

BOARD OF SELECTMEN

January 28, 2014

Needham Town Hall

Agenda

	6:45	<p>Informal Meeting with Citizens</p> <p><i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i></p>
1.	7:00	<p>Public Hearing- NSTAR Elder Road</p> <ul style="list-style-type: none"> • Maureen Carroll, NSTAR representative
2.	7:00	<p>Introduce Fire Deputy Chief</p> <ul style="list-style-type: none"> • Paul Buckley, Fire Chief
3.	7:05	<p>Town Manager</p> <ul style="list-style-type: none"> • Parking Permit and Parking Meter Fees & Locations • FY2015 Proposed Balance Budget
4.	7:45	<p>Board Discussion</p> <ul style="list-style-type: none"> • Noise Regulation • Committee Reports

CONSENT AGENDA *=Backup attached

1.	Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period December 17, 2013 to February 14, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
2.*	Approve a Special One Day Wines & Malt Beverages License for William Dermody of the Needham Exchange Club to hold its monthly meeting on February 20, 2014 from 6:00 p.m. to 9:30 p.m. The meeting will be held at The Center at the Heights, 300 Hillside Avenue, Needham.
3.	Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$10 from Colleen Stiriti; \$10 from William Okerman; \$25 from Amy & Howard Goldman; \$750 from Needham Women's Club.
4.	Accept the following donation made to the Needham Community Revitalization Trust Fund from the following residents: \$150 from Adrienne Smith & Mark Gluesing
5.*	Water and Sewer Abatement Order #1173
6.*	Approve a Special One Day Wines & Malt Beverages License for Steve Volante of Volante Farms to host a Grand Wine Tasting on March 8, 2014 from 12:00 p.m. to 5:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.
7.*	Approve a Special One Day Wines & Malt Beverages License for Steve Volante of Volante Farms to host a Grand Beer Tasting on March 22, 2014 from 12:00 p.m. to 5:00 p.m. The event will be held at Volante Farms, 292 Forest Street, Needham.
8.	Accept a \$300 donation made to the Needham Cultural Council from the Needham Running Club.



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/28/2014

Agenda Item	Public Hearing – NSTAR Petition for Elder Road
Presenter(s)	Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>NSTAR requests permission to install approximately 10 feet of conduit at Pole 309/8 on Elder Road, Needham. This work is necessary to provide underground electric service for Building #3 and includes two residential units at 38 Webster Street, Needham.</p> <p>The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	<p>Suggested Motion: Move that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 10 feet of conduit at Pole 309/8 on Elder Road, Needham. This work is necessary to provide underground electric service for Building #3 and includes two residential units at 38 Webster Street, Needham.</p>		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	<p>(Describe backup below)</p> <ul style="list-style-type: none"> a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters 		



200 Calvary Street
Waltham, Massachusetts 02453

January 15, 2014

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

RE: Elder Road
Needham, MA
W.O. #1963349

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 10'± feet of conduit at pole 309/8 on Elder Road, Needham.

This work is necessary to provide underground electric service for Building #3 and include 2 residential units @ #38 Webster Street.

Your prompt attention to this matter is appreciated. If you have any questions please call Maureen Carroll at (617) 369-6421.

Sincerely,

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
proceed
TMM, DPW Engineering
1/17/14
OK R. Bessen
DPW Director
1/17/14

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Revised January 10, 2014**, and filed herewith, under the following public way or ways of said Town:

Elder Road - Westerly @ pole 309/8 approximately 745'± feet south of
Noanett Road a distance of about 10'± feet - conduit

(WO. 1963349)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 14th day of January 2014

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2014

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is **ORDERED** that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Elder Road -- Westerly @ pole 309/8 approximately 745'± feet south of Noanett Road a distance of about 10'± feet - conduit

(WO. 1963349)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Revised January 10, 2014** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____ Board of Selectmen
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

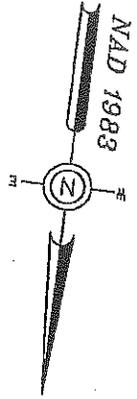
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2014 at _____ in said Town.

1 _____
2 _____ Board of Selectmen
3 _____ the Town of
4 _____ **NEEDHAM**
5 _____

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2014 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts



#56

NOANETT RD
APPROX. 745'±

#64

#65

309/8

HH FOR SERVICE TO #38

#28-#38
WEBSTER ST

#52

10.0'±

CUSTOMER TO INSTALL
1 - 4" PVC PIPE
SCHEDULE 40 NO CONCRETE

#53

309/7

#44

ELDER RD

#43

309/6

#36

#37

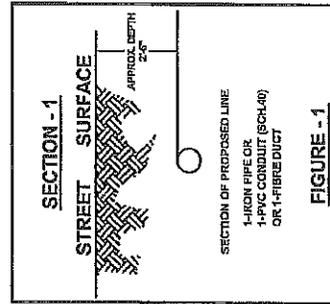


FIG	DIMENSIONS					
	A' FEEDS		B' FEEDS		C' FEEDS	
	Inches	Inches	Inches	Inches	Inches	Inches
1	16'-0"	10'-0"	14'-0"	11'-0"	21'-0"	12'-0"
2	22'-0"	10'-0"	20'-0"	11'-0"	30'-0"	12'-0"
3	20'-0"	10'-0"	18'-0"	11'-0"	27'-0"	12'-0"
4	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
5	22'-0"	10'-0"	20'-0"	10'-0"	28'-0"	11'-0"
6	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
7	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
8	22'-0"	10'-0"	20'-0"	10'-0"	28'-0"	11'-0"
9	22'-0"	10'-0"	20'-0"	10'-0"	28'-0"	11'-0"
10	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
11	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
12	22'-0"	10'-0"	20'-0"	10'-0"	28'-0"	11'-0"
13	22'-0"	10'-0"	20'-0"	10'-0"	28'-0"	11'-0"
14	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
15	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"
16	18'-0"	10'-0"	16'-0"	10'-0"	24'-0"	11'-0"

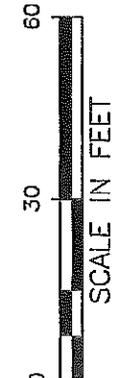
BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC & GAS CORPORATION NOR ITS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD NSTAR ELECTRIC & GAS CORPORATION HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE, AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7239

G#
Ward #
Work Order # 1963349
Surveyed by:
Research by:
Plotted by: PDM
Proposed Structures: PDM
Approved: A DEBENEDICTIS
P#

Showing PROPOSED CONDUIT LOCATION
REVISED 1/10/14
Scale 1"=30'
SHEET 1 of 1

NSTAR ELECTRIC
A Northeast Utilities Company
1105 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Plan of ELDER ROAD, NEEDHAM



S:\SHARED\CIMAGE\BASELINS\NEE\ELDERRD.dwg

NOVEMBER 6, 2013



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on January 28, 2014** upon petition of NSTAR dated **January 14, 2014** to install approximately 10 feet of conduit at Pole 309/8 on Elder Road, Needham. This work is necessary to provide underground electric service for Building #3 and includes two residential units at 38 Webster Street, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

Daniel P. Matthews
John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne Cooley

BOARD OF SELECTMEN

Dated: January 21, 2014

38 WEBSTER ST

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/086.0-0060-0000.0	64	ELDER RD	ZAMBITO, LORENZO & ZAMBITO, VINCENZA	64 ELDER RD	NEEDHAM HTS	MA	02494
199/086.0-0061-0000.0	56	ELDER RD	HUANG, QI & XIAOQING, LIU C/O DOANE, ROBYN L.	56 ELDER RD	NEEDHAM	MA	02492
199/086.0-0062-0000.0	52	ELDER RD	SCOTT, JAMES A. & SCOTT, GRACE H.	52 ELDER RD	NEEDHAM HTS	MA	02494
199/086.0-0063-0000.0	53	ELDER RD	MURALIDHAR, SRIKANTAIHAH & PATIL, VRUSHALI	53 ELDER RD	NEEDHAM	MA	02492
199/086.0-0064-0000.0	65	ELDER RD	PERKIN, BORIS	65 ELDER RD	NEEDHAM HTS	MA	02494
199/086.0-0065-0000.0	71	ELDER RD	GUIDETTI, AFRA	71 ELDER RD	NEEDHAM HTS	MA	02494
199/087.0-0006-0000.0	44	ELDER RD	DOYLE, ERNEST F JR + DOYLE, ELIZABETH M	44 ELDER RD	NEEDHAM HTS	MA	02494
199/087.0-0030-0000.0	43	ELDER RD	SINGLETON, THOMAS J & SINGLETON, GLADYS M.	43 ELDER RD	NEEDHAM HTS	MA	02494
199/087.0-0031-0000.0	28	WEBSTER ST	MADISON, JAMES P & BARBARA J. C/O WEBSTER STREET GREEN LLC	P O BOX 920275	NEEDHAM	MA	02492

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
For the Needham Board of Assessors:.....





**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/28/2018

Agenda Item	Introduction of Fire Deputy Chief
Presenter(s)	Paul Buckley, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Chief Buckley will introduce newly promoted Fire Deputy Chief Dennis Condon.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	Resume for Dennis Condon.		



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/28/2014

Agenda Item	Parking Permit Fees & Parking Meter Locations and Fees
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
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On January 14, 2014 the Board of Selectmen held a public hearing regarding proposed parking meter rates, permit parking fees, and the installation of additional parking meters in Needham Heights. The Town Manager will make the following recommendations:

1. Increase Annual Permit Parking Rates as follows:
 - \$125 2014
 - \$165 2015
 - \$200 2016

2. Set New Parking Meter Rates as follows:
 - \$.25 (quarter) for thirty minutes
 - \$.10 (dime) for ten minutes
 - \$.05 (nickel) for five minutes

3. Establish hours of operation for meters as follows:
 - Monday through Saturday (excluding Federal and State Holidays) 8:00 a.m. to 6:00 p.m.

4. Authorize installation of new meters at the following locations:
 - Highland Avenue from Mark Lee Rd. to Hunnewell St. (3)
 - Mark Lee Rd. from Parking Lot to Hunnewell St. (3)
 - West Street from Highland Ave. to Hunnewell St. (10 maximum)
 - Avery Square (3)

2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
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Suggested Motion: That the Board of Selectmen vote to set the annual permit parking rates and parking meter rates in accordance with the proposed schedule, to establish hours of operation for meters at Monday through Friday 8:00 a.m. to 6:00 p.m. (excluding Federal and State Holidays) and to approve the installation of new parking meters accordance to the proposed schedule.

