

TOWN OF NEEDHAM, MA ANNUAL TOWN REPORT

1711-2019

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Cover Photo: *History & Directory of Needham* for the year 1888. Throughout this annual report you will see copies of selected pages from this directory. At the end of the report we have included an article titled “*The History and Directory of Needham, Massachusetts, 1888; or, “Don’t Be A Dounder-funk!”*” written by Gloria Polizzotti Greis, Executive Director, Needham History Center & Museum. Many thanks to Gloria for the permission to reprint and for the historical stroll through Needham circa 1888.



**This 2019 Annual Town Report is Dedicated to
Elaine R. Saunders**

Elaine Mazer Saunders grew up in West Roxbury, Massachusetts. She graduated from the Jeremiah E. Burke High School in Dorchester, Massachusetts. She received her Bachelor's Degree from Boston State College and went on to teach first and second grades in Chelsea, Massachusetts for two years. Elaine stopped teaching for a while to raise her twin sons.

After moving to Needham in 1959, Elaine was diagnosed with retinitis pigmentosa in 1961. Knowing she would eventually have to use it, she took on as a challenge to learn braille. In 1969 Elaine was ready to return to the field of education. As an alternative to returning to a traditional classroom to teach, Elaine contacted the Supervisor of Elementary Education in Needham to inquire if there were any visually impaired students in the elementary schools who might require a tutor. While she learned that there were no visually impaired students in need of her services, there was a brand new program called Learning Disabilities that was going to be established in Needham in the fall. The Supervisor advised Elaine to take the Learning Disabilities Course at Boston College that summer and then reconnect with her. Elaine excelled in the program and was assigned to teach children with learning disabilities in the William Carter School for the next 1 ½ years. The program required frequent recertifications and Elaine kept current. And it was during this time that Elaine decided to go for her Master's Degree in Special Education, which she received in 1979 from Framingham State College.

In 1980, when Elaine's eyesight diminished, she applied to the MA Commission for the Blind for a staff position. Elaine became a license certified social worker. For the first two years she was assigned to visit with social rehabilitation clients over the age of 60. She moved on as a Vocational Rehabilitation Counselor serving children from age 14 to adult for the next six years. In this role Elaine was able to rely on her past experience using IEP's from the Carter School. Elaine was ready for her final role at the MA Commission for the Blind when she became the Supervisor of Children's Services and Rehabilitation Teaching. Elaine was the recipient of a Commonwealth of Massachusetts "Pride in Performance" award in 1984.. Her tenure at the Commission lasted for 31 years. She retired in 2011. Elaine states most of all she is very grateful to have had two very rewarding careers and she loved them both.

It is interesting to note that during Elaine's first thirteen years at the Commission, there was no "Ride Service" available until 1993, so from 1980 to 1993 she needed to get around using public transportation. Her determination served her well and she could eventually tell you where all the homeless people congregated from Newton Highlands to Park Street! Her motto is "If you have to do it, you do it".

In post-retirement, Elaine was not one to just sit around – she knew she could help out worthwhile organizations by making calls. Her association working with Springwell allowed her to become assigned to a woman whom she contacted every Sunday for two years until she passed away. It was a very special relationship and Elaine still has contact with the client’s daughter. She also served on the Board of Directors at the Deaf-Blind Contact Center for six years, but it wasn’t enough to fulfill her.

In 1990, President George H.W. Bush signed into law the Americans with Disabilities Act and she attended a lecture on it. The Needham Commission on Disabilities was established in 1991 and Elaine applied and was appointed to it. Her service to the Commission on Disabilities spanned 29 years. Her guidance on this Committee has been tremendous and has benefitted the Town in so many different ways serving as member and Committee co-chair, conducting meetings, and being involved in all aspects of accessibility and ADA advocacy in the Town of Needham. Elaine states that her time on the Commission on Disabilities has been very rewarding, but that it is time for her to resign.

For a few years, Elaine spoke with the third-grade class at the Hillside School about how she functions as a visually impaired person. She showed them some of the adaptive devices that she used. The students were provided some raw material and asked to make Elaine something they thought would be of help to her. She thought the students were very creative and the sessions were very interesting.

After applying for a voluntary position to make calls at the Needham Community Council, she was interviewed at her home. She was able to demonstrate her ability to use her computer with voice output and how it could become part of the call process. The Council would email Elaine the call script and a list of names who she would need to call. Using the voice output on her computer Elaine was able to braille the information which she used when making her calls from the Community Council. Elaine loves to feel like she is doing something rewarding. It was important to her to know that her work was related to helping to disseminate important messages and not related to fundraising. Elaine also coordinates the MA Commission for the Blind retiree quarterly luncheons.

When not volunteering, Elaine is an ardent sports fan and she has traveled to many countries throughout the world. Elaine is also an avid reader. She says her tastes are “eclectic”. When she retired from the Commission for the Blind she looked for a book club that had books on digital cartridges. She then joined the Perkins Library Book Group. She alternates occasionally with books on CD’s from the Needham Free Public Library.

Elaine looks forward to continue giving back, spending time with family and friends and being productive.

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A Message from the Select Board

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 2019.



The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2021 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 2021-2025 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 2021 through 2025. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2021 – 2025 Capital Improvement Plan is also available on the Town's website. The warrant for the 2020 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 2021. The warrant also includes a summary table of the Town's current debt obligations.

The Select Board 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 Select Board should send a letter of interest to the Select Board's Office at Town Hall or visit www.needhamma.gov/committeevacancy.



Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: The 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

FY2020 Tax Rate:
\$12.49 Residential
\$24.55 Commercial

FY2020 Average Single-Family Home Value: \$982,564

FY2020 Average Single Family Home Tax Bill: \$12,272

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
Instagram: Townofneedamma

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.



TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Joyce M. Carlezon, Pt.

Maria B. Papantoniou, Dept. Specialist
Kevin T. Pendergast, Dept. Assistant
Lorraine M. Lederhos, Pt.
Sharon L. Tedesco, Pt.

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, Burial Agent, 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 Select Board). 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 2019 was a much busier period in the Town Clerk's Office with three elections as opposed to one election in Fiscal Year 2018. Fall Elections - the State Primary and State Election were held on September 4, 2018 and November

6, 2018 respectively. Two Special Town Meetings were held on Monday October 10, 2018 and January 22, 2019. The Annual Town Election was held on Tuesday, April 10, 2018 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 2018 and 2019:

Fiscal Year 2018

- | | |
|---|--|
| ✚ Special Town Meeting – Monday,
October 2, 2017 | ✚ Annual Town Meeting – Monday,
May 2, 2018 |
| ✚ Annual Town Election – Tuesday,
April 10, 2018 | ✚ Special Town Meeting – Monday,
May 14, 2018 |

Fiscal Year 2019

- | | |
|---|--|
| ✚ State Primary - Tuesday,
September 4, 2018 | ✚ Annual Town Election – Tuesday,
April 9, 2019 |
| ✚ Special Town Meeting – Wednesday,
October 10, 2018 | ✚ Annual Town Meeting – Monday,
May 6, 2019 |
| ✚ State Election – Tuesday,
November 6, 2018 | ✚ Special Town Meeting – Monday,
May 13, 2019 |
| ✚ Special Town Meeting – Tuesday,
January 22, 2019 | |

The 2018 State Primary had a total of 7,106 votes cast or 33.9% of the 20,949 registered voters (or 32.2% including both active and inactive voters – 22,054). Special Town Meeting of October 10, 2018 disposed of 15 articles in one session. The State Election had a total of 16,445 votes cast or 73.35% of the 22,419 registered voters which includes 1109 inactive voters. The Special Town Meeting of January 22, 2019 disposed of one article – Appropriate for Mitchell School Modular Classrooms. The Annual Town Election for the election of Town Officers and Town Meeting Members had a total of 1,426 votes or a turnout of 6.62% of the 21,525 registered voters - a low voter turnout for the town's most costly election. The Annual Town Meeting beginning May 6, 2019 disposed of 52 articles in three sessions; and the Special Town Meeting of May 13, 2018 held within the Annual Town Meeting disposed of 4 articles.

FY2019 HIGHLIGHTS

The Summer of 2018 was much busier than the prior year in preparation for the 2018 State Primary and State Election. Early Voting was in full force from October 22, 2018 to November 2, 2018 including one evening and one all-day Saturday session. Over 6,637 early voters came to Town Hall during that time frame to cast their ballots in the State Election. We applied to the Secretary of the Commonwealth for an Early Voting grant and received \$2800 to offset costs. Subsequently the Commonwealth determined that Early Voting was a State mandate and the Town received additional reimbursement of \$6370.69.

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. This has made the new electronic death system more efficient and effective. This has really modernized the vital records program statewide and is beneficial to all involved. We hope to work funding for the electronic marriage records.

The Special Town Meeting of October 10, 2018 approved one General and one Zoning By-Law amendment. The Annual Town Meeting approved three General By-Law amendments and no Zoning By-Law amendments. Under Article 18 Town Meeting approved the FY2019 Operating Budget in the amount of \$178,260,006. Total appropriations including the Fiscal Year 2019 Operating Budget approved at the Annual Town Meeting totaled \$208,638,586.50. 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>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>	<u>FY2016</u>	<u>FY2015</u>	<u>FY2014</u>
<u>Births to Residents:</u>						
7/1/18 - 12/31/18	122	133	125	140	128	141
1/1/19 - 6/30/19	<u>149</u>	<u>131</u>	<u>115</u>	<u>123</u>	<u>117</u>	<u>134</u>
Total Births:	271	264	240	263	245	275
Deaths: Residents						
7/1/18 - 12/31/18	122	112	125	124	102	116
1/1/19 - 6/30/19	<u>130</u>	<u>145</u>	163	<u>155</u>	<u>139</u>	<u>134</u>
Residents:	252	257	288	279	241	250
Deaths: Non-Residents						
7/1/18 - 12/31/18	105	154	148	152	141	143
1/1/19 - 6/30/19	<u>100</u>	<u>138</u>	<u>154</u>	154	<u>121</u>	<u>123</u>
Non-Residents:	205	292	302	306	262	266
Total Deaths:	457	549	590	585	503	516
Marriages:						
7/1/18 - 12/31/18	34	58	51	52	46	45
1/1/19 - 6/30/19	<u>29</u>	<u>22</u>	<u>43</u>	<u>17</u>	<u>17</u>	<u>44</u>
Total Marriages:	63	80	94	69	63	89

Dog Licenses Issued:

7/1/18- 6/30/19	FY19	FY18	FY17	FY16	FY15	FY14
* Male & Female Dogs @ \$25	221	193	171	205	192	193
* Spayed & Neutered Dogs @ \$20	2,984	2,710	2,842	3,062	2,598	2,782
* Kennels @ \$ 50	2	2	5	7	8	42
* Kennels @ \$ 75	2	2	3	2	3	9
* Kennels @ \$150.	1	1	0	1	0	0
Hearing Dogs - No Charge	0	0	0	0	0	2
Seeing Eye Dogs - No Charge	0	2	2	2	2	0
Transfers @ \$1.00	3	4	6	7	5	0
Prior Years' Licenses (32 @ \$20)	57	43	20	32	7	0
Prior Years' Licenses (2 @ \$25)	6	3	2	2	0	9
Prior Years' Licenses (0 @ \$10)	0	0	0	0	19	67
Replacement Licenses (27 @ \$1.00)	<u>17</u>	<u>26</u>	<u>22</u>	<u>27</u>	<u>24</u>	<u>19</u>
TOTAL	3,293	2,986	3,073	3,345	2,856	3,123

* The Select Board voted to increase the dog license fees effective January 1, 2014. The new fee is reflected in all five fiscal years.

FISCAL YEAR REVENUES PAID TO TOWN TREASURER
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Fiscal Year	2019	2018	2017	2016	2015
General Fees	119,895.75	115,000.70	127,835.10	114,973.90	89,964.85
Liquor Licenses	94,785.10	96,376.07	92,580.00	83,720.00	86,145.00
Other Licenses	25,917.00	27,654.00	24,612.00	21,470.00	23,249.00
Dog Licenses	66,915.00	60,390.00	62,068.00	67,738.00	57,744.00
Sub Total	307,512.85	\$299,431.77	\$307,095.10	\$287,901.90	\$257,102.85
Accrued Interest	0	0	\$968.32	0	0
Public Record Request	0	0	\$137.50	0	0
TOTAL	\$307,512.85	\$299,431.77	\$308,200.92	\$287,901.90	\$257,102.85

The Town Clerk's Office is oriented to serving the public and is open daily from 8:30 A.M. - 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 Select Board 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. Subsequently, the Select Board appointed a new Registrar - Ann M. Cosgrove. Ann is the newest member of the Board of Registrars and has quickly become a welcomed member.

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 Annual 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 Select Board voted to change five of the ten polling locations effective with the April 8, 2014 Annual Town Election. There is a rumor that several of the polling places will be changed by vote of the Select Board prior to the 2020 elections. The current 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

FY2019 HIGHLIGHTS

In Fiscal Year 2019 the Board of Registrars conducted three elections – the State Primary on Tuesday, September 4, 2018, the State Election on Tuesday, November 6, 2018 and the Annual Town Election on Tuesday, April 9, 2019. Voter turnout for the 2019 Annual Town Election was extremely poor. Government starts at the local level and stronger voter participation is encouraged. Make your voice heard!

State Primary ~ Tuesday, September 4, 2018 ~ 7,106 or 33.9%
State Election ~ Tuesday, November 6, 2018 ~ 16,445 or 73.35%
Annual Town Election ~ Tuesday, April 9, 2019 ~ 1,426 or 6.62%

The Annual Town Listing of Residents was conducted by mail again this year. 64% 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 2020.

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 residency 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 21,493 plus 1,196 inactive voters. The 2019 population for the Town of Needham includes 31,599 residents plus 1,196 inactive voters for total of 32,795. The registered voters were comprised of 7,141 Democrats, 2,288 Republicans, 11,871 Unenrolled, and 193 miscellaneous political designations. 1,196 inactive voters brought the total number of registered voters to 22,689.

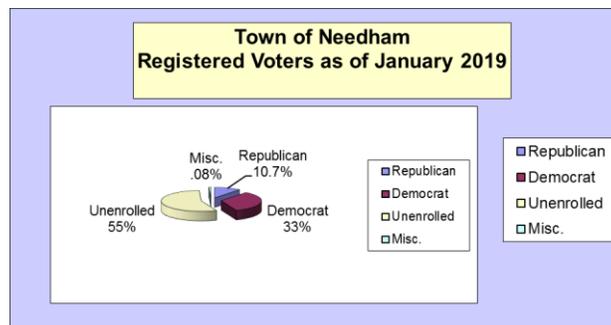
ANNUAL TOWN CENSUS POPULATION

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

ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL
1999	18,237	1,159	28,630
2000	18,271	1,358	28,860
2001	18,741	1,111	29,019
2002	18,555	1,372	29,237
2003	18,593	900	29,376
2004	18,437	1,474	29,107
2005	18,712	994	28,996
2006	18,396	1,209	29,078
2007	18,642	1,043	29,414
2008	18,903	1,370	29,452
2009	19,463	934	29,973
2010	19,269	1,350	30,128
2011	18,802	1,320	29,636
2012	19,475	1,163	30,351
2013	20,340	579	30,720
2014	20,015	703	30,647
2015	20,008	933	30,513
2016	20,392	1,096	31,189
2017	20,939	900	32,333
2018	20,880	1,156	31,329
2019	21,493	1,196	31,599

* 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. Federal Census will list your residence on April 1, 2020. Please be counted.



SELECT BOARD / OFFICE OF THE TOWN MANAGER

SELECT BOARD

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

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

Jill Schaffer, Benefits Administrator
Ellen Reulbach, Administrative Assistant
*Chuck Murphy-Romboletti, Assistant Director of
Human Resources*

Article 50 of the May 2018 Annual Town Meeting was a Home Rule Petition to Amend the Town Charter that included language to transition to gender-neutral language when referring to this Board. Town Meeting approved this petition, and the Board of Selectmen was renamed the Select Board by action of the Legislature and approval of the Governor on January 1, 2019

The Select Board consists of five individuals elected for staggered three-year terms and serves as one part of the Executive Branch of government of the Town, which it shares with other elected and appointed boards. The Select Board 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 Select Board 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.

FY2019 IN REVIEW

Select Board Organization

In April 2019, Daniel P. Matthews was re-elected to a three-year term on the Select Board. Following the annual Town election, the Board re-organized with John A. Bulian as Chair, Maurice P. Handel as Vice Chair, and Matthew D. Borrelli as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Select Board annually reviews its goals and objectives for the year. Progress toward community goals in FY2019 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 FY2020 budget approved by Town Meeting included funding for the implementation of full-day kindergarten. Because of the multi-year planning effort for this project, the Board was able to recommend the necessary funding within the operating budget without an override.
- The Public Safety Building and Fire Station #2 construction project was approved by Town Meeting and the voters. Construction began on Station #1 and for swing space at the Hillside School began in FY2019.
- The DPW storage facility project on Central Avenue was funded and is under construction. The Board approved the naming of the facility in honor of Jack Cogswell. Project completion is expected in calendar year 2019.
- The reconstruction of the Memorial Park fieldhouse began in FY2019 and will take approximately one year to complete.
- Weston & Sampson was engaged to perform the environmental assessment in order to facilitate discussion about the future use of the Ridge Hill/Nike property. Town Meeting approved a request for funding to continue the evaluation of potential use of the parcels, roadway access, and demolition of structures.

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

- The Route 128/95 Add-a-Lane project is complete.
- A working group was established to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. A consultant was hired to assist with the work, and the report is projected to be released in calendar year 2020.
- A plan for NPDES compliance including a Stormwater By-Law was approved at the October 10, 2018 Special Town Meeting.
- The Board reviewed the initial report of the pedestrian safety audit, and planned a public hearing on the final report. Procurement for the installation of the first pedestrian activated flashing beacons began in FY2019.

- The Town used grant funding to purchase 10,000 reusable shopping bags that were distributed in public buildings and in supermarkets. The bags include the pedestrian safety logo from the “Walk Aware Needham” campaign.
- The Town interviewed four consultants and has selected a firm to complete the prioritization plan – the next phase of the Complete Streets project. This work is expected to be ready for public hearing in early 2020.

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

- In conjunction with the Planning Board, the Select Board evaluated options for the redevelopment of Chestnut Street and Industrial Zones along Route 128.
- The Town worked with Newton to implement the economic development plan for the N² corridor; evaluated the relationship between Needham Crossing and the N² Innovation District and recommend a branding strategy for Needham Crossing. The Board reviewed options for signage/branding and agreed on a logo design.

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

- The Board continued to pursue options for limiting the use of plastic bags at certain retail establishments. All of the impacted retailers are complying with the voluntary ban.

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

- The Board coordinated with DCR to encourage access to Cutler Park. The FY2019 State budget included \$100,000 for Cutler Park improvements. DCR used the funds to mill and pave two parking areas and to replace two fire gates at the property.
- The Town installed Big Belly receptacles at Memorial Park, DeFazio Field, and the Chestnut Street Parking Lot.
- The Board discussed considered and recommended a zoning proposal to create accessory dwelling unit zoning, planned for the October 28, 2019 Special Town Meeting.
- The Property Tax Assistance/Taxation Aid Committee met with the Select Board to plan for a more targeted program for donations.
- The Select Board, in conjunction with the Park & Recreation Commission, supported the expansion of hours of operation of the Pools at the Rosemary Recreation Complex from during the summer months. Funding to provide for an extended season was approved by Town Meeting.

Maintain and Enhance the Town's Financial Sustainability.

- The Town has engaged a consultant to evaluate the efficiency of the RTS facility.
- A staffing plan for the new Memorial Park Fieldhouse was created, and funding for this purpose was approved by Town Meeting.

Evaluate Town Operations and Administration

- The Town developed a funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing. The FY2020 budget included a proposal for funding eight new firefighters (75% of which will be funded by a grant), and one new police officer. The Town Manager will recommend an additional two police officers in FY2021. One police officer position was funded in FY2019 and in FY2020.
- The Board voted to approve a revised facility use policy and fees at its meeting on October 23, 2018.
- A Public Information Officer position was created to expand the Town's communications efforts. Town Meeting approved funding for a two-year program.

The Board also identified the following Governing Principles:

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearings will be explored and implemented.

STATISTICS

	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12
Number of Licenses Issued	179	174	190	155	156	169	151	138
All Alcohol	19	20	19	16	16	15	16	15
Club	3	3	3	3	3	3	3	3
Wine & Malt	1	1	2	2	2	3	3	6
Package Stores	6	6	5	5	5	5	5	N/A
Carry in Special Permit	1	1	1	1	1	1	1	1
Class I	2	2	2	2	2	2	2	2
Class II	8	6	5	5	5	5	5	5
Common Victuallers	58	56	59	55	56	56	52	54
Innkeeper	2	2	2	2	2	2	2	1
Lodging	2	2	2	2	2	2	2	2
Sunday Entertainment	7	5	6	5	3	5	5	2
Weekday Entertainment	11	8	9	7	5	4	6	4
Bowling Alley	1	1	1	1	1	1	1	1
Livery	3	2	2	2	2	2	3	1
Pool Table	1	1	1	1	1	1	1	1
Sale of Second Hand Goods	8	8	8	9	8	10	10	9
Special Permit (24 hour food service)	1	1	1	1	1	1	1	1
Mobile Food Trucks	8	10	1	2	2	N/A	N/A	N/A
One-Day Special Liquor Permit Issued	37	39	61	34	39	51	33	30

Activity	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12
Number of ATM Articles	52	53	65	52	50	46	51	42
Number of STM Articles	21	27	24	27	16	26	28	27
Number of SB Meetings	40	39	38	31	31	34	31	28
Number of New Appointments Processed	53	37	37	13	22	37	36	50
Number of Reappointments Processed	32	48	50	46	35	63	138	95
Number of Grant of Location Public Hearings	17	35	24	23	23	26	17	14
Number of Liquor Related Public Hearings	13	16	10	7	7	6	19	9
Number of Other Public Hearings Conducted	15	28	14	13	13	13	12	12
Number of Block Parties Granted	51	57	57	60	50	51	57	65
Number of Road Events Granted	13	13	17	7	16	19	24	21

Passports	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12
Number of Passports Accepted	237	239	228	205	247	194	229	174
Revenue - Execution Charges	\$8,295	\$6,535	\$5,700	\$5,125	\$6,175	\$4,850	\$5,575	\$4,350

Powers Hall Usage	FY19	FY18	FY17	FY16	FY15	FY14	FY13	1/12/12-6/30/12
Total # Meetings/Events	92	123	107	95	65	104	132	39
Municipal Events	72	108	90	83	49	85	110	27
Public Events	20	15	17	12	16	19	22	12
Fees	\$9,032.35	\$11,286	\$9,179	\$7,871	\$11,814	\$11,224	\$9,702	\$4,129

COMMISSIONERS OF TRUST FUNDS

Daniel Burns, Vice-Chairman (appointed to serve until April 2020)
Joseph P. Scalia, Chairman (elected to serve April 2019 to April 2022)
Heydon Traub, Secretary (elected to serve April 2018 to April 2021)

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 90 trusts. About 66% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 15% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 19% 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 \$3.0 million at the end of fiscal year 2008, to about \$8.1 million at the end of fiscal 2019.

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 5%-7% 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.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance; Zhiwen Fung, Administrative Analyst **Accounting:** Michelle Vaillancourt, Town Accountant; Therese Holt, Assistant Town Accountant; Terry Caruso, Payroll Coordinator; Carol Gordon-Johnson, Accounts Payable Administrative Specialist; Lisa McDonough, Department Specialist; **Assessing:** Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; Karen Rogers, Department Specialist; **Information Technology Center:** Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; James Donovan, Technology Support Technician; Steve Freeman, Computer Operator; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator; **Office of the Parking Clerk:** Paul Sammarco, 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; Vicki Cyriac, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Jill Seaman, Department Specialist; vacant, Administrative/Office Support Specialist.

DEPARTMENT DESCRIPTION

The Department of Finance includes the operations of the Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, Procurement, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Select Board, 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 \$164 million general fund budget, \$18 million in special revenue, \$17 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

In October 2018, Zhiwen (Wendy) Fung, was promoted to the position of Administrative Analyst for the Department of Finance. Wendy previously work for the Treasurer/Collector's office as Department Specialist. A new member joined the Department of Finance in April 2019, Vicki Cyriac who was hired for the part-time Administrative/Office Support Specialist position in the Treasurer/Collector Office. Ms. Cyriac was later promoted to the full-time position of Department Specialist in the Treasurer/Collector's office. We welcome Vicki Cyriac to the Finance Department and congratulate Wendy Fung on her promotion.

FY2019 HIGHLIGHTS

During fiscal year 2019, the Town realized revenue in excess of budget of \$6.8 million and realized budget returns of \$4.9 million. General Fund revenue in excess of budget was higher than the fiscal year 2018 results. The \$4.9 million budget return was higher than the fiscal year 2018 return of approximately \$4.5 million. The higher revenue surplus was primarily due to motor vehicle excise, other excise, and interest income. However, the budget return was on par with recent years, with a return of 3.0% of the fiscal year 2019 budget which compares to a return of 2.9% for fiscal year 2018.

Motor vehicle excise tax revenue was 3.9% more than the prior year's actual receipts (\$6,138,951 for FY2019 vs \$5,910,555 for FY2018), the margin between budgeted and actual revenue was slightly higher, with actual receipts for fiscal year 2019 at \$1.24 million over the budget, compared to \$1.16 million over the budget for fiscal year 2018.

Revenue generated from other taxes, penalties, and payments in lieu of tax was approximately \$0.77 million over the budget for fiscal year 2019 which compares to the \$0.52 million over the budget for fiscal year 2018. Comparing the actual revenue from those sources for fiscal year 2019 to fiscal year 2018 shows mixed results, with the total receipt being approximately \$277,000 more (\$2,408,784 for FY2019 compared to \$2,132,175 for FY2018). However, the result was due to a significant increase in room excise, which was \$311,850 more than the fiscal year 2018 revenue; the meals excise was \$49,943 more than the prior year. An increase in the room excise was anticipated for fiscal year 2018 due to the opening of a third hotel, but did not materialize in fiscal year 2018, that changed in fiscal year 2019. The increases in the room and meal excises helped to offset the decline in penalty for late payment related and payment in lieu of tax revenue, which together declined by approximately \$81,000 for the year.

Revenue from licenses and permits declined by less than one percent, but residential and commercial construction activity remained strong. The total permit income for fiscal year 2019 was \$2,590,858 compared to \$2,603,017 for fiscal year 2018.

Overall total actual General Fund revenue (\$170,553,852) for fiscal year 2019 was \$13,907,477 more than the total for fiscal year 2018 (\$156,646,375). The increase was principally related to the growth in property taxes with \$11.75 million more in fiscal year 2019, approximately 84% of the increase in total General Fund revenue. The increase resulted from the higher New Growth

tax revenue, and a higher amount of excluded debt which was added to the tax levy, for projects previously approved by the voters of Needham. The total General Fund revenue surplus for fiscal year 2019 was \$6,821,736 which was \$2,000,164 more than fiscal year 2018. The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 39.2% of the total General Fund surplus for fiscal year 2019.

The fiscal year 2019 General Fund operating budget returned \$4,894,717 or approximately 3.0% of the \$162,720,589 budget; the budget return for fiscal year 2018 was \$4,450,548 or approximately 2.9%. The Reserve Fund returned \$1,552,099 which represents 31.7% of the total General Fund budget return for the fiscal year. The fiscal year 2019 Reserve Fund budget return amount was more than the fiscal year 2018 return of \$834,939, was 18.8% of the total return. The \$1,552,099 return of the Reserve Fund budget represents approximately 83% of the original voted Reserve Fund budget of \$1,859,891 for fiscal year 2019. There was only one draw on the Reserve Fund during fiscal year 2019, which was the transfer to cover snow and ice removal expenses above the base budget. The base budget for snow and ice removal was \$416,232 which required a \$307,792 transfer from the Reserve Fund to cover the total expense of \$724,024. The \$724,024 snow and ice removal expense for fiscal year 2019 compares to the expense for fiscal year 2018 of \$1,296,983.

The second highest budget dollar turn back was from the Group Health Insurance, Employee Benefits and Administrative Costs budget in the amount of \$1,464,592, which accounts for approximately 29.9% of the total General Fund budget return. A much higher participation rate by employees in the new High Deductible Health Plan offerings than in the traditional health plans, the so-called Benchmark HMO plans, contributed to the larger budget return. The return was approximately 9.6% of that budget line.

Looking at the individual department budget turn backs, the Department of Public Works returned the highest amount with \$399,993 or 3.1% of its amended budget of \$12,954,150. The department returned \$78,225 (1.2%) for fiscal year 2018. The Operations division of the Public Facilities Department was incorporated into DPW effective for FY2019. They became the building maintenance division of Public Works. The Construction division of the Public Facilities Department was reconstituted as the Building Design and Construction Department. The Building Design and Construction Department had the second highest department budget turn back with \$228,658 or 44.1% of the 2019 budget. The large turn back represents the significant portion of the personnel time that was chargeable to specific construction projects, rather than the department operating budget. The turn back represents 4.7% of the total amount returned by the budgets.

The Police Department returned \$139,620 or 2.0% of its budget which compares to the \$272,159 or 4.1% of its fiscal year 2018 budget. Approximately 61% of the turn back (\$86,465) was from salary and wages due to delays with filling vacant positions. The balance (\$53,155) was from operating expenses and lower vehicle replacement costs for the year. The Health and Human Services Department had several vacancies during the year which accounts for most of the \$136,803 that was returned, 88% or \$120,970.

The Needham Public Schools had a very small turnback, with \$18,954 of the \$71,105,943 being returned for fiscal year 2019. The school department had returned \$503,575 or 0.7% of its fiscal year 2018 budget of \$68,350,083.

The other 16 departmental budgets returned in total \$501,941 or 2.8% of their combined total for the year. The so-called Townwide expense budgets (excluding the reserve fund and employee benefits) returned a combined \$452,057 or approximately 1.3% of their related total amended budgets, which compares to the same budgets last year returning \$711,711 or approximately 2.3% of their related total amended budgets.

The total General Fund balance for fiscal year 2019 was lower than fiscal year 2018. Fund balance was \$47.0 million for fiscal year 2019 compared to \$48.1 million for fiscal year 2018, approximately a 2.3% change. However, the unassigned portion of the General Fund increased from the prior fiscal year with a balance of \$19.4 million for fiscal year 2019 compared to \$17.8 million for fiscal year 2018. The State certified \$10,387,871 available as Free Cash for fiscal year 2019. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow to be appropriated by the Town. The Free Cash certified for prior year was \$13,518,622.

The Town allocated \$7,418,252 of the Free Cash for capital equipment and projects. The Free Cash appropriated for capital included \$2,169,550 for public roads and related infrastructure improvements, \$630,000 for the construction of modular classrooms at the Mitchell Elementary School, \$295,000 for improvements at the transfer station, \$275,000 for a new gym floor at the Newman Elementary School, \$69,200 to construct a custom shade shelter for the Newman School preschool playground, \$67,000 for a design to upgrade the restrooms at the Mitchell School, \$37,500 for reconfiguration and addition to the lockers at the High School, and \$30,000 for score boards in the Pollard School gyms. Free Cash was also used to fund capital equipment which included \$1,270,648 in core fleet and special equipment, \$852,550 for fire and police radios, computer equipment, and mobile devices, \$719,820 in cash capital equipment and technology for the Needham Public Schools, and \$876,984 was directed to other General Fund cash capital investments in equipment, technology, and facility upgrades for Town departments. The \$125,000 balance of the Free Cash for capital was appropriated as supplemental funding for a school master plan. The Town also transferred \$2,500,000 from the Athletic Facility Improvement Fund to pay for the athletic artificial turf carpets improvements at DeFazio Field and Memorial Park.

The Town also allocated \$2,068,301 of Free Cash to the fiscal year 2020 operating budget, \$76,000 for a temporary staffing program, \$50,000 for a small repair grant program for homeowners, and \$100,000 for an ongoing Town-owned property land surveys. The Town also funded a feasibility study for the Ridge Hill and former Nike site for \$50,000. 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 reserve fund) or the actual turn back, whichever is less.

The Town transferred \$166,612 of Free Cash to the Capital Improvement Fund, and appropriated \$283,706 to the Town's workers compensation account reserve. The Town also appropriated

\$125,000 for the compensated absences fund. The \$50,000 balance in Free Cash was closed out at year end to fund balance.

In fiscal year 2019, the Town was awarded a Federal Grant to hire eight additional firefighters, and over a three year period the Town will need to phase funding from the grant to local resources.

The Town has approved funding for the construction of a new Fire Station #2, and a new Fire and Police public safety complex. The estimated cost of the public safety projects is \$70 million. The three buildings are expected to be fully complete in 2022. The debt service has been exempted from the limits imposed under Proposition 2-1/2 by a vote of the citizens at the November 2018 State election.

The Town's solid waste and recycling program has been a challenge to fund on an enterprise approach as costs to provide these services continued to increase because of market conditions (lower recycling revenues), more stringent regulations, and other long term costs of disposing of waste. The Town's efforts to promote greater recycling by its citizens have required a greater contribution from the tax levy to offset the loss of other fees previously charged. An analysis of whether to dissolve the solid waste and recycling enterprise and incorporate the budget into the General Fund operating budget was conducted and it was determined that incorporating the operation into the General Fund budget was the most prudent course. The recommendation was presented and supported by the Select Board and the Finance Committee. At the May 2019 Annual Town Meeting, the Town approved the recommendation to dissolve the enterprise effective for fiscal year 2020. All the activities for solid waste disposal and recycling will be recorded under the General Fund beginning next year.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2019 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) Schedule of Trust Funds
- 8) 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
- 9) Tax Rate Recapitulation as Approved by the Department of Revenue
- 10) Chart of Actual Revenues (Sources) and Actual Expenditure (Uses)

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 primary responsibilities of the accounting office are to manage the Town's accounting records to ensure conformity with Generally Accepted Accounting Principles (GAAP), following the Uniform Massachusetts Accounting System (UMAS) and to issue accurate and timely reports that comply with State laws and regulations. The accounting office is 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 processes the weekly warrant to pay employees and vendors. The staff also prepares and files the quarterly tax return filing of withholdings (Form 941), annual W-2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and revenue and expenditure reports to the Department of Revenue.

The office staff processed a total of 56,221 paychecks/direct deposits during fiscal year 2019. The staff reviewed and processed 32,416 invoices from vendors for payment, 1,471 expense reimbursements, and 356 contracts. The office also reviewed and processed 2,565 encumbrance requests plus an additional 1,047 revision requests during the fiscal year.

Encumbrances Processed			
Area	FY2017	FY2018	FY2019
Building Department	6	9	10
Building Design and Construction Department			139
Commission on Disabilities	2	3	2
Department of Public Works	714	698	1,233
Finance Committee	1	2	3
Finance Department	237	212	241
Fire Department	131	132	120
Health and Human Services	142	174	228
Historical Commission	-	-	-
Memorial Park	1	2	1
Municipal Parking Program	15	12	15
Other Functions	45	41	50
Park & Recreation Department	103	127	141
Planning and Community Development	37	36	29
Police Department	151	173	156
Public Facilities	600	521	
Public Library	99	102	89
Town Clerk & Board of Registrars	31	26	28
Town Counsel	18	12	11
Town Manager	67	75	69
Total	2,400	2,357	2,565

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 Select Board and the Board of Assessors at the annual tax classification public hearing. The office staff also reviews and commits thousands of auto excise bills in addition to processing applications for Excise and Real Estate abatements, statutory exemption requests, and daily information requests from internal and external sources.

The Assessing Office staff completed over 95% 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, 2019. This is the statutory deadline for the collection of New Growth for the following fiscal year. Building permit activity also remains strong and saw \$126 million dollars in new growth to single family homes that came from over 750 permits, where work was all or partially complete by June 30, 2019. Other residential growth was bolstered by addition of 29 new, or partially complete condos that amounted to \$20 million dollars of growth in that area. The largest component to the fiscal year 2020 property tax growth came from a single taxpayer however as the conversion of 189 B St. by NBC Universal added a combined total of over \$100 million dollars in both the real estate and business personal property areas.

Several potentially costly tax appeals were settled favorably for the Town during the year. There were no outstanding Appellate Tax Board (ATB) cases of major consequence except for three Telecom industry cases, which were on hold at the time of this writing.

The residential real estate market in Needham has continued moving higher since the review last year, with the median single family sale price moving up just over 10% year over year. Over the past five years the median single family sale price has jumped nearly 31%, while the condo median sale price has shown similar healthy increases.

The 2017 Massachusetts Municipal Modernization Act changed the property assessment certification cycle from three years to five years and consolidated the provision for abatements and exemptions account which covers statutory exemptions granted and abatement refunds, into a single account as opposed to individual accounts tied strictly to specific fiscal years. Fiscal year 2020 will be the first recertification for Needham since 2015 as a result of the Municipal Modernization Act. The primary adjustment to residential values is an increase in land values, across the board, to all land neighborhoods in the 10,000 sq. ft. zoning areas. The 10% increase to the base land value was triggered by the sale prices of the "Teardown" lots that were looked at over the 5 year period since the fiscal year 2015 revaluation.

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 2020 is sure to continue since the restoration of office space formerly occupied by General Dynamics has been completed and the 400 unit residential project has begun leasing, making the Crossing a more desirable alternative for emigres from the over-priced Boston commercial real estate market to both live and work at the Crossing. The completion of the Claremont Needham Suites plans for another hotel at the Crossing, and the completion of 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 huge influx of more high-tech equipment at the NBC compound has made that individual account the largest contributor to business personal property in Needham.

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. The office's conversion to the new valuation software has taken longer than anticipated, and has required extraordinary efforts by the staff, but we anticipate the transition to be completed for fiscal year 2021.

INFORMATION TECHNOLOGY CENTER (ITC)

The division includes the Director, a Network Manager position who coordinates network engineering, security, and appliance support across multiple buildings and departments often times requiring 24x7 support; an Applications Administrator who continues 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 position, in conjunction with the Technology Support Technician position allows for a more effective response to user requests for computer and peripheral assistance. The Geographic Information Systems (GIS) Administrator who 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.

	FY2017	FY2018	FY2019
Parking Tickets	3,988	5,382	6,074
Appeals	318	432	479
Appeal %	8.0%	8.0%	7.9%

PROCUREMENT

The procurement division oversees the purchase of materials, supplies, and services by Town Departments to ensure compliance with state laws and local regulations. Towards this end, the division strives to safeguard taxpayer dollars by obtaining the most advantageous value and promoting a fair competitive process that is transparent and open. The division reviews purchase order requests to ensure the required documentation is provided. We provide guidance and training in matters related to procurement compliance. For procurements that necessitate the use of a sealed bid process, the department 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.

The procurement division offered training sessions to Town staff in all the aspects of procurement and purchasing; implementation of a Town Amazon Business account to provide a flexible and cost-effective alternative in the procurement of products; the successful procurement and implementation of an online website service to auction surplus vehicles and equipment has generated more interest and more dollars for the Town’s surplus equipment. We produce a draft procurement manual, an internal document to guide employees on procurement laws and the Town policies and procedures relating to purchasing. The goal for the coming year is a final draft for comment, final edit and release.

	FY2017	FY2018	FY2019
Purchase Orders Reviewed	2,128	2,161	2,382
Contracts Prepared for Town Departments	43	52	74
Contract Awards Reviewed	306	347	341

The Finance and Procurement coordinator assisted the Town Manager and Assistant Town Manager/Director of Finance with the preparation of the Town’s fiscal year 2020 annual operating budget and five year capital improvement plan. The Finance and Procurement coordinator also serves as the general insurance liaison for risk management administration. Together with the appointed risk management committee, we promote and advertise trainings, professional development and operational improvements to promote loss prevention and risk mitigation. The successful completion of these activities resulted in discounts totaling \$33,817 in the Town’s

insurance premium through the insurance rewards program. The Town applied and received a grant to fund the acquisition and implementation of a fleet management software. The software has afforded the Town a more interactive manner to track inventory and the preventive maintenance schedule of the vehicles, as well as notification of potential deficiencies, which can be addressed timelier. The safety of our employees and the preservation of assets is the priority of the Town's risk management objectives.

TREASURER/COLLECTOR

The Treasurer/Collector bills and collects all real estate and personal property taxes, water and sewer use charges, and many other departmental receivables, such as fire and police details and transfer station fees. Therefore, it is incumbent upon the Treasurer/Collector to make sure all billing is done timely and accurately. 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.

Cybercrime has become one of the most prolific technology related crime. The Treasurer/Collector worked with the ITC and the banks during the past year to implement new methods to monitor and enhance the security of the Town's accounts. We have been fortunate in that we have not fallen victim to any of these breaches but it very important that we remain diligent.

The monitoring of collections and the timely billing as well as the aggressive pursuit of delinquent accounts will always be a top priority. Accounts that remain delinquent beyond the end of the Fiscal Year are notified and if unresponsive are advertised for non-payment. If the account remains unpaid for ten days following advertisement, the statutory interest rate on outstanding tax balances increases from 14% to 16%. In 2019, the Town needed to advertised eleven (11) properties out of slightly over ten thousand properties. Real estate tax is a priority claim, upon the disposition of a property, any balance remaining is recorded at the Norfolk County Registry of Deeds to perfect the lien.

The Treasurer/Collector is sensitive to the needs of the public and the impact lower interest rates have had on individuals, especially the elderly, who, in some households depend on investments to provide the income necessary to meet their expenses. The Town can work with each individual taxpayer's circumstances while complying with state statute and maintaining timely collections.

The Town established the Elderly and Disabled Taxation Fund (EDTF) at the November 12, 2003 Special Town Meeting, authorized under Chapter 166 of the Acts of 1998. This allows the Tax Collector to include an insert with the bills so residents and taxpayers may make voluntary contributions to the fund. The awards from the fund are overseen by a five-member Elderly and Disabled Taxation Aid Committee. The committee consists of the Town Treasurer, a representative for the Board of Assessors, and three citizens appointed by the Board of Selectmen. To date, the Committee has awarded 505 grants for a total of \$205,700. The Town also established a local match program, the Property Tax Assistance fund, approved at the 2009 Annual Town

Meeting, to which funds are appropriated by Town Meeting for the purpose of providing additional tax assistance and to encourage donations to the EDTF. This program is administered by a similarly structured committee. Since its inception the Property Tax Assistance committee has awarded 242 grants for a total of \$189,671.

The Town also offers a Property Tax work off program whereby a resident can work for the Town, and the compensation earned is applied as a credit to their real estate taxes up to \$1,000, depending on the number of hours worked. At the 2014 Annual Town Meeting the body voted to establish the Veteran's Property Tax Program which will be similar to the Property Tax Work off program but is for eligible veterans.

