoor seating, including but not limited to tables, chairs, serving equipment, planters, and umbrellas, for eat-in restaurants is permitted during normal hours of operation, subject to minor project site plan review with waiver of all requirements of Sections 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board in the case of (a) below and the Select Board in the case of (b) below, provided that:”

- (c) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (a) by deleting the words “, licensed,” so that it reads as follows:

“(a) It is within the front yard, rear yard, or side yard of the restaurant’s owned or leased property, but only if said yard abuts a public right-of-way, public property, or other public uses, provided that:”

- (d) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) by (i) deleting the words “so long as there remains no less than forty-eight inches (48”)”, or as otherwise permitted by law, of unencumbered sidewalk width remaining”; (ii) deleting the word “alternatively” before the words “on a public way”; and (iii) adding the word “on” before the words “other public property”; so that it reads as follows:

“(b) It is within the public sidewalk abutting the front, rear, or side yard of the restaurant’s owned or leased property or on a public way or on other public property abutting the front, rear, or side yard of the restaurant’s owned or leased property, provided that:”

- (e) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) (i) by replacing the words “Board of Selectmen” with the words “Select Board”, so that it reads as follows:

“(i) No temporary outdoor restaurant seating shall be permitted, unless the Select Board authorizes the placement of temporary outdoor seating within the public right-of-way, public sidewalks and/or on public property;”

- (f) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) (iii) by replacing the words “Board of Selectmen” with the words “Select Board”, so that it reads as follows:

“(iii) A minimum width of forty-eight inches (48”)”, or as otherwise permitted by law, shall be continuously maintained and unobstructed for the sidewalk or entrance into the principal building, or any other designated sidewalks or pedestrian paths, as shown on the plan provided to the Select Board;”

- (g) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b) (iv) by (i) adding the words “shall not be authorized” after the words “Outdoor seating”; (ii) deleting the words “is prohibited” before the words “in designated or required landscape areas”; and (iii) by adding the words “, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;” at the end of the subparagraph so that it reads as follows:

“(iv) Outdoor seating shall not be authorized in designated or required landscaped areas, parking lots or drive aisles, or in parking spaces located within a public way, except for good cause, and where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation, the safety of restaurant patrons and the public, and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, shall be adequately provided for;”

- (h) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, Subparagraph (b), by adding the following sentence at the end of the section:

“The Select Board may authorize seasonal temporary outdoor seating under this Section 6.9.2 (b) earlier than April 1 and later than October 31 of each year.”

- (i) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, by replacing the words “Board of Selectmen” with the words “Select Board”, in the second paragraph of the section so that it reads as follows:

“Items (a)(i), (a)(iii), (a)(v) and (b)(ii), (b)(iv), and (b)(vi) shall not apply during special town-wide festivals or events during the year as designated by the Select Board.”

- (j) Amend Section 6.9. Outdoor Seating, Subsection 6.9.2, Basic Requirements Seasonal Outdoor Seating, by deleting the last paragraph of the section and replacing it with the following paragraph to read as follows:

“Where there is authorization for the placement of seasonal temporary outdoor restaurant seating and where such seating could be interpreted to be an increase in the number of seats serving a restaurant, such seating shall not be counted toward the off-street parking or loading requirements, provided that (1) such seating remains seasonal and temporary; and (2) such seating does not increase capacity by more than thirty percent (30%) unless such increase is authorized by the Special Permit Granting Authority that granted the special permit allowing the use of the premises as a restaurant, with or without a hearing, as said Special Permit Granting Authority shall determine.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

CAPITAL ARTICLES

ARTICLE 7: APPROPRIATE FOR RIDGE HILL BUILDINGS DEMOLITION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$650,666 for the purpose of the demolition and removal of buildings at Ridge Hill Reservation, to be spent under the direction of the Permanent Public Building Committee and Town Manager and to meet this appropriation that \$231,000 be raised from the Tax Levy, that \$48,426 be transferred from Article 41 of the 2015 Annual Town Meeting, that \$15,000 be transferred from Article 43 of the 2016 Annual Town Meeting, that \$86,000 be transferred from Article 44 of the 2017 Annual Town Meeting, that \$26,805 be transferred from Article 41 of the 2017 Annual Town Meeting, that \$155,000 be transferred from Article 32 of the 2018 Annual Town Meeting, that \$37,315 be transferred from Article 5 of the May 14, 2018 Special Town Meeting, and that \$50,570 be transferred from Article 37 of the 2019 Annual Town Meeting,; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The 2019 Annual Town Meeting approved \$50,000 in feasibility funding for the demolition of buildings at the Ridge Hill site. This request would fund the demolition of the Ridge Hill Manor House and Garage at 463 Charles River Street. The existing barn structure is excluded from this scope. Most of the Ridge Hill Reservation is under the jurisdiction of the Conservation Commission, with approximately three acres under the authority of the Select Board. The demolition scope of work includes hazardous materials abatement and disposal; removal of an underground fuel storage tank (UST) at the garage; complete removal of all building elements, foundations, portions of the exterior paved areas and utilities associated with the subject structures and stabilization; and restoration of the site following demolition.

ARTICLE 8: APPROPRIATE FOR EMERY GROVER BUILDING DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$1,475,000 for engineering and design of renovation of and addition to of the Emery Grover Building and associated grounds, including the temporary use of the Hillside School as swing space and the creation of off-site parking at the Stephen Palmer Building, as well as costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

RESERVE ARTICLES

ARTICLE 10: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$674,900 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Article 38 of the 2019 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Article 38 of the 2019 Annual Town Meeting funded the replacement of the synthetic turf fields and associated improvements at Memorial Field and DeFazio Complex, and the project was completed under-budget. Town Meeting action is required to return the unspent funds to the Athletic

Facility Improvement Fund. Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of June 30, 2021 was \$270,203.

GENERAL ARTICLES

ARTICLE 11 **HOME RULE PETITION TO ADJUST NUMBER OF OFF-PREMISES LICENSES**

To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation authorizing said Board, as the local licensing authority, to issue licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138 of the General Laws up to the maximum number of such licenses authorized by section 17 of said chapter 138, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT AUTHORIZING THE TOWN OF NEEDHAM TO GRANT LICENSES FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES AND WINE AND MALT BEVERAGES NOT TO BE DRUNK ON THE PREMISES AS PROVIDED IN SECTION 17 OF CHAPTER 138 OF THE GENERAL LAWS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. The Select Board of the Town of Needham shall cause to be placed on the ballot at a regular or special election the following question:

“Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises in amounts up to the maximum number of such licenses authorized by section 17 of chapter 138 of the General Laws?”

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the select board.

If a majority of the votes cast in answer to that question is in the affirmative, the licensing authority of the town of Needham shall, notwithstanding anything contained in chapter 207 of the Acts of 2012 to the contrary, or in section 11 of chapter 138 of the General Laws, be authorized to issue licenses for both the sale of all alcoholic beverages not to be drunk on the premises and for the sale

of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138 of the General Laws in amounts up to the maximum number of such licenses authorized by section 17 of said chapter 138.

SECTION 2. This act shall take effect upon its passage.

Or to take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 14th day of September 2021.

Matthew D. Borrelli, Chair
Marianne B. Cooley, Vice Chair
Lakshmi Balachandra, Clerk
Marcus A. Nelson, Member
Daniel P. Matthews, Member

Select Board of Needham

A TRUE COPY

Attest:

Constable:



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 08/17/2021

Agenda Item	American Rescue Plan Act COVID-19 Funding Request
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will make a recommendation to the Board for the use of American Rescue Plan Act (ARPA) funds to support the Town's ongoing public health response to the COVID-19 pandemic, including the annual salary costs for: • 1 FT Public Health Nurse: \$80,000 • 1 FT Epidemiologist: \$70,000 • 2 PT Contact Tracers: \$60,000 • Total = \$210,000 This recommendation is for an immediate need – additional conversations will be held with stakeholders, boards and committees about future recommended uses.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to appropriate \$210,000 in ARPA funds to support a full-time public health nurse, a full-time epidemiologist, and two part-time contact tracers for 12 months, to address the Town's ongoing response to the COVID-19 pandemic.	
3.	BACK UP INFORMATION ATTACHED
a. HHS ARPA Spending Recommendation Memo	



NEEDHAM BOARD OF HEALTH



Memorandum

To: Katie King, Assistant Town Manager/Director of Operations
From: Timothy McDonald, Director of Health & Human Services and Assistant
Emergency Management Director
Date: August 9, 2021
Re: American Rescue Plan Act COVID-19 Spending Recommendation Memo

The COVID-19 Pandemic, which in Massachusetts reached its nadir in terms of cases and positive testing rate during the month of June, has regained momentum since the middle of July. Driven by the Delta Variant of COVID, cases counts in Needham and the town's positive testing rate have risen in the last three weeks. Whether the Delta Variant of COVID-19 produces a new months-long wave of COVID cases or whether the increase in cases is more short-lived is not clear at the present time.

In this memorandum, I outline American Rescue Plan Act (ARPA) spending priorities for the Needham Health & Human Services Department. The priorities, which are outlined briefly and which include a rough cost estimate, are intended to address one of three areas – ongoing operational needs to meet the direct challenges of COVID-19, increased investments to respond to the mental health impacts (both previously incurred and ongoing) of COVID-19 in the community, and resources to respond to the pandemic's ongoing disruption of the social, educational, nutritional, and physical activity needs of Needham's seniors.

These spending priorities are based upon my assessment of the department's needs and the needs of its constituent divisions. That assessment was informed by discussions with the professional staff of the Health & Human Services Department and those staff members' subsequent conversations with their own team members and the board members overseeing their divisions, along with my own discussions and the public deliberations of the Needham Board of Health.

Operational Needs to Meet the Ongoing Challenges of COVID-19

As late July's announcement of new mask guidance from the CDC has reinforced, the COVID-19 pandemic is not over and Needham should take steps now to plan and reserve resources to respond to the continued resurgence of the pandemic. Resource needs for continued COVID-19 response are largely confined to staffing in the public health nursing, contact tracing, and epidemiology areas.



NEEDHAM BOARD OF HEALTH



To address the needs of the COVID-19 pandemic, in July 2020 Needham posted a job opening for a full-time public health nurse to supplement the Town's existing staff members. Funded largely from salary savings in an effort to take advantage of CARES Act reimbursements, this role oversaw a team of three part-time contact tracers (who were partially grant-funded). The public health nurse was the primary liaison with the Needham Public Schools on COVID cases in children, as well as cases which arose in private schools, daycares, and after-school programs.

Although there is tremendous uncertainty about the course of the pandemic in Fall 2021 and over the winter, the staffing pattern noted above – a full-time nurse solely focused on contract tracing who oversees a small team of contact tracers – served Needham well and should be extended for an additional 18-24 months. **The annual cost for the full-time nurse is approximately \$80K in salary costs.** The contact tracing team of three will be reduced to two, although the two contact tracers together will work the same number of hours as the team of three did this past year. **The total annual cost for two 19.5 hr/week contact tracers is approximately \$60K.**

The Public Health Division has reserved funding from its Immunization Revolving Account to support the costs of further COVID-19 immunizations during the remainder of 2021 and into 2022. The working assumption is that in the fall, the FDA's Emergency Use Authorization for Pfizer (and possibly Moderna) will be extended down to either the 5-11 year age bracket or possibly even the 2-11 year age bracket. A secondary assumption is that at some point in the fall or the winter, a third "booster" shot of either Pfizer or Moderna vaccine will be required for immune-compromised individuals (and possibly for all seniors over 60 years of age). Funds have been reserved, and planning has begun, to support both of those immunization campaigns when they are authorized (and when vaccine is available). **No funding is requested to support the costs of additional COVID-19 vaccinations at this time.**

During the COVID-19 pandemic, the Town of Needham has undertaken tremendous efforts to provide information to the public. This process has been led, naturally, by the Town's Public Information Officer (PIO), yet the Public Health Division has played an important role in these efforts especially the Division's grant-funded part-time epidemiologist. She has worked closely with the PIO, and led the way in developing streamlined, comprehensive, and visually attractive information on the Town's COVID Dashboard. She has also developed the vast majority of all presentations, both internal and external, about COVID that my team and I have delivered over the last 12 months. The Public Health Division's grant expires in a few short weeks, but the need to collect, analyze, and display information to help educate and inform the public will remain. **Funding to support a full-time**

178 Rosemary Street, Needham, MA 02494
E-mail: healthdepartment@needhamma.gov

781-455-7940 (tel); 781-455-7922 (fax)
Web: www.needhamma.gov/health



NEEDHAM BOARD OF HEALTH



epidemiologist with a special focus in data visualization will cost approximately \$70K per year in salary.

Investments to Respond to Mental Health Impacts of COVID

Youth mental health problems have spiked during the pandemic, with family stress and financial shortfalls directly impacting youth. Those challenges have been exacerbated by the disruptions to learning and socialization over the past 18 months. During “normal” times, the Youth & Family Services (YFS) Division of HHS has a short list of children and families waiting to begin seeing a clinician for a course of mental health treatment. The length of that wait list has increased markedly – there is a growing volume of new clients clamoring for services, and current clients who might normally have finished a multi-month treatment plan and left YFS have instead developed new challenges and are not able or willing to end treatment.

To address this growing need for mental health services, YFS requests a full-time clinician for a period of 24 to 30 months. This would help the surge in mental health cases and ensure that youth receive services quickly. This full-time position would also help to support additional programming, parent support groups and needs assessments. **The total annual salary cost for this request is approximately \$70K.**

Additional needs, should funding be available, might support any of the following mental health priorities:

- Outside contracts with mental health experts to which YFS might refer particularly acute cases, for example a youth with complex eating disorder and self-harm behavior. The total cost for this request is approximately \$50K, comprised of five contracts with mental health experts at an annual value of \$10K each.
- The development and equipping/outfitting of a space at either Needham Town Hall or the Center at the Heights for the purposes of providing a multi-sensory environmental space in which to conduct therapeutic interventions. Commonly referred to as a Snoezelen® Room, the space makes it possible for the therapist to create an immersive environment for the patient with things like soothing sounds, low-level/reduced lighting, etc. The approximate cost to equip such a space is \$50K.
- Funding to support enhanced community education and awareness on mental health topics (community conversations on mental health, as well as additional trainings and community forums. The total costs for event planning, A/V needs, and refreshments would be approximately \$15K.



NEEDHAM BOARD OF HEALTH



Response to the Pandemic's Disruption of the Lives of Seniors

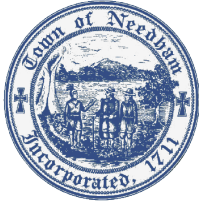
Senior isolation and depression during COVID-19 has been a major challenge that the Aging Services Division and the Council on Aging have worked hard to address. Challenges remain though, and the resurgence of the Delta Variant of COVID-19 has underscored the need for the Aging Services Division to simultaneously offer both virtual programs (for those seniors who are not yet comfortable interacting in large groups indoors) and in-person programs (for those seniors that want/need in-person activities and socialization). Available funding might support:

- Additional part-time staff to provide outreach and education services at an approximate annual cost of \$25K; and
- Supplemental funding for programs (largely costs of instructors and some supplies) to make up shortfalls in the Division's program revenue accounts. Virtually all programs offered at CATH are currently operating at a loss due to limited attendance (attendance is 25-30% of pre-pandemic levels currently), and the Division has not yet figured out a viable way to charge seniors for online programming. The estimated shortfall for FY 2022 is approximately \$30K, although this is a very rough estimate based on a series of large assumptions which may not turn out to be accurate as the year develops.

Thank you for your consideration of this memorandum. Please let me know if you have questions or concerns, or if I may provide additional information.

Sincerely,

Timothy Muir McDonald
Director of Health & Human Services
Assistant Emergency Management Director
Town of Needham



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 08/17/2021

Agenda Item	Town Manager's 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 SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
none	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

Agenda Item	Select Board Goal Setting FY2022 - 2023
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the FY2022 – 2023 Goal statement and consider additional items for inclusion.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote adopt the FY2022 – 2023 statement as amended by including the following initiatives: _____.	
3.	BACK UP INFORMATION ATTACHED
a. Select Board Goal Statement for FY2022- 2023 dated August 17, 2021 b. Items for Consideration dated August 17, 2021	

Select Board Goal Statement
August 17, 2021

PURPOSE

The purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

GOAL #1: Livable Needham plans for and invests in safe, well-maintained and attractive buildings and infrastructure that accommodate a diverse set of community needs. Needham:

- Promotes and sustains a secure, clean and attractive place to live, work and play.
- Provides a variety of housing types with a full range of affordability.
- Provides high-performing, reliable and affordable public infrastructure and Town services.
- Encourages and appropriately regulates sustainable development.
- Supports and enhances neighborhood livability and walkability for all members of the community.
- Coordinates with state and federal leaders to ensure access to safe, reliable and efficient public transit.
- Coordinates major infrastructure projects and communicates with impacted members of the Needham community.
- Prioritizes the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, under-used sidewalks.
- Explores targeted opportunities for parcel acquisition.

FY2022-2023 Initiatives	Description	Department(s) Responsible	Resources
1.1	Seek Funding for Ridge Hill Building Demolition	OTM/BCD/PPBC	STM Funding of \$650,666
1.2	Begin the Ridge Hill//Nike Assessment Phase 2 Project	SB/CC/OTM/PCD	
1.3	Seek Funding for DPW Facility Refresh	OTM/BCD/PPBC/DPW	
1.4	Participate on the Planning Board's Affordable Housing Study Committee	SB/PB/OTM/PCD	
1.5	Evaluate RTS Service Delivery Model to	DPW/OTM/SWAC	

	Guide Long-term Investment and Review Operational Efficiencies in the Short-term		
1.6	Explore options for reducing amount of public litter including General By-law re: Household trash & Funding for trash removal efforts	DPW/OTM	
1.7	Work with stakeholders to manage the impact of the COVID-19 Pandemic on the Town of Needham,	DPW/OTM/NPS/HHS	
1.8	Seek Funding for School Administration Building	SB/SC/NPS/OTM/BDC/PPBC/CPC	
1.9	Identify funding for School Master Plan projects & Participate in the Planning Process	SB/SC/OTM/FD/NPS/BDC/PPBC	
1.10	Review Cheney St. Zoning Referred by TM	SB/PB	Note: Contact Planning Board for Process
1.11	Evaluate use of ARPA Funding for Identified Infrastructure Projects	OTM/FD/DPW	

GOAL #2: Economically Vital – Needham has the economic opportunities and resources for residents and businesses to thrive in our community. Needham:

- Supports an environment for creativity, innovation and entrepreneurship.
- Promotes a well-educated, skilled and diverse work force that meets employers' needs.
- Fosters a collaborative and resource-rich regional business climate.

- Attracts, sustains and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members.
- Supports financial security, economic opportunity and social mobility for all.

FY2022-2023 Initiatives	Description	Department(s) Responsible	Resources
2.1	Evaluate Chestnut Street Redevelopment	SB/OTM/PB/PCD	
2.2	Identify Relief Programs for Small Businesses through ARPA Funding	OTM/FD/SB	
2.3	Evaluate Expansion of Snow Removal Efforts	DPW	
2.4	Support Zoning Proposals for Outside Seating	PCD	
2.5	Develop & Implement Regulations Guiding Outdoor Seating	OTM	

GOAL #3: Accessible & Connected - Needham has a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively. Needham:

- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient and clean mobility options.
- Supports a balanced transportation system that reflects effective land use, manages congestion and facilitates strong regional multimodal connections.
- Provides effective infrastructure and services that will encourage diverse populations to connect to nature and the larger community.
- Promotes transportation options to ensure we remain an age-friendly community.

FY2022-2023 Initiatives	Description	Department(s) Responsible	Resources
3.1	Seek Funding for a Parking Study that will evaluate parking needs, options, and types in the business districts and identify technology to manage parking.	OTM/DPW/FD/PCD	

3.2	Evaluate the role and composition of the TMAC, Transportation Committee, Rail Trail Advisory Committee and Complete Streets Committee.	SB/OTM/DPW/TC/TMAC	
3.3	Seek Funding for Noise Reduction/Quiet Zone Feasibility & Design	OTM/DPW	
3.4	Evaluate Future Use of the Rail Corridor between Dover and Newton	OTM/DPW/TC	
3.5	Implement the Downtown Redesign Phase 2	OTM/DPW	

GOAL #4: Healthy and Socially Thriving - Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic and social opportunities for all socioeconomic and age groups.
- Supports the physical and mental well-being of its community members.
- Fosters inclusion, diversity and equity.
- Promotes the installation of art and opportunities for community-led art projects.

FY20-2023 Initiatives	Description	Department(s) Responsible	Resources
4.1	Explore use of ARPA for public Art projects	OTM/NCAC	
4.2	Seek additional funding and expand services for mental and behavioral health needs	OTM/HHS	
4.3	Identify and implement strategies to hire, support and retain diverse staff at every level of the organization; measure	OTM	

	efforts and provide annual updates on progress.		
4.4	Continue to provide diversity, equity and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.	OTM	
4.5	Create a framework for how community members can effectively engage in conversations around race, diversity, equity, and inclusion, to build relationships and a stronger understanding of different perspectives and lived experiences.	OTM/SB	
4.6	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees; measure progress.	OTM/SB	
4.7	Continue NUARI meetings for FY2022, reviewing and providing guidance on recommendations, and provide support to other Boards & Committees on how to apply NUARI principles to their work.	OTM/NUARI	

4.8	Encourage Needham non-profit organizations, civic groups, and businesses to adopt or endorse, as appropriate, the vision statement.	OTM/SB	
4.9	Include a question in the bi-annual Town survey to gauge residents' perceptions of how welcoming and inclusive the Needham community is.	OTM	
4.10	Provide support to other Boards & Committees on how to apply NUARI principles to their work	OTM/SB/NUARI	
4.11	Develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion.	OTM/SB/HRC	
4.12	Develop a plan for use of ARPA funding to continue public health response to COVID-19	OTM/HHS	

GOAL #5: Safe - Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters. Needham:

- Enforces the law while considering the needs of individuals and community values.
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters.
- Fosters a climate of safety for individuals in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools and public places.