3.	BACK UP INFORMATION ATTACHED	YES	NO
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- a. Copy of public hearing PowerPoint presentation

New



Public Hearing - Parking

Permit Parking Fees
Parking Meter Fees
Parking Meter Installation

January 14, 2014

Parking Permit Fee Proposal Phased in Over Three years

- 2014 \$125
- 2015 \$165
- 2016 \$200



- **Current Fee: \$75 (set in 2004)**

Parking Meter Rate Proposal Effective 2014

- Quarter: 30 minutes
- Dime: 10 minutes
- Nickel: 5 Minutes



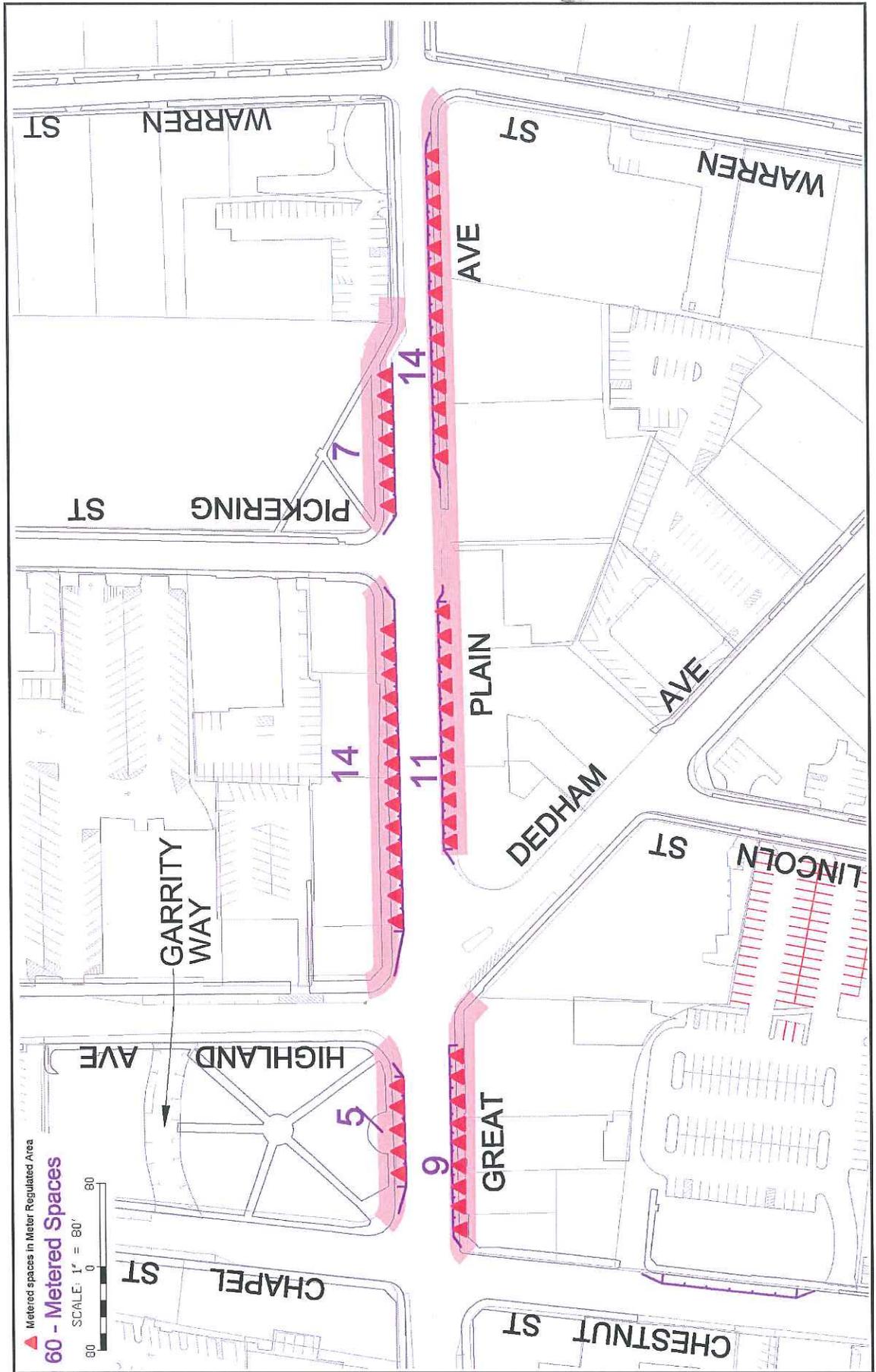
Current Rates:

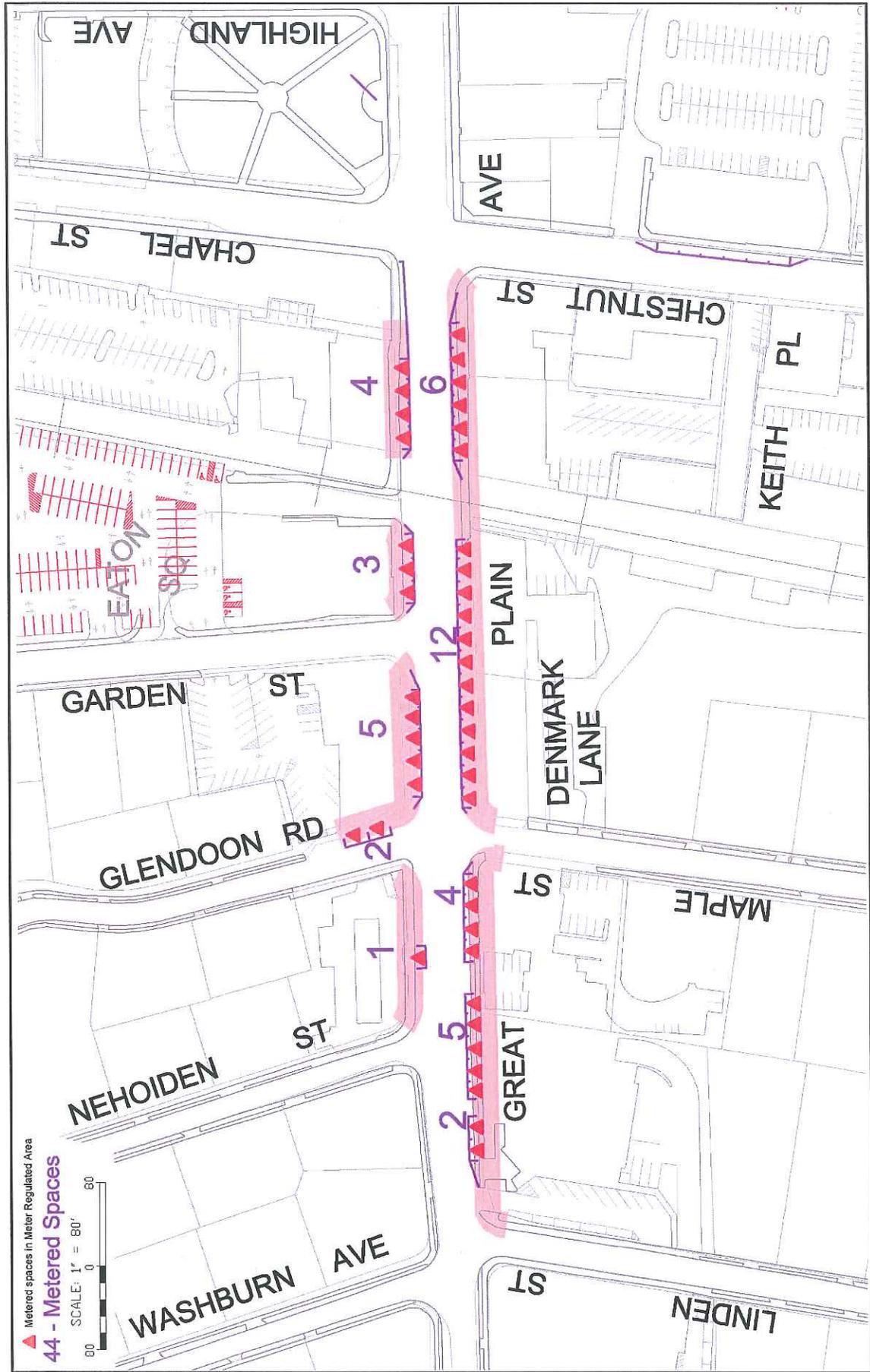
- **Quarter: 60 minutes**

# Parking Meters	Location
6	Chestnut Street
39	GPA - Nehoiden to Warren (North)
63	GPA - Linden to Warren (South)
2	Glendoon
19	Highland - GPA to May (East)
6	Highland - GPA to May (West)
6	Dedham - GPA to Lincoln
20	Chapel - GPA to May (West)
14	Chapel - GPA to May (East)
175	Total



