

# Town of Needham, MA

## ANNUAL TOWN REPORT

### 1711–2018



**COVER:** *Photograph of the Blue Tree located in Needham Common. This tree was planted in spring of 2015 and continues to serve and provide enjoyment to area residents each year. Photo courtesy of Alison Borrelli Photography, <https://alisonborrelliphotography.zenfolio.com/>*

**BACK COVER:** *Needham's first Blue Tree was a 30 caliper, 70 foot tall Sugar Maple located on the Town Common. The first lighting was on December 3, 1954. The tree had 4,000 blue bulbs. The New York City flights used to fly over Needham and point out the tree to their passengers, and people came for miles around to see the tree. Unfortunately the tree failed after many years and was replaced. The last year this particular tree was lit was in December 2014. (courtesy of Louise Condon)*

*Additional photos throughout this report which capture the many glimpses of Needham at work and at play are courtesy of Allyssa Jewell from the Department of Public Works/Administration, the staff in the Town Manager's Office and Needham resident Gary DeMaria.*



## **This 2018 Annual Town Report is dedicated to Louise Condon.**

Louise Vincenza Hassan Condon was born in Pawtucket, Rhode Island. The youngest female of four children, Louise has one brother and two sisters. While in High School, Louise represented Pawtucket High School in the Voice of America Contest, where she tied for first place with her future husband, Frank Condon, who was representing a different school. Frank describes the event as “Louise won the contest, but Frank got the prize!”. After attending the Rhode Island College of Education, Louise and Frank were married in 1956. Frank’s job at Westinghouse required a transfer to Ohio where they lived for eight years: four years in Mansfield and four years in Columbus. Louise took a job teaching third grade. Her Boston/Rhode Island accent kept her co-workers entertained and they found many ways for Louise to use the words “car” and “yard”.

While living in Ohio, Louise and Frank started their family and Louise began her long-time connection of giving back to the community by volunteering to help with her children’s extra-curricular activities. After another transfer in Frank’s job, the family moved to Stanford, Connecticut, where they lived for four years and continued growing their family. In 1968, Frank left Westinghouse and went to work for an investment company in Boston. Settling in their first home in Needham on Hazelton Avenue was an easy choice because of Needham’s transportation options and proximity to Boston and Rhode Island. After raising her family of seven children: Louanne, Pamela, Maura, Frank III, Raymond, Brian and Sean on Hazelton Avenue, Louise and Frank downsized to a townhouse at The Highlands on Oakland Avenue. Louise became president of the Trustees of the Highlands and served for seven years. With 17 grandchildren, the townhouse proved to be a bit small and Louise and Frank bought their fixer upper home on Tamarack Lane and have never left.

While her children were in college, Louise wanted to help out the family. She discovered that school teachers were not in demand, so she took a real estate course with a neighbor at the High School. In 1978, Louise passed the real estate brokers test. She began her real estate career at Needham Realty in September 1978. Louise’s knowledge and adeptness in the industry allowed her to help many other female real estate professionals in the evening at her home. She was advised to open her own business and in 1985, Louise Condon Realty opened at 399 Chestnut Street. In 2017, Louise rescued the building from being sold and became the property’s landlady.

Condon Realty became a member of the Needham Business Association in 1985, where Louise served as president several times. She was a founding director of the Needham Education Foundation and brought the Spelling Bee to Town. She was a member of the Needham Women’s Republican Club. She was a member of the Needham Rotary, VNA Board, the Realty Guild of Massachusetts and the BID-Needham Board of Advisors. She served on many committees for the Greater Boston Real Estate Board and was past president of the Board. Louise has been a Girl Scout Leader, Director of the Girl Scout Camp Malcolm, a Cub Scouts Leader and has been and continues today to be a CCD teacher for St. Bartholomew’s Church since 1970. She was also a very active member, serving on the Board of Directors and serving as

President twice for the Needham Community Council. Louise made her dancing debut with her partner Bill Dermody as a contestant at the first Dancing with the Needham Stars.

Louise was a member to the Fair Housing Committee from 1990 – 1994 and a member to the Economic Development Advisory Committee from 1998 – 2006. With raising a large family, Louise decided that evening meetings were not an option for her, hence forgoing Town Meeting and other civic groups.

One cannot write about Louise Condon without mentioning Needham's Blue Tree. In 1974, the Select Board asked the Needham Business Association to assume the responsibility to fund and arrange the Blue Tree Lighting event. Louise has spearheaded the fundraising efforts and event details each year to ensure that this tradition continues.

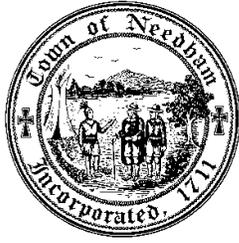
Louise states that her life and service in Needham has been fun, always enjoyed her experiences and has fulfilled her passion and commitment for helping others. She says that Needham is a welcoming Town. People settle here because of the schools, ease of transportation, easy access to highways and is a friendly, welcoming community.

# 2018 ANNUAL REPORT TOWN OF NEEDHAM

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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 2018.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2020 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at [www.needhamma.gov](http://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 2020-2024 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 2020 through 2024. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2020 – 2024 Capital Improvement Plan is also available on the Town's website. The warrant for the 2019 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 2020. The warrant also includes a summary table of the Town's current debt obligations.

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

**FY2019 Tax Rate:**  
\$12.39 Residential  
\$24.42 Commercial

**FY2019 Average Single Family Home Value:** \$920,256

**FY2019 Average Single Family Home Tax Bill:** \$11,402

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

**Town Hall Address:**  
1471 Highland Avenue  
Needham, MA 02492

**Website:** [www.needhamma.gov](http://www.needhamma.gov)

**Facebook:** Town of Needham

**Twitter:** @TownofNeedham

## Town of Needham Community Profile

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

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



## TOWN CLERK

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!

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

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

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May per Needham's Town Charter. Fiscal Year 2018 was a much quieter period in the Town Clerk's Office with only one election this Fiscal Year instead of four elections in Fiscal Year 2017. A Special Fall Town Meeting was held on Monday October 2, 2017 and the Annual Town Election 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 2017 and 2018:

## **FISCAL YEAR 2017**

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

## **FISCAL YEAR 2018**

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

The Special Town Meeting of October 2, 2017 disposed of 16 articles in one session. The Annual Town Election for the election of Town Officers and Town Meeting Members had a total of 2,834 votes or a turnout of 13.59% of the 20,589 registered voters (or 12.89% of both Active and Inactive Voters – 21,987). The Annual Town Meeting beginning May 2, 2018 disposed of 53 articles in four sessions; and the Special Town Meeting of May 14, 2018 held within the Annual Town Meeting disposed of 13 articles.

## **FY2018 HIGHLIGHTS**

During the summer of 2018 Sharon Tedesco retired to spend more time with her grandchildren. While she comes in occasionally to help with Elections and Dogs, we have a new Department Specialist – Maria Papantoniou – joining us from the Youth Department. She is a welcome addition and we still get to see Sharon.

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 in November 2014. This has made the new electronic death system more efficient and effective. We would love to see the third vitals package become live – marriage intentions and certificates. This has really modernized the vital records program statewide and is beneficial to all involved.

The Special Town Meeting of October 2, 2017 approved one General and two zoning By-Law amendments. The Annual Town Meeting approved seven Zoning By-Law amendments. Under Article 15 Town Meeting approved the FY2018 Operating Budget in the amount of \$152,704,148. Total appropriations including the Fiscal Year 2018 Operating Budget approved

at the Annual Town Meeting totaled \$187,045,251. The General and Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General. The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

## VITAL STATISTICS

	<u>FY2018</u>	<u>FY2017</u>	<u>FY2016</u>	<u>FY2015</u>	<u>FY2014</u>	<u>FY2013</u>	
<b><u>Births to Residents:</u></b>							
7/1/17 - 12/31/17	133	125	140	128	141	126	
1/1/18 - 6/30/18	<u>131</u>	<u>115</u>	<u>123</u>	<u>117</u>	<u>134</u>	<u>153</u>	
<b>Total Births:</b>	<b>264</b>	<b>240</b>	<b>263</b>	<b>245</b>	<b>275</b>	<b>279</b>	
<b>Deaths: Residents</b>							
7/1/17 - 12/31/17	112	125	124	102	116	112	
1/1/18 - 6/30/18	<u>145</u>	<u>163</u>	<u>155</u>	<u>139</u>	<u>134</u>	<u>113</u>	
<b>Residents:</b>	<b>257</b>	<b>288</b>	<b>279</b>	<b>241</b>	<b>250</b>	<b>225</b>	
<b>Deaths: Non-Residents</b>							
7/1/17 - 12/31/17	154	148	152	141	143	85	
1/1/18 - 6/30/18	<u>138</u>	<u>154</u>	<u>154</u>	<u>121</u>	<u>123</u>	<u>117</u>	
<b>Non-Residents:</b>	<b>292</b>	<b>302</b>	<b>306</b>	<b>262</b>	<b>266</b>	<b>222</b>	
<b>Total Deaths:</b>	<b>549</b>	<b>590</b>	<b>585</b>	<b>503</b>	<b>516</b>	<b>447</b>	
<b>Marriages:</b>							
7/1/17 - 12/31/17	58	51	52	46	45	49	
1/1/18 - 6/30/18	<u>22</u>	<u>43</u>	<u>17</u>	<u>17</u>	<u>44</u>	<u>33</u>	
<b>Total Marriages:</b>	<b>80</b>	<b>94</b>	<b>69</b>	<b>63</b>	<b>89</b>	<b>82</b>	
<b><u>Dog Licenses Issued:</u></b>							
7/1/17- 6/30/18		<u>FY18</u>	<u>FY17</u>	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>	<u>FY13</u>
* Male & Female Dogs @ \$25		193	171	205	192	193	145
* Spayed & Neutered Dogs @ \$20		2,710	2,842	3062	2598	2782	2552
* Kennels @ \$ 50		2	5	7	8	42	43
* Kennels @ \$ 75		2	3	2	3	9	8
* Kennels @ \$150.		1	0	1	0	0	0
Hearing Dogs - No Charge		0	0	0	0	2	0
Seeing Eye Dogs - No Charge		2	2	2	2	0	1
Transfers @ \$1.00		4	6	7	5	0	7
Prior Years' Licenses (32 @ \$20)		43	20	32	7	0	0
Prior Years' Licenses (2 @ \$25)		3	2	2	0	9	0
Prior Years' Licenses (0 @ \$10)		0	0	0	19	67	17
Replacement Licenses (27 @ \$1.00)		<u>26</u>	<u>22</u>	<u>27</u>	<u>24</u>	<u>19</u>	<u>21</u>
<b>TOTAL</b>		<b>2986</b>	<b>3073</b>	<b>3345</b>	<b>2856</b>	<b>3123</b>	<b>2794</b>

\* The Board of Selectmen 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

<b>Fiscal Year</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
General Fees	115,000.70	127,835.10	114,973.90	89,964.85	104,885.10
Liquor Licenses	96,376.07	92,580.00	83,720.00	86,145.00	96,630.00
Other Licenses	27,654.00	24,612.00	21,470.00	23,249.00	24,387.00
Dog Licenses	60,390.00	62,068.00	67,738.00	57,744.00	61,635.00
Sub Total	299,431.77	\$307,095.10	\$287,901.90	\$257,102.85	\$287,537.10
Accrued Interest	0	\$968.32	0	0	0
Public Record Request	0	\$137.50	0	0	0
<b>TOTAL</b>	<b>\$299,431.77</b>	<b>\$308,200.92</b>	<b>\$287,901.90</b>	<b>\$257,102.85</b>	<b>\$287,537.10</b>

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

## BOARD OF REGISTRARS

### PURPOSE

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

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

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

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

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

## FY2018 HIGHLIGHTS

Fiscal Year 2018 brought a short respite to the Board of Registrars and Town Clerk's Office. The Board of Registrars conducted one election in Fiscal Year 2018 – the April 10, 2018 Annual Town Election - compared to four elections in Fiscal Year 2017 – the State Primary and the Special Minuteman Election in September, the State Election in November, and the Annual Town Election in April. Voter turnout for the 2018 Annual Town Election was slightly higher than 2017. Government starts at the local level and stronger voter participation is encouraged. Make your voice heard!

**Annual Town Election ~ Tuesday, April 10, 2018 ~ 2,834 or 13.59%**

The Annual Town Listing of Residents was conducted by mail again this year. 68% 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 2019.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,880 plus 1,156 inactive voters. The 2018 population for the Town of Needham includes 31,329 residents plus 1,156 inactive voters for total of 32,485. The registered voters were comprised of 7,121 Democrats, 2,310 Republicans, 11,798 Unenrolled, and 181 miscellaneous political designations. 1,156 inactive voters brought the total number of registered voters to 22,036.

**ANNUAL TOWN CENSUS POPULATION**

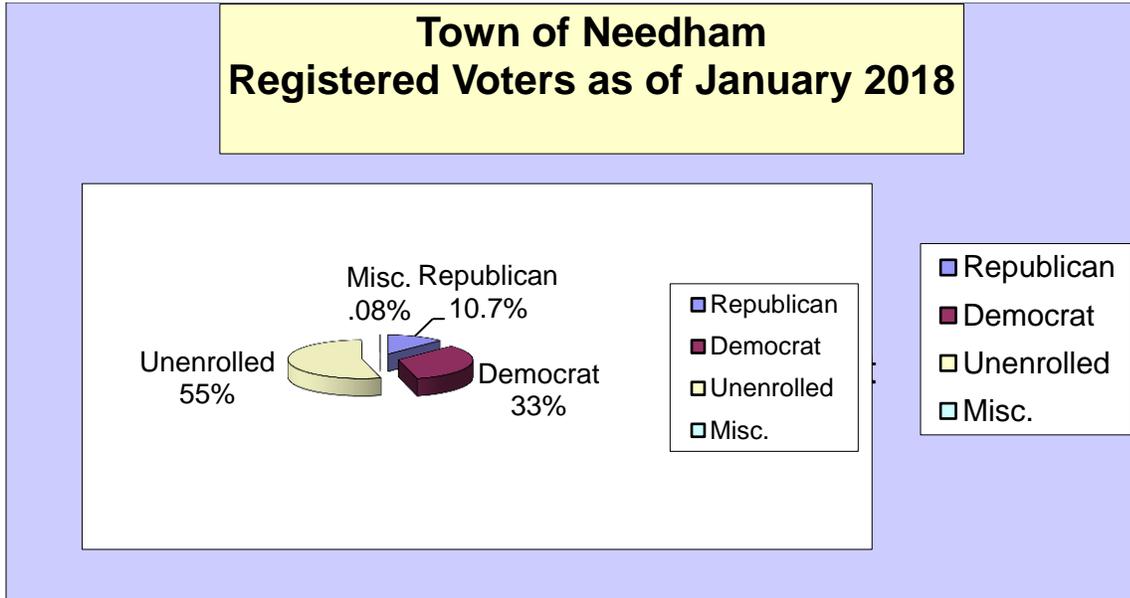
<u>ALL</u>	<u>VOTERS</u> + <u>INACTIVE VOTERS</u>	<u>RESIDENTS</u>	<u>* ALL</u>
1990	17,693	-----	28,568
1991	18,284	-----	28,470
1992	18,092	-----	28,134
1993	18,504	-----	28,074
1994	17,703	-----	28,384
1995	18,212	-----	28,740
1996	18,490	-----	29,156
1997	19,306	-----	29,340
1998	19,514	-----	29,925

<u>ALL</u>	<u>VOTERS</u> + <u>INACTIVE VOTERS</u>	<u>RESIDENTS</u>	<u>* ALL</u>	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233
2018	20,880	1,156	31,329	32,485

\* Includes Inactive Voters beginning in fiscal year 1999

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

two-year term. And those with the last one-third votes received the one-year term. LUCA is gearing up for the 2020 Federal Census.



## BOARD OF THE SELECTMEN / OFFICE OF THE TOWN MANAGER

**BOARD OF SELECTMEN**

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

*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*

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board’s meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town’s official web site [www.needhamma.gov](http://www.needhamma.gov).

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

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

## **FY2018 IN REVIEW**

### **Selectmen Organization**

In April 2018, John A. Bulian and Maurice P. Handel were re-elected to three-year terms on the Board of Selectmen. Following the annual Town election, the Board re-organized with Marianne B. Cooley as Chair, Daniel P. Matthews as Vice Chair, and John A. Bulian as Clerk.

## **PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY**

The Board of Selectmen annual reviews its goals and objectives for the year. Progress toward community goals in FY2018 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 2018 Annual Town Meeting approved funding for the construction of a Department of Public Works storage facility on Central Avenue.
- The Assistant Town Manager/Director of Finance proposed a funding plan for the classroom expansion project at Needham High School that was ultimately approved at the October 2, 2017 Special Town Meeting. The project began in early 2018 and is expected to be complete by early fall, 2018.
- The estimated cost of full-day kindergarten was incorporated into the FY2019-F2023 pro forma budget.
- The Town Manager and Vice Chair of the Board met with the School Committee in August, 2017 to discuss proposed use of the Hillside School for swing space for both Police and Fire. The School Committee unanimously agreed to authorize the Town to use the facility (assuming that the school is vacated on schedule).
- Weston & Sampson was engaged to perform the environmental assessment in order to facilitate discussion about the future use of the Ridge Hill/Nike property. A preliminary report was developed and during the summer of 2018 presented to the Board of Selectmen and the Conservation Commission.
- The 2018 Annual Town Meeting approved funding for the reconstruction of the Memorial Park fieldhouse. The project is underway and will take approximately one year to complete.
- The October 2, 2017 Special Town Meeting approved the funding for the acquisition of 43 Lincoln Street. This acquisition was completed and demolition slated for late winter of 2019.
- A request for design funding for the Public Safety Building & Fire Station #2 Design project was approved at the October 2, 2017 Special Town Meeting.

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

- Phase I of the Downtown Improvement Project was completed during FY2018.
- The installation of the traffic signals at First Avenue was completed and signals are active.
- The two final Kendrick Street ramps are scheduled to open on December 1, 2018, significantly ahead of schedule. The project is nearing completion.
- The Board adopted a driveway parking regulation at its meeting on September 12, 2017.
- The October 2, 2017 Special Town Meeting approved funding for a study of Building Maintenance operations. An RFP was issued in December, 2017, and no responsive bidder was identified. The funds were not used for this purpose in FY2018. Replacement funding was approved at the May 14, 2018 Special Town Meeting and the project will be advertised this summer.
- The Board voted to surrender its Water Management Act Permit at its meeting on January 9, 2018. The Town will continue to exercise its grandfathered rights to withdraw water from the Charles River Basin in the annual average amount of 2.63 million gallons per day (MGD) pursuant to its registration statement. The Selectmen's action was acknowledged by the DEP on March 30, 2018.
- The Board created a Needham 2025 working group that will begin working in 2018 with a charge to evaluate Town growth in the next five years, and the resulting impact on town infrastructure.
- To ensure NPDES compliance, a draft Stormwater By-Law was developed and will be presented to the October 10, 2018 Special Town Meeting.
- The Town's application for participation in the Complete Streets Program was approved in February, 2018 with a total score of 92 of 100. The Board held a public hearing on pedestrian safety on March 27, 2018, and funding for a pedestrian safety audit was approved at the May 14, 2018 Special Town Meeting. The firm of GPI Engineering has been contracted to complete the audit.

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

- The Board adopted the final Mobile Food Vendor policy at its meeting on August 15, 2017. An in-house seminar was held for all area mobile food vendors on February 26, 2018 to explain the streamlined new process. The summer program of mobile food vendors had 11 vendors serving over two locations from Tuesday to Friday each week. The Direct Permit Program at DeFazio has had at least one vendor operating in the summer of 2018.
- The Board reviewed a map of options for setting boundaries for the Needham Crossing designation, and forwarded it to the CEA and Planning Board for comment. There is general consensus that the term "Needham Crossing" includes the Wexford Street area. The Board will discuss ways to promote the Needham Crossing name with the Planning Board and the CEA.
- Board members attended an initial planning meeting with the Planning Board and various stakeholders on August 10, 2017 related to the options for the redevelopment of Chestnut Street.

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

- The Board held a public hearing on February 27, 2018, and adopted a voluntary compliance policy statement related to the limitation of use of plastic carry-out bags at

certain retail establishments effective June 1, 2018.

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

- The design of the boat launch on the Charles River will begin this year. The new Needham Accessible Rail Trail (NART) project includes multiple accessible fishing areas.
- The Director of Health & Human Services and Director of Aging Services have expanded the hours of the senior center, including both pop-up events and scheduled events. In addition, the staff at the Center at the Heights has implemented a free hot breakfast program once per month on a pilot basis.
- Staff met with the MBTA and Golf Club to see if there is a practical solution to eliminating the grade crossing at that location. The MBTA is reviewing design options.
- The Department of Public Works implemented a pilot program for trash pickup on weekends and will continue the program going forward. A pilot program of Big Belly-type trash systems was approved at the 2018 Annual Town Meeting.
- The Board approved an Affordable Housing Trust Document at its September 26, 2017 meeting. The first meeting of the Trust will occur on August 7, 2018.
- The Accessory Dwelling Unit report was forwarded to the Planning Board for its comment. The topic was discussed with the Planning Board.
- The 2018 Annual Town Meeting approved a General By-Law prohibiting retail marijuana establishments in Needham. The By-Law has been approved by the Attorney General.
- A joint meeting with the Park & Recreation Commission was held on January 23, 2018 to discuss creation of recreational opportunities in the downtown.
- The Town participated with several other communities through the MAPC in a joint procurement for a regional bike share program.

**Maintain and Enhance the Town's Financial Sustainability.**

- The Town converted its group health insurance program for employees and retirees effective July 1, 2018. The success of this project was the result of enormous effort on the part of many staff members including union representatives, HR staff, and the Needham Public Schools. More than 60% of the eligible employees elected the QHDP.
- The Assistant Town Manager/Director of Finance convened an ad hoc group to review the pros and cons of absorbing the RTS Enterprise Fund into the General Fund. The 2018 Annual Town Meeting approved the dissolution of the RTS Enterprise Fund effective July 1, 2019.

**Evaluate Town Operations and Administration**

- After public hearing, the Board recommended a home rule petition to change the name of the Board to "Select Board." The petition was approved at the 2018 Annual Town Meeting and has been filed with the House of Representatives.
- A Verizon Small Cell Grant of Location document was created including the criteria identified by the Board of Selectmen.
- A chairs meeting with the Moderator and Town Clerk was held to discuss the topics of starting Town Meeting earlier and the evaluation of at-large Town Meeting Membership.. The Town Clerk conducted a survey at the October 2, 2017 Special Town Meeting. The Board held a public hearing on the concept of starting Town Meeting earlier on June 26,

2018, and will evaluate the matter over the summer. The 2018 Annual Town Meeting approved a home rule petition that included a proposal to identify the date of record for committee chairs to be considered at-large Town Meeting Members.

- The 2018 Annual Town Meeting approved funding for a new position in the Department of Public Works for the areas of communications and compliance.

*In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general governing principles that guide the goal setting process. This list will continue to be updated and refined:*

## **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.



# STATS

	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11
Number of Licenses Issued	174	190	155	156	169	151	138	139
All Alcohol	20	19	16	16	15	16	15	15
Club	3	3	3	3	3	3	3	3
Wine & Malt	1	2	2	2	3	3	6	5
Package Stores	6	5	5	5	5	5	N/A	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	6	5	5	5	5	5	5	5
Common Victuallers	56	59	55	56	56	52	54	54
Innkeeper	2	2	2	2	2	2	1	1
Lodging	2	2	2	2	2	2	2	2
Sunday Entertainment	5	6	5	3	5	5	2	2
Weekday Entertainment	8	9	7	5	4	6	4	4
Bowling Alley	1	1	1	1	1	1	1	1
Livery	2	2	2	2	2	3	1	1
Pool Table	1	1	1	1	1	1	1	1
Sale of Second Hand Goods	8	8	9	8	10	10	9	9
Special Permit (24 hour food service)	1	1	1	1	1	1	1	1
Mobile Food Trucks	10	1	2	2	N/A	N/A	N/A	N/A
One-Day Special Liquor Permit Issued	39	61	34	39	51	33	30	32

Activity	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11
Number of ATM Articles	53	65	52	50	46	51	42	50
Number of STM Articles	27	24	27	16	26	28	27	28
Number of BOS Meetings	39	38	31	31	34	31	28	27
Number of New Appointments Processed	37	37	13	22	37	36	50	43
Number of Reappointments Processed	48	50	46	35	63	138	95	80
Number of Grant of Location Public Hearings	35	24	23	23	26	17	14	15
Number of Liquor Related Public Hearings	16	10	7	7	6	19	9	5
Number of Other Public Hearings Conducted	28	14	13	13	13	12	12	12
Number of Block Parties Granted	57	57	60	50	51	57	65	53
Number of Road Events Granted	13	17	7	16	19	24	21	

Passports	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11 (May & June)
Number of Passports Accepted	239	228	205	247	194	229	174	22
Revenue - Execution Charges	\$6,535	\$5,700	\$5,125	\$6,175	\$4,850	\$5,575	\$4,350	\$550

Powers Hall Usage	FY18	FY17	FY16	FY15	FY14	FY13	1/12/12- 6/30/12
Total # Meetings/Events	123	107	95	65	104	132	39
Municipal Events	108	90	83	49	85	110	27
Public Events	15	17	12	16	19	22	12
Fees	\$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 2019)*  
*Joseph P. Scalia, Chairman (elected to serve April 2016 to April 2019)*  
*Heydon Traub, Secretary (elected to serve April 2018 to April 2021)*

We mourn the passing of Commissioner John “Jack” Cogswell, who passed away in June 2018 while serving as Commissioner.

