

BOARD OF SELECTMEN
July 24, 2018
Needham Town Hall
Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	6:15	Executive Session Exception 3 – Collective Bargaining: ITWA, NIPEA, BCTIA, and Potential Litigation
	6:45	Informal Meeting with Citizens <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>
1.	7:00	Pianos in the Parks <ul style="list-style-type: none"> • Sandy Cincotta, Support Services Manager • Masha Kupaeva • Thalia Neebe
2.	7:00	Public Hearing: Eversource Energy Grant of Location - Morley Street <ul style="list-style-type: none"> • Maureen Carroll, Eversource Energy Representative
3.	7:00	Public Hearing: Transfer of Alcoholic License- Needham 365 Bev LLC d/b/a Residence Inn by Marriott Needham
4.	7:00	RTS Rate Public Hearing <ul style="list-style-type: none"> • Dave Davison, Assistant Town Manager/Director of Finance
5.	7:30	Approval of the Sale of Bonds and Notes <ul style="list-style-type: none"> • Dave Davison, Assistant Town Manager/Director of Finance • Evelyn Poness, Treasurer/Collector
6.	7:45	Town Manager <ul style="list-style-type: none"> • Rules and Regulations for the Use of School Facilities • Bike Share Program Roll Out • Approval of Public Safety Project Debt Exclusion Override • Special Town Meeting Warrant • Facility Financing Plan Update
7.	8:15	Board Discussion <ul style="list-style-type: none"> • Town Meeting Start Time • Committee Reports

APPOINTMENTS

1.	Human Rights Committee	Jared Pizzuto (Term Expires 6/30/2021)
2.	Solid Waste and Recycling Advisory Committee	Brian Newbury (Term Expires 6/30/2021)
3.	Council of Economic Advisors	Adam Meixner (Term Expires 6/30/2021) Tina Burgos (Term Expires 6/30/2020)

		Anne Marie Dowd (Term Expires 6/30/2021)
4.	Community Preservation Committee	Joe Barnes (Term Expires 6/30/2021)
5.	Election Workers	See attached listing.

CONSENT AGENDA *=**Backup attached**

1.	Approve the Notice of Experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for A Street, Food Vendor Parking Only, East sideline of A street 80 foot section across from 40 A Street- Tuesday – Friday from 9:00 a.m. to 3:00 p.m.; and for 4 th Avenue Food Vendor Parking Only, West sideline of 4 th Avenue 50 foot section in front of 115-117 4 th Avenue- Tuesday – Friday from 9:00 a.m. to 3:00 p.m. for the period July 26, 2018 to August 25, 2018.
2.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2019.
3.	Accept the following donations made to the Needham Community Revitalization Trust Fund for the Brenda Stark Celebration Bench: \$25 from Janice Klein, \$25 from Chari Dalsheim, \$100 from Robert Larsen, \$100 from Highland Glee Club of Newton Inc, \$25 from Philip and Carol Murray, \$25 from Ford H. Peckham, \$500 from Vita Needle Company, \$100 from Friends of Denise Garlick, \$25 from McKernan Family Living Trust, and \$100 from Dressing Well Charitable Foundation. Also accept a donation for \$1500 from the Needham Public Library.
4.	Accept the following gifts received by the Needham Public Library for the period of February 9, 2018, to June 30, 2018: Ellen Knizeski made a donation in memory of her father for the purchase of mystery books (\$150.00); Keith Rockwood gave the library a copy of his new book, <i>Irobu's Odyssey of Deceit</i> (\$14.99); Naomi Wilsey donated \$30.00 commission from the sale of her paintings that were displayed in the Friends' Gallery; Cathy and Barbara Collishaw made a donation in memory of Richard E. Johnson (\$30.00); Sandra Jaszek made a donation in memory of Richard W. Bonney (\$50.00); Lois and Bill Bacon made donations in memory of Char Sidell and Richard Bonney (\$50.00); Marilyn Coughlin gave the library a copy of Sue Grafton's book, <i>S Is for Silence</i> (\$26.95); Recent Community Room speaker Paul Christian donated two autographed copies of his book, <i>South Boston on Parade</i> (\$37.90); Sandra Jaszek donated a copy of the July 1991 edition of <i>National Geographic</i> . It contains the article "The Wyeth Family"; Margaret Pantridge donated \$1,000.00 to the library; Sara, Dave, Lyla, and Eli Dussault donated twenty-two Madame Alexander dolls, plus a display case, to the Children's Room (\$2,000.00); Amel H. Alawami gave the library twenty-two children's books in Arabic and a copy of the <i>Koran</i> in Arabic (\$150.00); Barbara Reynolds donated an art print sale commission (\$45.00); Rosalind Tractenberg donated an audiobook, <i>What the Dog Saw</i> by Malcolm Gladwell (\$34.00) and three puzzles: Artist Series, <i>Tender Ministrations</i> (\$20.00), Ravensburger, <i>The Artist's Desk</i> (\$20.00), and Springbok, <i>Route 66</i> (\$20.00); Cathy Collishaw made a donation in memory of Shirley L. Perreault (\$25.00); Joseph D. Tydings sent the library a copy of his autobiography, <i>My Life in Progressive Politics: Against the Grain</i> (\$30.00); Ami Saarony donated four puzzles: <i>Cinque Terre, Italy</i> (\$14.00), <i>The Craft Cupboard</i> (\$20.00), <i>Cape Cod and the Islands</i> (\$17.00), and <i>Presidents of the United States</i> (\$20.00); Mary Jo Hollender and Michael Burns gave the library seven framed book posters (\$70.00); Ann MacFate made a donation for large print books in memory of Irene MacFate (\$250.00); and the Friends of the Needham Public Library made a donation in memory of Carol S. Knapton

	(\$100.00).					
5.*	Approve Open Session minutes of June 12, 2018, June 13, 2018, and June 26, 2018.					
6.	Accept a \$1,000 donation made to the Needham Public Health Department's Traveling Meals Program from Darshana and Sandeep Thakore, Needham residents.					
7.	Accept the following donation made to the Needham Park and Recreation Commission for its Children's Theatre Series: \$600 from Parent Talk, Inc.					
8.	Accept the following donations made to the Needham Park and Recreation Commission for its Arts in the Parks Series: \$800 from the Friends of Denise Garlick; \$500 from the Exchange Club of Needham; \$500 from Louise Condon Realty, Inc.; and \$800 from Dedham Institution of Savings.					
9.	Accept the following donation made to the Needham Park and Recreation Commission for Health and Wellness Items for The Pools at Rosemary Recreation Complex: \$1,000 from Beth Israel Deaconess Hospital – Needham Campus.					
10.*	Water & Sewer Abatement, Order #1258					
11.*	Sign the Warrant for the State Primary Election to be held on Tuesday, September 4, 2018.					
12.*	Approve a request from Allan Eyden, Road Coordinator for the Pan Mass Challenge, to have a portion of its ride to go through Needham. The event is scheduled for August 4, 2018 and August 5, 2018 starting at 7:00 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
13.*	Approve a request from Anne Marie Winchester, Race Director of South Shore Race Management to hold its SIM 5K Road Race in Needham. The event is scheduled for October 13, 2018 starting at 6:30 a.m. The route of the race has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.					
14.*	Approve a 2018 Class II Used Car Dealer License for Chestnut Motors located at 40 Highland Avenue, Needham.					
15.*	Grant permission for the Newton Needham Regional Chamber to use the Town Common and surrounding area for its Fall Harvest Fair on Sunday, September 30, 2018. They would like to request a rain date of Sunday October 7, 2018. Permission includes: Town Common for local businesses' booths; parking lot behind Town Hall and for one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day); close Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court, and children's activities from 10:00 a.m. – 5:00 p.m.; trolley ride that will start at Highland Avenue by the Town Common and loop back around the town via Great Plain Avenue, Webster Street, May Street, and back to the Town Common; and any changes as recommended by the Needham Police Department. Also grant permission for meter free parking in the downtown area for that day.					
16.*	Grant permission for the Newton Needham Regional Chamber to use the Town Common and surrounding areas for the Blue Tree Lighting on Saturday, December 1, 2018 at 5:00 p.m.					
17.*	Approve a One Day Special All Alcoholic Beverages License for Chris Hoffmeister of Needham High School's Class of 1963 Reunion to host its 55 th Reunion event on October 6, 2018 from 6:00 p.m. to 10:00 p.m. The event will be held at the Center at the Heights, 300 Hillside Avenue, Needham.					
18.	Grant permission for the following residents to hold block parties:					
	Name	Address	Party Location	Party Date	Party Rain Date	Party Time
	Christine Holland	104 Newell Ave.	Corner of Newell	9/15/18	9/16/18	4pm-8pm

		& Prospect			
Katherine Calzada	9 Morton Street	9 Morton Street	9/16/18	9/23/18	1pm-5pm
Jeanie Martin	139 Plymouth Road	Plymouth Road ext	9/8/18	9/9/18	1pm-7pm



TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

Theodora K. Eaton, MMC
Town Clerk

July 19, 2018

Mr. Daniel Matthews, Chairman
Board of Selectman
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews:

Under M.G.L. chapter 54, section 12, I am enclosing a list of Election Workers recommended for appointment for 2018-2019.

If you have any question, please don't hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC
Town Clerk

Election Workers 2018-2019

Party	Title	First Name	Last Name	St #	Street Name	Town
U	Inspector	Vera	Alperin	865	Central Avenue #1404	Needham
D	Inspector	Elizabeth G.	Amsbary	19	Cimino Road	Needham
D	Inspector	Myra	Anderson	58	Whittier Road	Needham
U	Inspector	Jennifer	Atkinson	40	Mellen Street	Needham
U	Warden	Paul H	Attridge	865	Central Avenue #1309	Needham
U	Warden	Pauline M	Attridge	865	Central Avenue #1309	Needham
U	Inspector	Isabel	Avedikian	148	Valley Road	Needham
U	Inspector	Julia	Baker	178	South Street	Needham
U	Inspector	Elaine J.	Belkin	14	Highland Court	Needham
U	Inspector	Josephine	Belval	1208	Greendale Ave #221	Needham
U	Relief	Alma M	Bird	49	Whiting Way	Needham
U	Warden	Stephen E.	Blomberg	310	Harris Avenue	Needham
U	Inspector	Doris D.	Bosselait	83	Pickering Street, #102	Needham
R	Warden	Barbara N.	Brailey	229	High Rock Street	Needham
D	Inspector	Anne	Brain	25	Ridgeway Avenue	Needham
D	Inspector	Moy T.	Burns	563	Chestnut Street	Needham
D	Inspector	Madeline	Buttrick	35	Morton St	Needham
U	Inspector	Maryjane M.	Casey	100	Rosemary Way #330	Needham
U	Inspector	Clelia M.	Cavicchio	43	George Aggott Road	Needham
U	Inspector	Jean M.	Connolly	88	Gayland Road	Needham
U	Warden	Lawrence R.	Cummings	27	South Street	Needham
D	Inspector	Margaret A.	Cummings	27	South Street	Needham
D	Inspector	Barbara J	Cusack	41	Curve Street	Needham
U	Inspector	Anthony	DiCicco	24	Mellen Street	Needham
U	Clerk	Philip E	Doherty	122	Tudor Road	Needham
D	Inspector	Susan	Duncan	1250	Great Plain Avenue	Needham
U	Inspector	David	Ecsedy	20	Holland Terrace	Needham
U	Inspector	Catherine A	Flaherty	23	Newbury Park	Needham
U	Warden	Edith	Garrison	300	Second Avenue #1128	Needham
D	Inspector	Grace Barbara	Giuditta	13	Morgan Dr. #17	Natick
R	Inspector	Irene J.	Guiney	757	Highland Ave #325N	Needham
U	Inspector	Barbara R.	Handel	43	Tillotson Road	Needham
U	Inspector	Titina	Haratsis	77	Wayne Road	Needham
U	Inspector	Marilyn	Harris	757	Highland Ave #202S	Needham
D	Clerk	Elizabeth	Hart	154	Hillside Avenue #1	Needham
U	Warden	Samuel	Hart	154	Hillside Avenue #1	Needham
U	Inspector	Eleanor B.	Haskell	173	Stratford Road	Needham
U	Inspector	Nancy C.	Haslip	43	Whitman Road	Needham
U	Inspector	Walter D.	Herrick	131	Pine Grove Street	Needham
U	Warden	Betsy K.	Hines	135	Lindbergh Avenue	Needham
R	Inspector	Marilyn P.	Hollembaek	299	Manning Street	Needham
U	Inspector	Ellen P.	Hylen	20	Thurston Lane	Needham
D	Inspector	Katherine P.	Jacques	41	Hancock Road	Needham
D	Inspector	Steven N.	Jacques	41	Hancock Street	Needham
U	Inspector	Kathleen M.	Kelly	883	Greendale Avenue	Needham

Election Workers 2018-2019

U	Inspector	Shirley J.	Klepadlo	23	Blake Street	Needham
U	Inspector	Mary R.	Kordas	34	Mackintosh Avenue	Needham
U	Inspector	M. Gerald	Koss	815	Webster Street	Needham
R	Clerk	Kenneth J.	Loderick	63	Whiting Way	Needham
D	Inspector	Mary L.	Macrina	68	Page Road	Needham
R	Inspector	Rae A.	Mang	19	Southfield Court	Needham
R	Inspector	John M.	Mang	19	Southfield Court	Needham
U	Clerk	Marcia	Mather	179	Paul Revere Rd	Needham
D	Inspector	Phyllis M.	Mays	141	Chestnut Street #303	Needham
U	Inspector	Maureen	McCann	43	North Hill Avenue	Needham
R	Warden	William	McCarthy	1210	Greendale Ave #324	Needham
U	Inspector	Mary B.	McKernan	96	Plymouth Road	Needham
D	Inspector	Eileen A.	Mecagni	173	Valley Road	Needham
U	Clerk	Phyllis K.	Melick	508	Great Plain Ave	Needham
U	Inspector	Elizabeth	Mercer	67	Mayo Avenue	Needham
U	Inspector	Irene T.	Merrick	94	Elder Road	Needham
U	Inspector	Linda N.	Muckerheide	22	River Park Street	Needham
U	Inspector	Joan B.	Oakes	9	Grant Street	Needham
U	Inspector	Judith S.	Ogilvie	47	Powers Street	Needham
U	Inspector	Kathleen J.	O'Keeffe	51	Alden Road	Needham
R	Clerk	Ford H.	Peckham	26	Lawton Road	Needham
D	Inspector	Claire E.	Pelletier	182	Linden Street Apt D	Needham
U	Inspector	Dorothy	Piligian	381	Hillcrest Road	Needham
D	Inspector	Evelyn	Poness	72	Marked Tree Road	Needham
D	Inspector	Nancy E.	Ridill	102	Lindbergh Avenue	Needham
U	Clerk	Josephine A.	Roman	136	Valley Road	Needham
U	Inspector	Carol	Rosenstock	44	Bess Road	Needham
U	Inspector	Steven	Rosenstock	44	Bess Road	Needham
U	Inspector	David L.	Rutter	163	Paul Revere Road	Needham
U	Inspector	Colleen F.	Schaller	24	Avon Circle	Needham
D	Inspector	Theodore A.	Schvimer	865	Central Avenue, #A317	Needham
U	Inspector	Kalpna M.	Shah	168	Linden Street, Apt B	Needham
U	Warden	Jean	Slattery	205	Linden Ponds Way	Hingham
U	Inspector	Arlene	Smookler	174	Pine Grove St	Needham
R	Inspector	Joan T.	Story	28	Perry Drive	Needham
U	Warden	M. Kathleen	Tedoldi	13	Maple Street	Needham
U	Inspector	Margaret A.	Tierney	378	Central Avenue	Needham
U	Clerk	Joan M.	Tirrell	389	Manning Street	Needham
U	Clerk	Sarah A.	Toran	945	Central Avenue	Needham
U	Clerk	Ruth	Wegner	27	Dartmouth Ave	Needham
R	Inspector	Alan R.	West	1098	Webster Street	Needham
R	Inspector	Myra W.	West	1098	Webster Street	Needham
D	Inspector	Natalie S.	Woodward	213	Rock Street, Apt K5	Norwood
U	Inspector	Helaine	Yanofsky	111	High Rock Street	Needham
U	Inspector	Joan C.	Zwible	700	Webster Street	Needham



Certificate Of
Appreciation

From The
Town of Needham, Massachusetts
Board of Selectmen

Awarded to:

NHS PUBLIC ART GROUP

In recognition of your creative and artistic talent and interest in bringing the joy of art into public places in Needham. The decoration of the "Piano in the Parks" located in Town Common reminds us of the joy to be found in music, in art and in all people.

Signed this 24th day of July, 2018



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

MEETING DATE: 7/24/2018

Agenda Item	Public Hearing: Eversource Energy Grant of Location – Morley Street
Presenter(s)	Maureen Carroll, Eversource Energy Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED Eversource Energy requests permission to install approximately 7.2 feet of conduit in Morley Street. This work is necessary to provide new underground electric service at 15 Morley Street, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's 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.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 7.2 feet of conduit in Morley Street. This work is necessary to provide new underground electric service at 15 Morley Street, Needham.
3.	BACK UP INFORMATION ATTACHED (Describe backup below) <ol style="list-style-type: none">a. Grant of Location Petition Review Sheet from DPWb. Letter of Applicationc. Petitiond. Ordere. Petition Planf. Notice Sent to Abuttersg. List of Abutters

TOWN OF NEEDHAM
PUBLIC WORKS DEPARTMENT

P.O. Box 920364 NEEDHAM, Ma. 02492 Telephone: (781) 455-7550
www.needhamma.gov/dpw

TO: **Nikki Witham**, Selectmen Office
FROM: Judy Laffey, DPW Office
DATE: **7/10/18**
RE: **15 Morley St.**

For Selectmen Meeting of **July 24, 2018**
Abutters list & labels at Assessors Office.

Please email confirmation date & time of hearing

GRANT OF LOCATION PETITION REVIEW

DATE OF FIELD REVIEW: 6-26-18 REVIEWER: R.W.W.
SITE LOCATION: #15 MORLEY ST. UTILITY REQUESTING: EVERSOURCE

Conduit Work Area Description

- | | | |
|---|-------------------|--------------------------|
| <input checked="" type="radio"/> A Sidewalk/Grass Strip Crossing Only | Peer Review | <u>OK to Proceed MAR</u> |
| <input type="radio"/> B Work Within Paved Road Perpendicular Crossing | Peer Review | <u>7/15/18</u> |
| <input type="radio"/> C Work Within a Plaza Area/Landscaped Island/Parallel Along Roadway | Peer Review _____ | Div. Head Review _____ |
| <input type="radio"/> D Other | Peer Review _____ | Div. Head Review _____ |

- | | |
|--|--|
| <input checked="" type="checkbox"/> Petition Plan Consistent with Field Review | <input type="checkbox"/> Old Pole Removed <u>N/A</u> |
| <input type="checkbox"/> Diameter of Conduit <u>3"</u> | <input type="checkbox"/> Cables Transferred to New Pole <u>N/A</u> |
| <input checked="" type="checkbox"/> Depth of Conduit | <input type="checkbox"/> New Riser on Pole <u>NO</u> |
| <input checked="" type="checkbox"/> Utility Conflicts | <input type="checkbox"/> Visible Trench Patch across Road/Sidewalk <u>NO</u> |
| <input type="checkbox"/> Crossing Perpendicular to Road <u>N/A</u> | <input checked="" type="checkbox"/> Abutters List Complete |
| <input checked="" type="checkbox"/> Public Road | <input checked="" type="checkbox"/> Photos Included |
| <input type="checkbox"/> Double Pole <u>N/A</u> | |

Department Head OK RPR Anderson 7/9/18

COMMENTS:

SIDEWALK IN BINDER, NO CONDUIT X-ING SIDEWALK, AS OF
THIS DATE (6-26-18)

June 12, 2018

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

#15
RE: Morley Street
Needham, MA
W/O #2273201

Dear Members of the Board:

The enclosed petition and plan are being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 7.2 feet of conduit on Morley Street.

The reason for this work is to provide new underground electric service to 15 Morley Street.

If you have any further questions, contact Maureen Carroll at (781) 314-5053. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



Kelly-Ann Correia, Supervisor
Rights and Permits

KC/sky
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

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

Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** 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 Dated June 07, 2018** and filed herewith, under the following public way or ways of said Town:

Morley Street - Southwesterly from pole 158/3 approximately 233 feet Southeast Page Road a distance of 7.2± of conduit.

(W.O. #2273201)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

By Kelly-Anne Correia
Kelly-Anne Correia, Supervisor
Rights & Permits

Dated this 12th day of June, 2018

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2018

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** 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 dba EVERSOURCE ENERGY** 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:

Morley Street - Southwesterly from pole 158/3 approximately 233 feet
Southeast Page Road a distance of 7.2± of conduit.

(W.O. #2273201)

Hearing Required

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, Dated June 07, 2018** 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 _____ 2018 at _____ in said Town.

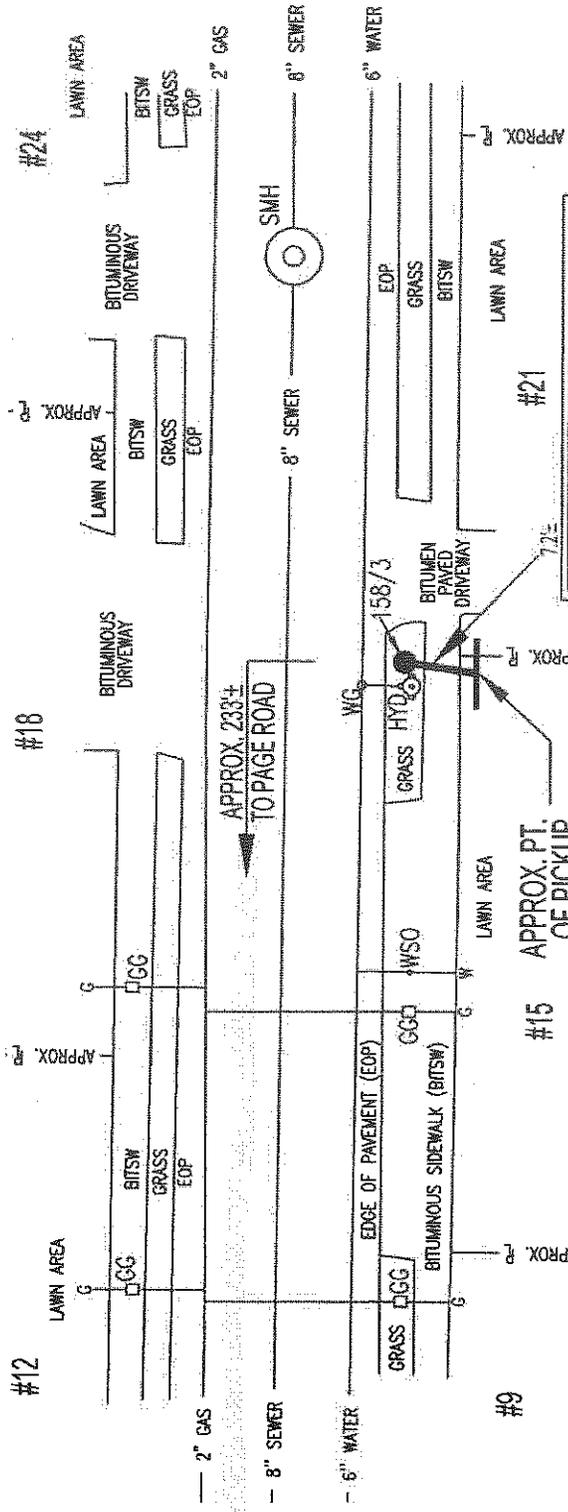
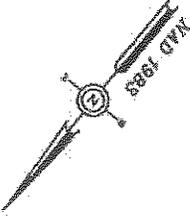
1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

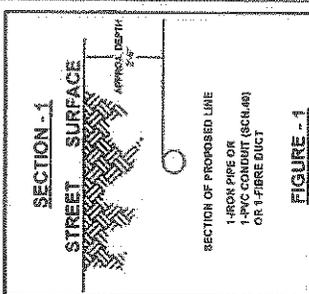
I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2018 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice 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

MORLEY STREET



INSTALL 1 - 3" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION - 1, FIGURE - 1



NOTES:
THE LOCATION OF UNDERGROUND STRUCTURES ARE FROM PLANS AND RECORDS AND ARE APPROXIMATE ONLY. IN ADDITION, SURFACE FEATURES OF UTILITIES AND SERVICES LOCATED BY FIELD SURVEY ARE TIED-IN TO THEIR NEAREST MAIN SERVICE LINE IF NO RECORDS WERE AVAILABLE TO CONFIRM ITS UNDERGROUND EXISTENCE.
ANY UNDERGROUND STRUCTURES NOT EVIDENT WERE REQUESTED, YET UNAVAILABLE AT THIS PRESENT TIME.

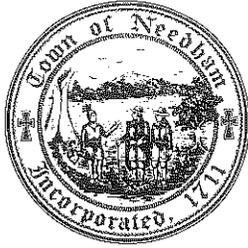
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City	72-18
Work Order #	2273201
Surveyed by:	GC/BP
Research by:	PC
Plotted by:	LM
Proposed Structures:	SC
Approved:	A DEBENEDECITS
Scale	1"=20'
Sheet	1 of 1

NEER ELECTRIC COMPANY
1165 MASSACHUSETTS AVE DORCHESTER, MASS 02126

Plan of MORLEY STREET
Showing PROPOSED CONDUIT LOCATION

DATE: JUNE 7, 2018



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 July 24, 2018** upon petition of Eversource Energy dated **June 12, 2018** to install approximately 7.2 feet of conduit in Morley Street. The work is necessary to provide new underground electric service to 15 Morley Street, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

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

BOARD OF SELECTMEN

Dated: July 10, 2018

15 MORLEY STREET

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP	PARCEL ID	PROPERTY ADDRESS
ARENELLA, ANDREW & WILSON, AMANDA J. & FLETCHER, CHRISTOPHER P. & KICKHAM, BRIAN J. & KENDALL, BRYAN L. & FISHER, CAROL NANCY	ARENELLA, BETSY M. LIVINGSTON, BARBARA E. FLETCHER, KATHLEEN S. KICKHAM, ELLEN W. KENDALL, BRIDGET	27 MORLEY ST 78 MELROSE AVE 74 MELROSE AVE 64 MELROSE AVE 68 MELROSE AVE 102 PAGE RD	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA	02492 02492 02492 02492 02492	1990290000800000 1990290000200000 1990290000100000 1990540000400000 1990540000500000 1990540000200000	27 MORLEY ST 78 MELROSE AVE 74 MELROSE AVE 64 MELROSE AVE 68 MELROSE AVE 102 PAGE RD
MCDERMOTT, MILDRED A., TR HOLBROOK, CLIFTON F. TR. HALL, WILLIAM & SHAUGHNESSY, WILLIAM J. & KOLDENBORG, ALBERTA D. + MCDERMOTT, JOHN F & JEAN R. LIAW, WILLIAM C. & SEWALL, BRIAN R & DEBORAH R.	21 MORLEY STREET REALTY TRUST HALL, RENA SHAUGHNESSY, ANN TAYLOR, CYNTHIA A. C/O GARKO, MICHAEL J. & SHERYL KOVAL CHIU, PEICHING C/O SEWALL, BRIAN R. & DEBORAH R TRS.	21 MORLEY ST 18 MORLEY ST 8 MORLEY ST 24 MORLEY ST 15 MORLEY ST 3 MORLEY ST 12 MORLEY ST	NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM NEEDHAM	MA MA MA MA MA MA MA	02492 02492 02492 02492 02492 02492 02492	1990290000900000 1990290001500000 1990290001100000 1990290001300000 1990290001000000 1990540000100000 1990290001400000	21 MORLEY ST 18 MORLEY ST 8 MORLEY ST 24 MORLEY ST 15 MORLEY ST 3 MORLEY ST 12 MORLEY ST

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: 7/24/2018

Agenda Item	Transfer of Hotel All Alcoholic License – Needham 365 Bev, LLC
Presenter(s)	Howard Gerhardt, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The applicant has asked that this application be withdrawn.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Suggested Motion: None
3.	BACK UP INFORMATION ATTACHED
	None



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

MEETING DATE: 07/24/2018

Agenda Item	Public Hearing Recycling and Transfer Station Fees
Presenter(s)	Solid Waste Disposal & Recycling Advisory Committee David Davison, Assistant Town Manager/Finance Richard Merson, Director of Public Works Evelyn Poness, Town Treasurer/Collector Gregory Smith, Superintendent of Solid Waste and Recycling Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Solid Waste Disposal & Recycling Advisory Committee met on June 19, 2018 and voted to recommend the attached rate proposal. It is anticipated that the Board of Selectmen will vote on rates at its meeting on August 7, 2018.</p> <p>The proposal is to change the price for a package of ten large pay-to-throw bags from \$19 to \$20. The charge for the small bags would remain the same at \$10.75 for a package of ten. The rate increase for the bags is proposed to be effective September 1, 2018. The rate proposal is to also increase the commercial single stream charge to \$85 per ton from the current \$45. This change would be effective August 13, 2018. The Town is now paying substantially more for the processing and removal of single stream recycling.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Suggested Motion: None
3.	BACK UP INFORMATION
	<ul style="list-style-type: none">a. Legal Noticeb. Transfer Station Fees Schedule Rate Proposalc. Solid Waste Disposal and Recycling Committee Meeting June 19, 2018

PUBLIC HEARING

LEGAL NOTICE

**Town of Needham
Board of Selectmen
Hearing - RTS Rates**

The Needham Board of Selectmen will hold a hearing on Tuesday, July 24, 2018 at 7:00 p.m. in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of the hearing will be to provide the public with an opportunity to comment on proposed recycling and transfer station user fees.

All interested persons and/or parties wishing to be heard will be afforded an opportunity to comment at this time. In addition, written comments may be sent to the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to selectmen@needhamMA.gov

AD# 13705789

Needham Times 7/12, 7/19/18

**Transfer Station Fees
Rate Proposal**

Description	Current	Recommend	\$ Change
RTS Sticker Fees			
Standard Sticker	No Charge		
Standard Sticker Senior	No Charge		
Standard Additional Sticker	No Charge		
Hauler Sticker (annual)	\$125.00	\$125.00	
RTS Week Pass Program	No Charge		
Bag Rates			
Large Bags (pack of 10)	\$19.00	\$20.00	\$1.00
Small Bags (pack of 10)	\$10.75	\$10.75	
Scale Rate			
Per Ton	\$140.00	\$140.00	
Minimum Scale	\$25.00	\$25.00	
Recycling Fees			
Commercial Single Stream (per ton)	\$45.00	\$85.00	\$40.00

Solid Waste Disposal and
Recycling Advisory Committee
Meeting
19-Jun-18

**Town of Needham
Standard RTS Rates
As of June 15, 2018**

Description	FY2018	Last Changed
RTS Sticker Fees		
Standard Sticker	No Charge	26-Feb-13
Standard Sticker Senior	No Charge	26-Feb-13
Standard Additional Sticker	No Charge	26-Feb-13
Hauler Sticker (annual)	\$125.00	26-Feb-13
RTS Week Pass Program	No Charge	26-Feb-13
Bag Rates		
Large Bags (pack of 10)	\$19.00	26-Feb-13
Small Bags (pack of 10)	\$10.75	1-Jul-16
Scale Rate		
Per Ton	\$140.00	26-Feb-13
Minimum Scale	\$25.00	26-Feb-13
Recycling Fees		
Commercial Single Stream (per ton)	\$45.00	1-Oct-16
Miscellaneous Rates		
Air Conditioners	\$15.00	26-Feb-13
Appliances (White Goods)	\$15.00	26-Feb-13
Carpet 10x10	\$10.00	26-Feb-13
Computer Monitor	\$15.00	26-Feb-13
Fluorescent Lamps	Charge for ten or more	26-Feb-13
Freon	\$15.00	26-Feb-13
Furniture - Chair	\$10.00	26-Feb-13
Furniture - Sleep Sofa	\$20.00	26-Feb-13
Furniture - Sofa	\$15.00	26-Feb-13
Box Spring or Mattress	\$5.00	1-Feb-16
Propane Tank 20lb or less	\$5.00	26-Feb-13
Recycling Bin	\$5.00	26-Feb-13

**Town of Needham
Standard RTS Rates
As of June 15, 2018**

Description	FY2018	Last Changed
Single Large Size Item	\$15.00	26-Feb-13
Single Medium Size Item	\$10.00	26-Feb-13
Single Small Size Item	\$5.00	26-Feb-13
Tires - Vehicle Auto	\$5.00	26-Feb-13
Tires - Vehicle Truck	\$10.00	26-Feb-13
Toilet and Sinks (Porcelain)	\$15.00	26-Feb-13
TV	\$15.00	26-Feb-13
Yard Waste Processing Equipment Rental		
Trommel Screener Rental (weekly)	\$2,500.00	1-Nov-15
Trommel Delivery and Pickup	\$200.00	1-Nov-15
Snow Dump Rates		
Snow Dump Fee 4 Hour Shift	\$1,200.00	1-Nov-15
Snow Dump Fee 8 Hour Shift	\$2,400.00	1-Nov-15
Commercial Yard Waste Disposal*		
Brush, 12" less in diameter (CY)	\$15.00	
Leaves / Grass (CY)	\$10.00	
Brush, 12" less in diameter (TON)	\$60.00	
Leaves / Grass (TON)	\$50.00	
Wood Chips (TON)	\$7.50	
Compost & Loam for Sale*		
Compost (30 gallon barrel)	\$2.00	
Compost (CY)	\$12.00	
Loam (30 gallon barrel)	\$2.50	
Loam (CY) - Residential	\$16.00	
Loam (CY) - Commercial	\$16.28	
Clean Fill	No Charge for large quantity	

RTS ENTERPRISE FUND

Actual Revenue

Description	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	3 Year Average	2018 YTD
						Actual	6/12/2018
Sticker Revenue	638,651	633,153	20,178	10,250	6,375	12,268	9,775
Scale Revenue	396,768	382,791	479,933	507,396	533,389	506,906	472,448
Bag Sales	518,527	472,001	495,031	453,614	468,133	472,259	428,181
Recycling Revenue	123,078	110,861	106,062	108,887	91,690	102,213	93,061
Other Departmental Revenue	40,087	20,860	92,375	157,230	133,489	127,698	94,339
Operating Income	1,717,111	1,619,666	1,193,579	1,237,377	1,233,076	1,221,344	1,097,804
Interest Income	1,740	1,515	2,514	3,428	3,531	3,158	2,307
1) Enterprise Generated Income	1,718,851	1,621,181	1,196,093	1,240,805	1,236,607	1,224,502	1,100,111
							89.8%
<u>Miscellaneous Revenue</u>							
Recycling Revenue	72,591	66,285	63,472	45,584	26,153	45,070	14,962
Other Services	31,631	14,979	39,196	110,105	65,207	71,503	31,170
Recycling Bins	875	870	400	855	595	617	635
Recycling Metal	16,824	8,991	18,226	46,341	54,147	39,571	76,894
Recycling Single Stream (N)	3,703	8,199	513	0	1,905	806	1,205
Recycling Comingled (N)	4,367	4,367	4,312	413	4,465	3,063	0
Recycling Corrugated (N)	25,593	23,019	19,539	16,549	5,020	13,703	0
Compost Bins			130	787	1,226	714	794
Trommel Screener	4,000	4,000	14,146	20,226	28,961	21,111	11,600
Wood Grinding	0	0	0	0	0	0	0
Snow Dump	3,581	1,011	13,503	257	0	4,587	140
Rent			25,000	25,000	37,500	29,167	50,000
Total Miscellaneous	163,165	131,721	198,437	266,117	225,179	229,911	187,400

Town/City	Start Date	Households 2017	Trash DO/CS	Bags, Stickers, other?	Bag Color	Sm Bag	Size	Pack	Lg Bag	Size	Pack	Other	Residential Fee Amount
Acton	9/1/2015	9,742	DO	Bags	Light Blue	\$0.80	15-gal	8	\$1.50	30-gal	5	Small 8 gallon Bag at \$0.50 per bag pack 10	\$50 Resident; \$100 NR; No Sticker \$30 Trip; NR \$50 Trip
Ashland	7/1/2006	6,163	CS	Bags	Orange	\$1.05	14-gal	5	\$1.80	33-gal	5		\$146 (\$78 Srs)
Brookline	5/30/2017	25,900	CS	Carts & Bags	Purple				\$3.00	30-gal	5	\$190/Annual Barrel Fee 35-gal; \$252/65-gal; \$312/95-gal (replaced \$200 flat fee)	
Concord	11/1/1992	5,500	CS	Stickers for Bags					\$1.50	34-gal		\$39/ Six Months Barrel Fee	\$131/Six Months
Holliston	10/5/1999	5,098	CS	Stickers for Bags					\$2.00	35-gal		First Bag Free (seniors provided 6 free stickers annually)	
Medway	7/1/2000	4,391	CS	Bags	Yellow	\$0.75	15-gal	5	\$1.50	33-gal	5		\$250.00
Millis	1/1/1989	3,358	DO	Bags	Blue				\$1.75	33-gal	NA		\$85 (\$30 over 62)
Milton	10/1/1991	9,424	CS	Stickers for Bags	Red				\$3.00	32-gal		\$156/Annual Barrel Sticker Fee	
Natick	7/1/2003	13,000	CS	Bags	Blue	\$1.00	15-gal	10	\$1.75	33-gal	10		
Norfolk	1/1/1993	3,706	DO	Stickers for Bags					\$2.50	35 lb. Lim	5		\$65.00
Northborough	1/1/2002	5,873	CS	Bags	Green	\$1.50	16-gal	10	\$3.00	32-gal	5		
Shrewsbury	8/4/2008	11,375	CS	Bags	Blue	\$0.75	15-gal	5	\$1.50	33-gal	5		

Town/City	Start Date	Households 2017	Trash DO/CS	Bags, Stickers, other?	Bag Color	Sm Bag	Size	Pack	Lg Bag	Size	Pack	Other	Residential Fee Amount
Sudbury	10/1/1999	5,430	DO	Bags	Yellow	\$1.20	15-gal	5	\$2.40	30-gal	5		\$170.00
Wayland	7/1/2009	6,000	DO	Bags	Orange	\$1.00	14-gal	5	\$2.00	30-gal	5	Small 8 gallon Bag at \$0.60 per bag pack 5	\$155.00
NEEDHAM	6/1/1998	9,983	DO	Bags		\$1.08	15-gal	10	\$1.90	30-gal	10		None



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

MEETING DATE: 07/24/2018

Agenda Item	Approval of the Sale of Bonds and Notes
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED																																																																								
<p>We will review the results of the Bond and the Bond Anticipation Note sales and discuss upcoming borrowings with the Board.</p>																																																																									
2.	VOTE REQUIRED BY BOARD OF SELECTMEN																																																																								
<p>Suggested Motions: (please note there are ten (10) motions to be acted upon by the Board)</p> <p>Motion A</p> <p>Move that the sale of the \$31,000,000 General Obligation Municipal Purpose Loan of 2018 Bonds of the Town dated July 31, 2018 (the "Bonds") to UBS Financial Services Inc. at the price of \$32,854,900.96 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on July 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:</p>																																																																									
<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: center;"><u>Year</u></th> <th style="text-align: center;"><u>Amount</u></th> <th style="text-align: center;"><u>Interest Rate</u></th> <th style="text-align: center;"><u>Year</u></th> <th style="text-align: center;"><u>Amount</u></th> <th style="text-align: center;"><u>Interest Rate</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">2019</td><td style="text-align: right;">\$2,430,000</td><td style="text-align: center;">5.00%</td><td style="text-align: center;">2030</td><td style="text-align: right;">\$1,245,000</td><td style="text-align: center;">3.00%</td></tr> <tr><td style="text-align: center;">2020</td><td style="text-align: right;">2,105,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2031</td><td style="text-align: right;">1,245,000</td><td style="text-align: center;">3.00</td></tr> <tr><td style="text-align: center;">2021</td><td style="text-align: right;">1,950,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2032</td><td style="text-align: right;">1,245,000</td><td style="text-align: center;">3.00</td></tr> <tr><td style="text-align: center;">2022</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2033</td><td style="text-align: right;">1,245,000</td><td style="text-align: center;">3.00</td></tr> <tr><td style="text-align: center;">2023</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2034</td><td style="text-align: right;">1,245,000</td><td style="text-align: center;">3.00</td></tr> <tr><td style="text-align: center;">2024</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2035</td><td style="text-align: right;">920,000</td><td style="text-align: center;">3.00</td></tr> <tr><td style="text-align: center;">2025</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2036</td><td style="text-align: right;">920,000</td><td style="text-align: center;">3.125</td></tr> <tr><td style="text-align: center;">2026</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2037</td><td style="text-align: right;">920,000</td><td style="text-align: center;">3.125</td></tr> <tr><td style="text-align: center;">2027</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2038</td><td style="text-align: right;">920,000</td><td style="text-align: center;">3.25</td></tr> <tr><td style="text-align: center;">2028</td><td style="text-align: right;">1,395,000</td><td style="text-align: center;">5.00</td><td style="text-align: center;">2040</td><td style="text-align: right;">1,440,000</td><td style="text-align: center;">3.375</td></tr> <tr><td style="text-align: center;">2029</td><td style="text-align: right;">1,245,000</td><td style="text-align: center;">3.00</td><td style="text-align: center;">2043</td><td style="text-align: right;">2,160,000</td><td style="text-align: center;">3.50</td></tr> </tbody> </table>		<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	2019	\$2,430,000	5.00%	2030	\$1,245,000	3.00%	2020	2,105,000	5.00	2031	1,245,000	3.00	2021	1,950,000	5.00	2032	1,245,000	3.00	2022	1,395,000	5.00	2033	1,245,000	3.00	2023	1,395,000	5.00	2034	1,245,000	3.00	2024	1,395,000	5.00	2035	920,000	3.00	2025	1,395,000	5.00	2036	920,000	3.125	2026	1,395,000	5.00	2037	920,000	3.125	2027	1,395,000	5.00	2038	920,000	3.25	2028	1,395,000	5.00	2040	1,440,000	3.375	2029	1,245,000	3.00	2043	2,160,000	3.50
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<p>(Continues Next Page)</p>																																																																									



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

Motion B

Move that the Bonds maturing on July 15, 2040 and July 15, 2043 (each a "Term Bond") shall be subject to mandatory redemption or mature as follows:

		<u>Term Bond due July 15, 2040</u>			
Year	Amount	Year	Amount		
2039	\$720,000	2040*	\$720,000		
		<u>Term Bond due July 15, 2043</u>			
Year	Amount	Year	Amount	Year	Amount
2041	\$720,000	2042	\$720,000	2043*	\$720,000

*Final Maturity

Motion C

Move that net premium received by the Town in connection with the sale of the Bonds, in the amount of \$1,745,330.96, be allocated to the Hillside School project costs, which project was originally authorized in the amount of \$57,542,500 and approved by a vote of the Town passed on October 5, 2016 (Article 2), excluded from the limits of Proposition 2½, so-called, on November 8, 2016 (Question 5), pursuant to G.L. c.44, §20, as amended, and the amount authorized to be borrowed for such project be reduced accordingly.

Motion D

Move to approve the sale of \$1,500,000 2.50 percent General Obligation Bond Anticipation Notes of the Town dated August 1, 2018, payable July 15, 2019 (the "Notes"), at par and accrued interest plus a premium of \$8,792.67.

Motion E

Move that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 27, 2018 and a final Official Statement dated July 17, 2018 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion F

Move that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 27, 2018 and a final Official Statement dated July 17, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Motion G

Move that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

(Continues Next Page)



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

Motion H

Move that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Motion I

Move that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.

Motion J

Move that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

BACK UP INFORMATION ATTACHED

- a. Cover Memo Dated July 20, 2018
- b. S&P Rating June 21, 2018
- c. Official Statement Dated July 17, 2018

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: July 20, 2018
Re: Debt Sales

As was reported to the Board at the June 12, 2018 meeting the Town maintained its “AAA” rating with Standard and Poor’s (S&P), which has reaffirmed the rating, and still views Needham’s outlook as stable after our review with them on Thursday, May 31, 2018. They also assigned the highest short-term rating attainable (SP-1+) to the Town’s Bond Anticipation Notes. S&P released an updated report dated June 21, 2018, in advance of the sale of the bonds, which reemphasized their rating of Needham.

The Town received eleven (11) competitive bids for the 25 year \$31,000,000 bond. This is the highest number of bids the Town has received on its debt offerings. This is truly a reflection of not only the current marketplace for governmental debt but also a continued sign that the Town’s debt and fiscal management are seen in a positive manner, and should reaffirm the importance of maintaining the AAA rating.

The lowest bidder, **UBS Financial Services Inc.**, offered a coupon rate that ranges from a low of 3.000% to a high of 5.000% per year, with a premium of \$1,854,900.96. Table One (next page) summarizes the individual bids received on the bond. The overall structure of the bid resulted in a true interest cost (TIC) of 2.969336% which is so slightly higher (0.0031%) than the bond issued in January 2017 (2.966270%). The Town has seen coupon rates on its bond issues fall between two and four percent for the past several year, but this bond issue has the high end coupons at five percent, an indication that interest rates are trending upward in the immediate timeframe – yet another reason that maintaining the AAA rating is important as the interest expense is lower, the higher the credit rating. Table Two shows the coupon interest rate ranges and TIC on the Town’s bond issues since 2012.

The proceeds from the bond issue will fund expenses related to a number of capital projects (see Table Three) which are at various stages of completion all of which were part of the bond anticipation note issued in June and matures on August 1, 2018. When the note matures on August 1st, a portion will be paid down from Town appropriation and the balance is covered by the bond proceeds.