Existing Metered Parking Spaces Needham Center





▲ Metered spaces in Meter Regulated Area

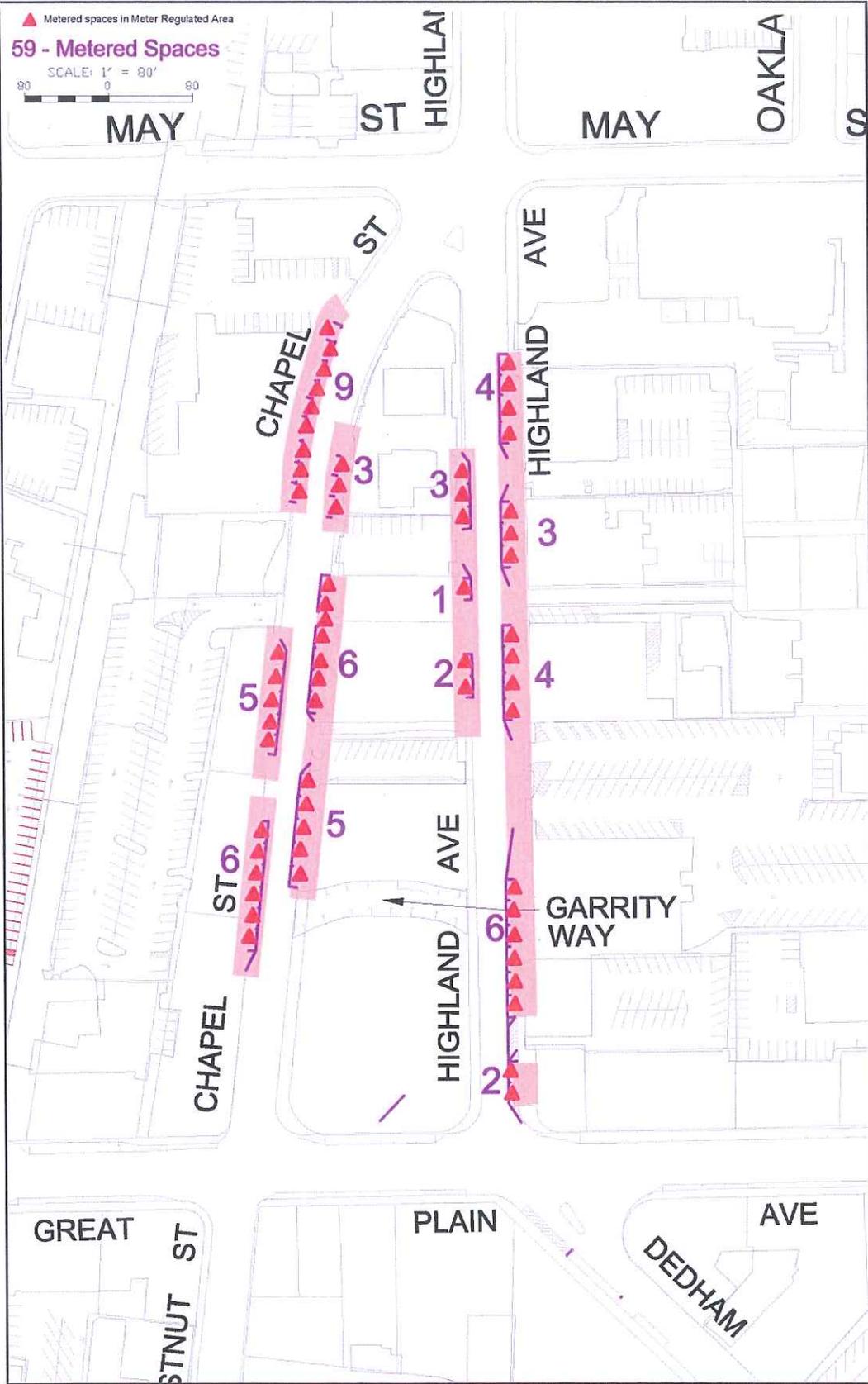
44 - Metered Spaces

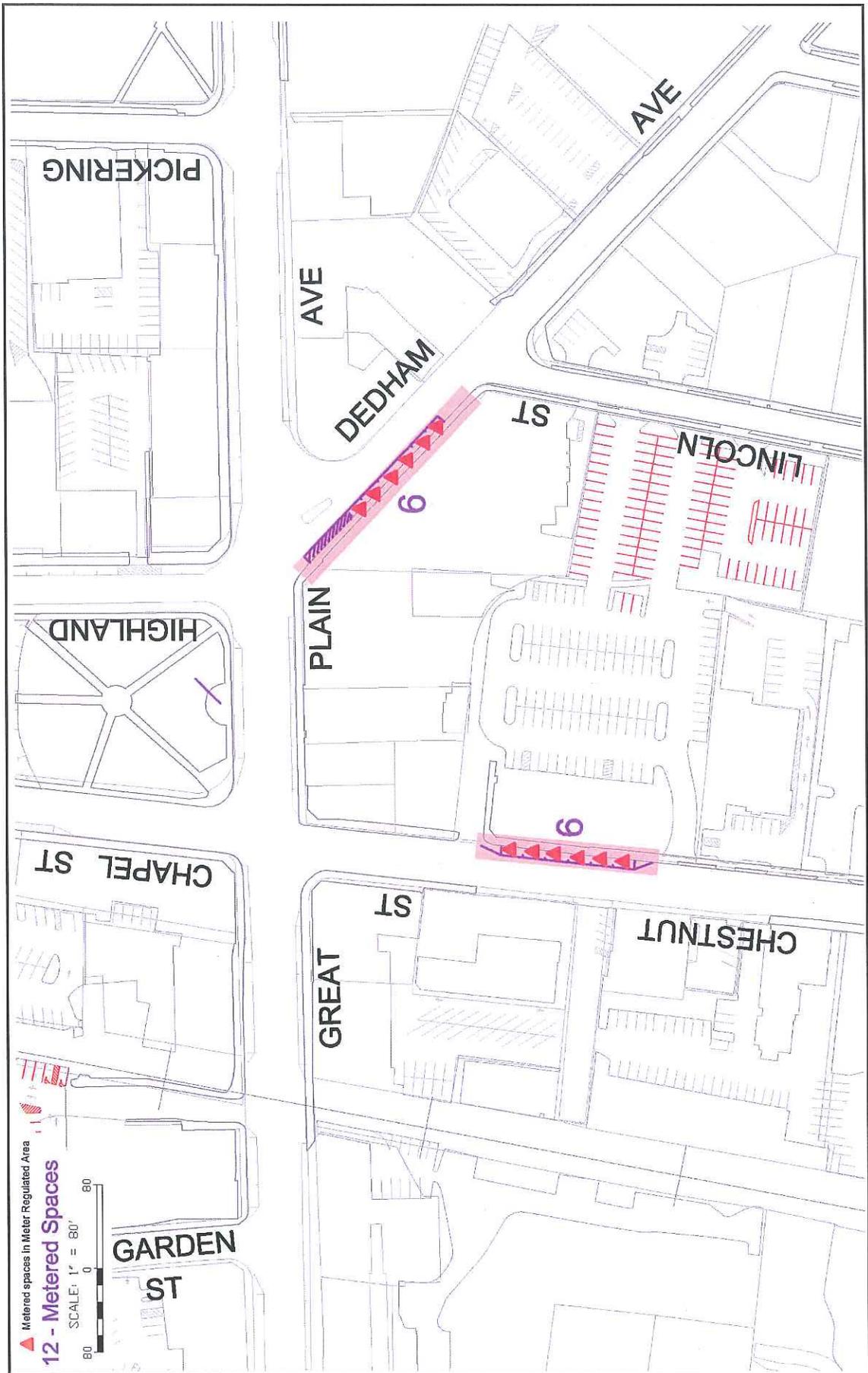
SCALE: 1" = 80'



▲ Metered spaces in Meter Regulated Area
59 - Metered Spaces

SCALE: 1" = 80'
80 0 80





Existing Metered Parking Spaces Needham Heights



# Parking Meters	Location
22	Highland - Mellen to Hunnewell (East)
17	Highland - Mellen to Avery Square (West)
2	Mark Lee - Highland to Hunnewell
41	Total

Proposed Metered Parking Needham Heights

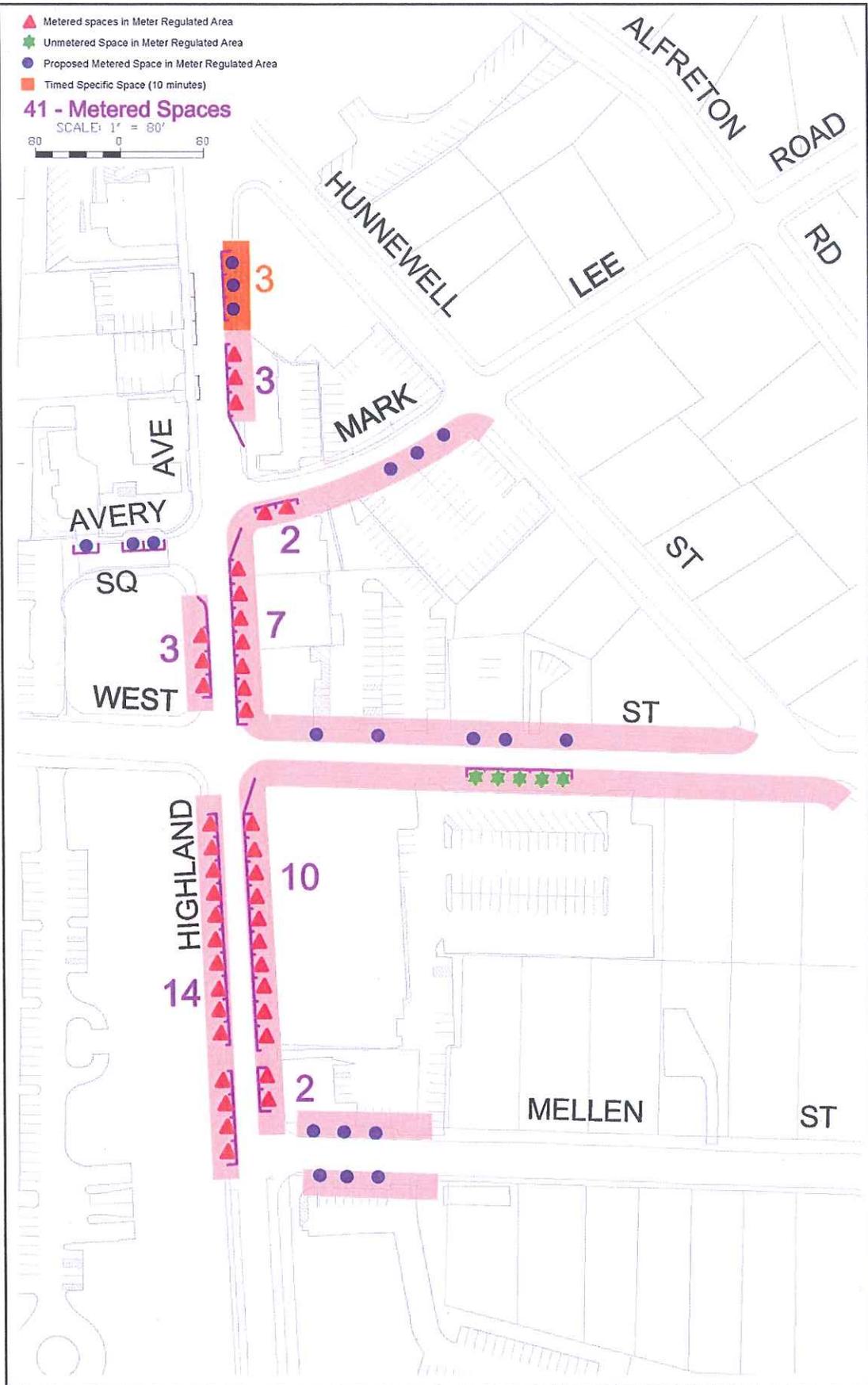
# Parking Meters	Location
3	Highland – Mark Lee to Hunnewell
3	Mark Lee – Parking Lot to Hunnewell
5	West – Highland to Hunnewell (North)
5	West – Highland to Hunnewell (South)
3	Mellen – Highland to 100' eastward (North)
3	Mellen – Highland to 100' eastward (South)
3	Avery Square – Highland to MBTA



- ▲ Metered spaces in Meter Regulated Area
- ★ Unmetered Space in Meter Regulated Area
- Proposed Metered Space in Meter Regulated Area
- Timed Specific Space (10 minutes)

41 - Metered Spaces

SCALE: 1" = 80'



Future Parking Meter Options

# Parking Meters	Location
17	Highland – Mellen to Morton (West)
18	Highland – Mellen to Morton (East)
4	Oakland – Highland to 100' (North)
4	Oakland – Highland to 100' (South)
26	Pickering – GPA to Stephen Palmer (East)
42	Highland – Oakland to Rosemary (West)
30	Highland – Oakland to Rosemary (East)





**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/28/2014

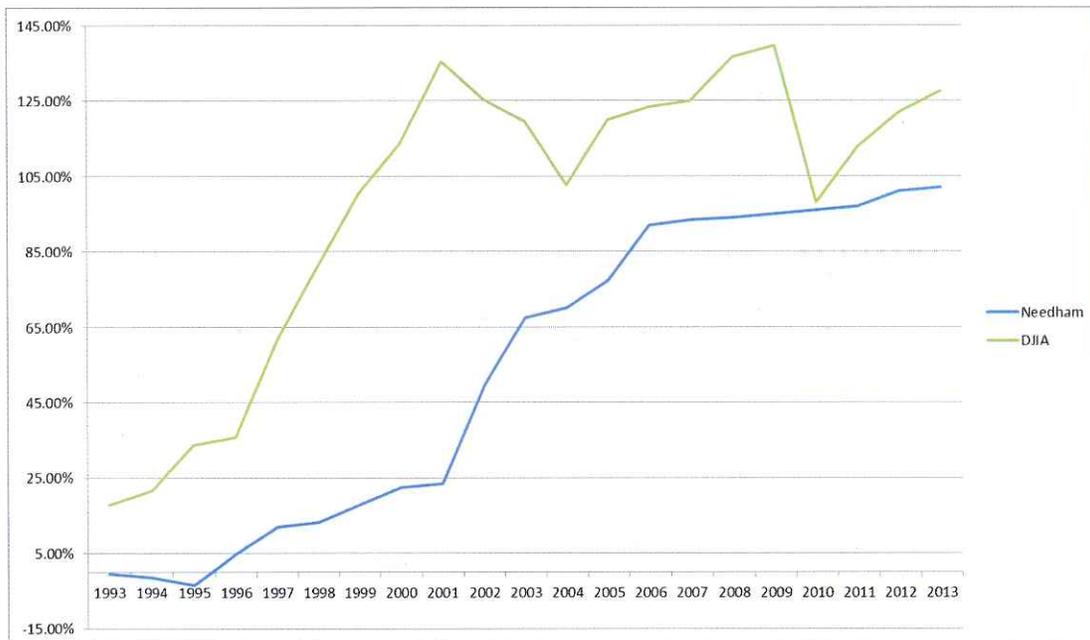
Agenda Item	Budget Presentation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<p>The Town Manager will present the proposed annual balanced budget for fiscal year 2015.</p>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<p><i>Suggested Motion:</i> That the Board vote to recommend approval of the Town Manager's RTS Sustainability Proposal as presented.</p>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
<p>a. FY2015 Budget Message b. FY2015 Proposed Annual Balanced Budget Provided Under Separate Cover</p>			

The Fruits of Sustainable Budgeting: Visible Improvement & Desirable Community

Needham is undeniably a desirable community. In a recent survey, 97% of respondents rated Needham as a "good" or "excellent" place to live. Another indicator of that desirability is shown on Chart 1.1 – property values have increased every year since fiscal year 1995, even in periods of market decline.