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

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of \$3.6 million at the end of fiscal year 2008, to about \$7.3 million at the end of fiscal 2018.

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; **Accounting:** Michelle Vaillancourt, Town Accountant; Therese Altieri, 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 Pones, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Department Assistant 2; Zhiwen Fung, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Jill Seaman, Department Specialist; vacant, Administrative/Office Support Specialist.*

## DEPARTMENT DESCRIPTION

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

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management

of the Town's finances including the \$151 million general fund budget, \$18 million in special revenue, \$15 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

## **PERSONNEL CHANGES**

In November 2017, Carol Gordon-Johnson was hired to fill the vacant Accounts Payable Administrative Specialist position in the accounting division. In January 2018, Kelly Fulgione who was the part-time Administrative/Office Support Specialist in the Treasurer/Collector Office moved on to other opportunities outside of the Town. The position remained vacant through the balance of the year. Marie Northup, who served as one of the Department Specialists in the treasurer/collector division, was promoted to the Field Assessor position in the assessing division in January 2018. The position was previously held by Stanley Winston who retired in January 2018. In February 2018, Jill Seaman was hired to fill the Department Specialist position in the treasurer/collector's office. Paul Sammarco, a Needham retired police officer accepted the part-time position of Parking Clerk in March 2018. He replaced Tom Leary, who served as the Town's Parking Clerk for several years after he had retired as Needham's police chief. In the final months of the fiscal year, the Town hired James Donovan in May 2018 as the Technology Support Technician in the Information Technology Center. Mr. Donovan replaced Stephen McGrath who left the Town's employ in November 2017. We welcome James Donovan, Carol Gordon-Johnson, Paul Sammarco, and Jill Seaman to the Finance Department, congratulate Marie Northup on her promotion, and wish Kelly Fulgione, Tom Leary, Stephen McGrath, and Stanley Winston well with their future endeavors.

## **FY2018 HIGHLIGHTS**

Most all budgeted appropriations occur at the Annual Town Meeting which is held prior to the start of a fiscal year. Subsequent appropriations and line item amendments are made at a special town meeting usually held in the fall. Often the subsequent actions are known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action is needed. Usually in May, prior to the June 30 fiscal year end, Town Meeting acts on other requests for budget line transfers and reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The final budget total for fiscal year 2018 was amended upward by \$480,000, a change of 0.3% from the original budget. The \$480,000 was added to the employee benefits budget. The original total operating budget was approved at \$152,704,148.

During fiscal year 2018, the Town realized revenue in excess of budget of \$4.8 million, and realized budget returns of \$4.5 million. General Fund revenue in excess of budget was lower than the fiscal year 2017 results. The budget return was higher than the fiscal year 2017 return of approximately \$4.0 million. The lower revenue surplus was primarily due to permit income. The prior year permit income was a record year which was not expected to continue. Budget returns were on par with recent years.

Motor vehicle excise tax revenue was 3.7% more than the prior year's actual receipts (\$5,910,555 for FY2018 vs \$5,701,527 for FY2017), but the margin between budgeted and actual revenue was less, with actual receipts for fiscal year 2018 at \$1.16 million over budget, compared to \$1.30 million over budget for fiscal year 2017. Revenue generated from other taxes and penalties was approximately \$0.52 million over the estimate for fiscal year 2018, which was a smaller margin than prior year (FY2017) when actual revenue exceeded the estimate by approximately \$0.80 million. The decline was attributed to an unanticipated drop in room excise during fiscal year 2018. The Town received \$1,045,862 for the year compared to \$1,079,169 received in fiscal year 2017. The drop was not expected because a third hotel was opening in the Town. Revenue from licenses and permits declined, which was expected, but residential and commercial construction activity remains strong. The total permit income for fiscal year 2018 was \$2,603,017 compared to \$4,477,430 for fiscal year 2017, which was a record year. However the fiscal year 2018 revenue is still considered high when compared to \$2,314,222 for FY2016 and \$1,702,030 for FY2015. Overall total actual General Fund revenue for fiscal year 2018 was \$6,759,667 more than the total for fiscal year 2017. The total General Fund revenue surplus for fiscal year 2018 was \$4,821,572, which was \$1,322,669 less than fiscal year 2017. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 56.6% of the total General Fund surplus for fiscal year 2018, down from the 82.2% that these sources comprised in 2017.

The General Fund appropriated operating budget, which accounts for most of the expenditures, returned \$4,450,548 or approximately 2.9% of the operating budget appropriation; the return for fiscal year 2017 was \$4,031,697 or approximately 2.8% of the appropriation for that year. The highest dollar turn back was from The Group Health Insurance, Employee Benefits and Administrative Costs budget in the amount of \$1,034,706, approximately 23.2% of the total return. This turn back was realized due to several factors, which included a greater number of vacancies, changes with health insurance enrollment, and changes to the health insurance offerings to employees.

The budgetary reserve fund returned \$834,939 which represents 18.8% of the total return for the year. The amount returned was more than fiscal year 2017 (\$744,621), but as a percent of the original budget was lower. The \$834,939 return represents approximately 45% of the original voted budget of \$1,862,600. The draws on the reserve fund during fiscal year 2018, above the amount transferred by Town Meeting at the October 2017 Special Town Meeting, was \$47,538 to hire staff early to train and prepare for the opening of the new Rosemary Pool during the summer of 2018. A transfer of \$45,260 to the Town's legal budget was approved as a contingency for pending invoices from outside counsel for several cases that the Town is a party. The annual transfer to cover snow and ice removal expenses above the base budget of \$412,120 for fiscal year 2018 was \$884,863 for a total actual expense of \$1,296,983. This compares to the total actual expense for fiscal year 2017 of \$1,004,369, fiscal year 2016 of \$775,062 and \$1,713,370 for fiscal year 2015.

Looking at the individual department budget turn backs, the Needham Public Schools returned the highest amount with \$503,575 or 0.7% of the original budget of \$68,350,083, which compares to \$542,220 (0.8%) that was returned for fiscal year 2017 and \$519,301 (0.8%) that was returned for fiscal year 2016. The Public Facilities Department returned \$395,695 or 5.9% of its budget which compares to the \$239,685 or 5.9% of the fiscal year 2017 budget return. Approximately 2/3rd of the turn back was from salary and wages. There were a number of

vacancies in the department during the year and the Town transferred of some of the related salary expense from the construction division to specific construction projects. The Police Department returned \$272,159 or 4.1% of its budget which compares to the \$537,182 or 8.3% of its fiscal year 2017 budget. Similar to the Public Facilities Department, most of the return (\$223,608) was from salary and wages due to several positions being vacant for a portion or all of the year. The Finance Department also had a number of vacancies during the year which accounts for most of the \$152,838 that was returned, 65% (\$99,186). The other 16 departmental budgets returned in total \$544,925 or 2.4% of their combined amended budgets for the year. The Townwide expense budgets (excluding the budgetary reserve fund and employee benefits) returned a combined \$711,711 or approximately 2.3% of their related total amended budgets.

The total General Fund balance for fiscal year 2018 was higher than fiscal year 2017. Fund balance was \$48.1 million for fiscal year 2018 compared to \$45.3 million for fiscal year 2017 or approximately a 6.1% change. However, the unassigned portion of the General Fund declined from the prior fiscal year with a balance of \$17.8 million which compares to \$19.4 million for 2017. The decline in the unassigned balance was not unexpected as the Town continues its heavy cash investment in its capital assets over the past couple of years. The State certified \$13,518,622 available as Free Cash for fiscal year 2018. 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 \$13,849,687.

The Town allocated \$9,020,289 for capital equipment and projects. The Free Cash for cash capital included \$1,523,500 for public roads and related infrastructure improvements, \$1,382,000 for the construction of a seasonal storage facility for public works equipment, \$1,032,000 for the construction of a new building at Memorial Park, \$685,000 to fund a LED street light conversion project, and \$431,000 for additional funding for the High School expansion project. Free Cash was also used to fund capital equipment which included \$981,442 in core fleet and special equipment, \$840,163 for a new fire engine, \$767,290 in cash capital equipment and technology for the Needham Public Schools, and \$772,894 was directed to other General Fund cash capital investments in equipment, technology, and facility upgrades for Town departments. The balance of the Free Cash that was used for cash capital related to the Pollard School with \$65,000 to fund a feasibility study for a phased improvement project on the Pollard School and \$540,000 to fund immediate upgrades to Pollard School Blue and Green gyms.

The Town also allocated \$2,506,298 in Free Cash to the fiscal year 2019 operating budget, \$81,000 for the purchase of a time clock system, and \$100,000 to fund a study of the Town's recycling and transfer station operations. The Town's use of Free Cash for funding the subsequent fiscal year operating budget was in line with management's guidance of not more than two-percent of the previous year's final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less.

The Town also transferred \$1,386,000 of Free Cash to the Capital Facility Fund, \$141,413 to the Capital Improvement Fund, and \$63,378 to the Athletic Facility Improvement Fund. The \$220,244 balance in Free Cash was closed out at year end to fund balance.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2018 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

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](http://www.needhamma.gov/finance).

**ACCOUNTING OFFICE** – The primary responsibilities of the accounting office is 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 and then provides reports to Town Departments

The office staff processed a total of 54,535 paychecks/direct deposits during fiscal year 2018. The staff reviewed and processed 35,008 invoices from vendors for payment, 1,230 expense reimbursements, and 327 contracts. The office also reviewed and processed 2,357 encumbrance requests plus an additional 1,707 revision requests during the fiscal year.

<b>Encumbrances Processed</b>			
<b>Department</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Building Department	6	6	9
Commission on Disabilities	3	2	3
Department of Public Works	726	714	698
Finance Committee	3	1	2
Finance Department	212	237	212
Fire Department	114	131	132
Health and Human Services	133	142	174

<b>Encumbrances Processed</b>			
<b>Department</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Historical Commission	-	-	-
Memorial Park	2	1	2
Municipal Lighting Program	5	10	13
Municipal Parking Program	15	15	12
Other Functions	20	35	28
Park & Recreation Department	111	103	127
Planning and Community Development	40	37	36
Police Department	113	151	173
Public Facilities	758	600	521
Public Library	83	99	102
Town Clerk & Board of Registrars	36	31	26
Town Counsel	11	18	12
Town Manager	69	67	75
<b>Total</b>	<b>2,460</b>	<b>2,400</b>	<b>2,357</b>

The office staff also must prepare and file various Federal and State reports such as the employer quarterly tax return filing of withholdings (Form 941), annual W-2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and various revenue and expenditure reports to the Department of Revenue. All of those reports have stringent deadlines.

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

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector’s office which added new value to the property. All these inspections were completed prior to June 30, 2018. This is the statutory deadline for the collection of New Growth for the following fiscal year.

Some of the more significant development noted by the office in 2018 are as follows:

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 3% year over year. Over the past five years the median single family sale price has jumped nearly 27%, while the condo median sale price has gone up almost 57%. As required by the Massachusetts Department of

Revenue (DOR), the latest assessments reflect this upward market curve. The upward movement of assessed values was also influenced by the update of the “Cost” tables, used to calculate residential building values, to reflect the ever increasing cost of labor and materials in the construction industry. While analysis of the single family sales from calendar year 2017 were within the statistical parameters acceptable by the DOR in the annual review, the strong 2018 market will likely require some upward adjustment across some neighborhoods to be acceptable for fiscal year 2020.

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 2019 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 mid 2018 completion of the Claremont Needham Suites and the redevelopment of the former General Dynamics B Street property by NBC Universal will only enhance the area as a destination for high end business prospects going forward.

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

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

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

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

**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.

ITC continues its support of technology hardware, software, services, and systems for the Town Departments. There was continued growth in the number of Information Technology Users (ITU) throughout the Town which increased the daily demand for services from the ITC staff. The growth includes the desire by departments for a greater mobile presence for workers out in the field as well as 24x7 access to Town systems, applications, and networks.

The Town received a Community Compact Initiative grant from the Commonwealth of Massachusetts that provided funding to have an outside firm conduct an assessment of the department. The assessment looked at the overall network infrastructure and associated hardware as well as the daily support to the Town.

During the year ITC staff was involved in several building design and construction projects. These include coordinating communication and security installation for the new fuel island and the Public Works Dedham Street campus, the Rosemary Recreation Complex, the Memorial Field House, and the downtown intersection signaling upgrades. The downtown intersection signaling upgrades included fiber runs from the intersections to the Town Hall for control of traffic cameras and the capture of data for future traffic analysis. ITC staff was also involved during the design phase and of the Public Safety Buildings. Other projects during the fiscal year included supporting E911 hardware upgrades, security upgrades to the St. Mary Pump Station, network upgrades in support of the Needham Channel, support to the Department of Public Works during the research of the BigBelly smart waste and recycling compactors, and the phase one hardware refresh and upgrade of the data center located at Town Hall.

Members of the staff were involved in the Health Department move from the Town Hall to the Rosemary Recreation Complex, coordinating and supporting the move to electronic vendor payments, upgrades to the Town employee portal, supporting the School department in its deployment of a time and attendance application, and credit card payments at the Town Clerk's counter. The ITC was involved in department software demonstrations and assessments, desktop and laptop upgrades and refreshes, and Windows 10 OS upgrades.

**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.

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Tickets	5,047	3,988	5,382
Appeals	369	318	432
Appeal %	7.31%	7.97%	8.02%

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

Some highlights during the last fiscal year include:

Purchasing offered various training sessions for Town employees. The sessions covered a range of topics such as procurement compliance, state contract purchasing, proper documentation and budget preparation and submission. The sessions were offered in group settings as well as a one-on-one basis.

The division assisted Town staff on how best to use the state contracts for the purchase of goods and services, which helps to contain cost.

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Purchase Orders Reviewed	2,363	2,128	2,161
Contracts Prepared for Town Departments	41	43	52
Contract Awards Reviewed	307	306	347

The Finance and Procurement coordinator assisted the Town Manager and Assistant Town Manager/Director of Finance with the preparation of the Town’s annual operating budget and capital improvement plan.

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

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

**TREASURER/COLLECTOR** - The office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options. The Treasurer earned \$434,319 in interest income for the General Fund during fiscal year 2018, which was an increase over 2017 when the Town received \$278,831. The outlook for fiscal year 2019 is a gradual but consistent increase in interest income. Interest rates are approaching or even exceeding one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2018 the Treasurer/Collector assisted, thanks to the generosity of Needham residents, in the award of \$12,200 in property tax relief to the elderly and disabled to 27 Needham households. The property tax assistance appropriation of \$25,000 was awarded to 26 Needham households.

The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. During fiscal year 2018, approximately \$141.9 million in billed revenue flowed through the Treasurer/Collector Office. The collection rate for all receivables billed through the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

Real Estate Tax Collections	\$126.7 million
Motor Vehicle and other Excise	\$ 5.9 million
Personal Property Tax Collection	\$ 5.3 million
CPA Surcharges	\$ 2.3 million
Other Tax Collections	\$ 0.6 million
Ambulance Receipts	\$ 1.1 million



# FINANCE COMMITTEE

## 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.

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

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.

## FY2018 HIGHLIGHTS

### STABILIZATION FUNDS/RESERVES

The Finance Committee began a review of the Town’s stabilization funds and reserves during FY2018, focusing on the Capital Improvement Fund, the Capital Facility Fund, the Athletic Facility Improvement Fund, the Debt Service Stabilization Fund, and the general Stabilization Fund. The Finance Committee reviewed the stated purpose of each funds and considered target balances for the funds that would reflect the rationale for each fund, as well as appropriate funding sources for each fund. The ultimate goal of the stabilization funds is to protect the Town against financial difficulties without unnecessarily tying up funds. The Finance Committee plans to report its conclusions to Town Meeting.

### SCHOOL TRANSPORTATION REPORT

The Finance Committee reviewed the School Transportation Study Committee’s report on the district bus transportation and its recommendations for improving service and controlling costs. The Finance Committee supported funding for an additional bus that will decrease the student wait list, and provide for a late bus from the high school and allow more students to access after-school help and extracurricular programs.

## **CAPITAL PROJECTS**

- **Public Safety Project:** The Finance Committee reviewed analyses of the public safety operations and the related need for space. At the October 2017 Special Town Meeting, the Finance Committee supported funds for the design for replacement of the Police headquarters and Fire Station 1, and well as reconstruction of Fire Station 2. The Finance Committee recognized the need for new facilities that would meet the staffing and programming in a facility and that would serve current and future needs, all at a cost that is reasonable in light of other needs.
- **Property Purchase:** At October 2017 Special Town Meeting, the Finance Committee cautioned against the purchase of an additional property in light of the fact the Public Safety capital project could be completed as planned if the Town did not acquire the property in question. Further, the Committee felt that the funds could be better used to support other capital needs, and questioned the use of mitigation funds designated for improvements at Fire Station 2 for the property purchase. Town Meeting referred the article back to the Selectmen for further study. At the May 2018 Special Town Meeting, the article was reconsidered. The Finance Committee supported the purchase since, despite certain drawbacks, owning the property would improve the Public Safety project overall.
- **High School Expansion:** At the May 2018 Special Town Meeting, the Finance Committee recommended additional funding for the High School Expansion needed due to increase costs of in materials and labor, which could not be covered by the contingency. The Finance Committee supported the allocation of additional funds to complete the project rather than deferring elements, which would ultimately increase costs.

## **OPERATING BUDGET RECOMMENDATION FOR FY2019**

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 FY2019 budget in late 2017, continuing into the spring of 2018. The Town enjoyed especially strong revenue growth during FY2018, due to significant growth in the tax rate due primarily to commercial development as well as significant new growth in the tax base. The rate of new growth tends to fluctuate, and was expected to moderate in FY2019 after an unusually high rate of growth. In FY2019, property taxes, the largest part of General Fund revenue, were projected to continue increasing, as the prior new growth would become part of the now larger tax base. State Aid was projected to increase modestly. Although the Town's budget process takes place before the State budget is in place, the Governor had proposed some modest increases in local aid to cities and towns, including Needham. Local receipts were also expected to increase, due to projected increases in revenue from motor vehicle excise tax and room and meal taxes. Free cash, another significant source of General Fund revenue was very strong in FY2018, providing some reliable support for the operating budget, but most was allocated for funding FY2019 one-time needs or for Town reserves.

## **BUDGET PROCESS**

The Finance Committee began its budget process in December 2017, 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 FY2019, 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 23, 2018. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2018 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January.

The Finance Committee found that the department managers' FY2019 spending requests overall were carefully considered and conscious of the need for fiscal discipline. Health insurance premiums continue to increase faster than the rate of revenue growth. School special education and transportation budgets have also continued to increase due to rising costs and additional service needs. Borrowing costs are also increasing. The Finance Committee also remains aware that in the FY2020 budget, services are planned to expand significantly with the start of the new full-day kindergarten program in the public schools as well as the expansion of both Police and Fire Department staffing needed to meet a growing demand for services, and which will become possible with expanded facilities. The Finance Committee continues to encourage the Town to make efforts to contain cost increases where possible, and to prepare for expected increases, particularly those that may increase faster than revenue increases.

## **FY2019 OPERATING BUDGET HIGHLIGHTS**

As in previous years, the Finance Committee's recommended budget for FY2019 provided funding to maintain level services in most areas of the budget and also allowed limited additional funding for increased services.

## **TOWNWIDE EXPENSES**

Townwide Expenses, the costs incurred by the Town or spread across a number of departments, increased more than usual, primarily due to an increase in Debt Service payments, which fund the capital projects. Retirement Assessments and OPEB budget lines continued to increase in order to continue to make progress to fund the unfunded pension liability following a determination to decrease the projected rate of return on fund assets. The Employee Benefits line also increased as health insurance costs continue to rise. There was also a significant increase in the Classification, Performance and Settlement line which provides funding for personnel related increases, and which would provide funding if any of three unsettled collective bargaining agreements were to be resolved and call for wage increases.

## **DEPARTMENT BUDGETS**

The budgets for Town departmental budgets typically increase each year to accommodate modest cost-of-living salary adjustments. Salaries are a significant portion of the Town's operating budget since the Town's main business is providing services to residents. There were however, no salary increases in the FY2019 operating budget for positions covered by collective bargaining agreements that were not settled before the budget was appropriated. As noted above, some funds were reserved in Townwide Expenses to cover wage increases during the year. Those funds may be transferred to the appropriate department salary lines once the agreements are finalized.

The Finance Committee continued to encourage efficiencies where possible and carefully scrutinized requests for increases in staffing. The Committee not only considered service needs and cost implications, but also reviewed staffing levels in peer communities. A new position was funded in the Finance Department budget to meet increasing demands for government reporting as well as for services to residents and to other departments. The Police Department budget was also increased to provide funding for an additional officer for community support work. This is in accordance with a planned increase following a Police staffing report, which also calls for an additional officer in FY2020 and two more officers in FY2021. A Fire Department staffing report also highlighted a need for additional firefighters, which are planned for FY2020. The Finance Committee did not fund a request for an additional project manager in the Public Facilities in the operating budget, but chose to recommend funding the position through a financial warrant article. This approach would provide two years of funding in order to address what appeared to be a temporary increase in workload. Additional building maintenance personnel were added to the FY2019 budget due to the need to cover the additional space due to the High School expansion and the opening of the new Rosemary Complex. The Park and Recreation Department budget was also increased to operate the new pool. After a close review of emergency preparedness efforts, the Finance Committee recommended that the part-time program coordinator position that had been funded temporarily through a warrant article be included in the operating budget, but did not increase the position to full-time as requested.

## **PUBLIC EDUCATION**

**Minuteman Regional Vocational Technical School:** The Minuteman School assessment in the FY19 budget had a notable increase as the district began to fund the long-planned new capital project, a replacement facility, the costs of which will be apportioned among the members of the district.

**Needham Public Schools:** The Finance Committee recommended fully funding the School Committee's budget as voted. The recommended budget included contractual increases for staff, as well as additional staffing to address enrollment growth and special education costs, but only minor improvements such as an additional bus to minimize the wait list and give more students access to after-school programs. The School Department moderated its budget request as much as possible, and requested that a portion of the recurring funds that would have been allocated to school operations be set aside in the Town's Debt Service Stabilization Fund to allow for a significant increase in the School Department budget for the launch of full day kindergarten in FY 2020.

The Finance Committee's FY 2019 recommended operating budget was structured to meet the current needs of the Town and Schools and to prepare for an upcoming expansion of services. Ultimately, the budget recommended by the Finance Committee for FY 2018 was balanced and fiscally sound, reflecting recently improved efficiencies and services, while preparing to meet future needs.

## **CASH CAPITAL SPENDING RECOMMENDATIONS FOR FY 2019**

The Finance Committee received the Town's Capital Improvement Plan for FY 2019 – FY 2023 released in early January 2018. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher-than-projected revenue in a previous year. \$10.4 million from free cash was allocated for FY 2019 cash capital needs. The General Fund cash capital warrant article for FY 2019 accounted for approximately half of those funds, and covered expenses often need annually such as: replacement furniture, traffic improvements, data servers and storage, energy efficiency upgrades, firefighting equipment, and the fleet vehicle replacement program. Additional capital needs funded with free cash in FY 2019 included the ongoing infrastructure program, the construction of a vehicle and equipment storage facility for the DPW, and funding for reconstructing the building and improving grounds at Memorial Park.

## **FUTURE OPPORTUNITIES AND CHALLENGES**

The Finance Committee continues closely monitoring the debt service burdens being undertaken by the Town. The Finance Committee is watchful of both the Town's financial condition and also of the tax burden placed on taxpayers by these new projects. The Town's ongoing major capital projects, including as the new Police and Fire stations, the DPW storage facility, and plans for new or upgraded facilities for the School administration, DPW administration, as well as the Mitchell and Pollard Schools, will require new borrowing. The new Public Safety facilities will need to be funded with excluded debt, which means that the Town voters approved of the collection of additional taxes above and beyond the taxes collected for debt that is supported within the levy limit under Proposition 2 ½. Debt exclusions, combined with increasing interest rates, will increase property taxes for residents for the life of the debt. The Finance Committee will continue examine the increases in operating costs that can be expected with new and expanded facilities.

The FY 2020 operating budget is expected to expand significantly to provide funding for the implementation of full-day kindergarten in the School Department, as well the planned addition

of two officers in the Police Department and four firefighter/paramedics in the Fire Department. Late in the year, the Fire Department secured grant funding to support the salaries of eight additional firefighters for three years, which is a tremendous opportunity, but which would come with significant implications for the operating budget in the long run. The Town has taken care to plan to cover these budgetary increases within the confines of Proposition 2 ½.

