NATICK SELECT BOARD

AGENDA

Conference Room 201, Natick Community Senior Center
117 East Central Street, Natick, MA 01760
In Person Only

Wednesday, February 11, 2026
6:00 PM

Agenda Posted February 6, 2026 at 12:00PM
Agenda Revised February 9, 2026 at 4:10PM
(The times listed are approximate. Agenda items will be addressed in an order determined by the Chair.)

1. 6:00PM OPEN SESSION AND CALL TO ORDER

3. PUBLIC SPEAK

Any individual may raise an issue that is not included on tonight's agenda, and it will be taken under advisement by the Board. There will be no opportunity for debate during this portion of the meeting due to the requirements of Open Meeting Law. This section of the agenda is limited to ten minutes, and any individual addressing the Board during this section of the agenda shall be limited to three minutes

4. 6:00PM DISCUSSION AND DECISION

A. Retreat

- Draft Remote Meeting Policy
- Town Administrator Review Policy
- Review of Select Board Norms
- Review of Select Board 2025 and 2026 Goals
- Designer Selection Policy
- Hawkers and Peddlers Rules and Regulations
- Waiver of Fees - Public and Non-Profits Policy
- Alcohol - General on-Premise Policy
- License Renewal Policy
- Naming of Public Places Policy

B. Review of language for Select Board Sponsored 2026 Spring Town Meeting Warrant Article for a Home Rule Petition on Extension of Chief Hicks and Deputy Chief Lauzon Contracts

5. 9:00PM ADJOURNMENT

Agenda posted in accordance with Provisions of M.G.L. Chapter 30, Sections 18-25.

DATE: February 11, 2026
ITEM TYPE: Recommendation
MEETING BODY: Select Board

ITEM A
Retreat

ITEM SUMMARY:

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:
Remote Meeting JE clean.pdf
Remote_Policy_redlined_01202026.pdf
TA_Evaluation_Master.xlsx_-_Performance_Review_Template.pdf
Town_Administrator_Review_Policy.pdf
Town_Manager_Self_Assessment.pdf
Town_Manager_Evaluation_Form.pdf
Designer Selection Policy_July 2012.docx.pdf
Designer Selection Policy B. Leblanc draft.pdf
Hawker and Peddler regulations_June 1979.docx.pdf
Hawker and Peddler regulations redlined.pdf
Rules & Regs for Hawkers and Peddlers DRAFT.pdf
Waiver of Fees for Public and Non Profit Projects_Jul 2015.pdf
Waiver of Fees for Municipal Projects - Feb, 2026 (1) (1).pdf
Waiver of Fees for Public and Non Profit Projects redlined.pdf
License Renewal Policy_Nov 2003 (1).pdf
Alcohol General On Premises Rules and Regs_ Nov 2007.pdf
Naming of Public Places Policy_March, 2023.pdf
Petition to Name_Rename a Public Place.pdf
Naming of Public Places Policy redline 02092026.pdf

Natick Select Board Policy on Remote Public Meetings

The Select Board have established this Remote Public Meetings policy to ensure accessibility, transparency, and public participation in accordance with the Massachusetts Open Meeting Law (OML) (M.G.L. c. 30A, §§18-25), the Massachusetts Executive Order (Chapter 2 of the Acts of 2025), and regulations (940 CMR 29.00), and to encourage/support remote participation for public meetings throughout town government. While this policy only applies to those boards and committees appointed solely by the Select Board, all Natick boards and committees are encouraged to adopt this or a similar policy for their own purposes.

Policy:

1. All boards and committees (ad hoc or standing) appointed in full by the Select Board, including the Conservation Commission and Zoning Board of Appeals, shall conduct public meetings inclusive of remote participation – i.e. offering participation to both board/committee members and the public through a remote platform.

2. Public meetings subject to this policy shall include all meetings of a board/committee that require public posting per OML, except those exempted by this policy.

3. Remote participation software tools to be used to comply with this policy must support real-time audio and video participation, recording, and public access. Examples of such platforms include Zoom, Microsoft Teams, and Google Meet.

4. All public meetings with remote access shall maintain the same or similar level of transparency, deliberation, and public participation as is traditional with in-person only meetings.

5. Remote participation links and/or access information shall be posted with the public meeting notice(s) compliant with OML.

6. Board/committee members may participate remotely, subject to the following:
    a. They must be in a location with minimal background noise and distractions;
    b. They must have a stable internet connection;
    c. They must be visible and audible to all participants through the remote software tool while speaking during a meeting.

7. Public Meetings exempt from this policy include the following:
    a. Executive Sessions held consistent with M.G.L.
    b. Board/committee retreats that include no public hearings
    c. Site visits necessary as part of a project or other review
    d. Community engagement meetings, public forums, or other similar meetings

8. The Chair shall be responsible for ensuring the technical capabilities of a meeting to support meaningful participation. The Chair may suspend or continue meetings in person only if remote access fails due to no fault of the board or committee, and subject to OML (if applicable). The Chair shall ensure remote participants can engage in deliberations at the same or similar levels as in-person participants.

This policy shall take effect upon adoption by the Natick Select Board.

Adopted by the Natick Select Board on , 2026.

_____
Bruce T. Evans, Chair

_____
Linda Wollschlager, Vice-Chair

_____
Kristen L. Pope, Clerk

_____
Richard Sidney

_____
Kathryn M. Coughlin

Natick Select Board Policy on ~~Hybrid~~Remote Meeting Requirements

I. Purpose

To ensure accessibility, transparency, and public participation in accordance with the Massachusetts Open Meeting Law (M.G.L. c. 30A, §§18-25~~))~~, the Massachusetts Executive Order (Chapter 2 of the Acts of 2025), and regulations (940 CMR 29.00), all boards and committees, ad hoc or standing, appointed in full by the Select Board shall conduct public meetings in a hybrid format, offering both in-person and remote participation options, unless otherwise exempted by this policy.

II. Scope

This policy applies to all boards and committees appointed in full by the Natick Select Board, including but not limited to standing boards, ad hoc committees, and special task forces, as defined under M.G.L. c. 30A, §18, that are subject to the Open Meeting Law.

III. Definitions

A. Hybrid Meeting: A public meeting conducted simultaneously in-person either solely r remotely or at a designated physical location and remotely ~~via a video conferencing platform~~, allowing participation by members and the public ~~in either format~~.

B. Video Conferencing Platform: A software tool approved by the Town of Natick (e.g., Zoom, Microsoft Teams) that supports real-time audio and video participation, recording, and public access.

C. Quorum: The minimum number of members required to conduct official business, as defined by the body's governing rules or charter, which may be met through a combination of in-person and remote attendance unless otherwise specified by law.

~~**Policy Requirements**~~

~~1. **Hybrid Meeting Mandate**:~~

~~All public meetings of~~

- ~~D. Boards and Committees appointed : All multimember standing and ad hoc boards and committees, commissions and special task forces, which are appointed in full by the Select Board shall be conducted in a hybrid format, providing remote participation for Board or Committee members and the public via a Town-approved video conferencing platform.~~
- ~~Meetings must comply with the Open Meeting Law and 940 CMR 29.10,~~ including ~~requirements for public access, notice, and recording.~~

~~**Meeting Setup**~~, but not limited, to the Conservation Commission and ~~**Technology**~~:the Zoning Board of Appeals.

IV. General Principles

A. Presumption of In-Person Meetings: Public bodies should conduct in-person meetings as the default whenever practical, with remote participation available as an option.

B. Public Access: All meetings must provide adequate, alternative means of public access for members of the public who cannot physically attend, consistent with G.L. c. 30A, § 20.

C. Transparency and Accountability: Hybrid meetings must maintain the same level of transparency, deliberation, and public participation as traditional in-person meetings.

V. Technical Requirements

A. Video and Audio Quality

1. All remote participants must be clearly visible and audible to in-person attendees and vice versa.

2. Backup audio/video systems should be available in case of technical failures.

3. Internet connection must be sufficient to support real-time video streaming.

B. Meeting Location

1. If meeting in person, the meeting space must be equipped with camera(s), microphone(s), speakers, and display screen(s) sufficient to facilitate remote access.

2. Adequate seating for anticipated in-person attendees.

C. Remote Access~~: The video conferencing~~ Platform

1. Approved platform(s) for remote participation include Zoom, Microsoft Teams, and Google Meet.

2. Platform must allow ~~real-time public participation, including the ability to view, hear,~~for public observation and, when ~~applicable, contribute to discussions (e.g., during~~appropriate, public comment~~ periods).~~ .

~~- **Technical Support**: The Town's Information Technology (IT) Department may provide guidance, training, and technical support to ensure reliable hybrid meeting operations for those that need assistance.~~

~~2.~~ 3. Meeting ~~**Notices**~~:

~~Meeting notices~~links and access information must be posted ~~at least 48 hours in advance (excluding Saturdays, Sundays, and legal holidays) per~~ with meeting notices.

VI. Member Participation

A. Remote Participation by Members

1. Members may participate remotely.

2. Members participating remotely must:

a. Have video enabled throughout the meeting;

b. Be in a location with minimal background noise and distractions;

c. Have a stable internet connection;

d. Be visible and audible to all other participants.

B. Chair Responsibilities

1. The Chair determines whether technical issues prevent meaningful participation.

2. Chair may suspend or continue meeting in person only if remote access fails.

3. Chair ensures remote participants can fully participate in deliberations.

C. Quorum

1. Both in-person and remote members count toward quorum.

2. Remote access information must be included on all meeting postings.

VII. Public Participation

A. Public Observation

1. Public may observe meetings either in person or remotely.

2. Remote access information must be included on all meeting postings.

3. In the event that the meeting is a posted and noticed Public Hearing as defined by M.G.L. c. 30A, §sec. 20, ~~and include:~~public comment must be allowed.