Chart 1.1
Change in Needham's Mean Assessment FY1992 – FY2013



In addition to its proximity to Boston via transit and the Interstate Highway system, Needham has achieved a high level of resident satisfaction by offering excellent services, quality public education, and predictability in operations. The discipline of living within our sustainability model has allowed the Town to thrive, even during the most recent "Great Recession." This restraint has allowed for what may seem like extraordinary investment in capital resources and infrastructure, but what is really the manifestation of years of thoughtful and predicable planning.

The Town's capital planning process has been unaffected by operating budget pressures because of the discipline used to separate capital and operating budget funding, and by the Town's steadfast determination in following long-term investment planning. Over the last five years, the Town:

- Renovated and reopened the High Rock School
- Renovated and reopened the Newman School

- Renovated and reopened the Town Hall
- Constructed and opened the Public Services Administration Building
- Constructed and opened the Center at the Heights (Senior Center)
- Constructed and opened the Salt Shed at the RTS
- Acquired Five parcels in the Downtown to improve parking and municipal operations
- Renovated the Greene's Field play structure and playing field
- Acquired two parcels for open space (Carol-Brewster)
- Acquired an adjacent parcel and renovated Walker Gordon Field
- Renovated and reactivated the Reservoir B Sewer Pumping Station
- Appropriated funds and began construction of DPW Garage Bays
- Appropriated funds and designed the St. Mary's Water Pumping Station.

Budget in Brief

Department spending requests were submitted to the Finance Committee on December 11, 2013. The total department spending requests represented an increase of 4.9% over FY2014.

The recommended FY2015 General Fund operating budget totals **\$127,693,897**, or **\$3,592,648** more than FY2014, representing a change of **2.9%**. This includes an increase of 4.8% for the Public Schools, 4.7% for General Government departments, and a reduction of 1.4% for Townwide expenses. A comparison of the FY2014 budget to the FY2015 recommended budget is shown in Table 1.1 below:

Table 1.1
General Fund Spending Plan

Description	FY14 Current	FY15 Recommended	\$ Change	% Change
Townwide Expenses (excludes CPS)	\$35,469,182	\$34,960,128	(\$509,054)	-1.4%
General Departments (includes CPS)	\$25,899,329	\$27,113,075	\$1,213,746	4.7%
Department of Public Facilities	\$8,003,190	\$8,117,148	\$113,958	1.4%
Needham Public Schools	\$53,995,587	\$56,584,838	\$2,589,251	4.8%
Minuteman Assessment	\$733,961	\$918,708	\$184,747	25.2%
Total Operating Budget	\$124,101,249	\$127,693,897	\$3,592,648	2.9%
Cash Capital funded by Free Cash	\$5,566,941	\$2,467,260	(\$3,099,681)	-55.7%
Cash Capital funded by Other Sources	\$500,000		(\$500,000)	-100.0%
Financial Warrant Articles	\$263,095	\$48,805	(\$214,290)	-81.4%
Other	\$5,774,684	\$5,434,327	(\$340,357)	-5.9%
General Fund Grand Total	\$136,205,969	\$135,644,289	(\$561,680)	-0.4%

Budget Process

Budgeting Best Practices

In developing the FY2015 budget, we continue to use the following best practices in order to produce a budget that preserves the Town's fiscal sustainability: current revenues must be sufficient to support current expenditures; debt must not be used to fund on-going operating expenses; the use of Free Cash to fund operations should be minimized; adequate contingency funds should be maintained; and sufficient maintenance and replacement funds should be allocated to ensure that capital facilities and equipment are properly maintained.

Core Budget Priorities

The Board of Selectmen has adopted the following core budget priorities for general government operations. These priorities served as a key guideline in our evaluation of departmental spending requests. As in recent years, the primary goal of the Board of Selectmen in consideration of the FY2015 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2015:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
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 in the most cost effective manner.
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.

Budget Process

The Town Manager, the Finance Committee, the Board of Selectmen, and the School Committee all play different and important roles in the budget process. The General By-laws of the Town of Needham provide for the following process:

2.2.1 Operating Budget The Town Manager shall issue budget guidelines and instructions for all Town departments to submit their spending requests for the ensuing fiscal year. The Town Manager shall consult with the Finance Committee prior to the issuance of said guidelines and instructions. The Town Manager and School Superintendent will provide the Finance Committee with copies of their respective departmental spending requests on or before the 2nd Wednesday of December. Following receipt of these spending requests, the Finance Committee may begin its consideration of same, including the commencement of budget hearings. The Town Manager, after consultation with the Board of Selectmen and School Committee, shall not later than the 31st day of January, present to the Finance

Committee a balanced budget recommendation in the form of an executive budget, which shall include the spending priorities of all Town departments for the ensuing fiscal year, including in addition thereto, the voted School Committee budget request if different than that contained in the proposed balanced budget. The Town Manager's executive budget recommendation shall not be binding on the Finance Committee. Said executive budget recommendation shall include the estimates of Town revenues and proposed expenditures of all Town departments, including debt service and other amounts required to be raised for the ensuing fiscal year. The Town Manager may amend or otherwise revise revenue estimates as may be warranted. All such revisions shall be provided in writing to the Board of Selectmen, School Committee and Finance Committee.

The FY2015 budget calendar is shown in Table 1.2.

**Table 1.2
Key Dates for the FY2015 Budget Process**

July	1	2013	Start of Fiscal Year 2014
August	1	2013	Capital Improvement Program submission guidelines released
September	10	2013	Town Manager budget consultation with the Board of Selectmen
September	11	2013	Town Manager budget consultation with the Finance Committee
September	30	2013	FY15 Budget submission guidelines released
October	11	2013	Department Capital requests due to the Town Manager
October	25	2013	FY15 Department Spending Requests due to the Town Manager
November	4	2013	Special Town Meeting
November	12	2013	Town Manager budget consultation with the Board of Selectmen
November	26	2013	Preliminary capital recommendations to the Board of Selectmen
December	10	2013	Preliminary five-year capital recommendations to the Board of Selectmen
December	11	2013	FY15 Department Spending Requests due to Finance Committee
December	17	2013	Board of Selectmen votes CIP recommendation
January	7	2014	FY15 – FY19 Capital Improvement Plan released
January	7	2014	Town Manager budget consultation with the School Committee
January	31	2014	Town Manager's Balanced Budget due
February	3	2014	Warrant Articles for the 2014 Annual Town Meeting due to the Board of Selectmen
February	22	2014	Finance Committee's FY15 draft budget is due to the Town Manager
March	15	2014	Finance Committee's budget recommendations for publication due
April	8	2014	Annual Town Election
May	5	2014	Annual Town Meeting begins
July	1	2014	Start of Fiscal Year 2015

Budget guidelines were distributed to departments, boards, and committees on September 30, 2013, with spending requests due on October 25, 2013. The senior management team held budget review meetings with all departments during the month of November. Finance Committee and Community Preservation Committee liaisons were invited to attend these meetings in order to prepare for their own

deliberations. Discussions with the Board of Selectmen, Finance Committee, and School Committee continued during the fall and winter. The Town Manager's official budget consultation with the School Committee occurred on January 7, 2014. At the time of the distribution of this proposed budget, the School Committee had not yet voted its FY2015 budget recommendation.

Comparable Community Data

For the first time, the FY2015 Proposed Balanced Budget includes information comparing Needham to a set of communities deemed comparable based on a number of factors including population, proximity, density, income, and the like.¹ The comparable community analysis provides an opportunity to view the Town's budget in the context of other communities. Data selected for comparison in FY2015 includes factors that impact key budget drivers such as school enrollment and service delivery.

Table 1.3 shows Needham's position with respect to road miles. This is a measure of the level of maintenance, snow and ice removal, and investment needed in a community which tends to put pressure on the operating budget. Needham ranks 7th of 20 in this category, just above the average. Population density is another common measure of the service delivery needs of a community – the higher the density, typically, the greater the need to invest in municipal services. Needham ranks 10th of 20 in this analysis, as shown on table 1.4. While Needham's population density is lower than the average, the population mix can also affect service delivery needs.

**Table 1.3
Comparable Road Miles**

Community	Road Miles
Newton	308.81
Framingham	242.43
Natick	155.88
Lexington	155.21
Sudbury	145.56
Walpole	138.61
Needham	138.35
Wellesley	130.28
Concord	127.03
Milton	125.3
Arlington	121.2
Weston	113.32
Dedham	107.09
Brookline	105.66
Wayland	95.49
Winchester	92.23
Westwood	88.44
Bedford	86.27
Belmont	83.01
Watertown	77.54
Average Without Needham	132

Source: MMA Municipal Directory 2013 - 2014

**Table 1.4
Population Density**

Community	Population per Sq. Mile
Brookline	8,650
Arlington	8,271
Watertown	7,765
Belmont	5,307
Newton	4,717
Winchester	3,539
Wellesley	2,749
Framingham	2,720
Dedham	2,366
Needham	2,291
Natick	2,189
Milton	2,071
Lexington	1,914
Westwood	1,333
Walpole	1,172
Bedford	969
Wayland	853
Sudbury	725
Concord	709
Weston	662
Average Without Needham	3,088

Source: MMA Municipal Directory 2013 - 2014

¹ Information on comparable communities has been drawn from multiple sources and may not always be tracked in exactly the same manner or for the same year.

Budget Drivers: Personnel-Related Costs & Enrollment

Because the primary product of local government is services, the operating budget is heavily weighted to salaries and other personnel-related costs. In Needham, continued and sustained enrollment growth has placed a significant demand on available resources.

Personnel-related costs remain the highest proportion of the Town's budget. Table 1.5 details the number of General Fund and Enterprise Fund benefit-eligible employees by department. The number of General Government benefit-eligible full-time equivalent employees (FTE) remained relatively constant from FY2010 to FY2014 decreasing by 0.2%. The number of School Department FTEs grew by 7.3% over that same period.