In recent years, the Town has experienced period of higher-than-average revenue growth due primarily to new development at Needham Crossing and revenue from the production of solar energy which have contributed to an increased tax base. The new growth that has increased the tax base is expected consequently to cause increased demands on Town services, particularly on Public Safety, Public Works, and the Schools. The increased revenue stream was carefully handled in order to provide an opportunity to expand and improve programs, services and facilities. In order to preserve new revenue, the Town created a new Debt Service Stabilization (DSS) Fund. For two years, a portion of the Town's new recurring funds were allocated to the DSS Fund. When there is a need for a big jump in operating costs, such as will be needed for full-day kindergarten and the expansion of public safety staffing set to take place in FY 2020, those needs can be funded by redirecting the recurring fund stream into the operating budget.

## CONCLUSION

The budget recommended by the Finance Committee for FY 2019 was balanced and fiscally sound, reflecting improved efficiencies and services. Fiscal restraints and continued anticipated revenue growth should position the Town well to meet its future needs.

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

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



# LEGAL DEPARTMENT

*David S. Tobin, Town Counsel*

## PURPOSE

The Legal Department of the Town of Needham provides Legal services to all of the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

## FY2018 HIGHLIGHTS

During fiscal year 2018, commencing July 1, 2017 and ending June 30, 2018, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following: Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition of real estate. The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

The Legal Department engaged and worked with outside counsel to represent the town in the following matters:

- Labor relations
- Cable Television
- Environmental matters
- Affordable Housing
- Real Estate Closings.

## FY2019 FORECAST

In fiscal year 2019, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.



# MODERATOR

*Michael K. Fee, Town Moderator*

## 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, financing that is used primarily for major capital projects such as new or renovated buildings. In short, in the words of our Charter, Town Meeting exercises "all powers vested in the municipal corporation." The Moderator also appoints citizens to various committees such as the Finance Committee, the Personnel Board, the Community Preservation Committee and the Youth Commission.

Department Staff: None

Budget: Zero

## FY2018 HIGHLIGHTS

- Our Town Meeting convened twice in FY 2018: a Special Town Meeting held on October 2, 2017, and our Annual Town Meeting (which also included a Special Town Meeting) held in four sessions in May 2018. All meetings were held at James Hugh Powers Hall, the "Great Hall" in Needham Town Hall.
- The October 2017 Special Town Meeting addressed a 14-article warrant that included important matters such as the acquisition of property to be used for the new public safety complex and the appropriation of over \$11 million for the expansion of Needham High School.
- At the Annual Town Meeting in May 2018, Town Meeting Members were presented with a Warrant containing 53 articles, including the articles relating to the retail sale of marijuana in Needham, the authorization of a \$163 million FY 2019 operating budget and many other important actions, including amendments to our zoning by-laws.
- The Warrant for the Special Town Meeting held on May 14 (within the Annual Town Meeting) contained 13 articles, including upgrades to the Mitchell School and the acquisition of modular classrooms.
- In Fiscal Year 2018, the Town of Needham website continued to be a vital resource for Town Meeting Members. Through the website, Members may access copies of our Warrant, the Town Clerk's Minutes and informational materials on specific articles that come before Town Meeting.
- One week prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Center at the Heights. The League helped arrange, publicize and conduct these meetings, which were preceded by an orientation session I ran for newly elected Town Meeting Members.

- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors.
- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2018. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, as well as dues to the Massachusetts Moderators Association and travel to meetings.
- I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. As mentioned above, the Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, Future School Needs Committee and the Youth Commission, as well as appointing our representative to the Minuteman School Committee. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2018. Any citizen who wishes to be considered for a position appointed by the Moderator should feel free to contact me.

## NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

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

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

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

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual

***Retirement Board***  
*Evelyn Poness, Chair*  
*Sandra Cincotta*  
*John Krawiecki*  
*Robert Mearls*  
*Thomas Welch*

***Staff***  
*Juanita Hearn, Administrator*  
*Katina DaRosa, Retirement Specialist*

rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

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



# CONSERVATION COMMISSION

## PURPOSE

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

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

*Deborah Anderson,*  
*Director of Conservation*

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

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

## FY2018 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 FY2018, the Conservation Commission met formally a total of twenty-three (23) times and held a total of thirty five (35) public hearings (refer to Table 1).

**Table 1: FY 2018 Conservation Commission Application Filings & Requests**

<b>Type of Application Filings/Requests/Violation/Enforcement</b>	<b>Number</b>
Notice of Intent <sup>1</sup>	22
Request to Amend Order of Conditions <sup>1</sup>	1
Request for Determination of Applicability <sup>1</sup>	8
Abbreviated Notice of Resource Area Delineation <sup>1</sup>	2
Extension Permit <sup>1</sup>	2
Emergency Certification	0

<b>Type of Application Filings/Requests/Violation/Enforcement</b>	<b>Number</b>
Certificate of Compliance	24
Minor Modification Request	15
Enforcement Order	4
Notice of Violation*	0
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	5
Exemption Letter	25
Conservation Restriction	0
Notice of Non-significance	0

<sup>1</sup>Filing involved a public hearing

\*Notice of Violation result in the issuance of fines

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled forty-one (41) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission’s jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2018, four (4) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

During FY2018, 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**

Fiscal year 2018 was a busy year for Town projects whether they were beginning, in progress or finishing up. The Conservation Division was involved in many of these projects right from the start. Department staff delineated the resource areas in the field for the temporary fire station on Glen Gary Road and for the Student Conservation Association (SCA) project reconstructing the footbridge along the Rosemary Lake trail. Staff used their technical skills to review several large wetland delineations completed by hired consultants for major

projects such as the Rosemary Recreation Complex and Pool project and work by Eversource on their R-O-W #3.



**New Footbridge along the Rosemary Lake Trail completed by the Student Conservation Association (SCA)**

Staff assisted other Departments to guide them through the permitting process for the Sunita Williams School on Central Avenue (at the former Owen's Poultry Farm site) including the various educational components such as the Knoll Trail and interactive pond area. The Walker Pond study was initiated and created the opportunity for the Conservation Commission and staff to educate the neighbors in the Walker Pond watershed area on the importance of proper stormwater management for the health of the pond. A brochure was produced for the Walker Pond watershed residents to help explain the steps they can take to improve the water quality in the pond.

During this fiscal year, the permitting for the proposed final dredging of Rosemary Lake was submitted to the Conservation Commission for their approval. It took several meetings and many revisions before the Commission was ready to issue the Permit. The oversight on this project by MassDEP added to the extensive review. Several of these large Town projects were taking place concurrently and all required a large expenditure of staff hours to attend pre-construction meetings and conduct various inspections and monitoring efforts. The Needham Accessible Reservoir Trail (NART) construction took place at the reservoir behind the PSAB in FY2018. Due to the sensitive nature of the area and its close proximity to the resource areas, this project required almost daily oversight. The public has been very receptive to the NART and the trail has become a unique asset to the Town and to an underserved segment of the population.



**Construction of the Needham Accessible Reservoir Trail (NART)**

The Board of Selectmen had requested that a Ridge Hill/Nike Site study and assessment be conducted by a hired consultant in order to begin a discussion with the Conservation Commission regarding existing conditions and what potential future uses may be possible. Staff coordinated these efforts between the Commission, the Selectmen, the Town Manager and the consultant.

The Conservation Division continued to provide educational outreach opportunities in FY2018, including hosting a well-attended presentation on Ticks: One Bite Can Change Your Life. Larry Dapsis, Entomologist with the Cape Cod Cooperative Extension spoke and gave a presentation on the topic. The Conservation Division looks forward to hosting many more outreach presentations on various timely topics in FY2019.



# 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, Peter Atallah, and Tina Burgos. Devra Bailin, the Economic Development Director, serves as staff to the CEA.*

## MISSION

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

## FY2018 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to Needham Crossing as to use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting. Construction of this game changer has been completed. This year, after the CEA worked to support the TIF to NBCUniversal, NBCUniversal is constructing its new regional headquarters, which 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 N<sup>2</sup> Innovation District. Public and private contributions have provided the funding necessary to begin implementation of the recommendations in the Camoin study through the Newton Needham Regional Chamber. Needham stands to greatly benefit from the joint marketing initiated with the implementation. Media recognition of Needham Crossing within the N<sup>2</sup> Innovation District is growing. The CEA continues to explore options for gateway and highway signage to enhance name recognition.

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

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

CEA is participatory in these efforts. It has also reestablished its Downtown Subcommittee to confront issues faced by local businesses in our downtown.

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

The Economic Development Department has worked closely with various organizations, including the Needham Business Association, Newton Needham Regional Chamber, N<sup>2</sup> Innovation District committees, 128 Business Council, and others to promote economic development throughout Needham. Those relationships have increased Needham's profile as an economically desirable area to develop. The fiscal rewards of the CEA's efforts are evident in the increased revenues realized from the growth in our commercial areas.



# PLANNING BOARD

## 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:

*Paul S. Alpert, Chairman*  
*Martin Jacobs, 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)

## **FY2018 ACCOMPLISHMENTS AND ACTIVITIES**

### **Organization/Staffing**

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

### **Permitting**

In its capacity as a special permit granting authority, the Planning Board in FY 2018 processed 12 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 24 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals where warranted.

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

the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in Fiscal Year 2018. During the affected time line 12 new Special Permit applications and 2 Subdivision applications were processed. Public hearings were held on average within 31 days of application receipt, decisions were issued within 13 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 56 days with a minimum of 43 days and a maximum of 71 days.

### **Needham Crossing Business Center Planning**

The Planning and Economic Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Plan review and permitting for Center 128 was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2<sup>nd</sup> 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 1<sup>st</sup> 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 SharpNinja 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 2020 and will represent a major step forward in the implementation of the vision developed for the district. Lastly, the construction of the 2<sup>nd</sup> Avenue Residences comprising 390 residential housing units and associated structured parking at 2<sup>nd</sup> Avenue was completed in the spring of 2018 with full rent-up expected to be 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 N<sup>2</sup> corridor. Lastly, the Division has worked with the City of Newton on the new N<sup>2</sup> initiative project. The N<sup>2</sup> group obtained funding

from the Federal Economic Development Commission to match public and private gifts for a total of \$100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised \$325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and well-planned development in the N<sup>2</sup> Innovation District. The plan calls for hiring a district director, creating marketing materials, and building a website to promote the district and encourage economic development. An article was approved at the May 2017 Annual Town Meeting to appropriate \$20,000 as the Town's matching grant contribution for this effort with a report expected in the fall of 2018.

### **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. Finally, the Planning Board and Department have been meeting with representatives of the Hartney Greymont property located at 433 Chestnut Street to review their redevelopment objectives for this property. A preliminary site plan showing 148 residential units, elevation drawings, fiscal and traffic studies have been prepared by the owners representative for the Planning Board's consideration. Presently, the Planning Board is reviewing a draft zoning article which would implement the noted redevelopment program. A meeting with the Board of Selectmen held with the Board of Selectmen and School Committee to receive feedback and to discuss next steps.

### **Affordable Housing Trust and Small Grant Repair Program**

The Housing Division assisted in the establishment and operation of a Municipal Affordable Housing Trust that will serve as the Town's entity to oversee affordable housing issues and to manage a dedicated fund in support of affordable housing initiatives. In this regard an article was submitted and approved at the 2018 Annual Town Meeting which authorized the creation of a Municipal Affordable Housing Trust in Needham. The Town had been receiving funds related to the monitoring of affordable housing units, which have been considered General Fund receipts. The housing trust will now provide the means to reserve these funds for housing initiatives. Additional funds that may become available (such as by donation to the CPA, for example) could also be used to capitalize the fund. Potential uses of the fund include support for project monitoring and marketing of rental units, community education and outreach, the hiring of consultants for technical input into rezoning and for

fiscal impact analyses, small grant programs, and Housing Authority initiatives. Presently, the Department has submitted a funding request for a Small Grant Repair program which would be funded through a \$50,000 appropriation at the May 2019 Annual Town Meeting to capitalize the fund. The Small Repair Grant Program is being introduced to provide assistance to moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons.

### **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 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 Board of Selectmen in the fall of 2017. The Selectmen 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 is currently reviewing the study recommendations and zoning initiative for this district and anticipates that a zoning article for this area will be presented in accordance with the study recommendations at the May 2019 Annual Town Meeting.

Accessory Dwelling Units (ADU): 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 is currently exploring alternative approaches to providing for Accessory Apartments in Needham and anticipates a bylaw permitting such units will be presented at the May 2019 Annual Town Meeting. This effort is 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, are now serving as a guide as Needham assesses the impact of these bylaws on issues of importance to Needham, including cost, density, traffic, appearance, and meeting the changing needs of our residents.

Chestnut Street Corridor and Hartney Greymont Property at 433 Chestnut Street: The Planning Board is presently reviewing the zoning plan which was established for the Lower Chestnut Street area through the Chestnut Street Overlay District established in 2009 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. Additionally, the Board is reviewing the Hartney Greymont property at 433 Chestnut Street and in particular the owner's redevelopment objectives for this key property. A preliminary site plan, elevation drawings, fiscal and traffic studies have been prepared for a 148 unit apartment complex at the site along with a draft zoning article which would implement the proposed redevelopment program. The Planning Board is currently reviewing the project proposal and draft zoning article and anticipates that a zoning proposal will be presented to the May 2019 Annual Town Meeting to facilitate multi-family development at this locale.

### **Rezoning Initiatives**

In Fiscal Year 2018 the Planning Board offered eight major zoning initiatives as described below. Zoning articles prepared for presentation to the October 2017 Special Town Meeting are as noted below. All of the articles were adopted.

1. Amend Zoning By-Law–Map Change to Center Business District: This article describes the geographical area located at the intersection of Chestnut Street and School Street proposed to be changed from a Single Residence B District to a Center Business District. One parcel, namely the Police and Fire Station property, Parcel 56 on Assessors' Plan 47, that is currently zoned Single Residence B, is affected by this rezoning.

2. Amend Zoning By-Law–Floor Area Ratio and Lot Coverage Requirement for a Municipal Building or Structure in the General Residence District: This article amends the section of the Zoning By-Law that limits the maximum floor area ratio and the maximum lot coverage requirements for a municipal building or structure in the General Residence District. The amendment was offered in an effort to guide the planned reconstruction and expansion of the Needham Fire Station at the intersection of Highland Avenue and Webster Street. The amendment allows the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit in the General Residence District to increase the maximum permitted floor area ratio for a municipal building or structure up to 0.60 and the maximum permitted lot coverage for a municipal building or structure up to 25 percent. Currently in the General Residence District, the maximum floor area ratio for a municipal building or structure is capped at 0.30 and the maximum lot coverage for a municipal building or structure is capped at 15 percent.

Zoning articles prepared for presentation to the 2018 May Annual and Special Town Meetings are as noted below. Articles 1 and 2 were adopted. Articles 3 and 4 did not receive the required 2/3 vote to be adopted and Articles 5 and 6 were withdrawn.

1. Amend Zoning By-Law – Permitted Uses in the Neighborhood Business District: This article authorized by special permit apartment a multi-family dwelling use above the first floor in the Neighborhood Business District located at Central Avenue and Reservoir Street. Affordable housing was also required in larger scale mixed-use developments authorized under this amendment.

2. Amend Zoning By-Law –Map Change to Neighborhood Business District: This article rezoned the geographical area located between the Charles River, Reservoir Street and 100-

feet distant from the Central Avenue Layout from an Industrial District to a Neighborhood Business District.

3. Amend Zoning By-Law –Side and Rear Setbacks Adjoining Residential Districts: This article eliminated from the 50 foot setback requirement the portion of any residential district located within the Route 128/95 layout. Without the proposed change, certain commercial areas located along Route 128/95 will continue to be subject to restrictions that limit development and diminish property values but serve no public purpose (i.e. there are no residences to protect with a 50 foot setback requirement). Accordingly, with the amendment the commercial properties along the layout would be subject only to the dimensional and setback requirements of the district in which they are located.

4. Amend Zoning By-Law –Marijuana Establishments: This amendment serves to prohibit all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business. The amendment does not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham are all unaffected by these changes.

5. Amend Zoning By-Law – Dimensional and Use Regulations in the Lower Chestnut Street Overlay District: This article seeks to expand the use in the Lower Chestnut Street Overlay District to allow multi-family dwelling units by special permit. It also establishes waivers to dimensional requirements. The Lot Area, Frontage and Setback Requirements would change by allowing the Planning Board to waive minimum lot area, minimum front setback, minimum lot frontage, and maximum front setbacks. In addition, the article allows for multi-family dwelling buildings only a 5 foot setback on lots abutting residential districts and the MBTA right-of-way. This article also proposes to increase the current foundational height requirements to an as-of-right 4 stories and 48 feet in height. It further allows the Planning Board to grant a special permit for height of up to 6 stories and 80 feet. This article allows for an increased FAR depending on the number of stories as-of-right instead of by special permit. Lastly, this article allows for multi-family dwelling only to have a minimum of one off-street parking space requirement per bedroom by right.

6. Amend Zoning By-Law –Map Change to Lower Chestnut Street Overlay District: This article describes the geographical area located directly to the south and the west of 433 Chestnut Street proposed to be placed in the Lower Chestnut Street Overlay District. Portions of both parcel 051-084 and the MBTA right-of-way shown on Assessors' Plan Number 45 are affected by this rezoning. The subject land is owned by the Massachusetts Bay Transportation Authority and is located within the Single Residence B zoning district. A total area of 2.876 acres, more or less, would be affected by this map revision.

## **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, Chairman*  
*Jonathan D. Tamkin, Vice Chairman*  
*Howard S. Goldman, Member*  
*Peter Friedenber, Associate Member*  
*Kathy Lind Berardi, Associate Member*  
*Daphne M. Collins, Administrative Specialist*



*(from left to right)*  
*Howard S. Goldman, Jonathan D. Tamkin, Jon D. Schneider, Kathy Lind Berardi, Peter Friedenber*

## PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

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

## FY2018 STATISTICS

The Board of Appeals met eleven (11) times in FY2018. During those meetings the Board conducted thirty (30) hearings and listened to two (2) informal matters. The Board of Appeals received twenty (20) applications relating to Special Permits, one (1) application for a Variance and one (1) application for Appeal of the Building Inspector's Decision. Three (3) of these applications were withdrawn without prejudice and two (2) were denied. The Board issued eighteen (18) Decisions in FY2018 allowing or denying applications. The informal matters consisted of permit renewals, document reviews, and plan substitutions or corrections.

In FY2018, the Board of Appeals collected \$5,400 in application fees.

## HIGHLIGHTS

Both Board of Appeals' 40B Comprehensive Permits projects - *Modera Needham*, 700 Greendale (previously known as the Greendale Mews, 692-744 Greendale Avenue), and *Second Avenue Residences*, 275 Second Avenue - are currently under construction with occupancy anticipated in FY2019. Modera Needham is a 136-unit residential development consisting of 52 townhouses and 84 units in a multi-story building. 25% of the units are affordable. 2<sup>nd</sup> Street Residences is a 390-unit apartment complex. 98 of the units are affordable. The Division continues to manage the coordination of the multiple municipal stakeholders and the developer to insure compliance of the conditions issued in the Comprehensive Permits.



*Modera Needham - 700 Greendale Avenue*

In response to the newly adopted *Retaining Wall By-Law (6.11-6.11.5)*, the Division led the collaboration between the designated Boards (Zoning Board of Appeals and the Design and Review Board) to establish a reviewing process for retaining wall applications.



# 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.

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

- Henry Fontaine left his position as Assistant Building Commissioner to take a position in another community.
- Erik Tardif was promoted to Assistant Building Commissioner.
- Manny Rodrigues left his position to take a position working for the Town of Wellesley.
- Adrienne Banks left her position to take a position with a communication company.
- Lyn Heintz was hired as a Department Assistant II.
- Sheila Whisler was hired as a Department Assistant II.
- Christina Hooper retired after over 24 years of service for the Department.

*David A. Roche, Building Commissioner*  
*Erik J. Tardif, Asst. Building Commissioner*  
*Jim Grover, Local Building Inspector*  
*Vacant, Local Building Inspector*  
*Larry V. Di Bona, Plumbing & Gas Insp.*  
*Scott W. Chisholm, Wiring Inspector*  
*John J. Mc Gourty, Wiring Inspector*  
*Vacant, Administrative Specialist*  
*Lyn Heintz, Department Assistant*  
*Sheila Whisler, Department Assistant*

## FY2018 HIGHLIGHTS

- 4,692 permits issued
- \$2,259,771.00 collected in fees
- 11,280 inspections performed, plus emergency calls from Police and Fire
- \$228,318,161.00 spent by Needham property owners to construct or remodel
  - 1,358,913 square feet of construction to buildings and structures
- **Major Projects:**
  - Sunita L. Williams Elementary School
  - Beth Israel Deaconess Hospital Ambulatory Care Center
  - NBC Universal Media Center, 189 B Street

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

	FY2015	FY2016	FY2017	FY2018
New Single Family Dwellings	85	104	92	84
New Two Family Dwellings	9	6	10	9
New Multi-Family	0	0	12	0
New Non-Residential Buildings	2	3	2	5
Demolitions - Residential	84	96	93	90
Demolitions- Non Residential	1	2	3	3

## FIRE DEPARTMENT

*Dennis X. Condon, Fire Chief*

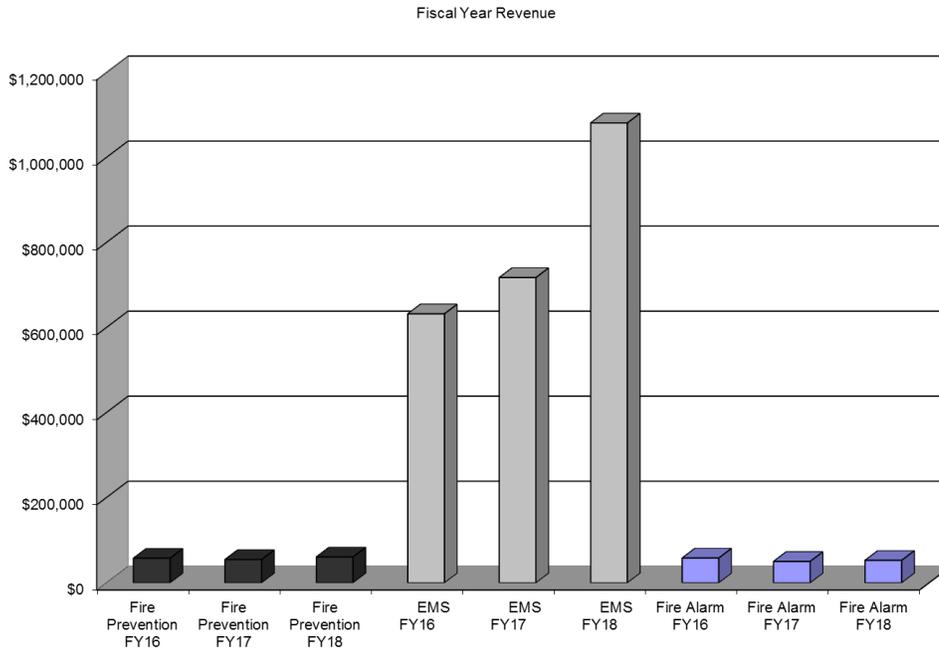
### PURPOSE

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.

### FY2018 HIGHLIGHTS

- Firefighter Noah Farr resigned from the department in February to join the Boston Fire Department.
- In June, Firefighter John Longley retired after 31+ years of service.
- The department put 3 new vehicles into service, along with a new Horton Ambulance.
- We took delivery of a Polaris all-terrain vehicle to provide off road response and special event services.

- The department responded to 4,040 emergency incidents and 1,520 calls for non-emergency services.
- The Fire Inspectors made a total of 3,528 inspections, plan reviews and fire drills, while issuing 1,325 permits.
- As part of our wellness initiative, the department has a nutritionist working with all groups on an on-going basis. This year, Dana Harrison has been working with the groups to come up with healthy meals and snacks. In conjunction with our wellness program, several of our firefighters participated in stair climbs at Gillette Stadium, Harvard Stadium and a 43 story building in downtown Boston.
- The department, once again, received a Student Awareness of Fire Education (SAFE) grant in the amount of \$4,308.00 and a Senior SAFE grant in the amount of \$2,615.00. 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 pot holders, as needed.
- Members of the department updated their skills and knowledge of the latest firefighting and EMS tactics by attending the Fire Department Instructors Conference in Indianapolis and the Professional Development Conference in Worcester. The Professional Development Conference was sponsored by the Fire Chiefs Association of Massachusetts.
- The Fire Chief, along with the Director of Health and Human Services, presented at the first Needham-Daxing-Beijing Medical Summit and Forum of Emergency Medicine in Daxing-Beijing, China.
- The Fire Department hosted medical personnel from our sister city of Daxing-Beijing, China to learn about our EMS services.
- In April, after completing five weeks of training, department personnel participated with the Needham Police Department in a four day Active Shooter/Hostile Event Response (ASHER) drill with live simunitions and mock victims.
- The department partnered with Needham High School students to put on the first ever bonfire pep rally just before Thanksgiving.
- The department provided several new building tours including the new apartment complex on Greendale Ave., *Modera*; the new Second Ave apartment complex, *The Kendrick*; and a tour of the new hotel, *Homewood Suites* on First Ave.
- Numerous in-house training programs were conducted including hose testing and ice sled rescue training.
- Two specialized training programs were held: HazMat Operational Level Responder and “Taking Action Against Cancer in the Fire Service”. The HazMat course was a 24 hour course held in October and educated firefighters in basic defense strategies to safeguard their health when exposed to potential hazardous materials. This course was provided by the Department of Fire Services and included both classroom and hands-on training. The second special training program was also provided by the Massachusetts Department of Fire Services. This course, which was offered in May, covered various topics including how to reduce occupational cancer risk and how the non-profit Firefighter Cancer Support network can help firefighters cope with cancer.



