

BOARD OF SELECTMEN
January 10, 2012
Needham Town Hall
Agenda

	6:45	Informal Meeting with Citizens
1.	7:05	Town Manager <ul style="list-style-type: none"> • FY2013 Budget Consultation • Open Annual Town Meeting Warrant • OPEB/Post Employment Benefit Actuarial Analysis
2.	7:25	Board Discussion <ul style="list-style-type: none"> • MMA Resolutions • Special Town Meeting Referral of Stretch Code Article • Committee Reports
3.	8:00	Executive Session Exception 6

APPOINTMENTS

1.	Board of Appeals (Alternate)	Kathleen Lind Berardi (Term expires: 6/30/2014)
2.	MAPC Representative	Margaret Murphy (Term expires: 6/30/2015)
3.	Cultural Council	Robert "Bo" Veaner (Term expires: 6/30/2015)

CONSENT AGENDA ***=Backup attached**

1.	Vote to hold the 2012 Annual Town Meeting in Powers Hall.
2.*	Vote to designate David Davison, Assistant Town Manager/Finance, as the Town's designated voting delegate for the MIIA and MIIA Property and Casualty Board elections at the MMA Annual Meeting on January 21, 2012.
3.	Accept donations made to the Needham Community Revitalization Trust Fund from the following residents: Maryruth and Richard Perras \$ 250; Anisa Mehdi \$ 50, Andrea and Douglas Rae \$ 50.
4.	Accept donation made to Needham Youth Services in the amount of \$500 from the Needham Women's Club. The monies are to be used to sponsor the Youth Services' "A Conversation...For Parents of Teens"
5.	Accept donation made to Needham Youth Services in the amount of \$240 from the Wellesley Monthly Meeting of Friends. The monies are to be used towards the VIP Program where high school students mentor elementary age children.
6.	Accept donation made to Needham Youth Services in the amount of \$150 from Cathy Freedberg, a Needham resident. The donation is for all of the good work that the Needham Youth Services does for the community.
7.	Accept donations made to the Needham Health Department's Gift of Warmth from the following: \$6000 from the Needham Community Council; \$300 from St. Bartholomew Parish, Needham; \$200 from Mary Clare McErnery Siegel, 27 Grant Street Needham; \$2000 from St. Joseph Parish, Needham; \$800 from Christ Church-Needham.

8.*	Approve request for one day special Wine & Malt beverage license from Debbie Schmill of the Needham Community Farm to hold their "Ready Set Grow-NCF Dinner Benefit" at the First Parish Unitarian Universalist Church, 23 Dedham Avenue, Needham from 7:00 pm to 10:00 pm on February 11, 2012.
9.*	Water & Sewer Abatement Order #1136

Board of Selectmen

AGENDA FACT SHEET for 1/10/2012

Agenda Item: Fiscal Year 2013 Budget Consultation
Presenter(s): Kate Fitzpatrick, Town Manager
Dave Davison, Assistant Town Manager/Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

We will discuss with the Board the fiscal year 2013 budget picture and the proposed budget priorities.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board approve the FY2013 budget priorities as presented.

3. BACK UP INFORMATION ATTACHED:

- a. Proposed Budget Priorities

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

**Proposed Board of Selectmen Statement
on FY2013 Operating Budget Priorities
January 10, 2012**

The primary goal of the Board of Selectmen in consideration of the FY2013 operating budget is the maintenance and optimization of existing Town services given the availability of revenue for appropriation. In addition, the Board's priorities for FY2013 include:

1. Support for items that contribute to the achievement of the Board's goals and objectives for FY2012.
2. Support for initiatives that contribute to the preservation of existing Town assets.
3. Support for initiatives that contribute to sustainability, such as reducing energy use and planning for ongoing, long term balance of foreseeable revenues and financial commitments.
4. Support for initiatives aimed at achieving greater coordination and efficiency among departments and providing adequate resources to address the general administrative needs of the Town.
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support the stewardship of existing land and resources, including expansion of town-owned open space for both active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.

