

**Needham Finance Committee
Minutes of Meeting of January 25, 2012**

The meeting of the Finance Committee was called to order by the Chair, Matthew Borrelli, at approximately 7:00 pm in the Great Plain Room, at the Town Hall.

Present from the Finance Committee:

Matthew Borrelli, Chair; Richard Reilly, Vice Chair

Members: Richard Creem, Richard Lunetta, Gary McNeill (arrived 7:07 pm), Steven Rosenstock, Lisa Zappala, Richard Zimbone

Also Present:

David Davison, Assistant Town Manager/Director of Finance

Richard P. Merson, Director, Public Works

Robert Lewis, Assistant Superintendent, Public Works

Anthony Del Gaizo, PE, Town Engineer

Louise Miller, Supervisor, Administrative Services, Public Works

Jamie Brenner Gutner, Executive Director, Council on Aging

Jon Mattleman, Director, Needham Youth Services

Janice Berns, Director, Health Department

Kate Fitzpatrick, Town Manager

Christopher Coleman, Assistant Town Manager

Evelyn M. Pones, Town Collector/Treasurer

Citizen Requests

No citizens requested to speak.

Approval of Minutes

MOVED: By Mr. Reilly that the Minutes of January 9, 2012, be approved as distributed. Mr. Lunetta seconded the motion. The motion was approved by a vote of 7-0. (Mr. McNeill had not yet arrived.)

MOVED: By Mr. Reilly that the Minutes of January 11, 2012, be approved as distributed. Ms. Zappala seconded the motion. The motion was approved by a vote of 6-0-1. (Mr. Creem abstained, having been absent on January 11. Mr. McNeill had not yet arrived.)

Departmental Spending Requests

Human Services

Mr. Rosenstock recused himself from the discussion of the Human Services Department since his wife is an employee of the department.

Council on Aging

Mr. Reilly stated that the Human Services Department is comprised of the Council on Aging, Veterans' Services, and the Youth Commission. He stated that Town receives many services beyond what it pays for since a significant amount of funding in the Human Resources budget is obtained from sources outside the levy. He added that the downside of being dependent on services that are funded through outside sources is that the Town has to face what to do if the funding is cut.

Mr. Lunetta presented the Council on Aging (COA) budget. He discussed the functions of the department, which are accomplished with one part-time and three full-time employees. He stated that the COA was recently reaccredited. Mr. Lunetta stated that because of the economy there has been additional need for programs regarding food stamps, foreclosures, and homelessness. Currently, approximately 15% of people seeking services are under age 60, which had led to a need for additional programs for job seekers.

Mr. Lunetta stated that the COA obtains significant funding outside of the tax levy, from grants and donations. He stated that because of a decrease in state funding, the formula grant from the Executive Office of Elder Affairs was awarded at \$40,613 for next year, which is \$3,887 lower than last year. It covers part of the salary of two part-time workers. Other line items in the grant will be reduced to keep the service at the same level. There is also a SHINE grant from the EOEI that covers the salaries of the SHINE director, assistant director and outreach worker. The SHINE grant will be funded at \$89,000 next year, a decrease of \$29,000. As a result, the hours of each position will be reduced. Mr. Lunetta stated that citizen donations to the COA are segregated into a transportation fund and a donations fund. The transportation fund has a balance of \$19,400, up \$4,400 from last year at this time due to contribution from the Friends of the Elderly. The donations fund has a balance of \$21,400, down \$6,600 from last year because of expenditures for reaccreditation efforts. The funds cover van drivers and operational needs. Last year, the COA received a grant from the state Department of Transportation's Mobility Assistance Program that will cover 80% of the \$51,113 van replacement cost shown in the previous Capital Improvement Plan. The remaining balance will be paid for by the Friends of the Elderly.

Mr. Lunetta commended the COA and noted that stated that the staff of 3.8 FTEs has not increased in the recent past, and that the expense budget remains level from last year. The council is very efficient and delivers great service, and also brought in significant donations and grant funding of \$587,480, increasing \$61,515 from last year.