## POLICE DEPARTMENT

*John J. Schlittler, Chief of Police*

### PURPOSE

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

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

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

### POLICE DEPARTMENT EMPLOYEES

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

- 47 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer

- 2 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the Department maintained seventeen traffic crossing supervisors to staff school traffic crossings.

## **PERSONNEL CHANGES FY2018**

- Officer James Wise transferred to the Needham Police Department. Officer Wise had previously been an officer with the MBTA Police.

## **DEPARTMENT ASSIGNMENTS FY2018**

- 272 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.
- Officer Ryan O’Leary served as School Resource Officer.
- Officer Frank DeSimone was assigned as a Traffic Enforcement Officer.
- Officer Anthony Frongillo was assigned to the METROLEC Regional SWAT team.
- Motorcycle Officer Bayiates was assigned to the METROLEC Regional Mobile Operations Unit.

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

Officers Palmer and Eldridge received MA Executive Office of Public Safety and Security Life Saving Awards.

## **TECHNOLOGY & PROJECTS FY2018**

- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department including Digital Headquarters. Digital Headquarters is software that allows officers to view and post various events, messages and information regarding incidents that have occurred. The Department’s goal is to improve 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 Departments also conducted 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 callcenter is based on the previous year’s 911 call center volume. During FY2018 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. 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. Officers Wise, Harmon, Bayiates, and Forte received specialized training as team members.
- The Department also completed the International Chiefs of Police “One Mind Pledge”. The Pledge established a partnership with a community mental health organization and trained all staff in mental health first aid.
- The Needham Police Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7<sup>th</sup> and 8<sup>th</sup> 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 the Massachusetts State Police Marine Unit. 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.

**FY2018 Activity compared with recent years**

<b>Category</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Calls for Service	31462	42217	48098
Incident Reports	1887	1514	1741
Larceny	185	186	162
Vandalism	57	56	42
Breaking and Entering	23	9	15
Assaults	48	44	45
Drug Violations	26	31	36
Operating under the Influence	15	25	20
Adult Arrests and Complaints	293	281	354
Juvenile Arrests & Complaints	38	20	4
Traffic Violations	3519	5529	5203
Accidents Reported	461	456	463

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 increased from the previous fiscal year.
- Reported assaults increased this year from 44 to 45.
- Adult arrests and complaints increased from the previous year. Juvenile arrests and complaints decreased.
- In FY2018 the Department received \$13,800 in false alarm fees.
- In an effort to keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 818 pounds of unwanted medication in FY2018.



# MINUTEMAN HIGH SCHOOL

## **Minuteman High School Named 2018 National Blue Ribbon School by U.S. Department of Education**

Minuteman High School has been named a 2018 National Blue Ribbon School by the U.S. Department of Education. The announcement of all 349 public and private school honorees was made on October 1, 2018 by U.S. Secretary of Education Betsy DeVos.

Minuteman is the sole vocational high school in the State to be accorded this award. Abington High School and Swampscott High School are the other Massachusetts schools that earned this recognition.

According to a U.S. Department of Education press release, National Blue Ribbon Schools earn that designation by excelling in one of two performance categories - either as Exemplary High Performing Schools or Exemplary Achievement Gap Closing Schools, “which are among their state’s highest performing schools in closing achievement gaps between a school’s student groups and all students over the past five years.”

All three National Blue Ribbon Schools from Massachusetts, including Minuteman, were cited for being Exemplary Achievement Gap Closing Schools.

An awards ceremony for all of this year’s National Blue Ribbon Schools will be held at the Omni Shoreham in Washington, D.C., on November 7 and 8, 2018.

Minuteman has previously been acknowledged for academic excellence and for significantly closing achievement gaps. Just a few months ago, on April 5, 2018, Minuteman was named a Massachusetts Commendation School by the Massachusetts Department of Elementary and Secondary Education for being outstanding in those two categories. Governor Charles D. Baker presented Dr. Bouquillon with a plaque honoring the school at a State House ceremony.

## **Minuteman High School Sees Improvements in 2018 MCAS Scores**

2018 MCAS results released by the Department of Elementary & Secondary Education showed Minuteman students made marked improvement in their performance on the English Language Arts (ELA) exam. Compared to the year prior (2017), the percentage of Minuteman students who scored “Advanced” increased by 7% and the number of students who scored “Proficient” increased 11%. The number of students who were in the “Needs Improvement” category fell 17% while the number of students in the “Failing” category dropped 1%. This shows a clear positive shift in performance levels across all categories.

On the Mathematics exam, Minuteman students showed a positive shift from the number of students who scored “Advanced” in 2018 (48%) in comparison to the 2017 scores (45%). This population of students showed a positive movement from the “Proficient” category to “Advanced” while the population of students in the “Needs Improvement” and “Failing” category remained the same.

MCAS Biology saw a small decline in the number of “Advanced” students and an equal shift into the “Proficient” category. The population in the “Needs Improvement” category stayed the same and there was a small increase in the number of students who were in the “Failing” category (2%).

On the MCAS Chemistry exam, 74% of Minuteman students scored in the “Advanced” category over 37% compared to 2017. That is an increase of 37%. This was a strong positive trend towards the “Advanced” category with 21% scoring proficient making the “Advanced + Proficient” rating 95%.

### **Minuteman Building Project Continues To Moves Towards Completion in the Fall of 2019**

The Minuteman High School building project has reached another major milestone.

In ceremonies attended by hundreds of students, dignitaries and Minuteman supporters, Gilbane Building Company used a 185-foot crane to lift the final steel beam into place over what will become the new high schools’ main entrance. Erection of the 24-foot beam – painted white and signed by students, teachers, elected officials, and well-wishers – marked completion of the steel structure of the building. The Topping Off Ceremony is a traditional builders’ rite marking the point when the final steel beam is lifted into place at a construction site. A small tree or leafy branch along with an American flag was tied to the beam to represent good luck and to demonstrate patriotism.

Despite some challenging weather over the fall and winter, the Minuteman project remains on schedule and on budget. Students are scheduled to start classes in the new building in the fall of 2019, more than one (1) full year ahead of estimates initially given to the member towns.

### **Minuteman High Schools awarded \$495,000 State Grant to Expand its Metal Fabrication and Welding Programs**

Minuteman High School secured a \$495,000 state grant to update and expand its Metal Fabrication & Joining Technologies (Welding) program. The grant award was announced by governor Charles Baker on June 21 and is one of three successful grant applications that have been submitted by Minuteman which have brought nearly \$1.5 million to Minuteman over the last 2 years.

This grant will be used to modernize and expand the metal Fab and Welding program and allow high school students and adults to train on modern, industry-standard equipment. The funds will be used to purchase Virtual Welding Trainers, Multi-Process Inverters, a Guillotine Shear, Press Brakes, Bending Brakes, a Drill Press, a Punch, and a five-foot Power Roll.

High school and middle school students will use the equipment during the regular school day. “Gap year” students, incumbent workers, and unemployed adult will use the equipment during the evening in programs run by Minuteman and by Wentworth Institute of Technology. Graduate will enhance their technical skills and more easily secure jobs as welders, metal fabricators, and machinists in the region’s defense, manufacturing, STEM/medical device, and power-generation industries.

## Minuteman Technical Institute Launches New Evening Post-Secondary Programs

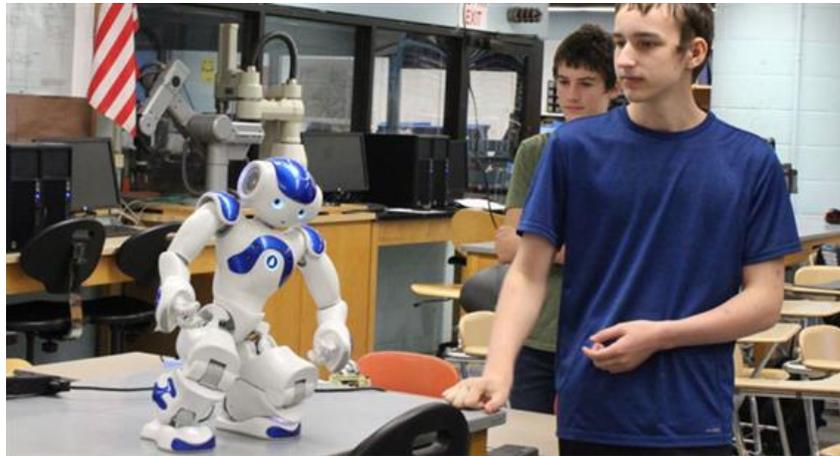
Minuteman Technical Institute (MTI) is launched new evening post-secondary programs for adults on October 1, 2018 including Advanced Manufacturing, Culinary, Electrical and Metal Fabrication and Joining (Welding).

Each program is ten-months long, features 700 to 900 hours of instruction, and is aimed at preparing high school graduates taking a gap year as well as adults who are changing careers for these four high-wage, in-demand professions.

This program will run from October 1, 2018 to August 15, 2019.



**MINUTEMAN**  
HIGH SCHOOL REVOLUTIONIZED



# NEEDHAM PUBLIC SCHOOLS

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



## NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

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The core values of the Needham Public Schools are:

*Scholarship, Community, Citizenship, and Personal Growth*

## NEEDHAM PUBLIC SCHOOLS SYSTEM-WIDE GOALS

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**Goal One: Advance learning for all students** - To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging, creative, and rigorous learning experiences that are grounded in clearly defined standards.

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

**Goal Three: Ensure infrastructure supports district values & learning goals** - To develop, promote, and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.

## THE SCHOOLS

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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.

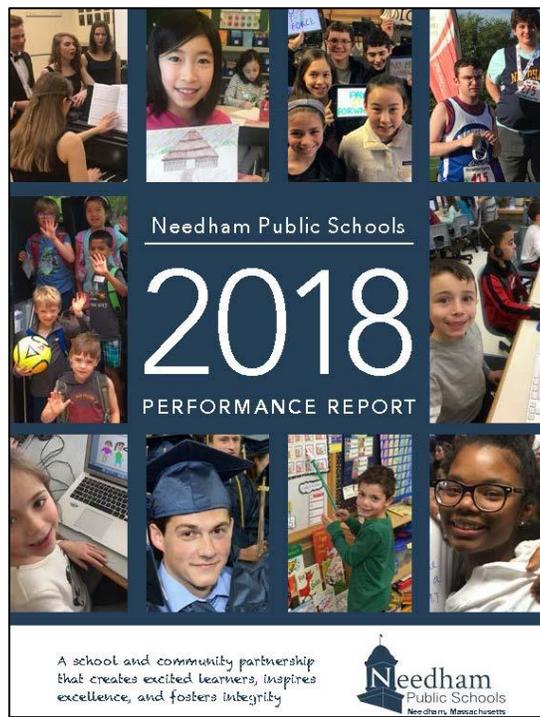
During the 2017-2018 school year Needham enrolled 5665 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 92 out of district students. The enrollment breaks down as follows:

Preschool	83
Elementary	2593
Middle School	1304
High School	1685
Out of District Special Education Placements	92

## PERFORMANCE REPORT

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In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2018 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 Recent News and Updates. [www.needham.k12.ma.us](http://www.needham.k12.ma.us).



# HEALTH AND HUMAN SERVICES

*Timothy Muir McDonald, Director*

On January 1, 2017, the Needham Departments of Public Health, Aging Services, Youth and Family Services, and Veterans Services were joined under the umbrella of the Department of Health and Human Services (DHHS). With the formation of DHHS, the newly designated “divisions” have been able to coordinate the delivery of services and collaborate on new programs and grant applications more seamlessly than before the merge. Among the new initiatives during fiscal year 2018, were:

- New programs, such as Safety at Home, a joint effort of the Aging Services Division and the Public Health Division;
- Department-wide training on topics such as leadership, communication, and multi-tasking;
- New DHHS-wide policies and procedures;
- Moving Needham toward becoming an Age-Friendly Community.

The following pages include program summaries from each of the Divisions.

## AGING SERVICES DIVISION

### Council on Aging

*Colleen Schaller, Chair*  
*Penny Grossman, Vice Chair*  
*Ed Cosgrove, PhD*  
*Gary Crossen*  
*Carol deLemos*  
*Dan Goldberg*  
*Helen Gregory*  
*Tom Keating*  
*Susan Mullaney*  
*Sandra Prinn*  
*Lianne Reich*  
*Mary Elizabeth Weadock*

### Department Manager

*LaTanya Steele, Director of Aging Services*

### Division Staff

*Danielle Arenda, Administrative Assistant*  
*Dylan Copley, Van Driver*  
*Elwyn Cotter, Van Driver*  
*Kerrie Cusack, LICSW, Social Worker*  
*Steven DeCosta, Van Driver*  
*Stacey Fallon, Admin Office Support Specialist*  
*Kathleen Grant, S.H.I.N.E. Assistant Program Coordinator*  
*Stephane Grably, Transportation Program Coordinator*  
*Clif Holbrook, Building Monitor*  
*Aicha Kelley, Program Coordinator*  
*Kristen Lindley, LCSW, Social Worker*  
*Maryanne Messenger, Van Driver*  
*Constance McKinnon, Van Driver*  
*Yustil Meija, Senior Custodian*  
*Jessica Moss, LICSW, Social Worker*  
*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 is responsible for serving 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. In addition, feedback and support is provided by an Advisory Board comprised of regular participants in programs and services at CATH.

The mission of the Aging Services Division is to respond to Needham's older residents' needs by providing a welcoming, inclusive, and secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth and knowledge. The division fulfills its mission as a true community partner by delivering programs and services in a variety of places throughout the town.

The goals of the Aging Services Division are:

- To offer educational opportunities, workshops, and a range of intergenerational activities designed to meet the social, cultural, recreational, and informational needs of older adults;
- To offer and support programs designed to meet the transportation needs of older residents;
- To operate a welcoming, comfortable multi-purpose center for older residents;
- To identify and assist older citizens and their concerned families and friends in need of services and information;
- To provide information regarding programs, services, and opportunities designed to meet the diverse needs of older adults and to refer for specific help as needed;
- To provide opportunities for volunteer service both within CATH and at other community agencies, thereby utilizing the talents, experience, and energy of older adults;
- To serve as a model for community affirmation of the dignity, wisdom, and experience of older adults;
- To serve as an advocate for issues of concern to older adults;
- To support wellness programs, such as exercise classes, clinics, lectures, workshops, and support groups tailored to address the health needs of older Needhamites.



Funding for the Aging Services Division comes from the Massachusetts Executive Office of Elder Affairs, the Friends of Needham Elderly, private donations, and grants in addition to the funding provided by the Town of Needham.

Aging Services offers most programs and services at the Center at The Heights, including:

- Outreach and counseling services
- Transportation
- Daily meals
- Information and referral
- Health benefits counseling
- Volunteer opportunities
- Creative and social classes
- Educational programs
- Special events and trips
- Drop-in center for socialization
- An exercise center and exercise classes
- Live and film entertainment

- Health & wellness info and screening

Advocacy is provided for Needham's aging population routinely on the local, regional, state, and national levels, to assure that needs and interests are being met and that the quality of life for our residents is at an optimal level.

## FISCAL YEAR 2018 HIGHLIGHTS

- The programming at the Center at the Heights expanded considerably in FY2018. The Aging Services Division offered new exercise programs, including Better Bones, NIA (a sensory-based movement practice), Pilates, barre, line dancing, archery, and Zumba.
- Evening programs were expanded allowing for pool, ping pong, book groups, meditation, and a speaker series.
- Aging Services offered well-attended field trips to Fenway Park and to the WWII Museum.
- Health and wellness programming included health screenings for skin cancer, fall prevention, and hearing. The Dana Farber Mammography Van came to CATH to provide breast cancer screening.
- The hot breakfast program provided food to more than 700 people.
- CATH has a full calendar of speakers, musicians, magicians, comedians, thespians, and poets who entertain and inspire the participants at the CATH.
- Fiscal year 2018 saw a continued trend of increasing demand for transportation services. During this time period, the service provided 10,279 rides (compared with 9,856 rides in FY17 and 8,948 in FY16). There were 201 participants in FY18.
- A survey of Center participants indicated a high degree of satisfaction, with nearly 90% of participants reporting that they found programs to be interesting and informative. Participants did say, however, that they would like more programs on technology, math, and finances.
- The Aging Services Division partnered with the Needham Art Association to have monthly art showings at CATH.
- Front desk volunteers have been trained in CATH software systems, thus increasing their contributions to the operations at CATH.
- Community education programs included social coffee events with Needham Police, Assessor, Town Clerk, and Park & Recreation. Other events included visits from Representative Joe Kennedy and Governor Mike Dukakis. There was also a gun safety forum and "Office Hours" with Senator Richard Ross and Representative Denise Garlick.



- CATH hosted several parties, including Mocktail Party on the Roof, a Valentine's Day Dance, and a Cinco De Mayo Party among others.
- Support dogs visit the Center regularly and brighten the days for CATH participants.
- Youth Volunteer, Alex Shigueta, was honored by the Friends of the Center at the Heights.
- The Social Services team had a host of highlights during fiscal year 2018:
  - An additional social worker was hired for 30 hours per week.
  - Bi-weekly legal clinics were initiated with an attorney from the MetroWest Legal Clinic.
  - A caregiver support group met monthly and to provide respite care for loved ones.
  - Social Services worked alongside the Public Health Division on a needs assessment with residents at the Needham Housing Authority.
  - Social workers facilitated a 6-week mindfulness seminar at Needham Housing Authority.
  - A bimonthly newsletter was published, called *Wellness for the Wise*, featuring relevant psychosocial topics.
- Social Services facilitated an MBTA Charlie Card Drive which drew approximately 80 people to register for Senior Charlie Cards.
- Social Services collaborated with the Public Health Division to launch the Safety at Home Program. This service offers home safety assessments in residents' homes with the goal of reducing falls.



## PUBLIC HEALTH DIVISION

### *Elected Board of Health Members*

*Kathleen Ward Brown, ScD (starting mid-April 2018)*

*Edward V. Cosgrove, PhD (Vice Chair)*

*Stephen Epstein, MD, MPP*

*Jane Fogg, MD, MPH (Chair) (through mid-April 2018)*

### *Department Manager*

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

### *Division Staff*

*Diana Acosta, MPH, Environmental Health Agent*

*Stephanie Argetsinger, Environmental Health Intern*

*Rachael Cain, MPH, Public Health Specialist*

*Donna Carmichael, R.N., Public Health Nurse*

*Catherine Delano, MPH, LCSW,*

*Senior Substance Use Prevention Program Coordinator*

*Monica DeWinter, MPH,*

*Substance Use Prevention Support Assistant*

*Maryanne Dinell, Traveling Meals Coordinator*

*Maureen Doherty, Program Support Assistant*

*Kerry Dunnell, MSW, Special Assignment Support*

*Tara Gurge, R.S., MS., Assistant Director of Public Health*

*Brian Flynn, R.S., Environmental Health Agent*

*Summer Koop, Substance Use Prevention Intern*

*Karen Mullen, MBA, Substance Abuse Coordinator*

*Alison Paquette, R.N., Public Health Nurse*

*Rebecca Ping, MS, Emergency Management Administrator*

*Carol Read, M.Ed., CAGS,*

*Senior Substance Use Prevention Program Coordinator*

*Emily Sanders, Substance Use Prevention Intern*

*Lynn Schoeff, M.Ed.,*

*Healthy Aging and Special Project Support*

*Karen Shannon,*

*Substance Use Prevention Support Assistant*

*Dawn Stiller, Administrative Coordinator*

*Roxanne Taylor,*

*Domestic Violence Action Committee Intern*

*Tiffany Zike, R.N., MPH, Public Health Nurse*

## PURPOSE

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The Division is 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, is comprised of three members who are each elected for a three-year term. It 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. Following are descriptions of the work and accomplishments of the programs within the Division.

## FY2018 HIGHLIGHTS

### Public Health Nursing

The Public Health Nurses investigate communicable diseases within the community, offer advocacy, consultation, counseling, outreach, case finding, health promotion, screening, and immunizations. The nurses provide residents and town employees with education and the opportunity to adopt healthier lifestyles through wellness clinics and blood pressure checks, nutritional and other health related counseling, and education on communicable disease, personal illnesses, and disease prevention.

*Immunizations*

	<b>FY17</b>	<b>FY18</b>
Influenza Doses Administered	674	522
Other Immunizations Administered	24	26

*Screening Programs*

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Employee Wellness	1028	954	1077
Employee Education and Training	188	258	849
Police Weight Screening	33	43	40
Wellness Clinics - Visits	31	169	148

Outreach to Town employees and residents is increasing through seasonal trainings and education on issues such as mosquito and tick-borne diseases as well as *How to Stay Healthy* education. The focus of these programs is to keep our community updated and educated on the constant changes in public health.

*Assistance and Human Service Programs*

Public health nurses work with the Salvation Army Program, *Gift of Warmth* and the *FRIENDS* program to assist Needham residents who meet specific financial criteria, with payment towards heating and electric bills.

	<b>FY17</b>	<b>FY18</b>
Coordinate Local Assistance (families)*	57	64
Federal Energy Assistance (families)	46	34
Salvation Army (families)	0	5

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

*Community Education*

Community education and outreach has been a priority focus in FY '18. Education was provided through *Lunch and Learn* presentations at the Center at the Heights, educational tables held at community events, and educational demonstrations held for employees and community members. Topics for these events have included:

- Emergency preparedness, including emergency preparedness for seniors, and *Stop the Bleed Until Help Arrives* training;
- Lunch and Learn sessions included marijuana education, educational posters at the Center at the Heights, presentations to local clubs such as the Rotary and local sports groups;
- Educational boards at community events including *Right Info Right Time*, domestic violence awareness at the Needham Street Fair, and a fall prevention awareness program.

In fiscal year 2018, concussion education and awareness, including continued work to establish a concussion protocol for community sports, was a major portion of the Public Health Nurse role. This included working with other Town agencies to create a streamlined process, discussing and changing the regulations to meet the needs of the Town and sports organizations, and information updates to sports organizations.



### Traveling Meals Program

The Traveling Meals Program delivers nutritious meals to homebound Needham residents who have physical or cognitive limitations that impede their ability to shop or prepare food, who live alone without family or homemaker support, and who are unable to drive.

Through a unique partnership with the Public Health Division, Beth Israel Deaconess Hospital Needham prepares and supplements the cost of meals. Springwell Elder Services supported the program in FY18 with over \$30,000 to cover the cost of serving clients with very limited resources.

Additionally, the *Friends of the Needham Board of Health and Traveling Meals Program* donated, over \$3,600, making it possible for residents who do not qualify for free meals to have their meals delivered at a reduced rate.

Volunteer drivers deliver lunch and dinner daily. These generous volunteers are retirees, representatives of local businesses, or students and have donated over 4,000 hours over the past year to assemble and deliver meals.



In fiscal year 2018, 80 residents participated in the Traveling Meals Program and over 7,000 two-meal packages were delivered. Some residents received meals for two weeks while others have been in the program for many years.



### Environmental Health

The highest priority of the Environmental Health Unit is to protect the public's health through the implementation and enforcement of State and Federal regulations and local laws to assure compliance with environmental quality standards. The Environmental Health agents enforce regulations enacted by the Needham Board of Health, the State Sanitary Code, the Massachusetts Department of Environmental Protection regulations, and Right-to-Know laws. The Environmental Health Unit monitors and regulates a wide range of businesses and establishments including food service, housing, swimming pools, and many other activities described below.



Environmental Health (EH) work is determined by legal mandate; resident complaints; certain license and permit requirements; and all sorts of inquiries. The EH agents license and conduct inspections of all retail food service establishments (including mobile food vendors), tobacco vendors, public and semi-public pools and special purpose pools, a bottling company, body work establishments, and establishments that use sharps. They also issue temporary food event permits and conduct inspections at outdoor food events (annual fairs, carnivals, and the seasonal farmers market, etc.)

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



The EH agents review the following: new and renovated food establishment design plans; additions and renovations to homes on septic systems; new or upgraded pool design plans for semi-public pools; notification of demolition applications; septic hauler and installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits, working with the Animal Control Officer in conducting inspections and quarantining animals as needed.

Tobacco compliance checks are conducted, in coordination with the Needham Police Department, every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.



The Environmental Health agents work closely with State inspectors and other Town departments in providing environmental risk assessment and control. They collaborate with the Massachusetts Division of Professional Licensure and the Needham Police Department in conducting routine spot check inspections of local bodywork and massage establishments. They also work with the police on conducting spot checks of the medical marijuana dispensary. In addition, to ensure environmental quality, the agents respond to environmental emergencies such as oil leaks, fires, and sewer backups.

Another important priority is to improve community awareness of public health issues. EH agents work to reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable public service announcements, on-site trainings, and by providing pamphlets and links to State and Federal websites with up to date public health information. They are involved in a variety of seminars and on-going training sessions, which include certification renewals (i.e. ServSafe Food Training, Food Allergy Training, CPR Training, Soil Evaluator, Certified Pool Operator, Housing Inspector, etc.).