**Table 1.5
General and Enterprise Fund Full-time Equivalent Benefit-Eligible Positions
FY2010 to FY2014**

Department	Funded FY10	Funded FY11	Funded FY12	Funded FY13	Funded FY14	FY10-14 % Change
Town Manager/Selectmen	8.0	8.0	8.0	8.0	8.0	0.0%
Town Clerk	4.0	4.0	4.0	4.0	4.0	0.0%
Finance	21.0	21.0	21.0	23.0	23.0	9.5%
Police	58.0	58.0	57.0	57.0	57.0	-1.7%
Fire	74.0	74.0	72.0	72.0	72.0	-2.7%
Building	7.0	7.0	7.0	7.0	8.6	22.9%
DPW	89.0	89.0	86.0	86.0	86.0	-3.4%
Public Facilities	53.8	53.8	54.8	55.0	56.0	4.1%
Health	4.6	4.6	4.6	4.6	4.6	0.0%
Human Services	8.3	8.3	7.8	7.8	7.8	-6.0%
Planning & Community Development	4.9	5.6	5.8	5.8	5.8	18.4%
Library	14.0	14.0	13.0	13.0	13.0	-7.1%
Park and Recreation	4.0	4.0	4.0	4.0	4.0	0.0%
Total	350.6	351.3	345.0	347.2	349.8	-0.2%
Needham Public Schools	621.4	618.5	624.4	648.5	666.9	7.3%

Health insurance costs for employees and retirees continue to grow faster than the rate of revenue growth. This is a systemic problem on the national level. As evidenced in Table 1.6, health insurance enrollment for active employees declined from FY2013 to FY2014 by 4% and has fluctuated significantly in the last five years.

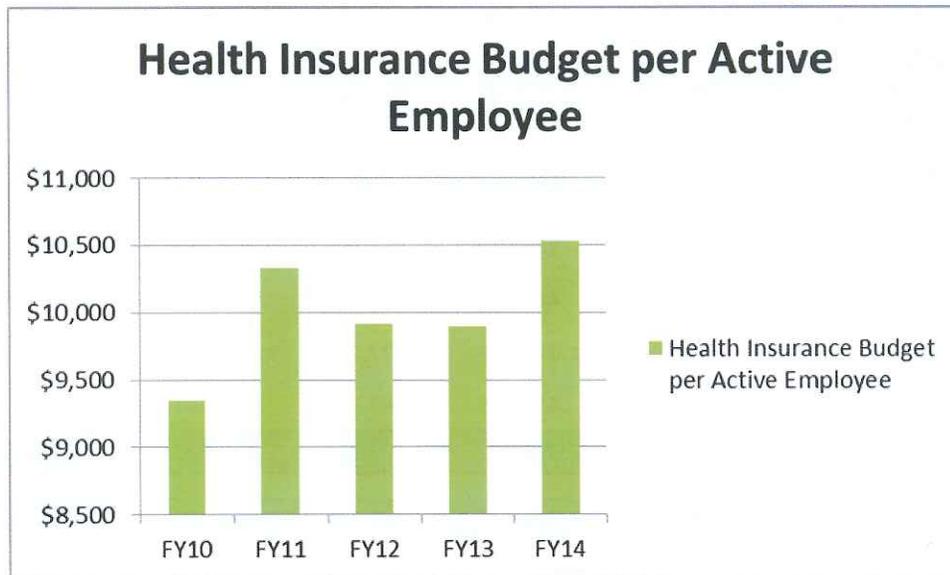
**Table 1.6
Health Insurance Enrollment
FY2010 - FY2014**

Fiscal Year	Town	School	Total Actives	Retirees	Total Active & Retired
FY10	286	541	827	796	1,623
FY11	290	515	805	799	1,604
FY12	288	530	818	806	1,624
FY13	284	542	826	812	1,638
FY14	284	509	793	836	1,629
Total Change FY10-FY14	-0.70%	-5.91%	-4.11%	5.03%	0.37%
Total Change FY13-FY14	0.00%	-6.09%	-4.00%	2.96%	-0.55%

Note: Retiree enrollment is expressed in number of plans: retiree individual, retiree family, & retiree spouse.
In FY14, 568 individuals who retired from the Town of Needham are receiving health insurance benefits.

While a decline in enrollment has helped to keep the health insurance budget manageable for FY2015, the Town has absorbed the savings associated with converting the workforce to the Rate Saver program, and should expect increases in line with projected health insurance costs (in the range of 4 – 5%) in FY2016 and beyond. That increase, along with potential increases in headcount, will put greater pressure on operating budgets. Chart 1.2 reveals that the health insurance budget per active employee has increased after several years of moderation.

Chart 1.2



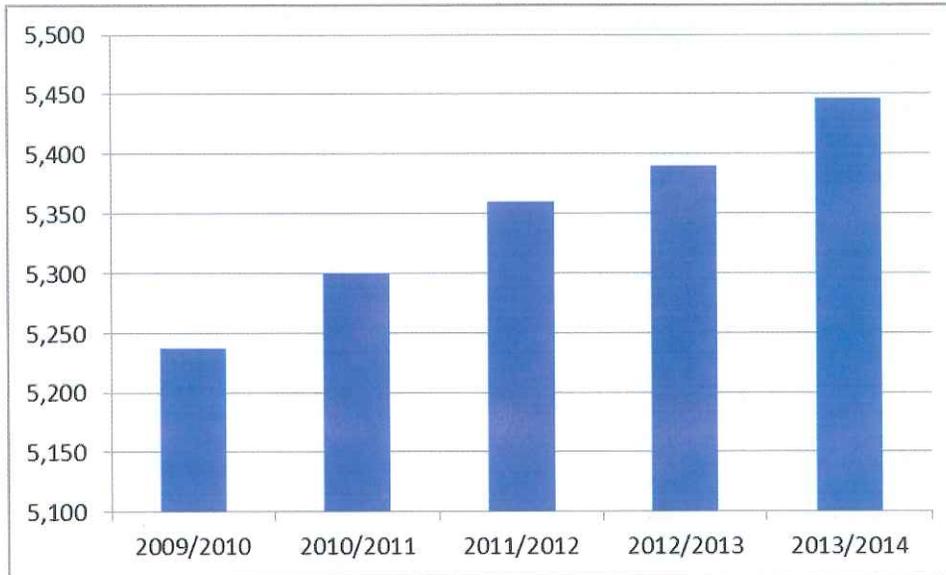
As noted on Table 1.7, average annual increases in salary line items from FY2010 to FY2014 are consistent with the Town's sustainability guideline (3.8% overall, 4.5% for the Needham Public Schools, and 2.8% for General Government departments).

Table 1.7
Changes in Salary Line Items FY2010 to FY2014

Description	FY10	FY11	FY12	FY13	FY14 Current	Average % Change
Board of Selectmen	630,398	644,644	649,992	669,819	687,407	2.2%
Town Clerk	263,081	282,308	281,663	296,301	282,647	1.9%
Town Counsel	68,664	68,664	68,664	70,039	71,790	1.1%
Personnel Board	1,128	600	600	600	600	-11.7%
Finance Department	1,326,597	1,342,043	1,399,514	1,600,620	1,637,963	5.5%
Finance Committee	29,993	27,493	28,524	30,289	31,668	1.5%
Municipal Administration	2,319,861	2,365,752	2,428,957	2,667,668	2,712,075	4.0%
Planning	207,833	218,028	235,022	244,849	252,939	5.0%
Community Development	97,829	102,338	112,305	118,626	129,899	7.4%
Land Use & Development	305,662	320,366	347,327	363,475	382,838	5.8%
Police Department	4,771,895	4,884,190	4,863,916	4,959,157	5,175,845	2.1%
Fire Department	5,722,539	5,812,408	6,100,123	6,249,767	6,581,793	3.6%
Building Department	444,020	445,919	443,281	460,619	528,614	4.6%
Public Safety	10,938,454	11,142,517	11,407,320	11,669,543	12,286,252	3.0%
Department of Public Works (including enterprise employees)	5,501,152	5,705,831	5,603,635	5,693,797	5,853,827	1.6%
Department of Public Facilities	2,875,501	2,870,212	3,087,351	3,227,402	3,407,208	4.4%
Health Department	377,408	383,012	388,665	401,658	418,295	2.6%
Human Services	525,393	488,996	498,717	510,811	555,478	1.6%
Public Library	1,075,014	1,076,094	1,077,213	1,071,967	1,103,803	0.7%
Park & Recreation	441,142	443,185	443,118	453,499	468,456	1.5%
Community Services	2,418,957	2,391,287	2,407,713	2,437,935	2,546,032	1.3%
Total	24,359,587	24,795,965	25,282,303	26,059,820	27,188,232	2.8%
Education	39,247,086	40,264,790	40,908,300	43,903,789	46,737,632	4.5%
Combined Total	63,606,673	65,060,755	66,190,603	69,963,609	73,925,864	3.8%

Over the past five years, School enrollment in Needham has increased by 4.1%, or 209 additional students. Chart 1.3 and Table 1.8 detail the School enrollment growth from 2009/2010 to 2013/2014.

**Chart 1.3
Needham Public Schools Enrollment FY2010 – FY2014**



**Table 1.8
Needham Public Schools Enrollment**

	Enrollment	Increase in Students	Percentage Change
2009/2010	5,238		
2010/2011	5,301	63	1.2%
2011/2012	5,360	59	1.1%
2012/2013	5,390	30	0.6%
2013/2014	5,447	57	1.1%
Five Year Increase		209	4.1%

Source: Future School Needs Committee Annual Reports

When compared to other jurisdictions in the comparable community group, Needham's school enrollment growth is at the high end of the range – 7% from 2008/2009 to 2012/2013 compared to the average of 4% (Table 1.9). The percent of

the population that is enrolled in the public schools as a percent of the total population is also at the high end – 19% as compared to the average of 16% (Table 1.10)

**Table 1.9
Comparable Enrollment
Growth FY2009 – FY2013**

Community	2008/09 to 2012/13 Change
Concord	14.13%
Brookline	12.51%
Winchester	7.43%
Natick	7.29%
Needham	7.06%
Watertown	6.84%
Newton	5.43%
Arlington	5.35%
Belmont	5.23%
Lexington	4.35%
Bedford	3.88%
Westwood	3.29%
Walpole	2.35%
Milton	1.50%
Wellesley	1.18%
Framingham	0.58%
Dedham	-1.09%
Weston	-1.21%
Wayland	-1.77%
Sudbury	-6.76%
Average Without Needham	4%

Population Source: Massachusetts Municipal Directory 2013-2014

**Table 1.10
School Enrollment as a Percent
of Population FY2009 – FY2013**

Community	% School Age
Westwood	22%
Weston	21%
Wayland	21%
Lexington	21%
Winchester	21%
Needham	19%
Bedford	19%
Wellesley	18%
Sudbury	17%
Walpole	17%
Belmont	16%
Natick	15%
Milton	15%
Newton	14%
Concord	12%
Brookline	12%
Framingham	12%
Arlington	11%
Dedham	11%
Watertown	8%
Average Without Needham	16%

Population Source: Massachusetts Municipal Directory 2013-2014

Balanced Budget Highlights

The following is a summary of key considerations that serve as the basis of the balanced budget recommendations. The full discussion of each department is included in the submitted departmental spending requests contained in Section 4.

Townwide Expenses

Casualty, Liability and Self-Insurance The recommended budget has increased by 3.2% over FY2014, reflecting the full year implementation of the new Senior Center and the acquisition of 66 -70 Chestnut Street, and increases in general administrative expenses.

General Fund Debt Service The recommended debt budget has been reduced by 5.0% in FY2015. The change reflects a reduction in excluded debt and CPA debt – FY2014 was the peak debt service year for both categories. Allowance for General

Fund debt service increased based on the Town's policy of allocating or reserving 3% of General Fund revenue for debt services "within the levy."