Board of Selectmen

AGENDA FACT SHEET for 1/10/2012

Agenda Item: Open Annual Town Meeting Warrant

Presenter(s): Kate Fitzpatrick, Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will open the warrant for the 2012 Annual Town Meeting. Requests for warrant articles are due by Monday, February 6th.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board vote to open the warrant for the 2012 Annual Town Meeting.

3. BACK UP INFORMATION ATTACHED:

- a. Preliminary List of Warrant Articles (1/6/12)

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

**Preliminary List of Warrant Articles
2012 Annual Town Meeting
1.6.2012**

Annual Town Election Committee and Officer Reports	Board of Selectmen
HUMAN RESOURCES ARTICLES	
Establish Elected Officials' Salaries	Personnel Board
Fund Collective Bargaining Agreement – Fire	Board of Selectmen
Fund Collective Bargaining Agreement – PFD	Board of Selectmen
FINANCE ARTICLES	
Transfer of Budgetary Fund Balance	Board of Selectmen
Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
Appropriate for Senior Corps	Board of Selectmen
Appropriate for Needham Property Tax Assistance Program	Board of Selectmen
Appropriate for Fire Box Elimination Feasibility Study	
Appropriate the FY2013 Operating Budget	Finance Committee
Appropriate the FY2013 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2013 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
Appropriate the FY2013 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
Continue Departmental Revolving Funds	Board of Selectmen
Authorization to Expend State Funds for Public Ways	Board of Selectmen
ZONING/LAND USE ARTICLES	
Non-Betterment Street Acceptance –	
Amend Zoning By-law	Citizens' Petition
Amend Zoning By-law	Planning Board
GENERAL ARTICLES/ CITIZENS' PETITIONS/COMMITTEE ARTICLES	
Amend General By-law/Hunting Regulation	Board of Selectmen
Home Rule Petition/Off-Premises Sale of Alcohol (placeholder)	Board of Selectmen
Adopt Stretch Code (placeholder)	Board of Selectmen
COMMUNITY PRESERVATION ACT ARTICLES	
Appropriate to Community Preservation Fund	CPC
CAPITAL ARTICLES	
Rescind Debt Authorizations	Board of Selectmen
Appropriate for General Fund Cash Capital	Board of Selectmen
Appropriate for Property Acquisition	
Appropriate for Fire Engine	Board of Selectmen
Appropriate for Public Works Infrastructure Program	Board of Selectmen

Appropriate for DPW Complex Renovations
Appropriate for Salt Shed Relocation
Appropriate for RTS Enterprise Fund Cash Capital
Appropriate for Sewer Enterprise Fund Cash Capital
Appropriate for Water Enterprise Fund Cash Capital

Board of Selectmen
Board of Selectmen
Board of Selectmen
Board of Selectmen
Board of Selectmen

TOWN RESERVE ARTICLES

Establish Athletic Facility Improvement Fund
Appropriate for Compensated Absences Fund
Appropriate to Workers Compensation Absences Fund
Appropriate to Capital Improvement Fund
Appropriate to Capital Facility Fund
Appropriate to Stabilization Fund

Board of Selectmen
& Finance Committee

Omnibus

Board of Selectmen

Board of Selectmen

AGENDA FACT SHEET for 1/10/2012

Agenda Item: OPEB/Post-Employment Benefit Actuarial Analysis
Presenter(s): Kate Fitzpatrick, Town Manager
David Davison, Assistant Town Manager/Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Town has completed an actuarial analysis of its OPEB/Post Employment Benefit liability. Mr. Davison and I will outline for the Board the results of the study. The Town's funded ratio increased from 10.2% in 2009 to 10.9% in 2011; however, the Town's OPEB liability grew 21% over the same period. The Town's expected contribution for FY2013 – \$4,523,887 – represents an increase over the FY2013 Pro Forma of .57%.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. July 1, 2011 Post Employment Benefits Analysis, Buck Consultants

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 1/10/12

Agenda Item: Board Discussion – MMA Resolutions

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will discuss resolutions to be presented at the MMA Annual Business Meeting to be held January 21, 2012 relative to transportation finance, unfunded mandates, and a strong partnership with the Federal Government.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board vote to endorse and authorize the Chairman to cast a vote in favor of _____.

