

**Town of Needham  
Select Board  
Minutes for Tuesday, November 9, 2021  
Needham Town Hall  
Powers Hall  
and  
Via ZOOM  
<https://us02web.zoom.us/j/86921122312>**

6:00 p.m. Call to Order:  
A meeting of the Select Board was convened by Chair Matthew D. Borrelli. Those present were Daniel P. Matthews, Marcus Nelson, and Town Manager Kate Fitzpatrick. Marianne Cooley attended via Zoom. Dave Davison, Assistant Town Manager/Finance, Katie King, Assistant Town Manager/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:  
Marianne Epstein, 14 Elder Road spoke with the Board about the decision by the DPW to close the Swap Shop at the RTS during the winter season. She said while she has no affiliation with the Swap Shop, she knows many people would be affected by the decision. She noted people rely on the shop for income and as a source of holiday gift giving. She asked the decision for seasonal closure be reconsidered.

Carys Lustig, Director of Public Works, noted previous discussions with the Select Board about snow removal and location of the Swap Shop. She said residents and volunteers passionate about the Swap Shop voiced concern about the December closure. Ms. Lustig said a decision, in consultation with the RTS Director and Swap Shop Volunteer Coordinator, has been made to extend the Swap Shop season through December 31, 2021 or until the first plowable snow event, whichever comes first.

Mr. Borrelli said Ms. Lustig's suggestion to extend the season through December 31, 2021 or until the first plowable snow event is reasonable.

6:09 p.m. Veterans Day Proclamation:  
Mr. Nelson read a Proclamation recognizing Thursday, November 11, 2021 as Veterans Day.

**Motion by Mr. Nelson that the Select Board of the Town of Needham do hereby recognize Thursday, November 11, 2021 as Veterans Day and ask the citizens of the Town to join in appropriate observance of those who have served, preserving the principles of justice, freedom, and democracy.  
Second: Mr. Matthews. Unanimously approved 4-0 by roll call vote.**

Mr. Borrelli invited folks to attend Veterans Day observances to be held on Thursday, November 11, 2021 at 11 a.m. at Memorial Park.

6:11 p.m. Public Hearing: RCN Cable Television Contract Renewal  
Tom Steel, RCN, Vice President & Regulatory Counsel and Bill August, Special Counsel spoke with the Board about the 10-year cable television renewal license with RCN Telecom Services of MA, LLC for the period of July 10, 2022 through July 9, 2023.

Mr. Borrelli read a statement noting tonight's public hearing is an opportunity for residents to comment on town needs, RCN's performance, and the proposed renewal license, prior to the Select Board taking final action to approve or deny the renewal proposal.

Mr. Steel made a brief statement regarding RCN and its cable partnership with the Town of Needham.

Mr. August summarized the Cable Television Renewal License - July 10, 2022 - July 9, 2032 document.

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

**Motion by Mr. Matthews that the Select Board vote to find that the cable franchise renewal proposal of RCN Telecom Services of Massachusetts, LLC reasonably meets the franchise and cable-related renewal needs and interests of the public and Town; and finding that RCN's financial and technical qualifications and local programming channels, facilities, and services are reasonable to meet Town cable franchise needs, move that the Select Board, as Issuing Authority for the Town, vote to accept the renewal agreement with RCN Telecom Services of MA, LLC effective July 10, 2022 and execute renewal paperwork.**

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

Mr. Matthews said the presentation, memorandum, and documentation are helpful. He commented Needham is very fortunate to have three cable television franchises, noting citizens are well served.

6:27 p.m. Public Hearing: Eversource Grant of Location - 631 South Street  
Jacqueline Duffy, Eversource Energy representative requested permission to install approximately 8 feet of conduit in South Street. This work is necessary to provide underground service to 631 South Street, Needham.

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

Ms. Fitzpatrick indicated all paperwork is in order.

**Motion by Mr. Matthews that the Select Board approve and sign a petition from Eversource Energy to install approximately 8 feet of conduit in South Street.**

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

6:29 p.m.

Public Hearing: Eversource Grant of Location - 475 Hillside Avenue  
Jacqueline Duffy, Eversource Energy representative requested permission to install approximately 12 feet of conduit in Hillside Ave. This work is necessary to provide electric service to a new EV charging station at 475 Hillside Avenue, Needham.

Mr. Borrelli invited public comment.

Jeanne McKnight, 100 Rosemary Way, noted the charging station will be located on private property. She asked if the charging station will be available for public use?

