

**Town of Needham  
Select Board  
Minutes for Tuesday, October 26, 2021  
Needham Town Hall  
Powers Hall  
and  
Via ZOOM  
<https://us02web.zoom.us/j/84857697639>**

- 6:00 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, Marcus Nelson, and Town Manager Kate Fitzpatrick. Dave Davison, ATM/Finance, Katie King, ATM/Operations, Myles Tucker, Support Services Manager, Kristin Scoble, Administrative Specialist, and Mary Hunt, Recording Secretary were also in attendance.
- 6:00 p.m. Public Comment Period: No public comments were heard.
- 6:10 p.m. Director of Public Works:  
Carys Lustig, Director of Public Works spoke with the Board regarding 4 items:
1. Town Common Renovation  
Ms. Lustig reminded the Board the project to renovate the Town Common is on track to begin in the Spring/Summer of 2022. She said two small adjustments were made to the original plan, which Public Works wanted to bring to the attention of the Board. Ms. Lustig outlined the two changes, both aesthetic and functional, including a change from temporary lighting poles to permanent lighting poles and the location of portable sound system equipment.  
  
Discussion ensued on placement of the podium, sound system equipment, as well as the possibility of public Wi-Fi.  
  
The Board thanked Ms. Lustig for the update.
  2. Sign Notice of Traffic Regulation: Dedham Avenue  
**Motion by Mr. Matthews that the Select Board vote to approve and sign the Notice of Traffic Regulation Permit #P21-10-26 for Dedham Avenue, Parking Prohibited, West side, from 260 feet north of Webster Street to 290 feet north of Webster Street.**  
**Second: Ms. Cooley. Unanimously approved 4-0.**  
  
Ms. Lustig explained the process for residents interested in requesting a change (crosswalks, stop signs, no parking signs etc.) through the TMAC in their neighborhood.

Ms. Cooley pointed out the Traffic Management Advisory Committee currently has a vacancy on their board and is looking for volunteers to fill the position.

3. Sign Notice of Traffic Regulation: Beaufort Avenue

Ms. Lustig explained the Traffic Management Advisory Committee (TMAC) received a request from the residents of the Beaufort Avenue area asking that the area of Beaufort Avenue near Perry Park, between Hawthorn Avenue and Arden Street, be designated a safety zone. Safety Zone and 20 mph Speed Limit signs will be placed in the relative locations as shown on the diagram provided.

Discussion ensued on areas of Needham where safety zones could be established.

Ms. Cooley reminded residents crossing in an area where there are flashing beacon lights to push the button to get traffic to stop.

**Motion by Mr. Nelson that the Select Board vote to approve and sign the Notice of Traffic Regulation Permit #SAZ21-10-26 requiring that Beaufort Avenue be designated as a safety zone between Hawthorn Avenue and Arden Street.**

**Second: Mr. Matthews. Unanimously approved 4-0.**

4. Snow Program 2021-2022 Update

Ms. Lustig updated the Board on the preparations the Department of Public Works is making for the upcoming snow season. She said her concerns focus on the ability to hire staff to replace those who have left the Town and contractors who have chosen not to participate in the Snow Program. Ms. Lustig said the decline in the number of contractors interested in working in the Snow Program has been consistent over the last few years, noting the money a contractor can make is very unpredictable. She said equipment is also of concern. Ms. Lustig spoke about Snow Program staffing, set up of routes, and the effect changes may have this winter on snow removal. She noted pay rates and incentive pay have both increased to compete with surrounding communities, and that the Town is actively recruiting contractors for the coming winter season.

Discussion ensued on the sidewalk program, school routes, and snow removal equipment.

Mr. Borrelli asked about the Town's salt supply and closing the Swap Shop.

Ms. Lustig said she has not heard of any issues in the supply of salt, noting Needham has very good capacity, can stockpile salt in house, and that the salt shed is currently full. Ms. Lustig said a decision was made to close the Swap Shop on a seasonal basis, partly due to the Snow Program and staffing, and also because the current location of the shop is not ideal.

The Board thanked Ms. Lustig for the update.



restaurants have made investments in outdoor furniture and other amenities. Mr. Nelson concurred. He said it is more beneficial for the Town to make sure restaurants are stable through the pandemic.

**Motion by Mr. Nelson that the Select Board approve the Calendar Year 2022 fee structure and to waive Outdoor Dining License fees for Calendar Year 2022.**

**Second: Ms. Cooley. Unanimously approved 4-0.**

Mr. Borrelli asked a letter from the Select Board be sent to restaurant owners to inform them of the fee structure and that the outdoor dining license fees for CY2022 has been waived.

2. Update to List of Special Municipal Employees

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.”) 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.

Ms. Fitzpatrick recommended that the Select Board designate the position of member of the Housing Plan Working Group as special municipal employee.

**Motion by Mr. Matthews that the Select Board vote to:**

1. **designate the position of member of the Housing Plan Working Group as special municipal employee pursuant to General Laws Chapter 268A.**

**And**

2. **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.**

**Second: Ms. Cooley. Unanimously approved 4-0.**

3. Initial American Rescue Plan Funding Proposal

Ms. Fitzpatrick outlined the initial American Rescue Plan (ARPA) Funding Proposal and asked the Board’s approval to proceed with finalizing program components. The Funding Plan is subject to revision by the Select Board over the coming months and years. She commented on categories of funding including

COVID-19 Direct Impact, Technology Improvements, Economic Development, and Water/Sewer/Drains Infrastructure.

**Motion by Ms. Cooley that the Select Board vote to approve the initial American Rescue Plan Funding Proposal dated October 26, 2021.  
Second: Mr. Nelson. Unanimously approved 4-0.**

4. Town Manager Report

Ms. Fitzpatrick reported Amy Haelsen, Director, Economic Development and Planning secured a \$25,000 in funding from the State for technical assistance to help create a marketing plan for Needham Center businesses.

Ms. Fitzpatrick reported Sara Shine, Director of Youth and Family Services was invited to be part of an advisory group to Children’s Hospital in Needham.

Ms. Fitzpatrick reported she and Mr. Borrelli met with representatives from the MBTA to officially let them know that Needham will be pursuing steps toward a Quiet Zone designation. She said the MBTA offered assistance to Needham, reiterating that efforts toward a Quiet Zone designation are between the Town and the Federal Railroad Administration. She said the design team for the streetscape project currently underway will also design the Quiet Zone approved components for the Great Plain Avenue crossing. She said it is expected the design will be included in construction no sooner than summer of 2023. She noted design and construction is happening “at the speed of light” as the Town was already working on the area. Ms. Fitzpatrick said she will prepare a rough timeline and updated costs estimates to be presented to the Select Board at a future meeting.

Ms. Fitzpatrick reported the head of railroad operations will be in Needham Heights in the next few weeks to consider train locations, idling, and vibrations that neighborhood residents have said is an issue.

6:50 p.m. Board Discussion:

1. Committee Reports

Mr. Borrelli reported on the successful Town Meeting held last night, noting several articles adopted included Outdoor Dining, funding for the Demolition of Ridge Hill buildings, design funds for Emery Gover, and funding for solar panels at the Jack Cogswell Building. He said it was nice to return to gathering in Town Hall for the meeting and thanked the Needham Channel for their coverage.

7:05 p.m. Executive Session: Exception 3 & Exception 6

**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, or to conduct strategy sessions in preparation for negotiations with non-union personnel; and**

**Exception 6 – To consider the purchase, exchange, taking, lease, or value of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.**

**Not to return to the open session prior to adjournment.**

**Second: Mr. Matthews. Unanimously approved 4-0 by roll call vote.**

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

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