BACK UP INFORMATION ATTACHED:

- a. Proposed Resolution on the Transportation Finance Crisis
- b. Proposed Resolution Opposing Unfunded Mandates on the Cities and Towns of the Commonwealth
- c. Proposed Resolution Calling on the U.S. Government to Embrace a Strong Fiscal and Economic Partnership with Cities and Towns
- d. Voting at the MMA Annual Business Meeting

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Proposed Resolution on the Transportation Finance Crisis



Whereas, transportation finance in the Commonwealth is a critical and urgent matter because the current program has been operating on short-term extensions that undermine predictability and stability, interfering with the ability of towns, cities and states to plan and manage their infrastructure maintenance and improvement operations; and

Whereas, the Massachusetts Transportation Finance Commission found that there is a state transportation funding deficit of approximately \$20 billion over the next two decades, including a \$1 billion gap in the Chapter 90 program, and funding for Chapter 90 has not kept pace with increases in the cost of materials and labor, as evidenced by an MMA survey of cities and towns that determined that the actual need for the Chapter 90 program is \$400 million a year; and

Whereas, if Congress fails to reauthorize federal funding for surface transportation programs at current levels, Massachusetts will face the loss of up to \$580 million a year in transportation funding, which would undermine state and local finances and withdraw crucial resources that are essential to maintaining our roads and bridges; and

Whereas, a proposal by the Chair of the U.S. House Transportation and Infrastructure Committee would cut federal highway funding by 34 percent, a reduction that would cost Massachusetts \$216 million a year, presenting similar threats to the viability of our public ways;

Therefore, in order to keep our transportation system moving, enhance economic development, create essential construction jobs, protect and promote safety on roadways, and build our local and regional economies, **it is hereby resolved by the members of the Massachusetts Municipal Association as follows:**

- The MMA will take a leadership role as part of a statewide coalition of key stakeholders examining the extent of the funding crisis, advocating for multi-faceted solutions, and educating the public about the critical needs of the Commonwealth's local and state transportation systems, including the promotion of a stable, broad-based revenue structure that is adequate to support and maintain our roads, bridges, highways and transit systems in a manner that shares resources fairly with the cities and towns of Massachusetts; and
- The Governor and the Legislature must approve a new state transportation bond act early in the 2012 legislative session, with a three-year Chapter 90 authorization of not less than \$900 million, or \$300 million a year; and
- Congress and the President should immediately reauthorize the federal surface transportation funding program to repair, maintain and build highways, bridges and transit systems, called SAFETEA-LU, at 2011 spending levels for at least two years, including reauthorization of the existing

federal fuels taxes to pay for these infrastructure investments; and

- A copy of this resolution shall be presented to the governor, the members of the Massachusetts Legislature, the members of the Massachusetts Congressional delegation, and the President of the United States on behalf of the cities and towns of the Commonwealth.

For consideration at the MMA Annual Business Meeting, January 21, 2012

Resolution Opposing Unfunded Mandates on the Cities and Towns of the Commonwealth



Whereas, the cities and towns of Massachusetts provide a wide range of essential services for all the citizens of the Commonwealth, including providing safe, clean and affordable drinking water, and safe and sanitary wastewater treatment and stormwater management systems; and

Whereas, efficient, well-constructed and well-maintained water infrastructure is critical to public safety and an integral part of a healthy and growing local economy; and

Whereas, the cost for maintaining and upgrading water infrastructure has increasingly been shifted from the state and federal government to the cities and towns of Massachusetts, and the economic recession and the enduring impact on government revenues have resulted in budget shortfalls and challenges at both the state and local levels; and

Whereas, the federal government has imposed additional requirements, based on incomplete scientific analysis and review, on the cities and towns of Massachusetts without any additional appropriations; and