*Inspections and Reviews*

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

*Inspections*

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Carbonated Beverages	1	1	1
Food service: inspections, routine & complaints	447	597	630
Chapter II housing inspections and follow-ups	18	14	14
General nuisance complaint follow-ups	44	45	42
Title V septic system inspections, plan reviews, and home additions & misc.	116	104	119
Title V septic systems installations	23	5	5
Swimming pool inspections	9	13	13
Demolition reviews	110	112	105

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Tobacco compliance: Checks, complaints and inspections	77	61	70
Hotel permits	3	3	3

*Licenses and Permits*

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Animal Permits	16	17	19
Bottling Plant Licenses	1	1	1
Bodywork Establishment Licenses	3	4	6
Bodywork Practitioner Licenses	10	13	22
Food Establishment Licenses	176	177	171
One-Day & Temporary Event Permits	107	158	163
Mobile Food Licenses	9	15	13
Septage and Grease Hauler Permits	29	24	24
Sharps Hauler	2	2	2
Subsurface Sewage Installer Permits	9	11	9
Tobacco Sales Permits	13	12	11
Disposal of sharps permits	10	9	9
Well Permits	6	7	2
Trash/Waste Hauler Permits	30	26	26

*Substance Use Prevention*

The Needham Public Health Division has three programs focused on substance use prevention: Substance Prevention Alliance of Needham (SPAN); Students Advocating for Life without Substance Abuse (SALSA); and Substance Abuse Prevention Collaborative (SAPC) with its partners in Dedham, Norwood, and Westwood.

*Substance Prevention Alliance of Needham (SPAN)*

The coalition incorporates a collaborative, community based, and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action, SPAN decreases the risk factors and increases the protective factors associated with substance use to enhance the health and safety of Needham's youth.

The SPAN staff organized many events in fiscal year 2018. Among them were:

- Conducted a pair of parent book group discussions about *Please Stop the Rollercoaster*, by Sue Blaney, which is a guide for parents to navigate adolescent children and their challenges with substance use and misuse.
- Organized a connection and discussion group called Team DAD for male parents or guardians to discuss challenges and proven strategies to support their children.
- SPAN organized a powerful presentation called Hidden in Plain Sight in March 2018. The event recreates a teenager's bedroom with many indicators of possible substance use.

- In March 2018, SPAN sponsored a community presentation called, *Vaping Explained* to discuss the widespread use of electronic cigarettes among Needham youth. 126 people attended this event.
- In March 2018, SPAN sponsored a talk by Dr. Paula McEvoy, a Needham pediatrician, and a young adult in recovery about opioid addiction. The presentation, *Opioid Addiction: Facts and Faces*, was attended by 42 people.
- In January 2018, SPAN sponsored a workshop about addition from a unique perspective. The workshop, *A Dose of Reality: The Pharmacist's Role in Pain Management and Addiction*, was led by anesthesiologist Dr. Antje Barreveld and pharmacists Michele Matthews from Newton-Wellesley Hospital, and was attended by 29 people.
- SPAN once again partnered with a Needham High School Graphic Design teacher on student-designed posters with substance use educational messages.
- SPAN conducted a monthly campaign with messages geared toward parents of students in grades k-12. The articles were written by local subject matter experts. Subjects included: wellness; friendships; conflict resolution; mindfulness; social media; technology; healthy eating; and emotion coaching for Dads.
- SPAN staff members played a key role in developing a diversion program at Needham High School. The program offers youth substance use offenders an alternative to punitive measures through individual and family counseling and community service.

#### *SALSA -- Students Advocating for Life without Substance Abuse*

SALSA is a club at Needham High School that trains older students (primarily juniors and seniors) about the dangers of substance use and misuse, along with developing their abilities as peer educators. Once trained, the High School students present to every 8<sup>th</sup> grade student in the Pollard Middle School about the dangers of substance use, the situations in which students may be pressured to use substances, and how to employ refusal skills when confronted with peer pressure to use substances in social settings. The SALSA program highlights include:

- Over 136 Needham High School SALSA students volunteered a total of 448 hours in the Needham community supporting substance use prevention initiatives.
- SALSA students taught refusal skills to all 8<sup>th</sup> grade students at Pollard Middle School (over 450 students)). Eighth Graders can use the refusal skills in any high-risk situation including drug or alcohol use, cheating, stealing, or bullying.
- SALSA students participated in the Norfolk County District Attorney's fall and spring Leadership Training Programs winning the 2018 annual *Team Rival* competition.
- SALSA students participated in the District Attorney sponsored *Distracted Driving Awareness* campaign. Students developed a local contest to encourage Needham High School students to take a distracted driving quiz for a chance to win Dunkin Donuts gift cards. Over 130 NHS students participated.

#### *SAPC – Substance Abuse Prevention Collaborative*

SAPC is a regional grant program with Needham as the host for a region that includes Dedham, Norwood, and Westwood. Funded by the MA Department of Public Health, the SAPC grant includes collaboration between public health and law enforcement to prevent underage alcohol use through vendor education and training, community education, and policy change.



Do you want to improve your home health and safety?

Participate in the Safety at Home Program!

By participating you will receive:

- A free home or apartment safety assessment
- Connections to local resources
- Free home goods to improve safety
- Chance to enter a \$50 gift card raffle

If you're a Needham resident age 60 or older, contact the number or email below to enroll.

(781) 455-7555  
rgreenberg@needhamma.gov

MetroWest Health Foundation

### *Safety at Home Program*

The Public Health Division received a \$20,000 grant from the MetroWest Health Foundation to create and implement the Safety at Home Program. The program aims to reduce falls among Needham's older adults and help them continue to live independently. During FY18, the Division:

- Created a program to provide in-home safety assessments to Needham's seniors; and
- Trained staff members to conduct home assessments.

## VETERANS SERVICES DIVISION

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



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

## NEEDHAM VETERANS SERVICES DIVISION

The WSVD Director is Ms. Sarada Kalpee who has served in the U.S. Army Reserves since 2002 and currently holds the rank of Sergeant First Class. In 2013 she was deployed to Afghanistan as part of Operation Enduring Freedom, where she served for 12 months as a Senior Mechanic. More recently, Ms. Kalpee has served as a Veterans' Service Officer for the City of Boston. Ms. Kalpee's personal understanding of veterans' needs and her growing knowledge of the services available through the Massachusetts Department of Veterans Services, the U.S. Department of Veterans Affairs, and other entities will be of tremendous value to the veterans in our District.

Ms. Kalpee in her role as Director is responsible for the provisions of all veterans' services across the District. This work includes outreach to veterans' and their families, assistance with filing of claims benefits, certification of applicants' eligibility, management of the business affairs of the District and the supervision of staff along with many other duties. The District is

very pleased with the work Ms. Kalpee has performed in her two years she has been with us, and look for even more programs and services being offered to our veterans' and their families.

Ms. Sally Rose continues to provide administrative support to the District and serves as a key member of the team providing services to veterans and veterans' families. Director Sarada Kalpee and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Needham:

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

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

## **FY2018 HIGHLIGHTS**

- During fiscal year 2018, \$20,701.56 in Chapter 115 Benefits was provided to Needham resident veterans.
- Expanded outreach efforts to the Veterans within the community with the partnership of St. Joseph's. The children wrote letters to the Veterans in the community, which were handed to the Veterans of Foreign Wars Post in Needham.
- Assisted veterans in accessing VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Visited many veterans and their families at their homes or skilled care facilities.
- Aided veterans in obtaining various benefits provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Supported the Norfolk County RSVP program where volunteers drive veterans to medical appointments and other RSVP sponsored services.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Conducted numerous pinning ceremonies for our Needham Veterans at assisted living facilities.
- Supported American Legion Post # 14 and VFW Post # 2498 activities.

### *Coordinator of Ceremonies*

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

of the Memorial Day ceremony and Veteran's Day observation and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

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

#### *Care of Graves*

- Placed over 2,300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Ceremony.
- Assisted with the Purple Heart Recognition Day on August 7, 2018.
- Organized and led the Veterans' Day Observation on November 11<sup>th</sup>.
- Increased community participation at the veterans related ceremonies and observances.

#### *Purple Heart Community*

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

#### *Veterans Organizations*

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



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

## YOUTH AND FAMILY SERVICES DIVISION

### PURPOSE

The mission of Needham Youth & Family Services is to provide leadership and a community focus on emotional, social, and psychological challenges facing youth and families and to promote community wellness by: identifying and addressing youth and family needs; advocating for youth and family interests; partnering with other youth and family serving agencies; developing and implementing quality programs and services; and educating and communicating with the public regarding youth and family issues.

Needham Youth & Family Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. The Masters level clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. While the division's services are reaching more people and having a greater impact, there is an escalating demand for services. Youth & Family Services has worked diligently to construct meaningful programs designed to meet these needs.

#### Youth Commission Board

*Julie Stevens, Chair*  
*Kevin Keane, Vice Chair*  
*David Bookston*  
*Jack Cruickshank*  
*Karen Mullen*  
*Shayan Raza*  
*Susan Patkin*  
*Vincent Springer*

#### Department Manager

*Katy Colthart, LICSW*

#### Division Staff

*Maria Papantoniou*  
*Ben Aronson*  
*Carolyn Tracey*  
*Caitlin White*  
*(Graduate Program Intern)*  
*Nicole Luca*  
*(Undergraduate Program Intern)*  
*Katie Mullen*  
*(Undergraduate Program Intern)*

### FY2018 HIGHLIGHTS

- ***Individual and Family Counseling***  
Most referrals come from the schools. In the past year, 962 hours of counseling were provided to Needham youth and their families.
- ***Substance Abuse Awareness Program***  
Youth & Family Services offers a structured 15-hour Substance Abuse Awareness Program for drug or alcohol-involved youth. This service includes assessment, intervention, education for youth and their families, and counseling services to support healthy choices.
- ***Behavior Intervention Program***  
Needham Youth & Family Services provides an innovative program to reduce bullying. The “**B** **I**ntervention **P**rogram” (BIP) is a 10-hour clinical program that works with “aggressors” to assist them to better understand the laws, implications, and the impact of bullying. In addition, Needham Youth & Family Services collaborated with the Needham Public Schools on a pamphlet for parents on bullying.
- ***Counseling and Psycho-education Groups***  
Group counseling and psycho-education is a practical and effective mode of prevention and treatment. Group intervention offers a unique opportunity for young people to learn about issues which affect their peers and to receive feedback about concerns such as:

divorce; stress; self-esteem; bullying; abuse; depression; social skills; loss; drugs and alcohol; and violence and anger. Of special note was the *Extreme Looks* program, a four-day mind-body-spirit group for teen girls.

- ***Community Crisis Response***

Over the past decade, the Needham community has grappled with critical youth issues such as loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, and families through individual meetings, group sessions, and distribution of informational materials. In FY 2018, a significant effort by staff members focused on responding to the community tragedy of two high school students' deaths in a pedestrian-vehicle accident.

- ***VIP Program***

In Fiscal Year 2018, the VIP (Valuable Interactions among Peers) program enjoyed its sixth year. VIP matched high school students with elementary school children who needed additional support in their lives. The program allowed each high school *Big VIP* the opportunity to be role models for a young person and allowed elementary school *Little VIPs* the opportunity to form meaningful relationships with high school youth.

- ***Peer Tutor Program***

This program matched high school students with middle and elementary school students in need of academic or study skills assistance. Needham Youth & Family Services reached out to potential participants, trained high school tutors, monitored weekly tutoring sessions, provided support when problems occurred, and facilitated communication between tutor and participant families. Over the past year, the Peer Tutor Program matched 48 pairs of tutors with tutees.



- ***Make A Statement Day***

This program was created and implemented at Needham High School to promote diversity, acceptance, and understanding by creating an opportunity to communicate about issues of importance to them. Students and staff created t-shirts with quotes and statements about meaningful issues to raise awareness and have a voice. This year other NHS clubs were encouraged to create t-shirts as a group to promote their organizations message. Over 500 shirts were distributed to participants leading up to the event.



- ***Project VAN (Volunteers Around Needham)***

VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing community service to non-profit organizations in Needham. Sites included: Needham Park and Recreation Department; Needham Community Council; Needham Housing Authority; Needham Parks and Forestry; and the Needham Community Farm. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 326 hours of volunteer services over the past summer.

- ***Needham Unplugged***

The 17<sup>th</sup> annual Needham Unplugged was an awareness campaign to remind families to “unplug their electronics and plug into” each other. A calendar for March listed activities that did not require electricity and emphasized person-to-person interaction and health. The centerpiece of this year’s *Unplugged* was the no-homework, no sports, and no meeting night for the Needham Public Schools. There were no town meetings and no civic, religious, or community meetings that took place in Needham. Many area towns were impressed enough to replicate this program in their communities. Other special days included



Phone Free Friday, Text Free Tuesday, and a day of no Social Networking. Partners included the Needham Park and Recreation Department, the Charles River YMCA, Needham Board of Selectmen, and the Needham Public Schools.

- ***Employment and Volunteer Programs***

The Employment Program consisted of two primary services: youth investigated employment opportunities in local businesses; and youth were linked with residents to provide around-the-home support in the form of babysitting, yard-work, snow removal and more. In FY 2018, 127 youth were registered to provide residents with around-the-home support services.

- ***Seminars, Workshops, and Presentations***

Needham Youth & Family Services facilitated numerous trainings in the past year including one for new Needham Public School staff, babysitter training seminars, Reach Out Day at NHS, presentations at the schools and in the community, and many others. In FY 2018 Needham Youth & Family Services worked with a total of 2,323 youth, parents, and professionals in seminars and workshops.

- ***Safe Surf: Internet Safety for Middle School Youth***

Initially funded by the Needham Education Foundation, this long-standing program provided 6<sup>th</sup> grade students with knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2018, 448 youth participated in this program.

- ***Sexual Harassment Workshops***

A workshop on sexual harassment (what it is and isn’t, the different ways it can occur, who decides when it is sexual harassment, and how to ask for help) was provided to all 7<sup>th</sup> graders at Pollard Middle School. In FY 2018, over 272 youth participated in this program over the course of 18 presentations in wellness classes.

- ***Picture Perfect Workshops***

*Picture Perfect* was a workshop presented to all 8<sup>th</sup> graders at Pollard Middle School focused on the impact that the media has on teenagers’ perceptions of gender stereotypes and their own self-esteem. The program included videos and visual examples pulled from popular magazines to show students the effects of Photoshop on their own opinions about the standards of what it means to be masculine and feminine. In FY 2018, over 150 youth participated in this program.

- ***Teen Dating Violence Program***

Youth & Family Services has provided seminars on Teen Dating Violence for all 9<sup>th</sup> graders at Needham High School for more than 18 years. These seminars were designed to teach the unique aspects of teen dating violence, how to recognize the warning signs, and ways to access community supports. Over the past year, more than 364 youth were involved in this program.

- ***Patrick Forde Good Person Memorial Award***

In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. To honor Patrick, this award is given annually to a Needham resident who has helped make Needham a better place to live through his or her volunteer work and commitment. This award is recognition that, through volunteerism and caring, each person in our community can enhance Needham. This year's recipient was Deb Jacob, honored for her work with Needham youth and families. Over 100 people attended this year's award ceremony honoring Deb.

- ***RAY of Hope Program***

RAY (Recognize A Youth) was established by Needham Youth & Family Services 19 years ago to acknowledge the outstanding service and positive contributions that young people make to the Needham community. In collaboration with Needham-Newton Chamber of Commerce, a young person was selected each month as the RAY of Hope recipient and received a certificate from Youth & Family Services and a check from a member of the Needham Business Association.



- ***Graduate and Undergraduate Internship Program***

In FY 2018, Needham Youth & Family Services welcomed a clinical intern from Simmons University School of Social Work who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided support for summer programs as well as essential preparation for fall programs.

- ***Publications***

Needham Youth & Family Services created and/or distributed many original publications in FY 2018 such as: Needham Youth Card; Parent Guide to Teen Parties; and Information on Suicide

# PUBLIC WORKS DEPARTMENT



*Richard Merson,  
Director of Public Works  
Robert A. Lewis,  
Assistant Director of Public Works  
Anthony L. Del Gaizo, 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  
Christopher E. Seariac,  
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 and custodial care of all Town buildings; and parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

## FY2018 HIGHLIGHTS

### **DPW Admin**

In May 2018, DPW Admin fully engaged in the New England Chapter's first annual "Fill a Public Works Truck" food drive campaign. This campaign was held during National Public Works Week, May 21-25, 2018. Admin staff created digital advertising materials, collection boxes and a large banner to spread publicity about the food drive. Boxes were set-up for the week at the Town Hall and Public Services Administration Building for the collection. In addition, boxes were also set-up at the Spring Street Fair; it gave DPW the opportunity to spread awareness of how much public works as a whole gives back to the community. All donations collected were donated to the Town's local foodbank, the Needham Community Council.



*“Munici-Pup”, Needham DPW’s mascot, poses with collected donations.*



*Allyssa Jewell and James Fisher drop off collected donations to Sandra Robinson, Director of the Needham Community Council.*

**Highway Division**

The Highway Division is responsible for the maintenance and repair of all public streets and sidewalks. This includes pothole repair, snow plowing and salting, street and regulatory sign installation and repair, traffic signal and sidewalk maintenance, parking meter repair and pavement management. In addition, the Highway Division provides support at Town-wide events such as: setting up voting booths, trash collection and traffic control.

Highway Infrastructure Improvements		
Type	Volume	Unit
Asphalt Paving	48,130	Sq Yrd
Rubberized Crack-Seal	1,120	Gallons
Repaired Grass Berm	3.9	Miles
Installed Curbing	4.2	Miles
Handicapped Ramps	25	Each

In June 2018, the Highway Division completed their largest paving project of the year, Great Plain Ave (from Central Ave. to the Wellesley Town Line) roadway rehabilitation. This section of Great Plain Ave was good candidate for roadway rehabilitation, due to how deteriorated the road was and to keep the curb reveal at

about six inches in height. First, the road was milled and utility casting repairs were made. A top course of asphalt was applied at two inches.



*Approximately 2,300 tons of asphalt was used to re-pave 5,400 feet of Great Plain Ave.*

**Water, Sewer and Drain Division**

In 2018, the Water Division continued their on-going 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	30	Incidents
Replaced Residential/Municipal/Condo Water Meters	1,393	Meters
Replaced Commercial Water Meters	61	Meters
New Fire Hydrants Installed	7	Each
Replaced Lead Goose Necks on Water Service Lines	135	Each
Repairs to Catch Basins & Drain Manholes	41	Each
Camera & Flush Sewer Mains	48,658	Feet
Camera & Flush Drain Lines	83,279	Feet



### Recycling & Transfer Station Division

The RTS specializes in managing residential yard waste such as leaves, grass, brush and wood grindings. Blending these materials together with clean commercial food waste creates ideal compost. Compost is sold to residents and regional landscapers, creating revenue to support RTS Operations. Compost is screened so the finished product is clear of any sticks or rocks. Residual materials known as “tailings” are hauled off-site. Finished compost material is perfect for home gardening and sought after for landscape projects.

Compost/Organics	
Type	Tons
Yard Waste	2,026
Food Waste	1,878
<b>Total</b>	<b>3,904</b>

Municipal Solid Waste	
Type	Tons
<b>Disposed of at Wheelabrator</b>	<b>8,933</b>

Recycling Totals	
Type	Tons
Newspaper & Mixed Paper	1,241
Comingle Containers	829
Cardboard	376
Single Stream	322
<b>Total</b>	<b>2,768</b>



*A trommel screener is used to create a finished compost product. This piece of equipment acts as a sifter, removing any larger non-compost materials. Non-compost materials known as tailings are loaded into trucks and hauled off-site.*

### 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 includes, lube, oil and filter, rotating, mounting and balancing tires, replacing brake pads and rotors and diagnosing vehicle

warning indicators. Staff also prepares and makes necessary repairs to snow and ice equipment.



### Parks & Forestry Division

In April 2018, the Forestry Division held a successful Arbor Day celebration with several second grade classes at the Mitchell Elementary 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.



*The Forestry Division celebrating Arbor Day with students from the Mitchell Elementary School.*

In May, the Forestry Division celebrated its 23<sup>rd</sup> year of being recognized as a Tree City USA Community. To qualify as a Tree City Community, Towns or Cities must meet specific forestry program standards.

Parks & Forestry Improvements		
Type	Volume	Unit
Tree Removals & Stumping	145	Trees
Tree Pruning Work	1,378	Hours
Roadside Brush Removal & Flail Mowing	2,288	Hours
Tree Plantings – Arbor Day	400	Seedling
Tree Plantings – Streets & Parks	77	Trees
Tree Plantings - Nursery	127	Trees
Over-seeding of Fields	88.5	Acres
Diamond Work	1,321	Hours
Mowing	3,718	Hours



*Kevin Naughton, Mike Logan & Edward Olsen from the Forestry Division accepting Needham's 23<sup>rd</sup> year recognition at the award ceremony held in May 2018 in Northampton, MA.*

### **Engineering Division**

In October 2017, the Town celebrated the completion of Phase I of the Downtown Improvement Project. It took the combined efforts of all DPW divisions to make the project a success. The Engineering Division provided oversight and management during the construction. The purpose of this project was to upgrade the traffic signals and streetscape amenities within the project limits. Some examples of new amenities included: pedestrian-scale lighting, wider sidewalks, creative crosswalk boxes, street trees and plantings. The addition of military branch service plaques were added to the base of the new flag pole in the Common.



### **Building Maintenance Division**

In FY18, the Building Maintenance Division continued flooring replacements throughout the Town, replacing flooring at the Pollard and Broadmeadow Schools. Over the summer, they finished installing new lockers at the Pollard. At the DPW Garage, the Division abated the remainder of the asbestos. As part of an ongoing effort to improve classroom atmosphere, existing shades were removed and room darkening shades were installed at the High Rock and Pollard Schools.

In a continued effort to improve energy efficiency throughout Town, the Division upgraded the lighting in the Mitchell cafeteria to LED and installed a large ceiling fan. They also installed a new electrical service to Mills Field.

As part of their routine maintenance, they completed yearly duct cleaning at the Newman and Town Hall and completed wood floor refinishing at the High School, Mitchell, Hillside, Broadmeadow, Newman, and Town Hall. 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.



# BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

(Formerly the Public Facilities Department – Construction)

## PURPOSE

The Building Design and Construction Department (renamed at the May 2018 Annual Town Meeting from Public Facilities Department – Construction Division) provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

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

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured 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 three project managers on the staff. Another project manager position was funded at the May 2018 Annual Town Meeting and a fourth project manager will be brought on board in FY19. 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.

## FY2018 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2018 fiscal year (July 2017 to June 2018). These projects were initiated during the period of 2013 thru 2018 fiscal years.

### **PERMANENT PUBLIC BUILDING COMMITTEE**

*George Kent, Chairman*                      *Roy Schifilliti*  
*Stuart Chandler*                              *Irwin Silverstein*  
*Richard Creem*                                *Gene Voloshin*  
*Natasha Espada*

### **DEPARTMENT STAFF**

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

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

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. An override for Construction Funds was approved by the Town in November 2016.

The Project Funding Agreement was approved by the MSBA in October 2016. Design

Development documents were submitted in February 2017, 60% Construction Documents were submitted to the MSBA in May 2017.

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

The prequalification process for the General Contractors and Filed Sub Bidders was started in June 2017. The bid documents 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 is anticipated to reach substantial completion in June 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 schools 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 is expected to be awarded to Wayne J. Griffin Electrical, Inc. in July 2018. The PV array is expected to be installed in the spring of 2019 once the roof is 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>	<b>Rosemary Recreation Complex</b>
<u>Project Status:</u>	Ongoing
<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 was closed for the 2017 season due to the expiration of the existing DEP permits. It is

anticipated that the facility will be reconstructed and open for the 2018 season.

Prequalification of the General Contractors and Filed Sub Bidders was completed in December and January and the project went out to bid in March 2017. G&R Construction, Inc. was the low bidder and 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 weather conditions) and is anticipated in early August 2018.

Project Name: **Public Safety Complex & Fire Station #2**  
Project Status: Ongoing  
Authorization: \$4,140,000  
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.

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, Article 10: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$3,750,000 for Design Development/Construction Documents.

Because of the complexity of the 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 is anticipated to be requested for FY2019 thru an override ballot vote in November of 2018. The start of construction is anticipated to begin in February 2019 with the new Fire Station on Chestnut Street. Temporary swing space will be needed for the Police Station portion of construction and during the Fire Station #2 construction.

Project Name: **Memorial Park Building and Grounds**  
Project Status: Ongoing  
Authorization: \$6,675,000  
Budget Status: On Budget  
Architect: Winter Street Architects, Inc.  
Owners Project Mgr.: 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. The goal of the study was to provide a full review of the building and grounds and lead to recommendations for either renovations or reconstruction to meet current needs.

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

At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of \$375,000. The appropriation is for engineering and design of the facility for the preparation of construction documents. The construction documents were finished and the project went out to bid in April 2018 and were due May 8, 2018.