~~The physical~~VIII. Recording and Minutes

A. Recording Requirements

1. Due to the current lack of data storage in the town, only Public Hearings must be recorded.

- ~~If a~~ meeting ~~location, if not entirely remote.~~
- ~~Instructions for remote participation, including the video conferencing platform link, meeting ID, and any passcode.~~

~~1.~~2. ~~Notices shall~~is recorded, the recording must be posted ~~on~~to the town ~~of Natick's official~~ website ~~and filed with the Town Clerk~~within two business days.

3. ~~**Quorum and Participation**:~~
   - ~~A quorum may be established through any combination of in-person and remote attendance, as permitted by 940 CMR 29.10(7).~~

- Remote board and committee members must have full voting and discussion rights equivalent to in-person attendees, provided they can be seen and heard clearly via the video conferencing platform.
- Chairs shall ensure that remote and in-person members and participants are given equitable opportunities to engage in discussions and public comment.

4. **Training and Compliance**:
   - All boards and committees shall complete training on hybrid meeting procedures and Open Meeting Law requirements within 30 days of appointment or the adoption of this policy, whichever is later.
   - Chairs or their designees are responsible for ensuring compliance with this policy, including coordinating with IT for technical setup and verifying that meeting notices meet all requirements.
5. **Exemptions**:
   - A board or committee may request a temporary exemption from the hybrid meeting requirement due to unforeseen circumstances (e.g., technological failures, emergencies) by submitting a written request to the Select Board at least seven (7) days in advance, when feasible.

The Select Board may grant exemptions on a case-by-case basis, provided the body complies with B. Meeting Minutes

1. Minutes must note which members participated remotely.
1.2. Minutes follow standard Open Meeting Law requirements for in-person or fully remote meetings, as applicable.

IX. Executive Sessions

A. Executive sessions, as permitted under M.G.L. c. 30A, § 21, may be conducted in a hybrid format but must ensure confidentiality for remote participants.

6. **Implementation and Support**:
   - The Town Administrator shall designate a staff liaison (e.g., from the IT Department or Town Clerk's office) to assist boards with hybrid meeting logistics.
   - The Town shall maintain a list of approved video conferencing platforms and provide standardized templates for meeting notices and agendas to streamline compliance.

Enforcement

- Failure to comply with this policy may result in a violation of the Open Meeting Law, subject to investigation by the Massachusetts Attorney General's Office.
- The Select Board may take corrective action, including requiring additional training or, in extreme cases, recommending removal of non-compliant members.

Effective Date

B. Additional security measures are required:

1. Password-protected access or unique meeting link for access;
2. Waiting room enabled;
3. Only authorized participants admitted;
4. Clear statement that unauthorized recording is prohibited;
5. Members ensure that the discussion cannot be overheard by unauthorized.

This policy shall take effect ~~on _____, 2025, or~~ upon adoption by the Natick Select Board~~, whichever is later. All boards and committees appointed in full by the Select Board must comply with hybrid meeting requirements for meetings held on or after this date.~~.

Adopted by the Natick Select Board on ~~**[Insert Date].**~~ _____.

_____
Bruce T. Evans, Chair

_____
Linda Wollschlager, Vice-Chair

_____
Kristen L. Pope, Clerk

_____
Richard Sidney

_____
Kathryn M. Coughlin

Evaluation Criteria	Description/Examples of Criterion	Excellent/ Exceeds Expectations	Meets Expectations	Below Expectations	N/A	Notes
		For each Evaluation Criterion, place "x" under appropriate column				
Personal Characteristics	Exhibits honest and ethical behavior; Acts in a fair and equitable manner; Effectively deals with unforeseen issues and problems; Shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations; Displays creativity, innovation, flexibility and appropriate risk taking; etc.					
Professionalism	Is fully knowledgeable and committed to the field of local government management; Seeks to enhance skills and abilities through educational opportunities; Actively participates in professional municipal management organizations; Encourages staff training and development; etc.					
Public Relations/Communications	Projects a positive image in the community; Is reasonably open and available to the public and responsive to citizen complaints or requests; Communicates effectively to the media; Keeps the citizenry informed of current issues in Town government; etc.					
Board Support/Relations	Offers professional advice to the Board, including appropriate alternatives and recommendations, based upon thorough study and analysis; Implements policy matters and other directives adopted by the Select Board; Keeps Board members informed of issues and activities in Town government and in the community; Listens, understands, and appropriately addresses Select Board members' concerns; Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust; etc.					

Community Leadership	Provides leadership within the community by being visible and approachable; Maintains good relationships with the business community; Supports and recognizes the efforts of volunteer citizens and groups; Maintains effective relationships with other communities, state agencies, and municipal organizations; Maintains effective relationships with state and federal elected representatives; Maintains effective relationships with Town elected and appointed officials, boards, and municipal leaders outside of the Town Administrator' s reporting structure; etc.					
Organizational Leadership/ Personnel Management	Provides leadership, motivation and support within the organization; Effectively delegates tasks and assignments; Builds and motivates a team, providing direction and monitoring/adjusting performance as required; Assures selection for employment of the best-qualified personnel; Assures systematic performance evaluation of staff in the organization; Establishes high standard of performance for all Administrators; recognizes, develops, and utilizes their leadership abilities; Effectively leads collective bargaining efforts with unions; keeps the Board informed on progress; Maintains good staff morale and maintains open, honest, and professional relationships with staff; Exercises powers and duties consistent with the terms of the Town Charter under Art. 4-2; etc.					
Financial Management	Prepares a timely annual budget proposal; Effectively promotes a full understanding of budgeting issues and needs; Employs sound fiscal management practices for the development of the operating and capital budget recommendations; Effectively monitors and controls budget expenditures; Provides complete and accurate financial information to facilitate budget deliberations; Creatively manages available resources to increase productivity and efficiency; Develops and maintains a long-term financial plan for the Town; Undertakes fiscal procedures consistent with the terms of the Town Charter under Article 5; etc.					

Planning and Organization	Creates and facilitates an environment for long-range and strategic planning; Develops proposals for cost effective organization of Town operations; Establishes appropriate goals and objectives for Town operations; etc.					
Progress Towards Goals	Examples include: ARPA Funding Approach; Key Hires/Succession Planning/Retention; Professional development (through networking, executive coaching, mentor); Operational Support/Improvements; Update HR policies/procedures; Collaboration with Superintendent/NPS; Financial Forecasting/Override Discussion; Budget Process Revamp; Improved Communications internal/external; Legal Counsel Review; Town Governance; Equity Task Force Implementation; Support hiring and developing high-quality staff.					

Results Overview

2023 Performance Highlights (enter not more than 3)	*- Enter Highlight #1*
	- Enter Highlight #2
	- Enter Highlight #3

2023 Goals/Objectives Missed (enter not more than 3)	*- Enter Missed Goal/Obj. #1*
	- Enter Missed Goal/Obj. #2
	- Enter Missed Goal/Obj. #3

2023 Challenges (enter not more than 3)	*- Enter Challenge #1*
	- Enter Challenge #2
	- Enter Challenge #3

Summary of Strengths	*- Enter Strength #1*
	- Enter Strength #2
	- Enter Strength #3

Development Needs/	*- Enter Development Need/Improvement Area #1*

Areas for Improvement or Better Focus	*- Enter Development Need/Improvement Area #2*
	- Enter Development Need/Improvement Area #3

Development Plan/ Suggestions	*- Enter Development Plan/Suggestion #1*
	- Enter Development Plan/Suggestion #2
	- Enter Development Plan/Suggestion #3

Additional Comments:	*- Enter open-ended feedback/comments here.*

TOWN ADMINISTRATOR REVIEW POLICY

POLICY AND PURPOSE

The purpose of this evaluation instrument is to formally appraise the Town Administrator's performance on an annual basis. The document allows the Board of Selectmen to assess the Town Administrator's performance in management practices and in the accomplishment of goals. Through the evaluation procedure, Board members will recognize strengths, offer positive feedback, and suggest any areas that require corrective action.

Individual performance evaluation forms prepared by members of the Board of Selectmen are considered work product/personal documents, and shall not be publicly released. The only document to be released will be an overview document, compiling the scores and comments, prepared by the Chair or his or her designee.

PROCEDURE

1. The period of evaluation is July 1 through June 30.

2. The Town Administrator will submit a narrative self-evaluational including a a report on goal achievement. A copy of the report and a blank evaluation form will be distributed to each Board member at that time.

3. Board members will complete their evaluations and give them to the Chairman by a date set by the Chairman.

4. The Chairman or his or her designee will compile scores from individual reviews and develop a consensus overview document.

5. The Chairman will give the individually completed performance evaluation forms to the Director of Human Resources who will place them in the Town Administrator's personnel file.

6. Board members may meet individually with the Town Administrator to discuss aspects of the performance review document.

7. The Chairman will provide the other Board members and the Town Administrator with the consensus evaluation overview document at least one week prior to the date at which the document will be publicly released.

8. The overview document will be released by the Chair at a public meeting of the Board of Selectmen.

Town of Natick
Town Administrator Performance Evaluation Form

Instructions
A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

Unsatisfactory (1)	The Administrator's work performance is inadequate and inferior to the standards of performance rqeuried for the position.
Improvement Needed (2)	The Administrator's work performance does not consistently meet the standards of the position.
Meets Expectations (3)	The Administrator's work performance consistently meets the standards of the position.
Exceeds Expectations (4)	The Administrator's work performance is frequently or consistently above the level of a satisfactory employee.
Excellent/Highly Comendable (5)	The Administrator's work performance is consistently excellent when compared to the standards of the job.