Whereas, the cities and towns of Massachusetts depend on receiving an adequate amount of state and federal funds in order to meet the federal drinking, wastewater and stormwater requirements; and

Whereas, the fiscal 2012 Congressional House Interior Committee Appropriations bill would cut \$967 million from the Clean Water and Safe Drinking Water appropriations, nearly 40 percent, threatening our residents' ability to access clean water and adding to the already significant backlog of safe drinking water infrastructure projects and imperiling the proven job creation that these investments would bring; and

Whereas, the cities and towns of Massachusetts cannot continue to absorb these and additional mandates and the corresponding workload imposed by the Commonwealth of Massachusetts without compensation, reimbursement, or other relief from the Commonwealth;

Therefore it is hereby resolved that:

- The cities and towns of Massachusetts call on the federal government, the Legislature, the governor and the state's administrative agencies to refrain from imposing any further unfunded mandates and requirements on cities and towns, as said mandates harm municipal budgets, adversely impact municipal services, and increase reliance on the property tax; and
- In the event that any such legislation or regulation is considered, the Executive Branch, Legislature and federal government should be required to provide a fiscal note included as part of any such proposal that clearly explains the costs imposed on municipal governments as a result of such

legislation or regulation, including, but not limited to, the requisite staff necessary to administer or implement said legislation or regulation; and

- In the event there is a cost identified in said fiscal note, that the Legislature, Congress or agency should refrain from enacting such a legislative proposal or regulation until such time as an appropriation satisfying said amount be provided for; and
- The cities and towns of Massachusetts oppose any legislative or ballot initiative that would limit the ability to raise local revenues necessary to operate, maintain and upgrade public drinking water, wastewater and stormwater systems; and
- The state should grant authority to cities and towns to establish drinking water, stormwater and sewer infrastructure banks to help to repair, maintain, and expand their water, stormwater and wastewater infrastructure systems; and
- The state should establish a statewide ban on phosphorus in fertilizer to assist communities in meeting unfunded federal phosphorus reduction mandates; and
- The state should pass dam removal and repair legislation to assist communities in meeting the state's proposed streamflow criteria and federal phosphorus reduction mandates and to protect the health and safety of their residents; and
- The administration should implement the \$25 million Drinking Water Quality Act Authorization as passed in the 2009 Massachusetts Environmental Bond Act; and
- The United States Congress should, at a minimum, maintain funding for the Drinking Water and Clean Water State Revolving Fund (SRF) programs at 2011 levels of \$963 million and \$1.52 billion, respectively, in the Fiscal Year 2012 Interior Appropriations Bill; and
- A copy of this resolution shall be presented to the governor, the members of the Massachusetts Legislature, the members of the Massachusetts Congressional delegation, and the President of the United States on behalf of the cities and towns of the Commonwealth.

For consideration at the MMA Annual Business Meeting, January 21, 2012

Proposed Resolution Calling on the U.S. Government to Embrace a Strong Fiscal and Economic Partnership with Cities and Towns



Whereas, the national economy is balanced on a razor's edge between recovery and a return to recession, and the decisions made on Capitol Hill will determine whether state and local finances in Massachusetts will stabilize or slide back to the deep fiscal distress experienced during the past several years; and

Whereas, the economies of the world remain in a precarious state with increasing concerns about the ability and will of governments to fix structural problems and take actions to spur a stalled recovery; and

Whereas, a full economic recovery will only be achieved if the cities and towns of Massachusetts and the United States have the resources and authority to deliver the basic services that are essential to economic growth and prosperity, including public safety, public infrastructure, public education, public programs for the elderly and youth, and have the ability to invest and innovate to leverage economic development and growth for businesses and citizens; and

Whereas, decisions by the United States government on revenues and spending to support economic growth and reduce the nation's deficit will have a major impact on cities and towns in Massachusetts and on the state, which expects to use \$7.8 billion in federal reimbursements to balance the fiscal 2012 operating budget and approximately \$750 million for the state's capital spending plan; and

Whereas, certain legislative and budget actions by the United States government could significantly weaken the Massachusetts economy and the financial health of cities and towns and state government; and

