



Town of Needham, MA
Annual Town Report
1711—2017

COVER: Rendering of the Rosemary Recreation Complex, funding approved at the May 2017 Annual Town Meeting.

BACK COVER: Rosemary Pool (July, 1972 through August, 2016)

Special thanks to Robert Y. Larsen for his permission to reprint selections from his book, “Deja View, A Look Backward at Needham through Editorial Cartoons”

Additional photos throughout this report which capture the many glimpses of Needham at work and at play are courtesy of Allyssa Jewell from the Department of Public Works/Administration.



**This 2017 Annual Town Report is dedicated to
Robert Y. Larsen**

While attending the Yale University School of Fine Arts, Bob's National Guard unit was called to active duty during the Korean War. Upon his commission from Officer Candidate School in 1950, Lieutenant Bob Larsen served in active combat for six months in the Korean War, receiving the Combat Infantry badge. For the past many years, Bob has both marched and participated in Needham's Memorial Day, Fourth of July, and Veterans Day celebrations. He is a life member of the Veterans of Foreign Wars Post 2498 in Needham.

Bob and his wife Liz moved to Needham in 1964, and raised their two sons here. Bob's history of community volunteerism is lengthy—highlights include 47 years as a Town Meeting Member and service on several town committees, including the Memorial Park Gazebo Committee for which he created the fundraising lithograph. Most recently, Bob served on the War Memorial Committee and designed the Fallen Brave *bas-relief* medallion sculpted into the granite memorial that honors Needham's 92 fallen service people at Memorial Park.

Bob completed his fine arts education at the Rhode Island School of Design, and his talent has been displayed at prestigious venues such as the Connecticut Academy of Fine Arts, the Academic Artists Association, and the Copley Society in Boston. He is a past recipient of the Manship Prize from the North Shore Arts Association for excellence in drawing, and first prize from the New England Press Association for an editorial cartoon that appeared in the Needham Times in 2003. Both his talent and wit were on display for many years as the editorial cartoonist for the Needham Times. Long time Needham residents have appreciated Bob's artistic talent on the cover of the Needham phone book for almost 40 years, and many still cherish the sketches of graduating Needham High School seniors that he made at the all-night party. He has executed formal portraits that hang in the Needham Library, the Needham History Center, and the Needham Community Council.

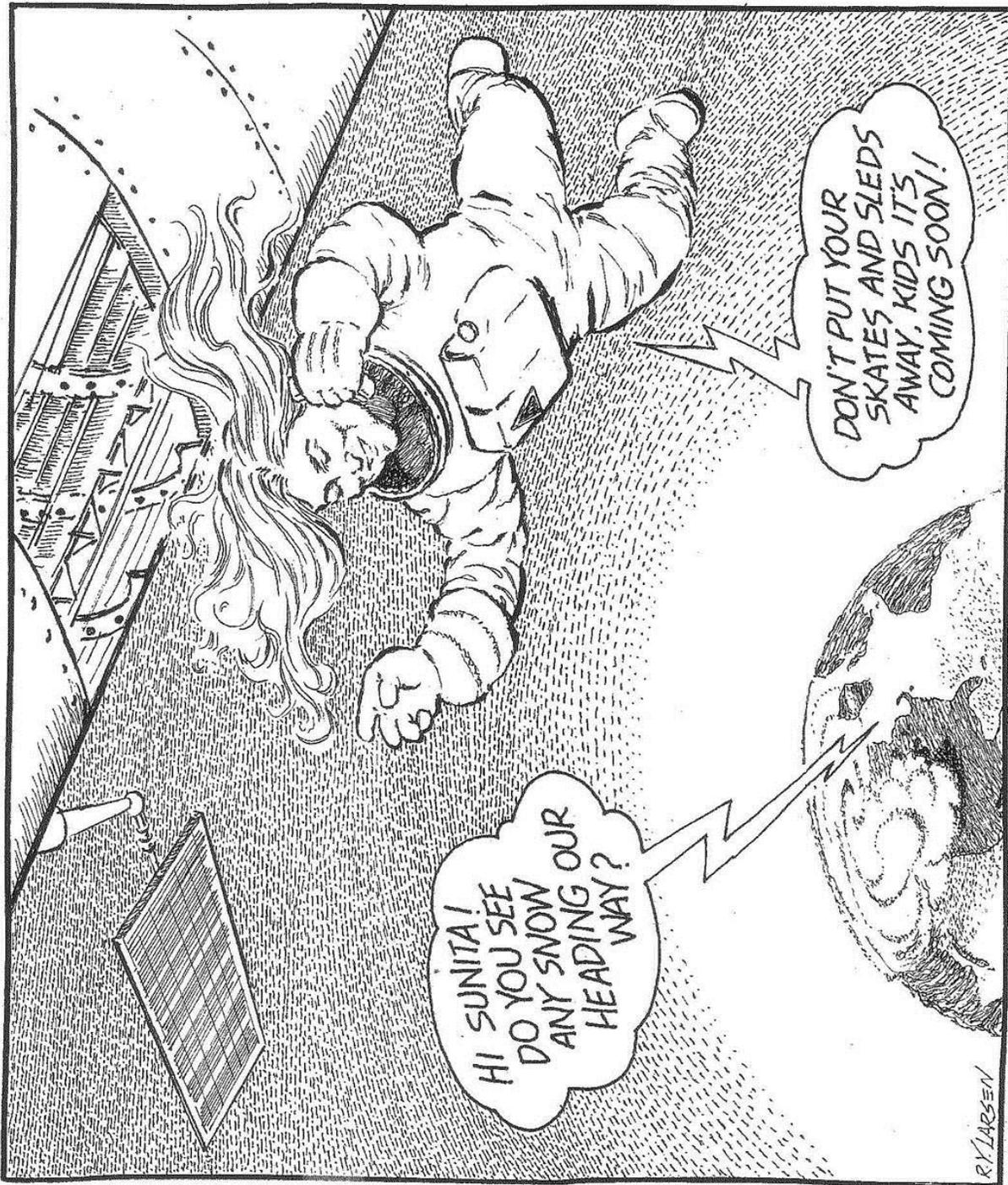
Bob's many contributions to the town and its citizens reflect his commitment to the importance of civic engagement. He has willingly and generously devoted countless hours of his time and talents to benefit the Needham community. He is a recipient of the 2014 Richard Patton Melick Foundation Award, the Superintendent's Award for Distinguished Service, the Needham Exchange Club's Extraordinaire Award, and the Needham Business Association's Distinguished Citizen of the Year Award. In spite of his well-deserved recognition, Bob humbly and truly believes that whatever his service to the community, it is he who has received so much more in return.

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SILENT NIGHT... REMEMBER THEM
IN YOUR PRAYERS

© ROBERT Y. LABIEN



NEEDHAM'S SUNITA WILLIAMS SENDS NEWMAN STUDENTS AN UPDATED WEATHER FORECAST

TABLE OF CONTENTS		Page
Message from Board of Selectmen		1
Community Profile		2
GENERAL GOVERNMENT		
Town Clerk / Board of Registrars		3
Board of Selectmen / Town Manager		10
Commissioner of Trust Funds		15
Finance Department		16
Finance Committee		26
Legal Department		31
Moderator		32
Needham Contributory Retirement System		34
PLANNING & COMMUNITY DEVELOPMENT		
Conservation Commission		36
Council of Economic Advisors		38
Planning Board		40
Zoning Board of Appeals		47
PUBLIC SAFETY		
Building Department		49
Fire Department		50
Police Department		52
EDUCATION		
Minuteman High School		56
Needham Public Schools		60
HEALTH & HUMAN SERVICES		
Needham Aging Services Division		68
Needham Public Health Division		73
West Suburban Veterans' Services District		84
Youth Services		87
PUBLIC WORKS		
Department of Public Works		94
PUBLIC FACILITIES		
Public Facilities – Construction		98
Public Facilities – Operations		107

TABLE OF CONTENTS		Page
COMMUNITY SERVICES		
Commission on Disabilities		112
Community Preservation Committee		115
Golf Club Advisory Committee		116
Human Rights Committee		117
Needham Historical Commission		125
Needham Free Public Library		126
Needham Housing Authority		131
Park and Recreation Commission		135
OTHER		
Norfolk County Registry of Deeds		139
Metropolitan Area Planning Council (MAPC)		141
Three Rivers Interlocal Council (TRIC)		148
Norfolk County Mosquito Control District		150
TOWN OFFICIALS		152
TOWN MEETING MEMBERS		168
TOWN OF NEEDHAM RETIREE INFORMATION		173
IN MEMORIAM		174
APPENDICES		
General Fund Balance Sheet		A-1
Total Government Funds – Combined Balance Sheet		A-2
Total Government Funds – Statement of Revenues, Expenses & Changes in Fund Balances		A-3
Enterprise Funds – Statement of Net Position		A-4
Enterprise Funds – Statement of Revenues, Expenses & Changes in Net Position		A-6
Enterprise Funds – Statement of Cash Flows		A-7
Trust Funds		A-8
General Fund – Statement of Budget Appropriations and Expenditures		A-11
Solid Waste Enterprise Fund – Statement of Budget Appropriations & Expenditures		A-18
Water Enterprise Fund – Statement of Budget Appropriations & Expenditures		A-19
Tax Rate Recapitulation		A-20



A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2017.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2019 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2019-2023 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2019 through 2023. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2019 – 2023 Capital Improvement Plan is also available on the Town's website. The warrant for the 2018 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2019. The warrant also includes a summary table of the Town's current debt obligations.

The Board of Selectmen and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall or visit www.needhamma.gov/committeevacancy.



Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: low elevation is 68 feet above sea level and the high is 298 feet above sea level.

Road Miles: 138

County: Norfolk

Population: 28,886 (2010 census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2018 Tax Rate:
\$11.88 Residential
\$23.46 Commercial

FY2018 Average Single Family Home Value: \$904,828

FY2018 Average Single Family Tax Bill: \$10,749

Coordinates:
42° 16' 52" N 71° 14' 11" W

Town Hall Address:
1471 Highland Avenue
Needham, MA 02492

Website: www.needhamma.gov

Facebook: Town of Needham

Twitter: @TownofNeedham

Town of Needham Community Profile

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.



GENERAL GOVERNMENT

➔ TOWN CLERK ➔

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Dept. Specialist
Kevin T. Pendergast, Dept. Assistant
Joyce M. Carlezon, Part-time
Lorraine M. Lederhos, Part-time
Mary T. Hunt, Part-time

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments. The Town Clerk

is also the Chief Records Access Officer under the new Public Records Law effective January 1, 2017. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, issuance of burial permits, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law, instructions on how to complete the mandatory online training requirements biannually, and The Open Meeting Law. Part of this legislation, the revision of the Open Meeting Law, requires municipal clerks to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of close to 32,000 residents!

The Town Clerk's Office is often considered the core of local government serving as the central information point for residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. The Needham Town Manager's Office has taken over this process as a service to our residents.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May per Needham's Town Charter. Fiscal Year 2017 was typical of a Presidential Year and then some! We held the State Primary on Thursday, September 8, 2016; the Special Minuteman Election on Tuesday, September 20, 2016; a Special Fall Town Meeting on Wednesday, October 5, 2016; and the State Election on Tuesday, November 8, 2016. **For the**

first time, the state implemented Early Voting for the November 8, 2016 State Election. Early Voting began on Monday October 24th and ended on Friday, November 4th and was held in the Selectmen’s Chambers in Town Hall. While there are always some “kinks” to work out, Early Voting was well received by our voters with a total voter turnout of 8,334 voters or 37.6%. Needham was also very lucky in that we applied for and received two \$2,000 grants – one for holding Early Voting over the weekend and one for purchasing two Poll Pads! I am sure we will see many more Early Voting Elections. We conducted the Annual Town Election on Tuesday, April 11, 2017 plus the Annual Town Meeting and the Special Town Meeting in May. The following is a comparison of the number of elections and town meetings in Fiscal Year 2016 and 2017:

Fiscal Year 2016

- Special Town Meeting – Monday, November 2, 2015
- Special Town Meeting – Wednesday, February 10, 2016
- Presidential Primary – Tuesday, March 1, 2016
- Annual Town Election – Tuesday, April 12, 2016
- Annual Town Meeting – Monday, May 2, 2016
- Special Town Meeting – Monday, May 9, 2016

Fiscal Year 2017

- State Primary – Thursday, September 8, 2016
- Special Minuteman Election – Tuesday, September 20, 2016
- Special Town Meeting – Wednesday, October 5, 2017
- State Election – Tuesday, November 8, 2016
- Annual Town Election – Tuesday, April 11, 2017
- Annual Town Meeting – Monday, May 1, 2017
- Special Town Meeting – Monday, May 8, 2017

The Special Town Meeting of October 5, 2016 disposed of 13 articles in one session. With two Senatorial Districts the State Primary had a total of 8 ballots – Democrat, Republican, Green Rainbow and the United Independent Third Party – with 872 votes or a dismal 4.24% turnout; the Special Minuteman Election had 2,008 votes or 9.7% turnout; the State Election had 18,472 votes or an 83.88% turnout; and the Annual Town Election for the election of Town Officers and Town Meeting Members had 2,099 votes or a turnout of 9.75. The Annual Town Meeting beginning May 1, 2017 disposed of 65 articles in four sessions; and the Special Town Meeting of May 8, 2017 held within the Annual Town Meeting disposed of 11 articles.

FY2017 HIGHLIGHTS

The statewide vital records electronic birth program became a reality in 2011 and is working extremely well. The State Department of Vital Statistics continues to add birth records to the system currently dating back to 1950’s. With the new statewide electronic death module going ‘live’ as of September 1, 2014, the Board of Health turned over the designation of burial agent to the Town Clerk as of November, 2014. This has made the new electronic death system more efficient and effective. We would love to see the third vitals package become live – marriage

certificates. This has really modernized the vital records program statewide and is beneficial to all involved.

The Special Town Meeting of October 5, 2016 approved one General and two zoning By-Law amendments. The Annual Town Meeting approved seven Zoning By-Law amendments. Under Article 15 Town Meeting approved the FY2018 Operating Budget in the amount of \$152,704,148. Total appropriations including the Fiscal Year 2018 Operating Budget approved at the Annual Town Meeting totaled \$187,045,251. The General and Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS						
	<u>FY2017</u>	<u>FY2016</u>	<u>FY2015</u>	<u>FY2014</u>	<u>FY2013</u>	<u>FY2012</u>
<u>Births to Residents:</u>						
7/1/16 - 12/31/16	125	140	128	141	126	149
1/1/17 - 6/30/17	<u>115</u>	<u>123</u>	<u>117</u>	<u>134</u>	<u>153</u>	<u>149</u>
Total Births:	240	263	245	275	279	298
Deaths: Residents						
7/1/16 - 12/31/16	125	124	102	116	112	125
1/1/17 - 6/30/17	163	<u>155</u>	<u>139</u>	<u>134</u>	<u>113</u>	<u>183</u>
Residents:	288	279	241	250	225	308
Deaths: Non-Residents						
7/1/16 - 12/31/16	148	152	141	143	85	73
1/1/17 - 6/30/17	<u>154</u>	<u>154</u>	<u>121</u>	<u>123</u>	<u>137</u>	<u>117</u>
Non-Residents:	302	306	262	266	222	190
Total Deaths:	590	585	503	516	447	498
Marriages:						
7/1/16 - 12/31/16	51	52	46	45	49	51
1/1/17 - 6/30/17	<u>43</u>	<u>17</u>	<u>17</u>	<u>44</u>	<u>33</u>	<u>30</u>
Total Marriages:	94	69	63	89	82	81

Dog Licenses Issued:

7/1/16- 6/30/17

	FY17	FY16	FY15	FY14	FY13	FY12
* Male & Female Dogs @ \$25	171	205	192	193	145	238
* Spayed & Neutered Dogs @ \$20	2,842	3062	2598	2782	2552	2513
* Kennels @ \$ 50	5	7	8	42	43	45
* Kennels @ \$ 75	3	2	3	9	8	9
* Kennels @ \$150.	0	1	0	0	0	0
Hearing Dogs - No Charge	0	0	0	2	0	0
Seeing Eye Dogs - No Charge	2	2	2	0	1	1
Transfers @ \$1.00	6	7	5	0	7	5
Prior Years' Licenses (32 @ \$20)	20	32	7	0	0	0
Prior Years' Licenses (2 @ \$25)	2	2	0	9	0	0
Prior Years' Licenses (0 @ \$10)	0	0	19	67	17	30
Replacement Licenses (27 @ \$1.00)	<u>22</u>	<u>27</u>	<u>24</u>	<u>19</u>	<u>21</u>	<u>16</u>
TOTAL	3073	3345	2856	3123	2794	2857

* The Board of Selectmen voted to increase the dog license fees effective January 1, 2014. The dollar amount in the first four categories represents the new fee.

Fiscal Year Revenues Paid to Town Treasurer
--

Fiscal Year	2017	2016	2015	2014	2013
General Fees	127,835.10	114,973.90	89,964.85	104,885.10	100,086.90
Liquor Licenses	92,580.00	83,720.00	86,145.00	96,630.00	75,805.00
Other Licenses	24,612.00	21,470.00	23,249.00	24,387.00	20,498.00
Dog Licenses	62,068.00	67,738.00	57,744.00	61,635.00	29,368.00
Sub Total	\$307,095.10	\$287,901.90	\$257,102.85	\$287,537.10	\$225,757.90
Accrued Interest	\$968.32				
Public Record Request	\$137.50	0	0	0	0
TOTAL	\$308,200.92	\$287,901.90	\$257,102.85	\$287,537.10	\$225,757.90

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

➔ **BOARD OF REGISTRARS** ➔

*John W. Day, Chairman
Barbara B. Doyle
Ann M. Cosgrove
Theodora K. Eaton*

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham’s Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. We welcomed Ann M. Cosgrove as the newest member of the Board of Registrars.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents (the Town Census), publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The Board of Selectmen voted to change five of the ten polling locations effective with the April 8, 2014 Annual Town Election. The polling places have been designated as follows:

- | | |
|---|--|
| Precinct A - Center at the Heights | Precinct F - Needham High School - Gymnasium |
| Precinct B - Center at the Heights | Precinct G - Needham High School - Gymnasium |
| Precinct C - Newman School - Gymnasium | Precinct H - Broadmeadow School Performance Ctr |
| Precinct D - Newman School - Gymnasium | Precinct I - William Mitchell School - Gymnasium |
| Precinct E - Broadmeadow School Performance Ctr | Precinct J - William Mitchell School – Gymnasium |

FY2017 HIGHLIGHTS

The Board of Registrars conducted four elections in Fiscal Year 2017 compared to two elections in Fiscal Year 2016 – the State Primary and the Special Minuteman Election in September, the State Election in November, and the Annual Town Election in April. The November State Election had five ballot questions including Expanded Slot-Machine Gaming, Charter School Expansion, Conditions of Farm Animals, Legalization, Regulation and Taxation of Marijuana, and a local Proposition 2 1/2 – Hillside School. The voter turnout for the Annual Town Election was slightly higher than Fiscal Year 2016 due to several contested races. Government starts at the local level and stronger voter participation is encouraged

State Primary	Thursday, September 8, 2016	872 or 4.24%
Special Minuteman Election	Tuesday, September 20, 2016	2,008 or 9.7%
State Election	Tuesday, November 8, 2016	18,472 or 83.88%
Annual Town Election	Tuesday, April 11, 2017	2,099 or 9.75%

The Annual Town Listing of Residents was conducted by mail again this year. 65% returned the census forms over a four month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included with instructions on how to license your dog on the new Online Pet Registration program. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms. Hopefully the return will be even greater in 2018.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,939 plus 900 inactive voters. The 2017 population for the Town of Needham includes 32,333 residents plus 900 inactive voters for a total of 33,233. The registered voters were comprised of 6,938 Democrats, 2,453 Republicans, 11,377 Unenrolled, and 171 miscellaneous political designations. 900 inactive voters brought the total number of registered voters to 20,938.

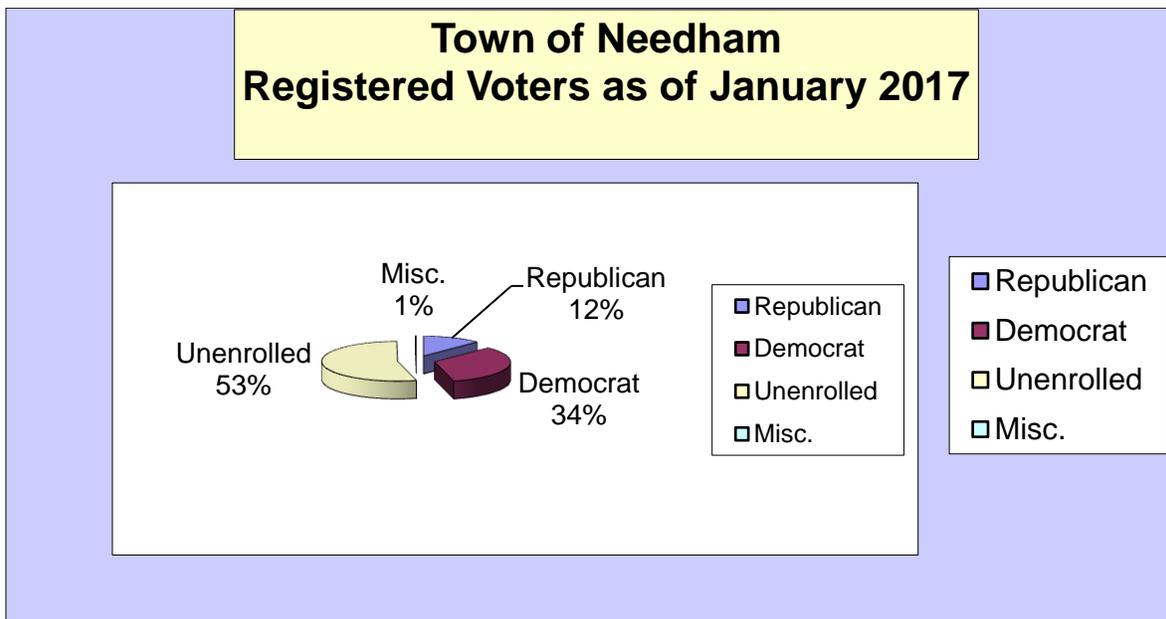
ANNUAL TOWN CENSUS POPULATION

ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL	
1990	17,693	----	28,568	
1991	18,284	----	28,470	
1992	18,092	----	28,134	
1993	18,504	----	28,074	
1994	17,703	----	28,384	
1995	18,212	----	28,740	
1996	18,490	----	29,156	
1997	19,306	----	29,340	
1998	19,514	----	29,925	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288

2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233

* Includes Inactive Voters beginning in fiscal year 1999

The 2010 Federal Census was conducted in April, 2010 with a stated population for the Town of Needham of 28,886. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. The Local Elections Districts Review Commission has approved the town's federal census numbers and this became effective on December 31, 2011. Subsequently, the Town's voters were notified of their new polling locations and all Representative Town Meeting members ran for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term. LUCA is gearing up for the 2020 Federal Census.



➔ **BOARD OF SELECTMEN/OFFICE OF THE TOWN MANAGER** ➔

BOARD OF SELECTMEN

Matthew D. Borrelli, Chair
Marianne B. Cooley, Vice-Chair
Daniel P. Matthews, Clerk
John A. Bulian
Maurice P. Handel

Kate Fitzpatrick, Town Manager
*Christopher Coleman, Assistant Town
Manager/Operations*
Rachel Glisper, Director of Human Resources

DEPARTMENT STAFF

OFFICE OF THE TOWN MANAGER

Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Louise Kempt, Department Assistant

HUMAN RESOURCES

Rachel Glisper, Director of Human Resources
*Chuck Murphy-Romboletti, Assistant Director of
Human Resources*
Ellen Reulbach, Administrative Assistant

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election.

Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town

FY2017 IN REVIEW

Selectmen Organization

In April 2017, Matthew D. Borrelli and Marianne B. Cooley were re-elected to a three-year term on the Board of Selectmen. Following the annual Town election, the Board re-organized with Marianne B. Cooley as Chairman, Daniel P. Matthews as Vice Chairman, and John A. Bulian as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Board of Selectmen annual reviews its goals and objectives for the year. Progress toward community goals in FY2017 included the following:

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

- The Board participated in the decision making process that led to the resolution of the

- Minuteman School question. A District-wide election was held on September 20, 2016 at the Center at the Heights and the project was successful in moving forward.
- The Board, along with the School Committee, Finance Committee and PPBC worked together to develop options for High School space needs, including a financing plan. The 2017 Annual Town Meeting appropriated design funding for the High School Classroom Expansion project.
 - The Board worked with the School Committee and Finance Committee to evaluate the implementation of full-day kindergarten. The FY2018 budget plan included appropriations to the Debt Service Stabilization Fund that can be reallocated in the future to support full day kindergarten.
 - A memorandum of agreement with respect to enrollment projections for FY2017 was approved by the chairs of the Board of Selectmen, School Committee, Finance Committee, and Future School Needs Committee. Subsequently, the 2017 Annual Town Meeting approved a change to the By-law reconstituting the committee.
 - Selectmen and Conservation Commission leadership continued discussions about the concept of creating a community campus at Ridge Hill/Nike site. The 2017 Annual Town Meeting approved funding of an ecological evaluation of the property and identification of the most appropriate land for development. That study is on-going.
 - The Final DPW Feasibility Study was released on October 28, 2016. Funding for Phase 1 of the project (fuel island) was approved at the 2017 Annual Town meeting, along with additional feasibility for the storage facility on Central Avenue.
 - The 2017 Annual Town Meeting approved the funding for the Rosemary Recreation Complex project and construction is underway.
 - The funding for the design and construction of the Hillside School was approved at the Special Town Meeting in October, 2016 and the debt exclusion was approved by the voters on November 8, 2016. The MSBA approved the project acceleration schedule and the school – now the Sunita L. Williams School, is expected to open in September 2019.
 - Winter Street Architects completed the feasibility study for the Memorial Park Fieldhouse. The 2017 Annual Town Meeting appropriated design funds for the project, with construction funding proposed for May, 2018.
 - The 2017 Annual Town Meeting appropriated funding for additional feasibility and schematic design for the Fire Station #2 and Police/Fire Station Study. A request for design funding for the project is proposed for the October 2, 2017 Special Town Meeting.

Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.

- The Needham Center Streetscape and infrastructure project was substantially complete in the summer of 2017.
- Construction of the First Avenue Signals began in 2017.
- The renovation of Highland Avenue from Webster Street to the Charles River (State Highway) was moved to the FFY 2019 time period.
- Stage 2 (Oct 2015 – Sept 2017) of the Add-A-Lane Project - the most significant stage of work – was completed ahead of schedule.



- The Central Avenue/Eliot Street Bridge reopened on schedule in December, 2016.
- Funding for the NPDES permit application was approved at the October 5, 2016 Special Town Meeting. The EPA has subsequently granted a one year delay of the implementation of the program to July, 2018.
- The Board approved the Sewer Impact Program Regulations at its meeting on October 18, 2016.
- The Board adopted a Complete Streets policy in February, 2017.
- At its meeting of May 2, 2017 the Board voted to amend the Street Opening Permit Policy to reduce fees for residential driveway construction.

Maintain and improve the vitality and economic success of the Town.

- The restaurant in the new Shark Ninja Headquarters in the Needham Crossing area is open to the general public. Location of NBCU and the opening of Second Avenue Residences will have a positive effect on retail and food use development.
- The Board developed a revised proposal to allow the permitting of mobile food uses at playing fields and parks. The 2017 Annual Town Meeting approved an amendment to the Town's General By-laws that will allow for the less restrictive policy.
- The CEA is working on a proposal for changes to the Industrial District Zoning with the Planning Board.
- The 2017 Annual Town Meeting appropriated \$20,000 to support N2 Innovation District marketing initiatives.

Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

- Recent initiatives to expand recycling programs include the Natick curbside food waste collaboration, the Hillside School food waste pilot program, and new sustainable composting initiatives.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

- The Board held a hearing on December 6, 2016 to evaluate the impact of broadening the historical demolition delay By-Law, and agreed to consider as a first step putting on record those properties that have agreed to be included on the inventory of historic houses.
- The Large House Zoning proposals were approved at the 2017 Annual Town Meeting.
- Board members are participating in a working group to evaluate options of a tree removal by-law.
- The 2017 Annual Town Meeting approved the creation of an Affordable Housing Trust which will be implemented in FY2018. The Community Development and Health and Human Services departments are collaborating on drafting a report on the experience of other communities with accessory housing units.
- The design for the boat launch to establish fishing areas at ponds and on the Charles River will soon begin.
- The Town's Community Housing Director is actively monitoring permitted housing units and filing appropriate reports. The Town is in compliance with its monitoring obligations.

- A meeting with the MBTA was held in January, 2017 to evaluate the possibility of implementing a Quiet Zone in Needham and representatives of the MBTA attended the Board's meeting on June 13th. Further Board discussion will be scheduled.
- A hearing was held on October 18, 2016 to revisit the Noise By-Law relative to weekend and Sunday work. After discussion, the Board agreed that improved communication would be a better solution than amending the By-law. As a first step, the Town's notice of demolition process will be revised to make sure residents have information about the noise by-law and whom to call if they have concerns.
- The Community Revitalization program funded and implemented a traffic control box art project at the corner of Highland and May Street. The Town Manager's Office worked with a local artist to implement a second traffic control box project at Oak Street and Chestnut Street.
- To address the questions about housing raised by the elected and appointed Boards which reviewed the Assessment of Housing and Transit Options for Needham Seniors, the Public Health and Aging Services Divisions worked with the Planning and Community Development Department to conduct a detailed review of comparable communities and how those towns have approached the challenges of keeping housing affordable for means-limited older residents. The resulting report explored how fairly modest zoning changes can begin to make communities more affordable to older residents.
- To address the challenge of underage drinking, additional training requirements were included in the proposed revision to the Alcohol Regulations, along with a provision requiring that all alcohol sales at food stores be handled by individuals over the age of 21. The 2017 Annual Town Meeting approved an appropriation for additional alcohol regulation compliance for the Health and Human Services Department.
- The Board sent a letter to all private trash haulers in September 2016 to inform them of the rules with respect to private trash barrels and to ask for their assistance in ensuring compliance. Additional measures will be required to improve the situation.
- This zoning amendment relative to the number of basements was approved at the October 5, 2016 Special Town Meeting and subsequently by the Office of the Attorney General.
- A member of the Board of Selectmen is participating in the Open Space and Recreation Plan working group. The board participated in an "all boards" meeting in March, 2017.
- The 2017 Annual Town Meeting approved funding for the All Person Reservoir Trail, and construction of the trail has begun.

Maintain and Enhance the Town's Financial Sustainability.

- The West Suburban Health Group has voted to offer a high deductible plan with an HAS component along with "benchmark" plans effective July 1, 2018. Existing "Rate Saver" plans will no longer be offered. The Employee Insurance Advisory Committee began meeting to discuss next steps and to develop recommendations for the Board's consideration.
- A capital facility summit was held on October 19, 2016, and was favorably received by participants.

Evaluate Town Operations and Administration

- The following Board of Selectmen policies were approved: Sale & Disposal of Surplus Equipment, Materials & Supplies (August 16, 2016), Policy for Use of Electronic Message Boards (October 4, 2016), Sewer Impact Program Regulations (October 18,

2016), Amended (amendment) Regulation for the Sale of Alcoholic Beverages (November 9, 2016), Complete Streets Policy (February 14, 2017), Amendment of Appendix 2: Locations Presently Approved for Food Trucks of the Regulation of Food Trucks Policy (April 12, 2017), Contributory Insurance Rules & Regulations (May 2, 2017) and Procedure for Designer Selection by Town Agencies (June 13, 2017).

- The Town hired an Emergency Preparedness Coordinator to help facilitate the update of the plan. The Local Emergency Planning Committee (LEPC) has been reconstituted, and held a series of table top exercises in FY2017.
- The FY2018 budget process included many discussions about the need for increased staffing in both the Police and Fire Departments. Separate reports for each department were developed and presented to both the Finance Committee and the Board of Selectmen, and proposed staffing increases were built into the FY2018 – 2022 Pro Forma budget.
- The Youth Commission, Board of Health, Council on Aging, and Personnel Board discussed and approved the concept of creating a Director of Health and Human Services position to oversee the Health and Human Services Department. A Director was appointed effective January, 2017.
- At its meeting on June 27, 2017 the Board of Selectmen voted to incorporate the Public Facilities Operations function into the Department of Public Works to improve efficiency and accountability.
- The October 5, 2016 Special Town Meeting approved the recommendation to stop mailing the Annual Town Election postcard, which was subsequently approved by the Office of the Attorney General.
- The Lieutenant Governor signed the community compact on October 13th and the Massachusetts Department of Revenue provided the town with a \$20,000 grant for implementation of an IT Audit.
- The Town has rolled out an online public request form on the Town's website to help the public better explain and direct a request. The Town is exploring technology options to catalog and report on the number, types, and complexities of public record requests

OTHER HIGHLIGHTS

- Negotiated and secured Town and State support for NBCU Tax Increment Financing Agreement;
- Responded to and participated in protracted hearings and litigation regarding the Eversource West Roxbury to Needham Reliability Project;
- Recommended and Town Meeting approved the acceptance of a speed limits statute that will allow the Town to lower the prima facie speed limit in thickly settled areas and to adopt 20 mph speed limits in safety sensitive areas;
- Recommended and secured Town Meeting funding for traffic improvements at the Eliot School;
- Settled the Fire Union contract including drug and alcohol testing (a high priority);
- Completed the fifth biennial citizen satisfaction survey in which 98% of those surveyed rated Needham as a place to live as good or excellent;
- Updated the ambulance fee rates; and
- Helped the Farmers' Market relocate to Garrity's Way.

➔ COMMISSIONER OF TRUST FUNDS ➔

Jack Cogswell, Vice-Chairman
(elected to serve April 2017 to April 2020)
Joseph P. Scalia, Chairman
(elected to serve April 2016 to April 2019)
Heydon Traub, Secretary
(elected to serve April 2015 to April 2018)

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the

number of assets we oversee, and to prudently grow those assets.

The Commissioners review the investment policy annually. This review resulted in the Needham COTF formally updating our investment policy for Trust Funds in 2009 and again in 2011, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 81 trusts. About 60% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 20% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 20% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of \$3.9 million at the end of fiscal year 2007, to about \$6.6 million at the end of fiscal 2017.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 6%-8% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as \$5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts. Your contributions are tax deductible.

➡ FINANCE DEPARTMENT ➡

*David Davison, Assistant Town Manager/Director of Finance; **Accounting:** Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Terry Caruso, Payroll Coordinator; Lisa McDonough, Department Specialist; vacant, Accounts Payable Administrative Specialist; **Assessing:** Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Karen Rogers, Department Specialist; Stanley Winston, Field Assessor; **Information Technology Center:** Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Stephen McGrath, Technology Support Technician; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator; **Office of the Parking Clerk:** Tom Leary, Parking Clerk **Procurement:** Tatiana Swanson, Finance and Procurement Coordinator; **Treasurer/Collector:** Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Department Assistant 2; Kelly Fulgione, Administrative/Office Support Specialist; Zhiwen Fung, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Marie Northup, Department Specialist.*

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center (ITC) also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$144 million general fund budget, \$18 million in special revenue, \$15 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds

of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

Fiscal year 2017 was rather a quiet year for changes in staff. In February 2017, Kelly Fulgione joined the Department of Finance in the Treasurer/Collector's office as the part-time Administrative/Office Support Specialist. The position had been vacant for nearly a year, as the Town had difficulty attracting qualified candidates, possibly because the part-time position was not eligible for benefits.

FY2017 HIGHLIGHTS

Most all budgeted appropriations occur at the Annual Town Meeting which is held prior to the start of a fiscal year. Subsequent appropriations and line item amendments are made at a special town meeting usually held in the fall. Often the subsequent actions are known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action was needed. Usually in May, prior to the June 30 fiscal year end, Town Meeting acts on other requests for budget line transfers and reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The final budget total for fiscal year 2017 was amended upward by \$167,905, a change of 0.1% from the original budget. The original budget was approved at \$144,228,127.

The Town increased its appropriation to the Department of Public Works (DPW) for expenses in the amount of \$120,000 at the October 2016 Special Town Meeting. This funding was provided so that the DPW could remove an old fence, separating the Needham High School property from private residences, which was found to be on private property. The Town removed the fence and installed a concrete wall to stabilize the slope between Town property and the residential properties.

The Health and Human Service salary budget was increased by \$61,305 to fund an environmental health agent position in the Public Health division. A review of the staffing needs was conducted during the spring and summer months to determine whether an additional position should be funded. After review and recommendation by the Town Manager, the Finance Committee recommended funding of the position to Town Meeting. The Town also increased funding for the group health insurance, employee benefits, and administrative expense budget by \$22,819 for related benefit costs for the new position.

Another change was an increase of \$3,375 to correct the amount that needed to be appropriated for the fiscal year 2017 Minuteman Regional School assessment. The original fiscal year 2017 operating budget included an appropriation of \$762,686 rather than the actual Minuteman Regional School assessment of \$766,061, which was due to a transcription error.

The appropriation to the budgetary reserve was reduced by \$87,499 to \$1,454,376. This decrease was to offset the appropriations for the new position in the Public Health, the related benefit costs, and the Minuteman Regional School assessment. These expenses were anticipated, and was agreed that if the funding was needed that it would come from the budgetary reserve, but only by Town Meeting action.

Another Town Meeting action was a budget amendment to Needham Electric Light & Gas Program in the amount of \$47,905. The Town pays for the generation of electric power from a solar array that was installed on the Town's former landfill. The power is provided to Eversource, which pays the Town for the power added to the electric grid. The amount of electricity that the solar array was producing was more power than the budget plan assumed. The Town pays approximately \$0.09 per KWH and receives on average approximately \$0.17 per KWH. The payments to the Town were credited to the General Fund.

During fiscal year 2017, the Town realized actual revenue in excess of the budget estimate of \$6.1 million, and had budget returns of more than \$4.0 million. General Fund revenue in excess of budget was higher than the fiscal year 2016 results. The higher revenue surplus was primarily due to permit income. However, the overall budget return for the year was lower than the prior fiscal year, where the Town saw a return approximately \$4.5 million.

Property tax collections remain consistently strong, and revenue growth from "New Growth" (\$2,830,797) in fiscal year 2017 was high, but was less than the amount of new growth in fiscal year 2016 (\$3,684,955), and fiscal year 2015 (\$3,922,530). The source of the growth of new tax revenue is due to the continued demand for new residential construction and increased commercial development, particularly in the Needham Crossing business park.

Motor vehicle excise tax revenue increased but not at the pace that it has in recent years, coming in at \$1.3 million over budget but just 1.3% more than actual receipts in the prior year (\$5,701,527 for FY2017 vs \$5,627,887 for FY2016). Revenue generated from other taxes and penalties was approximately \$0.80 million over the estimate, but was lower than fiscal year 2016 actual revenue by 10.5% (\$2,156,902 for FY2017 compared to \$2,410,193 for FY2016). This decline was attributed to the exceptionally high penalty income received during fiscal year 2016 from collections on some long-term past due taxes that year (penalty interest income was \$461,096 for FY2017 vs. \$728,071 for FY2016).

Revenue from licenses and permits continued to be extraordinarily high, as construction activity in Needham remained robust. Permit income was \$4,477,430 for FY2017, compared to \$2,314,222 for FY2016, and \$1,702,030 in FY2015. The increase in the fiscal year 2017 revenue over fiscal year 2016 was more than \$2.1 million, which effectively accounts for the entire increase in the total revenue surplus compared to the prior year.

Overall total actual General Fund revenue for fiscal year 2017 was \$9,950,020 more than the total for fiscal year 2016. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 82.4% of the total General Fund surplus, up from the 79.7% that these sources comprised in 2016.

The General Fund operating budget, which accounts for most of the expenditures, returned \$4,031,835 or approximately 2.8% of the operating budget appropriation; the return for fiscal year 2016 was \$4,406,846 or approximately 3.2% of the appropriation for that year. The highest dollar turn back was from budgetary reserve fund in the amount of \$744,621, approximately 18.5% of the total operating budget return. The amount returned was lower than fiscal year 2016 return, but as a percent of the original budget was higher than average. The \$744,621 return represents approximately 48% of the original voted budgetary reserve fund of \$1,541,875. The draws on the reserve fund during fiscal year 2017, above the amount transferred by Town

Meeting at the October 2016 Special Town Meeting, was \$10,000 for additional feasibility work requested by various Town boards on the High School expansion proposal. A transfer of \$103,425 to the Town's legal budget was approved as a contingency for pending outside counsel bills for several cases that the Town is a party. The annual transfer to cover snow and ice removal expenses above the base budget of \$408,039 for FY2017 was \$596,330 for a total actual expense of \$1,004,369. This compares to the total actual expense for fiscal 2016 of \$775,062 and \$1,713,370 for fiscal 2015.