Employee Benefits and Employer Assessments The recommended employee benefits budget reflects an increase of 0.8%. While insurance rates are projected to increase by 4.75%, the health insurance portion of this budget is expected to increase by a much lower percent based on the conversion of all employees to the Rate Saver plans and fluctuation in the number of subscribers. The submitted budget has been increased by \$153,000 to account for increases in FTEs recommended in the General Government and School Department budgets. The submitted unemployment budget was lower than the prior year, and has been decreased by an additional \$50,000 based on projected claims. The West Suburban Health Group – a consortium of regional towns and districts joining together to purchase health insurance – has not yet released the health insurance rate structure for FY2015, so this budget is still preliminary.

The **Retirement Assessments** budget increased by 3.7% over FY2014 based on the January 1, 2012 funding schedule. The Retirement Board expects to use a January 1, 2014 analysis as the basis for the FY2016 assessment.

Retiree Insurance and Insurance Liability Fund This budget request decreased by 1.9% from FY2014 to FY2015. The funding schedule is increasing by 4.5%; however, the Town made additional contributions to this budget at the November 4, 2013 Special Town Meeting so the FY2015 appropriation is actually lower than the amount appropriated for FY2014. An actuarial analysis of the Town's other post employment benefits (OPEB) obligation is on-going, and the July 1, 2013 actuarial analysis will serve as the basis of the fiscal year 2016 budget. All retirees participating in non-Medicare plans were converted to the Town's Rate Saver plans effective July 1, 2013. Moreover, the implementation of the Affordable Care Act has incorporated Medicare Part D prescription benefits into the rates charged by health insurance providers, resulting in lower premiums. Both of these factors will have a positive impact on the Town's OPEB liability.

Classification, Performance and Settlements This line provides a reserve for funding General Government personnel-related items as they occur during the year. Two of the Town's collective bargaining agreements are not yet settled for FY2015. The Classification, Performance and Settlements line includes a reserve for those two settlements, as well as for performance increases, merit pay, and reclassification for non-represented personnel. The request is \$94,000 higher than FY2014, which included no provision for collective bargaining, as all contracts were settled at the time of the budget process.

The purpose of the **Reserve Fund** is to provide an annual budgetary reserve for unforeseen or extraordinary expenses. The FY2014 Reserve Fund request presented by the Finance Committee is calculated at 1.4% of the projected operating budget. The proposed balanced budget includes a reduction of \$100,000 (7.8%) in the Reserve Fund based on increases to the legal budget and Police and Fire overtime appropriations, which in the past have relied on significant support from the reserve fund.

General Government

Board of Selectmen/Town Manager The recommended Board of Selectmen/Town Manager's budget increased 3.4%. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit.

Town Clerk/Board of Registrars The recommended Town Clerk/Board of Registrars budget increased by 11% primarily due to the number of elections (three) scheduled for FY2015. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit.

Town Counsel The recommended legal budget increased by 7.1% due primarily to a \$20,000 increase in legal fees. This increase is proposed based on historical expenditure patterns and the number of known legal matters that will continue into FY2015.

Personnel Board The recommended Personnel Board budget has been reduced by \$600 (3.8%) to reflect the elimination of a recording secretary. The Director of Human Resources will keep minutes for the Personnel Board.

Finance Department The recommended Finance Department budget increased by 0.4% from FY2014 to FY2015, and does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit. The recommended budget includes an increase of \$8,128 to fund additional hours for an existing department specialist in the Accounting Office. This increase is partially offset by a \$4,000 reduction in overtime, a \$3,000 reduction in tuition reimbursement allowance, and \$1,000 in allowance for vacation buy-back for management staff (\$8,000).

Finance Committee This budget increased by 2.4% from FY2014 to FY2015 due to projected salary increases for existing staff.

Planning and Community Development

The recommended Community Development budget has increased by 2.4%, attributable to projected salary increases for existing staff. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit. The Community Development Department is proposed to rely on \$5,400 from the Wetlands Fund to support wetlands related activities.

The recommended Planning and Economic Development budget increased by 3.2% over FY2014 due to projected salary increases for existing staff. The budget request was reduced by \$12,500 for additional consulting services. In the event that a large-scale development requiring Town-funded consulting assistance is proposed for action in FY2015, the Department may request a reserve fund transfer.

Public Safety

The Police Department budget is proposed to increase by 6.9% over FY2014, including projected salary increases for existing employees. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit. The budget was also increased to allow the Department to hire two additional civilian dispatchers to cover the midnight shift, which is currently staffed by sworn police officers. New State 911 regulations will require a significant increase in training hours for any employee who staffs the dispatch center. The plan is to limit the number of employees who staff the dispatch center, thereby reducing the Department's training overtime obligation significantly. The \$71,012 increase in salary to fund the two dispatchers will be offset by an immediate reduction in training overtime of \$35,000. The budget was also reduced by an additional \$8,401 in overtime.

Fire Department The recommended Fire Department budget is 3.9% higher in FY2015 than FY2014. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit. The budget request was reduced with the recommended elimination of the Superintendent, Fire Alarm position (\$76,182). Since the Town's fire alarm system has not yet been converted to a wireless system, the salary line was reduced by \$24,682. Remaining funds will support overtime hours for firefighters assigned to cover this function, and for temporary help. In addition, \$20,000 is proposed for reallocation to professional and technical services to provide consulting services for plan review for complex fire alarm and sprinkler systems for commercial construction. Finally, the Department's submitted request included an increase to fund the structural budget gap in the Department's overtime. This line was reduced by \$30,000, continuing the phased in approach begun in fiscal year 2014. The net reduction in the Fire Department budget is \$54,682.

Building Department The recommended budget for the Building Department is 4.1% higher than FY2014 due to projected salary increases for existing staff. The Department has several employees who are members of the ITWA bargaining unit, whose potential salary increases for fiscal year 2015 are not included in the budget request.

Education

Minuteman School The Town has received a preliminary assessment from the Minuteman School which is \$187,747 or 25.2% higher than the FY2014 budget, based the School District's proposed budget increase (5.9%) and the number and mix of students attending the school from Needham. Needham's October 1, 2013 enrollment was 34 full-time and two post-graduate students. This assessment is not final and is subject to change.

Needham Public Schools The Town Manager's recommended budget for the School Department is **\$56,584,838**, representing an increase of 4.8%.

The Town Manager's preliminary recommended School budget was calculated based on the traditional formula for the allocation of revenue available for appropriation.

Revenue is first reserved for Townwide expenses, the Minuteman School Assessment, and Public Facilities. Remaining funds are then allocated between the School Department and General Government departments. The preliminary recommended allocation for the School Department was 68% of available revenue, or \$56,579,593, slightly higher than the formula, as the School Department budget as a percentage of the department budgets as a whole was 67% in FY2014 (and 65.5% over the five year period FY2010 – FY2014.).

Because the School Superintendent's final budget recommendation was only \$5,245 higher than the preliminary recommendation, we have made adjustments in order to recommend the full amount.

Public Works

The Department of Public Works General Fund operating budget is recommended to increase by 2.3% based primarily on projected salary increase for existing personnel; however, the collective bargaining agreement for the Public Works Union has not been settled. Allowance for possible increases for those employees and members of the ITWA is reserved in the Classification, Performance, and Settlements line item. The Department of Public Works submitted budget also includes a recommended allocation of \$11,500 for sand field wetting agent expenses, to help preserve the sand fields during the new water restriction periods.

Municipal Parking The recommended Municipal Parking budget is 1.7% higher in FY2015, attributable to the renegotiation of the license agreement for the Dedham Avenue parking lot and annual increases associated with the lease of the Needham Center lot from the MBTA.

Municipal Streetlight Program The recommended Municipal Streetlight Program budget is 1.5% higher than FY2014 based on contractual increase

Public Facilities

The recommended budget for Department of Public Facilities is 1.4% higher than FY2014, based primarily on projected salary increases for existing personnel. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit. The FY2014 budget included partial funding for the addition of one custodian and other expense categories to support the new Senior Center – these expenses are fully budgeted in FY2015. Energy prices have continued to moderate resulting in a reduction in the energy line.

Human Services

Health Department The Health Department budget is recommended to increase by 12%. This increase is attributable to projected salary increases for existing staff. This budget does not include potential FY2015 wage increases for employees who are

members of the ITWA bargaining unit. The recommendation also includes the retention of the Substance Abuse Prevention Program Manager position (\$51,758) that has been funded for the past five years through a Federal grant, providing education, advocacy and support. The Health Department will seek to extend Federal funding; however, indications are that such funding will not materialize. This funding will support the position for 3/4 of the fiscal year, as the Federal funding does not expire until October. The recommended budget also includes funding in the amount of \$2,820 for an AED maintenance contract for Town buildings.

Human Services The Human Services budget is recommended to increase by 7.7%. In addition to projected salary increases for existing personnel, this increase is primarily attributable to an increase in part-time hours in Youth Services and an increase in the assessment for Veterans' Services programs. With respect to Youth Services, the proposed balanced budget includes a recommendation for \$19,019 to fund a part-time social worker to help meet the growing caseload (increasing School enrollment impacts other departments as well). With respect to Veterans' services, the proposal includes an additional increase of \$5,471 in the Town's assessment from the West Suburban Veterans' District. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit.

Commission on Disabilities No change is recommended for the Commission on Disabilities budget in FY2015.

Historical Commission No change is recommended for the Historic Commission budget in FY2015.

Public Library The recommended Library budget is 5.4% higher than FY2014 due to projected salary increases for existing staff (the Library has no employees who are members of the ITWA bargaining unit), and a recommended increase in part-time hours to support a Children's Programming Librarian in the amount of \$21,233. Over the past few years, the Library has used its dedicated State Aid account to meet a growing service demand, but such funding is unsustainable. Although we were not able to recommend the transfer of additional services to the operating budget in FY2014, we do recommend that additional services be converted to Town funding over a period of several years. The submitted budget was reduced by a total of \$25,720 for additional circulation hours, a network transfer page, and museum pass software.

Park and Recreation The Park and Recreation budget increased by 3.9% from FY2014 to FY2015 due to projected salary increases for existing staff. This budget does not include potential FY2015 wage increases for employees who are members of the ITWA bargaining unit. The recommendation includes an increase in salaries and expenses to support playground and facility maintenance in the amount of \$11,725. The funding will complement the \$5 increase in field use fees approved by the Park and Recreation Commission for fiscal year 2014. That fee supplements the Park & Forestry budget in the Department of Public Works.

Memorial Park No change is proposed for the Memorial Park budget for FY2015.