1. Personal Characteristics	**1**	**2**	**3**	**4**	**5**	**N/A**
a. Exhibits honest and ethical behavior.	☐	☐	☐	☐	☐	☐
b. Acts in a fair and equitable manner.	☐	☐	☐	☐	☐	☐
c. Effectively deals with unforeseen issue and problems.	☐	☐	☐	☐	☐	☐
d. Shows resilience by maintaining energy and motivation despite constant demands. Responds well to stressful situations.	☐	☐	☐	☐	☐	☐
e. Displays creativity, innovation, flexibility and appropriate risk taking.	☐	☐	☐	☐	☐	☐
Comments:						

	1	2	3	4	5	N/A
2. Professionalism						
a. Is fully knowledgeable and committed to the field of local government management.	☐	☐	☐	☐	☐	☐
b. Seeks to enhance skills and abilities through educational opportunities.	☐	☐	☐	☐	☐	☐
c. Actively participates in professional municipal management organizations.	☐	☐	☐	☐	☐	☐
d. Encourages staff training and development.	☐	☐	☐	☐	☐	☐
Comments:						

	1	2	3	4	5	N/A
3. Public Relations/Communications						
a. Projects a positive image in the community.	☐	☐	☐	☐	☐	☐
b. Is reasonably open and available to the public and responsive to citizen complaints or requests.	☐	☐	☐	☐	☐	☐
c. Communicates effectively to the media.	☐	☐	☐	☐	☐	☐
d. Keeps the citizenry informed of current issues in Town government.	☐	☐	☐	☐	☐	☐
Comments:						

4. Board Support/ Relations	1	2	3	4	5	N/A
a. Offers professional advice to the board, including appropriate alternatives and recommendations, based upon thorough study and analysis.	☐	☐	☐	☐	☐	☐
b. Implements policy matters and other directives adopted by the Board of Selectmen.	☐	☐	☐	☐	☐	☐
c. Keeps Board members informed of issues and activities in Town government and in the community.	☐	☐	☐	☐	☐	☐
d. Listens and understands Selectmen concerns.	☐	☐	☐	☐	☐	☐
e. Maintains a professional working relationship with the Board, promoting a climate of mutual respect and trust .	☐	☐	☐	☐	☐	☐
Comments:						

5. Community Leadership	1	2	3	4	5	N/A
a. Provides leadership within the community by being visible and approachable.	☐	☐	☐	☐	☐	☐
b. Maintains good communications with the business community.	☐	☐	☐	☐	☐	☐
c. Supports and recognizes the efforts of volunteer citizens and groups.	☐	☐	☐	☐	☐	☐
d. Maintains effective communications with other communities, state agencies, and municipal organizations.	☐	☐	☐	☐	☐	☐
e. Maintains effective communications with state and federal elected representatives.	☐	☐	☐	☐	☐	☐
Comments:						

6. Organizational Leadership/Personnel Management	1	2	3	4	5	N/A
a. Provides leadership, motivation and support within the organization.	☐	☐	☐	☐	☐	☐
b. Effectively delegates tasks and assignments.	☐	☐	☐	☐	☐	☐
c. Builds and motivates a team, providing direction and monitoring/adjusting performance as required.	☐	☐	☐	☐	☐	☐
d. Assures selection for employment of the best-qualified personnel.	☐	☐	☐	☐	☐	☐
e. Assures systematic performance evaluation of staff in the organization.	☐	☐	☐	☐	☐	☐
f. Establishes high standard of performance for all Administrators; recognizes, develops, and utilizes their leadership abilities.	☐	☐	☐	☐	☐	☐
g. Effectively leads collective bargaining efforts with unions; keeps the Board informated on progress.	☐	☐	☐	☐	☐	☐
h. Strives to maintain good staff morale and maintains open, honest and professional relationships with staff.	☐	☐	☐	☐	☐	☐
i. Exercises powers and duties consistent with the terms of the Town Charter under article 4-2.	☐	☐	☐	☐	☐	☐
Comments:						

7. Financial Management	1	2	3	4	5	N/A
a. Prepares a timely and realistic annual budget proposal in a manner that promotes full understanding of issues and needs.	☐	☐	☐	☐	☐	☐
b. Employs sound fiscal management practices for the development of the operating and capital budget recommendations.	☐	☐	☐	☐	☐	☐
c. Effectively monitors and controls budget expenditures.	☐	☐	☐	☐	☐	☐
d. Provides complete and accurate financial information to facilitate budget deliberations.	☐	☐	☐	☐	☐	☐
e. Creatively manages available resources to increase productivity and efficiency.	☐	☐	☐	☐	☐	☐
f. Develops and maintains a long-term financial plan for the Town.	☐	☐	☐	☐	☐	☐
g. Undertakes fiscal procedures consistent with the terms of the Town Charter under article 5.	☐	☐	☐	☐	☐	☐
Comments:						

8. Planning and Organization	1	2	3	4	5	N/A
a. Creates and facilitates an environment for long-range and strategic planning.	☐	☐	☐	☐	☐	☐
b. Develops proposals for cost effective reorganization of Town operations.	☐	☐	☐	☐	☐	☐
c. Establishes appropriate goals and objectives for performance.	☐	☐	☐	☐	☐	☐
Comments:						

9. Progress towards goals (see separate document)	1	2	3	4	5	N/A
a. Human Resources	☐	☐	☐	☐	☐	☐
b. Communication	☐	☐	☐	☐	☐	☐
c. Transportation	☐	☐	☐	☐	☐	☐
d. Real Property	☐	☐	☐	☐	☐	☐
e. Town Counsel	☐	☐	☐	☐	☐	☐
f. Community Choice Aggregation	☐	☐	☐	☐	☐	☐

Comments:

OVERALL RATING	1	2	3	4	5	N/A
Overall, the Town Administrator performs at this level:	☐	☐	☐	☐	☐	☐

Comments:

Recognized Strengths:

Areas for Improvement:

Name of Selectman: _____

Town Administrator Performance Evaluation Form
Acknowledgement of Receipt

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen in accordance with the procedures and that the Town Administrator has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

_____

_____

_____

_____

_____

Date:_____

TOWN ADMINISTRATOR

_____

Date:_____

Adopted by the Board of Selectmen July 28, 2014

_____
Joshua Ostroff, Chair

_____
Charles M. Hughes, Vice-Chair

_____
Nicholas S. Mabardy, Clerk

_____
Richard P. Jennet, Jr.

_____
John J. Connolly

TOWN MANAGER SELF-ASSESSMENT

Year: _____

Name:	_____
Date:	_____

Instructions

This self-assessment is an opportunity to reflect on your performance, accomplishments, and professional development over the past year. Please provide thoughtful, data-driven responses where applicable. This document will be shared with the Select Board as part of the annual evaluation process.

Please address the following areas:

I. Accomplishments and Major Initiatives

Describe the major accomplishments and initiatives you led or contributed to during the evaluation period. Include specific outcomes, metrics, or data where available.

A. Financial and Budget Management

(e.g., budget outcomes, cost savings, new revenue sources, bond ratings, capital project completion)

B. Infrastructure and Capital Projects

(e.g., completed projects, project status, funding secured)

C. Organizational Development and Personnel

(e.g., key hires, staff development programs, reorganizations, retention rates)

D. Policy Development and Implementation

(e.g., new policies, bylaw changes, process improvements)

E. Community Engagement and Economic Development

(e.g., community events, business attraction/retention, partnerships)

F. Other Significant Achievement

II. Progress on Previous Years' Goals

Review the goals established in your previous evaluation. For each goal, indicate the status and describe progress made.

Goal	Status	Progress/Comments
Goal 1:	□ Complete □ In Progress □ Not Started	
Goal 2:	□ Complete □ In Progress □ Not Started	
Goal 3:	□ Complete	

	□ In Progress □ Not Started	
Goal 4:	□ Complete □ In Progress □ Not Started	

III. Challenges and Obstacles

Identify significant challenges faced during the evaluation period and describe how you addressed them. Include any external factors that impacted operations.

Challenge 1:

How addressed:

Challenge 2:

How addressed:

Challenge 3:

How addressed:

IV. Professional Development

Describe professional development activities completed during the year, including training, conferences, certifications, or continuing education.

V. Key Performance Indicators

Where applicable, provide data on key performance metrics:

Metric	Current Year	Previous Year
Budget variance (%)		
Free cash balance		
Grant funding secured		
Employee turnover rate (%)		
Average response time to resident inquiries		
Capital projects completed on time (%)		

VI. Relationship with the Select Board

Reflect on your working relationship with the Select Board. What is working well? What could be improved?

VII. Areas for Self-Improvement

Identify areas where you believe you could improve your performance and describe your plan for development.

VIII. Proposed Goals for Upcoming Year

Propose 3-6 specific, measurable goals for the upcoming calendar year. Goals should be SMART (Specific, Measurable, Achievable, Relevant, Time-bound). The top three priorities should be listed in the town manager's initiative dashboard.

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Goal 6:

IX. Support and Resources Needed

Identify any support, resources, or policy changes that would help you achieve your goals and improve performance.

X. Additional Comments

Please share any additional thoughts, concerns, or information relevant to your performance evaluation.

_____ _____

Town Manager Signature Date

TOWN MANAGER PERFORMANCE EVALUATION FORM

Fiscal Year: _____

Town Manager:	_____
Evaluator:	_____
Evaluation Date:	_____

INSTRUCTIONS

Please rate the Town Manager's performance in each category using the following scale:

5	Exceptional – Consistently exceeds expectations; demonstrates outstanding performance
4	Exceeds Expectations – Frequently surpasses performance standards
3	Meets Expectations – Consistently performs at expected level
2	Needs Improvement – Performance falls below expectations; improvement required
1	Unsatisfactory – Performance significantly below standards; immediate action needed
N/A	Not Applicable – Unable to assess or not relevant to current responsibilities

I. LEADERSHIP AND MANAGEMENT

Evaluates the Town Manager's ability to lead the organization, make effective decisions, and manage municipal operations.