To make paying taxes and user charges the Town of Needham Collector accepts four methods of payment to facilitate the preferences of our residents, Cash, Check, Home banking systems and for Water and Sewer and Excise credit card or electronic check. Ambulance charges and parking tickets can also be paid in person or online.

The office secured a third-party provider to offer electronic payment options to the Town's vendors. There is a great deal of interest and the goal is to eliminate most expense checks processed and sent to vendors. This will cut down the cost of printing, mailing, and stuffing of vendor payments. This will also reduce the postage expense associated with the mailing and the staff time involved with these processes.

In fiscal year 2019, investment income improved as interest rates have risen. General fund interest increased from \$434,310 during fiscal year 2018 to \$979,649 during fiscal year 2019. The safety of Town funds is of utmost importance. To further protect Town funds, we continue to require that Town deposits are collateralized if not insured. Leaving nothing to chance and to protect the town funds even further, in fiscal year 2019 we placed certain accounts in a "credit only" (incoming funds only) status. This provides an additional layer of protection against fraudulent transactions. To protect against bank failures, we regularly review rating agency reports and, although collateralization is required for funds held in any one financial institution for more than 30 days, funds that are held by institutions with less favorable ratings are monitored more carefully. Funds must be available to meet all expenditures including payroll and debt service which dictates the amount of cash that must remain available on a weekly basis. Town funds are invested wisely and within the mandates of state statute. During fiscal year 2018, the State Legislature passed legislation that expanded the length of investment in Certificates of Deposit (CDs) from twelve (12) months to thirty-six (36) months. This allows treasurers to take advantage of the higher interest rates that are offered for longer duration CDs. During fiscal year 2019, the longer-term CDs offered interest rates that were lower than short term CDs and were not competitive with Money Market rates and therefore the Treasurer/Collector did not utilize the new legislation.

The Treasurer is responsible for making available sufficient funds to cover the weekly payroll and expenses. Due to the increased number and cost of capital projects currently underway we see weekly expenses upwards of \$6 million. To maximize interest income and yet maintain sufficient balances the Treasurer must be aware of and make provisions for the timely payment of extraordinary expenditures such as debt service and construction costs.

The Treasurer’s office assisted and continues to support other departments throughout the Town including the school department, Town Clerk and RTS with the ability to accept credit cards both online and in person.

In 2019, the Treasurer along with the Finance and Procurement Coordinator set up a pilot program which provided purchasing cards to management. Similar to a credit card, the purchasing card allows the designated employee to pay for Town related approved travel and other expenses, rather than a more time-consuming reimbursement process. Unlike a credit card, the Town does not pay interest.

In 2014, the Town received approval from the State Retirees Benefits Trust fund (SRBT) to invest the Other Post-Employment Benefits (OPEB) funds through them with the Pension Reserves Investment Trust (PRIT). Participation in this pooled investment resulted in a return of 6% in FY2019.

The Treasurer issued \$64,880,000 in bond anticipation notes and \$31,000,000 in bonds which generated a premium of \$1,854,900.96. With the change in legislation, bond premiums were used to offset \$1,745,330.96 in costs for the Williams School project. This not only reduced the amount to be borrowed but reduced the amount of debt service to be paid by taxpayers. The balance of the premium was used to pay debt issuance costs, which was an additional savings to the taxpayers.

Real Estate Tax Collections	\$135.7 million
Motor Vehicle & Other Excise	\$ 6.2 million
Personal Property Tax Collection	\$ 5.5 million
CPA Surcharges	\$ 2.3 million
Other Billed Revenue	\$ 1.1 million
Ambulance Receipts	\$ 1.1 million

FINANCE COMMITTEE

Barry Coffman, Chair
Tom Jacob, Vice Chair
John Connelly
Joshua Levy
Richard Lunetta

Louise Miller
Garrett Parker
Richard Reilly
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.

FY2019 HIGHLIGHTS

Capital Projects

- **Sunita Williams School:** The Finance Committee reviewed the ongoing spending needs for finishing the construction of the Town's new elementary school building. The project remained on track for its scheduled September 2019 opening, and was expected to be significantly below budget. Thus, the Town will be able to borrow less to complete the construction. This project is being funded through excluded debt, meaning that the costs of the debt would be paid for with funds collected from taxpayers, but outside of the restrictions of the Proposition 2 ½ levy limit.
- **Public Safety Project:** The Finance Committee reviewed the construction budget for the ongoing project. The voters approved of funding the project through a Proposition 2 ½ debt exclusion in November 2018. The Finance Committee was concerned about the significant costs of the project and the potential burden on taxpayers. Before the ballot question was finalized, the Finance Committee pressed for careful value engineering, and advocated for funding significant equipment costs through the annual cash capital budget rather than in the project budget. Thus, the borrowing authorization that was ultimately included on the ballot for the excluded debt was lower. The voters passed the initiative.
- **Emery Grover:** The Finance Committee examined the proposed cost and scope of a feasibility study to determine the future use of the Emery Grover building. The Finance Committee suggested a broader scope of study than initially proposed in order to look at the possibility of selling the building and relocating the School administration as well as the possible renovation or reconstruction of the building at the existing site.
- **Facilities Financing Plan:** As the Town continued to follow through on the Facilities Master Plan, the Finance Committee reviewed the updated Facilities Financing Plan. As projects progressed, several assumptions were reconsidered. The Public Safety Building project was higher than originally anticipated due to a change to the proposed wireless communications system and increased contingency due to uncertain market conditions. The project to build additional modular classrooms at the Mitchell School was also above budget due to site difficulties and safety needs.

Operating Budget Recommendation for FY2020

The Finance Committee has the responsibility of developing an annual operating budget for the following year to be recommended to Town Meeting. The Finance Committee began its work on the FY2020 budget in late 2018.

REVENUE

The Town's revenue continued to be strong in FY 2019, as there is a strong tax base. The growth rate was more moderate than in some recent years with exceptionally high rates of growth. The FY2020 projections called for continued increases in all major areas of revenue. Property taxes, the largest part of General Fund revenue, were projected to continue increasing, attributable in large part to taxes collected for excluded debt, as well as new growth in the base State Aid was projected to increase, most notably due to an increase in Chapter 70 education aid, which is based on school enrollment. The start of full-day kindergarten in the fall will effectively double the number of kindergarten students for enrollment purposes. Notably, the Town's budget process takes place before the State budget is in place, so the projections of State Aid are very conservative, and subject to adjustment at the fall Special Town Meeting. Local receipts were anticipated to increase in FY2020 significantly due to the shift of solid waste fees into the General Fund. Through last year, the RTS Enterprise Fund took in those fees, but that Fund was dissolved and the finances for the RTS are now incorporated into the General Fund. The level of Free Cash (certified in FY2019 and subject to appropriate for FY2020 uses, remained at a high level and was appropriated primarily for cash capital equipment and technology, financial warrant articles, and some support of the FY2020 operating budget.

BUDGET PROCESS

The Finance Committee began its budget process in December 2018, 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 FY2020, 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 and School Committee members, school administrators, and leaders of other 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;
- evaluate requests for new or additional services and expenditures; and
- avoid undue tax burden on residents.

The Finance Committee received the Town Manager's executive budget and revenue estimates released on January 29, 2019. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2020 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' FY2020 spending requests overall were carefully considered and conscious of the need for fiscal discipline. The Finance Committee requires careful vetting of new positions before recommending that they be funded in the annual operating budget. Each proposed position must have a justified need, and that is balanced against the financial costs, including not only salaries, but also benefits and legacy costs. In some instances, the Finance Committee may recommend funding new positions for a finite trial period that is funded through a financial warrant article, rather than including the positions in the annual operating budget.

FY2020 OPERATING BUDGET HIGHLIGHTS

As in previous years, the Finance Committee's recommended budget for FY2020 that was fiscally sound, and provided funding to maintain level services in most areas of the budget and also allowed for carefully planned and vetted expanded programs and services.

TOWNWIDE EXPENSES

Townwide Expenses, the costs incurred by the Town or spread across a number of departments, increased significantly in the FY2020 budget. The biggest driver of this increase in Debt Service payments, due to planned additional borrowing for the Sunita Williams School, in accordance with the Town's Facilities Master Plan. This expense will also cover debt payments for the Rosemary Recreation Complex as well as some preliminary borrowing costs for the Public Safety construction project. Retirement Assessments and OPEB budget lines, which cover Town contributions to retirement plans and post-employment benefits, continued to increase in order to continue to make progress to fund the unfunded pension liability in light of decreases in the projected rates of return on fund assets. Notably, the FY2020 Employee Benefits line increased minimally as budgeted health insurance costs decreased. This represents a one-time "re-set" which is due to the transition of employees to a new health plans with lower premiums. These costs can be expected to continue to increase in the future. There was an increase in the Classification, Performance and Settlements line to provide funding for possible salary increases when outstanding union bargaining agreements settle.

DEPARTMENT BUDGETS

Most municipal department budgets increased only modestly in FY2020. The budgets for Town departmental budgets typically increase each year to accommodate modest cost-of-living salary adjustments, and inflation for operating expenses. The largest increases typically occur where there are additional staff or new expenses. The Finance Committee continues to encourage efficiencies where possible and carefully scrutinizes requests for increases in staffing. The Finance Committee did not recommend including a requested new position (Public Information Officer) in the

FY2020 operating budget because it felt the need was not sufficiently justified. Town Meeting approved of a financial warrant article to fund the work on a part-time basis for a limited period. The Finance Committee recommended that a proposed temporary staffing program be funded through a warrant article to allow greater flexibility in the timing the use of the funds, and also to provide a better opportunity to review the program before wrapping it into the annual budget. The Finance Committee recommended funding a new Officer in the Police Department budget, in accordance with a multi-year planned staffing increase following a recent study of increasing demand for services. The Fire Department recommended budget included partial funding for eight Firefighter positions needed in accordance with a department staffing study, and which will be supported by a federal grant. The grant provides partial funding for three years (including 75% in FY2020), after which the Town will need to bear the full cost of the new positions. The increases in staffing will affect not only salary costs, but also benefits and retirement costs.

PUBLIC EDUCATION

Minuteman Regional Vocational Technical School: The Minuteman School assessment in the FY2020 increased due to increased payments for the Minuteman District's capital building project.

Needham Public Schools: The Finance Committee recommended fully funding the School Superintendent's requested budget. It is important to note that the School Department tempered its budget requests for FY2018 and FY2019 in anticipation of the need for a bump in the FY2020 budget to cover the cost of the new full-day kindergarten program, as well as the opening of the new Sunita Williams School. Recurring funds that might have been otherwise been allocated to school operations were set aside in the Town's Debt Service Stabilization Fund. The School Department added 33.8 full-time equivalent (FTE) employees to implement the new kindergarten program, as well as 11.1 new FTEs for increasing enrollment and special education needs. The Finance Committee carefully reviewed the proposed new programs and the enrollment projections.

CASH CAPITAL SPENDING RECOMMENDATIONS FOR FY 2020

The Finance Committee received the Town's Capital Improvement Plan for FY2020 – FY2024 released in early January 2019. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Both debt within the levy and excluded debt are predictable for the following year, and paid according to the debt schedules. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher- than-projected revenue in a previous year, and thus fluctuates. \$10.4 million from free cash was allocated for FY2020 cash capital needs. The General Fund cash capital warrant article for FY2020 accounted for approximately 2/3 of those funds and covered various annual or one-time expenses including infrastructure improvements, School technology, furniture replacement, new Police communications equipment, and the fleet vehicle replacement program. Free Cash also funded financial warrant articles for various programs including surveys of Town land, a feasibility study of Ridge Hill, and a new Small Repair Grant program to help moderate income residents with health and safety-oriented home alterations.

FUTURE OPPORTUNITIES AND CHALLENGES

The Finance Committee will continue to keep a close eye on the costs associated with the significant capital projects, including not only higher debt service costs but also increasing operating costs (particularly increasing staffing needs for both expanded services and for maintenance). The Finance Committee will continue to monitor the tax burden placed on

taxpayers by these new projects as well as the Town's financial condition. The Facilities Master Plan includes additional upcoming projects on the horizon such as replacements for the DPW headquarters and the School administration building. While the Debt Service line in the operating budget can decline as debt payments start to taper later in the life of the borrowing cycle for projects, as more debt is undertaken for more projects, Debt Service costs will increase. Furthermore, borrowing costs will also increase as interest rates rise.

Due to careful planning, the Town was able to manage a significant increase in operating costs in FY2020 due to the launch full-day kindergarten and the expansion of public safety staffing by temporarily diverting a portion of the revenue stream during the recent period of higher-than-average revenue growth. The funds were set aside in the Debt Service Stabilization Fund which will subsidize the Debt Service costs for several upcoming years when the Debt Service budget line would otherwise exceed the Town's debt policy.

CONCLUSION

The budget recommended by the Finance Committee for FY2020 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, Select Board, 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 developing a fair and equitable budget to recommend to Town Meeting. The Finance Committee also considers the financial implications of the other issues brought before Town Meeting. The Committee believes that its independent and objective recommendations help make Needham an exceptional place to live.

LEGAL DEPARTMENT

David 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 Select Board 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. When appropriate, Town Counsel hires special counsel to handle matters that require specialized representation.

FY2019 HIGHLIGHTS

During fiscal year 2019, commencing July 1, 2018 and ending June 30, 2019, 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 Select Board, 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
- Real Estate Closings
- Bond Counsel
- Solar Power

FY2020 FORECAST

In fiscal year 2020, Town Counsel shall continue to provide legal services to town agencies as needed and at a reasonable cost.

MODERATOR

Michael K. Fee, Town 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 251 "members," each of whom is elected from one of Needham's 10 precincts or who are "at large" members, 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. Debt financing 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 Board.

FY2019 HIGHLIGHTS

- Our Town Meeting convened three times in FY2019: a Special Town Meeting held on October 10, 2018, another Special Town Meeting was held on January 22, 2019, and our Annual Town Meeting (which also included a Special Town Meeting) was held in three sessions in May 2019. All meetings were held at James Hugh Powers Hall, the “Great Hall,” in Needham Town Hall.
- The October 2018 Special Town Meeting talked a 16-article warrant that included important matters such as the appropriation of funds -- and authorization of debt -- for the roughly \$70,000,000 needed for the new public safety facilities, an appropriation for the purchase of modular classrooms for use at the Mitchell School and the passage of comprehensive new regulations governing stormwater and runoff.
- In January 2019 Town meeting convened for a rare one-article Special Town Meeting that was held to increase the authorized funding for modular classroom buildings at Mitchell School that had been approved at the October 2018 Special Town Meeting.
- At the Annual Town Meeting in May 2019, Town Meeting Members were presented with a Warrant containing 52 articles, including appropriations for recreational projects, finance articles, zoning articles related to housing and the authorization of a \$178 million FY2020 operating budget.
- The Warrant for the Special Town Meeting held on May 13 (within the Annual Town Meeting) contained just four articles.
- In Fiscal Year 2019, the Town of Needham website continued to be a useful 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 FY2019. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, as well as dues paid to the Massachusetts Moderators Association and travel to meetings.

- I encourage town residents to become involved in some aspect of our community's volunteer 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 Board. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2019. Any citizen who wishes to be considered for a position that is 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

Jacob Cole, Administrator

Elizabeth Milch, 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 and overseen by the Public Employees Retirement Administration Commission (PERAC). Separate from The Town of Needham, the Needham Retirement Board is governed by a five-member Board, consisting of 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. Meetings are held the second Tuesday of each month, at 9:30am in Town Hall. (*Occasionally the meeting day and time has to be adjusted for State-sanctioned conferences or unforeseen events.*)

The meeting's agenda, day and time are posted publicly on the bulletin board outside the Retirement Office the Friday before that month's meeting. Efforts are underway to post the meeting agenda, day and time on the Retirement Office's webpage on the Town Website as well. Educational workshops are also in the planning phase to show future retirees how to use the Retirement webpage for their own retirement planning. Other useful tools and materials will also be posted on the Retirement webpage along with the monthly board meeting minutes and packets post-meeting.

In February 2019, employees Katina DaRosa and Juanita Hearn resigned from their positions. In May 2019 Jacob (Jake) Cole joined the Needham Retirement System as Administrator to the Board and Elizabeth (Liz) Milch joined us as Retirement Specialist the month prior in April 2019. Both new to the world of municipal retirement, they were able to take on the challenges without hesitation and with great enthusiasm.

The Board is responsible to its members. Members are comprised of current employees, retirees and beneficiaries of the members when and where applicable. Every effort is made to perform all duties and responsibilities expected by our board in accordance with the State, Chapter 32 and

other relating laws of the Massachusetts General Laws of the Commonwealth with integrity, honor, transparency and truth.

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 Massachusetts Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. These percentages are determined by State law at the time 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 for those hired prior to April 2, 2012. Anyone hired on or after April 2, 2012 the average annual rate of regular compensation is based on the highest five-years of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. In addition to the change from a three year to a five-year average annual salary for those entering public service in Massachusetts as of April 2, 2012, there are changes to the age factors used, and the minimum age for retirement.

The Needham Retirement Board oversees the investment and disbursement of all Needham Retirement System funds. In June 1985 the Board voted to join the Pension Reserves Investment Trust or PRIT. Since that time prudent cash management and conservative investment of funds has provided a net increase of 9.90 %. As of June 30, 2019, the value of the fund is \$172 million.

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, 2018. Needham's pension obligation will be 100% funded by the year 2030 and is currently 71.58% funded.

The Q2 PRIT Quarterly Report commences on the subsequent pages.

PRIM Board Quarterly Update

SECOND QUARTER 2019

Markets Overview and PRIT Fund Performance Summary

PRIM Executive Director and Chief Investor Officer Michael G. Trotsky, CFA provided the following information to the PRIM Board at its August 13, 2019, meeting:

Markets and PRIT Fund Performance Summary

During Fiscal Year 2019 (FY 2019), the PRIT Fund increased by approximately \$4.1 billion to \$74.8 billion despite a challenging market marked by extreme volatility, heightened geopolitical tensions, and deteriorating global economic conditions. The year included sharp sell-offs in equity markets followed by historic snapbacks. For example, the month of December 2018 was the worst month since 1931 with the S&P 500 falling more than 6%. The December quarter was the weakest in many years with the S&P 500 falling nearly 14% and the NASDAQ falling more than 17%. Global markets were even weaker. But that weakness did not last long. In the March 2019 quarter, markets posted the strongest snapback in more than 20 years with the S&P 500 gaining more than 13% and, for the first half of the calendar year through June, the S&P 500 was up more than 17% - the best first half year since 1997. The month of June alone, with the S&P 500 up nearly 7%, was the best June on record since 1955. This environment of extreme swings is difficult for money managers and, for a fund the size of PRIT, it makes tracking our target asset allocation very difficult.

The PRIT Fund's trailing 3-, 5-, and 10-year returns remain strong on both a relative and absolute basis, as was the FY 2019 return, but it lagged the benchmark slightly (by less than half of a percentage point). More than half of the fiscal year slight underperformance was due to the extreme volatility of the markets and the fact that our actual asset allocation diverged from the target allocation on which the benchmark is derived. The target allocation is comprised of an increasing allocation of high performing, illiquid alternative investments such as Private Equity and Private Real Estate. It takes some time to identify worthy managers, funds, and investments in those asset classes, and on average for the fiscal year, we were underweight (relative to our target and our benchmark) to those high performing asset classes, and overweight to modestly-performing Global Equities. So, the real news here is in fact very good news, namely that our asset allocation changes were effective and increased our targets in asset classes that are performing well – it's just taking a while to move the actual assets to these new targets. Additionally, some specific asset classes struggled to keep up with their benchmarks in the volatile environment, but we understand the causes, and our investment staff has already taken necessary steps to address these underperforming areas.

PRIT Fund Performance Summary

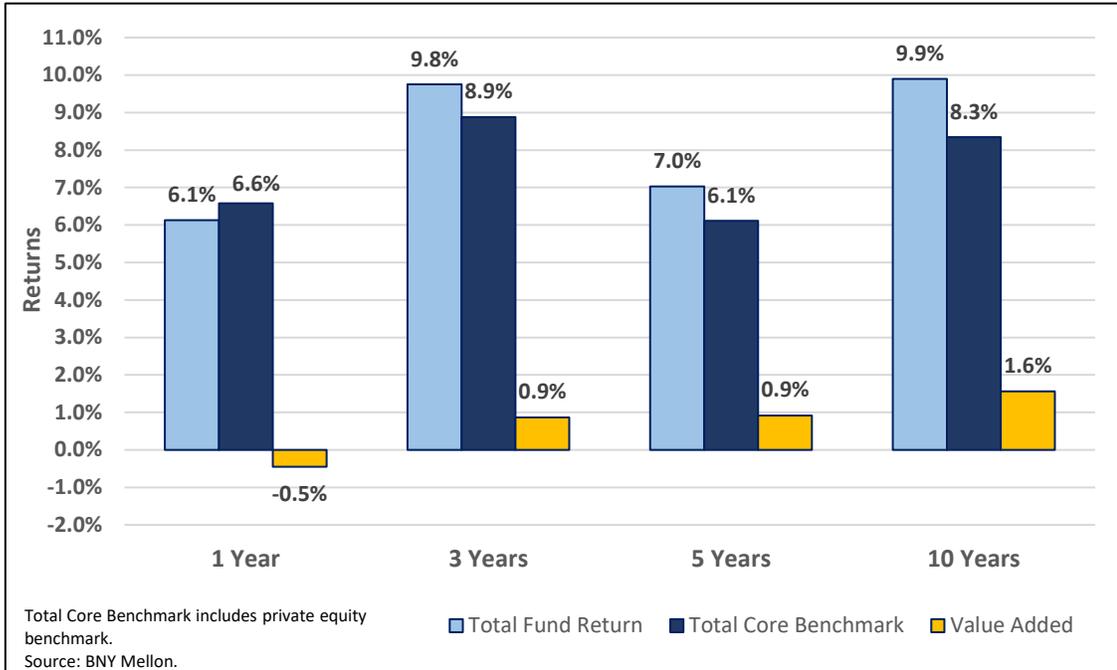
As of June 30, 2019, the PRIT Fund net asset value stood at \$74.8 billion. For the one-year ended June 30, 2019, the PRIT Fund was up 6.1%, (5.7% net), underperforming the total core benchmark of 6.6% by 45 basis points (90 bps net).

- This performance equates to an investment gain of \$4.4 billion (\$4.1B, net of fees).
- Net total outflows to pay benefits for the one-year ended June 30, 2019, were approximately \$1.0 billion.

2019 Needham Annual Town Report

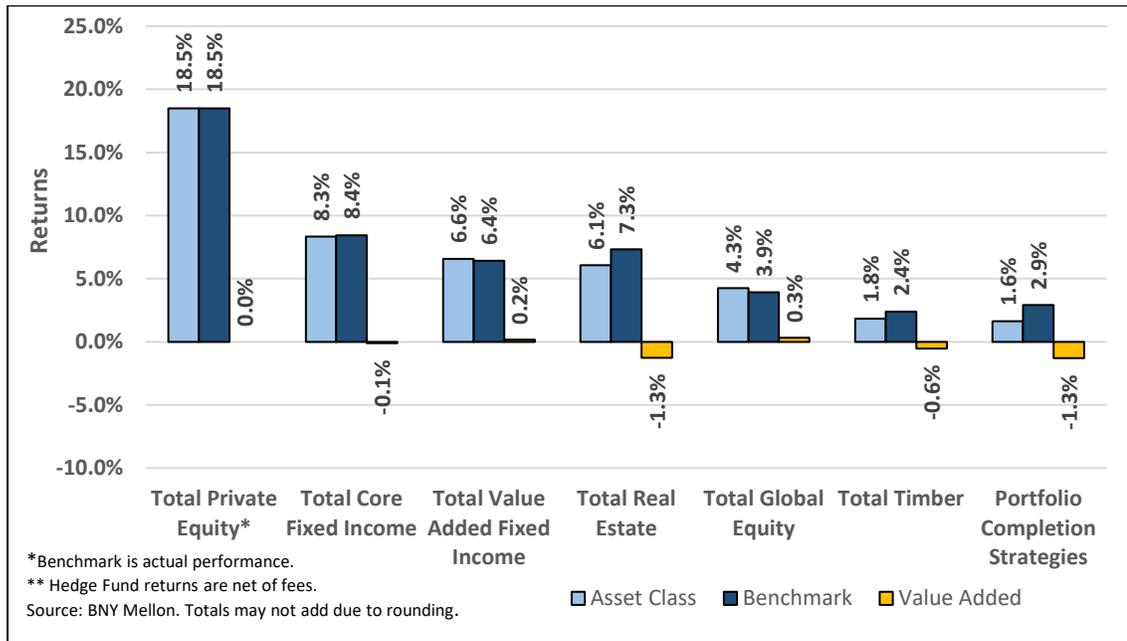
Total PRIT Fund Returns (Gross of Fees)

Annualized Returns as of June 30, 2019



PRIT Asset Class Performance (Gross of Fees)

Trailing 1-year Performance as of June 30, 2019



PRIT Core Fund Performance Summary

Gross of Fees Performance

Trailing 1-Year Performance as of June 30, 2019

Trailing 1-Year Performance: June 30, 2019	Return	Benchmark Return	Over/(Under) Benchmark (bps)	\$Value (millions)	% of PRIT Fund
Total PRIT Fund	6.1%	6.6%	(45)	74,836	100%
Total Global Equity	4.3%	3.9%	32	32,268	43.2%
<i>Domestic Equity</i>	8.5%	8.0%	44	16,351	21.9%
<i>International Developed</i>	0.1%	0.3%	(21)	11,265	15.1%
<i>Emerging Markets</i>	2.0%	0.5%	147	4,652	6.2%
Private Equity	18.5%	18.5%	0	8,468	11.3%
Real Estate	6.1%	7.3%	(126)	6,992	9.4%
Total Timberland	1.8%	2.4%	(55)	2,888	3.9%
PCS	1.6%	2.9%	(129)	7,450	10.0%
Value Added Fixed Income	6.6%	6.4%	16	5,883	7.9%
Core Fixed Income	8.3%	8.4%	(11)	10,162	13.6%

PRIT Asset Class Performance (Gross of Fees)

Annualized Returns as of June 30, 2019

1 Year	3 Year	5 Year	10 Year
PRIVATE EQUITY 18.5%	PRIVATE EQUITY 20.5%	PRIVATE EQUITY 17.8%	PRIVATE EQUITY 18.3%
CORE FIXED INCOME 8.3%	GLOBAL EQUITY 12.1%	REAL ESTATE 9.3%	GLOBAL EQUITY 10.9%
VALUE-ADDED FIXED INCOME 6.6%	REAL ESTATE 7.4%	GLOBAL EQUITY 6.5%	REAL ESTATE 10.5%
REAL ESTATE 6.1%	VALUE-ADDED FIXED INCOME 6.9%	TIMBER 5.6%	VALUE-ADDED FIXED INCOME 8.7%
GLOBAL EQUITY 4.3%	TIMBER 6.0%	CORE FIXED INCOME 4.8%	CORE FIXED INCOME 5.4%
TIMBER 1.8%	TOTAL PCS 5.4%	VALUE-ADDED FIXED INCOME 3.7%	TOTAL PCS 5.0%
TOTAL PCS 1.6%	CORE FIXED INCOME 1.7%	TOTAL PCS 3.0%	TIMBER 3.3%

ORGANIZATIONAL UPDATE

Organizationally, Fiscal Year 2019 was another outstanding year. No senior-level employees departed, and consistent with the Board-approved hiring plans, we filled six staff vacancies with top talent. We are staffed with exceptional investment and finance professionals, and all our job postings attract literally hundreds of talented and well-qualified applicants. Our team continues to be recognized around the nation for the success and innovation of our investment program and for the transparency and completeness of our financial reporting. Our comparatively small staff researched and deployed approximately \$5.7 billion in new Board-approved investments in FY 2019 – a new milestone for PRIM’s productivity.

Fiscal Year 2019 Highlights

1. For the second consecutive year, **PRIM Private Equity ranked #1** in private equity returns among 163 U.S. public pension funds based on 10-year performance. PRIM is the only fund that has been in the Top 5 of all private equity portfolios in every year the *American Investment Council* has performed the study – including #1 rankings in 2019, 2018, 2015 and 2013.
2. For the 14th consecutive year, PRIM was awarded the Government Finance Officer Association’s **Certificate of Achievement for Excellence in Financial Reporting** for the completeness and timeliness of our Comprehensive Annual Financial Report.
3. PRIM’s Executive Director and Chief Investment Officer was elected to Chair of the CFA Society of Boston in early June for a one-year term following in the footsteps of Investment Committee member, Glenn Strehle, who himself was a former Chair of the CFA Society Boston. As a reminder, the CFA Society Boston serves more than 6000 members in the greater Boston area. The CFA Society Boston is the local chapter of the International CFA Institute which serves 175,000 members in more than 164 countries (157 societies).
4. Staff identified and recommended, and the Board approved, \$5.7 billion in new investments during FY 2019.
 - a. Funded 16 PE Funds totaling \$1.8B.
 - b. Added six new managers to the PCS portfolio for \$1.4B.
 - c. Developed and launched an innovative new Emerging Managers Direct Hedge Fund program for \$200M.
 - d. Selected three new Real Estate investment managers - \$1B in capital committed.
 - e. Invested additional \$100M (33%) in industrial development – warehousing space.
 - f. Acquired 191,000 acres of prime timberland in New Zealand for \$210 million.
5. The Project SAVE Phase II Initiative deployed approximately \$698 million in lower fee, directly managed structures.
 - a. Completed two new direct Real Estate purchases (53 State St and 125 High St) totaling \$530 million in equity plus debt.
 - b. Completed 10 new Private Equity co-investments totaling \$168 million.

6. The Project SAVE Phase I initiative realized approximately \$193 million in annualized value. The original goal was \$100 million.
7. PRIM was nominated for the “**Plan of the Year**” award for the unprecedented fourth year in a row by Institutional Investor magazine.
8. PRIM has been recognized for adopting the **CFA Institute’s Global Investment Performance Standards (GIPS)** of integrity and transparency. PRIM is now one of only a handful of large public pension plans to comply with GIPS, the worldwide performance reporting standard.
9. Bill Li was inducted into the **EQDerivatives Investing Hall of Fame**, which recognizes individuals who have led the line in volatility and alternative risk premia thought leadership (May 2019).
10. For the second year in a row, Eric Nierenberg has been listed on **Institutional Investor’s “Most Wanted Allocators”** list. This is the global “Top 50” list of allocators deemed to be most coveted for potential future chief investment officer roles.
11. PRIM recruited and on-boarded six new full-time employees.
12. PRIM promoted six staff members.
13. No senior level employees departed in FY 19.
14. Implemented robust Diversity and Inclusion Initiatives.

New Hires

Marliese Lawson joined PRIM in July as the ED/CIO’s administrative assistant. Prior to joining PRIM, Marliese worked at Health Net Federal Services (HNFS), a global health care services company, as an Executive Assistant. Prior to that she was an Executive Assistant at the accounting firm, Perry-Smith, LLP. Marliese is a graduate of Gordon College, with a degree in English Literature, and from Salem State University, with a Master’s degree in English.

Sarah Zatoonian joined the Private Equity team in June as an Investment Analyst. Sarah was most recently at the College of the Holy Cross Investment Office where she was a member of a four-person team responsible for the oversight and management of the College’s long-term investment portfolios for the Endowment and Pension. Sarah holds dual Bachelor degrees in Economics and Classics, both from the College of the Holy Cross.

Jay Leu joined PRIM in July as Director of Risk Management. Jay brings over 30 years of investment industry experience and was most recently Director of Risk Management at Aesir Capital Management, a long/short credit hedge fund. Prior to that, Jay was the lead portfolio manager and business unit head of Structured U.S. Equity at Lee Munder Capital Group. He held the Chief Investment Officer position at Independence Investment Associates (which Lee Munder acquired) and at Pacific Capital Fixed Income Advisor. Jay began his career at State Street Global Advisors as both a Domestic and Global Fixed Income portfolio manager. Jay is also currently an adjunct professor of finance at Brandeis University’s International Business School where he teaches International Portfolio Management, Fixed Income Investments, and Investment Management. Jay holds a Bachelor’s degree in Chemical Engineering and a Master’s degree in Finance, both from M.I.T.

Seven new interns joined the PRIM team for the summer season. One joined us from the Women in Finance Fellowship program from Treasurer Deborah Goldberg's Office of Economic Empowerment, one from the CFA Society Boston's Women in Investment Management internship program, another from Girls Who Invest, and four who are graduate students at Brandeis University's International Business School.

PRIM BOARD ACTIONS –August 13, 2019

Portfolio Completion Strategies

At its August 13, 2019 meeting, the PRIM Board approved the following recommendation of the Investment Committee and PRIM Staff:

The PRIM Board approved an initial allocation of \$ \$150 million to **RV Capital Asia Opportunity Strategy Managed Account**. The Fund employs a Discretionary Macro strategy, trading rates, FX, and credit in the vast Asia Pacific region. RV Capital is a Singapore-based manager that adopts a top-down approach and trades macro themes. The Fund's investment universe includes the 13 largest economies in Asia Pacific: Australia, China Mainland, Hong Kong, India, Indonesia, Japan, Korea, Malaysia, New Zealand, Philippines, Singapore, Taiwan and Thailand. RV Capital only trades liquid asset classes (rates, FX, and credit).

Public Markets

Request for Proposals ("RFP")

The PRIM Board authorized the issuance of an RFP for Passive Short-Term Fixed Income Investment Management Services. The RFP was issued on August 2, 2019, and responses are due on August 30, 2019.

The Client Services team -- Paul Todisco and Francesco Daniele – will continue to meet with the retirement boards of PRIM's member retirement systems throughout the year. To schedule a visit, please contact Paul at ptodisco@mapension.com, Francesco at fdaniele@mapension.com, or call 617-946-8401. We look forward to seeing you soon.

CONSERVATION COMMISSION

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members

Janet Bernardo, Chair, Sue Barber, Artie Crocker, Stephen Farr, William Murphy, Peter Oehlkers, Vice Chair, Alison Richardson

appointed by the Select Board 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 Planning and Community Development Department and includes a full-time Director of Conservation, a full-time Conservation Specialist and a part-time Administrative Assistant.

FY2019 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 FY2019, the Conservation Commission met formally a total of twenty-two (22) times and held a total of thirty (30) public hearings (refer to Table 1).

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 (40) of these requests during this fiscal year. For some minor projects proposed within the Commission's jurisdiction, Conservation staff reviewed these projects and issued Exemption Letters approving the work. Staff issued eighteen (18) Exemption Letters during this fiscal year. Occasionally, the Commission receives requests for approval of Emergency Certifications. This past fiscal year, the Commission reviewed three (3) of these requests and issued Emergency Certifications. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without the owner 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 FY2019, two (2) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas. 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.

Table 1: FY 2019 Conservation Commission Application Filings & Requests

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	23
Request to Amend Order of Conditions ¹	1
Request for Determination of Applicability ¹	4
Abbreviated Notice of Resource Area Delineation ¹	0
Extension Permit ¹	2
Emergency Certification	3
Certificate of Compliance	27
Minor Modification Request	10
Enforcement Order	2
Notice of Violation*	0
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	0
Exemption Letter	18
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing *Notice of Violation result in the issuance of fines

Fiscal year 2019 included staffing changes within the Conservation Department. The Director of Conservation, Christopher Hayward, who was hired in 2017, left the position in August 2018. The Conservation Specialist, Debbie Anderson, who has been working for the Conservation Department in various capacities for nine (9) years, was promoted to the Director's position in October of 2018. It was determined that the best way to fill the now vacant part-time Conservation Specialist position was to include the minute clerk tasks in the Conservation Specialist job description and make it a full-time position. The entire hiring process lasted from October 2018 to June 2019 and culminated with the hiring of the new full-time Conservation Specialist, Clayton Hutchinson.

During fiscal year 2019, the Conservation Division staff continued to issue 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. 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.

ACCOMPLISHMENTS

The implementation of the new Town of Needham Stormwater Bylaw was an accomplishment achieved through the combined efforts of several Departments and Boards, including the

Conservation Commission and its' staff. The process was an educational experience for the public, the Commission, as well as the staff. Several opportunities were provided for staff to receive training and education regarding NPDES and the new Bylaw. Coordination and communication with the Engineering and Building Departments during the implementation of the Bylaw was vital in ensuring the public was given consistent information.

Fiscal year 2019 was a busy year for Town projects whether they were beginning, in progress, or finishing up. The Mitchell School Modular classroom project required several site meetings and continuous oversight. The Conservation portion of the Sunita Williams School project has been on-going. The final walkthrough for the Needham Accessible Reservoir Trail project occurred and the trail is considered a great success with people of all capabilities. The permitting for the new Jack Cogswell Building (formerly known as the DPW/Central Avenue Storage Facility) was completed and the project initiated. Several modifications to the Permit have been required as the project progresses.

The Conservation Department staff and the Commission continue to work with Eagle Scout candidates and other groups on projects on Conservation properties that are beneficial to the public such as a recently constructed stream crossing footbridge in the Town Forest off of Central Avenue by an Eagle Scout Candidate.

Meetings and discussions with the Walker Pond watershed neighbors have continued since the completion of the Walker Pond Study and the importance of proper stormwater management, as well as, other improvements for the health of the pond were further defined.

COUNCIL OF ECONOMIC ADVISORS

Adam Block, Chair, Anne Marie Dowd, Vice Chair, Matthew Talcoff, Glen Cammarano, Maurice Handel, Rick Putprush, Virginia Fleisher, Adam Meixner, Robert Hentschel, Michael Wilcox, Ted Owens, Bill Day, Stuart Agler, David Montgomery, Tina Burgos Devra Bailin, the Economic Development Director, serves as staff to the CEA.

MISSION

The CEA was established by the Select Board 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 Select Board 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.

FY2019 HIGHLIGHTS

The changes initiated by the CEA to Needham Crossing as to use and dimensional zoning to allow greater flexibility in uses and greater density and height adopted by Town Meeting have led to the dynamic economic development of the area. Needham Crossing is now the much sought after location for innovative companies to situate their headquarters: TripAdvisor; Shark Ninja; and the future new regional headquarters of NBCUniversal. Well under construction with a completion

and occupancy date in September of 2019, NBC Universal could serve as an impetus for expansion of a media cluster in Needham Crossing.

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 greatly benefits from this joint marketing venture. Media recognition of Needham Crossing within the N² Innovation District is growing. The CEA continues to advance gateway and highway signage to enhance branding and 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, Select Board and the Planning Board to implement additional changes to create a less cumbersome permitting process. Work is underway to implement administrative changes in addition to regulatory initiatives 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. To advance this priority the CEA reestablished its Downtown Subcommittee to confront issues faced by local businesses in our downtown. The subcommittee canvassed businesses and landlords in the Downtown area and identified the following pressing issues: the need to create and install visible and identifiable free parking lot signage; the need for snow plowing and snow removal of downtown sidewalks; and the traffic back-up caused by the signal at Great Plain Avenue and the train tracks. The CEA brought these concerns to the Select Board which led Town Meeting to allocate funding for the installation of free parking signage and the purchase of snow removal equipment for the implementation of a Downtown Sidewalk Snow Removal Pilot Program.

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. The three affected districts were reviewed in terms of their use profile and dimensional requirements with an eye toward allowing redevelopment at a more intense level. A build-out analysis, traffic impact study and elevation drawings were completed. Zoning implementing the vision was prepared and presented to numerous interested resident and business interest groups for feedback and comment. The Council of Economic Advisors issued a final report with its recommendations to the Select Board in the fall of 2017.

The Planning Board, having reviewed the proposals from the CEA determined to move forward on only one area at this time; the area circumscribed by Route 128, Highland Avenue, Gould Street, and the railroad track. Public hearings on the rezoning of this area were held in February of 2019. The Planning Board had planned to present this rezoning initiative to the May 2019 Annual Town Meeting. However, 3D modeling of the project in preparation for Town Meeting revealed the necessity for further adjustments to building height, FAR and setback requirements. Accordingly, the initiative has been moved to consideration at the October 2019 Special Town Meeting.

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 the commercial areas.

As part of the *Shop Local* initiatives during the holidays, the CEA advocated for Free Parking in the downtown business area.



PLANNING BOARD

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:

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

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

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)

FY2019 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 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. Finally, 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.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY2019 processed 17

new applications as “Major Projects” under the Site Plan Review By-Law. In addition, the Board reviewed and approved 2 subdivision plans and 5 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 26 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 in two of the three studied criteria in Fiscal Year 2019. During the affected time line 17 new Special Permit applications and 2 Subdivision applications were processed. Public hearings were held on average within 32 days of application receipt, decisions were issued within 18 days of the close of the public hearing, with written decisions filed with the Town Clerk within 2 days of permit issuance. Total average time required to process an application was 63 days with a minimum of 27 days and a maximum of 101 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. Most specifically, the Planning and Economic Development Division continues to oversee the permitting and build-out which is occurring within the New England Business Center and in particular the Center 128 project. Plan review and permitting for Center 128 comprising three components 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 expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, the renovation and occupancy of the building located at 77A Street to accommodate the new SharkNinja headquarters and 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, and 19,000 square feet of retail space. 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 2021 and will represent a major step forward in the implementation of the vision developed for the district. Lastly, the construction of the 2nd Avenue Residences comprising 390 residential housing units and associated structured parking at 2nd Avenue was completed in the spring of 2018 with full rent-up completed in the fall of 2019.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a Departmental 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 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. A district director was hired, marketing materials created, and a website to promote the district and encourage economic development implemented.

Needham Center Planning

The Planning and Economic Division further continued with implantation of the Needham Center Planning effort providing staff support to the Planning Board where a meeting of all key property owners along the Chestnut Street corridor was organized to explore opportunities for partnership between the Town and owners to advance the recommendations of the Needham Center Plan. The meeting was well attended and offered an opportunity to present an overview of the Center plan recommendations and ascertain interest from key owners for moving forward with its recommendations through future investment and redevelopment. Follow-up to this meeting was held with several key landowners to assess their interest in acting upon the zoning incentives identified in the Chestnut Street Overlay District in particular, and to determine what if any constraints they feel would need to be addressed to incent the desired redevelopment. The feedback received at those follow-up meetings was constructive and has helped the Board and Department identify a number of regulatory constraints that will need to be addressed to assure Plan implementation.