Therefore it is hereby resolved by the members of the Massachusetts Municipal Association as follows:

- Congress and the President must recognize that economic development and investment decisions are based on the quality and stability of services delivered by cities and towns, and it is imperative that federal policy embrace a strong federal-local partnership to foster job growth and prosperity; and
- Congress and the President must take a comprehensive and balanced approach to job creation and deficit reduction that does not undermine the ability of cities and towns to deliver essential services to citizens and businesses, because measures that would destabilize cities and towns would impede regional and nationwide economic recovery and growth; and
- Congress and the President must continue investments in local government services and jobs, including such critical programs as Community Development Block Grants (CDBG), Title I education

grants for low-income students and IDEA grants for special education students; and

- Congress and the President must recognize that infrastructure investment is critical to our economic recovery, and they must support existing commitments and expand opportunities to attract and encourage investment by enacting a national infrastructure bank, a bipartisan proposal first made by the Senior Senator from Massachusetts; and
- Congress and the President must reject proposals that would increase local government costs, including repealing or reducing the tax exemption for municipal bonds that help pay for building and repairing the nation's infrastructure; and
- Congress and the President must reject the imposition of unfunded mandates that result when federal laws or regulations impose new costs and obligations on cities and towns without providing funding; and
- A copy of this resolution shall be presented to the governor, the members of the Massachusetts Legislature, the members of the Massachusetts Congressional delegation, and the President of the United States on behalf of the cities and towns of the Commonwealth.

For consideration at the MMA Annual Business Meeting, January 21, 2012

Voting at the MMA Annual Business Meeting



Each city or town that is a member of the MMA is entitled to one vote at the Annual Business Meeting, under the guidelines established in the association's bylaws [Article II, Sect. 6].

According to the bylaws, the person who votes on behalf of a member community must be:

- The mayor or chief executive of a member city; or
- The chair of the board of selectmen of a member town.



In the event that the designated official from a member community cannot attend, a councillor, selectman, or manager from that community can vote in the person's place, but only with written authorization from the designated official. Those eligible voting officials who cannot attend the Annual Business Meeting and who designate someone else to take their place must provide written authorization.

Voting delegates may obtain voting cards at the credentials table before the meeting begins. Only one voting card will be issued per member community.

Board of Selectmen

AGENDA FACT SHEET for 1/10/2012

Agenda Item: Special Town Meeting Referral of Stretch Code Article

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will discuss next steps after the referral of the Stretch Code Article by the November 7, 2011 Special Town Meeting.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

Discussion only

3. BACK UP INFORMATION ATTACHED:

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 01/10/2012

Agenda Item: Committee Reports

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Board members will report on the progress and / or activities of their Committee assignments.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____



One Winthrop Square, Boston, MA 02110

617-426-7272 or 800-882-1498

Facsimile 617-426-9546 • www.emiaa.org

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2011 DEC 21 A 11:30

MEMORANDUM

TO: MIIA Members

FROM: Geoffrey Beckwith, President, MIIA

DATE: December 20, 2011

SUBJECT: Report of the Nominating Committees

It is once again time to select nominees for Directors of the Massachusetts Interlocal Insurance Association, Inc. and the MIIA Property and Casualty Group, Inc. The members for these Boards will be elected at the MIIA Annual Meeting on January 21, 2012.

The Property and Casualty Group, Inc. is the corporation that provides members with insurance coverages. The Massachusetts Interlocal Insurance Association, Inc. is the designated administrator for the organization. Your municipality is a voting member of both corporations.

Enclosed you will find the Nominating Committee Report for each of the above-mentioned organizations, a Nominating Form in case you wish to nominate someone else as a Director of one or more of the organizations, and a form to specify who is your "voting delegate." Please read the enclosed Requirements for Voting prior to completion of the Voting Delegate Designation Form and return that form to us as soon as possible.

We look forward to seeing you at the Annual Meeting.