Ms. Duffy said she doesn't know the answer to that question.

Mr. Borrelli said the Town will find out the answer to Ms. McKnight's question and let her know.

**Motion by Mr. Matthews that the Select Board approve and sign a petition from Eversource Energy to install approximately 12 feet of conduit in Hillside Avenue.**

**Second: Ms. Cooley. Unanimously approved 4-0 by roll call vote.**

Mr. Matthews reiterated the Town Manager will find the answer to Ms. McKnight's question, noting the Select Board's role is to question whether Eversource Energy should be allowed to bury the wire for the charging station within the public way. He acknowledged Ms. McKnight asked a very good question.

6:33 p.m.

Joint Meeting with Park and Recreation Commission:

Cindy Chaston, Chair, Chris Gerstel, Vice-Chair, Dina Hannigan, Commissioner, Stacey Mulroy, Director of Park & Recreation, and Fabien Desrouleaux, Assistant Director of Park & Recreation spoke with the Select Board regarding five projects under consideration:

Existing Capital Projects: Boat Launch, Claxton Field, and DeFazio Track

Pickle Ball Court at Mills

Outdoor Facilities Specialist FY23 request, trash reduction strategy

Bathroom access at playgrounds and fields

Requests for Action Sports Complex

Discussion ensued on each project, notably trash on fields, portable and/or permanent bathroom access at playgrounds and fields, and the possibility of installing an action sports complex.

Ms. Chaston said there has been great demand for outdoor space, particularly the Town's parks and fields, since the start of the pandemic. She also commented on the potential difficulty in finding lifeguards for the 2022 summer season at the Rosemary Pool Complex.

The Select Board thanked the Park and Recreation Commission for the discussion.

7:07 p.m. Appointments and Consent Agenda:  
**Motion by Ms. Cooley 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 October 26, 2021 (open session)**
- 2. Accept an \$8,000 donation from the Needham Community Council for Needham Health & Human Services, Interface Referral Program.**
- 3. Accept a \$360 donation from the Temple Aliyah, Rabbi Perkins for the Youth & Family Services, Crisis Support Donation Fund.**
- 4. Accept a \$5,000 donation from the Library Foundation of Needham on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 5. Accept a \$5,000 donation from the Friends of the Needham Public Library on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 6. Accept a \$100 donation from Louise Bacon on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 7. Accept a \$260 donation from multiple Town of Needham Staff on behalf of the Ann MacFate Fund for the Visually Impaired.**
- 8. Accept a \$1,000 donation from an Anonymous donor for Needham Public Health's Traveling Meals Program.**
- 9. Authorize free 2-hour meter parking during the dates of November 25, 2021 – January 1, 2022.**
- 10\* Approve a request from Cynthia MacGowan coordinator for the Holiday House Tour Kick Off Car Parade to hold the parade in Needham on Sunday, December 12th, 2021, 5PM with a rain/snow date of Sunday, December 19th, 2021, 5PM. The route of the parade has been approved by the following departments: DPW, Police, Fire and Park & Recreation.**
- 11\* Approve a request from Bard Fernandes race coordinator for the Needham Run Club New Year's Day 5K to hold the road race in Needham. The event is scheduled for Saturday, January 1, 2022, 9AM. The route of the parade has been approved by the following departments: DPW, Police, Fire and Park & Recreation.**
- 12\* Approve a Common Victualler License for PM Story Corporation d/b/a Little Spoon for calendar year 2021.**
- 13\* Approve and sign Water & Sewer Abatement #1312.**

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

7:08 p.m.

Community Preservation Plan Update:

Peter Pingitore, Chair, Community Preservation Committee and members of the Community Preservation Committee spoke with the Select Board as part of their process of reviewing and updating the Town of Needham Community Preservation Plan. It was noted the Plan was last updated in March 2014.

Mr. Pingatore said the purpose of meeting tonight is to follow up on his email dated August 4, 2021 to various stakeholders, noting the Community Preservation Committee is beginning the process of formally reviewing the Town of Needham Community Preservation Application and Process with the intention of making appropriate amendments to the Plan. He noted the Plan was adopted in 2005, revised in 2007 and amended in 2014. Mr. Pingatore gave a brief explanation saying the Community Preservation Act is a funding mechanism for participating towns to award grants to applicants to support affordable or community housing, preservation or restoration of historic resources, acquisition or preservation of open space, and restoration and investment in recreational resources.