The Needham Public Schools returned \$542,358 or 0.8% of the original budget of \$65,189,914, which compares to \$519,301 (0.8%) that was returned in 2016. The Police Department returned \$537,182 or 8.3% of its budget. Most of the return (\$481,215) was salary savings from several positions being vacant. Lower fuel prices contributed to the expense turn back. The Group Health Insurance, Employee Benefits & Administrative Costs budget returned \$476,592 or 3.6% of appropriation which compares to 3.5% of the fiscal year 2016 budget return. The Public Facilities Department returned \$239,685 or 5.9% of its budget which compares to the \$526,459 or 6.1% of the fiscal year 2016 budget return. The turn back came almost equally from salary and wages \$129,737 and expenses \$109,948. The personnel savings was due to transfer of some salary expense from the construction division which relates to specific construction projects. The expense return was from lower custodial supply expenses charged to the budget. The Fire Department also had a number of vacancies during the year which accounts for most of the \$214,107 that was returned, 98% (\$211,294). The other 17 departments returned in total \$631,815 or 3.8% of their combined amended budgets for the year.

The Townwide expense budgets (excluding the budgetary reserve fund and benefits budgets) returned a combined \$645,475 or approximately 2.3% of their related total amended budget.

The Total General Fund balance for fiscal year 2017 was higher than 2016. Fund balance was \$45.3 million for fiscal year 2017 compared to \$37 million for fiscal year 2016 or approximately a 22% change. However, the unassigned portion of the General Fund declined slightly from fiscal year 2016 with a balance of \$19.4 million which compares to approximately \$21 million for 2016. The decline in the balance was not unexpected as a significant amount of Free Cash was appropriated during fiscal year 2017, primarily for fiscal 2018 spending purposes.

The Town appropriated \$11,387,990 of its Free Cash during the year compared to the \$6,190,372 in Free Cash appropriated during fiscal year 2016. The Free Cash certified for fiscal year 2017 was \$13,849,687; the amount certified for use during fiscal year 2016 was \$6,890,372. The Town used a significant amount of the Free Cash for capital investment, special finance warrant articles, and reserves. The Town's use of Free Cash for funding the subsequent fiscal year operating budget was in line with management's guidance of not more than two-percent of the previous year's final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less.

The Town appropriated \$5,238,467 of the Free Cash for cash capital which included \$2,011,000 for public roads and related infrastructure improvements, \$1,056,000 for the construction of a new fuel depot at the public works which provides fuel for all Town and School vehicles and equipment, \$646,305 in core fleet and special equipment investment, \$657,290 in cash capital for the Needham Public Schools, and \$717,872 directed to other various General Fund cash capital improvements. The balance of \$150,000 was for a feasibility study of siting and construction of

a seasonal storage facility for public works equipment at the Recycling and Transfer Station property. The Town appropriated \$610,000 for general facility repairs and maintenance, \$250,000 for repairs and refurbishment of various equipment in the Town's public works fleet to extend the useful life of the equipment, and \$285,000 for various projects and programs.

The Town appropriated \$1,671,990 to the Athletic Facility Improvement Stabilization Fund; \$258,051 was appropriated between its Capital Facility and Capital Improvement Stabilization Funds; and \$185,000 to the Debt Service Stabilization Fund.

The Town also appropriated \$15.8 million to fund the construction of two new outdoor pools and an office and recreational facility at the Rosemary Lake. This project is funded by a combination of cash (\$4.8M) and debt (\$11M) with contributions coming from both the General Fund and the Community Preservation Fund. The facility is expected to open in 2018.

At the May 2017 Annual Town Meeting \$950,000 was approved to fund design work to expand the Needham High School. The project was on a fast track schedule and the expansion is anticipated to be done in time for the 2018/2019 school year. The Town anticipates a construction funding request during fiscal 2018.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2017 reports:

1. General Fund Balance Sheet
2. Total Governmental Funds Combined Balance Sheet
3. Total Governmental Funds Revenues, Expenditures, and Changes in Fund Balances
4. Statement of Net Position for each of the three enterprise funds
5. Statement of Revenues, Expenses and Changes in Net Position for each of the three enterprise funds
6. Statement of Cash Flows for each of the three enterprise funds
7. Statement of Budget Appropriations and Expenditures
 - a. General Fund
 - b. Solid Waste Enterprise Fund
 - c. Sewer Enterprise Fund
 - d. Water Enterprise Fund
 - e. Community Preservation Administrative Budget
8. Tax Rate Recapitulation as Approved by the Department of Revenue
9. Schedule of Trust Funds

Below are the individual statements by the different divisions within the Finance Department. Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Department of Finance strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties. You may also find more financial information from the Town's web page www.needhamma.gov/finance.

Accounting Office – The office staff processed a total of 55,938 paychecks/direct deposits during fiscal year 2017. The staff reviewed and processed 31,315 invoices from vendors for payment, 1,215 expense reimbursements, and 316 contracts. The office also reviewed and

processed 2,400 encumbrance requests plus an additional 944 revision requests during the fiscal year.

Encumbrances Processed		
Department	FY2016	FY2017
Building Department	6	6
Commission on Disabilities	3	2
Department of Public Works	726	714
Finance Committee	3	1
Finance Department	212	237
Fire Department	114	131
Health and Human Services	133	142
Historical Commission	-	-
Memorial Park	2	1
Municipal Lighting Program	5	10
Municipal Parking Program	15	15
Other Functions	20	35
Park & Recreation Department	111	103
Planning and Community Development	40	37
Police Department	113	15
Public Facilities	758	600
Public Library	83	99
Town Clerk & Board of Registrars	36	31
Town Counsel	11	18
Town Manager	69	67
Total	2,460	2,264

The accounting office is also responsible for posting all revenue received to the General Ledger, and performing outside departmental audits and reconciliations needed for the annual independent audit. The office staff also must prepare and file various Federal and State reports such as the employer quarterly tax return filing of withholdings (Form 941), annual W2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and various revenue and expenditure reports to the Department of Revenue. All of those reports have stringent deadlines.

Assessing Office – The office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual tax classification public hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office which added new value to the property. All these inspections were completed prior to June 30, 2017. This is the statutory deadline for the collection of New Growth for the following fiscal year.

Some of the more significant development noted by the office in 2017 are as follows:

The residential real estate market in Needham has continued moving higher since last year's review, with the median single family sale price moving up just under 12% year over year. Over the past five years the median single family sale price has jumped nearly 30%, while the condo median sale price has gone up almost 60%. As required by the Mass DOR, the latest assessments reflect this upward market curve. The upward movement of assessed values was also influenced by updating of the "Cost" tables, used to calculate residential building values, to reflect the ever increasing cost of labor and materials in the construction industry. While analysis of the single family sales from calendar year 2016 were within the statistical parameters acceptable by the DOR in the annual review, the strong 2017 market will likely require some upward adjustment across many neighborhoods to be acceptable for fiscal year 2019.

The nomenclature change from "The Industrial Park" to "Needham Crossing" has become a physical change that is made obvious by a quick trip from the Highland Avenue to Great Plain Avenue ramps on Route 128, where the new Trip Advisor headquarters and Marriott Inn now dominate the landscape. The slight upward blip in values of income properties reflected in fiscal year 2018 is sure to continue as the restoration of office space formerly occupied by General Dynamics has been completed and the 400 unit residential project nears completion making the Crossing a more desirable alternative for emigres from the over-priced Boston commercial real estate market. The mid 2018 completion of the Claremont Needham Suites and the redevelopment of the former General Dynamics B Street property by NBC Universal will only enhance the area as a destination for high end business prospects going forward.

The evolution from industrial park to Needham Crossing has had an added benefit with regards to the type of taxable business personal property being reported. Filing cabinets and phone systems have been supplemented by cutting edge blade servers and data processing equipment resulting in increased new growth for the tax levy as this high end technology has a much shorter useful life than the traditional file cabinet, thus has to be replaced more often by the next generation of equipment that emerges. The anticipated influx of yet more high tech equipment at the NBC compound will likely make that individual account the largest contributor to business personal property in Needham for years to come.

The passage of the Municipal Modernization Act has brought some changes to the way the Assessor's office will operate going forward. The most significant of these are the change in the Certification cycle from three years to five years and the consolidation of the Overlay account, used to cover statutory exemptions and abatement refunds, into a single account as opposed to individual accounts tied strictly to specific fiscal years.

The department was also essential in effecting a change, with significant financial assistance from the State, to the replacement of 20 year old assessment software to a more efficient product that will serve the Town well for years to come.

As always, the office processed thousands of auto excise bills in addition to processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests, and daily information requests from internal and external sources.

Type of Property	FY2015	FY2016	FY2017
Single Family	8,372	8,378	8,381
Condominium	811	870	888
Two Family	251	239	234
Three Family	14	14	14
Four + Family	27	25	24
Other Property	6	6	6
Vacant Land	161	161	159
Chapter Land	13	13	12
Mixed Use	25	24	22
Commercial	391	385	382
Industrial	40	40	40
Personal Property	590	600	599
Total Accounts	10,701	10,755	10,761
Total Taxable Value	\$8,838,727,746	\$9,068,188,822	\$9,241,074,840
Value Including Exempt Property	\$9,510,940,341	\$9,752,260,517	\$9,934,393,715

Information Technology Center (ITC) – ITC continues its support of technology hardware, software, services, and systems for the Town Departments. As has occurred for the past several years there has been a continued growth in Information Technology Users (ITU) throughout the Town which increases the daily demand for services by the ITC. This growth includes the desire by departments for greater mobile presence for workers out in the field as well as 24x7 access to Town systems, applications, and networks. The support needs of Public Safety departments on ITC have increased as those departments move to upgrade processes done locally and in the cloud. This has increased the demand for security and support from ITC, specifically assistance from the Network Manager. The Network Manager position coordinates network engineering, security, and appliance support across multiple buildings and departments often times requiring 24x7 support. The Applications Administrator has continued to fulfill that position's place within the department by supporting enterprise applications, such as the General Ledger and the Town's web site, along with support and training both for individuals and groups for the desktop applications. The Applications Administrator, in conjunction with the Technology Support Technician, allows for more effective response to user request for computer and peripheral assistance. The Geographic Information Systems (GIS) Administrator continues to work with multiple departments assisting in analytical projects as well as preparing for infrastructure updates, flight imagery, and geospatial data collection.

Parking Clerk - The on-street and municipal parking lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs

installation of signs and meters and repairs and maintains equipment and parking lots. Within the Treasurer/Collector’s office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the office of the Parking Clerk.

The office of the Parking Clerk holds office hours to hear appeals. Requests for appeals are accepted in person, by mail and online. Ongoing contact is maintained between all Town departments involved in parking activities, and a fair and impartial process for investigating and resolving disputes is in place. Inspections of existing parking meters are regularly conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds promptly with the necessary repairs.

	FY2015	FY2016	FY2017
Tickets	5,116	5,047	3,993
Appeals	473	369	339
Appeal %	9.25%	7.31%	8.49%

Purchasing - The Purchasing Division oversees the procurement of materials, supplies, and services by Town Departments to ensure compliance with state laws and local regulations. Towards this end, the Purchasing Division strives to safeguard taxpayer dollars by obtaining the most advantageous value and promoting a fair competitive process that is honest and open. The division reviews all purchase order requests to ensure the required documentation is provided. We provide guidance and regular training in all matters related to procurement compliance. Procurements that necessitate the use of a sealed bid process; the Purchasing Division is involved with all aspects of the solicitation, from specification drafting and legal advertising, to bid evaluation and contract execution to ensure a successful completion. The division prepares service agreements for departments without dedicated personnel for procurement and reviews and executes agreements submitted by other the departments.

Some highlights during the last fiscal year include:

The Town consolidated all the electric and gas accounts into one budget, except for those expenses incurred by the enterprise funds. The Purchasing division was tasked with the consolidation, monitoring, and payment processing of all the energy accounts, including the enterprise funds.

Purchasing conducted two training sessions for employees with purchasing responsibilities. The training sessions focused on procurement requirements and navigating the State’s purchasing website.

In partnership with the State’s Operational Services Division, the Town hosted a Vendor Fair in the Town Hall. The event was designed to answer local vendors’ questions about becoming a Statewide Contractor and explain the process of doing business with the Commonwealth of Massachusetts and the Town.

The Finance and Procurement coordinator serves as general insurance liaison for risk management administration. As part of the insurance rewards program offered by the Town’s insurer, we have implemented an initiative that consists of providing informational sessions on

risk management to Department Managers and Town employees. We continue to promote safety training opportunities and to explore opportunities to reduce risk and contain risk costs for the Town.

	FY2015	FY2016	FY2017
Purchase Orders Reviewed	1,811	2,363	2,128
Contracts Prepared for Town Departments	25	41	43
Contract Awards Reviewed	326	307	306

Treasurer/Collector - The office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options. The Treasurer earned \$278,831 in interest income for the General Fund during fiscal year 2017, which was an increase over 2016 when the Town received \$111,635. The outlook for fiscal year 2018 is a gradual but consistent increase in interest income. Interest rates are approaching or even exceeding one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2017 the Treasurer/Collector assisted, thanks to the generosity of Needham residents, in the award of \$11,100 in property tax relief to the elderly and disabled to twenty Needham households. The property tax assistance appropriation of \$22,022 was awarded to 20 Needham households.

The Treasurer issued \$10,945,000 in long term debt to fund various capital projects and \$5,399,120 in short term debt. Needham submits financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2017 was \$86,146,163.

The Treasurer/Collector ensures that all bills, i.e. real estate, personal property, excise, water and sewer are billed timely and in accordance with state statutes. The Town of Needham now offers tax payers the ability to pay their Water / Sewer Bills and Motor Vehicle Excise taxes online. Parking tickets and Ambulance payments can also be paid online through our third party provider. Bills can also be paid through any home online banking service. A drop box has been installed in the front of Town Hall for the convenience of those wanting to pay by check after normal business hours. The Collector's office continues to pursue ways to make paying easier and more convenient.

The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. During fiscal year 2017, approximately \$132.9 million in billed revenue flowed through the Treasurer/Collector Office. The collection rate for all receivables billed through the

department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

Real Estate Tax Collections	\$118.8 million
Motor Vehicle and other Excise	\$ 5.7 million
Personal Property Tax Collection	\$ 5.2 million
CPA Surcharges	\$ 2.1 million
Other Tax Collections	\$ 0.4 million
Ambulance Receipts	\$ 0.7 million

	FY2015	FY2016	FY2017
Sewer and Water Bills Issued	45,702	45,783	46,983
Real & Personal Property Tax Bills Issued	42,714	43,121	43,834
Motor Vehicle Excise Bills Issued	28,949	29,290	29,272
RTS Sticker Applications	2,004	2,737	1,484

➔ **FINANCE COMMITTEE** ➔

- Richard Zimbone, Chair*
- Richard Reilly, Vice Chair*
- Barry Coffman*
- Tom Jacob*
- Kenneth Lavery*
- Richard Lunetta*
- Louise Miller*
- Carol Smith-Fachetti*
- Louise Mizgerd, Analyst*

MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget for the following fiscal year to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues with financial implications through open discussion and reliance on policies and principles of sound fiscal

management. The Committee is mandated by state law to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager, School Superintendent and School Committee each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duties of presenting a balanced budget and making capital spending recommendations to Town Meeting, the Finance Committee asks detailed questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to developing a balanced budget. The process includes meetings, site visits, research, and analysis by the Finance Committee on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can maintain its infrastructure and preserve the essential services which benefit its residents.

FISCAL YEAR 2017 HIGHLIGHTS

Capital Financing

- **Facilities Financing Plan** – During the summer of 2016, which was the beginning of Fiscal Year 2017, the Finance Committee reviewed the new facilities financing plan, which showed how the Town could pay for the projects in the Facilities Master Plan. The financing plan showed that the debt service payments would exceed the Town’s debt policies for five years if all of the projects moved forward as planned. The Finance Committee concluded that the Town could afford the projects by relying on funds from the Debt Service Stabilization Fund, which was established specifically to supplement debt service obligations and allow the Town to stay within the debt policies.

The Finance Committee also reviewed an updated facilities financing plan in April 2017 that accounted for a change of funding of the Sunita Williams School from debt within the levy, to excluded debt following a successful Proposition 2 ½ “override” vote which freed up some debt capacity. In addition, an updated level of free cash provided meant there was sufficient cash to fund one smaller project that had been planned to be financed with debt. With these changes, enough debt capacity was opened up to reduce the reliance on the Debt Service Stabilization Fund to four years given current revenue projections. The Finance Committee noted that the assumptions underlying the finance plan were conservative and the Town was likely to experience stronger revenue growth than assumed.

Capital Projects

- **Sunita Williams School (Hillside School Replacement)** – At the October 2016 Special Town Meeting, the Finance Committee recommended funding the construction of the Sunita Williams School construction project, the new elementary school that would replace the aging Hillside School. The Finance Committee carefully considered many different facets of the project but focused on two issues that most significantly affected the cost: the size of the building and the amount of state reimbursement. The Finance Committee found that the size of the planned facility was an appropriate size, given the programming needs and the enrollment projections. The Finance Committee was also satisfied that that the Town had worked to maximize its level of reimbursement available from the Massachusetts School Building Authority (MSBA.)
- **High School Expansion Project Design** – The Finance Committee supported the appropriation of design funds for the High School Expansion at the May 2017 Annual Town Meeting. The Town reviewed the five design options considered for the expansion project, and considered the programming and current usage of space. The Finance Committee very carefully considered the enrollment projections and considered the best way to determine the classroom space actually needed. As part of a separate warrant article, the Finance Committee supported a change to the Future School Needs Committee that would change the composition of that Committee and allow the Finance Committee more involvement in the development of enrollment projections.
- **Rosemary Pool Complex Construction** -- The Finance Committee carefully considered the construction costs for the proposed Rosemary Pool Complex. The Finance

Committee reviewed the funding strategy, which included using debt funded through the levy combined with debt supported by funds collected under the Community Preservation Act. The Committee maintained its reservations expressed in the design phase regarding the high cost of the project, especially in light of the limited seasonal use of the pool and the number of residents expected to use the facility. There was also concern about the second floor office and programming space, and the affordability of this project in light of other planned projects. Town Meeting voted to appropriate funds to complete construction of the Rosemary Pool Complex.

- **Public Safety Buildings Design** -- The Finance Committee reviewed staffing reports for both the Police and Fire Departments which indicated that expanded services are needed, particularly with the significant commercial growth at Needham Crossing. The Committee also looked at the space needs in light of services and programs. The Finance Committee supported the appropriation of design funds at the 2016 Annual Town Meeting for the Police and Fire Station 1 building, as well as the Fire Station 2 building.

Operating Budget Recommendation for FY2018

Each year, the Finance Committee must develop an operating budget for the following year to recommend to Town Meeting. The Finance Committee began the FY2018 budgeting process during FY2017 in an environment of continued economic growth. During 2014 to 2016, Needham experienced substantial revenue growth, much of which was attributable to significant new growth in the tax base. For the third year, the projected level of new growth was increasing at a lower rate than the prior year, though still strong. In FY2018, property taxes, the largest part of General Fund revenue, were projected to continue increasing. State Aid was projected to remain level, as the Town's budget process takes place before the State budget is certain, and there were not clear indications of increasing aid for Needham. Local receipts were expected to increase. Free cash, another significant source of General Fund revenue was very strong in FY2017, available for funding FY2018 needs.

BUDGET PROCESS

The Finance Committee began its budget process in December 2016, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review.

The Finance Committee held hearings to review the budget request of each the Town department, board, and committee. As every year, in preparation of a budget recommendation for FY2018, the Finance Committee:

- carefully reviewed every spending request on its own merit and with regard to the impact of each request on resident services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, school administrators, and leaders of committees and boards to discuss operational and capital needs;
- held budget hearings with each department; and
- deliberated each request in depth.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- maintain essential services currently provided to citizens and other user groups;
- sustain commitment to infrastructure spending;
- preserve and strengthen financial security;
- encourage long-term planning; and
- evaluate requests for new or additional services and expenditures.

The Finance Committee received the Town Manager's executive budget and revenue estimates released on January 24, 2017. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2018 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January.

The Finance Committee found that the department managers' FY2018 spending requests overall were carefully considered and conscious of the need for fiscal discipline. Nevertheless, health insurance premiums continue to increase faster than the rate of revenue growth. The School Department special education and transportation costs are also potential areas of concern. A transportation study group, which included a member of the Finance Committee, convened to examine the sustainability of school transportation and make recommendations for any needed changes. The Town reviewed available alternative health insurance plans and providers. While the Town continues to make significant efforts to moderate these increases, such as joining consortiums or renegotiating contract terms where possible, some causes remain beyond the Town's control.

FY2018 OPERATING BUDGET HIGHLIGHTS

As in previous years, the Finance Committee's recommended budget for FY2018 provided for level services in most areas of the budget and also allowed limited additional funding for increased services.

- **Townwide Expenses**

Townwide Expenses continued to reflect rising health insurance premium rates in the Employee Benefits line. The Retirement Assessments and OPEB budget lines increased in order to continue to make progress to fund the unfunded pension liability following a determination to decrease the projected rate of return on fund assets. The Debt Service line increased to fund additional capital projects.

- **Department Budgets**

The budgets for almost all Town departmental budgets increased modestly in FY2018 due to cost-of-living salary adjustments. Salaries are a significant portion of the Town's operating budget since the Town's main business is providing services to residents.

As noted above, the Finance Committee reviewed staffing reports prepared by the Police and Fire Departments to consider anticipated future requests for additional staffing. The Finance Committee recognized the potential need for additional staffing, and looks forward to continuing the discussion and reviewing the requests when the Public Safety construction projects are closer

to completion. The Finance Committee reviewed a request for additional staffing in the Operations Division of the Public Facilities Department. The Committee appreciated the need, but deferred the request pending upcoming changes in the departmental leadership. In addition, the Finance Committee reduced requested funding for seasonal wages in the FY2018 Park and Recreation Department budget due to closure of the Rosemary Pool during the construction of the new facility.

- **Public Education**

Minuteman Regional Vocational Technical School: The Minuteman School assessment in the FY2018 budget increased due an expected decline state aid as a result of a decrease in the number of towns in district. As mentioned last year, the capital costs associated with the Minuteman School are expected to increase significantly in the coming years as the district embarks on a capital project to build a replacement facility.

Needham Public Schools: The Finance Committee recommended fully funding the School Committee's budget as voted. The School Department has been making progress at expanding its programming to meet the needs of some students who might otherwise have to seek services outside the district. The budget recommendation included a significant reduction by the School Committee with the objective that the FY2018 funds could be set aside in the Town's Debt Service Stabilization Fund. The recurring amount would then be available for funding future operating costs such the costs associated with the planned implementation of the full-day kindergarten program. There was also an increase in the School Department's technology budget to continue funding the technology programs.

The Finance Committee's FY2018 recommended operating budget was structured to meet the current needs of the Town and Schools and to prepare for an upcoming expansion of services. Ultimately, the budget recommended by the Finance Committee for FY2018 was balanced and fiscally sound, reflecting recently improved efficiencies and services, while preparing to meet future needs.

Cash Capital Spending Recommendations for FY2018

The Finance Committee received the Town's Capital Improvement Plan for FY2018 – FY2022 released in early January 2017. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher-than-projected revenue in a previous year. \$1,895,467 from free cash was allocated for FY2018 cash capital needs. The General Fund cash capital appropriation for FY2018 included a number of expenses including: traffic improvements, data servers and storage, energy efficiency upgrades, firefighting equipment, and the fleet vehicle replacement program.

FUTURE OPPORTUNITIES AND CHALLENGES

The Finance Committee will continue to closely monitor the debt service burdens being undertaken by the Town. It is critical to be mindful not only of the Town's financial condition but also of the tax burden placed on taxpayers by these new projects. The Town's ongoing major capital projects such as the Sunita Williams School, the Rosemary Pool Complex, and the new Police and Fire stations will require new borrowing. The new elementary school will be funded with excluded debt, meaning that the voters gave permission for the Town to collect additional

taxes beyond what can be collected for debt that is supported within the levy limit. It is expected that an additional debt exclusion vote will be needed to fund the Police and Fire stations. The debt exclusions, combined with increasing interest rates, can be expected to increase property taxes for residents. The Finance Committee will also examine the increases in operating costs that can be expected with new and expanded facilities.

In recent years, the Town has experienced period of higher-than-average revenue growth. New development at Needham Crossing as well as revenue from the production of solar energy have contributed to an increased tax base. The new growth that has increased the tax base is expected to cause increased demands on Town services, particularly on Public Safety, Public Works, and the Schools. The increased revenue stream has provided an opportunity to expand services and facilities if handled prudently. The Town created a new Debt Service Stabilization (DSS) Fund that has provided a way to redirect a portion of the new revenue stream into a fund, so that later it can be redirected back to the operating budget. The DSS fund is being used to prepare to fund anticipated increased staffing in the Police and Fire Departments as well as the additional operating costs of the new town-wide full-day kindergarten program.

CONCLUSION

The budget recommended by the Finance Committee for FY2018 was balanced and fiscally sound, reflecting improved efficiencies and services. Fiscal restraints and continued anticipated revenue growth should position the Town well to meet its future needs.

The Finance Committee remains committed to working with the Town Manager, School Superintendent, Board of Selectmen, School Committee, School Administration, Town Administration, Department Managers and other Town leaders in order to encourage careful long-term planning. This is particularly important now with the Town embarking on a number of significant capital projects. The Finance Committee believes that long-term planning efforts will help the Town to be ready for the challenges that lie ahead.

The Finance Committee deliberates the operating and capital budgets and other issues with fiscal implications to the Town fairly and openly at all times. The Committee meets on select Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings and agendas are posted with the Town Clerk at Town Hall and placed on the main calendar on the Town's website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours to considering issues and developing a budget that is a fair and equitable to recommend to Town Meeting. The Committee believes that its independent and objective recommendations help keep Needham a thriving and dynamic community.

➡ LEGAL DEPARTMENT ➡

David S. Tobin, Town Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal services to all of the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves contracts when

requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY2017 HIGHLIGHTS

During fiscal year 2017, commencing July 1, 2016 and ending June 30, 2017, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following:

- Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.
- Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition of real estate.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.
- The Legal Department engaged and worked with outside counsel to represent the town in the following matters:
 - Labor relations
 - Cable Television
 - Environmental matters
 - Affordable Housing
 - Solar Power
 - Real Estate Closings

FY2018 FORECAST

In fiscal year 2018, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

↘ MODERATOR ↘

Michael K. Fee, Moderator

Department Staff: None

Budget: Zero

Mission: The Town Moderator is a volunteer elected official who presides over Needham Town Meeting. Our Town Meeting is a representative town meeting, a "citizen legislature" comprised of "members," each of whom is elected from one of Needham's 10 precincts and several "at large" members who are elected officials – including the Moderator – and chairs of certain elected boards in our town. Under Massachusetts law and Section 14 our Town Charter, Town Meeting is the ultimate authority over all municipal affairs. For example, each year Town Meeting must vote to authorize how much money will be spent on



all Town services, including schools, public works, public safety and public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of long-term debt by the Town of Needham, financing that is used primarily for major capital projects such as new or renovated buildings. In short, in the words of our Charter, Town Meeting exercises "all powers vested in the municipal corporation." The Moderator also appoints citizens to various committees such as the Finance Committee, the Personnel Board, the Community Preservation Committee and the Youth Commission.

FISCAL YEAR 2017 HIGHLIGHTS

- Our Town Meeting convened twice in FY2017: a Special Town Meeting held on October 5, 2016, and our Annual Town Meeting (which also included a Special Town Meeting) held in four sessions in May 2017. All meetings were held at James Hugh Powers Hall, the "Great Hall" in Needham Town Hall.
- The October 2016 Special Town Meeting addressed a 13-article warrant that included important matters such as the appropriation of over \$57 million for the construction of a new Hillside School, revisions to Needham's zoning by-laws, and FY2017 budget amendments.
- During the Annual Town Meeting in May 2017, Town Meeting Members were presented with a Warrant containing 65 articles, including the authorization of a FY2018 operating budget of over \$152 million and many other important actions. For the first time, Annual Town Meeting addressed various zoning by-law amendments in a single, dedicated session. The Meeting also approved various capital items such as the construction of a new Rosemary Pool complex and early design phase for new Public Safety buildings, and the engineering and design phase for the expansion of Needham High School
- The Warrant for the Special Town Meeting held within the Annual Town Meeting in May contained 11 articles, comprised of a Tax Increment Financing agreement related to certain development in the Needham Crossing area budget adjustments for the current fiscal year.
- In Fiscal Year 2017, the Town of Needham website continued to be a vital resource for Town Meeting Members. Through the website, Members may access copies of our Warrant, the Town Clerk's Minutes and informational materials on specific articles that come before Town Meeting.
- One week prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Center at the Heights. The League helped arrange, publicize and conduct these meetings, which were preceded by an orientation session I ran for newly elected Town Meeting Members.
- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors.

- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY2017. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, as well as dues to the Massachusetts Moderators Association and travel to meetings.
- I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. As mentioned above, the Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, Future School Needs Committee and the Youth Commission, as well as appointing our representative to the Minuteman School Committee. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2017. Any citizen who wishes to be considered for a position appointed by the Moderator should feel free to contact me.

➔ NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM ➔

Retirement Board

Evelyn Poness, Chair

Sandra Cincotta

John Krawiecki

Robert Mearls

Thomas Welch

Staff

Juanita Hearn, Administrator

Katina DaRosa, Retirement Specialist

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of \$167 million. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration

Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of 9.67 % since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in

Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pension costs. The Board has accepted a new actuarial study as of January 1, 2017. Needham's pension obligation will be 100% funded by the year 2030.



PLANNING AND COMMUNITY DEVELOPMENT

➤ CONSERVATION COMMISSION ➤

Janet Bernardo, Chair

Sue Barber

Artie Crocker

Stephen Farr

Peter Oehlkers, Vice Chair

Cory Rhoades

Alison Richardson

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within, or within one hundred feet of, wetlands, rivers, streams, and ponds, and within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation;
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases;
- Educating the public about the importance of protecting wetlands and other open space; and
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Community Development Department and includes a full-time Director of Conservation, a part-time Conservation Specialist and a part-time Administrative Assistant.

FY2017 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. During FY2017, the Conservation Commission met formally a total of twenty-one (22) times and held a total of forty eight (48) public hearings (refer to Table 1).

Table 1: FY 2017 Conservation Commission Application Filings & Requests

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	28
Request to Amend Order of Conditions ¹	3
Request for Determination of Applicability ¹	17
Abbreviated Notice of Resource Area Delineation ¹	0
Extension Permit ¹	2
Emergency Certification	1
Certificate of Compliance	30
Minor Modification Request	9
Enforcement Order	5

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Violation*	5
Trail Maintenance Notification Form	2
DPW Generic Permit Activity Notification Form	2
Exemption Letter	13
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing

*Notice of Violation result in the issuance of fines

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled forty-one (41) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission’s jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2017, five (5) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

In FY2017, the Conservation Division implemented an initiative to promote compliance with existing permits issued by the Conservation Commission. Staff issues standardized post cards to permit holders alerting them of various permit requirements or permit expiration dates. The goal of this program is to encourage voluntary compliance and project close-out that saves permit holders time and money, while reducing the need for enforcement actions by the Conservation Commission.

The Conservation Division continued its ongoing work to implement the Comprehensive Trails Master Plan in addition to oversight and management of existing conservation lands. Design and permitting of the Needham Accessible Reservoir Trail (NART) was completed, with construction beginning in the summer of 2017. This fully-compliant ADA trail will become a unique asset to the town, providing resources to an underserved segment of the population.

Construction of the Needham Accessible Reservoir Trail in the summer of 2017.



The Division continued its implementation of the Ecological Management Plan for Ridge Hill Reservation. A volunteer group from Needham's TripAdvisor worked to clear woody vegetation from the grassland meadows in the summer of 2017. The Division also offered a summer conservation internship in 2017, which was filled by Ashley Landrein. Miss Landrein worked to assist the Division on a variety of projects, including developing conservation-related posters for Ridge Hill Reservation's grassland meadows and the installation of additional nest boxes on the property.

In cooperation with Park & Recreation, the Conservation Division worked toward completing an update of the Town of Needham Open Space and Recreation Plan (OSRP). Working with a consultant funded through Community Preservation Act dollars, this effort involved significant public outreach and a detailed review of the 2007 OSRP. The updated plan will guide open space decisions of Needham for the next five years and beyond.

The Conservation Division provided a number of educational outreach opportunities in FY2017, including hosting a well-attended presentation of the life history and behavior of coyotes in urban and suburban environments. Division staff also collaborated with the Parks & Forestry Division and the Water & Sewer Division by participating in a panel discussion on *Preserving Natural Resources in Needham*, hosted by the League of Women Voters.

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

➔ **COUNCIL OF ECONOMIC ADVISORS** ➔

Matthew Talcoff (Chair), Glen Cammarano, Maurice Handel, Thomas Jacob, Virginia Fleisher, Martin Jacobs, Robert Hentschel, Michael Wilcox, Jack Cogswell, Ted Owens, Bill Day, Stuart Agler, Peter Atallah, Rick Putprush, and Russ MacTough, Devra Bailin, the Economic Development Director, serves as staff to the CEA.

MISSION

The CEA was established by the Needham Board of Selectmen ("BOS") to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

FY2017 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to Needham Crossing as to use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting. Construction of this game changer has been completed. This year, the CEA worked to support the TIF to NBCUniversal, whose regional headquarters could serve as an impetus for expansion of a media cluster in Needham Crossing; the TIF was approved by Town Meeting in May.

The CEA continues its efforts in branding Needham Crossing and has been working cooperatively with Newton on the N² Innovation District. Public and private contributions have provided the funding necessary to begin implementation of the recommendations in the Camoin study through the Newton Needham Regional Chamber. Needham stands to greatly benefit from the joint marketing initiated with the implementation. Media recognition of Needham Crossing within the N² Innovation District is growing. The CEA continues to explore options for gateway and highway signage to enhance name recognition.

The CEA has made the streamlining of permitting a priority. Through its Downtown Subcommittee the CEA continues to work with the Planning Department, Board of Selectmen and the Planning Board to implement additional changes to create a less cumbersome permitting process. Work is underway to implement changes in addition to those already adopted by Town Meeting.

The CEA also established as a priority the support of independent locally-owned businesses in Needham, especially in relation to the vibrancy of the downtown. Through the Newton Needham Regional Chamber's Needham Economic Development Committee, CollectiveNext, a company owned by Needham residents, has begun an initiative to Reimagine Needham Center. By bringing together community representatives in highly interactive collaborative brainstorming sessions, the Committee intends to create a vision and plan for ensuring the immediate and future cultural and economic vitality of Needham Center. The CEA is participatory in these efforts.

The CEA through its Industrial Zoning District Subcommittee held public meetings beginning in 2014 and discussed zoning changes to up-zone certain areas along Route 128, which are critical areas of economic development now constrained by restrictive zoning. Draft zoning was discussed but until the CEA received funding from Town Meeting in May 2015 to formalize build-out, traffic and elevation impacts to the areas in question, efforts could not move forward. The CEA, after meeting with residents, businesses, owners and Town officials in June of 2017, formalized its recommendations for three Highway Commercial districts along Route 128 and those recommendations will be forwarded to the BOS and Planning Board for consideration.

The Economic Development Department has worked closely with various organizations, including the Needham Business Association, Newton Needham Regional Chamber, N² Innovation District committees, 128 Business Council, and others to promote economic development throughout Needham. Those relationships have increased Needham's profile as an economically desirable area to develop. The fiscal rewards of the CEA's efforts are evident in the increased revenues realized from the growth in our commercial areas.



➡ **PLANNING BOARD** ➡

Ted Owens, Chairman
Paul S. Alpert, Vice-Chairman
Elizabeth J. Grimes
Martin Jacobs
Jeanne S. McKnight

*Lee Newman, Director of Planning
and Community Development*
Alexandra Clee, Assistant Planner
Karen Sunnarborg, Community Housing Specialist
Devra Bailin, Director of Economic Development

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A).

These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

Review and Approval/Disapproval of:

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

Review and Advisory Reports on:

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, Public Hearing and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to “Subdivision Regulations and Procedural Rules of the Planning Board” and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

FY2017 ACCOMPLISHMENTS AND ACTIVITIES

Organization/Staffing

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under the 2010 reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new “Community Development” budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. In Fiscal Year 2016 a further consolidation occurred with the merging of the Planning, Economic Development, Conservation and Board of Appeals budgets into a single Planning and Community Development budget. We believe that the reorganization has been successful in improving operational efficiency and interdepartmental coordination and thus has enhanced service delivery to Needham’s constituents. In Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town’s Community Housing Plan.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY 2017 processed 13 new applications as “Major Projects” under the Site Plan Review By-law. In addition, the Board reviewed and approved 3 subdivision plans and 3 plans were endorsed “Approval-Not-Required (ANR)” under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 20 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals where warranted.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board’s action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in

Fiscal Year 2017. During the affected time line 13 new Special Permit applications and 3 Subdivision applications were processed. Public hearings were held on average within 31 days of application receipt, decisions were issued within 6 days of the close of the public hearing, with written decisions filed with the Town Clerk within 9 days of permit issuance. Total average time required to process an application was 57 days with a minimum of 32 days and a maximum of 86 days.

Needham Crossing Business Center Planning

The Planning and Economic Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Plan review and permitting for Center 128 was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2nd Avenue Residences. The Center 128 West Development, approved by the Planning Board in April of 2013, includes 740,000 square feet of office space, a 128-room hotel, and two parking structures. The hotel was completed and opened in 2014. The 288,346 square-foot office building located at the corner of 1st Avenue and B Street was completed and occupied by its tenant, Trip Advisor, in July of 2015. The Center 128 East Development, approved by the Planning Board in November of 2015, includes 420,429 square feet of office space, 19,000 square feet of retail space, a 128-room hotel and surface parking area. Components of the Center 128 East project currently underway or recently completed also include: the construction of 390 residential housing units and associated structured parking at 2nd Avenue, the expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, and the renovation and occupancy of the building located at 77A Street to accommodate the new SharpNinja headquarters. Anticipated for the spring of 2018 is the renovation of the building located at 189 B Street to accommodate the new NBC Universal headquarters. In summary, Center 128 at completion will include four new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, 19,000 square feet of retail space and 390 residential housing units. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements is expected to be completed by June of 2020 and will represent a major step forward in the implementation of the vision developed for the district.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a priority. Having successfully applied for grants with the City of Newton (MassWorks) to expedite the Highland Avenue corridor project, the Division continues to work with Newton, MassWorks and the Boston Region Metropolitan Planning Organization (MPO) to guide the project's implementation and to make sure that Needham's interests are represented and protected. Additionally, the Planning and Economic Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the N² corridor. Lastly, the Division has worked with the City of Newton on the new N² initiative project. The N² group obtained funding from the Federal Economic Development Commission to match public and private gifts for a total of \$100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific

recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised \$325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and well-planned development in the N² Innovation District. The plan calls for hiring a district director, creating marketing materials, and building a website to promote the district and encourage economic development. An article was approved at the May 2017 Annual Town Meeting to appropriate \$20,000 as the Town's matching grant contribution for this effort.

Needham Center Planning

The Planning and Economic Development Division further continued with the implementation of the Needham Center Planning effort providing staff support to the Downtown Streetscape Working Group charged with the development of streetscape concepts for the Needham Center area. The one year effort led to the development of a Streetscape Master Plan that will serve as a comprehensive guide for future streetscape improvements in the Needham Center area. Currently the Planning and Economic Development Division is involved in the implementation of the first phase of the plans which recommended street improvements at Great Plain Avenue between Dedham Avenue and Chapel Street. Additionally an upgrade to the Town Common is planned for the summer of 2018.

OTHER PLANNING STUDIES

Planning Studies currently underway and recently completed are as follows:

Large House Zoning Study:

Data indicates the demolition of older, smaller and less expensive homes has become the principal source of lots for the construction of new single family houses leading to concerns with overall building mass, neighborhood context and economic diversity. Accordingly, in Fiscal Year 2014, the Planning Board appointed the Large House Review Study Committee, consisting of business people, residents, and various civic groups to study residents' concerns regarding the tearing down of smaller and less expensive houses and their replacement by much larger single-family houses. Public workshops on the topic were held by the Committee in the spring of 2016 to solicit public input. The Committee issued its final report on November 18, 2016 and presented its recommendations to the Planning Board and Board of Selectmen on January 10, 2017. Eight zoning articles implementing task force recommendations were prepared by the Planning Board and included in the May 2017 Annual Town Meeting warrant. The articles are detailed below under the heading "Rezoning Initiatives". All articles were adopted by Town Meeting as proposed by the Planning Board and the Large House Zoning initiative was successfully closed out.