Affordable Housing Trust and Small Grant Repair Program

The Housing Division supports the Town's efforts to promote and maintain affordable housing opportunities in partnership with the Needham Housing Authority (NHA), non-profit and for profit developers and service providers, other Town departments, as well as other public entities. The Housing Division also provides professional support to collect and analyze housing-related data,

coordinates potential affordable housing initiatives, monitors affordability for a number of housing developments, ensures compliance with funding sources, and addresses inquiries related to housing issues. Another important activity involves the staffing of the Needham Affordable Housing Trust which was established in 2018 to serve as the Town's entity for overseeing housing issues and managing a dedicated fund in support of affordable housing initiatives. The Fund has been receiving funds related to the monitoring of affordable housing units, including resale fees as affordable homeownership units turnover. The 2019 Annual Town Meeting approved \$50,000 in additional funding from the Town's General Fund to introduce a Small Repair Grant Program that provides grants of up to \$4,000 to homeowners 60 years and older and with incomes at or below 80% of area median income to make modest repairs or alterations to their homes for health and safety reasons. The first round of applications is due by November 1, 2019.

Other Planning Studies

Planning Studies currently underway and recently completed are as follows:

Land Use and Zoning Study for the Industrial-1 and Industrial Districts: Working with the Industrial sub-committee from the Council of Economic Advisors, residents, businesses and elected officials the goal of this planning effort was to bring together a zoning proposal to incent development in three industrial zones abutting 128. The districts were reviewed in terms of their use profile and dimensional requirements with associated changes to the noted parameters to encourage redevelopment at a more intense level. 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 were completed. Zoning implementing the vision was prepared and presented to numerous interested resident and business interest groups for feedback and comment. The Council of Economic Advisors issued a final report with its recommendations to the Select Board in the fall of 2017. The Select Board reviewed the report and secured citizen input on the rezoning initiative and decided to proceed with only a portion of the recommended rezoning presently, namely, the Industrial-1 District located south of the MBTA right-of-way.

The Planning Board held zoning hearings on the draft zoning articles prepared by the CEA to implement the study recommendations in February of 2019 and had planned to present these zoning initiatives at the May 2019 Annual Town Meeting. However, 3D modeling of the project in preparation for Town Meeting and in the context of the surrounding neighborhood revealed the necessity for required further adjustments to building height and setback. A workshop was organized to present the findings of the 3D models to both the Select Board and Planning Board in early July so that policy objectives for the property as relates massing and scale could be confirmed in the context of these new findings and a zoning strategy supported by both Boards moving forward could be determined. A fiscal impact analysis and an updated traffic study of the proposed Highway Commercial 1 district were completed. A revised zoning proposal supported by both Board's has now been offered which will give the Planning Board authority to review and approve a broad range of development alternatives on the property provided they are compliant with a set of articulated design goals and have secured appropriate traffic mitigation. Public hearings on the zoning articles were held in September and Town Meeting action is planned for the end of October 2019.

Accessory Dwelling Units: There are no provisions to allow accessory apartments in Needham, although all neighboring communities allow them, as do most comparable municipalities in the state as such units are helpful in meeting a number of important policy objectives. The Needham Planning Board had presented a zoning article at the May 2019 Annual Town Meeting which would have established a special permit process to enable the Board of Appeals to permit accessory dwelling units in single-family homes for occupancy by family member(s) related to the owners of the property and caregivers of family members, subject to specified standards and procedures.). This effort was a follow-up to the Senior Friendly Housing in Needham study completed in 2017 and the Accessory Dwelling Report commissioned by the Board of Health and completed last year. The report, *Accessory Dwelling Units: A Report for the Needham Public Health Division*, examined in some depth the experience of nine communities similar to Needham that have passed ADU bylaws. Their experiences, combined with recommendations from the Massachusetts Office on Energy and Environmental Affairs, had served as a guide as Needham assessed the impact of these bylaws on issues of importance to Needham, including cost, density, traffic, appearance, and meeting the changing needs of our residents. The Accessory Dwelling Unit zoning amendment was presented at the May 2019 Annual Town Meeting and received a number of questions and amendments and as a result was referred back to the Planning Board for further study. The Board has now made the necessary policy and language adjustments and Town Meeting action on the matter is planned for the end of October 2019.

Chestnut Street Corridor: The Planning Board continues to review the zoning plan which was established for the Lower Chestnut Street area through the Overlay District to determine if it is meeting its stated objective of establishing a pedestrian friendly streetscape with multi-use development in the form of a traditional New England Village.

Rezoning Initiatives

In Fiscal Year 2019 the Planning Board offered six major zoning initiatives as described below.

Zoning articles prepared for presentation to the October 2018 Special Town Meeting are as noted below. The article was adopted.

1. Amend Zoning By-Law–Wireless Communication Facilities. The Town is currently designing a new public safety communications system. As currently planned, this new system involves a new 120 foot radio antenna monopole at the Police and Fire Station on Chestnut, Lincoln and School Street, and a new 199 foot tower located at the Recycling and Transfer Station. The Town is also working to secure an antenna location on an existing commercial wireless communication tower near Cabot Street, and a site for a new communication tower on Commonwealth-owned land located next to the Norfolk County Sheriff’s Office at 200 West Street in Dedham. The Zoning By-Law does not currently allow municipal public safety communications facilities anywhere in Town. Accordingly, the purpose of this zoning amendment is to allow by special permit, the three kinds of public safety communications facilities that would be proposed within the Town as noted above.

Zoning articles 1, 2, 3, and 4 below were prepared for presentation to the May 2019 Annual Town Meeting by the Planning Board as noted below. Article 5 was submitted by Citizens Petition for presentation to the May 2019 Special Town Meeting as noted below. Articles 1, 2, 3 and 4 were

not adopted at the Annual Town Meeting. Article 5 was withdrawn by the Petitioner and was not acted upon by the Special Town Meeting. The Planning Board has revised Article 1 which relates to Accessory Dwelling Units and has placed it on the October 2019 Special Town Meeting warrant. No further action is planned currently on the remainder articles.

1. Amend Zoning By-Law – Accessory Dwelling Unit. This article establishes a special permit process to enable the Board of Appeals to permit accessory dwelling units (ADUs) in single-family homes for occupancy by family member(s) related to the owners of the property and caregivers of family members, subject to specified standards and procedures. It is also the intent of this zoning to assure that the single-family character of a neighborhood will be maintained and that the necessary accessory unit remains subordinate to the principal use of the living quarters. ADUs will be allowed in all zoning districts with the exception of the Chestnut Street Business District, Center Business District, Mixed-Use 128 District, Highland Commercial 128 District, and New England Business Center District. In these zoning districts single-family homes are not currently permitted. To accomplish this, the by-law restricts size, occupancy, and exterior conditions.

2. Amend Zoning By-Law –Dimensional and Use Regulations for the Transit Oriented Development Sub-District of the Lower Chestnut Street Overlay District. Articles 2-4 represent a package of proposed zoning by-law amendments that stem from more than two years of work by the Planning Board. The articles seek to secure implementation of the Needham Center Development Plan dated March 30, 2009, by enabling the development of housing at a location proximate to transit at the Needham Junction MBTA Commuter Rail Station and within walking distance to Needham Center and the Chestnut Street businesses. Article 2 proposes the creation of a new Transit Oriented Development Sub-District (TODD) within the Lower Chestnut Street Overlay District and lays out the regulatory framework for the new sub-district. Article 4 describes the geographical boundaries of the TODD. The affected area comprises 433 Chestnut Street and the land located directly to the south and the west of 433 Chestnut Street, owned by the M.B.T.A. The land located at 433 Chestnut Street is currently located in the Chestnut Street Business District and the Lower Chestnut Street Overlay District. The land located directly to the south and the west of 433 Chestnut Street and owned by the M.B.T.A., is currently located within the Single Residence B zoning district. This later parcel is proposed to be rezoned to the Chestnut Street Business District and the Lower Chestnut Street Overlay District under Article 3 so that the TODD provisions may be extended to that location.

3. Amend Zoning By-Law –Map Change to Chestnut Street Business District and Lower Chestnut Street Overlay District. Article 3 describes the geographical area located directly to the south and the west of 433 Chestnut Street proposed to be placed in the Chestnut Street Business District and the Lower Chestnut Street Overlay District. The affected area comprises land located directly to the south and the west of 433 Chestnut Street owned by the M.B.T.A. The land is currently located within the Single Residence B zoning district.

4. Amend Zoning By-Law –Map Change to Transit Oriented Development Sub-District of Lower Chestnut Street Overlay District. Article 4 describes the geographical area proposed to be placed in the Transit Oriented Development Sub-District of the Lower Chestnut Street Overlay District. The affected area comprises 433 Chestnut Street and the land located directly to the south and the west of 433 Chestnut Street, owned by the M.B.T.A.

5. Amend Zoning By-Law – Self Storage Facility in Mixed Use 128 District. This article was submitted on the petition of Michael Surprenan, et al. The petition proposes to add a definition of “self-storage facility” to the Zoning By-Law, and to allow such facilities to be constructed and operated in the Mixed-Use 128 District, upon receipt of a special permit issued by the Planning Board, at its discretion, and after notice and public hearing. Currently, self-storage facilities are not defined in the By-Law, and are not listed in the By-Law’s Use Regulations for any of Needham’s Zoning Districts, whether by right or by special permit.

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. As relates Needham 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, Chair

Jonathan D. Tamkin, Vice Chair

Howard S. Goldman, Member

Kathy Lind Berardi, Associate Member

Peter Friedenberg, Associate Member

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 Select Board, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2019 STATISTICS

The Board of Appeals met eleven (11) times in FY 2019. During those meetings the Board conducted thirty-nine (39) hearings and listened to two (2) informal matters. The Board of Appeals received twenty-seven (27) applications relating to Special Permits, and one (1) application for Comprehensive Permit Amendment. Five (5) of these applications were withdrawn without prejudice; one (1) was denied and two (2) were continued. The Board issued twenty-three (23) Decisions in FY 2019 allowing or denying applications. The informal matters consisted of permit renewals, document reviews, and plan substitutions or corrections.

In FY 2019, the Board of Appeals collected \$9,300 in application fees.

HIGHLIGHTS

The Kendrick Needham (previously known as *Second Avenue Residences*), 275 Second Avenue, a 390-unit apartment complex containing 98 affordable units was completed and was issued a Certificate of Occupancy in March 2019. The Kendrick was built pursuant to a Comprehensive Permit issued under Chapter 40B on October 20, 2015. With the opening of the Kendrick, Needham has “affordable housing” under Chapter 40B in excess of ten percent of its housing units.



Charles River Landing, 300 Second Avenue, applied for an amendment to its Comprehensive Permit to add a dog exercise facility at its residential complex. In response to concerns raised by the neighborhood, the Board of Appeals asked that the applicant consider locating the dog amenity

far from the abutting residential neighborhood. The applicant agreed and modified its plan to site the dog exercise facility at the novel new location on their parking garage's rooftop.

Adding to the vibrant Needham restaurant community, the Board of Appeals granted Special Permits to two new exciting restaurants - The Hungry Coyote, a Mexican restaurant, 1185 Highland Avenue and Chef Mikes, an Italian Trattoria, 73 Highland Avenue.

In collaboration with The Needham Channel Municipal Producer Liz Kalajjian and Executive Director Marc Mandel, an in-depth, informational and educational video was produced and aired on Needham Cable titled "*What is the ZBA?*" The video can be seen at <https://www.needhamchannel.org/watch-programs-on-needhamchannel-org/>



BUILDING DEPARTMENT

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.

David A. Roche, Building Commissioner
Erik J. Tardif, Asst. Building Commissioner
Jim F. Grover, Local Building Inspector
Bernard E. Ashley, Local Building Inspector
Larry V. Di Bona, Plumbing & Gas Inspector
Scott W. Chisholm, Wiring Inspector
Vacant, Wiring Inspector
Lyn B. Heintz, Administrative Specialist
Richard R. Rutherford, Department Assistant
Sheila M. Whisler, 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.

PERSONNEL CHANGES

- Bernard Ashley was hired as a Local Building Inspector.
- John McGourty left to take a position working for the City of Newton.
- Lyn Heintz was promoted to Administrative Specialist.
- Richard Rutherford was hired as a Department Assistant II.

FY2019 HIGHLIGHTS

- **4,913** permits issued
- **\$2,311,966.00** collected in fees
- **9,138** inspections performed, *plus* emergency calls from Police and Fire
- **\$224,066,316.00** spent by Needham property owners to construct or remodel 1,325,039 square feet of construction to buildings and structures
- **Major Projects:**
 Start of Fire Headquarters Building / Construction of Temporary Fire and Police Station
 Memorial Park Building
 Jack Cogswell Central Avenue Storage Building
 Sunita L. Williams Elementary School, Completion and Occupancy of
 Beth Israel Deaconess Hospital Ambulatory Care Center, Completion and Occupancy of
 NBC Universal Media Center

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

	FY2016	FY2017	FY2018	FY2019
New Single Family Dwellings	104	92	84	74
New Two Family Dwellings	6	10	9	9
New Multi-Family	0	12	0	0
New Non-Residential Buildings	3	2	5	3
Demolitions - Residential	96	93	90	84
Demolitions - Non Residential	2	3	3	3

NEEDHAM FIRE DEPARTMENT

Dennis 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.

FY2019 HIGHLIGHTS

- Several members of our department retired including Alan Hopkins, John Benedict, John Krawiecki and Steven McKay. FF Paul Mitchel resigned to accept a position with Massport.
- It was a busy year for Firefighter hiring at the Fire Department. In September 2018, David Brissenden joined the department. In April 2019 we welcomed Patrick Glebus, Chad McMahon, Dennis Miller, Jessica Sears, John Walsh, and Cody Whalen.
- The department applied for, and received, a \$1.6+ million dollar SAFER grant to hire 8 new Firefighter/Paramedics. Those hired under the grant include: John Fitzgerald, Benjamin Hall, Kevin Lehberger, Bradford Lynch, William Miranda, Joshua Stanton, Christopher Stirling, and Jonathan Yule.

- The department responded to 4,029 emergency incidents. We also responded to 2,777 calls for service and issued 1,241 permits.
- A successful ballot question, along with Town Meeting approval, paved the way for the construction of a new public safety complex and Fire Station 2. Actual construction is set to begin in the Fall/Winter of 2019.
- The new wireless fire alarm system project began throughout Town. The new wireless system will replace the old hard-wired system. The Town has installed radio box fire alarm receivers at fire headquarters to receive fire alarm activation via radio waves from any building equipped with the new technology and registered with the department. Town buildings will be the first to be upgraded.
- The department, once again, received a Student Awareness of Fire Education (SAFE) grant in the amount of \$4,354 and a Senior SAFE grant in the amount of \$2,600. The SAFE grant provides us the opportunity to teach fire safety in the classroom, while the Senior SAFE grant gives us the chance to conduct home safety inspections for our seniors. We provide and install smoke and CO detectors free of charge, along with flashlights, nightlights and potholders as needed.
- Members of the department updated their skills and knowledge of the latest firefighting and EMS tactics by attending the Fire Instructor International Conference in Indianapolis and the Professional Development Conference in Worcester. The Professional Development Conference was sponsored by the Fire Chiefs Association of Massachusetts.
- Chief Dennis Condon was sworn in as the new President of the Massachusetts Fire Chiefs' Association in May 2019.
- The Fire Department hosted medical personnel from our sister city of Daxing-Beijing, China to learn about our EMS services.
- Live extrication training took place in September 2018 utilizing donated vehicles. It provided an opportunity for our Firefighters to review Amkus tools techniques and to receive training on new battery powered rescue tools.
- An important training program – Driver Training – provided ½ day of classroom lecture followed by ½ day of live driver training in March 2019.
- The department participated in new building tours including The Kendrick apartment complex and a new building at the Walker School. This provided our personnel with time to familiarize themselves with the buildings and target potential hazards.
- In October 2018, we toured the new MRI facility at the Beth Israel Deaconess Hospital and reviewed protocols when responding to an incident.
- In September 2018, the building management of the Rosemary Ridge Apartments requested a tour of the building for Firefighters to re-familiarize themselves with building connections and target hazards areas.
- Emergency Management received a Performance Grant in the amount of \$8,500. The monies were spent on shelter supplies and emergency exercise planning.
- A Hazardous Materials Emergency Grant of \$1,400. was received and spent on workshop planning to improve coordination response to HazMat incidents and to focus on staff organization during an emergency.
- A Municipal Vulnerability Preparedness grant of \$33,000. was awarded to assess the Town's vulnerability and to prepare for climate change impacts, build community resilience and receive designation from the Executive Office of Energy and Environmental Affairs as a Climate Change Municipal Vulnerability Preparedness program municipality. This grant

will also allow the Town to update the Hazard Mitigation Plan. This project should be completed by June 2020.

- Information on Emergency Management preparedness and communications was presented to several community groups at various locations including the Senior Center, The Needham Rotary Club and St. Joseph Elementary School. We also participated on a segment on the Needham Channel.
- Emergency Management partnered with the Needham Rotary Club and the American Red Cross in hosting a community blood drive.
- The Town’s Comprehensive Emergency Management Plan was revised and updated to include implementation of procedures for internal and external communications, Incident Command System (ICS) and workplace redundancy to improve the Town’s continuity of operations.

Type of Permit	Fiscal Year	Revenue
Fire Prevention	FY17	54,665
Fire Prevention	FY18	60,813
Fire Prevention	FY19	52,415
EMS	FY17	717,954
EMS	FY18	1,081,616
EMS	FY19	1,021,061
Fire Alarm	FY17	50,320
Fire Alarm	FY18	52,800
Fire Alarm	FY19	56,165

NEEDHAM 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:

- 48 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer
- 2 Civilian Clerical Staff
- 1 Mechanic and 1 Custodian
- In addition, the Department maintained nineteen traffic crossing supervisors to staff school traffic crossings.



PERSONNEL CHANGES FY2019

- Lieutenant John Kraemer retired after thirty-four plus years of service.
- Officer Bernard Burke retired after thirty-three plus years of service.
- Officer R.V. Springer retired after thirty-two plus years of service.
- Officer James Treggiari retired after thirty-eight plus years of service.
- Officer Richard Fife retired after thirty-three plus years of service.
- Officer R.J. Poirier transferred to the Needham Police Department. Officer Poirier had previously been an officer with the Wellesley Police Department.
- Officer Brian Soll transferred to the Needham Police Department. Officer Soll had previously been an officer with the Concord Police.
- Officer Joseph Brienze transferred to the Needham Police Department. Officer Brienze had previously been with the Medfield Police Department.
- Officer Patrick Keleher transferred to the Needham Police Department. Officer Kelleher had previously been with the Medfield Police Department.
- Officer James Carroll joined the Needham Police Department upon graduating from the Randolph Police Academy.
- Officer Scott Lennon joined the Needham Police Department upon graduating from the Randolph Police Academy.
- Officer Ryan O’Leary transferred to the Boston Police Department.
- Officer John Lewis transferred to the Boston Police Department.

DEPARTMENT ASSIGNMENTS FY2019

- 144 child safety seats were installed by Officers Treggiari and DeSimone
- Officer Karl Harmon served as Community Service Officer
- Officer Adrienne Anderson served as School Resource Officer

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

Lieutenant McGrath, Officers Doukas, Peck, Rutledge, and Kelly received MA Executive Office of Public Safety and Security Life Saving Awards.

TECHNOLOGY & PROJECTS FY2019

- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department. The Department's goal is to improve information sharing and 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 continued to conduct Active Shooter/Hostile Event Response Training (ASHER Training). This training consisted of simulated active shooter training incorporating Needham Fire Personnel and student role players.
- 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 FY2019 the Department was allocated \$59,894. The Department was also allocated \$28,421 in 911 and Emergency Medical Dispatch training.
- The Department continued its involvement in the Community Crisis Intervention Team (CCIT). 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. The Department sent multiple officers to receive this CCIT specialized training.
- The Department participated in First Responders "No-Shave November." Members of the Police Department took a pledge to grow a beard in support of Veterans & their families for November. The initiative benefited Project Home Base, a Red Sox Foundation and Massachusetts General Hospital Program.
- The Department participated in "Coffee with a Cop." The initiative brings police officers and community members together at various locations around Town to discuss issues and learn more about each other.
- 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 K-9 demonstrations by the Norfolk County Sheriff's Department, a METROLEC SWAT presentation and obstacle course, and a tour of Gillette Stadium. Other activities included simulated traffic stops, recreated crime scenes, and handcuffing practice. In addition, students had the opportunity to meet multiple Needham Police Officers. 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.

FY2019 ACTIVITY COMPARED WITH RECENT YEARS

Category	FY2017	FY2018	FY2019
Calls for Service	42217	48098	49027
Incident Reports	1514	1741	1425
Larceny	186	162	164
Vandalism	56	42	64
Breaking and Entering	9	15	11
Assaults	44	45	32
Drug Violations	31	36	28
Operating under the Influence	25	20	26
Adult Arrests and Complaints	281	354	287
Juvenile Arrests & Complaints	20	4	8
Traffic Violations	5529	5203	4897
Accidents Reported	456	463	424

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 from the previous fiscal year.
- Reported assaults decreased this year from 45 to 32.
- Adult arrests and complaints decreased from the previous year. Juvenile arrests and complaints increased.
- In FY2019 the Department received \$12,950 in false alarm fees.
- 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 889 pounds of unwanted medication in FY2019.

MINUTEMAN HIGH SCHOOL

Dr. Edward A. Bouquillon, Superintendent-Director

GRAND OPENING OF THE NEW MINUTEMAN REGIONAL VOCATIONAL HIGH SCHOOL (JANUARY, 2019 – NOVEMBER, 2019)

The Grand Opening and Ribbon Cutting Ceremony of the new \$145 million Minuteman High School building on October 4 marked a pivotal and historic moment in the school's history, launching the next chapter of state-of-the-art college and career academy-style education for students to learn essential skills for school- and work-based environments for years to come.

It took a momentous effort over the past several years to arrive where we are today. Despite the many expected and unexpected challenges involved with opening a widely comprehensive career technical high school such as Minuteman, there were many stakeholders who were unyielding in their determination to succeed, including Superintendent-Director Dr. Edward A. Bouquillon and Mr. Ford Spalding, Dover representative to the Minuteman District School Committee and Chair of the Minuteman School Building Committee, who spearheaded the construction project.

At the forefront of the campaign for a new Minuteman for years was Dr. Bouquillon, who, like so many others associated with the school, is jubilant at the outcome – an architecturally stunning building with every amenity, one that fosters collaboration, provides a safe and secure environment, and will serve as a showplace where exceptional technical and academic learning is offered to Minuteman students for decades to come.

“We have all built a school that knows things change,” Dr. Bouquillon said in his remarks to the audience at the October 4 ceremony. “We have built a school that unites the disciplines and promotes our commitment to deep integration of academics and high-quality career and technical education. We have built a school that lets us dream big and be brave. We have a place that gives us all a chance to answer the two critical questions we want our students to answer: What do I love to do, and what do I do well?”

“For those of you who have been with us since the beginning,” Dr. Bouquillon added, “I thank you from the bottom of my heart.”

The new Minuteman High School has been designed to support a robust college and career academy model. The academy model was adopted by staff and administration to create smaller “schools within a school” thereby promoting more personalized learning founded upon close relationships between students and teachers. The Minuteman college and career academy model integrates rigorous academics with relevant technical programming in occupational areas providing individual economic opportunity.

The new facility accommodates project-based learning across disciplines, requiring students to learn how to work on a diverse team, solve problems and think critically. These are essential 21st-century skills that students practice and apply in a variety of school and work-based environments.

As an accredited member of the New England Association of Schools & Colleges (NEASC), Minuteman inspires all students to attain their full potential, accelerate their learning, and become purposeful citizens in the global community.

Minuteman Superintendent Dr. Edward A. Bouquillon Semi-Finalist for 2019 National Superintendent of the Year

Dr. Edward A. Bouquillon, who has been Superintendent-Director of Minuteman High School since 2007, was named semi-finalist for the 2019 National Superintendent of the Year Award given by the National Association of School Superintendents (NASS).

The award criteria included encouraging the success of students and staff; creation of a safe learning environment; collaborating with family members and people in the community; acting in an ethical and exemplary manner, and displaying leadership.

In his nomination, Dr. Bouquillon was lauded for his leadership and accomplishments, and demonstrating inclusion, an open-minded process of working alongside constituencies and stakeholders, innovation, boldness, and thoughtful, dynamic leadership.

In 2018, Minuteman received the ultimate accolade from the U.S. Department of Education when it was named a National Blue Ribbon School. Minuteman was one of only three high schools in Massachusetts to be thus honored, and was the sole vocational school to earn this prestigious and coveted distinction.

Brian Crossman Named Middle School Teacher of the Year by MassTEC

On September 27, 2019, Mr. Brian Crossman received the Middle School Teacher of the Year Award from the Massachusetts Technology Education / Engineering Collaborative (MassTEC) during that organization's annual conference at Fitchburg State University.

Along with instructor Andrew Patenaude, he teaches engineering at R.J. Grey Junior High School in Acton. Mr. Crossman is actually employed by Minuteman High School in Lexington, and works at R.J. Grey as part of Minuteman's Middle School Outreach Partnership, which includes schools in Stow, Lancaster, and Bolton (Nashoba District), and R.J. Grey (Acton-Boxborough District).

Mr. Crossman attributes his success to a strict regimen of preparation, a knack for making the learning process enjoyable and memorable, and a taking the time to understand students' individualized needs when they are encountering difficulties. A key tenet of his philosophy is "make it fun and real." Mr. Crossman said, "I fool them into learning. I'm talking about the fun of discovery. Kids run to my class. That's a big pleasure."

Minuteman High School Students Participate in Youth Remodeling Career Day

A group of about 40 Minuteman students in the Electrical, Plumbing, Carpentry and Metal Fabrication programs at Minuteman participated in Youth Remodeling Career Day at the Bolton Fairgrounds in Lancaster, Mass., an event which allowed them to learn about careers in the remodeling industry and have mock interviews with experts. The hands-on, practical nature of

this endeavor made it especially valuable for the students, as did the chance for them to speak one-on-one with representatives from prominent companies specializing in all aspects of remodeling. Seventeen other schools took part as well.

About Minuteman:

Minuteman is an award-winning regional career and technical high school and continuing education institution that integrates robust academic and technical learning. As an accredited member of the New England Association of Schools & Colleges (NEASC), Minuteman challenges all students to aspire to their full potential, accelerate their learning, and achieve success in the 21st-century global community. Located in Lexington in a new state-of-the-art facility, Minuteman's member towns are Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow.



NEEDHAM PUBLIC SCHOOLS 2018-2019

NEEDHAM SCHOOL COMMITTEE

Michael J. Greis, Chair

Connie S. Barr

Susan B. Neckes

Matthew J. Spengler

Andrea Longo Carter, Vice-Chair

Heidi C. Black

Aaron M. Pressman



NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

The core values of the Needham Public Schools are:

Scholarship, Community, Citizenship, and Personal Growth

Portrait of a Needham Graduate



PORTRAIT OF A NEEDHAM GRADUATE COMPETENCIES

Preparing all Needham Public Schools Students to be...

Creative Thinker and Problem Solvers

Raise questions driven by curiosity; Analyze relevant information; Express creativity; Design and innovate solutions

Communicators and Collaborators

Listen effectively; Articulate ideas using a variety of communication strategies and skills; Interact with others respectfully and productively; Contribute to teamwork

Socially and Culturally Responsive Contributors

Understand and respect diversity; Act with empathy and courage to ensure equity, access, and an anti-racist culture; Address local and global issues through civic and community engagement

Responsible and Resilient Individuals

Take responsibility for actions; Make healthy choices to achieve physical and emotional well-being; Self-advocate; Persist to overcome personal challenges; Adapt to change

Empowered Learners

Discover and integrate content from multiple disciplines; Engage in self-directed learning; Use technology to support learning and navigate a digital world

THE SCHOOLS

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 a single community to provide by itself.

During the 2018-2019 school year Needham enrolled 5721 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 97 out of district students. The enrollment breaks down as follows:

Preschool	82
Elementary	2640
Middle School	1281
High School	1718
Out of District Special Education Placements	97

PERFORMANCE REPORT

In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2019 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 entire publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.



Preparing all Needham Public Schools students to be...

Creative Thinkers
And Problem Solvers

Communicators
And Collaborators

Socially And Culturally
Responsive Contributors

Responsible And Resilient
Individuals

Empowered Learners

Needham Public Schools

2019

PERFORMANCE REPORT

NEEDHAM DEPARTMENT OF HEALTH AND HUMAN SERVICES

Timothy Muir McDonald, Director

The Needham Department of Health and Human Services (DHHS) is the umbrella organization for many direct services and prevention programs for Needham residents. The Department includes four divisions: Aging Services (located at the Center at the Heights); Public Health (at the Rosemary Recreation Complex); Youth and Family Services (at Town Hall); and Veterans Services (also at Town Hall).

Each of the divisions provides a wide range of programs which are described in the following pages. The establishment of DHHS in 2017 facilitated coordinated services and collaboration among the divisions. The collaborative services include:

- Safety at Home, a joint program of Public Health and Aging Services, was funded by the MetroWest Health Foundation to increase the ability of older adults to safely age in their own homes. The program provided home safety visits for residents age 60 or older and hosted educational events to reduce falls among older adults in Needham.
- Youth Mental Health First Aid, a training program conducted by Youth & Family Services and Public Health staff members. The program trained 75 adults, teaching how to identify and respond to adolescents and young adults who may be developing a mental health or substance use problem, and how to help the young people connect with appropriate care.
- With funding from the Metropolitan Area Planning Council, the Public Health worked closely with Aging Services social workers to create a one-year climate resiliency project for older adults. The project supported workshops and written material about how to prepare for extreme weather. The first of three workshops was held in FY2019 with two more planned for FY2020.
- The Aging Services and Public Health divisions have been working toward establishing Needham as an AARP Age-Friendly Community.
- DHHS divisions serve as leaders of two critical task forces: The Community Crisis Intervention Team and the Domestic Violence Action Committee.

AGING SERVICES DIVISION

Council on Aging: Colleen Schaller, Chair, Penny Grossman, MEd, MBA, Vice Chair, Ed Cosgrove, PhD, Gary Crossen, JD, Carol deLemos, MSW, Dan Goldberg, Helen Gregory, Susan Mullaney, Sandra Prinn, Lianne Reich, Mary Elizabeth Weadock, MSW, MS, One vacant position

Division Staff: LaTanya Steele, MPA, Director of Aging Services, Danielle Arenda, Administrative Assistant, Dylan Copley, Van Driver, Kerrie Cusack, MSW, LICSW, Social Worker, Steven DeCosta, Van Driver, Stacey Fallon, Administrative Office Support Specialist, Kathleen Grant, S.H.I.N.E. Assistant Program Coordinator, Stephane Grably, Transportation Program Coordinator, Aicha Kelley, Assistant Director of Programming and Transportation, Kristen Lindley, MSW, LCSW, Social Worker, Maryanne Messenger, Van Driver, Yustil Meija, Senior Custodian, Jessica Moss, MSW, LICSW, Assistant Director of Counseling and Volunteers, Katie Pissano, Program Assistant, Tom Watson, Van Driver, Kathy Worhach, S.H.I.N.E. Program Coordinator

PURPOSE

Often referred to as The Needham Council on Aging, the Aging Services Division is located at the Center at the Heights (CATH) at 300 Hillside Avenue. The Aging Services Division provides services to Needham residents aged 60 and older, and their families. The Division is governed by the 12-member Council on Aging appointed by the Select Board. Aging Services also receives support and feedback from an advisory board comprised of participants in programs at CATH.

The mission of Aging Services is to respond to the needs of Needham's older residents' by providing a welcoming, inclusive, and safe environment with programs, services, and resources that enhance their quality of life and provide opportunities for growth. The Center at the Heights serves as a focal point for supporting aging in the community.



Julia Ruth House Annual Harvest Tea

In addition to the funding provided by the Town of Needham, Aging Services also receives funding from the Massachusetts Executive Office of Elder Affairs, the Friends of Needham Elderly, private donations, and grants. Programs and services offered at the Center at the Heights include: Social work staff who provide comprehensive case management, counseling, and support; daily meals; health benefits counseling; creative and social classes; special events and trips; outreach and home safety assessments; transportation; entertainment; information and referral; educational programs; fitness center; health and wellness; and volunteer opportunities.

PROGRAM HIGHLIGHTS

- In FY2019, every household in Needham with a resident 60 years or older began receiving the *Compass* bi-monthly newsletter for free.
- In response to a survey in 2018, Aging Services added programs focusing on technology, improving brain health, history, legal clinics, and a finance clinic.

- New community partnerships have led to programming in physical therapy, fall prevention, hearing and vision screenings, Reiki, meditation, an onsite mammography clinic, diabetic shoe clinics, and hearing aid repair clinics.

- Social work staff conduct fall prevention services as part of a new initiative in Needham. The Safety at Home program offers information, resources, and practical suggestions to help elders age in place and continue to live safely in their homes.



Nikki Stournara's Greek Cooking Class, from West River Hospice

- New destinations have been added to the CATH trips, including, the Commonwealth Museum, Museum of Fine Arts, Boston Public Library, Massachusetts State House, Blue Hills Observatory, Encore Casino, DeCordova Museum, MBTA Training Site, and new shopping destinations.

- New intergenerational programs include Bridge the Gap (generations at play) and intergenerational dinners with Youth and Family Services.
- Bullying prevention work included psychoeducational programming offered by the social work staff; and a partnership with Jewish Family and Children Services to hold forums with staff and participants to listen and learn how to make CATH a warm, welcoming, and accepting place.
- Aging Services developed a new program entitled, CATH Comfort Crew. This new program is for individuals and families who are impacted by Dementia. The program will be designed to create a safe space for individuals with Dementia and their loved ones to enjoy social, recreational, and educational activities together.
- SHINE volunteer counselors (Serving the Health Insurance Needs of Everyone on Medicare) served 954 Needham residents in FY19.
- Aging Services was supported by 88 volunteers in FY19 who logged in approximately 8,306 hours. Volunteers provide vital support to CATH staffing the front desk and gift shop, food preparation and service, administrative support, and assisting with special events. CATH volunteers ranged in age from 15-93 years old.
- Social workers began offering evening office hours in FY19, thanks to funding from the MetroWest Health Foundation.
- Aging Services became a certified application site for the Fuel Assistance Program.

- To meet increasing demand and unfilled transportation needs, Aging Services added services including a new loop around town for older adults and rides to after-hours programs. Two vehicles were added to the Aging Services fleet.



One of the new Aging Services vehicles

Board of Health:

Edward Cosgrove, PhD, Chair
Stephen Epstein, MD, MPP, Member
Kathleen Ward Brown, ScD, Vice Chair
Christina S. Mathews, MPH, Member
Robert A. Partridge, MD, MPH, Member

Public Health Staff:

Timothy Muir McDonald, MPA,
Director of Health and Human Services
Tara Gurge, R.S., MS.,
Assistant Director of Public Health
Diana Acosta, MPH, Environmental Health Agent
Rachael Cain, MPH, DrPH, Public Health Specialist
Donna Carmichael, R.N., Public Health Nurse
Catherine Delano, MPH, LCSW,
Sr Substance Use Prevention Program Coord
Monica DeWinter, MPH,
Substance Use Prevention Support Assistant
Maryanne Dinell, Traveling Meals Coordinator
Maureen Doherty, Program Support Assistant
Kerry Dunnell, MSW, Special Project Support
Monica Pancare, Environmental Health Agent
Karen Mullen, MBA, Substance Abuse Coordinator
Rebecca Ping, MS,
Emergency Management Administrator
Carol Read, M.Ed., CAGS,
Sr. Substance Use Prevention Program Coord
Lynn Schoeff, M.Ed., Accreditation Coordinator
and Special Project Support
Karen Shannon, CPS, Senior Substance Use
Prevention Program Coordinator (September 2020)
Dawn Stiller, Administrative Analyst
Tiffany Zike, R.N., MPH, Public Health Nurse

NEEDHAM PUBLIC HEALTH DIVISION

PURPOSE

The Needham Public Health Division enforces state and local public health and environmental regulations. The Public Health Division serves as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection and has the legal authority to set policies and make regulations to protect the public and environmental health. The Division is also responsible for disease prevention and control, health and environmental protection, and promoting a healthy community. This includes protecting the public health and social well-being of all Needham's residents, especially the most vulnerable.

The Board of Health, which oversees the work of the Public Health Division, expanded from three to five members during FY19.

In November 2018, the Public Health Division moved to wonderful new quarters at the Rosemary Recreation Center.

ENVIRONMENTAL HEALTH

The highest priority of the Environmental Health Unit is to protect the public's health through implementation and enforcement of State and Federal regulations and local laws to assure compliance with environmental health and safety standards. The Environmental Health team enforces regulations enacted by the Needham Board of Health, the MA Department of Public Health, the MA Department of Environmental Protection regulations, Right-to-Know laws, and the US Food and Drug Administration (FDA). The Environmental Health team monitors and regulates a wide range of business establishments, facilities, and activities: food service; tobacco sales; residential housing; construction activities (demolition, septic and well installation); waste hauling; bodywork; public and semi-public swimming pools; and many other activities. The team licenses mobile food vendors and conduct inspections of temporary outdoor food events. Environmental health agents work closely with MA departments (Public Health, Professional Licensure, and Environmental Protection) and with other Town departments, especially Building, Public Works, Water & Sewer, Police, Fire, and Animal Control.

PROGRAM HIGHLIGHTS

- Accomplished several aspects of the FDA Voluntary National Retail Food Regulatory Program: Needham adopted the 2013 FDA Food Code after years of using the 1999 version. To set a firm foundation, the Environmental Health team provided education and worked closely with members of the food establishment industry in Needham to maximize compliance and enforcement.
- Adopted an electronic food inspection system which offers clearer feedback to restaurant managers about how to improve their establishments.
- With Public Health Nursing, developed a standard operating procedure and shared database to ensure coordinated response to foodborne illness outbreaks.
- Seminars offered to all food establishment owners and managers were well-attended and focused on how to address the most common factors for foodborne illness prevention.
- In FY2019, conducted 1,049 inspections, reviews, and responses to complaints; 408 licenses and permits were issued.



Restaurant inspection

For FY2020, the Environmental Health unit is looking forward to implementing online permit applications and payments, and to creating a food establishment inspection grading system.

PUBLIC HEALTH NURSING

Public Health Nursing provides education, advocacy, health tracking, and health promotion for the Town of Needham. Some of the roles provided include investigation of communicable diseases, advocacy for the needs of residents and employees, education and prevention about health topics,

screenings, and immunizations. Public Health nurses also assist eligible Needham residents to get some public assistance. Highlights from fiscal year 2019 include:

- The immunization program saw a significant increase from FY2018 to FY2019. The influenza immunization increased from 522 doses administered in FY2018 to 712 in FY2019. And, through education and outreach there was an increase in other immunizations such as childhood vaccinations and B12.
- The Domestic Violence Action Committee, co-chaired by Public Health Nursing and Needham Police, held a donation drive for a local community partner and filmed an educational series on domestic violence prevention for the Needham cable channel.
- Co-host a Red Cross blood drive with Emergency Management. The event brought in 34 donations (surpassing its goal of 25) which can save up to 84 lives.
- Began a Narcan training program for the Needham Free Library and some community groups.
- Hosted the first meet-and-greet for the Medical Reserve Corps (MRC). This event included orienting MRC members to emergency plans and available training opportunities.



Needham Blood Drive



Mother's Day donation drive for DVAC

SUBSTANCE USE PREVENTION

The Needham Public Health Division has three programs focused on substance use prevention:

The Substance Prevention Alliance of Needham (SPAN) uses a collaborative, community-based, and data-driven approach to reduce the use of alcohol, marijuana, and other drugs among Needham youth. Through community education, partnership, and strategic action, SPAN works to decrease risk and increase the protective factors associated with substance use, to enhance the health and safety of Needham's youth. Among the many organized events in fiscal year 2019 were:

- SPAN collaborated with Beth Israel Deaconess Hospital Needham (BID-N) to bring a second medication disposal kiosk to Needham. The kiosk will assist in the fight against the opioid epidemic and promote medical safety and environmental protection.
- On July 1, 2019, the Needham Board of Health banned the sale of all flavored tobacco products, including e-cigarettes and including menthol cigarettes. This ban pre-dated Governor Charlie Baker's enactment of the law to ban flavored tobacco products.
- SPAN sponsored, *Schooling and Juuling*, a presentation on Needham youth use of electronic cigarettes. The presentation was offered in conjunction with an interactive exhibit, *Hidden in Plain Sight*, which recreates a teenager's bedroom with many signs of possible risky behaviors.

SALSA – Students Advocation for Life without Substance Abuse is a club at Needham High School that trains older students about the dangers of substance use and develops their abilities as peer educators. The SALSA peer leaders present to 8th grade students in the Pollard Middle School, not only about substance use, but also about how to resist peer pressure in social settings.

Highlights include:

- SALSA members participated in the Norfolk County District Attorney's Leadership Training Programs where they won the 2019 annual *Team Rival* competition.
- The students were also recognized for completing the most prevention community service hours in Norfolk County.



SALSA peer leaders received \$1,500 from the Norfolk County District Attorney's office for their achievements in prevention.

Substance Abuse Prevention Collaborative (SAPC) is grant-funded to support a five-town effort to prevent underage alcohol use. Needham Public Health is the lead agency working with Dedham, Norwood and Westwood to implement strategies to reduce underage access to alcohol and to enhance road safety. Among the FY19 highlights was:

- Police and public health staff in the four towns were certified as trainers of *Training for Intervention Procedures (TIPS)*. TIPS focuses on preventing sales underage people and preventing overserving and intoxication, thereby enhancing road safety.
- *AlcoholEdu*, an on-line curriculum about the dangers of underage alcohol use, was used by 454 Needham students. The interactive modules teach refusal skills in the context of realistic scenarios.

TRAVELING MEALS PROGRAM

Since its inception in 1977, hundreds of Needham residents have been able to live in their homes longer with the service provided by the Traveling Meals Program. Meals are prepared by Beth Israel Deaconess Needham Hospital and volunteers deliver meals to participants' homes. The volunteers often provide safety checks as they visit the homebound clients.

- Well over 7,000 two-meal packages were delivered during FY2019.
- Program costs were subsidized by over \$2,600 in donations.

VETERANS SERVICES DIVISION

*Sarada Kalpee, Director of the West Suburban Veterans District
William Topham, Care of Graves*

PURPOSE

The essential function of the Veterans Service Officer is to manage the benefits available to eligible veterans (those who have served during wartime) and their dependents. This includes benefits from the Massachusetts Department of Veteran Services and the US Department of Veterans Affairs. The Veterans Services Officer assists veterans to obtain their benefits, to identify available federal, state, and local programs, and to refer veterans for employment, training, housing, and medical care.