Performance Criteria	Rating (1-5)	Weight
Demonstrates strategic thinking and sound judgment in decision-making	_____	15%
Effectively coordinates and oversees all municipal departments	_____	
Responds effectively to emergencies and crisis situations	_____	
Delegates appropriately and holds staff accountable	_____	

Comments:

_____

_____

_____
_____
_____

II. FINANCIAL MANAGEMENT AND BUDGET ADMINISTRATION

Evaluates fiscal responsibility, budget preparation, and financial oversight.

Performance Criteria	Rating (1-5)	Weight
Develops and presents realistic, balanced budgets	_____	20%
Maintains effective internal controls and financial reporting	_____	
Pursues grant opportunities and alternative revenue sources	_____	
Manages long-term capital planning and debt effectively	_____	

Comments:

_____
_____
_____
_____
_____
_____

III. POLICY IMPLEMENTATION AND ADVISORY ROLE

Evaluates support to the elected body, policy execution, and professional advice.

Performance Criteria	Rating (1-5)	Weight
Implements policies adopted by the elected body effectively	_____	15%
Provides well-researched recommendations and analysis	_____	
Prepares clear, comprehensive reports and meeting materials	_____	
Respects the role of the elected body and avoids overstepping authority	_____	

Comments:

_____
_____
_____
_____
_____
_____

IV. COMMUNITY RELATIONS AND COMMUNICATION

Evaluates engagement with residents, transparency, and communication effectiveness.

Performance Criteria	Rating (1-5)	Weight
Maintains positive relationships with residents and stakeholders	_____	15%
Communicates clearly and responds to inquiries promptly	_____	
Promotes transparency in government operations	_____	
Represents the Town effectively with other government agencies and organizations	_____	

Comments:

_____
_____
_____
_____
_____
_____

V. ORGANIZATIONAL DEVELOPMENT AND PERSONNEL MANAGEMENT

Evaluates staff development, hiring practices, and workplace culture.

Performance Criteria	Rating (1-5)	Weight
Recruits, develops, and retains qualified staff	_____	15%
Promotes professional development and training opportunities	_____	
Addresses personnel issues promptly and appropriately	_____	
Fosters a positive, inclusive workplace culture	_____	

Comments:

_____
_____
_____
_____
_____
_____

VI. STRATEGIC PLANNING AND VISION

Evaluates long-term planning, innovation, and future-oriented leadership.

Performance Criteria	Rating (1-5)	Weight
Develops and implements long-range plans aligned with community goals	_____	10%

Identifies emerging trends and opportunities for the community	_____	
Promotes innovation and continuous improvement	_____	
Balances short-term needs with long-term sustainability	_____	

Comments:

_____
_____
_____
_____
_____
_____

VII. PROFESSIONAL DEVELOPMENT AND ETHICAL STANDARDS

Evaluates professional conduct, ethics, and commitment to continuous learning.

Performance Criteria	Rating (1-5)	Weight
Demonstrates integrity and ethical leadership	_____	10%
Maintains professional competence through continuing education	_____	
Complies with all applicable laws, regulations, and policies	_____	
Participates in professional associations and networks	_____	

Comments:

_____
_____
_____
_____
_____
_____

OVERALL ASSESSMENT

Overall Performance Rating (weighted average): _____ / 5.0

Key Strengths:

_____
_____
_____
_____
_____
_____
_____
_____

Areas for Improvement:

_____
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Recommended Goals for Next Year:

_____
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_____

_____ _____
Evaluator Signature Date

Town of Natick Board of Selectmen
Designer Selection Procedures

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the state designer selection law, M.G.L. c. 7, §§38A½O. Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Town of Natick Board of Selectmen ("Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
    a. has a direct or indirect financial interest in the award of the design contract to any applicant;
    b. is currently employed by, or is a consultant to or under contract to, any applicant;
    c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
    d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, at least two weeks before the deadline for filing applications.
5. The advertisement shall contain the following information:
    a. a description of the project
    b. when and where the RFQ can be obtained and the applications must be delivered.
6. The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at **Procedures for Municipalities and Public Agencies not within DSB Jurisdiction** The Application Form may be amended to include additional information on a project-specific basis.
7. The Committee shall evaluate applicants based on the following criteria:
    a. prior similar experience;
    b. past performance on public and private projects;
    c. financial stability;
    d. identity and qualifications of the consultants who will work with the applicants on the project; and
    e. any other criteria that the Committee considers relevant to the project.
8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.

9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body.[3] No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L.c.149,§44C shall be included as a finalist on the list.

   The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

10. If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
11. If the fee is to be negotiated, the Approving Body shall review the list of finalists and may exclude any designer from the list if written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.
12. If the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body
13. shall recommend that the Committee select additional finalists.
14. The approving authority may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, *provided* the Approving Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7 of the General Laws, including those set forth in M.G.L. c 7,§ 38K(a)(1).
15. Every contract for design service as shall include the following:
    a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
    b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
    c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist

the designer or constructing manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

d. certification that the designer has internal accounting controls as required by M.G.L. c. 30,§39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

16. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.
17. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonable determined by the individual responsible for administering the design contract.
18. In the event of any emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency. The approving Body shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

    The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.

19. The Awarding Authority shall publish the name of any designer awarded a contract in the *Central Register.*
20. The following records shall be kept by the Awarding Authority:
    a. all information supplied by or obtained about each applicant;
    b. all actions taken relating to the project; and
    c. any other records related to designer selection.

    All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

21. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L.c. 7, §38(g), and file completed evaluations with the Board and any other agency named in M.G.L.c.7, Section 38E(g).
22. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.
23. For any municipal design or construction project *that includes funding provided by the Commonwealth, in whole or in part* such as reimbursements, grants and the like, cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all State Office of Minority and Women Business Assistance requirements.

NATICK BOARD OF SELECTMEN

CURRENTLY UNDER STAFF REVIEW AS OF JULY 2025

_____
Paul R. Joseph, Chair

_____
Carol A. Gl[illegible]ice-Chair

_____
[illegible]arles M. Hughes, Clerk

_____
Joshua Ostroff

_____
Nicholas S. Mabardy

Adopted: July 2, 2012

Town of Natick, Massachusetts ("Awarding Authority")

Designer Selection Procedures

(Adopted _____ __, 2026)

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the state designer selection law, M.G.L. c. 7C, §§ 44-58. Any other local law governing the procurement of services will be inapplicable to these procurements.

2. The Natick Select Board ("Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.

3. The Approving Body, or by designation, the Natick Town Administrator, shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:

    a. has a direct or indirect financial interest in the award of the design contract to any applicant;

    b. is currently employed by, or is a consultant to or under contract to, any applicant;

    c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or

    d. has an ownership interest in, or is an officer or director of, any applicant.

4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the Central.Register published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, or by designation, the Natick Town Administrator, at least two weeks before the deadline for filing applications.

5. The advertisement shall contain the following information:

a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;

b. if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;

c. when and where a briefing session (if any) will be held;

d. the qualifications required of applicants;

e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;

f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;

g. when and where the RFQ can be obtained and the applications must be delivered.

6. The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at **Procedures for Municipalities and Public Agencies not within DSB Jurisdiction.** The Application Form may be amended to include additional information on a project-specific basis.

7. The Committee shall evaluate applicants based on the following criteria:

   a. prior similar experience;

   b. past performance on public and private projects;

   c. financial stability;

   d. identity and qualifications of the consultants who will work with the applicants on the project; and

   e. any other criteria that the Committee considers relevant to the project.

8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.

9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body[2] , or by designation, to the Natick Town

Administrator, No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

10. If the fee was set prior to the selection process, the Approving Body, or by designation, the Natick Town Administrator, shall select a designer from the list of finalists. If the Approving Body, or by designation, the Natick Town Administrator, selects a designer other than the one ranked first by the Committee, the Approving Body, or by designation, the Natick Town Administrator, shall file a written justification for the selection with the Committee and maintain a copy in the contract file.

11. If the fee is to be negotiated, the Approving Body, or by designation, the Natick Town Administrator, shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body, or by designation, the Natick Town Administrator, shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body, or by designation, the Natick Town Administrator, is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body, or by designation, the Natick Town Administrator, prior to selection of finalists.

12. If the Approving Body, or by designation, the Natick Town Administrator, is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body, or by designation, the Natick Town Administrator, shall recommend that the Committee select additional finalists.

13. The Approving Authority, or by designation, the Natick Town Administrator, may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Authority, or by designation, the Natick Town Administrator, may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, provided the Approving

Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).

14. Every contract for design services shall include the following:

    a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;

    b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;

    c. certification that no person, corporation, or other entity, other than a bona-fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

    d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

15. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the

Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.

16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.

17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body, or by designation, the Natick Town Administrator, may elect to authorize expedited procedures to address the emergency. The Approving Body, or by designation, the Natick Town Administrator, shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Approving Body, or by designation, the Natick Town Administrator, may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Approving Body, or by designation, the Natick Town Administrator, shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Awarding Authority shall publish the name of any designer awarded a contract in the Central.Register.

19. The following records shall be kept by the Awarding Authority:

    a. all information supplied by or obtained about each applicant;

    b. all actions taken relating to the project; and

    c. any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(h), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(h).

21. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.

22. For any municipal design or construction project that includes funding provided by the Commonwealth in whole or in part (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all **Supplier Diversity Office** requirements.

ENDNOTES

1. LeClair v. Norwell, 430 Mass. 328 (1999); Cape Ann Citizens Assn v. Gloucester, 47 Mass. App. Ct. 17 (1999).

2. Alternatively, local procedures could require that the Committee select the designer and negotiate the fee, if necessary, and transmit its recommendation to the Approving Body.

Town of Natick

Rules and Regulations for Hawkers and Peddlers

For the purpose of promoting and preserving the public health, safety and convenience and acting under the authority of Chapter 101 of the Massachusetts General Laws, including any amendments thereto, the Board of Selectmen hereby makes and adopts the following rules and regulations governing hawkers and peddler and transient vendors.