Land Use and Zoning Study for the Industrial-1 and Industrial Districts:

Funding for a Planning Study of the Industrial Districts along 128 was approved by Town Meeting in May 2015. The Director of Economic Development working with the Industrial sub-committee from the Council of Economic Advisors, residents, businesses and elected officials understands that the goal of this effort is to bring together a zoning proposal to incent development in three industrial zones abutting 128. The districts have been reviewed in terms of their use profile and dimensional requirements with associated changes to the noted parameters to incent redevelopment detailed. A consultant was engaged to respond to

neighborhood concerns expressed during the Subcommittee's initial outreach. A build-out analysis, traffic impact study and elevation drawings have now been completed. Zoning implementing the vision has been prepared and presented to numerous interested resident and business interest groups for feedback and comment. The Council of Economic Advisors was expected to issue a final report with its recommendations to the Board of Selectmen in the fall of 2017. If recommended by the Board of Selectmen the Planning Board will review the study recommendations and zoning initiative for implementation at a subsequent Town Meeting.

Rezoning Initiatives

In Fiscal Year 2017 the Planning Board's efforts led to the adoption of nine major zoning initiatives as follows:

Dimensional Regulations for Residential District (Technical Formatting Amendment)

This article was a technical formatting amendment to Section 4.2 of the Needham Zoning By-law which presents the dimensional regulations for the Rural-Residence Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts. The article made the Zoning By-Law easier to understand and facilitated amendments that were offered in the seven articles detailed immediately below.

Side Yard Setback Requirement in the Single Residence B and General Residence Districts for Nonconforming Lots

This article established a new side yard setback requirement for "new construction" on a lot that was created prior to January 9, 1986 and is nonconforming as to area and frontage in the Single Residence B and General Residence Districts. The minimum setback standard of 12.5 feet under this article applies to such nonconforming lots and replaces the minimum side setback of 10 feet that was previously adopted by Town Meeting in 1999 for "new construction" on such nonconforming lots, and this article thereby applied the same side yard setback rules to nonconforming lots as previously applied only to conforming lots that were created prior to January 9, 1986.

Height Requirement in Residential Districts

This article revised the current definition of the term "height" as it is applied to buildings and structures located within the Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts. Previously, building height was measured from average finished grade at the face of the house wall to the highest point of the structure or roof of the building. The height limit under this measurement method for residential uses in the noted districts is 35 feet.

Under the amendment, height is now to be measured using one of two alternative methods, with the method to be determined at the discretion of the applicant. Under the first option height is measured from average original grade or average new grade, whichever is lower, to the highest point of a structure or roof of a building. The height limit under this method is 35 feet. Under the second option height is measured from a single point in the street centerline

as the average of the highest 1/3 of the property's street frontage. The height limit is 32 feet when using this alternative.

To further control building height and massing, the article further offered two additional controls for the Single Residence B and General Residence Districts. A maximum building height above grade at any point around the building of 41 feet was established. Additionally, a prohibition on the placement of dormers in the one-half story is required if all or a portion of the basement wall along the elevation in which the dormers are to be placed is exposed.

Floor Area Ratio Requirement in the Single Residence B District

This article was intended to preserve the relative scale, character and value of Needham's existing neighborhoods by regulating the gross floor area of structures relative to the size of the lot through the introduction of a Floor Area Ratio (FAR) requirement in the Single Residence B District. Floor Area Ratio is a way of calculating the allowed square footage of all buildings on a lot as a ratio of the existing lot area.

The article provided for a maximum floor area ratio in the Single Residence B District as follows: for lots less than 12,000 square feet, the maximum FAR may not exceed .38 and for lots containing 12,000 square feet or more, the maximum FAR may not exceed .36. Under previous regulations, the effective FAR is .44.

Definitions and Side Yard Setback in the Single Residence B and General Residence Districts

This article established a new set of definitions for the terms "front yard setback", "side yard setback", and "rear yard setback" and "lot coverage" in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, revised the way in which setback is to be measured and detailed the various architectural elements that would be permitted to be built within a required front, rear or side yard.

Additionally, the article established a new side yard setback requirement in the Single Residence B and General Residence Districts for both conforming lots and lots that have less than 80 feet of frontage. For the conforming lot a side yard setback of 14 feet is established in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 14-foot setback line. Any additional length must be set back an additional two feet. As relates the nonconforming lot (for frontage only) a side yard setback of 12 feet is established in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 12 foot setback line. Any additional length must be set back an additional two feet.

Finally, the article established an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for a side yard setback as a result of the passage of this article. Structures built upon a lot created by deed or plan endorsed or recorded before January 9, 1986 may be extended to a side yard setback of 10 feet and structures built upon a

lot created by deed or plan endorsed or recorded on or after January 9, 1986 may be extended to a side yard setback of 12.5 feet. In all of the above-noted cases, the structure may not be sited closer to the side lot line than the farthest extent of the existing structure.

Garage Setback in the Single Residence B and General Residence Districts

This article established a new front yard setback requirement for an attached garage in the Single Residence B and General Residence Districts. Previously the front yard setback for a building or structure located in the noted districts was 20 feet. The article increased the required front yard setback for an attached garage from 20 feet to 25 feet. For corner lots the increased front yard setback is required along both frontage streets.

Additionally, the article established an as-of-right process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming as to front yard setback of an attached garage as a result of the passage of this article. Under the article, additions to existing single family or two-family structures that are non-conforming as to front yard setback of an attached garage and upon which a building permit for the existing structure was issued prior to June 1, 2017, would be permitted to be extended to a front yard garage setback of 20 feet as-of-right, provided any demolition of the existing structure does not exceed 50% of the building shell exclusive of demolition of a single story garage and further provided that the garage structure shall not be closer to the front lot line than the farthest extent of the existing garage structure.

Lot Coverage Requirement in the Single Residence B and General Residence Districts

This article established a sliding scale lot coverage requirement for alterations and additions to existing residential buildings and structures located on all lots in the Single Residence B and General Residence Districts. Lot Area Coverage in the Single Residence B District would then range to between 25% and 30% and in the General Residence District to between 30% and 35%.

Front and Side Yard Special Permit Exceptions for Nonconforming Structures in the Single Residence B and General Residence Districts

This article established a special permit process for alterations and extensions to existing single and two-family structures located in the Single Residence B or General Residence Districts that are rendered nonconforming for either a front yard setback to a garage or a side yard setback as a result of the passage of Articles 5 and 6 and where demolition exceeds more than 50% of the existing structure exclusive of a single story attached garage. Articles 5 and 6 allow additions by right to original setback limits if demolition does not exceed 50%.

Under this article existing single or two-family structures that are non-conforming as to front yard setback of an attached garage may be altered, extended or structurally changed (but not reconstructed) to a front yard garage setback of 20 feet upon receipt of a special permit from the Board of Appeals. For those structures which are non-conforming relative to a side yard setback, a tiered special permit approach is provided as follows: (1) Structures built upon a

lot created by deed or plan endorsed or recorded before January 9, 1986 may be extended to a side yard setback of 10 feet by special permit; and (2) Structures built upon a lot created by deed or plan endorsed or recorded on or after January 9, 1986 may be extended to a side yard setback of 12.5 feet by special permit. In all of the above-noted cases, the special permit from the Board of Appeals may not be issued unless the Board finds the structure is sited no closer to the lot line than the farthest extent of the existing structure.

Temporary Moratorium on Recreational Marijuana Establishments and Marijuana Retailers

This article established a temporary moratorium on Recreational Marijuana Establishments and Recreational Marijuana Retailers until December 31, 2018. It is anticipated that the Town will repeal the temporary moratorium either during or before the Special Town Meeting in the fall of 2018 and will replace it with an applicable Zoning By-Law.

FUTURE CHALLENGES

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the Needham Crossing Business Center. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the Department continues to work with major Needham Crossing Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Highland Avenue/Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the Needham Crossing Business Center District and securing its implementation remains a high departmental priority.

In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

➡ ZONING BOARD OF APPEALS ➡

Jon D. Schneider, Chairman
Jonathan D. Tamkin, Vice Chairman
Howard S. Goldman, Member
Peter Friedenber, Associate Member
Kathy Lind Berardi, Associate Member

Staff:
Sheila Page, Administrative Specialist
Daphne M. Collins, Administrative Specialist

PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board

are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2017 STATISTICS

The Board of Appeals met eleven (11) times in FY2017. During those meetings the Board conducted thirty-one (31) hearings and listened to four (4) informal matters. The Board of Appeals received twenty (20) applications relating to Special Permits and one (1) application for Appeal of the Building Inspector's Decision. Two (2) of these applications were withdrawn without prejudice and two (2) were denied. The Board issued eighteen (18) Decisions in FY2017 allowing or denying applications; and one (1) case was continued into FY2018. The informal matters consisted of permit renewals, document reviews, and plan substitutions or corrections.

In FY2017, the Board of Appeals collected \$8,465 in application fees.



Time Capsule Town Hall 1902

PUBLIC SAFETY

➤ BUILDING DEPARTMENT ➤

David A. Roche, Building Commissioner
Henry L. Fontaine, Asst. Building Commissioner
Jim Grover, Local Building Inspector
Erik J. Tardif, Local Building Inspector
Larry V. Di Bona, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
John J. Mc Gourty, Wiring Inspector
Christina D. Hooper, Administrative Specialist

PURPOSE

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use, and occupancy of buildings throughout town.

Adrienne A. Banks, Department Assistant
Manuel J. Rodriguez, Department Assistant

The Building Department is responsible for reviewing applications and plans to

construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

For public safety, The Massachusetts State Building Code also requires this department to inspect public buildings and place of assembly. This includes all:

- places of worship
- day care sites
- state group homes
- nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- public schools
- private schools
- school dormitory buildings
- apartment buildings
- hotels
- restaurants

All require inspections throughout the year to ensure that these structures comply with the building code for public safety, ingress and egress.

FY2017 HIGHLIGHTS

- **4,922** permits issued
- **\$4,157,536.00** collected in fees
- **10,744** inspections performed, plus emergency calls from Police and Fire.
- **\$340,101,568.00** spent by Needham property owners to construct or remodel
- **2,959,353** square feet of construction to buildings and structures

- **Major Projects:**

- St. Sebastian School addition: 52,240 square feet.
- 275 Second Ave. Apartment Building: 475,000 square feet
- 200 First Ave. Hotel: 106,875 square feet
- 700 Greendale Ave. 136 Residential units: 282,293 square feet
- 400 First Ave. Parking Garage: 711,640 square feet
- New Subdivisions: Rockwood Lane; Belle Lane; Sunrise Terrace

Activity Compared With Recent Years: Number of Permits / Fees Collected

	FY2014	FY2015	FY2016	FY2017
New Single Family Dwellings	97	85	104	92
New Two Family Dwellings	13	9	6	10
New Multi-Family	4	0	0	12
New Non-residential Buildings	4	2	3	2
Demolitions-Residential	101	84	96	93
Demolitions-non residential	4	1	2	3

↘ FIRE DEPARTMENT ↘

Francis X. Condon, Fire Chief

PURPOSE

The mission of the Fire Department is to provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents. This mission is achieved through providing fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education.

FY2017 Highlights

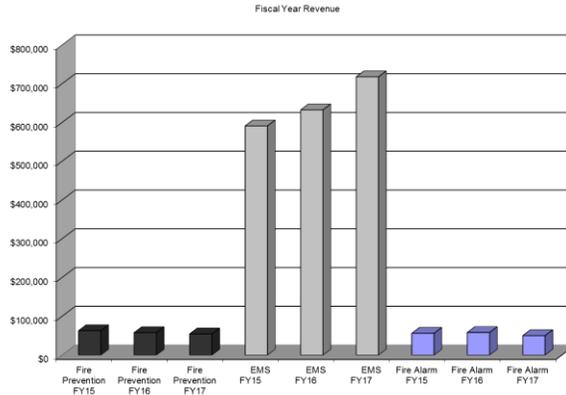
- In July 2016, Deputy Fire Chief James A. Benedict retired after serving 39+ years with the Needham Fire Department.
- In August 2016, Firefighter Richard T. Foley, Jr. retired. He served on the department for 39+ years.
- Fire Captain John Krawiecki was promoted to Deputy Fire Chief in November 2016.
- In December 2016 Lieutenant Matthew Bagnell was promoted to Fire Captain.
- Christopher Fawcett, Noah Farr, Graham Flaherty and Thomas Andrews joined the department as Firefighters in December 2016.
- Also in December, the department saw the creation of an EMS Administrator position. The position was designed to help coordinate personnel, hospital,

software and billing for our EMT and Paramedic program. Firefighter/Paramedic Edward Sullivan was selected to this position.

- Firefighter Matthew Fandrey was promoted to Fire Lieutenant in February 2017.
- Rebecca Ping was hired in June 2017 as the first Emergency Management Coordinator. Her role will be to facilitate the Local Emergency Planning committee and she will be our liaison to MEMA and FEMA to ensure that we are in compliance with emergency management regulations. In addition, she will work with Town employees, as well as residents in providing emergency safety information.
- The department applied for, and received, a \$10,000 grant from the Massachusetts Working on Wellness as seed funding for our Needham Fire Wellness Initiative. Some of the funding was used to purchase fitness equipment, while the remainder was used for training to help our firefighter maintain and improve their health.
- As part of the Wellness initiative, the department brought in a nutritionist to work with all groups on an on-going basis. Dana Harrison has been periodically meeting with each group to discuss nutritional values in foods and to provide healthy recipes for the firefighters.
- In May 2017, we presented a Wellness seminar for our own department, as well as surrounding departments. Nationally renowned speaker, Dan Kerrigan, the co-author of Firefighter Functional Fitness, presented a daylong seminar with group participation on health and fitness.
- In FY16 we had received a State grant in the amount of \$106,000 and a Federal grant in the amount of \$52,000 to purchase automatic power stretchers and loading systems for our ambulances. The Power Load system was purchased and installed in FY17. These stretchers have helped to reduce EMT/Paramedic strains and injuries, as well as they are providing better protection for the patient during transports.
- Once again, the department received a Student Awareness of Fire Education (SAFE) grant in the amount of \$4,540 and a Senior SAFE grant in the amount of \$2,796. The SAFE grant provides us the opportunity to go into the classroom and provide lifesaving fire safety education, while the Senior SAFE grant gives us the opportunity to conduct home safety visits to the seniors of our community. We check smoke detectors, carbon monoxide detectors and other safety features. In addition, we install new detectors and provide flashlights and nightlights at no cost to the resident.
- In June 2017, the Massachusetts Firefighting Academy presented “Transitional Fire Attack” training to all four work groups. The program introduced new scientific findings about modern fire behavior and tactical concerns. Modern fuels, the physics of combustion and the flow path of air were discussed.
- The department conducted several in-house training programs including ice rescue sled training and auto extrication training. Also, a building tour of the new Avery Wing at North Hill was conducted in October.
- The department continued to present M & M Rounds for EMT’s and Paramedics. These “rounds” review department responses to medical incidents for proper protocols and quality assurance. Other in-house medical services training included EMT/Paramedic Refresher training, CPR, 12 Lead Competencies, a review of

statewide protocol updates; the dangers of fentanyl; hypothermia; burns presented by Brigham and Women’s Burn Unit; the importance and role of service dogs; and, training on the new Lucas (automatic CPR device) prior to it being put into service.

- In October, the department received training on MOLST. MOLST stands for Massachusetts Medical Orders for Life-Sustaining Treatment. It is a medical order form that states instructions to be shared between health professionals about a patient’s care. MOLST is based on a patient’s right to accept or refuse medical treatment, including treatments that might prolong life. The patient must sign the MOLST form. It is not to be confused with a health care proxy which is a directive to name someone who can make medical decisions on the patient’s behalf in the event of a future unexpected illness or accident.
- The department received another Mass-Decontamination Unit Training grant in the amount of \$4,000. In May, each group received a power point presentation and then had hands-on training with setting up and breaking down the unit and associated equipment.



➡ POLICE DEPARTMENT ➡

John J. Schlittler, Chief of Police

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the Department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility. The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

Police Department Employees

During the year the full time staff included a total of fifty-three employees. They included:

- 47 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the Department maintained seventeen traffic crossing supervisors to staff school traffic crossings.

Personnel Changes FY2017

- Records clerk Kathy Ryan retired after 22 years of service
- Sergeant Belinda Carroll was promoted to Lieutenant
- Officer John McGrath was promoted to Sergeant
- Crossing Guard Barbara Gouthro retired after 24 years of service
- Dispatcher Daniel Sohn left to become police officer for Amherst Police
- Anthony Gika, Walter Herrick, Sandra Ann Ferre and Glen Taggart were hired as crossing guards
- Animal Control Officer Danielle Landry left to become part-time ACO in Dover
- David Parsons was hired as Animal Control Officer
- Officer Renzo Monzon transferred to the Boston Police Department

Department Assignments FY2017

- 274 child safety seats were installed by Officers Treggiari and DeSimone
- Officer Karl Harmon served as Community Service Officer
- Officer R. Vincent Springer served as School Resource Officer
- Officer Ryan O'Leary served as School Resource Officer
- Officer Frank DeSimone was assigned as a Traffic Enforcement Officer

The Department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

Officers Peck, Timmerman, MacDonald, Doukas, and Kelleher received MA Executive Office of Public Safety and Security Life Saving Awards.

Technology & Projects FY2017

- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department. The Department implemented Digital Headquarters which is software that allows officers to view and post various events, messages and information regarding incidents that have occurred. The Department's goal is to improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.

- The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on safety initiatives. These included lock-down drills, reviewing school crisis plans, critical incident training, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety. The Department also conducted simulated active shooter training as part of their training.
- The Department received funding under the State 911, Department of Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous years 911 call center volume. During FY2017 the Department was allocated \$59,894.
- The Department also received federal grant funding through the Massachusetts Highway Safety Department to conduct high-visibility traffic enforcement. The enforcement mobilizations targeted drunk driving, aggressive drivers and seat belt use. In FY2017, the Department received \$12,500 through the grant.
- The Department continued its involvement in the Community Crisis Intervention Team. The team is a community partnership with multiple agencies including the Board of Health and Fire Department. The primary objective is to promote communication and enhance the response of public and private agencies when summoned to intervene with individuals who are mentally ill, developmentally disabled or experiencing trauma in their lives. Sergeant McGrath, Officers Turco, Doukas, O’Leary, McCullough, and Anderson received specialized training as team members.
- The Needham Police Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program was offered free of cost and was held at both the Pollard Middle School and the Needham Police Department. Students participated in demonstrations by K9 Dogs, METROLEC SWAT, Needham Police Honor Guard, and Needham Police Patrol Officers and Detectives. Students also learned how to operate radar, handcuff suspects, and use police radios. The week also included a tour of the Dedham House of Corrections where students listened to a presentation from inmates. At the end of the week, students and their families gathered at the Needham Police Department for a graduation ceremony and each student was presented with a graduation certificate by Chief Schlittler.

FY2017 Activity compared with recent years

Category	FY2015	FY2016	FY2017
Calls for Service	33610	31462	42217
Incident Reports	1840	1887	1514
Larceny	148	185	186
Vandalism	41	57	56
Breaking and Entering	38	23	9
Assaults	35	48	44
Drug Violations	11	26	31

Category	FY2015	FY2016	FY2017
Operating under the Influence	31	15	25
Adult Arrests and Complaints	299	293	281
Juvenile Arrests & Complaints	26	38	20
Traffic Violations	2939	3519	5529
Accidents Reported	415	461	456

The distribution of illicit drugs in Town continues to be a major concern of the Police Department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships.

Department representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases decreased significantly from the previous fiscal year.
- Reported assaults decreased this year from 48 to 44.
- Adult arrests and complaints decreased from the previous year. Juvenile arrests and complaints also decreased.
- In FY 2017 the Department received \$14,725 in false alarm fees.
- In an effort to keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 952 pounds of unwanted medication in FY 2017.



EDUCATION

➔ **MINUTEMAN HIGH SCHOOL** ➔

Dr. Edward A. Bouquillon, Superintendent-Director

Minuteman Breaks Ground for New School

On June 14, 2017, state and local officials joined the Minuteman School Committee, School Building Committee and hundreds of Minuteman faculty, staff, and students for a ceremonial groundbreaking for the construction of the new high school. The new school is expected to be completed by start of school in the fall of 2019.

“An investment in education pays the best interest,” Jack McCarthy, Executive Director of the Massachusetts School Building Authority (MSBA), told the gathering. The MSBA is investing more than \$44 million in the project.

Speaking on behalf of the area’s legislative delegation, Rep. Jay Kaufman (D-Lexington) applauded the project and noted Minuteman’s importance to students and to the region’s economy. He also remembered the late Sen. Kenneth Donnelly (D-Arlington) as a big supporter of vocational-technical education and Minuteman High School.

Nothing about the Minuteman project has been easy. To secure project approval, the District needed to revise its governance structure and membership, scale back student enrollment, and change state regulations so non-members contribute to capital costs. The District was also forced to hold a district-wide election to secure final approval for bonding.

“This project nearly failed several times,” said School Committee chair Jeffrey Stulin of Needham. Speaking directly to Minuteman students, Mr. Stulin urged them to take on important projects, be persistent, put their passion into it, and have the courage to accept that they might fail.

In his remarks, Superintendent Dr. Edward Bouquillon urged state officials not to tinker with the existing model for career vocational-technical education. “Now is not the time to shave off the best aspects of CVTE and try to graft it onto a traditional high school schedule,” he said. “All that will do is weaken our system in Massachusetts.”

Guests included a host of town managers and selectmen, educational leaders, officials from the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Association of School Superintendents (MASS), and members of Minuteman’s program advisory committees.

Minuteman Sells Bonds for New School

In September, the Minuteman School Committee approved the sale of \$36 million in general obligation bonds for the construction of a new high school. The vote to issue the bonds was 10-0.

Eight financial institutions competed to purchase the bonds. The low bid was submitted by Bank of America Merrill Lynch with a true interest cost of just over 3.09%. The high bid was just over 3.43%.

The District offered the bids after receiving a credit rating of “AA” from S&P Global Ratings.

Minuteman Secures Second Major State Grant for Advanced Manufacturing

In March of 2017, Minuteman secured a second major competitive grant to launch its new Advanced Manufacturing & Metal Fabrication program. The new program will train high school students and adults for high-wage, high-demand jobs in the field of advanced manufacturing. The \$495,000 grant was announced by Governor Charles Baker during ceremonies at Greater Lowell Technical High School. The previous year, Minuteman received a \$500,000 grant.

Workforce Board Supports Minuteman Girls in STEM Program

Minuteman High School and Partnerships for a Skilled Workforce, Inc. joined forces to expand opportunities for young high school women seeking careers in science, technology, engineering and math (STEM). With the help of a \$14,500 state grant, Partnerships for a Skilled Workforce assisted in funding a series of activities for Minuteman’s award-winning Girls in STEM program.

District Adopts Smaller Budget

For the second year in a row, the Minuteman School Committee adopted a budget that is *smaller* than the previous one. On January 31, the School Committee voted to adopt a budget of \$19,449,466. That’s \$278,631 – or 1.41% -- smaller than the FY 2017 budget.

Minuteman Students Earn Gold Medals at National Competition

Six students from Minuteman earned medals at a national competition. The SkillsUSA National Leadership and Skills Conference was held June 19-23, 2017, in Louisville, Kentucky. SkillsUSA is a national organization that allows students in career and technical education to compete in a host of rigorous technical and leadership competitions.

The medalists were Sean Datar of Acton, who earned a gold medal in Related Technical Math, Erin Noel of Medford, who earned a gold medal in Employment Application Process, and Collin Kelly of Sudbury and Brian Courtney, Jr. of West Roxbury, who earned gold medals in the Community Action Project. Adam Powell and Ethan Francis-Wright, both of Arlington, earned bronze in Web Design.

State Commends Minuteman for MCAS Performance

In October of 2017, the Massachusetts Department of Elementary and Secondary Education (DESE) commended Minuteman High School for its 2017 MCAS scores.

The school was one of only seven schools in the Commonwealth to be singled out for high achievement, making strong progress, or narrowing proficiency gaps.

Minuteman enjoys a Level 1 Accountability Rating for its students’ MCAS performance. Each year, DESE rates all schools and school districts in Massachusetts from Level 1 to Level 5, with Level 1 being the best.

Minuteman Recognizes Outstanding Students

Two seniors earned recognition for exemplary character, leadership and scholastic excellence.

Davis Kahmann of Arlington, an engineering major, was selected as the school's Outstanding Vocational-Technical Student of 2017. Along with other distinguished student honorees from vocational-technical high schools and programs across the Commonwealth, he was honored at an awards ceremony at Mechanics Hall in Worcester on April 13.

Sean Datar of Acton was Minuteman's 2017 nominee for the Walter J. Markham Award. This honor is sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association. Walter Markham was a pioneer in vocational-technical education in Massachusetts.

Minuteman Students Win Logo Design Contests

Melanie Hennessey was the winner of a logo design contest sponsored by the Battlegreen Run Foundation. Battlegreen Run is a non-profit foundation that organizes an annual road race in Lexington to fund worthy local charities. Ms. Hennessey, majoring in Design & Visual Communications at Minuteman, is a graduate of the Dover-Sherborn Middle School.

John "Jack" Ross, a Minuteman student from Arlington, was the winner of a logo design contest sponsored by the Minuteman Futures Foundation, Inc. The Minuteman Futures Foundation is a private, non-profit organization that raises funds to support students and programs at Minuteman High School. Christopher Bateman, managing partner of the Lexx Restaurant in Lexington, serves as the Foundation's president.

Minuteman Students Get Laptops

Freshmen at Minuteman High School are now armed with digital learning devices because of a new initiative called "mPower—Empower Our Revolution." In early March of 2017, all ninth-graders received a laptop as part of Minuteman's one-to-one program. Under the program, each student is given an electronic device, in this case, an HP Probook x360. Students are able to use the devices in school and take them home at night.

Minuteman Featured in Nationally-Broadcast TV Documentary

Minuteman High School was one of three vocational technical high schools in Massachusetts featured on "Job Centered Learning," a PBS television documentary about career and technical education. The documentary by award-winning filmmaker Bob Gliner first aired in October of 2017.

Minuteman School Committee Elects New Officers

As of July 2017, the Minuteman District includes ten member towns: Acton, Arlington, Belmont, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow. The newly-reconstituted District elected a new School Committee leadership team at the first meeting of the new ten-member Committee.

Members elected David Horton of Lexington as its new chair, Sue Sheffler of Arlington as its new vice-chair, and Pam Nourse of Acton as its new secretary.

Mr. Horton succeeds Jeffrey Stulin of Needham, who successfully led the School Committee from the start of planning for a new school to its groundbreaking. Mr. Horton, who formerly served as the committee's secretary, is a retired school administrator.

In addition to the three officers and Mr. Stulin, members of the School Committee include Jim Gammill of Belmont, David O'Connor of Bolton, Carolyn "Carrie" Flood of Concord, Ford Spalding of Dover, Jennifer Leone of Lancaster, and Alice DeLuca of Stow.

Comprised of volunteers appointed by each of the member communities, the School Committee approves the district budget, hires the superintendent, and sets policy for the district.

School Committee Member Receives State Award

Ford Spalding of Dover, a Minuteman School Committee member who helped lead the fight for construction of the new Minuteman High School, received a prestigious award from the Massachusetts Association of School Committees (MASC). MASC selected Mr. Spalding to receive the MASC's Division VIII All-State School Committee 2017 award. Division VIII includes more than 80 school districts in Massachusetts with state-approved (Chapter 74) vocational technical education programs.

"We're very happy that Ford is being recognized for his hard work and we're grateful for everything he's done to support vocational technical education and the students at Minuteman High School," said Dr. Edward Bouquillon, the school's Superintendent. "In both good times and bad, he's been there, fighting alongside us. He and I always agree on one thing: the kids come first."

The award was presented to Mr. Spalding at the MASC Leadership Awards Dinner in Hyannis on November 3.

Mr. Spalding serves as a member of the Minuteman School Committee representing the Town of Dover. He also serves as chair of the Minuteman School Building Committee, the group overseeing construction of the new \$144.9 million Minuteman High School. Previously, he chaired the Campaign for Minuteman's Future, a group of volunteers that helped win a district-wide referendum for construction of the new school.



↘ **NEEDHAM PUBLIC SCHOOLS** ↘



Needham School Committee

Heidi C. Black, Chair
Aaron Pressman, Vice-Chair
Connie S. Barr
Michael J. Greis
Andrea Longo Carter
Susan B. Neckes
Matthew Spengler

Central Administration

Daniel E. Gutekanst, Superintendent of Schools
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Student Learning
Anne Gulati, Director of Financial Operations
Mary Lammi, Director of Student Support Services



Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative, consortiums of surrounding school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as professional development, innovative programming, and Special Education services that would be impossible for any one community to provide by itself.

During the 2016-2017 school year Needham enrolled 5588 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 83 out of district students. The enrollment breaks down as follows:

Preschool	80
Elementary	2552
Middle School	1297
High School	1659
Out of District Special Education Placements	83

Principals

Emily Gaberman
Broadmeadow School

Roderick MacNeal, Jr.
John Eliot School

Michael Kascak
Hillside School

Gregory Bayse
William Mitchell School

Jessica Peterson
Newman School

Jessica Downey
High Rock School (grade 6)

Tamatha Bibbo
Pollard Middle School (grades 7-8)

Aaron Sicotte
Needham High School

Needham Public Schools District Mission, Values, and Goals

The School Committee reviews the goals and the progress toward the goals yearly. The Needham Public Schools support educational innovation, promote 21st century skills, and empower our young people and the adults who serve them. The current district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us

The core values of the Needham Public Schools are *Scholarship, Community, Citizenship, and Personal Growth.*

System-wide Goals



Goal One: Advance learning for all students – To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be



engaged in challenging, creative, and rigorous learning experiences that are grounded in clearly defined standards.

Goal One: Highlights from our schools:

District-wide:

In the 2016-2017 school year, progress toward Goal 1 took place through interdisciplinary learning and STEAM (Science, Technology, Engineering, the Arts, and Mathematics) programs. These initiatives helped students develop skills in problem solving, collaboration, communication and self-direction as they integrated knowledge from two or more disciplines.

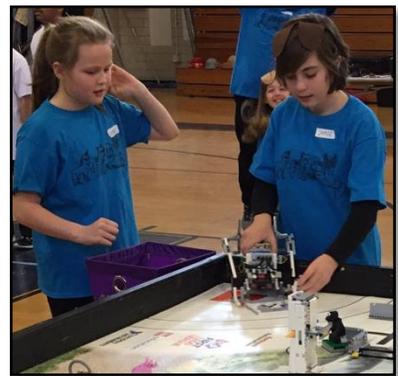
The district published the 2017 District Curriculum Accommodation Plan (DCAP) that explains the services and supports available in

the general education classroom.



Two schools, the Eliot Elementary and High Rock (grade 6) School, among 49 schools in all the Commonwealth, were named “Commendation Schools” in recognition of their high achievement and their progress toward narrowing the proficiency gaps.

Teachers piloted and evaluated model lessons at each grade level that incorporated the “thinking like a historian” strategies for that grade level.



New state testing models were successfully implemented for grades 4 and 8 who were required to take the MCAS tests online for the first time.

Fine and Performing Arts

The Fine and Performing Arts are considered to be a Core Academic by the United States Department of Education, as well as our state. Without an extensive education in the creative and expressive processes that are fundamental to the Arts, a student's education is incomplete.

Through the Fine and Performing Arts, students are able to experiment, express themselves, explore and achieve personal goals through a variety of carefully designed curricular and co-curricular activities and lessons. The Fine and Performing Arts department expanded its curricular and co-curricular offerings to improve access to programs.



Goal Two: Develop social, emotional, wellness, and citizenship skills—To ensure students develop the knowledge and skills that empower healthy, resilient, engaged, and culturally proficient citizens who act with integrity, respect, and compassion.

Goal Two: Highlights from our schools:

- A.L.I.C.E. school safety protocol is adopted in all schools and articulated roles and responsibilities.
- Staff and students received training and support to enhance and sustain a culturally competent and proficient learning environment.
- Global competence refers to the acquisition of in-depth knowledge and understanding of international issues, an appreciation of and ability to learn and work with people from diverse linguistic and cultural backgrounds, proficiency in a foreign language, and skills to function productively in an interdependent world community.



- Community Service Learning integrates meaningful community service with instruction to enrich the learning experience, teach civic responsibility, and strengthen communities.



- The Needham METCO program brought 174 Boston students into our schools in the 2016-2017 school year. METCO is an opportunity to advance the dialogue and educate all our students in an environment that embraces different perspectives and produces students who effect positive change in a global society.



Athletic and Academic Interscholastic Teams

Needham Public Schools supported our students' participation in a wide variety of Teams which helped them with recognizing differences and becoming more open and understanding members of the community. Our students learned the value of teamwork and demonstrated their talent, maturity, and poise whether their team met in the classroom, on the field, or on the stage. In our Athletic programs alone, 1,788 students participated in team sports. We recognize with pride the hard work and many accomplishments achieved during the 2016-2017 school year by our school teams.





There are many successes our talented students achieved with the help of superb teachers, staff, coaches, and parents who undertook the challenge of molding the next generation of athletes and scholars.

Goal Three: Ensure infrastructure supports district values & learning goals—

To develop, promote, and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.

Goal Three: Highlights from our schools:

- Voters approve new Sunita L. Williams Elementary School
- High School Cafeteria Expansion completed; High school classroom expansion proposed.
- Full-Day Kindergarten is planned for September 2019.
- Our highly qualified faculty and staff are the lifeblood of the Needham Public Schools. The Needham Public Schools employed 724.13 full-time equivalent staff in the 2016-2017 school year. Human Resources filled 73 professional positions and 56 support positions, for a total of 129 positions. All of the staff bring a combination of great experience, solid academic credentials, energy, and a fresh perspective to teaching and learning. The schools are also well served by over 60 residents participating the Community Volunteer program.





We are proud of our accomplishments in the 2016-2017 school year and look forward to the many opportunities and challenges that lie ahead – including shifts in student enrollment, implementing full-day kindergarten, and a focus on supporting all students.



Performance Report

In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2017 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is primarily focused on our progress toward the three District Goals. The entire publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.

HEALTH AND HUMAN SERVICES

➤ NEEDHAM AGING SERVICES DIVISION ➤

Council on Aging Board Chair: Colleen Schaller, Council on Aging Board of Directors: Penny Grossman (Vice Chair) Ed Cosgrove, Gary Crossen , Carol deLemos, Dan Goldberg, Helen Gregory, Tom Keating, Susan (Sue) Mullaney Sandra Prinn, Lianne Relich, Mary Elizabeth Weadock.

Department Manager: LaTanya Michelle Steele, Department Staff: Danielle Arenda, Administrative Assistant, Elwyn Cotter, Substitute Van Driver, Kerrie Cusack, Social Worker, Stacey Fallon, Administrative Office/ Support Specialist, Aicha Kelley , Program Coordinator, Kristen Lindley, Social Worker, Stephane Grably, Transportation/Volunteer Program Coordinator, Kathleen Grant, S.H.I.N.E. Assistant Program Coordinator, Clif Holbrook, Building Monitor, Yustil Meija, Senior Custodian, Constance McKinnon, Substitute Van Driver Jessica Moss, Social Worker, Tom Watson, Van Driver, Kathy Worhach, S.H.I.N.E. Program Director.

MISSION AND PURPOSE

For 58 years our mission has consistently been to respond to the needs of older residents by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth. We have fulfilled our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town. The Aging Services Division offers most programs and services at 300 Hillside Avenue, where the professional staff has oversight. Some of the services and programs provided to meet the goals of the Aging Services Division include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling (SHINE), volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a place for socialization, independent activities and learning opportunities.

The Needham Council on Aging's Senior Center was the first in Massachusetts and the 20th in the nation, to achieve national accreditation in 1999 and is only one of a handful of Centers in the Nation to have gone through the process three times completing the last reaccreditation in December 2011.

In the 1950s, Dorothea Willgoose, MD, a forward thinking resident, realized that the older adult population of Needham had unmet health, housing, and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. As a proactive community Needham was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant as Needham's role as a pioneer in providing programs and services specifically geared toward the needs of older adults was recognized as a model for the nation.

Dr. Willgoose created a legacy that has been a compass for the department's continued forward looking vision. It has helped us to address needs and issues of today while always being open to new ideas, best practices, initiatives and concepts related to the field of aging. With this in mind our new home was designed to accommodate present needs and concepts as well as those in the

future that we have yet to imagine. Where we were looks very different from where we are today. Where we have yet to go will be guided by our consistent mission as well as our commitment to never being constrained by the past as we move towards the future.

PROGRAMS AND SERVICES FY2017

The programs and services categories below are reflective of the balance we seek among our goals of health and wellness that includes social service, entertainment and socialization, as well as lifelong learning and enrichment. An example of what categories of programming looked like in FY2017 is included below. Most of these programs are multiple reoccurring schedules whether daily, weekly or monthly. They are only noted in the numbers once.

Entertainment	38
Movies	45
Documentary	12
Finances/Legal	12
Enrichment/Lifelong Learning	21
Computer	22
Trips	10
Health/Wellness	48
Community Awareness	8
Art	16
Social/Shopping	23
Food and Nutrition	18

FY2017 HIGHLIGHTS

The Center at the Heights held an open, the open House was very successful with the help of all staff members. We updated approximately 45 – 50 participants' contact information for MySeniorCenter. Additionally, a tour was booked for 15-20 seniors to visit the center. Documentaries and pop-ups (events not advertised in the Compass) are doing well. One hot breakfast a month is offered. Training for Staff: Listed is a few examples of training: Strategies to Deal with Difficult Situation and Training Supporting LGBT Older Adults, Women, Leading Government, and Health and Human Services Leadership Training.

- Collaboration with the Pen Pal Program with Mitchell School – We expanded the breadth of the program to include having student interview and document biographies of their senior pen pal. Social Work staff continues to work with Mitchell School 5th grade teacher over the last month on recruitment of pen pals and program development.
- Legal clinic with Metro West Legal Services is being offered.
- Jessica Moss, LICSW will be continuing SHINE mentorship as part of the SHINE Counselor.
- Caregiver Support Group continues to meet the first Wednesday of the month. Social work staff are now able to facilitate group and provide respite for loved ones.
- Completed Mindfulness & Wellness Workshop at the Center at the Heights.

- The Social workers offered a Six Week Mindfulness & Wellness Workshop at the Needham Housing Authority.
- Social Work Newsletter Wellness for the Wise was developed for the Compass and is featured monthly information on the benefits of wellness.
- The months of August and September have been amongst of the busiest ever, with a record number of transportation to the center, as well as a record number of shopping trips. Respectively 1050 rides for August and 996 rides for September. The number of rides has increased about +46% compared to 2014, with a steady increase year after year. The number of rides provided has followed the daily attendance at the center at about the double the rate.

Average Daily Attendance						
	2014	2015	2016	2017	% increase '16 to '17	% increase '14 to '17
Monday	59.53	78.75	96.19	117.0	22%	96%
Tuesday	49.55	79.2	104.42	122.2	17%	147%
Wednesday	48.71	71.08	84.88	106.5	25%	119%
Thursday	49.88	78.27	102.49	122.5	20%	146%
Friday	53.33	75.92	102.06	114.0	12%	114%
AVG	52.2	76.6	98.0	116.4	19%	123%
Data as of October 2017						

Since moving into its new, the Center at The Heights (CATH), the Aging Services Division has experienced growth in both programmatic use and in requests for support and assistance. The increased demand should come as no surprise, given that Needham has one of the highest populations of adults age 60 and over in the MetroWest region. According to demographic information maintained by the Needham Town Clerk, in 2015 24.4% of the town's population were age 60 and above and this age group represents a great and growing proportion of all Needhamites. The number of 60-plus Needham residents increased by more than 700 over the past two years alone, and the age cohort is projected to grow by 14.9% in Needham over the next five years, according to the McCormack School at UMass Boston and by 2020, residents age 60 and older will represent 27.1% of the Town's residents, and a decade later will hit 31%.

- The number of meals served in the CATH (Center at The Heights) lunch program remained comparable to last fiscal year with a slight increase. There were 5,429 meals served about 50 to 60 meals.
- Participants in the CATH fitness room/training program, who exercise regularly onsite, grew rapidly and participants in group exercise programs increased also increased markedly during FY 2016 and FY 2017; all told, 14,070 group exercise or fitness class units and personal training/workout sessions occurred during the year.
- The inclusion of the Public Health Nurse in an office on-site at CATH also paid dividends, as the Public Health Nurse and the Aging Services Division Social Workers collaborate frequently on client contacts, financial assistance programs, and referrals. The Nurse saw more than 120 residents for wellness clinics and blood pressure screening programs, and a separate Visiting Nurses Association hearing program screened more than 500 clients over 26 program sessions.