At the May 2018 Annual Town Meeting, Article 30: Appropriate for Memorial Park Bldg Construction was approved in the amount of \$6,250,000. Bids were received on May 8, 2018 right after the Annual Town Meeting. G&R Construction was awarded the construction contract. Construction is anticipated to start in July 2018 and reach substantial completion in June 2019.

Project Name: **High School Classroom Expansion**  
Project Status: Ongoing  
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 to review classroom expansion alternatives at the Needham High School. The object was to relieve current overcrowding and to anticipate future student population growth.

An architect, Dore & Whittier Architects, Inc., was selected through the Designer Selection

Process in October 2016. The study was completed in June 2017 with several options available to the Town.

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

Because of the complexity of the project and accelerated schedule the use of Construction Management at Risk (CMR) was chosen and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals in June 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, Article 43: Appropriate for High School Expansion Design was approved in the amount of \$950,000. The architect will go forward with design and engineering services for the preferred option for the expansion of the High School.

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

The final Schematic Design Drawings and cost estimates provided an initial budget amount for approval at the October 2017 Special Town Meeting. At the October 2017 Special Town Meeting, Article 11: Appropriate for High School Expansion Construction was 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 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, Article 7: H.S. Expansion Construction.

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 1) Classroom renovations, 2) A-Gym and 3) Classroom Expansion addition.

<u>Project Name:</u>	<b>Full-Day Kindergarten Space Study</b>
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$50,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	TBD

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

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

Dore & Whittier Architects, Inc. was selected through the Designer Selection Process in October 2017. A final report was submitted to the PPBC and School Committee in February 2018. The report identified necessary modifications at each of the other four elementary schools. Minor modifications are required at Newman, Eliot and Broadmeadow. A new pair of modular classrooms is required at the Mitchell that will accommodate Music and Art, so that all four existing Modular classrooms can be used for Kindergarten. As a result of the study, funds will be requested for detailed design, cost estimating and bidding services for the Mitchell Modular Classroom project. Dore & Whittier Architects are eligible to continue on the project.

<u>Project Name:</u>	<b>Sunita L. Williams Elementary School Outside Play Area &amp; Walking Trails</b>
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$460,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Warner Larson, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	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. The project is to design and construct a playing field at the new school on Central Avenue. The work is being done separately from the new elementary school construction by request of the MSBA, because a portion of the land although in Needham, is owned by the Town of Wellesley. Needham has a license from the Town of Wellesley for the use of this land for a playing field and trails.

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

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 June 2018 and is

anticipated to be substantially complete by December 2018, in coordination with the work being performed by Bacon Construction on the school.

Project Name: **Town Hall Stair Repairs**  
Project Status: Complete  
Authorization: \$200,000  
Budget Status: On Budget  
Architect: McGinley Kalsow & Associates, Inc.  
Owners Project Mgr.: Building Design & Construction Dept.  
Contractor: Village Forge Inc.

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

The original architect for the project, McGinley Kalsow & Associates, Inc. will assist in the design for the modified staircases. The project went out to bid and bids were received in December 2017. The contract was awarded to the lowest responsible bidder, Village Forge Inc.

The work was done during January and satisfactorily finished in February 2018.

Project Name: **Fuel Island Relocation & Upgrade**  
Project Status: Ongoing  
Authorization: \$1,320,000  
Budget Status: On Budget  
Architect: Weston & Sampson Engineers, Inc.  
Owners Project Mgr.: 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 puts in motion Phase 1 of the road map for modernizing and reconstructing the DPW Facility as outlined in the DPW Relocation Feasibility Study by removing the existing failing fuel island and replacing it with a re-locatable fuel island in an area near the abandoned salt shed. The project will encompass installation of the new fuel island, demolition of the existing fuel island and fuel storage tanks and removal of the old salt shed next to 470 Dedham Avenue.

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

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 is anticipated to be installed in July 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: TBD

At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of \$150,000. The project 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. will continue as designer as a continuation from the DPW feasibility study.

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. Design and permitting will occur from May to November 2018. Bidding is anticipated to occur in December 2018 to January 2019, the contract awarded in January and construction is anticipated to start in February. Substantial completion is anticipated by October 2019.

Weston & Sampson will coordinate 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.

Project Name: **Mitchell Modular Classrooms**  
Project Status: Ongoing  
Authorization: \$210,000  
Budget Status: On Budget  
Architect: Dore & Whittier Architects, Inc.  
Owners Project Mgr.: Building Design & Construction Dept.  
Contractor: TBD

Dore & Whittier Architects, Inc. will continue as designer from the Full-Day Kindergarten Space Study. The study indicated that a new pair of modular classrooms is required at the Mitchell Elementary School that will accommodate Music and Art, in order that all four existing modular classrooms can be used for Kindergarten.

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. Further funding for construction will be requested at the October 2018 Special Town Meeting. A Request for Proposal is anticipated to be issued in December 2018. Construction is anticipated to begin in April 2019 to be ready for the start of school in September 2019.

## LOOKING FORWARD

Upcoming future and continuing projects include construction of the Public Safety Complex & Fire Station #2, Memorial Park Building and Grounds, the new Sunita L. Williams Elementary School, the DPW Central Ave Storage Building, the Mitchell Modular Classrooms and the reconstruction

of the DPW Facility at 470 Dedham Avenue.

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

# NEEDHAM COMMISSION ON DISABILITIES

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

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

## PURPOSE

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

## BUDGET

COD Printing and Mailing	\$200
COD Office Supplies	\$100
COD Public Works Supplies	\$150
Mileage	<u>\$100</u>
TOTAL	\$550

## FY2018 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations including 400 Hillside Avenue, Rosemary Office Park and the Needham YMCA.
- Advised a local cab company about the problem of having a driver sit idling in a HP space to wait for passengers at 63 Kendrick.

- Responded to advocacy calls regarding inaccessibility issues at Eye Associates at 400 Hillside Avenue, removing a tree that blocked a residential sidewalk, adequate street lighting, accessible playground equipment at Green's Field, snow removal in a MBTA lot, wheelchair access in the lobby of Charles Court East, and a request for information on Veteran's Administration availability in Needham.
- Consulted with Needham Park and Rec regarding handrails, signage and the naming of the new accessible walking trail near the reservoir.
- 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 "active" HP logo and made a decision to return to using the standardized HP logo on parking signs, as practical.
- Advised the Superintendent of the Highway Department, the Town Engineer and the Needham Police about the necessity of providing and maintaining accessible pedestrian signals at pertinent crosswalks in Needham.
- Contacted the USPS regarding improper locking of the main accessible door during cold weather.
- Continued to sponsor a Needham resident who has been trained to assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from handicapped parking violations.) The grant application can be found on 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.
- Consulted with architects, project managers and the director of Needham Park and Recreation regarding the Needham High School expansion, the Rosemary Recreation Project and the Memorial Park Building to ensure that compliance with ADA and AAB is achieved.
- Consulted with architects of the Modera project and the 2<sup>nd</sup> Avenue Toll Brothers project (275 2<sup>nd</sup> Ave) regarding variances for sink depth, access within each apartment, and a walking trail near the building.
- A NCOD member spoke at the Annual conference of the Bay State Council of the Blind, attended the Joint Ways and Means Committee at the State House, and worked with a Technology, Access and Design class at Olin College.
- A NCOD member attended a meeting with the Massachusetts Inspector General regarding ADA compliance, attended the MOD Summit at the State House regarding employment for people with disabilities, and attended a conference for ADA Liaisons.
- 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.
- The Needham Emergency Management Program Coordinator attended a meeting to talk about issues affecting people with disabilities.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed.

- NCOD hosted an Advanced Community Access Monitor Training at the Needham Public Library that was sponsored by the Massachusetts Office on Disability. The training was attended by NCOD members and interested people from Boston area communities.
- Sent a letter to the Needham Public Library Director and members of the Board of Trustees regarding accessibility concerns that were discovered during the Advanced Community Access Monitor training that was held at the library.
- Sent a letter to the Town Manager, School Superintendent, Board of Selectmen and School Committee regarding lack of access at the Emery Grover building.
- NCOD members attended MOD District Commission Conferences.
- Created and distributed a flyer that informs the public about the Enhanced 911 program. In addition, updated the on-line form for registering for this program.
- 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.

## **FY2019 FORECAST/GOALS**

- To continue to work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, the Park and Recreation Department and other pertinent Town of Needham departments in an advisory capacity to ensure compliance with MAAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.
- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To continue to work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To participate in the Downtown Streetscape Committee and the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from handicapped parking fines for the specific benefit of persons with disabilities in the community.
- To continue to work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the updated NCOD brochure throughout the town.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to persons with disabilities.

- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to attend NCOD meetings which are publicly posted.
- For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

## COMMUNITY PRESERVATION COMMITTEE

### Staff:

Patricia Carey, Staff Liaison  
Carys Lustig, Staff Liaison  
Kristen Wright, Recording Secretary

### Members:

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

### Appointed by:

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

## 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.

## FY18 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$368,739 from the Commonwealth in December 2017, a 17.2% match. The percentage from the state has varied from a low of 17.2% to a high of 100%. In total, \$8,000,098 has been received from the state as of December 2017. There is legislation reviewing how the state funds the Community Preservation Fund, especially in light of the addition of new communities, including the City of Boston.
- The Town collected \$2,305,064 in FY'18 through the local surcharge.
- The Committee held a public hearing in March 2018 to gather public input on the proposals under review for funding.
- At May, 2018 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 1,550,000	DPW	Construction: Rosemary Sediment Removal
\$ 50,000	Park and Recreation	Construction: Camp Property Buildings
\$ 25,000	History Center/Museum	Historic Database
\$ 500,000	Town Manager	Memorial Park Building

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling \$1,025,153 were placed in the Annual Reserve, for future projects in those categories or Recreation. Approximately, five percent of the revenue was put into the CPA Administrative budget.

## STATISTICS

- The Community Preservation Fund has provided financial support to sixty-six (66) projects, with a total of \$40,506,352.

Community Housing total	\$ 1,444,500
Open Space total	\$ 2,594,619
Historic Preservation total	\$ 15,301,733
General and Recreation total	\$ 21,165,500

## NEEDHAM GOLF CLUB ADVISORY COMMITTEE

*2018 Committee Members: Daniel Dain (Chair), Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Mary Grace Summergrad, Chris Gerstel*

### PURPOSE

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

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

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for “any lawful municipal purpose” upon action by the Town Meeting. Section 2.1.2 of the Lease provides for a rent recalculation in year 11 based on a return of 6.11 percent of “the fair market value of the leased property,” as determined through an appraisal process set forth in the Lease. The Committee has been shown an initial

appraisal report prepared for use by the Town, but the Committee has not been asked to play a direct role in the rent recalculation.

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.

## FY2018 HIGHLIGHTS

- The Committee met with Club President Phil Atwood and Club Vice Presidents Rick Zimbone and Chris Pooley twice during 2018, on April 23 and November 19.
- 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 2018 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors. Committee members did not report learning of any neighbor complaints.



## HUMAN RIGHTS COMMITTEE



*Nadaa Ali*  
*Christina Mathews*  
*Abdul Cader Asmal (Clergy Association)*  
*Cynthia Ganung (Clergy Association,  
IJTF, Diversity Initiative)*  
*Ashok Mehta*  
*Bud Schram*  
*Jennifer Howard Schroeder (Chair)*  
*Kerry Hurwitch*  
*Matt Schroeder (NHS)*  
*Amelia Klein (Diversity Initiative)*  
*Marlene Schultz (Vice-Chair, Needham PATH)*  
*Julie Venables*  
*John Kraemer (liaison – NPD)*

## **CHARGE**

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.

## **SPONSORED COMMUNITY EVENTS**

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 2018.

### ***Needham 6<sup>th</sup> Annual Diversity Summit – November 18, 2017 Pollard Middle School***



*(Photo 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 2017 Summit featured a spoken word poet; a panel presentation by NHS students, a parent and educator, and a minister; and an interactive workshop facilitated by True Story Theater. 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.

### ***Martin Luther King Jr. Day Celebration - January 15, 2018 Needham High School***

Justice Delayed; Justice Denied;  
Justice Now.  
- Rev. Martin Luther King, Jr.

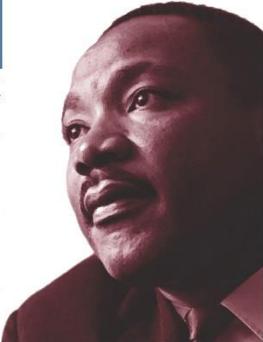
Join us for  
Needham’s Celebration and Observance of  
**Martin Luther King, Jr. Day**  
Monday, January 15, 2018  
Needham High School Auditorium  
609 Webster Street, Needham

10:00 AM – 12:00 PM  
Doors open at 9:30 AM  
Refreshments will be served

Sponsored by the following Needham organizations:

- Diversity Initiative, Inc.
- Clergy Association
- Human Rights Committee
- Public Schools and its METCO Program

[www.needhamdiversity.org](http://www.needhamdiversity.org)



This program is supported in part by a grant from the Needham Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.

Hosted by the Needham Diversity Initiative, this annual community event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. The central focus of the MLK Day is children. Most of the performances are by or for children of all ages. Middle school students conducted a ceremony of lighting candles in honor of those who have inspired them. Other program highlights included a keynote speaker, a dance ensemble presentation, and performances by the MLK Children’s Choir and the Needham High School Chorale. 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.

***Interracial Dialogue Potluck Dinner Jan. 28, 2018 First Parish Church UU Needham***



An evening of sharing identities and connecting over a meal with guests from diverse backgrounds was held at First Parish Needham Unitarian Universalist. This event was a continuation of previous potluck dialogues that addressed ways that communities could ensure that their Towns are safe and welcoming places for all who reside, work, study or visit there. The event was facilitated by Jackie Mulvehill, an experienced diversity trainer and graduate of Needham High School. The event provided attendees with opportunities for discussion and dialogue within small groups, who then shared their ideas with the entire group, and made suggestions for a follow-up potluck event. The event was co-sponsored by First Parish Needham Unitarian Universalist, Temple Beth Shalom, Bahá'í Community in Needham, Needham High School (NHS) All Genders and Sexualities Alliance, NHS Amnesty International Club, Needham Human Rights Committee, Needham Diversity Initiative, Needham Interfaith Clergy Association, and Cooperative Metropolitan Ministries (CMM).

***Children & the Media - February 5, 2018 Powers Hall***



Many schools across the nation, including the Needham Public Schools, have been deeply concerned about the increase of racist, anti-Semitic, and many other forms of hate and bias that appear in their classrooms, their playgrounds, and their bathrooms. Parent groups seek support and guidance in helping their children make sense of what they hear on the news. The Needham Human Rights Committee conducted a public forum that focused on the messages that children are constructing about human differences, human dignity and equality, and human rights *through*

*the news media.* Guest speaker Diane Levin – Professor of Early Childhood Education, Wheelock College and author of *Beyond Remote-Controlled Childhood, So Sexy So Soon, Teaching Young Children in Violent Times* – discussed the harmful effects of violence, war, and other societal forces portrayed in the news media, and shared ideas about ways that parents and caregivers could guide children in processing information they hear or see in the news.

***Race, Sports & Protest: A Community Conversation – April 9, 2018 Eliot School***



The role of athletes as advocates for political and social change was the focus of an event hosted by the Needham Diversity Initiative at the Eliot School Performance Center. Guest panelists Jim Hirsch, bestselling author & Needham resident; Bill Littlefield, NPR host, author and Needham resident; and William (Smitty) Smith, Executive Director of the National Center for Race Amity at Wheelock College in Boston engaged in a conversation, followed by interaction with the audience. Sponsors of the event included the World of Wellesley, the

Needham Human Rights Committee and the Needham Free Public Library.

***Community Dialogue and Potluck - May 6, 2018 First Parish Church UU Needham***



*And How Are the Children? A Conversation on Race, Equity, and Inclusion* was the theme of a community potluck event focusing on inclusivity in the Needham community. The event was hosted by the First Parish of Needham. Participants learned about how the activism of a group of parents led to the Needham Equity Audit Report. The audience then engaged in conversations about how they as members of the Needham community could follow up on the recommendations in the Report to ensure that Needham schools and the Needham community is welcoming and safe. Cosponsored by: First Parish in Needham UU Racial Justice Task Force, Bahá'í Community of Needham, Congregational Church of Needham, First Baptist Church in Needham, Presbyterian Church in Needham, Temple Beth Shalom, Needham Diversity Initiative, Needham Human Rights Committee and Cooperative Metropolitan Ministries.

### ***Community Forum “Freedom Team” – May 17, 2018***



The NHRC organized an open forum to discuss types of efforts or programs that would enhance Needham’s ability to respond to incidents of hate and bias that happen in the Town. Participants included members from the League of Women Voters, Needham Diversity Initiative, Temple Beth Shalom Social Justice Committee, Superintendent Dan Gutekanst, Rep. Denise Garlick, and 12 community members. Guest speaker Jamele Adams, Dean of Students at Brandeis University (and a resident of Natick) described a community response program in Natick called the *Freedom Team*.

Founded in 2016 through the inspiration of Mr. Adams, the Natick Freedom Team has the mission of "preserving freedom through unity in the community." A Freedom Team can consist of parents, students, educators/education network, local politicians, police representative, clergy, restorative justice practitioners, doctors who may have experience in trauma, social media experts, and lawyers who work in civil rights. Its members meet monthly with the goal of serving the community by offering dialogue and support. Participants of the Forum expressed support for further discussion about a collaborative model that would be most effective in the Town of Needham. The NHRC will follow-up with further discussion at a future community forum.

### **COMMUNITY RELATIONSHIPS**

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

- **NEEDHAM HOUSING AUTHORITY** Members of the NHRC have had on-going conversations with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The Committee’s goal is to learn about the needs of residents living in NHA units, and how well residents of Needham public housing are integrated into the Community. The Committee continues to seek candidates who are residents of the Needham Housing Authority to serve on the NHRC, and has collaborated with NHA officials in promoting resident representation on the Committee.
- **MEDIA SOURCES** The NHRC has developed close links with 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 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. One example has been 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 facilitated several school events during the past year.
  - **STA Day** April 12, 2018 *Pollard Middle School* STA (Students Take Action): A Day of Sensitivity, Tolerance, and Awareness provided a series of workshops for grade 8 students at Pollard. Members of the HRC conducted workshops which introduced and examined students' understanding of "implicit bias".
  - **"One Day" Workshop** January 31, 2018 *Needham High School* Members of the Human Rights Committee conducted four 35-minute sessions which focused on understanding and dealing with "implicit bias".
  - **Representation on NPS Committee** A member of the NHRC was invited to participate in a Needham School District conference entitled Portrait of a Needham Graduate. The goal of the conference is to shape a vision for the future of education in the Needham community. Local leaders from business and higher education were invited to share their perspectives about how to prepare students for jobs and life-long learning.
  
- **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. A public forum was held at the Center at the Heights this past year (*Community Forum "Freedom Team"* – May 17, 2018).
  
- **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** Two members of the NHRC are active members of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have supported and attended public events organized by each group. This past year, NHRC members participated in a race dialogue pot luck dinner sponsored by the Needham Clergy Association and the Cooperative Metropolitan Ministries.
- **NEEDHAM IMMIGRATION JUSTICE TASK FORCE** One member of the NHRC is a member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.
- **NEEDHAM FREE PUBLIC LIBRARY** In October 2016, Needham Public Library Trustees and a Board Member presented information to the NHRC about the Library's desire to promote respect for diversity in the town through programming and educational forums. The NHRC has been a cosponsor of the Library Book Forum series.
  - **One Book One Community Program.** Two members of the Committee led a discussion about the implications of immigration policy in the United States, based on the book In the Country We Love: My Family Divided, by Diane Guerrero.
  - **Diversity and Discussion Book Group.** A Committee member co-led a discussion of the book The Hate U Give by Angie Thomas.
- **REPRESENTATIVE DENISE GARLICK** The NHRC continued ongoing discussions with Rep. Denise Garlick focused on how to address incidents of hate and bias that continued to occur in Needham. With generous financial support from Representative Denise Garlick and the Town of Needham, the NHRC invited Jamele Adams to share his expertise and experiences leading the Natick Freedom Team at a community forum. Mr. Adams is a community leader in Natick, race equity expert, celebrated poet, and also Dean of Students at Brandeis, who was instrumental in creating "Freedom Teams" in Natick, Waltham and Cambridge. Freedom Teams pull together leaders from existing groups in town with the focus on creating strategies to respond to instances of hate that happen in that community.

## **HUMAN RIGHTS RESOURCE GROUPS**

The NHRC has kept informed about human rights issues by connecting to regional organizations and groups who serve as resources to the Committee. These resources enhance the work of the

Committee in planning educational forums, and in responding to issues that challenge the human rights of any individual or group in the Needham Community.

- **MASSACHUSETTS ASSOCIATION OF HUMAN RIGHTS AND RELATIONS COMMISSIONS (MAHRC)** The Massachusetts Association of Human Rights and Relations Commissions is an organization of municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level. The mission of MAHRC is to provide local and statewide leadership in the areas of human rights and intergroup relationships. MAHRC accomplishes this charge by promoting networking initiatives, developing educational strategies and model programs; and serving as a resource for new and existing human rights and relations commissions.
- **PEOPLE AGAINST TRAFFICKING of HUMANS (PATH)** Needham PATH's mission is to prevent human trafficking in Needham and in Norfolk County. Their goal is to raise awareness through education, advocacy and collaboration. From the beginning Needham PATH has had a strong relationship with the U.S. Department of Homeland Security Victim Assistance Program. PATH continues to develop ongoing collaboration with other agencies within our local communities. There is a great need to educate the public to be able to recognize the risk factors and indicators which exist in our communities that are "hidden in plain sight". Many Needham PATH members have been trained by organizations such as the U.S. Department of Homeland Security and are available for speaking engagements to educate and raise awareness about human trafficking. One member of the Committee is a member of the organization.

## **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.

### **Gender Neutral Language Proposal – Select Board Hearing Mar. 20, 2018**

The Committee presented a proposal to the Needham Select Board requesting that the Board change its name (Board of Selectmen) in order to remove reference to gender in its title. A NHRC member read a statement on behalf of the Committee at a public hearing along with group representatives from the League of Women Voters, the Needham School Committee, and NHS students. Arguments were made that adopting the change would promote inclusivity and equality. All members of the Needham Select Board agreed to support the change, which was to be voted upon at a future Town Meeting. Following approval, official changes will be made on a State level.

**Solidarity Vigil** The NHRC took part in a community vigil held at the Town Common in solidarity with Charlottesville, Virginia and the nation. On August 12, 2017, a car was deliberately driven into a crowd of people who had been peacefully protesting the Unite the Right rally in Charlottesville. Three people were killed and 35 injured in a day of violence surrounding a white supremacist rally.



## Statement to the Needham Community

### NEEDHAM – LET’S RESOLVE TO BUILD A NURTURING COMMUNITY

Community can be defined as a feeling of fellowship with others as a result of sharing common attitudes, interests, and goals. As our country starts down a new path, many Americans are struggling to maintain a sense of community and unity with fellow residents in their towns and cities. We, as residents of Needham, need to face the difficult challenges of ensuring that our community is indeed safe for all who live, work and come to our town.

As we ring in the New Year, please join the Needham Human Rights Committee in recommitting ourselves to the fundamental values so essential to an effective democracy in the following ways:

- Seek to find and value each other’s humanity, even those with whom we disagree;
- Consider and respect other’s perspectives and life experiences and how that shapes their points of view;
- Work with individuals who look, act and live differently than we do toward the common good;
- Demand and defend equality for every person;
- Stand up to confront bias, prejudice, and discrimination in all forms, from all sources.

Needham is privileged to have a wealth of community resources that promote respect for cultural integrity, diversity and human rights. These groups strive to enhance the well-being of all who make Needham their home. Learn more about them. Support peaceful community actions by reaching out to others in Needham - exchanging ideas, reconciling differences, building relationships, and creating a foundation for mutual understanding.

Jennifer Howard, *Chair* Marlene Schultz, *Vice-chair*  
NEEDHAM HUMAN RIGHTS COMMITTEE

**Response to Acts of Hate in Needham** The NHRC joined community residents at a vigil held at the Town Common in response to a swastika found spray-painted at the entrance to Needham High School. This was the third time racist graffiti was reported at the school.



**Statement to the Community**  
**NEEDHAM HUMAN RIGHTS COMMITTEE**  
May 9, 2018

The Needham Human Rights Committee is devastated by the latest example of hate perpetrated in our community today. The symbols and words used to express intolerance and hate do more than communicate feelings; they inflict pain and stoke fear. Real pain. Real fear. Words have great power; action has more. Act today to engage in conversation with those you love and those you don't. Teach them to recognize the humanity in all those around them and to consider how we all lose when some of us are excluded or targeted by hate. Think about what keeps you from making this the single most important conversation you can have today.

## **HISTORICAL COMMISSION**

*Richard Hardy, Chair, Robert Boder, Don Lankiewicz,  
Miles Shore, M.D., Rose Doherty, Gloria Greis, Jeffrey Heller*

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

## **FY2018 ACTIVITIES**

- Over the course of the year the Historical Commission met with the owners 50 Maple Street (Caleb Crafts house 1870) for renovation, repairs of their historical houses.
- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, Town common planning, and as a designated member of the Community Preservation Committee.