- Encourages shared responsibility, provides education on personal and community safety and fosters an environment that is welcoming and inclusive.
- Utilizes Complete Street principles to evaluate and prioritize pedestrian safety on our roadways.
- Prioritizes emergency planning and trainings for Town staff and the community to increase our collective preparedness and resilience.

FY2022-2023 Initiatives	Description	Department(s) Responsible	Resources
5.1	Actively monitor progress on the law enforcement recommendations that NPD Chief Schlittler presented to the Select Board on June 8, 2021.	OTM/SB/NPD	

GOAL #6: Responsibly Governed - Needham provides excellent customer experience, responsibly manages the Town's assets and makes data-driven decisions that are also informed by community engagement. Needham:

- Models stewardship and sustainability of the Town's financial, human, information and physical assets.
- Supports strategic decision-making with opportunities for engagement and timely, reliable and accurate data and analysis.
- Enhances and facilitates transparency, accuracy, efficiency, effectiveness and quality customer service in all municipal business.
- Supports, develops and enhances relationships between the Town and community/regional partners.
- Provides assurance of regulatory and policy compliance.
- Reviews and updates Town policies and regulations.
- Identifies opportunities for departmental consolidation and efficiency improvement.
- Identifies opportunities for streamlining permitting processes.

Provides open access to information, encourages innovation, enhances communication and promotes community engagement

FY2022-2023 Initiatives	Description	Department(s) Responsible	Resources
6.1	Meet regularly with other boards and committees	OTM/SB	
6.2	Expand the number of boards and committees that can host hybrid meetings by investing in technology and facility	OTM	

	improvements (potentially ARPA funded)		
6.3	Seek additional package store licenses by filing a Home Rule petition to match the State quota system	OTM/SB	
6.4	Create a Public Comment Component at Select Board Meetings as part of the formal agenda.	SB	
6.5	Develop a Select Board orientation package	OTM	
6.6	Develop a Select Board/Committee code of conduct – policy manual	OTM/SB	
6.7	Expand community engagement efforts including growing the newsletter distribution, and implementing micro-polling and restoring the citizen satisfaction survey	OTM	
6.8	Update the Town website	OTM	
6.9	Renew all three cable franchise licenses	OTM	

GOAL #7: Environmentally Sustainable – Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth's resources; and cares for ecosystems. Needham:

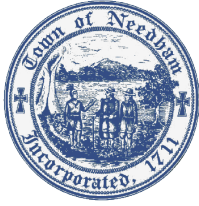
- Maintains a sense of urgency around climate change.
- Promotes sustainability, including transitioning from fossil fuels to clean, renewable energy.
- Ensures the efficient use of natural resources.
- Protects and enhances the biodiversity and productivity of ecological systems.

FY2022-2023 Initiatives	Description	Department(s) Responsible	Resources
----------------------------	-------------	------------------------------	-----------

7.1	Develop a Climate Action Plan	OTM/DPW/BDC	Note: Identify 2 members to work on this project.
7.2	Identify parcel acquisition to comply with LWCF requirements	OTM/P&R	

Select Board Goal Setting FY2022 – 2023
Items for Consideration
August 17, 2021

1. Extension of Community Farm Lease.
2. Explore Access to Bathrooms at Playgrounds and Fields.
3. Explore Zoning to Allow Brewery/Brew Pub Uses.
4. Explore creation of a skate park.
5. Consider a memorial acknowledging the history of slavery in Needham.
6. Consider Tree preservation strategies.
7. Evaluate the role of the HRC.
8. Seek funding to upgrade tennis courts.
9. Discuss Goal Setting Process for future years (build in time to seek input from other boards).
10. Settle contracts with employee unions.
11. Work to reach agreement on alternatives to the Civil Service system.
12. Evaluate the results of the LWV study on Town Government.
13. Building community use space - perhaps at Ridge Hill - or alternative area that could include function/auditorium venue.
14. Oversight of police department - fundamental need given the lawsuit - engage a consultant to review our policing policies and help rewrite operations guidelines, including de-escalation matters and complaint/IA processes, required bias reviews etc.; Create a Citizens' Advisory committee – this could start with the Human Rights Committee - and empower the Committee to make policy changes in this area. (We may also want to publicly state that the Select Board is undertaking a disciplinary review of public safety and possible actions include suspension or dismissal. Include a disciplinary review starting immediately and take disciplinary actions this year - especially regarding hiring and management of relatives).
15. Townwide sidewalk improvement, snow removal, and safety considerations.
16. Creating Term Limits for Select Board, School Committee, and Planning Board.
17. School bus funding.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 8/17/2021

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 SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
	(Describe backup below) None

Committee	Member	Term Expiration
Board of Appeals	Jonathan D. Tamkin	6/30/2024
Commission on Disabilities	Deborah Heller	6/30/2024
Commission on Disabilities	Mani G. Iyer	6/30/2024
Commission on Disabilities	Barbara Moss	6/30/2024
Commission on Disabilities	Carol E. Thomas	6/30/2024
Commission on Disabilities	Dale Wise	6/30/2024
Community Preservation Committee	Joseph P. Barnes	6/30/2024
Conservation Commission	Stephen Farr	6/30/2024
Conservation Commission	Alison G. Richardson	6/30/2024
Council of Economic Advisors	Stuart B. Agler	6/30/2024
Council of Economic Advisors	Adam Block	6/30/2024
Council of Economic Advisors	Lise Elcock	6/30/2024
Council of Economic Advisors	Adam T. Meixner	6/30/2024
Council On Aging	Carol de Lemos	6/30/2024
Council On Aging	Daniel Goldberg	6/30/2024
Council on Aging	Lianne Relich	6/30/2024
Needham Council for Arts and Culture	Anne M. McCaffrey	6/30/2024
Needham Council for Arts and Culture	Julia Gould	6/30/2024
Needham Council for Arts and Culture	Elizabeth Millane	6/30/2024
Design Review Board	Len Karan	6/30/2024
Golf Course Advisory Committee	Daniel Dain	6/30/2024
Historical Commission	Gloria Greis	6/30/2024
Historical Commission	Jeffrey Heller	6/30/2024
Human Rights Committee	Amelia Klein	6/30/2024
Human Rights Committee	Jennifer Howard Schroeder	6/30/2024
Metropolitan Area Planning Council	Maurice P. Handel	6/30/2024
Needham Cmt. Revitalization Trust Fund	Carol de Lemos	6/30/2024
Needham Cmt. Revitalization Trust Fund	Paul Good	6/30/2024
Needham Community Television Dev Corp	Arnold Goldstein	6/30/2024
Needham Community Television Dev Corp	Michael Greis	6/30/2024
Needham Community Television Dev Corp	Jonathan D. Tamkin	6/30/2024
Needham Unite Against Racism (NUARI)	Marianne Cooley	6/30/2022
Needham Unite Against Racism (NUARI)	Jennifer Howard Schroeder	6/30/2022
Needham Unite Against Racism (NUARI)	Marcus Nelson	6/30/2022
Needham Unite Against Racism (NUARI)	Jay Spencer	6/30/2022
Needham Unite Against Racism (NUARI)	Ramin Abrishamian	6/30/2022
Needham Unite Against Racism (NUARI)	Vivian Hsu	6/30/2022
Needham Unite Against Racism (NUARI)	Natasha Espada	6/30/2022
Needham Unite Against Racism (NUARI)	Dr. Olutoyin Fayemi	6/30/2022
Registrars of Voters	Ann Cosgrove	6/30/2024
Solid Waste Disposal/Recycling Advisory	Wells Blanchard	6/30/2024
Solid Waste Disposal/Recycling Advisory	Jeffrey Heller	6/30/2024
Traffic Management Advisory	Anthony L. Delgaizo	6/30/2024
Traffic Management Advisory	Rhain Hoyland	6/30/2024
Youth Commission	Kevin Keane	6/30/2024



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

August 11, 2021

Mr. Matthew D. Borrelli, Chairman
Select Board
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Borrelli:

Under M.G.L. chapter 54, section 12, I am enclosing a list of Election Workers recommended for appointment for 2021-2022.

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

Sincerely,

Theodora K. Eaton, MMC
Town Clerk

Election Workers 2021-2022

Last Name	First Name	St.#	Street Name	Town	State	Zip Code	Party
Amsbary	Elizabeth G.	19	Cimino Road	Needham	MA	02494	D
Anderson	John C.S.	58	Whittier Road	Needham	MA	02492	D
Anderson	Myra	58	Whittier Road	Needham	MA	02492	D
Avedikian	Isabel	148	Valley Road	Needham	MA	02492	U
Bailit	Julie E.	33	Perry Drive	Needham	MA	02492	D
Baker	Julia S.	39	Page Street	Brunswick	ME	04011	U
Belkin	Elaine J.	41	Highland Court	Needham	MA	02492	U
Belval	Josephine	1208	Greendale Ave #221	Needham	MA	02492	U
Benner	Kimberly C.	22	Fuler Brook Avenue	Needham	MA	02492	D
Blomberg	Stephen E.	310	Harris Avenue	Needham	MA	02492	U
Bosselaert	Doris D.	141	Chestnut Street #106	Needham	MA	02492	U
Brailey	Barbara N.	229	High Rock Street	Needham	MA	02492	R
Brain	Anne	25	Ridgeway Avenue	Needham	MA	02492	D
Brooks	Dorothy G.	217	Broadmeadow Road	Needham	MA	02492	U
Burns	Moy T.	563	Chestnut Street	Needham	MA	02492	D
Carey	Patricia	1202	Greendale Avenue #103	Needham	MA	02492	U
Carroll-Rogan	Mary Ellen	14	LaSalle Road	Needham	MA	02494	U
Cavicchio	Clelia M.	43	George Aggott Road	Needham	MA	02492	U
Cherot	Diana P.	345	Harris Avenue	Needham	MA	02492	D
Ciesielski	Kenneth J.	1235	Great Plain Avenue	Needham	MA	02492	U
Coen	Gina C.	46	Avalon Road	Needham	MA	02492	D
Connolly	Jean M.	88	Gayland Road	Needham	MA	02492	U
Cummings	Lawrence R.	27	South Street	Needham	MA	02492	U
Cummings	Margaret A.	27	South Street	Needham	MA	02492	D
Cusack	Barbara J.	41	Curve Street	Needham	MA	02492	D
Dangel	Robert S.	28	Hewitt Circle	Needham	MA	02494	U
Doherty	Philip E.	122	Tudor Road	Needham	MA	02492	U
Ecsedy	David	20	Holland Terrace	Needham	MA	02492	U
Giuditta	Grace Barbara	28	Austin Street, #204	Newton	MA	02460	D
Gluck	Liam	79	Whittier Road	Needham	MA	02492	D
Hall	Theresa A.	51	Bonwood Road	Needham	MA	02492	U
Handel	Barbara R.	43	Tillotson Road	Needham	MA	02492	U
Harris	Marilyn	757	Highland Ave #202S	Needham	MA	02494	U
Hart	Elizabeth	154	Hillside Avenue #1	Needham	MA	02494	D
Hart	Samuel	154	Hillside Avenue #1	Needham	MA	02494	U
Haskell	Eleanor B.	173	Stratford Road	Needham	MA	02492	U
Haslip	Nancy C.	43	Whitman Road	Needham	MA	02492	U
Herrick	Walter D.	131	Pine Grove Street	Needham	MA	02494	U
Higgins	Paula S.	159	Hillcrest Road	Needham	MA	02492	D
Hines	Betsy K.	135	Lindbergh Avenue	Needham	MA	02492	U
Jacques	Katherine P.	41	Hancock Road	Needham	MA	02492	D
Jacques	Steven N.	41	Hancock Road	Needham	MA	02492	D
Jarvis	Susan	58	Gay Street	Needham	MA	02492	D
Johnson	Anne C.	87	Taylor Street	Needham	MA	02492	U
Jurgens	Kathleen K.	73	May Street	Needham	MA	02492	U
Katz	Sharon	22	Curtis Road	Needham	MA	02492	D
Kelly	Kathleen M.	883	Greendale Avenue	Needham	MA	02492	U
Kelly	Mary (Lee).	401	Hunnewell Street	Needham	MA	02494	U
Klepadlo	Shirley J.	23	Blake Street	Needham	MA	02492	U
Kordas	Mary R.	34	Mackintosh Avenue	Needham	MA	02492	U
Koss	M. Gerald	815	Webster Street	Needham	MA	02492	U
Larkin	Lee R.	90	Fair Oaks Park	Needham	MA	02492	D
Larsen	Shawn Z.	145	Broadmeadow Road	Needham	MA	02492	D
Lawless	Richard T.	159	Hillcrest Road	Needham	MA	02492	D
Loderick	Kenneth J.	63	Whiting Way	Needham	MA	02492	R
Macrina	Mary L.	68	Page Road	Needham	MA	02492	D
Madsen	Fabienne A.	45	Walnut Street	Needham	MA	02492	R
Mather	Marcia	85	Grove Street, #110	Wellesley	MA	02482	U

Election Workers 2021-2022

Mays	Phyllis M.	141	Chestnut Street #303	Needham	MA	02492	D
McCann	Maureen	43	North Hill Avenue	Needham	MA	02492	U
McKernan	Mary B.	96	Plymouth Road	Needham	MA	02492	U
Mecagni	Eileen A.	173	Valley Road	Needham	MA	02492	D
Melick	Phyllis K.	508	Great Plain Ave	Needham	MA	02492	U
Mercer	Elizabeth	67	Mayo Avenue	Needham	MA	02492	U
Merrick	Irene	94	Elder Road	Needham	MA	02494	U
Mitov	Kalin	21	Erick Road, #12A	Mansfield	MA	02048	U
Muckerheide	Linda N.	22	River Park Street	Needham	MA	02494	U
Mulrenan	Kristen	16	Woodledge Road	Needham	MA	02492	U
Newton	Helen T.	449	High Rock Street	Needham	MA	02492	U
Ogilvie	Judith S.	47	Powers Street	Needham	MA	02492	U
O'Keeffe	Kathleen J.	51	Alden Road	Needham	MA	02492	U
Pelletier	Claire E.	182	Linden Street Apt D	Needham	MA	02492	D
Pendergast	Lily D.	37	Lafayette Lane	Norfolk	MA	02056	U
Poness	Evelyn	72	Marked Tree Road	Needham	MA	02492	D
Prihoda	Audrey	107	Lexington Avenue	Needham	MA	02494	D
Roman	Josephine A.	136	Valley Road	Needham	MA	02492	U
Rosenstock	Steven	44	Bess Road	Needham	MA	02494	U
Rosenstock	Carol	44	Bess Road	Needham	MA	02494	U
Rovner	Miriam J.	40	Cynthia Road	Needham	MA	02494	U
Rovner	Gerard C.	48	Cynthia Road	Needham	MA	02494	D
Rutter	David L.	163	Paul Revere Road	Needham	MA	02492	U
Schaller	Colleen F.	24	Avon Circle	Needham	MA	02494	U
Schvimer	Theodor A.	865	Central Avenue #A317	Needham	MA	02492	D
Shah	Kalpana M.	168	Linden Street, Apt B	Needham	MA	02492	U
Singer	Barry	144	Evelyn Road	Needham	MA	02494	D
Slattery	Jean	205	Linden Ponds Way, Unit #511	Hingham	MA	02043	U
Smith-Marston	Martha A.	1052	Webster Street	Needham	MA	02492	U
Smookler	Arlene	174	Pine Grove St	Needham	MA	02494	U
Sullivan	Mary B.	75	Audrey Avenue	Needham	MA	02492	D
Tedoldi	M. Kathleen	13	Maple Street	Needham	MA	02492	U
Tierney	Margaret A.	378	Central Avenue	Needham	MA	02494	U
Tirrell	Joan M.	389	Manning Street	Needham	MA	02492	U
Toran	Sarah A.	945	Central Avenue	Needham	MA	02492	U
Traub	Julie	17	Hasenfus Circle	Needham	MA	02494	R
Venditti	Judith	6	Lindbergh Avenue	Needham	MA	02492	U
Walsh	Ann M.	900	Greendale Avenue #12	Needham	MA	02492	U
Wegner	Ruth	27	Dartmouth Ave	Needham	Ma	02492	U
Weinstein	Jane	79	South Street	Needham	MA	02492	U
Wolfe	Cynthia	191	Fox Hill Road	Needham	MA	02492	R
Woodward	Natalie S.	213	Rock Street, #K5	Norwood	MA	02062	D
Yanofsky	Helaine	111	High Rock Street	Needham	MA	02492	U
Zwible	Joan C.	700	Webster Street	Needham	MA	02492	U

**7.Town of Needham
Select Board
Minutes for Tuesday, July 20, 2021
Needham Town Hall
Powers Hall
and
Via ZOOM**

<https://us02web.zoom.us/j/89630461352>

- 5:15 p.m. Call to Order:
A meeting of the Select Board was convened by Chair Matthew D. Borrelli. Those present were Marianne Cooley, Daniel P. Matthews, Lakshmi Balachandra, Marcus Nelson, and Town Manager Kate Fitzpatrick. Dave Davison, ATM/Finance, and Katie King, ATM/Operations joined the public portion of the meeting at 6:00 p.m. Recording Secretary Mary Hunt recorded the meeting remotely.
- 5:15 p.m. Executive Session: Exception 3 - Litigation & Collective Bargaining
Motion by Ms. Cooley that the Select Board 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, to reconvene in Open Session at 6:00 p.m.

Second: Mr. Matthews. Mr. Borrelli polled the Board. Unanimously approved 5-0.
- 6:01 p.m. The public portion of the Select Board meeting of July 20, 2021 was convened by Chair Matthew D. Borrelli.
- 6:02 p.m. Proclamation for India Day August 15, 2021:
Ms. Cooley read a proclamation recognizing August 15, 2021 as India Day in the Town of Needham.

Motion by Ms. Cooley that the Select Board of the Town of Needham does hereby proclaim August 15, 2021 as India Day and encourages all residents to join the Indian Community to celebrate and commemorate its 75th Independence Day.
Second: Mr. Nelson. Unanimously approved 5-0.

Mr. Borrelli invited residents to attend an event on August 15th to commemorate the occasion, which will be held on the Town Common.
- 6:05 p.m. Proclamation for Purple Heart Day in Needham August 7, 2021:

Ms. Cooley read a proclamation recognizing Needham as a Purple Heart Community and that August 7, 2021 will be considered Purple Heart Day in Needham.

Motion by Ms. Cooley that the Select Board of the Town of Needham does hereby proclaim that Needham is a Purple Heart Community, and that August 7, 2021 will be considered Purple Heart Day in Needham. The Select Board encourages all residents and businesses to display the American Flag and recognize Purple Heart recipients on that day, honoring the service and sacrifice of our military personnel.

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

6:08 p.m. Boston Children's Hospital Project Update: (Via Zoom)
Michael Gillespie, Vice President Clinical Services, Boston Children's Hospital and Lisa Hogarty, Senior Vice President of Real Estate Planning and Development, Boston Children's Hospital updated the Board on the Boston Children's Hospital's planned pediatric ambulatory surgical and pediatric specialty care facility. An update on the state regulatory process and next steps in Needham was provided.

A PowerPoint presentation titled "Boston Children's Needham," dated July 20, 2021 was viewed.

Mr. Gillespie discussed the five goals of the project including an ongoing commitment to improving the health and well-being of children throughout Massachusetts in a convenient, lower costs setting. He said the project will benefit patients, families and surrounding communities, as well as continue to meet the steadily growing and unique needs of children. Mr. Gillespie showed a map of the location and renderings of the 224,000 sq. ft. pediatric facility at 380 1st Avenue in Needham Crossing.

Ms. Hogarty discussed town engagement in developing a zoning amendment to allow for a medical facility, parking, PILOT, Community Host Agreement, and the estimated timeline.

Mr. Borrelli asked about the projected timeframe for groundbreaking and completion of the facility.

Ms. Hogarty said conservatively, groundbreaking will take place in the summer of 2023 and completion of the project is anticipated sometime in 2025.

The Board thanked Mr. Gillespie and Ms. Hogarty for the presentation and indicated their full support for the project.

6:20 p.m. Hearing: Change of Manager, Needham General Store (Via Zoom)
Megan Pesce, Proposed Manager of the Needham General Store, 399 Great Plain Avenue spoke with the Board about an application submitted for a change in

manager. A review indicates Ms. Pesce meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.

Motion by Ms. Balachandra that the Select Board approve the application for a Change in Manager to Megan Pesce for The Needham General Store, 399 Great Plain Avenue.