- Appointments with the SHINE Program (Serving the Health Insurance Needs of Everyone) about Medicare, Medicaid, and Prescription Drug coverage also increased with more coverage by program volunteers and the offer of evening appointment hours on select Mondays and Wednesdays. Additionally, Jessica Moss, has been also providing SHINE counseling. additional program volunteers, the expansion of appointments into select evening hours on Mondays and Wednesdays, and the advanced scheduling opportunities for appointments.
- In FY16 the SHINE Program provided 6,747 client contacts with a savings to the residents of Needham of more than \$350,000. Annual Regional Savings in FY 2016 was \$6,086,170, as compared to \$5,783,020 and \$4,707,919 in preceding years.
- During FY2016, the Aging Services Division made a concerted effort to expand the program offerings available to Needham's seniors. Recurring program offerings make up the bulk of the programs available for Needham's seniors and, on average, nearly 68 program events occurred during FY2017.
- With the addition of social workers, a number of new day-time and evening programs were provided. Many of these programs were single events or multi-day recurring event series, and a number focused on health and wellness, including topics of recognizing elder abuse and substance misuse awareness amongst Needham's seniors.
- A number of support groups were organized and delivered for Needham residents, including a Low Vision group, a Clutter Support group, and a group that dealt with the transitions that come with aging.
- Aging Services Division staff members also partnered with community organizations and other municipal departments to better utilize the available space at the Center at the Heights. The foremost among these new offerings is the YMCA's LiveStrong program.
- The Friday movie program is another example of the increase in participation. The number of Needhamites attending has increased each year since moving into CATH, and now attracts an average audience of more than 40 attendees each screening.

FUNDING AND PROGRAM EXPANSION IN FY2016 AND FY2017

In early FY2016, the Aging Services Division hired an administrative assistant to support the senior center's operations and it hired a full-time "all ages" social worker to supplement a grant-funded social worker (funded by the MetroWest Health Foundation) that began work on evening mental health and wellness programs for Needham seniors. For the third straight year, the Fitness Room was graciously funded through the Friends of the Center at the Heights. A more permanent funding source shall be pursued through potential grants or community partnerships.

Funding for the Aging Services Division and the many services and programs that we offer comes from varied sources. The Town continued to fund part or all of some salaried positions and allocated a sum to purchase services and expenses. As a supplement to town funding the Aging Services Division received funds through the State Formula Grant which continued to support some professional staff hours and expenses of about \$60,000.

The Needham Aging Services Division continued to administrate the SHINE Grant (Serving the Health Information of Everyone) for 22 cities and towns in the MetroWest region. The funding received, over \$84,000, was used to pay for the part time positions of the Shine Program Director and Assistant Director who provide supervision and oversight for over 50 plus volunteers and

also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget as well as the budget for the Administration for Community Living (ACL) which is part of the federal government. Present and future funding for the SHINE program continues to be a major concern that we closely monitor, and we have been proactive with the Massachusetts Executive Office of Elder Affairs and our State Legislators to work towards a more secure funding source for the future. We have seen our numbers increase from 3,635 client contacts in FY 16 and FY 17 and anticipate further growth in as SHINE Counselors take a major role in counseling those Medicare / Medicaid clients (dually eligible) who are now being offered insurance options (Integrated Care Organizations) that were not available in the past.

Additional support for our Programs and Services comes through the Senior Community Service Employment Program (SCSEP) as the Council on Aging acts as a host agency. SCSEP is funded under Title V of the Older Americans Act for the purpose of promoting useful part-time opportunities in community service activities for unemployed low-income persons who are age 55 and older. This helps to foster individual economic self-sufficiency and to assist a person in transitioning to unsubsidized employment. The division is extremely grateful to the continued financial support of the Friends of the Center at the Heights.

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

During the past calendar year we have collaborated with several town departments to plan, promote and/or host a number of programs, including Public Health's flu clinics, Park & Recreation programs, and computer courses with the Library and the Needham Public Schools.

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. We work closely with many Town Departments to include but not limited to the Youth Commission, Health Department, Needham Public Schools, Park and Recreation, the Library, Public Facilities, Police and Fire Department and participate in various committees such as the Domestic Action Violence Committee, the Needham Coalition for Suicide Prevention, the Housing Committee and Triad, which is a partnership between law enforcement, older adults and community groups that promotes older adult safety.

We worked with many other community partners throughout the year as well. This list includes Springwell bringing us their Tai Chi for Arthritis, Diabetes Self-Management, Chronic Pain Self-Management Healthy Living Workshops as well as Newton-Wellesley Hospital sharing Matter of Balance. All of those are evidence-based programs. Other community partnerships have included AARP and their Safe Driver Program as well as their tax counseling program which served 226 people. We expanded our work with the Newton and Weston COAs on a regional Screened Home Contractors Program and partnered with the Needham Community Council, Beth Israel Deaconess Hospital, and Assisted Living, Independent and Skilled Care Facilities throughout the area on wellness, nutrition, financial planning, and legal services.

Some additional collaborations included intergenerational partnerships with the Mitchell and Hillside Elementary Schools, as well as the Lovin Spoonful Food Rescue Program which salvages food from Trader Joe's, Volante Farms and Whole Foods supermarkets and delivers them to our café weekly.

Building and maintaining relationships with organizations and agencies helps us in our ability to access services and resources for our participants and residents. A good working knowledge of our community partners enhances our ability to provide more thoughtful and thorough information and referral which is a key in providing case management. Community Organizations mentioned above are only a handful of the almost 100 that were identified when we submitted information during our last reaccreditation process. They and others have helped to sponsor our events and offered space in which to hold programs and groups that might otherwise not have had a place to meet or the finances necessary to make it happen. Without our relationship with organizations such as AARP, the Arthritis Foundation, Springwell, VNA Care Network, Charles River ARC, the YMCA and the Needham Schools and Needham Community Education, we would not have been able to offer free tax counseling, and legal assistance, a congregate meal site, a blood pressure clinic twice a month, food shopping assistance, and much more. We look forward to continued productive relationships as we work towards fulfilling our mission and meeting our goals.

➔ **NEEDHAM PUBLIC HEALTH DIVISION** ➔

Public Health Department Staff:

Timothy Muir McDonald, MPA, Director of Health & Human Services

Diana Acosta, MPH, Environmental Health Agent

Donna Carmichael, R.N., Public Health Nurse

Catherine Delano, MPH, LICSW, Senior Substance Use Program Coordinator

Monica DeWinter, MPH, Substance Use Prevention Support Assistant

Maryanne Dinell, Traveling Meals Coordinator

Kerry Dunnell, MSW, Special Assignment Support

Tara Gurge, R.S., M.S., Assistant Director

Brian Flynn, R.S., Environmental Health Agent

Summer Koop, Substance Use Prevention Intern

Karen Mullen, MBA., Substance Abuse Coordinator

Carol Read, M.Ed., CAGS, Senior Substance Use Program Coordinator

Lynn Schoeff, M.Ed., Healthy Aging and Special Project Support

Karen Shannon, Substance Use Prevention Support Assistant

Dawn Stiller, Administrative Coordinator

Tiffany Zike, BSN, RN, Public Health Nurse

Elected Board of Health Members

Edward V. Cosgrove, PhD (Vice Chair)

Stephen Epstein, MD, MPP

Jane Fogg, MD, MPH (Chair)



MISSION

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The Division strives to prevent and control the spread of disease, to address environmental issues, to promote healthy lifestyles, and to protect the public health and social well-being of all Needham's residents, especially the most vulnerable.

FY2017 HIGHLIGHTS

- On a budget of \$583,119 an additional \$409,327 was received during the year including \$322,407 in grants and donations and \$86,920 in permits and fees.

- The Public Health Division Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Substance Prevention Alliance of Needham, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- INTERFACE, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Public Health Department and the Public School Guidance Department, and was renewed for a second five-year period and is in year two of that five year period.
- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.



Riverside Community Care

THE HELP YOU NEED CLOSE TO HOME

- The Public Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control.
- The Public Health Department encouraged concussion awareness activities for youth sports teams and parents. Education and outreach to parents, sports teams and coaches occurs through speaking engagements and dispersing educational materials.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain more than a dozen Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 43 municipal employees are trained and certified in American Heart CPR/AED's in addition to Schools, Fire and Police personnel.



- The Substance Prevention Alliance of Needham (SPAN) and the Needham Police Department participated in the biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010. There is also a medication disposal kiosk available 24 hours a day, 7 days a week in the lobby of the Needham Police Department lobby. Approximately 59 lbs. of medications are collected each month in the *MedReturn* disposal unit.

- *5th Quarter* is a substance free, evening social event held in the Needham High School gym after NHS sporting. The first *5th Quarter* was held on a rainy Friday night in October, 2010. Over 200 students came back to the school after the football game to socialize enjoying pizza, snacks, a DJ, raffles and ping pong; all at no cost! Since that first successful *5th Quarter*, the Public Health Department and the Needham Coalition for Youth Substance Abuse Prevention have received generous donations from the community to enhance, promote and sustain this program.



During the 2016-2017 school year we ran three successful *5th Quarter* Events attracting nearly a thousand Needham teens. These are free events where high school students come together with their friends in a safe environment, reinforcing the belief that fun can be had without the presence of alcohol or other drugs. Our work with youth is creating a shift in community norms away from underage substance use as a rite of passage.

- By arranging for a generous donation from the Needham High School Parent Teacher Council, the Public Health Department and NCYSAP provided *AlcoholEDU* to over 400 9th grade students. *AlcoholEDU* is an interactive, evidence-based online alcohol prevention program which addresses underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and

Refusal Skill Building. A companion module, *AlcoholEDU for High School Parents*, provided a 20 minute online program featuring information on youth and alcohol, strategies and skills to talk to about alcohol use, underage drinking and navigating high-risk situations.

- 597 retail/food service inspections conducted on 170 establishments. There were also 158 temporary food permits issued. Every food establishment was inspected routinely at least every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 13 food complaints investigated.
- Continued permitting grease waste haulers in town (24 haulers permits), and inspected and permitted trash haulers (26 trash hauler permits).
- 221 communicable diseases reported and investigated, and over 1,800 immunizations were administered in FY 2017. More than 954 persons consulted the Public Health Nurses for wellness visits.
- The Traveling Meals Program delivered over 8,460 meals and volunteers provided approximately 2,000 hours of service to pack and deliver the meals.

A Selection of Grants Awarded and Donations Received

\$8,480	CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.
\$43,708	Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
\$20,950	FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Public Health Department programs and initiatives.
\$1,599	Donations – Memorial donations for Traveling Meals.
\$30,000	Volunteer Services provided over 2,000 hours (approx. equal to over \$30,000 in salary) to pack and deliver meals to clients on the Traveling Meals Program
\$2,500	Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.
\$12,000	Community Donations for the Needham Coalition for Suicide Prevention.
\$600	Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

PUBLIC HEALTH NURSING

The Public Health Nurses investigate communicable diseases and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. The Nurses provide residents and town employees with education and the opportunity to adopt healthier lifestyles through:

- Wellness Clinics/Blood Pressure checks, Nutritional and other health related counseling
- Education on communicable disease, personal illnesses and disease prevention

The Needham Health Department provides community outreach through speaking engagements with community groups. Outreach is provided to the local hospital through our coalitions and committee work and speaking engagements with Medical Staff during Grand Rounds.

Outreach is increasing with our town employees through seasonal trainings and education such as mosquito and tick borne diseases as well as “How to Stay Healthy” education sent via email. Four Health Matters articles were published along with four Public Service Announcements and eight Needham Cable news interviews with regards to health education and program promotion. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health.



Screening Programs

	FY 15	FY 16	FY 17
Employee Wellness	981	1028	954
Employee Education/Training	12	188	258
Police Weight Screening	34	33	43
Wellness Clinics - Visits	141	31	169

Immunizations

	FY 16	FY 17
Influenza Doses Administered	816	674
Other Immunizations Administered	23	24

Federal Fuel Assistance Programs

The Salvation Army Program, “Gift of Warmth” and “FRIENDS” Programs assist those Needham residents who meet specific financial criteria, with payment towards heating and electric bills. Federal Food Stamps for Senior Citizens and disabled individuals only, are

available to qualified Needham Residents. The Health Department is the local service unit for Needham.

Assistance and Human Service Programs

	FY 16	FY 17
Coordinate Local Assistance (families)*	45	57
Federal Energy Assistance (families)	27	46
Salvation Army (families)	0	0

**Funds/services contributed by local human service agencies and houses of worship*

ENVIRONMENTAL HEALTH

Environmental Health activities are determined by legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs & the Farmers Market, etc.).



The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations and repairs. They also conduct the following: Inspect Chapter II sanitary housing units, review subdivision plans (for off-street drainage bond release requests); and follow-up on a variety of complaints (food/nuisance/housing/tobacco).

They review the following: new and renovated food establishment design plans; additions/renovations to homes on septic systems; new or upgraded pool design plans for semi-public pools; notification of demolition applications; septic hauler/installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits along with conducting inspections and quarantine animals as needed. Tobacco compliance checks are conducted every three months and routine tobacco



inspections are conducted every six months. Agents also respond to work place smoking complaints. The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental emergencies, such as oil leaks.

Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of

seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable slots, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to actively serve on committees in town. They continue to be involved in a variety of seminars and on-going training sessions, which include certification renewals (i.e. ServSafe Food Training, Soil Evaluator, Certified Pool Operator, Housing Inspector, etc.) to remain apprised of today’s public health issues and to review the most up to date code requirements.

Inspections and Reviews

The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

	FY15	FY16	FY17
Carbonated Beverages:	1	1	1
Food service: inspections, routine & complaints:	457	447	597
Chap. II housing inspections/follow-ups:	15	18	14
General nuisance complaint follow-ups:	43	44	45
Title V septic system inspections, plan reviews, and home additions & misc.	116	116	104
Title V septic systems installations:	14	23	5
Subdivision field inspections/plan reviews:	7	3	3
Swimming pool inspections:	13	9	13
Suspect food borne illness reports submitted to state:	0	0	0
Demolition reviews:	100	110	112
Tobacco compliance: Checks, complaints and inspections:	72	77	61
Hotel permits	2	3	3



Licenses and Permits

	FY 15	FY 16	FY 17
Animal Permits:	15	16	17
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	170	176	177
One-Day & Temporary Event Permits:	96	107	158
Mobile Food Licenses:	10	9	15
Septage/Grease Hauler Permits:	25	29	24
Sharps Hauler	2	2	2
Subsurface Sewage Installer Permits:	10	9	11
Tobacco Sales Permits:	12	13	12
Disposal of sharps permits:	10	10	9
Well Permits	14	6	7
Trash/Waste Hauler Permits	29	30	26

THE TRAVELING MEALS PROGRAM

The Needham Health Department’s Traveling Meals Program is in its 44th year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.



This Program is available to Needham residents that are housebound and meet the following criteria:

1. Living alone in their home with lack of support of family or homemaker services.
2. Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
3. Do not have transportation - unable to drive.
4. Needs the assistance of the Program for a minimum of 2 weeks.



This year, July 1, 2014 through June 30, 2015, our dedicated and committed volunteers packed and delivered eight-thousand (2 Meal Packages).

Beth Israel Deaconess Hospital Needham prepares the meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter.

Donations from the “FRIENDS” of the Needham Board of Health and Traveling Meals Program (a fundraising committee), along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for more than 50 of our Needham residents needing assistance.

SPAN—THE SUBSTANCE PREVENTION ALLIANCE OF NEEDHAM

SPAN envisions Needham as a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit. This community coalition’s mission incorporates a collaborative, community-based and data-driven prevention approach to reduce alcohol, marijuana, non-prescribed prescription drugs, other drug use among Needham youth. Through community education, partnerships, and strategic action, we will decrease the risk factors associated with substance abuse and increase the protective factors that are shown to enhance the health and safety of youth.



Priority projects during FY2017 included:

- **Community Awareness and Education** on prevention, substance, use and mental health disseminated through print, online, and TV media outlets: The Needham Channel, the Needham Times, Wicked Local Needham, The Hometown Weekly and Needham PATCH.
- **Conduct the Needham Parent Survey 2017**, a bi-biennial survey of perceptions, attitudes, beliefs, and behaviors regarding youth substance use and parenting expectations. 626 parents of youth in public and private schools, grades 6-12 participated. Data crosswalk with 2012 Metrowest Adolescent Health Survey (MWAHS) grades 7-12 was prepared and presented by Scott Formica, SSRE in Fall 2015.
- **Support and administer the Students Advocating for Life without Substance Abuse (SALSA) program.** SALSA is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. This program has been awarded a Prevention

Leadership Citation by Norfolk DA Michael Morrissey for exemplary work, and in FY 2017 won the first place in the District Attorney's Team Challenge competition. In FY 2017, SALSA peer leaders, who are Needham High School students in grades 9-12, are trained to speak to middle school students, presenting themselves as healthy, happy, and productive teenagers who have chosen not to use alcohol, tobacco or other drugs. SALSA students...

- validate the high-risk behaviors youth face,
- model leadership as athletes, musicians, dancers, members of drama clubs and student government, and
- teach "Refusal Skills" to 8th grade students during Health classes.



DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department and is Co-Chaired by the Public Health Department and the Police Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee.

<http://www.needhamma.gov/health/domesticviolence>



Activities have included:

- Coordinating Yellow Dress (through Deanna's Educational Theater) for High School – 2 student performances and introduced as well as an evening parent performance.

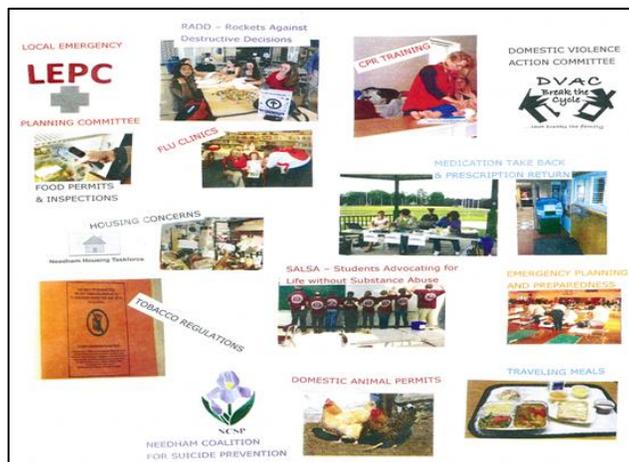
- Coordinated Yellow Dress presented at Olin College with representation from Wellesley College and Babson College as well.
- The Needham Channel series on Domestic Violence
 1. REACH Beyond Domestic Violence and a Survivor Story
 2. History of DVAC – Janice Berns, Donna Carmichael and Deb Jacob
 3. Norfolk County District Attorneys office – Michael Morrissey, Jane Biaggi
 4. BID Needham and Newton Wellesley Hospital on what happens in the Emergency Room
- Administered cell Phone Recycling Program with Shelter Alliance.
- Supported “Take Back the Night” at Needham High School has occurred for nine consecutive years! “Take Back the Night” is a National Organization devoted to ending the silence about Domestic Violence.
- Presented educational programs and information to Civic and Business groups, and at community fairs.
- Developed and maintained list of experts for referrals on the DVAC Resource Card.
- Advised and supported Needham Public Schools to create consistent messages of awareness and prevention of domestic and dating violence, including updates to health and wellness curricula.
- Coordinated and dispersed resources and set up DVAC Training with REACH for BID Emergency Room and Social Services.

NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people and is co-chaired by the Needham Public Health Department and Needham Public School Guidance Department. It is a broad based coalition of 35 members reaching out to our town’s diverse constituencies across the age continuum. We believe that suicide is preventable if we work together.



Please see the following websites for a detailed report on the committee’s efforts at <http://www.needhamma.gov/health/ncsp> and for information on suicide for all ages please see the following link <http://www.needhamacts.org>



➤ **WEST SUBURBAN VETERANS' SERVICES DISTRICT** ➤

Sarada Kalpee, Director of the West Suburban Veterans' District



The West Suburban Veterans' Services District (WSVD) includes the Towns of Needham, Wellesley, Weston and Wayland. The main office is centrally located in the Wellesley Town Hall. There are satellite offices in each town in order to provide services. Office hours for Needham are Monday from 10am – 5pm and Thursday from 9am-12pm at the Center at the Heights and 12pm-5pm at Needham Town Hall. Veterans and their families are welcome to contact the main office in Wellesley for inquiries or to schedule an appointment by calling (781) 850-5504. The WSVD Board is comprised of a total of four members with one designee from each community. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements, please visit the WSVD website at www.westsuburbanveterans.com for more information.

DEPARTMENT OF VETERANS' SERVICES- NEEDHAM

The WSVD Director is Ms. Sarada Kalpee who has served in the U.S. Army Reserves since 2002 and currently holds the rank of Sergeant First Class. In 2013 she was deployed to Afghanistan as part of Operation Enduring Freedom, where she served for 12 months as a Senior Mechanic. More recently, Ms. Kalpee has served as a Veterans' Service Officer for the City of Boston. Ms. Kalpee's personal understanding of veterans' needs and her growing knowledge of the services available through the Massachusetts Department of Veterans Services, the U.S. Department of Veterans Affairs, and other entities will be of tremendous value to the veterans in our District. Ms. Kalpee in her role as Director is responsible for the provisions of all veterans' services across the District. This work includes outreach to veterans' and their families, assistance with filing of claims benefits, certification of applicants' eligibility, management of the business affairs of the District and the supervision of staff along with many other duties. The District is very pleased with the work Ms. Kalpee has performed in her two years she has been with us, and look for even more programs and services being offered to our veterans' and their families.

Ms. Sally Rose continues to provide administrative support to the District and serves as a key member of the team providing services to veterans and veterans' families.

Director Sarada Kalpee and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Needham:

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provided assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintained a depository of discharges and records of veterans.
- Oversaw the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many Veterans, spouses, and other family members who visited the office in the Needham Town Hall. We were able to provide them with flags, holders and markers for the graves of a family member, obtain a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

HIGHLIGHTS OF THE VETERANS SERVICE OFFICE

- During fiscal year 2017, \$23,306.09 in Chapter 115 Benefits was provided to Needham resident veterans.
- Expanded outreach efforts to the Veterans within the community with the partnership of St. Joseph's. The children wrote letters to the Veterans in the community, which were mailed by the Director.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Held a salute to Veterans for the entire month of November and hosted military related movies at the Center at the Heights every Thursday in November 2017.
- Assisted veterans in accessing VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans in obtaining various benefits provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Supported the Norfolk County RSVP program where volunteers drive veterans to medical appointments and other RSVP sponsored services.
- Visited many veterans and their families at their homes or skilled care facilities.
- Held the 2nd Annual Veterans Fair in Needham Town Hall in conjunction with the Spooky Walk
- Conducted numerous pinning ceremonies for our Needham Veterans at assisted living facilities.
- Supported American Legion Post # 14 and VFW Post # 2498 activities.



COORDINATOR OF CEREMONIES AND CARE OF GRAVES

Mr. William Topham, is the Town's Care taker of Graves and Coordinator of Ceremonies, he is responsible for Graves Registration activities, Memorial Day ceremony and Veteran's Day observation. Mr. Topham works closely with Director Kalpee in the coordination and operation of the Memorial Day ceremony and Veteran's Day observation and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- Fulfilling the requirements of Chapter 115, that all veterans' graves will have an American flag placed on them for Memorial Day.
- Ensuring that all veteran's graves in Needham and St. Mary's cemeteries are maintained, are cared for, and are free of debris.
- Ensuring that veterans who die without funds are properly interred.
- Organizing, coordinating, and participating in the Memorial Day Ceremony and Parade as well as the Veteran's Day Observance.

HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES

- Placed over 2300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Ceremony.
- Assisted with the Purple Heart Recognition Day on August 7, 2017.
- Organized and led the Veterans' Day Observation on November 11th.
- Increased community participation at the veterans related ceremonies and observances.

Purple Heart Community

As part of a continued effort to honor the men and women of the town who have served bravely in the Armed Forces, at their July 21st, 2015 meeting the Needham Board of Selectmen accepted a recommendation for the town to become a Purple Heart Community. Members from the Military Order of the Purple Heart (MOPH) presented the Purple Heart Community resolution. Senator Rush, Senator Ross, and Representative Garlick were in attendance and presented a Proclamation on behalf of the Commonwealth of Massachusetts. In recognition of Purple Heart Day each year on August 7th the Purple Heart Flag will be flown at Town Hall and Memorial Park.

Veterans Organizations

American Legion Post # 14 and VFW Post # 2498 each hold monthly meetings to discuss veteran's functions and topics. In addition, these meetings address other Veterans issues and concerns. A primary goal of these organizations is to offer their continued support and participation to the Needham community.

The Director is a member of the Massachusetts Veterans Service Officers Association of the Commonwealth of Massachusetts, Volunteer member for the United Service Organization New England and a board member on the Governors Veterans' Advisory Council Board.

➡ YOUTH SERVICES ➡

PURPOSE

Board of Directors

Karen Folb, Chair

Julie Stevens, Vice Chair

David Bookston

Jack Cruickshank

Kevin Keane

Susan Patkin

Jillian Smith

Vincent Springer

Department Manager

Jon Mattleman

Department Staff

Katy Colthart

Maria Papantoniou

Elizabeth Loveless

Adina Alpert

Ben Aronson

Carolyn Tracey (Graduate Clinical Intern)

Blake Schuller (Undergraduate Program Intern)

Katie Mullen (Undergraduate Program Intern)

The mission of Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

Needham Youth Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the department's services are reaching more people and having a greater impact, it is clear that there is an escalating demand for services, and Youth Services has worked diligently to construct meaningful services designed to meet these needs. Learn more about Needham Youth Services at: www.needhamma.gov/youth.

FISCAL YEAR 2017 HIGHLIGHTS

VIP Program

In Fiscal Year 2017, the VIP (Valuable Interactions among Peers) Program enjoyed its fourth year of operation. VIP matched high school students with elementary school age youth who had a need for additional support in their lives. The program allowed high school “Big VIPs” the opportunity to be role models for a young person in our community. The program also allowed elementary school “Little VIPs” (youth in 3rd grade to 5th grade) the opportunity to form meaningful relationships with high school youth. In the past fiscal year, the program continued to grow, and the feedback from participants was extremely positive (all participants completed an evaluation at the end of the year). In FY 2017, 456 hours of volunteers participated in VIP. Learn more about the VIP Program at www.needhamma.gov/youth/vip.



Bullying Intervention Program

Four years ago, Needham Youth Services created an innovative new effort entitled the Bullying Intervention Program (BIP). This 10 hour clinical program worked with “Aggressors” to assist them to better understand the laws, implications, and the impact of bullying. Referrals were accepted from the Needham Public Schools, private institutions, and from parents. All participants completed an evaluation at the conclusion of the program as well as another one

after three and a final evaluation after six months to better gauge the impact of this program. In addition, Needham Youth Services collaborated with the Needham Public Schools on a pamphlet for parents on Bullying. Learn more about the Bullying Intervention Program and view the pamphlet for parents at www.needhamma.gov/youth/bip.

QPR Suicide Prevention Trainings (Question, Persuade, Refer)

The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). This program has been in operation for nine years, with each training two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at www.needhamma.gov/youth/qpr.

Community Crisis Response

Over the past decade, the Needham community has grappled with critical youth issues such as loss, self injury, depression, and anxiety. Youth Services has responded by outreaching to youth, parents, and families in a variety of ways including individual meetings, group sessions, and the distribution of informational materials. In addition, the department was actively involved with groups such as the Needham Coalition for Suicide Prevention and the Needham Coalition for Youth Substance Abuse Prevention. In FY 2017, a significant number of staff hours were devoted to creating materials, meeting with community leaders and to directly assisting youth and/or their parents with a crisis.

Safe Surf: Internet Safety for Middle School Youth and their Parents

Initially funded by the Needham Education Foundation, this long standing program provided 6th grade students and parents with the knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2017, 397 youth participated in this program (as well as completed an evaluation of program). In addition, Safe Surf Informational Booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at www.needhamma.gov/youth/safesurf.



A Conversation...For Parents of Teens

Sponsored by the Needham Women’s Club, this program has been offered to Needham parents for close to a decade. Each session allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, anxiety, and depression. Over twenty-five parents participated in this program in the past fiscal year. Learn more about “A Conversation...” at www.needhamma.gov/youth/aconversation.

Website and Social Media

The Youth Services website continued to grow in FY 2017 as residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and programs, and used this site to gather information about programs and mental health matters. In an effort to

inform youth and families of the programs and resources of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs and services (to date, nearly 1,200 have registered for this service). Residents can register for this free service at www.needhamma.gov/youth/email. Please visit the Youth Services website at www.needhamma.gov/youth. The department was also active on social media via a Facebook page, and over 442 people have “liked” our page, and it can be found on the Internet at: <http://www.facebook.com/needhamyouthservices>.

Individual/Family Counseling

The Masters level staff clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a drug problem. The majority of referrals were for family issues, and the schools were the largest sources of referrals. In the past year 1,311 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services’ clinical work at www.needhamma.gov/youth/counseling.

Counseling/Psycho-education Groups

Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the “Extreme Looks” program, a four-day mind/body/spirit group for teen girls. In FY 2017, 163 hours of group counseling/psycho-education services were provided.

Substance Abuse Awareness Program

Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy choices. All participants and their parents attended an Alcoholics Anonymous (AA) meeting to assist in transmitting the message that drugs and alcohol can negatively impact any person without regard to age, gender, or economic status. Learn more about the SAAP Program at www.needhamma.gov/youth/saap.

Sexual Harassment Workshops

Sexual Harassment was a workshop for all 7th graders at Pollard Middle School that investigated what sexual harassment is and isn’t, the differences between flirting and hurting; who decides when it is sexual harassment and how to ask for help. This program was piloted this year and

plans to continue in future years. In FY 2017, over 232 youth participated in this program. Learn more about Sexual Harassment at www.needhamma.gov/youth

RAY of Hope Program



RAY (**R**ecognize **A** **Y**outh) was established by Needham Youth Services 19 years ago in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, a young person was selected each month as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more about the RAY of Hope Program at www.needhamma.gov/youth/rayofhope.

Teen Dating Violence Program

Youth Services has provided seminars on Teen Dating Violence for all 9th graders at Needham High School for more than 18 years. These seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Participants completed an evaluation of the program itself as well as a survey of their involvement in or knowledge of teen dating violence situations in their lives. Over the past year, over 337 youth were involved in this program. Learn more about the Teen Dating Violence Program at www.needhamma.gov/youth/tdv.

Patrick Forde Good Person Memorial Award

In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award, now in its 11th year, is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. This year's recipient was Kate Findlen, honored for her work with Needham youth and families. Over 75 people attended this year's award ceremony honoring Kate, and to learn more about the Forde Award, visit the Forde Award website at: www.needhamma.gov/youth/fordeaward.



Employment and Volunteer Programs

The Employment Program consisted of two primary services: 1) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc.; and 2) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, snow removal and more; additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In the past 2 years both business jobs and volunteer opportunities transitioned to an online program, thus youth could access this information on the

Youth Services website 24/7 (and this information was updated on a weekly basis). In addition, 123 youth were registered in FY 2017 to provide residents with around-the-home support services. Learn more about the Employment Program at www.needhamma.gov/youth/employment and learn more about the Volunteer Program at www.needhamma.gov/youth/volunteerprogram.

Peer Tutor Program

This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services’ role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,880 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

Needham Unplugged

The 16th annual Needham Unplugged was an awareness campaign to remind families and residents to “unplug their electronics” and “plug into” each other. “Unplugged” was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's “unplugged” was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area towns such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their community. Other special days included “Phone Free Friday,” “Text Free Tuesday,” and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.



Graduate/Undergraduate Internship Program

In FY 2017, Needham Youth Services welcomed a clinical intern from the University of Massachusetts Boston who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided support for summer programs as well as essential preparation for fall programs. Over the course of the past year, interns provided 824 hours of free service to the Needham community. Learn more about the Graduate and Undergraduate Internship Programs at www.needhamma.gov/youth/internship.

Make A Statement Day

This program was created and implemented at Needham High School for students and staff ten

(11) years ago. Aimed at promoting diversity, acceptance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. Now a well established and popular program at the high school, over 500 students and staff participated in this event this past year. Learn more about Make A Statement Day at www.needhamma.gov/youth/masd.

Project VAN (Volunteers Around Needham)

VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River Center, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, Needham Housing Authority, Needham Parks and Forestry, and Wingate at Needham. At the conclusion of each program day, participants completed an evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 324 hours of volunteer services over the past summer. Learn more about Project VAN at www.needhamma.gov/youth/projectvan.



Diversion/Restitution Program

In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. Learn more about the Diversion/Restitution Program on the Youth Services website at www.needhamma.gov/youth/diversion.

Seminars/Workshops/Presentations:

Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff, Babysitter Training Seminars, Reach Out Day at NHS, presentations at the schools and in the community, and many others. In FY 2017 Needham Youth Services worked with a total of 2,507 youth, parents, and professionals in seminars and/or workshops. For a listing of presentations over the past year, visit the Parent Presentation webpage at www.needhamma.gov/youth/parentpresentations.

Partnerships

In recent years Needham Youth Services has received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham, Women's Club, Exchange Club of Needham, Middlesex Savings Bank, and many more local businesses, and private citizens. Needham Youth Services devoted considerable time working with the larger community and over the past year collaborated with groups/businesses such as:

- Charles River Center
- Mark's Moving and Storage
- Lisa's Boutique
- Needham Business Association
- Needham Clergy Association
- Needham Coalition for Suicide Prevention
- Needham Coalition for Youth Substance Abuse Prevention
- Needham Domestic Violence Action Committee
- Needham Exchange Club
- Needham Housing Authority
- Needham Park and Recreation
- Needham Parks and Forestry
- Needham Public Library
- Needham Public Schools
- Needham Women's Club
- Needham Community Council
- Needham Council on Aging
- Youth Resource Network
- Project Interface
- Regional Center for Healthy Communities
- Riverside Community Care
- Rotary Club of Needham
- School Health Advisory Council
- Wingate at Needham
- YMCA - Charles River Branch

Publications

Needham Youth Services created and/or distributed many original publications in FY 2017 such as those listed below (learn more at www.needhamma.gov/youth/publications).

- Needham Youth Card
- Parent Guide to Teen Parties
- Information on Suicide
- 50th Anniversary Quotations
- Safe Surf: Internet Safety for Middle School Youth and their Parents



PUBLIC WORKS

↪ DEPARTMENT OF PUBLIC WORKS ↪



Back Row – Left to Right
Robert A. Lewis, Assistant Director
John P. Regan, Fleet Supervisor
Greg M. Smith, RTS Superintendent
Edward Olsen, Parks & Forestry
Superintendent
Christopher E. Seariac, Water,
Sewer & Drain Superintendent
Richard P. Merson, Director
Front Row – Left to Right
Rhainhardt F. Hoyland, Highway
Superintendent
Carys Lustig, Administration
Supervisor
Anthony L. Del Gaizo, Town
Engineer

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY 2017 HIGHLIGHTS

- The Department continues use of the Commonwealth Connect work order system, which allows residents to report their issues directly to the Town via a smart phone application or the Town's website and allows the Town to communicate updates to residents of projects that they are undertaking.
- Recycled 2,931 tons of materials including 1,360 tons newspaper and mixed paper, including phone books and magazines; 886 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, 408 tons of cardboard, and 277 tons of single stream recyclables.
- Disposed of 9,193 tons of non-recyclable materials at Wheelabrator Millbury (Waste-to-Energy Plant).
- The recycling rate for materials dropped off in the main residential drop-off area (non-recyclable waste in yellow PAYT trash bags and recyclable paper, cardboard and containers) was 24%. The overall recycling rate for all materials collected at the RTS (which includes non-recyclable waste from commercial, municipal, and school facilities, bulky items and clean-outs and recyclable and reusable materials including scrap metal, e-waste, textiles, etc.) was 29%.
- Captured 546 tons of metal and 5 tons of tires for recycling.

- Removed 6 cubic yard boxes containing oil-based paint (est. 3 tons) and 2,900 gallons of waste oil and anti-freeze (est. 21 tons) from the waste stream.
- Collected 182 tons of textiles, books, and small household goods for donation to Goodwill & Red Cross.
- Composted 3,215 tons of yard waste and 1,133 tons of food waste.
- Removed 20 tons of E-Waste from the waste stream including computer monitors & televisions with cathode ray tubes (CRTs) which are banned from the waste stream under the Massachusetts Department of Environmental Protection's (MassDEP) waste ban regulations.
- Diverted from the waste stream 5 tons of devices that contain mercury and other metals such as mercury thermostats & thermometers, rechargeable batteries (lithium & nicad), and fluorescent light tubes. Removed freon from 657 appliances (i.e. refrigerators, air conditioners); and recycled 6,000 lbs of lead acid batteries.
- Performed 53 waste load inspections of vehicles on tipping floor.
- 1,775 Disposal Area user stickers were given out of which 896 were residential, 92 were senior, 52 were commercial, 549 were additional, 186 were replacement and 0 were weekly passes.
- The recycling program at schools & public buildings captured 86 tons of materials for recycling, recycling 17.4% of their total waste.
- The October Household Hazardous Waste Collection Day was attended by 170 vehicles.
- The RTS was open for four Sunday afternoons in November for leaf collection and 1,621 tons leaves were collected.
- Continue the repair and preservation of the Town's 123 miles of roadways including 4.80 miles of asphalt paving; 3.10 miles of road surface treatment; 10,518 gallons of rubberized crack-seal; & adjusted and repaired 285 driveway aprons.
- Repaired 29,800 feet of grass berms; installed 2,620 feet of granite curb & 28,750 feet of asphalt curb.
- Continue the preservation of the Town's 160 miles of sidewalks, including the reconstruction of 48 handicap ramps and repaired 1.20 miles of sidewalks.
- Continue to upgrade and maintain the Town's 23 signalized intersections.
- Continue upgrading Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD)
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchased 11 pieces of replacement equipment as follows: 3 dump trucks, 1 hook loader, 1 front-end loader, 1 refuse trailer, 2 message boards, 1 riding mower, 1 utility trailer and 1 van.
- Inspected 617 Street/Sidewalk Occupancy and Excavation Permits;
- Completed 38 project reviews for the Planning Board and 8 project reviews for Zoning Board of Appeals;
- Completed 8 Traffic Count Studies;
- Prepared 7 Traffic Regulations;
- Continued construction of First Avenue @ Highland Avenue intersection traffic improvements for Highland Ave Corridor Project;
- Completed the re-construction of the Central Avenue/Elliot Street Bridge;

- Completed the construction of Phase II of the Rail Trail Project;
- Completed construction for High School Tennis court retaining wall;
- Continued design of Brooks & Culverts repair;
- Completed design of Reservoir A Pump Station replacement;
- Completed design of RTS Retaining Wall;
- Completed design and construction of RTS Anti- Litter Fence;
- Continue construction of school zone traffic improvements on Central Avenue;
- Continued design of Winding River sewer extension;
- Continued Town-Wide Sewer Inflow/Infiltration (I/I) Study
- Completed construction for Edgewater Lane Culvert Improvements;
- Completed construction of Greendale Avenue Phase II Drain improvements;
- Completed construction of sewer inflow/infiltration (I/I) repairs for various areas;
- Completed construction of Pleasant Street and Norfolk Street water main replacement;
- Continued construction of Norfolk Street Drain improvements;
- Continued construction for Downtown Streetscape Phase I improvements;
- Responded to 267 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 22nd year.
- The 2017 Arbor Day activities included the planting of 5 trees with the students at the Broad Meadow & Hillside Elementary Schools.