**Table 1.11
FY2015 Changes to General Fund Operating Budget Requests**

Item	Department	Amount
Employee Benefits/Unemployment	Townwide	(\$50,000)
Employee Benefits/Health Insurance	Townwide	\$153,000
Reserve Fund	Townwide	(\$100,000)
Recording Secretary Hours	Personnel Board	(\$600)
Additional Dept. Specialist Hours Accounting	Finance	\$8,128
Overtime, Tuition, Vacation Buy-back	Finance	(\$8,000)
Consulting Services	Planning	(\$12,500)
Civilian Dispatchers (2 FTE)	Police	\$71,012
Training Overtime & Regular Overtime	Police	(\$43,401)
Fire Alarm Net Reduction (1 FTE)	Fire	(\$24,682)
Overtime	Fire	(\$30,000)
Parks & Forestry Sand Field Expenses	Public Works	\$11,500
Substance Abuse Prevention Manager	Public Health	\$51,758
AED Maintenance	Public Health	\$2,820
Veterans Assessment	Human Services	\$5,471
Part-time Social Worker	Human Services	\$19,019
Children's Programming Librarian	Public Library	\$21,233
Circulation Desk Hours	Public Library	(\$15,529)
Network Transfer Hours	Public Library	(\$9,466)
Museum Pass Software	Public Library	(\$725)
Playground Maintenance	Park & Recreation	\$11,725
Minuteman Assessment	Education	\$7,768
Base Budget	Needham Public Schools	(\$263,018)
Supplemental Budget	Needham Public Schools	(2,135,893)

Beyond the General Fund Operating Budgets

Capital Budget Summary

The focus of this document is the FY2015 General Fund, Enterprise Fund, and Community Preservation Fund budgets. The FY2015 - FY2019 Capital Improvement Plan (CIP) is published as a separate document. Section 5 of this document contains the executive summary of the FY2015 - FY2019 CIP. An integral part of the balanced

budget proposal contained herein, however, is the funding of capital and other non-operating budget items. The general fund cash capital recommendation is broken into two components – Tier 1 (\$2,467,260) and Tier 2 (\$448,703). In addition to the projects contained in the five year CIP, the Town will also fund projects through Chapter 90 funds received from the Commonwealth. Currently, the Chapter 90 allotment is funding the design of the Needham Center streetscape project including the installation of new traffic signals, and street and sidewalk layout improvements.

Enterprise Fund Summary

RTS The RTS budget is proposed to be 3.2% higher in FY2015 than in fiscal year 2014, (exclusive of potential wage increases for the DPW bargaining unit). This proposed annual budget includes increases in staffing and operating capital, and a fundamental change in the financing of the facility – the RTS sustainability proposal. First, the proposed balanced budget includes funding for an Assistant Superintendent for RTS (63,507), to align the Division's level of supervision level with other DPW Divisions, and to allow the Superintendent to work a traditional work week (Monday through Friday) and focus on management and administrative issues. The new Assistant Superintendent will focus on operations and customer service at the heavily used facility. The proposed budget also incorporates an annual "roll-off" unit replacement into the operating budget (\$16,000). These units have previously been included on the capital improvement plan. The overtime budget has been reduced by \$30,000 to partially fund the new position and to support the proposed change in financing.

In 2012, the Board of Selectmen created an RTS "Super Committee" to evaluate options relative to the financial sustainability of the RTS. In February, 2013 the Committee provided its report to the Board and made three key recommendations: that management evaluate the hours of operation of the RTS for use by the general public and determine if changes would have a meaningful impact on sustainability; that management similarly review the planned overtime model; and that management evaluate the fee schedule. In its report, the Committee opined that since the facility has been relying on non-recurring revenue to support operations, unless adjustments are made to increase revenue and decrease expenses, the RTS will not be sustainable. The Committee also noted that there is a justification for contribution from the tax levy because the facility benefits the Town as an overall benefit to the common good.

The balanced budget proposal includes an allocation of tax levy new growth (a recurring revenue source) to replace the sticker fee and serve, along with bag fees and miscellaneous revenue, as the revenue support for the Enterprise Fund. Direct financing of the facility through the tax levy expands access to the facility and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. The proposal also provides a greater level of predictability and stability for the RTS operation. Mindful of the recommendations of the "Super Committee," we recommend that full implementation of the proposal include a reduction of the hours that the facility is open and available for use by the public by as much as one day per week.

**Table 1.12
FY2015 Changes to Enterprise Fund Operating Budget Requests**

Item	Department	Amount
Overtime	RTS Enterprise	(\$30,000)
Assistant Superintendent (1 FTE)	RTS Enterprise	\$63,507
Roll-Off Replacement Program	RTS Enterprise	\$16,000
Total		\$49,507

Sewer The recommended Sewer Enterprise Fund budget is 0.1% lower than in fiscal year 2014; however, contractual salary increases for members of the Public Works Union have not been incorporated. The MWRA Assessment line has been level-funded as the Town's 2015 assessment is not yet available.

Water The recommended Water Enterprise Fund budget is 0.9% higher than the FY2014 budget; however, contractual salary increases for members of the Public Works Union have not been incorporated. The MWRA Assessment line has been level-funded as the Town's 2015 assessment is not yet available. The recommended budget includes funding of replacement windows at pumping stations (\$20,000) and a water conservation program in response to Department of Environmental Protection mandates (\$29,585).

Community Preservation

The administrative budget of the Community Preservation Fund is unchanged from FY2014.

Other Financial Warrant Articles

Compensated Absences Fund Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. As in fiscal year 2014, given the projected level of retirements and existing fund balance, there is no request for compensated absences funding this year.

Senior Corps Program Given the current balance in the Senior Corps fund, there is no request for additional funding this year.

Property Tax Relief Fund The balanced budget includes \$13,805 in funding for the Property Tax Relief Fund. The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,805 in fiscal year 2013.

Blue Tree Replacement The balanced budget includes \$35,000 in funding for the removal and replacement of the Blue Tree on the Town Common. This tree has had a

long and storied life, but must be removed due to its failing health. At this time, the plan is to relocate a 12 inch caliper, 30 foot tall Red Maple tree. The current Blue Tree is a 30 inch caliper, 70 foot tall Sugar Maple tree.

GF/RTS Contribution The balanced budget includes an estimated contribution to the RTS Enterprise Fund of \$1,420,000, as described more fully above.

Drains/Sewer Contribution The balanced budget includes a \$463,430 contribution to the Sewer Enterprise Fund to offset the cost of the Drains program. The Drains program, which is a General Fund expense, is appropriated to the Sewer Enterprise Fund as it is more efficient to account for the program in that manner.

Athletic Facility Stabilization Fund The 2012 Annual Town Meeting approved the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly at Memorial and DeFazio. Replacement of the synthetic turf fields is expected to be in the \$1.6 to \$1.8 million range in the coming years. The Town Manager's recommendation for funding the Athletic Facility Stabilization Fund in FY2015 is at least \$40,695, an amount equal to the Park and Recreation administrative fee receipts in FY2013.

Stabilization Funds/Workers' Compensation Fund/Other One-time Uses No recommendation for appropriation to the Town's reserve funds is included in the balanced budget proposal, as funds available for such appropriation, and the most beneficial use of such funds, are typically determined later in the budget process. The Capital Improvement Fund is a reserve for future acquisition and replacement of new equipment and certain building and facility improvements. The Capital Facility Stabilization Fund is a reserve for future design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The Workers' Compensation Fund is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the Town's reinsurance limit.

Several other requests for financial warrant articles were deferred, including a DPW Irrigation Audit, and a Public Health Accreditation project.

In Conclusion

This balanced budget proposal is promulgated prior to the completion of the budget process for the Commonwealth. As revenue estimates are refined in the winter and spring, we will work with the various Town boards and committees in preparing the final budget to be presented to Town Meeting.

Our entire management team has worked collectively to implement creative ways of meeting the Town's sustainability goals. Efforts have been made to implement measures that will maximize the productivity of our organization and deliver the highest quality of services within available resources. We are committed to maintaining the high quality of life our residents expect and deserve.

I continue to be impressed with the commitment to sustainability and spirit of cooperation that has been demonstrated by the Board of Selectmen, School

Committee, Finance Committee, Town Meeting, and ultimately the community. We are fortunate to have a dedicated, loyal, and hardworking staff who, like board and committee members, often put the needs of the community ahead of their own personal interests. I thank you for the opportunity to serve the residents and businesses in the Town of Needham.

Kate Fitzpatrick

Town Manager



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/28/2014

Agenda Item	Noise Regulation
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	The Board will discuss possible revision to the noise regulation contained in the General By-laws.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	a. Section 3.8 of the General By-laws		

SECTION 3.7 DOG REGULATIONS

3.7.1 Use of Leashes. No person shall allow a dog owned or kept by her/him to go beyond the confines of the property of the owner or keeper unless the dog is held firmly on a leash.

3.7.2 Disturbing the Peace. No person shall own or keep within the Town any dog which bites, excessively barks or howls or in any other manner disturbs the peace and quiet of any neighborhood, or endangers the safety of any person, domesticated animal or farm animal.

3.7.3 Complaints. The animal control officer is hereby authorized to seek a complaint against the owner or keeper of a dog who is found to have violated the provisions of sub-sections 3.7.1, 3.7.2, 3.7.4, 3.7.5, 3.7.6, 3.7.7, or 3.7.8 for which the following penalties shall be imposed:

1. First Offense – twenty-five dollars (\$25.00)
2. Each Subsequent Offense – fifty dollars (\$50.00)

3.7.4 Restraint of Dogs. In addition to the foregoing penalties, the animal control officer is also authorized and empowered to muzzle or restrain a dog, or to order the owner or keeper of a dog to muzzle or restrain a dog, pending a hearing before the Board of Selectmen as hereinafter provided, when the animal control officer finds that a dog has bitten or threatened any person or domesticated or farm animal, or has chased any vehicle upon any way open to public travel in the Town, or the owner had violated the provisions of section 3.7 more than three times in any calendar year. The owner or keeper of any dog that has been ordered to be restrained or muzzled under the provisions of section 3.7 may request in writing to the Board of Selectmen that the animal control officer vacate such order.

3.7.5 Uncontrollable Dogs. In addition to any other statutory authority contained in M.G.L. Chapter 140, the animal control officer may, with the approval of the Board of Selectmen, enter a complaint before the Board of Selectmen to obtain an order to control or dispose of a dog found to be uncontrollable, or whose owner or keeper is unresponsive to any other penalties contained in Section 3.7.

3.7.6 Restricted Areas. No person shall allow a dog, other than a service dog, owned or kept by him or her, whether leashed or unleashed, to trespass on Memorial Park or DeFazio Park.

3.7.7 Removal of Pet Waste. No person owning or keeping a dog shall suffer, permit, or allow such a dog to leave feces in any public or private property of someone other than that of the dog's owner or keeper within the Town of Needham, without the approval of said property owner. Any person having custody and control of a dog in any such area shall carry with him or her proper equipment for the removal of feces. For purposes of this section, the means of removal shall be any tool, implement, or other device carried for the purpose of picking up and containing such feces. No person shall leave or dispose of said feces in any catch basin, drainage structure, waterway or on any public property or street except in a trash receptacle.

3.7.8 Off-Leash Areas. The Town may authorize an area or areas to be used as off-leash areas for dogs licensed in the Town of Needham for which a separate fee will be assessed and for which the Board of Selectmen may, from time to time, establish regulations for use. No person owning or keeping a dog shall suffer, permit or allow such dog to use the off leash area without the proper license or in violation of such regulations."

SECTION 3.8 NOISE REGULATION

3.8.1 General

Except in an emergency, construction activity conducted pursuant to a building permit, which causes noise that extends beyond the property line, shall be limited to the hours of 7AM to 8PM unless authorized by rules or regulations adopted by the Board of Selectmen. The penalty for violation of this regulation shall be a \$50 fine.