WEST SUBURBAN VETERANS DISTRICT

The West Suburban Veterans Services District includes the towns of Needham, Wayland, Wellesley, and Weston. Although the main office is in the Wellesley Town Hall, there are satellite offices in each town. Office hours for Needham are every other Monday from 10:00-5:00 and every Thursday from 12:30-6:00 at Town Hall, and every Thursday from 9:30-12:00 at the Center at the Heights. Veterans and their families can call the Wellesley office for information or to schedule an appointment. The Veterans Services Board of Directors has four members with one designee from each community.

YOUTH AND FAMILY SERVICES

Youth Commission: Julie Stevens, Chair, Kevin Keane, Vice Chair, Adrienne Anderson, David Bookston, Karen Mullen, Annie Stein, Susan Patkin, MSW, LICSW, Joshua Tuttelman

Department Staff: Sara Shine, MSW, LICSW, Director, Emily Ambeau, MSW, LCSW, Ben Aronson, MA, LMHC, Katy Colthart, MSW, LICSW, Kristin Scoble, Carolyn Tracey, MS, LMHC, Caitlin White, MSW, LICSW

PURPOSE

The mission of Needham Youth & Family Services is to provide leadership for a community focus on youth and family issues and to promote community wellness. Youth & Family Services (YFS) is a mental health resource offering confidential clinical services and programs to children, adolescents, and families.

FY2019 HIGHLIGHTS

- The masters-level clinicians at YFS provided individual and family counseling services to 96 Needham residents in FY19.

- YFS provided group counseling, with some groups meeting in schools. The groups address topics such as: changing families; stress; self-esteem; bullying; friendship; social skills; and drugs and alcohol. Of special note was the “Extreme Looks” program, a four-day mind-body-spirit group for teen girls. This past year 15 different groups were offered.



- The VIP (Valuable Interactions among Peers) and the Peer Tutor programs matched high school students as role models or tutors with other youth. There were 61 pairs of students in these two supportive programs.
- This was the 19th year for *Needham Unplugged*, a campaign to remind families to unplug their electronics. The program included a calendar filled with activities emphasizing person-to-person interaction. The centerpiece of this year's Unplugged was the no-homework, no sports, and no-meeting night for the Needham Public Schools. There were no town meetings and virtually no civic, religious, or community meetings in Needham that evening.

- Make A Statement Day was created to promote diversity, acceptance, and understanding among Needham High School students and staff. The event creates an opportunity to communicate about issues of importance to the High School community. In FY19, the program had school-wide participation with over 1,000 students participating to create a mural of puzzle pieces.
- Volunteers Around Needham offered teens team community service projects at Town departments and community organizations.
- Thanks to the generous support of the Needham Community Council, YFS expanded the program to include the April 2019 school vacation. Participants provided more than 432 hours of volunteer services during the summer and 100 hours in April.
- Needham Youth & Family Services provided many trainings in FY19. Topics included babysitter training, internet safety for 6th grade students, sexual harassment, media impact on perceptions of gender stereotypes and self-esteem, and teen dating violence. There were 1,162 students who participated over 75 workshops.
- The Patrick and Patricia Forde Good Person Memorial award is meant to honor someone who helps to make Needham a better place to live through their volunteer work. In 2019, Bill Earl and Peter Mesnik received the award for their volunteer work with the students in the Robotics Club.

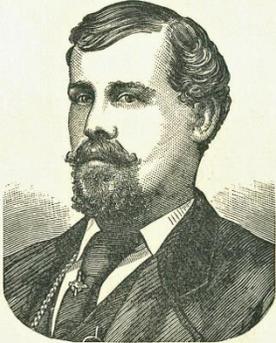


Bill Earl (Forde Award recipient), Sara Shine (YFS Director), Hans Bat (Robotics Club chair), and Peter Mesnik (Forde Award recipient)

Volunteers cleaning a playground



ADVERTISEMENTS. 147



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MANSFIELD, MASS.

DEPARTMENT OF PUBLIC WORKS



Richard Merson, Director of Public Works
Robert A. Lewis, Assistant Director of Public Works
Anthony L. DelGaizo, Town Engineer
Carys Lustig, Director of Finance & Administration for Public Services
Barry Dulong, Director of Building Maintenance
Rhainhardt F. Hoyland, Highway Superintendent
Edward Olsen, Parks & Forestry Superintendent
Greg M. Smith, Solid Waste & Recycling Superintendent
Sean Harrington, Water, Sewer & Drain Superintendent
John P. Regan, Fleet Supervisor

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; routine daily maintenance, construction, energy management, and custodial care of all Town and School buildings; and parks and forestry maintenance. The Department provides its own administration, engineering, and equipment maintenance.

FY2019 HIGHLIGHTS

DPW ADMIN

In FY2019, the Administrative Division continued to improve and update the Department’s public outreach by utilizing social media with its mascot “Munici-Pup”. The division made a concentrated effort to update its website so it is easier to access and has relevant information for residents. The Town also applied and received grant funding to conduct a prioritization plan for Complete Streets funding. This includes creating a list of projects that meet the Town’s Complete Streets Policy for connectivity and multimodality travel. The division also began preparing for Green Communities designation by creating an Energy Reduction Plan.



ENGINEERING DIVISION

In FY2019, the Engineering Division completed the construction of the First Avenue and Highland Avenue traffic intersection. They also completed construction of a 16 inch water main on Oak Street and Marked Tree Road, completed the design of the rapid flashing beacons for pedestrian cross areas, as well as completed the design and permitting for the removal of sediment at Rosemary Lake.

The construction of the sewer extension on Winding River Road continued in FY19. Repair work on the brooks and culverts at Rosemary continued as well.

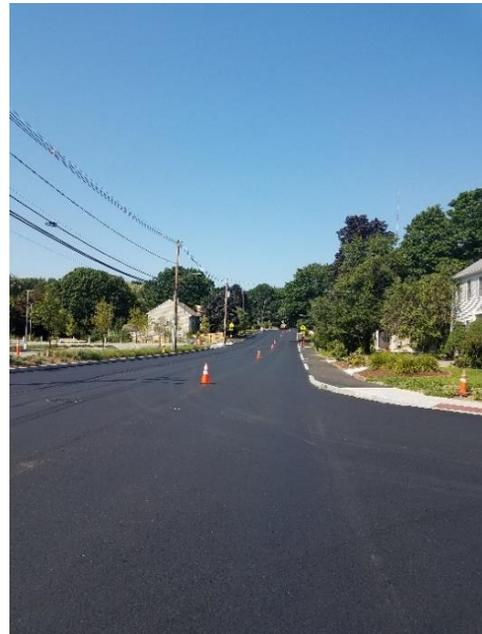
HIGHWAY DIVISION

The Highway Division is responsible for the maintenance, repair, and upkeep of all town roads, sidewalks, street signs, and surface drainage systems to continue providing safe vehicular and pedestrian traffic. Activities performed include:

- Street sweeping
- Street and sidewalk crack sealing, resurfacing, and repair
- Installation and repair of curbing
- Winter Operations (snow removal, salting, and sanding)
- Installation and replacement of worn, damaged, or non-compliant street signs, guardrails, traffic control signs, and pavement markings.



Highway Infrastructure Improvements		
Type	Volume	Unit
Asphalt Paving	72,635	Square Yard
Rubberized Crack-Seal	13,043	Gallons
Repaired Grass Berm	5.1	Miles
Installed Granite Curbing	2.9	Miles
Handicapped Ramps	39	Each
Asphalt Curbing	3.7	Miles



The Highway Division also develops and manages long range plans for networks of roads to maintain and rehabilitate roads that includes yearly crack sealing, surface treatments, and regular patching repair in a cost-effective manner to preserve the lifecycle of roads in Needham. The Highway Division provides support to other Town agencies. In FY19, numerous roadways were surface treated and rehabilitated. The largest roadway rehabilitation project was Central Avenue from Great Plain Avenue to Hunnewell Street, including the installation of granite curbing, sidewalks, and new signs and traffic markings defining the school zone and bike lanes.

WATER, SEWER, AND DRAINS DIVISION

In FY19, the Water Division continued their ongoing Meter Replacement Program. The purpose of this program is to improve the efficiency of meter reading and water billing and to increase the quality of customer service. This program reduces inaccurate meters and estimated readings. The Water Division maintains and repairs all water infrastructures within the town. This includes hydrants, water mains, and services.

Water, Sewer, & Drain Infrastructure Improvements		
Type	Volume	Unit
Water Pipe Leaks Repaired	19	Incidents
Replaced Residential/Municipal/Condo Water Meters	1495	Meters
Replaced Commercial Water Meters	190	Meters
New Fire Hydrants Installed	12	Each
Replaced Lead Goose Necks on Water Service Lines	92	Each
Repairs to Catch Basins & Drain Manholes	33	Each
Camera & Flush Sewer Mains	163,564	Feet
Camera & Flush Drain Lines	91,752	Feet

RECYCLING & TRANSFER STATION DIVISION

The RTS team in FY19 supported DPW during the construction of Jack Cogswell building. They also moved a very large pile of unscreened earth from the compost area to provide space for the storm water detention basin. The RTS conducted building improvements to improve operational capabilities for equipment maintenance and safety in the Transfer Station Building. The road around the land fill was regraded with crushed stone repurposed from the blasted ledge during the construction of the Jack Cogswell Building. The RTS disposed of 7054.88 tons of municipal solid waste at Wheelabrator.

Compost/Organics	
Type	Tons
Yard Waste	1009.71
Food Waste	1189.2
Total	2198.91

Recycling Totals	
Type	Tons
Newspaper & Mixed Paper	1200.22
Comingle Containers	720.94
Cardboard	385.68
Single Stream	240.95
Total	2547.79

FLEET DIVISION

Fleet is a support division for all Public Works divisions and other Town Departments as needed and is responsible for the maintenance of over 200 vehicles and pieces of equipment. Some examples of in-house maintenance provided by the Fleet Division include lube jobs, oil and filter changes, tire maintenance (rotating, mounting, and balancing), brake pad and rotor replacements, and diagnosing vehicle warning indicators. Staff also prepare and make necessary repairs to snow & ice equipment.



PARKS & FORESTRY DIVISION



In April 2019, the Forestry Division held a successful Arbor Day celebration with several second-grade classes at the Hillside School. The Parks & Forestry Division celebrated at the Newman Schools with the entire school. The Forestry Department discussed with students, the importance of trees for the environment and the natural resources they provide. Students participated in a hands-on activity, learning how to plant a young tree sapling. At the completion of the presentation, students took home their own tree seedling.



Parks & Forestry Improvements		
Type	Volume	Unit
Tree Removals & Stumping	132	Trees
Tree Pruning Work	1,433	Hours
Roadside Brush Removal & Flail Mowing	1,988	Hours
Tree Plantings – Arbor Day	400	Seedling
Tree Plantings – Streets & Parks	89	Trees
Tree Plantings - Nursery	82	Trees
Over-seeding of Fields	90	Acres
Diamond Work	1,396	Hours
Mowing	3,868	Hours

BUILDING MAINTENANCE

In FY2019, the Building Maintenance Division started upgrades on both gyms at the Pollard Middle School. They continued flooring replacements throughout Town, including at the Pollard, Eliot, and High School. The Division replaced the seating and lighting in the auditorium of the High School. They replaced the boiler at the Library to a more efficient boiler.



As part of their routine maintenance, the Division completed yearly duct cleaning at the High Rock, Mitchell, PSAB, and CATH and completed wood floor refinishing throughout the Town.

The Division also undertook major roof repairs to the Emery Grover and major HVAC repairs at multiple locations, including the Eliot, Broadmeadow, High School, and the Public Safety Building. The Division is also responsible for the exterior of the buildings and provided repairs to the concrete stairway at the Library and repainted the back exterior of the Pollard. The Division completed major electrical upgrades at the Pollard and completed numerous plumbing repairs throughout the Town. They replaced carpet and completed HVAC repairs to the IT room at the PSAB. The Division repaired the modular stairs at the Pollard. They repaired masonry work and renovated office spaces at the Emery Grover.

BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

PURPOSE

The Building Design and Construction Department 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.

PERMANENT PUBLIC BUILDING COMMITTEE

<i>George Kent, Chairman</i>	<i>Roy Schifilliti</i>
<i>Stuart Chandler</i>	<i>Irwin Silverstein</i>
<i>Richard Creem</i>	<i>Gene Voloshin</i>
<i>Natasha Espada</i>	

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Hank Haff, Senior Project Manager
Ken Sargent, Senior Project Manager
Michael Retzky, Project Manager
Stephen Gentile, Project Manager
Kathryn Copley, Administrative Specialist

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 under the Public Facilities Department umbrella - Construction Division as the Director of Design and Construction. The department was renamed at the May 2018 Annual Town Meeting the Building Design and Construction Department. There are currently four 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.

FY2019 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2019 fiscal year (July 2018 to June 2019). These projects were initiated during the period of 2013 thru 2019 fiscal years.

<u>Project Name:</u>	Sunita L. Williams (Hillside) Elementary School
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$58,824,351
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.

Owners Project Mgr.: Building Design & Construction Dept.

Daedalus Projects Inc.

Contractors:

Site Preparation - P.M. Zilioli, Inc.

Building Demolition - Green Environmental, Inc.

Construction - Bacon Construction Co., Inc.

- 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 and the override vote in November 2016.



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 Building Design and Construction Department, 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 would 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. A debt exclusion 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 were available in August 2017 and the contract was awarded to Bacon Construction Co., Inc. in September 2017. The ground breaking for the construction occurred in November 2017. The new school is expected to be finished in August 2019 for the start of the 2019-2020 school year. Construction is underway and anticipated to reach substantial completion in July 2019. The school is scheduled to open in September of 2019.

The new building will be LEED Silver rated and was designed to be “solar ready”. The PPBC authorized a study to install rooftop Solar PV in June 2017. The study indicated the ability to install about 160kW of rooftop PV panels which will provide about 40% of the school’s electric power needs each year. The PPBC approved the production of Construction Documents in November 2017 and favorable bids were received in June 2018. The contract was awarded to Wayne J. Griffin Electrical, Inc. in July 2018. The PV array was installed in the spring of 2019 once the roof was ready at the new school. The PV array will aid in securing the LEED Silver rating, enhance the sustainable qualities of the school, reduce the future operating costs and provide educational opportunities for the students.

<u>Project Name:</u>	Rosemary Recreation Complex
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$16,800,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Bargmann Hendrie & Archetype
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	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 had been closed in 2017 due to the expiration of the existing DEP permits. It was anticipated that the facility could be reconstructed in the remaining portion of 2017 and early 2018 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 awarded the contract. Construction funds were appropriated at the May 2017 Annual Town Meeting. Construction started in May 2017 and was anticipated to reach substantial completion July 2018, however substantial completion was pushed out due to several issues (installation of the ballast slab, harsh winter weather conditions).

The Temporary Certificate of Occupancy was received in August 2018. The pool was opened on August 11, 2018 for a two-week period. The Park and Recreation Department and the Health Department moved into the building. The final Certificate of Occupancy was received in October 2018 and punch list work to the pool operating system continue to be finalized.

Project Name: **Public Safety Complex & Fire Station #2**
Project Status: Ongoing
Authorization: \$70,385,000
Budget Status: On Budget
Architect: Kaestle Boos Associates, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
Contractor (CMR): Consigli Construction Co., Inc.



- 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.
- At the October 2017 Special Town Meeting, Article 10: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$3,750,000.
- At the October 2018 Special Town Meeting, Article 10: Appropriate for Public Safety Buildings

Construction was approved in the amount of \$66,245,000.

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. At the October 2017 Special Town Meeting funds were approved in the amount of \$3,750,000 for Design Development/Construction Documents.

Because of the complexity of the phased project and accelerated schedule, the use of Construction Management at Risk (CMR) was chosen and the application was submitted and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals and Consigli Construction Co., Inc. was awarded the contract as CMR in January 2018.

Construction funding was requested and approved at the October 2018 Special Town Meeting subject to a successful debt exclusion override on the November 6, 2018 ballot. The override passed.

The bids from Prequalified Filed Sub Bidders were received in December 2018. The final Guaranteed Maximum Price for Consigli Construction was completed in January 2019.

The Public Safety Complex, consisting of the Fire and Police Headquarters, on Chestnut Street is being constructed in two phases. The first phase is construction of the new Fire Station and the second phase is the demolition of the old Fire/Police Station and construction of the new Police Station. Once the new Fire Station is complete the fire department will move into the new Fire Station and the police department will move in temporary facilities being constructed at the Hillside School site. Thus, the old building will be demolished, and the new Police Station will be built. A new communications system in support of police and fire dispatch is part of the overall project. The demolition and reconstruction of Fire Station #2 on Highland Avenue will occur within the same overall time frame with operations relocated to temporary facilities being constructed at the Hillside School site.

The start of Phase 1 construction on the new Fire Station on Chestnut Street began in March 2019 with the demolition of the buildings at 43 Lincoln Street and 66 Chestnut Street. Temporary swing space is being designed for the Hillside Elementary School site for the Phase 2 Police Station portion of construction and for the Fire Station #2 construction. It is anticipated that the Fire Station #2 staff will move into the temporary facility in the latter part of 2019.

<u>Project Name:</u>	Memorial Park Building and Grounds
<u>Project Status:</u>	On Going
<u>Authorization:</u>	\$6,675,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Winter Street Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.

Contractor: G&R Construction, Inc.



- 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.
- At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of \$375,000.
- At the May 2018 Annual Town Meeting, Article 30: Appropriate for Memorial Park Bldg. Construction was approved in the amount of \$6,250,000.

The goal of the feasibility 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 reconstruction of the building was recommended. The reconstructed building would be handicapped accessible.

Construction documents were completed in the spring of 2018, and the project went out to bid in April 2018. Bids were received on May 8, 2018 right after the Annual Town Meeting. G&R Construction, Inc. was awarded the construction contract. Construction started July 6, 2018 and was anticipated to reach substantial completion in June of 2019. However due to weather constraints the building was not fully completed in June 2019 and a temporary certificate of occupancy was obtained in order for the lower level to be used for the 2019 July 4th celebration. The updated substantial completion date is scheduled for September 2019.

Project Name: **High School Classroom Expansion**

Project Status: Substantially Complete
Authorization: \$14,759,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
Contractor (CMR): Consigli Construction Co., Inc.



- 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
- At the May 2017 Annual Town Meeting, Article 43: Appropriate for High School Expansion Design was approved in the amount of \$950,000.
- At the May 2017 Annual Town Meeting, Article 42: Appropriate for High School Chiller Replacement Design was approved in the amount of \$125,000.
- At the October 2017 Special Town Meeting, Article 11: Appropriate for High School Expansion Construction was approved in the amount of \$13,188,000.
- At the May 2018 Special Town Meeting, Article 7: H.S. Expansion Construction was approved in the amount of \$431,000.

The goal of the feasibility study was 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 associated with the boiler systems. It was determined that any repairs would best be done under the larger expansion project. “A” Gym renovations were also 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 2017. Consigli Construction was chosen. Consigli Construction indicated that they could focus the work within one summer, if construction could be started in February 2018.

At the May 2017 Annual Town Meeting, design funds were approved in the amount of \$950,000. The architect, Dore & Whittier Architects, Inc., went forward with design and engineering services for the preferred option on the expansion of the High School and associated scope described above.

At the May 2017 Annual Town Meeting, funds were appropriated for High School Chiller Replacement in the amount of \$125,000. The engineering and design for the chiller replacement were done under Dore & Whittier Architects contract for the H.S. Expansion.

The final Schematic Design Drawings and cost estimates provided an initial budget amount for approval at the October 2017 Special Town Meeting. At the October 2017 Special Town Meeting, funds were approved in the amount of \$13,188,000 for construction of a new three story classroom wing, renovation of the A-Gym, addition of Gym storage, renovation internal to the existing school of several classrooms for Science, Science storage, SPED, Administration office and the replacement of the chillers with upgrades to the boiler room.

The Design Team and CMR completed detailed design and updated cost estimates which required further funds of \$431,000 that were approved at the May 2018 Special Town Meeting.

Construction started over the February 2018 school vacation. Unanticipated sub surface conditions and added utility relocation discovered during construction forced a phased occupancy of the project with Phase 1 the Classroom Renovations, Phase 2 the A-Gym and Phase 3 the Classroom Expansion addition. The Temporary Certificate of Occupancy was received on September 4th for the classroom renovations, September 26th for the Gym A and October 29th for the classroom expansion addition. Students were welcomed to the new addition classrooms on October 30, 2018.

On-going heating and cooling system punch list issues have extended the completion of the addition and are being finalized.

<u>Project Name:</u>	Sunita L. Williams Elementary School Outside Play Area & Walking Trails
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$520,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Warner Larson, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.

Contractor: NELM Corp.

- At the October 2016 Special Town Meeting, Article 3: Appropriate for Hillside School Outside Play Area was approved in the amount of \$250,000.
- 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.
- \$60,000 was used from the October 2016 STM Article 2: New Hillside School Design & Construction Funds

The project was to design and construct a playing field at the new school on Central Avenue. The work was 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 trails.

At the May 2017 Annual Town Meeting funds were approved in the amount of \$210,000 from CPA free cash. This appropriation was used in conjunction with the October 2016 STM appropriations to complete the playing field and the trails.

The designer, Warner Larson, Inc., was selected through Designer Selection in December 2016. The first phase, a walking trail, was completed in July 2017 by the Student Conservation Association Inc.

Bid documents were issued in March 2018 and the construction contract was awarded to NELM Corp., the lowest responsible bidder, in May 2018. Construction started in July 2018 and was substantially complete by December 2018, in coordination with the work being performed by Bacon Construction on the school.

Project Name: **Fuel Island Relocation & Upgrade**
Project Status: Complete
Authorization: \$1,320,000
Budget Status: On Budget
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
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 put 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 encompassed the 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. continued as designer from the DPW feasibility study. The project received bids in June 2017. MECO Environmental Services was awarded the contract.

Construction started in August 2017. Substantial completion of the fuel island was reached in November 2017. The old fuel tanks were removed in May 2018. A stand-alone generator was ordered for the fuel island and installation was completed in September 2018.

Project Name: **DPW Central Ave Storage Facility**

Project Status: Ongoing

Authorization: \$7,765,000

Budget Status: On Budget

Architect: Weston & Sampson Engineers, Inc.

Owners Project Mgr.: Building Design & Construction Dept.

Contractor: Seaver Construction, Inc.

- At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of \$150,000.
- At the May 2018 Annual Town Meeting, Article 35: Appropriate for Public Works Storage Facility was approved in the amount of \$7,615,000 for design and construction funds.

The project investigated 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. continued as designer as a continuation from the DPW feasibility study.

At the May 2018 Annual Town Meeting construction funds were approved in the amount of \$7,615,000. Design and permitting occurred from May to November 2018. General Contractor bids were received January 2019, and the contract was awarded to Seaver Construction, Inc. Construction started in February 2019. Substantial completion is anticipated by November 2019.

Weston & Sampson coordinated with Kaestle Boos Associates, the architect on the Public Safety Complex & FS2 project, regarding the placement of the Police/Fire communications tower on the site. The tower is anticipated to be erected in the latter part of 2019.

Project Name: **Mitchell Modular Classrooms**

Project Status: Ongoing

Authorization: \$2,190,000

Budget Status: On Budget

Architect: Dore & Whittier Architects, Inc.

Owners Project Mgr.: Building Design & Construction Dept.

Contractor: Triumph Modular, Inc.



- At the May 2018 Annual Town Meeting, Article 6: Appropriate for Mitchell Modular Classrooms was approved in the amount of \$210,000 for detailed design, cost estimates and bidding.
- At the October 2018 Special Town Meeting, Article 12: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$1,350,000.
- At the January 2019 Special Town Meeting, Article 1: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$630,000.

Dore & Whittier Architects, Inc. continued as designer from the Full-Day Kindergarten Space Study. The study, that was completed in February 2018, indicated that a new pair of modular classrooms was required at the Mitchell Elementary School that will accommodate Music and Art, in order that the four existing modular classrooms in the 2015 modular addition be renovated and used for Kindergarten.

At the October 2018 Special Town Meeting, Article 12: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$1,350,000.

The project went out to bid November 2018. One bid was received in December 2018 and came in over the estimated amount. Additional funds were requested and approved at the January 2019 Special Town Meeting for \$630,000. The contract was awarded to Triumph Modular, Inc. in January 2019.

Construction work started over the April 2019 school vacation with site preparation. The modular boxes were delivered on June 13, 2019.

It is expected that the renovated 2015 modular classrooms and the new modular classrooms will be finished in August 2019 for the start of the 2019-2020 school year in September 2019.

Project Name: **Emery Grover Building Feasibility Study**
Project Status: Ongoing
Authorization: \$130,000
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

- At the October 2018 Annual Town Meeting, Article 11: Appropriate for Emery Grover Feasibility was approved in the amount of \$130,000.

A Request for Proposals was issued in January 2019. An architect, Bargmann Hendrie + Archetype, Inc., was selected through the Designer Selection Process in March 2019.

The goal of the study is to explore whether a functional school administration building can be either renovated or built on the existing or another site and determine the constraints within the Historical Building designation on what could be done with the existing building. Programing would be confirmed. If preservation/renovation will not adequately meet the programmatic needs other options will be explored. The study began in April 2019 and is anticipated to be completed in the spring of 2020.

Project Name: **Master School Plan Study**
Project Status: Ongoing
Authorization: \$190,000
Budget Status: On Budget
Architect:
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2018 Annual Town Meeting, Article 32: Appropriate for General Fund Cash Capital Pollard Phased Improvement Feasibility Study was approved in the amount of \$65,000
- At the May 2019 Annual Town Meeting, Article 37: Appropriate for General Fund Cash Capital School Master Plan Supplement in the amount of \$125,000

The goal of the study is to develop recommendations for long-range school capital plans under different enrollment scenarios and catalog the condition of all the school buildings in order for the School Department to make informed decisions for prioritizing and scheduling building projects going forward. A Request for Proposals is anticipated to be issued in August 2019 and a designer awarded the contract in September 2019. The study is anticipated to begin in the fall of 2019 to be completed in the spring of 2020. It is anticipated that there will be some coordination between the School Master Plan study and the Emery Grover study.

LOOKING FORWARD

Upcoming future and continuing projects include construction and completion of the Public Safety Complex & Fire Station #2, the Mitchell Modular Classrooms, the reconstruction of the DPW Facility at 470 Dedham Avenue as part of the phased DPW facilities upgrade and follow-on work associated with the Emery Grover Building Study and the School Master Plan Study.

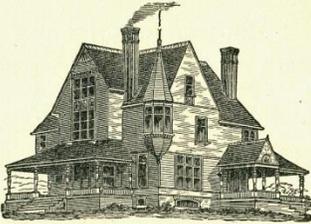
Support for the School Department includes evaluating continued occupation and future renovations to the Emery Grover Building. In addition, school projects anticipated include refurbishment of the Hillside Elementary School envisioned to be used as potential future swing space for School Administration, Mitchell Elementary School rebuild and Pollard Middle School addition and renovation. The above projects are included as part of the most recent Facilities Master Plan completed in 2014.

The Permanent Public Building Committee and the Building Design & Construction Department are 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.



142 ADVERTISEMENTS.

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ARCHITECT * AND * BUILDER,

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DEALER IN

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Finest Singing Canaries Constantly on hand, Call and see our large
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The Largest and Most Complete Stock in this vicinity sold at
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NEEDHAM COMMISSION ON DISABILITIES

Elaine Saunders, co-chair, Jeanie Martin, co-chair, Carole Thomas, secretary, Tatiana Swanson, treasurer and ADA liaison, and members Corrine Burke, Debbi Heller, Mani Iyer, 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

Office Supplies (printing paper for \$14.74 and Braille Paper for \$40.00) **TOTAL** \$54.74

FY2019 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living 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 Webster Green, the Needham Housing Authority, and the Linden Street complex.
- 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.
- Consulted with Jeff Dougan of the Massachusetts Office on Disability regarding the use of the “active” HP logo and on other handicapped parking issues and learned about new regulations regarding service animals.
- 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 NCOD website.

- Continued to distribute the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Performed a walk-through of the Rosemary Recreation Complex and of the Needham High School expansion to assess for compliance with state and federal accessibility codes.
- 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.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed and also attended a MEMA conference.
- Sent a follow-up letter to the Needham Public Library Director and Town of Needham Building Inspector regarding accessibility issues at the library some of which have been complied with.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- 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.
- An NCOD member shared information from the Massachusetts Department of Transportation regarding a new Transportation Pedestrian Plan and on changes to the RIDE program.
- Participated in the Needham Diversity Summit and had on display informational brochures about NCOD. NCOD is now included as a resource for the Needham Diversity Initiative.
- Discussed the possibility of updating a map of all Needham HP spaces.
- Communicated with the Town of Needham IT director to ensure that the town's website is accessible.
- A member of NCOD participated in the Needham Education Foundation's (NEF) Annual Spelling Bee.
- NCOD members complied with the Commonwealth of Massachusetts requirements by completing on-line ethics training.

FY2021 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 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 continue 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 advocate for the NEF Spelling Bee to provide an auditory correct spelling of the word.
- To continue to be a resource to the Needham Diversity Initiative and to participate in their annual Diversity Summit.
- 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 brochures throughout the Town of Needham.
- 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 promote 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

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.

Member

Peter Pingitore, Chair
Artie Crocker, Vice Chair
Paul Alpert
Robert Boder
Robert Dermody
Joseph Barnes
Chris Gerstel
Rick Zimbone
Vacancy

Appointed by:

Housing Authority
Conservation Commission
Planning Board
Historical Commission
Select Board
Select Board
Park & Recreation Commission
Moderator
Moderator

Carys Lustig, Staff Liaison
Kristen Wright, Recording Secretary

FY2019 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$438,305 from the Commonwealth in November 2018, a 18.93% match. In total, \$8,438,406 has been received from the state as of November 2018.
- The Town collected \$2,495,000 in FY19 through the local surcharge.
- The Committee held a public hearing in March 2019 to gather public input on the proposals under review for funding.
- At May 2019 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

- \$150,000 - Needham Housing Authority Modernization & Redevelopment of Affordable Housing
- \$15,000 - Bay Colony Rail Trail Association - Fisher Street Trailhead Design
- \$117,000 - DPW- Town Common Reno. Design
- \$200,000 - Park & Recreation - Rosemary Lake Trail Project
- \$480,000 - Park & Recreation - Cricket Field Renovations
- \$350,000 - Park & Recreation - Playground Improvements

STATISTICS

- The Community Preservation Fund has provided financial support to seventy (71) projects, for a total allocation of \$41,870,352
- Breakdown by category:
 - Community Housing -\$1,644,500
 - Open Space - \$5,000,200
 - Historic Preservation - \$8,126,733
 - Recreation - \$11,898,919
 - General - \$15,200,000

NEEDHAM GOLF CLUB ADVISORY COMMITTEE

*Daniel Dain, Chair, Roy Cramer, Jack Heavey, Richard Reilly, Jon Schneider,
Mary Grace Summergrad, Chris Gerstel*

PURPOSE

The Golf Club Advisory Committee members are appointed by the Select Board to act as a liaison between the Needham Golf Club and the Select Board. 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 Select Board.

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. The Town and the Club recently agreed to a lease amendment to provide rent relief to the Club.

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.

FY2019 HIGHLIGHTS

The Committee met with Club President Phil Atwood and Club Vice Presidents Rick Zimbone and Chris Pooley twice during 2019, on March 18 and November 18. 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 2019 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Manager 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

Nadaa Ali

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

Kerry Hurwitch (NHS-PTC)

Amelia Klein (Diversity Initiative)

John Kraemer (liaison – NPD)

Christina Mathews, Co-Chair

Tracy McKay

Ashok Mehta

Jared Pizzuto (NHS)

Bud Shram

Jennifer Howard Schroeder, Co-Chair

Marlene Schultz

Julie Venables



CHARGE

Human Rights Committee

Approved August 12, 2008

Created in 1995 by the Select Board, 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 Select Board.

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.

COMMUNITY EDUCATION

Organizing and sponsoring 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 2019.

Conversations At My Neighbor's Table Potluck Series Oct 21, 2018 Temple Beth Shalom



It's very important to know the neighbor next door and the people down the street and the people in another race. ~ Maya Angelou Needham residents participated in a conversation over a meal about conflicting views of cultural appropriation and cultural appreciation. “Cultural appropriation harms cultures when a prevailing culture adopts things from a different culture without interpreting them, or manipulates them in ways that contradict the origins, and substitutes the dominant culture's idea of what the other culture

*At My Neighbor's Table:
A Vegetarian Potluck on Cultural
Appropriation and Appreciation*

is like.” Examples of the misuse of sensitive cultural material were shared, including incidents which occurred in the town of Needham. Participants of diverse backgrounds provided examples of cultural *appreciation*

that presented alternative views. The event was co-sponsored by Temple Beth Shalom, First Parish in Needham Unitarian Universalist, Bahá'i Community in Needham, Presbyterian Church of Needham, Needham Human Rights Committee, Needham Diversity Initiative, and Cooperative Metropolitan Ministries. Members of the NHRC served on the planning committee, and one member was a co-host for the evening program.

Needham 7th Annual Diversity Summit – November 17, 2018 Pollard Middle School





(Photos courtesy Needham Diversity Initiative, Inc. needhamdiversity.org)

The Needham Diversity Summit, an annual event organized by the Needham Diversity Initiative, Inc. 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 challenge its residents to think in new ways about the Town's evolving community. The 2019 Summit featured a diverse panel of Needham residents who spoke about their experiences living in Needham. Special guests Ron Jones, Emmy Award-winning actor and writer, performed parts of his one-man/10 characters play "*The Movement*", and teacher/Facing History blogger/author Jessica Landers spoke about the challenges of teaching equity, justice and bias to her student audiences. Organizations and groups in the Needham Community who work with diverse populations set up exhibits that highlighted the important role they play in the Needham Community! 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 participated in workshop sessions, an integral part of the Diversity Summit program, and a member of the Committee was invited to be a guest panelist.



Martin Luther King Jr. Day Celebration - January 27, 2019 Needham High School



(Photos courtesy of Needham Diversity Initiative, Inc. needhamdiversity.org)

Hosted by the Needham Diversity Initiative, this annual family friendly 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. Music was an integral part of the 2019 celebration, with performances by the *Plugged In* teen band, *Making Music Matter*, *Bellevue Community Church of Nashville*, and *Temple Beth Shalom Youth Choir*, group singing lead by Brother Dennis Slaughter, and a dance performance by the *Origination Cultural Arts Center* to Honor Dr. King. Middle school students conducted a ceremony of lighting candles in honor of those who have inspired them. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, and attended the event. Additional co-sponsors of the event were the Needham Clergy Association and the Needham School Department and its METCO Program.

Conversations At My Neighbor's Table Potluck Series – March 24, 2019 Temple Beth Shalom



It Happened Here: Slavery in Needham

Coming together is a beginning; keeping together is progress; working together is success. [Henry Ford]. The sixth of a series of potluck dinners around the theme: "Conversations at My Neighbor's Table" took place at Temple Beth Shalom. Guests learned about the history of slavery in Needham (documents indicated the presence of slaves and slaveholders) and engaged in small group conversations about *how to reckon with, seek renewal, and reconcile the remnants of a town's past*. Special guest speakers were Gloria Greis, Executive Director of the Needham History Center and Museum, and Rev. Darrell Hamilton of First Baptist Church in Jamaica Plain. Sponsors of the potluck conversation were Temple Beth Shalom, First Parish in Needham Unitarian Universalist, Bahá'í Community of Needham, Presbyterian Church of Needham, First Baptist Church of Needham, Christ Episcopal Church, Carter Memorial United Methodist Church, Needham Diversity Initiative, Needham Human Rights Committee and Cooperative Metropolitan Ministries. A member of the NHRC chaired the planning committee for the event.



Race Amity Day: Town of Needham - June 9, 2019 Needham Historical Center and Museum.

RACE AMITY DAY is an officially recognized day in Massachusetts – held annually on the second Sunday of June in cities and towns across the Commonwealth. Amity means *friendship*. Race Amity Day is observed to overcome racial prejudice through association and collaboration, and to encourage and advocate for cross racial/cross cultural friendships. RAD was organized and celebrated through a joint effort between the Towns of Needham and Wellesley, and was hosted



by the Needham Diversity Initiative and World of Wellesley. The 2019 celebration, held at the Needham History Center and Museum, welcomed Boston METCO families as special guests. A documentary about the history of METCO was shown. Participants shared food and conversations together. Brief remarks were presented by NDI officers, State Rep. Denise Garlick and State Senator Becca Rausch. The program included singing by Baha'i Children, and concluded with songs by the Treble Rebels, a Needham High School A Capella group. The NHRC was a co-sponsor of the event.

Suitcase Stories - June 19, 2019 Temple Beth Shalom



Suitcase Stories Live was a storytelling performance organized by IINE – the International Institute of New England – and Temple Beth Shalom in Needham. The purpose of the event was to honor refugees and immigrants. Invited speakers were foreign and U.S.-born residents who shared “tales of hope and pursuit of life in America.” The presentations broadened the audience’s awareness of the many ways that immigrant roots affect both individuals and a whole community. The event was held at Temple Beth Shalom. The NHRC was a supporting partner for the event. NHRC members helped publicize the program, and served as volunteers to organize and facilitate program activities.

Story-tellers gather for a group picture (Photo: Hometown Weekly)



COMMUNITY OUTREACH

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 the local media. Direct contact with editors and journalists in the past has helped the Committee promote its events and generate interest in human rights. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion. The Needham Times on occasion has highlighted the NHRC in guest columns. The Committee continues to reach out to the NT by meeting the staff, learning how and when to send press releases and calendar listings, and how to present a story about their work. 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 and staff 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. Dr. Gutekanst has attended many NHRC meetings and has kept the Committee informed about major initiatives and activities in the NPS, particularly updates related to the Needham Equity Report. 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. The NHRC participated in several school events during the past year.

NPS Professional Day Assembly Nov. 21, 2018 *Needham High School* Superintendent Dan Gutekanst invited members of the NHRC to attend a special NPS Professional Day keynote address given by Beverly Daniel Tatum. Dr. Tatum is an award-winning educational leader, best-selling author, and noted expert on the psychology of racism. She is the author of *Can We Talk About Race?* and *Why Are All the Black Kids Sitting Together in the Cafeteria?* Her presentation focused on race in education.

Community Forum: Racial Equity in Action April 24, 2019 *Needham High School* The Forum was hosted by the Needham Public Schools for the purpose of sharing updates on the

equity work that happened over the past year, and as an opportunity for community members to ask questions. The NHRC was a supporting member of the forum.

Representation on NPS Committee FY 2019-2020 *Needham Public Schools* A member of the NHRC was invited to participate in a Needham Public School District conference entitled *Portrait of a Needham Graduate*. Students, educators, parents, business and civic leaders were invited to share their perspectives about how to prepare students for jobs and life-long learning. The goal of the conference is to shape a vision for the future of education in the Needham community.

Parent Teacher Council A member of the NHRC has served as president of the Needham High School PTC.

REAL Coalition A co-chair of the NHRC has served as a member of a School District-wide team: Race, Equity, Access & Leadership (REAL), whose purpose is to lead the work and conversations around equity in the Needham Public Schools and classrooms. The NHRC is a partner of the Coalition.

- **CITIZENS FOR NEEDHAM SCHOOLS** Citizens for Needham Schools, NHRC and the Needham Diversity Initiative co-sponsored the Racial Equity in Action Community Forum on April 24, 2019. Over 50 members of the community were present. Needham Public School administrators and teachers shared how they were implementing action items that resulted from the equity audit.
- **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.
- **NEEDHAM DIVERSITY INITIATIVE, Inc.** The Needham Diversity Initiative (NDI) is a grass-roots, community organization of individuals who live, work, study - or whose children 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 has co-sponsored many of the events organized by the NDI during the past year. (See Sponsored Community Events section.)
- **NEEDHAM CLERGY ASSOCIATION** One member of the NHRC is an active member 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, the NHRC was a co-sponsor of two community potluck conversations held at Temple Beth Shalom. (See Community Education section.)

- **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 FREE PUBLIC LIBRARY** In October 2016, the Needham Public Library Trustees and a Board Member presented information to the NHRC about the Library's desire to promote respect for diversity in the town through programming and educational forums. The Needham Human Rights Committee, along with the Needham Diversity Initiative, has been an on-going cosponsor of the Library Book Forum series featuring special guest discussion leaders and Pollard Middle School students. NHRC members led several of the discussion groups.

Diversity and Discussion Book Group Presentations

Refugee by Alan Gratz on September 26, 2018 at Pollard Middle School and again on March 14, 2019 at the Library. The powerful novel told the story of three children seeking refuge. Members of the audience included Pollard Middle School students and their parents.

Tomorrow Will Be Different by Sarah McBride on October 11, 2018 at the Library. This memoir described one person's journey to bring attention to the needs and rights of transgender individuals in our country.

Blood at the Root written by Patrick Phillips on January 10, 2019, investigating the 1912 Racial Conflict of Forsyth County, Georgia.

Evicted: Poverty and Profit in an American City by Matthew Desmond. A NHRC member led a book discussion on May 16, 2019 about eight families struggling to keep their homes. The discussion focused on poor people lacking basic needs, food, clothing and shelter, and their downward spiral caused by a social system that offers little hope for getting ahead.

- **REPRESENTATIVE DENISE GARLICK** NHRC prepared a letter with support from Rep. Garlick, Sen. Becca Rausch, Sen. Michael Rush, and the Select Board of Needham in response to the Chabad House Arson, which took place in Needham on May 17, 2019. The statement was posted on the NHRC Town webpage. NHRC shared a display table with Rep. Garlick at the Needham *Spring Street Fair* on June 1, 2019 to talk to community members about the work of the NHRC and to give out lawn signs showing the message "No Place For Hate".

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. One member of the Committee is a member of the organization.
- **NEEDHAM GREEN COLLABORATIVE** The Needham Green Collaborative reached out the Needham Human Rights Committee to see how the committee could pledge to be "greener" in the following year. The Committee discussed making sure there is a green component to every event it hosts, such as recycling table cloths and making sure there is a recycle bin available. Additionally, the Committee agreed to the immediate action of no longer printing meeting agendas for its members; individual members may choose to print the agenda if they would like to, but others may look at it on computers and tablets.

COMMUNITY RESPONSE

In meeting its charge to provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices, the Needham Human Rights Committee has supported community efforts that promote inclusivity, and has participated in community initiatives in response to acts of hate and bias.

Response to Acts of Hate and Bias in Needham

NHRC joined community residents at a havdallah service to show solidarity with the Chabad Jewish Center of Needham. The vigil was held outside the home of a rabbi who was affected by one of three fires intentionally set at local Jewish institutions in Arlington and Needham.

*Statement from the Needham Human Rights Committee, Select Board and State Delegates
May 19, 2019*

We have seen growing intolerance in the world around us, and an increase in anti-Semitic incidents elsewhere, and now in our town.