1. No person shall act at any time or place in the Town of Natick as a hawker peddler or transient vendor without first having obtained a license as provided in the applicable laws of the Commonwealth of Massachusetts.
2. No person shall act at any time or place in the Town of Natick as a hawker or peddler or transient vendor unless he shall, upon receiving a license from the Director of Standards in the Executive Office of Community Affairs, file with the Chief of Police of the Town of Natick or his representative an application containing the following information:
    a. Name, date of birth, place of birth, social security number, height, weight, eye color, hair color and gender.
    b. Permanent home address, local address and business address of applicant.
    c. The number, type and date of issuance of license issued by the Director of Standards, Executive Office of Consumer Affairs, Commonwealth of Mass. (provide a license with application)
    d. A brief description of the nature of the business, goods, wares or merchandise to be sold or offered for sale.
    e. If employed as an agent, the name and address of the principal employer.
    f. The length of time for which permit is desired.
    g. The type of motor vehicle or motor vehicles to be used in the conduct of such business with the registration number(s) issued.
    h. A statement as to whether or not the applicant has been convicted of any crime, felony or misdemeanor in the Commonwealth or any other state, or violation of any municipal ordinance or by-law and the punishment or penalty assessed therefor.
3. The Chief of Police or his representative shall cause an investigation to be conducted and concluded, within thirty days, of the applicant to determine whether any fraud, misrepresentation or false statements have been made in the application and whether the applicant has been convicted of any crime or misdemeanor involving moral turpitude.
4. Should the Chief of Police or his representative find any of the conditions contained in item number (3), above, he shall endorse on such application his disapproval and reasons therefor and forward said application to the Board of Selectmen, who shall notify the applicant that the application was disapproved and that no permit will be issued.
5. Upon investigation of and finding by the Chief of Police that the applicant is of sound moral character, the Board of Selectmen shall issue a permit authorizing the applicant to conduct the

business of a hawker or peddler or transient vendor during the approved times and at such approved places within the Town of Natick.

6. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales within a distance of two hundred fifty yards of:
    a. Any church, school or other public building in the Town of Natick
    b. Any cemetery, public park, playground, public facility or any land or building or structure set aside in said Town of Natick for historical purposes
7. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales on a public way, a way open to the public, or sidewalk, where such way or sidewalk shall be blocked partially or completely, so as to interfere with the vehicular traffic on such way, or pedestrian traffic on such sidewalk.
8. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales any place within the Town of Natick before 9:00 AM and after 5:00 PM and all day on Sundays.
9. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales on the following ways: West Central Street, East Central Street, Main Street, South Main Street, North Main Street, Speen Street, Pond Street, Union Street, Eliot Street, Marion Street, Bacon Street, Walnut Street, Common Street, Park Street, Washington Street, Washington Avenue, West Street, Summer Street, nor within 500 feet of the above-mentioned ways.
10. Hawkers and peddlers and transient vendors may make reasonable announcement of the merchandise which they have for sale, but loud outcries, the ringing of bells or cymbals or the making of mechanical noise will not be permitted at any time or place, nor shall any hawker or peddler or transient vendor cry his wares to the disturbance of any peace and comfort of the inhabitants of the Town of Natick.
11. A special permit of limited duration, to be determined by the Board of Selectmen, may be issued to hawkers or peddlers to sell during hours to be determined by the Board of Selectmen, on ways and in areas mentioned in items (6) and (9), above, which encompass parades for legal holidays and related festivities sponsored by Town governmental agencies for which a permit has been granted by the Board of Selectmen.
12. The provisions of these rules and regulations shall not apply to charitable, fraternal or educational organizations of the Town of Natick which wish to display and sell merchandise on a temporary basis; provided that such organizations have first obtained written permission for such activity from the Board of Selectmen.

Approved by the Board of Selectmen

June 18, 1979

Effective date: June 18, 1979

CURRENTLY UNDER STAFF REVIEW AS OF JULY 2025

Town of Natick

Rules and Regulations for Hawkers and Peddlers

For the purpose of promoting and preserving the public health, safety and convenience and acting under the authority of Chapter 101 of the Massachusetts General Laws, including any amendments thereto, the ~~Board of Selectmen~~Select Board hereby makes and adopts the following rules and regulations governing hawkers and peddler and transient vendors.

1. No person shall act at any time or place in the Town of Natick as a hawker peddler or transient vendor without first having obtained a license as provided in the applicable laws of the Commonwealth of Massachusetts.
2. No person shall act at any time or place in the Town of Natick as a hawker or peddler or transient vendor unless he shall, upon receiving a license from the Director of Standards in the Executive Office of Community Affairs, file with the Chief of Police of the Town of Natick or his representative an application containing the following information:
    a. Name, date of birth, place of birth, social security number, height, weight, eye color, hair color and gender.
    b. Permanent home address, local address and business address of applicant.
    c. The number, type and date of issuance of license issued by the Director of Standards, Executive Office of Consumer Affairs, Commonwealth of Mass. (provide a license with application)
    d. A brief description of the nature of the business, goods, wares or merchandise to be sold or offered for sale.
    e. If employed as an agent, the name and address of the principal employer.
    f. The length of time for which permit is desired.
    g. The type of motor vehicle or motor vehicles to be used in the conduct of such business with the registration number(s) issued.
    h. A statement as to whether or not the applicant has been convicted of any crime, felony or misdemeanor in the Commonwealth or any other state, or violation of any municipal ordinance or by-law and the punishment or penalty assessed therefor.

~~h.~~3. 2. All applicants shall be fingerprinted as set forth in Article 55 of the Town of Natick By-laws.

~~3.~~4. The Chief of Police or his representative shall cause an investigation to be conducted and concluded, within thirty days, of the applicant to determine whether any fraud, misrepresentation or false statements have been made in the application and whether the applicant has been convicted of any crime or misdemeanor involving moral turpitude.

~~4.~~5. Should the Chief of Police or his representative find any of the conditions contained in item number (3), above, he shall endorse on such application his disapproval and reasons therefor and forward said application to the ~~Board of Selectmen~~Select Board, who shall notify the applicant that the application was disapproved and that no permit will be issued.

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~~5.~~6. Upon investigation of and finding by the Chief of Police that the applicant is of sound moral character, the ~~Board of Selectmen~~Select Board shall issue a permit authorizing the applicant to conduct the business of a hawker or peddler or transient vendor during the approved times and at such approved places within the Town of Natick.

~~6.~~7. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales within a distance of two hundred fifty yards of:

a. Any church, school or other public building in the Town of Natick
b. Any cemetery, public park, playground, public facility or any land or building or structure set aside in said Town of Natick for historical purposes

~~7.~~8. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales on a public way, a way open to the public, or sidewalk, where such way or sidewalk shall be blocked partially or completely, so as to interfere with the vehicular traffic on such way, or pedestrian traffic on such sidewalk.

~~8.~~9. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales any place within the Town of Natick before 9:00 AM and after 5:00 PM and all day on Sundays.

~~9.~~10. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales on the following ways: West Central Street, East Central Street, Main Street, South Main Street, North Main Street, Speen Street, Pond Street, Union Street, Eliot Street, Marion Street, Bacon Street, Walnut Street, Common Street, Park Street, Washington Street, Washington Avenue, West Street, Summer Street, nor within 500 feet of the above-mentioned ways.

~~10.~~11. Hawkers and peddlers and transient vendors may make reasonable announcement of the merchandise which they have for sale, but loud outcries, the ringing of bells or cymbals or the making of mechanical noise will not be permitted at any time or place, nor shall any hawker or peddler or transient vendor cry his wares to the disturbance of any peace and comfort of the inhabitants of the Town of Natick.

~~11.~~12. A special permit of limited duration, to be determined by the ~~Board of Selectmen~~Select Board, may be issued to hawkers or peddlers to sell during hours to be determined by the ~~Board of Selectmen~~Select Board, on ways and in areas mentioned in items (6) and (9), above, which encompass parades for legal holidays and related festivities sponsored by Town governmental agencies for which a permit has been granted by the ~~Board of Selectmen~~Select Board.

~~12.~~13. The provisions of these rules and regulations shall not apply to charitable, fraternal or educational organizations of the Town of Natick that wish to display and sell merchandise on a temporary basis; provided that such organizations have first obtained written permission for such activity from the ~~Board of Selectmen~~Select Board.

Approved by the ~~Board of Selectmen~~Select Board

June 18, 1979

Effective date: June 18, 1979

RULES AND REGULATIONS FOR HAWKERS AND PEDDLERS

For the purpose of promoting and preserving the public health, safety and convenience and acting under the authority of Chapter 101 of the Massachusetts General Laws, including any amendments thereto, the Select Board hereby makes and adopts the following rules and regulations governing hawkers and peddler and transient vendors.