Table One

Bidder	Amount	Range	Interest	Premium	Net Interest	True Interest Cost Rate
UBS Financial Services Inc.	\$31,000,000	3.000% - 5.000%	\$12,004,691.67	\$1,854,900.96	\$10,149,790.71	2.969336%
RBC Capital Markets	\$31,000,000	3.000% - 5.000%	\$12,443,668.23	\$2,157,288.01	\$10,286,380.22	2.990243%
Bank of America Merrill Lynch	\$31,000,000	3.000% - 5.000%	\$12,297,956.25	\$2,040,122.90	\$10,257,833.35	2.991723%
Piper Jaffray & Company	\$31,000,000	2.000% - 5.000%	\$12,649,382.29	\$2,283,092.84	\$10,366,289.45	3.000533%
Morgan Stanley & Company, LLC	\$31,000,000	3.250% - 5.000%	\$13,085,719.79	\$2,630,210.01	\$10,455,509.78	3.006813%
J.P. Morgan Securities LLC	\$31,000,000	3.250% - 5.000%	\$13,287,088.54	\$2,722,519.64	\$10,564,568.90	3.018608%
Janney Montgomery Scott LLC	\$31,000,000	3.000% - 5.000%	\$12,562,675.47	\$2,092,651.41	\$10,470,024.06	3.043349%
Jefferies LLC	\$31,000,000	3.000% - 5.000%	\$13,208,422.92	\$2,573,139.09	\$10,635,283.83	3.051201%
Robert W Baird & Co., Inc.	\$31,000,000	3.000% - 5.000%	\$12,696,377.08	\$2,164,707.90	\$10,531,669.18	3.055582%
PNC Capital Markets	\$31,000,000	3.000% - 5.000%	\$12,987,780.47	\$2,376,693.87	\$10,611,086.60	3.066417%
J.J.B. Hilliard, W.L. Lyons, Inc.	\$31,000,000	3.000% - 5.000%	\$13,052,310.16	\$2,339,123.95	\$10,713,186.21	3.087960%

Table Two

Issued	Matures	Bidder	Amount	Bond Rates	True Interest Cost Rate
7/31/2018	7/15/2043	UBS Financial Services Inc	\$31,000,000	3.000% - 5.000%	2.969%
1/17/2017	1/15/2042	Fidelity Capital Markets	\$10,945,000	3.000% - 4.000%	2.966%
6/16/2016	8/1/2027	JP Morgan Securities LLC	\$6,645,000	2.000% - 4.000%	1.384%
4/15/2015	11/15/2033	JP Morgan Securities LLC	\$13,425,000	2.000% - 4.000%	1.872%
6/2/2014	5/15/2034	FTN Financial Capital Markets	\$5,032,000	2.000% - 3.500%	2.399%
12/2/2013	7/15/2033	Fidelity Capital Markets	\$6,085,000	3.000% - 4.000%	3.114%
6/28/2013	11/1/2032	Fidelity Capital Markets	\$5,945,000	2.000% - 4.000%	3.021%
10/15/2012	7/15/2030	Morgan Stanley & Co, LLC	\$12,244,000	2.000% - 4.000%	1.986%

Table Three

Project	Outstanding	Paid from Town Funds	Balance to Roll	Additional Funds	Total Borrowing	Portion Financed by Bond	Portion Financed by BAN
Central Avenue/Elliott Street Bridge	320,000	(80,000)	240,000		240,000	240,000	
Williams Elementary School	16,150,000	(2,865,000)	13,285,000	4,715,000	18,000,000	18,000,000	
Rosemary Recreational Complex	7,000,000	(740,000)	6,260,000		6,260,000	6,260,000	
High School Expansion Design	760,000	(760,000)	0		0		
Public Safety Buildings Design	1,500,000		1,500,000		1,500,000		1,500,000
High School Expansion Construction	6,250,000	(450,000)	5,800,000	700,000	6,500,000	6,500,000	
Front-End Loader	5,000	(5,000)	0		0		
Totals	31,985,000	(4,900,000)	27,085,000	5,415,000	32,500,000	31,000,000	1,500,000

The premium that the bond generated is exceptionally high, so based on prior votes and in accordance with Massachusetts law on municipal debt financing, we will apply the net proceeds (the premium less the issuance expenses) to the Williams School project to be expended on that project. In accordance with the law, a like amount will be reduced from the Town Meeting debt authorization, meaning the Town will not spend any more than it is authorized to spend by appropriation. Because the Williams School project is funded by debt exclusion, the advantage of applying the premium to the project expense is that it will effectively reduce the amount of principal that will need to be borrowed and hence reduce the amount to be added to the tax levy to pay for the project. This means the debt exclusion tax impact will be lowered.

As shown in Table Three (previous page), \$1,500,000 that was previously borrowed for design costs related to the public safety buildings is being rolled to a new Bond Anticipation Note (BAN). This BAN is for approximately twelve months. When the BAN matures in July 2019, it will be known whether funding of the construction has been approved by Town Meeting and a debt exclusion passed by the voters. The Town received four bids for this BAN. The lowest bidder, Eastern Bank offered a coupon rate of 2.50%, with a premium of \$8,972.67 which results in a net interest cost (NIC) of 1.8740% which is the basis for award. Table four is a summary of the bids received on the BAN sale.

Table Four

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Eastern Bank	\$1,500,000	2.5%	\$35,833.33	\$8,972.67	\$26,860.66	1.8740%
Piper Jaffray & Company	\$1,500,000	3.0%	\$43,000.00	\$15,255.00	\$27,745.00	1.9357%
Oppenheimer & Co, Inc	\$1,500,000	3.0%	\$43,000.00	\$12,780.00	\$30,220.00	2.1084%
Century Bank	\$1,500,000	2.3%	\$32,966.67	\$0.00	\$32,966.67	2.3000%

The Board will be asked to approve the sale of the bonds and the note. Upon approval, the Board will need to execute several documents that will be brought to the meeting. Please do not hesitate to contact me if you have any questions prior to the meeting.

RatingsDirect®

Summary:

Needham, Massachusetts; General Obligation

Primary Credit Analyst:

Victor M Medeiros, Boston (1) 617-530-8305; victor.medeiros@spglobal.com

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John Kennedy, New York + 1 (212) 438 2128; john.kennedy@spglobal.com

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Needham, Massachusetts; General Obligation

Credit Profile

US\$31.0 mil GO mun purp loan bnds ser 2018 due 07/15/2043

Long Term Rating

AAA/Stable

New

Rationale

S&P Global Ratings assigned its 'AAA' long-term rating to Needham, Mass.' series 2018 general obligation (GO) municipal purpose loan bonds. The outlook is stable.

The town's full-faith-and-credit pledge, subject to limitations of Proposition 2-1/2, secures the bonds. We rate the limited-tax GO debt on par with our view of the town's general creditworthiness, given that we factor Needham's revenue-raising flexibility and ability to pay debt service into our view of the town's general creditworthiness rating.

Officials intend to use series 2018 bond proceeds to permanently finance maturing bond anticipation notes (BANs) issued for various capital purposes.

Needham's GO bonds are eligible to be rated above the sovereign because we believe the town can maintain better credit characteristics than the nation in a stress scenario. Under our criteria, titled "Ratings Above The Sovereign: Corporate And Government Ratings—Methodology And Assumptions" (published Nov. 19, 2013, on RatingsDirect), local governments are considered to have moderate sensitivity to country risk. The town's GO pledge is the primary source of security on the debt; this severely limits the possibility of negative sovereign intervention in the payment of the debt or in the operations of the town. The institutional framework in the nation is predictable for local governments, allowing them significant autonomy, independent treasury management, and no history of government intervention. Needham has considerable financial flexibility, demonstrated by the very high general fund balance as a percent of expenditures, as well as very strong liquidity.

The rating reflects our opinion of the following factors for the town, including its:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with "good" financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2017 of 27% of operating expenditures;
- Very strong liquidity, with total government available cash at 28.6% of total governmental fund expenditures and 4.8x governmental debt service, and access to external liquidity we consider strong;
- Strong debt and contingent liability position, with debt service carrying charges at 5.9% of expenditures and net

direct debt that is 51.6% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value, but significant medium-term debt plans; and

- Strong institutional framework score.

Very strong economy

We consider Needham's economy very strong. The town, with an estimated population of 30,307, is in Norfolk County in the Boston-Cambridge-Newton MSA, which we consider to be broad and diverse. It has a projected per capita effective buying income of 234% of the national level, which we view as extremely high and a positive credit factor and per capita market value of \$326,184. Overall, market value grew by 7.0% over the past year to \$9.9 billion in 2018. The county unemployment rate was 3.3% in 2017.

A residential suburb of Boston, Needham's economy has a diverse mix of industries ranging from manufacturing to financial services. In fiscal 2018, its assessed value (AV) consisted of 86% residential properties and approximately 11% commercial and industrial properties.

Officials expect increases in property value to continue due to commercial and residential growth. Building permit activity remains well above its five-year average totaling \$235 million in value in 2017. Completed and ongoing developments include the expansion of Trip-Advisors, the addition of two new major hotels, and the recently approved 390-unit residential complex in Needham Crossing business park, which will be developed by the Toll Brothers. In addition, Needham Crossing is already home to a mix of residential and business occupants. Prominent tenants include companies such as Coca-Cola and Sheraton Hotel.

Strong management

We view the town's management as strong, with "good" financial policies and practices under our FMA methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Needham is conservative in its management and budgeting practices. Management seeks to reduce costs and maintain financial sustainability when drafting the town's budget. Management considers historical trends and future concerns when developing revenue and expenditure assumptions. The town manager receives budget-to-actual reports monthly while the board of selectmen receives reports regularly.

Needham maintains a five-year financial forecast and a five-year rolling capital improvement plan, both of which are included and presented with the annual budget. Currently, the town has a formal debt management policy but not a formal reserve policy. Needham uses commonwealth guidelines for investment management, which is reported regularly.

Strong budgetary performance

Needham's budgetary performance is strong, in our opinion. The town had operating surpluses of 5.1% of expenditures in the general fund and 8.3% across all governmental funds in fiscal 2017. Our assessment accounts for the fact that we expect budgetary results could deteriorate somewhat from 2017 results in the near term.

Management attributes the operating surplus over the last several years due to conservative budgeting practices, along

with numerous ongoing developments aiding in revenue growth. Along with the redevelopment of existing properties, new developments have increased property value for Needham, with property taxes making up 73% of the town's revenue in fiscal 2017.

The town is in the tail-end of the 2018 fiscal year. Preliminary expectations are for continued increases in fund balance in the general fund with a year-end surplus anticipated. It attributes this to an influx of building permit fees related to new development and expansions, along with other local source revenues exceeding budgetary estimates. On the expense side, the town has done well containing costs. Based on the trend in the general fund and total governmental funds, we expect budgetary performance to remain strong heading into the 2019 fiscal year, although we recognize the operating results may not be as high as in years past.

The town's 2019 budget is \$162.7 million, which is an increase of 6.5%. Educational expenditures, employee contracts, and debt service related to new bond issues are the primary drivers. We acknowledge the town is expecting to spend down some of the fund balance that it accumulated in recent years to pay for various capital items. Nevertheless, operating margins remain strong and any potential reduction to fund balance is related to discretionary capital investing.

Very strong budgetary flexibility

Needham's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2017 of 27% of operating expenditures, or \$43.8 million.

The town's available funds include assigned, unassigned, and committed funds. Needham has historically maintained very strong budgetary flexibility, keeping its available reserves close to 20% of general fund expenditures over the past three fiscal years. Management expects to maintain a level of at least 19% of revenue for available funds and a minimum of 8% of revenue for unassigned funds. The town's 2018 projected total fund balance will likely be higher than 2017 levels. As mentioned, we believe it may draw down reserves for capital, but we expect it will maintain reserves at very strong levels over the medium term and maintain very strong budgetary flexibility.

Very strong liquidity

In our opinion, Needham's liquidity is very strong, with total government available cash at 28.6% of total governmental fund expenditures and 4.8x governmental debt service in 2017. In our view, the town has strong access to external liquidity if necessary.

Needham is a frequent issuer of GO debt, which allows for strong access to external liquidity. In addition, it does not currently have any variable-rate or direct-purchase debt. Based on the 2018 year-end expectations, we expected the town's liquidity profile to remain very strong.

Strong debt and contingent liability profile

In our view, Needham's debt and contingent liability profile is strong. Total governmental fund debt service is 5.9% of total governmental fund expenditures, and net direct debt is 51.6% of total governmental fund revenue. Overall net debt is low at 1.0% of market value, which is, in our view, a positive credit factor. We expect the town to issue additional debt over the next several years, namely for a new public safety building and new water and sewer infrastructure work. We have factored this proposed debt into our analysis.

Including this bond issue, direct debt totals roughly \$106 million, of which \$1.5 million is currently consists of BANs. About \$13.2 million of that issue is self-supported from the town's water and sewer enterprise funds.

Needham's combined required pension and actual other postemployment benefit (OPEB) contributions totaled 7.4% of total governmental fund expenditures in 2017. Of that amount, 3.8% represented required contributions to pension obligations, and 3.6% represented OPEB payments. The town made its full annual required pension contribution in 2017 for both pension and OPEBs.

The town participates in the Needham Contributory Retirement System, a cost-sharing, defined-benefit retirement system (PERS). Using updated reporting standards in accordance with Governmental Accounting Standards Board Statement (GASB) No. 67, the town's net pension liability was \$68.6 million as of June 30, 2016. The PERS plan maintained a funded level of 67%, using the plan's fiduciary net position as a percentage of the total pension liability. The assumed rate of return was 7.5%. Needham has consistently funded 100% of its required contributions, and expects to have the system fully funded by 2030.

Needham also offers OPEBs to retirees. It is one of the few communities in Massachusetts that fully funds its OPEB obligation. The town has been appropriating its annual required contributions toward its OPEB fund for the past five years and pays for annual health care costs from the fund. As of June 30, 2017, the OPEB trust fund had a balance of approximately \$25.6.

Strong institutional framework

The institutional framework score for Massachusetts municipalities is strong.

Outlook

The stable outlook reflects our opinion that Needham's very healthy reserves will be sustained due to the town's strong management practices and conservative operating profile. Its large economy provides additional underlying strength. Furthermore, we expect the town to maintain at least a strong debt and contingent liability profile. Needham has done well managing potential budgetary challenges regarding pension and OPEB costs. Therefore, we do not expect a rating change within our two-year outlook period. However, we could lower the rating if operating performance substantially deteriorates and reserves fall significantly from current levels.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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OFFICIAL STATEMENT DATED JULY 17, 2018

Rating: See "Rating" herein.
S&P Global Ratings: AAA

New Issue

In the opinion of Locke Lord LLP, Bond Counsel, based upon an analysis of existing law and assuming, among other matters, compliance with certain covenants, interest on the Bonds is excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986 (the "Code"). Interest on the Bonds will not be included in computing the alternative minimum taxable income of individuals or, except as described herein, corporations. Under existing law, interest on the Bonds is exempt from Massachusetts personal income taxes, and the Bonds are exempt from Massachusetts personal property taxes. Bond Counsel expresses no opinion regarding any other tax consequences related to the ownership or disposition of, or the accrual or receipt of interest on, the Bonds. The Bonds will not be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code. See "Tax Exemption" herein.

**TOWN OF NEEDHAM, MASSACHUSETTS
\$31,000,000 GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2018 BONDS**

DATED
Date of Delivery

DUE
July 15
(as shown below)

The Bonds are issuable only in fully registered form registered in the name of Cede & Co., as Bondowner and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the Bonds. Purchases of the Bonds will be made in book-entry form, in denominations of \$5,000 or any integral multiple thereof. (See "THE BONDS - Book-Entry Transfer System" herein.)

Principal of the Bonds will be payable July 15 of the years in which the Bonds mature. Interest on the Bonds will be payable January 15 and July 15 of each year, commencing July 15, 2019. Principal and semiannual interest on the Bonds will be paid by U.S. Bank National Association, Boston, Massachusetts, as Paying Agent. So long as DTC or its nominee, Cede & Co., is the Bondowner, such payments will be made directly to such Bondowner. Disbursement of such payments to the DTC Participants is the responsibility of DTC and disbursement of such payments to the Beneficial Owners is the responsibility of the DTC Participants and Indirect Participants, as more fully described herein.

The Bonds are subject to redemption prior to their stated maturity dates as described herein.

An opinion of Bond Counsel will be delivered with the Bonds to the effect that the Bonds are valid general obligations of the Town of Needham, Massachusetts, and that the principal of and interest on the Bonds are payable from taxes that may be levied upon all taxable property in the Town, without limitation as to rate or amount, except as provided under Chapter 44, Section 20 of the General Laws, with respect to that portion of the principal and interest payments that the Town has voted to exempt from the limit imposed by Chapter 59, Section 21C of the General Laws, and subject to the limit imposed by Chapter 59, Section 21C of the General Laws with respect to that portion of principal and interest payments the Town has not voted to exempt from that limit.

MATURITIES, PRINCIPAL AMOUNTS, RATES, YIELDS AND CUSIPS

Due July 15	Principal Amount	Interest Rate	Yields	Cusip 639846	Due July 15	Principal Amount	Interest Rate	Yields	Cusip 639846
2019	\$ 2,430,000	5.00 %	1.41 %	2G8	2029	\$ 1,245,000	3.00 %	2.60 %	2S2
2020	2,105,000	5.00	1.54	2H6	2030	1,245,000	3.00	2.80	2T0
2021	1,950,000	5.00	1.67	2J2	2031	1,245,000	3.00	2.85	2U7
2022	1,395,000	5.00	1.78	2K9	2032	1,245,000	3.00	2.90	2V5
2023	1,395,000	5.00	1.88	2L7	2033	1,245,000	3.00	3.00	2W3
2024	1,395,000	5.00	2.01	2M5	2034	1,245,000	3.00	3.05	2X1
2025	1,395,000	5.00	2.13	2N3	2035	920,000	3.00	3.10	2Y9
2026	1,395,000	5.00	2.26	2P8	2036	920,000	3.125	3.20	2Z6
2027	1,395,000	5.00	2.35	2Q6	2037	920,000	3.125	3.25	3A0
2028	1,395,000	5.00	2.41	2R4	2038	920,000	3.25	3.30	3B8

\$1,440,000 Interest Rate 3.375% Term Bond Maturing July 15, 2040 Yield 3.40% CUSIP # 639846 3D4

\$2,160,000 Interest Rate 3.500% Term Bond Maturing July 15, 2043 Yield 3.50% CUSIP # 639846 3G7

The Bonds are offered subject to the final approving opinion of Locke Lord LLP, Boston, Massachusetts, Bond Counsel, as aforesaid, and to certain other conditions referred to herein and in the Notice of Sale (see "The Bonds - Opinion of Bond Counsel.") Hilltop Securities Inc., Boston, Massachusetts has acted as Financial Advisor to the Town of Needham, Massachusetts, with respect to the Bonds. The Bonds in definitive form will be delivered to DTC, or its custodial agent, on or about July 31, 2018, against payment to the Town in federal reserve funds.

UBS FINANCIAL SERVICES INC.

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The information and expressions of opinion in this Official Statement are subject to change without notice. Neither the delivery of this Official Statement nor any sale of the Bonds shall, under any circumstances, create any implication that there has been no material change in the affairs of the Town since the date of this Official Statement.

SUMMARY STATEMENT

The information set forth below is qualified in its entirety by the information and financial statements appearing elsewhere in the Official Statement.

Date of Sale: Tuesday, July 17, 2018, 11:00 a.m. (eastern time).

Location of Sale: Hilltop Securities Inc., 54 Canal Street, 3rd Floor, Boston, Massachusetts 02114.

Issuer: Town of Needham, Massachusetts.

Issue: \$31,000,000 General Obligation Municipal Purpose Loan of 2018 Bonds, see "THE BONDS" herein.

Official Statement Dated: July 17, 2018.

Dated Date of the Bonds: Date of Delivery.

Principal Due: Serially on July 15, 2019 through July 15, 2038, inclusive, and two Term Bonds maturing July 15, 2040 and July 15, 2043, as set forth herein.

Interest Payable: January 15 and July 15 of each year, commencing July 15, 2019.

Purpose and Authority: Bond proceeds will finance various municipal projects as authorized by the Town under provisions of Chapter 44 and Chapter 70B of the Massachusetts General Laws as detailed herein.

Redemption: The Bonds are subject to redemption prior to their stated maturity dates as described herein.

Security: The Bonds are general obligations of the Town, and the principal of and interest on the Bonds are payable from taxes that may be levied upon all taxable property in the Town, without limitation as to rate or amount, except as provided under Chapter 44, Section 20 of the General Laws, with respect to that portion of the principal and interest payments that the Town has voted to exempt from the limit imposed by Chapter 59, Section 21C of the General Laws, and subject to the limit imposed by Chapter 59, Section 21C of the General Laws with respect to that portion of principal and interest payments the Town has not voted to exempt from that limit.

Credit Rating: S&P Global Ratings has assigned a rating of AAA to the Bonds.

Bond Insurance: The Town has not contracted for the issuance of any policy of municipal bond insurance or any other credit enhancement facility.

Basis of Award: Lowest True Interest Cost (TIC), as of the dated date.

Tax Exemption: Refer to "THE BONDS - Tax Exemption" herein and Appendix B, "Proposed Form of Legal Opinion".

Continuing Disclosure: Refer to "THE BONDS - Continuing Disclosure" herein and Appendix C, "Proposed Form of Continuing Disclosure Certificate".

Bank Qualification: The Bonds will not be designated by the Town as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Paying Agent: U.S. Bank National Association, Boston, Massachusetts.

Legal Opinion: Locke Lord LLP, Boston, Massachusetts. See "THE BONDS – Opinion of Bond Counsel".

Financial Advisor: Hilltop Securities Inc., Boston, Massachusetts.

Delivery and Payment: It is expected that delivery of the Bonds in book-entry only form will be made to The Depository Trust Company, New York, New York, or to its custodial agent, on or about July 31, 2018, against payment in federal funds.

Issuer Official: Questions concerning the Official Statement should be addressed to: Ms. Evelyn M. Poness, Treasurer, Town of Needham, Massachusetts telephone (781) 455-7500 or Peter Frazier, Managing Director, Hilltop Securities Inc., Boston, Massachusetts Telephone (617) 619-4409.

NOTICE OF SALE

TOWN OF NEEDHAM, MASSACHUSETTS

\$31,000,000* GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2018 BONDS

The Town of Needham, Massachusetts (the "Town") will receive sealed and electronic (as described herein) proposals until 11:00 A.M., eastern time, Tuesday, July 17, 2018, for the purchase of the following described \$31,000,000* General Obligation Municipal Purpose Loan of 2018 Bonds of the Town (the "Bonds"):

\$31,000,000* General Obligation Municipal Purpose Loan of 2018 Bonds
payable July 15 of the years and in the amounts as follows:

<u>Due July 15</u>	<u>Principal Amount*</u>	<u>Due July 15</u>	<u>Principal Amount*</u>
2019	\$ 2,430,000	2032 **	\$ 1,245,000
2020	2,105,000	2033 **	1,245,000
2021	1,950,000	2034 **	1,245,000
2022	1,395,000	2035 **	920,000
2023	1,395,000	2036 **	920,000
2024	1,395,000	2037 **	920,000
2025	1,395,000	2038 **	920,000
2026	1,395,000	2039 **	720,000
2027	1,395,000	2040 **	720,000
2028 **	1,395,000	2041 **	720,000
2029 **	1,245,000	2042 **	720,000
2030 **	1,245,000	2043 **	720,000
2031 **	1,245,000		

*Preliminary, subject to change.

**Callable maturities. May be combined into one, two or three Term Bonds, as provided herein.

The Bonds will be dated as of their date of delivery. Principal of the Bonds will be payable on July 15 of the years in which the Bonds mature. Interest will be payable on July 15, 2019 and semi-annually thereafter on each January 15 and July 15 until maturity.

The Bonds will be issued by means of a book-entry system with no physical distribution of the Bonds made to the public. One certificate for each maturity of the Bonds will be issued to The Depository Trust Company, New York, New York ("DTC"), and immobilized in its custody. Ownership of the Bonds in principal amounts of \$5,000 or integral multiples thereof, will be evidenced by a book-entry system with transfers of ownership effected on the records of DTC and its Participants pursuant to rules and procedures established by DTC and its Participants. The winning bidder, as a condition to delivery of the Bonds, shall be required to deposit the Bonds with DTC, registered in the name of Cede & Co. Interest and principal on the Bonds will be payable to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC. Transfer of principal and interest payments to beneficial owners will be the responsibility of such participants and other nominees of beneficial owners. The Town will not be responsible or liable for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

The Bonds maturing in the years 2019 through 2027 will not be subject to redemption prior to maturity. The Bonds maturing on and after July 15, 2028 shall be subject to redemption prior to maturity, at the option of the Town, on or after July 15, 2027, either in whole or in part at any time, and if in part, by lot within a maturity, at the par amount of the Bonds to be redeemed.

For Bonds maturing on July 15, 2028, and thereafter, bidders may specify that all of the principal amount of such Bonds in any two or more consecutive years may, in lieu of maturing in each such year, be combined to comprise one maturity of Term Bonds scheduled to mature in the latest of the combined years, and shall be subject to mandatory redemptions prior to maturity at par as described above, in each of the years and in the principal amounts specified in the foregoing maturity schedule. Each mandatory redemption shall be allocated to the payment of the term bond maturing in the nearest subsequent year. Bidders may specify no more than three Term Bonds.

Term Bonds, if any, shall be subject to mandatory redemption on July 15 of the year or years immediately prior to the stated maturity of such Term Bond (the particular Bonds of such maturity to be redeemed to be selected by lot) as indicated in the foregoing maturity schedule at the principal amount thereof, without premium.

Principal and semiannual interest on the Bonds will be paid by U.S. Bank National Association, Boston, Massachusetts as Paying Agent. So long as DTC or its nominee, Cede & Co., is the Bondowner, such payments will be made directly to DTC. Disbursement of such payments to the DTC Participants is the responsibility of DTC and disbursements of such payments to the Beneficial Owners is the responsibility of the DTC Participants and the Indirect Participants, as more fully described herein.

Bidding Parameters

Bidders shall state the rate or rates of interest per annum which the Bonds are to bear in a multiple of 1/20 or 1/8 of one percent, but shall not state (a) more than one interest rate for any Bonds having a like maturity, (b) any interest rate which exceeds the interest rate stated for any other Bonds by more than 3 percent or (c) any interest rate in excess of 5.0%. No bid of less than par and accrued interest to date of delivery will be considered.

The current bond structure does not reflect the receipt of any premium. The Town reserves the right to change the aggregate principal amount of the Bonds and the maturity schedule after determination of the winning bid and the net premium to be received by decreasing the aggregate principal amount and increasing or decreasing the principal amount of each maturity by such amounts necessary to provide sufficient funds for each project. The dollar amount bid for the Bonds by the winning bidder will be adjusted, if applicable, to reflect changes in the dollar amount of the amortization schedule. Any price that is adjusted will reflect changes in the dollar amount of the underwriter's discount and original issue premium, if any, but will not change the per bond underwriter's discount (net of insurance premium, if any) provided in such bid. Nor will it change the interest rate specified for each maturity. Any such adjustments will be communicated to the winning bidder for the Bonds by 4 p.m. (eastern time) on the day of the sale.

Bids must be submitted either:

- (a) In a sealed envelope marked "Proposal for Bonds" and addressed to Ms. Evelyn M. Pones, Treasurer, Town of Needham, Massachusetts c/o Hilltop Securities Inc., 54 Canal Street, 3rd Floor, Boston, Massachusetts 02114. Proposals by telegram delivered as specified above will be accepted. Signed blank bid forms may be faxed to (617) 619-4411 prior to submitting bids, and actual bids may be telephoned to Hilltop Securities Inc., telephone (617) 619-4400 at least one-half hour prior to the 11:00 a.m. sale and after receipt of the faxed bid form by Hilltop Securities Inc. Hilltop Securities Inc. will act as agent for the bidder, but neither the Town nor Hilltop Securities Inc. shall be responsible for any errors in connection with bids submitted in this manner.
- (b) Electronically via Parity in accordance with this Notice of Sale. To the extent any instructions or directions set forth in Parity conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further information about Parity, potential bidders may contact the Financial Advisor to the Town or I-deal at 40 West 23rd Street, 5th Floor, New York, NY 10010 (212) 404-8102. An electronic bid made in accordance with this Notice of Sale shall be deemed an offer to purchase the Bonds in accordance with the terms provided in this Notice of Sale and shall be binding upon the bidder as if made by a signed and sealed written bid delivered to the Town.

The award of the Bonds to the winning bidder will not be effective until the bid has been approved by the Treasurer and Board of Selectmen.

The right is reserved to reject all bids and to reject any bid not complying with this Notice of Sale and, so far as permitted by law, to waive any irregularity with respect to any proposal.

The Town of Needham has not contracted for the issuance of any policy of municipal bond insurance for the Bonds. If the Bonds qualify for issuance of any such policy or commitment therefor, any purchase of such insurance or commitment shall be at the sole option and expense of the bidder. Proposals shall not be conditioned upon the issuance of any such policy or commitment. Any failure of the Bonds to be so insured or of any such policy or commitment to be issued shall not in any way relieve the purchaser of its contractual obligations arising from the acceptance of its proposal for the purchase of the Bonds. Should the bidder purchase municipal bond insurance, all expenses associated with such policy or commitment will be borne by the bidder, except for the fee paid to Standard and Poor's Rating Services for a rating on the Bonds. Any such fee paid to Standard and Poor's Rating Services would be borne by the Town.

It shall be a condition to the obligation of the successful bidder to accept delivery of and pay for the Bonds that it shall be furnished, without cost, with (a) the approving opinion of the firm of Locke Lord LLP, Boston, Massachusetts, substantially in the form appearing as Appendix B of the Preliminary Official Statement dated June 27, 2018 (see "THE BONDS – Opinion of Bond Counsel"), (b) a certificate in the form satisfactory to Bond Counsel dated as of the date of delivery of the Bonds and receipt of payment therefor to the effect that there is no litigation pending or, to the knowledge of the signers thereof, threatened which affects the validity of the Bonds or the power of the Town to levy and collect taxes to pay them, (c) a certificate of the Town Treasurer to the effect that, to the best of her knowledge and belief, as of its date and as of the date of sale the Preliminary Official Statement did not, and as of its date and as of the date of the delivery of the Bonds, the Final Official Statement does not, contain any untrue statement of a material fact and does not omit to state a material fact necessary to make the statements made therein, in the light of the circumstances under which they were made, not misleading, and (d) a Continuing Disclosure Certificate in the form appearing as Appendix C of the Preliminary Official Statement.

Establishment of Issue Price

A successful bidder shall assist the Town in establishing the issue price of the Bonds and shall execute and deliver to the Town on the Closing Date an "issue price" or similar certificate, in the applicable form set forth in Exhibit 1 to this Notice of Sale, setting forth the reasonably expected initial offering prices to the public or the sales price of the Bonds together with the supporting pricing wires or equivalent communications, or, if applicable, the amount bid, with such modifications as may be appropriate or necessary, in the reasonable judgment of the successful bidder, the Town and Bond Counsel. All actions to be taken by the Town under this Notice of Sale to establish the issue price of the Bonds may be taken on behalf of the Town by Hilltop Securities, Inc. (the "Financial Advisor") and any notice or report to be provided to the Town may be provided to the Financial Advisor.

Competitive Sale Requirements. If the competitive sale requirements ("competitive sale requirements") set forth in Treasury Regulation § 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Bonds) have been satisfied, the Town will furnish to the successful bidder on the Closing Date a certificate of the Financial Advisor, which will certify each of the following conditions to be true:

1. the Town has disseminated this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
2. all bidders had an equal opportunity to bid;
3. the Town received bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
4. the Town awarded the sale of the Bonds to the bidder who submitted a firm offer to purchase the Bonds at the highest price (or lowest interest cost), as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the Bonds, as specified in the bid. Unless a bidder notifies the Town prior to submitting its bid by contacting the Financial Advisor via telephone at 617.619.4400 or email: peter.frazier@hilltopsecurities.com and affirming in writing via email or facsimile (617.619.4411), or in its bid submitted via Parity, that it will NOT be an "underwriter" (as defined below) of the Bonds, by submitting its bid, each bidder shall be deemed to confirm that it has an established industry reputation for underwriting new issuances of municipal bonds. Unless the bidder has notified the Town that it will not be an "underwriter" (as defined below) of the Bonds, in submitting a bid, each bidder is deemed to acknowledge that it is an "underwriter" that intends to reoffer the Bonds to the public.

In the event that the competitive sale requirements are not satisfied, the Town shall so advise the successful bidder.

Failure to Meet the Competitive Sale Requirements – Option A – The Successful Bidder Intends to Reoffer the Bonds to the Public and the 10% Test to Apply. If the competitive sale requirements are not satisfied and the successful bidder intends to reoffer the Bonds to the public, the Successful Bidder will use the first price at which 10% of a maturity of the Bonds (the "10% test") is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis, of the Bonds. The successful bidder shall advise the Financial Advisor if any maturity of the Bonds satisfies the 10% test as of the date and time of the award of the Bonds. The Town will not require bidders to comply with the "hold-the-offering price rule" set forth in the applicable Treasury Regulations and therefore does not intend to use the initial offering price to the public as of the Sale Date of any maturities of the Bonds as the issue price of that maturity.

If the competitive sale requirements are not satisfied, then until the 10% test has been satisfied as to each maturity of the Bonds or all of the Bonds are sold to the public, the successful bidder agrees to promptly report to the Financial Advisor the prices at which the unsold Bonds of each maturity have been sold to the public, which reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% test has been satisfied for each maturity of the Bonds or until all the Bonds of a maturity have been sold. The successful bidder shall be obligated to report each sale of Bonds to the Financial Advisor until notified in writing by the Town or the Financial Advisor that it no longer needs to do so. If the successful bidder uses Option A the Successful Bidder shall provide to the Town on or before the closing date, the certificate attached to this Notice of Sale as Exhibit 1 – Option A.

By submitting a bid and if the competitive sale requirements are not met, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to report the prices at which it sells to the public the unsold Bonds of each maturity allotted to it until it is notified by the successful bidder that either the 10% test has been satisfied as to the Bonds of that maturity or all Bonds of that maturity have been sold to the public, if and for so long as directed by the successful bidder and as set forth in the related pricing wires and (ii) any agreement among underwriters relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the Bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to report the prices at which it sells to the public the unsold Bonds of each maturity allotted to it until it is notified by the successful bidder or such underwriter that either the 10% test has been satisfied as to the Bonds of that maturity or all Bonds of that maturity have been sold to the public if and for so long as directed by the successful bidder or such underwriter and as set forth in the related pricing wires.

Sales of any Bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

1. "public" means any person other than an underwriter or a related party,
2. "underwriter" means (A) any person that agrees pursuant to a written contract with the Town (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the public), and
3. a purchaser of any of the Bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other).

Failure to Meet the Competitive Sale Requirements – Option B – The Successful Bidder Intends to Reoffer the Bonds to the Public and Agrees to Hold the Price of Maturities of Bonds for Which the 10% Test in Option A is Not Met as of the Sale Date. The successful bidder shall notify the Financial Advisor in writing, which may be by email (the "Hold the Price Notice"), not later than 4:00 p.m. on the Sale Date, that it has not sold 10% of the maturities of the Bonds listed in the Hold the Price Notice (the "Unsold Maturities") and that the successful bidder will not offer the Unsold Maturities to any person at a price that is higher than the initial offering price to the public during the period starting on the Sale Date and ending on the earlier of (i) the close of the fifth business day after the Sale Date or (ii) the date on which the successful bidder has sold at least 10% of the applicable Unsold Maturity to the public at a price that is no higher than the initial offering price to the public. If the successful bidder delivers a Hold the Price Notice to the Financial Advisor, the successful bidder must provide to the Issuer on or before the Closing Date, in addition to the certification described in Option A above, evidence that each underwriter of the Bonds, including underwriters in an underwriting syndicate or selling group, has agreed in writing to hold the price of the Unsold Maturities in the manner described in the preceding sentence.

Failure to Meet the Competitive Sale Requirements and/or the Successful Bidder Does Not Intend to Reoffer the Bonds to the Public – Option C. If the successful bidder has purchased the Bonds for its own account and will not distribute or resell the Bonds to the public, then, whether or not the competitive sale requirements were met, the reoffering price certificate will recite such facts and identify the price or prices at which the purchase of the Bonds was made.

In order to assist bidders in complying with Rule 15c2-12 (b)(5) promulgated by the Securities and Exchange Commission, the Town will undertake to provide annual reports and notices of certain significant events. A description of this undertaking is set forth in the Preliminary Official Statement.

The Bonds will not be designated as "qualified tax-exempt obligations" for the purpose of Section 265(b)(3) of the Code.

Additional information concerning the Town of Needham and the Bonds is contained in the Preliminary Official Statement dated June 27, 2018, to which prospective bidders are directed. The Preliminary Official Statement is provided for informational purposes only and is not a part of this Notice of Sale. Said Preliminary Official Statement is deemed final by the Town except for the omission of the reoffering price(s), interest rate(s), the identity of the underwriter(s), and any other pertinent terms of the Bonds depending on such matters, but is subject to change without notice to completion or amendment in a Final Official Statement. Copies of the Preliminary Official Statement may be obtained from Hilltop Securities Inc., 54 Canal Street, Boston, Massachusetts 02114 (Telephone: 617-619-4409). Within seven (7) business days following the award of the Bonds in accordance herewith, 50 copies of the Final Official Statement will be available from the Hilltop Securities Inc. to the successful bidder for use in reoffering the Bonds. Upon request, additional copies will be provided at the expense of the requester.

It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond, nor any error with respect thereto, shall constitute a cause for a failure or refusal by the purchaser thereof to accept delivery and pay for the Bonds. All expenses in relation to the printing of CUSIP numbers on said Bonds shall be paid for by the Town, however, the Town assumes no responsibility for any CUSIP Service Bureau or other charges that may be imposed for the assignment of such numbers.

The Bonds, in definitive form, will be delivered to DTC, or its custodial agent, on or about July 31, 2018 for settlement in federal reserve funds.

/s/ Ms. Evelyn M. Poness, Treasurer
Town of Needham, Massachusetts

June 27, 2018

[Issue Price Certificate for Use if the Competitive Sale Requirements Are Met]

Town of Needham, Massachusetts
\$31,000,000 General Obligation Municipal Purpose Loan of 2018 Bonds dated July 31, 2018

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of _____ (the "Successful Bidder"), hereby certifies as set forth below with respect to the sale of the above-captioned obligations (the "Bonds") of the Town of Needham, Massachusetts (the "Issuer").

1. Reasonably Expected Initial Offering Prices.

(a) As of the Sale Date, the reasonably expected initial offering prices of the Bonds to the Public by the Successful Bidder are the prices listed in Schedule A (the "Expected Offering Prices"). The Expected Offering Prices are the prices for the Maturities of the Bonds used by the Successful Bidder in formulating its bid to purchase the Bonds. Attached as Schedule B is a true and correct copy of the bid provided by the Successful Bidder to purchase the Bonds.

(b) The Successful Bidder was not given the opportunity to review other bids prior to submitting its bid.

(c) The bid submitted by the Successful Bidder constituted a firm offer to purchase the Bonds.

2. Defined Terms.

(a) *Maturity* means Bonds with the same credit and payment terms. Bonds with different maturity dates, or Bonds with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Sale Date* means the first day on which there is a binding contract in writing for the sale of a Maturity of the Bonds. The Sale Date of the Bonds is July 17, 2018.

(d) *Underwriter* means (i) any person, including the Successful Bidder, that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

3. Receipt. The Successful Bidder hereby acknowledges receipt of the Bonds and further acknowledges receipt of all certificates, opinions, and other documents required to be delivered to the Successful Bidder, before or simultaneously with the Bonds, which certificates, opinions, and other documents are satisfactory to the Successful Bidder.

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the Successful Bidders interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Bonds, and by Locke Lord LLP in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Bonds.

Dated: _____, 2018

[NAME OF SUCCESSFUL BIDDER]

By: _____
Name:
Title:

*Preliminary, subject to change.

SCHEDULE A
EXPECTED OFFERING PRICES
(To Be Attached)

SCHEDULE B
COPY OF SUCCESSFUL BIDDER'S BID
(To Be Attached)

[Issue Price Certificate for Use If the Competitive Sale Requirements Are
Not Met and the Hold the 10% Test to Apply]

Town of Needham, Massachusetts
\$31,000,000 General Obligation Municipal Purpose Loan of 2018 Bonds dated July 31, 2018

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of _____, (the “[Successful Bidder][Representative]”), on behalf of itself [and [NAMES OF OTHER UNDERWRITERS]] hereby certifies as set forth below with respect to the sale and issuance of the above-captioned obligations (the “Bonds”) of the Town of Needham, Massachusetts (the “Issuer”).

1. Sale of the Bonds. As of the date of this certificate, [except as set forth in following paragraph,] for each Maturity of the Bonds, the first price at which at least 10% of such Maturity of the Bonds was sold to the Public is the respective price listed in Schedule A.

[Only use the next paragraph if the 10% test has not been met or all of the Bonds have not been sold for one or more Maturities of Bonds as of the Closing Date.]

For each Maturity of the Bonds as to which no price is listed in Schedule A, as set forth in the Notice of Sale for the Bonds, until at least 10% of each such Maturity of the Bonds is sold to the Public (the “10% test”) or all of the Bonds are sold to the Public, the [Successful Bidder][Representative] agrees to promptly report to the Issuer’s financial advisor, Hilltop Securities Inc. (the “Financial Advisor”) the prices at which the unsold Bonds of each Maturity have been sold to the Public, which reporting obligation shall continue after the date hereof until the 10% test has been satisfied for each Maturity of the Bonds or until all the Bonds of a Maturity have been sold. The [Successful Bidder][Representative] shall continue to report each sale of Bonds to the Financial Advisor until notified by email or in writing by the State or the Financial Advisor that it no longer needs to do so.

2. Defined Terms.

(a) *Maturity* means Bonds with the same credit and payment terms. Bonds with different maturity dates, or Bonds with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term “related party” for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Underwriter* means (i) any person, including the [Successful Bidder][Representative], that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

3. Receipt. The [Successful Bidder][Representative] hereby acknowledges receipt of the Bonds and further acknowledges receipt of all certificates, opinions, and other documents required to be delivered to the [Successful Bidder][Representative], before or simultaneously with the Bonds, which certificates, opinions, and other documents are satisfactory to the [Successful Bidder][Representative].

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the [Successful Bidder][Representative]’s interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Bonds, and by Locke Lord LLP in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Bonds.

Dated: _____, 2018

[SUCCESSFUL BIDDER][REPRESENTATIVE]

By: _____
Name:
Title:

*Preliminary, subject to change.

SALE PRICES
(To be Attached)

[Issue Price Certificate for Use If the Competitive Sale Requirements Are
Not Met and the Hold the Price Rule Is Used]

Town of Needham, Massachusetts
\$31,000,000 General Obligation Municipal Purpose Loan of 2018 Bonds dated July 31, 2018

ISSUE PRICE CERTIFICATE AND RECEIPT

The undersigned, on behalf of _____ (the “[Successful Bidder][Representative]”), on behalf of itself [and [NAMES OF OTHER UNDERWRITERS]] hereby certifies as set forth below with respect to the sale and issuance of the above-captioned obligations (the “Bonds”) of the Town of Needham, Massachusetts (the “Issuer”).

1. Sale of the Bonds. As of the date of this certificate, [except as set forth in following paragraph,] for each Maturity of the Bonds, the first price at which at least 10% of such Maturity of the Bonds was sold to the Public is the respective price listed in Schedule A.

[Only use the next paragraph if the 10% test has not been met as of the Sale Date.]

For each Maturity of the Bonds as to which no price is listed in Schedule A (the “Unsold Maturities”), as set forth in the Notice of Sale for the Bonds, the [Successful Bidder][Representative] and any other Underwriter did not [and will not] reoffer the Unsold Maturities until the earlier of (i) _____, 2018 or (ii) the date on which the [Successful Bidder][Representative] or any other Underwriter sold at least 10% of each Unsold Maturity at a price that is no higher than the initial offering price to the Public.

2. Defined Terms.

(a) *Maturity* means Bonds with the same credit and payment terms. Bonds with different maturity dates, or Bonds with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) *Public* means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term “related party” for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) *Underwriter* means (i) any person, including the [Successful Bidder][Representative], that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

3. Receipt. The [Successful Bidder][Representative] hereby acknowledges receipt of the Bonds and further acknowledges receipt of all certificates, opinion and other documents required to be delivered to the [Successful Bidder][Representative], before or simultaneously with the delivery of the Bonds, which certificates, opinions and other documents are satisfactory to the [Successful Bidder][Representative].

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents the [Successful Bidder's][Representative's] interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer with respect to certain of the representations set forth in the Tax Certificate and with respect to compliance with the federal income tax rules affecting the Bonds, and by Locke Lord LLP in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G, and other federal income tax advice that it may give to the Issuer from time to time relating to the Bonds.

Dated: _____, 2018

[SUCCESSFUL BIDDER][REPRESENTATIVE]

By: _____
Name:
Title:

*Preliminary, subject to change.

SCHEDULE A
SALE PRICES
(To be Attached)

OFFICIAL STATEMENT

TOWN OF NEEDHAM, MASSACHUSETTS

\$31,000,000 GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2018 BONDS

This Official Statement is provided for the purpose of presenting certain information relating to the Town of Needham, Massachusetts (the "Town") in connection with the sale of \$31,000,000 aggregate principal amount of its General Obligation Municipal Purpose Loan of 2018 Bonds (the "Bonds"). The information contained herein has been furnished by the Town, except information attributed to another governmental agency or official as the source.

THE BONDS

Description of the Bonds

The Bonds will be dated as of their date of delivery and will bear interest payable semiannually on January 15 and July 15 of each year commencing July 15, 2019. The Bonds shall mature on July 15 of the years and in the principal amounts as set forth on the first page of this Official Statement.

The Bonds are issuable only as fully registered Bonds without coupons, and, when issued, will be registered in the name of Cede & Co., as Bondowner and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the Bonds. Purchases of the Bonds will be made in book-entry form, in the denomination of \$5,000 or any integral multiple thereof. Purchasers will not receive certificates representing their interest in Bonds purchased. So long as Cede & Co. is the Bondowner, as nominee of DTC, references herein to the Bondowners or registered owners shall mean Cede & Co., as aforesaid, and shall not mean the Beneficial Owners (as defined herein) of the Bonds. (See "Book-Entry Transfer System" herein.)

Principal and semiannual interest on the Bonds will be paid by U.S. Bank National Association, Boston, Massachusetts as Paying Agent. So long as DTC or its nominee, Cede & Co., is the Bondowner, such payments will be made directly to DTC. Disbursement of such payments to the DTC Participants is the responsibility of DTC and disbursements of such payments to the Beneficial Owners is the responsibility of the DTC Participants and the Indirect Participants, as more fully described herein.

Redemption Provisions

The Bonds are subject to redemption as described below.

Optional Redemption

The Bonds maturing in the years 2019 through 2027 will not be subject to redemption prior to maturity. The Bonds maturing on and after July 15, 2028 shall be subject to redemption prior to maturity, at the option of the Town, on or after July 15, 2027, either in whole or in part at any time, and if in part, by lot within a maturity, at the par amount of the Bonds to be redeemed.

Mandatory Redemption

The Bonds maturing July 15, 2040 and July 15, 2043, (the "Term Bonds") are subject to mandatory redemption or maturity on each of the dates and in each of the principal amounts set forth below (the particular portion of such Term Bond to be redeemed or to mature on the final maturity date to be delivered by lot), at a redemption price of par, plus accrued interest, if any, to the redemption date.

\$1,440,000 Term Bond Maturing July 15, 2040

<u>July 15</u>	<u>Principal Amount</u>
2039	\$ 720,000
2040 *	720,000

\$2,160,000 Term Bond Maturing July 15, 2043

<u>July 15</u>	<u>Principal Amount</u>
2041	\$ 720,000
2042	720,000
2043 *	720,000

*Final maturity.

Notice of Redemption

So long as DTC is the registered owner of the Bonds, notice of any redemption of Bonds prior to their maturities, specifying the Bonds (or the portion thereof) to be redeemed shall be mailed to DTC, or sent in such other manner acceptable to DTC, not more than 60 days nor less than 30 days prior to the redemption date. Any failure on the part of DTC to notify the DTC Participants of the redemption or failure on the part of the DTC Participants, Indirect Participants, or of a nominee of a Beneficial Owner (having received notice from DTC Participant or otherwise) to notify the Beneficial Owner shall not affect the validity of the redemption.