ARBOR DAY 4-28-17 at Hillside Elementary School

FORESTRY

<p><u>Tree Removals and Stumping</u> FY15 = 99 trees FY16 = 88 trees FY17 = 81 trees</p>	<p><u>Tree Pruning Hours</u> FY15 = 1,533 hrs FY16 = 1,441 hrs FY17 = 1,491 hrs</p>	<p><u>Roadside Brush Removal and Flail Mowing</u> FY15 = 2,283 hrs FY16 = 2,353 hrs FY17 = 2,331 hrs</p>
<p><u>Tree Planting</u> FY15 = 200 Arbor Day seedling + 92 trees on streets and parks + nursery: 90 trees FY16 = 600 Arbor Day seedling + 134 trees on streets and parks + nursery: 95 trees FY17 = 600 Arbor Day seedling + 88 trees on streets and parks + nursery: 147 trees</p>		

PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS

<p><u>Athletic Field Acres Fertilized</u> FY15 = 28 acres (6 applications) + 47 acres (2 applications) FY16 = 32 acres (6 applications) + 47 acres (1 application) FY17 = 28 acres (6 applications) + 17 acres (2 applications)</p>		
<p><u>Athletic Field Acres Aerated</u> FY15 = 50 acres (once), 28 acres – 2 applications FY16 = 42 acres (once), 38 acres – 2 applications FY17 = 28 acres (once), 9 acres – 2 applications & 12 acres - 3 applications, 6 acres - 4 applications</p>		
<p><u>Over-seeding</u> FY15 = 46 acres FY16 = 50 acres FY17 = 68 acres</p>	<p><u>Diamond Work</u> FY15 = 1,278 hrs FY16 = 1,316 hrs FY17 = 1,411 hrs</p>	<p><u>Mowing Hours</u> FY15 = 3,712 hrs FY16 = 3,676 hrs FY17 = 3,641 hrs</p>

- Repaired 20 water pipe leaks, including 9 water main breaks and 10 water service leaks.
- Responded to 25 water emergency calls (after regular business hours).
- Replaced & installed 1,295 out of 14,244 residential/municipal/condominium water meters, and replaced & installed 20 out of 719 Commercial Water Meters; total water meters in Town is 14,963.
- 280 Water service lines were replaced, including 56 lead-lined water service pipes.
- 7 new fire hydrants were installed.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 29 catch basin replacements & 4 drain manhole replacement; inspect & clean drain system; and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & Flushed 221,193 feet of sewer mains and 117,871 feet of drain lines.
- Repaired/replaced 1,016 feet of drain pipe in 7 streets.
- Responded to 13 sewer emergency calls (after regular business hours).

PUBLIC FACILITIES

➔ PUBLIC FACILITIES – CONSTRUCTION ➔

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman

Stuart Chandler

Richard Creem (from 3/17)

Natasha Espada

Paul Salamone (to 11/16)

Roy Schifilliti

Peter Schneider (to 11/16)

Irwin Silverstein

Gene Voloshin (from 3/17)

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction

Hank Haff, Senior Project Manager

Michael Retzky, Project Manager

Stephen Gentile, Project Manager

Kathryn Copley, Administrative Specialist

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of \$500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. There are currently three project managers on the staff. State Laws now require all Towns and awarding authorities to appoint Owners Project Managers (OPM) for all construction projects over \$1.5 million. The staff in this Department fulfills this requirement as the Employee OPMs on Town projects.

FY2017 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2017 fiscal year (July 2016 to June 2017). These projects were initiated during the period of 2013 thru 2017 fiscal years.

Project Name: **Sunita L. Williams (Hillside) Elementary School**
Project Status: Ongoing
Authorization: \$58,824,351
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr: Public Facilities – Construction
Daedalus Projects Inc.
Contractor: Site Preparation - P.M. Zilioli, Inc.
Building Demolition - Green Environmental, Inc.
Construction - TBD

At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of \$650,000. Additional design funds in the amount of \$45,000 were authorized at the November 2015 Special Town Meeting with the approval of Article 12. Authorization of construction funds in the amount of \$57.542 million occurred at the Special Town Meeting in October 2016 with the approval of Article 2.

A statement of interest was submitted to the MSBA in April 2013. The MSBA agreed to partner with the Town for this project at the reimbursement rate of 32.47% of the Eligible Project Costs. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

The Town's Public Facilities Department Construction acting as OPM was approved by the MSBA for the Feasibility Study in the fall of 2014, and the architect, Dore & Whittier Architects, Inc. was selected through Designer Selection with the MSBA in March 2015.

The study has been in process and has gone through all stages of design required by the MSBA. The Preliminary Design Program (PDP) which studied over twenty potential sites in Town and was narrowed down to nine sites on June 1, 2015.

At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved. The Town purchased the Owens Poultry Farm along with several houses. P.M. Zilioli, Inc. was awarded a contract for site preparation to remediate and remove unauthorized fill and soil contaminated with poultry grease in April 2016 from the property. The site preparation and remediation was substantially complete in June 2016. Demolition of the buildings started in the fall of 2016 and was finished in December 2016, except for 609 Central Avenue and 45 Sunset Road which will be used in lieu of contractor trailers.

The Preferred Schematic Report (PSR), which recommended a single site (the former Owens Poultry Farm), was submitted in December 2015 and was approved by the MSBA Board in January 2016. Schematic Design was submitted in June 2016 for MSBA Board approval in July 2016. An override for Construction Funds was approved by the Town in November 2016.

The Project Funding Agreement was approved by the MSBA in October 2016. Design Development documents were submitted in February 2017, 60% Construction Documents were submitted to the MSBA in May 2017.

Milestone documents are posted on the Needham School Department website. Needham School Committee voted unanimously on June 6, 2017 to name the new school on Central Avenue the Sunita L. Williams Elementary School.

The prequalification process for the General Contractors and Filed Sub Bidders was started in June 2017. The bid documents will be available in August 2017 and it is anticipated that the contract will be awarded in September 2017. The ground breaking for the construction is expected to occur in November 2017. The new school is expected to be finished in August 2019 for the start of the 2019-2020 school year.

Project Name: **High School Cafeteria Expansion**
Project Status: Complete
Authorization: \$2,250,000
Budget Status: On Budget
Architect: Drummey Rosane Anderson, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Paul J. Rogan Company, Inc.

At the May 2015 Annual Town Meeting, Article 39: Appropriate for High School Expansion for engineering and design services, was approved in the amount of \$150,000, for the Cafeteria Expansion of the project. Drummey Rosane Anderson was retained as the project designer.

Construction funds were appropriated at the November 2015 Special Town Meeting thru Article 11: Appropriate for High School Cafeteria Construction in the amount of \$2.1 million for preparation of construction documents and construction.

The construction contract was awarded to Paul J. Rogan Company, Inc. in December 2015 and construction began in April 2016. Construction was substantially complete in August 2016 and the High School had full use of the space at the beginning of the 2016-2017 school year. The project reached final completion by December 2016.

Project Name: **DPW/Public Services Administration Building Location Feasibility Study**
Project Status: Complete
Authorization: \$40,000
Budget Status: On Budget
Designer: Weston & Sampson Engineers, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: TBD

At the May 2015 Annual Town Meeting, Article 14: Appropriate for DPW/Public Services Administration Building Location Feasibility Study, was approved in the amount of \$40,000. This study will proceed after a preferred site for the Hillside School has been approved, sometime around January 2016. The goal of the study is to further evaluate and identify possible alternatives to relocate the full DPW program.

The designer, Weston & Sampson Engineers, Inc., was selected through Designer Selection in

February 2016. The final report from the study was submitted and accepted on October 28, 2016. The report can be found on the Town website and at the Library. The report reflects a road map for modernizing and reconstructing the DPW Facility currently located at 470 Dedham Avenue.

Three phases have been identified. Phase 1 is to remove the existing fuel island and replace it with a re-locatable fuel island in an area near the abandoned salt shed, which will be removed. Note, this is land under jurisdiction of the School Committee. Phase 2 includes relocating materials and seasonal vehicular storage to the RTS. Phase 3 will lead to the replacement of the existing DPW Garage Facility.

Project Name: **Rosemary Recreation Complex**
Project Status: Ongoing
Authorization: \$16,800,000
Budget Status: On Budget
Architect: Bargmann Hendrie & Archetype
Owners Project Mgr: Public Facilities – Construction
Contractor: G&R Construction, Inc.

At the May 2015 Annual Town Meeting, Article 30: Appropriate for Rosemary Pool for design and engineering, was approved in the amount of \$450,000, from Community Preservation Act funding. At the May 2016 Annual Town Meeting, Article 40: Appropriate for Rosemary Recreation Complex design, was approved in the amount of \$550,000 for the second phase of the design. At the May 2017 Annual Town Meeting, Article 33: Appropriate for CPA Project – Rosemary Recreation Complex, was approved in the amount of \$15,800,000.

Bargmann Hendrie & Archetype was selected through the Designer Selection process in July 2015. Further design funds were appropriated at the May 2016 Annual Town Meeting and the architect continued with the design development and construction document phase.

The facility was closed for the 2017 season due to the expiration of the existing DEP permits. It is anticipated that the facility will be reconstructed and open for the 2018 season.

Prequalification of the General Contractors and Filed Sub Bidders was completed in December and January and the project went out to bid in March 2017. G&R Construction, Inc. was the low bidder and later awarded the contract. Construction funds were appropriated at the May 2017 Annual Town Meeting. Construction started in May 2017 and is anticipated to reach substantial completion July 2018.

Project Name: **Public Safety Building & Fire Station #2**
Project Status: Ongoing
Authorization: \$390,000
Budget Status: On Budget
Architect: Kaestle Boos Associates, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the November 2015 Special Town Meeting, Article 10: Appropriate for Fire Station 2 Feasibility Study, was approved in the amount of \$50,000.

At the February 2016 Special Town Meeting, Article 3: Appropriate for Police/Fire Station 1 Feasibility Study, was approved in the amount of \$90,000.

At the May 2017 Annual Town Meeting, Article 40: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$250,000.

The architect, Kaestle Boos Associates, Inc. was selected through the Designer Selection process in April 2016 to conduct the feasibility studies for the Public Safety Building on Chestnut Street and Fire Station #2 on Highland Avenue/Webster Street. The two studies were conducted together and included a review of the operational needs of both police and fire departments, assessments of the facilities and space needs, study of demolition, rebuilding and phasing of the projects and cost estimates of various options.

Schematic Design funds were appropriated at the May 2017 ATM. A preliminary estimate for completion of the project will be developed.

Design Development/Construction Documents funding will be requested at the October 2017 STM. Construction funding is anticipated to be requested for FY2019 thru an override b allot vote in November of 2018.

<u>Project Name:</u>	Memorial Park Building and Grounds
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$425,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Winter Street Architects, Inc.
<u>Owners Project Mgr.:</u>	Public Facilities – Construction
<u>Contractor:</u>	TBD

At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - Memorial Park Bldg. & Grounds Feasibility Study was approved in the amount of \$50,000. The goal of the study was to provide a full review of the building and grounds and lead to recommendations for either renovations or reconstruction to meet current needs.

The architect, Winter Street Architects, Inc., was selected through the Designer Selection Process in the September 2016. The Memorial Park Trustees were involved in the study. The report was finalized in May 2017 and included a feasibility study summary including: existing building conditions report, building program (11,200sf), preliminary site plan with recommended setbacks from the property line, first and second floor plans and some preliminary massing model studies. A complete renovation of the current building was recommended. The renovated building would be handicapped accessible.

At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of \$375,000. The appropriation is for engineering and design of the facility for the preparation of construction documents.

Project Name: **High School Classroom Expansion**
Project Status: Ongoing
Authorization: \$1,140,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - HS Classroom Expansion Alternatives Feasibility Study was approved in the amount of \$65,000 to review classroom expansion alternatives at the Needham High School. The object was to relieve current overcrowding and to anticipate future student population growth.

An architect, Dore & Whittier Architects, Inc., was selected through the Designer Selection Process in October 2016. The study was completed in June 2017 with several options available to the Town.

Studies were also conducted to assess the pre-mature failure of the chiller and problems with the boiler systems. It is anticipated that any repairs would be done under the larger expansion project. “A” Gym renovations will also be folded into the larger project.

Because of the complexity of the project and accelerated schedule the use of Construction Management at Risk (CMR) was chosen and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals in June. Consigli Construction was chosen. Consigli Construction indicated that they could do the work within one summer, if construction could be started in February 2018. This was then adopted into the project timeline.

At the May 2017 Annual Town Meeting, Article 43: Appropriate for High School Expansion Design was approved in the amount of \$950,000. The architect will go forward with design and engineering services for the preferred option for the expansion of the High School.

At the May 2017 Annual Town Meeting, Article 42: Appropriate for High School Chiller Replacement Design was approved in the amount of \$125,000. The engineering and design for the chiller replacement will be done under Dore & Whittier Architects contract for the H.S. Expansion.

The final Schematic Design Drawings and cost estimates will provide a budget amount for approval at the October 2017 Special Town Meeting.

Project Name: **Full-Day Kindergarten Space Study Phase 1**
Project Status: Ongoing
Authorization: \$50,000
Budget Status: On Budget
Architect: TBD
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the May 2017 Annual Town Meeting, Article 14: Appropriate for Full-Day Kindergarten Space Study was approved in the amount of \$50,000.

The goal is to obtain designer services for the preparation of a Space Study and Cost Estimate that will address the School Committee's objective to provide Full-Day Kindergarten (FDK) within the Needham School District. The District is in the process of constructing a new elementary school on Central Ave (the Sunita L. Williams Elementary School) to replace the existing Hillside Elementary School. The new school is projected to open in the fall of 2019, with four Kindergarten classrooms. This is an important first step in realizing the Full-Day Kindergarten goal. The purpose of this Space Study is to study all of the other schools within the district to determine how to fit the projected 2019 Kindergarten population within the district's existing schools.

An architect for this project is anticipated to be selected in the fall of 2017 and the study should be completed by the spring of 2018.

<u>Project Name:</u>	Sunita L. Williams Elementary School Outside Play Area and Walking Trails
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$460,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Warner Larson, Inc.
<u>Owners Project Mgr.:</u>	Public Facilities – Construction
<u>Contractor:</u>	TBD

At the October 2016 Special Town Meeting, Article 3: Appropriate for Hillside School Outside Play Area was approved in the amount of \$250,000. The project is to design and construct a playing field at the new school on Central Avenue. The work is being done separately from the new elementary school construction by request of the MSBA, because a portion of the land although in Needham, is owned by the Town of Wellesley. Needham has a license from the Town of Wellesley for the use of this land for a playing field and trials.

The designer, Warner Larson, Inc., was selected through Designer Selection in December 2016. The first phase, a walking trail, is anticipated to be done in July 2017 by the Student Conservation Association Inc. Future phases will be done during the construction of the new Sunita L. Williams Elementary School.

At the May 2017 Annual Town Meeting, Article 35: Appropriate for New Elementary School Walking Trails was approved in the amount of \$210,000 from CPA free cash. This appropriation will be used in conjunction with the October 2016 STM appropriation to complete the playing field and the trails.

<u>Project Name:</u>	Town Hall Stair Repairs
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$200,000

Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the May 2017 Special Town Meeting, Article 4: Appropriate for Town Hall Stair Modification was approved in the amount of \$200,000. The project will modify and repair two staircases in the new section of the Town Hall to bring the raiser height into code compliance.

The original architect for the project, McGinley Kalsow & Associates, Inc. will assist in the design for the modified staircases. It is anticipated that the work will be done during the winter of 2017/2018.

Project Name: **Fuel Island Relocation & Upgrade**
Project Status: Ongoing
Authorization: \$1,320,000
Budget Status: On Budget
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: MECO Environmental Services

At the May 2017 Annual Town Meeting, Article 44: Appropriate for Fuel Island Relocation & Upgrade was approved in the amount of \$1,320,000. This project puts in motion Phase 1 of the road map for modernizing and reconstructing the DPW Facility as outlined in the DPW Relocation Feasibility Study by removing the existing failing fuel island and replacing it with a re-locatable fuel island in an area near the abandoned salt shed. The project will encompass installation of the new fuel island, demolition of the existing fuel island and fuel storage tanks and removal of the old salt shed next to 470 Dedham Avenue.

Weston & Sampson Engineers, Inc. will continue as designer from the DPW feasibility study. The project received bids in June 2017. MECO Environmental Services was awarded the contract.

It is anticipated that the work will be done during the summer and fall of 2017 with substantial completion in November 2017.

Project Name: **DPW Storage Facility Feasibility Study**
Project Status: Ongoing
Authorization: \$150,000
Budget Status: On Budget
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr.: Public Facilities – Construction
Contractor: TBD

At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of \$150,000. The project will investigate locating a consolidated Public Works seasonal storage facility at the RTS on Central Avenue. Approximately

14,000 square feet of storage space is required to fulfill DPW programming needs as determined by the DPW relocation feasibility study. Weston & Sampson Engineers, Inc. will continue as designer as a continuation from the DPW feasibility study.

LOOKING FORWARD

Upcoming future projects include continuation of design for the Public Safety Complex & Fire Station #2, Memorial Park Building and Grounds, construction of the new Sunita L. Williams Elementary School, Rosemary Recreation Complex and High School Classroom Expansion and the reconstruction of the DPW Facility at 470 Dedham Avenue.

Support for the School Department includes evaluating continued occupation and future renovations to the Emery Grover Building. In addition, projects anticipated include refurbishment of the Hillside Elementary School envisioned to be used as potential future swing space for School Administration, Mitchell Elementary School rebuild and Pollard Middle School addition and renovation. The above projects are included as part of the most recent Master Plan. Construction and/or renovation to existing elementary schools for the implementation of Full Day Kindergarten will be on the horizon.

The Permanent Public Building Committee is challenged by the enormously important and complex projects that have been appropriated by the Town. Successful and timely execution of these projects is essential to satisfying full integration within the Towns infrastructure.



➤ PUBLIC FACILITIES – BUILDING MAINTENANCE ➤

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Department formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

Carys Lustig, Acting Director of Facility Operations
Wayne Whisler, Facility Operations Shift Supervisor
Andrew Hall, Facility Operations Shift Supervisor
Cecilia Simchak, Administrative Analyst
Jenissa Aybar, Department Specialist
Niki Rumbos, Department Assistant

The Spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which has been in existence since 1995. At the end of June 2017, the Public Facilities Department, Operations Division reorganized. It was moved under the direction of the Department of Public Works and was renamed the Building Maintenance Division.

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Public Services Administration Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Center at the Heights (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, Mitchell Elementary School, Hillside Elementary School, High Rock School, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY2017 HIGHLIGHTS

Broadmeadow Elementary School:

- Replaced a section of the flooring
- Upgraded intercom system in compliance with ALICE standards
- Replaced fan motors on RTU1 and RTU2
- Repaired multiple roof leaks
- Repaired boiler 2
- Repaired windows

Daley Building:

- Updated tools



Needham High School

- Replaced the VFD for RTU4
- Repaired the elevator
- Repaired RTU9
- Repaired roof leaks throughout the building
- Repair the tractor
- Insulated boiler 4
- Applied cracksealing to the parking lot
- Repaired the anchor and flooring in the B Gym
- Replaced windows throughout the building
- Replaced gas pressure regulator in boiler 4
- Changed supply fan motor for RTU2



Hillside Elementary School

- Repaired uninvent motor
- Repaired various areas of the roof
- Replaced multiple windows throughout the building
- Inspected the boiler and cleared blockage
- Replaced sections of the floor throughout the building
- Painted the exterior of the building
- Cleaned the ducts throughout the building
- Replaced plastic windows with glass

Mitchell Elementary School

- Installed additional airphone monitors in the front office
- Applied cracksealing to the parking lot
- Repaired bathroom stalls throughout the building
- Upgraded the lighting to LED





Newman Elementary School

- Repaired concrete steps
- Repaired the air conditioning in the media center
- Stopped the radiator leaking
- Replaced broken windows throughout the building
- Repaired the GPS unit in the clock system

Pollard Middle School

- Repaired various roof leaks throughout the building
- Repaired the fan in the kitchen hood
- Repaired dry walls throughout the building
- Reconfigured the media center and front office
- Installed and painted walls in the new front office
- Replaced multiple blinds throughout the building
- Applied cracksealing in the parking lot
- Repaired sections of the main entrance sidewalk
- Finished replacing lockers throughout the building
- Repaired the wall in the Green gym and replaced wall padding
- Relocated the airphone
- Installed new safety edge in elevator
- Replaced the seating in the auditorium
- Renovated one bathroom to include handicap accessibility
- Upgraded the lighting in the auditorium



Town Hall

- Repaired the overhead transaction granite counter
- Repaired multiple roof leaks throughout
- Repaired the door
- Replaced the DAU
- Repaired hand rails and ramps in the building
- Repaired the back flow preventer
- Repaired broken roll up window

High Rock School

- Installed room darkening shades in multiple rooms
- Certified data cables



Transfer Station

- Repaired the roof
- Connected plumbing services to the trailer



Eliot Elementary School:

- Repair leaking coil
- Repair generator
- Replace section of boiler 1
- Replace windows throughout the building
- Apply cracksealing to the parking lot
- Replaced the domestic hot water heater
- Cleaned the ducts throughout the building

Emery Grover:

- Repaired fire alarm panel
- Apply cracksealing to the parking lot
- Remodeled an office



Memorial Park

- Replaced window



Library

- Secured all ceiling panels
- Repaired the irrigation system
- Converted lighting to LED
- Repaired the hydraulic ram for the elevator
- Cleaned the ducts throughout the building

Department of Public Works:

- Removed underground storage tank
- Replaced the skid on the generators
- Asbestos abatement in the garage
- Repaired piping throughout the garage
- Upgraded the lighting to LED



Public Safety Building:

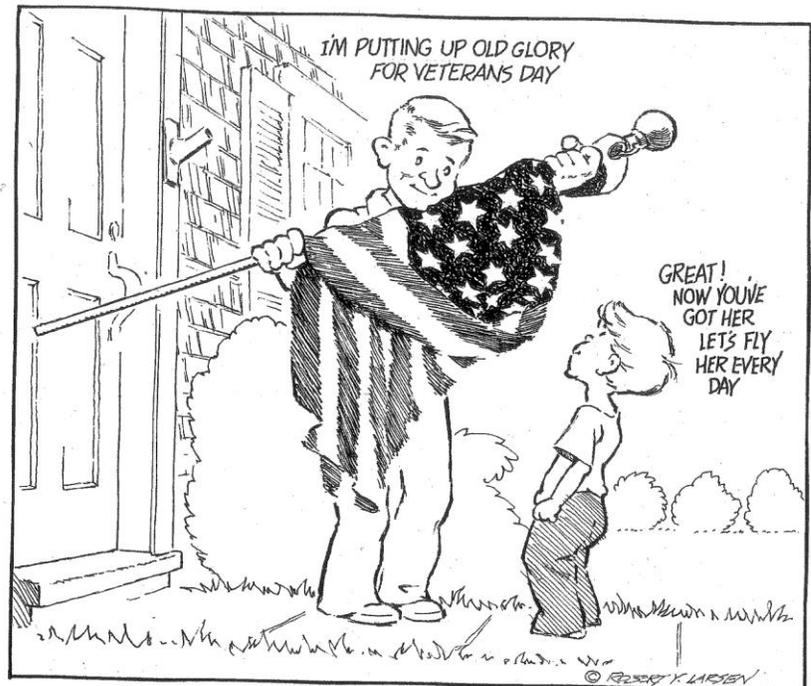
- Repair air conditioning
- Cleaned the ducts throughout the building

Fire Station #2:

- Repaired radiator

Charles River Water Treatment Plant:

- Upgrade to LED lighting
- Replace bladder in expansion tank



COMMUNITY SERVICES

➔ COMMISSION ON DISABILITIES ➔

Elaine Saunders, co-chair, Jeanie Martin, co-chair, Susan Crowell, secretary, Tatiana Swanson, treasurer and ADA liaison, and members Corrine Burke, Debbi Heller, Bruce Howell, Barbara Moss, and Dale Wise. Liaison to the School Committee is Trisha Mullen; Needham Police Department Community Service Officer is Karl Harmon; Consultant from MetroWest Center for Independent Living is Paul Spooner.

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July and August, and if needed there is a meeting in December. NCOD has the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

BUDGET

Push-Pull Door Pressure Gauge	\$ 58
Printing costs of NCOD Brochure	200
Handicapped Parking signs	<u>259</u>
TOTAL	\$ 517

FY2018 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations including 560 Hillside Avenue, Mandarin Cuisine restaurant, Rosemary Park and the Needham Public Library.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.

- Advised the Superintendent of the Highway Department, the Town Engineer and the Needham Police about the necessity of providing and maintaining accessible pedestrian signals at pertinent crosswalks in Needham.
- Continued to sponsor a Needham resident who has been trained to assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from handicapped parking violations.) The grant application can be found on the NCOD website.
- Updated and distributed the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Consulted with architects, project managers and the director of Needham Parks and Recreation regarding the Needham High School cafeteria expansion, the proposed new Hillside School and the Rosemary Recreation Project to ensure that compliance with ADA and AAB is achieved.
- A guest speaker from the Massachusetts Office on Disability presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- A guest speaker from the Massachusetts Commission for the Deaf and Hard of Hearing presented information on hearing enhancement options.
- An NCOD member, a trained town volunteer and the Town Clerk continued to work together to promote use and understanding of the Automark voting machine which allows persons with visual disabilities to vote independently.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed.
- An NCOD member completed Community Access Monitor training that was sponsored by the Massachusetts Office on Disability.
- Two NCOD members attended a MOD District Commission Conference.
- An NCOD member attended a meeting at the Department of Transportation regarding changes in RIDE policies and followed up by submitting letters to local legislators expressing concern about reductions in service.
- Communicated with Town of Needham officials concerning the need for improved accessibility to the town's website.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- A member of the Board of Residence Association at Linden/Chambers Housing Authority gave a presentation on environmental hazards and handicapped accessibility.
- Continued to sponsor a weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

FY2019 FORECAST/GOALS

- To continue to work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, the Park and Recreation Department and other pertinent Town of Needham departments in an advisory capacity to ensure compliance

with MAAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.

- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To serve as a host for an upcoming MOD sponsored advanced Community Access Monitor training.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To continue to work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To participate in the Downtown Streetscape Committee and the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from handicapped parking fines for the specific benefit of persons with disabilities in the community.
- To continue to work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the updated NCOD brochure throughout the town.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to persons with disabilities.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to attend NCOD meetings which are publicly posted.
- For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.



➡ **COMMUNITY PRESERVATION COMMITTEE** ➡

Members:

Gary Crossen, Chairman
 Mark Gluesing, Vice Chair
 Paul Alpert
 Robert Boder
 Artie Crocker
 Bob Dermody
 Chris Gerstel
 Peter Pingitore
 TBD

Appointed by:

Board of Selectmen
 Town Moderator
 Planning Board
 Historical Commission
 Conservation Commission
 Board of Selectmen
 Park and Recreation Commission
 Housing Authority
 Town Moderator

Staff:

Patricia Carey, Staff Liaison
 Kristen Wright, Recording Secretary

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY2017 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$417,108 from the Commonwealth in December 2016, a 20.58% match. The percentage from the state has varied from a low of 20.58% to a high of 100%. In total, \$7,631,362 has been received from the state as of December 2016. There is legislation reviewing how the state funds the Community Preservation Fund, especially in light of the addition of new communities, including the City of Boston.
- The Town collected \$2,136,893 in FY’17 through the local surcharge.
- The Committee held a public hearing in March 2017 to gather public input on the proposals under review for funding.
- At May, 2017 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 860,000	Town Manager	Construction: Reservoir Accessible Trail
\$ 210,000	School Department	Construction: Williams School Trail
\$ 35,000	DPW	Design: Field Renovation at Cricket Field
\$ 4,000,000	Park and Recreation	Rosemary Recreation Complex
\$ 8,000,000	Park and Recreation	Debt: Rosemary Recreation Complex

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling \$341,831 were placed in the Annual Reserve, for future projects in those categories or Recreation. Approximately, five percent of the revenue was put into the CPA Administrative budget.

STATISTICS

The Community Preservation Fund has provided financial support to sixty (60) projects, with a total of \$37,531,352.

Community Housing total	\$ 1,444,500
Open Space total	\$ 2,084,619
Historic Preservation total	\$ 15,301,733
General and Recreation total	\$ 18,700,500

➡ GOLF COURSE ADVISORY COMMITTEE ➡

Daniel Dain (Chair), Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Mary Grace Summergrad, Chris Gerstel

PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for “any lawful municipal purpose” upon action by the Town Meeting. Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2016 HIGHLIGHTS

- The Committee met with Club President Kevin McNamara and Club Vice President Phil Atwood twice during 2017, on April 24 and November 13. In 2018, Phil Atwood will become the new Club President, and Chris Pooley will become the new Club Vice President.
- At the two meetings, the Committee reviewed with the Club’s leadership the Club’s compliance with the terms of the Lease, including rights of winter recreation, Needham High

Golf Team access, and resident days; as well as resident composition of newly accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.

- The Club reported that fewer than 90 percent of new members for the calendar 2017 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors. Committee members did not report learning of any neighbor complaints.

➔ HUMAN RIGHTS COMMITTEE ➔

Abdul Cader Asmal (Clergy Association)

*Cynthia Ganung (Clergy Association,
IJTF, Diversity Initiative)*

Kerry Hurwitch

Amelia Klein (Diversity Initiative)

John Kraemer (liaison – NPD)

Ashok Mehta

Bud Schram

Dan Rubin

Jennifer Howard Schroeder (Chair)

Matt Schroeder (NHS)

Marlene Schultz (Vice-Chair)



CHARGE, Approved August 12, 2008

Created in 1995 by the Board of Selectmen, the mission of the Human Rights Committee is to address matters pertaining to human and civil rights and problems related to thereto that may arise in the Town.

The charge of the Committee is to:

1. Advocate appreciation and respect for human and civil rights in our Town (Education);
2. Organize and/or recommend community events to constructively promote respect for human and civil rights in our Town (Community Outreach);
3. Provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices in response to issues that challenge the human and/or civil rights of any individual or group in our Town (Community Response).



NHRC LOGO

The NHRC logo design, which is universally recognized, combines the shape of a hand with that of a bird (dove). It was created by an international committee for the promotion and protection of human rights.

MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Board of Selectmen.

The Committee shall consist of 12 members. When practicable, the Committee should include representatives or designees of the Needham Police Department and the Needham Public School Department (ex officio and non-voting), the Needham Commission on Disabilities, and the Needham Housing Authority. Membership should also include a representative of the local clergy, a senior citizen, a tenant of the Needham Housing Authority, a realtor, and a Needham High School student.

MEETINGS

Human Rights Committee meetings are usually held the *third Thursday* of each month at Needham Town Hall, Highland Room, 7:30-9:00 pm. Meetings are open to the public and all meeting dates and agendas are posted on the Town website. On occasion, guest speakers are invited by the Committee to share their expertise in the area of human rights. Guest speakers play an important role as resources for planning future NHRC events. The Committee welcomes all Needham residents who are interested in human rights to attend a meeting and to learn about the work of the Committee.

SPONSORED COMMUNITY EVENTS

Organizing community events and educational forums related to human rights plays a major role in the work of the NHRC. Following are highlights for the Fiscal Year 2017.

Diversity and Dessert and a Concert in the Park – July 21, 2016 Memorial Field



In an effort to cultivate relationships, celebrate the diversity of Needham and enjoy the arts, an outdoor community-building event took place at Memorial Field. In addition to enjoying

desserts and a concert by the Needham Community Band, participants learned about the important work of the co-sponsors of the event - the Needham Diversity Initiative and the NHRC. Display stands and materials provided information about the organizations and publicized future events related to diversity and human rights themes.

Needham 5th Annual Diversity Summit – November 19, 2016 Pollard Middle School



The Needham Diversity Summit brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham's diversity - of socioeconomic status, race, sexual orientation, gender (including identity and expression), religion, ethnic identity, ability and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the confidence to share their experiences and voices, and to provide a safe and

inviting space for audiences to listen and respond. The NHRC was a co-sponsor of the day-long event. NHRC members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. NHRC members also led workshop sessions, an integral part of the Diversity Summit program.

Human Rights Day – December 20, 2016

The Needham Board of Selectmen made a statement in recognition of Human Rights Day, which was promoted by the NHRC. The statement is posted on the NHRC Town Hall webpage.

In recognition of Human Rights Day, we wish to remind all our residents that Needham is committed to creating and fostering a welcoming and safe community for all who live and work here. This commitment means we reject discrimination or acts of hate based on a person's race, color, gender identity, ethnicity, religion, sexual orientation, citizenship, ancestry, family/marital status, ability, source of income, military status, or age. Further, we remain diligent in celebrating and practicing diversity, inclusion, and respect in every possible aspect of life in Needham. We therefore ask our community to recognize Human Rights Day, finding the humanity within each other and to stand united with those most vulnerable among us.

[Vote of the Board of Selectmen 12/20/2016]

Martin Luther King Jr. Day Celebration - January 16, 2017 Needham High School



This annual community event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. The central focus of the MLK Day is children. Most of the performances are by or for children of all ages. An annual highlight is a combined choir of children from diverse Needham communities and groups. Middle school students conducted a ceremony of lighting candles in honor of those who have inspired them. Other program highlights included a keynote speaker, storytelling activities for children, a dance ensemble presentation, and a student art display. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, attended and hosted the event. Additional sponsors were The Clergy Association, the Needham School Department and its METCO Program, and the Needham Diversity Initiative. (Photo courtesy Needham Diversity Initiative, Inc. needhamdiversity.org).

Human Trafficking “Hidden in Plain Sight” - March 9, 2017 Powers Hall, Needham



George Goneconto (Moderator), Chief John Schlittler, Deborah O'Hara Ruschowski, Steven Procopio, Peter DiMarzio

The Needham Human Rights Committee partnered with Needham PATH – People Against Trafficking, whose mission is to prevent human trafficking in Needham and in Norfolk County, for an event in Needham. Guest speakers included Needham Chief of Police John Schlittler; Deborah O’Hara-Rusckowski, a delegate at the United Nations; Steven Procopio, LICSW and Consultant for Human Trafficking; and Peter DiMarzio, Homeland Security Investigations Victim Assistance Specialist. Speakers shared their professional experiences in working against human trafficking globally and locally. They identified possible indicators of human trafficking, and stressed the need to educate the public to recognize risk factors and indicators which exist in our communities that are “hidden in plain sight”.

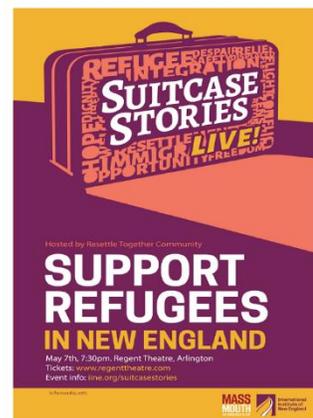
Understanding ISIS and Combatting the Threat – May 9, 2017 Center at the Heights



- Craig Considine, a Needham native and Needham High School graduate, returned to educate the Community about ISIS at an event sponsored by the NHRC and the Needham Public Library’s “Needham Free Public Forum” program. Professor Considine is currently a faculty member in the Department of Sociology at Rice University in Houston. His work focuses on Islam, Muslims in American Society, Interfaith Relations, the Sociology of Religion, Race and Ethnic Relations, and Social Problems. Following his presentation, Professor Considine responded to questions from the audience which addressed conflicting perspectives and approaches to combatting terrorism. Approximately 115 people attended the forum.

Suitcase Stories – June 22, 2017 Trip Advisor, Needham

Suitcase Stories Live was one of a series of storytelling performances organized by IINE – the International Institute of New England that took place in Needham. The purpose was to honor refugees and immigrants and to raise funds to support IINE's programming. The performance featured foreign and U.S.-born residents who shared their personal refugee or immigrant related stories. The event was held and hosted at Trip Advisor headquarters in Needham around



World Refugee Day. The NHRC was one of several Needham Community co-sponsors of the event.

COMMUNITY RELATIONSHIPS

In pursuing its mission, the NHRC seeks opportunities to collaborate - and develop on-going relationships - with groups in the Needham Community. Following are examples of ways the NHRC has made efforts to reach out to both official and non-official Town Committees and organizations.

- **NEEDHAM HOUSING AUTHORITY**

Members of the NHRC have had on-going conversations with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The Committee's goal is to learn about the needs of residents living in NHA units, and how well residents of Needham public housing are integrated into the Community. The Committee continues to seek candidates who are residents of the Needham Housing Authority to serve on the NHRC, and has collaborated with NHA officials in promoting resident representation on the Committee.

- **MEDIA SOURCES**

The NHRC has developed close links with local media sources. Direct contact with editors and journalists has helped the Committee promote its events and generate interest in human rights. Committee members have attended information sessions organized by the Needham Times and have had opportunities to meet the staff, learn how and when to send press releases and calendar listings, and how to "pitch" a story for their organization. The Needham Times has been supportive of the mission of the NHRC and has highlighted its work in major articles and guest columns. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion. Additionally, the NHRC launched its own Facebook page to publicize events and promote understanding of human rights issues in the community.

- **NEEDHAM PUBLIC SCHOOLS**

Members of the Committee have met with the Superintendent and Needham Public School officials to discuss ways to collaborate and to share resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups. In October 2016, the student representative led a workshop for high school students at a NHS event to explore the "all school read" The Other Wes Moore: One Name, Two Fates. The workshop explored the school to prison pipeline. In November 2016, four members of the NHRC presented a workshop, "What are Human Rights" at the Pollard Middle School STA (Students Take Action) Day. In February, 2017, Needham residents raised concerns to the NHRC about a long-standing practice in the Needham middle schools that purportedly used, at least in part, a student's apparent race in determining cluster placement. Throughout the spring 2017, NHRC members met

with Needham Superintendent Gutekanst and residents to explore possible solutions to the issues raised.

- **NEEDHAM COUNCIL ON AGING**

The co-chairs of the NHRC have corresponded with the Executive Director of the Council on Aging to plan events at the Center at the Heights to accommodate the needs of older adults. The Director has been supportive in helping the Committee reserve dates and space at the Center to host key events. The Center staff members have generously given their time and energy in organizing and facilitating event activities. One event was held at the Center at the Heights this past year (*Understanding ISIS and Combatting the Threat* – May 9, 2017).

- **NEEDHAM DIVERSITY INITIATIVE, Inc.**

The Needham Diversity Initiative (NDI) is a grass-roots, community organization of individuals who live, work or study in Needham. Many are educators and have been involved with diversity training in the past (e.g., via their profession or membership in Needham’s Human Rights Committee, Needham Clergy Association, or Immigration Justice Task Force). The NDI organizes on-going events, workshops, and community forums which provide opportunities for residents of Needham to learn about the diverse populations within their community, to examine diversity issues, and to build diverse coalitions. Two members of the NHRC serve on the Board of the Needham Diversity Initiative. The NHRC has been an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration. The NHRC co-sponsored a community building event with the NDI - *Diversity and Desserts at Memorial Field* on July, 2016, and co-sponsored *Race Amity Day* on June 2017 together with the Needham Diversity Initiative and the World of Wellesley.

- **NEEDHAM CLERGY ASSOCIATION**

Two members of the NHRC are active members of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have supported and attended public events organized by each group. This past year, NHRC members participated in a race dialogue pot luck dinner sponsored by the Needham Clergy Association and the Cooperative Metropolitan Ministries.

- **NEEDHAM IMMIGRATION JUSTICE TASK FORCE**

One member of the NHRC is a member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.

- **NEEDHAM REFUGEE RESETTLEMENT PARTNERSHIP**

Several Needham faith-based and community organizations have formed a consortium to 1) inform Needham residents about the global and national refugee resettlement crisis, 2) explore ways to create community partnerships to help transition immigrants in the Boston area, and 3) consider the possibility of becoming partners in the *Resettle Together* – *Partners in Local Refugee Resettlement program*. The International Institute of New England (IINE) is one of three resettlement agencies in Massachusetts that provides many

opportunities for surrounding partnering communities (such as Needham) to support the resettlement process through advocacy, pre-arrival support, social events, and working directly with clients. Two members of the NHRC serve on a steering committee for the consortium project.

- **NEEDHAM FREE PUBLIC LIBRARY**

In October 2016, Needham Public Library Trustees and a Board Member presented information to the NHRC about the Library's desire to promote a respect for diversity in the town through programming and educational forums. As a result of these discussions, the Library and the NHRC co-sponsored a May 2017 event titled *Understanding ISIS and Combatting the Threat*, featuring Professor Craig Considine of Rice University (and Needham High School alum). The NHRC continued collaboration with the Library through co-sponsorship of its *One Book One Community Program*. Throughout the summer, the Library made available copies of *In the Country We Love: My Family Divided*, by Diane Guerrero. In conjunction with several community groups, including the NHRC, the Library hosted numerous community meetings to discuss the important themes presented in the book about the implications of immigration policy in the United States.

- **REPRESENTATIVE DENISE GARLICK**

In January 2017, Representative Denise Garlick contacted the NHRC to begin discussing convening a coalition of community leaders to promote respectful dialogue about issues impacting human rights. Additionally, NHRC members participated in a meeting called by Representative Garlick to address the Town's position on adopting immigration enforcement policies proposed by the American Civil Liberties Union. The meeting, which held approximately 30 participants, featured discussion by Selectwoman Marianne Cooley, Police Chief John Schlittler, immigration advocate and town resident, Ken Farbstein, and Representative Garlick.

- **NEEDHAM WITNESS FOR JUSTICE EMPOWERMENT FAIR**

In January 2016, at the request of a Needham resident, the NHRC co-sponsored a special event, held at Needham First Parish, which offered residents of Needham the opportunity to network with many local groups active in the Town to promote human rights. At this event, participants heard from leaders of various groups and brainstormed about ways they could coordinate efforts in the Town Community.

HUMAN RIGHTS RESOURCE GROUPS

The NHRC has kept informed about human rights issues by connecting to regional organizations and groups who serve as resources to the Committee. These resources enhance the work of the Committee in planning educational forums, and in responding to issues that challenge the human rights of any individual or group in the Needham Community.