1. No person shall act at any time or place in the Town of Natick as a hawker peddler or transient vendor without first having obtained a license as provided in the applicable laws of the Commonwealth of Massachusetts.
2. No person shall act at any time or place in the Town of Natick as a hawker or peddler or transient vendor unless he shall, upon receiving a license from the Director of Standards in the Executive Office of Community Affairs, file with the Chief of Police of the Town of Natick or his representative an application containing the following information:
    a. Name, date of birth, place of birth, social security number, height, weight, eye color, hair color and gender.
    b. Permanent home address, local address and business address of applicant.
    c. The number, type and date of issuance of license issued by the Director of Standards, Executive Office of Consumer Affairs, Commonwealth of Mass. (provide a license with application)
    d. A brief description of the nature of the business, goods, wares or merchandise to be sold or offered for sale.
    e. If employed as an agent, the name and address of the principal employer.
    f. The length of time for which permit is desired.
    g. The type of motor vehicle or motor vehicles to be used in the conduct of such business with the registration number(s) issued.
    h. A statement as to whether or not the applicant has been convicted of any crime, felony or misdemeanor in the Commonwealth or any other state, or violation of any municipal ordinance or by-law and the punishment or penalty assessed therefor.
3. All applicants shall be fingerprinted as set forth in Article 55 of the Town of Natick By-laws.
4. The Chief of Police or his representative shall cause an investigation to be conducted and concluded, within thirty days, of the applicant to determine whether any fraud, misrepresentation or false statements have been made in the application and whether the applicant has been convicted of any crime or misdemeanor involving moral turpitude.
5. Should the Chief of Police or his representative find any of the conditions contained in item number (3), above, he shall endorse on such application his disapproval and reasons therefor and forward said application to the Select Board, who shall notify the applicant that the application was disapproved and that no permit will be issued.
6. Upon investigation of and finding by the Chief of Police that the applicant is of sound moral character, the Select Board shall issue a permit authorizing the applicant to conduct the business of a hawker or peddler or transient vendor during the approved times and at such approved places within the Town of Natick.
7. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales within a distance of two hundred fifty yards of:
    a. Any church, school or other public building in the Town of Natick

b. Any cemetery, public park, playground, public facility or any land or building or structure set aside in said Town of Natick for historical purposes

8. No hawker or peddler or transient vendor shall permit or cause a vehicle of any kind to stand or stop, nor shall he attempt to sell, solicit sales, take orders for delivery or make any sales on a public way, a way open to the public, or sidewalk, where such way or sidewalk shall be blocked partially or completely, so as to interfere with the vehicular traffic on such way, or pedestrian traffic on such sidewalk.
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12. A special permit of limited duration, to be determined by the Select Board, may be issued to hawkers or peddlers to sell during hours to be determined by the Select Board, on ways and in areas mentioned in items (6) and (9), above, which encompass parades for legal holidays and related festivities sponsored by Town governmental agencies for which a permit has been granted by the Select Board.
13. The provisions of these rules and regulations shall not apply to charitable, fraternal or educational organizations of the Town of Natick that wish to display and sell merchandise on a temporary basis; provided that such organizations have first obtained written permission for such activity from the Select Board.

Natick Select Board:

Bruce T. Evans, Chair
Linda Wollschlager, Vice-Chair
Kristen L. Pope, Clerk
Kathryn M. Coughlin
Richard Sidney

***Adopted**: June 18, 1979*
***Revised**: February 11, 2026*

###

BOARD OF SELECTMEN POLICY
WAIVER OF FEES FOR PUBLIC AND NON-PROFIT PROJECTS

In order to provide clarity in the bidding process and to avoid project delays, the Board of Selectmen hereby adopts the following policy regarding construction projects on Town-owned properties.

1. Fees associated with applications for review by the Planning Board, Zoning Board of Appeals, Conservation Commission (but not the state's portion of this fee) shall be waived.

2. Building Department fees, including plumbing and electrical, as well as water and sewer connection fees shall be waived.

3. Procurement documents for such projects shall clearly indicate that such fees would be waived, thus avoiding confusion as to whether or not the bid price includes anticipated fees.

4. This policy shall not apply if the project is funded through a grant under which permit fees are an eligible expense.

5. This policy shall not apply to Board of Health fees as they are not under the Selectmen's jurisdiction.

Furthermore, the Board of Selectmen adopts the following provision regarding construction projects by non-profit organizations and public agencies:

6. Subject to a vote by the Board of Selectmen, the Board may consider and grant a waiver of permit fees, in whole or in part, in a case where the applicant is a non-profit or public agency and when the work to be performed furthers a public benefit or interest. No precedent is implied or established by any waiver pursuant to this provision, which is granted by the Board in its sole discretion.

NATICK BOARD OF SELECTMEN

Charles Hughes, Chairman

Richard Jennett, Vice-Chair

Nicholas Mabardy, Clerk

John Connolly

Joshua Ostroff

July 6, 2015

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Natick Select Board:

Bruce T. Evans, Chair
Linda Wollschlager, Vice-Chair
Kristen L. Pope, Clerk
Kathryn M. Coughlin
Richard Sidney

Adopted: June 2, 2014
Revised: July 6, 2015
Revised: February 11, 2026

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NATICK BOARD OF SELECTMEN

_____
Charles Hughes, Chairman

_____
Richard Jennett, Vice-Chair

_____
Nicholas Mabardy, Clerk

_____
John Connolly

_____
Joshua Ostroff

July 6, 2015

LICENSE RENEWAL POLICY

At the meeting of November 10, 2003, the Board of Selectmen voted to amend their policy of December 1997 and adopt the following:

A $50.00 late fee will be assessed to any license renewal submitted after December 31.

If the license is not renewed and fine paid within 10 days of that date (by January 11), a letter of delinquency will be delivered by the Natick Police Department and the renewal of the license will be subject to an additional $100.00 fine (in total $150.00 in fines) Upon receipt of the delinquency notice, the licenseholder will have three business days to pay the fines and renew the license or the Board will consider the license to be revoked and the licenseholder will need to reapply for a license in order to operate the business.

BOARD OF SELECTMEN

Jeffrey A. Stern, Chairman

John Ciccariello, Vice-Chairman

Jay H. Ball, Clerk

Charles M. Hughes

Paul R. McKinley

TOWN OF NATICK

RULES AND REGULATIONS

for

THE GENERAL ON-PREMISES SALE OF ALCOHOLIC BEVERAGES

Subject to further limitations fixed or from time to time modified or amended by the Board of Selectmen acting as the duly constituted licensing authority of the Town of Natick with respect to this class of license (License) and to each license within said class, as provided in the General Laws of Massachusetts and the Regulations of the Alcoholic Beverages Control Commission, the following rules and regulations shall be in full force and effect.

Furthermore, the content of these Rules and Regulations may be amended with consideration for the primary business activity of such licensees as may be considered for initial or renewal licenses, subject to special legislation as may be enacted, and may further be amended should the Town vote to accept General On-Premises Licenses as provided for under the General Laws of Massachusetts.

The Board further reserves the right to amend the terms of a license that is subject to these Rules and Regulations, subject to a hearing.

I. GENERAL POLICY

1. It is the policy and purpose of the Board of Selectmen to limit the issuance of Licenses as provided in Chapter 138, and any special act or legislation pertaining thereto, as an accommodating and incidental part of the licensee's primary and principal business endeavor.

   To further enforce this policy, any licensee which holds a license for the sale of alcoholic beverages shall provide to the Board of Selectmen each year, as part of its application for renewal of said license, an accounting statement reporting the gross receipts for all primary services sold at the establishment and the comparative percentage of gross receipts derived from the sale of alcoholic beverages. Such statement shall be certified by a Certified Public Accountant.

   If from its review of such financial statements and/or other relevant factors, it is the determination of the Board of Selectmen that the service of alcohol has become other than incidental to the primary services being provided by the establishment, the Board may deny the renewal of the license, or take an other actions permitted by law. The provisions of this paragraph shall not abridge any other powers conferred upon the Board of Selectmen with respect to the sale of alcoholic beverages.

2. The Board of Selectmen reserves to itself the right to consider the experience of the applicant in the area of serving alcoholic beverages to the public. While this will not be the determinative factor in the issuance of the License, it will be one factor that the Board may consider. If the applicant has had no experience, this alone will not disqualify said applicant from being considered and having a License issued.

3. The location of the premises to be licensed shall be in accordance with the Zoning By law of the Town. The interior of said premises shall be strictly in accordance with the applicable provisions of the State Building Code and the respective rules and regulations of the Natick Board of Health, Natick Fire Chief, and all other applicable agencies of the Town of Natick and Commonwealth of Massachusetts.

4. To ensure compliance with their respective rules, regulations, and laws for which they are responsible to enforce, all agencies referred to in Section 3, above, shall be afforded reasonable access to the licensed premises.

5. The Board of Selectmen or any Selectman or Selectmen, as well as the Chief of Police or his designee, shall be afforded access to the licensed premises during all hours of operation, including times when alcoholic beverages are being served.

6. The requirements of the Chief of Police relative to security precautions at the licensed premises, and the control of rowdiness, loitering and similar behavior shall be adhered to by the licensee, and failure to do so shall be just cause for revocation of the License.

7. The owner or, in the case of a corporation, the Manager of the licensed premises, or his designee shall be present on the premises at all times during which alcoholic beverages are sold. The names and addresses of each individual referred to in the preceding sentence shall be submitted to the Board of Selectmen and Chief of Police.

8. The licensed premises must have food available for purchase at all times when alcohol is served.

II. <u>PROCEDURES</u>

1. Each applicant shall submit to the Board of Selectmen, along with an application for a license, a plan drawn to scale by a registered architect or engineer, on which shall be shown the following information:

    a. The net floor area and dimensions of the existing room or rooms, function rooms, and rooms in which alcoholic beverages are to be stored or served. Net floor area shall be the area of the room or rooms measured between the interior walls exclusive of stairways, service bars, hallways, lobbies, kitchens, waiting areas, etc.

    b. The location of any proposed service bars, bars, counters, lounges and waiting areas.

    c. The area in which seats or benches are to be securely fastened to the floor forming what are commonly called booths.

    d. The area in which there are to be moveable or unsecured seats and tables.

    e. Entrances and exits.

    f. All rooms not being requested to be licensed, if said rooms are on the same floor as those rooms to be licensed; those rooms shall be labeled as to their function such

as kitchens, coatrooms, lobbies, etc.

2. Notwithstanding the foregoing provisions, the Board of Selectmen may approve a temporary modification of the licensed premises for special events subject to such terms and conditions as the Board may impose.

3. The Board of Selectmen shall not act on any application for a license, or for renewal of a license, unless the applicant submits to the Board of Selectmen a written plan for compliance with laws of the Commonwealth of Massachusetts regarding obligations and liabilities of holders of licenses for the sale of alcoholic beverages, including, without limitation, obligations and liabilities regarding the sale of alcoholic beverages to minors and regarding conduct resulting from the consumption of alcoholic beverages sold by a license holder. No such license or renewal of a license shall be granted unless the Board of Selectmen approves, in writing, the written plan submitted by an applicant.