Record Date

The record date for each payment of interest is the last business day of the month preceding the interest payment date provided that, with respect to overdue interest, the Paying Agent may establish a special record date. The special record date may not be more than twenty (20) days before the date set for payment. The Paying Agent will mail notice of a special record date to the Bondowners at least ten (10) days before the special record date.

Book-Entry Transfer System

The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the Bonds. The Bonds will be issued in fully-registered form registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully registered Bond certificate will be issued for each maturity of each series of the Bonds, each in the aggregate principal amount of such maturity, and will be deposited with DTC.

DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com.

Purchases of securities deposited with DTC must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each security deposited with DTC ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in securities deposited with DTC are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in securities deposited with DTC, except in the event that use of the book-entry system for the Bonds is discontinued.

To facilitate subsequent transfers, all securities deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of securities with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the securities deposited with it; DTC's records reflect only the identity of the Direct Participants to whose accounts such securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time.

Redemption notices shall be sent to DTC. If less than all of a maturity is being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such maturity to be redeemed.

Neither DTC nor Cede & Co. (nor such other DTC nominee) will consent or vote with respect to securities deposited with it unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the issuer of such securities or its paying agent as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the securities are credited on the record date (identified in a listing attached to the Omnibus Proxy).

Principal and interest payments on securities deposited with DTC will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the issuer of such securities or its paying agent, on the payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC (nor its nominee), the issuer of such securities or its paying agent, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of principal and interest to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the issuer of such securities or its paying agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to securities held by it at any time by giving reasonable notice to the issuer of such securities or its paying agent. Under such circumstances, in the event that a successor depository is not obtained, physical certificates are required to be printed and delivered. The Town may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, physical certificates will be printed and delivered.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the Town believes to be reliable, but the Town takes no responsibility for the accuracy thereof.

Authorization of the Bonds and Use of Proceeds

The following table sets forth the purposes, principal amounts, total original authorizations, bond anticipation notes outstanding, statutory references, and dates of approval for the current issue of Bonds.

Purpose	This Issue	Original Bond Authorization	Anticipation Notes Outstanding (1)	Statutory Reference M.G.L.	Dates of Approval	Article No.
Central Avenue/Elliott Street Bridge	\$ 240,000	\$ 2,000,000	\$ 320,000 (2)	Ch. 44 s. 7(1)	5/11/2015	13
Central Avenue Elementary School (Williams) (6)	18,000,000	57,542,500	16,150,000 (3)	Ch. 70B	10/5/2016	2
Rosemary Recreational Complex (CPA)	4,000,000	8,000,000	4,000,000	Ch. 44B	5/8/2017	33
Rosemary Recreational Complex (General Fund)	2,260,000	3,000,000	3,000,000 (4)	Ch. 44 s. 7(1)	5/8/2017	33
High School Expansion Construction	6,500,000	11,125,000	6,250,000 (5)	Ch. 44 s. 7(1)	10/2/2017	11
	<u>\$ 31,000,000</u>		<u>\$ 29,720,000</u>			

- (1) Payable August 1, 2018. To be permanently financed with a portion of proceeds of this issue.
(2) To be retired in part with proceeds of this issue and \$80,000 revenue funds of the Town.
(3) To be retired in part with proceeds of this issue and \$2,865,000 revenue funds of the Town.
(4) To be retired in part with proceeds of this issue and \$740,000 revenue funds of the Town.
(5) To be retired in part with proceeds of this issue and \$750,000 revenue funds of the Town.
(6) Exempt from the limits of Proposition 2 ½.

Principal Maturities by Purpose

Fiscal Year	General Fund (Exempt)	General Fund (Non-Exempt)	CPA	Total
2020	\$ 720,000	\$ 1,510,000	\$ 200,000	\$ 2,430,000
2021	720,000	1,185,000	200,000	2,105,000
2022	720,000	1,030,000	200,000	1,950,000
2023	720,000	475,000	200,000	1,395,000
2024	720,000	475,000	200,000	1,395,000
2025	720,000	475,000	200,000	1,395,000
2026	720,000	475,000	200,000	1,395,000
2027	720,000	475,000	200,000	1,395,000
2028	720,000	475,000	200,000	1,395,000
2029	720,000	475,000	200,000	1,395,000
2030	720,000	325,000	200,000	1,245,000
2031	720,000	325,000	200,000	1,245,000
2032	720,000	325,000	200,000	1,245,000
2033	720,000	325,000	200,000	1,245,000
2034	720,000	325,000	200,000	1,245,000
2035	720,000	325,000	200,000	1,245,000
2036	720,000	-	200,000	920,000
2037	720,000	-	200,000	920,000
2038	720,000	-	200,000	920,000
2039	720,000	-	200,000	920,000
2040	720,000	-	-	720,000
2041	720,000	-	-	720,000
2042	720,000	-	-	720,000
2043	720,000	-	-	720,000
2044	720,000	-	-	720,000
Total	\$ 18,000,000	\$ 9,000,000	\$ 4,000,000	\$ 31,000,000

Tax Exemption

In the opinion of Locke Lord LLP, Bond Counsel to the Town ("Bond Counsel"), based upon an analysis of existing laws, regulations, rulings, and court decisions, and assuming, among other matters, compliance with certain covenants, interest on the Bonds is excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Bond Counsel is of the further opinion that interest on the Bonds will not be included in computing the alternative minimum taxable income of Bondholders who are individuals or, except as described herein, corporations. Bond Counsel expresses no opinion regarding any other federal tax consequences arising with respect to the ownership or disposition of, or the accrual or receipt of interest on the Bonds. The Bonds will not be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

For taxable years that began before January 1, 2018, interest on the Bonds owned by a corporation (other than an S corporation, a qualified mutual fund, a real estate investment trust, a real estate mortgage investment conduit, or a financial asset securitization investment trust) will be included in such corporation's adjusted current earnings for purposes of computing the alternative minimum taxable income of such corporation. The alternative minimum tax on corporations has been repealed for taxable years beginning on or after January 1, 2018.

The Code imposes various requirements relating to the exclusion from gross income for federal income tax purposes of interest on obligations such as the Bonds. Failure to comply with these requirements may result in interest on the Bonds being included in gross income for federal income tax purposes, possibly from the date of original issuance of the Bonds. The Town has covenanted to comply with such requirements to ensure that interest on the Bonds will not be included in federal gross income. The opinion of Bond Counsel assumes compliance with these requirements.

Bond Counsel is also of the opinion that, under existing law, interest on the Bonds is exempt from Massachusetts personal income taxes, and the Bonds are exempt from Massachusetts personal property taxes. Bond Counsel has not opined as to other Massachusetts tax consequences arising with respect to the Bonds. Prospective Bondholders should be aware, however, that the Bonds are included in the measure of Massachusetts estate and inheritance taxes, and the Bonds and the interest thereon are included in the measure of certain Massachusetts corporate excise and franchise taxes. Bond Counsel expresses no opinion as to the taxability of the Bonds or the income therefrom or any other tax consequences arising with respect to the Bonds under the laws of any state other than Massachusetts. A complete copy of the proposed form of opinion of Bond Counsel is set forth in Appendix B hereto.

To the extent the issue price of any maturity of the Bonds is less than the amount to be paid at maturity of such Bonds (excluding amounts stated to be interest and payable at least annually over the term of such Bonds), the difference constitutes "original issue discount," the accrual of which, to the extent properly allocable to each owner thereof, is treated as interest on the Bonds which is excluded from gross income for federal income tax purposes and is exempt from Massachusetts personal income taxes. For this purpose, the issue price of a particular maturity of the Bonds is either the reasonably expected initial offering price to the public or the first price at which a substantial amount of such maturity of the Bonds is sold to the public, as applicable. The original issue discount with respect to any maturity of the Bonds accrues daily over the term to maturity of such Bonds on the basis of a constant interest rate compounded semiannually (with straight-line interpolations between compounding dates). The accruing original issue discount is added to the adjusted basis of such Bonds to determine taxable gain or loss upon disposition (including sale, redemption, or payment on maturity) of such Bonds. Bondholders should consult their own tax advisors with respect to the tax consequences of ownership of Bonds with original issue discount, including the treatment of purchasers who do not purchase such Bonds in the original offering to the public at the reasonably expected initial offering price or, if applicable, the first price at which a substantial amount of such Bonds is sold to the public.

Bonds purchased, whether at original issuance or otherwise, for an amount greater than the stated principal amount to be paid at maturity of such Bonds, or, in some cases, at the earlier redemption date of such Bonds ("Premium Bonds"), will be treated as having amortizable bond premium for federal income tax purposes and Massachusetts personal income tax purposes. No deduction is allowable for the amortizable bond premium in the case of obligations, such as the Premium Bonds, the interest on which is excluded from gross income for federal income tax purposes. However, a Bondholder's basis in a Premium Bond will be reduced by the amount of amortizable bond premium properly allocable to such Bondholder. Holders of Premium Bonds should consult their own tax advisors with respect to the proper treatment of amortizable bond premium in their particular circumstances.

Bond Counsel has not undertaken to determine (or to inform any person) whether any actions taken (or not taken) or events occurring (or not occurring) after the date of issuance of the Bonds may adversely affect the value of, or the tax status of interest on, the Bonds.

Although Bond Counsel is of the opinion that interest on the Bonds is excluded from gross income for federal income tax purposes and is exempt from Massachusetts personal income taxes, the ownership or disposition of, or the accrual or receipt of interest on, the Bonds may otherwise affect the federal or state tax liability of a Bondholder. Among other possible consequences of ownership or disposition of, or the accrual or receipt of interest on, the Bonds, the Code requires recipients of certain social security and certain railroad retirement benefits to take into account receipts or accruals of interest on the Bonds in determining the portion of such benefits that are included in gross income. The nature and extent of all such other tax consequences will depend upon the particular tax status of the Bondholder or the Bondholder's other items of income, deduction, or exclusion. Bond Counsel expresses no opinion regarding any such other tax consequences, and Bondholders should consult with their own tax advisors with respect to such consequences.

Risk of Future Legislative Changes and/or Court Decisions

Legislation affecting tax-exempt obligations is regularly considered by the United States Congress and may also be considered by the Massachusetts legislature. Court proceedings may also be filed, the outcome of which could modify the tax treatment of obligations such as the Bonds. There can be no assurance that legislation enacted or proposed, or actions by a court, after the date of issuance of the Bonds will not have an adverse effect on the tax status of interest on the Bonds or the market value or marketability of the Bonds. These adverse effects could result, for example, from changes to federal or state income tax rates, changes in the structure of federal or state income taxes (including replacement with another type of tax), or repeal (or reduction in the benefit) of the exclusion of interest on the Bonds from gross income for federal or state income tax purposes for all or certain taxpayers.

For example, H.R. 1, signed into law on December 22, 2017, reduces the corporate tax rate, modifies individual tax rates, eliminates many deductions, and raises the income threshold above which the individual alternative minimum tax is invoked, among other things. These changes may increase, reduce or otherwise change the financial benefits of owning state and local government bonds. Additionally, Bondholders should be aware that future legislative actions (including federal income tax reform) may retroactively change the treatment of all or a portion of the interest on the Bonds for federal income tax purposes for all or certain taxpayers. In all such events, the market value of the Bonds may be affected and the ability of Bondholders to sell their Bonds in the secondary market may be reduced. The Bonds are not subject to special mandatory redemption, and the interest rates on the Bonds are not subject to adjustment, in the event of any such change in the tax treatment of interest on the Bonds.

Investors should consult their own financial and tax advisors to analyze the importance of these risks.

Security and Remedies

Full Faith and Credit. General obligation bonds and notes of a Massachusetts city or town constitute a pledge of its full faith and credit. Payment is not limited to a particular fund or revenue source. Except for "qualified bonds" as described below (see "Types of Obligations- Serial Bonds and Notes" under "INDEBTEDNESS" below) and setoffs of state distributions as described below (see "State Distributions" below), no provision is made by the Massachusetts statutes for priorities among bonds and notes and other general obligations, although the use of certain moneys may be restricted.

Tax Levy. The Massachusetts statutes direct the municipal assessors to include annually in the tax levy for the next fiscal year "all debt and interest charges matured and maturing during the next fiscal year and not otherwise provided for [and] all amounts necessary to satisfy final judgments." Specific provision is also made for including in the next tax levy payment of rebate amounts not otherwise provided for and payment of notes in anticipation of federal or state aid if the aid is no longer forthcoming.

The total amount of a tax levy is limited by statute. However, the voters in each municipality may vote to exclude from the limitation any amounts required to pay debt service on indebtedness incurred before November 4, 1980. Local voters may also vote to exempt specific subsequent bond issues from the limitation. (See "Tax Limitations" under "PROPERTY TAXATION" below.) In addition, obligations incurred before November 4, 1980 may be constitutionally entitled to payment from taxes in excess of the statutory limit.

Except for taxes on the increased value of certain property in designated development districts which may be pledged for the payment of debt service on bonds issued to finance economic development projects within such districts, no provision is made for a lien on any portion of the tax levy to secure particular bonds or notes or bonds and notes generally (or judgments on bonds or notes) in priority to other claims. Provision is made, however, for borrowing to pay judgments, subject to the General Debt Limit. (See "Debt Limits" under "INDEBTEDNESS" below.) Subject to the approval of the State Director of Accounts for judgments above \$10,000, judgments may also be paid from available funds without appropriation and included in the next tax levy unless other provision is made.

Court Proceedings. Massachusetts cities and towns are subject to suit on their general obligation bonds and notes and courts of competent jurisdiction have power in appropriate proceedings to order payment of a judgment on the bonds or notes from lawfully available funds or, if necessary, to order the city or town to take lawful action to obtain the required money, including the raising of it in the next annual tax levy, within the limits prescribed by law. (See "Tax Limitations" under "PROPERTY TAXATION" below.) In exercising their discretion as to whether to enter such an order, the courts could take into account all relevant factors including the current operating needs of the city or town and the availability and adequacy of other remedies. The Massachusetts Supreme Judicial Court has stated in the past that a judgment against a municipality can be enforced by the taking and sale of the property of any inhabitant. However, there has been no judicial determination as to whether this remedy is constitutional under current due process and equal protection standards.

Restricted Funds Massachusetts statutes also provide that certain water, gas and electric, community antenna television system, telecommunications, sewer, parking meter, passenger ferry, community preservation and affordable housing receipts may be used only for water, gas and electric, community antenna television system, telecommunications, sewer, parking, mitigation of ferry service impacts, and community preservation and affordable housing purposes, respectively; accordingly, moneys derived from these sources may be unavailable to pay general obligation bonds and notes issued for other purposes. A city or town that accepts certain other statutory provisions may establish an enterprise fund for a utility, health care, solid waste, recreational or transportation facility and for police or fire services; under those provisions any surplus in the fund is restricted to use for capital expenditures or reduction of user charges. In addition, subject to certain limits, a city or town may annually authorize the establishment of one or more revolving funds in connection with use of certain revenues for programs that produce those revenues; interest earned on a revolving fund is treated as general fund revenue. A city or town may also establish an energy revolving loan fund to provide loans to owners of privately-held property in the city or town for certain energy conservation and renewable energy projects, and may borrow to establish such a fund. The loan repayments and interest earned on the investment of amounts in the fund shall be credited to the fund. Also, the annual allowance for depreciation of a gas and electric plant or a community antenna television and telecommunications system is restricted to use for plant or system renewals and improvements, for nuclear decommissioning costs, and costs of contractual commitments, or, with the approval of the State Department of Telecommunications and Energy, to pay debt incurred for plant or system reconstruction or renewals. Revenue bonds and notes issued in anticipation of them may be secured by a prior lien on specific revenues. Receipts from industrial users in connection with industrial revenue financings are also not available for general municipal purposes.

State Distributions. State grants and distributions may in some circumstances be unavailable to pay general obligation bonds and notes of a city or town in that the State Treasurer is empowered to deduct from such grants and distributions the amount of any debt service paid on "qualified bonds" (See "Serial Bonds and Notes" under "TYPES OF OBLIGATIONS" below) and any other sums due and payable by the city or town to The Commonwealth of Massachusetts (the "Commonwealth") or certain other public entities, including any unpaid assessments for costs of any public transportation authority (such as the Massachusetts

Bay Transportation Authority ("MBTA") or a regional transit authority) of which it is a member, for costs of the Massachusetts Water Resources Authority ("MWRA"), if the city or town is within the territory served by the Authority, for any debt service due on obligations issued to the Massachusetts School Building Authority ("MSBA"), or for charges necessary to meet obligations under the Commonwealth's Water Pollution Abatement or Drinking Water Revolving Loan Programs, including such charges imposed by another local governmental unit that provides wastewater collection or treatment services or drinking water services to the city or town.

If a city or town is (or is likely to be) unable to pay principal or interest on its bonds or notes when due, it is required to notify the State Commissioner of Revenue. The Commissioner shall in turn, after verifying the inability, certify the inability to the State Treasurer. The State Treasurer shall pay the due or overdue amount to the paying agent for the bonds or notes, in trust, within three days after the certification or one business day prior to the due date (whichever is later). This payment is limited, however, to the estimated amount otherwise distributable by the Commonwealth to the city or town during the remainder of the fiscal year (after the deductions mentioned in the foregoing paragraph). If for any reason any portion of the certified sum has not been paid at the end of the fiscal year, the State Treasurer shall pay it as soon as practicable in the next fiscal year to the extent of the estimated distributions for that fiscal year. The sums so paid shall be charged (with interest and administrative costs) against the distributions to the city or town.

The foregoing does not constitute a pledge of the faith and credit of the Commonwealth. The Commonwealth has not agreed to maintain existing levels of state distributions, and the direction to use estimated distributions to pay debt service may be subject to repeal by future legislation. Moreover, adoption of the annual appropriation act has sometimes been delayed beyond the beginning of the fiscal year and estimated distributions which are subject to appropriation may be unavailable to pay local debt service until they are appropriated.

Bankruptcy. Enforcement of a claim for payment of principal or interest on general obligation bonds or notes would be subject to the applicable provisions of Federal bankruptcy laws and to the provisions of other statutes, if any, hereafter enacted by the Congress or the State legislature extending the time for payment or imposing other constraints upon enforcement insofar as the same may be constitutionally applied. Massachusetts municipalities are not generally authorized by the Massachusetts General Laws to file a petition for bankruptcy under Federal bankruptcy laws. In cases involving significant financial difficulties faced by a single city, town or regional school district, however, the Commonwealth has enacted special legislation to permit the appointment of a fiscal overseer, finance control board or, in the most extreme cases, a state receiver. In a limited number of these situations, such special legislation has also authorized the filing of federal bankruptcy proceedings, with the prior approval of the Commonwealth. In each case where such authority was granted, it expired at the termination of the Commonwealth's oversight of the financially distressed city, town or regional school district. To date, no such filings have been approved or made.

Opinion of Bond Counsel

The purchaser will be furnished the legal opinion of the firm of Locke Lord LLP, Boston, Massachusetts ("Bond Counsel"). The opinion will be dated and given on and will speak only as of the date of original delivery of the Bonds to the successful bidder. The opinion will be substantially in the form presented in Appendix B.

Other than as to matters expressly set forth herein as the opinion of Bond Counsel, Bond Counsel is not passing upon and does not assume any responsibility for the accuracy or adequacy of the statements made in this Official Statement and makes no representation that they have independently verified the same.

Rating

S&P Global Ratings has assigned a rating of AAA to the Bonds. Said rating, only reflects the rating agency's views and is subject to revision or withdrawal, which could affect the market price of the Bonds.

Financial Advisory Services of Hilltop Securities Inc.

Hilltop Securities Inc., Boston, Massachusetts serves as financial advisor to the Town of Needham, Massachusetts.

Continuing Disclosure

In order to assist the underwriters in complying with Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission (the "Rule"), the Town will covenant for the benefit of owners of the Bonds to provide certain financial information and operating data relating to the Town by not later than 270 days after the end of each fiscal year (the "Annual Report"), and to provide notices of the occurrence of certain significant events. The covenants will be contained in a Continuing Disclosure Certificate, the proposed form of which is provided in Appendix C. The Certificate will be executed by the signers of the Bonds, and incorporated by reference in the Bonds. Other than the Town, there are no obligated persons with respect to the Bonds within the meaning of the Rule.

In the past five years, the Town believes it has complied, in all material respects, with its previous undertakings to provide annual reports or notices of significant events in accordance with the Rule.

TOWN OF NEEDHAM, MASSACHUSETTS

General

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has a population of approximately 28,886 and occupies a land area of 12.6 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and by a five-member Board of Selectmen. School affairs are administered by a seven-member School Committee and a Superintendent of Schools.

PRINCIPAL TOWN OFFICIALS

<u>Title</u>	<u>Name</u>	<u>Selection/Term</u>	<u>Term Expires</u>
Selectman, Chairman	Daniel P. Matthews	Elected	2020
Selectman, Vice Chairman	John A. Bulian	Elected	2019
Selectman, Clerk	Maurice P. Handel	Elected	2021
Selectman	Matthew D. Borrelli	Elected	2021
Selectman	Marianne B. Cooley	Elected	2020
Town Manager	Kate Fitzpatrick	Appointed	2019
Director of Finance	David Davison	Appointed	Indefinite
Treasurer/Collector	Evelyn M. Pones	Appointed	Indefinite
Town Accountant	Michelle Vaillancourt	Appointed	Indefinite
Town Clerk	Theodora K. Eaton	Elected	2019
Town Counsel	David S. Tobin	Appointed	Indefinite
Superintendent of Schools	Daniel E. Gutekanst	Appointed	2018

Municipal Services

The Town provides general governmental services for the territory within its boundaries, including police and fire protection, collection, disposal, and recycling of solid waste, public education in grades kindergarten through twelve, water, sewers, streets and recreation. Technical education in grades 9 through 12 is provided by the Minuteman Regional Vocational Technical School District.

The Town has implemented a mandatory recycling program in accordance with Section 8H of Chapter 40 of the Massachusetts General Laws. Under this program, begun in fiscal 1991, the Town recycles newspaper, mixed paper, glass, corrugated cardboard, aluminum and steel cans, returnable bottles, clothing, used motor oil, plastic containers and yard waste. The Town's practice has been to introduce new items to the recycling program each year in order to reduce the flow of solid waste tonnage.

Gas and electric services are provided by established private utilities.

The Town's Public Works Department provides water supply, treatment and distribution and sewage collection, to substantially all commercial, industrial and residential users in the Town. In addition certain water and sewer services are provided by the MWRA. See "INDEBTEDNESS - Overlapping Debt".

The principal services provided by Norfolk County are a jail and house of correction and registry of deeds. For additional information on Counties see "INDEBTEDNESS - Overlapping Debt".

Education

The Town operates one pre-school, five elementary schools, two middle schools (High Rock and Pollard), and a senior high school. The Town began constructing a new elementary school in the late fall of 2017 which is anticipated to open in September 2019. The new building will replace one of the existing elementary schools. The debt for the new elementary school is excluded from the limits of Proposition 2 ½ and a portion of the project will be paid by the Massachusetts School Building Authority. The Town's capital plan reflects the need for further renovations and an expansion of the existing High School. The High School expansion is anticipated to begin in 2018. This project will be funded by a combination of cash and debt, which is planned to be paid within the limit levy.

PUBLIC SCHOOL ENROLLMENTS - OCTOBER 1,

	Actual				
	2013	2014	2015	2016	2017
Elementary (Pre-K and K-5)	2,613	2,604	2,627	2,552	2,676
Middle/Junior High(6-8)	1,317	1,312	1,290	1,297	1,304
Senior High(9-12)	1,606	1,631	1,665	1,659	1,686
Totals	5,536	5,547	5,582	5,508	5,666

The Town is a member of the Minuteman Regional Vocational Technical School District, which is located in Lexington, and includes 16 member towns. A new school for the District is being built.

Industry and Commerce

Needham is a residential suburb of Boston, located within the Boston Standard Metropolitan Statistical Area. As the table below indicates, the Town's economy has a diverse mix of manufacturing, services, and commercial trades.

Due to the reclassification the U.S. Department of Labor now uses the North American Industry Classification System (NAICS) as the basis for the assignment and tabulation of economic data by industry.

Industry	Calendar Year Average				
	2012	2013	2014	2015	2016
Construction	607	681	730	732	691
Manufacturing	905	845	1,030	986	993
Trade, Transportation and Utilities	2,104	2,171	2,227	2,297	2,254
Information	1,159	1,351	1,161	1,040	1,099
Financial Activities	1,423	1,372	1,395	1,607	1,618
Professional and Business Services	5,280	5,735	5,794	5,773	6,118
Education and Health Services	5,277	5,643	6,170	6,724	7,032
Leisure and Hospitality	1,143	1,214	1,207	1,265	1,534
Other Services	921	867	916	749	823
Total Employment	18,819	19,879	20,630	21,173	22,162
Number of Establishments	1,381	1,383	1,433	1,488	1,515
Average Weekly Wages	\$ 1,698	\$ 1,656	\$ 1,607	\$ 1,702	\$ 1,740
Total Wages	\$ 1,696,831,400	\$ 1,747,794,340	\$ 1,756,869,740	\$ 1,907,073,900	\$ 2,041,358,586

Source: Massachusetts Department of Education and Training. Data based upon place of employment, not place of residence.

Transportation

The principal highways serving the Town are State Routes 9, 135 and 128 (I-95). There are four exits off Interstate 95 that provide direct access to Needham. A project is currently underway to widen Route 128 through Needham. This add-a-lane project is expected to be completed by the end of 2018. The MBTA provides commuter rail service on a regular basis to Boston. There are four commuter rails stops physically located in Needham: Needham Heights, Needham Center, Needham Junction and Hersey. The MBTA also provides bus service between Needham and Watertown Square. Established trucking lines provide competitive service locally and to long distance points. The Town is within commuting distance of the airport facilities of Boston's Logan International Airport, the Norwood Municipal Airport, and Hanscom Field in Bedford, Massachusetts.

The following table sets forth the largest employers in Needham, exclusive of the Town itself.

LARGEST EMPLOYERS

Name	Product/Function	No. of Employees Approximate
Trip Advisor	Travel Agency	800+
Parametric Technologies	Software Development	500+
Coca Cola Bottling	Beverage Manufacturing	250-499
Dialogic Inc.	Wireless Communication	250-499
North Hill Living Center	Retirement Center	250-499
SharkNinja	Household Appliances	250-499
WCVB Channel 5	Television	250-499
Charles River Center	Assisted Living	250-499
Beth Israel Deaconess Hospital	Health Care	250-499
Briarwood Healthcare	Health Care	100-250
Olin College of Engineering	Education	100-250
VNA Care Network	Ambulatory Health Care	100-250
Walker Home & School	Mental Health	100-250

SOURCE: Individual Employers listed.

Needham Crossing is a multi-million dollar business park located approximately 3 miles northeast of downtown Needham. The business park offers proximity to both Routes 9 and 128 (Interstate 95) as well as the natural conveniences as Cutler Lake Park and the Charles River. A state highway project to widen Route 95/128 from three lanes to four lanes through Needham is expected to be finished by 2019. The new and additional exit ramp from the highway fully opened in late 2017. This exit ramp provides an additional access point to Needham Crossing. Town anticipates these roadway improvements will have an overall positive economic benefit for Needham Crossing. The business park originally contained primarily warehouses and offices and now, over 30 years later, through land use zoning changes, Needham Crossing is unique in its mix of residential, office and other commercial uses that has generated much interest from businesses to locate there.

The Needham Crossing area boasts long term occupants such as Coca Cola, PTC, and the Sheraton Hotel, and several new arrivals which include Trip Advisor which built its new world headquarters in the park, and life science companies such as Verastem. The Marriott Residence Inn hotel opened in the park a few years ago, and construction of a third major hotel is now underway. BigBelly Solar Inc., a maker of "green" trash cans has doubled the size of its headquarters since moving to the park a few years ago. Euro-Pro, known for its Shark vacuums and Ninja blenders, has recently located to the park near Trip Advisor's new complex. This spring NBC Universal announced that it is moving ahead with a \$125 million regional headquarters in the Needham Crossing office park. The facility is anticipated to open in 2019.

Labor Force, Employment and Unemployment

According to the Massachusetts Department of Employment and Training preliminary data, in May 2018, the Town had a total labor force of 16,431 of which 15,997 were employed and 434 or 2.6% were unemployed as compared with 3.3% for the Commonwealth. The following table sets forth the Town's average labor force and unemployment rates for each of the last five calendar years.

UNEMPLOYMENT RATES

Calendar Year	Town of Needham		
	Labor Force	Employment	Unemployment Rate
2017	15,797	15,360	2.8 %
2016	15,323	14,929	2.6
2015	15,125	14,616	3.4
2014	14,978	14,403	3.8
2013	14,423	13,736	4.8

SOURCE: Mass. Department of Employment and Training, Federal Reserve Bank of Boston and U.S. Bureau of Labor Statistics. Data based upon place of residence, not place of employment. Monthly data for Town are unadjusted.

Building Permits

The following table sets forth the number of building permits issued and the estimated dollar value of new construction and alterations for calendar years 2013 through 2017. Permits are filed for both private construction as well as for Town projects.

BUILDING PERMITS

Calendar Year	New Construction				Additions/Alterations				Totals	
	Residential		Non-Residential		Residential		Non-Residential		No.	Value
	No.	Value	No.	Value	No.	Value	No.	Value		
2017	73	\$ 123,921,579	1	\$ 16,764,964	829	\$ 41,865,375	98	\$ 52,686,816	1,001	\$ 235,238,734 (1)
2016	123	115,587,947	2	11,459,830	1,140	53,170,114	177	54,230,096	1,442	234,447,987
2015	96	49,102,984	4	40,797,038	1,261	49,792,473	157	20,565,226	1,518	160,257,721
2014	128	55,233,407	2	7,098,527	866	34,165,215	117	56,433,250	1,113	152,930,399
2013	104	43,260,044	9	87,468,435	901	29,704,213	254	37,865,698	1,268	198,298,390 (2)

SOURCE: Report of the Building Inspector.

(1) Excludes 89 permits for demolitions with an aggregate value of \$905,000.

(2) Includes Trip Advisor (\$34.5 million office building and \$13.2 million parking garage), 865 Central Ave. North Hill (\$25 million), Beth Israel Hospital (\$2.2 million) and 50 Dedham Ave (\$3.4 million).

Population and Income

The table below illustrates the Town's changes in median age, median family income, and per capita income and that of the Commonwealth and the Country as a whole for the same period according to the federal census.

POPULATION AND INCOME

	<u>Needham</u>	<u>Massachusetts</u>	<u>United States</u>
Median Age:			
2010	43.0	39.1	37.2
2000	40.8	36.5	35.3
1990	38.6	33.6	32.9
1980	35.1	31.2	30.9
Median Family Income:			
2010	\$114,365	\$81,165	\$51,144
2000	107,570	61,664	50,046
1990	69,515	44,367	35,225
1980	31,793	21,166	19,908
Per Capita Income:			
2010	\$57,716	\$33,966	\$27,334
2000	44,549	25,952	21,587
1990	27,935	17,224	14,420
1980	11,580	7,459	7,313

SOURCE: Federal Bureau of the Census.

On the basis of the 2010 Federal Census, the Town has a population density of approximately 2,290 persons per square mile.

POPULATION TRENDS

<u>2010</u>	<u>2000</u>	<u>1990</u>	<u>1980</u>	<u>1970</u>
28,886	28,911	27,557	27,901	29,748

SOURCE: Federal Census.

PROPERTY TAXATION

Tax Levy Computation

The principal tax of Massachusetts cities and towns is the tax on real and personal property. The amount to be levied in each year is the amount appropriated or required by law to be raised for municipal expenditures less estimated receipts from other sources and less appropriations voted from funds on hand. The total amount levied is subject to certain limits prescribed by law; for a description of those limits see "Tax Limitations" below.

The estimated receipts for a fiscal year from sources other than the property tax may not exceed the actual receipts during the preceding fiscal year from the same sources unless approved by the State Commissioner of Revenue. Excepting special funds the use of which is otherwise provided for by law, the deduction for appropriations voted from funds on hand for a fiscal year cannot exceed the "free cash" as of the beginning of the prior fiscal year as certified by the State Director of Accounts plus up to nine months' collections and receipts on account of earlier years' taxes after that date. Subject to certain adjustments, free cash is surplus revenue less uncollected overdue property taxes from earlier years.

Although an allowance is made in the tax levy for abatements (see "Abatements and Overlay" below) no reserve is generally provided for uncollectible real property taxes. Because some of the levy is inevitably not collected, this creates a cash deficiency which may or may not be offset by other items (see "Taxation to Meet Deficits" below).

The table below illustrates the manner in which the tax levy was determined for the following fiscal years.

TAX LEVY COMPUTATION

	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017	Fiscal 2018
Total Appropriations(1)	\$ 151,203,653	\$ 151,350,572	\$ 164,302,914	\$ 169,950,342	\$ 190,693,472
Additions:					
State & County Assessments	1,273,564	1,274,075	1,291,397	1,299,850	1,351,898
Overlay Reserve	2,151,633	3,258,232	3,009,775	1,855,476	2,811,893
Other Additions	508,749	272,954	122,519	49,085	290,284
Total Additions	<u>3,933,946</u>	<u>4,805,261</u>	<u>4,423,691</u>	<u>3,204,411</u>	<u>4,454,075</u>
Gross Amount to be Raised	<u>155,137,599</u>	<u>156,155,833</u>	<u>168,726,605</u>	<u>173,154,753</u>	<u>195,147,547</u>
Deductions:					
Local Estimated Receipts: (2)	29,353,230	27,393,362	30,755,183	29,430,576	34,357,315
State Aid:					
Current Year	10,296,504	10,661,337	10,811,766	11,163,358	11,720,547
Available Funds (3)	1,344,380	4,797,374	7,867,793	7,771,029	16,531,797
Free Cash Used to Reduce Tax Rate	8,135,372	-	-	-	-
Total Deductions	<u>49,129,486</u>	<u>42,852,073</u>	<u>49,434,742</u>	<u>48,364,963</u>	<u>62,609,659</u>
Net Amount to be Raised	<u>\$ 106,008,113</u>	<u>\$ 113,303,760</u>	<u>\$ 119,291,863</u>	<u>\$ 124,789,790</u>	<u>\$ 132,537,888</u>

(1) Includes additional appropriations from taxation voted subsequent to adoption of the annual budget but prior to setting of the tax rate.

(2) Includes CPA surcharge tax and state matching funds.

(3) Transfers from other available funds, generally made as an offset to a particular appropriation item.

Assessed Valuations and Tax Levies

Property is classified for the purpose of taxation according to its use. The legislature has in substance created three classes of taxable property: (1) residential real property, (2) open space land, and (3) all other (commercial, industrial and personal property). Within limits, cities and towns are given the option of determining the share of the annual levy to be borne by each of the three categories. The share required to be borne by residential real property is at least 50 per cent of its share of the total taxable valuation; the effective rate for open space must be at least 75 per cent of the effective rate for residential real property; and the share of commercial, industrial and personal property must not exceed 175 percent of their share of the total valuation. A city or town may also exempt up to 20 percent of the valuation of residential real property (where used as the taxpayer's principal residence) and up to 10 percent of the valuation of commercial real property (where occupied by certain small businesses). Property may not be classified in a city or town until the State Commissioner of Revenue certifies that all property in the city or town has been assessed at its fair cash value. Such certification must take place every three years, or pursuant to a revised schedule as may be issued by the Commissioner.

Related statutes provide that certain forest land, agricultural or horticultural land (assessed at the value it has for these purposes) and recreational land (assessed on the basis of its use at a maximum of 25 percent of its fair cash value) are all to be taxed at the rate applicable to commercial property. Land classified as forest land is valued for this purpose at five percent of fair cash value but not less than ten dollars per acre.

A revaluation of all real and personal property in the Town to full and fair cash value was completed for use in fiscal year 2015.

The following table sets forth the trend in the Town's assessed valuations, tax levies, and tax levies per capita.

Fiscal Year	Real Estate Valuation	Personal Property Valuation	Total Assessed Valuation	Tax Levy	Tax Levy Per Capita(1)
2018	\$ 9,657,562,659	\$ 228,092,990	\$ 9,885,655,649	\$ 132,537,888	\$ 4,588
2017	9,006,087,416	234,987,080	9,241,074,496	124,789,790	4,320
2016	8,825,776,592	242,412,230	9,068,188,822	119,291,863	4,130
2015 (2)	8,556,759,236	181,968,510	8,738,727,746	113,303,760	3,922
2014	7,886,696,905	182,036,090	8,068,732,995	106,008,113	3,670

(1) 2010 Federal Census.

(2) Revaluation year.

The table below sets forth the trend of the Town's tax rates for different classes of property for the following fiscal years:

Fiscal Year	Tax Rate per \$1,000 Valuation	
	Residential Property	Commercial, Industrial & Personal Property
2018	\$11.88	\$23.46
2017	11.89	23.63
2016	11.54	23.02
2015	11.29	23.43
2014	11.64	22.99

Classification of Property

The following is a breakdown of the Town's assessed valuation in fiscal years 2016, 2017 and 2018.

Property Type	2016		2017		2018	
	Amount	% of Total	Amount	% of Total	Amount	% of Total
Residential	\$7,792,495,058	85.9 %	\$7,970,766,680	86.3 %	\$8,582,002,936	86.8 %
Commercial	881,651,434	9.7	879,476,228	9.5	946,808,441	9.6
Industrial	151,630,100	1.7	155,844,508	1.7	128,751,282	1.3
Personal	242,412,230	2.7	234,987,080	2.5	228,092,990	2.3
Total Real Estate	<u>\$9,068,188,822</u>	<u>100.0 %</u>	<u>\$9,241,074,496</u>	<u>100.0 %</u>	<u>\$9,885,655,649</u>	<u>100.0 %</u>

LARGEST TAXPAYERS

The following table lists the eleven largest taxpayers in the Town based upon assessed valuation for fiscal 2018. All of the largest taxpayers are current in their tax payments.

Name	Nature of Business	Total Assessed Valuation for Fiscal 2018	% of Total Assessed Value
Digital 128 First Avenue, LLC	Data Storage Facility	\$148,193,800	1.50 %
Babson College	Assisted Living	88,924,000	0.90
Lofts at Charles River Landing	Residential Apartments Complex	84,476,500	0.85
Needham Nine Owners LLC	Real Estate Developer	53,221,800	0.54
BP 140 Kendrick Street Property	Software Design	45,038,100	0.46
Digital Cabot, LLC	Data Storage Facility	38,367,000	0.39
WHC Needham I, LP	Assisted Living and Nursing Home Facility	33,535,300	0.34
WCP Needham Cabot LLC (1)	Hotel	33,534,700	0.34
117 Kendrick DE, LLC	Office Complex	29,452,100	0.30
Coca Cola Refreshments	Bottling & Distributing	27,408,200	0.28
Needham Travel Property LLC	Travel Advisory Company	25,929,600	0.26
Total		<u>\$608,081,100</u>	<u>6.15 %</u>

(1) Formerly Starwood Needham CMBS.

State Equalized Valuation

In order to determine appropriate relative values for the purposes of certain distributions to and assessments upon cities and towns, the Commissioner of Revenue biennially makes a redetermination of the fair cash value of the taxable property in each municipality. This is known as the "equalized value".

The following table sets forth the trend in equalized valuations of the Town of Needham.

January 1,	State Equalized Valuation	% Change
2016	\$9,675,551,500	16.7 %
2014	8,293,426,000	1.9
2012	8,141,495,500	5.3
2010	7,730,432,400	1.2
2008	7,637,636,300	4.5

Abatements and Overlay

The Town is authorized to increase each tax levy by an amount approved by the State Commissioner of Revenue as an "overlay" to provide for tax abatements. If abatements are granted in excess of the applicable overlay, the resultant "overlay deficit" is required to be added to the next tax levy. An abatement granted after a tax payment has been made is accounted for as a refund on the books of the Town. Abatements are granted where exempt real or personal property has been assessed or where taxable real or personal property has been overvalued or disproportionately valued. The assessors may also abate uncollectible personal property taxes. They may abate real and personal property taxes on broad grounds (including inability to pay) with the approval of the State Commissioner of Revenue. But uncollected real property taxes are ordinarily not written off until they become municipal "tax titles" by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of the tax and charging surplus.

The following table sets forth the amount of the overlay reserve for the last five fiscal years and the amounts of abatements and exemptions granted as of June 30, 2017.

Fiscal Year	Net Tax Levy (1)	Overlay Reserve		Abatements and Exemptions Granted Through As of June 30, 2017
		Dollar Amount	As a % of Net Levy	
2017	\$ 122,944,314	\$ 1,855,476	1.51 %	\$ 409,887
2016	116,282,088	3,009,775	2.59	690,254
2015	110,045,528	3,258,232	2.96	549,202
2014	103,856,480	2,151,633	2.07	406,628
2013	98,565,366	1,876,905	1.90	425,190

(1) Tax levy prior to addition of overlay reserve.

Tax Collections

The Town has accepted a statute providing for quarterly tax payments. Under that statute, preliminary tax payments are due on August 1 and November 1 with payment of the actual tax bill (after credit is given for the preliminary payments) installments on February 1 and May 1 if actual tax bills are mailed by December 31. Interest accrues on delinquent taxes at the rate of 14 percent per annum. Real property (land and buildings) is subject to a lien for the taxes assessed upon it, subject to any paramount federal lien and subject to bankruptcy and insolvency laws. (In addition, real property is subject to a lien for certain unpaid municipal charges or fees.) If the property has been transferred, an unenforced lien expires on the fourth December 31 after the end of the fiscal year to which the tax relates. If the property has not been transferred by the fourth December 31, an unenforced lien expires upon a later transfer of the property. Provision is made, however, for continuation of the lien where it could not be enforced because of a legal impediment. The persons against whom real or personal property taxes are assessed are personally liable for the tax (subject to bankruptcy and insolvency laws). In the case of real property, this personal liability is effectively extinguished by sale or taking of the property as described below.

The following table compares the Town's net tax collections with its net (gross tax levy less overlay reserve for abatements) tax levies for the current and each of the previous five fiscal years, exclusive of the surcharge of property tax levied under the CPA.

Fiscal Year	Gross Tax Levy (2)	Overlay Reserve for Abatements	Net Tax Levy	Collections During Fiscal Year Payable (1)		Collections as of 6/30/2017 (2)	
				Dollar Amount	% of Net Levy	Dollar Amount	% of Net Levy
2017	\$ 124,799,790	\$ 1,855,476	\$ 122,944,314	\$ 123,406,240	100.4 %	\$ 123,406,240	100.4 %
2016	119,291,863	3,009,775	116,282,088	117,554,391	101.1	118,202,464	101.7
2015	113,303,760	3,258,232	110,045,528	111,766,131	101.6	112,644,340	102.4
2014	106,008,113	2,151,633	103,856,480	104,450,422	100.6	105,195,699	101.3
2013	100,442,271	1,876,905	98,565,366	99,107,154	100.5	99,578,618	101.0

(1) Actual dollar collections, net of refunds. Does not include abatements, proceeds of tax titles or tax possessions attributable to each levy or other non-cash credits.

(2) Exclusive of the property tax levied under the Community Preservation Act.

Tax Titles and Possessions

Massachusetts law permits a municipality either to sell by public sale (at which the municipality may become the purchaser) or to take real property for non-payment of taxes. In either case the property owner can redeem the property by paying the unpaid taxes, with interest and other charges, but if the right of redemption is not exercised within six months (which may be extended an additional year in the case of certain installment payments) it can be foreclosed by petition to the Land Court.

Upon foreclosure, a tax title purchased or taken by the municipality becomes a "tax possession" and may be held and disposed of in the same manner as other land held for municipal purposes. Uncollectible real property taxes are ordinarily not written off until they become municipal tax titles by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of tax and charging surplus.

The table below sets forth the amount of tax titles and possessions and deferred taxes outstanding at the end of the following fiscal years.

<u>Fiscal Year</u>	<u>Total Tax Titles and Possessions</u>	<u>Deferred Taxes</u>
2017	\$ 1,208,475	\$ 464,599
2016	1,298,052	470,642
2015	1,201,442	628,738
2014	1,184,252	537,255
2013	1,016,567	619,572

Sale of Tax Receivables

Cities and towns are authorized to sell delinquent property tax receivables by public sale or auction, either individually or in bulk. The Town does not expect to utilize this option at the present time.

Taxation to Meet Deficits

As noted elsewhere (see "Abatements and Overlay" above) overlay deficits, i.e. tax abatements in excess of the overlay included in the tax levy to cover abatements, are required to be added to the next tax levy. It is generally understood that revenue deficits, i.e. those resulting from non-property tax revenues being less than anticipated, are also required to be added to the tax levy (at least to the extent not covered by surplus revenue).

Amounts lawfully expended since the prior tax levy and not included therein are also required to be included in the annual tax levy. The circumstances under which this can arise are limited since municipal departments are generally prohibited from incurring liabilities in excess of appropriations except for major disasters, mandated items, contracts in aid of housing and renewal projects and other long-term contracts. In addition, utilities must be paid at established rates and certain established salaries, e.g. civil service, must legally be paid for work actually performed, whether or not covered by appropriations.

Cities and towns are authorized to appropriate sums, and thus to levy taxes, to cover deficits arising from other causes, such as "free cash" deficits arising from a failure to collect taxes. This is not generally understood, however, and it has not been the practice to levy taxes to cover free cash deficits. Except to the extent that such deficits have been reduced or eliminated by subsequent collections of uncollected taxes (including sales of tax titles and tax possessions), lapsed appropriations, non-property tax revenues in excess of estimates, other miscellaneous items or funding loans authorized by special act, they remain in existence.

Tax Limitations

Chapter 59, Section 21C of the General Laws, also known as "Proposition 2½", imposes two separate limits on the annual tax levy of a city or town.

The primary limitation is that the tax levy cannot exceed 2½ percent of the full and fair cash value. If a city or town exceeds the primary limitation, it must reduce its tax levy by at least 15 percent annually until it is in compliance, provided that the reduction can be reduced in any year to not less than 7½ percent by majority vote of the voters, or to less than 7½ percent by two-thirds vote of the voters.

For cities and towns at or below the primary limit, a secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2½ percent, subject to exceptions for property added to the tax rolls or property which has had an increase, other than as part of a general revaluation, in its assessed valuation over the prior year's valuation.

This "growth" limit on the tax levy may be exceeded in any year by a majority vote of the voters, but an increase in the secondary or growth limit under this procedure does not permit a tax levy in excess of the primary limitation, since the two limitations apply independently. In addition, if the voters vote to approve taxes in excess of the "growth" limit for the purpose of funding a stabilization fund, such increased amount may only be taken into account for purposes of calculating the maximum levy limit in each subsequent year if the board of selectmen of a town or the city council of a city votes by a two-thirds vote to appropriate such increased amount in such subsequent year to the stabilization fund.

The applicable tax limits may also be reduced in any year by a majority vote of the voters.

The State Commissioner of Revenue may adjust any tax limit "to counterbalance the effects of extraordinary, non-recurring events which occurred during the base year".