Mr. Borrelli noted that the Town Manager recommended fully funding the Human Services budget. Mr. Zimbone asked if the COA anticipated any additional needs with the new Senior Center. Ms. Gutner stated that they will do business in the same way. They will increase programs in the same way with instructors and volunteers so things are not expected to change. Ms. Gutner stated that there could be additional need for drivers next year, but that would have been the case in the old building as well. She stated that they are also considering adding noontime meals as other communities do. She noted that the new building will need different custodial care, but that is done by a different department. She stated that she expects that having

more appropriate space for programs should increase volunteer activities. Mr. Coleman stated that the first year of the Center will be a time for evaluating needs and programs to determine the impact. Mr. Creem stated that the quality of the programs and the quantity of participants are important factors, and that he expected there will be a need for more supervision. Mr. Gutner stated that they need to be there to really determine the needs. She stated that she hopes to find some volunteer administrative help with the new space, which will free up more staff time for supervision. Mr. Reilly noted that the programs are self-sustaining so the growth of programming alone should not have an economic impact.

Mr. Lunetta expressed concern that the COA relies on only about \$9,000 from the levy while it relies on \$500,000 from outside sources. Ms. Gutner stated that CMS, the agency that oversees Medicare and Medicaid, also funds SHINE, which is the COA's primary source of funding. She stated that there is fear of Medicare decreasing SHINE funding, so the COA is proactively looking for supplemental money. The formula grant is based on data from the census form. She estimates there are 400-500 people that the COA is not receiving money for because they have not filled out their form. Mr. Lunetta asked at what point they would seek money from the levy. Ms. Gutner stated that they are not suffering and do not feel the need to do that at this time.

Veteran's Services

Mr. Reilly introduced the budget and stated that two years ago the Town joined the West Suburban Veterans' District. The Veterans' Service budget is increasing for FY 2013 because the benefits have increased from two years ago due largely to the increased demand following the restructuring. He stated that benefits related to the Town are rebated at a rate of 75%. The rebates are one year in arrears and the money goes into the General Fund.

Youth Commission

Mr. Reilly presented the budget. He stated that there are four FTEs, and that salaries are increasing 2.2% from FY 2012 to FY 2013, while expenses are flat. He stated that the Youth Commission receives about \$8,000 in additional grant funding over and above the dollars described in the budget request. They also have graduate and undergraduate volunteer interns who give approximately \$1,900 worth of time. Mr. Mattleman stated that they are running partnership programs with schools, including a parenting program. He stated that there is an increase in volume and severity of needs, and they have clinical and graduate school interns. There is also summer internship program for a Needham resident majoring in psychology. Mr. Mattleman distributed a handout showing a statistical summary of the Commission's services. He stated that there is a clinical arm and a programmatic arm of services. They make efforts to keep up with electronics because that is what the population served demands. He stated that they have not changed their expense request in the 15 years he has been director, in part because of the savings from shifting from mail to email. He stated that they have written a bullying prevention program and are in the process of surveying so they can assess it. Mr. Reilly raised the possibility that if the Town decides to allow liquor stores, possibly there could be an associated fee to fund a teen age alcohol abuse program. Mr. Mattleman stated that there is currently a clinical substance abuse program. Mr. Coleman stated that the Town Manager has met with the Board of Health and Youth Services, and if such a fee is implemented, it would go to more than one department to apply to all ages.

Mr. Zimbone asked if there were additional funding available, what they would use it for. Mr. Mattleman stated he could use a larger staff, although he has no space. He stated there are always additional things they can do. He stated that their partnerships make them seem bigger. They currently have partnerships with the Needham Business Association, Sweet Basil's and the Needham Community Council, but are always looking for more.