- **MASSACHUSETTS ASSOCIATION OF HUMAN RIGHTS AND RELATIONS COMMISSIONS (MAHRC)**

The Massachusetts Association of Human Rights and Relations Commissions is an organization of municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level. The mission of MAHRC is to provide local and statewide leadership in the areas of human rights and

intergroup relationships. MAHRC accomplishes this charge by promoting networking initiatives, developing educational strategies and model programs; and serving as a resource for new and existing human rights and relations commissions.

- **PEOPLE AGAINST TRAFFICKING of HUMANS (PATH)**

NEEDHAM PATH's mission is to prevent human trafficking in Needham and in Norfolk County. Their goal is to raise awareness through education, advocacy and collaboration. From the beginning Needham PATH has had a strong relationship with the U.S. Department of Homeland Security Victim Assistance Program. PATH continues to develop ongoing collaboration with other agencies within our local communities. There is a great need to educate the public to be able to recognize the risk factors and indicators which exist in our communities that are "hidden in plain sight". Many Needham PATH members have been trained by organizations such as the U.S. Department of Homeland Security and are available for speaking engagements to educate and raise awareness about human trafficking.

↪ **NEEDHAM HISTORICAL COMMISSION** ↪

Richard Hardy, Chair, Carol Johnson Boulris, Don Lankiewicz, Rose Doherty, Gloria Greis, Jeffrey Heller, Miles Shore, M.D.

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage. The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three year, staggered terms.

FY2017 ACTIVITIES

- Over the course of the year the Historical Commission met with the owners of 56 Howland St (Frank Jones House), 50 Maple Street (Clara June Crafts house) 60 Maple Street (Emery Grover House) for renovation, repairs for their historical houses.
- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, Town common planning, Large House Study Committee and as a designated member of the Community Preservation Committee.

CPC

- The Commission met with Newton Lower Falls residents and representatives of the MWRA regarding the restoration / repair of decorative railings on the Sudbury Aqueduct (Echo Bridge). The Commission supported the initiative to utilize CPC funds to assist in this effort.

COOK'S BRIDGE REPAIR / RESTORATION

- The Commission worked closely with the Newton Upper Falls Historical District Commission on the restoration and repair of Cook's Bridge (Eliot / Central Ave.) The Needham Historical Commission took the lead in drafting the content (history, photos and maps) to be used for the content of the interpretive historical panel in place today at the bridge. The Commission would like to thank commission member Gloria Greis for her work in creating the content for the interpretive panel.

➤ NEEDHAM FREE PUBLIC LIBRARY ➤

BOARD OF TRUSTEES

Rose A. Doherty, Chair, Lois C. Bacon, Richard C. Hardy, Thomas M. Harkins, Margaret L. Pantridge, Gregory J. Shesko, Carol J. Thomas

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas.

The library will be a vibrant and welcoming place for all people to gather, meet, and learn.

The library will create opportunities for programs, services, and outreach, by building partnerships with institutions, such as schools, businesses, and organizations.

MISSION STATEMENT

The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

Library Staff: Ann C. MacFate, Director, Demetri Kyriakis, Assistant Director, Diane T. Browne, Technical Services Supervisor, Paula A. Dugan, Children's Supervisor, Stefanie L. Claydon, Reference Supervisor, Danielle Tawa, Technology Specialist/Archivist, Gay Ellen Dennett, Reference Librarian/Program Specialist, Sarah N. Breen, Reference Librarian/AV Specialist, Deborah A. Lovett, Circulation Supervisor, Carolin S. Davis, Assistant Children's Librarian, Manuela R. LaCount, Assistant Cataloger, Karen H. Donaghey, Library Assistant, Lu-Ann M. Caron-Leslie, Library Assistant **Part-Time Reference Staff:** Jeffrey R. Arnold, Erin G. Bassett, Judith E. Nudelman, Leigh R. Rudikoff **Part-Time Children's Staff:** Elise R. Katz, Veronica L. McCarthy, Erica M. Ruscio, Diane L. Shetler **Part-Time Administrative Assistant:** Jenna A. White **Part-Time Library Assistants:** Sandra J. Bedigan, Annalisa Bishop, Charlotte R. Buxton, Phyllis J. Cashman, Frances P. Gillespie, Judith G. Johnson, Janet S. Krawiecki, James Lawrence-Archer, Cheryl Miller Smith, Christine M. Moynihan, Deborah J. Reardon, Sebastien B. Sulser, Nancy D. Teich, Joan P. True **Custodial Staff:** Angel R. Lopez, Raymond B. Cranton, Howard R. Egerton

FY2017 HIGHLIGHTS

JULY

- 671 children participated in the Summer Reading Club “On Your Mark, Get Set...Read!”
- In the latest *National Citizen Survey*, 98% of local survey-takers rated Needham as a “safe place to live,” and 93% were happy with the library.

AUGUST

- Boston Bruins mascot Blades the Bear visited the library and encouraged children to keep reading during the summer.
- More than 11,000 people looked at a photograph of Calvert’s Needham Heights store, as part of the Throwback Thursday *Facebook* feature.
- New Cork bulletin boards installed at the Rosemary Street Parking lot entrance and lobby.



SEPTEMBER

- Popular lecturer Dr. Gary Hylander returned with a new series, *The Roaring Twenties: Ford, Flappers, and Fitzgerald*.
- The afternoon and evening book discussion groups resumed, with the afternoon group reading *All the Light We Cannot See* by Anthony Doerr and the evening group reading *Americanah* and *We Should All Be Feminists* by Chimamanda Ngozi Adiche.
- The library’s expanded Sunday service hours (from 1 – 5:00 p.m. to 1 – 7:00 p.m.) were met with great enthusiasm.
- The Minuteman Library Network successfully introduced its Mobile APP.
- The Reference Department introduced a new World Language Book Collection.
- The Children’s Department was awarded a Library Services and Technology Act grant that provided funding for a STEAM Center.

OCTOBER

- The Friends of the Needham Public Library held another incredibly successful fall book sale.
- The recently established Library Staff Diversity Committee voted to hold a “One Book, One Community” program.
- People Counters installed at both entrances to provide an accurate count of the number of people who enter the library building.
- The Reference Department held well-attended “iPad for the Absolute Beginner” classes.

NOVEMBER

- The first session of the 2017 McIver Lecture Series, *Health and Wellness*, featured Dr. Susan Newman. Her subject was “When Someone You Know Has Depression.”
- The Massachusetts Board of Library Commissioners certified the library for FY17.
- The Library Foundation of Needham finished installing donor names on the balustrade.

DECEMBER

- 1,087 people enjoyed six New Year's Needham children's programs—two programs each of *Magic by George, Debbie and Friends*, and *Storyteller Shawn Middleton*.
- The Children's Department held the grand opening of its new STEAM Center.

JANUARY

- Popular local lecturer Bob Begin presented a program on the "Mutiny on the *Bounty*."
- History lecturer Dr. Gary Hylander introduced his new series, *All Rise: A History of the Supreme Court*.

FEBRUARY

- Dr. Qi Sun presented the second McIver Lecture *Health and Wellness* program, "Type 2 Diabetes: Are Food Choices a Key to Prevention?"

MARCH

- The library joined with the Needham Diversity Initiative to present the program, *Evolution of Gender*.
- The Massachusetts Horticultural Society's Plantmobile presented a children's program on seeds and growing plants.
- The third and final McIver Lecture Series *Health and Wellness* program focused on the training of Capuchin monkeys as people helpers.
- More than 3,600 people enjoyed the more than fifty pieces of art in mixed mediums (presented by talented Needham High School students) and the complementing fantastic floral interpretations (presented by members of the Temple Beth Shalom Garden Club, the Needham Garden Club, and the Kalmia Garden Club) at the annual Needham Art in Bloom show.
- The Children's Room presented its STEAM Center at the 31st Annual Library Legislative Day held at the Massachusetts State House.
- The library team finished in first place at the Needham Education Foundation Spelling Bee



APRIL

- A nine-camera security system was installed.

MAY

- The Library Foundation installed a plaque in memory of Marguerite M. Ryan at the Circulation Desk.
- The Library Trustees began discussing the lack of individual study rooms during the afternoon.
- Assistant Director Demetri Kyriakis and Children's Supervisor Paula Dugan were presenters at the Massachusetts Library Association's Annual Meeting. The Children's Department was given a publicity award for its 2016 Summer Reading Program publicity.

- The Town installed a solar phone-charging station at the library.
- The Board of Trustees agreed to engage in a “One Book, One Community” program, using Diane Guerrero’s book, *In the Country We Love*.
- The Needham Free Public Library and the Needham Human Rights Committee sponsored Dr. Craig Considine’s lecture “Understanding ISIS and Combatting the Threat.”

JUNE

- Use of the library’s downloadable programs continued to increase in FY17 with downloadable book use increasing by 25.4%, and downloadable magazines by 40.3%
- More than 333,000 people visited the library in FY17.
- During FY17 the Children’s Department held a record 424 programs, with a record breaking 17,346 children in attendance
- The library sent 55,937 items to other libraries to fill requests and other libraries sent 64,843 items to Needham to fill patron requests.

FY2018 FORECAST

The Library Trustees and staff will continue to work on the recently established diversity initiative. Downloadable books, magazines, films, and music will continue to increase in popularity; however, use of print materials will continue to remain as the most popular library service. The Library will continue to experiment with a variety of databases, in order to offer citizens the information that they seek.

DONATIONS TO THE LIBRARY

During FY17, sixty-six people volunteered 1,562 hours of service to the library. Volunteers mended the library’s books, filed reserved items on the shelves at the Circulation Desk, dusted and straightened the library’s shelves, and put returned materials back on the shelves. In addition, the Library Trustees and members of the Friends of the Library and the Library Foundation of Needham worked many hours presenting programs, book sales, and other special events. Additionally, the Friends of the Library paid for subscriptions to international magazines; museum passes; adult and children’s library programs; books, playaways; DVDs; audio books; young adult books, graphic novels, audiobooks, and playaways; and the *ArtistWorks for Libraries* database. The Library Foundation of Needham provided funds for many of the library’s programs and audiovisual and World Language Book Collection purchases, as well as a pass to the Concord Museum. The Needham Garden Club supplied weekly flower and plant arrangements for the library’s lobby, purchased the pass to the Garden in the Woods, and maintained planters at the Highland Avenue entrance. The Lions’ Club donated funds for the purchase of books for the library’s Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State’s parks. Other people, clubs, groups, and organizations that made significant donations to the library in FY17 include:

Needham High School Community Classroom Program
The Needham High School Anime Club

Volante Farms
Children's Room World language storytime presenters

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY17. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY2015	FY2016	FY2017
Memorials & Cash Donations	\$43,015	\$22,555	\$61,566
Value of books, DVDs, etc. donated	\$5,342	\$4,805	\$6,533
DEPARTMENTAL STATISTICS			
Adult Department			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	302,867	302,171	293,259
Items loaned to other libraries	63,120	61,613	55,937
Items borrowed from other libraries	60,595	66,390	64,843
Total money returned to Town from fines, fees, lost books, etc.	\$54,350	\$42,091	\$39,798
Reference Department			
Reference questions answered	17,974	18,242	17,912
Directional questions answered	4,133	6,784	8,408
# people using Genealogy Room	64	100	85
# people using Study Rooms	5,011	6,394	6,831
Remote Access	261,555	255,752	237,850
Children's Department			
Circulation (books, DVDs, CDs, periodicals)	210,600	213,527	207,804
Reference questions answered	12,048	13,717	18,344
Story times and other programs	368	379	424
Attendance at programs	12,078	14,311	17,346
Catalog Department			
Adult books added to collection	7,185	6,498	7,361
Adult books withdrawn	10,387	11,395	5,725
Children's books added to collection	2,596	3,910	11,088
Children's books withdrawn	4,404	2,460	9,489
Audio items added	1,487	1,106	1,265
Audio items withdrawn	427	904	627
Visual items added	1,641	1,961	2,070
Visual items withdrawn	1,451	1,428	985
Total Collection	174,979	171,951	175,273
MISCELLANEOUS STATISTICS			
# Registered borrowers	19,103	18,492	18,214

	FY2015	FY2016	FY2017
Total Hours Open	3,328	3,392	3,437
Attendance	342,488	343,858	333,543
# of Community Room Bookings	489	510	586

➡ **NEEDHAM HOUSING AUTHORITY** ➡

Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all. For over 65 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 416 units of affordable housing distributed as follows within the town of Needham:

Units	Program	Location	Bedroom size
152	State (Ch.667) Elderly/disabled	Linden & Chambers Street	1 BR
8	State (Ch.689) Special Needs	1415 Great Plain Avenue	1 BR
46	Federal Elderly/disabled	Seabeds Way	1 BR
30	Federal Family	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal Family	High Rock Estates	2 & 3 BR
20	Project-Based Vouchers-Sect. 8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
100	Federal Section 8	Housing Choice Vouchers	Scattered in private housing

Needham Housing Authority provides executive and management services to Wellesley Housing Authority through a management agreement. Wellesley Housing Authority owns and/or manages 235 units of state subsidized family and elderly housing, and has 11 federal Section 8 vouchers.

Oversight of Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners' service expires in the following manner:

	Office	Term expires
Reginald Foster, Governor’s Appointee	Chair	May 2021
Scott Brightman	Vice Chair	April 2019
Karen Hughey, Resident Commissioner	Treasurer	April 2021
Andrew Cohen	Commissioner	April 2018
Peter Pingitore	Commissioner	April 2020

STAFFING

The Executive Director currently supervises six administrative staff employees and five maintenance staff employees at Needham Housing Authority as well as four administrative staff employees and four maintenance employees at Wellesley Housing Authority.

Needham Housing Authority administrative staff is composed of the following individuals:

Executive Director	Paul Dumouchel
Assistant Executive Director	Patricia Edmond
Director of Leased Housing	Vacant
Office Manager	Sandra Amour
Bookkeeper	Carol Capone
Resident Services Coordinator	Hien Tran
Receptionist	Marie Celestin

Needham Housing Authority maintenance staff is composed of the following individuals:

Facilities & Maintenance Manager	Gary Kuphal
Maintenance Foreman	Bryan Trundley
Maintenance Mechanic	Dan Mann
Maintenance Mechanic	Al Conti
Maintenance Mechanic	Gregory Gillis

The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. Staff members regularly attend seminars and training programs to enhance their professional effectiveness.

BUDGET DATA

Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town’s budget. Under a management agreement with Wellesley Housing Authority, Needham Housing Authority collects a monthly management fee for the administration and oversight of its programs and properties.

The annual budget of Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive, Needham. The latest audit was completed for FYE December 2016 and was performed by Guyder Hurley, Certified Public Accountants.

FY2017 HIGHLIGHTS

- The NHA entered into a contract with Abacus Architects for a comprehensive evaluation of all NHA properties to identify redevelopment/modernization opportunities.
- Capital improvement projects included 5 roof replacements.
- Additional capital improvement projects included boiler replacement at Mathews House, our 689 development.
- Two HUD REAC inspections were performed in 2017. The NHA scored a 96 on the Seabeds/Captain Robert Cook inspection and an 87 on the High Rock inspection. We are in the process of appealing a couple of findings on the High Rock inspection to obtain a higher score.

WAIT LIST

- The average wait time for a one bedroom unit is one to two years; The two and three bedroom list was reopened, and the wait for four bedrooms is over 5 years.

PERSONNEL

- Patricia Edmond was promoted to Assistant Executive Director in April 2017.
- Penny Kirk retired as the Resident Services Coordinator in May of 2017.
- Hien Tran was hired as the new Resident Services Coordinator in June of 2017.

HIGH ROCK ESTATES

The High Rock Estates family housing consists of 60 single family homes located on Fairview St., Memorial Circle, Yurick Rd., Murphy Rd., and Linden St. The homes are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

LINDEN/CHAMBERS STREET SENIOR HOUSING

The Linden/Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals. The Board of Commissioners continues to explore the feasibility of redeveloping this community and replacing the current units with modern, one bedroom apartments with increased accessibility for disabled residents.

Care Connections, a cooperative venture with Springwell and Needham Housing Authority provides support for senior and disabled residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at Linden/Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, at-home meal delivery and other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may request an application for housing by contacting Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE AND SEABEDS WAY

Captain Robert Cook Drive is a family complex, which receives funding from the Department of Housing and Urban Development. Upgrades this year included improvements to the playground area. Seabeds Way, a senior complex, funded by the Department of Housing and Urban Development, suffered significant winter damage, and has been under reconstruction throughout the year. Residents remained in place during reconstruction. Annual federal capital funds and an emergency capital fund grant were used to partially fund the repairs.

COMMUNITY PARTNERSHIPS

The Authority works in collaboration with many local organizations and businesses including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School, The Needham Community Farm, Noble and Greenough School, Needham Parks and Recreation Department, the Linux Club, and the Kalmia Club, and several churches and synagogues. These important partnerships provide residents with additional services and opportunities.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. Hien Tran, Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers, and Muzi Motors provide some of the funding for this program. The Needham Community Farm provides fresh fruits and vegetables to residents through their Mobile Market Delivery service during the summer months. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood.

CONTACT INFORMATION

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: NeedhamHA@aol.com. The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M.

➡ **PARK AND RECREATION COMMISSION** ➡

Park and Recreation Commission

Matthew M. Toolan, Chairman
Christopher J. Gerstel, Vice Chairman
Cynthia J. Chaston, Member
David C. DiCicco, Member
Michelle S. Geddes, Member

Staff

Patricia M. Carey, Director
Robyn Fink, Assistant Director
Allan Sobon, Recreation Supervisor
Kristen Wright, Administrative Specialist

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY2017 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

The National Recreation and Park Association has conducted research on three core principles that include *Conservation*: protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness*: leading the community to improved health and wellness through parks and recreation; and *Social Equity*: ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs and facilities.

Rosemary Recreation Complex

The Summer of 2016 was the 45th and final year of operation for Rosemary Pool. Celebrations were held throughout the summer, including a good-bye party in August, and lots of past patrons and staff returning for final visits up to the final day on August 26, 2016 when it took an hour for the final swimmer to exit the pool.

Though sad for the end of the era, work continued throughout the year on design and permitting. At the Annual Town Meeting in May 2017, construction funds were approved for the new Rosemary Recreation Complex. The building was cleaned out, with supplies moved into storage. Construction began in June 2017 of a new recreation pool, new lap lane pool, a spray deck, new bathhouse, and on the second floor, a large multi-purpose room for Park and Recreation programs, and office space for both the Park and Recreation Department and the Health Department. Two larger parking lots will almost double the amount of parking available. It is anticipated that the new complex will be open in Summer 2018.

Economic Benefits

- Commission waived Summer Program and Rosemary Pool fees of over \$21,500 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, a decrease from prior years, in part due to there not being pool pass sales in spring 2017;
- Commission generated almost \$243,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating almost \$421,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse;
- Louise Condon Realty, Dedham Institute for Savings Bank, Roche Bros, Copley Motorcars, and many Needham residents donated funds in support of the 2017 summer Arts in the Parks concert series. Parent Talk and Rep. Denise Garlick were the generous donors for the 2017 Children's Theatre performances;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields and other related projects including the Memorial Park Building, and the balance after May 2017 Town Meeting was approximately \$2.5 million for synthetic turf replacement and about \$1.8 million for other future projects;
- Director served as staff liaison to the Community Preservation Committee;
- Projects funded from Community Preservation Funds in FY'17 included the construction funds for a new Rosemary Recreation Complex; construction funds for the Needham Accessible Reservoir Trail; design funds for renovation of the fields at Cricket Field; and construction funds for a new trail at the soon to be new elementary school on Central Avenue.

Community Benefits

- They Bay Colony Rail Trail enjoyed its first full year of operation, with residents regularly using the trail throughout the year. Future projects include the addition of parking, and a connection to Chestnut Street.
- With approval of construction funds, preparations were made to rebuild the trail around the Reservoir. It will be a half-mile loop with two fishing docks, a bridge to connect the trail at the stream, and accessible trail with specialized stone dust, boardwalks and concrete;
- Final permit authorized by the MWRA for the pedestrian path along the two sections of the Sudbury Aqueduct in Needham, with one section coordinated through the campuses of Babson College and Olin College, and the second connecting the Eliot School area to Echo Bridge. A celebration was held at the Eliot School with state officials;
- Part-time playground maintenance specialist performed weekly maintenance tasks at each site;

- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, and worked on a park clean-up project at Perry Park tot-lot with DPW Parks and Forestry;
- Held Field Scheduling Summit, with sport league officials for 15th year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event;
- The middle school Youth Center program, now called TGIF (Teens, Games, Infinite Fun) continued with fun, monthly Friday nights. Activities included bubble soccer, obstacle courses, laser tag, table games, music/DJ, and lots of time to create new friends. Early Release Day programs were offered to middle school students, including Boda Borg, Tree Top Adventure, Launch, and Laser Quest;
- Department provided regular social media updates through Facebook, Instagram, and TGIF Instagram;
- Assistant Director and Recreation Supervisor served on the Youth Resource Network to help address specific needs of school-age youth and families that reside and/or attend public schools in Needham;
- Director participated in Newton-Needham Chamber of Commerce forums on "Re-Image Needham Town Center."

Environmental Benefits

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;
- With Conservation Department, coordinated creation of Open Space and Recreation Advisory Committee, meeting monthly to update the Town's Plan. Information has been provided to Town boards, including Board of Selectmen, Park and Recreation Commission, Conservation Commission, and Planning Board for review before report is finalized;
- Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Seventeen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated park and trail clean-up projects in the spring and fall, with more than 1,000 pounds of trash picked up, and works with community groups to do clean-up projects throughout the year;
- "Take a Hike" free trail walks offered including the new Bay Colony Rail Trail, the new Eastman trail, and the Rosemary Trail;
- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continues to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. Support information provided to department from Keep Massachusetts Beautiful;
- Continued implementation of projects listed in completed Trails Master Plan with the Conservation Department.

Personal Benefits

- Department is part of national campaign to get “Kids into Nature.” More than 100,000 annual hours have been tracked at Park and Recreation sponsored programs, with the numbers increasing each year;
- Extra emphasis has been placed on focusing on fitness in Park and Recreation programs, as well as insuring that nature is incorporated or featured in programs;
- Participated in discussions with Board of Health and Health Department on concussion awareness and possible regulations for coaches participating in concussion awareness training. Youth sports organizations were involved in discussions and an effort is underway to create an easy-to-use tracking system for coaches training;
- With DPW, developed new parking configuration to improve safety of parking lot at DeFazio Park;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations and MA Division of Fisheries and Wildlife;
- Assistant Director worked with YMCA and Youth Services on annual “Needham Unplugged”, including one family night without homework, meetings or events;
- The Needham Sharks Swim Team returned to the Park and Recreation “family.” Originally a Park and Recreation program, it moved off to be run by volunteers during major budget cuts. The Sharks are all looking forward to having a new facility in Summer 2018;
- New program offerings included youth moving making; yoga for teens and adults; summer adult basketball; summer adult sand volleyball; summer adult badminton; winter youth archery; LL Bean Geocaching; April vacation programs; and adult ballroom dancing;
- Administrative Specialist was on primary team overseeing Employee Engagement committees, as part of a Town initiative supported by the Town Manager to ensure all employees feel engaged in their workplace and that they consistently contribute to the future of Team Needham;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe pool operations; creative programming; funding resources; and training of staff.



OTHER

➔ NORFOLK COUNTY REGISTRY OF DEEDS ➔

William P. O'Donnell, Register
649 High Street, Dedham, MA 02026

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 6 million land documents dating back to 1793. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell who has held the position since 2002. In continuous operation for nearly two hundred and twenty-four years dating back to President George Washington's administration, the Registry's mission has remained the same: to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

2017 REGISTRY ACHIEVEMENTS

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register was the guest speaker at the Needham Council on Aging on September 14, 2016 and the Register held office hours at Needham Town Hall on January 19, 2017.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. **This year alone, the Center handled more than 5,000 requests.** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2017, **the Registry collected more than \$50 million in revenue.**
- The Registries of Deeds had several legislative accomplishments spearheading legislation signed into law in early 2017 that allowed for registered land (Land Court) documents to be recorded electronically.
- First Registry in Massachusetts to electronically record Land Court documents. Phased in approach – discharges in April 2017; all documents by July 2017.
- This year saw a record number of electronic recording filers, **approximately 1,400.**
- In 2017, we hit a milestone of recording our 35,000 Registry of Deeds book. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- So far this year, more than **12,500 Homesteads applications have been filed at the Registry.** The law Chapter 188 (M.G.L.) provides limited protection of one's home against unsecured creditor claims.
- The Registry in 2017 completed its History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scribes of the 18th and 19th centuries in the old cursive hand writing style much easier to read by

converting the words into easy- to- read electronic text. **The program earned the praise of two-time Pulitzer Prize historian, David McCullough.**

- In 2017, the Registry for easier customer research indexed all land documents recorded from 1793-1900.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- This year, many technology, office and program improvements were implemented, including the redesigning of our Land Court area. We also continued and strengthened our commitment to cyber security protection of our infrastructure as well as the training of our employees. We also updated our computer equipment and added two major television state-of-the-art monitors to instantly update our staff on incoming electronic recording filings. The Registry's website www.norfolkdeeds.org is routinely updated to alert the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing our consumer programs.
- The Registry's free Consumer Notification Service **hit a milestone with its 700th subscriber, a 40% increase from the previous year.** This consumer/public safety program, started last year, allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, public officials, real estate professionals, genealogists on how to access land record information, using the Registry's new website technology. **This year the Registry also designed and marketed a new seminar exclusively for municipals officials.**
- The Registry expanded its community outreach commitment by working with the Veterans Administration of Boston on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items, including furniture. **Our Toys for Tots' Drive has over the years collected 1,650 presents.** Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. **This year's food drive was one of the biggest ever.** Finally, the Registry **received from generous donors more than 3,000 articles of clothing** for its "Suits for Success," program this year.

NEEDHAM REAL ESTATE ACTIVITY REPORT: JULY 1, 2016 – JUNE 30, 2017

During fiscal year 2017, Needham real estate activity saw increases in both total sales volume and average sales price.

There was a 3% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in FY 2017, resulting in a decrease of 204 documents from 7,303 to 7,099.

The total volume of real estate sales in Needham during FY 2017 was \$608,671,613, a 7% increase from FY 2016. The average sale price of homes and commercial property was also up 11% in Needham. The average sale was \$1,102,665.

The number of mortgages recorded (1,722) on Needham properties in FY 2017 was down 3% from the previous fiscal year. However, total mortgage indebtedness increased 18% to \$1,198,489,702 during the same period.

There were 2 foreclosure deeds filed in Needham during FY 2017, the same number recorded in FY 2016.

Homestead activity decreased 6% in Needham during FY 2017 with 615 homesteads filed compared to 655 in FY 2016.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds



Register O'Donnell speaking at the Walpole Council on Aging.



Register O'Donnell with staff and a constituent at Milton Town Hall Office Hours.

↘ METROPOLITAN AREA PLANNING COUNCIL (MAPC) ↘

PLANNING TODAY FOR A BETTER TOMORROW

Ten years ago when we adopted our new regional plan, *MetroFuture*, we knew Greater Boston was a region on the move, but we couldn't have known how far-reaching the effects of a changing economy, housing market and political landscape would be on our region and state. With instability at the federal level, a growing affordability crisis locally, and an ever-more-pressing need to confront the effects of climate change, the challenges facing our region are very real and evolving day to day. We at MAPC choose to view this through a lens of opportunity and we know that we have passionate, committed and engaged residents who are eager to make their voices heard and collaborate on building a better region together.

As dedicated as ever to our four strategic goals – advancing equity, climate change preparedness, municipal collaboration and efficiency, and smart growth – MAPC is about to embark upon an

update to our visionary regional plan, and we want all of you to be part of the process. The update to *MetroFuture* will include topics that reflect MAPC's own growth during the past decade, incorporating five new disciplines: clean energy, public health, community engagement, digital services, and arts and culture. It will also reflect the breadth and interconnectedness of our region and our region's residents, capitalizing on some of our greatest assets, such as our strong educational and health sectors, a spirit of innovation, and a commitment to collaborating across the artificial lines of politics and party. Most importantly, our planning process will place particular emphasis on dissolving and combating the patterns of racism, segregation by race, ethnicity and income, and inequitable access to opportunity that have held us back from achieving our goals in the past.

We hope you will join us on our mission to create a more just, equitable and future-focused region. Visit our redesigned, newly-accessible website at mapc.org, and be a part of the conversation on Twitter @MAPCMetroBoston. Join us!

HIGHLIGHTS OF OUR WORK

SMART GROWTH

MAPC, the regional planning agency for Greater Boston, helps build equity, opportunity, and livable, vibrant places for more than 3 million residents living and working in 101 cities and towns across Eastern Massachusetts. Guided by our regional plan, *MetroFuture*, and in concert with our own strategic goals, we strive to be a nimble and innovative public agency that provides core planning support to our member communities while also staying abreast of new trends in housing, transportation, public health, safety, clean energy and more. This year, we've placed special emphasis on examining the effects of new technologies and public policy on inequality in our region, and on providing research, digital tools, and recommendations for ensuring equitable access to jobs, housing and a healthy environment for all residents of our region.

TRANSPORTATION

In that vein, we have a new practice area looking at the implications of emerging vehicle technologies such as self-driving cars on the region. At our fall Council Meeting in Quincy, we offered a speaking panel on innovative mobility, including electric and autonomous vehicles, and attendees were even able to test-drive **all-electric and hybrid vehicles** from several manufacturers, as well as a selection of e-bikes. More than 50 people participated in the "ride and drive" event, and a post-event survey showed 88% who test drove a vehicle said they would consider purchasing electric. At least one member of our staff, as well as her mother, actually did so!

Working with Transportation for Massachusetts (T4MA), we are also working to develop principles around data-sharing for **autonomous vehicles** to ensure policy goals are met, privacy is protected, and the state's transportation network can be safely improved. MAPC recognizes the transformative benefits that autonomous vehicles can have for our state's economy, environment, and quality of life, as well as the challenges that could result from disruption to existing forms of mobility. Autonomous vehicles will affect not only our transportation system,

but also our economy, safety, workforce, environment, land use, and energy use. Learn more about our work in this arena at mapc.org/transportation.

In 2017, we launched a special study of the ridership habits of **Uber and Lyft** customers, and at year end we are crunching that data to determine what effects these companies are having (if any) on transit use — with the goal of helping both the MBTA and area communities to plan better for the transit and transportation needs of local residents and commuters. Look for more information on that research soon at mapc.org.

Parking planning remains an issue of critical importance to our communities. In December of 2017, Boston and the MBTA piloted an exclusive bus lane on Washington Street between Roslindale Square and Forest Hills, building on an earlier pilot project that utilized **dedicated bus lanes** on Broadway in Everett to alleviate traffic and speed up bus times. Both projects used an MAPC parking analysis to convert car spaces into a devoted bus lane. The Everett project was so popular with commuters across all modes that the model became permanent! At year end, Boston and the MBTA are considering starting a second, longer pilot in Roslindale with ongoing support from MAPC, to determine whether it's feasible to make this dedicated bus lane a permanent change to ease congestion and commute times along the Washington Street corridor.

This year, MAPC has also begun working with several communities near Boston to explore no-cost, **dockless bike share** services. Several cities in our Inner Core, including Chelsea, Malden and Revere, underwent pilot programs to try these dock-ree bike share systems in the fall of 2017; come spring of 2018, a regional program procured by MAPC will be rolling out across Greater Boston, giving more people in more communities access to low-cost bicycling opportunities. Dockless bike share systems offer bicycles with self-locking mechanisms that unlock with a mobile app. Rather than relying on docking stations, these bikes can be parked on the sidewalk, at bike racks, or in almost any publicly-accessible place, where the next user can pick it up, typically paying about one dollar per ride. MAPC, through a regional RFP being offered at the end of 2017, will help to create a boundary-less, regional system with multiple bike share companies that local governments can join at low or no cost, launching just in time for warmer weather.

In partnership with DHCD and Massachusetts APA, MAPC has offered a series of workshops on **parking benefit districts**, or PBDs, this year. A PBD is a specific geography in which parking revenue is raised then invested back into that same district, for transportation improvements. We are formulating case studies and best practices now with the goal of helping more communities adopt these districts in the years ahead.

LAND USE

Equitable Transit-Oriented Development, or **ETOD**, is another growth area for our agency. In 2017, we worked with Rockport to develop an ETOD plan for their commuter rail station area. With a visioning process that took into account the community's ideas for the area, the town and MAPC were able to develop a plan to create a mixed-use, walkable cluster that would be attractive to new families and young adults. Transportation and Land use staff performed a similar assessment of the Anderson commuter rail station in Woburn this year, with aims to develop a mixed-use, mixed-income vision for the area, guided by community input and

grounded in market potential. Similar work is underway into 2018 in Milton Village near the Mattapan Trolley line, Lincoln, South Salem, and in Medford Square, in conjunction with zoning and master planning efforts in those communities. Our Government Affairs and Strategic Initiatives teams are continuing to work toward comprehensive zoning reform legislation at the state level – now called the “Great Neighborhoods campaign” -- throughout this past year and into the future, in collaboration with our partners at the Massachusetts Smart Growth Alliance (MSGA). Learn more about Great Neighborhoods and how you can get involved at ma-smartgrowth.org/issues/placemaking-zoning/policy-agenda.

MAPC also worked on **master plans** in Cohasset and Duxbury this year, economic development plans in Bellingham, Brookline, an arts and culture district in Upham’s Corner, East Dedham and Nobscot in Framingham, and **housing production plans** for Gloucester, Stoneham and Winchester, with Malden starting in 2018. We also launched a “small housing study” with the SWAP and TRIC subregions, crafting case studies on small housing nationally as a way of reducing barriers to their development locally. Acton, Bedford, Concord and Lexington are all working with MAPC to examine their inclusionary housing policies and recommend improvements. Finally, continuing our expertise in parks and recreation planning, we created **open space and recreation plans** for Chelsea, Everett, Hanover, Malden, Revere, Rockland, and Saugus this year, with many more to come in 2018, all of them paying special mind to issues of equity, accessibility and environmental justice.

Our **Public Health** Department is working alongside our Land Use team to integrate a health lens to the planning process this year, in particular on open space plans to reflect the growing research that demonstrates the many health benefits provided by access to green spaces. The team is also entering its fourth year working with the state Department of Public Health to estimate physical activity in neighborhoods through a new methodology that evaluates how much investments in Complete Streets and Wayfinding signage entice more people to walk and bike. By project end, we will be able to estimate by neighborhood how many biking and walking trips have been taken, which in turn we hope will lead to greater physical activity habits and health care savings.

In the **housing** arena, we are especially proud to have partnered with the Mayors and Managers of our Metropolitan Mayors Coalition (MMC) as well as Governor Baker and a host of affordable housing advocacy groups to begin to address the severe affordability issues facing Greater Boston. With production goals, timeframes and a collaborative, cross-municipal focus, we hope to see real progress on breaking down barriers to accessing affordable housing and reducing segregation, discrimination, and homelessness, so that all residents of Metro Boston have the ability find safe, affordable housing near jobs, family, and transportation.

DATA SERVICES

The Research working group in our Data Services Department this year released a major study on housing, examining the effect that new permits have on subsequent **school enrollment**. The full report, available at mapc.org/enrollment, shows concerns about new housing overburdening public schools are largely unfounded. Most school districts in Massachusetts have seen a steady decline in student enrollment over the last 15 years, according to the report, and rates of housing production are having no significant effect on public school enrollment growth. MAPC

examined housing permit and enrollment trends across 234 public school districts over the past six years, from 2010 through 2016; we found that, while high rates of growth have become more common in urban communities, most suburbs saw declines in enrollment, and the dozen fastest-growing areas in terms of housing production saw enrollment growth of only 1% on average. Even in communities where substantial housing production took place, the growth in households and children was not sufficient to offset the over-arching, natural demographic decline in school-age residents, as Baby Boomers age and younger generations have fewer children, later in life.

Other new areas of research this year included an update to our **Regional Indicators** program, a set of measures that quantify our progress as a region toward achieving the goals of MetroFuture. MetroFuture, MAPC's long-range vision for a more sustainable and equitable Metro Boston in the year 2030, includes goals that were established through community input and a collaborative stakeholder engagement process. By measuring our progress, we can identify where action or intervention are needed, and find opportunities for collaboration. Visit the full Indicators website at regionalindicators.org/ to explore and crunch our findings.

Our new, and growing, Digital Services shop is the first in-house digital team housed within a regional planning agency in the nation. This innovative working group supports MAPC departments and municipal partners by designing and building digital tools to conduct more effective, efficient, and equitable planning and governance, with an open, equitable, and data-driven approach and a focus on products that can have direct application in decision-making processes. This year, the team launched a **youth jobs platform** in partnership with the City of Boston that aimed to design a more accessible youth employment system for the city. The result, an open source Youth Jobs Platform, has already had measurable impact on Boston's youth employment experience, connecting more students to summer jobs and contributing to better lifelong outcomes for each youth involved.

The team also launched a Local Energy Action Dashboard, LEAD, that allows communities to download local energy data and compare to neighbors with the goal of reducing emissions and increasing efficiency. Visit the tool at <https://lead.mapc.org>. Digital Services will also be working to update several tools in 2018, including the MassBuilds site which explores real estate development across Massachusetts at www.massbuilds.com, our TrailMap resource, <https://trailmap.mapc.org>, and the "Keep Cool" app which connects users to free, publicly-accessible cooling spots during the hottest parts of the year. Learn more and download for summer 2018 at keepcool.mapc.org!

ARTS & CULTURE

In this, our first full year with an **Arts & Culture** Division, we are seeing many successful projects launch, and our arts and culture staff have embedded into a variety of planning projects. We have hired an artist-in-residence as well as a regional planner focused on arts, joining a team focused on creative placemaking, cultural planning, community development, arts and culture data collection, and cultural policy, while working to integrate art work and public art into our plans and projects. Some of the team's first initiatives this year included a series of creative placemaking workshops in partnership with MACDC and MASSCreative; an Arts and Culture Plan for Arlington; an arts and culture discussion series with the New England Foundation for the Arts (NEFA), bringing artists and planners together; and a community conversation on the

arts economy at Greater Boston Stage Company in Stoneham with Sen. Jason Lewis. Our Artist in Residence also worked with the MetroWest Subregion and our Bicycle & Pedestrian Planning staff to devise a special creative placemaking art installation for the kickoff of the “Landline” trails project in Ashland State Park, engaging more than 50 advocates, elected officials and local residents in the launch of a major new trail project across the communities west of Boston.

The team offers a web toolkit at www.artsandplanning.org to give local planners a framework for engaging the creative community in growth and livability goals, including case studies and grounded strategies. Read more about the arts and culture team’s ongoing work online at mapc.org/our-work/expertise/arts-and-culture.

CLIMATE

The disciplines of clean energy and environmental planning are evolving every day as we as a region work to adapt to a changing climate, and aim to help our cities and towns plan for and mitigate those effects. This year, we performed **climate vulnerability assessments** and action plans for Braintree, Brookline and Newton, and we provided technical assistance and outreach through our Neponset and MAGIC subregion stormwater partnerships, which work to promote climate resiliency and to educate communities about new water regulations. Through a new grant awarded by the New England Aquarium and funded by NOAA, our Communications and Community Engagement divisions are working with Chelsea, Lynn and Hull to develop education programming for youth around climate change. This exciting project hopes to develop a new model of youth-focused partnerships to enhance climate literacy and community involvement in these issues, especially in areas that are racially diverse and have historically been underserved. To learn more about our climate work, visit mapc.org/our-work/expertise/climate.

With guidance from MAPC, seven communities in our region – Chelsea, Melrose, Cambridge, Boston, Winthrop, Natick, and Somerville – received an enhanced level of “**solar readiness**” this year that merited them the distinction of being “Solsmart communities.” This national designation aims to reduce solar’s soft costs by providing technical assistance to communities; to achieve it, cities and towns must complete best practice in several areas, such as zoning, inspections, permitting and community outreach. We are also participating in the Mass Clean Energy Center’s Solar Thermal Challenge, which will explore ways to bring solar hot water systems to Massachusetts residents; look for a pilot program for MAPC-region communities starting in 2018.

Our Energy, Transportation and Municipal Services departments have teamed to offer a Green Mobility Purchasing Program this year, allowing advanced vehicle and hybrid conversion technology on the statewide procurement contract. This contract will help municipalities to green their fleet of municipal vehicles and reduce greenhouse gas emissions across the region.

Staff from Digital Services worked with students from Harvard’s Graduate School of Design and staff from NOAH, the Neighborhood of Affordable Housing, to create a multimedia public outreach campaign on climate resilience in East Boston this year. Combining traditional print media and an interactive website, the project helped the area’s residents prepare for and cope with major storms, intense flooding and hot summers.