The statute further provides that the voters may exclude from the taxes subject to the tax limits and from the calculation of the maximum tax levy (a) the amount required to pay debt service on bonds and notes issued before November 4, 1980, if the exclusion is approved by a majority vote of the voters, and (b) the amount required to pay debt service on any specific subsequent issue for which similar approval is obtained. Even with voter approval, the holders of the obligations for which unlimited taxes may be assessed do not have a statutory priority or security interest in the portion of the tax levy attributable to such obligations. It should be noted that Massachusetts General Laws Chapter 44, Section 20 requires that the taxes excluded from the levy limit to pay debt service on any such bonds and notes be calculated based on the true interest cost of the issue. Accordingly, the Department of Revenue limits the amount of taxes which may be levied in each year to pay debt service on any such bonds and notes to the amount of such debt service, less a pro rata portion of any original issue premium received by the city or town that was not applied to pay costs of issuance.

Voters may also exclude from the Proposition 2½ limits the amount required to pay specified capital outlay expenditures or for the city or town's apportioned share for certain capital outlay expenditures by a regional governmental unit. In addition, the city council of a city, with the approval of the mayor if required, or the board of selectmen or the town council of a town may vote to exclude from the Proposition 2½ limits taxes raised in lieu of sewer or water charges to pay debt service on bonds or notes issued by the municipality (or by an independent authority, commission or district) for water or sewer purposes, provided that the municipality's sewer or water charges are reduced accordingly.

In addition, Proposition 2½ limits the annual increase in the total assessments on cities and towns by any county, district, authority, the Commonwealth or any other governmental entity (except regional school districts, the MWRA and certain districts for which special legislation provides otherwise) to the sum of (a) 2½ percent of the prior year's assessments and (b) "any increases in costs, charges or fees for services customarily provided locally or for services subscribed to at local option". Regional water districts, regional sewerage districts and regional veterans districts may exceed these limitations under statutory procedures requiring a two-thirds vote of the district's governing body and either approval of the local appropriating authorities (by two-thirds vote in districts with more than two members or by majority vote in two-member districts) or approval of the registered voters in a local election (in the case of two-member districts). Under Proposition 2½ any State law to take effect on or after January 1, 1981 imposing a direct service or cost obligation on a city or town will become effective only if accepted or voluntarily funded by the city or town or if State funding is provided. Similarly, State rules or regulations imposing additional costs on a city or town or laws granting or increasing local tax exemptions are to take effect only if adequate State appropriations are provided. These statutory provisions do not apply to costs resulting from judicial decisions.

The Town of Needham has been in full compliance with Proposition 2½ since its inception. The Town has voted to override Proposition 2½ for operating purposes and to exclude debt service on several occasions for capital projects. Most recently, the Town approved general overrides in 2003 (\$2,459,318), 2006 (\$597,370), 2007 (\$1,128,670) and 2009 (\$1,887,929). In addition, the Town voted to exclude \$15,700,000 principal and the interest thereon for library renovation and expansion, \$62,000,000 principal and the interest thereon for high school renovation and expansion, \$21,000,000 principal and the interest thereon for the High Rock and Pollard School projects, \$27,412,128 principal and the interest thereon for the Newman School renovation project and \$762,500, \$7,000,000 and \$57,542,500 principal and the interest thereon for site acquisition and construction of the Hillside School project (less any MSBA grants).

Unused Levy Capacity (1)

	Fiscal Year				
	2018	2017	2016	2015	2014
Primary Levy Limit (2)	\$ 247,141,391	\$ 231,026,862	\$ 226,704,721	\$ 220,968,194	\$ 201,718,325
Prior Fiscal Year Levy Limit	118,982,082	113,229,253	106,870,366	98,925,881	93,756,886
2.5% Levy Growth	2,974,599	2,830,797	2,671,812	2,473,147	2,343,970
New Growth (3)	4,841,774	2,919,417	3,684,955	3,922,530	2,825,025
Amended New Growth	1,860	2,615	-	-	-
Overrides	-	-	-	1,548,410	-
Growth Levy Limit	126,800,315	118,982,082	113,227,133	106,869,968	98,925,881
Debt Exclusions	7,019,086	5,886,862	6,075,283	6,551,850	7,109,986
Capital Expenditure Exclusions	-	-	-	-	-
Other Adjustments	-	-	-	-	-
Tax Levy Limit	133,819,401	124,868,944	119,302,416	113,421,818	106,035,867
Tax Levy	132,537,888	124,789,790	119,291,863	113,303,760	106,008,113
Unused Levy Capacity (4)	1,281,513	79,154	10,553	118,058	27,754
Unused Primary Levy Capacity (5)	\$ 120,341,076	\$ 112,044,780	\$ 113,477,588	\$ 114,098,226	\$ 102,792,444

(1) Source: Massachusetts Department of Revenue.

(2) 2.5% of assessed valuation.

(3) Allowed increase for new valuations (or required reduction) - certified by the Department of Revenue.

(4) Tax Levy Limit less Tax Levy.

(5) Primary Levy Limit less Growth Levy Limit.

Community Preservation Act

The Massachusetts Community Preservation Act (the "CPA") permits cities and towns that accept its provisions to levy a surcharge on its real property tax levy, dedicate revenue (other than state or federal funds), and to receive state matching funds for (i) the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, open space, and affordable housing and (ii) the acquisition, preservation, rehabilitation and restoration of historic resources. The provisions of the CPA must be accepted by the voters of the city or town at an election after such provisions have first been accepted by either a vote of the legislative body of the city or town or an initiative petition signed by 5% of its registered voters.

A city or town may approve a surcharge of up to 3% (but not less than 1% under certain circumstances) and may make an additional commitment of funds by dedicating revenue other than state or federal funds, provided that the total funds collected do not exceed 3% of the real property tax levy, less any exemptions adopted (such as an exemption for low-income individuals and families and for low and moderate-income senior citizens, an exemption for \$100,000 of the value of each taxable parcel of residential real property or \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in Chapter 59, Section 2A of the General Laws, and an exemption for commercial and industrial properties in cities and towns with classified tax rates). In the event that the municipality shall no longer dedicate all or part of the additional funds to community preservation, the surcharge on the real property tax levy of not less than 1% shall remain in effect, provided that any such change must be approved pursuant to the same process as acceptance of the CPA. The surcharge is not counted in the total taxes assessed for the purpose of determining the permitted levy amount under Proposition 2½ (see "Tax Limitations" under "PROPERTY TAXATION" above). A city or town may revoke its acceptance of the provisions of the CPA at any time after 5 years from the date of such acceptance and may change the amount of the surcharge or the exemptions to the surcharge at any time, including reducing the surcharge to 1% and committing additional municipal funds as outlined above, provided that any such revocation or change must be approved pursuant to the same process as acceptance of the CPA.

Any city or town that accepts the provisions of the CPA will receive annual state matching grants to supplement amounts raised by its surcharge and dedication of revenue. The state matching funds are raised from certain recording and filing fees of the registers of deeds. Those amounts are deposited into a state trust fund and are distributed to cities and towns

that have accepted the provisions of the CPA, which distributions are not subject to annual appropriation by the state legislature. The amount distributed to each city and town is based on a statutory formula and the total state distribution made to any city or town may not exceed 100% of the amount raised locally by the surcharge on the real property tax levy.

The amounts raised by the surcharge on taxes, the dedication of revenue and received in state matching funds are required to be deposited in a dedicated community preservation fund. Each city or town that accepts the provisions of the CPA is required to establish a community preservation committee to study the community preservation needs of the community and to make recommendations to the legislative body of the city or town regarding the community preservation projects that should be funded from the community preservation fund. Upon the recommendations of the committee, the legislative body of the city or town may appropriate amounts from the fund for permitted community preservation purposes or may reserve amounts for spending in future fiscal years, provided that at least 10% of the total annual revenues to the fund must be spent or set aside for open space purposes, 10% for historic resource purposes and 10% for affordable housing purposes.

The CPA authorizes cities and towns that accept its provisions to issue bonds and notes in anticipation of the receipt of surcharge and dedicated revenues to finance community preservation projects approved under the provisions of the CPA. Bonds and notes issued under the CPA are general obligations of the city or town and are payable from amounts on deposit in the community preservation fund. In the event that a city or town revokes its acceptance of the provisions of the CPA, the surcharge shall remain in effect until all contractual obligations incurred by the city or town prior to such revocation, including the payment of bonds or notes issued under the CPA, have been fully discharged.

The Town has accepted the Act and set the surcharge rate at 2%. The Town implemented the program in fiscal year 2006 and is utilizing revenues to pay for a variety of municipal projects, including a \$19.2 million town hall preservation/restoration project financed, in part, with bonds in 2011 and 2012.

Community Preservation Fund Revenues

Fiscal Year	Property Tax (1)	State Contribution	Total
2017	\$ 2,136,893	\$ 417,408	\$ 2,554,301
2016	2,028,800	579,514	2,608,314
2015	1,950,156	566,099	2,516,255
2014	1,791,323	886,498	2,677,821
2013	1,697,565	437,167	2,134,732

(1) Reflects actual collections.

Pledged Taxes

Taxes on the increased value certain property in designated development districts may be pledged for the payment of costs of economic development projects within such districts and may therefore be unavailable for other municipal purposes. (See "Tax Increment Financing for Development Districts" under "TOWN FINANCES" below).

TOWN FINANCES

Budget and Appropriation Process

Town Meeting: The annual appropriations of the Town are ordinarily made at the annual meeting, which takes place in May. Appropriations may also be voted at special meetings. The Town has a finance committee, which submits reports and recommendations on proposed expenditures at town meetings.

The school budget is limited to the total amount appropriated by the city council or town meeting, but the school committee retains full power to allocate the funds appropriated. State legislation known as the Education Reform Act of 1993, as amended, imposes certain minimum expenditure requirements on municipalities with respect to funding for education. The requirements are determined on the basis of formulas affected by various measures of wealth and income, enrollments, prior levels of local spending and state aid, and other factors. In each fiscal year, the Town has appropriated at least the minimum expenditure requirement imposed by the Act.

The Town meeting may at any time vote to transfer any amount previously appropriated to any other authorized use by law, and, under certain circumstances and subject to certain limits and requirements, the selectmen of a town, with the concurrence of the finance committee, may transfer amounts appropriated for the use of any department to any other appropriation for the same department or to any other department.

Water and sewer department expenditures are generally included in the budgets adopted by city councils and town meetings but electric and gas department funds may be appropriated by the municipal light boards. Under certain legislation any city or town which accepts the legislation may provide that the appropriation for the operating costs of any department may be offset, in whole or in part, by estimated receipts from fees charged for services provided by the department. It is assumed that this general provision does not alter the pre-existing power of an electric or gas department to appropriate its own receipts.

Enterprises: Beginning with the fiscal 1996 budget, water and sewer operations are accounted for in separate enterprise accounts. Beginning with the fiscal 1999 budget solid waste operations are accounted for in a separate enterprise account.

Mandatory Items: Mandatory items, such as state and county assessments, the overlay for abatements, abatements in excess of overlays, principal and interest not otherwise provided for and final judgments are included in the tax levy whether or not included in the budget.

Revenues: Revenues are not required to be set forth in the budget but estimated non-tax revenues are taken into account by the assessors in fixing the tax levy. (See "PROPERTY TAXATION--Tax Levy Computation".)

Budget Trends

The following table sets forth the trend in operating budgets for fiscal years 2015 through 2019, as voted at the town meeting. As such, said budgets reflect neither revenues nor certain mandatory items.

BUDGET COMPARISON (1)

	Fiscal 2015	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019
General Government	\$4,036,311	\$4,181,185	\$4,294,265	\$4,449,845	\$4,758,257
Land Use and Development	423,211	489,274	515,350	541,943	561,423
Public Safety	13,714,066	13,957,884	14,493,710	15,295,908	15,736,737
Education(2)	58,854,499	62,134,821	65,952,600	69,156,335	72,020,179
Public Works & Facilities	13,497,982	14,389,396	15,274,299	16,056,178	16,667,383
Health & Human Services	1,247,688	1,433,752	1,493,315	1,698,993	1,863,784
Culture & Recreation	2,073,654	2,163,934	2,193,270	2,148,976	2,417,641
Employee Benefits(3)	21,095,270	23,095,821	25,491,114	28,053,212	30,776,911
Other Operating Expenses	1,247,252	1,344,702	1,816,490	866,200	1,153,880
Debt Service(4)	11,587,884	11,224,301	11,161,839	12,573,958	14,904,503
Reserve Fund	1,464,490	1,384,767	1,541,875	1,862,600	1,859,891
Total Expenditures	\$129,242,307	\$135,799,837	\$144,228,127	\$152,704,148	\$162,720,589

(1) Budget reflects only the amount appropriated by Town Meeting and thus does not include overlay or State assessments.

(2) Includes regional vocational school assessment.

(3) Includes pension and OPEB funding.

(4) Includes debt excluded from Proposition 2½ as well as estimated debt service on authorized and unissued debt.

Revenues

Property Taxes: Property taxes are the major source of revenue for the Town. The total amount levied is subject to certain limits prescribed by law; for a description of those limits see "PROPERTY TAXATION-- Tax Limitations" above. The table below sets forth the amount of property tax revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>Property Taxes</u>
2017	\$ 123,931,313
2016	118,981,810
2015	108,651,058
2014	105,364,496
2013	99,390,107

State Aid: The Town's state aid entitlement is based upon a number of different formulas, and while such formulas might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid but actual payments may vary from the estimate. The table below sets forth the amount of state aid revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>State Aid</u>
2017	\$11,135,784
2016	10,723,030
2015	9,946,703
2014	9,677,266
2013	9,212,185

Motor Vehicle Excise: An excise is imposed on the registration of motor vehicles (subject to exemptions) at the rate of \$25 per \$1,000 of valuation. The excise is collected by and for the benefit of the municipality in which the motor vehicle is customarily kept. Valuations are determined by a statutory formula based on manufacturer's list price and year of manufacture. Bills not paid when due bear interest at 12 percent per annum. Provision is also made after notice to the owner, for suspension of the owner's operating license or registration by the registrar of motor vehicles. The state annually estimates state aid but actual payments may vary from the estimate. The table below sets forth the amount of motor vehicle excise revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>Motor Vehicle Excise</u>
2017	\$ 5,701,557
2016	5,627,887
2015	5,242,444
2014	4,923,980
2013	4,620,449

Water and Sewer Rates and Services: The Town's Public Works Department provides water and sewer services, accounted for as enterprise funds, to all commercial, industrial and residential users within the Town and charges them on the basis of metered consumption. Water and sewer rates are set by the Board of Selectmen. The Town has an ascending block rate schedule ranging from \$3.10 to \$5.10 per 100 cubic feet for water and from \$8.49 to \$10.99 per 100 cubic feet for sewer. Water irrigation rates range from \$5.10 to \$8.10 per 100 cubic feet for water.

In fiscal year 2013, water and sewer revenues totaled \$14,923,190, which included \$493,392 in general fund receipts, and expenditures totaled \$13,682,552 including debt service, retirement costs and overhead. In fiscal year 2014, water and sewer revenues totaled \$15,183,031 which included \$858,439 in general fund receipts, and expenditures totaled \$14,332,762 including debt service, retirement costs and overhead. In fiscal year 2015, water and sewer revenues totaled \$16,745,962 which included \$823,671 in general fund receipts, and expenditures totaled \$14,378,741 including debt service, retirement costs and overhead. In fiscal year 2016, water and sewer revenues totaled \$16,007,776 which included \$569,430 in general fund receipts, and expenditures totaled \$13,464,453 including debt service, retirement costs and

overhead. In fiscal year 2017, water and sewer revenues totaled \$16,521,909 which included \$519,845 in general fund receipts, and expenditures totaled \$13,960,114 including debt service, retirement costs and overhead.

Local Options Meals Tax: On November 2, 2009, the Town adopted the local meals excise tax to be effective January 1, 2010. The local meals excise tax is a 0.75% tax on the gross receipts of a vendor from the sale of restaurant meals. The tax is paid by the vendor to the State Commissioner of Revenue, who in turn pays the tax to the municipality in which the meal was sold. The table below sets forth the amount of local option meals tax revenue for the following fiscal years:

Fiscal Year	Local Option Meals Tax
2017	\$ 492,329
2016	490,317
2015	476,896
2014	471,830
2013	443,716

Room Occupancy Tax: Under this tax, local governments may tax the provision of hotel, motel lodging house rooms and bed and breakfast rooms at a rate not to exceed six percent (6%) of the cost of renting such rooms. The tax is paid by the operator of each establishment to the State Commissioner of Revenue, who in turn pays the tax back to the municipality in which the rooms are located in quarterly distributions. On November 2, 2009, the Town adopted an increase in the room occupancy tax to 6% to be effective January 1, 2010. The table below sets forth the amount of room occupancy tax revenue for the following fiscal years:

Fiscal Year	Room Occupancy Tax
2017	\$ 1,079,169
2016	1,118,325
2015	1,024,085
2014	816,498
2013	539,026

Interest and Dividends: Fiscal year 2013 interest and dividends totaled \$84,802. Fiscal year 2014 interest and dividends totaled \$77,523. Fiscal year 2015 interest and dividends totaled \$101,273. Fiscal year 2016 interest and dividends totaled \$111,638. Fiscal year 2017 interest and dividends totaled \$278,831.

State Distributions

In addition to grants for specified capital purposes (some of which are payable over the life of the bonds issued for the projects), the Commonwealth provides financial assistance to cities and towns for current purposes. Payments to cities and towns are derived primarily from a percentage of the State's personal income, sales and use, and corporate excise tax receipts, together with the net receipts from the State Lottery. A municipality's state aid entitlement is based on a number of different formulas, of which the "schools" and "lottery" formulas are the most important. Both of the major formulas tend to provide more state aid to poorer communities. The formulas for determining a municipality's state aid entitlement are subject to amendment by the state legislature and, while a formula might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid, but the actual state aid payments may vary from the estimate.

In the fall of 1986, both the State Legislature (by statute, repealed as of July 1, 1999) and the voters (by initiative petition) placed limits on the growth of state tax revenues. Although somewhat different in detail, each measure essentially limited the annual growth in state tax revenues to an average rate of growth in wages and salaries in the Commonwealth over the three previous calendar years. If not amended, the remaining law could restrict the amount of state revenues available for state aid to local communities.

State School Building Assistance Program

Under its school building assistance program, the Commonwealth of Massachusetts provides grants to cities, towns and regional school districts for school construction projects. Until July 26, 2004, the State Board of Education was responsible for approving grants for school projects and otherwise administering the program. Grant amounts ranged from 50% to 90% of approved project costs. Municipalities generally issued bonds to finance the entire project cost, and the Commonwealth disbursed the grants in equal annual installments over the term of the related bonds.

Pursuant to legislation which became effective on July 26, 2004, the state legislature created the MSBA to finance and administer the school building assistance program. The MSBA assumed all powers and obligations of the Board of Education with respect to the program. In addition to certain other amounts, the legislation dedicates a portion of Commonwealth sales tax receipts to the MSBA to finance the program.

Projects previously approved for grants by the State Board of Education are entitled to receive grant payments from the MSBA based on the approved project cost and reimbursement rate applicable under the prior law. The MSBA has paid and is expected to continue to pay the remaining amounts of the grants for such projects either in annual installments to reimburse debt service on bonds issued by the municipalities to finance such projects, or as lump sum payments to contribute to the defeasance of such bonds.

Projects on the priority waiting list as of July 1, 2004 are also entitled to receive grant payments from the MSBA based on the eligible project costs and reimbursement rates applicable under the prior law. With limited exceptions, the MSBA is required to fund the grants for such projects in the order in which they appeared on the waiting list. Grants for any such projects that have been completed or substantially completed have been paid and are expected to continue to be paid by the MSBA in lump sum payments, thereby eliminating the need for the MSBA to reimburse interest expenses that would otherwise be incurred by the municipalities to permanently finance the MSBA's share of such project costs. Interest on debt issued by municipalities prior to July 1, 2004 to finance such project costs, and interest on temporary debt until receipt of the grant, is included in the approved costs of such projects. Grants for any such projects that have not yet commenced or that are underway have been and are expected to continue to be paid by the MSBA as project costs are incurred by the municipality pursuant to a project funding agreement between the MSBA and the municipality, eliminating the need for the municipality to borrow even on a temporary basis to finance the MSBA's share of the project costs in most cases.

The maximum of reimbursement rate for new project grant applications submitted to the MSBA on or after July 1, 2007 is 80% of approved project costs. The MSBA promulgated regulations with respect to the application and approval process for projects submitted after July 1, 2007. The MSBA pays grants for such projects as project costs are incurred pursuant to project funding agreements between the MSBA and the municipalities. None of the interest expense incurred on debt issued by municipalities to finance their portion of the costs of new projects are included in the approved project costs eligible for reimbursement.

Investment of Town Funds

Investments of funds of cities and towns, except for trust funds, are generally restricted by Massachusetts General Laws Chapter 44, §55. That statute permits investments of available revenue funds and bond and note proceeds in 1.) term deposits and certificates of deposits of banks and trust companies with a maturity date from date of purchase of up to three years; 2.) obligations issued or unconditionally guaranteed by the federal government or an agency thereof with a maturity of not more than one year; 3.) repurchase agreements with a maturity of not more than 90 days secured by federal or federal agency securities; 4.) participation units in the Massachusetts Municipal Depository Trust ("MMDT"), or; 5) shares in SEC-registered money market funds with the highest possible rating from at least one nationally recognized rating organization.

MMDT is an investment pool created by the Commonwealth. The State Treasurer is the sole trustee, and the funds are managed under contract by an investment firm under the supervision of the State Treasurer's office. According to the State Treasurer the MMDT's investment policy is designed to maintain an average weighted maturity of 90 days or less and is limited to high-quality, readily marketable fixed income instruments, including U.S. Government obligations and highly-rated corporate securities with maturities of one year or less.

MMDT funds, unless otherwise provided by the donor, may be invested in accordance with §54 of Chapter 44, which permits a broader range of investments than §55, including any bonds or notes that are legal investments for savings banks in the Commonwealth. The restrictions imposed by §54 and §55 do not apply to city and town retirement systems.

A breakdown of the Town's investments may be obtained from the Town Treasurer.

Annual Audits

The Town's financial statements have been audited annually. Copies of audit reports are available at the office of the Town Accountant of the Town of Needham. A copy of the Town's audited financial statements for the fiscal year ending June 30, 2017 is set forth as Appendix A. The Town's financial statements are audited by Melanson, Heath & Company, P.C., Nashua, New Hampshire.

The attached report speaks only as of its date, and only to the matters expressly set forth therein. The auditors have not been engaged to review this Official Statement or to perform audit procedures regarding the post-audit period, nor have the auditors been requested to give their consent to the inclusion of their report in Appendix A. Except as stated in their report, the auditors have not been engaged to verify the financial information set out in Appendix A and are not passing upon and do not assume responsibility for the sufficiency, accuracy or completeness of the financial information presented in that appendix.

Financial Statements

Set forth on the following pages are Governmental Funds Balance Sheets for fiscal years ended June 30, 2017, June 30, 2016 and June 30, 2015 and the Statement of Revenues, Expenditures and Changes in Fund Balance for the fiscal year ended June 30, 2017, 2016, 2015, 2014, and 2013. All said financial statements have been extracted from the Town's audited financial statements.

**TOWN OF NEEDHAM, MA
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2017 (1)**

	<u>General</u>	<u>Community Preservation Fund</u>	<u>Sunita L. Williams School</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS					
Cash and short-term investments	\$ 24,435,754	\$ -	\$ 2,330,594	\$ 16,654,115	\$ 43,420,463
Investments	26,051,587	5,477,234	-	2,462,211	33,991,032
Receivables:					
Property taxes	3,052,733	14,610	-	-	3,067,343
Excises	978,655	-	-	-	978,655
Departmental	1,508,395	-	-	27,981	1,536,376
Intergovernmental	4,170,888	-	-	1,805,974	5,976,862
Other	119,889	-	-	-	119,889
TOTAL ASSETS	<u>\$ 60,317,901</u>	<u>\$ 5,491,844</u>	<u>\$ 2,330,594</u>	<u>\$ 20,950,281</u>	<u>\$ 89,090,620</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES					
Liabilities:					
Warrants and accounts payable	\$ 1,337,341	\$ -	\$ 235,010	\$ 1,198,202	\$ 2,770,553
Unearned revenue	-	-	-	1,232,689	1,232,689
Accrued liabilities	3,582,464	-	-	66,128	3,648,592
Anticipation notes payable	-	-	4,000,000	810,000	4,810,000
Refunds payable	396,499	-	-	-	396,499
Other liabilities	248,392	-	-	1,615	250,007
TOTAL LIABILITIES	5,564,696	-	4,235,010	3,308,634	13,108,340
Deferred inflows of Resources:					
Unavailable revenues	9,453,148	14,609	-	426,282	9,894,039
Fund Balances:					
Nonspendable	-	-	-	188,478	188,478
Restricted	572,835	5,477,235	-	9,794,373	15,844,443
Committed	12,788,994	-	-	8,149,196	20,938,190
Assigned	12,503,894	-	-	-	12,503,894
Unassigned	19,434,334	-	(1,904,416)	(916,682)	16,613,236
TOTAL FUND BALANCES	<u>45,300,057</u>	<u>5,477,235</u>	<u>(1,904,416)</u>	<u>17,215,365</u>	<u>66,088,241</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 60,317,901</u>	<u>\$ 5,491,844</u>	<u>\$ 2,330,594</u>	<u>\$ 20,950,281</u>	<u>\$ 89,090,620</u>

(1) Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2016 (1)

ASSETS	General	Community Preservation Fund	Owens Farm Property Acquisition	Nonmajor Governmental Funds	Total Governmental Funds
Cash and short term investments	\$ 24,199,908	\$ -	\$ 148,222	\$ 13,954,686	\$ 38,302,816
Investments	19,372,450	6,828,619	-	2,326,821	28,527,890
Receivables:					-
Property taxes	2,873,358	11,160	-	-	2,884,518
Excises	968,146	-	-	-	968,146
Departmental	1,426,542	-	-	40,848	1,467,390
Intergovernmental	4,866,036	-	-	782,376	5,648,412
Other	50,083	-	-	-	50,083
TOTAL ASSETS	\$ 53,756,523	\$ 6,839,779	\$ 148,222	\$ 17,104,731	\$ 77,849,255
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES					
LIABILITIES					
Warrants and accounts payable	\$ 1,569,639	\$ 91,760	\$ 61,177	\$ 1,291,772	\$ 3,014,348
Unearned revenue	-	-	-	594,994	594,994
Accrued liabilities	4,053,656	-	-	133,216	4,186,872
Anticipation notes payable	-	-	6,700,000	2,160,000	8,860,000
Refunds payable	925,717	-	-	-	925,717
Other liabilities	200,528	-	-	1,615	202,143
TOTAL LIABILITIES	6,749,540	91,760	6,761,177	4,181,597	17,784,074
DEFERRED INFLOWS OF RESOURCES	10,047,765	11,160	-	521,642	10,580,567
FUND BALANCES					
No spendable	-	-	-	188,478	188,478
Restricted	666,280	6,736,859	-	6,786,521	14,189,660
Committed	10,114,230	-	-	6,185,837	16,300,067
Assigned	5,413,861	-	-	-	5,413,861
Unassigned	20,764,847	-	(6,612,955)	(759,344)	13,392,548
TOTAL FUND BALANCES	36,959,218	6,736,859	(6,612,955)	12,401,492	49,484,614
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 53,756,523	\$ 6,839,779	\$ 148,222	\$ 17,104,731	\$ 77,849,255

(1) Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2015 (1)

	General	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and short term investments	\$ 19,643,035	\$ 887,377	\$ 12,299,283	\$ 32,829,695
Investments	17,264,599	7,933,808	2,454,593	27,653,000
Receivables:				-
Property taxes	4,228,979	13,484	-	4,242,463
Excises	919,939	-	-	919,939
Departmental	1,306,998	-	36,004	1,343,002
Intergovernmental	5,561,184	-	776,850	6,338,034
Other	69,562	-	-	69,562
TOTAL ASSETS	\$ 48,994,296	\$ 8,834,669	\$ 15,566,730	\$ 73,395,695
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
LIABILITIES				
Warrants and accounts payable	\$ 1,490,653	\$ 13,149	\$ 528,455	\$ 2,032,257
Accrued liabilities	5,258,568	832	140,211	5,399,611
Refunds payable	703,609	-	-	703,609
Other liabilities	200,235	-	1,615	201,850
TOTAL LIABILITIES	7,653,065	13,981	670,281	8,337,327
DEFERRED INFLOWS OF RESOURCES	11,805,511	13,484	100,072	11,919,067
FUND BALANCES				
Nonspendable	-	-	188,478	188,478
Restricted	794,835	8,807,204	8,756,913	18,358,952
Committed	9,020,424	-	6,122,886	15,143,310
Assigned	4,472,492	-	-	4,472,492
Unassigned	15,247,969	-	(271,900)	14,976,069
TOTAL FUND BALANCES	29,535,720	8,807,204	14,796,377	53,139,301
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 48,994,296	\$ 8,834,669	\$ 15,566,730	\$ 73,395,695

(1) Extracted from the audited Financial Statements of the Town.

**TOWN OF NEEDHAM, MA
GOVERNMENTAL FUNDS
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
AS OF JUNE 30, 2017 (1)**

	<u>General</u>	<u>Community Preservation Fund</u>	<u>Sunita L. Williams School</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues:					
Property taxes	\$ 124,517,284	\$ 2,136,893	\$ -	\$ -	\$ 126,654,177
Excise taxes	5,701,527	-	-	-	5,701,527
Penalties, interest, and other taxes	2,156,902	2,307	-	-	2,159,209
Charges for services	1,094,057	-	-	6,228,684	7,322,741
Departmental	1,674,120	-	-	-	1,674,120
Licenses and permits	4,477,430	-	-	-	4,477,430
Intergovernmental	26,506,734	417,108	-	9,360,566	36,284,408
Investment income	389,769	111,618	-	163,439	664,826
Fines and forfeitures	188,756	-	-	-	188,756
Contributions	-	-	355,277	2,704,043	3,059,320
Other	41,949	-	-	37,035	78,984
Total Revenues	166,748,528	2,667,926	355,277	18,493,767	188,265,498
Expenditures:					
Current:					
General government	5,160,845	6,729	-	137,722	5,305,296
Public safety	16,006,396	-	-	251,212	16,257,608
Education	89,570,046	-	-	10,497,497	100,067,543
Public works	8,044,770	-	-	13,004	8,057,774
Maintenance	9,509,897	-	-	-	9,509,897
Health and human services	1,678,736	-	-	444,252	2,122,988
Culture and recreation	2,270,267	81,435	-	778,792	3,130,494
Employee benefits	11,572,484	-	-	-	11,572,484
Other	532,195	-	-	-	532,195
Capital outlay	-	413,073	2,259,693	11,454,082	14,126,848
Debt service:					
Principal	8,102,006	-	-	-	8,102,006
Interest	2,259,034	-	-	-	2,259,034
Intergovernmental	1,309,161	-	-	-	1,309,161
Total Expenditures	156,015,837	501,237	2,259,693	23,576,561	182,353,328
Excess (deficiency) of revenues over expenditures	10,732,691	2,166,689	(1,904,416)	(5,082,794)	5,912,170
Other Financing Sources (Uses):					
Issuance of bonds	-	-	-	10,480,000	10,480,000
Bond premium	-	-	-	654,769	654,769
Transfers in	2,383,365	-	-	6,017,269	8,400,634
Transfers out	(4,775,217)	(3,426,313)	-	(642,416)	(8,843,946)
Total Other Financing Sources (Uses)	(2,391,852)	(3,426,313)	-	16,509,622	10,691,457
Net change in fund balances	8,340,839	(1,259,624)	(1,904,416)	11,426,828	16,603,627
Fund Balances, at beginning of year, as restated	36,959,218	6,736,859	-	5,788,537	49,484,614
Fund Balances, at end of year	\$ 45,300,057	\$ 5,477,235	\$ (1,904,416)	\$ 17,215,365	\$ 66,088,241

(1) Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES
AS OF JUNE 30, 2016 (1)

	General	Community Preservation	Owens Farm Property Acquisition	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES					
Property taxes	\$ 119,108,696	\$ 2,028,800	\$ -	\$ -	\$ 121,137,496
Excise taxes	5,627,887	-	-	-	5,627,887
Penalties, interest, and other taxes	2,410,193	2,379	-	-	2,412,572
Charges for services	985,609	-	-	5,936,113	6,921,722
Departmental	1,038,922	-	-	-	1,038,922
Licenses and permits	2,314,222	-	-	-	2,314,222
Intergovernmental	10,901,975	579,514	-	5,868,297	17,349,786
Investment Income	197,107	60,537	-	29,325	286,969
Fines and forfeitures	186,517	-	-	-	186,517
Contributions	-	-	-	444,166	444,166
Other	69,941	-	-	29,395	99,336
TOTAL REVENUES	\$ 142,841,069	\$ 2,671,230	\$ -	\$ 12,307,296	\$ 157,819,595
EXPENDITURES					
Current:					
General government	\$ 4,970,776	\$ 40,078	\$ -	\$ 291,004	\$ 5,301,858
Public safety	14,812,811	-	-	83,958	14,896,769
Education	69,073,634	-	-	10,991,245	80,064,879
Public works	7,216,857	-	-	288,061	7,504,918
Maintenance	9,019,331	-	-	-	9,019,331
Health and human services	1,569,348	-	-	472,616	2,041,964
Culture and recreation	2,249,111	19,754	-	872,467	3,141,332
Employee benefits	10,754,691	-	-	-	10,754,691
Other	518,998	-	-	-	518,998
Capital Outlay	-	3,549,305	6,612,955	5,376,915	15,539,175
Debt Service:					
Principal	8,232,133	-	-	-	8,232,133
Interest	2,635,519	-	-	-	2,635,519
Intergovernmental	1,281,985	-	-	-	1,281,985
TOTAL EXPENDITURES	132,335,194	3,609,137	6,612,955	18,376,266	160,933,552
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	10,505,875	(937,907)	(6,612,955)	(6,068,970)	(3,113,957)
OTHER FINANCING SOURCES (USES)					
Issuance of refunded debt	6,645,000	-	-	-	6,645,000
Bond premium	1,069,480	-	-	-	1,069,480
Transfers in	2,211,732	-	-	4,114,562	6,326,294
Deposit to refunding escrow	(7,607,593)	-	-	-	(7,607,593)
Transfers out	(5,400,996)	(1,132,438)	-	(440,477)	(6,973,911)
TOTAL OTHER FINANCING SOURCES (USES)	(3,082,377)	(1,132,438)	-	3,674,085	(540,730)
NET CHANGE IN FUND BALANCES	7,423,498	(2,070,345)	(6,612,955)	(2,394,885)	(3,654,687)
FUND BALANCES - BEGINNING OF YEAR	29,535,720	8,807,204	-	14,796,377	53,139,301
FUND BALANCES - END OF YEAR	\$ 36,959,218	\$ 6,736,859	\$ (6,612,955)	\$ 12,401,492	\$ 49,484,614

(1) Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES
AS OF JUNE 30, 2015 (1)

	General	Community Preservation	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES				
Property taxes	\$ 112,329,687	\$ 1,950,156	\$ -	\$ 114,279,843
Excise taxes	5,242,444	-	-	5,242,444
Penalties, interest, and other taxes	1,852,862	2,456	-	1,855,318
Charges for services	987,849	-	6,123,560	7,111,409
Departmental	654,516	-	-	654,516
Licenses and permits	1,702,030	-	-	1,702,030
Intergovernmental	10,799,610	566,099	5,380,602	16,746,311
Investment Income	168,567	154,529	42,332	365,428
Fines and forfeitures	204,198	-	-	204,198
Contributions	-	20,518	1,455,025	1,475,543
Other	345,471	-	15,240	360,711
TOTAL REVENUES	\$ 134,287,234	\$ 2,693,758	\$ 13,016,759	\$ 149,997,751
EXPENDITURES				
Current:				
General government	\$ 4,673,887	\$ 455,295	\$ 106,259	\$ 5,235,441
Public safety	14,829,123	-	149,027	14,978,150
Education	65,814,871	-	10,686,070	76,500,941
Public works	7,678,186	-	215,243	7,893,429
Maintenance	8,660,730	-	4,423,569	13,084,299
Health and human services	1,453,707	-	238,976	1,692,683
Culture and recreation	2,156,905	-	417,795	2,574,700
Employee benefits	10,084,343	-	-	10,084,343
Other	518,182	-	-	518,182
Debt Service:				
Principal	8,374,612	-	-	8,374,612
Interest	2,632,650	-	-	2,632,650
Intergovernmental	1,272,800	-	-	1,272,800
TOTAL EXPENDITURES	128,149,996	455,295	16,236,939	144,842,230
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	6,137,238	2,238,463	(3,220,180)	5,155,521
OTHER FINANCING SOURCES (USES)				
Issuance of bonds	-	-	2,850,000	2,850,000
Issuance of refunded debt	7,337,000	-	-	7,337,000
Bond premium	1,225,361	-	-	1,225,361
Transfers in	2,301,520	-	5,837,871	8,139,391
Deposit to refunding escrow	(8,325,359)	-	-	(8,325,359)
Transfers out	(7,704,812)	(475,763)	(465,348)	(8,645,923)
TOTAL OTHER FINANCING SOURCES (USES)	(5,166,290)	(475,763)	8,222,523	2,580,470
NET CHANGE IN FUND BALANCES	970,948	1,762,700	5,002,343	7,735,991
FUND BALANCES - BEGINNING OF YEAR	28,564,772	7,044,504	9,794,034	45,403,310
FUND BALANCES - END OF YEAR	\$ 29,535,720	\$ 8,807,204	\$ 14,796,377	\$ 53,139,301

(1) Extracted from the audited Financial Statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
AS OF JUNE 30, 2014 (1)

REVENUES:	General	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Property Taxes	\$ 105,482,632	\$ 1,791,323	\$ -	\$ 107,273,955
Excise Taxes	4,923,980	-	-	4,923,980
Penalties, Interest & Other Taxes	1,642,864	1,860	-	1,644,724
Charges for Services	975,393	-	6,268,448	7,243,841
Departmental	695,239	-	-	695,239
Licenses and Permits	2,306,750	-	-	2,306,750
Intergovernmental	22,891,596	886,498	6,906,632	30,684,726
Investment Income	166,796	56,252	329,361	552,409
Fines and Forfeitures	196,181	-	-	196,181
Contributions	-	-	484,046	484,046
Other	165,670	-	82,353	248,023
Total Revenues	\$ 139,447,101	\$ 2,735,933	\$ 14,070,840	\$ 156,253,874
EXPENDITURES:				
General Government	4,699,929	790,054	95,935	5,585,918
Public Safety	14,678,174	-	44,317	14,722,491
Education	73,372,843	-	10,329,315	83,702,158
Public Works	6,842,282	-	109,866	6,952,148
Maintenance	7,957,103	-	12,483,541	20,440,644
Health and Human Services	1,253,052	-	434,590	1,687,642
Culture and Recreation	2,109,233	-	843,280	2,952,513
Employee Benefits	10,638,023	-	-	10,638,023
Other	507,278	-	-	507,278
Debt Service				-
Principal	7,786,979	-	-	7,786,979
Interest	2,800,219	-	-	2,800,219
Intergovernmental	1,270,948	-	-	1,270,948
Total Expenditures	133,916,063	790,054	24,340,844	159,046,961
Excess (Deficiency) of Revenues Over Expenditures	5,531,038	1,945,879	(10,270,004)	(2,793,087)
Other Financing Sources (Uses)				
Issuance of Bonds	-	-	8,912,000	8,912,000
Bond Premium	146,553	-	-	146,553
Transfers In	2,553,023	53,478	7,627,396	10,233,897
Transfers out	(9,261,701)	(711,000)	(237,126)	(10,209,827)
Total Other Financing Sources - Net	(6,562,125)	(657,522)	16,302,270	9,082,623
Net Change in Fund Balances	(1,031,097)	1,288,357	3,761,768	4,019,028
Fund Balances, at Beginning of Year	29,595,859	5,756,147	3,761,768	39,113,774
Fund Balances, at End of Year	\$ 28,564,762	\$ 7,044,504	\$ 7,523,536	\$ 43,132,802

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
AS OF JUNE 30, 2013 (1)

REVENUES:	General	Community Preservation Fund	Senior Center Fund	Nonmajor Governmental Funds	Total Governmental Funds
Property Taxes	\$ 99,970,554	\$ 1,697,565	\$ -	\$ -	\$ 101,668,119
Excise Taxes	4,620,449	-	-	-	4,620,449
Penalties, Interest & Other Taxes	1,330,634	2,429	-	-	1,333,063
Charges for Services	887,648	-	-	5,762,393	6,650,041
Departmental	851,889	-	-	-	851,889
Licenses and Permits	1,869,446	-	-	-	1,869,446
Intergovernmental	22,193,047	437,167	-	5,619,279	28,249,493
Investment Income	161,042	40,751	-	268,009	469,802
Fines and Forfeitures	220,952	-	-	-	220,952
Contributions	-	-	-	917,571	917,571
Other	479,326	-	-	64,425	543,751
Total Revenues	\$ 132,584,987	\$ 2,177,912	\$ -	\$ 12,631,677	\$ 147,394,576
EXPENDITURES:					
General Government	4,718,884	208,600	-	56,941	4,984,425
Public Safety	13,445,757	-	-	209,889	13,655,646
Education	69,546,442	-	-	9,927,443	79,473,885
Public Works	6,498,065	-	-	22,451	6,520,516
Maintenance	8,043,322	-	5,473,672	10,396,722	23,913,716
Health and Human Services	1,191,925	-	-	325,825	1,517,750
Culture and Recreation	2,112,052	-	-	588,124	2,700,176
Employee Benefits	8,742,496	-	-	-	8,742,496
Other	480,929	-	-	-	480,929
Debt Service					
Principal	7,117,979	-	-	-	7,117,979
Interest	2,339,358	-	-	-	2,339,358
Intergovernmental	1,181,083	-	-	-	1,181,083
Total Expenditures	125,418,292	208,600	5,473,672	21,527,395	152,627,959
Excess (Deficiency) of Revenues Over Expenditures	7,166,695	1,969,312	(5,473,672)	(8,895,718)	(5,233,383)
Other Financing Sources (Uses)					
Issuance of Bonds	-	-	1,000,000	16,959,000	17,959,000
Bond Premium	811,162	-	-	-	811,162
Transfers In	2,402,361	-	267,500	5,403,459	8,073,320
Transfers out	(6,408,769)	(550,000)	-	(701,344)	(7,660,113)
Total Other Financing Sources - Net	(3,195,246)	(550,000)	1,267,500	21,661,115	19,183,369
Net Change in Fund Balances	3,971,449	1,419,312	(4,206,172)	12,765,397	13,949,986
Fund Balances, at Beginning of Year	25,624,410	4,336,835	(888,416)	(3,909,041)	25,163,788
Fund Balances, at End of Year	\$ 29,595,859	\$ 5,756,147	\$ (5,094,588)	\$ 8,856,356	\$ 39,113,774

(1) Extracted from the audited financial statements of the Town.

Free Cash and Unassigned General Fund Balances

Under Massachusetts law an amount known as "free cash" is certified as of the beginning of each fiscal year by the State Bureau of Accounts and this, together with certain subsequent tax receipts, is used as the basis for subsequent appropriations from available funds, which are not required to be included in the annual tax levy. Subject to certain adjustments, free cash is surplus revenue (or, in the Town's case, Unreserved Fund Balance) less uncollected and overdue property taxes from prior years.

The following table sets forth the trend in free cash as certified by the Bureau of Accounts as well as the Unassigned General Fund balance.

Fiscal Year	Free Cash (July 1)	Unassigned General Fund Balance
2017	\$ 13,518,622	\$ 19,434,334
2016	13,849,687	20,970,404
2015	6,890,372	15,247,969
2014	6,207,875	13,245,277
2013	10,133,912 (1)	15,150,157

(1) Free Cash was reduced in 2012 by the Massachusetts Department of Revenue by the amount of a capital project advance. The general fund was reimbursed in FY2013 with proceeds from a borrowing.

Stabilization Fund

The Town maintains a stabilization fund, which is accounted for in the Trust Funds. Funded by an appropriation, the Stabilization Fund plus interest income may be appropriated at an annual or special town meeting for any purpose. The following table sets forth the trend in Stabilization Fund balance.

Fiscal Year	Stabilization Fund Balance (June 30)
2018 (1)	\$ 4,120,588
2017	4,001,401
2016	3,946,174
2015	3,876,809
2014	3,815,322
2013	3,729,614

(1) As of April 3, 2018.

Capital Improvement Fund

The Town continues to provide additional funding to its capital improvement fund, which helps ensure the replacement of capital equipment, however there were no draws on the Town's Stabilization Fund to support any operating or capital expenditures. The following table sets forth the trend in Capital Improvement Fund balance.

Fiscal Year	Capital Improvement Fund Balance (June 30)
2018 (1)	\$ 744,636
2017	707,506
2016	701,081
2015	668,954
2014	650,177
2013	648,940

(1) As of April 3, 2018.

Capital Facility Fund

The Capital Facilities Fund exists primarily to fund building improvements. The following table sets forth the trend in Capital Facility Fund balance.

Fiscal Year	Capital Facility Fund Balance (June 30)
2018 (1)	\$ 26,831
2017	1,829,877
2016	1,312,275
2015	1,307,397
2014	1,295,691
2013	1,293,383

(1) As of April 3, 2018. During fiscal year 2018 \$1,817,000 was drawn from the Capital Facility Fund for the High School Expansion project. At the 2018 Annual Town Meeting a transfer of \$1,817,000 back into the Fund was approved. The transfer was comprised of \$1,386,000 from Free Cash and \$431,000 from the fiscal 2019 tax levy.

Athletic Facility Fund

In fiscal year 2013, the Town created a stabilization fund to cover the costs of the eventual replacement of the Town's artificial turf fields. The following table sets forth the trend in Athletic Facility Fund balance.

Fiscal Year	Athletic Facility Fund Balance (June 30)
2018 (1)	\$ 4,393,618
2017	3,051,708
2016	2,643,429
2015	1,970,353
2014	901,333
2013	283,133

(1) As of April 3, 2018. In fiscal 2018 \$1.8 million was appropriated from the Athletic Facility Fund for the Memorial Park building construction (article 30 of the 2018 Annual Town Meeting) and \$550,000 for Athletic Facilities improvement (turf field replacement).

Debt Service Stabilization Fund

In fiscal year 2016, the Town created a stabilization fund the purpose of which is to allow the Town by appropriation to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities. The Town appropriated \$320,186 to the fund in fiscal 2016, \$1,091,874 in fiscal 2016, and \$1,091,874 in fiscal 2018. The balance in the fund as of April 30, 2018 was \$2,055,801.

Tax Increment Financing for Development Districts

Under recent legislation, cities and towns are authorized to establish development districts to encourage increased residential, industrial and commercial activity. All or a portion of the taxes on growth in assessed value in such districts may be pledged and used solely to finance economic development projects pursuant to the city or town's development program for the district. This includes pledging such "tax increments" for the payment of bonds issued to finance such projects. As a result of any such pledge, tax increments raised from new growth properties in development districts are not available for other municipal purposes. Tax increments are taken into account in determining the total taxes assessed for the purpose of calculating the maximum permitted tax levy under Proposition 2 ½, (see "Tax Limitations" under "PROPERTY TAXATION" above.) The Town has not established any such district.