III. PROHIBITIONS

1. Stools or benches at any service bar are prohibited, subject to the provisions of Section VII.

2. The sale or service of alcoholic beverages at service bars is prohibited, subject to the provisions of Section VII.

3. Service bars are prohibited in locations not expressly approved and authorized by the Board of Selectmen in writing.

4. The location of service bars shall not be changed unless approved by the Board of Selectmen and unless an amended plan, as described in II.1.a, is submitted to the Board showing the proposed changes.

5. The sale and/or service of alcoholic beverages is prohibited in any area not licensed by the Board of Selectmen, and no change in such area or location shall be made without approval of the Board of Selectmen and unless an amended plan, as described in II.1.a, is presented to said Board; provided, however, that the Board of Selectmen may approve a temporary modification of the licensed premises as described under section II.2.

6. No alcoholic beverages shall be sold and/or served from the premises to be consumed outside the premises, i.e., curb service, window service, take-out service, etc.

7. Subject to the provisions of MGL c. 138, s. 15 (para. 1), no individual, partnership or corporation shall be issued more than one License.

8. Subject to the provisions of MGL c. 138, s. 15 (para. 1), no more than one alcoholic beverages license may be exercised on the same premises at any time.

9. The sale of alcoholic beverages at reduced or discounted prices during specified times, including, without limitation, "happy hours" and "two for the price of one" specials, is expressly prohibited

10. The sale or service of alcoholic beverages in pitchers is prohibited.

IV. HOURS OF SALE AND SERVICE

1. When alcohol is served at a performing arts venue that is granted a license subject to these rules and regulations, alcohol may not be sold later than than 15 minutes following the conclusion of the final performance, inclusive of programs that include the performer(s).

2. For private functions at which alcohol is served at a performing arts venue that is granted a license subject to these rules and regulations, alcohol may not be served after 11:00 PM without the prior approval of the licensing authority.

3. In no event may alcohol be served outside the hours of 11:00 a.m. to 12:00 midnight on Mondays through Saturdays, and from 10:00 a.m. to 12:00 midnight on Sundays.

4. The hours during which the sale and service of all alcoholic beverages may be made in a public area are further limited to the hours during which the area is open.

V. LOUNGES AND WAITING AREAS

1. An establishment may offer service of alcoholic beverages in a lounge or waiting area, provided that:

   a. The hours during which the sale and service of all alcoholic beverages may be made in a lounge or waiting area are further limited to the hours during which the establishment is open. In no event shall the sale and service of alcoholic beverage be permitted outside the hours set forth in IV.1 above.

   b. No such lounge or waiting area shall constitute a tavern within the meaning of Chapter 138 of the Massachusetts General Laws.

2. All establishments which seek a license to serve alcoholic beverages in a lounge or waiting area shall submit to the Board of Selectmen, along with an application for such a license, a plan which shows the information required by Section II of these Regulations and the location and number of seats and benches. All establishments which seek to obtain a modification to an existing license to serve alcoholic beverages in such a lounge or waiting area shall submit to the Board of Selectmen with the application a plan pursuant to Section II and Section V of these Regulations which shows changes in existing conditions.

VI. POLICY REGARDING TRAINING FOR DISPENSERS AND SELLERS OF ALCOHOLIC BEVERAGES

1. Any licensee holding a license shall participate in a program designed to train its employees in methods of observation and detection to avoid serving or selling alcohol to intoxicated persons and/or minors.

2. For purposes of this policy, anyone engaged in the sale, pouring or service of alcohol is regarded as an employee. All employees, whether full-time, part-time, occasional or voluntary who engage in the sale, pouring or service of alcohol shall, within 15 days of their date of employment, be required to participate in and receive certification by one of the training programs listed below, or by an in-house trainer certified as a trainer in one of the training programs listed below.

Programs that are currently available and meet the requirements of this policy are:

- Training for Intervention Procedures by Servers of Alcohol (T.I.P.S.)
- Alcohol Intervention Methods (A.I.M.)
- Any Insurance Industry approved and qualified program offered by a certified trainer and previously approved by the Board of Selectmen

3. Employees shall be re-certified by an approved training program or in-house trainer at intervals of no more than three (3) years.

4. Applications for new or renewal of licenses shall include a roster of employees with the following information for each employee:

- Name
- Affirmation that employee is at least 18 years of age
- Date of hire or voluntary service
- Type of training (e.g., T.I.P.S.) received
- How training provided (outside class attendance or in-house certified trainer)
- Date employee last certified as trained
- Expiration date of employee's training

Note: Applications lacking this information will be rejected.

5. Licensees shall maintain a file containing copies of the current certification records for all employees engaged in the sale, pouring or service of alcohol. The file shall be available for examination upon request of the Natick Board of Selectmen or the Natick Police Department.

6. Failure to comply with the requirements of this policy, including but not limited to the sale or service of alcohol by an uncertified employee with more than 15 days of service, may result in a public hearing to determine whether the licensee's license should be suspended, revoked or subject to any other sanction permitted by law.

VII. BARS AND COUNTERS

Alcoholic beverages may be sold and/or served at bars and counters provided that:

1. Stools or benches shall be permitted at such a bar or counter;
2. The service of food from the establishment's posted or printed food menu(s) shall be available, but shall not be required, at all such bars and counters;
3. The hours during which the sale and service of all alcoholic beverages may be made at a bar or counter are further limited to the hours during which the establishment is open. In no event shall the sale and service of alcoholic beverages be permitted outside the hours set forth in IV.1 above.

4. No such bar or counter shall constitute a tavern within the meaning of Chapter 138 of the Massachusetts General Laws.

NATICK BOARD OF SELECTMEN

Jonathan Freedman, Chair

Susan G. Salamoff, Vice Chair

Richard P. Jennett, Jr., Clerk

_____
Michael J. Hickey, Jr.

_____
Amy K. Mistrot

CURRENTLY UNDER STAFF REVIEW AS OF JULY 2025

Adopted: October 14 2014
Effective: October 14, 2014
Amended: November 13, 2017

NAMING OF PUBLIC PLACES POLICY

PURPOSE

The Select Board (the "Board") believes that the naming or renaming of public places is a matter of substantial or significant interest, may have long-lasting effect, and deserves careful consideration. The Board, therefore, creates this policy ("Policy") to establish a systematic, consistent and transparent approach for naming or renaming public places.

APPLICABILITY

The Board shall be responsible for the naming or renaming of public places. For the purpose of this Policy, the term "public places" shall mean and include all or any portion of any Town-owned buildings, parks, squares, parcels of land, assets or facilities under the care, control and custody of the Board. Requests pertaining to places, assets or facilities under the care, control and custody of any other Town Board, Committee or Commission shall be refen-ed to that Board, Committee or Commission.

PROCESS

A request to name or rename a public place must be submitted to the Board in writing, and must be signed by a minimum of twenty-five (25) individuals, certified by the Town Clerk as registered voters in the Town of Natick. The written request must clearly explain the compelling rationale for the request, the public interest to be served thereby, and should reflect a broad level of community backing.

The Board shall solicit the opinion of the Natick Historical Commission and the Community and Economic Development Office and, where applicable, the Natick Historic District Commission and the Town's Veterans' Agent, regarding the historical, economic, civic, or other impact, if any, of the proposed naming or renaming. With the necessary opinions in hand, the Board shall schedule a public hearing. Following the close of the public hearing, the Board shall vote on the request (which vote may be taken during the same meeting in which the public hearing is held, or at a subsequent meeting of the Board).

The Board reserves to any of its members, to any other elected Town Board, Committee or Commission, and to the Town Administrator, the right to request to name or rename a public place. Such a request shall be made to the Board in writing, and shall proceed according to the process set forth above, except that the minimum registered voter requirement set forth in the first paragraph of this section shall not apply.

GUIDELINES

The Board understands the naming or renaming of public places may span future generations whose perceptions and values might change. Therefore, the Board believes that such action should be taken sparingly, and intends to be cautious in the exercise of this Policy. Property may be named after an individual when the individual has an historical association therewith, or the area in which it is located, when the individual played a leadership role in the Town, or when the individual distinguished himself or herself in service to others (including, by way of example only, through distinguished service in the military, or in public service). Quality, rather than length, of service shall be paramount.

Property may be named after an individual or organization that has made a significant financial and civic contribution to the Town, or that has made a direct financial grant to the Town for the purpose of acquiring, preserving, or developing such property for the betterment of the Town.

Names should be chosen in a manner that avoids duplication, confusion or inappropriateness. In the event of an individual's passing, one year must pass before consideration may be given to naming or renaming a public place for said individual.

As the Board may deem relevant in deciding on any naming or renaming proposal, the Board may consider the value of the public place, whether the naming proposal is (or should be) for a time certain, whether a naming agreement or other documentation is appropriate or necessary, any existing agreement or documentation regarding the current name, and any costs or expenses associated with the request. Nothing herein shall be construed so as to limit the Board's authority to use its discretion based on the facts and circumstances surrounding a particular request.

This Policy may be amended or rescinded by majority vote of the Board.

Natick Select Board

Bruce T. Evans, Chair
Kathryn M. Coughlin, Vice-Chair
Richard Sidney, Clerk
Paul R. Joseph
Michael J. Hickey, Jr.

***Adopted**: March 22, 2023*

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Naming of Public Place Petition Form

Request to Name/Rename a Public Place or Town Asset

Primary Sponsor

Name: _____

Address: _____

Phone #: _____

Email: _____

I certify that I am a registered voter in the Town of Natick, MA:

Signature of Primary Sponsor: _____

Request Title: _____

To see if the Select Board will approve (description of request)

_____

_____

_____

_____

_____

or otherwise act thereon.