MEMORANDUM

TO: MIIA Members

FROM: **Massachusetts Interlocal Insurance Association, Inc.**
Nominating Committee: Geoffrey Beckwith, Wayne Marquis,
Reginald Stapczynski, Colleen Corona, David Kielson

DATE: December 20, 2011

SUBJECT: Nominating Committee Report

MIIA is again calling on its members to participate in electing officials to serve on the Massachusetts Interlocal Insurance Association, Inc. Board of Directors. The Board is responsible for approving and directing the overall policies of the MIIA programs. This is an important task since MIIA now has a combined membership of more than 350 members for the health, property and liability, and workers' compensation insurance programs.

At the MIIA Annual Meeting to be held on January 21, 2012, members will elect two individuals to fill three-year terms to expire in January, 2015. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board of Directors:

For three-year terms expiring in January 2015:

Ira Singer, Town Administrator, Middleton - Mr. Singer has more than twenty-five years of experience in local government. He currently serves on the MIIA, Inc. and MIIA Health Benefits Trust Boards.

Mary Pat Flynn, Selectman, Falmouth. Ms. Flynn was the Human Resources Director for the Town of Plymouth. She is presently a member of the MIIA, Inc. and the MIIA Property and Casualty Group, Inc. Board.

David Kielson, Select Person, Chesterfield, and Wayne Marquis, Town Manager, Danvers, will continue to serve in three-year terms expiring in January, 2013. **Colleen Corona, Selectman, Easton, and Reginald Stapczynski, Town Manager, Andover,** will continue to serve in three-year terms expiring in January, 2014.

Enclosed are the Requirements for Voting and a Voting Delegate Designation Form to help us prepare for the voting. MIIA would greatly appreciate your designating the voting delegate for your municipality. Also enclosed is a Nominating Form, should you wish to nominate another candidate. Please contact MIIA staff if you have any questions on the election process.



MEMORANDUM

TO: Property and Casualty Group Members

FROM: **MIIA Property and Casualty Group, Inc. Nominating Committee:**
Geoffrey Beckwith, Jean Kitchen, David Kielson

DATE: December 20, 2011

SUBJECT: Nominating Committee Report

Three members of the Board of Directors of the MIIA Property and Casualty Group, Inc. are to be elected this year for two-year terms expiring in 2014. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board.

For two-year terms expiring January 2014:

Ira Singer, Town Administrator, Middleton - Mr. Singer has more than twenty-five years of experience in local government. He currently serves on the MIIA, Inc. and MIIA Health Benefits Trust Boards.

Wayne Marquis, Town Manager, Danvers. Mr. Marquis has served on the MIIA Board of Directors since 1991 and is currently a member of all three boards. He is a former member of the MMA Board of Directors and a former member of the Board of Directors of Blue Cross Blue Shield.

Rocco Longo, Town Administrator, Marshfield. Mr. Longo has extensive experience in local government, including serving as town manager in Billerica and Duxbury prior to his position in Marshfield. He has been an active member of the MMA and the Massachusetts Municipal Management Association, including participation on both boards.

Mary Pat Flynn, Selectman, Falmouth; David Kielson, Select Person, Chesterfield, and Jean Kitchen, Town Administrator, Southborough, will continue to serving in two-year terms expiring in January 2013.

REQUIREMENTS FOR VOTING

The requirements for voting are detailed in the by-laws of each organization. In summary:

Each member shall have one vote which may be cast only by its voting delegate. The following individuals are eligible voting delegates.

1. In the case of a city or a town with a city form of government, (a) its chief executive, or (b) a person designated in writing by such chief executive;
2. In the case of all other towns, (a) the Chairman of its Board of Selectmen, (b) another Selectman designated in writing by such Chairman, or (c) the Manager designated in writing by such Chairman.

Voting in person is required for the election of the Board of Directors. All voting will be by a vote of hands, unless a roll call is requested by three or more voting delegates.

The nominees receiving the greatest number of votes shall be deemed elected as directors and shall commence their terms at the conclusion of the meeting.