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

6:23 p.m. Appointments and Consent Agenda:
Motion by Mr. Matthews that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA *=Backup attached

- 1.* Approve Minutes of June 22, 2021 (Open Session).**
- 2. Authorize the consumption of alcohol, as defined by M.G.L. c. 138, Section 1, that has been sold in association with take-out service of food pursuant to Section 13 of c. 53 of the Acts of 2020, as amended by c. 20 of the Acts of 2021, at the Town Common, the Needham Heights Common/Avery Square, and Eaton Plaza under the provisions of Section 3.1.9 of the General By-laws of the Town until May 1, 2022.**
- 3. Approve the utilization of two parking spots at meters #167 and #168, near 1037 Great Plain Avenue, for free, 10-minute parking until the conclusion of the Shared Streets parklet pilot.**
- 4.* Approve Common Victuallar Application from PM Story Corporation d/b/a Little Spoon 952 Great Plan Ave, Needham for remainder of 2021**
- 5.* Ratify a One Day Special License for Lindsay Martin of Needham Pool and Racquet Club who hosted its Beers, Bags and BBQ event on Friday, July 9, 2021 6:00-9:00pm. The event was held at Needham Pool & Racquet Club, 1550 Central Avenue, Needham Police Department approved this event.**
- 6.* Approve a request from Jessica Rice Race Coordinator for Jog Your Memory 5k to hold a 5K Road Race in Needham. The event is scheduled for September 12, 2021 set-up starting at 6am, registration 8am and race to start at 9am. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
- 7.* Approve a request from Hilary Ryan with Charles River Center to hold a 5K Road Race in Needham. The event is scheduled for September 26, 2021 starting at 9am. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
- 8.* Approve a 2021 Weekday and Sunday Entertainment license for the Rotary Club of Needham who will be hosting a carnival July 22 – July 25, 2021.**
- 9.* Approve India Independence Day to be held on the Town Common on August 15, 2021 hosted by the Indian Community of Needham.**

10. **Accept the following donation made to the Needham Community Revitalization Trust Fund: \$2500 from Holly and Bruce Johnstone.**
- 11.* **Approve and sign Water & Sewer Abatement #1307**
12. **Accept the following donations received by the Needham Public Library for the period of April 1, 2021 to June 20, 2021: Faith Crisley donated a copy of Micha Shalev's book, A Practical Guide for Alzheimer's & Dementia Caregivers (\$15.50); John and Megan Dwyer donated \$250 for the purchase of children's books and crafts; The following people made donations to the library in memory of Eleanor Gross: Barbara Cusack \$25.00, Stuart and Caroline Golder \$25.00, Jacqueline Duchin, Vanessa Robinson, and Amy Sherman \$160.00, Ann Egan \$25.00; The Needham Community Council gave the library \$360.00 for the purchase of child abuse prevention books; Marilyn Shesko gave the Friends of the Library several boxes of Greg's books. The Friends gave the library two items that were included with the books: A first-day of cancellation envelope that featured an N.C. Wyeth painting and a 1958 plan for a major library renovation. Both items were placed in the Archives collection. The library renovation was built and completed in the early 1960s. Donna and Thornton Kell donated funds to purchase an additional copy of The Splendid and the Vile by Erik Larson (\$32.00); Ann MacFate gave the library \$250.00 for the purchase of large print books in memory of Irene MacFate; Frances S. Wolff sent the library a check for \$150.00, as a "thank you" for incredible service; The Eliot School Staff donated \$600.00 for the purchase of children's books in honor of retiring teacher Priscilla Fisch; Kristen Toohill donated \$75.00 for the purchase of audiobooks; Barbara Apstein made a \$100 donation in appreciation of the Needham librarians who worked extra hard to make books available during the 2020-21 Pandemic lockdown; John Russo donated \$50 for the purchase of new books.**
- 13.* **Accept the following donations received by Needham Youth & Family Services for the Crisis Support Donation Fund: Brian and Jane Weinstein \$100, Matthew and Deena Leibman \$50, Stacy Blasberg and Raymond Lovett \$50, Sandra Joan Shefelbine and Victor Seidel \$50, Stacy Marino and George Olson \$50, Ilan and Karen Barzilay \$100, Timothy and Catherine Dittmer \$50, Meredith and Andrea Lipman \$30, Hao Xing and Mengding Qian \$50, Kimberly Trudeau and Pedro Teixeira \$25, Matthew Noble and Emily Dill \$75, Erica Hitchings \$100, Wayne and Courtney Olson \$25, Kathryn Crowley \$25, Peter and Alexius Fisher \$50, Harry Schechter and Michelle Keefe \$50, Wilson and Kate Owens \$50, Joseph Duong \$50, Makenzie Wolf \$20, Jennifer and David Rutley \$30, Eric and Jennifer Trachtenberg \$50, Matthew and Katherine Frankel, \$50, Susan and John Lynch \$30, Jennifer Collings \$350, Hannah Gilbert and Jamie Pina \$25, John and Kaitlin Nagle \$100, David and Joanna Noon \$20, Alyssa and Matthew Kence \$50, Mark and Jessica Larochelle \$35, Angela and Zhou Jiang \$100, Dianne and Joseph Camozzi \$100, Michael and Andreia Stiffler \$50, Benjamin Davis and Kristen Morrill \$50, Amy and Adrian Chan \$50, Stacie Goddard and Paul Macdonald \$20, Adam Muzikant \$50, Morgan and Abigail Hays \$90, Emily Gaberman \$100**
14. **Accept a \$2,000 donation made to the Needham Health Division's Traveling Meals Program from an Anonymous Donor.**
15. **Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify - Wm. Christopher Kent	8 James Ave.	James Ave.	7/3/21	N/A	4pm- -11pm
Nicole Foster	38 Mayflower Rd	Mayflower Rd. between GPA & Alden Rd.	9/11/21 9/12/21		4pm-8pm
Liv Nash	200 Great Plain	38 Ellicot Street	9/12/21	N/A	2pm-4pm
Kim Marie Nicols	12 Crescent Road	Crescent Road, between West St & Union St.	9/26/21	N/A	3pm-7pm
Cindy Osgood	27 Laurel Drive	Lower Laurel	9/18/21	9/19/21	4pm-8pm

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

6:24 p.m.

Welcome Norfolk County Sheriff:

Patrick McDermott, Norfolk County Sheriff met with the Select Board to discuss how the Norfolk County Sheriff's Office can work hand in hand with communities like Needham. Sheriff McDermott, who took office in January 2021, gave a brief background of his education and work experience, noting he has been an attorney for over 20 years. He particularly noted his experience running the Registry of Probate and the family court in Canton, MA, as well as his work in the trial court focusing on access to justice issues.

He said he welcomes the opportunity to bring a new perspective on his vision of public safety. Sheriff McDermott said his mission is to make sure the sheriff's office serves as a public safety resource for Needham and the other 28 communities in Norfolk County. He commented on the term "public safety" saying it's time to reconsider what that actually means. He stated it is more than just putting criminals in jail, noting a proactive approach to the conditions that make residents feel safe and the conditions that make certain residents enter into the criminal justice system in the first place. Discussion ensued on mental health, substance use issues, and recidivism. Sheriff McDermott commented on a community level collaboration between criminal justice, behavioral health, treatment organizations, health care, and social services. He noted the reinvestment in re-entry programs through a collaboration with the trial court and the probation department, commenting on community-based rehabilitation tools, ie: cognitive behavioral therapy, education, employment counseling, housing, and community service opportunities through the 18 justice centers throughout the Commonwealth. Discussion ensued on community outreach programs with a focus on the youth and senior citizens. He noted several "cutting edge" programs for senior citizens, particularly the "Are You OK?" automated phone program to call participating seniors in the morning hours. He commented on a recently received grant to put all program pamphlets into multiple languages to meet the diverse needs of the community. He noted all resources available to the sheriff's department are also available to all local police

and fire departments, including school resource officers and canine units. Sheriff McDermott said programming is not just about stopping crime, but about making sure every resident feels safe from crime, COVID 19, substance use, and systemic racism. He said issues must be tackled and coordinated together, and that each town is different. Sheriff McDermott concluded his goal is to work closely with Needham to meet the needs of the town. He said anyone is welcome to contact his department at norfolksheriff.com or info@norfolksheriffma.org.

Mr. Borrelli thanked Sheriff McDermott, noting the tremendous list of initiatives.

Mr. Matthews asked how many men are currently in custody? He asked about COVID-19 vaccinations, diversity hiring, and recidivism?

Sheriff McDermott said 332 individuals are currently at the facility, including 64 individuals who are sentenced inmates and men awaiting trial. He is hopeful the trial court will reopen for trials to begin. Sheriff McDermott said while there was a COVID outbreak shortly after he began his tenure, only one inmate was hospitalized and who has since recovered. He noted currently there are no COVID cases, but vaccinations have been a challenge due to cultural issues. Sheriff McDermott commented on diversity hiring of uniformed and civilian staff, including a new diversity officer. Sheriff McDermott commented on post-incarceration and building trust with individuals to make sure they have housing, a job, education etc., once they leave the facility.

The Board thanked Sheriff McDermott for the update.

6:50 p.m.

Director of Public Works:

Carys Lustig, Director of Public Works provided the Board background and suggested language for a By-law change prohibiting the disposal of household refuse in public trash cans to reduce public litter and appropriately recover costs for household trash disposal.

Ms. Lustig said the issue of public litter has been a problem for a long time, noting it is not unique to Needham. She commented on a potential By-law change, suggesting a fine of \$200 per offense. Ms. Lustig said town counsel guidance was sought and she discussed other action items that could help alleviate the problem.

A brief PowerPoint presentation was viewed.

Mr. Nelson commented on other action items and the \$200 fine.

Ms. Cooley suggested the By-law be separated from the fee schedule. She concurred that the problem has been occurring for a long time.

Ms. Balachandra suggested more Big Belly trash cans in town.

Mr. Matthews suggested a lower first offense fine of \$50 and a graduated fine schedule.

Mr. Borrelli said a \$200 fine for the first offense is appropriate, noting his full support of the By-law. He said the problem has been on-going and thanked Ms. Lustig for her initiative and creative solutions on the issue.

7:04 p.m. Town Manager:

1. Accept and Refer Zoning

Ms. Fitzpatrick told the Select Board that the Planning Board, at its meeting of July 14, 2021, voted to place the following article on the warrant for the October 25, 2021 Special Town Meeting: (1) Article 1: Amend Zoning By-Law – Outdoor Seating. She noted under State law, the Select Board has 14 days to accept the proposed amendments and refer them to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.

Ms. Fitzpatrick said Cyndi Roy-Gonzalez, Public Information Officer, will also provide an update on the outdoor dining public survey.

Motion by Ms. Balachandra that the Board vote to accept the proposed zoning article (1) Amend Zoning By-Law - Outdoor Seating for referral to the Planning Board for its review, hearing, and report.

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

Cyndi Roy-Gonzalez, Public Information Officer said she was surprised by the level of survey engagement and explained the survey asked folks whether they liked outdoor dining and if they wanted to continue it beyond April 2022. She noted a total of 1,233 respondents, with 1,194 responding saying they would like outdoor dining to continue. Discussion ensued on feedback of zoning changes, questions and concerns from the public, and the guiding principles for outdoor dining.

Ms. Cooley said she appreciates the feedback commenting on parking and meters, equity, and considerations for businesses other than restaurants.

Ms. Balachandra said the survey information is fantastic. She suggested expanding metered zones and noted new high tech parking meters in Dedham.

Mr. Matthews suggested flexibility through the pandemic recovery, the need for parking, and the potential to revisit zoning in the downtown to allow for apartment construction. Mr. Matthews said people must be patient, proactive, and thoughtful.

Mr. Nelson said overall re-evaluation is necessary, as times will continue to change. He said it is important for people to remember that not everything will be able to be done right away.

Mr. Borrelli said there must be a reasonable and fair licensing fee for businesses to use outdoor space for dining. He commented on the potential for a public hearing.

2. Special Municipal Employee Designation

Ms. Fitzpatrick commented on updating the list of Special Municipal Employees with the state Ethics Commission. She noted Needham has not updated the list in quite a while and reviewed changes including additional positions and positions for which this status may now be rescinded. She explained the difference between Special Municipal Employees and Regular Municipal Employees.

Mr. Borrelli asked for Board comment.

Ms. Balachandra said she understands the historic nature of the list, but is confused with the designations, noting some looming ethics concerns. She said it feels like there may be a conflict of interest, suggesting not having Special Municipal Designations.

Mr. Borrelli clarified the idea is to allow people who volunteer in Needham to be able to work on town boards and committees. Ms. Cooley said while she supports the designation, suggesting the Select Board is different and it is worthwhile making it clear it be considered regular town employees for the purpose of the law. Ms. Cooley said there are things that could be talked about going forward to make clearer how designations work.

Mr. Matthews said the law allowing for Special Municipal Employees is one set aside because it recognizes all towns operate on the basis of volunteer service or employees who serve in some way. He said the designation is to allow for a lower standard for routine activities that most people wouldn't think are technically a conflict of interest. Mr. Matthews said Board members should not have to vote if they are not comfortable, suggesting deferring the item for a couple of weeks so questions can be addressed. He reiterated it is a standard piece of business that is necessary to "avoid tying people up in red tape" over the operation of ordinary community activities. He suggested contacting the state Ethics Commission for clarification.

Ms. Balachandra said she appreciates the designation, but it appears to raise the potential for conflict of interest or blurring lines of service and contracts for business. She concurred with the suggestion to defer the issue.

Mr. Borrelli said the Board must act one way or the other and would like to see a vote happen at the next Select Board meeting.

3. Review FY 2021-2022 Goals

Ms. Fitzpatrick updated the Board on the status of the FY 2021-2022 goals prior to the Board goal setting process for FY 2023-2023. She reviewed the goals, saying the majority of the Board's time was spent on managing the Town's response to the

Covid-19 pandemic to get schools open, having the ability for in-person and public Zoom meetings, holding Town Meeting outside, and reopening town buildings and offices. Discussion ensued on the budget, vaccine clinics, the creation of the Needham Unite Against Racism Initiative Working Group, Over Zero Needham Response/Resiliency Network Workshop, among a number of other items.

Mr. Borrelli recognized the temporary goal of managing the Town's response to Covid-19 and thanked all employees for their help getting the Town through a very difficult time. He asked for comments from the Board.

Mr. Matthews said the list is a good summary, suggesting Board members read the entire document in preparation for the next goal setting process. He noted there are more goals on the list that can be accomplished, saying it is up to the Select Board to make it all fit, while making some hard decisions.

Ms. Balachandra agreed with Mr. Matthews. She noted the list of goals is exciting, cautioning there are new voices on the Board and hopes there is room for newness.

Ms. Cooley reiterated more ideas and new ideas every year is challenging. She said it is a balance between ideas and available resources. Ms. Cooley commented on the list of Guiding Principles.

Ms. Fitzpatrick asked Ms. King to update the Board on the Town's status on the on-going COVID-19 pandemic.

Ms. King reported Needham's infection rates overall are very low, with 10 confirmed cases in July. She said the average daily rate is 1.7 cases/100,000 people, with a positivity rate of 0.4%. Discussion ensued on the Delta variant. Ms. King said Needham is doing very well with vaccinations, noting 86% of the town's population has received at least one dose, with 78% of residents fully vaccinated. She said the Needham Public Health Department continues daily monitoring and contact tracing, and residents can find the COVID dashboard on the Town's website for weekly updates.

4. Town Manager Report

Ms. Fitzpatrick reported on the federal ARPA (American Rescue Plan Act) funding available for industries directly affected by the pandemic, particularly Health and Human Services, economic development, and infrastructure. She said funding recommendations for the Select Board's consideration is forthcoming, commenting that Needham has received some of the funds and anticipates additional funds at the end of the fiscal year. Ms. Fitzpatrick noted additional county funds are also anticipated.

8:01 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:02 p.m.

Adjourn:

Motion by Ms. Cooley that the Select Board vote to adjourn the Select Board meeting of Tuesday, July 20, 2021.

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

A list of all documents used at this Select Board meeting is available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID>

The next Select Board meeting is scheduled for Tuesday, August 17, 2021.

Town of Needham
Select Board
Minutes for Friday, July 30, 2021

8:10 a.m. Call to Order:

A special meeting of the Select Board was convened by Chair Matthew Borrelli at the Memorial Park Field House. Those present were Marianne B. Cooley, Daniel P. Matthews, Lakshmi Balachandra, Marcus Nelson, Town Manager Kate Fitzpatrick, Assistant Town Manager Dave Davison, and Assistant Town Manager Katie King.

Chair Borrelli stated that the purpose of the meeting was to update the Board's goals for the coming years by reviewing the items that remain from prior goal statements and considering new initiatives. He said that the purpose of the Select Board Goals is to effect positive change, set policy direction for Town government, and guide the development of the budget.

The Board discussed the concept of developing a vision for the Town of Needham. It was agreed by consensus that the vision should be deferred to a future year given the amount of time required.

The Board discussed Goal #1 and agreed by consensus to the goal statement with the addition of a bullet as follows: "Explores targeted opportunities for parcel acquisition.

GOAL #1: Livable Needham plans for and invests in safe, well-maintained and attractive buildings and infrastructure that accommodate a diverse set of community needs. Needham:

- Promotes and sustains a secure, clean and attractive place to live, work and play.
- Provides a variety of housing types with a full range of affordability.
- Provides high-performing, reliable and affordable public infrastructure and Town services.
- Encourages and appropriately regulates sustainable development.
- Supports and enhances neighborhood livability and walkability for all members of the community.
- Coordinates with state and federal leaders to ensure access to safe, reliable and efficient public transit.
- Coordinates major infrastructure projects and communicates with impacted members of the Needham community.
- Prioritizes the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction. The construction of new sidewalks will be offset by the removal of old, under-used sidewalks.

The Board discussed initiatives under Goal #1.

1.1	Seek Funding for Ridge Hill Building Demolition	Consensus to include
1.2	Seek Funding for DPW Facility Refresh	Consensus to include

1.3	Begin the Ridge Hill//Nike Assessment Phase 2 Project	Consensus to include and create a working group
1.4	Set new goals related to affordable housing and identify strategies to achieve them now that Needham has surpassed the 10% threshold under MGL Chapter 40B.	Consensus to amend goal to participate in the Planning Board's Study Committee
1.5	Sponsor a Housing Summit	Consensus to eliminate
1.6	Explore Senior Tax Relief	Consensus to eliminate
1.7	Evaluate RTS Operations to Guide Long-term Investment	Consensus to seek funding for a review of service delivery model and operations
1.8	Explore installation of kiosks in business areas	Consensus to eliminate
1.9	Explore options for reducing amount of public litter including General By-law re: Household trash & Funding for trash removal efforts	Consensus to include
1.10	Work with the NPS to ensure re-opening consistent with COVID-19 precautions	Consensus to include broad goal about managing response to the Pandemic
1.11	Seek Funding for School Administration Building	Motion: Mr, Matthews moved that initiative 1.11 be included in the goals. Ms. Cooley seconded the motion. The motion carried 4 -1 with Ms. Balachandra voting in the negative.
1.12	Identify funding for School Master Plan projects	Consensus to participate in the planning process
1.13	Update Parcel Acquisition List	Consensus to eliminate
1.14	Review Cheney St. Zoning Referred by TM	Consensus to consult with the Planning Board on its review
1.15	Evaluate use of ARPA Funding for Identified Infrastructure Projects	Consensus to include

The Board discussed Goal #2 and agreed by consensus to the goal statement.

GOAL #2: Economically Vital – Needham has the economic opportunities and resources for residents and businesses to thrive in our community. Needham:

- Supports an environment for creativity, innovation and entrepreneurship.

- Promotes a well-educated, skilled and diverse work force that meets employers' needs.
- Fosters a collaborative and resource-rich regional business climate.
- Attracts, sustains and retains a diverse mix of businesses, entrepreneurs and jobs that support the needs of all community members.
- Supports financial security, economic opportunity and social mobility for all.

2.1	Evaluate Chestnut Street Zoning	Consensus to evaluate redevelopment on Chestnut Street
2.2	Identify Relief Programs for Small Businesses through ARPA Funding	Consensus to include
2.3	Evaluate Expansion of Snow Removal Efforts	Consensus to include
2.4	Support Zoning Proposals for Outside Seating	Consensus to include
2.5	Develop & Implement Regulations Guiding Outdoor Seating	Consensus to include

The Board discussed Goal #3 and agreed by consensus to the goal statement.

GOAL #3: Accessible & Connected - Needham has a multi-modal transportation system that gets people where they want to go, when they want to get there, safely and cost-effectively.
Needham:

- Offers and encourages a variety of safe, comfortable, affordable, reliable, convenient and clean mobility options.
- Supports a balanced transportation system that reflects effective land use, manages congestion and facilitates strong regional multimodal connections.
- Provides effective infrastructure and services that will encourage diverse populations to connect to nature and the larger community.
- Promotes transportation options to ensure we remain an age-friendly community.

3.1	Seek Funding for a Parking Study of the mix of parking types and associated technology	Consensus to include
3.2	Evaluate the role and composition of the TMAC and the Transportation Committees	Consensus to include and add RTAC and Complete Streets Committees
3.3	Seek Funding for Noise Reduction/Quiet Zone Feasibility & Design	Consensus to include
3.4	Seek Funding for Feasibility Study of Alternative Transportation Options including Share Use Path and Rail Trail Extension	Consensus to include a review of the rail corridor from Dover to Newton

3.5	Review existing MBTA Bus Routes and Make Recommendations as Appropriate	Consensus to eliminate
-----	---	------------------------

The board also discussed and included by consensus the implementation of the Downtown Streetscape Phase 2.

The Board discussed Goal #4 and agreed by consensus to the goal statement.

GOAL #4: Healthy and Socially Thriving - Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected. Needham:

- Cultivates a wide range of recreational, cultural, educational, civic and social opportunities for all socioeconomic and age groups.
- Supports the physical and mental well-being of its community members.
- Fosters inclusion, diversity and equity.
- Promotes the installation of art and opportunities for community-led art projects.

4.1	Explore use of ARPA for public Art projects	Consensus to include
4.2	Seek additional funding for youth behavioral health needs	Consensus to include, clarify that the initiative includes mental health, and expand efforts in this area
4.3	Identify and implement strategies to hire, support and retain diverse staff at every level of the organization.	Consensus to include
4.4	Continue to provide diversity, equity and inclusion professional development opportunities for all staff geared towards deepening understanding and becoming culturally responsive, anti-racist, and anti-biased members of the Needham community.	Consensus to include
4.5	Measure efforts to recruit and retain BIPOC individuals and provide annual updates on progress.	Consensus to consolidate with 4.3
4.6	Create a framework for how community members can effectively engage in conversations around race, diversity, equity, and inclusion, to build relationships and a stronger	Consensus to include

	understanding of different perspectives and lived experiences.	
4.7	Actively monitor progress on the law enforcement recommendations that NPD Chief Schlittler presented to the Select Board on June 8, 2021.	Consensus to consolidate with 5.1
4.8	Make intentional efforts and identify creative ideas for community outreach to diversify the candidate pool for all appointed Boards and Committees.	Consensus to include
4.9	Measure efforts and progress on efforts to make Boards and Committees more diverse.	Consensus to consolidate with 4.8
4.10	Continue NUARI meetings, reviewing and providing guidance on recommendations	Consensus to include for another year
4.11	Develop a plan for use of ARPA funding to continue public health response to COVID-19	Consensus to include
4.12	Encourage Needham non-profit organizations, civic groups, and businesses to adopt or endorse, as appropriate, the vision statement.	Consensus to include
4.13	Include a question in the bi-annual Town survey to gauge residents' perceptions of how welcoming and inclusive the Needham community is.	Consensus to include and explore additional survey and polling opportunities
4.14	Provide support to other Boards & Committees on how to apply NUARI principles to their work.	Consensus to include
4.15	Develop a discrimination complaint process and provide forums where individuals feel comfortable discussing their concerns related to diversity, equity, and/or inclusion.	Consensus to include

The Board discussed Goal #5 and agreed by consensus to the goal statement.