- The Commission has been researching the usage of Neighborhood Preservation Districts in other towns and cities in the Commonwealth.

## NEEDHAM FREE PUBLIC LIBRARY

**BOARD OF TRUSTEES:** *Thomas M. Harkins, Chair, Lois C. Bacon, Rose A. Doherty, Richard C. Hardy, 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, 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, Lucia S. Dolan, Alexander L. Percy, Leigh R. Rudikoff, **Part-Time Children's Staff:** Steven A. Fowler, Elise R. Katz, Veronica L. McCarthy, Eva D. Thaler-Sroussi, Abigail L. Walzer, **Part-Time Administrative Assistant:** Jenna A. White, **Part-Time Library Assistants:** Sandra J. Bedigan, Annalisa Bishop, Chelsea E. Brown, Charlotte R. Buxton, Phyllis J. Cashman, Renee E. Gold, Eric J. Highers, Judith G. Johnson, Janet S. Krawiecki, James H. Lawrence-Archer, Billie Jean Milligan, Cheryl A. Miller Smith, Deborah J. Reardon, April M. Stevens, Sebastien B. Sulser, Nancy D. Teich, Joan P. True, **Custodial Staff:** Angel R. Lopez, Raymond B. Cranton, Jeffrey Jacquart**

### FY18 HIGHLIGHTS

#### JULY

- 578 children participated in the Summer Reading Club "Build a Better World!"

- Children’s librarians presented library activities at the Farmers’ Market.
- The Young Adult and Children’s Departments presented a four-part “Hobbit Immersion Camp.
- Young Adult Summer Programs included Tech Take Apart, Building a Better World with a Town Engineer, and Birdhouse Building.
- The Boston Bruins kicked off a state-wide Summer Reading Program, “When You Read, You Score,” at the Needham Free Public Library. Players read stories, played games, and engaged in other fun activities with the children.
- The library hired a Reference Librarian/Young Adult Specialist.

## AUGUST

- Children’s Summer Reading activities included Touch-a-Truck, Engineering Enigma with the *Science Bug*, Build a Better Rube Goldberg Machine, Fairytale Engineering, Skype with a NASA Engineer, and Build a Better Minecraft World.
- With the cooperation of several other community groups, the library presented the first Diversity Initiative Discussion Group meeting in the One Book One Community Program. The selected book was *In the Country We Love: My Family Divided* by Diane Guerrero.
- 2,383 people attended the library programs that were presented in conjunction with the August 21 total solar eclipse.
- The Children’s Department built an Inspiration Kindness Rock Garden beside the parking lot walkway.

## SEPTEMBER

- Popular lecturer Dr. Gary Hylander returned with a new series, *JFK @ 100*.
- The Children’s Department received a grant to create a STEAM Center in the Children’s Room.
- The afternoon and evening book discussion groups resumed, with the afternoon group reading *One Summer, America 1927* by Bill Bryson and the evening group reading *Deep South: Four Seasons on Back Roads* by Paul Theroux.
- The library continued its expanded Sunday service hours, 1:00 to 7:00 p.m.
- The Friends of the Needham Public Library and PATH (Persons Against Trafficking Humans) presented an afternoon with Jasmine Grace author of *The Diary of Jasmine Grace: Trafficked, Recovered, Redeemed*.
- The Young Adult and Children’s Departments sponsored Hobbit Day with an interactive viewing of the movie, *The Hobbit: An Unexpected Journey*.
- The Minuteman Library Network directors voted to join two other Massachusetts library networks in a pilot program for sharing *OverDrive* electronic books.

## OCTOBER

- The One Book One Community program concluded with the program, “An Afternoon with Elaine Herrmann Blais.” Ms. Blais is a lawyer who works with KIND (Kids In Need of Defense).
- The Friends of the Needham Public Library held another incredibly successful fall book sale. This sale marked the 45<sup>th</sup> year of Friends’ book sales.
- Popular local lecturer Bob Begin presented a program, *Wooden Ships and Iron Men: The*

*Naval War of 1812.*

- Author Kate Clifford Larson discussed her book, *Rosemary, The Hidden Kennedy Daughter.*

## **NOVEMBER**

- The Massachusetts Board of Library Commissioners certified the library for FY18.
- The Reference Librarians offered “Device Advice for iPads and iPhones.”
- Children’s Supervisor Paula Dugan attended a Board of Selectmen’s meeting to report on the STEAM grant and other children’s activities.

## **DECEMBER**

- 1,314 people enjoyed six New Year’s Needham children’s programs—two programs each of *Magic by George, Debbie and Friends*, and *Storyteller Shawn Middleton*.
- During National Hour of Code Week, the Children’s Department offered activities each day.

## **JANUARY**

- The 2018 McIver Lecture Series, “Sports and Society,” featured Northeastern Athletic Director Peter Roby speaking on *Sports in Today’s Culture*.
- History lecturer Dr. Gary Hylander introduced his new series, *The Progressive Era: The promise of America*.
- Author William F. Quigley reviewed his book, *Pure Heart: The Faith of a Father and Son in the War for a More Perfect Union (Civil War in the North)*.
- The library introduced a new database, *America’s News* that provides access to information on people, issues, and events in the local area and around the country.
- With funding from the Friends of the Library, the Reference Department subscribed to *Hoopla*, a digital media service offering movies, TV shows, eBooks, audiobooks, comic books, and music.

## **FEBRUARY**

- Temple Beth Shalom and the Needham Free Public Library co-sponsored an Immigration Justice Film Series.
- Professor J. Joseph Burns presented the second McIver Series lecture, *The History of Boston’s College*.
- The Library Foundation of Needham sponsored a “Traditional Chinese Dance” program with Lisa Y. Fan in authentic costumes.
- The Children’s Department observed “Bring Your Child to the Library Day” with international stories and book-related activities, games, and trivia.
- Children’s program, “Mad Science Presents Air and Ice,” was a hit, with more than 180 attendees.

## **MARCH**

- Author Paul Christian (*South Boston on Parade*) traced the St. Patrick’s Day Parade’s history from 1901 to the present in a lively lecture.
- More than 3,700 people enjoyed the more than fifty pieces of art in mixed mediums (presented by talented Needham High School students) and the complementing, fantastic

floral interpretations (presented by members of the Temple Beth Shalom Garden Club, the Needham Garden Club, and the Kalmia Garden Club) at the annual Needham Art in Bloom show.

- The Children’s Department started two successful Crazy 8’s Bedtime Math Clubs.

#### **APRIL**

- The Friends of the Library presented Judith Kalaora’s interpretation of the enigmatic Hedy Lamarr, *Tinseltown Inventor: The Most Beautiful Woman in the World*.

#### **MAY**

- The Diversity and Discussion Book Club reviewed Angie Thomas’ book, *The Hate U Give*.
- The Library Foundation of Needham sponsored naturalist, artist, and falconer Marla Isaac, as she presented and discussed “Live Birds of Prey,” including owls, hawks, falcons, and vultures
- The library trustees chose the book, *Life Animated: A Story of Sidekicks, Heroes, and Autism*, by local author Ron Suskind to be the next book in the One Book One Community series.

#### **JUNE**

- Use of the library’s downloadable programs continued to increase in FY18 with downloadable book use increasing by 22%.
- More than 315,000 people visited the library in FY18.
- During FY2018, 15,993 children attended a record 456 programs in the Children’s Department.
- In FY2018 the library sent 61,189 items to other libraries to fill requests and other libraries sent 63,559 items to Needham to fill patron requests.
- The McIver Series continued with Boston University’s Dr. James Bird discussing *The Science of Bubbles (Fluid Dynamics)*.
- The Needham Police Department presented *Run, Hide, Fight*, training to the library staff.
- The Diversity and Discussion Book Club reviewed Colson Whitehead’s book, *The Underground Railroad*.

## **FY19 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 FY2018, forty-five people volunteered 1,657 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 *Hoopla* digital subscription. The Library Foundation of Needham provided funds for many of the library’s programs and audiovisual purchases, 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, Architrave Toy Store, Learning Express, 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 FY18 include:

The Needham High School Anime Club  
 Volante Farms  
 Kids’ Storytime in Chinese  
 Yoga instructor Lyn Jekowsky  
 Babson College Kappa Kappa Gamma Sorority

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 FY2018. 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.

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Memorials and Cash Donations	\$22,555	\$61,566	\$62,513
Value of books, DVDs, etc. donated	\$ 4,805	\$ 6,533	\$11,772

## DEPARTMENTAL STATISTICS

	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
<i>Adult Department:</i>			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	302,171	293,259	289,324
Items loaned to other libraries	61,613	55,937	61,189
Items borrowed from other libraries	66,390	64,843	63,559
Total money returned to Town from fines, fees, lost books, etc.	\$42,091	\$39,798	\$39,177.31
<i>Reference Department:</i>			
Reference questions answered	18,242	17,912	19,412
Directional questions answered	6,784	8,408	8,240
Number of people using Genealogy Room	100	85	73
Number of people using Study Rooms	6,394	6,831	7,818
Remote Access	255,752	237,850	227,576
<i>Children's Department:</i>			
Circulation (books, DVDs, CDs, periodicals)	213,527	207,804	203,070
Reference questions answered	13,717	18,344	17,894
Story times and other programs	379	424	456
Attendance at programs	14,311	17,346	15,993
<i>Catalog Department:</i>			
Adult books added to collection	6,498	7,361	20,951
Adult books withdrawn	11,395	5,725	10,182
Children's books added to collection	3,910	11,088	4,785
Children's books withdrawn	2,460	9,489	6,084
Audio items added	1,106	1,265	1,317
Audio items withdrawn	904	627	1,608
Visual items added	1,961	2,070	412
Visual items withdrawn	1,428	985	321
Total Collection	171,951	175,273	184,696

## MISCELLANEOUS STATISTICS

Number of registered borrowers	18,492	18,214	17,894
Total hours open	3,392	3,437	3,469
Attendance	343,858	333,543	315,377
Number of Community Room Bookings	510	586	600

# 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:

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

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

Oversight of Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. 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	Chair	May 2021
Scott Brightman	Vice 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:

Interim Executive Director	Bernhard Kirstein
Director of Leased Housing	Vacant
Office Manager	Sandra Amour
Bookkeeper	Carol Capone
Resident Services Coordinator	Hien Tran
Receptionist	Marie Celestin

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

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

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

## BUDGET DATA

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

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

The annual budget of Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive, Needham. The latest audit was completed for FYE December 2017 and was performed by Guyder Hurley, Certified Public Accountants.

## **FY2018 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 Sea Beds 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 2018 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**

- Paul Dumouchel resigned as Executive Director in September 2018.
- Bernhard Kirstein was hired as Interim Executive Director in October, 2019.
- Patricia Edmond left her position as Assistant Executive Director in August 2018, which was not filled.
- Stephen Lavoie hired as Leased Housing Director in September of 2018, resigned in January 2019.

## **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. Hien Tran, Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room.

Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers, and Muzi Motors provide some of the funding for this program. The Needham Community Farm provides fresh fruits and vegetables to residents through their Mobile Market Delivery service during the summer months. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood.

### **CONTACT INFORMATION**

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

# 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.

### *Commission:*

*Christopher J. Gerstel, Chairman*

*Cynthia J. Chaston, Vice Chairman*

*David C DiCicco, Member*

*Michelle S. Geddes, Member*

*Matthew M. Toolan, Member*

### *Staff:*

*Patricia M. Carey, Director*

*Robyn Fink, Assistant Director*

*Angela O'Connor, Recreation Supervisor*

*Kristen Wright, Administrative Specialist*

## FY18 HIGHLIGHTS

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

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

## ROSEMARY RECREATION COMPLEX

The Summer of 2017 was the first time in 45 years that there was no outdoor pool for summer swimming, but the site was active as construction began on the new facility which will provide two outdoor pools, a spray deck, a new bathhouse, and double the amount of parking. In addition, a second floor would provide a large multi-purpose space for programs and office space for the Park and Recreation Department and the Public Health Division. Construction continued through FY'18, through some tough winter conditions which delayed the opening of the facility.

Super Early Bird memberships went on sale in February 2018 for Needham residents, and continued through April 30<sup>th</sup>, at which time the sales were suspended until further information was available on the 2018 opening date

## **ECONOMIC BENEFITS**

- Commission waived Summer Program and Rosemary Pool fees of over \$19,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, a decrease from prior years, in part due to there not being pool pass sales in fall 2017;
- Commission generated more than \$311,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating \$258,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse;
- The Needham Cultural Council, Louise Condon Realty, Dedham Institute for Savings Bank, Roche Bros, Copley Motorcars, Friends of Denise Garlick, Exchange Club and many Needham residents donated funds in support of the 2018 summer Arts in the Parks concert series. Parent Talk and other donations supported the 2018 Children's Theatre performances;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields and other related projects including the Memorial Park Building, and the balance includes approximately \$2.5 million for replacement of synthetic turf at Memorial Park and DeFazio Park, plus additional funds for other projects. May 2018 Town Meeting authorized funding for design of the replacement synthetic turf project;
- Director served as staff liaison to the Community Preservation Committee;
- Projects funded from Community Preservation Funds in FY'18 included the construction funds for removal of sediment from Rosemary Lake; construction funds for the removal of small buildings at Rosemary Lake camp property; and partial construction funds for the new Memorial Park fieldhouse.

## **COMMUNITY BENEFITS**

- The trail around the Reservoir was reconstructed and is now called the Needham Accessible Reservoir Trail. Work began in July 2017 and the trail was useable by late spring of 2018, with a half-mile loop with two fishing docks, a bridge to connect the trail at the stream, and accessible trail with specialized stone dust, boardwalks and concrete. 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;
- With final permits from the MWRA, the new pedestrian paths on the Sudbury Aqueduct were established, with a section from Great Plain Avenue through Babson and Olin colleges to Forest Street and Wellesley, and then a section from Hunnewell Street, through the Eliot School and over to Hemlock Gorge and Echo Bridge. The Route 128

Add-A-Lane project temporarily impacted access to the eastern section, but that has now been re-established;

- With construction underway on the new Sunita Williams School, work began at the back of the school, creating a new trail from the playground area back to the overlook to the Wellesley water lands;
- Construction of the trail easement behind the new Modera Needham reconnected the Greendale Greenway trail. The linear trail had previously had informal approval to cross over private land, which was later sold for the development;
- Part-time playground maintenance specialist performed weekly maintenance tasks at each site;
- Assisted the Mitchell School in the planning and design stages for a new playground;
- Director worked with students from Needham High School participating in the Community Action project portion of their Greater Boston Project class. Five students created a campaign to educate families on the outdoor recreation opportunities at Needham's parks;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, painted exterior walls at the Cricket building, and worked on a park clean-up project at Perry Park tot-lot with DPW Parks and Forestry;
- Held Field Scheduling Summit, with sport league officials for 16th 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 approved a 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 fun, monthly Friday nights. Activities included bubble soccer, obstacle courses, laser tag, table games, music/DJ, and lots of time to create new friends. Early Release Day programs were offered to middle school students, including Boda Borg, Tree Top Adventure, snow tubing at Ski Ward, Action Athletics, Launch, and Laser Quest;
- Department provided regular social media updates through Facebook, Instagram, and TGIF Instagram;
- Assistant Director and Recreation Supervisor served on the Youth Resource Network to help address specific needs of school-age youth and families that reside and/or attend public schools in Needham;
- Park and Recreation Commission and Board of Selectmen discussed options for recreational activities in the downtown area, based on input from the Newton-Needham Chamber forums on "Re-Image Needham Town Center."

## **ENVIRONMENTAL BENEFITS**

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;

- With Conservation Department, coordinated update of Open Space and Recreation Plan, which is in final stages of completion;
- With the Conservation Department, participated in a study of Walker Pond and creation of a management plan of the pond;
- Department serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Several Trails Stewards regularly walk designated sections of trails, assisting with light maintenance and reporting issues to Trails Coordinator;
- 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 continues to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. Support information provided to department from Keep Massachusetts Beautiful. The Recycling and Transfer Station is starting a pilot program at DeFazio Park and Memorial Park with new 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;
- Held successful annual Spooky Walk in collaboration with Needham Business Association 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 youth moving making; yoga for teens and adults; summer adult basketball; summer adult sand volleyball; summer adult badminton; winter youth archery; LL Bean Geocaching; April vacation programs; and adult ballroom dancing;
- Administrative Specialist was on primary team overseeing Employee Engagement committees, as part of a Town initiative supported by the Town Manager to ensure all employees feel engaged in their workplace and that they consistently contribute to the future of Team Needham. Participated in the creation of written standard operating procedures;
- Director and Recreation Supervisor attended workshops and seminars, including substance abuse prevention; town-wide emergency planning; legislative process; harassment prevention; event security; park development for all ages and abilities;

integrated pest management; customer service; safe pool operations; creative programming; funding resources; stormwater management; and training of staff.



## **TRAFFIC MANAGEMENT ADVISORY COMMITTEE**

*Members: Seth Bauer, Stephen DeLisi (Chair), Tony Del Gaizo (Town Engineer), Kara Holmquist, Rhain Hoyland (Highway Superintendent), Lt. John Kraemer (Needham Police Department), Justin McClellan, Donna Mullin, Suzanne Stein, Bob Wilson (Traffic engineer & technical advisor to the TMAC).*

The role of the Traffic Management Advisory Committee (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; and 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 FY18, 40 separate petitions were discussed during TMAC meetings. Although many petitions raise overlapping issues, the main concerns presented to TMAC involve crosswalk safety (over 25%), speed of vehicles (about 22%), and parking. Additional issues raised include safety at some of the Town intersections, inadequate lighting impacting pedestrian and vehicle safety, and lack of visible signage. When appropriate, TMAC approved remedies such as relocating and/or improving signage, installing speed tabs, updating markings/painting on roads, and recommending increased enforcement. Seven speed studies were also approved, and on some occasions Engineering or the Highway division decided to conduct research to better understand a specific set of problems.

It should also be noted that in February, 2018, two high school students were killed while crossing Webster Street at the High School, a tragedy which was felt Town-wide. The ensuing TMAC meeting, attended by numerous residents, members of the Select Board, Representative Denise Garlick, and the media, was marked by an outpouring of grief and increased calls for safety improvements, especially at crosswalks. The Town hired a consultant to study and make recommendations for safety, and the final report of the consultants was pending at the close of FY18.

# NORFOLK COUNTY REGISTRY OF DEEDS

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

This year was a very special year for the Norfolk County Registry of Deeds as we celebrated our 225<sup>th</sup> anniversary, making us one of the oldest registries in the United States. The public event, which took place last June, was highlighted by the publication of a historical booklet illustrating the many advances that had taken place at the Registry over the past two and a quarter centuries. The booklet also exhibited some of the notable land records of famous people who have lived in Norfolk County, including 4 United States Presidents, Nobel Prize winners and a person from each one of the county's twenty-eight communities.

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.

## 2018 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 held office hours at Needham Town Hall on April 28<sup>th</sup>.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. **This year alone, the Center handled more than 5,000 requests.** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2018, **the Registry collected more than \$55 million in revenue.**
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we will continue to advocate for mortgage transparency by refiling legislation requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, **approximately 1,530.**
- In 2018, we hit a record high of recording our **36,490 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 calendar year 2018, 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 18<sup>th</sup> and 19<sup>th</sup> 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.***
- During the end of 2018, the Registry of Deeds started a major renovation project which included updating its electrical system, repairing the ceilings, remodeling the recording area and public work stations.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- For the first year, patrons had the ability in Land Court to scan their plans in color.
- We also continued our commitment to cyber security with annual training of our employees.
- In 2018, we have expanded 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](http://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 ***experienced a 21% increase in enrollment from the previous year.*** This consumer/public safety program allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: [www.norfolkdeeds.org](http://www.norfolkdeeds.org).
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists and the legal community.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & Main Spring of Quincy and the VA Boston Healthcare System, Voluntary Service Program on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. ***Our Toys for Tots' Drive has collected over the years 1,950 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, 2017 – June 30, 2018

During FY18, Needham real estate activity saw increases in both total sales volume and average sales price.

There was a 16% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in FY18, resulting in a decrease of 1,153 documents from 7,099 to 5,946.

The total volume of real estate sales in Needham during FY18 was \$632,391,513, a 4% increase from FY17. The average sale price of homes and commercial property was also up 14% in Needham. The average sale was \$1,252,260.

The number of mortgages recorded (1,328) on Needham properties in FY18 was 23% from the previous fiscal year. Also, total mortgage indebtedness decreased 27% to \$878,084,392 during the same period.

There were 0 foreclosure deeds filed in Needham during FY18, representing a 100% decrease from the previous fiscal year when there were 2 foreclosure deeds filed.

Homestead activity decreased 7% in Needham during FY18 with 574 homesteads filed compared to 615 in FY17.

The Needham notable land deeds selection for the 225 Anniversary Commemoration booklet was Sunita L. Williams, Astronaut. Ms. Williams was born in 1965 and spent her formative years in Needham, graduating from Needham High School in 1983. She graduated from the U.S. Naval Academy in 1987. Her career in the Navy included service in Helicopter Combat Support and was deployed to Operation Desert Shield and Operation Provide Comfort. Willams was selected by NASA for the astronaut program in June 1998. She has launched twice into space and during Expedition 14/15 completed the first marathon of any person in space. The towns' new elementary school was named after her.

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

Respectfully submitted by,



William P. O'Donnell  
Norfolk County Register of Deeds



*Register O'Donnell with staff and a constituent Randolph Town Hall.*



*President John Adams, Register O'Donnell and Governor John Hancock celebrated the 225<sup>th</sup> anniversary of Norfolk County, June 20, 2018.*

# METROPOLITAN AREA PLANNING COUNCIL (MAPC)

## SHAPING A BETTER REGION TOGETHER

What a time to be working in policy and planning in Greater Boston! The economy is humming, new development sprouts at every corner, and our creative, competitive workforce is busy developing the next set of innovations that will change the way we relate, converse, commute and create. We have much to be proud of, and much to plan for.

Yet challenges abound, making the hard work of planning deliberately for the future all the more essential and relevant. Our housing affordability remains unresolved. Our economy, though robust, leaves many behind, and entrenched patterns of segregation, disinvestment and displacement make it difficult for many of the region's most vulnerable residents to get ahead. The threat of climate change looms large, and our transportation system groans under the weight of decades of deferred maintenance.

A region bursting with both talent and troubles is ripe for critical minds to apply analysis, modeling, and broad community engagement to the hunt for equitable, collaborative solutions. This is just what we hope to do with our forthcoming long-range regional plan, "Metro Common 2050: Shaping a Better Region Together." In what promises to be a challenging and rewarding two years, we hope to reach the vast diversity of people living, working, and raising families in Metro Boston to get ideas about what our future should look like – and specific steps we can take to reach that vision.

To succeed, this work must include you! Want to get more involved with Metro Common right away? Sign up for the latest updates at [metrocommon.mapc.org](http://metrocommon.mapc.org), or visit our agency website to experience the full breadth of our work, at [mapc.org](http://mapc.org).

What's in a name? Well, when it comes to Metro Common 2050, each component is meaningful. It's called "Metro" because this is a metropolitan plan, envisioning a future for everyone in the metro region, not just any one town or neighborhood. "Common" indicates a search for shared solutions to common problems, and 2050 is the "out year," or our plan's horizon, and we are trying to envision what we'd like the region to be like in that timeline – with concrete steps to get us there.

We all have a lot in common, we all want to thrive, and we all want to be happy and healthy. There are many challenges: traffic congestion, a changing climate, the increasing cost of housing equity and health, the need to protect our communities, jobs and the economy, making sure local government works, and helping municipal neighbors to work together. We can't do it without your help! Read on to see what we've been up to this year, and then put on your thinking cap to let us know what YOU see as the future.

## HIGHLIGHTS OF OUR WORK

MAPC, the regional planning agency for Greater Boston, helps build equity, opportunity, and livable, vibrant places for more than 3.5 million residents living and working in 101 cities and towns across Eastern Massachusetts. Guided by our regional plan, *MetroFuture*, and in concert with our own [strategic goals](#), we strive to be a nimble and innovative public agency that provides core planning support to our member communities while also staying abreast of new trends in housing, transportation, public health, safety, clean energy, preservation, economic development, creative placemaking and more.

### MOBILITY

This year, we continued to build on our growing practice area around emerging technological innovation in transportation, while always providing core support services to our region around walkability, bike sharing and cycling infrastructure, trail planning, parking policy, complete streets, transportation demand management, regional transportation planning, sustainability, data, research, and more.

In June, MAPC, MassDOT, DCR and 14 mayors from our Metro Mayors Coalition hosted a special event in the Seaport to announce a regional [agreement](#) to facilitate and expand autonomous vehicle testing in Massachusetts. We were joined by Governor Charlie Baker and Transportation Secretary Stephanie Pollack for this first-in-the-nation regional approach to planning for self-driving cars. The MOU establishes a common course for companies looking to test their self-driving vehicles in Massachusetts. With a single application, companies will be able to work with multiple communities to test their technologies in a range of environments, neighborhoods, and road types. In order to be eligible, companies need to have a human driver inside the vehicle at all times, demonstrate that their vehicle has passed a Registry of Motor Vehicles inspection, and prove that the car can be operated “without undue risk to public safety.” MAPC worked to help convene the many municipalities who signed onto the MOU, working with local staff, mayors, and city and town managers to help build a regional consensus on testing.