In November 2017, we hosted the “Let’s Get Climate Smart” event with the Trust for Public Land (TPL) in Cambridge. This event publicly launched and demonstrated a new online green infrastructure decision-support tool for the 14 cities and towns of the Metro Mayors Coalition, developed in a two-year partnership among MAPC and TPL staff. The tool allows users to identify optimal locations for nature-based solutions such as trees and rain gardens for mitigating heat and flooding.

In Boston, the City Council voted in late 2017 to make the city the newest and largest community in Massachusetts to authorize **green municipal aggregation**, which intentionally incorporate more renewable energy within a community’s electricity supply, generally at levels above 40 percent more than required by state law. More than 18 cities and towns in the MAPC region have authorized such programs or are actively implementing them with help from our energy staff! Learn more about municipal aggregation and our other clean energy work at mapc.org/our-work/expertise/clean-energy/community-choice-aggregation.

MUNICIPAL COLLABORATION

The state’s Executive Office of Public Safety will continue engaging MAPC as fiduciary agent for the Homeland Security Program in Massachusetts, giving us oversight of the state’s central, northeast, southeast and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

This year, our staff have been working with the U.S. Attorney’s Office to coordinate our **Homeland Security regions** into four regional forums highlighting public safety resources for houses of worship in the wake of several shootings involving communities of faith this year. Participants have received information on bomb threats, vandalism, arson, internet scams, hate crimes, and how to build an emergency response plan, and the workshops will be continuing into early 2018. **NERAC** has also offered trainings in disaster management for water and wastewater utilities this year, discussing both man-made and natural disasters and giving participants tools to maintain and restore water resources in the face of severe weather and other threats.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our **collective purchasing program**, and we continue to work with law enforcement and prevention partners in eight Inner Core communities – Cambridge, Chelsea, Everett, Malden, Revere, Quincy, Somerville and Winthrop -- to manage the Shannon Community Safety Initiative, a grant program designed to address **youth and gang violence**. We are honored to continue facilitating this program in tandem with our community partners and believe it has a very real impact on at-risk youth and crime prevention.

On the **policy and legislative affairs** front, our team worked intensively throughout the year on several priorities for the Metro Mayors Coalition, including work on a regional approach to housing and a regional approach to autonomous vehicle testing.

At the advent of 2018 we are focused on continuing work toward all our strategic goals, and about to embark on a large-scale update to our visionary regional plan, MetroFuture: Making a Greater Boston Region. While much has changed in the region since we drafted our last plan, our commitment to equity, inclusion and top-of-the-line community engagement has not – and we are more excited than ever to begin putting our staff expertise to work at involving the public in our next iteration of Greater Boston’s regional plan.

We hope you will join us at our brand new, fully accessible and responsive web home, www.mapc.org, to find how you can contribute and develop a shared vision for our region in 2018 and beyond. Welcome!

➡ **THREE RIVERS INTERLOCAL COUNCIL (TRIC)** ➡

Representing the Towns of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood

The Three Rivers Interlocal Council (TRIC) is an independent membership organization within the Metropolitan Area Planning Council comprised of thirteen communities southwest of Boston. The mission of TRIC is to support cooperative municipal planning that links the impacts of growth and development in each town to aggregate impacts felt throughout the region. All TRIC meetings and events are open to the general public and the group encourages sharing of ideas and fostering collaboration with its partners in the Council as well as those throughout the region.

The Coalition develops a work plan each year that is implemented from July to June of the following year. In 2017, the Coalition was staffed by Gregory Miao, Municipal Services Specialist, through the May meeting and then staffed by Christine Howe, Grants Management and Procurement Specialist. Sarah Raposa, AICP, of the Town of Medfield, served as Chair and Liz Dennehy, Town of Walpole, served as the Vice-Chair for FY17. In June, at the regularly scheduled Annual Meeting, TRIC unanimously elected Paige Duncan, Director of Planning in Foxborough, to be the Council Chair for FY18. In addition, Susan Price from Sharon and Michael McCusker of Westwood were elected to the Vice Chair and Second-Vice Chair positions, respectively.

In 2017, TRIC met monthly to review and discuss issues of inter-municipal significance. Participants at TRIC meetings included Local Council Representatives, town planners, membership of Boards of Selectmen, members of Planning Boards, Town Administrators, Chambers of Commerce, private entities and partners, and interested citizen-planners. The Neponset Valley Chamber of Commerce remains a strong partner to the municipalities in maintaining strong regional advocacy links to state and federal transportation planning organizations and hosts the monthly TRIC meetings at its new location: 520 Providence Highway, Suite 4 Norwood, MA 02062.

Throughout the year, the TRIC communities exchange information with the intent of understanding how the development goals of communities interact with one another and maintains purposeful links to established working groups that are exploring transportation issues.

Presentations of significance at TRIC meetings in 2017 included discussions with staff from the Boston Region Metropolitan Planning Organization about transportation infrastructure priorities for the TRIC communities, economic development and economic indicators for the TRIC region, the MassDOT Complete Streets program, the Vision Zero road traffic safety project, and the Massachusetts Downtown Initiative grant program.

MEETINGS & EVENTS

January 17	In addition to catching up on planning and development activities in the region, this meeting included two presentations from MAPC staff on regional collaboration opportunities and regional economic development. First, Mark Fine, MAPC's Director of Municipal Collaboration, presented about the regional collaboration work MAPC does on behalf of its communities. Amanda Chisholm, Chief Economic Development Planner at MAPC, then discussed current economic indicators for the TRIC region and MAPC's regional economic development work. This work includes: market analysis (commercial, office, residential); comprehensive economic development strategy/planning; transportation oriented development (TOD) planning; corridor planning; zoning to encourage economic development (mixed use, TOD, 4OR, etc.); priority development site identification; and master planning.
February 21	The February TRIC meeting focused on Arts and Cultural planning, with a presentation by Jenn Erickson from MAPC. In addition to discussing what Arts and Cultural planning is and how it can benefit TRIC communities, the group learned about MAPC's new Arts and Planning Toolkit, which presents a new framework for understanding the ways in which arts and culture can infuse innovation and creativity into communities and showcases a range of arts and culture planning and policy tools. Additionally, the group received an update from the Town of Foxborough and the Neponset Valley TMA on the proposed Foxborough Commuter Rail Pilot program.
March 29	This meeting focused on Vision Zero, a multi-national road traffic safety project which aims to achieve a highway system with no fatalities or serious injuries in road traffic. In addition to hearing a presentation from Barry Keppard, MAPC Public Health Director, about ongoing Vision Zero initiatives in Massachusetts, the group discussed traffic safety strategies TRIC communities could use to fight traffic fatalities and serious accidents.
April 18	The April meeting highlighted the development and use of MAPC's Data Services Department's Local Access Score tool, which aims to help communities determine the projected use of new sidewalks. In addition to hearing a presentation by Eliza Wallace from MAPC about the Local Access Score tool, the group also heard from a local nonprofit based in Sharon, The Law, Your Money, and You. The group presented on its efforts to encourage better relations between the police and public.
May 16	The May meeting bid farewell to TRIC Coordinator, Gregory Miao, and also included a presentation by MassDOT on the Complete Streets program. MassDOT promotes Complete Streets through training, design guidance, and funding. The group also discussed developing the FY18 Work Plan and nominating members to the Chair and Vice-Chair positions.
June 20	The council was introduced to new Subregional Coordinator, Christine Howe, reviewed the Council bylaws, and discussed the nominations for TRIC Chair, Vice Chair, and Second Vice Chair. There was unanimous consent to nominate Paige Duncan of Foxborough, Susan Price of Sharon, and Michael McCusker of Westwood to serve in the leadership roles for FY2018.
July 18	In July, TRIC unanimously elected Paige Duncan as Chair, Susan Price as Vice Chair, and Michael McCusker as Second-Vice Chair of the Council. The group then reviewed the results of the FY18 Work Plan survey and discussed options for guest speakers and

	presentations for the year. TRIC finalized its FY18 Work Plan which would span the months of July to June and focus on affordable housing, historic preservation planning, and a regional housing forum.
August 15	TRIC did not hold a meeting this month.
September 19	In September, Boston Region Metropolitan Planning Organization Staff (CTPS), attended the TRIC meeting to facilitate and lead a discussion about the MPO's upcoming transportation planning activities and discuss the transportation needs and opportunities for improvement in the subregion.
October 17	The Department of Housing and Community Development's MA Downtown Initiative Coordinator, Emmy Hahn, presented on the MDI program and upcoming grant opportunities for the subregion.
November 14	In November, TRIC met to discuss the upcoming Spring events including a regional housing forum, Legislative breakfast, and assessment of subregional housing needs. Additionally, MAPC Government Affairs Manager, Lizzi Weyent, provided an update on legislative priorities.
December 19	TRIC did not hold a meeting this month.

➔ NORFOLK COUNTY MOSQUITO CONTROL DISTRICT ➔

David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

SURVEILLANCE

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	11 pools submitted, 1 isolation – WNv 8/1/2017
Requests for service:	66

WATER MANAGEMENT

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	51 culverts
Drainage ditches checked/hand cleaned	640 feet
Intensive hand clean/brushing*	0 feet
Mechanical water management	0 feet
Tires collected	0

* *Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.



Spring aerial larvicide applications (April)	347.7 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	2.4 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	2,030 basins
Abandoned/unopened pool or other manmade structures treated	2

ADULT CONTROL

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	1,262 acres
Barrier applications on municipal property	0



Method	Board/Committee	Member / Term Expiration
Elected	Board of Assessors	Thomas P. Colarusso 2019
Elected	Board of Assessors	Paul Dawson 2020
Elected	Board of Assessors	Ted Owens 2018
Elected	Board of Health	Edward V. Cosgrove, Ph.D. 2020
Elected	Board of Health	Stephen P. Epstein 2019
Elected	Board of Health	Jane Fogg 2018
Elected	Commissioners of Trust Funds	Jack Cogswell 2020
Elected	Commissioners of Trust Funds	Joseph P. Scalia 2019
Elected	Commissioners of Trust Funds	Heydon David Traub 2018
Elected	Constables	Paul F. Hunt 2020
Elected	Constables	Charles G. Wright 2020
Elected	Housing Authority	Scott Brightman 2019
Elected	Housing Authority	Andrew Lewis Cohen 2018
Elected	Housing Authority	Karen Sue Hughey 2021
Elected	Housing Authority	Peter J. Pingatore 2020
Elected	Housing Authority	Reginald Foster (<i>State Appointee</i>)
Elected	Moderator	Michael K. Fee 2019
Elected	Park & Recreation Commission	Cynthia Chaston 2019
Elected	Park & Recreation Commission	David DiCicco 2018
Elected	Park & Recreation Commission	Michelle Geddes 2019

Method	Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Christopher Gerstel 2018
Elected	Park & Recreation Commission	Matt Toolan 2020
Elected	Planning Board	Paul Alpert 2020
Elected	Planning Board	Ted Owens 2021
Elected	Planning Board	Elizabeth Grimes 2018
Elected	Planning Board	Martin Jacobs 2022
Elected	Planning Board	Jeanne S. McKnight 2019
Elected	School Committee	Connie Barr 2019
Elected	School Committee	Heidi Black 2018
Elected	School Committee	Andrea Longo Carter 2019
Elected	School Committee	Michael Greis 2020
Elected	School Committee	Susan Neckes 2018
Elected	School Committee	Matthew Spengler 2020
Elected	School Committee	Aaron Pressman 2019
Elected	Selectmen	John A. Bulian 2018
Elected	Selectmen	Matthew D. Borrelli 2020
Elected	Selectmen	Marianne B. Cooley 2020
Elected	Selectmen	Maurice P. Handel 2018
Elected	Selectmen	Daniel P. Matthews 2019
Elected	Town Clerk	Theodora K. Eaton 2019

Method	Board/Committee	Member / Term Expiration
Elected	Trustees of Memorial Park	Mark Forbes 2018
Elected	Trustees of Memorial Park	John Gallelo 2020
Elected	Trustees of Memorial Park	James Healy 2019
Elected	Trustees of Memorial Park	Charles J. Mangine 2019
Elected	Trustees of Memorial Park	William J. Topham 2018
Elected	Trustees of Public Library	Lois C. Bacon 2019
Elected	Trustees of Public Library	Rose Doherty 2019
Elected	Trustees of Public Library	Richard Hardy 2020
Elected	Trustees of Public Library	Thomas M. Harkins 2020
Elected	Trustees of Public Library	Margaret Pantridge 2018
Elected	Trustees of Public Library	Gregory John Shesko 2018
Elected	Trustees of Public Library	Carol Jean Thomas 2020
Appointed by Board of Selectmen	Town Manager	Kate Fitzpatrick 2019
Appointed by Board of Selectmen	Town Counsel	David S. Tobin 2018
Appointed by Board of Selectmen	Board of Appeals	Kathleen Lind Berardi 2020
Appointed by Board of Selectmen	Board of Appeals	Peter Friedenbergl 2019
Appointed by Board of Selectmen	Board of Appeals	Howard S. Goldman 2020
Appointed by Board of Selectmen	Board of Appeals	Jon D. Schneider 2019
Appointed by Board of Selectmen	Board of Appeals	Jonathan D. Tamkin 2018
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Michael Greis 2018

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Peter E. Hess 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Dan Schwartz 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Jonathan D. Tamkin 2018
Appointed by Board of Selectmen	Commission on Disabilities	Susan Crowell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Debbi Heller 2018
Appointed by Board of Selectmen	Commission on Disabilities	Bruce A. Howell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Jeanie Martin 2019
Appointed by Board of Selectmen	Commission on Disabilities	Barbara Moss 2018
Appointed by Board of Selectmen	Commission on Disabilities	Elaine Saunders 2018
Appointed by Board of Selectmen	Commission on Disabilities	Colin (Dale) T. Wise 2018
Appointed by Board of Selectmen	Conservation Commission	Sue Barber 2020
Appointed by Board of Selectmen	Conservation Commission	Janet Bernardo 2019
Appointed by Board of Selectmen	Conservation Commission	Artie Crocker 2019
Appointed by Board of Selectmen	Conservation Commission	Stephen Farr 2018
Appointed by Board of Selectmen	Conservation Commission	Peter Oehlkers 2019
Appointed by Board of Selectmen	Conservation Commission	Cory Rhodes 2017
Appointed by Board of Selectmen	Conservation Commission	Alison G. Richardson 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Peter Atallah 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Adam Block 2018 (<i>appt 1/10/17</i>) Matt Borrelli (<i>resigned 9.9.16</i>)

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Council of Economic Advisors	Glen Cammarano 2017
Appointed by Board of Selectmen	Council of Economic Advisors	William Day 2017
Appointed by Board of Selectmen	Council of Economic Advisors	Ted Owens 2018 <i>(appt 8/16/16)</i>
Appointed by Board of Selectmen	Council of Economic Advisors	Maurice P. Handel 2017
Appointed by Board of Selectmen	Council of Economic Advisors	Bob Hentschel 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Stuart Agler 2018 <i>(appt 1/10/17)</i>
Appointed by Board of Selectmen	Council of Economic Advisors	Richard Putprush 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Virginia Fleisher 2019 <i>(appt 8/16/16)</i>
Appointed by Board of Selectmen	Council of Economic Advisors	Martin Jacobs 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Jack Cogswell 2020 <i>(appt 1/10/17)</i> Brian Nadler <i>(thru Jan 2017)</i>
Appointed by Board of Selectmen	Council of Economic Advisors	Russell Mactough 2019 <i>(appt 1/10/17)</i> Janet O'Connor <i>(thru Dec 2016)</i>
Appointed by Board of Selectmen	Council of Economic Advisors	Matt Talcoff 2017
Appointed by Board of Selectmen	Council of Economic Advisors	Michael Wilcox 2019
Appointed by Board of Selectmen	Cultural Council	Sharon Breitbart 2019 <i>(appt 8/16/16)</i>
Appointed by Board of Selectmen	Cultural Council	David Ecsedy 2017
Appointed by Board of Selectmen	Cultural Council	Joanne Feinberg 2017
Appointed by Board of Selectmen	Cultural Council	Mary Murphy Hensley 2017
Appointed by Board of Selectmen	Cultural Council	Michael Labrecque 2017
Appointed by Board of Selectmen	Cultural Council	Ronald Lowry 2017
Appointed by Board of Selectmen	Cultural Council	Gail Lustig 2019 <i>(appt 8/16/16)</i>

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Cultural Council	Kristen Mazzocchi 2017
Appointed by Board of Selectmen	Cultural Council	Elise Miller 2017
Appointed by Board of Selectmen	Cultural Council	Laurence Richmond 2017
Appointed by Board of Selectmen	Cultural Council	Elizabeth Wells 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Roy Cramer 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Daniel Dain 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jack Heavey 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Richard M. Reilly 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jon Schneider 2017
Appointed by Board of Selectmen	Golf Course Advisory Committee	MaryGrace Summergrad 2017
Appointed by Board of Selectmen	Historical Commission	Robert Boder 2019
Appointed by Board of Selectmen	Historical Commission	Don Lankiewicz 2019 (<i>appt 1/24/17</i>) Carol Johnson Boulris (<i>resign 9/2/16</i>)
Appointed by Board of Selectmen	Historical Commission	Rose Doherty 2017
Appointed by Board of Selectmen	Historical Commission	Gloria P. Greis 2018
Appointed by Board of Selectmen	Historical Commission	Richard C. Hardy 2019
Appointed by Board of Selectmen	Historical Commission	Jeffrey Heller 2018
Appointed by Board of Selectmen	Historical Commission	Miles Shore, M.D. 2019
Appointed by Board of Selectmen	Human Rights Committee	Abdul Cader Asmal 2019
Appointed by Board of Selectmen	Human Rights Committee	Barry Ehrlich 2017
Appointed by Board of Selectmen	Human Rights Committee	Cynthia Ganung 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Human Rights Committee	Kerry Hurwitch 2019 <i>(appt 8/16/16)</i>
Appointed by Board of Selectmen	Human Rights Committee	Amelia Klein 2018
Appointed by Board of Selectmen	Human Rights Committee	Ashok Mehta 2018
Appointed by Board of Selectmen	Human Rights Committee	Joanne McCormick 2017
Appointed by Board of Selectmen	Human Rights Committee	Albert "Bud" Schram 2018
Appointed by Board of Selectmen	Human Rights Committee	Jennifer Howard Schroeder 2018
Appointed by Board of Selectmen	Human Rights Committee	Marlene Schultz 2017
Appointed by Board of Selectmen	Human Rights Committee	Matthew Schroeder 2017
Appointed by Board of Selectmen	MBTA Advisory Board	Richard S. Creem 2017
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Maurice Handel 2018
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Lee Newman 2019 <i>(alternate)</i>
Appointed by Board of Selectmen	MWRA Advisory Board	John Cosgrove 2017
Appointed by Board of Selectmen	MWRA Advisory Board	Chris Seariac 2019 <i>(alternate)</i>
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Robert Boder 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Crystal Carter 2016
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Alan Glou 2018
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2018
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2018

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2017
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Michael J. Riley 2017
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2017
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2018
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Robin Brodsky 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	William Dermody 2017
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2018
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2018
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Timothy Kickham 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2017
Appointed by Board of Selectmen	Norfolk County Advisory Board	Ted Owens 2017
Appointed by Board of Selectmen	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2017
Appointed by Board of Selectmen	Property Tax Assistance Committee	Elizabeth Handler 2017
Appointed by Board of Selectmen	Property Tax Assistance Committee	Peter Hess 2017 <i>(thru March 2017)</i>
Appointed by Board of Selectmen	Property Tax Assistance Committee	Thomas Mulhern 2017

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Property Tax Assistance Committee	Evelyn Poness (<i>ex-officio</i>)
Appointed by Board of Selectmen	Rail Trail Advisory Committee	John Bulian 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Patricia Carey
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Christopher Gerstel 2019
Appointed by Board of Selectmen	Rail Trail Advisory Committee	James Goldstein 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Dmitry Gorenburg 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Gerry Koss 2017
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Edward Olsen
Appointed by Board of Selectmen	Regional Transportation Advisory Council	Rhain Hoyland 2017
Appointed by Board of Selectmen	Regional Transportation Advisory Council	David Montgomery 2017
Appointed by Board of Selectmen	Registrars of Voters	Ann Cosgrove 2018
Appointed by Board of Selectmen	Registrars of Voters	John W. Day 2019
Appointed by Board of Selectmen	Registrars of Voters	Barbara B. Doyle 2017
Appointed by Board of Selectmen	Registrars of Voters	Theodora K. Eaton (<i>ex-officio</i>)
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	William Connors 2019
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	David Ecsedy 2017
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2018
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2018
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Irwin Silverstein 2017
Appointed by Board of Selectmen	Taxation Aid Committee	Jack Cogswell 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Taxation Aid Committee	Elizabeth Handler 2017
Appointed by Board of Selectmen	Taxation Aid Committee	Thomas J. Mulhern 2017
Appointed by Board of Selectmen	Taxation Aid Committee	Helen Newton 2019
Appointed by Board of Selectmen	Taxation Aid Committee	Evelyn Poness (<i>ex-officio</i>)
Appointed by Board of Selectmen	Technology Advisory Board	David Davison (<i>ex-officio</i>)
Appointed by Board of Selectmen	Technology Advisory Board	Kerry Hurwitch 2019 (<i>appt 9/2/16</i>) Wade Davis (<i>thru Aug 2016</i>)
Appointed by Board of Selectmen	Technology Advisory Board	Matthew Howell 2019 (<i>appt 11/22/16</i>) Kenny Freundlich (<i>thru Aug 2016</i>)
Appointed by Board of Selectmen	Technology Advisory Board	Ann Gulati (<i>ex officio</i>)
Appointed by Board of Selectmen	Technology Advisory Board	Clifford Hayden 2019
Appointed by Board of Selectmen	Technology Advisory Board	Roger MacDonald (<i>ex-officio</i>)
Appointed by Board of Selectmen	Technology Advisory Board	Michael Mathias 2017
Appointed by Board of Selectmen	Technology Advisory Board	Carl Rubin 2017
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Anthony DelGaizo 2018
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Stephen Delisi 2018
Appointed by Board of Selectmen	Traffic Management Advisory Committee	John Kraemer 2017
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Suzanne Stein 2019 (<i>appt 2/28/17</i>) Jeffrey MacMann (<i>resign 2/1/17</i>)
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Richard Merson 2018
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Donna Mullin 2019
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Seth Bauer 2020 (<i>appt 4/25/17</i>) Ford Peckham (<i>resign 6/1/2017</i>)
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Mark Rosen 2017 (<i>resign Dec 2016</i>)

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Glen Schneider 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Nick Renzulli 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Steve Rosenstock 2017
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John Tallarico 2019
Appointed by Moderator	Finance Committee	Barry Coffman
Appointed by Moderator	Finance Committee	John Connelly
Appointed by Moderator	Finance Committee	Carol Smith-Fachetti
Appointed by Moderator	Finance Committee	Tom Jacob
Appointed by Moderator	Finance Committee	Kenneth Lavery
Appointed by Moderator	Finance Committee	Richard Lunetta
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Richard Reilly
Appointed by Moderator	Finance Committee	Joshua W. Levy
Appointed by Moderator	Personnel Board	Patricia A. Forde
Appointed by Moderator	Personnel Board	Joseph Herlihy
Appointed by Moderator	Personnel Board	Vivian Hsu
Appointed by Moderator	Personnel Board	Richard Lunetta
Appointed by Moderator	Personnel Board	Barry Pollack

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Community Preservation Committee	Paul Alpert (<i>Planning Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Robert Boder (<i>Historical Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Gary Crossen (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore (<i>Housing Authority</i>)
Mixed Appointing Authority	Community Preservation Committee	Vacant (<i>Town Moderator</i>)
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel (<i>Park & Recreation</i>)
Mixed Appointing Authority	Community Preservation Committee	Mark Gluesing (<i>Moderator</i>)
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker (<i>Conservation Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki (<i>by vote of employees and retirees</i>)
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls (<i>by members of the Retirement Board</i>)
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Thomas A. Welch, II (<i>by vote of employees and retirees</i>)
Mixed Appointing Authority	Council on Aging	Gary Crossen (<i>appt 11/22/16</i>)
Mixed Appointing Authority	Council on Aging	Ed Cosgrove
Mixed Appointing Authority	Council on Aging	Carol deLemos
Mixed Appointing Authority	Council on Aging	Phyllis Fanger
Mixed Appointing Authority	Council on Aging	Daniel Goldberg
Mixed Appointing Authority	Council on Aging	Monica Graham

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Council on Aging	Penny Grossman
Mixed Appointing Authority	Council on Aging	Susanne Hughes
Mixed Appointing Authority	Council on Aging	Tom Keating
Mixed Appointing Authority	Council on Aging	Vacant
Mixed Appointing Authority	Council on Aging	Lianne Relich
Mixed Appointing Authority	Council on Aging	Colleen Schaller
Mixed Appointing Authority	Design Review Board	Artie Crocker (<i>alternate</i>) (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Design Review Board	Robert Dermody (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Design Review Board	Nelson Hammer (<i>Planning Board</i>)
Mixed Appointing Authority	Design Review Board	Mark Gluesing (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. (<i>alternate</i>) (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Design Review Board	Deborah Robinson (<i>Planning Board</i>)
Mixed Appointing Authority	Design Review Board	Stephen Tanner (<i>Planning Board</i>)
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Natasha Espada
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Stephen Popper, <i>Dir. Public Facilities, Construction</i>
Mixed Appointing Authority	Permanent Public Building Committee	Gene Voloshin (<i>Appt. 2/28/17</i>) Paul Salamone (<i>resigned 11.22.16</i>)
Mixed Appointing Authority	Permanent Public Building Committee	Roy Schiffiliti
Mixed Appointing Authority	Permanent Public Building Committee	Richard Creem (<i>Appt. 2/28/17</i>) Peter Schneider (<i>resigned 11.22.16</i>)

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Permanent Public Building Committee	Irwin Silverstein
Mixed Appointing Authority	Transportation Committee	Duncan Allen (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Transportation Committee	Richard Creem (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Transportation Committee	Justin McCullen (<i>Planning Board</i>)
Mixed Appointing Authority	Transportation Committee	David Montgomery (<i>Moderator</i>)
Mixed Appointing Authority	Transportation Committee	Stephen McKnight (<i>Planning</i>)
Mixed Appointing Authority	Transportation Committee	Denise Garlick (ex-officio)
Mixed Appointing Authority	Youth Commission	David Bookston (<i>School Committee</i>)
Mixed Appointing Authority	Youth Commission	Karen Folb (<i>Park & Recreation Commission</i>)
Mixed Appointing Authority	Youth Commission	Kevin Keane (<i>Board of Selectmen</i>)
Mixed Appointing Authority	Youth Commission	Susan Patkin (<i>Moderator</i>)
Mixed Appointing Authority	Youth Commission	Jillian Smith (<i>School Committee</i>)
Mixed Appointing Authority	Youth Commission	Vincent Springer (<i>Police Department</i>)
Mixed Appointing Authority	Youth Commission	Julie Stevens (<i>Finance Committee</i>)
Appointed by Town Manager	Administrative Assessor	Hoyt Davis
Appointed by Town Manager	Assistant Town Clerk	Helen Atkinson
Appointed by Town Manager	Animal Control Officer	David Parsons
Appointed by Town Manager	Assistant Director of Public Works	Robert Lewis
Appointed by Town Manager	Assistant Town Manager/Finance Director	David Davison
Appointed by Town Manager	Assistant Town Manager/Director of Operations	Christopher Coleman

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Director of Emergency Management	Dennis Condon
Appointed by Town Manager	Director of Human Resources	Rachel Glisper
Appointed by Town Manager	Director of Information Technology	Roger MacDonald
Appointed by Town Manager	Director of Public Facilities - Construction	Steven Popper
Appointed by Town Manager	Director of Public Facilities - Operations	Chip Laffey
Appointed by Town Manager	Director of Public Health	Timothy McDonald
Appointed by Town Manager	Director of Public Works	Richard Merson
Appointed by Town Manager	Director, West Suburban Veterans Services	Sarada Kalpee
Appointed by Town Manager	Director of Youth Services	Jon Mattleman
Appointed by Town Manager	Environmental Health Agent	Tara Gurge
Appointed by Town Manager	Executive Director, Council on Aging	LaTanya Steele
Appointed by Town Manager	Fire Chief/Superintendent of Fire Alarms	Dennis Condon
Appointed by Town Manager	Inspector of Buildings	David Roche
Appointed by Town Manager	Inspector of Plumbing and Gas	Larry DiBona
Appointed by Town Manager	Inspector of Wiring	Scott Chisholm
Appointed by Town Manager	Library Director	Ann MacFate
Appointed by Town Manager	Park and Recreation Director	Patricia M. Carey
Appointed by Town Manager	Planning Director	Lee Newman
Appointed by Town Manager	Police Chief / Keeper of the Lockup	John Schlittler
Appointed by Town Manager	Supervisor, Garage & Equipment	John Regan

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Superintendent, Highway	Rhainhardt Hoyland
Appointed by Town Manager	Superintendent, Parks & Forestry / Tree Warden	Edward Olsen
Appointed by Town Manager	Superintendent, Water and Sewer	Christopher Seariac
Appointed by Town Manager	Town Accountant	Michelle Vaillancourt
Appointed by Town Manager	Town Engineer	Anthony DelGaizo
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Paul Dumouchel
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

2017 TOWN MEETING MEMBERS

PRECINCT A 2018

Erik J. Bailey
Emily Rose Cooper
Richard S. Creem
John F. Diodato
Donald B. Gratz
Rachel B. Miller
Elizabeth M. Sargent
Van J. Spiros

2019

Lance R. Brown
Walter D. Herrick
John Downey Hotchkiss
Michael S. Miller
Suzanne Firing Nissen
James Allan Scott
Irwin Silverstein
Nina Silverstein

2020

Alan J. Davidson
John D. Genova
Cheryl A. Gosmon
Mary E. Keane-Hazzard
Norman F. O'Brien, Jr.
Rebecca L. Rausch
Karen Shapiro
Nicholas P. Sterling

PRECINCT B 2018

Elizabeth M. Bloom
Marianna Borrelli
John H. Cogswell
Scott McConchie
Kim Marie Nicols
Margot Copeland Pyle
Stacie M. Shapiro
Sarah Ann Toran

2019

Stuart B. Agler
William G. Doyle
John J. Frankenthaler
Richard M. Freedberg
Thomas M. Jacob
Lori A. Markell
Gerald C. Rovner
Dorothea Von Herder

2020

Elizabeth Jane Grimes
David C. Harris
Clifford Owen Hayden
Catherine E. Kurkjian
Richard B. Moody
Kevin T. Pendergast
Jodi Lynn Rooney
Steven M. Rosenstock

PRECINCT C 2018

Paul S. Alpert
Joseph P. Barnes, Jr.
Scott M. Brightman
Gilbert W. Cox, Jr.
Susan B. Neckes
Ted Owens
Paul B. Tillotson
Sandra Balzer Tobin

2019

Carlos Agualimpia
Susan A. Barber
Andrea E. Longo Carter
Lois R. Goldberg
John H. Haslip
Paul David Isenberg
R. Cynthia Landau
Lisa W. Zappala

2020

Peter A. Alpert
Bruce S. Barnett
Paula R. Callanan
Mark J. Gluesing
Carl J. Lueders
James D. Masterman
Louise L. Miller
Rebecca Waber

2017 TOWN MEETING MEMBERS

PRECINCT D	PRECINCT E	PRECINCT F
2018	2018	2018
Heidi C. Black	Constance S. Barr	Alison S. Borrelli
Holly Anne Clarke	Cynthia J. Chaston	John P. Connelly
Roy A. Cramer	Ann M. Cosgrove	Richard W. Davis
Kathryn L. D'Addesio	Carol A. Fachetti	Gail E. Davis
Ann Der Marderosian	Alisha Beth Harrington	Fabienne A. Madsen
Bruce T. Eisenhut	Phillip R. Murray	Jennifer S. Sexton
Kathleen M. Lewis	Ford H. Peckham	Deborah S. Winnick
Gregory John Shesko	Philip V. Robey	William A. Zoppo
2019	2019	2019
Reginald C. Foster	David K. Blakelock	Barry J. Coffman
Christopher J. Gerstel	Edward V. Cosgrove III	Jeffrey D. Heller
Joseph J. Leghorn	Risa J. Greendlinger	Leslie A. Kalish
Kurt M. Mullen	Amy Hurley	Jeanne S. McKnight
Aaron M. Pressman	Ronald W. Ruth	Kenneth Scott Muldoon
Evan F. Rauch	Victor Paul Seidel	William J. Okerman
M. Kathleen Tedoldi	Paul A. Siegenthaler	Karen N. Price
Arthur Walitt	Theodore Weiner	Michael L. Verdun
2020	2020	2020
Cynthia L. Conturie	Robert R. Braman	Lawrence J. Cohen
Dorothy H. DeSimone	Philip Edward Brandish	Doug H. Fox
Ross M. Donald	Theodore M. Crowell	Rochelle E. Goldin
Joshua W. Levy	Lawrence R. Cummings	Kara L. Holmquist
Richard J. Lunetta	Paul J. Durda	John P. Kirk
Richard S. Mann	Irene M. Francesconi	Mary Anne MacMahon
Gary B. McNeill	Julie E. Stevens	Michael McKay
Thomas F. Soisson	Cynthia J. Wolfe	Adam S. Zaff

2017 TOWN MEETING MEMBERS

PRECINCT G	PRECINCT H	PRICINCT I
2018	2018	2018
Susan W. Abbott	Heinz R. Brinkhaus	Peter D. Atallah
David Dirks	M. Patricia Cruickshank	Peter Stephen Connolly
Fran Gallagher	Thomas Edward Gillogley	David J. Escalante
Thomas M. Harkins	Elizabeth P. Handler	John L. Gallo
Matthew A. Kane	Kimberly Knickle-Tierney	Laurie B. Hutcheson
Maureen T. McCaffrey	Marjorie M. Margolis	Paul Robey III
Susan B. McGarvey	Paul T. Milligan	Lois F. Sockol
Susan Welby	Richard M. Reilly	Ron Sockol
2019	2019	2019
Peter W. Beacham, Jr.	Isabel F. Avedikian	Artie R. Crocker
Michael J. Crawford	Ilan Barzilay	Claire Dee Ecsedy
John D. Crimmings	Hilary Hanson Bruel	Joel S. Golden
Michael A. Distler	Michael A. Diener	Josephine Ochalla
Kenneth B. Freundlich	Karen E. Han	Peter J. Pingitore
Gary Michael Kaufman	John A. Kingston	Nicholas S. Renzulli
Ryan D. McDonnell	Eileen K. Orscheln	Anne W. Weinstein
Mark A. Oberle	Amy M. Wixon	Kathleen D. Whitney
2020	2020	2020
Paul H. Attridge	Julia Satti Cosentino	Lisa Dannibal Bagshaw
Julia C.H. Blake	Michael C. Kardok	David J. Ecsedy
Robert J. Dermody	Nancy E. McCarthy	Jill C. Kahn-Boesel
Catherine Reid Dowd	Mark McDonough	Lorraine M. Murphy
Heidi R. Frail	Terence P. Noonan	William J. Paulson
Georgina Y. Keyes	Peter R. Olive	Nancy E. Sexton
Robert T. Smart, Jr.	Harmony H. Wu	David Paul Supple
Sally Ann Theran	Richard A. Zimbone	Maura O. Walsh

2017 TOWN MEETING MEMBERS

PRECINCT J

2018

Georgina A. Arrieta-Ruetenik

William R. Dermody

David C. DiCicco

Stephen K. Epstein

Michael J. Greis

Elizabeth Nicole Kaponya

Christine S. McCourt

Donna M Mullin

2019

Mark L. Borowsky

Robert E. Deutsch

Kevin J. Keane

George F. Kent

David P. Montgomery

Christopher Mooney

Peter Sergey Panov

Carol I. Urwitz

2020

Catherine J. Barker

James S. Bonasia

Stuart B. Chandler

Robert A. Downs

Michael M. Mathias

Jane B. Murphy

Karen R. Shannon

Debra A. Whitney

MEMBERS AT LARGE

Heidi C. Black, Chair, School Committee

Matthew D. Borrelli, Selectman

John A. Bulian, Clerk, Board of Selectmen

Marianne B. Cooley, Chair, Board of Selectmen

Paul E. Dawson, Chair, Board of Assessors

Theodora K. Eaton, Town Clerk

Michael K. Fee, Moderator

Jane F. Fogg, Chair, Board of Health

John S. Gallelo, Chair, Memorial Park Trustees

Maurice P. Handel, Selectman

Martin Jacobs, Chair, Planning Board

Daniel P. Matthews, Vice Chair, Board of Selectmen

Carol Jean Thomas, Chair, Trustees of Public Library

Matthew Michael Toolan, Chair, Park & Recreation Commission

TOWN OF NEEDHAM



2017 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 11, 2017

Business meeting: Monday, May 1, 2017

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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FY2017 TOWN OF NEEDHAM RETIREE INFORMATION**RETIREES**

RETIREE	DEPT	YEARS OF SERVICE		RETIREE	DEPT	YEARS OF SERVICE
Barbara Falla	TWN	12 years 11 months		Mora MacDonald	SCH	33 years 5 months
James Benedict	Fire	41 years 9 months		Jamie B. Gutner	TWN	10 years 4 months
Sheila Hamwey	SCH	14 years 11 months		Richard Moreshead	MBM	17 years 3 months
Colleen Keohane	SCH	10 years 1 month		Nancy Broadley	SCH	21 years 1 month
Richard Foley	FIR	39 years 7 months		Donald Hayes	MBM	31 years 8 months
Sandra Wadoski	SCH	12 years 5 months		Kathleen Ryan	POL	21 years 6 months
Kathleen Bleakney	HOS	14 years 7 months		Marco Bonilla	MBM	10 years 5 months
Thomas Franks	MBM	27 years 6 months		Cheryl Steeves	LIB	11 years 2 months
Charles Laffey	MBM	21 years 1 month		Gina Navratil	SCH	17 years 1 month
Joanne Noumi	SCH	26 years 7 months				

FY2017 TOWN OF NEEDHAM RETIREE INFORMATION IN MEMORIUM

RETIREE	DEPT	YEARS OF SERVICE		RETIREE	DEPT	YEARS OF SERVICE
Rosalind Johnson	SCH	15 year 6 months		Rosalie Tucceri	SCH	28 years
Raymond Vincent	FIR	43 years 10 months		Joseph G. O'Brien	POL	35 years 1 month
Richard Harris	FIR	19 years 5 months		Louise MacLean	TWN	18 years
Robert Driggs	POL	31 years 11 months		Eleanor Anzivino	SCH	11 years 1 month
Richard Cyr	POL	21 years 3 months		Marjorie Hybels	TWN	10 years 7 months
Vivian Fagan	SCH	23 years		William Tocci	FIR	26 years 10 months
Frank Ficcardi	FIR	31 years		Phyllis Trieble	SCH	14 years 9 months
Thelma Papetti	SCH	26 years 2 months		Elwin Thomson	HOS	23 years 6 months
Beverly Kosloff	SCH	22 years		Mary Alice Kapplain	HOS	30 years 5 months
Josephine Curatola	POL	18 years 9 months				

APPENDICES

**General Fund
Balance Sheet
Year Ended June 30, 2017**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$24,435,754
Investments	\$26,051,587
Receivables:	
Property Taxes	\$3,052,733
Excises	\$978,655
Departmental	\$1,508,395
Intergovernmental	\$4,170,888
Betterments	\$0
Other	\$119,889
Other Assets	<u>\$0</u>
Total Assets	<u>\$60,317,901</u>
 <u>LIABILITIES</u>	
Warrants and Accounts Payable	\$1,337,341
Deferred Revenue	\$0
Accrued Liabilities	\$3,582,464
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$396,499
Anticipation Notes Payable	\$0
Other Liabilities	<u>\$248,392</u>
Total Liabilities	\$5,564,696
 Deferred Inflows of Resources	 \$9,453,148
 <u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$572,835
Committed	\$12,788,994
Assigned	\$12,503,894
Unassigned	<u>\$19,434,334</u>
Total Fund Balance	\$45,300,057
 Total Liabilities, Deferred Inflows of Resources, and Fund Balance	 <u>\$60,317,901</u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2017**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$43,420,463
Investments	\$33,991,032
Receivables:	
Property Taxes	\$3,067,343
Excises	\$978,655
Departmental	\$1,536,376
Intergovernmental	\$5,976,862
Other	<u>\$119,889</u>
Total Assets	<u>\$89,090,620</u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$2,770,553
Unearned Revenue	\$1,232,689
Accrued Liabilities	\$3,648,592
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$396,499
Anticipation Notes Payable	\$4,810,000
Other Liabilities	<u>\$250,007</u>
Total Liabilities	\$13,108,340
Deferred Inflows of Resources	\$9,894,039
<u>FUND BALANCES</u>	
Non-spendable	\$188,478
Restricted	\$15,844,443
Committed	\$20,938,190
Assigned	\$12,503,894
Unassigned	<u>\$16,613,236</u>
Total Fund Balance	\$66,088,241
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$89,090,620</u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2017