GOAL #5: Safe - Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters. Needham:

- Enforces the law while considering the needs of individuals and community values.
- Plans for and provides equitable, timely and effective services and responses to emergencies and natural disasters.
- Fosters a climate of safety for individuals in homes, businesses, neighborhoods, streets, sidewalks, bike lanes, schools and public places.

- Encourages shared responsibility, provides education on personal and community safety and fosters an environment that is welcoming and inclusive.
- Utilizes Complete Street principles to evaluate and prioritize pedestrian safety on our roadways.
- Prioritizes emergency planning and trainings for Town staff and the community to increase our collective preparedness and resilience.

5.1	Actively monitor progress on the law enforcement recommendations that NPD Chief Schlittler presented to the Select Board on June 8, 2021.	Consensus to include
5.2	Monitor the progress of the POST Commission	Consensus to eliminate

The Board discussed Goal #6 and agreed by consensus to the goal statement.

GOAL #6: Responsibly Governed - Needham provides excellent customer experience, responsibly manages the Town's assets and makes data-driven decisions that are also informed by community engagement. Needham:

- Models stewardship and sustainability of the Town's financial, human, information and physical assets.
 - Supports strategic decision-making with opportunities for engagement and timely, reliable and accurate data and analysis.
 - Enhances and facilitates transparency, accuracy, efficiency, effectiveness and quality customer service in all municipal business.
 - Supports, develops and enhances relationships between the Town and community/regional partners.
 - Provides assurance of regulatory and policy compliance.
 - Reviews and updates Town policies and regulations.
 - Identifies opportunities for departmental consolidation and efficiency improvement.
 - Identifies opportunities for streamlining permitting processes.
- Provides open access to information, encourages innovation, enhances communication and promotes community engagement

6.1	Hold meetings with community stakeholders	Consensus to eliminate
6.2	Explore banning small alcohol bottles ("nips")	Consensus to eliminate
6.3	Meet regularly with other boards and committees	Consensus to include
6.4	Expand the number of boards and committees that can host hybrid meetings by investing in technology	Consensus to include

	and facility improvements (potentially ARPA funded)	
6.5	Seek additional package store licenses by filing a Home Rule petition to match the State quota system	Consensus to include
6.6	Consider amending the charter to allow board members to take office after Town Meeting	Consensus to eliminate
6.7	Evaluate reinstating the informal session at Select Board Meetings	Consensus to create a public comment component of the formal agenda
6.8	Develop a Select Board orientation package	Consensus to include
6.9	Develop a Select Board/Committee code of conduct – policy manual	Consensus to include
6.10	Expand community engagement efforts including growing the newsletter distribution, and implementing micro-polling and restoring the citizen satisfaction survey	Consensus to include
6.11	Review the status of legal services	Consensus to eliminate
6.12	Update the Town website	Consensus to include
6.13	Evaluate the start time of Select Board meetings	Consensus to eliminate
6.14	Renew all three cable franchise licenses	Consensus to include
6.15	Explore need for public meeting tablets/devices for Select Board meetings	Consensus to eliminate

The Board discussed Goal #7 and agreed by consensus to the goal statement.

GOAL #7: Environmentally Sustainable – Needham is a sustainable, thriving and equitable community that benefits from and supports clean energy; preserves and responsibly uses the earth’s resources; and cares for ecosystems. Needham:

- Maintains a sense of urgency around climate change.
- Promotes sustainability, including transitioning from fossil fuels to clean, renewable energy.
- Ensures the efficient use of natural resources.
- Protects and enhances the biodiversity and productivity of ecological systems.

7.1	Develop a Climate Action Plan	Consensus to include
-----	-------------------------------	----------------------

7.2	Explore funding a sustainability manager	Consensus to eliminate
7.3	Identify parcel acquisition to comply with LWCF requirements	Consensus to include

The Board discussed the need to meet again to address the list of items for consideration and the date of August 5th was agreed upon by consensus.

12:05 p.m. Adjourn:

Motion by Mr. Nelson that the meeting be adjourned. Second: Ms. Balachandra. Unanimously approved 5-0.

A list of all documents used at this Select Board meeting is available at:
<http://needhamma.gov/ArchiveCenter/ViewFile/Item/8948>

**Town of Needham
Select Board
Minutes for July 14, 2021**

5:00 p.m. A special meeting of the Select Board was convened by Chair Matthew Borrelli at the Needham Town Hall. Those present were Marianne Cooley, Lakshmi Balachandra, Marcus Nelson, Daniel Matthews, Assistant Town Manager/Director of Operations Katie King, Assistant Town Manager/Director of Finance David Davison, and Town Manager Kate Fitzpatrick.

Motion: by Mr. Matthews that the Select Board vote to enter into Executive Session under Exception 3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (and the chair so declared), not to return to open session prior to adjournment. Second: Ms. Cooley. Unanimously approved 5-0 by roll call vote.

Note: The Select Board meeting ended at 6:15.



**Town of Needham, Massachusetts
Town Common
Event Form**

INTERNAL USE ONLY

___ DPW ___ Police
___ Fire ___ OTM

Name of Event:

Needham Harvest Fair

Name of Organization:

Newton-Needham Regional Chamber

Organization Mailing Address:

117 Kendrick Street, Suite 300 Needham, MA 02494

☒ **Organization
is
Not-for-Profit**

Primary Contact:

Katherine Herer

Contact Title:

Operations Director

Contact Address:

same as above

Contact Phone (Day):

617-916-9064

Contact Phone (Cell):

781-956-3514

Contact Email: kherer@nnchamber.com

Event Date(s) and Rain date:

Sunday Oct. 3, rain date Oct. 10

Event Time(s):

noon to 4 p.m.

Number of Expected Participants:

approx. 50 vendors

***Number of Expected Spectators at Peak
Time:*** 500 approx.

Are participants charged a fee?

☐ YES

☒ NO

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

yes

What will be done in case of inclement weather?

postpone or cancel

Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked (include estimated number of vehicles):

vendors will be directed to park in chapel street lot or other area public parking. Defer to any recommendations

<i>What activities are planned for the event?</i> business and nonprofit booths along Chapel Street and along the common in conjunction with farmers market
<i>Describe electrical needs for event, and list specific requests.</i> none
<i>Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.</i> none
<i>Will there be any food served? (contact Needham Health Dept: 781-455-4500 x262)</i> Yes, local restaurants will be invited to have booths - have been in contact with Health Dept. and all will be required to apply for permit
<i>If the event takes place after dark, what is the plan to meet lighting needs?</i> n/a
<i>Will portable toilets be used? List locations.</i> yes, handicapped accessible portable toilet to be delivered/ picked up same day placed behind town hall.
<i>What is the plan to handle trash?</i> Request the use of town dumpster to be placed in parking lot or adjacent to town hall
<i>List additional information related to the success of your event.</i> Request the closure of Chapel Street from the corner of Great Plain Ave to the Chapel Street lot from 10:00am to 5p.m. for booths. Will send map and coordinate closure/ set up times/ etc with police dept. and farmers market.
<i>Please return the completed application and any attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:</i> <i>certificate of insurance</i>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: PHONE (A/C, No, Ext): 800-333-7234 FAX (A/C, No): 781-586-8244 E-MAIL ADDRESS: CSR24CL@easterninsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURED Newton Needham Chamber of Commerce Inc 281 Needham Street Newton MA 02464	NEWTNEE-01 INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Norfolk & Dedham Mutual Fire INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES
CERTIFICATE NUMBER: 1852066691

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2267746	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PHPK2267746	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			PHUB720459	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	WEND5099	9/26/2020	9/26/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers			PHSD1563763	9/15/2020	9/15/2021	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event: Harvest Fair on Needham Town Common
 Date: Sunday Oct. 3 - noon to 4pm (Tentative rain date Sunday Oct. 10)

CERTIFICATE HOLDER
CANCELLATION

Town Of Needham
 1471 Highland Avenue
 Needham MA 02492

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



For Calendar Year: 2021

TOWN OF NEEDHAM

APPLICATION FOR A WEEKDAY ENTERTAINMENT LICENSE

The undersigned hereby applies for a Weekday Entertainment License in accordance with the provisions of the statutes relating thereto:

Name of Establishment: Needham Golf Club

Applicant (must be an individual): Michael Moffett

If Business is a Corporation / Corporate Name and Officers: Arthur Flashman

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

Address of Establishment: 49 Green Street, Needham MA 02492

Mailing Address: 49 Green Street, Needham MA 02492 Telephone Number: 781-444-5548

Email Address: mmoffett@needhamgolfclub.com Fax Number: _____

Describe the type of entertainment at your Establishment: Live Music Outside

on Saturday August 28th

Signature of Applicant: Michael Moffett Date: 7/21/2021

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.

Michael Moffett

Signature of Applicant (Mandatory)

[Signature]

By Corporate Officer
(If applicable)

04-1655650

Either a Social Security Number
Or Federal Identification Number
Must Be Supplied

7/21/2021

Date (required)

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



2021
For Calendar Year: 2019

TOWN OF NEEDHAM

APPLICATION FOR LICENSE FOR PUBLIC ENTERTAINMENT ON SUNDAY

pd 7.21.2021
CH
\$100 -

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: Hungry Coyote

Applicant (must be an individual): Francisco Mender

If Business is a Corporation / Corporate Name and Officers: Poet King Restaurant group
MATT Seva

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

Address of Establishment: 1185 Highland Av Needham 02492

Mailing Address: same Telephone Number: 781 292 1004

Email Address: Francisco@Poet-King.com Fax Number: _____

Describe the type of entertainment at your Establishment: live music

D.)

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: [Signature] Date: 7-20-2021

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.

[Signature]
Signature of Applicant (Mandatory)

By Corporate Officer
(If applicable)

012 90 9696
Either a Social Security Number
Or Federal Identification Number
Must Be Supplied

7-20-2021
Date (required)

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



For Calendar Year: 2021
2020

TOWN OF NEEDHAM

APPLICATION FOR A WEEKDAY ENTERTAINMENT LICENSE

PA 7.21.2021
\$100
CH

The undersigned hereby applies for a Weekday Entertainment License in accordance with the provisions of the statutes relating thereto:

Name of Establishment: Hungry Coyote

Applicant (must be an individual): Francisco Mendez

If Business is a Corporation / Corporate Name and Officers: POET King Restaurant Group
MAT SAIC

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

Address of Establishment: 1185 Highland Av Needham MA

Mailing Address: SAME Telephone Number: 781 292 1004

Email Address: _____ Fax Number: _____

Describe the type of entertainment at your Establishment: live music

D.J.

Signature of Applicant: [Signature] Date: 07-20-2021

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.

[Signature]
Signature of Applicant (Mandatory)

By Corporate Officer
(If applicable)

012 800 9696
Either a Social Security Number
Or Federal Identification Number
Must Be Supplied

7-20-2021
Date (required)

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

**NOTICE
TO
EMPLOYEES**



**NOTICE
TO
EMPLOYEES**

**The Commonwealth of Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS**

600 Washington Street, Boston, Massachusetts 02111
617-727-4900-<http://www.mass.gov/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with:

Arbella Protection Insurance Company

NAME OF INSURANCE COMPANY

1100 Crown Colony Drive, Quincy, MA 02169

ADDRESS OF INSURANCE COMPANY

4220083040

POLICY NUMBER

5/2/21 – 5/2/22

EFFECTIVE DATES

Provider Insurance

NAME OF INSURANCE AGENT

160 Gould St

ADDRESS

Needham, MA 02494

Poet King Restaurant Group LLC

dba Hungry Coyote

EMPLOYER

1185 Highland Ave

ADDRESS

Needham, MA 02492

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

DATE

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Worker's Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

Name of Hospital

Address

TO BE POSTED BY EMPLOYER



Town of Needham, Massachusetts
Road Event Form

RECEIVED
TOWN OF NEEDHAM
SELECT BOARD

2021 AUG -5 3:21

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:

Pan-Massachusetts Challenge

Name of Organization:

same

**Has this event been conducted in other
Towns in the past?** ☒ YES ☐ NO

If yes, name of Town and date:

Needham, MA

Organization Mailing Address:

77 Fourth Ave.
Needham, MA 02494

☒ **Organization
is
Not-for-Profit**

Organization Billing Address (if Police Detail is required):

same

Primary Contact:

Allan Eyden

Contact Title:

Road Coordinator

Contact Address:

above

Contact Phone (Day):

781-850-0502

Contact Phone (Cell):

339-222-1469

Contact Email:

ajeyden@pmc.org

Event Date(s):

August 7-8, 2021

Date Expected to be in Needham:

same

<i>Earliest Time Expected in Needham:</i> 0600	<i>Latest Time Expected in Needham:</i> 1700
<i>Number of Expected Participants:</i> Sat: 1,500 Sun: 1,500	<i>Number of Expected Spectators at Peak Time:</i>
<i>Are participants charged a fee?</i> ☒ YES ☐ NO	
<i>Estimated Number of Vehicles:</i> 10	<i>What type of Parking is required:</i> none
<i>Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked:</i> N/A	
<i>Are event organizers available to meet with members of the Town to plan event?</i> Yes, if necessary	
<i>Do event organizers foresee the need for any road closures (subject to police review)?</i> No	
<i>What will be done in case of inclement weather?</i> Event is held rain or shine	
<i>Will neighborhoods be impacted by parking and traffic?</i> Briefly on Saturday	
<i>What activities are planned for the start of the race (if in Needham)?</i> N/A	
<i>What activities are planned for the end of the race (if in Needham)?</i> N/A	
<i>What facilities are needed for the start of the race (if in Needham)?</i> None	

What facilities are needed for the end of the race (if in Needham)? None	
Once the event begins, how long will it take to complete the event? Sat: about 1 hour, Sun: about 6 hours	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes, directional arrows, possibly some plastic temporary signs on wire frames.
Will volunteers be placed along the route?	Yes, in support vehicles
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	No
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	No
Will portable toilets be used? List locations.	No
Will hydration stops be set up along route? If yes, please include these on route plan.	Not in Needham
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Support vehicles, coordination with Police
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?	Yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Briefly on Sat morning for a short time after the 0700 start
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Unknown
What is the plan to handle trash?	N/A

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***event route map (include map and text 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, as always, times and routes are the same as past years and are coordinated with the Needham Police.

2021 PMC Route: Wellesley 100



Day	SEQ	Dir	Street	Miles	Town	First,Last Rider	Elpsd Time	Signs Guide	PD?
Rte			(Remarks)						
Sun	400		---WELLESLEY CENTURY---	0.0	0.0	6:00 AM	0:00		
2						6:00 AM		☐	☐
Sun	401	R	Forest St.	0.2	0.2 Wellesley	6:01 AM	0:00		
2						6:01 AM		☐	☐
Sun	402	S	Forest St.	0.7	0.9 Needham	6:02 AM	0:04		
2						6:06 AM		☐	☐
Sun	403	R	Central Ave.	2.7	3.6 Needham	6:10 AM	0:15		
2			NO RIGHT ON PINE ST ON SUNDAY			6:25 AM		☐	☐
Sun	404	S	Center St	1.2	4.8 Dover	6:13 AM	0:21		
2						6:34 AM		☐	☐
Sun	405	L	Walpole St.	3.2	8.0 Dover	6:22 AM	0:34		
2						6:56 AM		☐	☐
Sun	406	L	County St. (Rt 109)	0.4	8.4 Dover	6:23 AM	0:36		
2			Walpole on south side of street-bad intersection			6:59 AM		☐	☐
Sun	407	S	High St.	0.1	8.5 Westwood	6:23 AM	0:37		
2						7:00 AM		☐	☐
Sun	408	R	North St.	0.1	8.6 Westwood	6:23 AM	0:38		
2			Bubbling Brook Farm			7:01 AM		☐	☐
Sun	409	S	North St.	1.0	9.6 Walpole	6:26 AM	0:42		
2						7:08 AM		☐	☐
Sun	410	L	Brook St.	0.3	9.9 Walpole	6:27 AM	0:43		
2						7:10 AM		☐	☐
Sun	411	S	Brook St.	0.3	10.2 Westwood	6:28 AM	0:44		
2			rough road			7:12 AM		☐	☐
Sun	412	S	Brook St.	0.4	10.6 Norwood	6:29 AM	0:46		
2			Rotary @ .1			7:15 AM		☐	☐
Sun	413	S	Bullard St	1.3	11.9 Walpole	6:32 AM	0:52		
2						7:24 AM		☐	☐
Sun	414	R	Main St. (1A)	0.8	12.7 Walpole	6:35 AM	0:55		
2						7:30 AM		☐	☐
Sun	415	S	***WATERSTOP***	0.0	12.7 Walpole	6:35 AM	0:55		
2			Norfolk Agr. School (for Loop)			7:30 AM		☐	☐
Sun	416	L	Plympton St.	0.7	13.4 Walpole	6:37 AM	0:58		
2						7:35 AM		☐	☐
Sun	417	L	Everett St.	0.0	13.4 Walpole	6:37 AM	0:58		
2						7:35 AM		☐	☐
Sun	418	L	East St.	0.2	13.6 Walpole	6:37 AM	0:59		
2						7:36 AM		☐	☐
Sun	419	R	Short St.	0.1	13.7 Walpole	6:37 AM	1:00		
2						7:37 AM		☐	☐
Sun	420	R	Washington St.	0.8	14.5 Walpole	6:40 AM	1:02		
2						7:42 AM		☐	☐
Sun	421	L	High Plain St	0.9	15.4 Walpole	6:42 AM	1:07		
2			Cross Rt 1 @ .7-major intersection			7:49 AM		☐	☐

Day	SEQ	Dir	Street	Miles		Town	First,Last	Elpsd	Signs	
Rte			(Remarks)				Rider	Time	Guide	PD?
Sun	517	S	Junction St.	0.3	89.7	Dover	10:05 AM	6:28		
2							4:33 PM		☐	☐
Sun	518	L	Farm St.	2.9	92.6	Dover	10:13 AM	6:41		
2			Dover-Sherborn schools				4:54 PM		☐	☐
Sun	519	S	Main St.	1.3	93.9	Dover	10:16 AM	6:47		
2			bear R at Pleasant St.				5:03 PM		☐	☐
Sun	520	R	Claybrook Rd.	1.7	95.6	Dover	10:21 AM	6:54		
2							5:15 PM		☐	☐
Sun	521	L	Center St.	0.0	95.6	Dover	10:21 AM	6:54		
2							5:15 PM		☐	☐
Sun	522	S	Central Ave.	2.1	97.7	Needham	10:26 AM	7:04		
2							5:30 PM		☐	☐
Sun	523	L	Great Plain Ave.	0.7	98.4	Needham	10:28 AM	7:07		
2							5:35 PM		☐	☐
Sun	524	R	Olin Way	0.2	98.6	Needham	10:29 AM	7:07		
2							5:36 PM		☐	☐
Sun	525	R	East Dr.	0.3	98.9	Needham	10:30 AM	7:08		
2							5:38 PM		☐	☐
Sun	526	R	Map Hill Dr.		98.9	Wellesley	10:30 AM	7:08		
2			Babson College				5:38 PM		☐	☐

2021 PMC Route: Wellesley to Dighton



Day	SEQ	Dir	Street	Miles	Town	First,Last	Elpsd	Signs	
Rte			(Remarks)			Rider	Time	Guide	PD?
Sat	300		---WELLESLEY to DIGTON---	0.0	0.0	Wellesley	5:30 AM	0:00	
2			Babson College Start			5:30 AM		☐	☐
Sat	301	R	Forest St.	0.2	0.2	Wellesley	5:31 AM	0:00	
2			exit Babson			5:31 AM		☐	☐
Sat	302	S	Forest St.	0.7	0.9	Needham	5:32 AM	0:04	
2			Town sign on right			5:36 AM		☐	☐
Sat	303	R	Central Ave.	1.9	2.8	Needham	5:38 AM	0:12	
2						5:50 AM		☐	☐
Sat	304	R	Pine St.	0.3	3.1	Needham	5:38 AM	0:14	
2						5:52 AM		☐	☐
Sat	305	R	Charles River St.	1.4	4.5	Needham	5:42 AM	0:20	
2						6:02 AM		☐	☐
Sat	306	S	Dover Rd.	0.1	4.6	Dover	5:43 AM	0:19	
2						6:02 AM		☐	☐
Sat	307	L	Main St.	1.7	6.3	Dover	5:47 AM	0:27	
2			Pleasant St. joins @ 0.9			6:14 AM		☐	☐
Sat	308	S	Farm St.	2.8	9.1	Dover	5:55 AM	0:39	
2						6:34 AM		☐	☐
Sat	309	R	Junction St.	0.3	9.4	Dover	5:56 AM	0:40	
2						6:36 AM		☐	☐
Sat	310	S	Harding St.	1.6	11.0	Medfield	6:00 AM	0:48	
2						6:48 AM		☐	☐
Sat	311	S	North St.	0.8	11.8	Medfield	6:02 AM	0:51	
2			bears R			6:53 AM		☐	☐
Sat	312	S	Pleasant St.	0.5	12.3	Medfield	6:04 AM	0:53	
2			traffic lights			6:57 AM		☐	☒
Sat	313	L	Curve St.	0.1	12.4	Medfield	6:04 AM	0:54	
2			no sign			6:58 AM		☐	☐
Sat	314	R	South St.	0.7	13.1	Medfield	6:06 AM	0:56	
2			no sign, rough RR tracks @ 0.3			7:02 AM		☐	☐
Sat	315	L	High St. (Rt 27)	0.1	13.2	Medfield	6:06 AM	0:57	
2						7:03 AM		☒	☐
Sat	316	R	South St.	1.6	14.8	Medfield	6:10 AM	1:04	
2			town sign			7:14 AM		☐	☐
Sat	317	S	Seekonk St.	2.2	17.0	Norfolk	6:16 AM	1:14	
2			Bear L @ 0.6, RR @ 1.7			7:30 AM		☐	☐
Sat	318	S	Needham St.	0.9	17.9	Norfolk	6:19 AM	1:17	
2						7:36 AM		☐	☒
Sat	319	S	North St.	1.3	19.2	Norfolk	6:22 AM	1:24	
2			Union St. merges from R @ 1.1			7:46 AM		☐	☐
Sat	320	S	Shears St.	0.2	19.4	Norfolk	6:23 AM	1:24	
2						7:47 AM		☐	☐
Sat	321	S	Shears St.	0.6	20.0	Wrentham	6:25 AM	1:26	
2						7:51 AM		☐	☐



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.Certrequest@marsh.com Fax: 212-948-4377	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:
CN128549194-PMC-GAU-21-22	INSURER(S) AFFORDING COVERAGE INSURER A : National Casualty Company
INSURED Dana-Farber Cancer Institute Attn: Melissa Chammas 450 Brookline Ave. Boston, MA 02215-5450	NAIC # 11991 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES: CERTIFICATE NUMBER: NYC-010657495-04 REVISION NUMBER: 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ GEN'L AGG LIMIT PER EVENT GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			6LKKO0000008661900	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Liquor Liability Agg \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☐ UMBRELLA LIAB ☒ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED RETENTION \$			6LKKO0000008662000	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For the Pan-Mass Challenge being held on August 6-8, 2021.