The Town has a TIF agreement with TripAdvisor, 13 years in total, currently at a 76% exemption that will decline to a 1% exemption effective 2021. The Town also has a TIF agreement with NBC Universal, 10 years in total, with a 70% exemption for the first 4 years that declines to 5% in year 5, and then 1% for years 6 through 10. The exemptions apply only on the new growth value.

INDEBTEDNESS

Authorization Procedure and Limitations

Serial bonds and notes are authorized by a two-thirds vote of the town meeting. Provision is made for a referendum on the borrowing authorization if there is a timely filing of a petition bearing the requisite number of signatures. Refunding bonds and notes are authorized by the selectmen. Borrowings for some purposes require State administrative approval.

When serial bonds or notes have been authorized, bond anticipation notes may be issued by the officers authorized to issue the serial bonds or notes. Temporary debt in anticipation of the revenue of the fiscal year in which the debt is incurred or in anticipation of authorized federal and state aid generally may be incurred by the treasurer with the approval of the selectmen.

Debt Limits

General Debt Limit. The General Debt Limit of a city or town consists of a Normal Debt Limit and a Double Debt Limit. The Normal Debt Limit is 5 percent of the valuation of taxable property as last equalized by the State Department of Revenue. A city or town can authorize debt up to this amount without state approval. It can authorize debt up to twice this amount (the Double Debt Limit) with the approval of the state Municipal Finance Oversight Board ("MFOB") composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts.

There are many categories of general obligation debt which are exempt from and do not count against the General Debt Limit. Among others, these exempt categories include revenue anticipation notes and grant anticipation notes; emergency loans; loans exempted by special laws; certain school bonds, sewer bonds, bonds for water, gas, electric and telecommunication systems, solid waste disposal facility bonds and economic development bonds supported by tax increment financing; and subject to special debt limits, bonds for housing, urban renewal and economic development (subject to various debt limits). Revenue bonds are not subject to these debt limits. The General Debt Limit applies at the time the debt is authorized. The other special debt limits generally apply at the time the debt is incurred.

Revenue Anticipation Notes. The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30. Notes may mature in the following fiscal year, and notes may be refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including revenue deficits, overlay deficits, final judgments and lawful unappropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. (See "Taxation to Meet Deficits" under "PROPERTY TAXATION" above.) In any event, the period from an original borrowing to its final maturity cannot exceed one year.

Types of Obligations

General Obligations. Massachusetts cities and towns are authorized to issue general obligation indebtedness of these types:

Serial Bonds and Notes. These are generally required to be payable in annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. A level debt service schedule, or a schedule that provides for a more rapid amortization of principal than level debt service, is permitted. The principal amounts of certain economic development bonds supported by tax increment financing may be payable in equal, diminishing or increasing amounts beginning within 5 years after the date of issue. The maximum terms of serial bonds and notes vary from one year to 40 years, depending on the purpose of the issue. The maximum terms permitted are set forth in the statutes. In addition, for many projects, the maximum term may be determined in accordance with useful life guidelines promulgated by the State Department of Revenue. Serial bonds and notes may be issued for the purposes set forth in the statutes. In addition, serial bonds and notes may be issued for any other public work improvement or asset not specifically listed in the Statutes that has a useful life of at least 5 years. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum applicable term measured from the date of the original bonds or notes and must produce present value savings over the debt service of the refunded bonds. Generally, the first required annual payment of principal of the refunding bonds cannot be later than the first principal payment of any of the bonds or notes being refunded thereby, however, principal payments made before the first principal payment of any of the bonds or notes being refunded thereby may be in any amount.

Serial bonds may be issued as "qualified bonds" with the approval of the state MFOB, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the MFOB. Qualified bonds may mature not less than 10 nor more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt service paid

by the State from state aid or other state payments; administrative costs and any loss of interest income to the State are to be assessed upon the city or town.

Tax Credit Bonds or Notes. Subject to certain provisions and conditions, the officers authorized to issue bonds or notes may designate any duly authorized issue of bonds or notes as "tax credit bonds" to the extent such bonds and notes are otherwise permitted to be issued with federal tax credits or other similar subsidies for all or a portion of the borrowing costs. Tax credit bonds may be made payable without regard to the annual installments required by any other law, and a sinking fund may be established for the payment of such bonds. Any investment that is part of such a sinking fund may mature not later than the date fixed for payment or redemption of the applicable bonds.

Bond Anticipation Notes. These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed ten years from their original dates of issuance, provided that for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the second year. For certain school projects, however, notes may be refunded from time to time for a period not to exceed seven years without having to pay any portion of the principal of the notes from revenue funds. The maximum term of bonds issued to refund bond anticipation notes is measured (except for certain school projects) from the date of the original issue of the notes.

Revenue Anticipation Notes. These are issued to meet current expenses in anticipation of taxes and other revenues. They must mature within one year but, if payable in less than one year, may be refunded from time to time up to one year from the original date of issue. The Town has not issued revenue anticipation notes during the past twenty fiscal years.

Grant Anticipation Notes. These are issued for temporary financing in anticipation of federal grants and state and county reimbursements. Generally, they must mature within two years but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds. Cities and towns may issue revenue bonds for solid waste disposal facilities, for projects financed under the Commonwealth's Water Pollution Abatement or Drinking Water Revolving Loan Programs and for certain economic development projects supported by tax increment financing. In addition, cities and towns having electric departments may issue electric revenue bonds, and notes in anticipation of such bonds, subject to the approval of the State Department of Telecommunications and Energy.

DIRECT DEBT SUMMARY (1)
Projected as of June 30, 2018

Long-Term Debt Outstanding:		
Within the General Debt Limit:		
Schools	\$ 38,433,000	
Sewers & Drains	5,800,013	
Other Inside General	<u>26,157,000</u>	
Total Within the General Debt Limit		\$ 70,390,013
Outside the General Debt Limit:		
Water	5,222,115	
Sewer	310,000	
Other Outside General	<u>9,448</u>	
Total Outside the General Debt Limit		5,541,563
Bonds to be Dated 7/31/2018 (This Issue)		<u>31,000,000</u>
Total Bonded Debt		106,931,576
Short-Term Debt Outstanding:		
Bond Anticipation Notes (2)	31,985,000	
Less:		
To be retired with revenue funds	(4,900,000)	
To be retired with Bond proceeds	<u>(25,585,000)</u>	
Total Short-Term Debt Outstanding after This Issue (3)		<u>1,500,000</u>
Total Direct Debt after This Issue:		<u><u>\$ 108,431,576</u></u>

(1) Principal amount only. Excludes lease and installment purchase obligations, overlapping debt, unfunded pension liability and other post-employment benefits liability.

(2) Payable August 1, 2018.

(3) Renewal notes to be issued concurrent with the Bonds, to be payable July 15, 2019.

Debt Ratios

The following table sets forth debt as a percentage of assessed valuation and per capita debt at the end of the following fiscal years. The table considers the principal amount of general obligation bonds of the Town. The table does not deduct anticipated state grant payments applicable to the principal amount of outstanding bonds or debt that may be supported in whole, or part, by non-tax revenues.

Fiscal Year End	General Obligation Bonds Outstanding	Population (2010 Federal Census)	Local Assessed Valuation	Per Capita Debt	Debt as a % of Assessed Valuation
2017	\$ 86,146,163	28,886	\$ 9,241,074,496	\$ 2,982	0.93
2016	85,544,217	28,886	9,068,188,822	2,961	0.94
2015	95,610,417	28,886	8,738,727,746	3,310	1.09
2014	101,636,574	28,886	8,068,732,995	3,519	1.26
2013	100,315,626	28,886	7,923,989,930	3,473	1.27

Principal Payments by Purpose

The following table sets forth the principal payments by purpose for the Town's outstanding bonds projected as of June 30, 2018.

GENERAL OBLIGATION BONDS Principal Payments by Purpose Projected as of June 30, 2018

Year	General	School	Water	Sewer	Total (1)
2019	\$ 3,337,724	\$ 4,412,000	\$ 940,722	\$ 834,399	\$ 9,524,845
2020	2,772,724	4,312,000	428,480	455,506	7,968,710
2021	1,903,000	4,177,000	419,253	393,739	6,892,992
2022	1,753,000	4,152,000	420,043	399,906	6,724,949
2023	1,678,000	4,067,000	415,848	406,207	6,567,055
2024	1,663,000	3,972,000	301,669	342,644	6,279,313
2025	1,548,000	3,332,000	302,506	349,222	5,531,728
2026	1,472,000	2,588,000	238,361	355,942	4,654,303
2027	1,467,000	2,128,000	239,233	362,809	4,197,042
2028	1,097,000	1,723,000	240,121	394,825	3,454,946
2029	1,087,000	1,348,000	246,029	391,993	3,073,022
2030	897,000	558,000	236,953	344,317	2,036,270
2031	897,000	558,000	237,898	351,800	2,044,698
2032	847,000	553,000	190,000	359,446	1,949,446
2033	847,000	553,000	185,000	367,258	1,952,258
2034	675,000	-	180,000	-	855,000
2035	305,000	-	-	-	305,000
2036	305,000	-	-	-	305,000
2037	305,000	-	-	-	305,000
2038	285,000	-	-	-	285,000
2039	275,000	-	-	-	275,000
2040	250,000	-	-	-	250,000
2041	250,000	-	-	-	250,000
2042	250,000	-	-	-	250,000
TOTAL	\$ 26,166,448	\$ 38,433,000	\$ 5,222,115	\$ 6,110,013	\$ 75,931,576

(1) \$37,842,448 of principal and \$6,507,119 of interest has been voted exempt from Proposition 2½, subject to the limits imposed by Chapter 44, Section 20 of the General Laws.

Debt Service Requirements

The following table sets forth the required principal and interest payments on the outstanding general obligation bonds of the Town projected as of June 30, 2018, including debt service subsidies expected to be received from the MSBA and Massachusetts Clean Water Trust.

GENERAL OBLIGATION DEBT Projected as of June 30, 2018, including this issue of Bonds (1)

Fiscal Year	Outstanding		This Issue of Bonds Dated July 31, 2018		Less MSBA	Less MCWT	Total	Cumulative
	Principal	Interest	Principal	Interest	Subsidies	Subsidies	Net Debt Service	% Retired
2019	\$ 9,524,845	\$ 2,479,328	\$ -	\$ -	\$ (695,148)	\$ (45,857)	\$ 11,263,168	8.9 %
2020	7,968,710	2,151,919	2,430,000	1,799,792	(695,148)	(9,583)	13,645,689	18.6
2021	6,892,992	1,886,893	2,105,000	1,101,675	(695,148)	-	11,291,412	27.0
2022	6,724,949	1,644,147	1,950,000	1,000,300	(695,148)	-	10,624,248	35.2
2023	6,567,055	1,411,324	1,395,000	916,675	(695,148)	-	9,594,906	42.6
2024	6,279,313	1,183,025	1,395,000	846,925	(695,148)	-	9,009,115	49.8
2025	5,531,728	975,674	1,395,000	777,175	-	-	8,679,577	56.3
2026	4,654,303	803,925	1,395,000	707,425	-	-	7,560,653	61.9
2027	4,197,042	655,477	1,395,000	637,675	-	-	6,885,194	67.1
2028	3,454,946	523,677	1,395,000	567,925	-	-	5,941,548	71.7
2029	3,073,022	415,700	1,395,000	498,175	-	-	5,381,897	75.9
2030	2,036,270	336,390	1,245,000	444,625	-	-	4,062,286	78.9
2031	2,044,698	275,237	1,245,000	407,275	-	-	3,972,209	82.0
2032	1,949,446	215,584	1,245,000	369,925	-	-	3,779,955	85.0
2033	1,952,258	154,689	1,245,000	332,575	-	-	3,684,522	88.0
2034	855,000	105,256	1,245,000	295,225	-	-	2,500,481	89.9
2035	305,000	82,944	1,245,000	257,875	-	-	1,890,819	91.4
2036	305,000	72,650	920,000	225,400	-	-	1,523,050	92.5
2037	305,000	61,975	920,000	197,225	-	-	1,484,200	93.7
2038	285,000	49,775	920,000	168,475	-	-	1,423,250	94.8
2039	275,000	38,375	920,000	139,150	-	-	1,372,525	95.9
2040	250,000	28,750	720,000	112,050	-	-	1,110,800	96.8
2041	250,000	20,000	720,000	87,750	-	-	1,077,750	97.7
2042	250,000	10,000	720,000	63,000	-	-	1,043,000	98.7
2043	-	-	720,000	37,800	-	-	757,800	99.3
2044	-	-	720,000	12,600	-	-	732,600	100.0
Total	\$ 75,931,576	\$ 15,582,715	\$ 31,000,000	\$ 12,004,692	\$ (4,170,888)	\$ (55,440)	\$ 130,292,655	

(1) \$37,842,448 of principal and \$6,507,119 of interest has been voted exempt from Proposition 2½, subject to the limits imposed by Chapter 44, Section 20 of the General Laws.

Authorized Unissued Debt and Prospective Financing

Following delivery of the Bonds, the Town will have the following authorized unissued debt:

Amount	Purpose	Original Authorization
\$ 338,093	Sewer	(1) \$ 1,806,800
11,758	Senior Center Construction	8,051,808
116,000	Soil Remediation & Removal	400,000
135,000	Water	(1) 5,565,100
440,000	Bridge	900,000
200,000	Bridge Repair/Reconstruction	2,000,000
307,000	Water System Rehabilitation	(1) 635,000
85,000	High School Cafeteria Repairs	2,100,000
6,000	RTS Fleet Replacement	269,000
32,500	Land Acquisition	(2) 762,500
340,000	Infrastructure	500,000
38,967,500	School Construction	(2) 57,542,500
1,000,000	Water Service Connections	(1) 1,000,000
1,300,000	Waster Distribution System Improvements	(1) 1,300,000
4,740,000	Recreation Complex	11,000,000
950,000	High School Engineering	950,000
600,000	Sewer Pump Station Improvements	(1) 600,000
3,750,000	Public Safety Building & Fire Station #2	3,750,000
4,625,000	Needham High School Reconstruction & Expansion	11,125,000
<u>\$ 57,943,851</u>		

- (1) Debt service on water and sewer authorizations is expected to be paid entirely from the Water and Sewer Enterprise Fund.
 (2) The Town voted to exclude debt service on bonds and notes for the Hillside School project, including site acquisition, from the limitations of Proposition 2 ½.

Overlapping Debt

The Town is a member of the MWRA, the MBTA and the Minuteman Regional Vocational Technical School District. The following table sets forth the outstanding bonded debt, exclusive of temporary loans in anticipation of bonds or current revenue, of Norfolk County, the MWRA, the MBTA and the Minuteman Regional Vocational Technical School District, and the Town's estimated gross share of such debt and the estimated fiscal year 2018 dollar assessment for each.

Overlapping Entity	Outstanding Debt	Needham's Estimated Share (1)	Fiscal 2018 Dollar Assessment (2)
Norfolk County (3)	\$ 14,204,000	7.000 %	\$ 419,673
Massachusetts Water Resources Authority (4)			
Water	2,057,615,000	0.458	663,950
Sewer	3,572,843,000	1.304	4,148,012
Massachusetts Bay Transportation Authority (5)	5,563,850,000	0.394	655,181
Minuteman Regional Vocational Technical School District (6)	-	N/A	720,437

- (1) Estimated share based on debt service only.
 (2) Estimated dollar assessment based upon total net operating expenses, inclusive (where applicable) of debt service.
 (3) SOURCE: Norfolk County Treasurer. Debt as of June 30, 2017. Assessment is for fiscal 2017. County expenses including debt service on county bonds are assessed upon the cities and towns within the county in proportion to their taxable valuation as last equalized by the State Commissioner of Revenue. Amounts shown are based on the most recent equalized valuations. Legislation was enacted in 1997 abolishing the county governments of Franklin and Middlesex Counties as of July 1, 1997, with their assets, functions, debts and other obligations being assumed by the Commonwealth. The legislation also abolished the county governments of Hampden and Worcester counties as of July 1, 1998. Legislation enacted in 1998 abolished the county governments of Hampshire, Essex and Berkshire counties as of January 1, 1999, July 1, 1999 and July 1, 2000, respectively. The legislation also requires the state secretary for administration and finance to establish a plan to recover the Commonwealth's expenditures for the liabilities and other debts assumed and paid by the Commonwealth on behalf of an abolished county. Unless

these provisions are changed by further legislation, the state treasurer shall assess upon each city and town within the jurisdiction of an abolished county an amount not exceeding or equal to the county tax paid by each such city and town for the fiscal year immediately prior to the abolishment of the county until such expenditures by the Commonwealth are recovered. It is possible that similar legislation will be sought to provide for the abolishment of county government in all the remaining counties.

- (4) SOURCE: MWRA. Debt as of June 30, 2017. The MWRA provides wholesale drinking water services in whole or in part to 48 cities, towns and special purpose entities and provides wastewater, collection and treatment services to 43 cities, towns and special purpose entities. Under its enabling legislation, as amended, the MWRA may borrow up to \$6.1 billion for its corporate purposes. Its obligations are secured by revenues of the MWRA. The MWRA assesses member cities, towns and special purpose entities, which continue to provide direct retail water and sewer services to users. The cities, towns and special purpose entities collect fees from the users to pay all or part of the assessments; some municipalities levy property taxes to pay part of the amounts assessed upon them.
- (5) SOURCE: MBTA. Debt as of June 30, 2017. The MBTA was created in 1964 to finance and operate mass transportation facilities within the greater Boston metropolitan area. Under its enabling act, the MBTA is authorized to issue bonds for capital purposes, other than refunding bonds, and for certain specified purposes to an outstanding amount, which does not exceed the aggregate principal amount of \$3,556,300,000. In addition, pursuant to certain of the Commonwealth's transportation bond bills, the MBTA is authorized to issue additional bonds for particular capital projects. The MBTA also is authorized to issue bonds of the purpose of refunding bonds. Under the MBTA's enabling act debt service, as well as other operating expenses of the MBTA, are to be financed by a dedicated revenue stream consisting of the amounts assessed on the cities and towns of the MBTA and a dedicated portion of the statewide sales tax. The amount assessed to each city and town is based on its weighted percentage of the total population of the authority as provided in the enabling act. The aggregate amount of such assessments is generally not permitted to increase by more than 2.5 percent per year.
- (6) SOURCE: Minuteman Regional Vocational Technical School District. Debt as of June 30, 2017. Assessment is for fiscal 2017. Towns may organize regional school districts to carry out general or specialized educational functions. Pursuant to special laws a number of cities may also participate in regional school districts, primarily for vocational education. The operating expenses and debt service of regional school districts are apportioned among the member municipalities in accordance with the agreements establishing the districts subject to the provisions of the Education Reform Act of 1993.

Contractual Obligations

Municipal contracts are generally limited to currently available appropriations. A city or town generally has authority to enter into contracts for the exercise of any of its corporate powers for any period of time deemed to serve its best interest, but generally only when funds are available for the first fiscal year; obligations for succeeding fiscal years generally are expressly subject to availability and appropriation of funds. Municipalities have specific authority in relatively few cases to enter long-term contractual obligations that are not subject to annual appropriation, including contracts for refuse disposal and sewage treatment and disposal. Municipalities may also enter into long-term contracts in aid of housing and renewal projects. There may be implied authority to make other long-term contracts required to carry out authorized municipal functions, such as contracts to purchase water from private water companies.

Municipal contracts relating to solid waste disposal facilities may contain provisions requiring the delivery of minimum amounts of waste and payments based thereon and requiring payments in certain circumstances without regard to the operational status of the facilities.

Municipal electric departments have statutory power to enter into long-term contracts for joint ownership and operation of generating and transmission facilities and for the purchase or sale of capacity, including contracts requiring payments without regard to the operational status of the facilities. The Town does not have an electric light department.

Pursuant to the Home Rule Amendment to the Massachusetts Constitution, cities and towns may also be empowered to make other contracts and leases.

The Town currently has a twenty year contract expiring June 30, 2028 for transportation and disposal of solid waste. The tipping fee rate was \$66.00 per ton for fiscal year 2017. The amount for this contract \$595,396 in fiscal 2014, \$640,513 in fiscal 2015, \$668,408 in fiscal 2016, \$730,544 in fiscal 2017 and \$622,983 in fiscal 2018. The Town budgeted \$653,045 for fiscal 2019.

RETIREMENT PLAN

The Massachusetts General Laws provide for the establishment of contributory retirement systems for state employees, for teachers and for county, city and town employees other than teachers. Teachers are assigned to a separate statewide teachers' system and not to the city and town systems. For all employees other than teachers, this law is subject to acceptance in each city and town. Substantially all employees of an accepting city or town are covered. If a town has a population of less than 10,000 when it accepts the statute, its non-teacher employees participate through the county system and its share of the county cost is proportionate to the aggregate annual rate of regular compensation of its covered employees. In addition to the contributory systems, cities and towns provide non-contributory pensions to a limited number of employees, primarily persons who entered service prior to July 1, 1937 and their dependents. The Public Employee Retirement Administration Commission ("PERAC") provides oversight and guidance for and regulates all state and local retirement systems.

The obligations of a city or town, whether direct or through a county system, are contractual legal obligations and are required to be included in the annual tax levy. If a city or town, or the county system of which it is a member, has not established a retirement system funding schedule as described below, the city or town is required to provide for the payment of the portion of its current pension obligations which is not otherwise covered by employee contributions and investment income. "Excess earnings," or earnings on individual employees' retirement accounts in excess of a predetermined rate, are required to be set aside in a pension reserve fund for future, not current, pension liabilities. Cities and towns may voluntarily appropriate to their system's pension reserve fund in any given year up to five percent of the preceding year's tax levy. The aggregate amount in the fund may not exceed ten percent of the equalized valuation of the city or town.

If a city or town, or each member city and town of a county retirement system, has accepted the applicable law, it is required to annually appropriate an amount sufficient to pay not only its current pension obligations, but also a portion of its future pension liability. The portion of each such annual payment allocable to future pension obligations is required to be deposited in the pension reserve fund. The amount of the annual city or town appropriation for each such system is prescribed by a retirement system funding schedule which is periodically reviewed and approved by PERAC. Each system's retirement funding schedule is designed to reduce the unfunded actuarial pension liability of the system to zero by not later than June 30, 2030, with annual increases in the scheduled payment amounts of not more than 4.5 percent. The funding schedule must provide that the payment in any year of the schedule is not less than 95 percent of the amount appropriated in the previous fiscal year. City, town and county systems which have an approved retirement funding schedule receive annual pension funding grants from the Commonwealth for the first 16 years of such funding schedule.

Pursuant to recent legislation, a system (other than the state employees' retirement system and the teachers' retirement system) which conducts an actuarial valuation as of January 1, 2009, or later, may establish a revised schedule which reduces the unfunded actuarial liability to zero by not later than June 30, 2040, subject to certain conditions. If the schedule is so extended under such provisions and a later updated valuation allows for the development of a revised schedule with reduced payments, the revised schedule shall be adjusted to provide that the appropriation for each year shall not be less than that for such year under the prior schedule, thus providing for a shorter schedule rather than reduced payments.

City, town and county systems may choose to participate in the Pension Reserves Investment Trust Fund (the "PRIT Fund"), which receives additional state funds to offset future pension costs of participating state and local systems. If a local system participates in the PRIT Fund, it must transfer ownership and control of all assets of its system to the Pension Reserves Investment Management Board, which manages the investment and reinvestment of the PRIT Fund. Cities and towns with systems participating in the PRIT Fund continue to be obligated to fund their pension obligations in the manner described above. The additional state appropriations to offset future pension liabilities of state and local systems participating in the PRIT Fund are required to total at least 1.3 percent of state payroll. Such additional state appropriations are deposited in the PRIT Fund and shared by all participating systems in proportion to their interests in the assets of the PRIT Fund as of July 1 for each fiscal year.

Cost-of-living increases for each local retirement system may be granted and funded only by the local system, and only if it has established a funding schedule. Those statutory provisions are subject to acceptance by the local retirement board and approval by the local legislative body, which acceptance may not be revoked.

The Town has its own retirement system, the Needham Contributory Retirement System ("NCRS"), a cost-sharing, multi-employer defined benefit public employee retirement system. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Substantially all employees of the Town are members of the NCRS, except teachers and administrators under contract employed by the school department, who are members of the Commonwealth of Massachusetts Teachers Contributory Retirement System, to which the Town does not contribute.

The following table sets forth the trend in the Town's pension appropriations to NCRS:

<u>Year Ending</u>	<u>Contributory</u>	<u>Non-Contributory</u>
June 30, 2019 (budgeted)	\$ 7,934,482	\$ -
June 30, 2018	7,332,277	-
June 30, 2017	6,703,800	17,700
June 30, 2016	7,314,235	18,042
June 30, 2015	5,621,000	34,800
June 30, 2014	5,420,454	34,100

The unfunded actuarial accrued liability of the System as of January 1, 2017 was approximately \$60,494,522. The System is currently 67.10% funded according to the last actuarial study. The Town's current funding schedule amortizes the unfunded actuarial accrued liability to zero by 2030 as shown below.

<u>Fiscal Year End</u>	<u>Amortization of Unfunded Actuarial Accrued Liability (with interest)</u>	<u>Total Plan Cost</u>
2018	\$ 5,369,848	\$ 7,314,235
2019	5,913,916	7,934,482
2020	6,507,618	8,607,326
2021	7,155,219	9,337,147
2022	7,477,204	9,744,549
2023	7,813,678	10,169,760
2024	8,165,294	10,613,562
2025	8,532,732	11,076,767
2026	8,916,705	11,560,228
2027	9,317,957	12,064,832
2028	9,737,265	12,591,505
2029	10,175,442	13,141,215
2030	10,633,337	13,714,972
2031	-	3,201,993

The foregoing data do not include the retirement system costs or liabilities of any larger entity, such as the county.

For additional information see Appendix A.

Other Post-Employment Benefits (OPEB)

In addition to pension benefits, cities and towns may provide retired employees with health care and life insurance benefits. The portion of the cost of such benefits paid by cities or towns is generally provided on a pay-as-you-go basis. For the last five years, the Town has been appropriating its Annual Required Cost (ARC) to the OPEB fund and pays the annual healthcare costs from the fund.

The following table sets forth the trend in OPEB appropriations.

<u>Fiscal Year</u>	<u>OPEB Contribution (1)</u>
June 30, 2019 (budgeted)	\$ 6,906,705
June 30, 2018	6,115,455
June 30, 2017	5,568,923
June 30, 2016	5,336,302
June 30, 2015	4,940,198
June 30, 2014	4,727,462

(1) Represents the Annual Required Contributions (ARC). The Town appropriated additional amounts of \$500,000 in fiscal year 2012, \$400,000 in fiscal year 2013, \$807,677 in fiscal year 2014 and \$360,000 in fiscal year 2015.

The Governmental Accounting Standards Board ("GASB") Statement Nos. 43 and 45 require public sector entities to report the future costs of non-pension, post-employment benefits in their financial statements. These accounting standards do not require pre-funding the payment of these costs as the liability for such costs accrues, but the basis applied by the standards for measurement of costs and liabilities for these benefits is conservative if they continue to be funded on a pay-as-you-go basis and will result in larger yearly cost and liability accruals than if the cost of such benefits were pre-funded in a trust fund in the same manner as traditional pension benefits. Cities and towns that choose to self-insure all or a portion of the cost of the health care benefits they provide to employees and retirees may establish a trust fund for the purpose of paying claims. In addition, cities and towns may establish a trust fund for the purpose of pre-funding other post-employment benefits liability in the same manner as traditional pension benefits.

The Town was required to implement the GASB reporting requirements for other post-employment benefits beginning in fiscal year 2009. The Town has hired an outside firm which has completed the actuarial valuation of its post-employment benefit liability. The unfunded actuarial accrued liability (UAAL) for the Town was \$56,717,000 as of June 30, 2017 (net of the balance in the OPEB Trust Fund). The actuarial assumptions reflect a 7.5% investment rate of return. In fiscal year 2002 the Town began funding its post-retirement health insurance liability. The Town's Actuarially Determined Contribution (ADC) for fiscal year 2020 is \$6,148,780, at an assumed 7.5% discount rate, and \$6,381,364, at an assumed discount rate of 7.25%. The balance in the OPEB Trust Fund as of April 30, 2018 was \$31,177,100.

EMPLOYEE RELATIONS

The Town employs approximately 1,280 full-time equivalent employees (FTE), 909.5 FTE's employed by the School Department, 140 by the Public Works Department, 59 by the Police Department, 71 by the Fire Department, and the balance by various other Town Departments. Town employees (other than managerial and confidential employees) are entitled to join unions and bargain collectively on questions of wages, hours and other terms and conditions of employment. Approximately 1,233 (full and part time) Town employees are represented by unions including public works, general government, police, fire, teachers, and school administrators.

The Building Custodian Tradesman Independent Association (Public Facilities) contract expires on June 30, 2018. The Needham Independent Public Employees Association (Public Works) contract expires June 30, 2018. The contracts with the Needham Firefighters Local 1706 (all units) expires on June 30, 2019. The Needham Police Union contract expires June 30, 2019, and the Needham Police Superior Officers Association contract expires on June 30, 2019. The Needham Independent Town Workers Association (various administrative, professional and technical positions) contract expires June 30, 2018.

The Needham Public Schools have contracts in place with the Needham Education Association Unit A (teachers) through August 31, 2019, with the Needham Education Association Unit B (administrators) through June 30, 2019, with the Needham Education Association Unit C (Non DESE licensed staff) through June 30, 2020, and with the Needham Education Association Unit E (food service workers) through June 30, 2020. The expired contract with the Needham Education Association Unit D (clerical, secretarial and technical positions) expired June 30, 2020.

LITIGATION

At present there are various cases pending in various courts throughout the Commonwealth in which the Town is a defendant. In the opinion of the Town, there is no litigation either pending or threatened, that is likely to result, either individually or in the aggregate, in final judgments against the Town that would materially affect its financial position or its ability to pay its obligations.

TOWN OF NEEDHAM, MASSACHUSETTS
/s/ Ms. Evelyn M. Poness, Town Treasurer

July 17, 2018



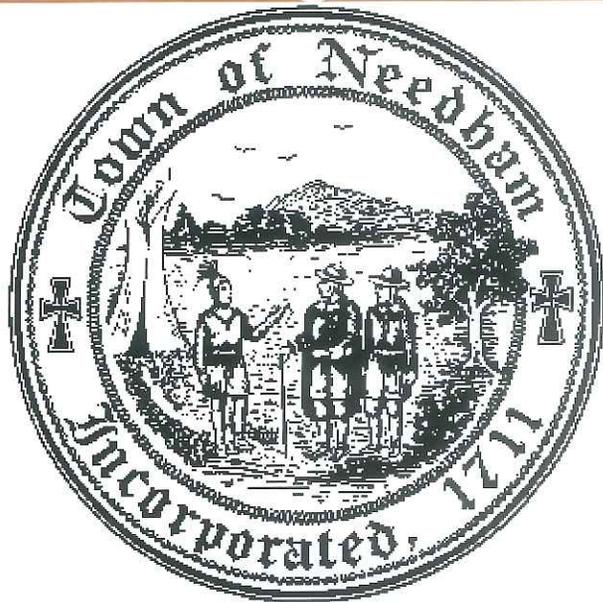
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 7/24/2018

Agenda Item	Rules and Regulations for Use of School Facilities
Presenter(s)	Kate Fitzpatrick, Town Manager Dan Gutekanst, Superintendent of Schools Anne Gulati, Assistant Superintendent/Finance Carys Lustig, Director of A&F, Public Services

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>We will provide the Board with a proposed revision to the Rules and Regulations for Use of School Facilities. This is the regulation that guides the Building Maintenance Division in its permitting of School facilities in accordance with School Committee policy. Modifications to some of the permitting requirements, and proposed changes to the fee structure will be discussed.</p> <p>The Board may determine that a public hearing on the proposed rates is appropriate.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Discussion Only.</i>	
3.	BACK UP INFORMATION ATTACHED
<ul style="list-style-type: none"> a. School After Hours Permitting Changes PPT b. Rules and Regulations for the Use of School Facilities, proposed revision 	

Schools After Hours Permitting Changes



Presented: July 24, 2018



Changes to Rules

- Request cancellation of event 5 days prior (Section C Part 12)
- Clarification of the purpose of the use fee and what it includes (Section D Part 1-2)
 - Use fee is to account for the energy, additional maintenance, permitting, and other costs associated with using the space. This is a separate fee from any staffing fees applicable.



Changes to Rules

- Require any use of an auditorium or performance place to be at the discretion of the Schools and the IT Department.
 - This includes limiting the use of AV equipment in these spaces, requiring an approved user to operate the equipment.
- IT must approve all use of AV equipment.
- AV equipment is limited to use in performance center and auditoriums.

New Fees - Personnel

Staff	Weekdays/Saturdays		Sundays/Holidays	
	Old Rate	New Rate	Old Rate	New Rate
Custodian	\$38/hr	\$45/hr	\$50/hr	\$56/hr
Kitchen Staff	\$20/hr	\$20/hr \$25/hr (11:00pm-7:00am)	\$25/hr	\$30/hr
Technology Staff	\$50/hr	\$55/hr	\$50/hr	\$30/hr

New Fees - Gymnasium Use Fees

Location	Old Rate per Hour	New Rate per Hour
High School A Gym	\$13	<i>Not Available School Year 2018-2019</i>
High School B Gym	\$13	\$20
Pollard Blue Gym	\$13	\$20
Pollard Green Gym	\$13	\$20
Newman Gym	\$11	\$20
Broadmeadow Gym	\$13	\$20
Eliot Gym	\$13	\$20
Hillside Gym	\$11	\$15
Mitchell Gym	\$11	\$15
High Rock Gym	\$11	\$15

New Fees - Auditoriums/Performance Centers

Location	Old Rate per Use	New Rate per Use
High School Auditorium	\$100	<i>Not Available School Year 2018-2019</i>
Broadmeadow Performance Center	\$100	\$150
Eliot Performance Center	\$100	\$150
Pollard Auditorium	\$100	\$150
Newman Auditorium	\$100	\$175

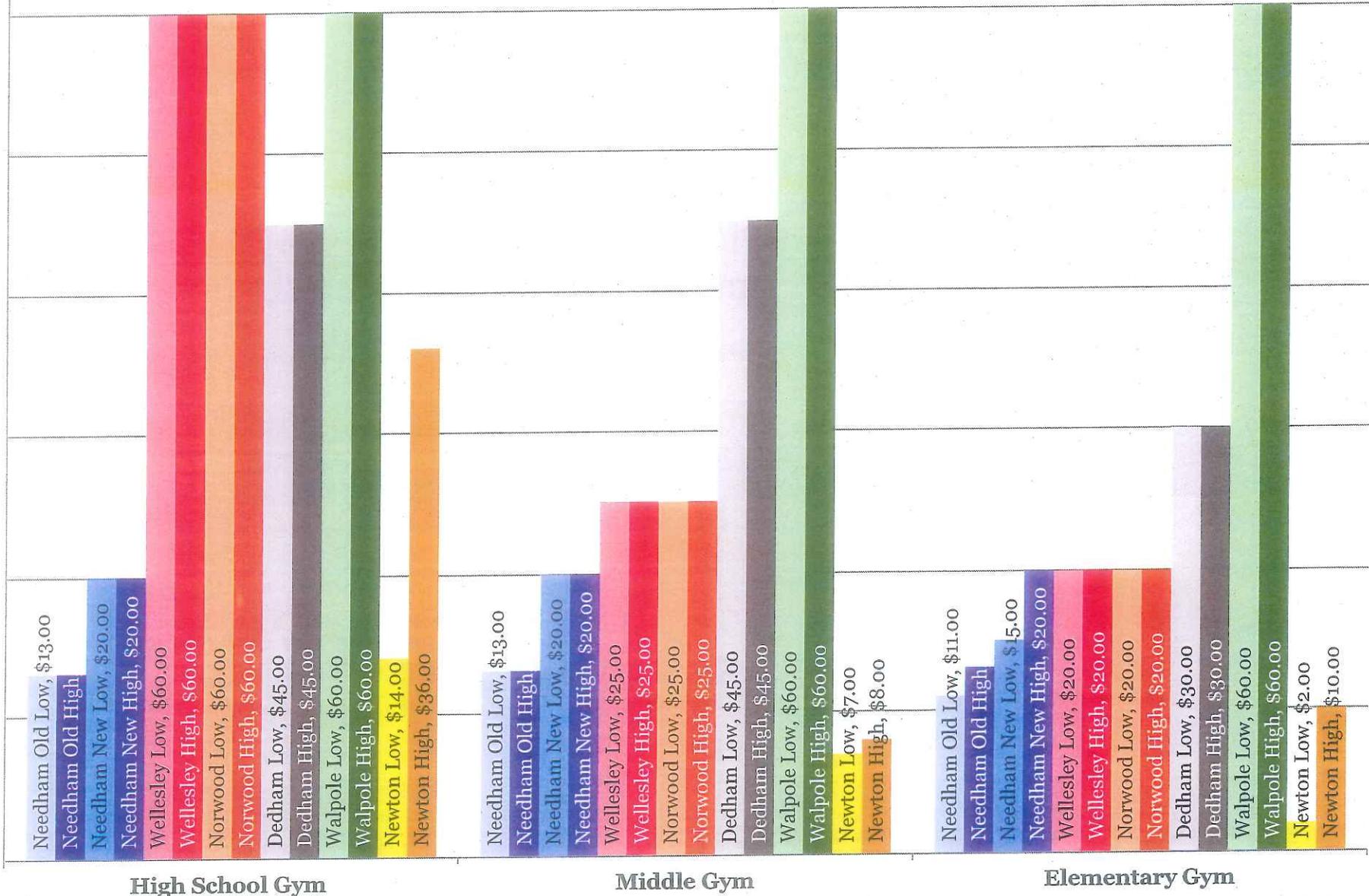
*Large performances requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1.50 per ticket sold or use daily charges for the dates of performance only, whichever is higher.

\$1.50 per ticket fee is being increased from \$1.00

New Fees - Other

Location	Old Rate	New Rate
All Cafeterias	\$100/use	\$150/use
Pollard Lecture Hall	\$10/hour	\$25/hour
All Media Centers	\$10/hour	\$20/hour
Parking Lot	\$25/day/lot	\$25/day/lot

Gym Fees Compared to Surrounding Towns



RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES
Effective Date: July 1, 2012, Revised August 26, 2014, Revised _____

All authorized persons or organizations must comply with the following rules and regulations for use of School buildings in the Town of Needham. The Town reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the School buildings.

A. SCHOOL COMMITTEE POLICIES

1. Commercial Use of School Facilities Under School Committee Policy KGA, it is the policy of the Needham School Committee to refuse to authorize the use of its buildings, property, or facilities for any commercial purpose whose proceeds are not directed entirely to the benefit of the Town of Needham, other municipalities and government agencies, or a charitable organization - IRS Code 501 (c) (3) - carrying out legitimate educational or philanthropic purpose. Exceptions to this policy may only be made by a vote of the School Committee.
2. Public Conduct on School Property Under School Committee Policy KGB, it is the policy of the School Committee that buildings and property under jurisdiction of the Needham Public Schools shall provide, at all times, a safe and orderly environment for students, staff, parents, visitors, and other authorized users. No person, while on School property, shall willfully: injure, or threaten to injure, another person; damage the property of another or of the Schools; disrupt the orderly conduct of classes or of any other authorized School program or activity; interfere with the authorized activities of members of the School community (students, staff, committees, parent organizations, or other authorized groups/organizations;) enter upon School property for any unauthorized purpose; possess drugs, alcohol, or other illegal substances/articles; act in such a manner as to jeopardize the safety and/or security of persons or property.
3. Fundraising Activity Under School Committee policy DFC consolidated Policy on Grants, Gifts, and Solicitations, it is the policy of the School Committee that all fundraising activities for the benefit of Needham Public Schools be conducted in a lawful manner. Prior approval of the building Principal, or the Superintendent if more than one School is involved, will be required for any permit for fundraising activity. All proceeds from fundraising activities that benefit Needham Public Schools must follow the "Acceptance of Gifts and Grants" policy, and be accepted through a vote of the School Committee. School officials may prohibit any fundraising that is considered disruptive to the School environment.
4. Use by Religious Organizations School buildings may be leased or permitted to a religious organization for non-religious purposes on the same basis as those available to the general public.

B. AUTHORIZATION

1. The Needham School Committee authorizes the Department of Public Works to process appropriate permit requests for use of School buildings and parking lots, and to collect the designated fees.
2. The Director of Public Works will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Public Works will refer the request to the Superintendent of Schools for further action.
4. Requests for use of athletic fields and other outdoor areas, except parking lots, should be made to the Needham Park and Recreation Department.

C. PERMIT PROCESS

1. Applicant must be at least 21 years of age and a Needham resident or representative of an approved Needham organization.
2. Requests for permits must be submitted through the Town's online request system at <http://needhamma.gov/scheduling> either on paper or via the Town's website at the Department of Public Works at least 10 working days in advance of the requested event. The Director of Public Works may waive this requirement at his or her discretion in unusual circumstances. Requests may not be made through custodians or other School personnel.
3. Scheduling priority will be given to groups in the following order:
 - 1) Needham Public Schools, including its Community Education Programs, Parent-Teacher Organizations, Booster Clubs, and other School-related clubs and organizations recognized by the Needham School Committee;
 - 2) Needham Park and Recreation Commission and other Town government departments/boards/committees;
 - 3) Needham non-profit organizations;
 - 4) All other groups that comply with Needham School Committee policies.
4. When a higher priority group requests a space that was originally requested by a lower priority group or when two different organizations in the same priority group request a space, the Department will facilitate a dialog between the organizations to find a workable solution. If no workable solution can be determined, priority will be given to the highest priority group, or if both groups are of the same priority level, the request will default to the group that submitted the request first.
5. In consultation with School Administration, the Director of Public Works will determine locations in buildings that are not available for permits, and time frames not available for permits. This information will be available on the Town's website.

6. Permits will be considered after July 1st for events being held during the School year and after March 31st for events being held during the summer.
7. Groups requesting multiple uses should submit full schedule requests based on the deadlines below:
 - A. During the School Year:
 1. Priority Group # 1 July 1st
 2. Priority Group # 2 July 15th
 3. Priority Group # 3 July 31st
 4. Priority Group # 4 August 15th
 - B. During the Summer Months
 1. Priority Group # 1 February 1st
 2. Priority Group # 2 April 15th
 3. Priority Group # 3 May 1st
 4. Priority Group # 4 May 15th
 - C. Winter Priority Group # 3 & # 4 requests for Gym space from November – April will not be approved until the Winter Sports Summit Meeting is held in September.
 - D. A summer use of buildings summit meeting will be held in December for the Priority #1 and Priority #2 users to discuss and coordinate summer building use with each other and Public Works staff.
 - E. It may take up to 10 business days to approve a new permit.
8. Elections (local, state, federal) held in School buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede or “bump” previously scheduled permitted events.
9. Summer requests are rarely granted so that all Schools can be cleaned and repaired for fall use. Buildings may be taken off line to ensure cleanliness, so that routine maintenance can be performed, and to accommodate construction projects that are necessary to maintain the functionality of the buildings. **Every summer, two elementary schools and one secondary school will be closed to permitted events.** Exceptions are provided for Community Education programs; teacher training, workshops and/or meetings; and Park and Recreation programs. It is expected that organizations that use the buildings over the summer will consolidate programs to allow for maintenance and energy savings. No organization will be permitted to use School facilities within two (2) weeks of the first day of School, with the exception of teacher training and workshops, so that all facilities can be cleaned prior to the start of the School year.
10. All permit requests with an anticipated attendance of over 50 people, or with special circumstances that warrant additional review will be forwarded to the Needham Police Department and Needham Fire Department. In some instances, the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail. Additional regulations concerning when a police detail and/or fire detail will be required are listed below.

11. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's acknowledgement of rules and regulations on the permit or submission of permit into the Town's online request system will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility to ensure that all rules are followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by the individual's organization in the future.
12. A written notice of cancellation is due at least 5 days prior to the scheduled event for all events. Email cancellations can be sent to Scheduling@NeedhamMa.gov. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
13. Permits may not be shared with other groups, without the written permission of the Director of Public Works.
14. A Certificate of Liability Insurance must be submitted to the Department of Public Works prior to the issuance of the final permit. General liability coverage shall be in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury liability and \$1,000,000 per occurrence and \$2,000,000 aggregate for property damage liability.
15. Permits are facilitated through the Town's online request system. Copies will be emailed to all affected parties and information will be available on the Town's website.
16. Permits for private use, including but not limited to, parties, recitals, and other private uses, will not be authorized.
17. The Town retains the right to cancel permits without notice if all conditions are not met.
18. Once the space permit is approved, it is the responsibility of the user to communicate with all other departments/organizations affiliated with the permit and listed below to ensure appropriate coverage.

D. SCHOOL USE OF BUILDINGS

1. Outside of School hours, School program use of building space will be scheduled through the Public Works to avoid conflicts with other groups, to ensure custodial coverage, and to ensure enforcement of the rules and regulations. "Outside School Hours" shall include the hours before 6:30 am and after 6:00 p.m. on School days, all weekends, all holidays, and all School vacations, including summer vacation.
2. As listed in Section B, priority for use of School buildings is given to School programs. No non-School event will be scheduled before 6:00 p.m. when School is in session without written approval of that School's Principal. No tours of facilities during School hours, for potential permit holders, will be conducted without the approval of the School's Principal.

3. All requests for use after 6:30 a.m. and prior to 6:00 p.m. will be scheduled by the building Principal. All such requests that extend beyond 6:00 p.m. will be scheduled in collaboration with the Public Works in order to avoid conflicts after 6:00 p.m.
4. The High School Athletic Director will submit schedules and be provided space for games and practice sessions at the High School, and other School buildings, as needed. All use of space must conform to the most current Massachusetts Interscholastic Athletic Association's (MIAA) rules and regulations. Individual coaches may not submit requests for practice space in addition to that requested by the Athletic Director. Programs not conducted under the auspices of the Athletic Director may not request facility space through the Athletic Director.
5. In the event of inclement weather, post-season participation, or emergency, the High School Athletic Director may reschedule a game within MIAA rules, superseding previously scheduled permits. The Athletic Director will inform the Public Works about all cancellations and make-up games at the earliest possible time, so that groups holding permits can be contacted and be given the opportunity to make alternate plans.
6. Fundraising events will require the permission of the building Principal, who will ensure that all legal requirements have been met, including but not limited to the School Committee Policy on Grants, Gifts and Solicitations; IRS rules; MIAA regulations; and State law.
7. If a School building is closed due to unforeseen circumstances, e.g. weather, or electrical/heating problems, permits will automatically be cancelled. The Public Works will attempt to alert the primary contact via email, if time allows, prior to the scheduled permit time. The cancellation of School events will be determined by the Superintendent of Schools, the cancellation of Town events will be determined by the Town Manager, and the cancellation of all other events will be determined by the Director of Public Works.