Health Department

Mr. Reilly stated that the FY 2013 budget request consists of the basic budget plus five DSR4s. The basic budget is increasing 4.7%. The expenses are relatively flat, and the wages are increasing 5.5%, without DSR4s. He stated that the Salary and Wages line is made up of four components. The biggest increase is in the Salary and Wage Other line and it was not obvious why this was happening. Mr. Reilly stated that, like Human Services, the Health Department gets most of the money it spends from grants. Ms. Berns provided a handout breaking down the grant funding from federal, state, and local sources. She stated that the federal money is staying level, state money is decreasing, but the local funding is increasing. The federal government did, however, cut fuel assistance for families in need by 50%. She stated that the current Riverside contract is \$50,000 for providing certain services. There is a DSR4 for an additional \$10,000 for Riverside mental health services for adults. Ms. Berns provided handouts showing poverty and unemployment levels in Needham and surrounding towns. Mr. Reilly noted that people often don't realize that this is an issue in Needham. Mr. Reilly stated that the Town Manager has recommended funding the Riverside DSR4, which is the top priority. Ms. Berns stated that the second priority DSR4 is for 1.5 additional hours per week for the Public Health Program Coordinator. She stated that currently 12 hours are funded by the Town and 12 hours by federal emergency preparedness funding, which is decreasing. She is predicting that the federal funding will be cut next year. The person writes grants, and brings in about \$18,000 per year. Ms. Berns stated that the third priority DSR4 is for \$1,500 to attend one national conference per year. She stated that the fourth priority DSR4 is for four car stipends. They cannot share the one car among everyone. Ms. Berns stated that the car is needed for home visits. In response to a question from Mr. Zimbone she stated that she would like a car stipend instead of mileage reimbursement because it is cumbersome and the employees don't have time to do the paperwork. Ms. Berns stated that they calculated the stipend by using the average mileage traveled. Mr. Rosenstock stated that the Personnel line is increasing from approximately \$385,000 in FY 2012 to \$406,000 in FY 2013, or approximately \$21,000. He noted that there is a 3% payroll increase (on \$313,200) of about \$9,000. He asked why there is an additional \$12,000 increase. Mr. Davison stated that he would follow up.

Minuteman Regional

Ms. Zappala stated that the Town has received the preliminary assessment. There is not much detail behind it. It is increasing based on the number of students and an assessment for some capital. It is their best estimate, but they need to wait until after the Governor's proposed budget is released. Then there will be no changes until the legislature acts. Mr. Davison stated that there will be a capital assessment for more than \$30,000 for building repair. Mr. Zimbone stated that the original number was \$728,000. Mr. Davison stated that it was the Town's assumption, but that has come down. He stated that with the capital, \$780,000 is the correct figure.

Townwide Expenses

Mr. Rosenstock presented the budget. He stated that the Retirement Assessments plan contributions will be \$4,994,421 in FY2013. It includes non-contributory retirees that were hired before September 1, 1937. There are currently two spouses of former employees in this category, and this number cannot increase. There is \$33,400 in potential payments in FY 2013. The Town is almost 80% funded. The goal is to be 100% funded by 2027. It will grow by approximately \$200,000 per year going forward. Mr. Reilly stated that the assumed 8% return on earnings may be aggressive, but this is offset to a degree by the assumption that salary increases were higher.

Mr. Rosenstock turned to the Employee Benefits line. He stated that there is an allocation of \$250,000 to the workers compensation fund. The fund balance was increased last year to replenish the fund to make up for recent payments. The goal is a minimum balance of \$800,000. Mr. Davison stated that there is more than \$600,000 in the fund now, but there are drains on the fund. The Town used to put in \$385,000 for about 10 years, and is now inching up to \$450,000 where it should be. He stated that this is one of the funds to consider for free cash. Mr. Rosenstock stated that the rate savers health plans costs were held to no increase for FY 2013, so this line decreased approximately \$186,000 from the earlier submission. Ms. Fitzpatrick stated that the rate savers plans and Fallon plan, which cover 87% of employees, had zero increases for FY 2013. She noted that if so many employees had not switched to rate savers plans, it would have cost the Town \$1.8 million more. She also noted that she was able to allocate 20 additional FTEs in this line to the School Department.

Mr. Rosenstock stated the Retiree Insurance Program line funds the amount of this year's liabilities plus a portion of the unfunded existing liabilities. The total contribution is \$4,523,887 for FY 2013. The program is currently 10% funded. Under the current schedule, it will be 100% funded in 2039. Mr. Reilly stated that the combined unfunded retiree liability is approximately \$86 million: \$33 million in pension, and approximately \$53 million in OPEB. Mr. Rosenstock stated that this is affected by the fact that police and fire department employees can retire at earlier ages, so a small percentage of employees is currently funding a larger number of retirees. Ms. Fitzpatrick stated that the actuarial analysis is based on the position as of June 30, 2011. The impact of the rate saver plans will be shown soon. For the Medicare plans that renew in January, the rates will go down. Mr. Reilly noted that there is a big jump in OPEB obligations to \$600,000 from what was \$200,000, due to a new mortality table. However, this is a one-time event. Mr. Davison stated that a larger group now has the same termination date.

Mr. Rosenstock stated that the General Fund Debt Service is broken down in the Capital Plan p. 4-1. He stated that the Town goal is to use only 10% of the total revenue used for debt service. There is also a policy that the Town will allocate 3% of projected General Fund revenue for debt service.