If you are a voting delegate and wish to nominate another person as a director, such nomination must be received in writing no later than January 10, 2011, twelve days prior to the Annual Meeting. Enclosed is a nomination form for this purpose.

VOTING DELEGATE DESIGNATION FORM

The voting delegate for the City/Town of Needham

is David Davison, Asst. tm / Finance
(Name) (Please Print)

X _____
Chairman, Board of Selectmen

Please return this form by January 9, 2012 to:

Stanley J. Corcoran
Executive Vice President
Massachusetts Interlocal Insurance Association
One Winthrop Square
Boston, MA 02110

or FAX to:
(617) 426-9546

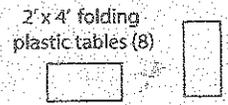
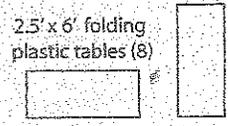
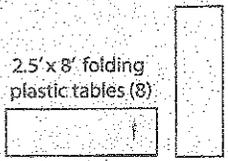
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Oebbie Schmill
Event Manager Address	28 Brewster Dr Needham 02492
Event Manager Phone Number	[REDACTED]
Organization Representing (if applicable)	Needham Community Farm
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: <u>IRS Determination letter</u>
Name of Event	Ready, Set, Grow - NCF Dinner Benefit
Date of Event	Feb. 11, 2012
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 7:00 pm TO: 10 pm.
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 75 /per ticket <input type="checkbox"/> NO 100 after Feb 4
Is there an admission fee for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	120
Name & address of event location. Please attach proof of permission to use this facility.	First Parish: Unitarian Universalist 23 Dedham Ave, Needham
Who will be serving the alcohol to your guests?	Tammy Lamenzo
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).	See above, she has proof of training on file with TOWN of Needham (will fax if needed)
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Guests purchase tickets to their Meal and Beverage (tasting) in advance of event. Then guests will be able to select their Beverage matching at bar table.
<input type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))	
Event Manager Signature:	Date:

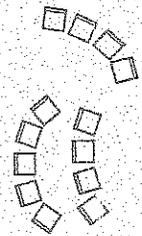
John Schmill

Antique oak table
4' x 10'