E. USE FEE

1. A use fee will be charged to all groups, except those sponsored by the Needham Public Schools, including athletics, Community Education, music, drama, parent-teacher organizations, municipal departments, boards, committees; and the League of Women Voters when holding events that provide information for municipal government. This use fee is to account for the energy, additional maintenance, permitting, and other costs associated with using the space. There is no automatic exemption provided to organizations that are raising funds for any of the above noted exempted groups.
2. This use fee does not include fees for staffing (custodial, IT, kitchen, fire). Any organization exempted from the use fee is still expected to pay any staffing fees incurred.

3. A permitted group must pay the use fee for each and every space used for each individual occurrence used in an individual day.
4. The use fee is set for individual Schools and individual spaces. The use fee can be seen in Appendix D and is subject to change.

F. CUSTODIANS

1. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.
2. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last participant has safely left School property.
3. The custodian will only provide access to spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Public Works or his/her designee.
4. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Public Works or his/her designee, and may not be chosen by the permit holder.

G. ON-DUTY STAFF CUSTODIAL FEES

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must be assigned for the permit or must provide services beyond opening and closing the facility. A custodian may be required when food will be available at the event, when there are special requirements for set-up and breakdown, and when the event occurs outside the normal buildings hours. Additional circumstances exist where a custodian may also be required.
2. The on-duty staff and custodial fees are subject to change and are listed in Appendix C.
3. There is a four-hour minimum for custodial services, a minimum of 30 minutes reserved at the conclusion of the event for clean-up services. Time that is required to bring the

spaces being occupied and used back to their previous state is billed to the applicant who used those spaces.

4. School and Town programs will not pay for a custodian on site to open and close the building if the event occurs on weekdays or Saturdays. It is expected that departments and School groups will work to concentrate their events in a single location at similar times to reduce the cost of coverage. If an event occurs on a Sunday or holiday, the same fee for a custodian that is charged to non-School or non-Town groups will apply.
5. The permit holder must sign the overtime sheet at the conclusion of the event, if a custodian was assigned to the event or was required to stay later than the buildings scheduled hours.

H. USE OF GYMNASIUMS

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. Food and beverages are not permitted in gymnasiums.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Public Works or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Public Works and/or Director of Physical Education and Health. Permit holders may not change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.
5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress" shoes and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. The posted occupancy limit may not be exceeded.
7. Permit holders are responsible to ensure that any equipment authorized for use is used appropriately and returned to the appropriate storage area in an orderly manner at the conclusion of the program.

I. USE OF AUDITORIUMS/PERFORMANCE CENTERS

1. All permit requests for auditoriums will be forwarded to IT Services. Approval is at the sole discretion of the Needham Public Schools.

2. Food and beverages are not permitted in Auditoriums or Performance Centers.
3. Permit holders are responsible to pick up performance programs and other handouts at the conclusion of the event
4. The posted occupancy limit may not be exceeded.
5. Electrical permits are required for any change or addition to the current electrical system/units. This includes all stage and theatrical lighting, as well as sound systems. Applications for electrical permits are available at the Needham Building Department.
6. Performance level audio-visual equipment may only be operated by pre-qualified technicians or a vendor pre-approved by the Director of IT Services.
7. School equipment located in the auditorium, including musical instruments, must not be used without prior approval.
8. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building Principal and Director of Public Works. The final determination will be based on other known uses and needs for the space.

J. USE OF KITCHENS

1. If the permit request requires the use of a kitchen, it is required that a Nutrition Services staff person must be present. The Nutrition Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment, ensure the safety and security of the kitchen and its contents, and supervision of clean-up. The hourly fee for a Nutrition Services staff member is listed in Appendix A.
2. If the permit starts before or at 5:00pm Monday through Friday, there is a two hour minimum for Nutrition Services staff. If the permit starts after 5:00pm Monday through Friday or occurs on a Saturday, Sunday or Holiday, there is a four hour minimum.

K. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT

1. If a permit request includes the use of televisions, microphones, VCR or DVD players, or any other type of technology and/or audiovisual equipment, the Administrator of IT Services/designee must approve the permit. No AV equipment is available outside of the performance centers and auditoriums. Provisions for AV equipment outside for these spaces must be made by the user, independent of the Town systems. A determination will be made on the availability of the equipment and on the need for an IT Services staff member to be present during use. In the event an IT Services staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix A.

2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. There is a four-hour minimum for IT Services staff on special duty. **Time required for set up will be billed to the user.**

L. USE OF PARKING LOTS

This section is applicable only to groups seeking to use school building parking lots, without rental of the school building.

1. Upon advance written approval of the Superintendent of Schools, the Public Works is authorized to permit the use of school parking lots outside of school hours, so long as the use is not in conflict with other scheduled activities at the school.
2. A use fee will be charged to all groups. The use fee is set on a per lot/per day basis as set forth in Appendix D. The use fee is subject to change.
3. Groups permitting a parking lot will not pay for an onsite custodian if the parking lot is the only space being permitted and no services are requested.

M. FIRE SAFETY REGULATIONS

1. Open flames/smoke are not permitted in any School location. Use of matches, candles, incense, and pyrotechnics are strictly prohibited. Use of a smoke machine is also prohibited.
2. Each permit with an attendance of 50 or more, or that meets the conditions below, will be forwarded to the Needham Fire Department to insure compliance with the Massachusetts Board of Fire Prevention Regulations (527 CMR) and the Needham Board of Selectmen's Policy on Fire Details dated 10/28/03 to determine whether a Firefighter must be hired through the Needham Fire Department. It is the responsibility of the applicant to contact the Town's Fire Department to determine if a Fire Detail is necessary. The Firefighter's role will be to ensure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to ensure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement.
4. A Fire Detail may be required for any event that fully utilizes a School kitchen or when stage/theatrical lights are in use.

5. Use of any equipment or material that is judged to potentially jeopardize fire safety will require a permit from the Needham Fire Department. The Fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is needed to provide alternative stage or theatre lights and sound, an electrical permit is also required. Applications for electrical permits can be obtained at the Building Department.
6. In accordance with Massachusetts Board of Fire Prevention Regulations (527 CMR,) the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.
7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

N. POLICE SAFETY REGULATIONS

1. Each permit with an attendance of 50 or more will be forwarded to the Needham Police Department for compliance with Massachusetts General Laws and local regulations to determine whether a Police Detail must be hired through the Needham Police Department. It is the responsibility of the applicant to contact the Town's Police Department to determine if a Police Detail is necessary. The Police Detail's role will be to provide security to the facility; ensure that vehicles are parked legally; and ensure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will perform as a first responder in the event of an accident or injury.
2. In the event that a police detail must be hired, there is a four-hour minimum payment requirement.
3. In accordance with N.G.B.L. Section 3.1.9., no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, except with written permission of the appropriate controlling Town tribunal.
4. In accordance with MGL, Chapter 272, Section 40A, any person who gives, sells, delivers or has in his possession any alcoholic beverage in any Public School or any premises used for Public School purposes is subject to imprisonment or fine. MGL Chapter 272, Section 40A also authorizes the School Committee to grant permission to a public or non-profit organization using a Public School building during non-School hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of MGL Chapter 138, Section 14. Information on one-day liquor licenses is available at the Office of the Town Manager, otm@needhamma.gov.
5. In accordance with MGL, Chapter 101, Section 22, no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any School during hours that School is in session until one hour after closing of the Schools. No

person shall sell or offer to sell items within 1,000 feet of any recreational area in organized use, including School grounds.

O. BOARD OF HEALTH REGULATIONS

1. Smoking is not permitted in any School building or on any School grounds, in accordance with MGL Chapter 71, Section 37H of the Education Reform Act of 1993 and Article 1 of the Needham Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with Article 1 of the Needham Board of Health regulations.

P. RAFFLE AND BAZAAR REGULATIONS

1. A request for a permit must be submitted to the Needham Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the Needham Town Clerk's Office, according to MGL, Chapter 100. A copy of the application will be reviewed by the Needham Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

Q. ACCIDENTS AND DAMAGE TO BUILDINGS

1. In the event of an accident during the time of the permit, the permit holder must complete an accident form and submit it to the Department of Public Works must be completed within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
4. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Public Works or his/her designee.

APPENDIX A: Regular Custodian Hours at Individual School as of 7/1/2012

Listed hours are WEEKDAY HOURS for SCHOOL YEAR, excluding holidays, weekends and School vacations. During the summer and School vacations all Schools close at 4pm except for the Pollard and the High School which operate on normal hours all year long.

Needham High School	7 AM – 11:30 PM
Pollard Middle School	7 AM – 11:30 PM
High Rock School	7 AM – 9:30 PM
Broadmeadow Elementary School	7 AM – 9:30 PM
Eliot Elementary School	7 AM – 9:30 PM
Hillside Elementary School	7 AM – 9:30 PM
Mitchell Elementary School	7 AM – 9:30 PM
Newman Elementary School	7 AM – 9:30 PM

APPENDIX B: HOLIDAY LIST

Holidays where custodial staff will not be in the building are listed below. If the holiday falls on a Saturday, there will be no Custodian on duty on the Friday, and if the holiday falls on a Sunday, there will be no Custodian on duty on the Monday.

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Independence Day
Patriot's Day	Veterans' Day	Christmas Day

APPENDIX C: HOURLY RATES FOR ON-DUTY AND CUSTODIAL STAFF

7/1/2012, 9/1/2018, _____

<u>Staff</u>	<u>Weekdays/Saturdays</u>	<u>Sundays/Holidays</u>
Custodian	\$45.00	\$56.00
Kitchen Staff	\$20.00 \$25.00 (between 11:00pm – 7:00am)	\$30.00
Technology Staff	\$55.00	\$55.00

APPENDIX D: USE FEES - 7/1/2012, _____

Gymnasiums USE FEE

Needham High School "A" Gym	Not Available School Year 2018 - 2019
Needham High School "B" Gym	\$20/per hour
Pollard "Blue" Gym	\$20/per hour
Pollard "Green" Gym	\$20/per hour
Newman Gym	\$20/per hour
Broadmeadow Gym	\$20/per hour
Eliot Gym	\$20/per hour
Hillside Gym	\$15/per hour
Mitchell Gym	\$15/per hour
High Rock Gym	\$15/per hour

Auditoriums/Performance Centers

High School Auditorium	Not Available
Broadmeadow Performance Center	\$150/per use
Eliot Performance Center	\$150/per use
Pollard Auditorium	\$150/per use
Newman Auditorium	\$175/per use

**Large performance requiring more than 2 weeks rehearsal space will not be charged using the normal daily charge process, but will either be charged \$1.50 per ticket sold, or use daily charges for the dates of performance only, whichever is higher.*

Cafeterias

High School Cafeteria	\$150/per use
Pollard Cafeteria	\$150/per use
High Rock Cafeteria	\$150/per use
Newman Cafeteria	\$150/per use
Broadmeadow Cafeteria	\$150/per use
Eliot Cafeteria	\$150/per use
Hillside Cafeteria	\$150/per use
Mitchell Cafeteria	\$150/per use

Lecture Halls

Pollard Lecture Hall	\$25/per hour
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Media Centers

Broadmeadow Media Center	\$20/per hour
Hillside Media Center	\$20/per hour
Mitchell Media Center	\$20/per hour
Eliot Media Center	\$20/per hour
Newman Media Center	\$20/per hour
Pollard Media Center	\$20/per hour
High Rock Media Center	\$20/per hour
High School Media Center	\$20/per hour

Parking Lot

All school parking lots	\$25/per day per lot
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**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 07/24/2018

Agenda Item	Bike Share Program Roll Out
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Carys Lustig, Director of Finance and Administration for Public Services Richard Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<p>The Board previously voted to support the Town's participation in the regional bike share program. We will provide an update and discuss the statement of work, which is the document that will be part of the contract between MAPC and Lime Bike and by extension, the Town of Needham.</p>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN		NO
	<i>A vote is not required</i>		
3.	BACK UP INFORMATION ATTACHED	YES	
	a. Statement of Work Draft		

AGREEMENT AND
STATEMENT OF WORK
BY AND BETWEEN
THE TOWN OF NEEDHAM
AND
NEUTRON HOLDINGS, INC, D/B/A LIME
FOR THE
PROVISION OF
A NO COST BIKE SHARE SYSTEM

1. INTRODUCTION

The following document will serve as the Statement of Work ("SOW")¹ by and between the Town of Needham ("MUNICIPALITY"), a Municipality of the Commonwealth of Massachusetts and Neutron Holdings, Inc., a Delaware corporation, d/b/a Lime ("VENDOR") to apply to approved VENDOR work on the provision of a No Cost Bike Share System. Work effort under this SOW will be limited to activities and services relating to the planning and implementation of the No Cost Bike Share System, including, but not limited to, the provision and placement of bike share equipment, operational services, customer service, system marketing and advertising, and data sharing.

This SOW shall serve as setting forth the agreed to contractual obligations between the parties. It consists of the following documents which are hereby incorporated into this SOW, in the following order of precedence:

- (1) RFP No. MAPC 2018 No Cost Regional Bike Share System and any Amendments thereto;
- (2) VENDOR response to the RFP;
- (3) MAPC Memorandum of Understanding; and,
- (4) this SOW

2. OVERVIEW, EFFECTIVE DATE AND TERM

Pursuant to a Request for Proposals ("RFP") facilitated by the Metropolitan Area Planning Council ("MAPC") and conducted in accordance with Massachusetts General Laws, Chapter 30B and Chapters 7, §§ 22A and 22B, the Vendor has been selected to implement a no cost regional bike share system for the municipalities of: Arlington, Bedford, Belmont, Chelsea, Everett, Lexington, Malden, Medford, Melrose, Milton, Needham, Newton, Revere, Waltham, Watertown and Winthrop (all such municipalities other than the Municipality are referred to herein as the "Other Municipalities").

This SOW shall become effective on the later date upon which each individual Municipality executes this SOW (the "Effective Date").

The terms of this SOW are as follows:

3. SINGLE POINT OF CONTACT

MUNICIPALITY and VENDOR will each assign a single point of contact with respect to this SOW. It is anticipated that the contact person will not change during the period the SOW is

¹ The terms Agreement, Contract and Scope of Work shall be used interchangeably throughout this document.

in force. VENDOR's contact person is Scott Mullen, Director of Expansion , who can be reached at:

Scott Mullen
Lime
730 Eastern Ave,
Malden, MA 02148
781.999.1943
scott@limebike.com

MUNICIPALITY's contact is – Carys Lustig, Director of Finance and Admin of Public Services, who can be reached at:

Carys Lustig
Town of Needham
Department of Public Works
500 Dedham Ave
Needham, MA 02492
781-455-7550
dpwadmin@needhamma.gov

4. DATA SECURITY

As part of this SOW, VENDOR must adhere to and comply with all Commonwealth and or Federal statutes, regulations and policies related to data privacy and security breaches and Payment Card Industry ("PCI") standards now in effect or implemented throughout the Term of the Contract including but not limited to the policies listed hereunder:

VENDOR shall comply at all times with:

201 CMR 17.00: Standards for The Protection of Personal Information of Residents of the Commonwealth

<http://www.mass.gov/ocabr/docs/idtheft/201cmr1700reg.pdf>

Massachusetts General Law 93H Security Breaches

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter93H>

Payment Card Industry (PCI) Data Security Standard – Version 3.0 or higher, if applicable

https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf

Payment Application Data Security Standard – Version 3.0 or higher, if applicable

https://www.pcisecuritystandards.org/documents/PA-DSS_v3.pdf

5. ACCEPTANCE OR REJECTION PROCESS

VENDOR will upon execution of this SOW, immediately develop and submit a Project Plan and Time Line ("Deliverables") for MUNICIPALITY's Project Manager's written approval and acceptance.

Unless otherwise notified by MUNICIPALITY, MUNICIPALITY'S Project Manager shall, within fifteen (15) working days of receipt of the Deliverables, notify VENDOR, in writing, of the acceptance or rejection of said Deliverables using the acceptance criteria specified in this section. Any rejection will include a written description of the basis therefor.

VENDOR will, upon receipt of such rejection, act diligently to correct the specified defects and deliver an updated version of the Deliverables to MUNICIPALITY. MUNICIPALITY will

then have an additional ten (10) business days from receipt of the updated Deliverables to notify VENDOR, in writing, of the acceptance or rejection of the updated Deliverables. Any such rejections will include a description of the way in which the updated Deliverables fail to correct the previously reported deficiency. Failure of MUNICIPALITY to reject Deliverables within the above specified notification periods will constitute acceptance by MUNICIPALITY of said Deliverables.

6. PROJECT MANAGERS

6.1 VENDOR Project Manager

VENDOR's Project Manager will:

- Work closely with MUNICIPALITY Project Manager to ensure successful implementation and ongoing monitoring of the system.
- Consult with MUNICIPALITY Project Manager to develop the Deliverables.
- Provide access to a city-specific data dashboard that shows key metrics on a daily basis from system launch. VENDOR will agree to meet with MUNICIPALITY to discuss system health, as necessary.
- Coordinate participation with the other Municipalities and MAPC and/or other VENDORS as required during the project.
- Acquire VENDOR project team members as needed.

VENDOR's Project Manager will be (Scott Mullen, Director of Expansion) who can be reached at:

Scott Mullen
Lime
730 Eastern Ave,
Malden, MA 02148
781.999.1943
scott@limebike.com

6.2 MUNICIPALITY Project Manager

MUNICIPALITY Project Manager will:

- Serve as an interface between VENDOR Project Manager and all MUNICIPAL personnel participating in this engagement.
- Work with Vendor Project Manager to ensure that the Deliverables are updated as needed on a regular basis and distributed at regular meetings for the duration of the project.
- Deliver regular status reports/updates internally, which may include review of the project performance against Deliverables. Facilitate regular project status meetings for the duration of the engagement.
- Produce and delivery reports based on information provided by the VENDOR

MUNICIPALITY's Project Manager will be Carys Lustig, Director of Finance and Admin of Public Services, who can be reached at:

Carys Lustig
Town of Needham
Department of Public Works
500 Dedham Ave
Needham, MA 02492
781-455-7550
dpwadmin@needhamma.gov

VENDOR's Signatory Name is an authorized signatory named in VENDOR's response to RFP MAPC 2018 No Cost Dockless Regional Bike Share System, and will sign this SOW and all amendments thereto on behalf of VENDOR.

7. ISSUE RESOLUTION

The project managers from each organization bear the primary responsibility for ensuring issue resolution. If they mutually agree that they are unable to resolve an issue, they are responsible for escalating the issue through the MAPC mediation process outlined in the master contract.

8. CHANGES IN SCOPE OF WORK

The Project Manager who would like to request a change in scope for this engagement will provide the suggested change in writing to the other team's Project Manager. The Project Managers will jointly determine whether the change impacts the Deliverables, system implementation or operations, and/or any other relevant aspects of the regional system. The parties can mutually agree to the change through a written amendment via an agreed upon change request form and such agreement must be in writing signed by an identified signatory having authority on behalf of each party hereto. Should any changes result in modification to the project that are realized on a regional scale, the opportunity to change the SOW should be presented to all municipalities named in the MAPC 2018 No Cost Regional Bike Share RFP.

9. ADDITIONAL TERMS

9.1 Definitions

The capitalized terms used in this SOW, unless defined herein, shall have the meaning ascribed to them in the other documents that constitute the entire Agreement between the parties as per Section 1 herein and they are interpreted solely by the MUNICIPALITIES and where applicable MAPC.

9.2 Warranty

VENDOR makes the following warranties with respect to services and products delivered under this SOW: VENDOR's services shall be performed in a professional and workmanlike manner and in accordance with the specifications and description of services as set forth in this SOW and Deliverables.

10. TITLE AND INTELLECTUAL PROPERTY RIGHTS

10.1 Definition of Property

The intellectual property required by VENDOR to develop, implement, and monitor the No Cost Regional Bike Share System (hereinafter the "Property") may consist of computer programs (in object and source code form), scripts, data, documentation, the audio, visual and audiovisual content related to the layout and graphic presentation of the VENDOR system, text, photographs, video, pictures, animation, sound recordings, training materials, images, techniques, methods, algorithms, program images, text visible on the Internet, HTML code and images, illustrations, graphics, pages, storyboards, writings, drawings, sketches, models, samples, data, other technical or business information, and other works of authorship fixed in any tangible medium.

10.2 VENDOR Property and License

VENDOR will retain all right, title and interest in and to all Property developed by it, including without limitation (i) for clients other than VENDOR, and (ii) for internal purposes and not yet delivered to any client, including all copyright, patent, trade secret, trademark and other intellectual property rights created by VENDOR in connection with such work (hereinafter the "VENDOR Property"). MUNICIPALITY acknowledges that its possession, installation or use of VENDOR Property will not transfer to it any right, title, or interest to such VENDOR Property.

MUNICIPALITY acknowledges that VENDOR Property may contain commercially valuable and proprietary trade secrets of VENDOR, the development of which involved the expenditure of substantial time and money and the use of skilled development experts. MUNICIPALITY acknowledges that VENDOR Property is being disclosed to MUNICIPALITY to be used only as expressly permitted under the terms of this SOW. MUNICIPALITY shall not disclose such information to third parties, and, if required to do so under the Commonwealth's Public Records Law, M.G.L. c. 66, § 10, or by legal process, MUNICIPALITY will promptly notify VENDOR of the imminent disclosure so that VENDOR can take steps to defend itself against such disclosure.

Except as expressly authorized in this SOW, MUNICIPALITY will not copy, modify, distribute or transfer by any means, display, sublicense, rent, reverse engineer, decompile or disassemble VENDOR Property.

11. PROJECT PLAN

VENDOR and MUNICIPALITY shall develop a Project Plan and Time Line, which upon mutual written acceptance shall automatically be annexed to and incorporated into this SOW. The Project Plan and Time Line will be updated as VENDOR and MUNICIPALITY work together to determine and confirm scheduling. The plan will detail resources, dependencies and tangible deliverables.

11.1 The Project Plan

The Project Plan must include the following elements for all MUNICIPALITIES, but the Project Plan is not limited to:

a) Parking

VENDOR and MUNICIPALITY must develop a plan for how the following parking regulations will be implemented and monitored:

- Bicycles shall be parked in the part of the sidewalk adjacent to the roadway curb (so long as compliance with the Americans with Disabilities Act is maintained), at a public bike rack, or other locations expressly permitted by the MUNICIPALITY that is consistent with the local laws and regulations.
- Bicycles must not be parked immediately adjacent to or within: transit zone, loading zone, accessible parking zone or other facilities specifically designated for handicap accessibility, fire hydrant, street furniture, curb ramp, entryway, driveway, parklet
- For those bicycles parked within a transit zone, bicycles must not impede access to or from transit or transit shelters, create an obstruction to transit or transit shelters, or otherwise create a violation of the Americans with Disabilities Act.
- Use of public sidewalks must not a) adversely affect the streets or sidewalks b) not inhibit pedestrian movement c) create conditions which are a threat to public safety and security or d) impede or diminish accessibility or compliance with any and all state or

federal regulations concerning accessibility, including but not limited to the Americans with Disabilities Act, as amended.

- Bicycles parked in one location for more than seven consecutive days without moving may be removed by the MUNICIPALITY at the expense of the bike share vendor
- Any bicycle that is parked incorrectly or contrary to the terms of this section, shall be re-parked or removed by the vendor, as follows:
 - Between 7 am – 8 PM on weekdays, not including holidays – within 6 hours of receiving notice;
 - All other times – within 12 hours of receiving notice of a miss-parked bike.
- Any bicycle that is otherwise parked correctly shall be re-parked or removed by the vendor, as follows:
 - Within 48 hours of receiving notice for a properly parked and operable bike;
 - Within 24 hours of receiving notice for an inoperable bike, or any bicycle that is not safe to operate.
- The vendor will inform customers of how to appropriately park bicycles and express preference for bikes to be parked adjacent to bike rack.

b) Winter operation

- Winter Operations – Vendor will not be able to operate between the dates of November 30th and will not be able to redeploy until after April 15th, weather permitting
 - If bikes within the MUNICIPALITY for more than 48 hours during this period must be removed;
 - If inclement weather is predicted, bikes must be removed prior to weather occurring;
 - The MUNICIPALITY is not responsible for any damage due to bikes left on public property due to snow operations.
- Vendor is encouraged to make bikes unavailable for public use during severe winter weather events:

c) Site Planning

- Bikes are not to be parked within the central downtown area on sidewalks of the following streets:
 - Chapel St to Town Hall
 - Highland Ave to Town Hall
 - Great Plain Ave between Chapel St and Highland Ave
 - Town Commons
- To facilitate the planning process, MUNICIPALITY will send VENDOR a list of suggested potential hot spots (i.e. locations where bikes are rebalanced to on a daily basis).
- Town will be able to prohibit bikes from being staged or parked in areas that it deems to be disruptive to Town business.
- VENDOR must provide the MUNICIPALITY the following information on all proposed hot spots:
 - Location (in map and database format)
 - Maximum number of bikes VENDOR will deploy at each location
- VENDOR is responsible for selecting final hot spot or parking locations.
- MUNICIPALITY retains the right to reject any proposed hot spot locations.

- Vendor must provide the MUNICIPALITY with a list of all proposed bike parking locations and estimated number of bikes to start each day. MUNICIPALITY will consult with Vendor on locations, and may veto any bike parking area

d) Customer Service

- VENDOR must provide Town their login to SeeClickFix and respond to issues on SeeClickFix routed to them by the Town's staff to resolve issues/concerns
- VENDOR must describe how they will provide customer service via multiple mechanisms (i.e.: mobile applications, website, phone number), enabling members of the public to ask questions, report bikes that are damaged or improperly parked, request refunds, or otherwise receive support. 24/7/365 customer support must be available in multiple languages with a minimal response time.

e) Helmets

- Vendors must demonstrate the ability to comply with all elements of M.G.L. ch.85, section 11D. This includes providing helmets to bicycle share system users.

f) Operations

- Vendors must provide ground operations plan that ensures the safe, accessible, and responsible placement of bicycles. Vendor operational responsibilities that should be described in the plan include:
 - Regular bike rebalancing and distribution strategies, including ensuring a
 - Minimum number of functional bikes guaranteed operational each day in MUNICIPALITY.
- VENDOR must develop maintenance plan, which includes equipment inspection, regular maintenance schedule, and repair consistent with or exceeding manufacturer's recommendations.

g) Pricing

- VENDOR must provide customer pricing structure. Pricing must be reasonable, transparent and easy to understand.

h) Data

- VENDOR must demonstrate how they will comply with all data sharing requirements described in the RFP, noting the process by which MUNICIPALITY will receive data.

i) Bikes

- VENDOR must provide a minimum of 38 bikes and may propose to LAUNCH with up to 100 bikes. This number of bikes supplies by Vendor may be altered upon mutual agreement of both parties in writing.
- The number of bikes outlined herein are those allowed to VENDOR and does not take into account the number of bikes granted to any other vendor.

- VENDOR must request and receive written or email permission from MUNICIPALITY to expand the number of bikes beyond the maximum at any time.

12. INDEMNIFICATION OBLIGATION AND LIABILITY LIMITATION

The MUNICIPALITY shall have no liability or responsibility for the acts or omissions of the VENDOR or its agents, officers, employees or SubVendors and shall be indemnified and held harmless from and against any claims, actions, or suits, arising from the acts or omissions of the VENDOR, its agents officers, employees or SubVendors pursuant to the provisions of the Master Contracts. VENDOR shall indemnify and hold harmless MUNICIPALITY, including MUNICIPALITY, its agents, officers and employees ("Indemnified Parties") against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages (collectively, "Damages") the Indemnified Parties may sustain which arise out of or in connection with VENDOR's performance under this SOW, including but not limited to the negligence, reckless or intentional conduct of VENDOR, its agents, officers, employees or SubVendors. VENDOR shall at no time be considered an agent, representative, or employee MUNICIPALITY. After prompt notification of a claim by an Indemnified Party, VENDOR shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The Indemnified Party shall not be liable for any costs incurred by VENDOR arising under this section. Notwithstanding anything to the contrary contained herein, VENDOR shall not be required to indemnify or hold harmless the Indemnified Parties from or against any Damages arising out of or related to the negligence or willful misconduct of any Indemnified Party, and the Indemnified Parties shall have sole responsibility and liability for such Damages, to the extent permissible by law.

The term "other damages" shall include, but shall not be limited to, the reasonable costs MUNICIPALITY incurs to repair, return, replace or seek cover (purchase of comparable substitute commodities and services). "Other damages" shall include damages to MUNICIPALITY as a result of third party claims, provided, however, that the foregoing in no way limits MUNICIPALITY's right of recovery for personal injury or property damages or patent and copyright infringement under this section nor MUNICIPALITY's ability to join VENDOR as a third party defendant. Further, the term "other damages" shall not include, and in no event shall MUNICIPALITY be liable for, damages for VENDOR's use of VENDOR provided products or services, loss of VENDOR's records, or data (or intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of VENDOR.

VENDOR shall purchase and maintain insurance throughout the Term of the Contract with MAPC in accordance with the requirements of the Request for Proposals and VENDOR's Response thereto. VENDOR shall bear the risk of loss for any of VENDOR's materials used under this SOW, for all services and products provided hereunder, and, MUNICIPALITY personal or other data which is in the possession of VENDOR or used by VENDOR in its performance under this SOW.

VENDOR may not charge MUNICIPALITY's appointees, employees, agents, or servants with any liability arising from or related to VENDOR's performance under this SOW or otherwise

13. TERMINATION

MUNICIPALITY reserves the right to Terminate this SOW without cause and without penalty, or may terminate or suspend this SOW if VENDOR breaches any material term or condition of this SOW or fails to perform or fulfill any material obligation required by this SOW and such failure is not cured by VENDOR within thirty (30) days after MUNICIPALITY provides notice to vendor. Upon notification to the other party, neither MUNICIPALITY nor VENDOR shall be deemed to be in breach for failure or delay in performance due to Acts of God or

other causes factually beyond their control and without their fault or negligence. SubVendor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond VENDOR's control.

14. ACCESSIBILITY

VENDOR, in compliance with any statement regarding accessibility provided in its response to the RFP, is responsible to ensure that such features have been fully integrated into its solution.

In web applications VENDOR is encouraged to measure accessibility compliance by implementing the World Wide Web Consortium's Web Content Authoring Guidelines, version 2, level AA (the WCAG2 Standards), as defined at <http://www.w3.org/WAI/intro/wcag.php>.

15. CONSENT TO VENUE

The **VENDOR** agrees that it shall commence and litigate all actions or proceedings arising in connection with this Agreement exclusively in the Dedham District Court or in the Norfolk Superior Court, both of which are located in the County of Norfolk, Commonwealth of Massachusetts. The aforementioned choice of venue is intended to be mandatory and not permissive in nature, thereby precluding the possibility of the **VENDOR** commencing or prosecuting any litigation against the Town, with respect to or arising out of this Agreement, in any court or forum other than those specified in this paragraph. It is further agreed that the parties to this Agreement hereby waive their rights to a jury trial.

WHEREFORE VENDOR and Municipalities agree to the foregoing, the undersigned hereby represent that they are duly authorized to execute this SOW on behalf of their respective organizations.

MUNICIPALITY

VENDOR

Date

Date

Approved as to Form:



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

MEETING DATE: 7/24/2018

Agenda Item	Approval of Public Safety Project Debt Exclusion Override
Presenter(s)	Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will recommend that the Board of Selectmen vote to place a debt exclusion override question on the November 6, 2018 ballot for the Public Safety Building and Fire Station #2.

In order to seek approval of the placement of the question on the November 6, 2018 election ballot, the Town must submit the request to the Office of the Secretary of State before August 1st.

The language provided has been approved by bond counsel.

2. VOTE REQUIRED BY BOARD OF SELECTMEN

Suggested Motion: That the Board vote to place the following debt exclusion override question on the November 6, 2018 ballot:

“Shall the Town of Needham be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of engineering and design services for the reconstruction and/or construction of the Public Safety Building and Fire Station #2, as well as the costs of reconstructing and/or constructing each of such facilities, including the costs of temporary relocation and all other costs incidental or related thereto?

YES

NO”

3. BACK UP INFORMATION ATTACHED

None



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

MEETING DATE: 7/24/2018

Agenda Item	Special Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<p>The Town Manager will review with the Board the preliminary list of warrant articles for the October 10, 2018 Special Town Meeting. The Board is scheduled to open the warrant on August 7th and close the warrant on September 11th.</p>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<p>Discussion Only.</p>	
3.	BACK UP INFORMATION ATTACHED
<p>a. Preliminary List of Warrant Articles dated 7.24.2018</p>	

**Preliminary List of Warrant Articles
October 10, 2018 Special Town Meeting
Draft 7.24.2018**

1. FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW
 2. FUND COLLECTIVE BARGAINING AGREEMENT – INDEPENDENT TOWN WORKERS' ASSOCIATION
 3. FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN/TRADES INDEPENDENT ASSOCIATION
 4. AMEND THE FY2019 OPERATING BUDGET
 5. AMEND THE FY2019 RTS ENTERPRISE FUND BUDGET
 6. AMEND THE FY2019 SEWER ENTERPRISE FUND BUDGET
 7. AMEND THE FY2019 WATER ENTERPRISE FUND BUDGET
 8. APPROPRIATE FOR CONSULTING ASSISTANCE NEEDHAM 2025
 9. APPROPRIATE FOR EMERY GROVER FEASIBILITY
 10. APPROPRIATE FOR MITCHELL SCHOOL MODULAR CLASSROOMS
 11. APPROPRIATE FOR PUBLIC SAFETY BUILDINGS CONSTRUCTION
 12. RESCIND DEBT AUTHORIZATION
 13. AMEND GENERAL BY-LAW – STORMWATER BY-LAW
 14. AMEND ZONING BY-LAW – PUBLIC SAFETY COMMUNICATIONS
 15. UNPAID BILLS OF A PRIOR YEAR
-



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

MEETING DATE: 07/24/2018

Agenda Item	Facility Financing Plan Update
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Asst Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	<p>The Town Manager and Assistant Town Manager/Director of Finance will present the Board with a facility financing plan update based upon previously authorized debt, proposed capital projects in the FY2019 – FY2023, and assumptions regarding other possible major building projects. The report (which is being updated based on the bond issue which will be voted by the Board earlier in the meeting) is for planning purposes; it is expected that the actual projects and sequencing will differ from the analysis.</p>
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	Suggested Motion: None
3.	BACK UP INFORMATION
	<p>a. Will be provided prior to the meeting</p>



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

MEETING DATE: 7/24/2018

Agenda Item	Town Meeting Start Time
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Board will discuss feedback received at the public hearing on Town Meeting start time held on June 26, 2018.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
	(Describe backup below) None



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

MEETING DATE: 7/24/2018

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
3.	BACK UP INFORMATION ATTACHED
	(Describe backup below) None



TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7500 x216

Fax (781) 449-1246

Email: teaton@town.needham.ma.us

Theodora K. Eaton, MMC
Town Clerk

July 19, 2018

Mr. Daniel Matthews, Chairman
Board of Selectman
1471 Highland Avenue
Needham, MA 02492

Dear Mr. Matthews:

Under M.G.L. chapter 54, section 12, I am enclosing a list of Election Workers recommended for appointment for 2018-2019.

If you have any question, please don't hesitate to contact me.

Sincerely,

Theodora K. Eaton, MMC
Town Clerk

Election Workers 2018-2019

Party	Title	First Name	Last Name	St #	Street Name	Town
U	Inspector	Vera	Alperin	865	Central Avenue #1404	Needham
D	Inspector	Elizabeth G.	Amsbary	19	Cimino Road	Needham
D	Inspector	Myra	Anderson	58	Whittier Road	Needham
U	Inspector	Jennifer	Atkinson	40	Mellen Street	Needham
U	Warden	Paul H	Attridge	865	Central Avenue #1309	Needham
U	Warden	Pauline M	Attridge	865	Central Avenue #1309	Needham
U	Inspector	Isabel	Avedikian	148	Valley Road	Needham
U	Inspector	Julia	Baker	178	South Street	Needham
U	Inspector	Elaine J.	Belkin	14	Highland Court	Needham
U	Inspector	Josephine	Belval	1208	Greendale Ave #221	Needham
U	Relief	Alma M	Bird	49	Whiting Way	Needham
U	Warden	Stephen E.	Blomberg	310	Harris Avenue	Needham
U	Inspector	Doris D.	Bosselait	83	Pickering Street, #102	Needham
R	Warden	Barbara N.	Brailey	229	High Rock Street	Needham
D	Inspector	Anne	Brain	25	Ridgeway Avenue	Needham
D	Inspector	Moy T.	Burns	563	Chestnut Street	Needham
D	Inspector	Madeline	Buttrick	35	Morton St	Needham
U	Inspector	Maryjane M.	Casey	100	Rosemary Way #330	Needham
U	Inspector	Clelia M.	Cavicchio	43	George Aggott Road	Needham
U	Inspector	Jean M.	Connolly	88	Gayland Road	Needham
U	Warden	Lawrence R.	Cummings	27	South Street	Needham
D	Inspector	Margaret A.	Cummings	27	South Street	Needham
D	Inspector	Barbara J	Cusack	41	Curve Street	Needham
U	Inspector	Anthony	DiCicco	24	Mellen Street	Needham
U	Clerk	Philip E	Doherty	122	Tudor Road	Needham
D	Inspector	Susan	Duncan	1250	Great Plain Avenue	Needham
U	Inspector	David	Ecsedy	20	Holland Terrace	Needham
U	Inspector	Catherine A	Flaherty	23	Newbury Park	Needham
U	Warden	Edith	Garrison	300	Second Avenue #1128	Needham
D	Inspector	Grace Barbara	Giuditta	13	Morgan Dr. #17	Natick
R	Inspector	Irene J.	Guiney	757	Highland Ave #325N	Needham
U	Inspector	Barbara R.	Handel	43	Tillotson Road	Needham
U	Inspector	Titina	Haratsis	77	Wayne Road	Needham
U	Inspector	Marilyn	Harris	757	Highland Ave #202S	Needham
D	Clerk	Elizabeth	Hart	154	Hillside Avenue #1	Needham
U	Warden	Samuel	Hart	154	Hillside Avenue #1	Needham
U	Inspector	Eleanor B.	Haskell	173	Stratford Road	Needham
U	Inspector	Nancy C.	Haslip	43	Whitman Road	Needham
U	Inspector	Walter D.	Herrick	131	Pine Grove Street	Needham
U	Warden	Betsy K.	Hines	135	Lindbergh Avenue	Needham
R	Inspector	Marilyn P.	Hollembaek	299	Manning Street	Needham
U	Inspector	Ellen P.	Hylen	20	Thurston Lane	Needham
D	Inspector	Katherine P.	Jacques	41	Hancock Road	Needham
D	Inspector	Steven N.	Jacques	41	Hancock Street	Needham
U	Inspector	Kathleen M.	Kelly	883	Greendale Avenue	Needham

Election Workers 2018-2019

U	Inspector	Shirley J.	Klepadlo	23	Blake Street	Needham
U	Inspector	Mary R.	Kordas	34	Mackintosh Avenue	Needham
U	Inspector	M. Gerald	Koss	815	Webster Street	Needham
R	Clerk	Kenneth J.	Loderick	63	Whiting Way	Needham
D	Inspector	Mary L.	Macrina	68	Page Road	Needham
R	Inspector	Rae A.	Mang	19	Southfield Court	Needham
R	Inspector	John M.	Mang	19	Southfield Court	Needham
U	Clerk	Marcia	Mather	179	Paul Revere Rd	Needham
D	Inspector	Phyllis M.	Mays	141	Chestnut Street #303	Needham
U	Inspector	Maureen	McCann	43	North Hill Avenue	Needham
R	Warden	William	McCarthy	1210	Greendale Ave #324	Needham
U	Inspector	Mary B.	McKernan	96	Plymouth Road	Needham
D	Inspector	Eileen A.	Mecagni	173	Valley Road	Needham
U	Clerk	Phyllis K.	Melick	508	Great Plain Ave	Needham
U	Inspector	Elizabeth	Mercer	67	Mayo Avenue	Needham
U	Inspector	Irene T.	Merrick	94	Elder Road	Needham
U	Inspector	Linda N.	Muckerheide	22	River Park Street	Needham
U	Inspector	Joan B.	Oakes	9	Grant Street	Needham
U	Inspector	Judith S.	Ogilvie	47	Powers Street	Needham
U	Inspector	Kathleen J.	O'Keeffe	51	Alden Road	Needham
R	Clerk	Ford H.	Peckham	26	Lawton Road	Needham
D	Inspector	Claire E.	Pelletier	182	Linden Street Apt D	Needham
U	Inspector	Dorothy	Piligian	381	Hillcrest Road	Needham
D	Inspector	Evelyn	Poness	72	Marked Tree Road	Needham
D	Inspector	Nancy E.	Ridill	102	Lindbergh Avenue	Needham
U	Clerk	Josephine A.	Roman	136	Valley Road	Needham
U	Inspector	Carol	Rosenstock	44	Bess Road	Needham
U	Inspector	Steven	Rosenstock	44	Bess Road	Needham
U	Inspector	David L.	Rutter	163	Paul Revere Road	Needham
U	Inspector	Colleen F.	Schaller	24	Avon Circle	Needham
D	Inspector	Theodore A.	Schvimer	865	Central Avenue, #A317	Needham
U	Inspector	Kalpana M.	Shah	168	Linden Street, Apt B	Needham
U	Warden	Jean	Slattery	205	Linden Ponds Way	Hingham
U	Inspector	Arlene	Smookler	174	Pine Grove St	Needham
R	Inspector	Joan T.	Story	28	Perry Drive	Needham
U	Warden	M. Kathleen	Tedoldi	13	Maple Street	Needham
U	Inspector	Margaret A.	Tierney	378	Central Avenue	Needham
U	Clerk	Joan M.	Tirrell	389	Manning Street	Needham
U	Clerk	Sarah A.	Toran	945	Central Avenue	Needham
U	Clerk	Ruth	Wegner	27	Dartmouth Ave	Needham
R	Inspector	Alan R.	West	1098	Webster Street	Needham
R	Inspector	Myra W.	West	1098	Webster Street	Needham
D	Inspector	Natalie S.	Woodward	213	Rock Street, Apt K5	Norwood
U	Inspector	Helaine	Yanofsky	111	High Rock Street	Needham
U	Inspector	Joan C.	Zwible	700	Webster Street	Needham

FISCAL YEAR 2019

SCHEDULE A

Effective July 1, 2018

Full-time, part-time, temporary, and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE	FLSA status	MGL C 268A
Activity Instructor	Schedule C	exempt	exempt
Administrative Analyst	GE-18	exempt	
Administrative Assistant (non-represented)	G-14	non-exempt	
Administrative Assistant	I-14	non-exempt	
Administrative Coordinator	I-15	non-exempt	
Administrative/Office Support Specialist I, II, III (AOSS)	Schedule C	non-exempt	exempt
Administrative Specialist	I-15	non-exempt	
Animal Control Officer	GU-16	non-exempt	
Animal Inspector	Schedule C	Stipend	
Applications Administrator	IE-20	exempt	
Assistant Building Commissioner	GE-21	exempt	
Assistant Cataloger	G-14	non-exempt	
Assistant Children's Librarian	G-15	non-exempt	
Assistant Director of Assessing	GE-20	exempt	
Assistant Director of Human Resources	GE-20	exempt	
Assistant Director of Public Health	GE-22	exempt	
Assistant Director of Public Library	GE-21	exempt	
Assistant Director of Public Works	K-26	exempt	
Assistant Director, Park & Recreation	GE-20	exempt	
Assistant Director, Aging Services	GE-20	exempt	
Assistant Program Coordinator	G-15	non-exempt	
Assistant Superintendent	GE-20	exempt	
Assistant Town Accountant	GE-20	exempt	
Assistant Town Clerk	GE-18	exempt	
Assistant Town Engineer	GE-22	exempt	
Assistant Town Manager/Director of Finance	K-28	exempt	
Assistant Town Manager/Director of Operations	K-28	exempt	
Assistant Town Planner	GE-19	exempt	
Assistant Treasurer/Collector	GE-20	exempt	
AutoCAD Technician	GU-16	non-exempt	
Benefits Administrator	GE-18	exempt	
Building Commissioner	K-24	exempt	
Building Monitor I, II	Schedule C	non-exempt	exempt
Care/Veterans Graves & Coordinator of Ceremonies	Schedule C	Stipend	exempt
Carpenter	BT-2	non-exempt	
Children's Librarian	GE-18	exempt	
Chief Pumping Station Operator	W-7	non-exempt	

Civil Engineer	GE-19	exempt	
Community Housing Specialist	G-19	non-exempt	
Computer Operator	I-15	non-exempt	
Conservation Specialist	I-17	non-exempt	
Contract Administrator	GE-21	exempt	
Crafts Worker	BT-2	non-exempt	
Custodian	BC-1	non-exempt	
Department Assistant 1	I-12	non-exempt	
Department Assistant 2	I-13	non-exempt	
Department Specialist	I-14	non-exempt	
Deputy Fire Chief	F-4	non-exempt	
Deputy Fire Chief, Operations	F-5	non-exempt	
Director of Administration & Finance/Public Services	K-24	exempt	
Director of Aging Services	K-24	exempt	
Director of Assessing	K-24	exempt	
Director of Building Maintenance	K-26	exempt	
Director of Conservation	K-22	exempt	
Director of Design and Construction	K-26	exempt	
Director of Economic Development	K-22	exempt	
Director of Human Resources	K-25	exempt	
Director of Management Information Systems	K-25	exempt	
Director of Park and Recreation	K-24	exempt	
Director of Planning and Community Development	K-25	exempt	
Director of Health and Human Services	K-26	exempt	
Director of Public Library	K-24	exempt	
Director of Public Works	K-28	exempt	
Director of Youth and Family Services	K-23	exempt	
Division Superintendent, Highway	K-24	exempt	
Division Superintendent, Parks and Forestry	K-24	exempt	
Division Superintendent, Solid Waste/Recycling	K-24	exempt	
Division Superintendent, Water/Sewer	K-24	exempt	
Election Clerk	Schedule C	non-exempt	exempt
Election Inspector	Schedule C	non-exempt	exempt
Election Warden	Schedule C	non-exempt	exempt
Electrician	BT-3	non-exempt	
Emergency Management Program Coordinator	G-16	non-exempt	
Engineering Aide	GU-15	non-exempt	
Environmental Health Agent	I-20	non-exempt	
Equipment Mechanic	W-5	non-exempt	
Facility Operations Shift Supervisor	GE-20	exempt	
Field Assessor	I-18	non-exempt	
Finance and Procurement Coordinator	GE-21	exempt	
Finance Committee, Executive Secretary	GE-19	exempt	
Fire Captain	F-3	non-exempt	