Hate has no home in Needham. The Needham Human Rights Committee, the Select Board of the Town of Needham and Needham's Massachusetts state delegation express our profound sadness and deep concern in response to the attempted arson at the Chabad Jewish Center in Needham, which is also home to the Rabbi and his family.

The Needham Police Department, along with state and federal authorities, are investigating this incident and two other arson attempts that occurred this week at the Chabad Center for Jewish Life in Arlington, as potential hate crimes.

We stand together with our Jewish neighbors and Jewish houses of worship who have been targeted by these hateful acts. The Human Rights Committee and the Select Board are resolute in our commitment to furthering understanding and compassion in this community.

May we each serve as a beacon for peace, may our households be a force for good, and may our town be a welcome place for all.



Needham Human Rights Committee, Select Board of the Town of Needham,
Rep. Denise Garlick, Sen. Mike Rush, Sen. Becca Rausch

Preserving the Rights of Transgender Individuals in MA NHRC co-sponsored *A Conversation on Preserving Transgender Rights in Massachusetts* with Sarah McBride and representatives from Harvard Pilgrim Health Care, Yes on 3 Campaign, Riverside Community Care, OutMetroWest and local clergy. NHRC read a statement in support of upholding existing protections promised to transgender individuals by the current Massachusetts laws. The event was co-sponsored by the Needham Transgender Coalition: Newton Needham Regional Chamber, OUT MetroWest, Progressive Needham, Temple Beth Shalom, First Parish in Needham UU, Congregational Church of Needham UUC, League of Women Voters of Needham, Needham Diversity Initiative,

Needham Human Rights Committee, Greater Boston PFLAG, Christ Episcopal Church, Freedom for All MA, and the First Baptist Church in Needham. NHRC was directed to withdraw from the Needham Transgender Coalition based on the opinion that membership in this Coalition was too political. The Coalition wanted to support the Medicare for All event and NHRC was unable to do that, and subsequently withdrew.

Statement of the Needham Human Rights Committee in support of preserving important human rights of our transgender and non-gender conforming friends, family and neighbors

The Needham Human Rights Committee stands proudly beside all in Massachusetts fighting to preserve the basic human rights of all transgender and gender non-conforming people. While we strive to create a more perfect union, where all individuals are able to in fact live free from prejudice, ignorance, and hate, the Needham Human Rights Committee recognizes that an important step toward this aspiration is upholding existing, essential, legal protections guarding the rights of transgender and gender non-conforming individuals in Massachusetts to be, undisturbed, in any public place they chose. Affirming the right to privacy and live free of discrimination, honors the human dignity inherent in all. Rescinding these fundamental rights, serves to divest our neighbors of their essential humanity and exacerbates the danger many live with every day. The Needham Human Rights Committee urges our community to join the effort to uphold the current Public Accommodations Law in Massachusetts, guaranteeing continued equal protection under the law for all transgender and gender non-conforming individuals in the Commonwealth.

NEEDHAM COMMUNITY TELEVISION DEVELOPMENT CORPORATION (NCTDC)

Board of Directors

Michael Greis, President
Tom Loughran, Vice-President
Peter Hess, treasurer
Robert Boder, clerk
Richard Dollase

Michael Fraini
Arnold Goldstein
Daniel Schwartz
Jonathan Tamkin

Staff

Marc Mandel, Executive Director
Michael Levin, Programming Manager
Chris Dugan
Kathleen Fitzgerald

Natalie Guthrie
Ashley Julier
Elizabeth Kalajjian
Derick Risner



PURPOSE

The Needham Community Television Development Corporation was established in 1985 as a 501(c)3, not-for-profit corporation whose members are appointed by the Needham Select Board. The mission of the organization is to provide public access, educational and municipal programming through **The Needham Channel** for cable television subscribers in the town of Needham. The Needham Channel's video programming is available through separate municipal,

educational and community channels on the systems of each of Needham’s cable TV providers (Comcast, RCN & Verizon) and online.

The Needham Channel’s studio and offices are located at 257 Chestnut Street. The NCTDC also provides and maintains video production equipment at Town Hall, Broadmeadow School (School Committee), the Needham Public Library Community Room and the Public Services Administration Building.

In addition to regular coverage of the Needham Select Board, School Committee, Board of Appeals and Town Meeting, the staff generates a live weekly newscast, covers high school athletics, and produces documentary and special event coverage for town and school events. The Needham Channel provides training opportunities for volunteers of all ages and collaborates with the town government to share vital information with the community.

Access to local news and information is more important than ever at a time when technological disruption of the media industry has resulted in a significant loss of coverage of local communities. Everything we do is focused on Needham. Our goal is not just to be a part of the community, but to build a stronger community by increasing awareness of what makes Needham special, sharing what makes it work and enabling robust community discourse.

FY2019 HIGHLIGHTS

- Produced 355 programs, including 62 municipal meetings, 74 high school sporting events, and 52 newscasts.
- Debuted “METCO: Yesterday. Today. Tomorrow.” and five segments of the Needham Channel documentary series on Needham school houses.
- Featured programs included collaborations with the Domestic Violence Action Committee, Needham League of Women Voters, Progressive Needham, the Needham Science Center, One Wingate Way, Zoning Board of Appeals, the Needham Recycling and Transfer Station, Needham Public Schools, Needham Heights Neighborhood Association, the Green Needham Collaborative, Needham History Center and Museum, the Massachusetts Committee on Ways and Means, and Needham Department of Public Health.



- Introduced wireless video and headset systems to reduce the amount of wiring needed for our field shoots.
- Launched our High-Definition channel on Verizon Fios.

- **National Register Designation** The Historical Commission voiced its opposition to the Department of the Interior's proposed changes to the National Register Designation. The proposed changes will shift the authority to initiate and evaluate nominations on federal land (including tribal land) to the federal government alone and away from localities and local organizations. The Commission posted comments on the Department of the Interior's website and sent letters to Senators Edward Markey and Elizabeth Warren and Representative Joseph Kennedy to express its opposition to the changes.
- **Succession Plan for Officers** The Commission approved a plan to rotate Commission officers. The Chair will serve for one year (starting in April after the town elections), assisted by a Vice-Chair and a Secretary. Each April, the Vice-Chair will succeed to Chair, the Secretary to Vice-Chair, and a new Secretary will be chosen.
- **Other Committees and Commissions** Members of the Historical Commission represented the Commission as a designated member of the Community Preservation Committee and the town's committee to study the feasibility of renovating the Emery Grover Building.

NEEDHAM FREE PUBLIC LIBRARY

BOARD OF TRUSTEES: *Richard C. Hardy, Chair, Kathleen M. Cahill, Anna Giraldo-Kerr, Thomas M. Harkins, Robert A. Pettitt, 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, Erin G. Bassett, Reference Librarian/ Young Adult Specialist, Veronica L. McCarthy, Children's Librarian, 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, Elizabeth A. LaRosee, Leigh R. Rudikoff; **Part-Time Children's Staff:** Lucia S. Dolan, Steven A. Fowler, Elise R. Katz, Marianne R. Sorensen; **Part-Time Administrative Assistant:** Jenna A. White; **Part-Time Library Assistants:** Sandra J. Bedigan, Meghan Cericola, Annalisa Bishop, Eric J. Highers, Chelsea E. Brown, Judith G. Johnson, Charlotte R. Buxton, Janet S. Krawiecki, Phyllis J. Cashman, James H. Lawrence-Archer, Billie Jean Milligan, Deborah J. Reardon, Sebastien B. Sulser, Nancy D. Teich, Joan P. True; **Custodial Staff:** Angel R. Lopez, Jeffrey Jacquart

FY2019 HIGHLIGHTS

JULY

- Digital Commonwealth digitized twenty-eight boxes of negative pictures of Needham houses that were standing in the 1950s. All the pictures may be accessed through the library's website.
- 531 children participated in the Summer Reading Club "Libraries Rock!"
- Young Adult Summer Programs included drumming lessons, painting kindness rocks, and creating garden stepping stones.

AUGUST

- Children's Summer Reading activities included a dance workshop; a Makey Makey music STEAM session; a summer film series; and a Polynesian dance, music, and storytelling program. The finale was the *Didgeridoo Down Under* show.
- The Teen/'Tween Summer Reading Program concluded with a birthday party for the great Percy Jackson.
- Representatives from the Needham Human Rights Committee, Needham Diversity Initiative, Needham Coalition for Transgender Rights, Friends of the Needham Library, Library Foundation of Needham, and Needham Library Trustees met and discussed the upcoming diversity books selections and meeting dates

SEPTEMBER

- The Board of Trustees welcomed new trustee Anna Giraldo-Kerr.
- The popular afternoon and evening book discussion groups resumed, with the afternoon group reading *A Higher Call: An Incredible True Story of Combat and Chivalry in the War-Torn Skies of World War II* by Adam Makos and the evening group reading *Playing with Fire: The 1968 Election and the Transformation of American Politics* by Lawrence O'Donnell.
- The library and the Needham Human Rights Committee chose *Life Animated: A Story of Sidekicks,, Heroes, and Autism* by local author Ron Suskind for this year's One Book, One Community Read.
- Popular local lecturer Bob Begin presented a program, *The Coconut Grove Fire*.
- The Children's Room established six STEAM-themed clubs:
 - Kid Coders
 - Tinker Thinkers' Invention Club
 - Crazy 8's Math Club (2)
 - Code Breaker
 - Girls Who Code

OCTOBER

- The Friends of the Needham Public Library held another incredibly successful fall book sale. This sale marked the 46th year of Friends' book sales.
- The library hired Veronica McCarthy to fill the newly created position of full-time Children's Librarian.
- The first session of the McIver Series featured Professor David Alan Grier speaking on *Artificial Intelligence and the Road Ahead*
- The Children's Room staff participated in the first ever Massachusetts STEAM Week

NOVEMBER

- The Massachusetts Board of Library Commissioners certified the library for FY19.
- Children' Supervisor Paula Dugan presented a workshop for school teachers at the November STEAM Summit.

DECEMBER

- 1,428 people enjoyed six New Year's Needham children's programs—two programs each of *Magic by George, Vanessa Trien and the Jumping Monkeys*, and *Storyteller Diane Edgecomb*
- The Young Adult Department arranged an AP U.S. History Practice Exam Study Night. Forty-two students received help from two high school history teachers at this first attempt at a subject-specific study night.
- Broadmeadow School fifth-graders visited the library and participated in a Skype program with NASA.

JANUARY

- In collaboration with Needham High School, the Young Adult Department sponsored a high school study night for students studying for the SAT exams.
- The Library Foundation of Needham sponsored the subscription to the database *Lynda.com*, where people may pursue their career goals.

FEBRUARY

- Needham author Hannah Orenstein reviewed her new book, *Playing with Matches*, for a large, appreciative audience
- The Young Adult Department sponsored *Alohomora*, a Harry Potter Escape Room.
- The Friends of the Library sponsored the purchase of *Kanopy*, a popular, on-demand, film streaming service.

MARCH

- Needham author Alexander Newman discussed his book, *Esau: The Bible's Mightiest Villain*, which expands upon the Biblical story of twin brothers, Jacob and Esau.
- 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.

- Dr. Brian Glyn Williams presented a program that featured his new book, *The Last Warlord: The Life and Legend of Dostum*.
- The Children’s Department arranged a Skype session with the Children’s Department of the Needham Market, England, library. The children created models of landmarks in each town and shared historic information.
- With a huge helping hand from the Rotary Club, the library collected 239 pairs of pajamas, as part of the Boston Bruins/Massachusetts Board of Library Commissioners Annual Pajama Drive that benefits Cradles to Crayons and the Mass. Department of Children and Families Wonder Fund.

APRIL

- Children’s Supervisor Paula Dugan was chosen to be a participant in the Science on State Street event, a large STEAM fair for families that was held at Framingham State University.

MAY

- The Diversity and Discussion Book Club discussed Matthew Desmond’s book, *Evicted: Poverty and Profit in the American City*
- Young Adult Librarian Erin Bassett and Children’s Librarian Veronica McCarthy presented a discussion panel on interactive movie programs at the annual meeting of the Mass. Library Association.

JUNE

- The Friends of the Library’s Annual Meeting featured journalist/historian Colin Woodard discussing how “early American settlement patterns led to distinct regional cultures that continue to shape the nation’s culture and politics.”
- The Library Foundation of Needham purchased a Veloxity charging station for public use at the library.
- In FY2019, materials circulation increased by 3.6%
- Use of the library’s downloadable programs continued to increase in FY2019 with downloadable book use increasing by 20.4%.
- More than 309,000 people visited the library in FY2019.
- During FY2019, 18,056 children attended a record 508 programs in the Children’s Department.
- In FY2019 the library sent 64,536 items to other libraries to fill requests and other libraries sent 65,331 items to Needham to fill patron requests.

FY2020 FORECAST

The library trustees and staff will continue to work on the goals, objectives, and actions contained in the six divisions of the FY2017 – FY2021 Strategic Plan:

- Collections
- Programs and Services
- Technology
- Community Engagement and Partnerships
- Facility
- Staff

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 FY2019, sixty-two people volunteered 1,738 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, put returned materials back on the shelves, and assisted in the Children’s Room STEAM program. 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, and audiobooks; and the Kanopy film database subscription. The Library Foundation of Needham provided funds for many of the library’s programs, plus the library’s subscription to the *OverDrive Advantage* ebook database. 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 Quinobequin Quilters provided the library with a pass to the Quilt Museum. McDonald’s, Goldfish Swim School, Archtrave Toy Store, TreeTop Adventures, Dedham Bank, The USS Constitution Museum, and the Western Massachusetts Library System donated prizes for the Children’s Summer Reading Program. 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 FY2019 include:

- The Needham High School Anime Club
- Needham Cultural Council
- Volante Farms
- Kids’ Storytime in Chinese
- Yoga instructor Lyn Jekowsky
- Babson College Kappa Kappa Gamma Sorority
- Family Access of Newton
- Riverside Early Intervention
- People and Pets
- Sisters of Loretto

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 FY2019. 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.

	FY2017	FY2018	FY2019
Memorials and Cash Donations	\$61,566	\$62,513	\$63,439
Value of books, DVDs, etc. donated	\$6,533	\$11,772	\$10,001

DEPARTMENTAL STATISTICS:

	FY2017	FY2018	FY2019
<i>Adult Department:</i>			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	293,259	289,324	297,212
Items loaned to other libraries	55,937	61,189	64,536
Items borrowed from other libraries	64,843	63,559	65,331
Total money returned to Town from fines, fees, lost books, etc.	\$39,798	\$39,177.31	\$35,195.62

Reference Department:

Reference questions answered	17,912	19,412	19,714
Directional questions answered	8,408	8,240	7,797
Number of people using Genealogy Room	85	73	68
Number of people using Study Rooms	6,831	7,818	7,015
Remote Access	237,850	227,576	189,743

Children's Department:

Circulation (books, DVDs, CDs, periodicals)	207,804	203,070	213,123
Reference questions answered	18,344	17,894	16,542
Story times and other programs	424	456	508
Attendance at programs	17,346	15,993	18,056

Technical Services Department:

Adult books added to collection	7,361	20,951	8,979
Adult books withdrawn	5,725	10,182	14,587
Children's books added to collection	11,088	4,785	3,718
Children's books withdrawn	9,489	6,084	6,635
Audio items added	1,265	1,317	1,269
Audio items withdrawn	627	1,608	2,296
Visual items added	2,070	412	2,315
Visual items withdrawn	985	321	1,927
Total Collection	175,273	184,696	175,532

MISCELLANEOUS STATISTICS

Number of registered borrowers	18,214	17,894	19,460
Total hours open	3,437	3,469	3,466
Attendance	333,543	315,377	309,931
Number of Community Room Bookings	586	600	544



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	
8	State (Ch.689) Special Needs	1415 Great Plain Avenue	
46	Federal Elderly/disabled	Seabeds Way	
30	Federal Family	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal Family	High Rock Estates	
20	Project-Based Vouchers-Sect. 8	High Rock Homes (Rentals)	
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. In 2018, Penny Kirk replaced Commissioner Andrew Cohen. 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	Vice /Acting Chair	May 2021
Scott Brightman	Chair	April 2019
Karen Hughey, Resident Commissioner	Treasurer	April 2021
Penny Kirk	Commissioner	April 2023
Peter Pingitore	Commissioner	April 2020

STAFFING

The Interim Executive Director currently supervises five 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	Maria (Angie) Medeiros
Director of Admissions & Management	Marcia Stulsky

Principle Clerk	Alyssa Catalano
Bookkeeper	Carol Capone
Resident Services Coordinator/	Debra Tambeau
Receptionist	Marie Celestin

Needham Housing Authority maintenance staff is composed of the following individuals: Facilities & Maintenance Manager: Gary Kuphal, Maintenance Foreman: ryan Trundley, Maintenance Mechanics: Dan Mann, Gregory Gillis, Eric Junkins.

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 2019 and was performed by Marcum, Certified Public Accountants.

FY2019 HIGHLIGHTS

The NHA has completed an extensive planning study with Abacus Architects for a comprehensive evaluation of all NHA properties to identify redevelopment/modernization opportunities.

- Capital improvement projects included Adaptable bath upgrades at the 1415 Great Plain Ave. Group Home, Flooring Replacement at Common areas of the Seabeds Way development, and Emergency Paving Repairs at the Chambers Street development.
- Energy Audits Initiated by Maintenance Supt. Gary Kuphal resulted in grants for new boilers at the Captain Robert Cook and High Rock Estates developments.
- Two HUD REAC inspections were performed successfully in 20 at both Seabeds/Captain Robert Cook and the High Rock Estates inspections.

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

- Maria Angel (Angie) Medeiros was hired as Executive Director in May 2019.
- Marcia Stulsky was hired as Director of Admissions & Management in January 2020.

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 Park 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. Debra Tambeau, 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. (The office is closed to the public on Fridays)

PARK AND RECREATION COMMISSION

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.

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

Patricia M. Carey, Director
Angela O'Connor, Assistant Director
Chris Burnham, Recreation Supervisor
Kristen Wright, Administrative Specialist

FY2019 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

Throughout the FY2018, construction continued on the two pools, site and new building, and as FY2019 started, the end could be seen. The Summer of 2018 was a busy one, with lots of packing for the move from PSAB to RRC. The Park and Recreation staff moved to the new building in early August and started training the staff for the pools. On August 11, 2018, the pools and spray deck opened for a two-week trial, with over 7,000 visitors in fourteen days. The brief opening provided guidance on how to prepare for the Summer 2019 full season. In late August 2018, the Public Health Division moved into the building. Once the fall began, many new programs were offered by Park and Recreation in the beautiful new multi-purpose room.

The Park and Recreation Commission held a ribbon cutting event on May 31, and the pools opened for the season on Saturday, June 1, 2019. It was a very busy summer, with almost 50,000 visitors through the end of August.

ECONOMIC BENEFITS

- Commission waived \$18,000 of Summer Program fees for Needham individuals and families in need of assistance and \$43,000 for pool memberships, to enable all to have access to recreation and leisure activities. The program fees waived were consistent with prior years, but the pool membership fees that were waived were an increase, in part due to higher fees being charged;
- Commission generated almost \$520,000 in revenue that was deposited into the Town's General Fund, an increase of more than \$200,000 from the prior fiscal year, primarily due to the sale of pool memberships;
- Department offered programs through the use of revolving fund fees, generating \$474,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees, an increase of more than \$200,000, due to the addition of new program opportunities;
- 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;

- The Needham Cultural Council, Louise Condon Realty, Middlesex Savings Bank, Dedham Institute for Savings Bank, Roche Bros, Copley Motorcars, Friends of Denise Garlick, Exchange Club, North Hill, Salib Dental Care, and many Needham residents donated funds in support of the 2019 summer Arts in the Parks concert series and Children’s Theatre performances;
- May 2019 Town Meeting authorized funding for additional staffing at the Pools; and the construction funding from the Athletic Facility Improvements Fund for replacement of the synthetic turf at DeFazio Park and Memorial Park. Town Meeting also continued to add funds to the Athletic Facility Improvements Fund for future projects;
- Projects funded from Community Preservation Funds in FY19 included playground improvement funds; renovation of the athletic fields at Cricket Field; Rosemary Lake improvement projects including a new dock, a picnic shelter at the camp property and trail improvements; and design funds for a trail head with parking on the Rail Trail.

COMMUNITY BENEFITS

- The Needham Accessible Reservoir Trail was a popular destination through all four seasons. The half-mile loop has two fishing docks, a bridge to connect the trail at the stream, and an accessible trail with specialized stone dust, boardwalks and concrete. The trail is for all abilities and ages, including those with physical or sight challenges;
- The Bay Colony Rail Trail was active, with residents regularly using the trail throughout the year. Future projects include the addition of parking, and a connection to Chestnut Street;
- The two sections of the Sudbury Aqueduct in Needham are now available for pedestrian use. The “western section” travels from Great Plain Avenue through Babson College and Olin College before re-entering Wellesley; and the “eastern section” picks up after Hunnewell Street, passing through the Eliot School and parallel to Central Avenue until it reaches Hemlock Gorge and Echo Bridge;
- The final new trail in Needham, the Hillside Knoll, was built at the Sunita Williams School but would not be available for use until after the new school would be ready to open;
- Eagle Scout projects were completed at the Town Forest (Andrew Horton) and Rosemary Recreation Complex (Nick Savage);
- Director worked with DPW Parks and Forestry on research and specifications for new synthetic turf pads and carpets at DeFazio Park and Memorial Park, to be installed in Summer 2019;
- Commission approved donation of some minor improvements at Riverside Park, offered by the developer on the adjacent parcel, including new fencing and plantings;
- Part-time playground maintenance specialist performed weekly maintenance tasks at each site;
- Director worked with DPW Building Maintenance on plans to replace water bubblers at some of the parks;
- The Mitchell School opened a new playground, through funding available from the School Department. This new playground has features for Kindergarten students up through Grade Five;
- Summer staff assisted Trustees of Memorial Park with clean-out of building prior to the start of construction;
- Youth Services’ Project Van provided a summer carnival day at the Summer Playground program, painted exterior walls at the Cricket building, and worked on park clean-up projects at Claxton and Newman with DPW Parks and Forestry;
- Held Field Scheduling Summit, with sport league officials for 17th 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;
- Park and Recreation Commission continued the pilot mobile food vendor program at DeFazio Park, with vendors able to register for specific Saturday or Sunday time slots through the Town Manager’s Office;
- The middle school Youth Center program, now called TGIF (Teens, Games, Infinite Fun) continued with Early Release Day trips including: Boda Borg, snow tubing at Ski Ward, Apex, and Central Rock Gym;
- Department provided regular social media updates through Facebook, Instagram, and TGIF Instagram;
- Director participated in monthly emergency management meetings;
- Assistant Director 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.

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;
- Director participated in training on federal permit – National Pollutant Discharge Elimination System (NPDES) with staff at DPW;
- Department serves as Trails Coordinator, assisting boards with jurisdiction over Needham’s trails, and working with a few trail stewards;
- 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;
- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continue to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. The Recycling and Transfer Station will start a pilot program in FY20 at DeFazio Park and Memorial Park with new Big Belly containers and Saturday pick-ups in addition to the three weekly pick-ups;
- 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.” Many of the department’s programs feature outdoor components;
- 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, Health Department and youth sports organizations on concussion awareness and possible regulations for coaches participating in concussion awareness training. Most youth programs now have coaches participate in on-line concussion training;
- Held successful annual Spooky Walk in collaboration with Newton/Needham Chamber and annual Family Fishing Festival/Fishing Derby at the Reservoir with the support of local fishing organizations and MA Division of Fisheries and Wildlife;

- Worked with YMCA and Youth Services on annual “Needham Unplugged”, including one family night without homework, meetings or events;
- New program offerings included elementary school early release day field trips (Lands Sake Maple Syrup, tubing at Ski Ward, apple picking at Belkin Farm), holiday workshops, Girls on the Run; and pre-school programs. Park and Recreation teamed up with Plugged In Band-Needham to host monthly jam sessions for aspiring bands;
- 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;
- Assistant Director attended Life Is Good program training and became certified as a Pool Manager.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

Stephen DeLisi, Chair

Tony Del Gaizo (Town Engineer)

Rhain Hoyland (Highway Superintendent)

*Lt. John Kraemer (Needham Police
Department)*

*Bob Wilson (Traffic engineer & technical
advisor to the TMAC)*

Seth Bauer

Justin McClellan

Donna Mullin

Suzanne Stein

Rebecca Tarantino

FY2019 HIGHLIGHTS

The role of the TMAC is to evaluate and make recommendations to the Select Board about public education, enforcement, and improvement of the safety of the public ways in Needham for vehicle, pedestrian, and bicycling traffic. The goal is to enhance the safety of pedestrians, motorists, and bicyclists. Responsibilities include 1) Provide a forum for citizens to seek input on pedestrian, motoring, and bicycling

traffic issues; 2) Develop and recommend approaches to enhancing safety issues, including new approaches that will correct or ameliorate existing problems; 3) Monitor the effectiveness of changes or modifications, and share evaluations with the Select Board; 4) review existing policies and procedures to ensure effective communication, coordination, and continuation of sound traffic and transportation programs; 5) Recommend to the Select Board proposals for implementing significant changes to existing programs needing policy, procedural, and/or budgetary action. The Committee is comprised of a combination of Town officials and citizens.

TMAC meets monthly, on the second Wednesday, with occasional postponements due to scheduling conflicts or other factors. The agenda for each meeting is established in advance by petitions submitted to the Town Manager’s office, detailing their safety issue and suggestions for improvement. These are reviewed by TMAC members prior to the meeting. At the meeting, each petitioner is invited to summarize their concern and engage in discussion of the relevant issues with TMAC members, for about 15 minutes. When feasible, TMAC will vote on recommended actions. Minutes of the meetings, as well as updates on recommended actions, are made available online.

Over the course of FY19, TMAC met 10 times and addressed 47 matters. Although many petitions raised overlapping issues, the main issues presented to TMAC involve crosswalk safety and

concerns about the speed of motor vehicles on neighborhood streets. Additional issues raised included safety (both for pedestrians and vehicles) at some of the Town intersections, inadequate lighting impacting pedestrian and vehicle safety, and lack of adequate and visible signage. TMAC also heard from residents requesting parking restrictions. When appropriate, TMAC approved remedies such as relocating and/or improving signage, installing speed tabs, updating markings/painting on roads, and recommending increased enforcement. Approximately ten speed/traffic studies were approved, and on some occasions Engineering or the Highway division decided to conduct research to better understand a specific set of problems.

Also, during FY19, the Town was awaiting the recommendations from a consultant hired by the Town of Needham to conduct a town-wide pedestrian safety audit. Near the end of the fiscal year, long time TMAC member Lt. John Kraemer retired from the Needham Police Department and a replacement from the Department on TMAC was pending. TMAC also began to make available online a summary listing of speed study results.



NORFOLK COUNTY REGISTRY OF DEEDS

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

This year we celebrated the rededication of the Norfolk County Registry of Deeds building. The rededication event was the culmination of an extensive repair and renovation project completed at the Registry during the 2019 calendar year. The improvements made at the Registry, including new wiring, painting, repair of ceiling and roof, will allow for further efficiencies for both our employees and customers alike.

The rededication event also saw the release of our Notable Land Records Book Volume 2. We highlighted a notable citizen from each of the twenty-eight Norfolk County communities. These notable citizens included those who have contributed at the local, state and national levels. In addition, the honorees have distinguished themselves in many fields of endeavor including the arts, medicine, the law, military, diplomacy and government.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. 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.

FY2019 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 Hot breakfast event on November 20, 2019 and the Register held office hours at Needham Town Hall on January 10, 2019.
- 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 fiscal year 2019, **the Registry collected approximately \$53 million in revenue.**

- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we again filed legislation to advocate for mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, approximately 1,685. The Registry is approaching 50% of its recordings being done electronically.
- In 2019, we hit a record high of recording our 37,380 Registry of Deeds book. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In fiscal year 2019, the Registry processed over 12,000 Homestead applications. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The Registry continues to fine tune its completed 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.
- 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.
- We also continued our commitment to cyber security with annual training of our employees.
- We have enhanced our website by including a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website www.norfolkdeeds.org routinely updates 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 of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service allows any county resident to opt in to this free notification service and be alerted when any land document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org. Currently, over 1,100 Norfolk County residents are signed up for this program.

- Register O'Donnell hosted a free computer seminar at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists, and anyone with an interest in Norfolk County land documents.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and InnerCity Weightlifting on our 'Suits for Success' program. We also support the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. *Our Toys for Tots' Drive has collected over the years over 2,000 presents. Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. This year's food drive collected enough groceries and household products to be able to visit multiple food pantries. Finally, the Registry has received more than 4,000 pieces of clothing donations for our "Suits for Success" programs.*

NEEDHAM REAL ESTATE ACTIVITY REPORT JULY 1, 2018 – JUNE 30, 2019

During FY2019, Needham real estate activity saw increases in both total sales volume and average sales price.

There was a 4% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in FY2019, resulting in a decrease of 209 documents from 5,946 to 5,737.

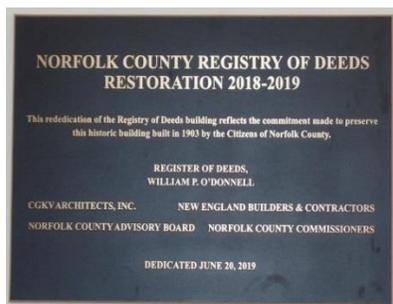
The total volume of real estate sales in Needham during FY2019 was \$666,871,306, a 5% increase from FY2018. The average sale price of homes and commercial property was also up 3% in Needham. The average sale was \$1,289,886.

The number of mortgages recorded (1,194) on Needham properties in FY2019 was down 10% from the previous fiscal year. However, total mortgage indebtedness increased 14% to \$997,459,940 during the same period.

There were 0 foreclosure deeds filed in Needham during FY2019, the same number recorded during FY2018. Homestead activity showed no statistical change in Needham during FY2019 as 572 homesteads were filed compared to 574 in FY2018.

The Needham notable land deeds selection for the Notable Land Records Volume 2 booklet was Aly Raisman, Olympic Captain and Gold Medal Gymnast. Ms. Raisman was born in Needham in 1994 and graduated from Needham High School in 2012. She started gymnastics at the age of two. Aly is the 2016 Olympics' individual all-around silver medalist and floor silver medalist. She also won a gold in the team event. She has won 6 Olympic medals, the second most ever for an Olympic gymnast. She became a brand ambassador in 2016 for UNICEF KID POWER. She bravely and eloquently spoken out as a survivor to stop sexual abuse within the gymnastics community and along with others was the recipient of the Arthur Ashe Courage Award.

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.



This year we celebrated the rededication of the Norfolk County Registry of Deeds building.



Register O'Donnell was the guest speaker at the Braintree Men's Club.

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 samples submitted, 0 isolations in 2019
Requests for service:	114

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	55 culverts
Drainage ditches checked/hand cleaned	440 feet
Intensive hand clean/brushing*	400 feet
Brushing for mechanical WM access	1,100
Mechanical water management	50 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)	187.5 acres
Summer aerial larvicide applications	(May – August)	0 acres
Larval control - briquette & granular applications by hand		0.0 acres
Rain basin treatments – briquettes by hand (West Nile virus control)		2,996 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	2,392 acres
Barrier applications on municipal property	0



ADVERTISEMENTS. 77

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Will average as large a variety and as good stock as ever carried through the town. At home evenings and Monday and Wednesday afternoons. Orders promptly supplied. Demand will regulate the supply.

MARKET, CHESTNUT STREET, NEEDHAM.

Method	Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Michelle Geddes 2022
Elected	Park & Recreation Commission	Christopher Gerstel 2021
Elected	Park & Recreation Commission	Matt Toolan 2020
Elected	Planning Board	Paul Alpert 2020
Elected	Planning Board	Ted Owens 2021
Elected	Planning Board	Elizabeth Grimes 2023
Elected	Planning Board	Martin Jacobs 2022
Elected	Planning Board	Jeanne S. McKnight 2024
Elected	School Committee	Connie Barr 2022
Elected	School Committee	Heidi Black 2021
Elected	School Committee	Andrea Longo Carter 2022
Elected	School Committee	Michael Greis 2020
Elected	School Committee	Susan Neckes 2021
Elected	School Committee	Matthew Spengler 2020
Elected	School Committee	Aaron Pressman 2022
Elected	Select Board	John A. Bulian 2021
Elected	Select Board	Matthew D. Borrelli 2020
Elected	Select Board	Marianne B. Cooley 2020
Elected	Select Board	Maurice P. Handel 2021
Elected	Select Board	Daniel P. Matthews 2022
Elected	Town Clerk	Theodora K. Eaton 2022

Method	Board/Committee	Member / Term Expiration
Elected	Trustees of Memorial Park	Mark Forbes 2021
Elected	Trustees of Memorial Park	John Gallelo 2020
Elected	Trustees of Memorial Park	James Healy 2022
Elected	Trustees of Memorial Park	Charles J. Mangine 2019
Elected	Trustees of Memorial Park	William J. Topham 2021
Elected	Trustees of Public Library	Lois C. Bacon 2019 (<i>thru 4/8/19</i>) Anna Giraldo Kerr 2022 (<i>elected 4/9/19</i>)
Elected	Trustees of Public Library	Rose Doherty 2019 (<i>thru 4/8/19</i>) Kay Cahill 2022 (<i>elected 4/9/19</i>)
Elected	Trustees of Public Library	Richard Hardy 2020
Elected	Trustees of Public Library	Thomas M. Harkins 2020
Elected	Trustees of Public Library	Gregory John Shesko 2021
Elected	Trustees of Public Library	Carol Jean Thomas 2020
Appointed by Select Board	Town Manager	Kate Fitzpatrick 2022
Appointed by Select Board	Town Counsel	David S. Tobin 2020
Appointed by Select Board	Board of Appeals	Kathleen Lind Berardi 2020
Appointed by Select Board	Board of Appeals	Peter Friedenbergl 2022
Appointed by Select Board	Board of Appeals	Howard S. Goldman 2020
Appointed by Select Board	Board of Appeals	Jon D. Schneider 2019
Appointed by Select Board	Board of Appeals	Jonathan D. Tamkin 2021
Appointed by Select Board	Cable Television / Advisory Committee	Michael Greis 2021
Appointed by Select Board	Cable Television / Advisory Committee	Peter E. Hess 2020
Appointed by Select Board	Cable Television / Advisory Committee	Tom Loughran 2022

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Cable Television / Advisory Committee	Dan Schwartz 2020
Appointed by Select Board	Cable Television / Advisory Committee	Jonathan D. Tamkin 2021
Appointed by Select Board	Commission on Disabilities	Susan Crowell 2018
Appointed by Select Board	Commission on Disabilities	Debbi Heller 2021
Appointed by Select Board	Commission on Disabilities	Mani Iyer 2021
Appointed by Select Board	Commission on Disabilities	Jeanie Martin 2022
Appointed by Select Board	Commission on Disabilities	Barbara Moss 2021
Appointed by Select Board	Commission on Disabilities	Elaine Saunders 2021
Appointed by Select Board	Commission on Disabilities	Colin (Dale) T. Wise 2022
Appointed by Select Board	Commission on Disabilities	Corine Burke 2022
Appointed by Select Board	Commission on Disabilities	Tatiana Swanson 2022
Appointed by Select Board	Conservation Commission	Sue Barber 2020
Appointed by Select Board	Conservation Commission	Janet Bernardo 2022
Appointed by Select Board	Conservation Commission	Artie Crocker 2022
Appointed by Select Board	Conservation Commission	Stephen Farr 2021
Appointed by Select Board	Conservation Commission	Peter Oehlkers 2022
Appointed by Select Board	Conservation Commission	William Murphy 2020
Appointed by Select Board	Conservation Commission	Alison G. Richardson 2021
Appointed by Select Board	Council of Economic Advisors	Peter Atallah 2021 (<i>thru 1/10/19</i>) David Montgomery 2021 (<i>appointed 2/26/19</i>)
Appointed by Select Board	Council of Economic Advisors	Adam Block 2021
Appointed by Select Board	Council of Economic Advisors	Glen Cammarano 2020

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Council of Economic Advisors	William Day 2020
Appointed by Select Board	Council of Economic Advisors	Ted Owens 2021
Appointed by Select Board	Council of Economic Advisors	Maurice P. Handel 2020
Appointed by Select Board	Council of Economic Advisors	Bob Hentschel 2022
Appointed by Select Board	Council of Economic Advisors	Stuart Agler 2021
Appointed by Select Board	Council of Economic Advisors	Richard Putprush 2022
Appointed by Select Board	Council of Economic Advisors	Virginia Fleisher 2022
Appointed by Select Board	Council of Economic Advisors	Anne Marie Dowd 2021
Appointed by Select Board	Council of Economic Advisors	Adam Meixner 2020
Appointed by Select Board	Council of Economic Advisors	Tina Burgos 2020
Appointed by Select Board	Council of Economic Advisors	Matt Talcoff 2020
Appointed by Select Board	Council of Economic Advisors	Michael Wilcox 2022
Appointed by Select Board	Cultural Council	Sharon Breitbart 2022
Appointed by Select Board	Cultural Council	Catherine B. Nanda 2020
Appointed by Select Board	Cultural Council	Ronald Lowry 2020
Appointed by Select Board	Cultural Council	Gail Lustig 2022
Appointed by Select Board	Cultural Council	Kristen Mazzocchi 2020
Appointed by Select Board	Cultural Council	Elise Miller 2020
Appointed by Select Board	Cultural Council	Cathy Freedberg 2021 (<i>appointed 11/27/18</i>)
Appointed by Select Board	Cultural Council	Julia Gould 2021 (<i>appointed 11/27/18</i>)
Appointed by Select Board	Cultural Council	Yael Halpern 2021

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Cultural Council	Anne McCaffrey 2021 (<i>appointed 9/11/18</i>)
Appointed by Select Board	Cultural Council	Elizabeth Cook 2021 (<i>appointed 8/7/18</i>)
Appointed by Select Board	Golf Course Advisory Committee	Roy Cramer 2021
Appointed by Select Board	Golf Course Advisory Committee	Daniel Dain 2021
Appointed by Select Board	Golf Course Advisory Committee	Jack Heavey 2022
Appointed by Select Board	Golf Course Advisory Committee	Richard M. Reilly 2022
Appointed by Select Board	Golf Course Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Golf Course Advisory Committee	Jon Schneider 2020
Appointed by Select Board	Golf Course Advisory Committee	MaryGrace Summergrad 2020
Appointed by Select Board	Historical Commission	Robert Boder 2019
Appointed by Select Board	Historical Commission	Don Lankiewicz 2022
Appointed by Select Board	Historical Commission	Rose Doherty 2020
Appointed by Select Board	Historical Commission	Gloria P. Greis 2021
Appointed by Select Board	Historical Commission	Richard C. Hardy 2022
Appointed by Select Board	Historical Commission	Jeffrey Heller 2021
Appointed by Select Board	Historical Commission	Miles Shore, M.D. 2019
Appointed by Select Board	Human Rights Committee	Abdul Cader Asmal 2019 (<i>thru 1/14/19</i>) Tracy McKay 2022 (<i>appointed 3/26/19</i>)
Appointed by Select Board	Human Rights Committee	Barry Ehrlich 2017
Appointed by Select Board	Human Rights Committee	Cynthia Ganung 2022
Appointed by Select Board	Human Rights Committee	Kerry Hurwitch 2022
Appointed by Select Board	Human Rights Committee	Amelia Klein 2021

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Human Rights Committee	Ashok Mehta 2021
Appointed by Select Board	Human Rights Committee	Nadaa B. Ali 2020
Appointed by Select Board	Human Rights Committee	Albert "Bud" Schram 2020
Appointed by Select Board	Human Rights Committee	Jennifer Howard Schroeder 2021
Appointed by Select Board	Human Rights Committee	Marlene Schultz 2020
Appointed by Select Board	Human Rights Committee	Christina Matthews 2020
Appointed by Select Board	Human Rights Committee	Julie Venables 2020
Appointed by Select Board	Human Rights Committee	Jared Pizzuto 2021
Appointed by Select Board	MBTA Advisory Board	Vacant
Appointed by Select Board	Metropolitan Area Planning Council	Maurice Handel 2021
Appointed by Select Board	Metropolitan Area Planning Council	Lee Newman 2022 (<i>alternate</i>)
Appointed by Select Board	MWRA Advisory Board	John Cosgrove 2020
Appointed by Select Board	MWRA Advisory Board	Chris Seariac 2019 (<i>alternate</i>)
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Robert Boder 2019
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2021
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2021
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2022

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Fraini 2022 (<i>appointed 1/29/19</i>)
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Richard Dollase 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Robin Brodsky 2019
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White 2020
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Timothy Kickham 2019
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2020
Appointed by Select Board	Norfolk County Advisory Board	Ron Furman 2020
Appointed by Select Board	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2020
Appointed by Select Board	Property Tax Assistance Committee	Elizabeth Handler 2020
Appointed by Select Board	Property Tax Assistance Committee	Richard Zimbone 2020
Appointed by Select Board	Property Tax Assistance Committee	Evelyn Poness (<i>ex-officio</i>)
Appointed by Select Board	Rail Trail Advisory Committee	John Bulian 2020
Appointed by Select Board	Rail Trail Advisory Committee	Patricia Carey

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Rail Trail Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Rail Trail Advisory Committee	James Goldstein 2020
Appointed by Select Board	Rail Trail Advisory Committee	Dmitry Gorenburg 2020
Appointed by Select Board	Rail Trail Advisory Committee	Gerry Koss 2020
Appointed by Select Board	Rail Trail Advisory Committee	Edward Olsen
Appointed by Select Board	Regional Transportation Advisory Council	Rhain Hoyland 2020
Appointed by Select Board	Regional Transportation Advisory Council	David Montgomery 2020
Appointed by Select Board	Registrars of Voters	Ann Cosgrove 2021
Appointed by Select Board	Registrars of Voters	John W. Day 2019
Appointed by Select Board	Registrars of Voters	Barbara B. Doyle 2020
Appointed by Select Board	Registrars of Voters	Theodora K. Eaton (<i>ex-officio</i>)
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	William Connors 2022
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	David Ecsedy 2020
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2021
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2021
Appointed by Select Board	Taxation Aid Committee	Elizabeth Handler 2020
Appointed by Select Board	Taxation Aid Committee	Helen Newton 2022
Appointed by Select Board	Taxation Aid Committee	Richard Zimbone 2022 (<i>appointed 8/17/18</i>)
Appointed by Select Board	Taxation Aid Committee	Evelyn Poness (<i>ex-officio</i>)
Appointed by Select Board	Technology Advisory Board	David Davison (<i>ex-officio</i>)
Appointed by Select Board	Technology Advisory Board	Kerry Hurwitch 2022

Method	Board/Committee	Member / Term Expiration
Appointed by Select Board	Technology Advisory Board	Matthew Howell 2022
Appointed by Select Board	Technology Advisory Board	Ann Gulati (<i>ex officio</i>)
Appointed by Select Board	Technology Advisory Board	Clifford Hayden 2019
Appointed by Select Board	Technology Advisory Board	Roger MacDonald (<i>ex-officio</i>)
Appointed by Select Board	Technology Advisory Board	Michael Mathias 2020
Appointed by Select Board	Technology Advisory Board	Carl Rubin 2020
Appointed by Select Board	Traffic Management Advisory Committee	Anthony DelGaizo 2021
Appointed by Select Board	Traffic Management Advisory Committee	Stephen Delisi 2021
Appointed by Select Board	Traffic Management Advisory Committee	John Kraemer 2020
Appointed by Select Board	Traffic Management Advisory Committee	Suzanne Stein 2022
Appointed by Select Board	Traffic Management Advisory Committee	Rhain Hoyland 2021
Appointed by Select Board	Traffic Management Advisory Committee	Donna Mullin 2022
Appointed by Select Board	Traffic Management Advisory Committee	Seth Bauer 2020
Appointed by Select Board	Traffic Management Advisory Committee	Kara Holmquist 2019 (<i>thru 2/25/19</i>) Rebecca Tarantino 2022 (<i>appointed 3/12/19</i>)
Appointed by Select Board	Traffic Management Advisory Committee	Justin McCullen (2020)
Appointed by Select Board	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2020
Appointed by Select Board	Water & Sewer Rate Structure Committee	Tom Loughran 2022
Appointed by Select Board	Water & Sewer Rate Structure Committee	Nick Renzulli 2019
Appointed by Select Board	Water & Sewer Rate Structure Committee	Steve Rosenstock 2020
Appointed by Select Board	Water & Sewer Rate Structure Committee	John Tallarico 2022

Method	Board/Committee	Member / Term Expiration
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	Garrett Parker
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	Vacant
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	Vacant
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	Joe Barnes (<i>Select Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore (<i>Housing Authority</i>)
Mixed Appointing Authority	Community Preservation Committee	Richard Zimbone (<i>Town Moderator</i>)
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel (<i>Park & Recreation</i>)
Mixed Appointing Authority	Community Preservation Committee	Vacant (<i>Moderator</i>)

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker (<i>Conservation Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody (<i>Select Board</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 Pones
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>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Ed Cosgrove (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Carol deLemos (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Susan Mullaney (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Daniel Goldberg (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Helen Gregory (<i>School Committee</i>)
Mixed Appointing Authority	Council on Aging	Penny Grossman (<i>Park & Recreation</i>)
Mixed Appointing Authority	Council on Aging	Sandra Prinn (<i>Housing Authority</i>)
Mixed Appointing Authority	Council on Aging	Vacant (<i>Library</i>)
Mixed Appointing Authority	Council on Aging	Mary Elizabeth Weadock (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Lianne Relich (<i>Select Board</i>)
Mixed Appointing Authority	Council on Aging	Colleen Schaller (<i>Board of Health</i>)
Mixed Appointing Authority	Design Review Board	Vacant (alternate) (<i>Select Board</i>)
Mixed Appointing Authority	Design Review Board	Robert Dermody (<i>Select Board</i>)

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Design Review Board	Nelson Hammer (<i>Planning Board</i>)
Mixed Appointing Authority	Design Review Board	Mark Gluesing (<i>Select Board</i>)
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. (alternate) (<i>Select Board</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. Building Design & Construction Department</i>
Mixed Appointing Authority	Permanent Public Building Committee	Gene Voloshin
Mixed Appointing Authority	Permanent Public Building Committee	Roy Schiffiliti
Mixed Appointing Authority	Permanent Public Building Committee	Richard Creem
Mixed Appointing Authority	Permanent Public Building Committee	Irwin Silverstein
Mixed Appointing Authority	Transportation Committee	Duncan Allen (<i>Select Board</i>)
Mixed Appointing Authority	Transportation Committee	Richard Creem (<i>Select Board</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 (<i>ex-officio</i>)
Mixed Appointing Authority	Youth Commission	David Bookston (<i>School Committee</i>)
Mixed Appointing Authority	Youth Commission	Karen Mullen (<i>Park & Recreation</i>)

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Youth Commission	Kevin Keane (<i>Select Board</i>)
Mixed Appointing Authority	Youth Commission	Susan Patkin (<i>Moderator</i>)
Mixed Appointing Authority	Youth Commission	Jack Cruickshank (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Shayan Raza (<i>Supt of Schools</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
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, Building Design & Construction Department	Steven Popper
Appointed by Town Manager	Director, Building Maintenance Division	Barry DuLong
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 & Family Services	Sara Shine

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Environmental Health Agent	Diana Acosta
Appointed by Town Manager	Director of Aging Services	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
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 Pones
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Angie Medeiros, Executive Director
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd

Method	Board/Committee	Member / Term Expiration
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Appointed by
Elected or Appointed
Boards

Superintendent of Schools

Daniel E. Gutekanst

ADVERTISEMENTS. 77

DAWSON & WOODRUFF,
SUCCESSORS TO T. J. CROSSMAN & CO.