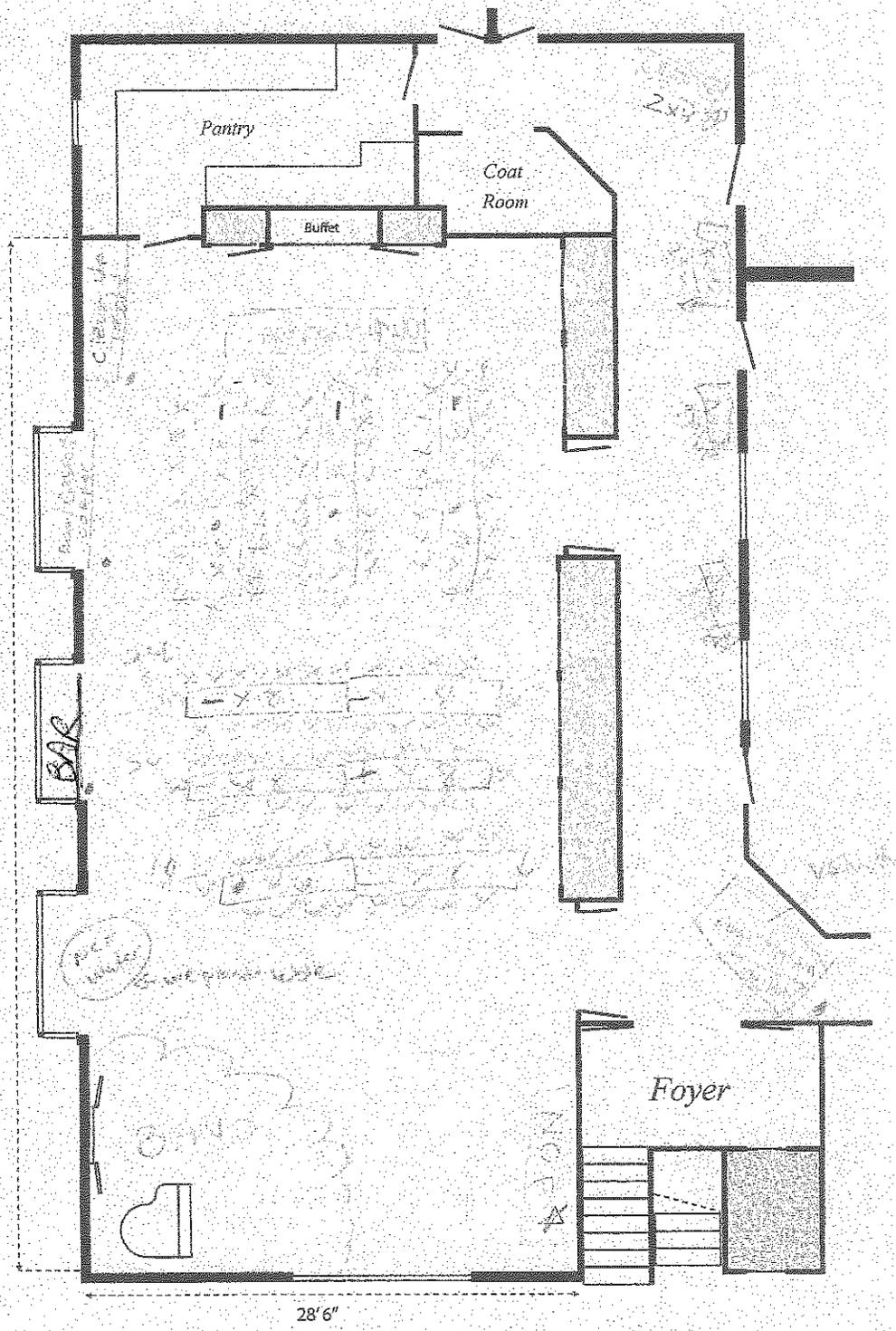
The antique table is on wheels
but cannot be removed from Parish Hall



There are 150 black stacking chairs
available for use in Parish Hall



61'9"



28'6"

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

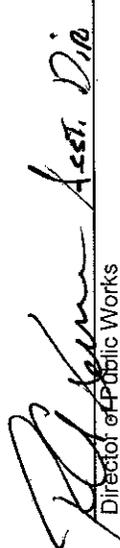
Water Sales:	\$38,137.35
Water Irrigation:	\$0.00
Water Service:	\$0.00
Sewer Sales:	\$85,613.85
Transfer Station Charges:	\$0.00

Total Abatement: \$123,751.20

Order #: 1136

Read and Approved: 1/6/2012


DPW Supervisor of Administrative Services


Director of Public Works

For the Board of Selectmen

Date: 1/10/2012

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
LM	Agranat	Eric	1707	16408	31	Rivard	\$0.00	\$17.60	\$38.80	\$56.40	Leak	N
LM	Pellicano	William	24699	2244	10	Wending	\$0.00	\$0.00	\$1,106.50	\$1,106.50	Leak	N
LM	Owen	Doug	28889	13048	573	Central	\$0.00	\$0.00	\$414.85	\$414.85	Leak	N
LM	Wolfman	Jonathan	25467	14644	31	Paine	\$0.00	\$38,014.00	\$83,804.25	\$121,818.25	Equip.	Y
LM	Council on Aging						\$0.00	\$105.75	\$249.45	\$355.20		
Total:										\$123,751.20		

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:
O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
O.E. Error = Over estimation was issued
Leak = Leak in house or at spigot that caused loss of water, with proof of repair
O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
TWN = Town Project caused damage to private property
Equip = Equipment Malfunction
Prog. = Meters programmed incorrectly causing reading to be transferred incorrectly to billing system
UE = Under estimated during town wide estimate
UEW = Unexplained water loss
P.F. = Pool Fill
M.R.E = Meter Reading Error
Billing = Steps were charged incorrectly
COA = Council On Aging