Fire Chief	*	exempt	
Fire Director of Administrative Services	IE-20	exempt	
Fire Lieutenant	F-2	non-exempt	
Firefighter	F-1	non-exempt	
Fleet Supervisor	K-22	exempt	
General Services Assistant (GSA)	Schedule C	non-exempt	exempt
GIS/Database Administrator	IE-20	exempt	
Glazer	BT-2	non-exempt	
Heavy Motor Equipment Operator	W-4	non-exempt	
HVAC Technician	BT-3	non-exempt	
Information Technology Specialist (ITS)	Schedule C	exempt	exempt
Inspector of Plumbing & Gas	G-19	non-exempt	
Inspector of Wires	G-19	non-exempt	
Laborer 2	W-2	non-exempt	
Laborer 3	W-3	non-exempt	
Laborer/Trades Assistant Year 1 ,2, 3 ,4	Schedule C	non-exempt	exempt
Library Assistant	G-13	non-exempt	
Library Children's Supervisor	GE-19	exempt	
Library Circulation Supervisor	GE-17	exempt	
Library Reference Supervisor	GE-19	exempt	
Library Technical Services Supervisor	GE-19	exempt	
Library Technology Specialist/Archivist	GE-19	exempt	
Lineman	FA-1	non-exempt	
Local Building Inspector	G-20	non-exempt	
Management Analyst	GE-20	exempt	
Master Mechanic	W-7	non-exempt	
Network Manager	IE-23	exempt	
New Year's Needham Coordinator	Schedule C	Stipend	
On-call Public Health Nurse	Schedule C	exempt	exempt
Parking Clerk	Schedule C	non-exempt	
Payroll Coordinator	I-18	non-exempt	
Playground Maintenance Specialist	Schedule C	non-exempt	
Plumber	BT-3	non-exempt	
Police Chief	*	exempt	
Police Lieutenant	P-3	non-exempt	
Police Maintenance Assistant	GU-15	non-exempt	
Police Matron	Schedule C	non-exempt	
Police Officer	P-1	non-exempt	
Police Sergeant	P-2	non-exempt	
Professional/Technical Support Specialist I, II, III	Schedule C	non-exempt	exempt
Program Support Assistant I, II, III	Schedule C	non-exempt	exempt
Program Coordinator	G-16	non-exempt	
Project Manager	K-22	exempt	
Public Health Nurse	IE-20	exempt	

Public Safety Dispatch Supervisor	GU-19	non-exempt	
Public Safety Dispatcher	GU-15	non-exempt	
Public Works Craftsworker	W-4	non-exempt	
Public Works Inspector	W-6	non-exempt	
Public Works Specialist 1	W-4	non-exempt	
Public Works Specialist 2	W-5	non-exempt	
Public Works Technician	W-5	non-exempt	
Pumping Station Operator	W-5	non-exempt	
Recording Secretary	Schedule C	non-exempt	exempt
Recreation Specialist I	Schedule C	exempt	exempt
Recreation Specialist II	Schedule C	exempt	exempt
Recreation Specialist III	Schedule C	exempt	exempt
Recreation Specialist IV	Schedule C	exempt	exempt
Recreation Specialist V	Schedule C	exempt	exempt
Recreation Supervisor	I-16	non-exempt	
Reference Librarian/Audio Visual Specialist	GE-18	exempt	
Reference Librarian/Program Specialist	GE-18	exempt	
Reference Librarian/Young Adult	GE-18	exempt	
Registrar of Voters	Schedule C	Stipend	
Seasonal Driver Traveling Meals I, II	Schedule C	non-exempt	exempt
Senior Administrative Coordinator	I-17	non-exempt	
Senior AutoCAD Technician	GU-19	non-exempt	
Senior Corps Participant	Schedule C	non-exempt	exempt
Senior Custodian 1	BC-2	non-exempt	
Senior Custodian 2	BC-3	non-exempt	
Senior Program Coordinator	G-20	non-exempt	
Senior Project Manager	K-24	exempt	
Senior Substance Use Prevention Program Coordinator	G-20	non-exempt	
Senior Trip Coordinator	Schedule C	non-exempt	exempt
Social Worker 1	IE-18	exempt	
Social Worker 2	IE-19	exempt	
Special Assignment Support (SAS)	Schedule C	non-exempt	exempt
Special Detail Worker 1	Schedule C	non-exempt	exempt
Special Detail Worker 2	Schedule C	non-exempt	exempt
Student Intern 1 - 4	Schedule C	non-exempt	exempt
Substance Use Prevention Program Coordinator	G-16	non-exempt	
Substitute - Building Inspector	Schedule C	non-exempt	
Substitute - Plumbing and Gas Inspector	Schedule C	non-exempt	
Substitute - Wiring Inspector	Schedule C	non-exempt	
Superintendent, Fire Alarm	FA-2	non-exempt	
Support Services Manager	K-22	exempt	
Survey Party Chief	GU-18	non-exempt	
Systems Analyst	IE-18	exempt	
Technology Support Technician	I-19	non-exempt	

Town Accountant	K-24	exempt	
Town Counsel	Schedule C	exempt	
Town Engineer	K-26	exempt	
Town Manager	Contract	exempt	
Town Treasurer and Tax Collector	K-24	exempt	
Traffic Supervisor	Schedule C	non-exempt	exempt
Tree Climber	W-4	non-exempt	
Van Driver	Schedule C	non-exempt	exempt
Warehouse Person	BT-1	non-exempt	
Water Treatment Facility Manager	GE-21	exempt	
Working Foreman	W-6	non-exempt	
Needham Contributory Retirement Board Titles			
Department Specialist/Retirement	G-14	non-exempt	
Retirement Administrator	GE-20	exempt	
<u>SCHEDULE A STIPENDS</u>			
All Stipends must be approved by the Town Manager prior to payment.			
(Additional compensation for specific assignments)			
(1) Additional \$75.00 per month when assigned to and performing the duties of Deputy Tree Warden.			
(2) Additional \$1,500 per year when performing the duties of Assistant Parking Clerk			
(3) Additional \$1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.			
(4) Additional \$1,200 when an employee other than the Assistant Town Manager/Finance Director is designated as the Chief Procurement Officer.			
(5) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.			
(6) Additional \$1,500 when assigned as Assistant Director of Emergency Management			
(7) Additional \$2,000 when assigned as Director of Emergency Management			
(8) Additional \$1,500 when assigned Youth Center Coordinator responsibilities			
(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O			
(**) Outreach Worker is PT position; moved to Schedule C as Program Assistant II			
Positions exempt from the distribution of summaries and the online training associated with the Conflict of Interest Law in accordance with MGL c 268A as approved by the Board of Selectmen			

Preliminary

Management Schedule Effective October 1, 2018

Grade	Minimum	Mid-Point	Maximum
K-29	\$128,520.00	\$143,940.00	\$159,360.00
K-28	\$121,128.00	\$135,660.00	\$150,192.00
K-27	\$113,736.00	\$127,380.00	\$141,024.00
K-26	\$106,368.00	\$119,136.00	\$131,904.00
K-25	\$98,976.00	\$110,856.00	\$122,736.00
K-24	\$91,584.00	\$102,576.00	\$113,568.00
K-23	\$84,192.00	\$94,296.00	\$104,400.00
K-22	\$76,800.00	\$86,016.00	\$95,232.00
K-21	\$66,912.00	\$74,940.00	\$82,968.00

Annual Salary for Exempt Positions

Non-Represented: Administrative/Support and Professional/Technical Positions

Effective July 1, 2018

Grade	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
GE24	\$80,691.00	\$83,109.00	\$85,585.50	\$88,159.50	\$90,811.50	\$93,541.50	\$96,369.00	\$98,787.00	\$101,244.00
GE23	\$79,092.00	\$81,451.50	\$83,889.00	\$86,404.50	\$88,998.00	\$91,669.50	\$94,419.00	\$96,778.50	\$99,216.00
GE22	\$73,846.50	\$76,069.50	\$78,351.00	\$80,730.00	\$83,128.50	\$85,605.00	\$88,179.00	\$90,402.00	\$92,664.00
GE21	\$68,971.50	\$71,097.00	\$73,203.00	\$75,406.50	\$77,649.00	\$79,989.00	\$82,407.00	\$84,454.50	\$86,560.50
GE20	\$64,369.50	\$66,261.00	\$68,230.50	\$70,317.00	\$72,403.50	\$74,587.50	\$76,810.50	\$78,721.50	\$80,691.00
GE19	\$58,597.50	\$60,372.00	\$62,166.00	\$64,018.50	\$65,988.00	\$67,938.00	\$69,966.00	\$71,721.00	\$73,534.50
GE18	\$53,391.00	\$54,970.50	\$56,628.00	\$58,324.50	\$60,079.50	\$61,893.00	\$63,745.50	\$65,344.50	\$66,982.50
GE17	\$51,753.00	\$53,313.00	\$54,912.00	\$56,550.00	\$58,246.50	\$59,982.00	\$61,795.50	\$63,336.00	\$64,915.50
GE16	\$50,251.50	\$51,772.50	\$53,313.00	\$54,931.50	\$56,569.50	\$58,266.00	\$60,001.50	\$61,503.00	\$63,063.00
GE15	\$47,326.50	\$48,769.50	\$50,212.50	\$51,733.50	\$53,274.00	\$54,892.50	\$56,530.50	\$57,934.50	\$59,377.50
GE14	\$43,134.00	\$44,440.50	\$45,747.00	\$47,131.50	\$48,535.50	\$50,017.50	\$51,480.00	\$52,767.00	\$54,093.00
GE13	\$39,682.50	\$40,911.00	\$42,120.00	\$43,368.00	\$44,694.00	\$46,020.00	\$47,385.00	\$48,574.50	\$49,783.50
GE12	\$36,211.50	\$37,303.50	\$38,434.50	\$39,585.00	\$40,774.50	\$42,003.00	\$43,231.50	\$44,343.00	\$45,435.00
GE11	\$33,676.50	\$34,671.00	\$35,763.00	\$36,816.00	\$37,888.50	\$39,039.00	\$40,228.50	\$41,223.00	\$42,256.50

Hourly Rates for Non-Exempt Positions (37.5 Hours)

Non-Represented: Administrative/Support and Professional/Technical Positions

Effective July 1, 2018

Grade	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
G24	\$41.38	\$42.62	\$43.89	\$45.21	\$46.57	\$47.97	\$49.42	\$50.66	\$51.92
G23	\$40.56	\$41.77	\$43.02	\$44.31	\$45.64	\$47.01	\$48.42	\$49.63	\$50.88
G22	\$37.87	\$39.01	\$40.18	\$41.40	\$42.63	\$43.90	\$45.22	\$46.36	\$47.52
G21	\$35.37	\$36.46	\$37.54	\$38.67	\$39.82	\$41.02	\$42.26	\$43.31	\$44.39
G20	\$33.01	\$33.98	\$34.99	\$36.06	\$37.13	\$38.25	\$39.39	\$40.37	\$41.38
G19	\$30.05	\$30.96	\$31.88	\$32.83	\$33.84	\$34.84	\$35.88	\$36.78	\$37.71
G18	\$27.38	\$28.19	\$29.04	\$29.91	\$30.81	\$31.74	\$32.69	\$33.51	\$34.35
G17	\$26.54	\$27.34	\$28.16	\$29.00	\$29.87	\$30.76	\$31.69	\$32.48	\$33.29
G16	\$25.77	\$26.55	\$27.34	\$28.17	\$29.01	\$29.88	\$30.77	\$31.54	\$32.34
G15	\$24.27	\$25.01	\$25.75	\$26.53	\$27.32	\$28.15	\$28.99	\$29.71	\$30.45
G14	\$22.12	\$22.79	\$23.46	\$24.17	\$24.89	\$25.65	\$26.40	\$27.06	\$27.74
G13	\$20.35	\$20.98	\$21.60	\$22.24	\$22.92	\$23.60	\$24.30	\$24.91	\$25.53
G12	\$18.57	\$19.13	\$19.71	\$20.30	\$20.91	\$21.54	\$22.17	\$22.74	\$23.30
G11	\$17.27	\$17.78	\$18.34	\$18.88	\$19.43	\$20.02	\$20.63	\$21.14	\$21.67

Hourly Rates for Non-Exempt Positions (40 Hours)

Non-Represented: Administrative/Support and Professional/Technical Positions

Effective July 1, 2018

Grade	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
GU24	\$38.79	\$39.96	\$41.15	\$42.38	\$43.66	\$44.97	\$46.33	\$47.49	\$48.68
GU23	\$38.03	\$39.16	\$40.33	\$41.54	\$42.79	\$44.07	\$45.39	\$46.53	\$47.70
GU22	\$35.50	\$36.57	\$37.67	\$38.81	\$39.97	\$41.16	\$42.39	\$43.46	\$44.55
GU21	\$33.16	\$34.18	\$35.19	\$36.25	\$37.33	\$38.46	\$39.62	\$40.60	\$41.62
GU20	\$30.95	\$31.86	\$32.80	\$33.81	\$34.81	\$35.86	\$36.93	\$37.85	\$38.79
GU19	\$28.17	\$29.03	\$29.89	\$30.78	\$31.73	\$32.66	\$33.64	\$34.48	\$35.35
GU18	\$25.67	\$26.43	\$27.23	\$28.04	\$28.88	\$29.76	\$30.65	\$31.42	\$32.20
GU17	\$24.88	\$25.63	\$26.40	\$27.19	\$28.00	\$28.84	\$29.71	\$30.45	\$31.21
GU16	\$24.16	\$24.89	\$25.63	\$26.41	\$27.20	\$28.01	\$28.85	\$29.57	\$30.32
GU15	\$22.75	\$23.45	\$24.14	\$24.84	\$25.61	\$26.39	\$27.18	\$27.85	\$28.55
GU14	\$20.74	\$21.37	\$21.99	\$22.66	\$23.33	\$24.05	\$24.75	\$25.37	\$26.01
GU13	\$19.08	\$19.67	\$20.25	\$20.85	\$21.49	\$22.13	\$22.78	\$23.35	\$23.93
GU12	\$17.41	\$17.93	\$18.48	\$19.03	\$19.60	\$20.19	\$20.78	\$21.32	\$21.84
GU11	\$16.19	\$16.67	\$17.19	\$17.70	\$18.22	\$18.77	\$19.34	\$19.82	\$20.32

Rates Effective July 1, 2018 (FY2019)
Schedule C
Rates for Part-Time, Seasonal, and Temporary Positions
Unless Otherwise Noted Rates Are Hourly

	New Title	Current Rate
	Activity Instructor Group	
	Activity Instructor Group A	\$11.00
	Activity Instructor Group B	\$12.00
	Activity Instructor Group C	\$13.00
	Activity Instructor Group D	\$15.00
	Activity Instructor Group E	\$18.00
	Activity Instructor Group F	\$21.00
	Activity Instructor Group G	\$25.00
	Activity Instructor Group H	\$28.00
	Activity Instructor Group I	\$30.00
	Activity Instructor Group J	\$32.00
	Activity Instructor Group K	\$35.00
	Activity Instructor Group L	\$50.00
	Activity Instructor Group M	\$75.00
	Administrative/Office Support Specialist I (AOS)	\$20.65
	Administrative/Office Support Specialist II (AOS+)	\$24.63
	Administrative/Office Support Specialist III (AOS++)	\$25.50
#	Animal Inspector	\$2,500
	Building Monitor I	\$12.00
	Building Monitor II	\$18.84
#	Care of Graves - Veterans Coordinator of Ceremonies	\$2,500
*	Election Clerk	\$200.00
*	Election Inspector	\$170.00
*	Election Warden	\$200.00
	General Services Assistant (GSA)	\$11.00
	Information Technology Specialist (ITS)^	\$45.00
	Laborer/Trades Assistant Year Four	\$13.32
	Laborer/Trades Assistant Year One	\$12.02
	Laborer/Trades Assistant Year Three	\$12.88
	Laborer/Trades Assistant Year Two	\$12.45
#	New Year's Needham Coordinator	\$5,000
	On-call Public Health Nurse	\$31.00
	Parking Clerk	\$25.50
	Playground Maintenance Specialist	\$17.00
	Police Matron	\$20.65

	New Title	Current Rate
	Professional/Technical Support Specialist (PTS)	\$26.93
	Professional/Technical Support Specialist II (PTS+)	\$31.00
	Professional/Technical Support Specialist III (PTS++)	\$38.88
	Program Support Assistant I (PSA)	\$17.00
	Program Support Assistant II (PSA+)	\$22.44
	Program Support Assistant III (PSA++)	\$27.78
	Recording Secretary	\$20.65
&	Recreation Specialist I Year One	\$11.00
&	Recreation Specialist I Year Two	\$11.50
&	Recreation Specialist II Year One	\$12.00
&	Recreation Specialist II Year Two	\$12.50
&	Recreation Specialist IIB Year One	\$13.00
&	Recreation Specialist IIB Year Two	\$13.50
&	Recreation Specialist III Year One	\$14.00
&	Recreation Specialist III Year Two	\$14.50
&	Recreation Specialist IV Year One	\$17.00
&	Recreation Specialist IV Year Two	\$17.50
&	Recreation Specialist V Year One	\$20.00
&	Recreation Specialist V Year Two	\$20.50
#	Registrar of Voters	\$600
	Seasonal Driver Traveling Meals I	\$15.00
	Seasonal Driver Traveling Meals II	\$17.00
	Senior Corps Participant	\$11.00
##	Senior Trip Coordinator	\$150
^	Special Assignment Support (SAS)	\$75.00
	Special Detail Worker	\$41.00
	Student Intern 1	\$11.00
	Student Intern 2	\$14.50
	Student Intern 3	\$17.50
	Student Intern 4	\$21.25
	Substitute - Building Inspector	\$28.50
	Substitute - Plumbing and Gas Inspector	\$26.00
	Substitute - Wiring Inspector	\$26.00
#	Town Counsel	\$75,140
	Traffic Supervisor	\$20.65
	Van Driver	\$17.00

Schedule C positions have no, or limited, benefits. Unless specified in the job announcement, there are no fringe benefits such as health insurance, retirement, or paid time off.

NC = No Change

* Rate set by the Board of Selectmen, rate is per election day

Annual Rate

Per Event

^ Maximum Hourly Rate by Individual Agreement

& New Rate Effective April 10, 2018

**Town of Needham
Board of Selectmen
Minutes for June 12, 2018
Needham Town Hall
Selectmen's Chamber**

6:30 p.m. Executive Session: (Exception 6 - Acquisition of Real Property)
Motion by Mr. Bulian that the Board of Selectmen vote to enter into Executive Session.

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. To return to open session prior to adjournment.

Second: Mr. Handel. Mr. Matthews polled the Board. Unanimously approved 4-0.

Ms. Cooley was not present for the vote.

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. The public portion of the Board of Selectmen meeting of June 12, 2018, was convened by Chair Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. A moment of silence was held remembering John H. "Jack" Cogswell, longtime Needham resident, member of Town Meeting, the Board of Selectmen, the Planning Board, the Board of Appeals, and passionate volunteer who passed away on June 1, 2018.

7:01 p.m. Continuation of Public Hearing for the removal of (1) Public Shade Tree at 646 Webster Street, Needham.

Edward Olsen, Tree Warden, Parks & Forestry Superintendent appeared before the Board continuing the Public Hearing held on May 22, 2018. Abutters were re-noticed for the continuation date and time. Mr. Olsen gave a brief history of public shade tree hearings, saying most tree removals are approved. He explained the Red Oak tree in question located at 646 Webster Street, within the berm, has been thriving over 100 years, is in good shape, and is historic. Mr. Olsen said, in his opinion, there is not enough evidence to approve removal of the tree, recommending the Board of Selectmen not to approve removal.

Mr. Matthews invited Suzanne Bandanza, 646 Webster Street, petitioner and homeowner, forward to explain her rationale for the removal request.

Suzanne Bandanza explained when she purchased the property in March 2018 she did not know the tree was a public shade tree. She said safety is a concern, suggesting the Board of Selectmen take time to pull in/out of the driveway to get a sense of the situation. Ms. Bandanza admitted the tree is beautiful, could be pruned, but is a hazard. She commented a new two family home was recently built next to her property and a fence was installed, and she believes another home and fence will soon be built on the other side of the property. She said car and pedestrian traffic is challenging, as the property is opposite the high school.

Mr. Olsen said there are obstacles entering and exiting the driveway. He noted however, trees along the July 4th parade route are monitored annually and trimmed as needed. He commented the tree has survived many storms and hurricanes, surviving because it is very strong.

Mr. Matthews invited public comment.

John Cosgrove, 68 Oakland Avenue asked if the driveway had been moved. Ms. Bandanza said the driveway had not been moved.

John Tallarico, 1069 Highland Avenue said 100 year old beautiful trees are what make up Needham. He cautioned against removal.

Amy Willis, 10 Holland Terrace said she is thankful because the tree blocks the view of the dumpster at the high school, but acknowledged safety is a concern.

Ms. Bandanza said she has complete and total appreciation for mature trees, but believes the tree is dangerous and a safety hazard.

Mr. Matthews closed the public hearing and asked for Board comment.

Mr. Handel said he is not unsympathetic to the applicant, but older trees along Webster Street are rare and community asset. He stated he can not support removal.

Mr. Borrelli said he understands the applicant's plight, but Mr. Olsen's past recommendations for tree removals, when necessary, is strong. He said he will vote against removal the tree.

Ms. Cooley asked Mr. Olsen about the branch over the wire to the house, and why it was kept it in place? Mr. Olsen said the Town never performs pruning within live electrical wires, but he could help facilitate removal of the branch with Eversource Energy. Ms. Cooley said she understands the challenge, but would be sad if the tree were removed.

Mr. Bulian suggested waiting until after the house next door is rebuilt to see the type of fencing or landscaping installed. He concurred with comments made by the Board, saying the issue could be revisited.

Mr. Matthews said this is the first time he can recall an application for a tree removal contradicting the recommendation of the Tree Warden. He said while safety is of utmost importance, there are many situations in Town where it's important for people need to be careful. He said this situation is not any more dangerous than a lot of other situations.

Motion by Mr. Handel that the Board vote to not approve and sign the Public Shade Tree Hearing form requesting the removal of one 36.5-inch Red Oak tree in front of 646 Webster Street.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:24 p.m.

Appointments and Consent Agenda:

Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

1. Minuteman District School Committee Representative Jeff Stulin (term expires 4/30/2021)
2. Metropolitan Area Planning Council Maurice P. Handel (term expires 6/30/2021)

CONSENT AGENDA

1. Approve revised minutes of 5/9/18; Open Session minutes of 4/7/18, 4/9/18, 4/24/18, 5/16/18, and 5/22/18; and Executive Session minutes of 5/22/18.
2. Accept donations made to the Needham Health Division's Interface Referral Program from the following: \$6,000- Beth Israel Deaconess – Needham; and \$6,000- Kyle W. Shapiro Foundation.
3. Ratify a One Day Special Wines & Malt Beverages License for Maxwell Sparr of Restaurant Associates at Trip Advisor to host an event for AIHP (Association of Independent Hospitality Professionals) on May 30, 2018 from 4:00 p.m. to 8:00 p.m. Event was held at Trip Advisor, 400 1st Avenue, Needham.
4. Accept the following donations made to the Needham Community Revitalization Trust Fund for the Brenda Stark Celebration Bench: \$25 from Susan C. Kirk, \$200 from Sew Easy, \$100 from Paul Good, \$100 from William Dermody, \$100 from Louise Condon, \$30 from Kathleen Whitney, \$25 from Cynthia Kumin, \$25 from Susan Rains, \$50 from Pinnacle Print Group, \$150 from The UPS Store #2897, \$25 from 2nd Hand Rose of Needham, \$50 from Anne Markowitz, \$75 from Gari Japanese Fusion Bistro, \$50 from Abbott's Frozen Custard, \$100 from Needham Music Inc., \$100 from Laser Skin Care Solutions Inc., and \$100\ from Three Crown Jewelry.
5. Ratify a request from Tony Mattacchione, Pack 23 Assistant Cub Master, to use the space behind the garages at Ridge Hill on Saturday June, 2, 2018 for its Cub Scout Annual Picnic. The area was used from 2:00 p.m. to 4:00 p.m.

6. Accept the gift of two new, made in America, nylon United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common.
7. Ratify a request from Michelle Harris, of PLGA Foundation d/b/a A Kids' Brain Tumor Cure, who held its "Geared Up for Kids 2018" bike ride on June 3, 2018. The bike ride started at 8:00 a.m. and was finished at noon. The route of the race was approved by the following departments: DPW, Police, Fire, and Park and Recreation.
8. Approve road race event form from Christopher George of the Sean Biggs Memorial Foundation, to hold its 5K race/ 1 mile run in Needham on November 18, 2018 from 6:00 a.m. to 12:30 p.m. In the event of inclement weather, event will be held on November 25, 2018. The race application has been approved by the following departments: DPW, Police, Fire, and Park and Recreation.
9. Water and Sewer Abatement Order #1256.
10. Approve a 20B Exemption for Catherine Murray who is an employee at the Broadmeadow Elementary School as a cafeteria worker to engage in summertime work with the Traveling Meals Program.
11. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Ratify - Robert Klein	11 Andrea Circle	Andrea Circle	6/10/18	n/a	11:30am-4pm
Madhuri Reddy	13 Wyoming Ave.	13 Wyoming Ave.	8/18/18	n/a	10am-3pm

Second: Mr. Borrelli. Unanimously approved 5-0.

7:24 p.m.

Public Hearings: Eversource Energy

Maureen Carroll, Eversource Energy representative appeared before the Board with three items to discuss:

1. Norfolk Street

Ms. Carroll requested permission to install approximately 9 feet of conduit in Norfolk Street. She said this work is necessary to provide new underground electric service at 21 Norfolk Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource energy to install 9 feet of conduit in Norfolk Street. This work is necessary to provide new underground electric service at 21 Norfolk Street, Needham.

Second: Mr. Borrelli. Unanimously approved 5-0.

2. Manning Street

Ms. Carroll requested permission to install approximately 14 feet of conduit in Manning Street. She said this work is necessary to provide new underground electric service at 118 Manning Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource energy to install 14 feet of conduit in Manning Street. This work is necessary to provide new underground electric service at 118 Manning Street, Needham.

Second: Mr. Borrelli. Unanimously approved 5-0.

3. Pine Grove Street

Ms. Carroll requested permission to install approximately 9 feet of conduit in Pine Grove Street. She said this work is necessary to provide new underground electric service at 60 Pine Grove Street, Needham.

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource energy to install 9 feet of conduit in Pine Grove Street. This work is necessary to provide new underground electric service at 60 Pine Grove Street, Needham.

Second: Mr. Borrelli. Unanimously approved 5-0.

7:27 p.m.

Public Hearing: Water and Sewer Rates

The Water and Sewer Rate Structure Committee including Steve Rosenstock, John Cosgrove, John Tallarico, Nick Renzulli, and Tom Loughran, along with David Davison, Assistant Town Manager/Finance, Evelyn Poness, Town Treasurer/Collector, and Christopher Seariac, Superintendent of Water and Sewer appeared before the Board to discuss the water and sewer rates in Needham.

Mr. Davison told the Board the rate proposal that took effect on July 1, 2017, increased the average annual water/sewer bill by 1.5%, the proposed new rate structure would increase the sewer rates, but decrease the domestic water rates to offset, and effectively result in no change in the annual bill. He commented there is no change proposed for the irrigation rate.

Discussion ensued on the use of MWRA water, elimination of the water ban, and the impact a rainy spring has on decisions being made by the Water and Sewer Rate Structure Committee.

Mr. Matthews noted the Board of Selectmen anticipates taking a vote on final water and sewer rates at its meeting on June 26, 2018. The Board thanked the presenters for their work.

7:45 p.m.

Approval of the Sale of Notes:

David Davison, Assistant Town Manager/Finance and Evelyn Pones, Town Treasurer/Collector reviewed the results of the bond anticipation note sale and discussed upcoming borrowings with the Board. Also reviewed was the recent S&P rating analysis of the Town.

Mr. Borrelli mentioned Standard and Poor's "Summary: Needham, Massachusetts; General Obligation; Note," dated June 5, 2018, reiterating the healthy outlook and AAA rating for the Town.

Motion A

Move by Mr. Bulian that the Board approve the sale of \$580,000 3.50 percent General Obligation Bond Anticipation Notes, Series A (the "Series A Notes") of the Town dated June 18, 2018 and payable June 28, 2018 to Eastern Bank at par and accrued interest, if any.

Second: Mr. Handel. Unanimously approved 5-0.

Motion B

Move by Mr. Bulian that the Board approve the sale of \$28,560,000 2.00 percent General Obligation Bond Anticipation Notes, Series B (the "Series B Notes" and together with the Series A Notes, the "Notes") of the Town dated June 18, 2018 and payable August 1, 2018 to TD Securities (USA) LLC at par and accrued interest, if any, plus a premium of \$20,848.80.

Second: Mr. Handel. Unanimously approved 5-0.

Motion C

Move by Mr. Bulian that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 31, 2018 and a final Official Statement dated June 6, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Second: Mr. Handel. Unanimously approved 5-0.

Motion D

Move by Mr. Bulian that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Second: Mr. Handel. Unanimously approved 5-0.

Motion E

Move by Mr. Bulian that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Second: Mr. Handel. Unanimously approved 5-0.

Motion F

Move by Mr. Bulian that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Second: Mr. Handel. Unanimously approved 5-0.

The Board signed the appropriate documents.

Mr. Davison noted the attendance of Theodora K. Eaton, Town Clerk as witness.

7:50 p.m.

LED Project Update:

Carys Lustig, Director of Administration & Finance, Public Services and Tony Del Gaizo, Town Engineer updated the Board on the LED project and suggested a range of options for installation. It was noted the Board of Selectmen will be asked to approve a final option at its meeting on June 26, 2018.

Mr. Matthews explained grant funding provided through the MAPC is available for replacing street lights with LED lighting, which he said will save energy and improve the current lighting used on Needham streets. He said public comment was received, and the Town now faces a deadline to make its decision on whether or not proceed with the procurement process, in time to qualify for additional funding.

A PowerPoint presentation was shown.

Ms. Lustig gave a brief background on how the Town came to the decision to do an LED conversion of the street lights. She commented on new LED lighting, HPS lighting currently used, and the Town's energy audit completed in 2010 which recommended converting street lights to LED lighting. Ms. Lustig indicated the Board of Selectmen endorsed the audit and recommended adoption of all the actions, as practicable. She noted at that time few surrounding communities were converting to LED, so the Town waited until the last two years after other towns started considering LED lighting. Further research was done to determine the best lighting choice for Needham. Discussion ensued on energy efficiency, better light control, and the desire to decrease maintenance costs. Ms. Lustig said a public survey was conducted and in March 2017 a pilot study was implemented. In

September 2017, Ms. Lustig said approval of a capital article was sought and the Town was also notified by the MAPC of a 30% grant opportunity for the installation of LED lighting, if installed by the end of November 2018. Ms. Lustig explained the options and considerations for each lighting fixture, and required actions necessary for moving the project forward.

Discussion ensued on cost, lighting fixtures (EC-1 3000K vs. 2700K), and other considerations.

Mr. Borrelli said safety is most important, along with practicality.

Mr. Bulian said comments heard at the pedestrian safety public hearing held March 27, 2018 indicated people want more light. He said he would like to know what will provide equal or better light, to what is currently being used.

Ms. Cooley commented she is interested to know the cost differential between the 3000K and 2700K fixture. She said quality of light is important.

Mr. Handel asked the Board of Health to weigh in on the health effect of each fixture. He said achieving a sufficient amount of light, while also providing safety is worth considering. He explained the difference between street lights and lampposts.

Ed Cosgrove, member of the Board of Health said the issue will be discussed at the next Board of Health meeting.

Ms. Fitzpatrick said additional information, including specific cost data will be presented at the next Board of Selectmen meeting on June 26, 2018.

- 8:25 p.m. Director of Public Works:
Tony Del Gaizo, Town Engineer appeared before the Board with two items to discuss:
1. Sign Notice of Traffic Regulation Revision - Kendrick Street:
Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #HV18-06-12 for the amendment of existing Permit #3477 Heavy Commercial Vehicle Exclusion for Kendrick Street by removing the exclusion for that portion of Kendrick Street between Third Avenue and the Route I-95 southbound on-ramp.
Second: Mr. Borrelli. Unanimously approved 5-0.
 2. Sign Order of Taking for Town Way (Form 3) for Pandolf Lane:
Motion by Mr. Handel that the Board vote to approve and sign the Order of Taking for Town Way (Form 3) for Pandolf Lane.
Second: Mr. Borrelli. Unanimously approved 5-0.

8:30 p.m. Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with three items to discuss:

1. Determination of Unique Status/Parking Lot at 870 Great Plain Avenue

Ms. Fitzpatrick said the Town is contemplating entering into a license agreement with the First Church of Christ Scientist for the continued use of its parking lot for municipal parking. The parking lot is immediately adjacent to the Town's municipal parking lot on Dedham Avenue, and has been in use for municipal public parking for decades. In accordance with M.G.L. c. 30B, a public procurement process is not required if the Board of Selectmen determines that advertising will not benefit the Town's interest because of the unique qualities of the parcel. Ms. Fitzpatrick asked the Board declare the parcel is of a unique status.

Motion by Mr. Borrelli that the Board vote to determine that in the case of the proposed license of the parking lot associated with 870 Great Plain Avenue, advertising will not benefit the Town's interest because of the unique qualities of the property. This determination is made on the basis that the property abuts the municipal parking lot on Dedham Avenue.

Second: Mr. Handel. Unanimously approved 5-0.

2. Rules and Regulations for the Use of School Facilities

Ms. Fitzpatrick updated the Board on progress to the revision of the Rules and Regulations for Use of School Facilities and the proposed schedule for consideration and action. She commented the schools are used heavily year round. She said rates charged by the Town are significantly lower than surrounding communities. Ms. Fitzpatrick commented discussion will continue and a public hearing may be warranted.

Mr. Bulian concurred a public hearing is important to inform local groups and hear resident comment.

3. Town Manager's Report

Ms. Fitzpatrick updated the Board saying Rebecca Ping, the Town's Emergency Management Program Coordinator is customizing the emergency guidelines and training staff in each Town building.

8:41 p.m. Board Discussion:

1. Committee Reports

Ms. Cooley reported on an effort begun by school superintendent Daniel Gutekanst called "Portrait of a Needham Graduate," where he gathered approximately 60 people including school staff and community members who are working to understand the environment students enter after graduating from Needham High School. She commented on readings about how children learn and teaching today, as was discussed during the most recent session. She said two sessions are planned for the fall 2018. Ms. Cooley commented the goal is to talk about the direction of the schools and to think about key skills and knowledge all children need to be successful, within the framework of equity for all children in the district. A next

step, she said, includes reaching out to the community so people understand the goals and strategic priorities of the schools.

Ms. Cooley said she looks forward to reporting again in the fall with the proposal.

8:45 p.m.

Adjourn:

Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of Tuesday, June 12, 2018.

Second: Mr. Bulian. Unanimously approved 5-0.

A list of all documents used at this Board of Selectmen meeting are available at:

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

**Town of Needham
Board of Selectmen
Minutes for June 13, 2018
Needham Town Hall
Powers Hall**

7:30 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chair Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:30 p.m. Public Hearing: Eversource Energy - West Roxbury to Needham Reliability Project
Eversource Energy requests permission to construct a new transmission line within the public ways as shown on attached drawings. Project route is described as: commences at 15 Valley Road and continues west then south for approximately 1/4 of a mile and then turns to the southwest at the intersection of Peacedale Road. It follows Peacedale Road for approximately 1/4 of a mile to the intersection of Great Plain Avenue where it turns to the northwest. Then it continues for approximately 3/10 of a mile to the intersection of South Street then turns to the South. Then it follows along South Street for approximately 1 4/10 miles to the intersection of High Rock Street where the route turns slightly to the north. Then it follows along High Rock Street for approximately 5/10 of a mile to the point where the existing Eversource Transmission Line right of way is located. This work would replace one of the two existing overhead transmission lines that currently run between the Baker Street and Needham Substations on a line of double circuit towers (DCT). The replacement 115kV line would be installed on a combination of new overhead structures and underground. The Project, separating the lines on the existing DCT, is designed to improve system reliability in the event of contingencies including disruption to the existing DCT.

The Energy Facilities Siting Board has issued a final decision on this project dated May 18, 2018, and as part of the decision the Noticed Alternative Route was approved for this project. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's conditions as described in the motion.

Mr. Matthews explained the project is one of a number of projects in the Boston area undertaken by Everource Energy as part of a national approach to the issue of reliability. He commented many proceedings have been held bringing the Town to this point, including Grant of Location and Route Siting before the state's Energy Facilities Siting Board. He said the Grant of Location proceeding tonight is a necessary step for implementation at the local level and deals with some of the specifics as to how the underground line will be constructed along the selected route. He said the process to this point has gone on for a couple of years with public hearings and a lot of community interest.

Domenic Nicotera, Project Manager, Eversource Energy thanked Town officials for holding the public hearing for a Grant of Location for the underground portion of the project. A Powerpoint presentation was viewed. Mr. Nicotera reviewed the project and showed a map depicting the entire route. He said Eversource Energy has secured all municipal, state, and federal permits required, and is now seeking the Grant of Location to be followed by street opening permits. Mr. Nicotera spoke about the timeline and schedule, construction process, traffic management and communication during construction, and gave contact information for residents.

Mr. Matthews asked if the Board had any comment. No comments were made.

Mr. Matthews reiterated Town staff has worked with Eversource Energy in reviewing the decision of the Siting Board, and the Department of Public Works approved the petition, based on Eversource Energy's commitment to adhere to the Town's conditions as described in the motion and as recommended by the Town Manager.

Mr. Matthews opened the public hearing inviting residents to speak.

Caren Zeitler, 5 South Court said she was under the impression the Town was insisting the vaults be placed at a greater depth than they now seem to be. She asked why the change was made? She commented the placement of each manhole cover is of concern, as they do not offer the same amount of shielding as a vault, noting some are within feet of homes or the Charles River. Ms. Zeitler asked about remediation if EMF levels are higher than anticipated. She also noted her street is a cul-de-sac and is concerned about exiting and entering the street and access of emergency vehicles.

Mr. Matthews asked Mr. Nicotera to comment on streets with only one access, as people need assurance they will, at all times, be able to enter and exit their neighborhood.

Mr. Nicotera said the Traffic Management Plan, in consultation with the Needham Police Department, has been approved. He said once construction begins, the plan can be adjusted as needed and that Eversource Energy maintains access for residents and emergency vehicles at all times.

Linda Asher, 16 South Court asked for the actual depth of the line and manhole. She asked if the manhole planned for the South Court area could be moved further down the street toward the intersection of South Street and Dedham Avenue. She suggested better communication and written notice to neighbors affected by the project.

Rohan Derasari, 569 Chestnut Street asked the plan for pre and post testing of EMF levels? He asked if Eversource Energy will come to his home or will he need to

make a request? Mr. Derasari stated a planned manhole is in close proximity to an existing manhole on Chestnut Street. He asked if one manhole could be removed. Mr. Derasari asked if blasting will occur and remediation should his property, home, or foundation be damaged? He commented on safety. He asked the plan should an electrical fire occur or manhole cover blow up, acknowledging instances are very rare? Mr. Derasari asked if Eversource Energy will send a weekly email of impending work in specific areas.

Mr. Matthews asked Mr. Nicotera to discuss depth and construction of the line, EMF radiation, placement of vaults and manholes at South Court and at the intersection of Chestnut Street and High Rock Street. He also asked how residents will be notified, about blasting, and pre and post construction monitoring of EMF levels. Mr. Matthews commented the Town's approach and Eversource Energy's approach to monitoring EMF levels differ, saying it is expected the Town's approach will be implemented unless a court intervenes. Mr. Matthews commented the project is being constructed well within safety guidelines under known and available accepted sciences, however if a problem arises the Town, Eversource Energy, and state regulatory agencies will work to address any issue.

Mr. Nicotera said Eversource Energy worked closely with the Town on the location and depth of the line, incorporating many requests into the design. He said the line is deeper than in earlier designs, centered in the street. He commented on 9 vault locations which are approximately 1500 ft. in distance, noting shifting may be necessary and the Town will be notified. Mr. Nicotera said Eversource Energy is willing to expand the notification area. He said no blasting is planned, and pre and post construction photos of the route will be taken. If damage occurs, he said it will be remedied at the expense of Eversource Energy. Mr. Nicotera told Mr. Derasari Eversource Energy will do spot checks of EMF readings if requested, outside of pre and post monitoring.

Megan Aconfora, Siting and Construction Services explained a letter will be sent to residents within 300 ft. of the project, but is willing to expand the abutter list for the Town. She said door hangers will also be placed on front doors with notification. Ms. Aconfora said a notice will be sent to residents approximately 10 days in advance of specific work starting in their area. She asked residents to refer to the project website for weekly postings, and invited people to provide email addresses to her so she can keep in touch with updates.

Christopher Soderman, Manager, Transmission Line and Civil Engineering commented Eversource Energy offers to take readings of EMF levels at anyone's home, whether they are near the project or not, at no cost.

Demetrios Sakellars, Lead Engineer, Transmission Engineering clarified manholes will have a single circuit rather than multiple circuits. He said a tethered manhole cover is not typically installed, but could be considered.

Discussion ensued regarding streets with only one access (i.e. South Court), as well as the amount of time Eversource Energy will be working in each section of roadway.

Mr. Nicotera said Eversource Energy will quickly make provisions for residents needing to leave their street on short notice with the help of Needham Police. He commented it is understood emergency vehicles will have access at all times.

Rohan Derasari, 569 Chestnut Street asked for clarification regarding accidental explosions if a transformer is located within a vault. He also asked about the integrity of the subsurface street for heavy trucks after construction. Mr. Sakellars said no transformers or electrical equipment will be in the vaults, other than splices for the cable. Mr. Matthews also explained the process of gutter to gutter repaving the roadway after construction and Ms. Fitzpatrick commented the Town has a street opening procedure, regulated by the Board of Selectmen available on line and very specific to the subsurface materials that must be used. She commented Town staff, as well as contracted staff, will be on site daily inspecting all the work. Mr. Matthews said police detail and detours will direct traffic.

Linda Asher, 16 South Court asked for clarification of the EMF exposure and shielding. She reiterated her suggestion of moving the manhole further down South Street toward Dedham Avenue. Ms. Asher asked about the ability of emergency vehicles to access her street.

Mr. Nicotera reiterated access of emergency vehicles is critical at all times and traffic set up and authority is controlled by Needham police. He commented the manhole near Ms. Asher's home is between Livingston Circle and South Court.

Discussion ensued on placement of manholes.

Mr. Matthews clarified the goal is to not use any more manholes than necessary and the location of each is primarily dictated by a distance of approximately 1500 ft. He asked Mr. Nicotera the rationale for placing a manhole near South Court, and not closer to Dedham Avenue?

Mr. Nicotera said placement of manholes is challenging, with many variables to consider. He said it is not simple to move a manhole, concurring with Mr. Matthews that a cascading effect would occur.

Mr. Matthews asked for clarification on EMF radiation levels around manhole covers and the depth of each vault.

Mr. Soderman commented in the case of South Court, the depth of the top of the cable will be in excess of 6 ft. or 7 ft. He said calculations provided to the EFSB are a further separation from the surface than what was assumed, which he said is typically 40 inches. He said directly above the vault is more sensitive to changes in

magnetic fields due to the depth of the cables, not the edges of the roadway. He said it is about 15 ft. offset from the center line of the cables at the vault/trench locations, the magnetic fields are relatively insensitive to the depth. Mr. Soderman commented on the EMF report provided by Gradient Corporation.

Patricia Gaudette, 92 High Rock Street is concerned about the close distance of manholes at the corner of Chestnut Street and High Rock Street. She asked if a manhole could be relocated towards the right-of-way where it is less populated? She commented she is concerned about EMF's and breast cancer.

Joanne Camann, 192 South Street concurred her concern is EMF's. She asked for Needham's plan should EMF rates be higher than anticipated, and whether there will be future testing.

Rohan Derasari, 569 Chestnut Street asked if it's possible to remove one manhole near the corner of Chestnut Street and High Rock Street?

Discussion ensued on placement, distance between manholes, and number of manholes. Mr. Nicotera described the rationale for having two manholes near the corner of Chestnut Street and High Rock Street. He said conditions vary along any route and there are restrictions on cable lengths that can be manufactured, transported, and pulled in to a manhole.

Christopher Dellamarggio, 177 Great Plain Avenue asked for clarification on the number of manholes, particularly the number at the intersection of South Street and Great Plain Avenue. He reiterated 4 manhole covers will be near his home, asking if there is a real or perceived danger of EMF's at each access point. Mr. Dellamarggio questioned if bicycle access will be rerouted? He asked the process for entering and exiting his driveway multiple times a day?

Mr. Nicotera confirmed 9 vaults along the route, acknowledging each manhole has 2 covers, as well as a small handhold for fiber optic cable, totaling 27 covers.

Mr. Soderman explained the EMF calculations, splice vault cable configuration, cable spacing, and minimum depth. He commented on safety standards recognized by the World Health Organization as put forth by the International Council of Non-Ionizing Radiation Protection.

Mr. Nicotera said accommodations will be made for accessing homes, and Eversource Energy will work with each homeowner to address their concerns. He confirmed a stretch of 150-200 ft. will take approximately 3 weeks to complete, as well as work hours on weekdays only from 7 a.m. to 5 p.m.

Marissa Semprucci, 10 Richardson Drive expressed concern for acceptable levels of milli gauss, as her research indicates varying ranges. She asked what level of milli

gauss does Needham consider safe. She asked if wires will continue underground once reaching the railroad right-of-way near Richardson Drive.

Mr. Nicotera confirmed the line, once turning on to the railroad right-of-way, will continue underground until it reaches the fence at the substation.

Mr. Matthews clarified there is established, theoretical, and speculative science as to the technology. He said, as part of society, this is generally considered safe in most applications and there are recognized standards. He commented Needham's Board of Health has indicated the technology is reasonable and safe for the community. He commented pre and post testing will be conducted and the Town is prepared to do what is required to ensure safety.

Eric Biegeleisen, 207 South Street echoed concerns regarding EMF exposure. He asked for the acceptable level of milli gauss? He asked how many times will post testing be done, as milli gauss readings can vary from time to time?

Mr. Matthews commented the Town's intent is to do pre and post testing based on what Eversource Energy has told the Town about the lower levels they are attempting to achieve. He said if Eversource Energy does not achieve the levels they expect, it will be a "red flag."

Mr. Soderman offered residents with questions to email him at emfquestions@eversource.com

Mr. Matthews asked Mr. Soderman for the highest EMF levels residents can expect to see?

Mr. Soderman explained a conservative depth was used when modeling for the trench and splice vaults, as included in the Gradient report. He stated the current assumptions (actual transmission line current/amperes flowing thru the line at any given time) was calculated for an average everyday level, as well as for an assumed annual peak load day, as noted in the Gradient report. Mr. Soderman said the highest value was 98.6 milli gauss at the center line of the cables at the peak loading period (not at the side of the roadway or beyond).

Ms. Fitzpatrick added the Town is engaging a specialist to help develop guidelines for testing, as well as a monitor.

Caren Zeitler asked about remediation should levels test high in one or all places.

Mr. Soderman commented he has not encountered that and has done calculations and measurements on at least a half dozen projects.

Mr. Matthews further commented if the project does not reach tolerance levels that Eversource Energy is telling the Town it will achieve, Eversource Energy will have

to fix it. He said the utility is state regulated, but the Town has ways of bringing issues to the attention of the state. He also said standards may change based on science. Mr. Matthews said in extreme cases, the Needham Board of Health has the authority to issue a cease and desist order if they see something they believe is a present health hazard involved with the transmission line.

Jean Carabuena, 580 South Street asked how the root system of trees will be protected?

Mr. Nicotera said a protocol is in place with the Needham tree warden and/or other town officials. He commented there are ways to minimize impact.

Mr. Matthews asked for questions or comments from the Board.