— DEALERS IN —

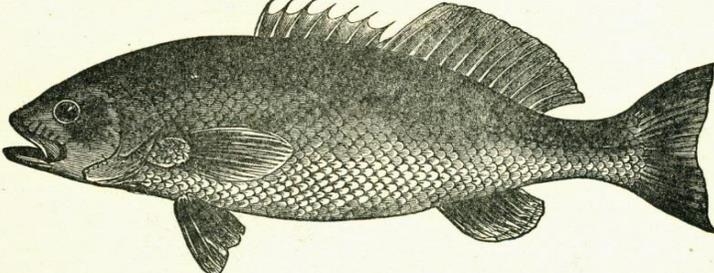
CHOICE FAMILY GROCERIES

Also Flour, Teas, Patent Medicines, Crockery, Hardware, Farming Tools, Cutlery, Stationery, Small Wares, &c. Patronage solicited. Satisfaction guaranteed. Prompt delivery.

MOSELEY BUILDING, NEEDHAM.

GEORGE ADAMS,
— DEALER IN —

FRUIT AND VEGETABLES,



Ocean Lake and River Fish.
OYSTERS, LOBSTERS AND CLAMS IN THEIR SEASON.

Will average as large a variety and as good stock as ever carried through the town. At home evenings and Monday and Wednesday afternoons. Orders promptly supplied. Demand will regulate the supply.

MARKET, CHESTNUT STREET, NEEDHAM.

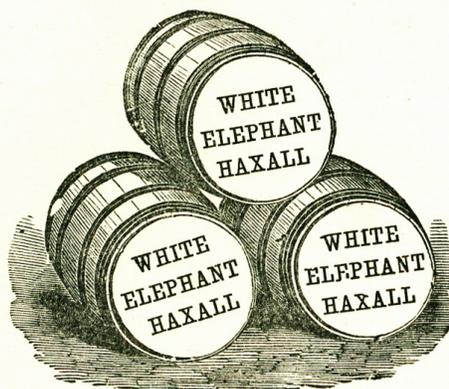
ADVERTISEMENTS.

63

FLOUR! FLOUR! FLOUR!

EVERY BARREL WARRANTED OR MONEY REFUNDED.

The celebrated brand, "WHITE ELEPHANT," is one of the best in the market, and we sell it.



**Grain, Feed, Hay, Straw
AND POULTRY SUPPLIES**

At the very bottom prices.

CUSTOM GRINDING.

OFFICE AND GRIST MILL, CHAPEL ST., NEEDHAM, MASS.

H. S. LOCKE,

DEALER IN

Spruce, Hemlock, Pine, W. Wood & Fencing

Laths, Clapboards and Shingles.

ALSO, NAILS, HARDWARE AND PAPER.

We are now prepared to furnish our customers with some of the best shingles manufactured.

Office and Yard, Keith Place,

Rear Kingsbury Block.

NEEDHAM

REPRESENTATIVE TOWN MEETING

(EXCERPTED FROM TOWN OF NEEDHAM CHARTER)

PART 2.

REPRESENTATIVE TOWN MEETING

Section 4. Representative Town Meeting Continued. There shall continue to be in the town the form of representative town government by limited town meetings, all as more fully hereinafter set forth.

Section 5. Establishment of Town Meeting Precincts. After the acceptance of this charter act by the town, as hereinafter provided, the division of the town into ten voting precincts shall continue until redivided pursuant to this section. The selectmen, in exercising their authority to divide the territory of the town into voting precincts, shall make such division as will provide not more than ten precincts each of which contains approximately the same number of inhabitants. (*Amended Art. 19, Nov. 13, 2000 S.T.M.*)

The precincts shall be established so as to consist of compact and contiguous territory and bounded, so far as possible, by the center line of known streets and ways or by other well-defined limits. Their boundaries shall be reviewed and, if need be, revised by the Board of Selectmen, based on the most recent federal census, in the second January following the taking of said census, conformable to the requirements of sections one through ten of chapter fifty-four of the general laws. In any year when so directed by a vote of a town meeting, their boundaries shall be reviewed and if need be, revised by the Board of Selectmen in conformity to said sections one through ten of chapter fifty-four. (*Amended Art. 19, Nov. 13, 2000 S.T.M.*)

The selectmen shall, within twenty days after any establishment or revision of the precincts, but not later than January thirty-first of that year, file a report of their doings with the town clerk, the registrars of voters and the assessors with a map or maps or description of the precincts and the names and residences of the registered voters therein. The selectmen shall also cause to be posted at the town hall a map or maps or description of the precincts as established or revised from time to time, with the names and residences of the registered voters therein. They shall also cause to be posted in at least one public place in each precinct a map or description of that precinct with the names and residences of the registered voters therein. (*Amended Art. 19, Nov. 13, 2000 S.T.M.*)

The division of the town into precincts and any revision of such precincts shall take effect upon the date of the filing of the report thereof by the selectmen with the town clerk. Whenever the precincts are established or revised, the town clerk shall forthwith give written notice thereof to the state secretary, stating the number and designation of the precincts.

Meetings of the registered voters of the several precincts for elections, for primaries and for voting upon any question to be submitted to all the registered voters of the town shall be held on the same day and at the same hour and at such place or places within the town as the selectmen shall in the warrant for such meeting direct.

Town Meeting Members

AT-LARGE TOWN MEETING MEMBER

(EXCERPTED FROM TOWN OF NEEDHAM CHARTER)

Section 7. Town Meeting Members at Large. Any representative town meeting held under the provisions of this act, except as otherwise provided herein, shall be limited to the voters elected under section six, together with the following elected officers designated as town meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the general court from the town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the town, except the housing authority and the commissioners of trust funds.

2019 AT-LARGE TOWN MEETING MEMBERS

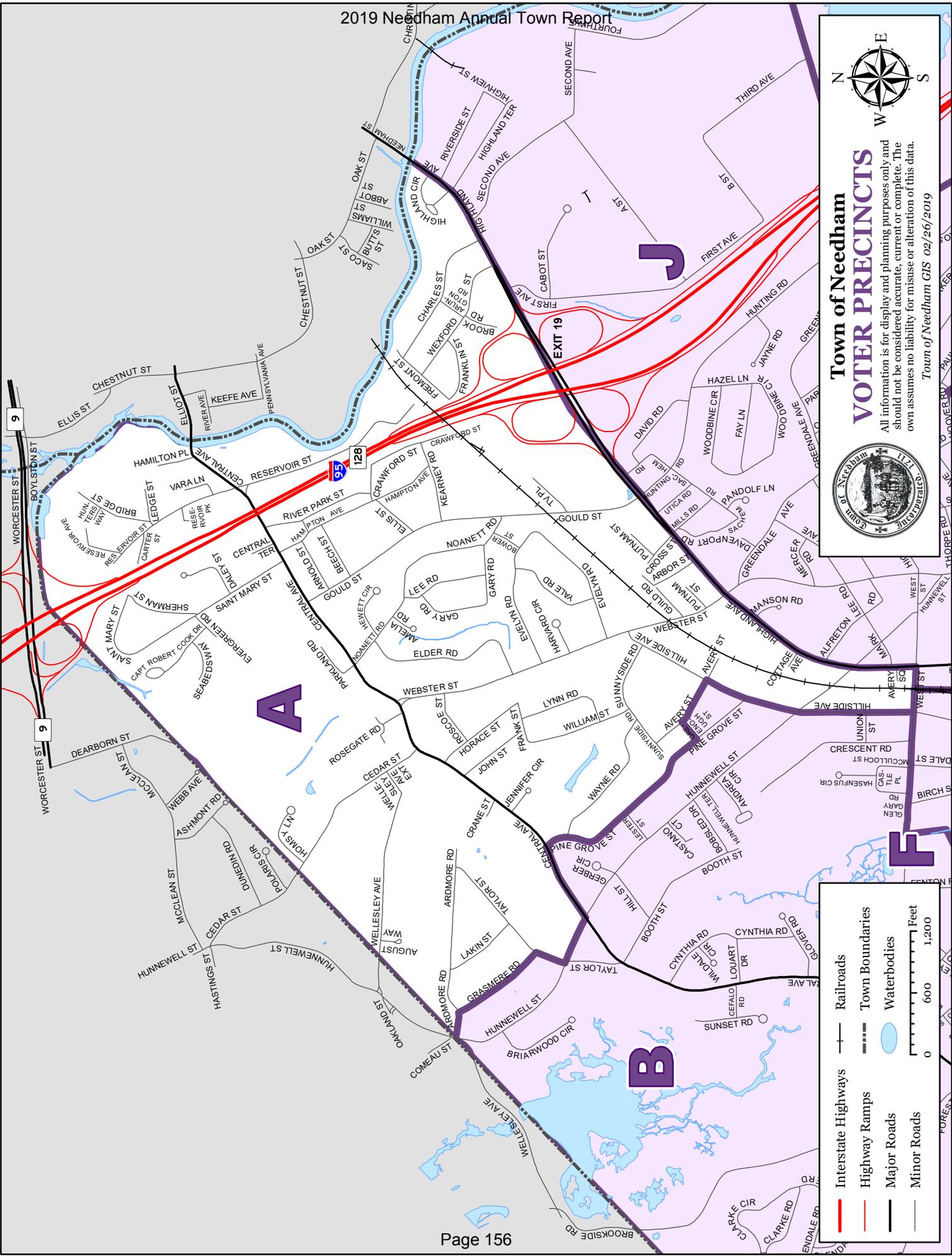
Matthew D. Borrelli	Clerk, Select Board
John A. Bulian	Chair, Select Board
Marianne B. Cooley	Select Board
Maurice P. Handel	Vice Chair, Select Board
Daniel P. Matthews	Select Board
Aaron M. Pressman	Chair, School Committee
Paul E. Dawson	Chair, Board of Assessors
Theodora K. Eaton	Town Clerk
Robert A. Partridge	Chair, Board of Health
Michael K. Fee	Moderator
John S. Gallelo	Chair, Memorial Park Trustees
Richard C. Hardy	Chair, Trustees of Public Library
Martin Jacobs	Chair, Planning Board
Christopher J. Gerstel	Chair, Park & Recreation Commission



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 02/26/2019



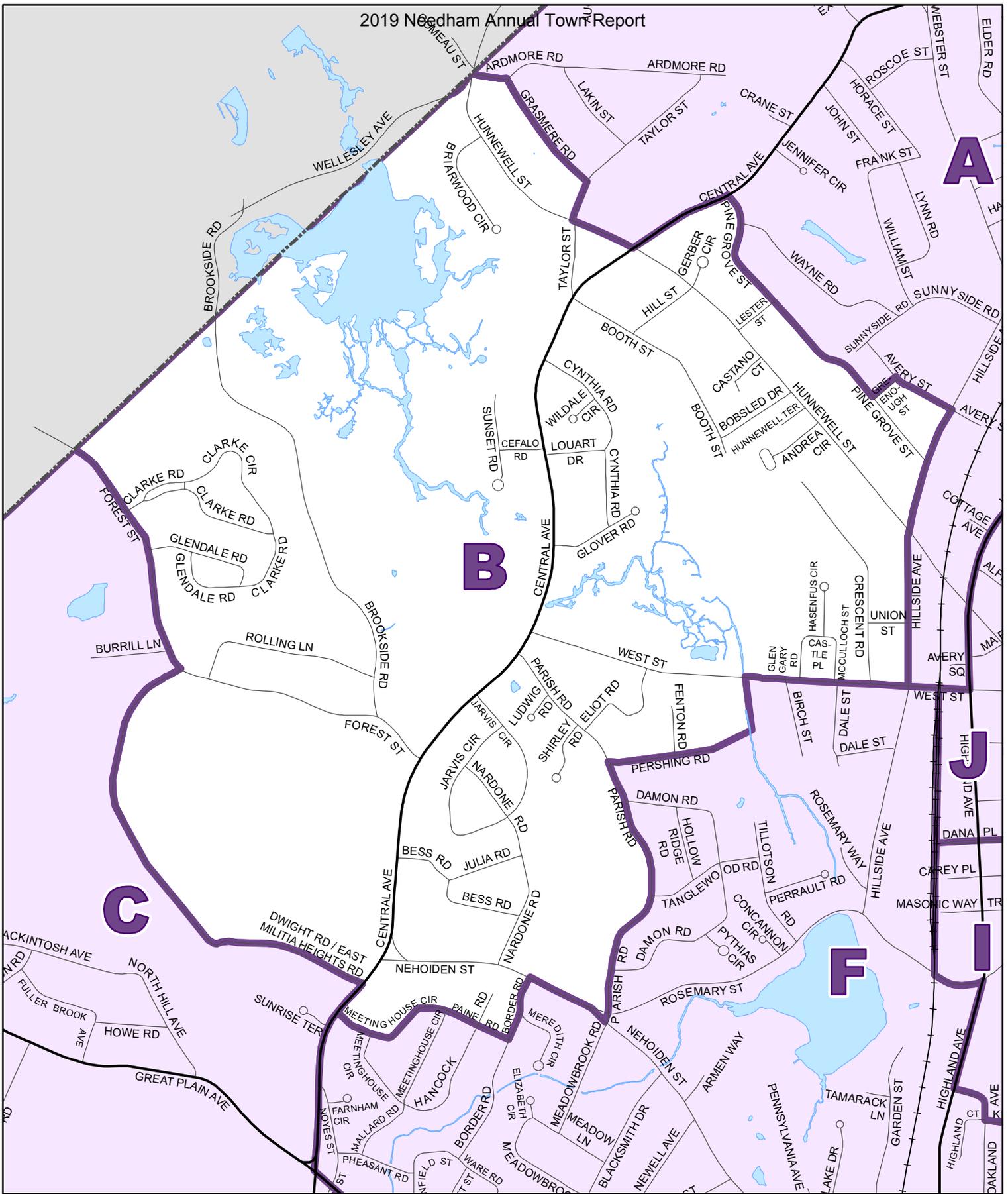
	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		

0 600 1,200 Feet

Town Meeting Members

PRECINCT A

Last Name	First Name	Address	Expiration
Davidson	Alan J.	26 Elder Road	2020
Genova	John D.	11 Jennifer Circle	2020
Gosmon	Cheryl A.	209 St. Mary Street	2020
Keane-Hazzard	Mary E.	198 Webster Street	2020
O'Brien, Jr.	Norman F.	59 Webster Street	2020
Rubin	Matthew G.	29 Yale Road	2020
Shapiro	Karen	48 Taylor Street	2020
Sterling	Nicholas P.	60 Webster Street	2020
Bailey	Erik J.	64 Hillside Avenue	2021
Cooper	Emily Rose	56 Lee Road	2021
Creem	Richard S.	12 Gary Road	2021
Diodato	John F.	7 William Street	2021
Gonzalez	Cynthia R.	62 Putnam Street	2021
Gratz	Donald B.	330 Central Avenue	2021
Miller	Rachel B.	33 William Street	2021
Sargent	Elizabeth M.	43 Webster Street	2021
Brown	Lance R.	18 Webster Street	2022
Herrick	Walter D.	131 Pine Grove Street	2022
Hotchkiss	John Downey	42 Webster Street	2022
Miller	Michael S.	33 William Street	2022
Scheck-Kahn	Jennifer C.	17 Wayne Road	2022
Serinsky	Sharon P.	23 Wayne Road	2022
Silverstein	Irwin	44 Reservoir Avenue	2022
Silverstein	Nina	44 Reservoir Avenue	2022



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - - - Town Boundaries
 - Waterbodies
- 0 500 1,000 Feet



Town of Needham VOTER PRECINCTS

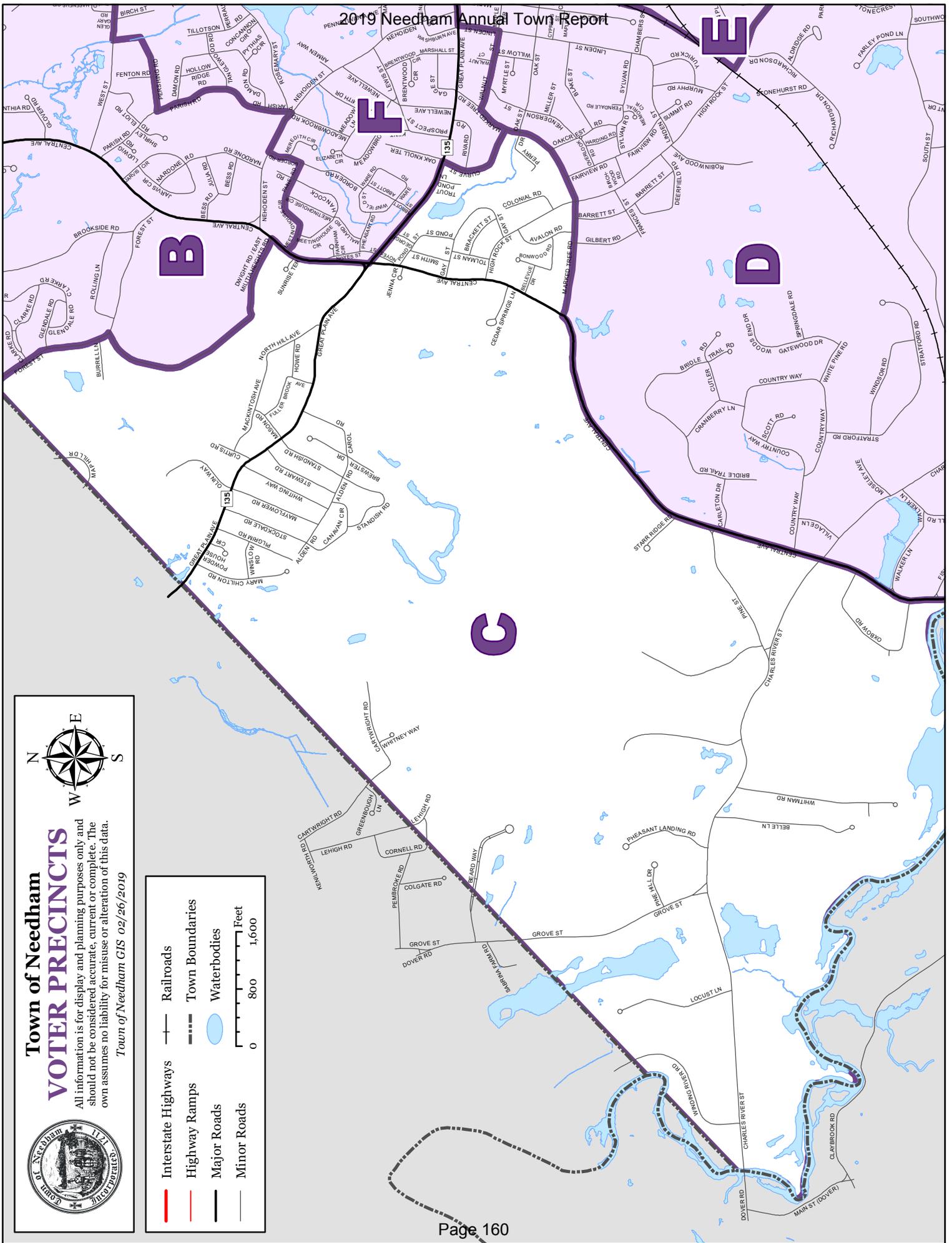
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Town Meeting Members

PRECINCT B

Last Name	First Name	Address	Expiration
Grimes	Elizabeth Jane	12 Clarke Road	2020
Harris	David C.	94 Cynthia Road	2020
Hayden	Cifford Owen	12 Crescent Road	2020
Kurkjian	Catherine E.	43 Briarwood Circle	2020
Moody	Richard B.	22 Parish Road	2020
Rooney	Jodi Lynn	617 Central Avenue	2020
Rosenstock	Steven M.	44 Bess Road	2020
Snow	Carl Matthew	50 Sunset Road	2020
Block	Adam J.	848 Central Avenue	2021
Bloom	Elizabeth M.	30 Nehoiden Street	2021
Borrelli	Marianna	651 Central Avenue	2021
Nicols	Kim Marie	12 Crescent Road	2021
Pyle	Margot Copeland	865 Central Avenue #G-402	2021
Shapiro	Stacie M.	12 Pine Grove Street	2021
Toran	Sarah Ann	945 Central Avenue	2021
Agler	Stuart B.	30 Parish Road	2022
Doyle	William G.	208 Forest Street	2022
Frankenthaler	John J.	33 Brookside Road	2022
Jacob	Thomas M.	67 Clarke Road	2022
Markell	Lori A.	62 Cynthia Road	2022
Mawhinney	Christine A.	44 Jarvis Circle	2022
Rovner	Gerald C.	48 Cynthia Road	2022
Von Herder	Dorothea	208 Hunnewell Street	2022



Town of Needham

VOTER PRECINCTS

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Town of Needham GIS 02/26/2019



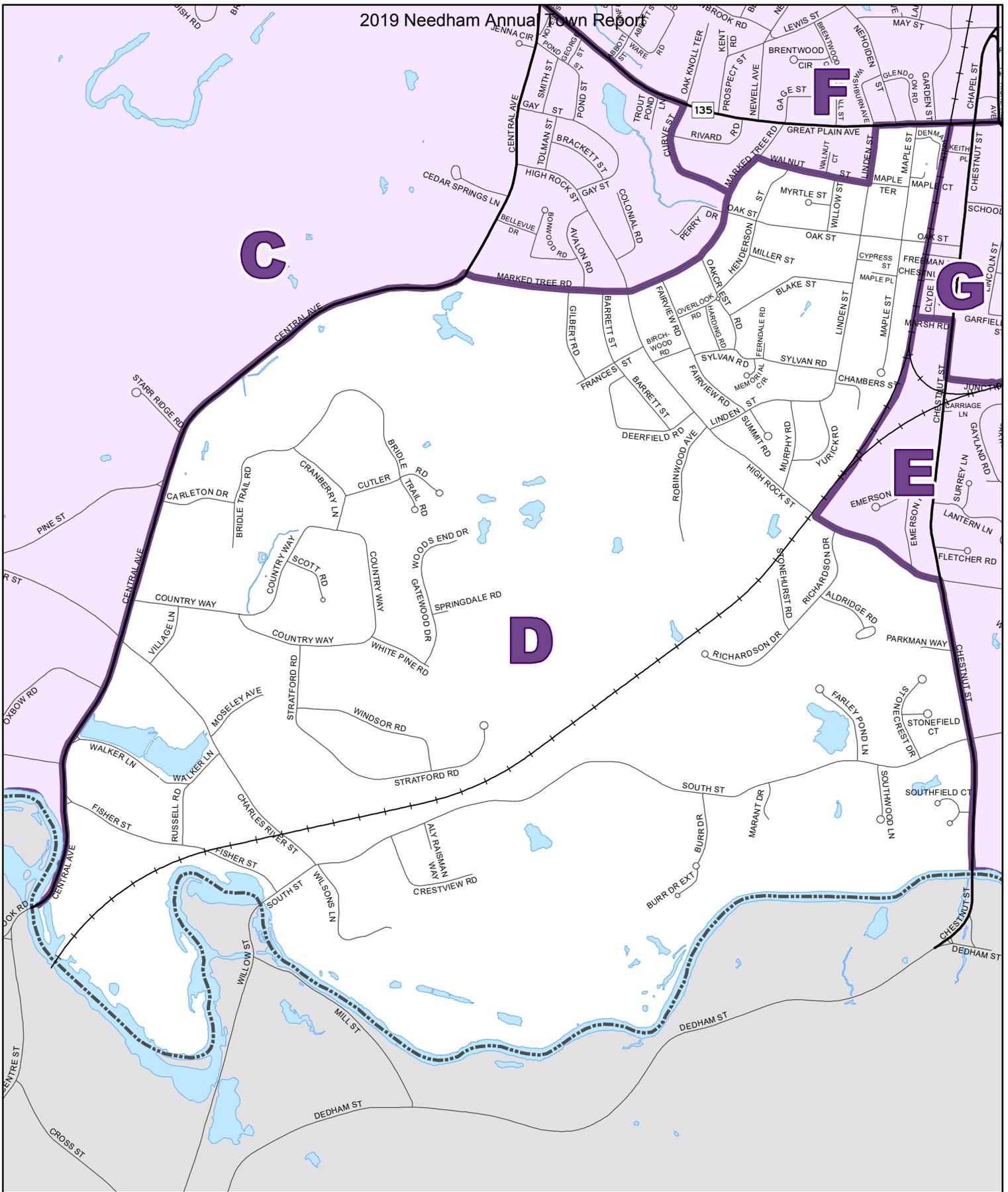
- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies



Town Meeting Members

PRECINCT C

Last Name	First Name	Address	Expiration
Alpert	Peter A.	108 Locust Lane	2020
Barnett	Bruce S.	249 Marked Tree Road	2020
Callanan	Paula R.	1699 Great Plain Avenue	2020
Cox	David R.	8 Whiting Way	2020
Gluesing	Mark J.	48 Mackintosh Avenue	2020
Masterman	James D.	53 Canavan Circle	2020
Miller	Louise L.	5 North Hill Avenue	2020
Waber	Rebecca	15 Powder House Circle	2020
Alpert	Paul S.	116 Pine Street	2021
Barnes	Joseph P.	589 High Rock Street	2021
Cox, Jr.	Gilbert W.	49 Colonial Road	2021
Levy	Joshua W.	1606 Great Plain Avenue	2021
Neckes	Susan B.	36 Gay Street	2021
O'Brien	Michael E.	1600 Great Plain Avenue	2021
Owens	Ted	54 Whitman Road	2021
Tillotson	Paul B.	21 Howe Road	2021
Agualimpia	Carlos	7 Jenna Circle	2022
Carter	Andrea E. Longo	18 Colonial Road	2022
Goldberg	Lois R.	76 Brewster Drive	2022
Haslip	John H.	43 Whitman Road	2022
Isenberg	Paul David	44 Stewart Road	2022
Landau	R. Cynthia	57 Pine Street	2022
Vincent	Joshua J.	1476 Great Plain Avenue	2022
Zappala	Lisa W.	379 Charles River Street	2022



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- 0 1,000 2,000 Feet



Town of Needham VOTER PRECINCTS

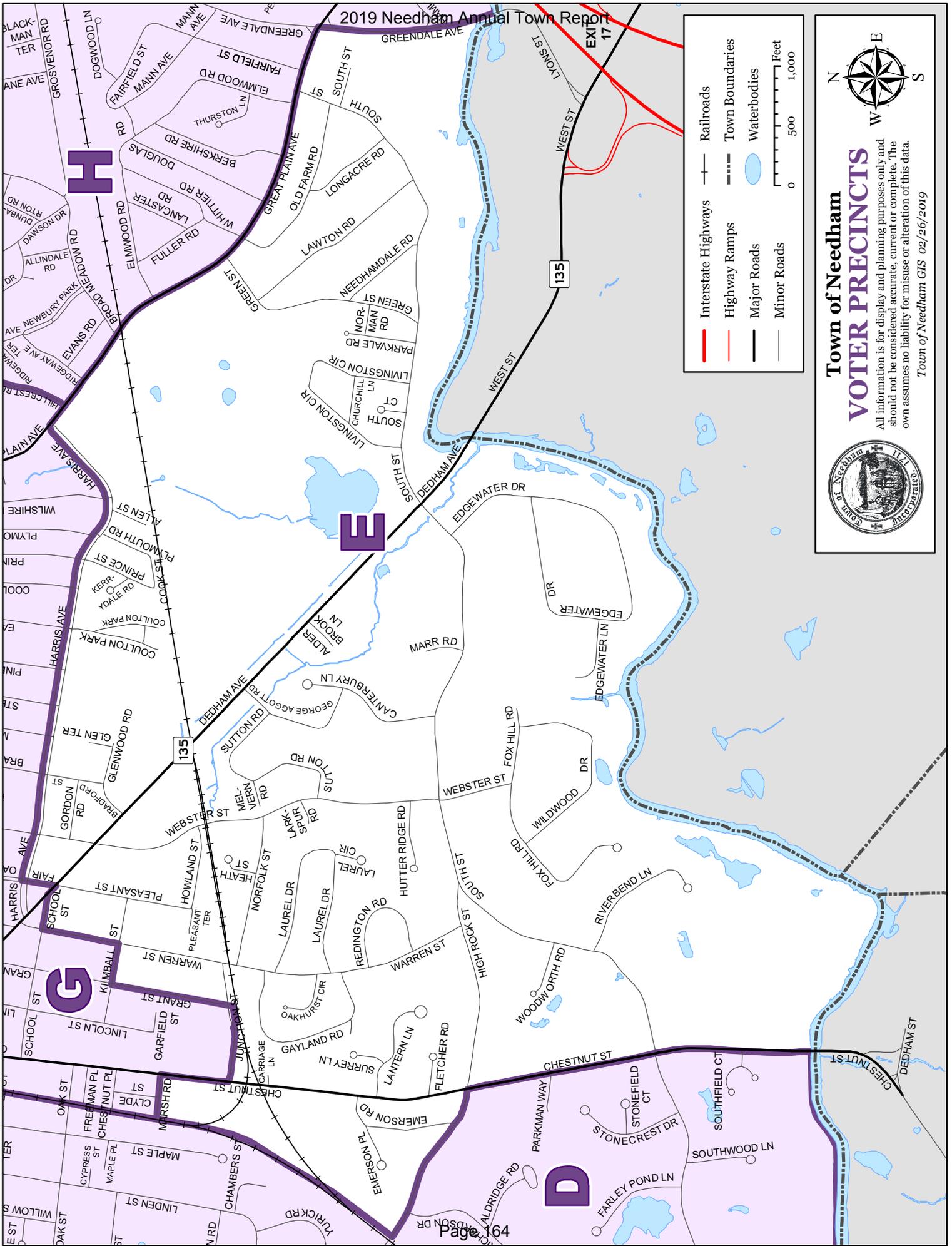
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Town Meeting Members

PRECINCT D

Last Name	First Name	Address	Expiration
Mock	Steven E.	268 Marked Tree Road	2020
Conturie	Cynthia L.	96 Robinwood Avenue	2020
DeSimone	Dorothy H.	40 Linden Street	2020
Donald	Ross M.	25 Chambers Street Unit H	2020
Lunetta	Richard J.	182 Marked Tree Road	2020
Mann	Richard S.	196 Bridle Trail Road	2020
McNeill	Gary B.	54 Deerfield Road	2020
Soisson	Thomas F.	128 Maple Street	2020
Clarke	Holly Anne	1652 Central Avenue	2021
Cramer	Roy A.	1796 Central Avenue	2021
D'Addesio	Kathryn L.	110 Linden Street	2021
Der Marderosian	Ann	800 South Street	2021
Eisenhut	Bruce T.	106 Marked Tree Road	2021
Lewis	Kathleen M.	17 Maple Street	2021
Navales	Emma	82 Deerfield Road	2021
Shesko	Gregory John	114 Maple Street	2021
Baum	Janet K.	1 Southfield Court	2021
Calton	Karen L.	57 Oak Street	2021
Gerstel	Christopher J.	184 Maple Street	2021
Leghorn	Joseph J.	40 Linden Street	2021
Petitt	Robert A.	80 Robinwood Avenue	2021
Pressman	Aaron M.	1012 South Street	2021
Rauch	Evan F.	224 Country Way	2021
Tedoldi	M. Kathleen	13 Maple Street	2021



Interstate Highways ———
 Highway Ramps ———
 Major Roads ———
 Minor Roads ———
 Railroads ———
 Town Boundaries ———
 Waterbodies ———
 Feet
 0 500 1,000



Town of Needham
VOTER PRECINCTS

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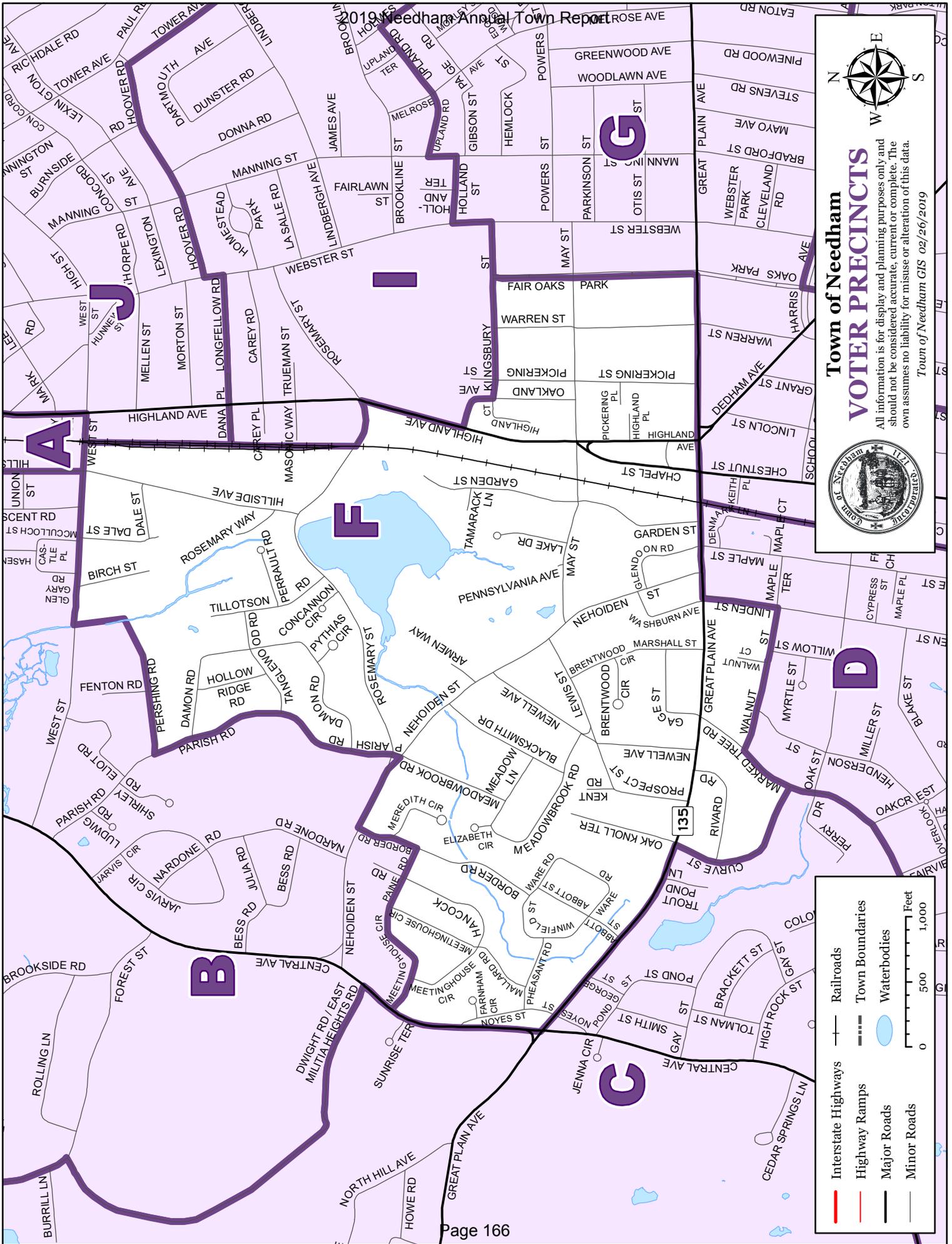
Town of Needham GIS 02/26/2019



Town Meeting Members

PRECINCT E

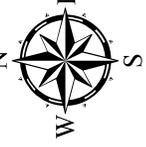
Last Name	First Name	Address	Expiration
Braman	Robert R.	76 Lawton Road	2020
Brandish	Philip Edward	44 Pleasant Street	2020
Crowell	Theodore M.	39 Lawton Road	2020
Cummings	Lawrence R.	27 South Street	2020
Durda	Paul J.	149 Laurel Drive	2020
Francesconi	Irene M.	5 George Aggott Road	2020
Stevens	Julie E.	18 George Aggott Road	2020
Wolfe	Cynthia J.	191 Fox Hill Road	2020
Barr	Constance S.	205 Edgewater Drive	2021
Chaston	Cynthia J.	119 Fox Hill Road	2021
Cosgrove	Ann M.	17 Laurel Drive	2021
Fachetti	Carol A.	187 South Street	2021
Murray	Philip R.	453 Warren Street	2021
Peckham	Ford H.	26 Lawton Road	2021
Robey	Philip V.	12 Fletcher Road	2021
Scheideler	Edward C.	204 Fair Oaks Park	2021
Blakelock	David K.	217 Edgewater Drive	2022
Cosgrove III	Edward V.	17 Laurel Drive	2022
Hurley	Amy	154 South Street	2022
LaFace	Keith M.	504 Chestnut Street	2022
Rubin	Marc R.	41 Woodworth Road	2022
Ruth	Ronald W.	248 Warren Street	2022
Seidel	Victor Paul	56 Green Street	2022
Siegenthaler	Paul A.	1049 Webster Street	2022



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 02/26/2019

Legend

- Interstate Highways (thick red line)
- Highway Ramps (red line with cross-ticks)
- Major Roads (thick black line)
- Minor Roads (thin black line)
- Railroads (black line with cross-ticks)
- Town Boundaries (dashed black line)
- Waterbodies (blue area)