<u>Revenues</u>	
Property Taxes	\$126,654,177
Excise Taxes	\$5,701,527
Penalties, Interest and Other Taxes	\$2,159,209
Charges for Services	\$7,322,741
Departmental	\$1,674,120
Licenses and Permits	\$4,477,430
Intergovernmental	\$36,284,408
Investment Income	\$664,826
Fines and Forfeitures	\$188,756
Contributions	\$3,059,320
Other	<u>\$78,984</u>
Total Revenues	\$188,265,498
<u>Expenditures</u>	
General Government	\$5,305,296
Public Safety	\$16,257,608
Education	\$100,067,543
Public Works	\$8,057,774
Public Facilities	\$9,509,897
Health and Human Services	\$2,122,988
Culture and Receptions	\$3,130,494
Other Current Expenditures	\$12,104,679
Capital Outlay	\$14,126,848
Debt Service	\$10,361,040
Intergovernmental	<u>\$1,309,161</u>
Total Expenditures	\$182,353,328
Revenues to Expenditures	\$5,912,170
<u>Other Financing Sources and Uses</u>	
Issuance of Refunded Debt	\$10,480,000
Bond Premium	\$654,769
Transfers In	\$8,400,634
Refunding Escrow	\$0
Transfers Out	<u>(\$8,843,946)</u>
Total Other Financing Sources and Uses	\$10,691,457
Net Change in Fund Balances	\$16,603,627
Fund Balances at Beginning of Year	\$49,484,614
Fund Balances at End of Year	<u>\$66,088,241</u>

**Enterprise Funds
Statement of Net Position
Year Ended June 30, 2017**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and Short-term Investments	\$2,221,748	\$5,802,114	\$6,943,882
Receivables	\$310,396	\$2,490,771	\$1,862,286
Intergovernmental	\$0	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$2,532,144	\$8,292,885	\$8,806,168
Noncurrent Assets:			
Land and Construction in Progress	\$5,007,443	\$1,217,739	\$1,201,701
Other Capital Assets, Net of Accumulated Depreciation	<u>\$1,876,932</u>	<u>\$23,197,794</u>	<u>\$31,542,486</u>
Total Noncurrent Assets	\$6,884,375	\$24,415,533	\$32,744,187
Total Assets	\$9,416,519	\$32,708,418	\$41,550,355
Deferred Outflows	<u>\$151,733</u>	<u>\$195,085</u>	<u>\$260,113</u>
Total Assets and Deferred Outflows	\$9,568,252	\$32,903,503	\$41,810,468
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts Payable	\$57,969	\$23,185	\$50,938
Accrued Payroll	\$10,369	\$20,211	\$18,193
Accrued Liabilities	\$0	\$0	\$0
Retainage Payable	\$0	\$0	\$0
Refunds Payable	\$210,673	\$77,677	\$20,072
Notes Payable	\$6,000	\$0	\$113,120
Other Liabilities	\$0	\$0	\$0
Current Portion of Long-term Liabilities:			
Bonds Payable	\$135,000	\$853,082	\$1,086,978
Compensated Absences	<u>\$57,813</u>	<u>\$154,846</u>	<u>\$124,940</u>
Total Current Liabilities	\$477,824	\$1,129,001	\$1,414,241

**Enterprise Funds
Statement of Net Position
Year Ended June 30, 2017**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities			
Net Pension Liability	\$961,463	\$1,236,167	\$1,648,222
Bonds Payable, Net of Current Portion	<u>\$95,000</u>	<u>\$6,054,409</u>	<u>\$5,222,115</u>
Total Noncurrent Liabilities	\$1,056,463	\$7,290,576	\$6,870,337
Total Liabilities	\$1,534,287	\$8,419,577	\$8,284,578
Deferred Inflows	<u>\$10,544</u>	<u>\$13,557</u>	<u>\$18,076</u>
	\$1,544,831	\$8,433,134	\$8,302,654
<u>NET POSITION</u>			
Invested in Capital Assets, Net of Related Debt	\$6,764,925	\$17,630,919	\$26,420,764
Unrestricted	<u>\$1,258,496</u>	<u>\$6,839,450</u>	<u>\$7,087,050</u>
Total Net Assets	\$8,023,421	\$24,470,369	\$33,507,814
Total Assets and Deferred Outflows	<u>\$9,568,252</u>	<u>\$32,903,503</u>	<u>\$41,810,468</u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2017

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>			
Charges for Services	\$1,202,323	\$9,040,026	\$7,005,405
Other Current Assets	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Operating Revenue	\$1,202,323	\$9,040,026	\$7,005,405
<u>Operating Expenses</u>			
Personnel Services	\$807,268	\$1,022,330	\$1,147,945
Non-Personnel Services	\$1,202,451	\$308,262	\$1,653,226
Depreciation	\$333,694	\$946,160	\$1,276,395
Intergovernmental Assets	<u>\$0</u>	<u>\$5,683,915</u>	<u>\$1,039,372</u>
Total Operating Expenses	\$2,343,413	\$7,960,667	\$5,116,938
Operating Income (Loss)	(\$1,141,090)	\$1,079,359	\$1,888,467
<u>Non-operating Revenues and Expenses</u>			
Intergovernmental Revenue	\$0	\$29,738	\$0
Investment Income	\$3,531	\$8,890	\$10,564
Interest Expense	<u>(\$2,784)</u>	<u>(\$183,007)</u>	<u>(\$229,800)</u>
Net Non-operating Revenue/Expense	\$747	(\$144,379)	(\$219,236)
Income (Loss) Before Transfers	(\$1,140,343)	\$934,980	\$1,669,231
Capital Contribution	\$0	\$0	\$0
Transfers In	\$1,420,000	\$1,128,745	\$0
Transfers Out	<u>(\$329,739)</u>	<u>(\$463,586)</u>	<u>(\$1,312,108)</u>
Net Transfers	\$1,090,261	\$665,159	(\$1,312,108)
Change in Net Position	(\$50,082)	\$1,600,139	\$357,123
Net Position at Beginning of Year	\$8,073,503	\$22,870,230	\$33,150,691
Net Position at End of Year	<u>\$8,023,421</u>	<u>\$24,470,369</u>	<u>\$33,507,814</u>

**Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2017**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>			
Receipts from Customers and Users	\$1,187,696	\$8,960,384	\$7,011,267
Employer Contributions	\$0	\$0	\$0
Payment of Utility Assessments	\$0	(\$5,683,915)	(\$1,039,372)
Payments to Vendors and Contractors	(\$1,248,251)	(\$297,421)	(\$1,953,006)
Payment of Employee Salaries, Benefits, and Related Ac	<u>(\$770,824)</u>	<u>(\$1,022,465)</u>	<u>(\$1,124,367)</u>
Net Cash Operating Activities	(\$831,379)	\$1,956,583	\$2,894,522
<u>Noncapital Financing Activities</u>			
Operating Grants Received	\$0	\$29,738	\$0
Transfers from Other Funds	\$1,420,000	\$662,745	\$0
Transfers to Other Funds	<u>(\$329,739)</u>	<u>(\$463,586)</u>	<u>(\$846,108)</u>
Net Cash Noncapital Financing Activities	\$1,090,261	\$228,897	(\$846,108)
<u>Capital Financing Activities</u>			
Acquisition and Construction of Capital Assets	(\$333,097)	(\$776,004)	(\$704,710)
Proceeds from Notes	\$6,000	\$0	\$113,120
Proceeds from Bonds	\$205,000	\$0	\$260,000
Principal Payments on Loans	(\$95,000)	(\$879,279)	(\$1,301,249)
Capital Contribution	\$0	\$0	\$0
Interest Expense	<u>(\$2,783)</u>	<u>(\$183,007)</u>	<u>(\$229,800)</u>
Net Cash Capital Financing Activities	(\$219,880)	(\$1,838,290)	(\$1,862,639)
<u>Investment Activities</u>			
Investment Income	<u>\$3,529</u>	<u>\$8,891</u>	<u>\$10,567</u>
Net Cash Investment Activities	\$3,529	\$8,891	\$10,567
Net Change in Cash	\$42,531	\$356,081	\$196,342
Cash and Investments Beginning of Year	\$2,179,217	\$5,446,033	\$6,747,540
Cash and Investments End of Year	<u>\$2,221,748</u>	<u>\$5,802,114</u>	<u>\$6,943,882</u>

Trust Funds
Year Ended June 30, 2017

Fund	1-Jul-16	Receipts	Disbursements & Adjustments	30-Jun-17
Anita M. Reinke Memorial Scholarship	\$11,652.98	\$435.06	\$450.56	\$11,637.48
Arthur and Cecilia Bailey Scholarship	\$53,840.81	\$972.75	\$2,500.01	\$52,313.55
Centennial Football Scholarship	\$473.34	\$17.92		\$491.26
Charles and Bernice Siegel Memorial Fund	\$232,654.42		\$283.48	\$232,370.94
Chloe Mala	\$15,118.49	\$3,462.72	\$1,000.00	\$17,581.21
Class of 1979 Scholarship	\$14.87	\$30.42		\$45.29
Class of 1980 Scholarship	\$6,538.61	\$1,248.06	\$500.00	\$7,286.67
C. J. Cullen III Memorial Scholarship	\$45,092.78	\$1,682.49	\$2,500.00	\$44,275.27
Dana F. Burke Scholarship	\$4,564.51	\$170.30		\$4,734.81
De Fazio Family Memorial Scholarship	\$16,612.22	\$619.75	\$675.00	\$16,556.97
Derwood Newman Memorial	\$28,778.56	\$1,073.31		\$29,851.87
Dr. Lee Allan Memorial	\$3,318.01	\$123.79		\$3,441.80
Dwight School (Pollard School)	\$43,944.69	\$1,644.97		\$45,589.66
Edward J. Stewart 13 Club Scholarship	\$95.44	\$3.25		\$98.69
Edith Wildman Fund	\$570,635.61	\$21,304.09	\$20,000.00	\$571,939.70
Elizabeth Handley	\$44,674.22	\$1,666.82	\$1,800.00	\$44,541.04
Elizabeth May Music Trust		\$200,000.00		\$200,000.00
Frederick Barstow Scholarship	\$285,456.55	\$10,649.74	\$14,000.00	\$282,106.29
Frederick Harris Scholarship	\$35,089.71	\$1,309.14	\$2,000.00	\$34,398.85
George Morse Memorial Scholarship	\$238,002.04	\$8,880.11	\$4,600.00	\$242,282.15
George F. Skinner	\$2,837.47	\$105.94	\$1,200.00	\$1,743.41
High School Sports Endowment	\$36,868.23	\$1,389.82	\$990.00	\$37,268.05
Igor Guralnik & Keith Flueckiger	-\$496.20	\$614.76	\$100.00	\$18.56
Joan W. Swartz Memorial Scholarship	\$71.79	\$3.28		\$75.07
John Akers	\$309,297.03	\$12,984.62	\$10,000.00	\$312,281.65
John C. Wood (High School Library)	\$15,662.44	\$419.39	\$30.65	\$16,051.18
Joseph Paulini Scholarship	\$3,426.74	\$253.37	\$130.00	\$3,550.11
Kyle Shapiro Scholarship	\$23.16	\$0.94	\$17.85	\$6.25
Leo F. Richards Jr. Scholarship	\$1,032.85	\$38.45	\$500.00	\$571.30
Linda Barnes Scholarship	\$591.09	\$1,022.04	\$500.00	\$1,113.13
Lizzie and Reuben Grossman Scholarship	\$90.69	\$6,126.51	\$6,125.00	\$92.20
Mark R., Beane Memorial Scholarship	\$39,428.23	\$1,471.19	\$1,500.00	\$39,399.42
Martin Luther King Scholarship	\$5,320.73	\$196.84	\$200.00	\$5,317.57
Minot Mac Donald (Carter School Library)	\$10,623.58	\$408.13		\$11,031.71
Miriam Kronish Scholarship	\$6,234.82	\$232.21	\$275.00	\$6,192.03
Miriam Kronish Excellence in Educ	\$37,444.61	\$2,264.24	\$1,133.85	\$38,575.00
Nate Tavalone Scholarship	\$8,355.75	\$611.81	\$300.00	\$8,667.56
New Century Club Scholarship	\$14,844.96	\$553.84	\$575.00	\$14,823.80
Nina Pansuk Scholarship	\$158,063.41	\$9,192.13	\$6,000.00	\$161,255.54
Peter Eloranta Chemistry Award Scholarship	\$14,212.75	\$580.40		\$14,793.15
Peter Eloranta Scholarship	\$107,731.27	\$4,022.05	\$4,000.00	\$107,753.32
Rebecca H. Perry Memorial Scholarship	\$285,998.78	\$10,671.24	\$6,000.00	\$290,670.02

Trust Funds
Year Ended June 30, 2017

Fund	1-Jul-16	Receipts	Disbursements & Adjustments	30-Jun-17
Richard Jensen, Sr. Memorial Scholarship	\$3,269.60	\$122.01		\$3,391.61
Robert and Elizabeth Gardner Scholarship	\$101,404.08	\$30,550.82	\$20,000.00	\$111,954.90
Robert Burke Fitzgerald	\$122,070.76	\$4,557.39	\$4,800.00	\$121,828.15
Ruth Ann B. Simmons MD Memorial Scholarship	\$18,596.46	\$673.08	\$3,600.00	\$15,669.54
Scott Marino Memorial Scholarship	\$9,030.31	\$331.72	\$1,000.00	\$8,362.03
Stacy Neilson Memorial Fund (Soccer Team)	\$168.93	\$23,013.26		\$23,182.19
Students Need Arts Trust Fund	\$68.90		\$1.16	\$67.74
Timothy P. Flanagan Memorial Scholarship	\$8,960.93	\$335.09	\$3,500.00	\$5,796.02
Richard Tod Greenleaf III Memorial	\$4,506.94	\$168.25	\$1,000.00	\$3,675.19
walter burke	\$18.00		\$18.00	
William G. Moseley Scholarship	\$25,346.70	\$945.81	\$800.00	\$25,492.51
Willaim L. Sweet Scholarship	\$911,049.86	\$65,810.42	\$55,500.00	\$921,360.28
William T. Burke Memorial Scholarship	\$232.93	\$8.70	\$29.99	\$211.64
Subtotal School	\$3,898,946.44	\$434,974.44	\$180,135.55	\$4,153,785.33
Arthur W. & Barbara S. Hatch Fund	\$326,841.57	\$12,687.63	\$14,396.43	\$325,132.77
Bosworth Library Trust Fund	\$8,974.83	\$331.19	\$950.00	\$8,356.02
Charles Fredic Clifford Henderson Library 10% Trust	\$146,535.90	\$5,432.75	\$1,819.76	\$150,148.89
Cora Proctor Thurston Fund	\$15,250.31	\$550.18	\$604.71	\$15,195.78
Harold Street Trust	\$26,518.58	\$990.04		\$27,508.62
Helen DE M. Dunn Library Trust Fund	\$951.11	\$35.49		\$986.60
Karl L. Nutter Library Trust Fund	\$2,582.18	\$96.34		\$2,678.52
Laura G. Willgoose Library Trust Fund	\$160,556.35	\$5,952.39	\$1,807.08	\$164,701.66
Library Permanent Donation Fund	\$84,381.09	\$68,493.78	\$55,845.23	\$97,029.64
Lois Carley Children's Library Trust	\$13,962.29	\$479.27	\$1,339.28	\$13,102.28
Martha Barr Library Trust Fund	\$3,692.25	\$133.80		\$3,826.05
Myra S. Greenwood Library Trust Fund	\$83,028.44	\$3,097.87		\$86,126.31
Roger S. Corliss Fund	\$8,127.46	\$297.11	\$195.98	\$8,228.59
William Carter Fund	\$40,806.05	\$1,522.61		\$42,328.66
William H. Wye Library Fund	\$1,883.09	\$70.25		\$1,953.34
Kathleen F and Dr Thomas H Weller Trust Fund	\$7,109.89			\$7,109.89
Subtotal Library	\$931,201.39	\$100,170.70	\$76,958.47	\$954,413.62
350th Needham Birthday Celebration	\$6,160.14	\$229.99		\$6,390.13
400th Needham Birthday Celebration	\$4,140.34	\$124.12		\$4,264.46
Community Revitalization Maintenance 10% Trust	\$5,555.91	\$2,208.99	\$7,460.00	\$304.90
Community Revitalization Trust	\$627.95	\$6,583.38	\$6,814.03	\$397.30
Council on Aging Permanent Donation	\$167,083.55	\$6,234.20		\$173,317.75
Domestic Violence Trust	\$266,831.07	\$16,660.98	\$17,805.65	\$265,686.40
Esther Lyford Trust	\$11,728.70	\$437.68		\$12,166.38
Green Field Improvement Association Fund	\$6,443.44	\$239.78		\$6,683.22

Trust Funds
Year Ended June 30, 2017

Fund	1-Jul-16	Receipts	Disbursements & Adjustments	30-Jun-17
John B. Tolman Trust (Library/Temperance Organization)	\$135,949.66	\$14,845.99	\$4,616.84	\$146,178.81
Mary Virginia E. Hill (Animal Welfare) Fund	\$15,444.69	\$576.70		\$16,021.39
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$14,465.61	\$539.84		\$15,005.45
Needham Military Band	\$157.59			\$157.59
Park & Recreation (Park Beautification) Fund	\$15,626.46	\$615.67		\$16,242.13
Rebecca Perry Park Trust Fund	\$31,730.01	\$1,183.17		\$32,913.18
Robert & Marcia Carleton Memorial Trust Fund	\$110,045.46	\$4,106.36		\$114,151.82
Robert & Marcia Carleton Pavilion Fund	\$33,637.56	\$1,255.18		\$34,892.74
Skate Park Trust Fund	\$1,928.73	\$927.04		\$2,855.77
Subtotal Other Funds	\$827,556.87	\$56,769.07	\$36,696.52	\$847,629.42
income not yet distributed	\$105.00		\$105.00	
TOTAL	\$5,657,809.70	\$591,914.21	\$293,895.54	\$5,955,828.37

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Townwide	\$43,425,608	-\$16,775	-\$1,175,312	\$42,233,521	-\$39,971,411.27	-\$395,421.96	-\$40,366,833.23	\$1,866,687.77
10 Board of Selectmen and the Office of the Town Manager	\$873,304		\$6,827	\$880,131	-\$842,707.60	-\$8,189.05	-\$850,896.65	\$29,234.35
11 Town Clerk and Board of Registrars	\$398,329		\$6,336	\$404,665	-\$391,604.42	-\$1,013.82	-\$392,618.24	\$12,046.76
12 Town Counsel	\$329,442		\$103,425	\$432,867	-\$363,851.34	-\$68,300.17	-\$432,151.51	\$715.49
13 Personnel Board	\$15,000			\$15,000	-\$4,750.93		-\$4,750.93	\$10,249.07
14 Finance Department	\$2,641,207		\$11,074	\$2,652,281	-\$2,452,542.19	-\$49,522.25	-\$2,502,064.44	\$150,216.56
15 Finance Committee	\$36,983			\$36,983	-\$35,601.36		-\$35,601.36	\$1,381.64
16 Planning and Community Development Department	\$515,350		\$7,188	\$522,538	-\$513,666.89	-\$2,260.00	-\$515,926.89	\$6,611.11
17 Police Department	\$6,502,837			\$6,502,837	-\$5,832,293.85	-\$133,360.70	-\$5,965,654.55	\$537,182.45
18 Fire Department	\$7,288,506		\$231,022	\$7,519,528	-\$7,255,454.56	-\$49,966.57	-\$7,305,421.13	\$214,106.87
19 Building Department	\$702,367		\$3,403	\$705,770	-\$625,550.05		-\$625,550.05	\$80,219.95
20 Minuteman Regional High School Assessment	\$762,686	\$3,375		\$766,061	-\$766,061.00		-\$766,061.00	
21 Needham Public Schools	\$65,189,914			\$65,189,914	-\$63,414,449.38	-\$1,233,106.58	-\$64,647,555.96	\$542,358.04
22 Department of Public Facilities	\$6,181,359		\$178,403	\$6,359,762	-\$5,829,278.28	-\$290,798.68	-\$6,120,076.96	\$239,685.04
23 Department of Public Works	\$5,578,786	\$120,000	\$617,810	\$6,316,596	-\$5,988,852.34	-\$211,273.86	-\$6,200,126.20	\$116,469.80
24 Municipal Parking Program	\$99,864			\$99,864	-\$79,067.14	-\$13,732.52	-\$92,799.66	\$7,064.34
25 Health and Human Services Department	\$1,491,265	\$61,305	\$4,512	\$1,557,082	-\$1,443,914.18	-\$5,151.72	-\$1,449,065.90	\$108,016.10
26 Commission on Disabilities	\$2,050			\$2,050	-\$2,015.66		-\$2,015.66	\$34.34
27 Historical Commission	\$1,050			\$1,050				\$1,050.00

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
28 Needham Public Library	\$1,591,873		\$2,409	\$1,594,282	-\$1,534,589.87	-\$2,675.55	-\$1,537,265.42	\$57,016.58
29 Park and Recreation Department	\$599,597		\$2,903	\$602,500	-\$526,665.34	-\$24,533.89	-\$551,199.23	\$51,300.77
30 Memorial Park	\$750			\$750	-\$561.89		-\$561.89	\$188.11
Subtotal	\$100,802,519	\$184,680	\$1,175,312	\$102,162,511	-\$97,903,478.27	-\$2,093,885.36	-\$99,997,363.63	\$2,165,147.37
Townwide & Departments	\$144,228,127	\$167,905		\$144,396,032	-\$137,874,889.54	-\$2,489,307.32	-\$140,364,196.86	\$4,031,835.14
Townwide Expense Budgets								
1 Casualty, Liability, Property & Self-Insurance Program	\$582,400			\$582,400	-\$532,194.16	-\$43,141.84	-\$575,336.00	\$7,064.00
2 Debt Service	\$11,161,839			\$11,161,839	-\$11,148,800.46		-\$11,148,800.46	\$13,038.54
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$13,197,691	\$22,819		\$13,220,510	-\$12,727,283.27	-\$16,635.00	-\$12,743,918.27	\$476,591.73
4 Needham Electric, Light & Gas Program	\$3,414,290	\$47,905		\$3,462,195	-\$2,749,678.74	-\$335,645.12	-\$3,085,323.86	\$376,871.14
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$5,568,923			\$5,568,923	-\$5,568,923.00		-\$5,568,923.00	
6 Retirement Assessments	\$6,724,500			\$6,724,500	-\$6,610,441.64		-\$6,610,441.64	\$114,058.36
7 Workers Compensation	\$634,090			\$634,090	-\$634,090.00		-\$634,090.00	
8 Classification Performance & Settlements	\$600,000		-\$465,557	\$134,443				\$134,443.00
9 Reserve Fund	\$1,541,875	-\$87,499	-\$709,755	\$744,621				\$744,621.00
Total	\$43,425,608	-\$16,775	-\$1,175,312	\$42,233,521	-\$39,971,411.27	-\$395,421.96	-\$40,366,833.23	\$1,866,687.77

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Board of Selectmen and the Office of the Town Manager								
10A Salary & Wages	\$755,962		\$6,827	\$762,789	-\$746,541.99		-\$746,541.99	\$16,247.01
10B Expenses	\$117,342			\$117,342	-\$96,165.61	-\$8,189.05	-\$104,354.66	\$12,987.34
Total	\$873,304		\$6,827	\$880,131	-\$842,707.60	-\$8,189.05	-\$850,896.65	\$29,234.35
Town Clerk and Board of Registrars								
11A Salary & Wages	\$345,579		\$6,336	\$351,915	-\$351,598.62		-\$351,598.62	\$316.38
11B Expenses	\$52,750			\$52,750	-\$40,005.80	-\$1,013.82	-\$41,019.62	\$11,730.38
Total	\$398,329		\$6,336	\$404,665	-\$391,604.42	-\$1,013.82	-\$392,618.24	\$12,046.76
Town Counsel								
12A Salary & Wages	\$75,442			\$75,442	-\$75,140.00		-\$75,140.00	\$302.00
12B Expenses	\$254,000		\$103,425	\$357,425	-\$288,711.34	-\$68,300.17	-\$357,011.51	\$413.49
Total	\$329,442		\$103,425	\$432,867	-\$363,851.34	-\$68,300.17	-\$432,151.51	\$715.49
Personnel Board								
13A Salary & Wages								
13B Expenses	\$15,000			\$15,000	-\$4,750.93		-\$4,750.93	\$10,249.07
Total	\$15,000			\$15,000	-\$4,750.93		-\$4,750.93	\$10,249.07
Finance Department								
14A Salary & Wages	\$1,747,977		\$11,074	\$1,759,051	-\$1,674,347.73		-\$1,674,347.73	\$84,703.27
14B Expenses	\$824,755			\$824,755	-\$712,429.45	-\$47,262.25	-\$759,691.70	\$65,063.30
14C Capital	\$68,475			\$68,475	-\$65,765.01	-\$2,260.00	-\$68,025.01	\$449.99
Total	\$2,641,207		\$11,074	\$2,652,281	-\$2,452,542.19	-\$49,522.25	-\$2,502,064.44	\$150,216.56

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Finance Committee								
15A Salary & Wages	\$35,733			\$35,733	-\$35,091.71		-\$35,091.71	\$641.29
15B Expenses	\$1,250			\$1,250	-\$509.65		-\$509.65	\$740.35
Total	\$36,983			\$36,983	-\$35,601.36		-\$35,601.36	\$1,381.64
Planning and Community Development Department								
16A Salary & Wages	\$486,742		\$7,188	\$493,930	-\$490,034.24		-\$490,034.24	\$3,895.76
16B Expenses	\$28,608			\$28,608	-\$23,632.65	-\$2,260.00	-\$25,892.65	\$2,715.35
Total	\$515,350		\$7,188	\$522,538	-\$513,666.89	-\$2,260.00	-\$515,926.89	\$6,611.11
Police Department								
17A Salary & Wages	\$5,967,300			\$5,967,300	-\$5,486,085.09		-\$5,486,085.09	\$481,214.91
17B Expenses	\$306,635			\$306,635	-\$225,000.99	-\$36,489.15	-\$261,490.14	\$45,144.86
17C Capital	\$228,902			\$228,902	-\$121,207.77	-\$96,871.55	-\$218,079.32	\$10,822.68
Total	\$6,502,837			\$6,502,837	-\$5,832,293.85	-\$133,360.70	-\$5,965,654.55	\$537,182.45
Fire Department								
18A Salary & Wages	\$6,942,435		\$231,022	\$7,173,457	-\$6,962,163.17		-\$6,962,163.17	\$211,293.83
18B Expenses	\$322,236			\$322,236	-\$269,590.39	-\$49,966.57	-\$319,556.96	\$2,679.04
18C Capital	\$23,835			\$23,835	-\$23,701.00		-\$23,701.00	\$134.00
Total	\$7,288,506		\$231,022	\$7,519,528	-\$7,255,454.56	-\$49,966.57	-\$7,305,421.13	\$214,106.87
Building Department								
19A Salary & Wages	\$651,327		\$3,403	\$654,730	-\$592,671.65		-\$592,671.65	\$62,058.35
19B Expenses	\$51,040			\$51,040	-\$32,878.40		-\$32,878.40	\$18,161.60
Total	\$702,367		\$3,403	\$705,770	-\$625,550.05		-\$625,550.05	\$80,219.95

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Minuteman Regional High School Assessment								
20 Assessment	\$762,686	\$3,375		\$766,061	-\$766,061.00		-\$766,061.00	
Total	\$762,686	\$3,375		\$766,061	-\$766,061.00		-\$766,061.00	
Needham Public Schools								
22 Needham Public School Budget	\$65,189,914			\$65,189,914	-\$63,414,449.38	-\$1,233,106.58	-\$64,647,555.96	\$542,358.04
Total	\$65,189,914			\$65,189,914	-\$63,414,449.38	-\$1,233,106.58	-\$64,647,555.96	\$542,358.04
Department of Public Facilities								
22A Salary & Wages	\$3,619,482		\$168,403	\$3,787,885	-\$3,658,147.93		-\$3,658,147.93	\$129,737.07
22B Expenses	\$2,561,877			\$2,561,877	-\$2,161,130.35	-\$290,798.68	-\$2,451,929.03	\$109,947.97
22C Capital			\$10,000	\$10,000	-\$10,000.00		-\$10,000.00	
Total	\$6,181,359		\$178,403	\$6,359,762	-\$5,829,278.28	-\$290,798.68	-\$6,120,076.96	\$239,685.04
Department of Public Works								
23A Salary & Wages	\$3,589,558		\$21,480	\$3,611,038	-\$3,532,132.05		-\$3,532,132.05	\$78,905.95
23B Expenses	\$1,542,389	\$120,000		\$1,662,389	-\$1,434,213.55	-\$191,385.46	-\$1,625,599.01	\$36,789.99
23C Capital	\$38,800			\$38,800	-\$18,137.89	-\$19,888.40	-\$38,026.29	\$773.71
23D Snow and Ice	\$408,039		\$596,330	\$1,004,369	-\$1,004,368.85		-\$1,004,368.85	\$0.15
Total	\$5,578,786	\$120,000	\$617,810	\$6,316,596	-\$5,988,852.34	-\$211,273.86	-\$6,200,126.20	\$116,469.80
Municipal Parking Program								
24 Program	\$99,864			\$99,864	-\$79,067.14	-\$13,732.52	-\$92,799.66	\$7,064.34
Total	\$99,864			\$99,864	-\$79,067.14	-\$13,732.52	-\$92,799.66	\$7,064.34

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Health and Human Services Department								
25A Salary & Wages	\$1,235,205	\$61,305	\$4,512	\$1,301,022	-\$1,194,266.33		-\$1,194,266.33	\$106,755.67
25B Expenses	\$256,060			\$256,060	-\$249,647.85	-\$5,151.72	-\$254,799.57	\$1,260.43
Total	\$1,491,265	\$61,305	\$4,512	\$1,557,082	-\$1,443,914.18	-\$5,151.72	-\$1,449,065.90	\$108,016.10
Commission on Disabilities								
26A Salary & Wages	\$1,500			\$1,500	-\$1,500.00		-\$1,500.00	
26B Expenses	\$550			\$550	-\$515.66		-\$515.66	\$34.34
Total	\$2,050			\$2,050	-\$2,015.66		-\$2,015.66	\$34.34
Historical Commission								
27A Salary & Wages								
27B Expenses	\$1,050			\$1,050				\$1,050.00
Total	\$1,050			\$1,050				\$1,050.00
Needham Public Library								
28A Salary & Wages	\$1,262,855		\$2,409	\$1,265,264	-\$1,209,273.19		-\$1,209,273.19	\$55,990.81
28B Expenses	\$329,018			\$329,018	-\$325,316.68	-\$2,675.55	-\$327,992.23	\$1,025.77
Total	\$1,591,873		\$2,409	\$1,594,282	-\$1,534,589.87	-\$2,675.55	-\$1,537,265.42	\$57,016.58
Park and Recreation Department								
29A Salary & Wages	\$495,097		\$2,903	\$498,000	-\$449,881.57		-\$449,881.57	\$48,118.43
29B Expenses	\$104,500			\$104,500	-\$76,783.77	-\$24,533.89	-\$101,317.66	\$3,182.34
Total	\$599,597		\$2,903	\$602,500	-\$526,665.34	-\$24,533.89	-\$551,199.23	\$51,300.77

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Memorial Park								
30A Salary & Wages								
30B Expenses	\$750			\$750	-\$561.89		-\$561.89	\$188.11
Total	\$750			\$750	-\$561.89		-\$561.89	\$188.11
Department Budget Total	\$100,802,519	\$184,680	\$1,175,312	\$102,162,511	-\$97,903,478.27	-\$2,093,885.36	-\$99,997,363.63	\$2,165,147.37
Total Operating Budget	\$144,228,127	\$167,905		\$144,396,032	-\$137,874,889.54	-\$2,489,307.32	-\$140,364,196.86	\$4,031,835.14

**Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A Salary & Wages	\$766,816			\$766,816	-\$758,955.12		-\$758,955.12	\$7,860.88
101B Expenses	\$1,200,969	\$78,000		\$1,278,969	-\$1,148,422.47	-\$118,430.93	-\$1,266,853.40	\$12,115.60
101C Capital	\$86,500		\$9,750	\$96,250	-\$13,652.00	-\$82,598.00	-\$96,250.00	
101D Debt Service	\$150,000			\$150,000	-\$149,783.40		-\$149,783.40	\$216.60
102 Reserve Fund	\$25,000		-\$9,750	\$15,250				\$15,250.00
Total Operating Budget	\$2,229,285	\$78,000		\$2,307,285	-\$2,070,812.99	-\$201,028.93	-\$2,271,841.92	\$35,443.08

**Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A Salary & Wages	\$1,019,922			\$1,019,922	-\$997,868.01		-\$997,868.01	\$22,053.99
201B Expenses	\$415,585			\$415,585	-\$267,309.25	-\$82,938.60	-\$350,247.85	\$65,337.15
201C Capital	\$50,000			\$50,000		-\$40,985.99	-\$40,985.99	\$9,014.01
201D MWRA Assessment	\$5,718,107			\$5,718,107	-\$5,683,915.00		-\$5,683,915.00	\$34,192.00
201E Debt Service	\$1,500,000			\$1,500,000	-\$1,033,181.87	-\$11,522.50	-\$1,044,704.37	\$455,295.63
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,738,614			\$8,738,614	-\$7,982,274.13	-\$135,447.09	-\$8,117,721.22	\$620,892.78

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A Salary & Wages	\$1,134,686			\$1,134,686	-\$1,102,564.18		-\$1,102,564.18	\$32,121.82
301B Expenses	\$1,079,267		\$5,068	\$1,084,335	-\$951,031.31	-\$136,807.02	-\$1,087,838.33	-\$3,503.33
301C Capital	\$4,000			\$4,000	-\$2,875.00		-\$2,875.00	\$1,125.00
301D MWRA Assessment	\$1,043,468			\$1,043,468	-\$1,039,372.00		-\$1,039,372.00	\$4,096.00
301E Debt Service	\$1,550,000			\$1,550,000	-\$1,549,049.11		-\$1,549,049.11	\$950.89
302 Reserve Fund	\$75,000		-\$5,068	\$69,932				\$69,932.00
Total Operating Budget	\$4,886,421			\$4,886,421	-\$4,644,891.60	-\$136,807.02	-\$4,781,698.62	\$104,722.38

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2017

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$6,728.81		-\$6,728.81	\$75,271.19
Total Operating Budget	\$82,000			\$82,000	-\$6,728.81		-\$6,728.81	\$75,271.19

TAX RATE RECAPITULATION
Fiscal Year 2017

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 173,154,752.52
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	48,364,963.00
lc. Tax Levy (Ia minus Ib)	\$ 124,789,789.52
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	75.9440	94,770,357.75	7,970,766,680.00	11.89	94,772,415.83
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	16.6547	20,783,365.08	879,476,228.00	23.63	20,782,023.27
Net of Exempt					
Industrial	2.9512	3,682,796.27	155,844,508.00	23.63	3,682,605.72
SUBTOTAL	95.5499		9,006,087,416.00		119,237,044.82
Personal	4.4501	5,553,270.42	234,987,080.00	23.63	5,552,744.70
TOTAL	100.0000		9,241,074,496.00		124,789,789.52

MUST EQUAL 1C

Board of Assessors

Hoyt B. Davis, Director , Needham , cdavis@needhamma.gov 781-455-7500 | 12/5/2016 11:59 AM
 Comment: I am signing on behalf of the Needham Board of Assessors

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/08/2016
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

Mary Jane Handy

TAX RATE RECAPITULATION
Fiscal Year 2017

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>169,950,342.00</u>
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	<u>12,500.00</u>	
2. Debt and interest charges not included on page 4	0.00	
3. Final court judgements	0.00	
4. Total overlay deficits of prior years	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	36,585.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	<u>0.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other (specify on separate letter)	0.00	
TOTAL Ilb (Total lines 1 through 10)		<u>49,085.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,299,850.00
Ild. Allowance for abatements and exemptions (overlay)		1,855,475.52
Ile. Total amount to be raised (Total Ila through Ild)		<u>173,154,752.52</u>

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	10,468,210.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		<u>11,163,358.00</u>
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>9,681,380.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>16,025,446.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>3,723,750.00</u>	
TOTAL IIIb		<u>29,430,576.00</u>
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>6,190,372.00</u>	
2. Other available funds (page 4, col (d))	<u>1,580,657.00</u>	
TOTAL IIIc		<u>7,771,029.00</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2016	0.00	
1b. Free cash..appropriated on or after July 1, 2016	0.00	
2. Municipal light source	0.00	
3. Other source :	0.00	
TOTAL IIId		<u>0.00</u>
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		<u>48,364,963.00</u>

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		<u>173,154,752.52</u>
b. Total estimated receipts and other revenue sources (from IIIe)	<u>48,364,963.00</u>	
c. Total real and personal property tax levy (from Ic)	<u>124,789,789.52</u>	
d. Total receipts from all sources (total IVb plus IVc)		<u>173,154,752.52</u>

NOTE : The information was Approved on 12/8/2016

**TAX RATE RECAPITULATION
 Fiscal Year 2017**

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2016	(b) Estimated Receipts Fiscal 2017
==>	1. MOTOR VEHICLE EXCISE	5,627,887.27	4,400,000.00
	2. OTHER EXCISE		
==>	a.Meals	490,317.32	410,000.00
==>	b.Room	1,118,325.46	700,000.00
==>	c.Other	0.00	0.00
==>	3. PENALTIES AND INTEREST ON TAXES AND EXCISES	728,071.27	195,000.00
==>	4. PAYMENTS IN LIEU OF TAXES	73,478.45	50,000.00
	5. CHARGES FOR SERVICES - WATER	0.00	0.00
	6. CHARGES FOR SERVICES - SEWER	0.00	0.00
	7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
	8. CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
	9. OTHER CHARGES FOR SERVICES	967,143.44	1,385,000.00
	10. FEES	112,891.49	93,735.00
	11. RENTALS	217,913.71	175,000.00
	12. DEPARTMENTAL REVENUE - SCHOOLS	36,221.83	4,000.00
	13. DEPARTMENTAL REVENUE - LIBRARIES	42,120.98	34,000.00
	14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
	15. DEPARTMENTAL REVENUE - RECREATION	246,636.10	175,000.00
	16. OTHER DEPARTMENTAL REVENUE	479,446.73	310,260.00
	17. LICENSES AND PERMITS	2,314,222.42	1,529,385.00
	18. SPECIAL ASSESSMENTS	1,367.46	0.00
==>	19. FINES AND FORFEITS	144,395.90	117,000.00
==>	20. INVESTMENT INCOME	111,638.44	67,500.00
==>	21. MEDICAID REIMBURSEMENT	176,672.32	25,000.00
==>	22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	14,199.54	10,500.00
	23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	120,525.01	0.00
	24. Totals	13,023,475.14	9,681,380.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2017 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant, Needham, mvaillancourt@needhamma.gov 781-455-7500 | 12/6/2016 3:05 PM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2017 estimated receipts to FY 2016 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/8/2016

TAX RATE RECAPITULATION
Fiscal Year 2017

City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Revolving, Funds (See A-3)	AUTHORIZATIONS	
										MEMO ONLY	
05/02/2016	2017	163,692,645.00	141,045,204.00	2,261,387.00	1,153,445.00	0.00	16,511,859.00	2,720,750.00	1,271,100.00	269,000.00	
05/09/2016	2017	453,000.00	0.00	0.00	0.00	0.00	0.00	453,000.00	0.00	762,500.00	
05/09/2016	2016	730,584.00	0.00	695,372.00	35,212.00	0.00	0.00	0.00	0.00	0.00	
05/11/2016	2017	4,198,208.00	362,595.00	3,233,613.00	52,000.00	0.00	0.00	550,000.00	0.00	500,000.00	
02/10/2016	2016	90,000.00	0.00	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	
10/05/2016	2017	785,905.00	457,905.00	0.00	250,000.00	0.00	78,000.00	0.00	0.00	57,542,500.00	
	Total	169,950,342.00	141,865,704.00	6,190,372.00	1,580,657.00	0.00	16,589,859.00	3,723,750.00			

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2016 or fiscal 2017.
 ** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.
 Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.
 *** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk
 I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.
Theodora K. Eaton, Town Clerk, Needham, Teaton@needhamma.gov 781-455-7500 | 12/5/2016 1:00 PM
Comment:

NOTE : The information was Approved on 12/8/2016

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