Town of Needham is included as Additional Insured where required by written contract.

CERTIFICATE HOLDERTown of Needham
1471 Highland Avenue
Needham, MA 02492**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Elizabeth Stapleton

© 1988-2016 ACORD CORPORATION. All rights reserved.



Town of Needham, Massachusetts Road Event Form

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:

Ride for Food

Name of Organization:

Three Squares New England

Event Date(s) and Rain Date if requesting:

Sunday, October 3, 2021

(note - there is no rain date)

Earliest Time Expected in Needham:

8:30 am

Latest Time Expected in Needham:

12:30 pm

Has this event been conducted in other Towns in the past? ☒ YES ☐ NO

If yes, name of Town and date:

This is our 10th year and the Ride for Food begins and ends in Dedham, MA.

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: Three Squares New England
PO Box 1055
Dedham, MA 02027

☒ **Organization is Not-for-Profit**

Organization Billing Address (if Police Detail is required):

Three Squares New England
PO Box 31
Belmont, MA 02478

Primary Contact:

Marcia Robinson

Contact Title:

Interim Director and Board of Directors

Contact Address:

Three Squares NE
P.O. Box 31
Belmont, MA 02478

Contact Phone (Day):

617-230-9371

Contact Phone (Cell):

617-230-9371

Contact Email:

marcia@threesquaresne.org

Number of Expected Participants:

300 Riders

Number of Expected Spectators at Peak

Time: n/a

Are participants charged a fee?☒**YES**☐**NO****Estimated Number of Vehicles:**

2 - 3 Volunteers Vehicles at Water Stop; 1-2 Sweep vehicles

What type of Parking is required:

None

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

The event will be cancelled if weather is not safe for Riders with no rain date.

Will neighborhoods be impacted by parking and traffic?

25 mile route: (Dedham Ave to South St (police detail) and left onto Chestnut St (police detail)...returning to Dedham via Central Ave to Charles River St to South and back through Dedham)– 150 cyclists; 9:30 – 12:00am
50 Mile Route: (Dedham Ave to South St (police detail) and left onto Chestnut St (police detail)...returning to Dedham via Central Ave to Charles River St to South and back through Dedham)– 150 cyclists; 8:30 – 12:30am

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

n/a

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

n/a

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

n/a

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

n/a

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

2 - 4 hours dependent on route selected by rider. We have staggered the start times of the Ride to alleviate the impact to neighborhoods

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

Road arrows signage will be posted at all turns and on the road to mark the route for riders

Will volunteers be placed along the route?

Volunteers will be placed at key turns and at designated water stop

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

n/a

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

No

Will portable toilets be used? List locations.

no

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

No

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?

Fallon Ambulance is reserved along with first aid volunteers provided by BID-Needham. There are support riders that will ride with the groups and will be provided with Emergency protocol - 911 and other emergency contacts triage list depending on the nature of emergency.

Does the event take place during commuter times?

No

Is school in session during the event? Will school drop off or pick up be impacted by the event?

No

Are businesses open during the time of the event?

Typically only a few on Sunday mornings

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

Not that we have been made aware of in previous years.

Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?

No

What is the plan to handle trash?

We have volunteers who will drive the course to pick up road signs and any trash.

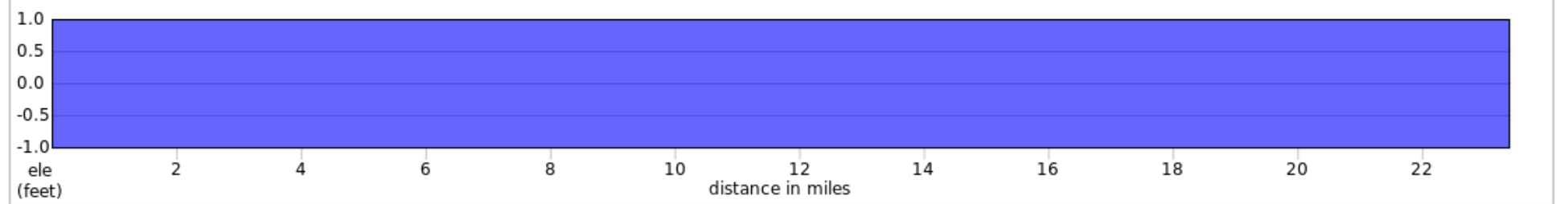
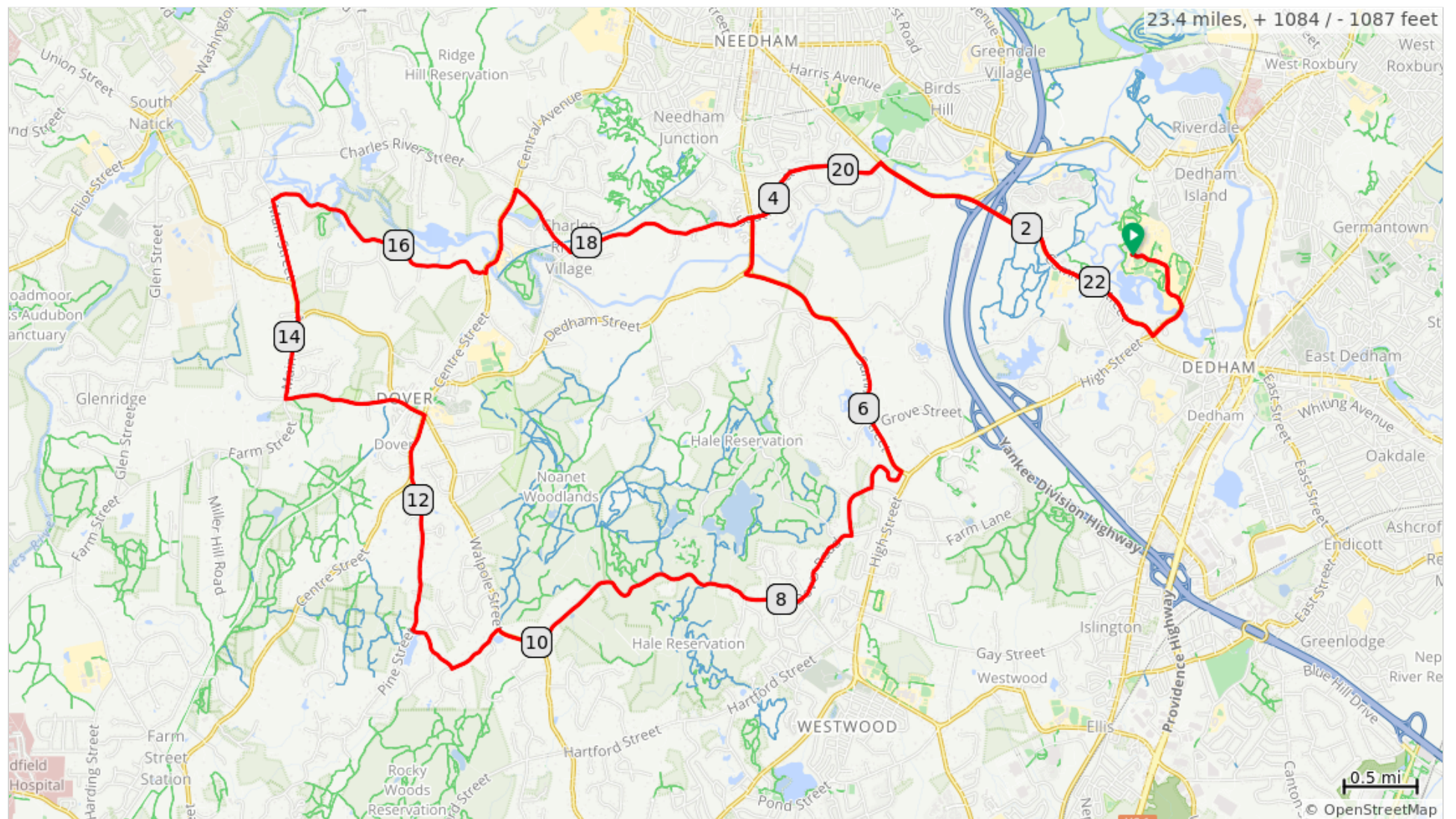
Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***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.

Ride for Food 2018 - 25 Miles



Ride for Food 2018 - 25 Miles

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	📍	Start of route	0.6
2.	0.6	0.6	➡	R onto Bridge St	0.3
3.	0.9	0.3	➡	R onto Common St	1.0
4.	1.9	1.0	⬆	Continue onto West St	1.2
5.	3.1	1.2	⬅	L onto South St	1.1
6.	4.2	1.1	⬅	L onto Chestnut St	0.3
7.	4.5	0.3	⬆	Continue onto Dedham St	0.1

4.5 miles. +218/-222 feet

Num	Dist	Prev	Type	Note	Next
8.	4.7	0.1	⬆	L onto Westfield St	0.6
9.	5.3	0.6	➡	Bear R onto Summer St	1.2
10.	6.5	1.2	➡	R onto Country Ln	0.4
11.	6.9	0.4	➡	R onto Conant Rd	0.4
12.	7.3	0.4	➡	R onto Dover Rd	1.2

2.8 miles. +183/-101 feet

Num	Dist	Prev	Type	Note	Next
13.	8.5	1.2	⬆	Continue onto Powisset St. Be very careful of Recycling Station Traffic.	1.5
14.	10.0	1.5	➡	R onto Walpole St	0.3
15.	10.3	0.3	⬅	L onto Cedar Hill Rd	0.4
16.	10.7	0.4	➡	R onto Riga Rd	0.3

3.4 miles. +132/-73 feet

Num	Dist	Prev	Type	Note	Next
17.	11.0	0.3	⬅	L onto Rocky Brook Rd	0.1
18.	11.1	0.1	➡	R onto Pine St	1.1
19.	12.2	1.1	⬆	Continue onto Centre St	0.4
20.	12.6	0.4	⬅	L onto Springdale Ave	1.0
21.	13.6	1.0	➡	R onto Main St	0.8
22.	14.4	0.8	➡	Slight R to stay on Main St	0.6

3.7 miles. +119/-247 feet

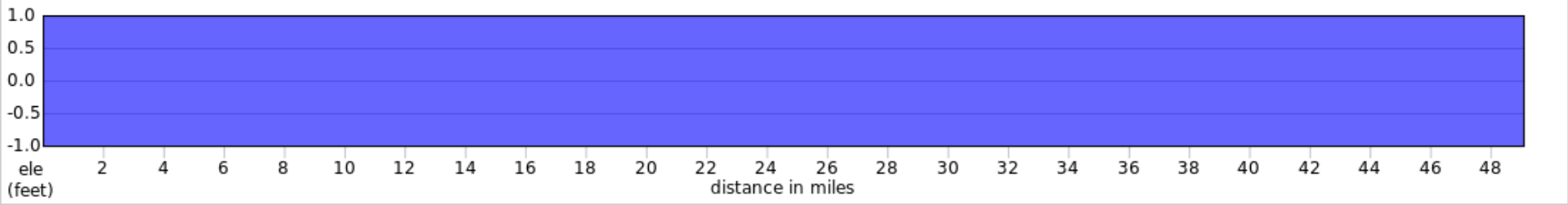
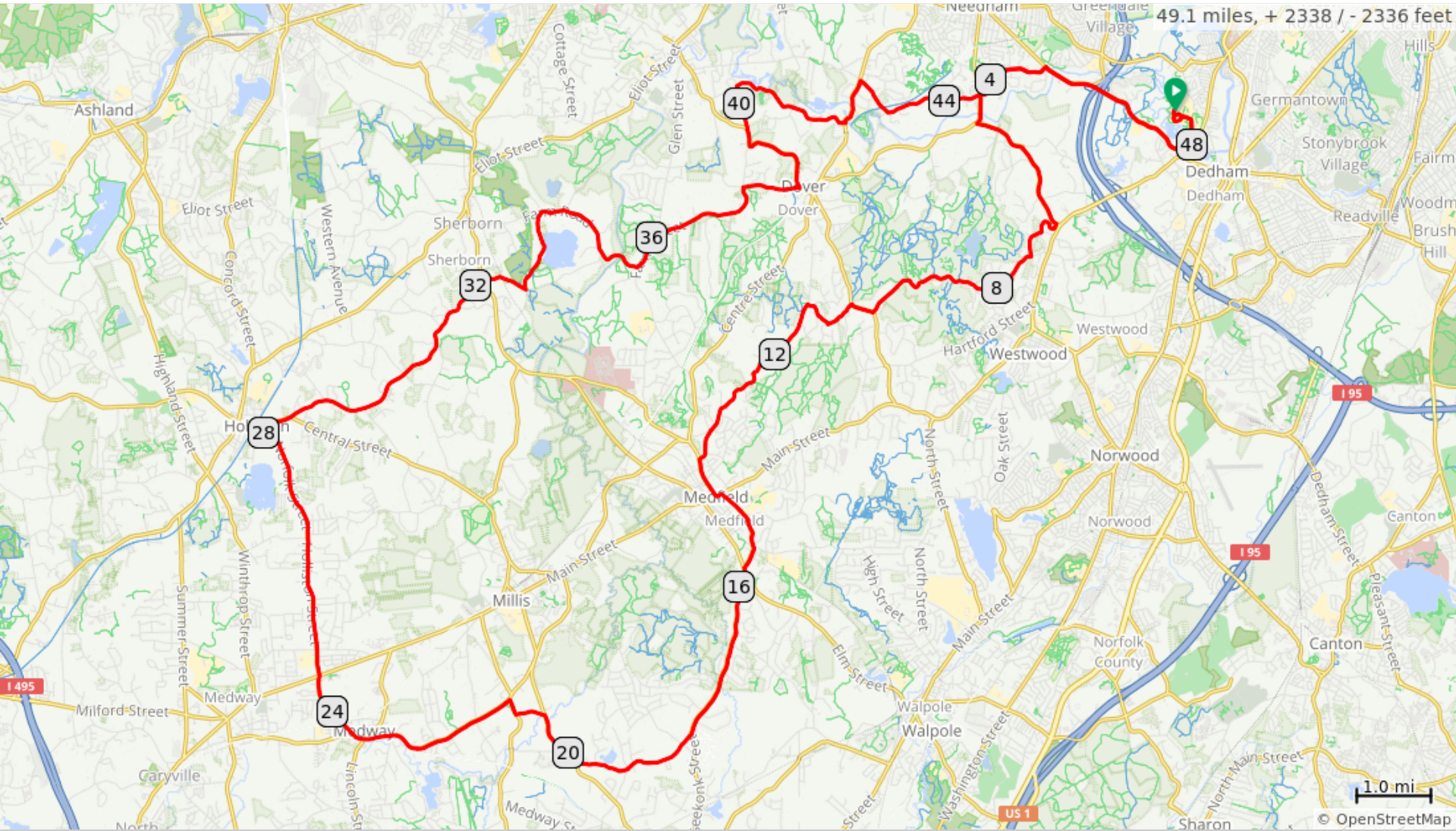
Num	Dist	Prev	Type	Note	Next
23.	15.0	0.6	➔	R onto Claybrook Rd	1.7
24.	16.7	1.7	➡	L onto Central Ave/Centre St	0.6
25.	17.3	0.6	➔	R onto Charles River St	0.6
26.	17.9	0.6	➡	L onto South St	2.4
27.	20.3	2.4	➔	R onto West St (Rt. 135)	1.2

5.9 miles. +210/-232 feet

Num	Dist	Prev	Type	Note	Next
28.	21.5	1.2	⬆	Continue onto Common St (Rt. 135)	1.0
29.	22.5	1.0	➡	L onto Bridge St	0.3
30.	22.8	0.3	➡	Slight L onto Campus Dr	0.6
31.	23.4	0.6	➔	R to stay on Campus Dr	0.0

3.1 miles. +79/-127 feet

Ride for Food 2018 - 50 Miles



Ride for Food 2018 - 50 Miles

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0	📍	Start of route	0.6
2.	0.6	0.6	➡	R onto Bridge St (Police Detail)	0.3
3.	0.9	0.3	➡	R onto Common St (Police Detail)	1.0
4.	1.9	1.0	⬆	Continue onto West St	1.2
5.	3.2	1.2	⬅	L onto South St at lights (Police detail)	1.1

3.2 miles. +134/-136 feet

Num	Dist	Prev	Type	Note	Next
6.	4.3	1.1	⬅	L onto Chestnut St	0.3
7.	4.6	0.3	⬆	Continue onto Dedham St	0.1
8.	4.7	0.1	⬆	L onto Westfield St (Police Detail)	0.6
9.	5.3	0.6	➡	Stay R onto Summer St	1.2
10.	6.5	1.2	➡	R onto Country Ln	0.4
11.	6.9	0.4	➡	R onto Conant Rd	0.4

3.8 miles. +197/-122 feet

Num	Dist	Prev	Type	Note	Next
12.	7.3	0.4	➡	R onto Dover Rd	1.2
13.	8.5	1.2	⬆	Continue onto Powisset St	1.5
14.	10.0	1.5	➡	R onto Walpole St	0.3
15.	10.3	0.3	⬅	L onto Cedar Hill Rd	0.4
16.	10.8	0.4	➡	R onto Riga Rd	0.3
17.	11.1	0.3	⬅	Take a L onto Rocky Brook Rd	0.1

4.2 miles. +233/-138 feet

Num	Dist	Prev	Type	Note	Next
18.	11.2	0.1	⬅	L onto Pine St	2.7
19.	13.9	2.7	⬅	L onto North St	0.6
20.	14.5	0.6	⬅	L onto Main St	0.1
21.	14.5	0.1	➡	R onto South St (approaching waterstop) Waterstop coming up	1.2
22.	15.7	1.2	⬅	L onto MA-27 S (Police Detail)	0.1

4.6 miles. +82/-227 feet

Num	Dist	Prev	Type	Note	Next
23.	15.8	0.1	→	R onto South St	1.6
24.	17.4	1.6	↑	Continue onto Seekonk St	0.7
25.	18.1	0.7	→	R onto Cleveland St	1.0
26.	19.1	1.0	→	R onto Holbrook St	0.8
27.	20.0	0.8	→	R onto MA-115 N	0.7
28.	20.7	0.7	←	L onto Baltimore St (Police detail)	0.4

5.0 miles. +218/-238 feet

Num	Dist	Prev	Type	Note	Next
29.	21.1	0.4	→	R onto Pleasant St	0.2
30.	21.3	0.2	←	L onto Village St at the light. (Police Detail)	2.3
31.	23.6	2.3	→	Slight R onto Holliston St (Holliston becomes Norfolk St.)	4.6
32.	28.1	4.6	→	R onto Central St	0.4

7.5 miles. +295/-275 feet

Num	Dist	Prev	Type	Note	Next
33.	28.6	0.4	←	Slight L onto Fiske St (Police Detail)	1.8
34.	30.4	1.8	↑	Continue onto Mill St	1.1
35.	31.4	1.1	↑	Continue onto Woodland St	0.1

3.3 miles. +165/-158 feet

Num	Dist	Prev	Type	Note	Next
36.	31.6	0.1	←	Tricky L onto W Goulding St and cross Route 27 (Police Detail) onto East Goulding	1.1
37.	32.7	1.1	←	Sharp L onto Lake St	1.1
38.	33.8	1.1	→	R onto Farm Rd	1.5

2.4 miles. +124/-112 feet

Num	Dist	Prev	Type	Note	Next
39.	35.3	1.5	↑	Continue onto Bridge St	0.3
40.	35.6	0.3	←	L onto Farm St	2.0
41.	37.6	2.0	→	R onto Springdale Ave (approaching waterstop)	0.8
42.	38.4	0.8	←	L onto Church St	0.3
43.	38.7	0.3	↑	Continue onto Haven St	0.8
44.	39.4	0.8	→	R onto Main St	0.2

5.6 miles. +256/-230 feet

Num	Dist	Prev	Type	Note	Next
45.	39.7	0.2	→	Slight R to stay on Main St	0.6
46.	40.3	0.6	→	R onto Claybrook Rd	1.7
47.	42.0	1.7	←	L onto Central Ave/Centre St	0.6
48.	42.6	0.6	→	R onto Charles River St	0.6
49.	43.2	0.6	←	L onto South St	2.4
50.	45.6	2.4	→	R onto Dedham Ave/West St	1.2

6.1 miles. +210/-255 feet

Num	Dist	Prev	Type	Note	Next
51.	46.8	1.2	↑	Continue onto Common St	1.0
52.	47.8	1.0	←	L onto Bridge St	1.2
53.	49.0	1.2	→	L on Campus Dr and welcome back!	0.1
54.	49.1	0.1	📍	End of route	0.0

3.5 miles. +107/-151 feet



NEEDHAM PARK AND RECREATION DEPARTMENT

Rosemary Recreation Complex
178 Rosemary Street
Needham, MA 02494
Tel: (781) 455-7930

Needham Select Board
c/o Mr. Matthew Borrelli
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Borrelli,

Needham Park and Recreation has intent to hire Eric Weloth as a Playground Maintenance/Park Ranger.