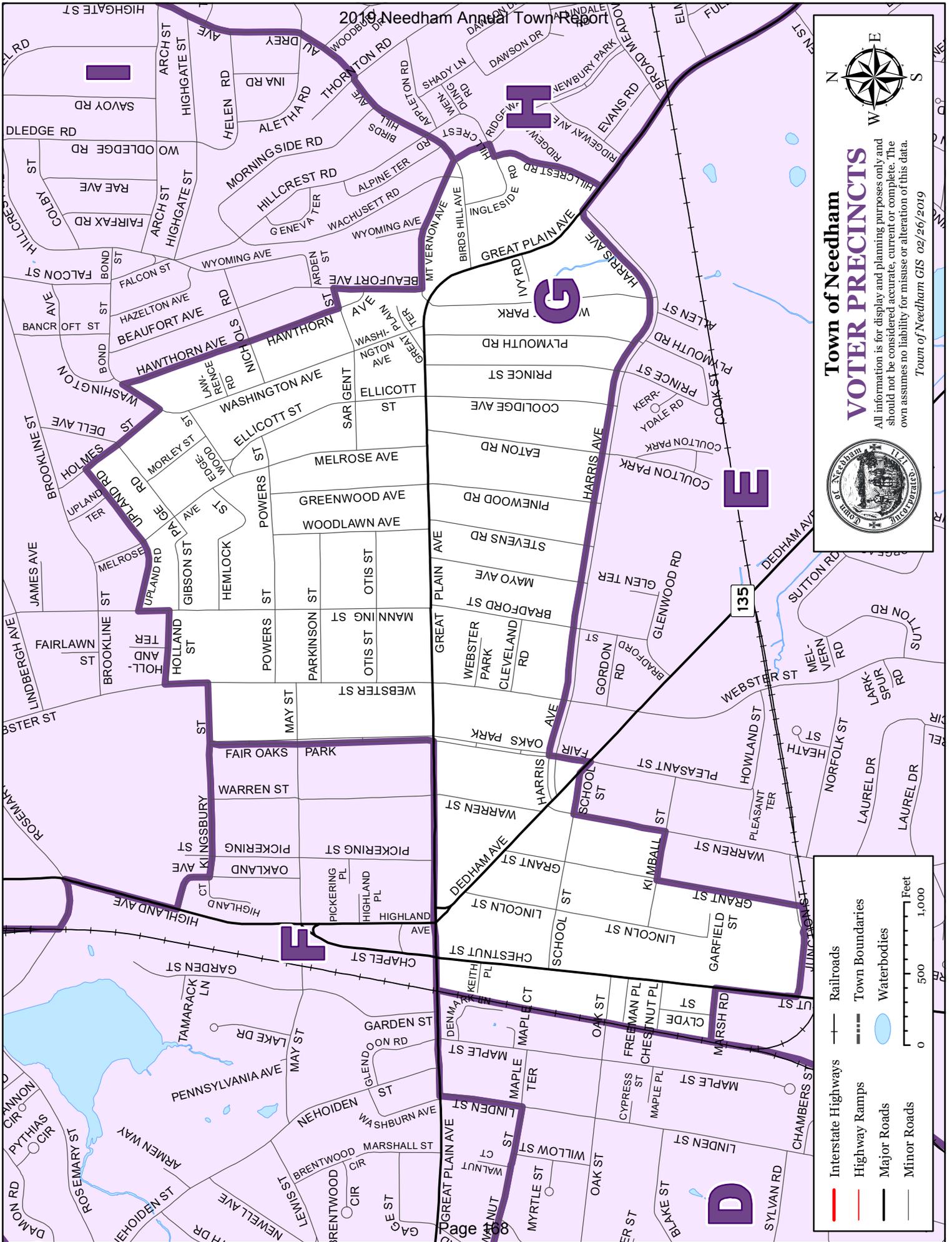
Scale

0 500 1,000 Feet

Town Meeting Members

PRECINCT F

Last Name	First Name	Address	Expiration
Cohen	Lawrence J.	77 Warren Street	2020
Fox	Doug H.	43 Marked Tree Road	2020
Goldin	Rochelle E.	68 Warren Street	2020
Holmquist	Kara L.	286 Rosemary Street	2020
Kirk	John P.	100 Warren Street	2020
MacMahon	Mary Anne	89 Warren Street	2020
McKay	Michael	31 Gage Street	2020
Zaff	Adam S.	134 Damon Road	2020
Borrelli	Alison S.	1175 Great Plain Avenue	2021
Connelly	John P.	67 May Street	2021
Davis	Richard W.	233 Nehoiden Street	2021
Davis	Gail E.	233 Nehoiden Street	2021
McCabe	Joseph	93 Garden Street	2021
Sexton	Jennifer S.	62 Newell Avenue	2021
Winnick	Deborah S.	12 Mallard Road	2021
Zoppo	William A.	330 Nehoiden Street	2021
Coffman	Barry J.	837 Great Plain Avenue	2022
Heller	Jeffrey D.	1092 Central Avenue	2022
Kalish	Leslie A.	48 Lake Drive	2022
Kirk	Susan C.	100 Warren Street	2022
McKnight	Jeanne S.	100 Rosemary Way #336	2022
Okerman	William J.	100 Meetinghouse Circle	2022
Price	Karen N.	48 Lake Drive	2022
Verdun	Michael L.	35 Meetinghouse Circle	2022



Town of Needham
VOTER PRECINCTS

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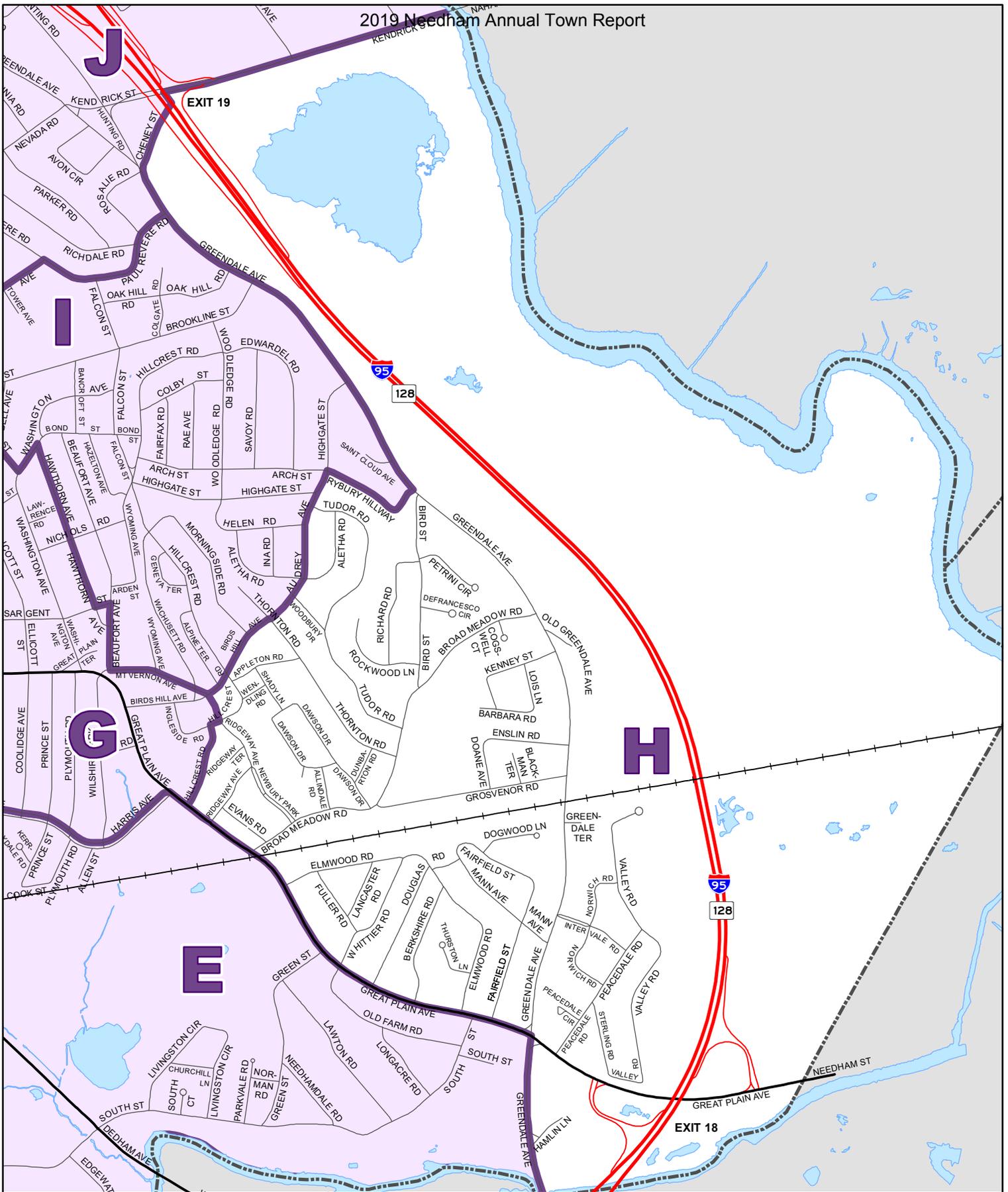
Town of Needham GIS 02/26/2019



Town Meeting Members

PRECINCT G

Last Name	First Name	Address	Expiration
Blake	Julia C.H.	763 Great Plain Avenue	2020
Dermody	Robert J.	162 Fair Oaks Park	2020
Dowd	Catherine Reid	778 Great Plain Avenue	2020
Frail	Heidi R.	29 Powers Street	2020
Keyes	Georgina Y.	261 Manning Street	2020
MacDonnell	Annmarie	128 Melrose Avenue	2020
Smart, Jr.	Robert T.	25 Mayo Avenue	2020
Theran	Sally Ann	121 Grant Street	2020
Abbott	Susan W.	60 Otis Street	2021
Dirks	David	674 Webster Street	2021
Gallagher	Fran	692 Great Plain Avenue	2021
Harkins	Thomas M.	24 May Street	2021
Kane	Matthew A.	28 Bradford Street	2021
McCaffrey	Maureen T.	285 Manning Street	2021
McGarvey	Susan B.	66 Upland Road	2021
Welby	Susan	857 Webster Street	2021
Balachandra	Lakshmi	86 Plymouth Road	2022
Beacham	Colleen O.	249 Harris Avenue	2022
Beacham, Jr.	Peter W.	249 Harris Avenue	2022
Crawford	Michael J.	213 Warren Street	2022
Crimmings	John D.	32 Plymouth Road	2022
Distler	Michael A.	122 Washington Avenue	2022
Fernandez	Robert John	19 Bradford Street	2022
Freundlich	Kenneth B.	54 Bradford Street	2022



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - - - Town Boundaries
 - Waterbodies
- 0 800 1,600 Feet



Town of Needham VOTER PRECINCTS

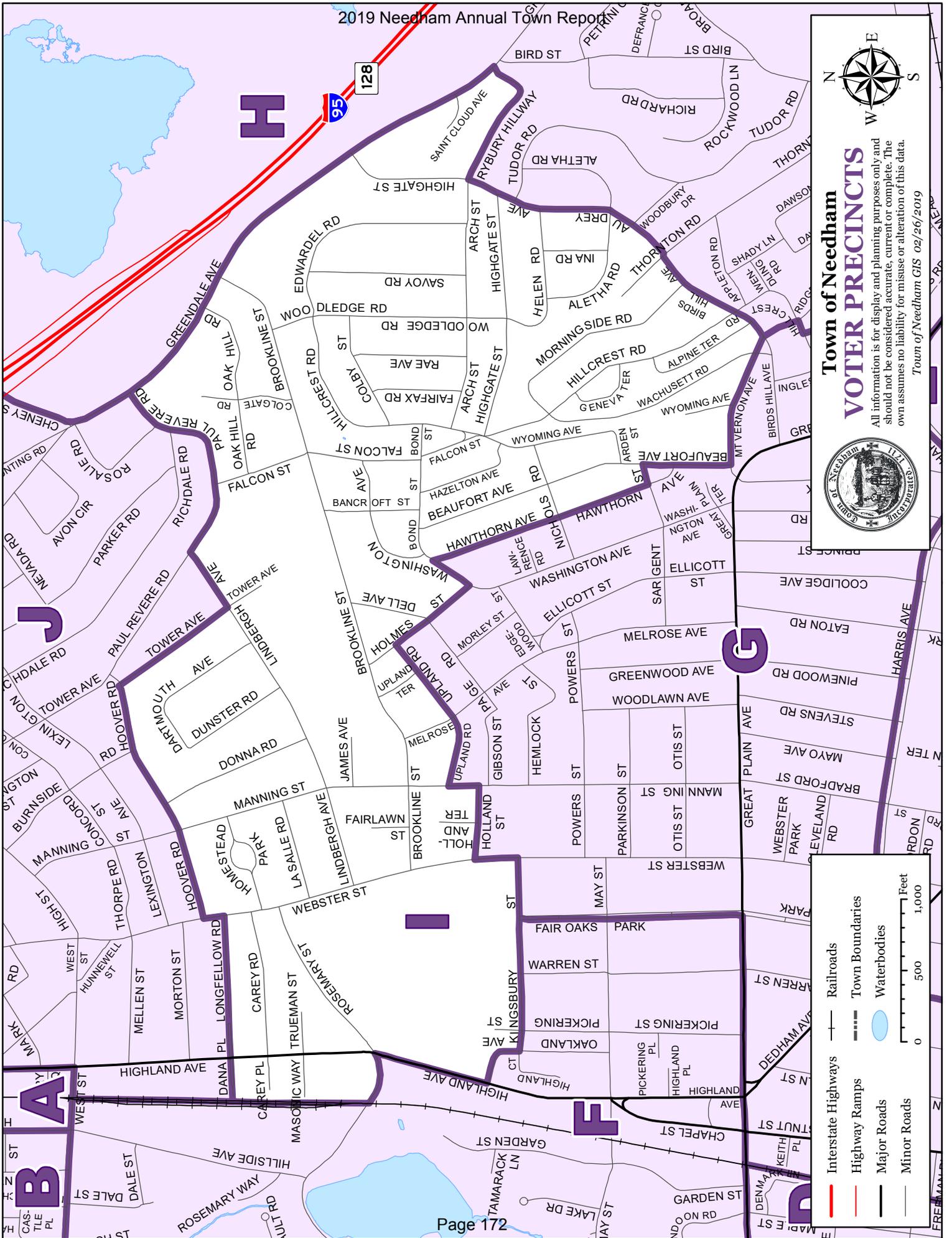
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Town Meeting Members

PRECINCT H

Last Name	First Name	Address	Expiration
Cosentino	Julia Satti	265 Great Plain Avenue	2020
Kardok	Michael C.	55 Berkshire Road	2020
McCarthy	Nancy E.	29 Sterling Road	2020
McDonough	Mark	173 Fairfield Street	2020
Noonan	Terence P.	125 Broad Meadow Road	2020
Olive	Peter R.	133 Thornton Road	2020
Wu	Harmony H.	99 Fairfield Street	2020
Zimbone	Richard A.	10 Woodbury Drive	2020
Brinkhaus	Heinz R.	10 Lancaster Road	2021
Cruickshank	M. Patricia	64 Elmwood Road	2021
Handler	Elizabeth P.	317 Great Plain Avenue	2021
Knickle-Tierney	Kimberly	206 Broad Meadow Road	2021
Margolis	Marjorie M.	20 Mann Avenue	2021
Milligan	Paul T.	224 Elmwood Road	2021
Moller	Marsha B.	160 Dawson Drive	2021
Reilly	Richard M.	15 Whittier Road	2021
Barzilay	Ilan	77 Thornton Road	2022
Bruel	Hilary Hanson	87 Thornton Road	2022
Carter	Molly Kastory	136 Tudor Road	2022
Diener	Michael A.	30 Kenney Street	2022
Han	Karen E.	34 Grosvenor Road	2022
Kingston	John A.	70 Grosvenor Road	2022
Orscheln	Eileen K.	67 Whittier Road	2022
Wixon	Amy M.	92 Grosvenor Road	2022



Town of Needham
VOTER PRECINCTS



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Town of Needham GIS 02/26/2019

Legend

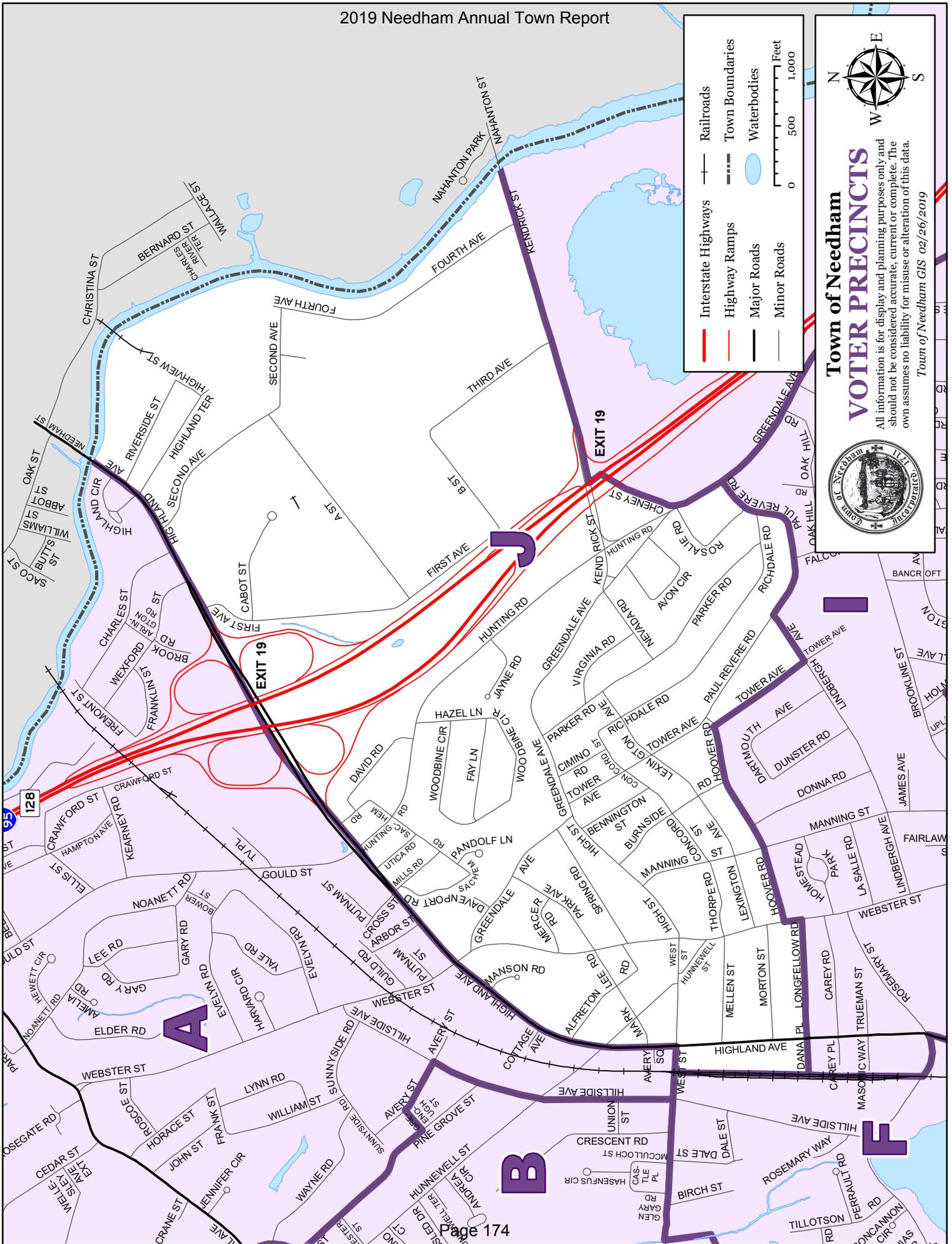
- Interstate Highways (Red double line)
- Highway Ramps (Red single line)
- Railroads (Black line with cross-ticks)
- Town Boundaries (Purple outline)
- Waterbodies (Light blue area)
- Major Roads (Black line)
- Minor Roads (Grey line)

Feet
 0 500 1,000

Town Meeting Members

PRECINCT I

Last Name	First Name	Address	Expiration
Bagshaw	Lisa Dannibal	41 Dartmouth Avenue	2020
Ecsedy	David J.	20 Holland Terrace	2020
Kahn-Boesel	Jill C.	44 Brookline Street	2020
Kent	William Christopher	8 James Avenue	2020
Murphy	Lorraine M.	59 Beaufort Avenue	2020
Paulson	William J.	147 Lindbergh Avenue	2020
Sadok	Mehran	41 Edwardel Road	2020
Supple	David Paul	58 Helen Road	2020
Atallah	Peter D.	18 Lindbergh Avenue	2021
Escalante	David J.	103 Woodledge Road	2021
Gallo	John L.	298 Brookline Street	2021
Hutcheson	Laurie B.	384 Hillcrest Road	2021
Robey III	Paul	38 Brookline Street	2021
Sockol	Lois F.	611 Greendale Avenue	2021
Sockol	Ron	611 Greendale Avenue	2021
Weinstock	Rachel Ann	30 Homestead Park	2021
Centola	Michael	12 Hoover road	2022
Crocker	Artie R.	17 Fairlawn Street	2022
Ecsedy	Claire Dee	20 Holland Terrace	2022
Golden	Joel S.	22 Edwardel Road	2022
Ochalla	Josephine	657 Webster Street	2022
Pingitore	Peter J.	146 Hillcrest Road	2022
Weinstein	Anne W.	3 Carey Road	2022
Whitney	Kathleen D.	75 Kingsbury Street	2022



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 02/26/2019



Town Meeting Members

PRECINCT J

Last Name	First Name	Address	Expiration
Barker	Catherine J.	13 West Street	2020
Bonasia	James S.	174 Tower Avenue	2020
Chandler	Stuart B.	123 Paul Revere Road	2020
Downs	Robert A.	51 Virginia Road	2020
Mathias	Michael M.	354 Webster Street	2020
Murphy	Jane B.	760 Highland Avenue #17	2020
Shannon	Karen R.	13 Bennington Street	2020
Whitney	Debra A.	36 Hunting Road	2020
Arrieta-Ruetenik	Georgina A.	236 Greendale Avenue	2021
Cherbuliez	Lisa	17 Lindbergh Avenue	2021
Dermody	William R.	12 Concord Street	2021
DiCicco	David C.	24 Mellen Street	2021
Greis	Michael J.	384 Webster Street	2021
Kaponya	Elizabeth Nicole	27 Highland Terrace	2021
McCourt	Christine S.	181 Richdale Road	2021
Mullin	Donna M	131 Paul Revere Road	2021
Deutsch	Robert E.	14 Highview Street	2022
Epstein	Janice S.	75 Highland Terrace	2022
Keane	Kevin J.	88 Lexington Avenue	2022
Kent	George F.	184 Richdale Road	2022
Montgomery	David P.	361 Webster Street	2022
Mooney	Christopher	41 Lexington Avenue	2022
Panov	Peter Sergey	19 West Street	2022
Urwitz	Carol I.	164 Greendale Avenue	2022



FY2019 RETIREES

Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
DPW	Boyle, John	4/22/2018	17 years 11 months	SCH	Alessi, Diane	9/1/2018	18 years
FIR	Benedict, John	7/31/2018	34 years 4 months	SCH	Hasenfus, Laura	8/1/2018	23 years 11 months
FIR	Hopkins, Alan	8/1/2018	32 years 2 months	SCH	O'Neill, Sandra	8/28/2018	13 years 11 months
FIR	Longley, John	6/16/2018	31 years 6 months	SCH	Scheffler, Joan	6/20/2018	14 years 9 months
FIR	McKay, Steven	11/14/2018	40 years 3 months	SCH	Thornton, Regina	6/19/2018	13 years 10 months
LIB	Aldrich, Margaret	2/26/2018	21 years 6 months	SCH	Tramontozzi, Donna	10/01/2018	13 years 1 month
MBM	Egerton, Howard	6/30/2018	12 years 2 months	SCH	Watt, Abby	6/30/2018	19 years 10 months
MBM	Emily, Douglas	7/3/2018	14 years 4 months	TWN	Apra, Donna	1/1/2018	32 years 1 month
MBM	Griffin, Kevin	7/7/2018	26 years 1 month	TWN	Hooper, Christina	8/3/2018	24 years 7 months
POL	Burke, Bernard	7/7/2018	33 years 6 months	TWN	Tedesco, Sharon	7/21/2018	15 years 2 months
POL	Springer, R.	7/7/2018	32 years 6 months	TWN	Winston, Stanley	01/18/2018	10 years 4 months



FY2019

Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
SCH	Brennan, Eunice K.	39 years 2 months	TWN	Pippo, Laretta R.	31 years 11 months
POL	Eldridge, Robert W.	58 years 10 months	MBM	Franks, Thomas G.	30 years
MBM	Bonilla, Marco T.	11 years 10 months	DPW	Fitzpatrick, Jean G	55 years 9 months
FIR	Dunn, William G.	49 years 4 months	TWN	Volk, Florence	47 years 1 month
MBM	Marston, Maurice D.	51 years 5 months	HOS	Scalzilli, Gloria G.	51 years 1 month
HOS	Sussenguth, Marie Anne	40 years 3 months	HOS	Carr, Mildred	50 years 10 months
FIR	Feeley, Richard W.	54 years 5 months	SCH	Van Putten, Arlene	37 years 1 month
SCH	Cashman, Marianne	28 years 11 months	MBM	Moreshead, Denise	19 years 9 months
MBM	Spinale, Joseph S.	47 years 11 months	DPW	Robinson, Virginia P.	59 years 10 months
MBM	Lowell, Carole A	42 years 2 months			

10

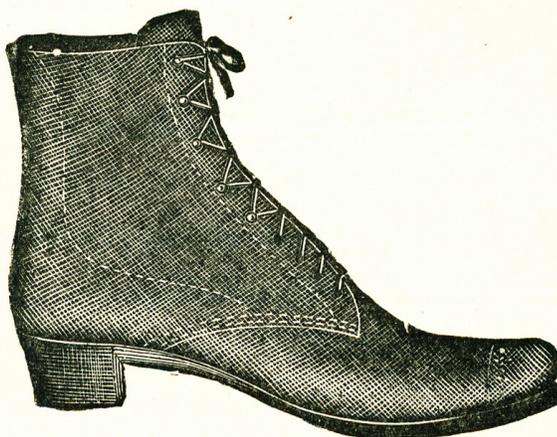
ADVERTISEMENTS.

B. L. BROWN,

Successor to A. L. Woodruff,

— DEALER IN —

**Fine Boots, Shoes and Rubbers,
AND GENTS' FURNISHING GOODS.**



A Large and Select Stock of Ladies' French Kid, Dongola and Goat Button Boots, in Common Sense and Opera, at prices that cannot fail to suit.

Gents' Fine Calf Button, Balmoral and Congress for

\$2.00, \$2.25, \$2.50, \$3.00, \$3.50, \$4.00, \$5.00,

Also Medium Grades from \$1.00 to \$3.00.

Boys', Youths', Misses' and Children's School Shoes a Specialty.

CALL AND EXAMINE BEFORE PURCHASING ELSEWHERE.

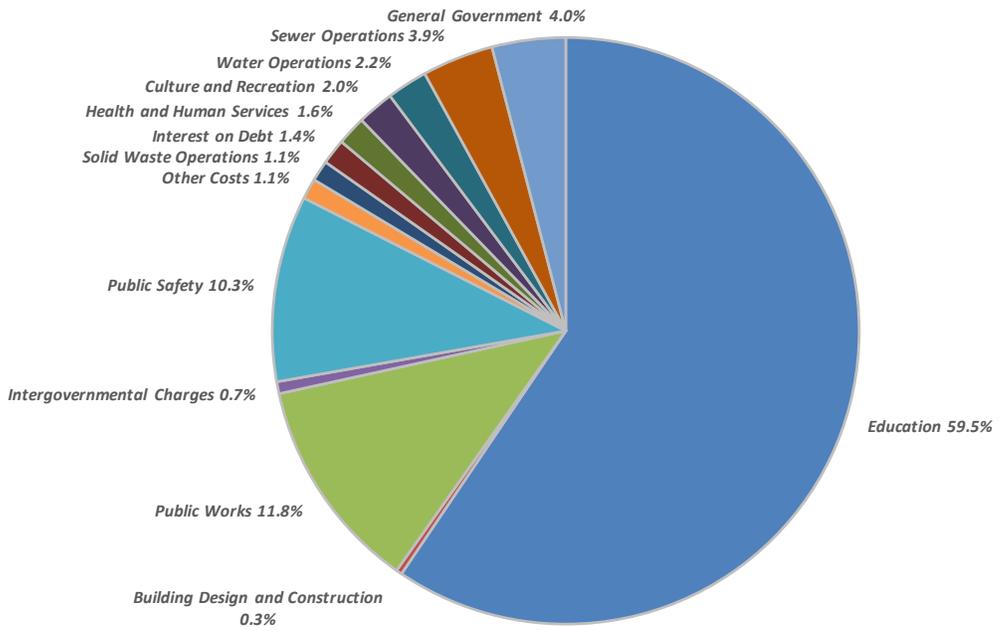
SATISFACTION GUARANTEED.

Moseley Block, Needham.

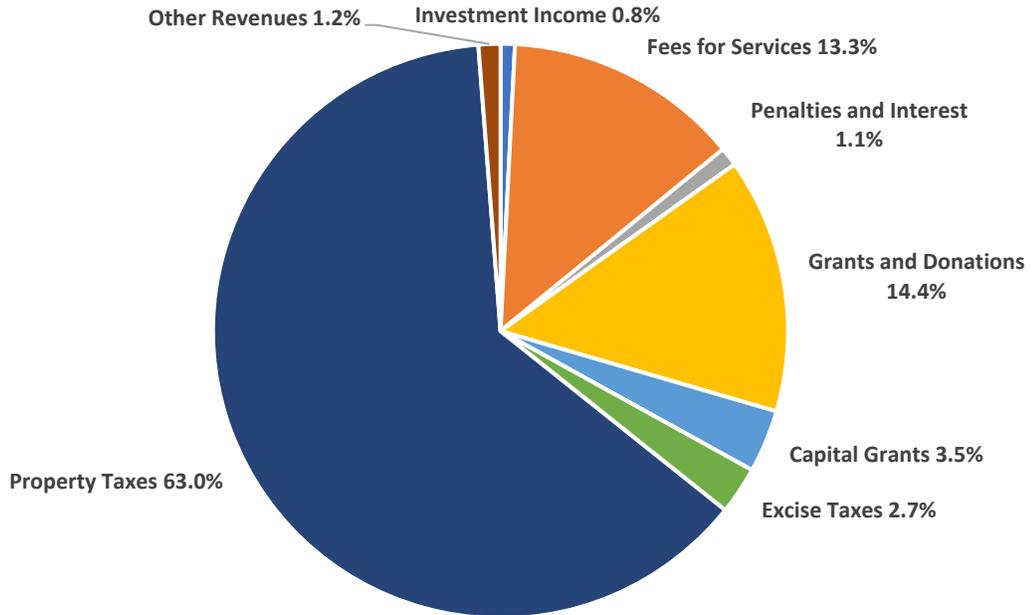
APPENDICES

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Expenditure Categories



Revenue Sources



**General Fund
Balance Sheet
Year Ended June 30, 2019**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$41,606,429
Investments	\$9,670,699
Receivables:	
Property Taxes	\$3,294,447
Excises	\$943,373
Departmental	\$612,668
Intergovernmental	\$2,780,592
Other	<u>\$10,476</u>
Total Assets	<u>\$58,918,684</u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$906,255
Accrued Liabilities	\$3,174,950
Due to Other Governments	\$0
Anticipation Notes Payable	\$0
Refunds Payable	\$371,711
Other Liabilities	<u>\$169,017</u>
Total Liabilities	\$4,621,933
Unavailable Revenue	\$7,112,334
Taxes Paid in Advance	<u>\$143,509</u>
Deferred Inflows of Resources	\$7,255,843
<u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$897,985
Committed	\$13,600,723
Assigned	\$13,139,002
Unassigned	<u>\$19,403,198</u>
Total Fund Balance	\$47,040,908
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u>\$58,918,684</u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2019**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$69,650,176
Investments	\$20,081,521
Receivables:	
Property Taxes	\$3,311,842
Excises	\$943,373
Departmental	\$635,778
Intergovernmental	\$3,172,413
Other	\$10,476
Deposits	<u>\$182,226</u>
Total Assets	<u>\$97,987,805</u>
 <u>LIABILITIES</u>	
Warrants and Accounts Payable	\$6,517,570
Unearned Revenue	\$1,245,683
Accrued Liabilities	\$3,216,959
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$371,711
Anticipation Notes Payable	\$35,960,000
Other Liabilities	<u>\$170,632</u>
Total Liabilities	\$47,482,555
 Deferred Inflows of Resources	 \$7,870,395
 <u>FUND BALANCES</u>	
Non-spendable	\$160,152
Restricted	\$16,471,330
Committed	\$21,002,429
Assigned	\$13,139,002
Unassigned	<u>(\$8,138,058)</u>
Total Fund Balance	\$42,634,855
 Total Liabilities, Deferred Inflows of Resources, and Fund Balances	 <u>\$97,987,805</u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2019

<u>Revenues</u>	
Property Taxes	\$143,945,456
Excise Taxes	\$6,138,951
Penalties, Interest and Other Taxes	\$2,411,973
Charges for Services	\$9,160,835
Departmental	\$2,052,584
Licenses and Permits	\$2,587,095
Intergovernmental	\$35,820,575
Investment Income	\$1,781,519
Fines and Forfeitures	\$209,162
Contributions	\$472,767
Other	<u>\$393,202</u>
Total Revenues	\$204,974,119
<u>Expenditures</u>	
General Government	\$6,942,191
Public Safety	\$20,388,009
Education	\$110,416,615
Public Works	\$20,380,663
Maintenance	\$645,481
Health and Human Services	\$3,030,951
Culture and Recreation	\$3,540,104
Employee Benefits	\$790,238
Other Current Expenditures	\$556,798
Capital Outlay	\$63,593,374
Debt Service	\$10,005,291
Intergovernmental	<u>\$1,389,486</u>
Total Expenditures	\$241,679,201
Revenues to Expenditures	(\$36,705,082)
<u>Other Financing Sources and Uses</u>	
Issuance of Refunded Debt	\$31,000,000
Bond Premium	\$1,758,552
Transfers In	\$23,130,437
Refunding Escrow	\$0
Transfers Out	<u>(\$20,672,017)</u>
Total Other Financing Sources and Uses	\$35,216,972
Net Change in Fund Balances	(\$1,488,110)
Fund Balances at Beginning of Year	\$44,122,965
Fund Balances at End of Year	<u>\$42,634,855</u>

**Enterprise Funds
Statement of Net Position
Year Ended June 30, 2019**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and Short-term Investments	\$1,513,598	\$5,347,971	\$6,296,719
Receivables	\$267,685	\$2,694,691	\$1,774,910
Intergovernmental	\$0	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$1,781,283	\$8,042,662	\$8,071,629
Noncurrent Assets:			
Land and Construction in Progress	\$5,025,641	\$2,350,059	\$2,240,464
Other Capital Assets, Net of Accumulated Depreciation	<u>\$2,159,533</u>	<u>\$22,117,298</u>	<u>\$31,955,279</u>
Total Noncurrent Assets	\$7,185,174	\$24,467,357	\$34,195,743
Total Assets	\$8,966,457	\$32,510,019	\$42,267,372
Deferred Outflows	<u>\$176,797</u>	<u>\$424,164</u>	<u>\$559,234</u>
Total Assets and Deferred Outflows	\$9,143,254	\$32,934,183	\$42,826,606
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts Payable	\$40,102	\$17,657	\$36,275
Accrued Payroll	\$15,173	\$20,642	\$20,018
Accrued Liabilities	\$0	\$0	\$0
Retainage Payable	\$0	\$0	\$0
Refunds Payable	\$36,911	\$92,639	\$22,559
Notes Payable	\$0	\$0	\$360,000
Other Liabilities	\$0	\$0	\$0
Current Portion of Long-term Liabilities:			
Bonds Payable	\$40,000	\$463,614	\$641,606
Compensated Absences	<u>\$25,644</u>	<u>\$178,748</u>	<u>\$135,764</u>
Total Current Liabilities	\$157,830	\$773,300	\$1,216,222

**Enterprise Funds
Statement of Net Position
Year Ended June 30, 2019**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities			
Net Pension Liability	\$1,011,288	\$1,236,019	\$1,910,211
Net OPEB Liability	\$0	\$740,014	\$801,206
Bonds Payable, Net of Current Portion	<u>\$0</u>	<u>\$4,927,835</u>	<u>\$5,557,926</u>
Total Noncurrent Liabilities	\$1,011,288	\$6,903,868	\$8,269,343
Total Liabilities	\$1,169,118	\$7,677,168	\$9,485,565
Deferred Inflows	<u>\$5,023</u>	<u>\$156,773</u>	<u>\$172,578</u>
	\$1,174,141	\$7,833,941	\$9,658,143
<u>NET POSITION</u>			
Invested in Capital Assets, Net of Related Debt	\$7,145,174	\$19,075,906	\$27,642,087
Unrestricted	<u>\$823,939</u>	<u>\$6,024,336</u>	<u>\$5,526,376</u>
Total Net Assets	\$7,969,113	\$25,100,242	\$33,168,463
Total Assets and Deferred Outflows	<u>\$9,143,254</u>	<u>\$32,934,183</u>	<u>\$42,826,606</u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2019

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>			
Charges for Services	\$1,205,419	\$9,004,469	\$6,441,669
Other Current Assets	<u>\$0</u>	<u>\$0</u>	<u>\$5,520</u>
Total Operating Revenue	\$1,205,419	\$9,004,469	\$6,447,189
<u>Operating Expenses</u>			
Personnel Services	\$716,108	\$662,714	\$1,291,023
Non-Personnel Services	\$1,281,068	\$372,037	\$1,055,827
Depreciation	\$393,835	\$895,147	\$1,323,127
Intergovernmental Assets	<u>\$0</u>	<u>\$6,173,219</u>	<u>\$856,049</u>
Total Operating Expenses	\$2,391,011	\$8,103,117	\$4,526,026
Operating Income (Loss)	(\$1,185,592)	\$901,352	\$1,921,163
<u>Non-operating Revenues and Expenses</u>			
Intergovernmental Revenue	\$0	\$34,374	\$0
Investment Income	\$4,674	\$27,735	\$30,329
Other Revenue		\$0	
Interest Expense	<u>(\$3,812)</u>	<u>(\$136,806)</u>	<u>(\$163,069)</u>
Net Non-operating Revenue/Expense	\$862	(\$74,697)	(\$132,740)
Income (Loss) Before Transfers	(\$1,184,730)	\$826,655	\$1,788,423
Capital Contribution		\$369,573	\$340,660
Transfers In	\$1,772,602	\$724,750	\$68,000
Transfers Out	<u>(\$442,958)</u>	<u>(\$1,635,071)</u>	<u>(\$2,945,743)</u>
Net Transfers	\$1,329,644	(\$540,748)	(\$2,537,083)
Change in Net Position	\$144,914	\$285,907	(\$748,660)
Net Position at Beginning of Year	\$7,824,199	\$24,814,335	\$33,917,123
Net Position at End of Year	<u>\$7,969,113</u>	<u>\$25,100,242</u>	<u>\$33,168,463</u>

**Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2019**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>			
Receipts from Customers and Users	\$1,049,457	\$8,844,813	\$6,710,899
Employer Contributions	\$0	\$0	\$0
Payment of Utility Assessments	\$0	(\$6,173,219)	(\$856,049)
Payments to Vendors and Contractors	(\$1,485,633)	(\$389,051)	(\$1,049,213)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$737,361)</u>	<u>(\$928,986)</u>	<u>(\$1,258,819)</u>
Net Cash Operating Activities	(\$1,173,537)	\$1,353,557	\$3,546,818
<u>Noncapital Financing Activities</u>			
Operating Grants Received	\$0	\$34,374	\$0
Transfers from Other Funds	\$1,772,603	\$724,750	\$68,000
Transfers to Other Funds	<u>(\$442,958)</u>	<u>(\$1,635,071)</u>	<u>(\$2,945,743)</u>
Net Cash Noncapital Financing Activities	\$1,329,645	(\$875,947)	(\$2,877,743)
<u>Capital Financing Activities</u>			
Acquisition and Construction of Capital Assets	(\$649,925)	(\$1,029,474)	(\$2,216,836)
Non Operating Revenue	\$0	\$0	
Proceeds from Notes	\$0	\$0	\$360,000
Proceeds from Bonds	\$0	\$0	\$0
Principal Payments on Loans	(\$55,000)	(\$842,507)	(\$1,153,848)
Paydowns of Notes	(\$5,000)		\$0
Capital Contribution	\$0	\$0	\$0
Interest Expense	<u>(\$3,812)</u>	<u>(\$136,806)</u>	<u>(\$163,069)</u>
Net Cash Capital Financing Activities	(\$713,737)	(\$2,008,787)	(\$3,173,753)

**Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2019**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>			
Investment Income	<u>\$4,674</u>	<u>\$27,735</u>	<u>\$30,329</u>
Net Cash Investment Activities	\$4,674	\$27,735	\$30,329
Net Change in Cash	(\$552,955)	(\$1,503,442)	(\$2,474,349)
Cash and Investments Beginning of Year	\$2,066,553	\$6,851,413	\$8,771,068
Cash and Investments End of Year	<u>\$1,513,598</u>	<u>\$5,347,971</u>	<u>\$6,296,719</u>