Discussion ensued on the Plan's Statement of Need for the four funding areas and that the CPA is seeking guidance from applicable committee(s) and Town departments. Mr. Pingatore commented on updated analysis of resources and needs, goals for funding, and factors to consider in assessing funding requests, noting several projects coming up in the funding cycle.

Mr. Borrelli thanked the committee for their work, stating many projects in Town would not have been possible without the support and funds from the CPA. He commented on housing as a priority, as well Town Meeting's overwhelming vote supporting renovation of the Emery Grover building. He said more discussion is necessary.

Mr. Matthews said the documents are helpful and it is appropriate to update the Plan, based on the reasons stated. He commented one of the reasons voters approved raising their own taxes by joining the program was for state funding to match town tax dollars for some core projects, including the Town Hall historic renovation, which he said added a lot of value to Needham. Mr. Matthews commented that renovation of the Emery Grover building is a second instance, noting it a worthy priority for funding. He also commented on the Housing Authority Capital Plan, noting funding would benefit the Town's housing stock. Mr. Matthews noted the possibility of conservation property becoming available, in which reserve funds would be needed. He concluded saying core capital needs (Emery Grover, Housing Authority, and conservation properties) should be a priority when they qualify for CPC funding.

Discussion ensued on housing priorities, funding for community housing, the need to know how money will be spent.

Mr. Pingatore said an analysis was done on how CPC funds were spent during the 15 years since CPA inception. He commented that the Housing Authority is not part of Town government, therefore projects proposed by the Housing Authority cannot be bonded. He said that, in order to designate funds, a proposal to double the reserve fund to 22% from 10% per year, noting a year-to-year vote is required by Town Meeting. Discussion continued further regarding funded projections through 2026.

Ms. Cooley thanked the committee for their work and the thoughtful way, each year, of looking at all requests for funding. She commented on housing, understanding the strategic next steps, and how to best leverage CPC funds to do the most good.

Mr. Nelson asked whether the 22% earmarked for the Housing Authority reserve fund could fluctuate to reach the goal of \$5.5 million more quickly? He noted the potential for state funding.

Mr. Pingatore said the idea is for the program to continue for a number of years, but to be fair to the process the allocation is voted as a separate warrant article at the Annual Town Meeting. He commented the final decision comes from consultation with the Finance Committee, Select Board, and – ultimately – Town Meeting. He commented on financial projections through 2026. He noted the support, what can be done with the money, and how to fund the needs of the Housing Authority. Mr. Pingatore commented on funds being used to leverage additional funds to bring a bigger project to Needham, which he said is a great way to use CPC funds.

Mr. Matthews suggested reviewing a draft of the updated 2021 Plan.

Mr. Borrelli thanked members of the CPC for the discussion, reiterating the Select Board and CPC are on a parallel track. He said the Select Board will devise its list of needs and wants during its goal setting session.

7:45 p.m.

Director of Public Works:

Carys Lustig, Director of Public Works, told the Board that the DPW received a request from the residents of the Beaufort Avenue neighborhood area asking that, as part of the Beaufort Avenue Safety Zone, Arden Street be designated a stopped street at Beaufort Avenue.

**Motion by Mr. Matthews that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS21-11-09 requiring that Arden Street westbound be designated as a stopped street at the intersection of Beaufort Avenue.**

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

7:47 p.m. Town Manager:  
Ms. Fitzpatrick reported the Blue Tree Lighting will be held on Saturday, December 4, 2021 from 5pm-6pm on the Town Common. All are invited to attend.

She reminded residents that the Veterans Day Observance will be held at 11 am at Memorial Park on Thursday, November 11, 2021. She asked Select Board members who are attending to arrive by 10:45 a.m.

Mr. Fitzpatrick was happy to announce new Fire Station #2 at the corner of Highland Avenue and Webster Street opened yesterday, November 8, 2021. She commented on the amazing transformation on the corner, safety of staff, and preservation of fire equipment. She noted the 1,500-pound bell on loan from the historic commission that hangs in the foyer. She also commented the new Police Station is slated to open sometime in February 2022.

7:50 p.m. Board Discussion:  
1. Committee Reports  
No Committee Reports were made.

7:50 p.m. Adjourn:  
**Motion by Mr. Borrelli that the Select Board vote to adjourn the Select Board Meeting of Tuesday, November 9, 2021.**  
**Second: Mr. Matthews. Unanimously approved 4-0 by roll call vote.**

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

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