Eric is currently employed by the Needham Public Schools.

This work would take place after normal working hours. Eric will work approximately 20 hours per week. There is no conflict with any of their responsibilities with the Needham Public Schools.

Attached is the 20(b) Disclosure Form.

Please let me know if you have any additional questions,

Kristen Wright
Administrative Specialist

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Eric Welbath
Title/ Position	Post Grad Assistant / Job Coach
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization. N/A
Agency/ Department	—
Agency Address	—
Office phone:	—
Office e-mail:	—
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	October 2020
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	Park and Recreation 178 Rosemary Street Needham, MA 02494
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. Playground Maintenance / Park Ranger
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. \$17.00/hour
Date when you acquired a financial interest	07/14/2021
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. N/A
Date when your immediate family acquired a financial interest	N/A
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ___ The services will be provided outside my normal working hours as a municipal employee. ___ The services are not required as part of my regular duties as a municipal employee. ___ For these services, I will be compensated for not more than 500 hours during a calendar year.
Employee signature:	
Date:	07/14/2021 07/14/2021

Attach additional pages if necessary.

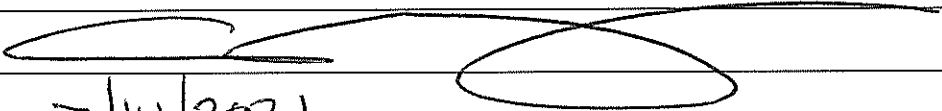
NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	Stacey Mulroy
Title/ Position	Director of Park & Recreation
Municipal Agency:	Town of Needham - Park & Recreation
Agency Address:	178 Rosemary Street, Needham MA 02494
Office Phone:	781-455-7930
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	7/14/2021

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**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:	-\$781.42
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$1,163.57
Transfer Station Charges:	\$0.00

Total Abatement: -\$1,944.99

Order #: 1308

Read and Approved:

 8/11/21

Assistant Director of Public Works

For the Select Board

8/17/21

Carys Lustig

Director of Public Works

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

Prepared			Customer	Location	Street	Street Name	Irrigation	Domestic	Sewer	Total	Reason	Corrected Last Read
By:	Last Name	First Name	ID#	ID#	Number		Water	Water				Y/N
DB	SIGNER	LYNN SAMUELS	29361	12056	63	CRESCENT RD	\$0.00	-\$100.32	-\$271.58	-\$371.90	EC	N
DB	FISH	BARRY J	22745	18600	40	Pine Street	\$0.00	-\$371.95	\$0.00	-\$371.95	ACC	N
JO	Council on Aging (3)						\$0.00	-\$309.15	-\$891.99	-\$1,201.14	COA	N

Total: -\$1,944.99

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

Collective Bargaining Agreement

Between the

Town of Needham

and the

Massachusetts Laborers' Public Employees' Council on behalf of the

Needham Independent Town Workers' Association

Local 272 of the Laborers' International Union of North America

July 1, 2021– June 30, 2024

TABLE OF CONTENTS		
ARTICLE	TITLE	PAGE
Article 1	<u>Stability of Agreement</u>	3
Article 2	<u>Recognition</u>	3
Article 3	<u>Union Dues</u>	4
Article 4	<u>Union Security</u>	5
Article 5	<u>Management Rights</u>	5
Article 6	<u>Hours of Work</u>	6
Article 7	<u>Holidays</u>	8
Article 8	<u>Overtime/Compensatory Time</u>	8
Article 9	<u>Job Posting</u>	9
Article 10	<u>Educational Reimbursement</u>	10
Article 11	<u>Vacation</u>	10
Article 12	<u>Authorized Unpaid Leave of Absence</u>	12
Article 13	<u>Personal Leave</u>	12
Article 14	<u>Civic Duty Leave</u>	12
Article 15	<u>Military Leave</u>	13
Article 16	<u>Family and Medical Leave</u>	13
Article 17	<u>Bereavement Leave</u>	14
Article 18	<u>Non Occupational Sick Leave</u>	14
Article 19	<u>Light Duty</u>	17
Article 20	<u>Workers' Compensation</u>	18
Article 21	<u>Grievance and Arbitration Procedure</u>	18
Article 22	<u>Compensation Plan</u>	20
Article 23	<u>Merit</u>	21
Article 24	<u>Longevity</u>	22
Article 25	<u>Performance Evaluation</u>	23
Article 26	<u>Payment for Absence Due to Weather or Emergency</u>	23
Article 27	<u>Separability and Subordination to Existing Law</u>	23
Article 28	<u>Cafeteria Plan</u>	24
Article 29	<u>Miscellaneous Provisions</u>	24
Article 30	<u>Acting Pay</u>	26
Article 31	<u>Duration of Contract</u>	27
SIGN	<u>Signature</u>	28
APPENDIX A	<u>Needham Independent Town Workers' Association Classification Plan</u>	29
APPENDIX B	<u>Compensation Plan</u>	30
APPENDIX C	<u>Union Dues Authorization Form</u>	36

THIS AGREEMENT made and entered into this 1st day of July, 2021 by and between the Town of Needham (hereinafter called "Town"), acting by and through its duly designated representatives, and the Needham Independent Town Workers' Association (hereinafter called "Union"), under and pursuant to the provisions of Massachusetts General Laws, Chapter 150E, as amended.

ARTICLE 1
STABILITY OF AGREEMENT

- 1.1. If any of the provisions of this Agreement are found by a court of competent jurisdiction to be in conflict with any Federal law or statute, or statutes of the Commonwealth of Massachusetts; such provisions shall be considered null and void and shall not be binding on the parties hereto; and in such event, the remaining provisions of this Agreement shall remain in full force and effect. The provisions of Section 7, of chapter 150E shall not be waived, by the preceding paragraph.
- 1.2. The parties acknowledge that during the negotiations which preceded the execution of this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Either party may, however, propose specific amendments to this Agreement and the parties may mutually agree on amendments and proposals and the effective date thereof; but neither party shall be obligated to consider or negotiate such proposed demands or amendments. Additions to this Agreement shall be evidenced by letters of mutual intent which shall be signed by representatives of the parties duly authorized by the Town and the Union.
- 1.3. The failure of the Town or the Union to insist in any one or more incidents, upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the rights of the Town or of the Union to future performance of any such terms or conditions, and obligations of the Union or of the Town to such future performance shall continue in full force and effect.

ARTICLE 2
RECOGNITION, PERSONS COVERED BY THIS AGREEMENT

- 2.1. Pursuant to the voluntary recognition by the duly authorized authorities of the Town as herein recited, the Town recognizes the Union personnel as herein identified for the purpose of collective bargaining with a view toward reaching a mutual understanding and agreement relative to questions of wages, hours, and other conditions of employment.
- 2.2. All other municipal employees of the Town of Needham are excluded from the terms and provisions of this Agreement.
- 2.3. It is understood and agreed between the parties hereto that the provisions of this Article shall not be subject to any changes in the structure or composition of the employee unit as herein provided during the term of the within contract except as may at any time be made by decision of a court of competent jurisdiction, by legislation, or by decision of an appropriate commission or other agency of the Commonwealth of Massachusetts.

ARTICLE 3

UNION DUES

- 3.1.** 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 each pay period 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 C. As a condition of employment, each employee who elects to join or maintain membership in the Union shall be required to pay Union dues to the Union, beginning the thirty-first (31st) day following the commencement of his/her employment, or the effective date of the agreement, whichever is later. 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 fifteenth day of the succeeding month.
- 3.2.** 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.
- 3.3.** The Town will incur no liability for loss of dues money after the Union representative receives said money in person from the Town Treasurer.
- 3.4.** The Union shall provide the Department of Human Resources with the signed acknowledgement from each member on Appendix C electing to have the Union dues deducted from his or her pay. Such release will be submitted for deduction for the next available payroll processing period.
- 3.5.** 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.
- 3.6. Agency Fee**

 - 3.6.1** An employee who does not elect to pay Union dues may consent in writing (Appendix C) to the authorization of the deduction of an agency fee from his or her wages and to the designation of the LIUNA Local 272 as the recipient thereof. Such consent shall not be mandatory and shall be in a form acceptable to the Town and shall bear the signature of the employee.
 - 3.6.2** 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.

- 3.6.3** The Town will incur no liability for loss of agency fee money after the Union representative receives said money in person from the Town Treasurer.
- 3.6.4** The Union shall provide the Department of Human Resources with the signed acknowledgement on Appendix C from each member electing the agency fee deducted from his or her pay. Such release will be submitted for deduction for the next available payroll processing period.
- 3.6.5** The Union shall be responsible for representing the interests of all employees without discrimination and without regard to employee organization membership.

ARTICLE 4 **UNION SECURITY**

- 4.1.** The Town agrees not to discharge or discriminate in any way against employees covered by this Agreement on account of Union membership, Union affiliation or lawful Union activities.
- 4.2.** When contract negotiations are held during normal working hours (8:30 a.m. - 5:00 p.m.), members of the bargaining committee may be released from work to attend negotiations, without a loss in pay. The Town will not pay members of the bargaining committee for bargaining sessions held during non-working hours. A department manager of a member of the bargaining committee, solely at his/her discretion, has the right to refuse to release a bargaining committee employee if the operating needs of the department require the presence of the bargaining committee employee. For the purposes of contract negotiations, the bargaining committee shall be limited to four members and bargaining committee members cannot be part of the same Division or Department. The Union agrees to provide a list of bargaining committee members to the Director of Human Resources annually and within 30 days when changes occur.
- 4.3.** Two officers of the ITWA shall be permitted to have time off without loss of pay for the investigation and processing of grievances and arbitrations. Request for such time off shall be made to the appropriate department manager and will not be unreasonably denied. One member of the Union shall be allowed to accompany the grievant to a grievance hearing. Neither the employee who has filed the grievance nor the member of the Union attending the grievance hearing shall have a loss of pay for attending a grievance hearing that is scheduled during normal working hours. No additional pay will be paid to the employee filing the grievance or the Union representative attending the grievance hearing if the grievance hearing is scheduled during non-working hours.

ARTICLE 5 **MANAGEMENT RIGHTS**

- 5.1.** Except as expressly and specifically limited or restricted by a provision of this Agreement, the Town has and shall retain the full right of management and direction of its operations. Such rights of management include among other things, but are not limited to, the right to plan, direct, control, initiate and discontinue programs, services and operations, in whole or

in part; to determine the programs or services to be provided; to change the manner or method in which programs or services are provided; to change or to introduce new manners, methods or facilities to be utilized; to subcontract those programs or services or parts thereof that the Town deems advisable; to discharge or discipline employees for just cause; to determine the schedules and number of hours to be worked, provided, however, the Town shall not act in an arbitrary and capricious manner; to determine the workforce; to determine the number of employees it shall employ at any time; and the qualifications necessary for any of the jobs it may have or may create in the future; to assign work duties in accordance with the determinations of the needs of the jobs; and to transfer, assign or reassign employees as its programs or services may require. It is agreed that the enumeration of management's rights shall not be deemed to exclude other management rights not specifically enumerated.

- 5.2. Rules** The Town shall have the right to make and enforce reasonable rules and regulations governing its services and programs, the manner and means of performing work, performance standards, attendance, and any other matter so long as said rules and regulations are not in conflict with the Agreement. The Town shall have the right from time to time to change, alter, amend and add to such rules. Such rules shall be enforced and be in effect upon being posted at the Town's facilities and a copy of such rules prior to posting shall be furnished to the Union.

- 5.2.1.** The Union further agrees to assist the Town in upholding and in enforcing such rules and regulations.

ARTICLE 6

HOURS OF WORK

- 6.1.** The full-time workweek shall be thirty-seven and one-half (37.5) hours within a seven (7) day calendar work period, as scheduled by the management of the various departments. Irregular work schedules, due to seasonal requirements, shall be determined by the management of the various departments after having given due consideration to the convenience of the employee involved.
- 6.2. Flex-Hour Program for Non-Exempt Employees** With the advance approval of the Town Manager/designee, and upon the written request of the employee, department managers may authorize members of the bargaining unit to participate in the Flex-Hour Program. Department managers may discontinue the Flex-Hour program for their departments for individual participants at any time if deemed in the best interests of the Department.
- 6.2.1.** Departments participating in Flex-Hour must schedule employee arrivals and departures so that all departments/divisions will be opened and covered by adequate staffing from 8:30 a.m. to 5:00 p.m.
- 6.2.2.** Participation in the Flex-Hour Program is strictly voluntary. All employees electing not to participate will be required to work from 8:30 a.m. to 5:00 p.m., Monday through Friday.

- 6.2.3. Core hours during which all employees must be scheduled to work are 9:30 a.m. to 3:00 p.m., Monday through Friday.
 - 6.2.4. All full-time employees will work 37.5 hours per week. Employees shall take a one (1) hour lunch break each day, unless the employee requests and the department manager approve a one-half hour lunch break each day. Permission to take a one-half hour lunch break may be revoked and returned to a one hour lunch break.
 - 6.2.5. The lunch period may be taken between 11:00 a.m. and 3:00 p.m.
 - 6.2.6. Employee start times may be scheduled between 7:00 and 9:30 a.m. Employee quit times may be scheduled between 3:00 and 6:00 p.m. Employees may start work between 6:00 a.m. and 7:30 a.m. with written approval of the Town Manager upon written request from the department manager to the Director of Human Resources. Once a time is selected and agreed upon by the employee and manager, it becomes a permanent schedule for that employee and part of the department's flex-hour schedule to ensure coverage.
 - 6.2.7. Flex-Hour is not intended to permit employees to start and finish their work at varying times each day, or to take a different type of lunch period (i.e., one hour or one-half hour) each day. It permits employees to select the same permanent working schedule for each week.
 - 6.2.8. Employees wishing to change their Flex-Hour schedule must request such change in writing from their department manager. Flex-Hour schedules may not be changed without written approval from the department manager, the Director of Human Resources and the Town Manager/designee.
 - 6.2.9. The decision of a Town Manager to approve, deny, or revoke flextime hours shall not be grievable.
 - 6.2.10. It is understood that employees in positions designated as exempt shall be provided reasonable flexibility with respect to work hours at the approval of the department manager.
 - 6.2.11. The Department Manager will provide employees with at least two weeks' notice in writing before discontinuing a Flex-Hour program schedule.
- 6.3. **Building Hours** There may be occasions when the Town Manager determines to change the building hours of operation in one or more municipal buildings. The change in building hours of operation may result in a change to a member's regularly scheduled hours of work that will not prevent a member from working his/her regular weekly hours (e.g., 37.5 hours/wk., 30 hours/wk., 20 hours/week, etc.). Changes under this section will consist of the Monday through Friday schedule.

ARTICLE 7

HOLIDAYS

- 7.1. Full-time and regular part-time employees shall be granted the following twelve and one-half paid holidays each year if actively employed on the occurrence of each holiday:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	Half day the day before Christmas (half day shall mean 12:00 p.m. to 5:00 p.m. and there shall be no lunch period on that day.)
Independence Day	

- 7.2 Sunday holidays shall be celebrated on the following Monday. Saturday holidays shall be celebrated on the preceding Friday.
- 7.3 An employee who does not work on a holiday shall be eligible for payment for that day if the employee has worked the last regularly scheduled day prior to and the next regularly scheduled working day following said holiday; or the absence on either day has been excused by the supervisor; or the employee is on full pay status.
- 7.4 Non-exempt employees required by their department manager to work on a recognized holiday shall receive overtime pay at the rate of time and one half their regular straight-time pay for all hours worked on such holiday, in addition to payment for regularly scheduled hours for that day (holiday leave). At the discretion of the department manager, the employee may elect to earn compensatory time at the rate of time and one half in accordance with Article 7.2 of this Agreement.
- 7.5 **Work Schedules** Employees who work non-traditional schedules are entitled to either holiday leave in the amount of 1/5 of a regular work week during the week that the holiday occurs, or payment of 1/5 of a week's pay during the week that the holiday occurs (1/10 of a week for the last working day before Christmas) at the discretion of the Town Manager.

ARTICLE 8

OVERTIME/COMPENSATORY TIME

- 8.1 **Overtime** The Town shall pay overtime to eligible employees in accordance with the provisions of the United States Fair Labor Standards Act. All time for which an employee is on full pay status, such as sick leave, vacation leave, etc. shall be considered time worked for the purposes of calculating overtime compensation. All worked overtime must be approved in advance by the employee's department manager.

8.1.1. Four Hour Minimum

Employees who are called back to work after normal working hours are entitled to four hours pay at straight time pay or overtime pay as appropriate. The four-hour minimum does not apply to scheduled overtime or overtime that is considered an extension of the workday.

8.2. Compensatory Time

8.2.1. At the discretion and prior approval of the Department Manager, eligible full-time employees may elect to receive paid compensatory time in lieu of paid overtime, in accordance with the United States Fair Labor Standards Act.

8.2.2. Members will be allowed to accrue compensatory time up to 40 hours in a fiscal year within the member's assigned division. Compensatory time will be earned at straight time or time and one-half the time worked, as appropriate. Time worked by the member in another division or department will be paid as overtime.

8.2.3. Eligible members may only accrue forty (40) hours of compensatory time in a fiscal year. If the member reaches the forty (40) hour maximum cap and elects to use compensatory time bringing his/her balance below the forty (40) hour cap, he/she may again accrue compensatory time up to the forty (40) hour limit per fiscal year. If the member requests and is authorized to earn compensatory time in lieu of overtime payment, and the resulting compensatory time, will put him/her over the forty (40) hour cap, all time worked will be paid as overtime. It is the member's responsibility to know his/her compensatory time balance.

8.2.4 A member with accrued compensatory time must notify his or her Department Manager in writing, providing proposed use dates, by May 31st of each fiscal year if he or she intends to use the time prior to June 30th of that fiscal year. If the member does not so notify his/her Department Manager, the Town will process a buy out of the compensatory time at or prior to the end of the fiscal year. Compensatory time hours will not carry over to the next fiscal year.

8.2.5. All overtime worked between June 1st and June 30th will be paid as overtime.

ARTICLE 9
JOB POSTING

9.1. Before the Town elects to fill a vacancy in a position covered by this Agreement, such vacancy shall be posted in a conspicuous place and shall remain posted for at least ten (10) working days. The posting of vacancies shall contain a statement of pay rates established for the position. Employees interested shall apply, in writing, during such ten-day period, and before the position is awarded, all qualified employees of the department where the vacancy exists will be given first consideration. If there are two or more employees of approximately the same ability, length of service will be a final factor in the consideration. Any senior applicant not appointed may request a statement in writing of the reasons why he/she was not selected. If in the opinion of the department manager no employee applicant is qualified, the position shall be filled from outside the bargaining unit.

ARTICLE 10

EDUCATIONAL REIMBURSEMENT

- 10.1.** The Town of Needham Education Reimbursement Policy (Benefit Administration #501) dated July 1, 2018 and as from time to time amended is hereby incorporated by reference.

ARTICLE 11

VACATION

- 11.1. Policy** It is the policy of the Town of Needham to grant employees vacation leave for service performed for the Town. Employees are credited with earned vacation leave on a monthly basis, subject to a maximum vacation accrual cap. Every department manager shall annually develop a vacation schedule for all employees in the department who are or may become eligible to receive vacation leave. Vacation may be taken at any time, subject to the approval of the department manager.

- 11.2. Eligibility** Full-time and regular part-time employees who have successfully completed the six (6) month probationary period shall be eligible for vacation leave under subsections 11.3 through 11.7 of this article. Upon written request, the Town Manager may waive the six (6) month probationary period for purposes of this section.

11.3. Accumulation

11.3.1. Employees shall be allowed to carry accumulated vacation leave from one fiscal year to the next in the amount of their allotment plus seventy-five (75) hours.

11.3.2. Employees will be credited with their earned vacation leave on or about the last day of each full calendar month of service, up to their maximum vacation accrual cap.

11.3.3. 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.

11.4. Accrual Rate

11.4.1. Subject to the provision of this subsection 11.7.2, vacation leave will be granted as follows:

Length of Continuous Service	Accrued Monthly	Maximum Annual Credits	Maximum Accrual Cap
Less than 5 years	6.25 hours	10 days = 75 hours	150 hours
5 to 10 years	9.38 hours	15 days = 112.5 hours	187.5 hours
10 to 20 years	12.5 hours	20 days = 150 hours	225 hours
Over 20 years	15.63 hours	25 days = 187.5 hours	262.5 hours

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 above schedule when, and to the extent that, his or her total accumulated vacation time falls below his or her maximum vacation accrual cap.

11.4.2. Upon written request from the department manager and the Director of Human Resources, the Town Manager may approve an accelerated vacation accrual rate based on previous service in a similar position, in accordance with the Recruitment Policy (#107) and its revisions. Such credit may be granted in whole year increments up to, but not exceeding 9 years.

11.5. Transition Year 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 20th anniversary of hire, subject to adjustment in accordance with Section 11.3.3 above.

11.6. Vacation Use

11.6.1. 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.

11.6.2. A department manager may recommend, and the Town Manager may approve a temporary increase in the maximum vacation accrual cap in extraordinary circumstances, when it would be impractical for the employee to take his or her vacation. Such situations shall include, but not be limited to, employee illness, staff turnover, or departmental workload. Any such increase is subject to a review in six (6) month increments and may not exceed 75 hours.

11.6.3. Other Uses of Vacation Leave At the discretion of the department manager, 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.

11.6.4. Employees who are not able to take vacation due to departmental workload may convert a maximum of five days to non-occupational sick leave per fiscal year.

11.7. Termination

11.7.1. 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.

11.7.2. Members of the bargaining unit who leave Town service in good standing and who return to work within two years will be entitled to receive credit for prior service for the purpose of calculating continuous service for vacation accrual upon the approval of the Town Manager. The length of the absence shall not be included in the calculation of continuous service.