Trust Funds
Year Ended June 30, 2019

Fund	July 1, 2018	Receipts	Disbursements & Adjustments	June 30, 2019
Anita M. Reinke Memorial Scholarship	\$12,487.55	\$674.27	\$500.00	\$12,661.82
Arthur and Cecilia Bailey Scholarship	\$56,157.72	\$3,032.23	\$2,500.00	\$56,689.95
Centennial Football Scholarship	\$546.15	\$29.48		\$575.63
Charles and Bernice Siegel Memorial Fund	\$249,330.16	\$13,462.57	\$9,000.00	\$253,792.73
Chloe Malast Memorial Scholarship	\$18,571.02	\$1,028.91	\$725.00	\$18,874.93
Class of 1979 Scholarship	\$50.34	\$2.73		\$53.07
Class of 1980 Scholarship	\$7,600.70	\$410.39	\$500.00	\$7,511.09
C. J. Cullen III Memorial Scholarship	\$47,621.47	\$2,571.31	\$2,000.00	\$48,192.78
Dana F. Burke Scholarship	\$4,963.76	\$268.03		\$5,231.79
De Fazio Family Memorial Scholarship	\$17,756.64	\$958.77	\$700.00	\$18,015.41
Derwood Newman Memorial	\$35,029.89	\$1,891.46		\$36,921.35
Dr. Lee Allan Memorial	\$3,826.29	\$206.60		\$4,032.89
Dwight School (Pollard School)	\$53,497.47	\$2,888.58		\$56,386.05
Edward J. Stewart 13 Club Scholarship	\$109.71	\$5.93		\$115.64
Edith Wildman Fund	\$613,333.71	\$33,116.90	\$24,500.00	\$621,950.61
Adrienne Garrido Memorial Scholarship	\$27,625.64	\$7,475.77	\$3,000.00	\$32,101.41
Elizabeth Handley	\$47,716.92	\$2,576.47	\$1,900.00	\$48,393.39
Elizabeth May Music Trust	\$222,342.91	\$12,005.37		\$234,348.28
Frederick Barstow Scholarship	\$301,424.44	\$15,904.34	\$17,000.00	\$300,328.78
Frederick Harris Scholarship	\$36,241.71	\$1,956.87	\$2,000.00	\$36,198.58
George Morse Memorial Scholarship	\$264,548.58	\$14,284.28	\$5,600.00	\$273,232.86
George F. Skinner	\$738.17	\$39.84		\$778.01
High School Sports Endowment	\$42,242.44	\$2,280.87	\$1,644.39	\$42,878.92
Igor Guralnik & Keith Flueckiger	\$20.63	\$1.10		\$21.73
Joan W. Swartz Memorial Scholarship	\$83.45	\$4.51		\$87.96
John Akers	\$339,522.96	\$17,984.64	\$10,000.00	\$347,507.60
John C. Wood (High School Library)	\$18,265.37	\$986.23	\$105.04	\$19,146.56
Joseph Paulini Scholarship	\$3,958.94	\$213.77		\$4,172.71
Kyle Shapiro Scholarship	\$6.97	\$0.40		\$7.37
Leo F. Richards Jr. Scholarship	\$135.13	\$7.29	\$135.00	\$7.42
Linda Barnes Scholarship	\$737.48	\$39.83	\$500.00	\$277.31
Lizzie and Reuben Grossman Scholarship	\$102.50	\$1,505.53	\$1,500.00	\$108.03
Mark R., Beane Memorial Scholarship	\$42,225.92	\$2,279.97	\$1,675.00	\$42,830.89
Mark Oberle Memorial Scholarship		\$15,437.51		\$15,437.51
Martin Luther King Scholarship	\$6,166.32	\$332.93	\$250.00	\$6,249.25
Minot Mac Donald (Carter School Library)	\$12,945.22	\$698.98		\$13,644.20
Miriam Kronish Scholarship	\$6,633.79	\$358.20	\$265.00	\$6,726.99
Miriam Kronish Excellence in Educ	\$41,344.39	\$2,230.08	\$1,631.33	\$41,943.14
Nate Tavalone Scholarship	\$9,635.86	\$822.18	\$360.00	\$10,098.04
New Century Club Scholarship	\$15,879.85	\$857.42	\$635.00	\$16,102.27
Nina Pansuk Scholarship	\$174,270.13	\$9,409.71	\$5,000.00	\$178,679.84
Peter Eloranta Chemistry Award Scholarship	\$16,445.75	\$887.98		\$17,333.73

Trust Funds
Year Ended June 30, 2019

Fund	July 1, 2018	Receipts	Disbursements & Adjustments	June 30, 2019
Peter Eloranta Scholarship	\$115,790.94	\$6,252.12	\$4,000.00	\$118,043.06
Rebecca H. Perry Memorial Scholarship	\$316,542.09	\$17,091.68	\$7,600.00	\$326,033.77
Richard Jensen, Sr. Memorial Scholarship	\$3,770.51	\$203.57		\$3,974.08
Robert and Elizabeth Gardner Scholarship	\$139,412.63	\$44,822.22	\$20,000.00	\$164,234.85
Robert Burke Fitzgerald	\$130,638.13	\$8,073.16	\$5,200.00	\$133,511.29
Ruth Ann B. Simmons MD Memorial Scholarship	\$15,920.04	\$859.61	\$1,500.00	\$15,279.65
Scott Marino Memorial Scholarship	\$8,448.44	\$456.18	\$1,000.00	\$7,904.62
Stacy Neilson Memorial Fund (Soccer Team)	\$25,536.32	\$1,378.83	\$950.00	\$25,965.15
Students Need Arts Trust Fund	\$79.04	\$3.99		\$83.03
Timothy P. Flanagan Memorial Scholarship	\$5,443.54	\$293.95	\$3,000.00	\$2,737.49
Richard Tod Greenleaf III Memorial	\$2,585.77	\$139.62	\$1,000.00	\$1,725.39
William G. Moseley Scholarship	\$27,540.41	\$1,487.02	\$900.00	\$28,127.43
William L. Sweet Scholarship	\$978,735.57	\$52,846.75	\$43,625.00	\$987,957.32
William T. Burke Memorial Scholarship	\$235.28	\$12.94		\$248.22
Subtotal School	\$4,522,822.76	\$305,051.87	\$182,400.76	\$4,645,473.87
Arthur W. & Barbara S. Hatch Fund	\$345,208.79	\$18,564.92	\$4,924.92	\$358,848.79
Bosworth Library Trust Fund	\$9,135.21	\$493.27		\$9,628.48
Charles Fredic Clifford Henderson Library 10% Trust	\$165,420.48	\$8,931.87		\$174,352.35
Cora Proctor Thurston Fund	\$16,282.06	\$879.13	\$987.86	\$16,173.33
Harold Street Trust	\$30,398.50	\$1,641.36		\$32,039.86
Helen DE M. Dunn Library Trust Fund	\$1,090.24	\$58.86		\$1,149.10
Karl L. Nutter Library Trust Fund	\$2,959.90	\$159.81		\$3,119.71
Laura G. Willgoose Library Trust Fund	\$177,592.29	\$9,444.09	\$5,390.38	\$181,646.00
Library Permanent Donation Fund	\$119,958.56	\$69,469.51	\$69,392.98	\$120,035.09
Lois Carley Children's Library Trust	\$13,986.86	\$753.64	\$250.00	\$14,490.50
Martha Barr Library Trust Fund	\$4,228.01	\$228.30		\$4,456.31
Myra S. Greenwood Library Trust Fund	\$95,174.20	\$5,138.93		\$100,313.13
Roger S. Corliss Fund	\$9,093.03	\$479.25	\$897.98	\$8,674.30
William Carter Fund	\$46,775.44	\$2,447.81	\$2,166.66	\$47,056.59
William H. Wye Library Fund	\$2,158.56	\$116.55		\$2,275.11
Kathleen F and Dr Thomas H Weller Trust Fund	\$7,856.81	\$424.23		\$8,281.04
Subtotal Library	\$1,047,318.94	\$119,231.53	\$84,010.78	\$1,082,539.69
350th Needham Birthday Celebration	\$6,993.93	\$377.63		\$7,371.56
400th Needham Birthday Celebration	\$4,667.43	\$252.02		\$4,919.45
Community Revitalization Maintenance 10% Trust	\$1,689.82	\$6,919.14	\$8,600.00	\$8.96
Community Revitalization Trust	\$11,779.78	\$5,940.08	\$16,113.56	\$1,606.30
Council on Aging Permanent Donation	\$189,694.56	\$10,242.54		\$199,937.10
Domestic Violence Trust	\$284,791.09	\$15,377.29	\$6,100.00	\$294,068.38
Esther Lyford Trust	\$13,316.00	\$719.01		\$14,035.01
Green Field Improvement Association Fund	\$7,314.70	\$394.95		\$7,709.65
John B. Tolman Trust (Library/Temperance Organization)	\$159,991.24	\$8,628.24	\$10,283.07	\$158,336.41

Trust Funds
Year Ended June 30, 2019

Fund	July 1, 2018	Receipts	Disbursements & Adjustments	June 30, 2019
Mary Virginia E. Hill (Animal Welfare) Fund	\$17,535.26	\$946.81		\$18,482.07
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$14,824.68	\$771.36	\$1,500.00	\$14,096.04
Needham Military Band	\$154.27			\$154.27
Park & Recreation (Park Beautification) Fund	\$17,798.15	\$1,002.32		\$18,800.47
Rebecca Perry Park Trust Fund	\$36,023.16	\$1,945.07		\$37,968.23
Robert & Marcia Carleton Memorial Trust Fund	\$124,938.01	\$6,746.00		\$131,684.01
Robert & Marcia Carleton Pavilion Fund	\$38,189.77	\$2,062.02		\$40,251.79
Skate Park Trust Fund	\$3,125.59	\$168.77		\$3,294.36
Subtotal Other Funds	\$932,827.44	\$62,493.25	\$42,596.63	\$952,724.06
TOTAL	\$6,502,969.14	\$486,776.65	\$309,008.17	\$6,680,737.62

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide	\$52,281,444		-\$696,218	\$51,585,226	-\$47,593,915.24	-\$522,562.81	-\$48,116,478.05	\$3,468,747.95
10 Select Board and the Office of the Town Manager	\$1,027,225		\$17,443	\$1,044,668	-\$978,779.32	-\$14,552.06	-\$993,331.38	\$51,336.62
11 Town Clerk and Board of Registrars	\$433,133		\$3,870	\$437,003	-\$413,341.42	-\$1,425.00	-\$414,766.42	\$22,236.58
12 Town Counsel	\$329,442			\$329,442	-\$290,093.29	-\$38,920.52	-\$329,013.81	\$428.19
13 Personnel Board								
14 Finance Department	\$2,929,689		\$38,000	\$2,967,689	-\$2,791,612.54	-\$46,619.07	-\$2,838,231.61	\$129,457.39
15 Finance Committee	\$38,768		\$937	\$39,705	-\$38,222.48		-\$38,222.48	\$1,482.52
16 Planning and Community Development Department	\$561,423		\$9,410	\$570,833	-\$504,591.34	-\$9,150.00	-\$513,741.34	\$57,091.66
17 Police Department	\$6,815,401		\$12,758	\$6,828,159	-\$6,518,853.63	-\$169,685.03	-\$6,688,538.66	\$139,620.34
18 Fire Department	\$8,164,583		\$10,514	\$8,175,097	-\$8,076,746.58	-\$33,573.55	-\$8,110,320.13	\$64,776.87
19 Building Department	\$756,753		\$16,899	\$773,652	-\$635,137.22	-\$12,007.50	-\$647,144.72	\$126,507.28
20 Minuteman Regional High School Assessment	\$914,236			\$914,236	-\$914,236.00		-\$914,236.00	
21 Needham Public Schools	\$71,105,943			\$71,105,943	-\$70,028,393.24	-\$1,058,596.21	-\$71,086,989.45	\$18,953.55
22 Building Design and Construction Department	\$507,856		\$10,364	\$518,220	-\$288,867.03	-\$694.99	-\$289,562.02	\$228,657.98
23 Department of Public Works	\$12,466,886		\$487,264	\$12,954,150	-\$12,095,021.32	-\$459,135.53	-\$12,554,156.85	\$399,993.15
24 Municipal Parking Program	\$106,382			\$106,382	-\$81,129.16	-\$25,187.18	-\$106,316.34	\$65.66
25 Health and Human Services Department	\$1,861,734		\$25,866	\$1,887,600	-\$1,738,042.92	-\$12,753.72	-\$1,750,796.64	\$136,803.36

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
26 Commission on Disabilities	\$2,050			\$2,050	-\$1,554.74		-\$1,554.74	\$495.26
27 Historical Commission	\$1,050			\$1,050				\$1,050.00
28 Needham Public Library	\$1,755,909	\$24,165	\$24,165	\$1,780,074	-\$1,731,442.21	-\$1,937.49	-\$1,733,379.70	\$46,694.30
29 Park and Recreation Department	\$659,932	\$16,115	\$38,728	\$714,775	-\$703,138.37	-\$11,317.99	-\$714,456.36	\$318.64
30 Memorial Park	\$750			\$750	-\$234.60	-\$515.40	-\$750.00	
Subtotal	\$110,439,145	\$16,115	\$696,218	\$111,151,478	-\$107,829,437.41	-\$1,896,071.24	-\$109,725,508.65	\$1,425,969.35
Townwide & Departments	\$162,720,589	\$16,115		\$162,736,704	-\$155,423,352.65	-\$2,418,634.05	-\$157,841,986.70	\$4,894,717.30
Townwide Expense Budgets								
1 Casualty, Liability, Property & Self-Insurance Program	\$626,790			\$626,790	-\$556,798.00	-\$68,575.00	-\$625,373.00	\$1,417.00
2 Debt Service	\$14,904,503			\$14,904,503	-\$14,891,903.10		-\$14,891,903.10	\$12,599.90
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$15,256,471			\$15,256,471	-\$13,752,562.14	-\$39,317.00	-\$13,791,879.14	\$1,464,591.86
4 Needham Electric, Light & Gas	\$3,586,259			\$3,586,259	-\$2,997,558.00	-\$413,895.81	-\$3,411,453.81	\$174,805.19
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$6,906,705			\$6,906,705	-\$6,906,705.00		-\$6,906,705.00	
6 Retirement Assessments	\$7,934,482			\$7,934,482	-\$7,809,911.00		-\$7,809,911.00	\$124,571.00
7 Workers Compensation	\$679,253			\$679,253	-\$678,478.00	-\$775.00	-\$679,253.00	
8 Classification Performance & Settlements	\$527,090		-\$388,426	\$138,664				\$138,664.00

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
9 Reserve Fund	\$1,859,891		-\$307,792	\$1,552,099				\$1,552,099.00
Total	\$52,281,444		-\$696,218	\$51,585,226	-\$47,593,915.24	-\$522,562.81	-\$48,116,478.05	\$3,468,747.95
Select Board and the Office of the Town Manager								
10A Salary & Wages	\$875,526		\$17,443	\$892,969	-\$856,955.76		-\$856,955.76	\$36,013.24
10B Expenses	\$151,699			\$151,699	-\$121,823.56	-\$14,552.06	-\$136,375.62	\$15,323.38
Capital								
Other								
Total	\$1,027,225		\$17,443	\$1,044,668	-\$978,779.32	-\$14,552.06	-\$993,331.38	\$51,336.62
Town Clerk and Board of Registrars								
11A Salary & Wages	\$373,098		\$3,870	\$376,968	-\$367,508.19		-\$367,508.19	\$9,459.81
11B Expenses	\$60,035			\$60,035	-\$45,833.23	-\$1,425.00	-\$47,258.23	\$12,776.77
Total	\$433,133		\$3,870	\$437,003	-\$413,341.42	-\$1,425.00	-\$414,766.42	\$22,236.58
Town Counsel								
12A Salary & Wages	\$75,442			\$75,442	-\$75,140.00		-\$75,140.00	\$302.00
12B Expenses	\$254,000			\$254,000	-\$214,953.29	-\$38,920.52	-\$253,873.81	\$126.19
Total	\$329,442			\$329,442	-\$290,093.29	-\$38,920.52	-\$329,013.81	\$428.19
Personnel Board								
13A Salary & Wages								
13B Expenses								
Total								
Finance Department								
14A Salary & Wages	\$1,905,197	-\$25,000	\$38,000	\$1,918,197	-\$1,844,329.86		-\$1,844,329.86	\$73,867.14
14B Expenses	\$949,492	\$10,000		\$959,492	-\$863,592.76	-\$40,313.38	-\$903,906.14	\$55,585.86
14C Capital	\$75,000	\$15,000		\$90,000	-\$83,689.92	-\$6,305.69	-\$89,995.61	\$4.39
Total	\$2,929,689		\$38,000	\$2,967,689	-\$2,791,612.54	-\$46,619.07	-\$2,838,231.61	\$129,457.39
Finance Committee								
15A Salary & Wages	\$37,448		\$937	\$38,385	-\$37,257.48		-\$37,257.48	\$1,127.52
15B Expenses	\$1,320			\$1,320	-\$965.00		-\$965.00	\$355.00
Total	\$38,768		\$937	\$39,705	-\$38,222.48		-\$38,222.48	\$1,482.52

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Planning and Community Development Department								
16A Salary & Wages	\$529,523		\$9,410	\$538,933	-\$488,583.56		-\$488,583.56	\$50,349.44
16B Expenses	\$31,900			\$31,900	-\$16,007.78	-\$9,150.00	-\$25,157.78	\$6,742.22
Total	\$561,423		\$9,410	\$570,833	-\$504,591.34	-\$9,150.00	-\$513,741.34	\$57,091.66
Police Department								
17A Salary & Wages	\$6,350,537		\$12,758	\$6,363,295	-\$6,276,829.96		-\$6,276,829.96	\$86,465.04
17B Expenses	\$311,290			\$311,290	-\$242,023.67	-\$32,169.36	-\$274,193.03	\$37,096.97
17C Capital	\$153,574			\$153,574		-\$137,515.67	-\$137,515.67	\$16,058.33
Total	\$6,815,401		\$12,758	\$6,828,159	-\$6,518,853.63	-\$169,685.03	-\$6,688,538.66	\$139,620.34
Fire Department								
18A Salary & Wages	\$7,763,983		\$10,514	\$7,774,497	-\$7,715,423.26		-\$7,715,423.26	\$59,073.74
18B Expenses	\$376,822			\$376,822	-\$337,545.32	-\$33,573.55	-\$371,118.87	\$5,703.13
18C Capital	\$23,778			\$23,778	-\$23,778.00		-\$23,778.00	
Total	\$8,164,583		\$10,514	\$8,175,097	-\$8,076,746.58	-\$33,573.55	-\$8,110,320.13	\$64,776.87
Building Department								
19A Salary & Wages	\$701,713		\$16,899	\$718,612	-\$611,517.53		-\$611,517.53	\$107,094.47
19B Expenses	\$55,040			\$55,040	-\$23,619.69	-\$12,007.50	-\$35,627.19	\$19,412.81
Total	\$756,753		\$16,899	\$773,652	-\$635,137.22	-\$12,007.50	-\$647,144.72	\$126,507.28
Minuteman Regional High School Assessment								
20 Assessment	\$914,236			\$914,236	-\$914,236.00		-\$914,236.00	
Total	\$914,236			\$914,236	-\$914,236.00		-\$914,236.00	
Needham Public Schools								
21 Needham Public School Budget	\$71,105,943			\$71,105,943	-\$70,028,393.24	-\$1,058,596.21	-\$71,086,989.45	\$18,953.55
Total	\$71,105,943			\$71,105,943	-\$70,028,393.24	-\$1,058,596.21	-\$71,086,989.45	\$18,953.55
Building Design and Construction Department								
22A Salary & Wages	\$488,361		\$10,364	\$498,725	-\$272,231.63		-\$272,231.63	\$226,493.37
22B Expenses	\$19,495			\$19,495	-\$16,635.40	-\$694.99	-\$17,330.39	\$2,164.61
Total	\$507,856		\$10,364	\$518,220	-\$288,867.03	-\$694.99	-\$289,562.02	\$228,657.98

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Department of Public Works								
23A Salary & Wages	\$7,482,721		\$179,472	\$7,662,193	-\$7,413,104.89		-\$7,413,104.89	\$249,088.11
23B Expenses	\$4,537,940			\$4,537,940	-\$3,942,280.19	-\$459,135.53	-\$4,401,415.72	\$136,524.28
23C Capital	\$29,993			\$29,993	-\$15,612.41		-\$15,612.41	\$14,380.59
23D Snow & Ice Removal	\$416,232		\$307,792	\$724,024	-\$724,023.83		-\$724,023.83	\$0.17
Total	\$12,466,886		\$487,264	\$12,954,150	-\$12,095,021.32	-\$459,135.53	-\$12,554,156.85	\$399,993.15
Municipal Parking Program								
24 Program	\$106,382			\$106,382	-\$81,129.16	-\$25,187.18	-\$106,316.34	\$65.66
Total	\$106,382			\$106,382	-\$81,129.16	-\$25,187.18	-\$106,316.34	\$65.66
Health and Human Services Department								
25A Salary & Wages	\$1,519,748		\$25,866	\$1,545,614	-\$1,424,643.37		-\$1,424,643.37	\$120,970.63
25B Expenses	\$341,986			\$341,986	-\$313,399.55	-\$12,753.72	-\$326,153.27	\$15,832.73
Total	\$1,861,734		\$25,866	\$1,887,600	-\$1,738,042.92	-\$12,753.72	-\$1,750,796.64	\$136,803.36
Commission on Disabilities								
26A Salary & Wages	\$1,500			\$1,500	-\$1,500.00		-\$1,500.00	
26B Expenses	\$550			\$550	-\$54.74		-\$54.74	\$495.26
Total	\$2,050			\$2,050	-\$1,554.74		-\$1,554.74	\$495.26
Historical Commission								
27A Salary & Wages	\$1,050			\$1,050				\$1,050.00
27B Expenses	\$1,050			\$1,050				\$1,050.00
Total	\$1,050			\$1,050				\$1,050.00
Needham Public Library								
28A Salary & Wages	\$1,397,232		\$24,165	\$1,421,397	-\$1,376,146.48		-\$1,376,146.48	\$45,250.52
28B Expenses	\$358,677			\$358,677	-\$355,295.73	-\$1,937.49	-\$357,233.22	\$1,443.78
Total	\$1,755,909		\$24,165	\$1,780,074	-\$1,731,442.21	-\$1,937.49	-\$1,733,379.70	\$46,694.30
Park and Recreation Department								
29A Salary & Wages	\$575,332		\$38,728	\$614,060	-\$614,059.40		-\$614,059.40	\$0.60
29B Expenses	\$84,600	\$16,115		\$100,715	-\$89,078.97	-\$11,317.99	-\$100,396.96	\$318.04
Total	\$659,932	\$16,115	\$38,728	\$714,775	-\$703,138.37	-\$11,317.99	-\$714,456.36	\$318.64

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Memorial Park								
30A Salary & Wages	\$750			\$750	-\$234.60	-\$515.40	-\$750.00	
30B Expenses	\$750			\$750	-\$234.60	-\$515.40	-\$750.00	
Total								
Department Budget Total	\$110,439,145	\$16,115	\$696,218	\$111,151,478	-\$107,829,437.41	-\$1,896,071.24	-\$109,725,508.65	\$1,425,969.35
Total Operating Budget	\$162,720,589	\$16,115		\$162,736,704	-\$155,423,352.65	-\$2,418,634.05	-\$157,841,986.70	\$4,894,717.30

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
101A Salary & Wages	\$801,914	\$12,547		\$814,461	-\$738,334.00		-\$738,334.00	\$76,127.00
101B Expenses	\$1,496,979			\$1,496,979	-\$1,246,772.29	-\$245,196.82	-\$1,491,969.11	\$5,009.89
101C Capital	\$91,500			\$91,500	-\$82,583.00	-\$8,354.00	-\$90,937.00	\$563.00
101D Debt Service	\$150,000			\$150,000	-\$63,811.94		-\$63,811.94	\$86,188.06
102 Reserve Fund	\$25,000			\$25,000				\$25,000.00
Total Operating Budget	\$2,565,393	\$12,547		\$2,577,940	-\$2,131,501.23	-\$253,550.82	-\$2,385,052.05	\$192,887.95

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$961,327	\$16,842		\$978,169	-\$919,060.73		-\$919,060.73	\$59,108.27
201B Expenses	\$439,727			\$439,727	-\$364,580.23	-\$69,562.64	-\$434,142.87	\$5,584.13
201C Capital	\$50,000			\$50,000	-\$49,519.77		-\$49,519.77	\$480.23
201D MWRA Assessment	\$6,227,150	-\$53,931		\$6,173,219	-\$6,173,219.00		-\$6,173,219.00	
201E Debt Service	\$1,500,000			\$1,500,000	-\$1,167,381.32		-\$1,167,381.32	\$332,618.68
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$9,213,204	-\$37,089		\$9,176,115	-\$8,673,761.05	-\$69,562.64	-\$8,743,323.69	\$432,791.31

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,252,990	\$19,889		\$1,272,879	-\$1,258,141.02		-\$1,258,141.02	\$14,737.98
301B Expenses	\$1,137,563			\$1,137,563	-\$1,030,651.94	-\$101,980.12	-\$1,132,632.06	\$4,930.94
301C Capital	\$20,000			\$20,000	-\$20,000.00		-\$20,000.00	
301D MWRA Assessment	\$862,262	-\$6,213		\$856,049	-\$856,049.00		-\$856,049.00	
301E Debt Service	\$1,550,000			\$1,550,000	-\$1,384,916.70		-\$1,384,916.70	\$165,083.30
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$4,897,815	\$13,676		\$4,911,491	-\$4,549,758.66	-\$101,980.12	-\$4,651,738.78	\$259,752.22

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2019

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$2,114.91	-\$8,569.12	-\$10,684.03	\$71,315.97
Total Operating Budget	\$82,000			\$82,000	-\$2,114.91	-\$8,569.12	-\$10,684.03	\$71,315.97

TAX RATE RECAPITULATION
Fiscal Year 2019

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 210,087,646.13
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	68,193,660.00
lc. Tax Levy (Ia minus Ib)	\$ 141,893,986.13
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	77.2509	109,614,381.33	8,846,926,822.00	12.39	109,613,423.32
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	16.6353	23,604,490.27	966,634,621.00	24.42	23,605,217.44
Net of Exempt					
Industrial	2.2120	3,138,694.97	128,529,898.00	24.42	3,138,700.11
SUBTOTAL	96.0982		9,942,091,341.00		136,357,340.87
Personal	3.9018	5,536,419.55	226,725,850.00	24.42	5,536,645.26
TOTAL	100.0000		10,168,817,191.00		141,893,986.13

MUST EQUAL 1C

Assessors

- Thomas P. Colarusso, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/4/2018 6:41 PM
- Comment:
- Paul E. Dawson, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/4/2018 6:24 PM
- Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/06/2018
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

Mary Jane Handy

TAX RATE RECAPITULATION
Fiscal Year 2019

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>206,353,302.00</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 Awards	0.00	
4. Total overlay deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	38,106.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	<u>306,658.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		<u>357,264.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,408,970.00
Ild. Allowance for abatements and exemptions (overlay)		1,968,110.13
Ile. Total amount to be raised (Total Ila through Ild)		<u>210,087,646.13</u>

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	11,813,942.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		<u>12,509,090.00</u>
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>11,335,256.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>22,383,484.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>5,408,305.00</u>	
TOTAL IIIb		<u>39,127,045.00</u>
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>13,298,378.00</u>	
2. Other available funds (page 4, col (d))	<u>3,259,147.00</u>	
TOTAL IIIc		<u>16,557,525.00</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2018	0.00	
1b. Free cash..appropriated on or after July 1, 2018	0.00	
2. Municipal light surplus	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>68,193,660.00</u>

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		<u>210,087,646.13</u>
b. Total estimated receipts and other revenue sources (from IIIe)	<u>68,193,660.00</u>	
c. Total real and personal property tax levy (from Ic)	<u>141,893,986.13</u>	
d. Total receipts from all sources (total IVb plus IVc)		<u>210,087,646.13</u>

NOTE : The information was Approved on 12/6/2018

TAX RATE RECAPITULATION
Fiscal Year 2019

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2018	(b) Estimated Receipts Fiscal 2019
==>	1. MOTOR VEHICLE EXCISE	5,910,554.81	4,900,000.00
	2. OTHER EXCISE		
==>	a.Meals	497,445.77	415,000.00
==>	b.Room	1,045,862.09	945,000.00
==>	c.Other	0.00	0.00
==>	d.Cannabis	0.00	0.00
==>	3. PENALTIES AND INTEREST ON TAXES AND EXCISES	457,279.40	225,000.00
==>	4. PAYMENTS IN LIEU OF TAXES	131,587.45	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	2,224,465.20	1,640,000.00
	10. FEES	233,523.33	170,000.00
	a.Cannabis Impact Fee	0.00	0.00
	11. RENTALS	215,851.50	160,000.00
	12. DEPARTMENTAL REVENUE - SCHOOLS	36,194.85	30,000.00
	13. DEPARTMENTAL REVENUE - LIBRARIES	17,001.79	15,000.00
	14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
	15. DEPARTMENTAL REVENUE - RECREATION	310,891.01	200,000.00
	16. OTHER DEPARTMENTAL REVENUE	342,747.40	280,000.00
	17. LICENSES AND PERMITS	2,603,017.37	1,931,256.00
	18. SPECIAL ASSESSMENTS	3,534.06	0.00
==>	19. FINES AND FORFEITS	187,559.71	120,000.00
==>	20. INVESTMENT INCOME	434,319.10	250,000.00
==>	21. MEDICAID REIMBURSEMENT	207,679.15	0.00
==>	22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	4,168.80	4,000.00
	23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	305,739.14	0.00
	24. Totals	15,169,421.93	11,335,256.00

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 2019 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 | 12/3/2018 12:33 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 departmental revolving funds per Chapter 44, Section 53E 1/2. 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 2019 estimated receipts to FY 2018 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/6/2018

TAX RATE RECAPITULATION
Fiscal Year 2019

City/Town Council or Town Meeting Dates	FY*	APPROPRIATIONS										AUTHORIZATIONS	
		(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) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)	MEMO ONLY		
05/09/2018	2019	13,647,442.00	0.00	7,207,289.00	1,855,000.00	0.00	0.00	4,585,153.00	0.00	3,168,000.00			
05/14/2018	2019	683,300.00	613,300.00	0.00	70,000.00	0.00	0.00	0.00	0.00	-59,139.00			
05/14/2018	2019	4,457,360.00	0.00	1,382,000.00	0.00	0.00	3,075,360.00	0.00	0.00	3,503,000.00			
05/14/2018	2018	32,000.00	0.00	0.00	0.00	0.00	32,000.00	0.00	0.00	0.00			
05/16/2018	2019	2,021,791.00	431,000.00	1,590,791.00	0.00	0.00	0.00	0.00	0.00	0.00			
10/10/2018	2019	1,560,249.00	1,352,115.00	0.00	219,000.00	0.00	-10,866.00	0.00	0.00	65,531,480.00			
05/07/2018	2019	183,520,160.00	161,447,400.00	2,687,298.00	1,115,147.00	0.00	17,753,821.00	516,494.00	1,296,100.00	645,000.00			
05/14/2018	2018	431,000.00	0.00	431,000.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total		206,353,302.00	163,843,815.00	13,298,378.00	3,259,147.00	0.00	20,850,315.00	5,101,647.00	0.00	0.00			

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2018 or fiscal 2019.

** 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 | 12/3/2018 2:46 PM

Comment:

NOTE : The information was Approved on 12/6/2018

**The History and Directory of Needham, Massachusetts, 1888; or,
“Don’t Be A Dounderfunk!”**

Gloria Polizzotti Greis, Executive Director, Needham History Center & Museum

A slim and rather tattered book has sat on the Archives bookshelf of the Needham History Center for many decades, but to be honest, I never paid it much attention. It is *The History & Directory of Needham* for the year 1888. The History Center has other references that cover that year – poll tax lists, town reports, etc. All are filled with valuable information, and because they form an annual series, all are well-used reference sources. In contrast, the 1888 Directory is single – there is no 1887 or 1889 – so I did not consider it to be all that interesting.

Oh, how wrong I was!

I recently sought out the book again after I got a note from one of our members, who sent along a scan of an ad for George Adams, “Dealer in Fruits & Vegetables, Ocean Lake and River Fish.” Is it possible, he asked, that people were eating local fish from the Charles River? Given the long-standing industrial activity around Upper and Lower Falls, I sure hope they were not eating anything that came out of that part of the river, or out of Needham’s small lakes, most of which were used for industry as well. On the other hand, the southern stretch was cleaner, and the Charles River Street pumping station produced some very fine water in its early days, so maybe...

From there, our conversation went on to some of the other ads in the book, which turned out to be a treasure-trove of 19th century commercial endeavor. There are numerous ads for the usual domestic and household needs – the butcher, the baker, General Stores, clothiers, paperhangers. But what struck me is the way many merchants maximized their custom by offering a bewildering variety of products and services. M.F. McDonald on Reservoir Street was an “*Auctioneer, and Dealer in First-Class Groceries, Grain, Choice Brands of Flour, Clothing, Small Wares [kitchen supplies], Fruit, Confectionery, &c.*” George Wragg’s Domestic Bakery and Variety Store on Great Plain Avenue sold not only baked goods (“*Fresh Home Made Bread, Cakes, Pies, &c. hot every day at five p.m.*” with “*Special attention given to Wedding Cake*”), but his inventory also included periodicals, candies, cigars, and tobacco. But wait – there’s more! In a *second* ad for his store on a different page in the Directory, he lists himself as “George E. Wragg, Auctioneer,” and a dealer in sewing machines and their accessories, as well as pianos and parlor organs. George E. Eaton is listed no fewer than four times, as a real estate agent, insurance broker, undertaker, and yes, auctioneer. The funeral part of his business is still thriving, in the hands of this descendants.

“Auctioneer” puzzled me for a while. There are no fewer than TEN Auctioneers in the Directory; only knitting firms (15) and ladies’ dressmakers (11) have more listings. All of the Auctioneers have other lines of retail business – general stores, bakeries, feed and grain merchants, etc. Although I assume they saw a fair number of property or bankruptcy auctions, it looks like what they are mostly doing is taking on goods for consignment.

George Eaton did have competition in the undertaking business. George H. Robbins over in Wellesley also advertised in the book, with “*Personal Attention Given in All Cases. Having graduated from Professor Clarke’s School for Embalming, will give special attention to preserving and embalming dead bodies.*” This ad leaves me with so many disturbing questions. Was there a

reduced rate for Impersonal Attention? If he was giving his Special Attention to the embalming of the dead, what kind of embalming was he giving his divided attention to?

Since the Directory is more than 130 years old, it naturally includes services that are no longer needed in our lives. There were two carriage dealers, a harness-fitter and a carriage painter/decorator. The Ladies' Hair Store not only provided hairdressing services, dying, and wigs, but also wove hair combings from loved ones into mourning jewelry or crafted "hair work" – shadow boxes with wreaths or flowers crafted out of the tresses of the departed. And Mrs. Stephen Putnam was the sole owner of the formula for The Celebrated Dr. William Clarke's Restorative Bitters ("*Unlike Many Others, Do Not Intoxicate, Even if Taken to Excess.*") Dr. Clarke's restorative Bitters was used to treat "*chronic ailments of the viscera*" as well as "*obstinate torpidity of the liver.*" Ernest F. Robbins, however, was clearly gearing up for the brave new future – "*Ernest F. Robbins, Mechanical Expert. Inventions Perfected and Models Constructed in the Best Manner. Special Attention Given to Automatic Machinery.*"

The last ad in the book is by far the most puzzling. Jinks' Soap Manufacturing Company of Mansfield, MA placed an otherwise unremarkable ad for its soap powder, Puritene ("*Soap in a Concentrated State.*") It had the usual encomiums ("Puritene is the greatest invention of the 19th century"), and the usual warning to not be fooled by other unscrupulous soap-sellers. But right in the middle of this is the banner notice: **DON'T BE A DOUNDERFUNK. WE LIVE IN AN AGE OF PROGRESSION.** Huh? I googled "Dounerfunk," but the only citations were other copies of this ad, which was distributed widely. There is an obsolete naval term "dunderfunk," which referred to a mixture of chopped hardtack and molasses, and there is also (*of course* there is) a scatological slang meaning for that term. But neither of these would be used by a soap-seller in an ad to convince housewives to buy his product. On the other hand, calling your potential customer a Dounerfunk is probably not good salesmanship either.

Gloria Polizzotti Greis is the Executive Director of the Needham History Center & Museum. For information, see our website at www.needhamhistory.org.

JOHN THORPE,
MANUFACTURER OF EXTRA FINE
SILK AND MERINO MITTENS
HOSIERY, GAPS, ETC., OF EVERY STYLE.
HIGHLANDVILLE, MASS.

C. S. HALL,
MANUFACTURER OF
WOOLEN KNIT GOODS.
Ladies' and Children's Fancy Mitts made of
Worsted and Silk a Specialty.
HUNNEWELL STREET, - HIGHLANDVILLE, MASS.

ERNEST F. ROBBINS,
MECHANICAL EXPERT.
Inventions Perfected and Models Constructed in the
Best Manner.

Special Attention Given to Automatic Machinery.
Box 138, Needham, Mass.

MRS. C. B. CUMMINGS,
PROPRIETOR OF
"THE PINES."

—OPEN FOR BOARDERS.—
Situated on elevated land, in a beautiful and healthy grove, in a town noted for its health
resortive and preserving qualities, and in the midst of enjoyable walks and drives,
the place affords every comfort in being after most attractions. Have
weekly parties given here.—
For particulars apply or address, Mrs. C. B. Cummings, Box 225 Needham, Mass.

B. L. BROWN,
Successor to A. L. Woodruff,
—DEALER IN—
Fine Boots, Shoes and Rubbers,
AND GENTS' FURNISHING GOODS.



A Large and Select Stock of Ladies' French Kid, Dongola
and Goat Button Boots, in Common Sense and
Opera, at prices that cannot fail to suit.

Gents' Fine Calf Button, Balmoral and Congress for
\$2.00, \$2.25, \$2.50, \$3.00, \$3.50, \$4.00, \$5.00,
Also Medium Grades from \$1.00 to \$3.00.

Boys', Youths', Misses' and Children's School Shoes a Specialty.

CALL AND EXAMINE BEFORE PURCHASING ELSEWHERE.
SATISFACTION GUARANTEED.

Moseley Block, Needham.

FLOUR! FLOUR! FLOUR!
EVERY BARREL WARRANTED OR MONEY REFUNDED.
The celebrated brand, "WHITE ELEPHANT" is one of the best in
the market, and we sell it.



**Grain, Feed, Hay, Straw
AND POULTRY SUPPLIES**
At the very bottom prices.
CUSTOM GRINDING.
OFFICE AND GIST MILL, CHAPEL ST., NEEDHAM, MASS.

H. S. LOCKE,

DEALER IN
Spruce, Hemlock, Pine, W. Wood & Fencing
Laths, Clapboards and Shingles.
ALSO, NAILS, HARDWARE AND PAPER.

We are now prepared to furnish our customers with
some of the best shingles manufactured.

Office and Yard, Keith Place,
Rear Kingsbury Block. **NEEDHAM**

DOMESTIC BAKERY and VARIETY STORE,
GEO. E. WRAGG, PROPRIETOR.



Fine Home Made Bread, Cakes, Pies, &c., hot every day at five p. m.
Team on the road Tuesdays and Saturdays. Will take orders for Tea
and Coffee from the Oriental Tea Co. Special attention given to
Wedding Cake and Ice Cream. Also the largest variety of Station-
ery, Periodicals and Confectionery in town. Daily and Sunday Pa-
pers, Cigars and Tobacco.

MOSELEY BLOCK, NEEDHAM, MASS.

**EVERETT J. EATON,
AUCTIONEER.**

Sale, Boarding, Hack and Livery Stable. Hacks,
Hearse and Barges furnished. Needham, Highlandville,
and Boston Express and Fast Freight Line; Leave Needham
8:05, 9:45 A. M., and 1:45 P. M., leaves Boston, 174 Wash-
ington St., 10 A. M. and 1 and 3 P. M., 77 Kingston Street,
11 A. M. and 2 and 4 P. M.

DELACY ATKINSON,
Agent at Highlandville.

Needham and Highlandville offices connected by tele-
phone; free to patrons. Furniture Moving and all kinds of
Heavy Teaming and Jobbing attended to. Furniture stored
at reasonable prices. Bale Hay and Straw for sale.
EATON SQUARE, HIGHLAND AVE.,
Needham, Mass. Highlandville.

POST OFFICES.

NEEDHAM.—Money Order Office, E. H. Bowers, P. M.,
A. B. Dresser, Asst. P. M.
Mails arrive 8 a. m., 1 and 4 p. m. Mails close 9.30 a.
m., 1.30 and 6.30 p. m. Office open from 7.30 a. m. to 8
p. m. Wednesday closes at 7 p. m.

HIGHLANDVILLE.—Mark Lee, P. M.
Mails arrive 7.46 a. m., 1.01 and 4.07 p. m. Mails close
9.40 a. m., 1.40 and 6.40 p. m.

CHARLES RIVER VILLAGE.—Martha N. Pierce, P. M.
Mails arrive 8.43 a. m., 4.11 p. m. Mails close 7.35 a.
m., 4.35 p. m.

H. T. MANSFIELD, M. D.
PHYSICIAN AND SURGEON,

Office Hours:—generally before 9 A. M., 1 to 2.30 and 6 to 7 P. M.

HIGHLAND AVENUE,

Second House from Baptist Church. **NEEDHAM.**

J. E. WRIGHT,

—DEALER IN—

Fresh Fish and Vegetables,

Oysters, Lobsters and Clams in their Season.

A share of the patronage of the citizens of Needham and vicinity solicited

CENTRAL AVE., NEEDHAM.

HILLSIDE FARM



PURE MILK.

Finest and Best Fed Herd of Cows in Town.

The Fact that Trade in Needham has Increased
Three-Fold within the last three years speaks
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ARTHUR WHITAKER.

DAWSON & WOODRUFF,
SUCCESSORS TO T. J. CROSSMAN & CO.



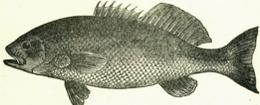
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CHOICE FAMILY GROCERIES

Also Flour, Tea, Patent Medicines, Crockery, Hardware, Farming
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Satisfaction guaranteed. Prompt delivery.

MOSELEY BUILDING, NEEDHAM.

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—DEALER IN—
FRUIT AND VEGETABLES,



Ocean Lake and River Fish.
OYSTERS, LOBSTERS AND CLAMS IN THEIR SEASON.

Will arrange as large a variety and as good stock as ever carried through
the town. All home country products and Wednesday afternoons. Or-
ders promptly supplied. Demand will regulate the supply.

MARKET, CHESTNUT STREET, NEEDHAM.

FRED G. CLEWS,



Glazier, Whitener and Paper Hanger.

Paints Glass and Room Paper For Sale.

CLEWS' BLOCK, COR. HUNNEWELL ST. and HILLSIDE AVE.

THEODORE MCINTOSH,

C. & C. MCINTOSH,
—DEALER IN—
PURE MILK



Thanking the citizens of Needham and vicinity for past
favours, will in the future, as they have in the past, endeavor
to conduct their business in a manner satisfactory to all their
customers, both old and new.

Cart will run through Needham and Highlandville daily.
Their beautiful milk farm is situated on Great Plain avenue,
near the Wellesley line. No brewers' grain or city will be used.

A. W. WALKUP,
MANUFACTURER OF AND DEALER IN
Pure Country Cider Vinegar.



NO. 324 FEDERAL STREET, BOSTON.
VINEGAR FACTORY AT NEEDHAM, MASS.

Dr. T. A. Dutton's Vegetable Discovery.

A purely vegetable extract for the cure of Scrophula, Constipation, Sick Head-
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Complaints and Kidney Affections.

LAUDERBACH'S CATARRH REMEDY. It will pay you to give it
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LAUDERBACH'S NERVE TABLETS for Dyspepsia and Nervous-
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LAUDERBACH'S COMPLEXOLINE. A quick and sure Pimple
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A permanent and reliable cure for all Lung Affections.

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