Mr. Borrelli asked about the progression and sequence of the construction schedule.

Mr. Nicotera said it is anticipated Eversource Energy will begin slowly on the right-of-way off High Rock Street, ramping up to 3 concurrent locations, spread far enough apart so the traffic management plans do not conflict with one another. He noted the 3 crew arrangement is to meet the proposed schedule, and the project may be shut down for the winter. He said the Town will be updated on progress.

Mr. Bulian asked the condition of the worksite at the end of each day, noting a number of children play in the area of Valley Road and Peacedale Road. He clarified work hours of 7 a.m. - 5 p.m., noting construction vehicles are not allowed to enter the site earlier the 7 a.m. Mr. Bulian noted the active bus route in the neighborhood. He asked if residents need to prepare for possible damage to their home (ie, photographing inside/outside). He reiterated care must be taken with water and sewer line. Mr. Bulian asked if work will continue through the winter and the process for snow plowing over steel plates?

Mr. Nicotera said typically at the end of each day steel plates will be staked over the trench with blacktop around the perimeter of the plate. He said sweeping and water trucks can be used to keep dust under control, and an Eversource inspector will monitor compliance. Mr. Nicotera reiterated a pre and post construction survey will be completed, but welcomed residents to take photographs as well. He cited examples of possible damage, saying Eversource Energy will make the homeowner whole if there is damage. He noted Eversource Energy has not experienced damage due to vibrations of heavy trucks. Mr. Nicotera said most municipalities have a winter work moratorium. He said generally work will stop January-March and the roadway will be restored for the winter.

Mr. Matthews asked if heavy equipment will be overnight in neighborhoods?

Mr. Nicotera said contractors are required to start and end with equipment at the yard every day.

Mr. Handel commented notification to residents must go beyond abutters further than 300 ft., as it is better to notify anyone who may be affected by the project. He reiterated contractors must not start work earlier than 7 a.m. or stay later in the day, not just at the construction site, but near areas of the site. Mr. Handel asked Mr. Soderman to compare EMF's at ground level vs. EMF's on overhead lines.

Mr. Soderman said there are many factors, but generally speaking, transmission lines with the same current usually immediately over the trench, there may be a higher field than directly under an overhead transmission line. He commented on spacing and distance of cables.

Mr. Borrelli echoed Mr. Handel's comments regarding notification to residents, especially neighborhoods with only one access. He asked if disruptions are planned and gas or water needs to be shut off for a period of time, and how will residents be notified?

Mr. Nicotera said there are currently no planned disruptions to Town services. However, he said if a situation arises where service needs to be stopped residents and the Town will be notified ahead of time.

Ms. Cooley thanked Mr. Nicotera for meeting the requests of the Town, particularly getting the line closer and deeper in the center of the road. She asked if Eversource Energy will coordinate with the Department of Public Works in communicating to residents on social media?

Mr. Nicotera said Eversource Energy is amenable to working with the DPW, suggesting people also look at the Eversource website and Town website for project information.

Mr. Matthews asked for additional public comment. No comments were heard.

Mr. Borrelli clarified construction hours, suggesting the motion include appropriate wording for school bus routes.

Mr. Matthews asked Eversource Energy if it had any further comments?

Mr. Nicotera thanked the Board of Selectmen and Ms. Fitzpatrick for the opportunity to appear and hopes Eversource Energy have explained the project sufficiently. He acknowledged construction is a disruption to the community and Eversource Energy works hard to minimize the impact.

Mr. Matthews asked Ms. Fitzpatrick and Mr. Miyares for further comment. No comments were heard.

Mr. Matthews closed the public hearing.

Mr. Matthews read the proposed motion, noting Mr. Borrelli's suggestion for additional wording.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install a new transmission line within the public ways as shown on the Noticed Alternative Route subject to the following conditions, which the Board finds are necessary so as not to incommode the public use of the public ways:

1. Any design deviations must be approved in advance by the Director of Public Works/designee.
2. Any traffic management plan changes must be approved in advance by the Chief of Police/designee.
3. Construction hours are limited to Monday through Friday from 7 a.m. to 5 p.m. (excluding holidays) and 9 a.m. to 5 p.m. in school zones where the school is in use except for extraordinary circumstances approved in advance by the Town Manager.
4. The Chief of Police or his designee is authorized to order the work stopped if it is deemed necessary in his judgement, and to also alter the traffic management plan depending on conditions in the field.
5. The final project will include gutter to gutter paving of all public ways involved in the route.
6. The applicant will conduct pre- and post-construction EMF monitoring in accordance with a protocol approved by the Town Manager on behalf of the Board of Selectmen.
7. The applicant will comply with all provisions of the Street Permit Procedures & Regulations dated April 1, 2012 specifically including the excavations, backfilling, and paving provisions of Section 9.
8. The Board of Selectmen reserves the right to impose additional conditions as warranted.

Second: Mr. Borrelli.

Mr. Borrelli made a motion to amend Suggested Motion to include "and detour areas with school bus routes" in #3 above.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install a new transmission line within the public ways as shown on the Noticed Alternative Route subject to the following conditions, which the Board finds are necessary so as not to incommode the public use of the public ways:

1. Any design deviations must be approved in advance by the Director of Public Works/designee.

2. Any traffic management plan changes must be approved in advance by the Chief of Police/designee.
3. Construction hours are limited to Monday through Friday from 7 a.m. to 5 p.m. (excluding holidays) and 9 a.m. to 5 p.m. in school zones where the school is in use and detour areas with school bus routes except for extraordinary circumstances approved in advance by the Town Manager.
4. The Chief of Police or his designee is authorized to order the work stopped if it is deemed necessary in his judgement, and to also alter the traffic management plan depending on conditions in the field.
5. The final project will include gutter to gutter paving of all public ways involved in the route.
6. The applicant will conduct pre- and post-construction EMF monitoring in accordance with a protocol approved by the Town Manager on behalf of the Board of Selectmen.
7. The applicant will comply with all provisions of the Street Permit Procedures & Regulations dated April 1, 2012 specifically including the excavations, backfilling, and paving provisions of Section 9.
8. The Board of Selectmen reserves the right to impose additional conditions as warranted.

Second: Mr. Handel. Unanimously approved 5-0.

Mr. Borrelli reiterated and assumes construction hours includes any vehicular access, according to Needham by-laws.

Mr. Bulian clarified in the case of Peacedale Road and Valley Road where there are many students, work would not begin until 9 a.m. when school is in session. Ms. Fitzpatrick confirmed Mr. Bulian's question.

Mr. Matthews queried whether school bus routes would be moved? Ms. Fitzpatrick indicated the School Transportation Office would make changes to bus routes, noting detours are common around construction.

Ms. Cooley asked Ms. Fitzpatrick if the school bus route is protected in the afternoon, as well. Ms. Fitzpatrick said she must assume that in certain circumstances, buses will be re-routed.

Mr. Bulian reiterated safety of children walking through the project site in the entire Peacedale Road, Valley Road, Intervale Road area, and is a place where a 9 a.m. start time on school days is warranted. He said further discussion is necessary for after school drop off and children returning to their home. Ms. Fitzpatrick concurred.

Mr. Handel asked whether construction could be timed, per the calendar, to avoid complications in densely populated area such as the Valley Road area. Ms. Cooley

said she is hopeful the Valley Road portion of the project will be done during the summer.

Ms. Fitzpatrick said documents will be amended reflecting conditions set by the Board of Selectmen "as attached." She said the attachment will be amended before being provided to Eversource Energy.

Mr. Bulian pointed out #8 of the motion, in which "the Board of Selectmen reserves the right to impose additional conditions as warranted" covers everything.

Mr. Matthews said the process has been a long haul, particularly in a society that depends on a very complicated electrical transmission and distribution system for things people need every day. He noted many people had input, and although it is primarily a state project with the EFSB, the Town has had role especially in working out the design when considering the science and uncertainties. He commented he is hopeful we are at a point to have a result as good as we could have achieved, and one which will benefit the public going forward.

Mr. Matthews thanked the Board of Selectmen, Eversource Energy, counsel, staff, the Board of Health, the Town Engineer, and the DPW for their work.

The Board reiterated its vote on Mr. Borrelli's motion to amend the main motion with a unanimous vote of 5-0, and on the main motion to allow the order of the Grant of Location, subject to the conditions as described in the motion with a unanimous vote of 5-0.

9:53 p.m.

Adjourn:

Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting on Wednesday, June 13, 2018.

Second: Mr. Borrelli. Unanimously approved 5-0.

**Town of Needham
Board of Selectmen
Minutes for June 26, 2018
Needham Town Hall
Selectmen's Chamber**

6:45 p.m. Informal Meeting with Citizens: No activity.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chair Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Set Water and Sewer Rates:
Kate Fitzpatrick, Town Manager and Dave Davison, Assistant Town Manager/Finance appeared before the Board to discuss proposed water and sewer rates to become effective July 1, 2018. Mr. Davison reminded the Board that at its last meeting on June 12, 2018, a public hearing was held regarding the Sewer and Water Rates. He noted the Water and Sewer Rate Structure Committee voted to recommend the rate structure that was presented to the Board, which is a continuation of a phased approach with sewer rates. He said the decrease to the step two and step three regular water rates was done to help mitigate the impact of the increase to the sewer step rates on the average user. Mr. Davison said the net change is, effectively, no change to the annual water and sewer bill.

Motion by Mr. Borrelli that the Board approve the proposed water and sewer rates identified on schedule below and that they be effective July 1, 2018; further that the Board approve a Septage Disposal fee of \$85.00 per 1,000 gallons.

Water and Sewer Rates

Description	Current Rate	Proposed Rate	\$ Change
Basic Service Fee - Quarterly	\$15.00	\$15.00	
Basic Service Fee - Monthly	\$5.00	\$5.00	
Water - Regular			
Step 1	\$3.10	\$3.10	
Step 2	\$3.40	\$3.30	-\$0.10
Step 3	\$4.30	\$4.15	-\$0.15
Step 4	\$5.10	\$5.10	
Water - Irrigation			
Second Meter Fee - Quarterly	\$4.00	\$4.00	
Second Meter Fee - Monthly	\$1.34	\$1.34	
Step 1	\$5.10	\$5.10	
Step 2	\$5.50	\$5.50	
Step 3	\$6.10	\$6.10	
Step 4	\$8.10	\$8.10	
Sewer			
Basic Sewer Fee - Quarterly	\$9.00	\$9.00	
Basic Sewer Fee - Monthly	\$3.00	\$3.00	
Step 1	\$8.82	\$8.82	
Step 2	\$9.64	\$9.74	\$0.10
Step 3	\$10.40	\$10.51	\$0.11
Step 4	\$11.32	\$11.46	\$0.14

Second: Mr. Handel. Unanimously approved 5-0.

7:02 p.m.

Appointments and Consent Agenda:

Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: See attached.

CONSENT AGENDA

- 1. Approve the Notice of Experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for A Street, Food Vendor Parking Only, East sideline of A Street 80 foot section across from 40 A Street- Tuesday – Friday from 9:00 a.m. to 3:00 p.m.; and for 4th Avenue Food Vendor Parking Only, West sideline of 4th Avenue 50 foot section in front of 115-117 4th Avenue Tuesday – Friday from 9:00 a.m. to 3:00 p.m. for the period June 26, 2018 to July 26, 2018.**
- 2. Accept donations made to Needham Youth & Family Services to be used to sponsor the VAN program from the following: \$75 from Elizabeth Schneider, a Needham resident; \$25 from Robin Zucker, a Needham resident; and \$500 from Beth Israel Deaconess Hospital – Needham to sponsor the showing of “The Masks You Live in.”**
- 3. Accept the following donations made to the Needham Community Revitalization Trust Fund for the Brenda Stark Celebration Bench: \$30 from**

Allchores LLC, \$50 from FASTSIGNS Needham, and \$600 from an Anonymous donor.

4. Approve Open Session minutes from May 3, 2018, and Executive Session minutes from June 12, 2018.
5. Approve a request from the Charles River YMCA to hold its 4th of July Road Race in Needham on July 4, 2018 from 5:30 a.m. to 11:00 a.m. The route of the race has been approved by the following departments: Police, Fire, DPW and Park and Recreation.
6. Ratify a Special One Day Wines & Malt Beverages License for Maxwell Sparr of Trip Advisor who hosted a Global Volunteer Month Celebration event on Wednesday, June 20, 2018 from 3:00 p.m. to 7:00 p.m. The event was held at Trip Advisor, 400 First Avenue, Needham.
7. Approve a Special One Day Wines & Malt Beverages license for Leslie J. Laputz of the Pan Mass Challenge to host an event at the end of the Pan Mass Challenge on Sunday August 5, 2018 from 12:00 p.m. to 3:00 p.m. The event will be held in Trim Lot (in Needham), which is at Babson College, 231 Forest Street, Babson Park.
8. Approve a Special One Day All Alcoholic Beverages License for Susan Banez of Needham Pool and Racquet to hold its Beers and Bags Cornhole Tournament event on July 13, 2018 from 6:00 p.m. to 9:00 p.m. The event will be held at Needham Pool and Racquet Club, 1550 Central Avenue, Needham.
9. Water and Sewer Abatement Order #1257
10. Approve a 2018 Class II Used Car Dealer License for Needham Service Center Inc. located at 1401 Highland Avenue, Needham.
11. Approve a request from New Garden, located at 45 Chestnut Place, to extend their hours to 1:00 a.m. on Tuesday, July 3, 2018.
12. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Robert Pettitt	80 Robinwood Avenue	56-96 Robinwood Avenue	7/21/18	n/a	3pm- 9pm

Second: Mr. Borrelli. Unanimously approved 5-0.

7:02 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with three items to discuss:

1. LED Project

Ms. Fitzpatrick explained research completed after the last Board of Selectmen meeting on June 12, 2018 by Carys Lustig, Director of A&F, Public Services and Tony Del Gaizo, Town Engineer, led to a recommendation that the Board vote to approve the recommended 2,700 kelvin LED light for local roads and the 3,000 kelvin LED light for through streets for installation in 2018. Ms. Lustig explained the process with the MAPC and the fact that incentives and grants for municipalities will no longer be offered, as this is the last year of the program. Ms. Lustig explained the Town of Wellesley was helpful in sharing their light fixture and

pricing information. She said Needham anticipates installing shielding on fixtures if requested by residents, and the possibility of remote lighting controls.

Ms. Fitzpatrick stated the vendor certified the amount of light is the same as the high pressure sodium lights currently in use.

Motion by Mr. Bulian that the Board of Selectmen vote to approve the recommended LED installation including 2700 kelvin lights on local roads and 3000 kelvin lights on through streets, as depicted below:

- Charles River Street, entire length
- South Street - Charles River Street to Great Plain Avenue
- Chestnut Street - entire length
- Dedham Avenue - entire length
- Great Plain Avenue - entire length
- Central Avenue - entire length
- High Rock Street - entire length
- Marked Tree Road - entire length
- Chapel Street - entire length
- Highland Avenue - entire length
- Greendale Avenue - entire length
- Greendale Avenue - High Street to Kendrick Street
- Broad Meadow Road - Great Plain Avenue to Greendale Avenue
- Bird Street - entire length
- Brookline Street - entire length
- Webster Street - entire length
- High Street - entire length
- West Street - entire length
- Kendrick Street - entire length
- Hunting Road - entire length
- Gould Street entire length
- Cedar Street - entire length
- Hunnewell Street - entire length
- West Street - Central Avenue to Webster Street
- Forest Street - entire length
- Brookside Road - entire length
- Manning Street - entire length
- Hillside Avenue - entire length
- Rosemary Street - entire length
- Nehoiden Street - entire length
- Oak Street - entire length
- May Street - entire length
- Garden Street - entire length

Second: Mr. Handel. Unanimously approved 5-0.

2. Public Safety Communications Update

Kate Fitzpatrick, Town Manager and George Kent, Chair, PPBC provided the Board an update on the public safety communications project.

Mr. Matthews gave a brief explanation of planning and design thus far for replacement of the Police and Fire stations. He said the project includes replacing the existing communication system for public safety, noting the current system does not cover the entire town. Mr. Matthews explained two of the elements of the initial proposal included using monopole antenna on Birds Hill and Tower Hill. He said the public strongly objected to the use of monopoles, asking for a different solution.

Mr. Kent said the PPBC looked for additional possible sites. He noted Verizon informed the Town it will no longer provide copper wire used with the current system, so finding a new system for communicating is crucial to the project. He said the tower currently in the center of Needham at Station #1 remains part of the design, as well as erecting a 199 ft. tower at the RTS adjacent to the new seasonal storage building. The northeast and southeast sections of Needham are proving difficult. He said one location under consideration is the existing tower locations in the Cabot Circle area. He commented two options include leasing space on a 400 ft. tower or building a tower in the Cabot Circle area. He commented further information will be presented to the Board of Selectman at a future meeting. Mr. Kent said the southeast section of Needham is more difficult, however a suggestion to consider the Norfolk County Jail site at the top of the hill turns out to be an outstanding site due to its elevation. Mr. Kent said discussions will continue and it is hoped the design will be completed sometime in mid-July 2018.

Mr. Borrelli said the potential sites are a positive development.

Ms. Fitzpatrick commented the Town of Dedham is also considering partnering with Needham on the tower project, and perhaps a joint venture with the Commonwealth of Massachusetts.

Mr. Kent pointed out the current communication system is working, but the Town does not believe it can give the coverage needed for the future. However, he noted the new buildings could still be built with the current system.

Mr. Matthews commented if the Town does not meet all the reasonable objections, work will continue until "we get it right."

Mr. Kent said extra cost in design would be involved if the communication system is done at a later time than during construction of the buildings.

A brief discussion ensued on the project timeline.

The Board thanked Ms. Fitzpatrick and Mr. Kent for the update.

3. Town Manager's Report

No Report was made.

7:35 p.m.

Public Hearing: Town Meeting Start Time

Mr. Matthews said historically Town Meeting has started at 7:30 p.m., recognizing most Town Boards and Committees have changed their start time from 7:30 p.m. to 7:00 p.m. A related question, he said, is whether or not Town Meeting should aim to adjourn earlier, depending on the pace of business. He noted a survey completed last year asking members their preference on the two questions indicated a significant majority were in favor of the earlier start time, while showing a more mixed opinion on the ending time. Mr. Matthews said an idea being considered is piloting an earlier start time for the 2018 fall Town Meeting. He referenced a Town Meeting Study Committee survey completed a number of years ago indicating a majority preferred an earlier start time. He noted comments heard at a public hearing indicated people were overwhelmingly opposed to the earlier start time, particularly due to work commitments in Boston. Mr. Matthews explained philosophically that democracy is not just about the rule or majority, but about the protection of the reasonable interest of the minority. Mr. Matthews stated all of the emails, except for one, received leading up to tonight's public hearing favored an earlier start time. He noted the Board of Selectmen, as Warrant Committee, are responsible for scheduling the start time, but the decision to adjourn is in the hands of Town Meeting Members.

Mr. Matthews opened the public hearing and invited public comment.

Eric Bailey, 64 Hillside Avenue favors an earlier start time, agreeing the ending time is in the hands of Town Meeting Members, suggesting a guideline of 10:30 p.m.

Michael Fee, 137 Fox Hill Road, elected Town Meeting Moderator, Town Meeting Member at large said as moderator for 21 years, not a single person has spoken to him, complained, or requested a change in the start time of Town Meeting. He said, while mindful of the 2009 survey by the Town Meeting Study Committee, personally he is not in favor of changing the start time to 7 p.m. He commented it is incredibly important that Town Meeting be accessible to every citizen of the Town, explaining there should be few to no barriers in participating in Town Meeting. Mr. Fee said moving the start time to 7 p.m. erects a barrier to participation. He commented the Town must think about deterring people from choosing to run or participate in Town Meeting. Mr. Fee said the ability to attend Town Meeting is critically dependent on the ability to get to Town Meeting. He recognized commuting from Boston or elsewhere has not gotten better over the years, and the 1/2 hour difference can be substantial. Mr. Fee asked, "How does moving Town Meeting to an earlier start time make it more accessible?" He surmised an earlier start time does not make Town Meeting more accessible, and that people should have the opportunity to participate and be given the luxury a

little bit of time. He noted the later time allows people to see their family and have a bite to eat before heading out for the evening. Mr. Fee relayed the opinion of Theodora Eaton, Town Clerk who favors a start time of 7:30 p.m. Lastly, Mr. Fee said the considerations of smaller number of people who volunteer their time on a Board or Committee is quite different from the considerations of nearly 250 members who have to make it to Town Meeting.

Lois Sockol, 611 Greendale Avenue, Town Meeting Member said personally she prefers a 7 p.m. start time. However, she said including people in the process is more important, concurring with Mr. Matthews that democracy needs to care for all, not just a majority. She asked that the Town Meeting start time remain at 7:30 p.m.

Ford Peckham, 26 Lawton Road, Town Meeting Member said he personally would love to have an earlier start time. However, he acknowledged people who are busy are unlikely to make it to a 7 p.m. meeting. Mr. Peckham said from a practical standpoint, he would like to see the start time remain at 7:30 p.m.

Bill Dermody, 12 Concord Street, Town Meeting Member said he is concerned young potential members would not be able to make it to an earlier meeting time. He strongly suggested keeping the start time at 7:30 p.m. He said if the October 2018 Town Meeting starts at 7 p.m., a survey of the number of people in attendance at 7 p.m. should be noted, as a quorum may just be met. He said he believes Town Meeting will not "speed up" with an earlier start time.

Thomas Harkins, 24 May Street, Town Meeting Member said he favors an earlier start time, but after hearing testimony tonight, he believes the start time should remain 7:30 p.m. He suggested piloting an earlier start time at the October 2018 Special Town Meeting to see how it works. He noted other considerations could speed up Town Meeting.

Nancy McCarthy, 29 Sterling Road, Town Meeting Member said she personally prefers starting at 7 p.m. She relayed a conversation she had with a young father who is a Town Meeting Member, who finds it very difficult to attend while he has small children, noting the late hour at which the meeting adjourns. She acknowledged she is concerned with the accessibility of Town Meeting for current and future members. She expressed a frustration with the pace of Town Meeting.

Paul Milligan, 224 Elmwood Road, Town Meeting Member echoed the thoughts of Mr. Fee, agreeing Town Meeting must be accessible for all. He said he enjoys the balance of family, work, and community service. Mr. Milligan said an earlier start time would make it very difficult for him to attend Town Meeting, as he works in Boston. He urged the Board of Selectmen to keep the start time of Town Meeting at 7:30 p.m.

Mr. Matthews asked for questions and comments from the Board.

Mr. Bulian said he prefers an earlier start and end time. He said he gets tired as it gets later, noting he also gets up early the next day. He said the balance cuts all different ways. He supports trying an earlier start time for the October 2018 Special Town Meeting. Mr. Bulian said if something is a priority, people will make it a priority to get there. He said he knows people who get to work early and leave early on the few occasions necessary to get to Town Meeting. He acknowledged the world is changing and more people are working from home or have flexibility to work from home on certain days.

Mr. Borrelli said he likes a 7 p.m. start time as it is convenient for him. He acknowledged starting at 7:30 p.m. is a necessity for some to get to Town Meeting. Mr. Borrelli noted some Boards and Committees meet before Town Meeting, and will therefore need to start even earlier. He suggested keeping the start time 7:30 p.m.

Mr. Handel said he is moved by the logic of the discussion regarding accessibility. He agreed on the importance of getting more people to attend Town Meeting. Mr. Handel said he is not interested in changing the start time to 7 p.m.

Ms. Cooley commented reaction is mixed, but either plan cuts one way or the other. She said people who serve the Town will probably continue to serve the Town whatever the start time. She said she is willing to listen to comments, but the start time does not matter to her.

Mr. Matthews closed the public hearing, suggesting the record remain open for three weeks for people to submit additional testimony in writing or by email to selectmen@needhamma.gov. He said the Board of Selectmen will take the issue up again at its next meeting on July 24, 2018.

8:15 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to recess the Board of Selectmen meeting of June 26, 2018 to reconvene at the Planning Board meeting in Powers Hall for the purpose of discussing the Public Safety Building Project, and to adjourn the Board of Selectmen meeting at the close of the Planning Board meeting.

Second: Mr. Handel. Unanimously approved 5-0.

Note: The Planning Board meeting adjourned at 10:15 p.m.

Board of Selectmen Committee Member Reappointments 6/26/3018

Committee	Name	Term Exp
Board Of Appeals	Jonathan D. Tamkin	6/30/2021
Cable Television Advisory Board	Michael J. Greis	6/30/2021
Cable Television Advisory Board	Jonathan D. Tamkin	6/30/2021
Commission on Disabilities	Deborah Heller	6/30/2021
Commission on Disabilities	Elaine Saunders	6/30/2021
Commission on Disabilities	Dale Wise	6/30/2021
Commission on Disabilities	Barbara Moss	6/30/2021
Conservation Commission	Stephen Farr	6/30/2021
Conservation Commission	Alison G. Richardson	6/30/2021
Council of Economic Advisors	Peter Atallah	6/30/2021
Council of Economic Advisors	Ted Owens	6/30/2021
Council of Economic Advisors	Stuart B. Agler	6/30/2021
Council of Economic Advisors	Adam Block	6/30/2021
Council On Aging	Carol de Lemos	6/30/2021
Council On Aging	Daniel Goldberg	6/30/2021
Council On Aging	Lianne Relich	6/30/2021
Council On Aging	Gary Crossen	6/30/2021
Downtown Streetscape Working Group	Paul Good	6/30/2019
Downtown Streetscape Working Group	Gloria Greis	6/30/2019
Downtown Streetscape Working Group	Nelson Hammer	6/30/2019
Downtown Streetscape Working Group	Maurice P. Handel	6/30/2019
Downtown Streetscape Working Group	Bob Hentschel	6/30/2019
Downtown Streetscape Working Group	Dale Wise	6/30/2019
Golf Course Advisory Committee	Roy Cramer	6/30/2021
Golf Course Advisory Committee	Daniel Dain	6/30/2021
Historical Commission	Gloria Greis	6/30/2021
Historical Commission	Jeffrey Heller	6/30/2021
Human Rights Committee	Amelia Klein	6/30/2021
Human Rights Committee	Ashok Mehta	6/30/2021
Human Rights Committee	Jennifer Howard Schroeder	6/30/2021
Needham Cmt. Revitalization Trust Fund	Carol de Lemos	6/30/2021
Needham Cmt. Revitalization Trust Fund	Paul Good	6/30/2021
Needham Community Television Dev Corp	Arnold Goldstein	6/30/2021
Needham Community Television Dev Corp	Michael J. Greis	6/30/2021
Needham Community Television Dev Corp	Jonathan D. Tamkin	6/30/2021
Norfolk County Advisory Board	Ronald Furman	7/31/2019
Registrars of Voters	Ann Cosgrove	6/30/2021
Solid Waste Disposal/Recycling Advisory	Jeffrey Heller	6/30/2021
Solid Waste Disposal/Recycling Advisory	Steve Rosenstock	6/30/2021
Town Counsel	David S. Tobin	6/30/2019
Traffic Management Advisory Committee	Rhain Hoyland	6/30/2021
Traffic Management Advisory Committee	Anthony L Delgaizo	6/30/2021
Traffic Management Advisory Committee	Stephen Delisi	6/30/2021
Youth Commission	Kevin Keane	6/30/2021

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:	-\$183.45
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$367.34
Transfer Station Charges:	\$0.00
Total Abatement:	-\$550.79

Order #: 1258

Read and Approved:


Assistant Director of Public Works 7/18/2018


Director of Public Works 7/19/18

For the Board of Selectmen

Date: 7/24/18

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
DB	Rosen	James & Barbara	20275	13232	179	Brookside Road	\$0.00	-\$83.10	-\$78.35	-\$161.45	EC	N
JO	Council on Aging (1)						\$0.00	-\$100.35	-\$288.99	-\$389.34	COA	N
Total:										-\$550.79		

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

WARRANT FOR STATE PRIMARY

THE COMMONWEALTH OF MASSACHUSETTS

TUESDAY, SEPTEMBER 4, 2018

Norfolk SS.

To the Constables of the City/Town of Needham

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

- | | |
|--|--|
| Precinct A - The Center at the Heights | Precinct F - Needham High School – Gymnasium |
| Precinct B - The Center at the Heights | Precinct G - Needham High School – Gym |
| Precinct C - Newman School - Gymnasium | Precinct H - Broadmeadow School - Performance Center |
| Precinct D - Newman School - Gymnasium | Precinct I - William Mitchell School - Gymnasium |
| Precinct E - Broadmeadow School - Performance Center | Precinct J - William Mitchell School - Gymnasium |

ON TUESDAY, THE FOURTH DAY
OF SEPTEMBER, 2018

From 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

- SENATOR IN CONGRESS FOR THIS COMMONWEALTH
- GOVERNOR FOR THIS COMMONWEALTH
- LIEUTENANT GOVERNOR. FOR THIS COMMONWEALTH
- ATTORNEY GENERAL. FOR THIS COMMONWEALTH
- SECRETARY OF STATE. FOR THIS COMMONWEALTH
- TREASURER AND RECEIVER GENERAL FOR THIS COMMONWEALTH
- AUDITOR. FOR THIS COMMONWEALTH
- REPRESENTATIVE IN CONGRESS. FOURTH DISTRICT
- COUNCILLOR. SECOND DISTRICT
- SENATOR IN GENERAL COURT NORFOLK, BRISTOL & MIDDLESEX DISTRICT
(Precincts A, B, C, I, and J)
- SENATOR IN GENERAL COURT NORFOLK & SUFFOLK DISTRICT
(Precincts D, E, F, G, and H)
- REPRESENTATIVE IN GENERAL COURT THIRTEENTH NORFOLK DISTRICT
- DISTRICT ATTORNEY NORFOLK DISTRICT
- CLERK OF COURTS. NORFOLK COUNTY
- REGISTER OF DEEDS. NORFOLK DISTRICT
- COUNTY COMMISSIONERS NORFOLK COUNTY
- COUNTY TREASURER (to fill vacancy) NORFOLK COUNTY

The Polls Will Be Open From
7:00 A.M. to 8:00 P.M.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 24th day of July, 2018.

_____ Daniel P. Matthews, *Chair*
 _____ John A. Bulian, *Vice Chair*
 _____ Maurice P. Handel, *Clerk*
 _____ Matthew D. Borrelli
 _____ Marianne B. Cooley
Selectmen of Needham

A true copy,
ATTEST _____, 2018.
Constable (month and day)

Warrant must be posted by August 28, 2018, (at least seven days prior to the September 4, 2018 State Primary).



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

- DPW Police
- Fire OTM
- Park & Rec PFD
- PFD Paid

TYPE OF EVENT: (check all that apply)

- RUN WALK BICYCLE MOTORCYCLE

Name of Event:

Pan-Massachusetts Challenge

Name of Organization:

same

Has this event been conducted in other Towns in the past? YES NO

If yes, name of Town and date:

Needham, MA

Organization Mailing Address:

77 Fourth Ave.
Needham, MA 02494

Organization is Not-for-Profit

Organization Billing Address (if Police Detail is required):

same

Primary Contact:

Allan Eyden

Contact Title:

Road Coordinator

Contact Address:

above

Contact Phone (Day):

781-850-0502

Contact Phone (Cell):

339-222-1469

Contact Email:

ajeyden@pmc.org

Event Date(s):

August 4-5, 2018

Date Expected to be in Needham:

same

Earliest Time Expected in Needham: 0700	Latest Time Expected in Needham: 1500
Number of Expected Participants: Sat: 2,800 Sun: 750	Number of Expected Spectators at Peak Time:
Are participants charged a fee? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Estimated Number of Vehicles: 6	What type of Parking is required: none
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: N/A	
Are event organizers available to meet with members of the Town to plan event? Yes, if necessary	
Do event organizers foresee the need for any road closures (subject to police review)? No	
What will be done in case of inclement weather? Event is held rain or shine	
Will neighborhoods be impacted by parking and traffic? Briefly on Saturday	
What activities are planned for the start of the race (if in Needham)? N/A	
What activities are planned for the end of the race (if in Needham)? N/A	
What facilities are needed for the start of the race (if in Needham)? None	

What facilities are needed for the end of the race (if in Needham)?	None
Once the event begins, how long will it take to complete the event?	Sat: about 1 hour, Sun: about 4 hours
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes, directional arrows, possibly some plastic temporary signs on wire frames.
Will volunteers be placed along the route?	Yes, in support vehicles
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	No
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	No
Will portable toilets be used? List locations.	No
Will hydration stops be set up along route? If yes, please include these on route plan.	Not in Needham
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	Support vehicles, coordination with Police
Does the event take place during commuter times?	No
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No
Are businesses open during the time of the event?	Yes
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Briefly on Sat morning for a short time after the 0730 start
Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?	Unknown
What is the plan to handle trash?	N/A

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- ***event route map (include map and text of route, parking plan, volunteer placement)***
- ***application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)***
- ***certificate of insurance***

Please note, as always, times and routes are the same as past years and are coordinated with the Needham Police.

Wellesley to Provincetown | PMC - Internet Explorer
 http://www.pmc.org/routes/wellesley-provincetown
 File Edit View Favorites Tools Help
 Benefit Strategies, LLC in... Google Needham, MA - Contract... Outlook Web App SchoolDude - ToolBox Lo... Web Slice Gallery

THE ROUTES

Two-Day Rides (Aug. 5 & 6)	One-Day Rides (Aug. 5)	One-Day Rides (Aug. 6)	PMC a la Carte (Aug. 5 & 6)
--------------------------------------	----------------------------------	----------------------------------	---------------------------------------

BABSON COLLEGE TO BOURNE
 84.61 mi in Wrentham, MA, United States
 PMC official route from the Babson College start in Wellesley to the...

Map
 Babson College
 Franklin W. Olin College of Engineering
 Ann Volante Conservation Area
 Ridge Hill Reservation
 Needham Town Forest

covered by mapmyfitness

100% of every rider-raised dollar supports the Jimmy Fund.
 DONATE

PRESENTING SPONSORS

ELEVATION (ft)
 400
 300
 200
 100

Map data ©2017 Google 500 m Terms of Use Report a map error

1:30 PM
 5/16/2017

Wellesley to Provincetown | PMC - Internet Explorer

http://www.pmc.org/routes/wellesley-provincetown

File Edit View Favorites Tools Help

Benefit Strategist, LLC in... Google Needham, MA - Contract Outlook Web App SchoolDude - ToolBox Lo... Web Browser

THE ROUTES

Two-Day Rides (Aug. 5 & 6)	One-Day Rides (Aug. 5)	One Day Rides (Aug. 6)	PMC a la Carte (Aug. 5 & 6)
--------------------------------------	----------------------------------	----------------------------------	---------------------------------------

BABSON COLLEGE TO BOURNE
84.91 mi in Wrentham, MA, United States

PMC official route from the Babson College start in Wellesley to the...

powered by **mapmyfitness**

Map

Ridge Hill Reservation
Scott Conservation Land
Charles River Peninsula
Ponzi Cook's Farm

Map data ©2017 Google 500m Terms of Use Report a map error

ELEVATION (ft)
500
300
200
100

100% of every ride-raised dollar supports the Jimmy Fund

DONATE

PRESENTING SPONSORS

04 WBZ

1:33 PM 5/16/2017

Sturbridge to Wellesley | PMC - Internet Explorer
http://www.pmc.org/routes/sturbridge-wellesley

File Edit View Favorites Tools Help
Benefit Strategies, LLC in... Google Needham, MA - Contract ... Outlook Web App SchoolDude - ToolBox Lo... Web Slice Gallery

ELEVATION (ft)
1000
800
600
400
200
0

MMA BOURNE TO BABSON COLLEGE

78.67 mi in Middleboro, MA, United States
Sunday Route from Mats Maritime Academy in Bourne to Patriot Place

powered by **mapmyfitness**

Map

Wellesley Needham Needham Heights Cutler Park Reservation Dedham Norwood Westwood Medfield Blue Hills Res

Map data ©2017 Google 2 km Terms of Use Report a map error

ELEVATION (ft)
500
400
300
200
0

1:40 PM
5/16/2017

Internet Explorer
 http://www.pmc.org/outside/needham-rides.aspx
 Babson to Patriot Place | P...

File Edit View Favorites Tools Help
 Benefit Strategies, LLC in ... Google Needham, MA - Contract ... Outlook Web App SchoolDude - ToolBox Lo ... Web Sites Babson



Home » Ride » The Routes » Babson to Patriot Place

THE ROUTES

Two-Day Rides (Aug 5 & 6)	One-Day Rides (Aug 5)	One-Day Rides (Aug 6)	PMC a la Carte (Aug 5 & 6)

BABSON COLLEGE TO PATRIOT PLACE powered by mapmyfitness



Map My Fitness

Google
 Map data ©2017 Google 14 mi L Terms of Use Report a map error

1:42 PM
 5/16/2017

Closer by the **MLF**

100% of every rider-raised dollar supports the Jimmy Fund.

DONATE



PRESENTING SPONSORS



emailed 6/25/2018



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

<input checked="" type="checkbox"/> DPW	<input checked="" type="checkbox"/> Police
<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> OTM
<input checked="" type="checkbox"/> Park & Rec	<input type="checkbox"/> PFD
<input type="checkbox"/> PFD	<input type="checkbox"/> Paid

2018 JUN 22 P 2:27

TYPE OF EVENT: (check all that apply)	
<input checked="" type="checkbox"/> RUN <input type="checkbox"/> WALK <input type="checkbox"/> BICYCLE <input type="checkbox"/> MOTORCYCLE	
Name of Event: SIM 5K Road Race	Name of Organization: South Shore Race Management for SIM (Society of Information Management)
Has this event been conducted in other Towns in the past? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, name of Town and date:
Has this event been held in Needham in the past? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, are you repeating the same route as in prior year(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO
Organization Mailing Address: South Shore Race Management - PO Box 1480, Duxbury, MA 02331	<input type="checkbox"/> Organization is Not-for-Profit
Organization Billing Address (if Police Detail is required): South Shore Race Management - PO Box 1480, Duxbury, MA 02331	
Primary Contact: Anne Marie Winchester	Contact Title: Race Director
Contact Address: PO Box 1480 Duxbury, MA 02331	
Contact Phone (Day): 781-820-6161	Contact Phone (Cell): 781-820-6161
Contact Email: southshorerace@gmail.com	

Event Date(s): Saturday, October 13, 2018	Date Expected to be in Needham: Saturday, October 13, 2018
Earliest Time Expected in Needham: 6:30 am	Latest Time Expected in Needham: 11:00 am
Number of Expected Participants: 150	Number of Expected Spectators at Peak Time: 25
Are participants charged a fee? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated Number of Vehicles: 75	What type of Parking is required: requested use of Broadmeadow School lot
Describe Parking Plan, include where participants and spectators will park and length of time expected to be parked: All runners, volunteers and spectators will park at Broadmeadow School and be off the property by 11:00 am	
Are event organizers available to meet with members of the Town to plan event? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Do event organizers foresee the need for any road closures (subject to police review)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
What will be done in case of inclement weather? Event will be held unless cancellation is required by public safety	
Will neighborhoods be impacted by parking and traffic? Not by parking or traffic, small impact of runners on the roads	
What activities are planned for the start of the race (if in Needham)? None	
What activities are planned for the end of the race (if in Needham)? Awards Ceremony	

What facilities are needed for the start of the race (if in Needham)?

Broadmeadow Elementary Parking Lot

What facilities are needed for the end of the race (if in Needham)?

Broadmeadow Elementary Parking Lot

Once the event begins, how long will it take to complete the event?

45 minutes to 1 hour

Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?

Signs directing runners along the route and mile markers will be placed in the morning prior to race start and will be removed immediately following the race.

Will volunteers be placed along the route?

Yes, at all intersections and the waterstop which will be placed at the halfway point in the course.

Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.

Yes, at the start/finish line to make announcement and do awards.

Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)

Bottled water and bananas

Will portable toilets be used? List locations.

Yes, Broadmeadow School lot only

Will hydration stops be set up along route? If yes, please include these on route plan.

Yes, at the 1/2 way point in the course.

If the event takes place after dark, what is the plan to meet lighting needs?

What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?

Police detail and EMS will be hired at our expense per the recommendations of those 2 departments.

Does the event take place during commuter times?

No

Is school in session during the event? Will school drop off or pick up be impacted by the event?

No

Are businesses open during the time of the event?

Yes

Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)

No

<p><i>Are there any churches/houses of worship located along the event route? Will church/house of worship services take place during the event?</i></p>	<p>No</p>
<p><i>What is the plan to handle trash?</i></p>	<p>All trash will be removed by us at the end of the race</p>

Please return the completed application and attachments to the Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492:

- *event route map (include map and text of route, parking plan, volunteer placement)*
- *application fee (\$25 events that start and end in Needham; \$50 event passes through Needham)*
- *certificate of insurance*

PLEASE NOTE:

For Road Events scheduled more than 4 months out from application receipt date, a soft hold will be placed on the date, but final approval will not be granted until under the 4 month window. This is due to unforeseen conditions which may impact this event.



For Calendar Year: 2018

RECEIVED
TOWN OF NEEDHAM
APPLICATION/RENEWAL FOR CLASS II LICENSE

The undersigned hereby applies for a Class II License in the Town of Needham, in accordance with the provisions of the Statutes relating thereto:

Name of Applicant (must be an individual): PAUL STEIN

Name of Business: 1180 BOYLSTON INC. DBA CHESTNUT MOTORS

If Business is a Corporation / Corporate Name and Officers: PAUL STEIN

If Business is not a Corporation, Name of Owner: _____

Address of Establishment: 40 HIGHLAND AVE, NEEDHAM, MA 02494

Mailing Address, if different from Establishment: _____

Email Address: Paul@chestnutmotors.com

Telephone Number: 781-444-4690 Fax Number: 781-444-4699

Signature of Applicant: [Signature] Date: 7/13/18

- To be returned with completed application:**
1. M.G.L. Ch. 140 Sec 58 (1) requires applicant to obtain a bond and continue in effect a **surety bond** payable in the amount of \$25,000.00 to the Town of Needham. This bond must be returned with completed application.
 2. A **certificate of insurance** showing evidence that the applicant has workers' compensation insurance must be included with this completed application.
 3. A completed current Motor Vehicle Dealer Certification Form must be included with this application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A:

I certify under penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

[Signature]
Signature of Applicant (Mandatory)

By Corporate Officer
(If applicable)

20-30-40847
Either a Social Security Number or
Federal Identification Number
Must Be Supplied

7/13/18
Date (required)

This License will not be issued unless this certification clause is signed by the applicant.



TOWN OF NEEDHAM

MOTOR VEHICLE DEALER CERTIFICATION FORM

Class II License

This is to certify that I received a copy of MA General Law, Chapter 90, Section 7N 1/4 and have access to repair facilities (named below) which are in accordance with Regulation 16.02 of the Regulations of the Registry of Motor Vehicles pertaining to specifications for repair facilities.

Name of Used Car Business: 1180 BOYLSTON INC. DBA CHESTNUT MOTORS

Location of Business: 40 HIGHLAND AVE, NEEDHAM, MA 02494

Signature of individual owner
or corporate officer: _____

Date: 7/13/18.

Name of Repair Facility: CHESTNUT MOTORS

Location of Repair Facility: 40 HIGHLAND AVE, NEEDHAM MA 02494

License Number of Repair Facility: _____

Owner of Repair Facility: PAUL STEIN

Telephone Number of Facility: 781-444-4600



Newton Needham Regional Chamber
281 Needham Street
Newton, MA 02464
Phone: 617-244-5300
info@nnchamber.com

July 18, 2018

Ms. Sandy Cincotta
Office of the Town Manager
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Sandy:

Thank you for meeting with us this week and providing an overview of the town's collaborative role in planning the upcoming Fall Harvest Fair. We are providing written request to hold the Fall Harvest Fair on Sunday, September 30, 2018 in conjunction with the Needham Farmers' Market from Noon-4:00pm. We ask that our rain date be Sunday, October 7, 2018.

The chamber requests permission for the following Harvest Fair details:

- Town Common for local business booths.
- Parking lot behind Town Hall and space for one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day).
- Close Chapel Street from corner of Great Plain Ave. to the Chapel Street parking lot for food court and children's activities from 10:00am-5:00pm.
- Use of the Town's generator on Chapel Street to power the Food Court and other activities as needed.
- Use of the outlets on the town common to provide electricity to vendors as needed..
- Trolley ride that will start at Highland Avenue by the Town Common and loop back around the town via Great Plain Ave, Webster St, May St, and back to the Town Common.
- Delivery and pick-up of a dumpster in the parking lot behind town hall.

- Delivery, maintenance and pick up of trash cans placed around the event area including specifically at the Food Court and near the portable toilets. Businesses have been notified that they are required to clean up and dispose of their trash in the dumpster provided or off-site.

Additionally, we are requesting to hold the Blue Tree Lighting on Saturday, December 1, 2018 at 5:00pm on the Town Common.

Thank you for putting our requests on the Select Board agenda for Tuesday, July 24th. We look forward to hearing back from you closer to the fair date to discuss event logistics in more detail. Enjoy the rest of your summer.

Best regards,



Katherine Herer
Operations Director
Newton-Needham Regional Chamber
281 Needham Street
Newton, MA 02464
kherer@nnrcchamber.com
617-916-9064

**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)	CHRIS HOFFMEISTER
Event Manager Address	36 HIGHLAND COURT NEEDHAM, MA 02492
Event Manager Phone Number	617-842-0929
Organization Representing (if applicable)	
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 type="checkbox"/> For profit <input checked="" type="checkbox"/> Proof of non-profit status is attached ? Form of Proof: _____
Name of Event	Needham High School CLASS of 1963 55 th Reunion
Date of Event	OCT. 6, 2018
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 6 PM TO: 10 PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 50/per ticket event charge <input 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?	80-100
Name & address of event location. Please attach proof of permission to use this facility.	CENTER AT THE HEIGHTS HILLSIDE AVE - NEEDHAM MA
Who will be serving the alcohol to your guests?	(Cedarhillgrill2017@gmail.com) CATERER - MARTY MALONE (617-899-0177) CATERING SERVICES
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).	THE CATERER WILL PROVIDE 2 LICENSED BARTENDERS
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Guests WILL PURCHASE ALCOHOL FROM THE BAR
<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:	Christine L. Hoffmeister Date: June 7, 2018



Reunion Registration Form

CLASS OF 1963 FIFTY-FIFTH REUNION RESERVATION FORM

www.needhamhighschoolclassof1963.com

55th Reunion

Saturday, October 6, 6pm-10pm

Center at the Heights, Needham

Classmate's name _____ (for nametag)

Guest's name _____ (for nametag)

Contact information: Phone: _____

email: _____

_____ Reunion Buffet Dinner with cash bar \$50 per person

Total payment enclosed: \$ _____

Please make checks payable to: NHS Class of 1963 Reunion

Mail to: NHS Class of '63
c/o George Hoffmeister
36 Highland Court
Needham, MA 02492

Deadline: August 15, 2018 (Feel free to send reservations earlier to help us with planning.)

questions: choffmeister@comcast.net
jeank@aol.com

Home Page

Classmate Profiles-

NEEDHAM 2018

50th Reunion Photos

55th Reunion Registration

early PHOTOS NHS 1963

In Memory

Missing Classmates

1963 History/Videos

Contact Us