ARTICLE 12
AUTHORIZED UNPAID LEAVE OF ABSENCE

- 12.1.** At the discretion of the department manager, regular full-time and regular part-time employees 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 reason and length of the requested leave. Upon written request, the Town Manager may waive the probationary period for the purposes of this section.
- 12.2.** Requests for leave of absence of longer than two weeks duration must be submitted in writing to department manager and recommended to the Director of Human Resources and approved in advance by the Town Manager.
- 12.3.** Employees granted leaves of absence of more than five days in a calendar month will not be eligible to earn vacation or sick leave credits for that calendar month. Employees granted leaves of absence of more than ten (10) days per fiscal year shall have longevity and step increase eligibility dates adjusted by the number of days equal to the leave of absence.

ARTICLE 13
PERSONAL LEAVE

- 13.1.** Two day's leave from work (previously known as personal and merit days) at regular straight-time pay for normally scheduled hours shall be granted every fiscal year to regular full-time and regular part-time employees, provided that such leave be requested to the department manager at least forty-eight (48) hours prior to the date selected. Personal leave is not cumulative and must be used in the fiscal year in which it is granted.
- 13.2.** Newly hired employees shall be granted personal leave according to the following schedule:

<u>First day of Employment</u>	<u>Personal Days</u>
July 1 - December 31	2 days
January 1 – March 31	1 day

ARTICLE 14
CIVIC DUTY LEAVE

- 14.1.** An employee summoned as a witness in court on behalf of the Commonwealth or any town, city or county of the Commonwealth or on behalf of the Federal Government shall be granted civic duty leave with pay upon filing of the appropriate notice with his/her department manager except that this section shall not apply to an employee who is also in the employ of any town, city or county of the Commonwealth or in the employ of the Federal Government or any private employer and who is summoned on a matter arising from that employment. Full-time and regular part-time employees will be paid by the Town during the period required for court service for the difference between the amount paid them by the court, excluding travel allowance, and the amount of regular straight-time pay which would normally be received from the Town for the scheduled work time spent on approved civic duty leave.

- 14.2. Official summons to jury duty or witness appearance must be presented in advance to the appropriate department manager to receive authorized civic duty leave.
- 14.3. To qualify for payment hereunder, the employee must furnish the Town Accountant with complete and satisfactory evidence of the jury or witness fees received. As a condition to receiving payment from the Town hereunder, an employee on authorized civic duty leave who is discharged from court service for the day or a major portion thereof during regular work hours must report to work.
- 14.4. Absence due to authorized civic duty leave shall not affect an employee's eligibility for longevity, step increases or benefit eligibility.
- 14.5. Civic duty leave shall not be authorized for an employee who is involved in personal litigation.

ARTICLE 15

MILITARY LEAVE

- 15.1. **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 forty (40) days per calendar year; such leave to be with full regular straight-time pay for normally scheduled working hours.
- 15.2. **Draft Board Appearances and Physicals** Military leave of absence with full regular straight-time pay for normally scheduled work hours shall be granted to regular full-time or regular part-time employees on occasion of their required appearance under orders before armed forces draft boards or for physical examinations required by such boards.
- 15.3. **Active Duty** Military leave of absence without pay shall be granted to regular 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.
- 15.4. **Notification and Approval Requirements** Every employee desiring military leave as provided hereunder shall request it in writing in advance from the appropriate department manager, 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

FAMILY AND MEDICAL LEAVE

- 16.1. Incorporated herein by reference and considered an integral part thereof is the Town's FMLA Leave Policy #312 and its revisions.

16.2. Sick Leave and Vacation Leave Accrual

16.2.1. Employees who are on an unpaid family leave for more than five days in a calendar month shall not accrue non-occupational sick leave for that month.

16.2.2. Employees who are on an unpaid family leave for more than five days in a calendar month shall not accrue vacation credit for that month.

16.3. Longevity and Step Increases

16.3.1. Employees who are on an unpaid family leave for ten or more days shall have their longevity and satisfactory performance step date (if applicable) adjusted by the number of calendar days spent on said leave.

ARTICLE 17 BEREAVEMENT LEAVE

17.1. Employees are entitled up to five (5) business days of bereavement leave, per occurrence, for the death of an immediate family member. Immediate family as used herein shall consist of employee's spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law or legal guardian.

17.2. Employees are entitled up to three (3) business days of bereavement leave, per occurrence, when there is a death in the employee's family other than those listed in subsection (a). Examples include; brother-in-law, sister-in-law, aunt, uncle, niece or nephew. Bereavement leave for non-immediate family members may be granted at the recommendation of the Department Manager and the approval of the Town Manager/designee.

ARTICLE 18 NON-OCCUPATIONAL SICK LEAVE

18.1. Eligibility Regular full-time and regular part-time employees shall be eligible for non-occupational sick leave as provided hereunder.

18.2. Accrual Regular full-time employees shall accrue one and one-quarter (1 1/4) days 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. The aforementioned accruals shall be added to the employee's permanent record of available non-occupational sick leave and referred to as the "non-occupational sick leave balance" or "non-occupational sick leave balance."

18.3. Usage Sick leave may be used under the following circumstances:

18.3.1. When an employee cannot perform his/her duties because of incapacitation caused by personal illness or injury.

- 18.3.2.** When an employee's immediate family member is ill. In this case, the employee may utilize sick leave balances up to a maximum of ten (10) days per fiscal year. For the purpose of this section, family member shall be defined as spouse, mother, father, child, or ward of the employee or his/her spouse. This excludes sick leave usage for qualified and approved family and medical leave as per Article 16 of this Agreement.
- 18.3.3.** When through exposure to contagious disease, the presence of the employee would jeopardize the health of others.
- 18.3.4.** Non-occupational sick leave may be used for scheduled medical appointments for the treatment of existing conditions, diagnostic procedures or consultations, if such appointments cannot be reasonably scheduled outside normal working hours. Employees who schedule appointments for routine medical or dental examinations during work hours must use personal, vacation or compensatory time, except as stated in Section 19.3.5.
- 18.3.5. Preventive Leave** One non-occupational sick leave balance (the equivalent of 7.5 hours) may be used each fiscal year for the purpose of preventive medical or dental appointments. The department manager may require the employee to submit medical documentation by a practicing physician to substantiate the use of sick leave balance for the purpose of preventive medical or dental appointments.
- 18.4.** During each fiscal year, there shall be charged regularly to the employee's total non-occupational sick leave balance the total number of days or partial days absent from work because of non-occupational illness for which the employee was paid the regular straight-time pay for normally scheduled hours absent due to non-occupational sick leave.
- 18.5. Notification** Non-occupational sick leave shall commence on the date that notification of the employee's sickness, injury or quarantining is given to the department manager by the employee him/herself, or the employee's family or physician in the case of an emergency. This notification shall be made each day the employee is absent.
- 18.6. Certification of Illness, Injury or Quarantine** The department manager may 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 department manager or Town Manager in any case of when non-occupational sick leave is used, such a request shall not be unreasonably applied.
- 18.7. Extended Sick Leave**
- 18.7.1.** When a regular full-time or regular part-time employee has exhausted available non-occupational sick leave balances, extended sick leave with pay in excess of earned sick leave may be granted on an individual basis by the Town Manager for up to sixty (60) days per fiscal year, upon receipt of a written request for extended sick leave submitted by the employee's department manager, and upon receipt of written confirmation from a practicing physician that the employee is unable to report to work.

18.7.2. Request for extended sick leave as provided herein shall not be submitted until the employee has used all available paid leave credit, including vacation leave, and personal leave, and compensatory time.

18.7.3. In determining whether to grant extended sick leave, the Town Manager shall take into account the employee's length of continuous employment, absence record, and performance appraisals. Granting of extended sick leave is subject to availability of appropriation and shall not be subject to the grievance and arbitration procedure.

18.7.4. Any employee granted extended sick leave as provided herein will not receive credit for such leave for the purpose of determining vacation or other leave eligibility, and the amount of time spent on extended sick leave shall not be included in computation of continuous service.

18.8. Non-occupational Sick Leave Buy-Back

18.8.1. Employees hired on or before June 30, 2007, 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 percent (25%) of the non-occupational sick leave balance outstanding after proper adjustments are made for the current fiscal year. 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 cash payment at the employee's rate at the time of termination for twenty-five (25%) of the non-occupational sick leave balance outstanding at the time of termination after proper adjustments are made for the current fiscal year. Employees who are hired after July 1, 1994 shall be subject to a 960 hour cap on the number of sick days to be used in calculating the 25% sick leave buy-back at retirement. The 960 hour cap shall not be construed as limiting the accumulation of non-occupational sick leave. Employees hired on or after July 1, 2007 are ineligible for participation in the non-occupational sick leave buy back program provisions contained in this section.

18.8.2. Personal Leave Incentive Plan

- (a) Each member of the bargaining unit shall be eligible to convert 7.5 hours of unused, non-occupational sick leave to personal leave for every calendar quarter (July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30,) in which no sick leave is used. Eligible employees must elect such conversion by July 15th of each year for the accumulation calculations based upon calendar quarters occurring during the prior fiscal year.

- (b) Eligible members of the bargaining unit electing to convert non-occupational sick leave hours to personal leave must use such leave hours (a maximum of 30 hours) by June 30 of the year in which they are converted.
- (c) Hours converted in accordance with this program will be deducted from an employee's non-occupational sick leave bank.
- (d) The provisions of this section shall not apply to Personal Leave described in Article 13.
- (e) Members of the bargaining unit on workers compensation for more than five (5) days in a quarter will be ineligible to participate in this program for that quarter.

18.9. Payment of Non-occupational Sick Leave to Employees Receiving Workers' Compensation Employees receiving workers' compensation may be granted sick leave pay from their available non-occupational sick leave balance in an amount that, when added to the workers' compensation payment will result in payment equal to their regular straight-time pay for normally scheduled work during the period of absence for a work-related injury.

ARTICLE 19

LIGHT DUTY

- 19.1.** If, after missing ten (10) consecutive work days due to a non-work-related illness or injury, an employee is unable to return to full duty status, the employee or his/her department manager may request that a Town-designated physician examine the employee to determine his or her fitness to perform light duty. Said examination shall be at the Town's expense. Before making a determination, the Town-designated physician shall consult with the employee's treating physician.
- 19.2.** The Town shall provide both the Town-designated physician and the employee's treating physician with a detailed analysis of the physical requirements of the light duty tasks proposed. Both physicians shall be asked to make a determination of the fitness of said 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. In the event that the physicians submit conflicting reports, the determination made by the employee's treating physician will be accepted.
- 19.3.** In the event that an employee is assigned to light duty, such light duty shall not interfere with on-going medical treatment.
- 19.4.** Light duty assignments shall be reviewed in increments of two (2) months.
- 19.5.** Light duty tasks shall be determined by the Town Manager/designee after consultation with the department manager
- 19.6.** The employee's rate of pay shall not be affected by light duty assignments less than two consecutive months in duration.

ARTICLE 20

WORKERS' COMPENSATION

- 20.1.** 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.
- 20.2.** The Town reserves the right to require the employee to seek initial medical treatment at a medical facility designated by the Town.
- 20.3.** The Town reserves the right to establish an approved list of medical providers which shall be the only providers employees may use for work-related injuries. The approved network will be determined after consultation with the Union.
- 20.4. Leave and Benefit Accrual**
- 20.4.1. Sick Leave/Vacation** Employees who receive workers' compensation payment for more than ten (10) days in a calendar month shall not be entitled to accrue vacation or sick leave credits for that month.
- 20.4.2. Longevity/Continuous Service** Employees who receive workers' compensation payment for 30 or more days in a fiscal year will have their longevity and eligibility date adjusted by the number of days spent on workers' compensation.
- 20.4.3.** Employees who are on workers' compensation for an entire year will not be eligible for 2 personal days for that fiscal year.
- 20.4.4.** An employee who would lose accumulated vacation credit because of workers' compensation status shall be allowed to carry forward all current accumulated vacation leave.
- 20.4.5.** Members of the bargaining unit on long term workers' compensation status may be required to utilize accumulated leave time to make up the difference between the workers' compensation amount and the employees' regular base pay if the employee fails to make health insurance premium payment in a timely manner.

ARTICLE 21

GRIEVANCE AND ARBITRATION PROCEDURE

- 21.1.** A grievance is a violation of the contract relating to wages, hours, terms and conditions of employment, which has not been resolved to the employee's satisfaction or through informal discussion with his or her immediate supervisor.
- 21.2.** Any employee may use this grievance procedure with or without assistance but no grievance settlement made as a result of an individual processed grievance shall contravene any provision of this Agreement. The Union shall have the right to be present at any grievance meeting between the parties.

21.3. Grievances shall be processed as follows:

21.3.1. Grievances shall be designated as a Classification “A” grievance or Classification “B” grievance. A Classification “A” grievance is one involving the termination of an employee in the bargaining unit. All other grievances shall be designated as Classification “B” grievances.

Classification “A” and “B” grievances shall proceed through the grievance procedure as hereinafter set forth. Only Classification “A” grievances may be the subject of arbitration, as set forth below.

In all Classification “B” grievances, the decision of the JRC or the Personnel Board, as appropriate shall be final and binding upon the parties.

21.3.2. Step 1 The employee, with or without the representation, shall present the grievance in writing to the employee’s department manager or his/her designee, within ten (10) working days of the date of the grievance or the employee’s first knowledge of its occurrence. The department manager or his/her designee shall attempt to adjust the matter and shall respond in writing to the employee within ten (10) working days.

21.3.3. Step 2 If the grievance has not been settled at Step 1, it shall be presented to the Director of Human Resources in writing within five (5) working days after the supervisor’s response is due. The Director of Human Resources shall respond to the employee or to the Union in writing within five (5) working days of his receipt of the grievance from the employee or the Union.

21.3.4. Step 3 If the grievant remains dissatisfied with the decision of the Director of Human Resources, (Step 2), the grievance may be presented to the Personnel Board in writing within ten (10) working days after the response of the Director of Human Resources is due. If, after its own investigation, 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. 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.

21.4. If a grievance is still unsettled, the Union may, within fifteen (15) calendar days after the reply of the Personnel Board is due, by written notice to the other party, request arbitration.

21.5. The arbitrator shall be selected by mutual agreement of the parties hereto. If the parties fail to agree on a selection in the first instance, the American Arbitration Association will be requested to provide a list of arbitrators from which a selection shall be made in accordance with the applicable rules of the American Arbitration Association.

- 21.6.** The arbitrator shall have the authority to settle only disputes defined herein. Any grievance appealed to an arbitrator over which he/she has no power to rule shall be referred back to the parties without a decision. The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement or to take any action to prevent the Town and the Union from settling by mutual agreement prior to final decision, any grievance submitted to arbitration hereunder. The decision of the arbitrator shall be final and binding upon the parties. Expenses for the arbitrator's service shall be shared equally by the parties.
- 21.7.** In order for an arbitrator to have jurisdiction over any grievance involving allegations of discrimination which may also be subject to charges before the EEOC, MCAD, or any other federal, state or local agency having jurisdiction over such discrimination or fair employment practices, the employee shall sign a written election of remedies electing arbitration as the exclusive forum for determining such issues and shall thereby waive all other remedies or causes of action for such claim.

ARTICLE 22

COMPENSATION PLAN

- 22.1.** Employees shall be classified and compensated in accordance with the terms of this Agreement. Incorporated into this Agreement and attached thereto as Appendix A and B are Classification and Pay Plans.
- 22.2. Satisfactory Performance Step Increases**
- 22.2.1.** Performance step increases occur when an employee meets all the criteria established through the annual performance evaluation as evidenced by a satisfactory performance review. Satisfactory performance step increases shall be granted on the anniversary of the date of hire or the adjusted step date. Progression through the pay ranges are neither mandatory nor automatic but are on the basis of merit and ability as recommended by the employee's supervisor and approved by the Town Manager.
- 22.2.2.** 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.
- 22.3. Promotion** For the purposes of this section, a promotion shall be defined as a change from a position of lower classification and compensation grade to a position in the collective bargaining unit and with similar work, but with greater responsibilities and in a higher classification and compensation grade. 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 department manager recommendation, 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.

- 22.4. 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 department manager recommendation, 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.
- 22.5. 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 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 department manager recommendation, 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.
- 22.6.** In the event an employee is demoted to a lower grade he or she will receive the maximum rate of the lower grade or his/her own rate at the time of demotion, whichever is less.
- 22.7.** Newly hired employees will begin employment at minimum step unless otherwise approved by the Town Manager whose decision shall not be grievable. The Town Manager may adjust the starting rate of compensation for any position up to two (2) compensation grades, where such adjustment is deemed necessary to recruit and retain qualified employees in accordance with prevailing market conditions, or where such position requires unique technical skills not adequately provided for by the minimum entrance rate.

ARTICLE 23

MERIT

- 23.1. Merit Step Increase** At the written request of the department manager, 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.
- 23.2. Merit Bonus** At the written request of the department manager, or three Town employees, the Town Manager may grant a one-time Merit Bonus in an amount not to exceed \$3,600 per fiscal year if the employee has demonstrated exceptional performance in accordance with regulations promulgated by the Human Resources Department.

23.2.1. Merit Raise At the written request of the department manager, or three Town employees, the Town Manager may grant a merit raise in an amount not to exceed 3% of base pay in any one year if the employee has demonstrated exceptional performance in accordance with regulations promulgated by the Human Resources Department. Approved merit raises shall be granted to employees who have been at maximum step for at least one year. No employee shall be granted a merit raise in excess of the merit step set forth in the compensation plan, such step to be 10% of the maximum step in the applicable pay grade.

23.2.2. All of the provisions listed above shall be subject to sufficient appropriation. If the Town Manager approves a request in accordance with this article and funding is not sufficient in whole or in part in the department's salary line item, the Town Manager will recommend at a Special Town Meeting a transfer of funds from another one of the department's line items or another department's line item, to fund such merit payment.

23.2.3. Upon request, the Human Resources Department will provide the ITWA President or his or her designee with a report of merit bonuses and raises granted in accordance with this section.

23.3. 401A Retirement Plan Effective January 1, 2020, the Town will contribute up to \$1,500 annually in a two for one match to a 401A Deferred Compensation Plan. Members of the bargaining unit must contribute to a Town-sponsored deferred compensation plan in order to participate in the 401A Retirement Plan program.

ARTICLE 24

LONGEVITY

24.1. There shall be added to the annual compensation of each regular full-time and regular part-time employee hired prior to July 1, 2005 the sum of two hundred dollars (\$200.00) after the completion of each and every five years of continuous employment. For regular part-time employees hired after July 1, 2000 and prior to July 1, 2005, any longevity payments granted under the terms of this policy will be pro-rated on the basis that their part-time services bears to full-time service.

24.2. Employees completing twenty (20) years of continuous employment as of June 30, 2005 are considered "grandfathered" and shall receive one percent (1%) of base salary for each and every five (5) years of employment in lieu of the two –hundred dollars (\$200) set forth in section 24.1.

24.3. Longevity Payment

24.3.1. Eligible employees will be granted a longevity payment in a lump sum on the anniversary date of employment or eligibility, subject to adjustment for unpaid leaves of absence or in accordance with applicable provisions of the Agreement.

24.3.2. Interruption of employment for the purpose of performing military service under orders shall not be deemed a break in continuous employment with the Town for the purpose of determining longevity eligibility, provided that no employment other than military service under orders is entered into during the period of interruption, and that the employee returns to Town service within thirty (30) days after honorable discharge from active military service, or immediately upon release from reserve duty.

ARTICLE 25
PERFORMANCE EVALUATION

25.1. An evaluation of the performance of every employee in the bargaining unit shall be conducted annually on the employee's anniversary date and may be adjusted from time to time in accordance with the provisions of Article 22. Annual evaluations will be conducted regardless of the employee's opportunity to receive performance step increases.

ARTICLE 26
PAYMENT FOR ABSENCE DUE TO WEATHER OR EMERGENCY

- 26.1.** Only employees who report to work for their scheduled hours during inclement weather or other emergency shall be paid, except as provided by Section 25.2.
- 26.2.** In cases where the determination to close or delay the opening of a municipal building (non-school building) during inclement weather or other emergency has been made by the Town Manager or her/his designee, employees who report to work and are dismissed, or who are notified prior to reporting to work, due to weather conditions or other emergency, will receive regular pay for their normally scheduled work hours for which the building was closed.
- 26.3.** Any non-exempt employee who is required by his/her department manager to remain at work after the decision has been made to close all municipal (non-school) buildings shall receive payment of time and one half his/her regular rate of pay for those hours worked.

ARTICLE 27
SEPARABILITY AND SUBORDINATION TO EXISTING LAW

- 27.1.** Should any of the provisions of this Agreement become invalid or should their efficacy become doubtful or questionable because of existing Federal or State Legislation, a Town Charter, or regulation, a decision by a court of competent jurisdiction; the remainder of this Agreement shall not be affected thereby.
- 27.2.** In the event that this Agreement or any part or provision thereof conflicts with any State or Federal law, this Agreement or any such part or provision thereof shall be subordinate to any such State or Federal Law, as long as such conflict remains.

Nothing in this Agreement shall diminish the authority and power of any Retirement Board or Personnel Board established by law.

ARTICLE 28

CAFETERIA PLAN

- 28.1. Cafeteria Plan** The Town shall institute a so called “cafeteria plan” in compliance with state law and the Internal Revenue Code. Members of the bargaining unit will not be required to pay the administrative fee for participation in the Cafeteria Plan effective January 1, 2012. The Town, at its sole option, may terminate said cafeteria plan on a Town-wide basis, with 60 days' notice.

ARTICLE 29

MISCELLANEOUS PROVISIONS

- 29.1. Bulletin Board** The Union and the Town Manager will agree on the locations of bulletin boards for the purpose of the Union’s posting pre-approved information for its members. All postings must be submitted to the Director of Human Resources and approved by the Town Manager in advance of posting.

29.2. Probationary Period

29.2.1. All newly hired employees shall be required to serve a six (6) month probationary period. Prior to the conclusion of the probationary period, each employee's performance will be evaluated on such form as the Town Manager may require, for inclusion in the central personnel file.