For Auto, Casualty, Liability, Property, and Self-Insurance, Mr. Davison stated that there is guaranteed a 0% increase. The Newman building is not currently covered by Town insurance,

but the modulars are expensive to insure so that is comparable to the whole building cost. Mr. Rosenstock stated that \$490,000 of this line is for premiums, and \$35,000 is for self-insurance.

Mr. Rosenstock stated that the Classification, Performance and Settlements line is budgeted at \$291,700. Some union contracts are not settled, and this money is available to fund contract increases as well as merit, and performance increases. Mr. Rosenstock stated that the Reserve Fund is increasing 14.3%, which he does not feel is consistent with other parts of the budget.

Enterprise Funds

RTS Division

Mr. McNeill presented the budget. He stated that the facility is one of the most heavily used in Town. He stated that there was an issue with the overtime wage calculations. Mr. Miller stated that this will be changed in accordance with the DPW's answer in the response to questions from the liaisons submitted December 20, 2011. She stated that the RTS employees are paid overtime for coming a half hour early and staying a half hour after closing, which is five hours a week, and is contractually required. There is also overtime for Saturdays, vacation fill-in, leaf Sundays, and paint collection Sundays. She recalculated the overtime and the Town Manager will reduce the RTS budget from the request by approximately \$7,500. Mr. Reilly noted that the liaisons have also recommended finding new approaches to operations and scheduling in order to avoid overtime. Mr. Merson stated that the current contract covers through FY 2014. He added that there is a clause that allows the Town to reopen discussion to address hours.

Mr. Zimbone stated that the DPW responses say that overtime information is not available, and asked if they are starting to track this. Ms. Miller stated that they have not started tracking it in this division. Mr. Merson stated that the payroll system does not allow them to break it down in that way. They would have to break it all out manually. Mr. Merson stated that they track overall hours, but not which are regular and which are overtime. Mr. Zimbone asked how they determined the amounts in the request on p. 27-6. Ms. Miller stated that they used the number of employees, the number of hours, and the average hourly pay. Mr. Zimbone stated that it is important to note that the Committee is concerned with overtime: the level of it, and how it is done. For next year, there should be more information of what is being done to track and to curb overtime.

Mr. Borrelli stated that the goals are to expand recyclables and relocate the gate. He suggested that the goals should be expanded to include efficiency measures. Mr. Merson stated that the Board of Selectmen reactivated the Solid Waste Committee. There was much feedback based on anecdotal evidence about the specialty recycling area, and whether stickers were being purchased. They are planning changes that include the reorganization of space so that the traffic can move more smoothly and the stickers can be monitored. Mr. Borrelli asked if there are consultants that could review operations and help with efficiency. Mr. Merson stated that is somewhat difficult because of the size of the Town and the fact that it is resident drop-off. Mr. Merson also stated that waste tonnage is increasing, though recycling is down. He noted that waste usually decreases in a down economy as purchasing decreases. Mr. Lunetta asked if there is not someone at the gate, how they determine if people are coming without stickers. Mr.

Merson stated they looked into it and found there were some resident without stickers, and found no nonresidents coming in.

Mr. Rosenstock asked about the \$40,000 increase in the Other Purchased Service line. He asked what had changed on the list on the DSR2. Ms. Miller stated that the rock crushing expense of \$25,000 was new. She stated that the Town Manager recommended decreasing that by \$16,000. Ms. Miller also noted that after an analysis, the paint disposal expense can also decrease by \$7,000. Mr. Reilly asked that she look into the 4.5% CPI used in the Wheelabrator fee. Mr. Merson stated that in the past 10 years, they have 9 data points. The contract is 6 years old and used the full Boston area CPI. However, the new contract uses a rate of 75% of the Boston CPI and has a cap. So the CPI should be 3.1%, which is an approximately \$8,000 adjustment. Mr. Rosenstock stated that he would not expect the CPI anywhere near 3.1% given current economic indicators. Mr. Borrelli asked about fuel. Ms. Miller stated \$66,500 is requested based on the three year average of diesel usage at the RTS. Mr. Merson stated that there was no increase factor. Mr. Borrelli asked why there is a \$20,000 increase in Vehicular Supplies. Ms. Miller stated that much of the increase is due to increases in vehicle parts. Mr. Merson stated that they are planning to increase from six to seven trailers at the RTS. The trailers are on a six-year rotation from heavy duty usage down to recycling. They backed off the full priced trailer and planned to buy a used one for a decrease of \$15,000. Mr. Merson stated that the Town Manager has deferred the new trailer.