SECTION 3.9 PUBLIC NUISANCE REGULATION



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/28/2014

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	None		

**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)	William R. Derrady		
Event Manager Address	12 Concord St Needham		
Event Manager Phone Number	781-910-0876		
Organization Representing (if applicable)	Needham Exchange Club		
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 type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Exchange Club Monthly Meeting		
Date of Event	2/20/14		
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:	TO:	
	6pm	9:30pm	
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" type="checkbox"/> NO
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?	60		
Name & address of event location. Please attach proof of permission to use this facility.	The Center at The Heights 300 Hillside Ave		
Who will be serving the alcohol to your guests?	Matt Ching		
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).	Matt Ching		
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.	Bartender to serve beer and wine from bar set up on cat		
<input checked="" 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:	William R. Derrady		Date: 1/21/14

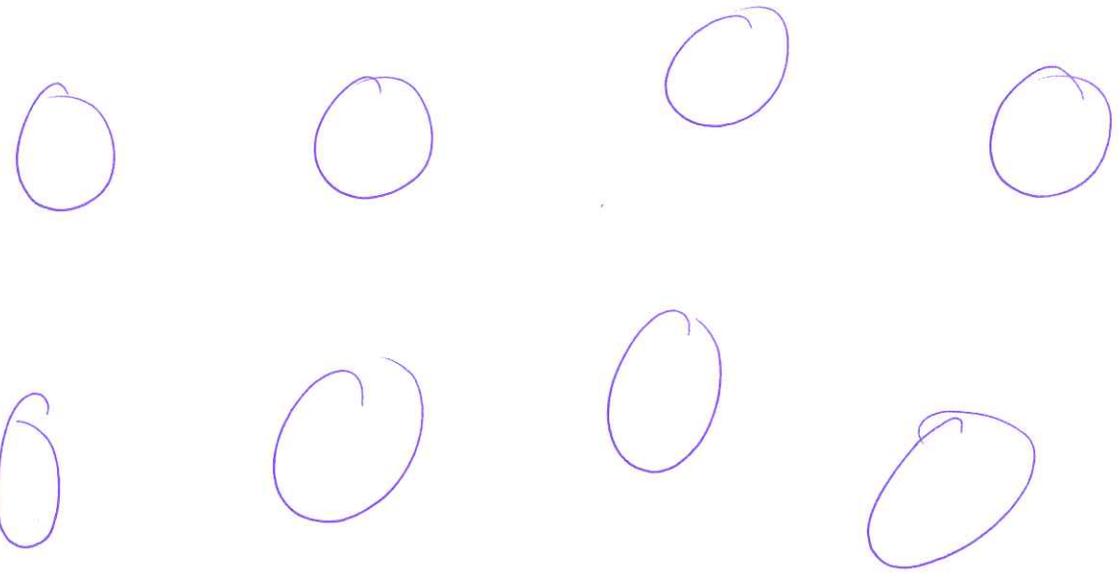
Kitchen
Food will be set up here

Door

Bar

Door

↓ podium ↓



Door

CERTIFICATION NUMBER:

76322

ALCOHOL INTERVENTION METHODS
CERTIFIES:

MATTHEW L. CHING

CAMPBELL TRENT
508-756-8542

EXPIRES:
APR 18 2016

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:	-\$317.25
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$748.35
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,065.60

Order #: 1173

Read and Approved: 1/24/14


Assistant Director of Public Works 1/23/14

For the Board of Selectmen

Date: 1/28/14

asst.

Director of Public Works 1/24/14

**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
JO	Council on Aging	(3)					\$0.00	-\$317.25	-\$748.35	-\$1,065.60	COA	N

Total: -\$1,065.60

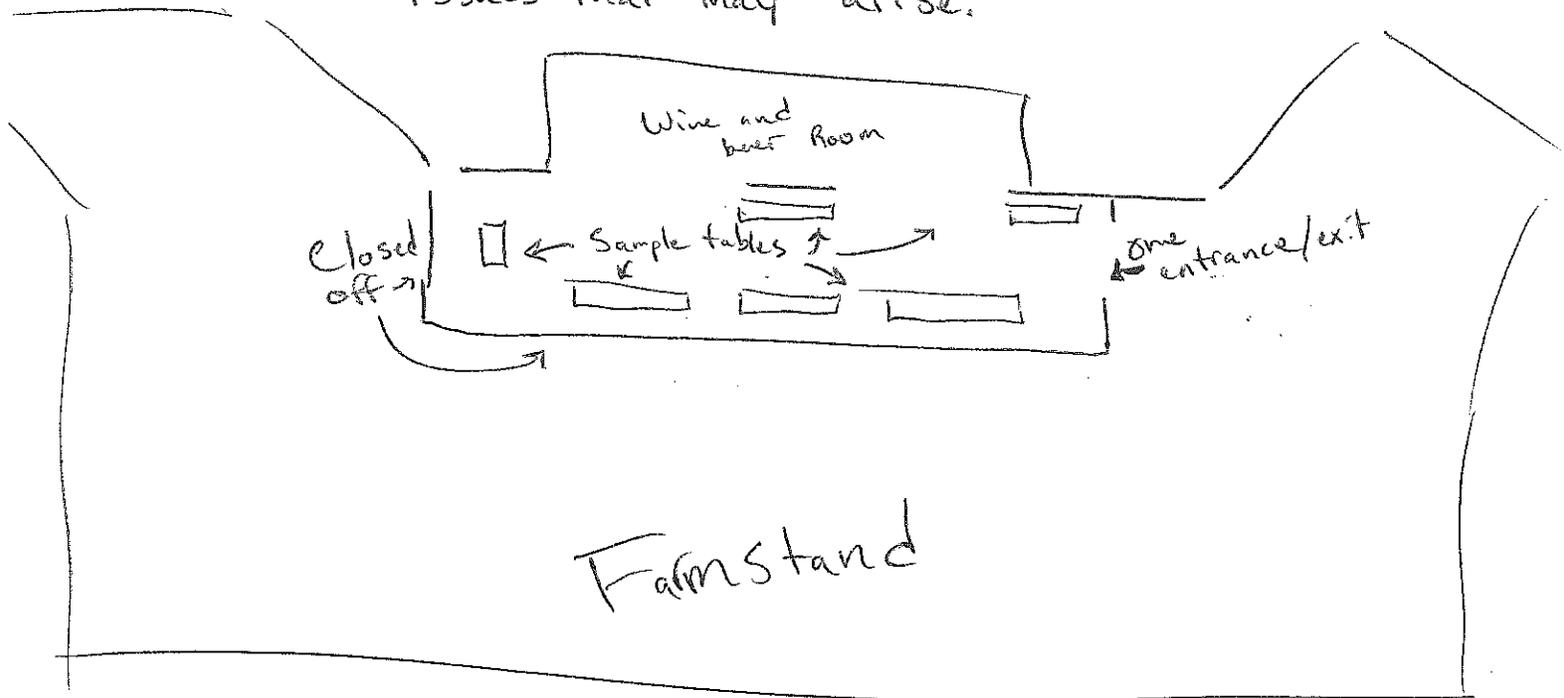
ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:
 O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
 TWN = Town Project caused damage to private property
 EC = Extenuating Circumstances
 Equip = Equipment Malfunction
 UEW = Unexplained water loss
 ACC = Accidental Water Loss
 BP = Billing Period beyond 100 days
 COA - Council on Aging

**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)	Steve Volante
Event Manager Address	292 Forest St 809 Central Ave
Event Manager Phone Number	781-964-1821
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Grand Wine Tasting
Date of Event	3/8/14
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: 12 Noon TO: 5pm
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO
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?	100
Name & address of event location. Please attach proof of permission to use this facility. 292 Forest St, Needham MA	
Who will be serving the alcohol to your guests? Various wine vendors and producers	
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). I and my brother Dave will be checking all ID's at entrance to event	
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. (opposite side)	
<input checked="" 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: 1/23/14

* All ID's will be checked for people entering Sample area. Upon confirmation of their age and ID, each customer will be given a wine "passport". The passport will be stamped by each vendor who serves the customer. They will be limited to 8 x 1oz pours (the passport will only have 8 stamp spots on it). Additionally, we are planning on hiring a police detail for the duration of the event to assist in any issues that may arise.





TIPS On Premise 2.0

Issued: 7/31/2012

ID#: 3285670

SSN: XXX-XX-XXXX

Expires: 7/31/2015

D.O.B.: XXX/XXX/XXXX

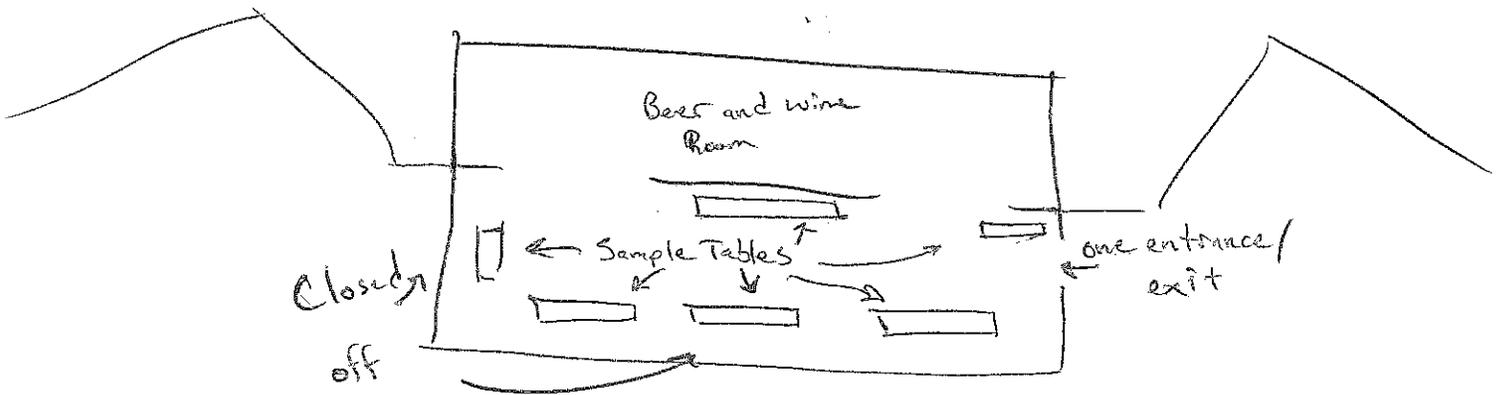
Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com

**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)	Steve Volante
Event Manager Address	809 Central Ave
Event Manager Phone Number	781-964-1821
Organization Representing (if applicable)	Volante Farms
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit <input checked="" type="checkbox"/> For profit <input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Grand Beer Tasting
Date of Event	3/22/14
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: 12 noon TO: 5 pm	
Are tickets being sold in advance for this event? <input type="checkbox"/> YES \$ /per ticket <input checked="" type="checkbox"/> NO	
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? 100	
Name & address of event location. Please attach proof of permission to use this facility. 292 Forest St. Needham, MA	
Who will be serving the alcohol to your guests? Various Brewers and Vendors	
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). I and My brother Dave will be checking all ID's at entrance to event	
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. (opposite side)	
<input checked="" 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:	<i>Steve</i> Date: 1/23/14

* All ID's will be checked for people entering the Sampling area. Upon confirmation of age and ID validity, each customer will receive a "passport". The passport will be stamped by each vendor who serves the customer. They will be limited to 8 x 2oz pours (the passport will only have room for 8 stamps). Additionally, we are planning on hiring a police detail for the duration of the event to assist in any issues that may arise.



Farm stand



TIPS On Premise 2.0

Issued: 7/31/2012

ID#: 3285670

SSN: XXX-XX-XXXX

Expires: 7/31/2015

D.O.B.: XXX/XX/XXXX

Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

For service visit us online at www.gettips.com