29.2.2. Upon receipt of a written request from the department manager, the Town Manager may extend the probationary period up to an additional six months if the initial evaluation of the probationary employee is unsatisfactory. A second probationary evaluation will then be required prior to the expiration of the extended probationary period.

29.2.3. Employment may be terminated at any time during the probationary period. Employees shall not be entitled to utilize the grievance procedure outlined in Article 18 herein during the probationary period.

- 29.3. Non-Discrimination** Neither party will discriminate against any employee or applicant for employment by reason of his or her race, sex, age, color, religion, national origin, sexual orientation, gender identity or disability.

29.4. Clothing

29.4.1. Members of the bargaining unit who regularly work outside or in other conditions that may damage personal clothing will be eligible for reimbursement for work boots and/or other suitable work clothes in an amount not to exceed \$200 per fiscal year. The decision as to what articles of clothing may be purchased will be made by the Department Manager.

- 29.4.2.** Boots or other suitable work clothes that are rendered unfit in the line of duty may be replaced prior to normal replacement time with the approval of the Town Manager, subject to adequate appropriation.
- 29.5. Town Vehicle Use** Incorporated herein by reference and considered an integral part thereof is the Town of Needham Municipal Vehicle Use Policy, Policy # 509; dated March 11, 1997; as updated October 2013.
- 29.6. Employee Assistance Program (EAP)** The Union agrees to and supports efforts to utilize the Town's Employee Assistance Program as a means to resolve issues in the workplace. It is the parties' expectation that the EAP will be used as a resource to assist employees in need.
- 29.7. Workplace Violence Policy** The Union agrees to implement and incorporate by reference the Needham Workplace Violence Policy, Policy # 426, dated March 19, 2003.
- 29.8. Recall**
- 29.8.1.** In the event of a layoff within the Union, the Town will maintain a recall list for up to one (1) year from the effective date of the layoff. In the event the position is reinstated, members of the bargaining unit laid off shall be recalled into the same position.
- 29.8.2.** Employees who are serving during a probationary period when a layoff occurs will not be eligible for the recall list.
- 29.8.3.** In the event of a recall, leaves and other benefits will be adjusted for employees recalled based on the period of the layoff.
- 29.9.** The Memorandum of Agreement dated February 26, 2018 between the Town and the Association regarding health insurance is hereby incorporated by reference.
- 29.10. Direct Deposit** The Town is authorized to require that all bargaining unit members participate in a mandatory direct deposit program.
- 29.11. Labor-Management Committee** The Town and the Union shall establish a Labor-Management Committee to discuss the current performance evaluation process, the creation of a sick time donation bank, and other items agreed upon by the parties, and to make recommendations therefore to the Town Manager. The Committee shall consist of three members appointed by the Town Manager and three members appointed by the Union.
- 29.12. Professional Licensure** For positions requiring professional licensure, the Town will pay the fees associated with the renewal of said licenses.
- 29.13 Remote Work Policy** Incorporated herein by reference and considered an integral part thereof is the Town of Needham Remote Work Policy #428, dated February 2021.

- 29.14 Summer Hours** Incorporated by reference and considered an integral part thereof is the Memorandum of Agreement between the Town and the ITWA dated April 30, 2019 regarding the summer hours program.

ARTICLE 30
ACTING PAY

- 30.1.** Employees shall be compensated for assuming, on a temporary basis, some or all of the duties of another position from which an incumbent is absent, when all of the following conditions have been met:
- 30.1.1.** the employee is assigned by the department manager or Town Manager to perform a majority of the significant duties of a budgeted, higher paid position from which an incumbent is absent;
 - 30.1.2.** the duties of the higher paid position are assigned to, and performed by, the designated employee for fifteen (15) or more consecutive work days; and
 - 30.1.3.** the assignment is approved by the Town Manager.
- 30.2.** Employees who perform the duties of a higher paid position under the above provision shall receive acting pay beginning on, or retroactive to, the first day of the assignment.
- 30.3.** Employees shall be paid acting pay at the first step of the compensation grade of the position being filled, or that rate which is at least one step (3.6%) higher than the employee's current rate of pay, whichever is greater. In no case shall an employee receive a salary greater than the top step of the salary range of the higher classification.
- 30.4.** Acting pay may not be requested by the department manager if the departmental budget has insufficient appropriation to meet the expense.
- 30.5.** Acting pay may be requested by the department manager for absence due to termination or extended leave, whether paid or unpaid, if sufficient appropriation exists.
- 29.6.** If insufficient appropriation exists, the department manager must either distribute the responsibilities evenly among several employees or assume the majority of the responsibilities him/her-self.
- 30.7.** An employee of the bargaining unit who has not been assigned by his or her Department Manager to cover the duties of a higher paid position, and who believes that he or she has been performing such duties, may request a meeting with the Department Manager and the Director of Human Resources to discuss the type of information and/or documentation that is required to review whether the employee should be paid acting pay.

- 30.8.** Acting pay may be approved by the Town Manager for partial absences when the incumbent of the higher rated position is absent from his/her position for more than 50% of his/her regularly scheduled hours for more than fifteen (15) working days.
- 30.9.** In the case of partial acting pay, the employee shall be compensated at the authorized higher rate only for that portion of the regularly scheduled hours that the incumbent of the higher paid position is absent.
- 30.10.** Acting pay shall not apply to any paid leave taken or accrued during the assignment.
- 30.11.** Any employee serving in an acting capacity under this section, and receiving acting pay, who is then promoted to the position in which he/she is acting in, will have his/her step date adjusted to the date he/she began receiving acting pay for the position. To qualify under this section, an individual will have to have been in the acting capacity and receiving acting pay for at least 30 calendar days. Employees promoted, transferred or reclassified in accordance with Section 22.3, 22.4, or 22.5 above the minimum step will not be eligible under this section.

ARTICLE 31

DURATION OF CONTRACT

This Agreement shall continue in full force and effect to midnight June 30, 2024 and shall be subject to renegotiation for the period beginning July 1, 2024, as hereinafter provided. Until such time as the Town and the Union renegotiate a mutually satisfactory contract, the terms of the within Agreement shall remain in full force and effect. Should either or both parties desire to negotiate a new collective agreement for the succeeding year, such party or parties shall, not less than 6 months prior to the expiration date of this Agreement, give notice in writing to the other party.

Upon receipt of such notice the parties shall make mutually satisfactory arrangements 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.

IN WITNESS WHEREOF, the Town has caused this instrument to be duly executed by its authorized designees and the Union has caused this instrument to be signed by its proper officers hereunto duly authorized, this _____ day of _____, 2021.

Town of Needham

Kate Fitzpatrick
Town Manager

Date: _____

Independent Town Workers' Association

DocuSigned by:

DocuSigned by:
6E33D7D925FD47E...
Paula Sheerin
5B436663B2C0456...

Date: _____

Select Board

Date: _____

Approved as to form:

Town Counsel

Date: _____

APPENDIX A
Needham Independent Town Workers' Association Classification Plan
ITWA/LIUNA Local 272

Only those positions budgeted for twenty (20) hours or more per week for more than six (6) months are included in the bargaining unit as follows:

CLASS TITLE	GRADE/SCHEDULE	FLSA status
Administrative Assistant	I03	non-exempt
Administrative Specialist	I05	non-exempt
Applications Administrator	I07	exempt
Clinician	I07	exempt
Computer Operator	I03	non-exempt
Conservation Specialist	I06	non-exempt
Environmental Health Agent	I07	non-exempt
Field Assessor	I06	non-exempt
Finance Assistant	I04	non-exempt
GIS/Database Administrator	I07	exempt
Network Manager	I11	exempt
Office Assistant	I02	non-exempt
Payroll Coordinator	I06	non-exempt
Police Administrative Specialist	I06	non-exempt
Public Health Nurse	I09	exempt
Recreation Supervisor	I08	non-exempt
Senior Administrative Coordinator	I07	non-exempt
Technology Support Technician	I06	non-exempt

APPENDIX B**Independent Town Workers Association (ITWA)****FY2022 - Effective July 1, 2021**

Hourly	1	2	3	4	5	6	7	8	9	10	11
I-11	\$38.45	\$40.95	\$43.08	\$44.85	\$46.42	\$47.91	\$49.30	\$50.58	\$51.74	\$52.77	\$53.83
I-10	\$36.62	\$39.00	\$41.03	\$42.71	\$44.20	\$45.61	\$46.93	\$48.15	\$49.26	\$50.25	\$51.27
I-09	\$34.88	\$37.15	\$39.08	\$40.68	\$42.10	\$43.45	\$44.71	\$45.87	\$46.93	\$47.87	\$48.83
I-08	\$33.54	\$35.33	\$36.78	\$38.10	\$39.36	\$40.54	\$41.63	\$42.63	\$43.53	\$44.40	\$45.29
I-07	\$31.94	\$33.65	\$35.03	\$36.29	\$37.49	\$38.61	\$39.65	\$40.60	\$41.45	\$42.28	\$43.13
I-06	\$30.42	\$32.05	\$33.36	\$34.56	\$35.70	\$36.77	\$37.76	\$38.67	\$39.48	\$40.27	\$41.08
I-05	\$28.97	\$30.52	\$31.77	\$32.91	\$34.00	\$35.02	\$35.97	\$36.83	\$37.60	\$38.35	\$39.12
I-04	\$27.30	\$28.76	\$29.94	\$31.02	\$32.04	\$33.00	\$33.89	\$34.70	\$35.43	\$36.14	\$36.86
I-03	\$24.82	\$26.15	\$27.22	\$28.20	\$29.13	\$30.00	\$30.81	\$31.55	\$32.21	\$32.85	\$33.51
I-02	\$22.56	\$23.77	\$24.74	\$25.63	\$26.48	\$27.27	\$28.01	\$28.68	\$29.28	\$29.87	\$30.47
I-01	\$20.51	\$21.61	\$22.50	\$23.31	\$24.08	\$24.80	\$25.47	\$26.08	\$26.63	\$27.16	\$27.70

Independent Town Workers Association (ITWA)**FY2022 - Effective July 1, 2021**

Annual	1	2	3	4	5	6	7	8	9	10	11
I-11	\$74,977.50	\$79,852.50	\$84,006.00	\$87,457.50	\$90,519.00	\$93,424.50	\$96,135.00	\$98,631.00	\$100,893.00	\$102,901.50	\$104,968.50
I-10	\$71,409.00	\$76,050.00	\$80,008.50	\$83,284.50	\$86,190.00	\$88,939.50	\$91,513.50	\$93,892.50	\$96,057.00	\$97,987.50	\$99,976.50
I-09	\$68,016.00	\$72,442.50	\$76,206.00	\$79,326.00	\$82,095.00	\$84,727.50	\$87,184.50	\$89,446.50	\$91,513.50	\$93,346.50	\$95,218.50
I-08	\$65,403.00	\$68,893.50	\$71,721.00	\$74,295.00	\$76,752.00	\$79,053.00	\$81,178.50	\$83,128.50	\$84,883.50	\$86,580.00	\$88,315.50
I-07	\$62,283.00	\$65,617.50	\$68,308.50	\$70,765.50	\$73,105.50	\$75,289.50	\$77,317.50	\$79,170.00	\$80,827.50	\$82,446.00	\$84,103.50
I-06	\$59,319.00	\$62,497.50	\$65,052.00	\$67,392.00	\$69,615.00	\$71,701.50	\$73,632.00	\$75,406.50	\$76,986.00	\$78,526.50	\$80,106.00
I-05	\$56,491.50	\$59,514.00	\$61,951.50	\$64,174.50	\$66,300.00	\$68,289.00	\$70,141.50	\$71,818.50	\$73,320.00	\$74,782.50	\$76,284.00
I-04	\$53,235.00	\$56,082.00	\$58,383.00	\$60,489.00	\$62,478.00	\$64,350.00	\$66,085.50	\$67,665.00	\$69,088.50	\$70,473.00	\$71,877.00
I-03	\$48,399.00	\$50,992.50	\$53,079.00	\$54,990.00	\$56,803.50	\$58,500.00	\$60,079.50	\$61,522.50	\$62,809.50	\$64,057.50	\$65,344.50
I-02	\$43,992.00	\$46,351.50	\$48,243.00	\$49,978.50	\$51,636.00	\$53,176.50	\$54,619.50	\$55,926.00	\$57,096.00	\$58,246.50	\$59,416.50
I-01	\$39,994.50	\$42,139.50	\$43,875.00	\$45,454.50	\$46,956.00	\$48,360.00	\$49,666.50	\$50,856.00	\$51,928.50	\$52,962.00	\$54,015.00

Independent Town Workers Association (ITWA)
FY2023 - Effective July 1, 2022

Hourly	1	2	3	4	5	6	7	8	9	10	11
I-11	\$38.83	\$41.36	\$43.51	\$45.30	\$46.88	\$48.39	\$49.79	\$51.09	\$52.26	\$53.30	\$54.37
I-10	\$36.99	\$39.39	\$41.44	\$43.14	\$44.64	\$46.07	\$47.40	\$48.63	\$49.75	\$50.75	\$51.78
I-09	\$35.23	\$37.52	\$39.47	\$41.09	\$42.52	\$43.88	\$45.16	\$46.33	\$47.40	\$48.35	\$49.32
I-08	\$33.88	\$35.68	\$37.15	\$38.48	\$39.75	\$40.95	\$42.05	\$43.06	\$43.97	\$44.84	\$45.74
I-07	\$32.26	\$33.99	\$35.38	\$36.65	\$37.86	\$39.00	\$40.05	\$41.01	\$41.86	\$42.70	\$43.56
I-06	\$30.72	\$32.37	\$33.69	\$34.91	\$36.06	\$37.14	\$38.14	\$39.06	\$39.87	\$40.67	\$41.49
I-05	\$29.26	\$30.83	\$32.09	\$33.24	\$34.34	\$35.37	\$36.33	\$37.20	\$37.98	\$38.73	\$39.51
I-04	\$27.57	\$29.05	\$30.24	\$31.33	\$32.36	\$33.33	\$34.23	\$35.05	\$35.78	\$36.50	\$37.23
I-03	\$25.07	\$26.41	\$27.49	\$28.48	\$29.42	\$30.30	\$31.12	\$31.87	\$32.53	\$33.18	\$33.85
I-02	\$22.79	\$24.01	\$24.99	\$25.89	\$26.74	\$27.54	\$28.29	\$28.97	\$29.57	\$30.17	\$30.77
I-01	\$20.72	\$21.83	\$22.73	\$23.54	\$24.32	\$25.05	\$25.72	\$26.34	\$26.90	\$27.43	\$27.98

Independent Town Workers Association (ITWA)
FY2023 - Effective July 1, 2022

Annual	1	2	3	4	5	6	7	8	9	10	11
I-11	\$75,718.50	\$80,652.00	\$84,844.50	\$88,335.00	\$91,416.00	\$94,360.50	\$97,090.50	\$99,625.50	\$101,907.00	\$103,935.00	\$106,021.50
I-10	\$72,130.50	\$76,810.50	\$80,808.00	\$84,123.00	\$87,048.00	\$89,836.50	\$92,430.00	\$94,828.50	\$97,012.50	\$98,962.50	\$100,971.00
I-09	\$68,698.50	\$73,164.00	\$76,966.50	\$80,125.50	\$82,914.00	\$85,566.00	\$88,062.00	\$90,343.50	\$92,430.00	\$94,282.50	\$96,174.00
I-08	\$66,066.00	\$69,576.00	\$72,442.50	\$75,036.00	\$77,512.50	\$79,852.50	\$81,997.50	\$83,967.00	\$85,741.50	\$87,438.00	\$89,193.00
I-07	\$62,907.00	\$66,280.50	\$68,991.00	\$71,467.50	\$73,827.00	\$76,050.00	\$78,097.50	\$79,969.50	\$81,627.00	\$83,265.00	\$84,942.00
I-06	\$59,904.00	\$63,121.50	\$65,695.50	\$68,074.50	\$70,317.00	\$72,423.00	\$74,373.00	\$76,167.00	\$77,746.50	\$79,306.50	\$80,905.50
I-05	\$57,057.00	\$60,118.50	\$62,575.50	\$64,818.00	\$66,963.00	\$68,971.50	\$70,843.50	\$72,540.00	\$74,061.00	\$75,523.50	\$77,044.50
I-04	\$53,761.50	\$56,647.50	\$58,968.00	\$61,093.50	\$63,102.00	\$64,993.50	\$66,748.50	\$68,347.50	\$69,771.00	\$71,175.00	\$72,598.50
I-03	\$48,886.50	\$51,499.50	\$53,605.50	\$55,536.00	\$57,369.00	\$59,085.00	\$60,684.00	\$62,146.50	\$63,433.50	\$64,701.00	\$66,007.50
I-02	\$44,440.50	\$46,819.50	\$48,730.50	\$50,485.50	\$52,143.00	\$53,703.00	\$55,165.50	\$56,491.50	\$57,661.50	\$58,831.50	\$60,001.50
I-01	\$40,404.00	\$42,568.50	\$44,323.50	\$45,903.00	\$47,424.00	\$48,847.50	\$50,154.00	\$51,363.00	\$52,455.00	\$53,488.50	\$54,561.00

Independent Town Workers Association (ITWA)
FY2024 - Effective July 1, 2023

Hourly	1	2	3	4	5	6	7	8	9	10	11
I-11	\$39.80	\$42.39	\$44.60	\$46.43	\$48.05	\$49.60	\$51.03	\$52.37	\$53.57	\$54.63	\$55.73
I-10	\$37.91	\$40.37	\$42.48	\$44.22	\$45.76	\$47.22	\$48.59	\$49.85	\$50.99	\$52.02	\$53.07
I-09	\$36.11	\$38.46	\$40.46	\$42.12	\$43.58	\$44.98	\$46.29	\$47.49	\$48.59	\$49.56	\$50.55
I-08	\$34.73	\$36.57	\$38.08	\$39.44	\$40.74	\$41.97	\$43.10	\$44.14	\$45.07	\$45.96	\$46.88
I-07	\$33.07	\$34.84	\$36.26	\$37.57	\$38.81	\$39.98	\$41.05	\$42.04	\$42.91	\$43.77	\$44.65
I-06	\$31.49	\$33.18	\$34.53	\$35.78	\$36.96	\$38.07	\$39.09	\$40.04	\$40.87	\$41.69	\$42.53
I-05	\$29.99	\$31.60	\$32.89	\$34.07	\$35.20	\$36.25	\$37.24	\$38.13	\$38.93	\$39.70	\$40.50
I-04	\$28.26	\$29.78	\$31.00	\$32.11	\$33.17	\$34.16	\$35.09	\$35.93	\$36.67	\$37.41	\$38.16
I-03	\$25.70	\$27.07	\$28.18	\$29.19	\$30.16	\$31.06	\$31.90	\$32.67	\$33.34	\$34.01	\$34.70
I-02	\$23.36	\$24.61	\$25.61	\$26.54	\$27.41	\$28.23	\$29.00	\$29.69	\$30.31	\$30.92	\$31.54
I-01	\$21.24	\$22.38	\$23.30	\$24.13	\$24.93	\$25.68	\$26.36	\$27.00	\$27.57	\$28.12	\$28.68

Independent Town Workers Association (ITWA)
FY2024 - Effective July 1, 2023

Annual	1	2	3	4	5	6	7	8	9	10	11
I-11	\$77,610.00	\$82,660.50	\$86,970.00	\$90,538.50	\$93,697.50	\$96,720.00	\$99,508.50	\$102,121.50	\$104,461.50	\$106,528.50	\$108,673.50
I-10	\$73,924.50	\$78,721.50	\$82,836.00	\$86,229.00	\$89,232.00	\$92,079.00	\$94,750.50	\$97,207.50	\$99,430.50	\$101,439.00	\$103,486.50
I-09	\$70,414.50	\$74,997.00	\$78,897.00	\$82,134.00	\$84,981.00	\$87,711.00	\$90,265.50	\$92,605.50	\$94,750.50	\$96,642.00	\$98,572.50
I-08	\$67,723.50	\$71,311.50	\$74,256.00	\$76,908.00	\$79,443.00	\$81,841.50	\$84,045.00	\$86,073.00	\$87,886.50	\$89,622.00	\$91,416.00
I-07	\$64,486.50	\$67,937.51	\$70,707.00	\$73,261.50	\$75,679.50	\$77,961.00	\$80,047.50	\$81,978.00	\$83,674.50	\$85,351.50	\$87,067.50
I-06	\$61,405.50	\$64,701.00	\$67,333.50	\$69,771.00	\$72,072.00	\$74,236.50	\$76,225.50	\$78,078.00	\$79,696.50	\$81,295.50	\$82,933.50
I-05	\$58,480.50	\$61,620.00	\$64,135.50	\$66,436.50	\$68,640.00	\$70,687.50	\$72,618.00	\$74,353.50	\$75,913.50	\$77,415.00	\$78,975.00
I-04	\$55,107.00	\$58,071.00	\$60,450.00	\$62,614.50	\$64,681.50	\$66,612.00	\$68,425.50	\$70,063.50	\$71,506.50	\$72,949.50	\$74,412.00
I-03	\$50,115.00	\$52,786.50	\$54,951.00	\$56,920.50	\$58,812.00	\$60,567.00	\$62,205.00	\$63,706.50	\$65,013.00	\$66,319.50	\$67,665.00
I-02	\$45,552.00	\$47,989.50	\$49,939.50	\$51,753.00	\$53,449.50	\$55,048.50	\$56,550.00	\$57,895.50	\$59,104.50	\$60,294.00	\$61,503.00
I-01	\$41,418.00	\$43,641.00	\$45,435.00	\$47,053.50	\$48,613.50	\$50,076.00	\$51,402.00	\$52,650.00	\$53,761.50	\$54,834.00	\$55,926.00

APPENDIX C
ITWA/LIUNA Local 272 Union Dues
Authorization for Payroll Deduction

Name of Employee

Department/Division

Effective _____ I hereby request and authorize you to deduct from my earnings each pay period the amount of \$ _____. This amount shall be paid to the Treasurer of LIUNA Local 272, and represents payment of my Association Dues.

These deductions may be terminated by me by giving you a sixty (60) day written notice in advance or upon termination of my employment.

Employee's Signature

Employees Address

Town

Zip

Date