Sewer Division

Mr. McNeill stated that overtime is also a concern at the Sewer Division. Ms. Miller stated that there is the same contractual on-call program for both sewer and drains work in the Sewer Enterprise Fund budget. They purchased a Vactor truck, and proposed using existing staff on an overtime basis rather than new staff. Overtime is also needed to monitor the sewer pumps. There is not much flexibility.

Mr. Borrelli stated that the budget request shows that they were only 20% effective with flushing and camera work on the sewer mains. He asked what is being done to help. Ms. Miller stated that there are going out to bid on a new camera truck that should help. Mr. Lunetta stated that they are a 24-hour operation, and asked if they have swing shifts. Ms. Miller stated that they have a program where employees are paid to be on call program instead. Mr. Zimbone stated that this was discussed extensively by the liaisons. The employees are paid time-and-a-half for being on call, and then paid additionally if they come in. This needs to be reviewed in the next contract negotiations. Mr. Borrelli asked about the Vactor truck overtime. Mr. Merson stated that it is a new item, which is split between two programs. There is much maintenance required because the materials swept up are very abrasive. Ms. Miller stated the truck is used during the day, so the maintenance must be done after hours. Mr. Merson stated that there is a new federal drains mandate so they would have needed to hire staff or outside contractors. They decided to use people on the second shift for approximately 40% of the cost of contracting.

Water Division

Mr. McNeill stated that overtime is 33% of the salary cost. Information is not available as to how that is broken down. He stated that the Water Division has some savings from a decrease in the cost of chemicals. Mr. Zimbone stated that some of the overtime expense is due to the

contracts, and some due to the timing of the work. Mr. Rosenstock stated that if someone was called in, they would be paid if they worked, but if they needed a second person, that person received overtime pay. Mr. Lewis stated that one person is on call for the week, and is paid for being on call. Then if they receive a call to come in, they are paid for the hours they are at work. If a second person is called in, they get an automatic 4 hours of pay for the emergency unscheduled call. Ms. Miller stated that the on-call person gets 10 hours of overtime pay which is equivalent to 15 hours at their hourly rate, for being on call. Mr. Rosenstock stated that it is really a stipend.

Mr. Borrelli stated that he recently learned about water meters that could be read electronically from a central location so that no one would need to travel to read them. He stated that this could be more efficient. Mr. Lewis stated that they are currently targeting replacing meters that are at least 15 years old, as well as problematic meters. The goal is to have 100% radio read meters, and they currently have about 50%. They now can get two meters on one radio if a location also has irrigation. There are currently 14,000 accounts: 10,000 domestic water, and 4,000 irrigation. They are replacing approximately 1,000 each year. Recently, they had some extra money and were able to get the commercial meters done. They downsized some of the commercial meters where there was not a need for a bigger meter. Mr. Lewis stated that they did look into having meters at a central location, but there are additional service costs to get the readings, so it did not make sense.

Mr. Zimbone asked about the cost of chemicals. He stated that they mentioned that the cost of sodium hydroxide is increasing. Ms. Miller stated that they have not yet gone out to bid, and the cost of chemicals is volatile. Mr. Lewis stated that he did not think another chemical could be used for the same purpose because of the lead and copper in the system. Other possible substitute chemicals are too expensive.

Capital

Ms. Miller stated that the RTS Large Specialty Equipment request on p. 1-17 of the CIP is for a new vehicle to replace Unit 53, which has had extensive repairs. Mr. Lewis stated that it is the roll-off truck that moves the dumpsters. It was a Mack and lasted 20 years. Mr. Merson stated that it is on the vehicle replacement schedule. He stated that the old truck will go into the pool of vehicles used as substitutes while primary vehicles are having repairs or maintenance. Right now there are no pool vehicles. There is one smaller vehicle that is now assigned to the conservation agent. Mr. Reilly asked why the Department is seeking \$171,000 to replace Unit 8, a 1996 Dump Truck that has had \$27,243 in repairs. He stated that it does not seem unreasonable to keep that vehicle. Ms. Miller stated that she would get a follow-up response.