_____

(Write legibly or type the specific language of the article. If you require more space use last page)

Request to Name/Rename a Public Place or Town Asset

PETITIONERS:
We, the undersigned registered voters of the Town of Natick, request to have the above named location/asset named for _____ as noted in the information provided above.

(A minimum of 25 signatures of voters registered in Natick and certified by the Town Clerk is required. Registered name must be substantially as written and signed)

Row	Printed Name	Signature	Address	Precinct
1				
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Naming of Public Place Petition Form

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(A minimum of 25 signatures of voters registered in Natick and certified by the Town Clerk is required. Registered name must be substantially as written and signed)

Row	Printed Name	Signature	Address	Precinct
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TOWN OF NATICK: Select Board
NAMING OF PUBLIC PLACES

NAMING OF PUBLIC PLACES POLICY

PURPOSE

The Select Board (the "Board") believes that the naming or renaming of public places is a matter of substantial or significant interest~~, may have long-lasting effect,~~ and deserves careful consideration. The Board, therefore, ~~creates~~ adopts this policy ("Policy") to establish a systematic, consistent and transparent approach for naming or renaming public places.

APPLICABILITY

The Board shall be responsible for the naming or renaming of public places. ~~For the purpose of this Policy, the term "p"~~Public places" shall mean and include all or any portion of any Town-owned buildings, parks, squares, parcels of land, assets or facilities under the care, control and custody of the Board ("town assets"). Requests pertaining to places, assets or facilities under the care, control and custody of any other Town Board, Committee or Commission shall be refer~~n~~ed to that Board, Committee or Commission.

PROCESS

A request to name or rename a public place must be submitted to the Board in ~~writing, and~~writing and must be signed by a minimum of twenty-five (25) ~~individuals, certified by the Town Clerk as~~ registered voters in the Town of Natick, as certified by the Town Clerk. The written request must clearly explain the compelling rationale for the request, the public interest to be served thereby, and should reflect a broad level of community backing.

Where applicable, t~~T~~he Board shall solicit the opinions of the Natick Historical Commission and the Community and Economic Development Office, ~~and, where applicable,~~ the Natick Historic District Commission and/or the Town's Veterans' Service Officer~~Agent~~, regarding the historical, economic, civic, or other impact, ~~if any,~~ of the proposed naming or renaming. With the necessary opinions in hand, the Board shall schedule a public hearing. Following the close of the public hearing, the Board shall vote on the request. ~~request (which vote may be taken during the same meeting in which the public hearing is held, or at a subsequent meeting of the Board~~).

The Board reserves to any of its members, to any other elected Town Board, Committee or Commission, and to the Town Administrator, the right to request to name or rename a public place. Such a request shall be made to the Board in ~~writing, and~~writing and shall proceed according to the process set forth above, except that the minimum registered voter requirement set forth in the first paragraph of this section shall not apply.

GUIDELINES

The Board understands the naming or renaming of public places may span future generations whose perceptions and values might change. Therefore, the Board believes that such action should be taken ~~sparingly, and~~sparingly and intends to be cautious in the exercise of this Policy. Property may be named after an individual when ~~the individual has~~they have had an historical association therewith, or the area in which it is located, when the individual played a leadership role in the Town, or when the individual distinguished himself or herself in service to others (including, by way of example only, through distinguished service in the military, or in public service). Quality, rather than length, of service shall be paramount.

Property may be named after an individual or organization that has made a significant financial and civic contribution to the Town, or that has made a direct financial grant to the Town for the purpose of acquiring, preserving, or developing such property for the betterment of the Town.

Individuals under consideration for naming or renaming a public asset shall have been deceased for a minimum period of one year.

Names should be chosen in a manner that avoids duplication, confusion or inappropriateness~~. In the event of an individual's passing, one year must pass before consideration may be given to naming or renaming a public place for said individual.~~

As the Board may deem relevant in deciding on any naming or renaming proposal, the Board may consider the value of the public place, whether the naming proposal is (or should be) for a time certain, whether a naming agreement or other documentation is appropriate or necessary, any existing agreement or documentation regarding the current name, and any costs or expenses associated with the request. Nothing herein shall be construed ~~so as to~~to limit the Board's authority to use its discretion based on the facts and circumstances surrounding a particular request.

This Policy may be amended or rescinded by majority vote of the Board.

Natick Select Board

Bruce T. Evans, Chair
Kathryn M. Coughlin, Vice-Chair
Richard Sidney, Clerk
Paul R. Joseph
Michael J. Hickey, Jr.

Adopted: _____~~*March 22, 2023*~~

###

Commented [KC1]: Do we want to list the reasons for this? (see email to Tom Hopkins on 2/9/2026)

`

~~Naming of Public Place Petition Form~~

~~Request to Name/Rename a Public Place or Town Asset~~

~~Name:~~ _____

~~Primary Sponsor~~

~~Address:~~ _____

~~Phone #:~~ _____

~~Email:~~ _____

~~I certify that I am a registered voter in the Town of Natick, MA:~~

~~Signature of Primary Sponsor:~~ _____

~~Request Title:~~ _____

~~To see if the Select Board will approve (description of request)~~

_____

_____

_____

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_____

~~or otherwise act thereon.~~

_____

~~(Write legibly or type the specific language of the article. If you require more space use last page)~~

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Request to Name/Rename a Public Place or Town Asset

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~~PETITIONERS:~~

~~We, the undersigned registered voters of the Town of Natick, request to have the above named location/asset named for _____ as noted in the information provided above.~~

~~(A minimum of 25 signatures of voters registered in Natick and certified by the Town Clerk is required. Registered name must be substantially as written and signed)~~

~~Row~~	~~Printed Name~~	~~Signature~~	~~Address~~	~~Precinct~~
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Request to Name/Rename a Public Place or Town Asset

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DATE: February 11, 2026
ITEM TYPE: Recommendation
MEETING BODY: Select Board

ITEM B

Review of language for Select Board Sponsored 2026 Spring Town Meeting Warrant Article for a Home Rule Petition on Extension of Chief Hicks and Deputy Chief Lauzon Contracts

ITEM SUMMARY:

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Chief Hicks_DC Lauzon TM Article xx.pdf

Article xx

An Act Authorizing the Town of Natick to Continue the Employment of Police Chief James Hicks
(Select Board)

To see if the Town will vote to authorize the Select Board to file Special Legislation with the General Court under the Home Rule Amendment to the Massachusetts Constitution or take any other action thereon, said Special Legislation to read as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition; or take any other action relative thereto.

AN ACT AUTHORIZING THE TOWN OF NATICK TO CONTINUE THE EMPLOYMENT OF POLICE CHIEF JAMES HICKS.

SECTION I. Notwithstanding any general or special law to the contrary, James Hicks, Police Chief of the Town of Natick, may continue to serve in that position until reaching age 67, the date of his retirement, or the date he is relieved of his duties by the Select Board at their discretion, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of Police Chief. The Select Board may, at the Town's own expense, require that James Hicks be examined annually by a physician designated by the Select Board, to determine such physical and mental capability to perform the duties of his office.

No further deductions shall be made from the regular compensation of James Hicks, pursuant to chapter 32 of the General Laws for service subsequent to his reaching age 65; and upon retirement for superannuation, he shall receive a superannuation retirement allowance equal to the allowance that he would have been entitled had he retired upon reaching age 65.

MOTION:

Move that the Town authorize the Select Board to file Special Legislation with the General Court under the Home Rule Amendment to the Massachusetts Constitution or take any other action thereon, said Special Legislation to read as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition.

AN ACT AUTHORIZING THE TOWN OF NATICK TO CONTINUE THE EMPLOYMENT OF POLICE CHIEF JAMES HICKS.

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Article xx
An Act Authorizing the Town Of Natick to Continue the Employment of Deputy Police Chief Brian Lauzon
(Select Board)

To see if the Town will vote to authorize the Select Board to file Special Legislation with the General Court under the Home Rule Amendment to the Massachusetts Constitution or take any other action thereon, said Special Legislation to read as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition; or take any other action relative thereto.

AN ACT AUTHORIZING THE TOWN OF NATICK TO CONTINUE THE EMPLOYMENT OF DEPUTY POLICE CHIEF BRIAN LAUZON.

SECTION I. Notwithstanding any general or special law to the contrary, Brian Lauzon, Deputy Police Chief of the Town of Natick, may continue to serve in that position until reaching age 67, the date of his retirement, or the date he is relieved of his duties by the Select Board at their discretion, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of Deputy Police Chief. The Select Board may, at the Town's own expense, require that Brian Lauzon be examined annually by a physician designated by the Select Board, to determine such physical and mental capability to perform the duties of his office.

No further deductions shall be made from the regular compensation of Brian Lauzon, pursuant to chapter 32 of the General Laws for service subsequent to his reaching age 65; and upon retirement for superannuation, he shall receive a superannuation retirement allowance equal to the allowance that he would have been entitled had he retired upon reaching age 65.

MOTION:

Move that the Town authorize the Select Board to file Special Legislation with the General Court under the Home Rule Amendment to the Massachusetts Constitution or take any other action thereon, said Special Legislation to read as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition.

AN ACT AUTHORIZING THE TOWN OF NATICK TO CONTINUE THE EMPLOYMENT OF DEPUTY POLICE CHIEF BRIAN LAUZON.

SECTION I. Notwithstanding any general or special law to the contrary, Brian Lauzon, Deputy Police Chief of the Town of Natick, may continue to serve in that position until reaching age 67, the date of his retirement, or the date he is relieved of his duties by the Select Board at their discretion, whichever occurs first; provided, however, that he is mentally and physically capable of performing the duties of Deputy Police Chief. The Select Board may, at the Town's own expense, require that Brian Lauzon be examined annually by a physician designated by the Select Board, to determine such physical and mental capability to perform the duties of his office.

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