Mr. Lewis stated that there is an error on the Sewer Core Fleet request for \$31,300. They are seeking to replace Unit 11, a Ford F-150 pickup truck. It was accidentally switched with the FY 2014 request on p. 5-75. Mr. Merson stated that the Infiltration and Inflow work is continuing. The study is continuing to assess the condition of the system and how it has aged over the last 20 years. They are now finding some smaller leaks that have some costs. Mr. Reilly asked whether it is reasonable to do the I/I work at the same rate, given the reduction in the planned roadwork. Mr. Lewis stated that the roadwork drives the location of where to do the I/I work, but they are continuing to get lead out of the system.

There was discussion about the handout showing overtime work in the first half of FY 2012. Ms. Miller noted that there is a vacancy in the RTS so there overtime is being used at a faster pace than regular salary. She also stated that the flushing work is done in the spring, so there will be some overtime then. She stated that the sewer overtime work relates to the tropical storm in the late summer.

Mr. Zimbone asked for more explanation about the Pavement Condition Index (PCI) goal of 80, and whether something lower might be reasonable and less expensive. Mr. Merson stated that some of the rating is subjective, but they are hoping for more consistency as they continue to rate the roads. He does not yet have the report and has not been able to analyze the different spending needs to get to the different PCI levels over the years. Mr. Zimbone asked about the field maintenance memorandum recently distributed. He stated that he is trying to determine the Town's cost of maintaining the fields. He asked for the cost of water if the fields are irrigated. He noted that there is a cash capital item to irrigate some fields. He wanted to know the additional annual costs, and how it compares to what others pay. He wants to be able to compare the costs of other forms of agrarian methods on a per-field or per-acre basis. He stated that the field maintenance costs are escalating. Mr. Borrelli noted that field maintenance is subjective and some fields have really changed, so it will be difficult to make a comparison. Mr. Reilly stated that the Committee needs information to be able to make a determination. Mr. McNeill stated that some costs could be recouped through field fees. Mr. Zimbone stated that he wants to see fully loaded costs. He also reminded the DPW that he has asked for the total cost of snow removal on sidewalk routes. In response to a question from Mr. Rosenstock, Mr. Merson stated the FY 2012 snow and ice spending is at approximately \$115,000 so far. Mr. Zimbone asked why the Snow and Ice budget request is increasing from \$400,000 to \$410,000 for FY 2013. Mr. Davison stated that the plan was to grow the amount at 2.5% each year.

Finance Committee Updates

Mr. Borrelli stated that the Town Manager presented her recommended budget to the Board of Selectmen the previous evening. Also, the School Committee voted their recommended budget, from which they removed some Special Education tuitions. There will be a School liaison meeting to further discuss transportation costs. Mr. Reilly stated that they removed what they know could be cut, and will further refine the budget with the Finance Committee. Ms. Zappala stated that the decrease in SPED tuition is about \$80,000 and the potential decrease in transportation is about \$30,000. She stated there is only a remote chance they will increase the bus fee. Mr. Borrelli stated that they could eliminate the request for the additional bus.

Mr. Zimbone stated that there is a discrepancy between the Town Manager's recommended budget and the School Committee's voted budget, so the Finance Committee needs to make some decisions. Mr. Borrelli stated that there is also approximately \$1 million in free cash to be allocated for FY 2013. He stated that next week the Committee will also begin discussing policies for stabilization funds and Committee goals. Mr. Reilly stated that he is still not comfortable with the DPW numbers. He stated that the liaisons have gotten different numbers when they push. He still thinks the chemical numbers are overstated.

Adjourn

MOVED: By Mr. Zimbone that the meeting be adjourned, there being no further business. Mr. McNeill seconded the motion. The motion was approved by a vote of 8-0, at approximately 10:02 p.m.

Documents: Town of Needham Departmental Spending Requests, Fiscal Year 2013, dated December 14, 2011; Town of Needham Capital Improvement Plan, FY 2013 – FY 2017, dated January 3, 2012; Needham Youth Services FY 2011 Statistical Summary of Services; Needham Health Department Grants and Donations; Needham Health Department, Poverty Demographics; Questions to DPW From Finance Committee Liaisons, submitted December 20, 2011; Information Requests (revised) made at Finance Committee meeting/DPW spending request hearing, January 9, 2012; Memorandum to Board of Selectmen re: Field Maintenance Protocol for Grass Fields, dated January 24, 2012.

Respectfully submitted,

Louise Mizgerd
Executive Secretary/Staff Analyst

Approved February 29, 2012