After the signing, the mayors and attendees enjoyed an exhibition of several models of autonomous vehicle currently being tested in the area. The event was just one piece of our multi-faceted approach to helping the region plan for the advent of AV technology in Greater Boston. To read more about this work, visit our [blog](#).

In February, MAPC released the report “Fare Choices: A Survey of Ride-Hailing Passengers in Metro Boston, which gave unique insight into the characteristics of residents and visitors to the region who use ride-hailing services such as Uber and Lyft. This study, the first in the country to survey actual passengers inside their ride share vehicles, asked more than 1,000 riders about their trip – destination, frequency, cost, type of transportation mode replaced – and compiled it into usable data that showed some clear patterns. For example, we found that most survey respondents were young, non-car-owners, and used ride-hailing on a weekly basis. We also found that the type of trip it replaced was very likely to be a transit ride – at 42% of survey respondents – and we estimate that 15% of all ride hailing trips are adding cars to the region’s roads during rush hours. This affects not only traffic but MBTA revenue, since each ride hailing trip represents 35 cents in lost fares to the MBTA – far exceeding the 20-cent-per-ride surcharge

fee on ride-hailing assessed by the state. The study, which gained widespread coverage nationwide, demonstrates that ride hailing is a valuable option for many residents but one with negative effects that planners will need to carefully prepare for and plan around.

Read the full report at <https://www.mapc.org/farechoices/>.

MAPC has also begun organizing a coalition of commuter rail communities this year, in partnership with Transportation for Massachusetts (T4MA) and the MetroWest/495 Partnership. The goal of the group is to bring together officials from 25 communities where commuter rail runs to talk about ways to improve service, advocate for a system that meets the region's needs, and add a focus on climate resiliency and sustainability to the network. The coalition will continue meeting in 2019 so stay tuned for more information on their important work.

Learn more about our work in transportation planning at [mapc.org/transportation](http://mapc.org/transportation).

In December of 2017, Boston and the MBTA piloted an exclusive bus lane on Washington Street between Roslindale Square and Forest Hills, building on the success of a 2017 pilot project that utilized **dedicated bus lanes** on Broadway in Everett to alleviate traffic and speed up bus times. Both projects used an MAPC parking analysis to convert car spaces into a devoted bus lane. The Everett and Roslindale projects were so popular with commuters across all modes that the model became permanent in 2018! MAPC has now begun working on two new pilots in Arlington and Cambridge/Watertown to test the use of dedicated bus lanes on Massachusetts Avenue and Mount Auburn Street, two extremely busy corridors, with the dual goals of alleviating traffic and encouraging more drivers to choose cycling or riding the (faster, more reliable) bus for getting around at rush hour.

This year, MAPC has also helped more than a dozen communities near Boston to launch no-cost, **dockless bike share** service. Several cities in our Inner Core, including Chelsea, Malden and Revere, underwent pilot programs to try these dock-free bike share systems in the fall of 2017; in spring of 2018, a regional program procured by MAPC rolled out across Greater Boston, giving more people in more communities access to low-cost bicycling opportunities. Dockless bike share systems offer bicycles with self-locking mechanisms that unlock with a mobile app. Rather than relying on docking stations, these bikes can be parked on the sidewalk, at bike racks, or in almost any publicly-accessible place, where the next user can pick it up, typically paying about one dollar per ride. MAPC's effort helped to create a boundary-less, regional system that local governments could join at low or no cost, even offering e-bikes for greater ease of riding for inexperienced cyclists or riding on hilly terrain. Next, MAPC will be working with a small cluster of communities to develop model language for permitting of electric scooters, the next big thing to emerge in the field of mobility.

In late 2018, the Baker-Polito administration officially announced an exciting new program: MassTrails, which will provide funding and resources to expand and connect recreational trails and shared-use paths in Massachusetts. In addition to distributing about \$5 million in matching grants in Fiscal Year 2020, MassTrails will offer technical assistance and resources to help design, construct, and maintain the Commonwealth's high-quality trails. Some of these resources are already available, including a shared-use path planning and design guide and a cost estimator tool.

MAPC has worked collaboratively with the MassTrails team to advocate for increased attention to trails in the Commonwealth and communicate our priorities for funding.

The MassTrails program is particularly exciting for its potential to help realize MAPC's LandLine vision plan. Earlier this year, MAPC released a visionary plan to connect 1,400 miles of greenways and trails into a seamless network. The LandLine would include consistent and clear signage throughout the network and bring trail access within a mile of where 92 percent of the region's residents live.

MassTrails places particular emphasis on expanding and connecting existing trails - exactly what LandLine is trying to achieve. Read more about LandLine at <https://www.mapc.org/resource-library/landline-vision-plan/>

## **CLIMATE**

In late 2018, MAPC announced the launch of our Accelerating Climate Resiliency Mini Grant Program. Generously funded by the Barr Foundation, the \$15,000 to \$50,000 grants will advance strategies protecting people, places, and communities from the impact of climate change. The goal of the program is to fund smaller, low-cost projects, policies, and actions that will contribute to long-term resilience to climate change. While addressing the potential impact of climate change is daunting, MAPC hopes that the funded projects can begin to increase local preparedness.

Climate change is upon us and Metro Boston is already experiencing extreme weather - record-breaking snowfall in 2015, the worst drought in MA since the 1960s in 2016, the warmest year on record in 2017, and four Nor'easters in one month in 2018 (one similar to the Blizzard of '78 in terms of coastal flooding). MAPC recognizes the urgency in building community resilience today and seeks to leverage climate planning efforts into projects that enable communities to thrive in our time of climate change. These grants are a way to turn planning into implementation. Learn more at <https://www.mapc.org/resource-library/accelerating-resiliency/>.

For much of 2018, MAPC administered a Massachusetts Department of Energy Resources (DOER) grant program to help cities and towns across the state retrofit their streetlights to LEDs and save significant amounts of energy and money. A lesser-known aspect of this project is that all new streetlights being installed are "control-ready." A control-ready streetlight has the internal wiring necessary to pair with smart control devices – such as emergency signal lights – which can be remotely controlled via a web-based system.

More common applications of these wireless control systems include setting regular schedules on lights, allowing them to brighten or dim at specified times of day. Control systems also provide the benefit of real-time maintenance information, such as whether a light is out or turned on during the wrong time of day. This allows for better-informed light maintenance, allowing the city or town to track things in a systematic, orderly way instead of waiting for resident complaints about lights, or losing money and time driving around to check the lights for outages. In tomorrow's world, the new communications network enabled by these wireless controls could potentially enable numerous innovative "smart-city" applications. Other devices compatible with the systems could include motion sensors to monitor traffic, temperature sensors to inform winter

weather planning, like salting on roadways, integration with water meters, trash pickup, and more.

To learn more about adding smart controls to your city's LED streetlights, or for information about retrofits, visit <https://www.mapc.org/our-work/expertise/clean-energy/led-streetlight-retrofits/>.

## **DATA SERVICES**

The Metro Boston DataCommon, an open data resource that MAPC first launched in 2006, returned better than ever in 2018 after an extensive user-focused restructuring and redesign. The DataCommon provides a trove of information about a wide array of topics – a resource for everyone seeking to understand their communities. It can help anyone – residents, stakeholders, planners, city and town officials, educators, journalists – explore data and make informed decisions.

In 2006, MAPC launched the very first version of our DataCommon in collaboration with the Boston Indicators Project at the Boston Foundation. Since then, it's gone through multiple iterations and updates. Most recently, the MetroBoston DataCommon allowed users to explore data, look at community snapshots, and create their own charts and maps.

This year, the MAPC Digital Services team took on the task rebuilding the DataCommon. The new, simplified browser makes it easy to grab a quick fact about any city or town in Massachusetts or to dig deep into any of the data. What most users won't see right away is the 'back end' work that connects the Data Common directly to MAPC's in-house database, so that as new data is added, it's available to external users with no delay or extra processing needed.

Visit the new DataCommon at <https://datacommon.mapc.org/> and send feedback or ideas to datacommon (at) mapc (dot) org.

Massachusetts has some of the oldest gas mains in the nation, with pipes averaging 60 years old. To replace this underground infrastructure, utilities must navigate a patchwork of paper permits to dig up roads across the state, and their plans aren't necessarily coordinated with local DPWs who pave and repair local roads. Fixing streets is necessary but expensive work, making it wasteful to dig them up twice by utilities and public works staff. MAPC wondered: what if utilities and DPWs could coordinate better? There are millions of dollars in potential savings if roads are torn up and repaved less often, as it costs about \$1 million per mile to replace gas mains.

The MAPC Digital Services team worked with Ayer, Milton, North Reading, and Westborough to develop an online system to help coordinate infrastructure improvement plans. The project resulted in two separate parts: a common online permitting system for street openings, which reduces towns' and gas companies' administrative and time costs; and [Roadworks](#), an online infrastructure coordination mapping tool that helps municipalities identify where permit requests overlap with planned gas line repairs and other projects. The result? A streamlined digital platform for the four towns to manage, track, and standardize street openings. It helps public works departments coordinate internally across highway, water, and sewer divisions and externally, with gas companies, other utility providers, and local contractors. The first phase of

this project was funded by a Commonwealth Efficiency and Regionalization Grant. If you'd like to learn more and see if your town could participate in the next phase of Roadworks, contact the MAPC Digital Services team at [digitalservices@mapc.org](mailto:digitalservices@mapc.org).

## **ARTS & CULTURE**

Our two-year-old **Arts & Culture** Division has grown by leaps and bounds, always staying at the forefront of creative placemaking, arts and culture planning, equity, and education, with a focus on helping and working with local officials while engaging local residents in the region in new ways.

This fall, staff from the Arts & Culture team led a cross-departmental, collaborative effort to kick off our Metro Common regional planning process with an installation at [Hubweek](#) on Boston's City Hall Plaza. Utilizing a shipping container and interactive materials, the event invited visitors to consider the region's history of segregation and patterns of housing disparity, as a way of forging new conversations on race, equity and land use as we plan for the future. The installation made use of informational flip boards and an illuminated data viewing table, both of which will be viewable at various points during the Metro Common planning process in 2019 and 2020. Data Services and Housing staff contributed to the effort, outlined in more detail on our blog at <https://www.mapc.org/planning101/shipping-container-to-interactive-exhibit-housing-at-hubweek/>.

Over the summer, MAPC staff attended Rockland Day to help raise money and support for the town's creative placemaking project, Sole of Rockland. Sole of Rockland is an interactive, creative downtown revitalization effort. MAPC engaged Rockland Day attendees through a community art station in the [REiMAGINE ROCKLAND](#) tent. The art station invited visitors to make watercolor paintings of their shoe soles to kick-start conversation about the project. The activity engaged everyone! The end result was a wide array of beautiful, shoe-themed artworks, displayed at the tent on a clothesline. At the same time, project team members led a discussion based activity to capture stories and memories of special places and hidden gems of downtown Rockland, through the use of notecards and a custom-designed map. The stories were used to create a new creative map of downtown Rockland that allowed MAPC to identify sites and locate sidewalk art while incorporating the shoeprints made by Rockland residents from the day's event into the map.

In November, Natick saw an infusion of creative projects installed in three locations downtown thanks to a partnership with MAPC, including a musical bridge, a colorful hopscotch board, and new wayfinding decals designed to look like stained glass. The town was brought to life in a new way through "For the Love of Natick: A Creative Placemaking Weekend," the culminating event in a year-long creative placemaking process. Over a dozen artists were commissioned to contribute site-specific artwork throughout the town's center that embodied the values of the project: accessibility, engagement, boldness, respect, historical relevance and forward-thinking, and wayfinding. The art pieces and performances were selected and funded by the Town of Natick, MAPC, and the Natick Center Cultural District as part of a larger project to develop a creative placemaking strategy for Natick Center. "Creative placemaking" is a process that uses arts and culture to enhance community identity, improve social and cultural cohesion, and address challenges in a specific area. Developing a strategy for creative placemaking in Natick

Center has involved engaging a diverse array of stakeholders in the town to identify improvements they wanted to see in their town center. The project will gather information about the area's arts and cultural assets and include recommendations for new processes, tools, and strategies to encourage creative engagement. Read more about the project on our blog at <https://www.mapc.org/planning101/weekend-long-celebration-of-art-in-natick>. Read more about the arts and culture team's ongoing work online at [mapc.org/our-work/expertise/arts-and-culture](http://mapc.org/our-work/expertise/arts-and-culture).

## **PUBLIC HEALTH**

Good food and good health go hand in hand. With a good food system comes environmental sustainability, social cohesion, and civic engagement. Technical assistance around our food system is a key component of our suite of planning services in the areas of public health, land use, culture and beyond. Though challenges abound, partnerships around food and planning can be fruitful places to make meaningful change in the lives of our region's most vulnerable and underrepresented groups.

Like many urban areas, the city of Everett faces challenges to providing equitable access to healthy, culturally appropriate foods. Recent demographic shifts and rapid development have posed their own challenges to the local food system, which is why MAPC, working with the city and Everett Community Growers, recently completed the Everett Community Food Assessment and Plan.

Residents, food business owners, and other stakeholders worked over the course of a year to figure out what's working and what's not in Everett's food system, learning in particular about school food, food businesses and their workers, community gardeners and urban agriculture, and food security. MAPC acted as the co-author and planning technical assistance provider for the plan, digging in on research, organizing meetings and events, collecting and making sense of data, and developing project materials. A variety of stakeholders weighed in on their experiences through surveys, focus groups, and even photography. Local photographer Katy Rogers invited residents to view their City as community photojournalists and take pictures that told the story of Everett's food system. These photos and stories were exhibited over the summer on the Northern Strand Community Trail, at "Everett Earthworks," the site of a newly installed public art installation and garden by MAPC artist-in-residence Carolyn Lewenberg.

In one of the most diverse cities in the Commonwealth, project partners worked to ensure that the changes called for in the food plan would celebrate Everett's many cultures and promote health equity and racial equity. As a result, the plan emphasizes inclusive decision making, multilingual outreach, and improving conditions for those most negatively impacted in the food system. Read more about this effort on our blog at <https://www.mapc.org/planning101/mapc-helps-city-of-everett-community-partners-launch-first-ever-food-plan/>.

## **MUNICIPAL COLLABORATION**

The state's Executive Office of Public Safety will continue engaging MAPC as fiduciary agent for the Homeland Security Program in Massachusetts, giving us oversight of the state's central, northeast, southeast and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including

the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

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

This year, our procurement services staff led 20 school food directors from Acton-Boxborough, Littleton, Ashland, Canton, Milton, Needham, Webster and Hopkinton on a tour of seafood vendors who are on contract with MAPC to provide healthy, locally-caught seafood to schools across Eastern and Central Massachusetts. This contract aims to support local fishermen who catch underutilized fish species, while diversifying the menu at local schools and helping more kids enjoy eating fish as part of lunchtime nutrition. More sessions are planned with additional school directors in the spring.

Our Municipal Collaboration team also works inter-departmentally, collaborating with Clean Energy and Transportation to develop an approach to group purchasing that filled gaps in the Massachusetts clean vehicle landscape this year.

Adding electric, hybrid, and other alternative fuel vehicles to municipal fleets reduces carbon emissions while cutting spending on gasoline and diesel fuels – but the benefits and potential of these technologies aren't widely known. Municipal fleet managers and departments of public works are wary about buying battery electric or hybrid electric vehicles for their fleets without examples of cost savings, operations, and maintenance benefits. That's where MAPC and the Fleets for the Future Initiative have been trying to fill the gap.

In the spring of 2016, the Department of Energy selected MAPC as one of a handful of organizations nationwide to pilot a program helping fleets across our region procure fuel-efficient vehicles and related technology. Led by the National Association of Regional Councils (NARC), MAPC and four other regional councils, nine Clean Cities Coalitions, and five technical partners launched what would become Fleets for the Future. The MAPC team set out to make it easier for municipalities and state agencies to integrate clean vehicle technology into their fleets, while saving money by buying together at a discounted cost. Visit <https://www.mapc.org/our-work/expertise/clean-energy/clean-vehicle-projects> to learn more about our Clean Vehicle Projects and Green Mobility Group Purchasing Program.

## **POLICY**

On the **government affairs** front, our team worked intensively throughout the year on numerous legislative priorities, ranging in topic from affordable housing and zoning reform to driverless

cars, regional ballot initiatives, short-term rentals, opioid investments, regionalization grants and more.

In early October, the Metro Mayors Coalition announced a goal of creating 185,000 new housing units between 2015 and 2030. This region-wide housing goal was among the first of its kind in the nation, and received a significant amount of press coverage. It represented a collaborative, months-long effort among staff from Government Affairs, Communications, Housing, and the Data Services Digital group, which build a highly informative website for the project at <https://housingtaskforce.mapc.org/>.

This landmark regional housing commitment includes a regional production goal, with a set of 10 principles and best practices to guide the commitment toward meaningful action. Work toward setting a regional goal began last year when these Metro Mayors Coalition communities banded together to establish a Task Force to address the region's worsening housing crisis. Since 2010, the 15 cities and towns of the Metro Mayors Coalition have added nearly 110,000 residents and 148,000 new jobs, while permitting only 32,500 new housing units. Intense competition for the limited available housing drives up prices, makes it difficult for people to find homes they can afford, and increases the potential for displacement. MAPC projects that Eastern Massachusetts will need 435,000 units of housing by 2040 to meet demand.

To help visualize development from both a regional perspective and a local perspective, MAPC also created MassBuilds, a visual database of development in the Greater Boston region, this year. It's fast becoming one of the most comprehensive databases of past, present, and future development in the area, and as it grows, it will only become more valuable. The site relies on users – that's right, the public – to tell us about proposed development or new construction that we missed. All of these data points will affect decisions made by MAPC, the state, and maybe even your town. To make sure your community is represented accurately, visit <https://www.massbuilds.com/map>.

## **EQUITY**

In early 2018, MAPC took the next step to promoting a more equitable region with the release of a draft **State of Equity in Metro Boston Policy Agenda**. We hope that the plan serves as a tool to advance policy change in the Boston region and that it serves as a roadmap not only for MAPC, but for our coalition partners, legislators, state and municipal officials, policy experts, and anyone looking to reduce and eliminate inequities our region.

As an organization, MAPC has specifically tracked equity indicators since 2011, when we released the first State of Equity for Metro Boston Indicators report. The indicators track inequalities across sectors including housing, transportation, public health, and contaminated environments. We updated that report last year in the State of Equity 2017 Update, which delved into the data to show where the Metro Boston region had improved in five years – and where work was still needed. This 2018 report outlines policy goals and features a digital web component, <https://equityagenda.mapc.org/>, that features stunning visuals and interactive maps using MAPC's equity data to show disparities in the region, and information on each of MAPC's overarching policy goals. View photos from the standing-room-only State House event where the report was unveiled on [Facebook](#).

We are confident that 2019 will be a year of inspiring engagement and visioning for the future of Greater Boston, and we hope you will join us. Visit our home on the web, [mapc.org](http://mapc.org), and don't forget we are always listening on Twitter @MAPCMetroBoston. We also have a refreshed presence on LinkedIn, and we'd love for you to check it out at [linkedin.com/company/metropolitan-area-planning-council](https://www.linkedin.com/company/metropolitan-area-planning-council).

We look forward to shaping a better region – together!

## THREE RIVERS INTERLOCAL COUNCIL

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

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The Three Rivers Interlocal Council (TRIC) is an independent membership organization within the Metropolitan Area Planning Council comprised of thirteen communities southwest of Boston.<sup>1</sup> TRIC's mission is to support cooperative municipal planning that links the impacts of growth and development in each town to aggregate impacts felt throughout the region. All TRIC meetings and events are open to the general public, and the group encourages sharing of ideas and fostering collaboration with its partners in the Council as well as those throughout the region.

TRIC develops a work plan each year that is implemented in July and runs through the following June. After being re-elected in May 2018, Paige Duncan, Foxborough's Director of Planning, served as Council Chair; and Susan Price from Sharon and Michael McCusker of Westwood served as Vice Chair and Second-Vice Chair, respectively, for the entirety of 2018. TRIC was staffed by Christine Howe, Grants Management and Procurement Specialist, who stepped down in January after winning a seat on the Stoughton Board of Selectmen, and by Laurie Zivkovich, Municipal Services Specialist, for the balance of the year.

Throughout 2018, the TRIC communities met and exchanged information with the intent of understanding how the development goals of communities interact with one another. The communities also maintained purposeful links to established working groups that are exploring transportation, housing and other issues. Participants at TRIC meetings included Council Representatives, town planners, members of Boards of Selectmen, members of Planning Boards, Town Administrators and Managers, Chamber of Commerce representatives, Neponset Valley TMA representatives, private entities and partners, and interested citizen-planners. The Neponset Valley Chamber of Commerce remains a strong partner to the municipalities in maintaining strong regional advocacy links to state and federal transportation planning organizations and hosts the monthly TRIC meetings at its location: 520 Providence Highway, Suite 4 Norwood, MA 02062.

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<sup>1</sup> Needham and Milton maintain dual membership in the TRIC and Inner Core Committee subregions.

## 2018 MEETINGS & EVENTS

January 16	TRIC discussed local historic preservation planning. Massachusetts Historical Commission staff provided an overview on what local historic preservation looks like in municipalities across the Commonwealth.
February 20	TRIC participated in a housing-for-the suburbs exercise. In preparation for this meeting, MAPC staff developed a survey to better understand and gauge each municipality's housing priorities in preparation for a March "Housing for the Suburbs" discussion. Also in February, TRIC and SWAP members attended the Massachusetts Housing Partnership's 40B workshop for local board members/elected officials.
March 20	<p>TRIC participated in an MAPC staff-led discussion on "Housing for the Suburbs, which included a work-in-progress update on the "Living Little" project and smaller housing typologies (DLTA funded), and a Q&amp;A session relating to housing-related questions, concerns and "how to's", such as responding to NIMBYism, harnessing municipally owned land to encourage "affordable" housing, creative financing tools, how to start a municipal affordable housing trust, and use of housing production plans. TRIC also heard from MACP staff about the approaching update to MetroFuture, the region's 30-year plan, and opportunities for municipalities and community stakeholders to engage in its development.</p> <p>On March 9<sup>th</sup>, TRIC and State Representative Jay Barrows co-hosted a well-attended annual Legislative Breakfast at Gillette Stadium. Also attending were Senator Paul Feeney and Representatives Shawn Dooley, William Driscoll and Louis Kafka. MAPC staff provided an update on MAPC's legislative priorities and on zoning reform/housing. The legislators discussed their legislative priorities for the upcoming session before taking questions from the audience. Key issues discussed included transportation, traffic, economic development, zoning reform and opportunities for shared services among municipalities.</p> <p>TRIC returned to Gillette Stadium on March 28<sup>th</sup> for the Bridging Transportation Gaps in Neponset Valley forum, which was hosted by the Neponset Valley TMA, TRIC and MAPC. The forum produced a large turnout and good conversation about transportation challenges in the Neponset Valley region. Paige Duncan, TRIC's Chair and Foxborough's Planning Director, presented on the Foxborough Commuter Rail Pilot, and David Loutzenheiser, Senior Transportation Planner at MAPC, facilitated a group-wide discussion. One outcome was the formation of the Suburban Mobility Working Group, which brings together representatives from local stakeholders, legislators, MBTA, MassDOT, RTAs, municipalities, institutions, and private organizations to comprehensively look at mobility issues and develop a transportation strategy to address local and regional mobility needs. The Group and its three subcommittees continued to meet regularly throughout the year.</p>
April	TRIC did not hold a regular meeting this month. On April 26 <sup>th</sup> , TRIC and SWAP members attended a Massachusetts Housing Partnership workshop regarding zoning

	for multifamily development suitable for the suburbs.
May 15	The May meeting highlighted the topic of Age Friendly Communities. Representatives from AARP and the Massachusetts Healthy Aging Collaborative presented on AARP's Network of Age-Friendly Communities and the ways in which community leaders can promote healthy aging and enhance the quality of life for all of their residents. TRIC also elected its officers for FY19: Paige Duncan, Chair; Susan Price, Vice Chair; and Michael McCusker, Second Vice-Chair.
June 19	TRIC and SWAP met jointly in Medfield for conversation and a presentation by Francis Goyes, MAPC's Regional Housing and Land Use Planner, as part of the "Living Little" project (DLTA funded), which investigated small housing typologies in the SWAP and TRIC subregions. A "Living Little" report was finalized following working meetings with the town planners of Foxborough, Medfield, Medway, Sherborn, and Stoughton. TRIC also reviewed the results of an MAPC staff-issued work plan survey and discussed options for guest speakers and presentations for FY19.
July 17	TRIC finalized its FY19 Work Plan, which spans the months of July 2018 to June 2019. There also was an extended discussion and exchange of issues and projects occurring in each community.
August	TRIC did not meet in August.
September 18	MAPC's Government Affairs Specialists Leah Robbins and Diego Huezo provided an update on legislative priorities, which was followed by a group discussion of the biggest challenges faced by each community and which issues they would like to see prioritized for the next legislative session.
October 16	TRIC met at the Islington Community Center in Westwood for a presentation and a walking tour of the Islington Center Redevelopment Project. Speakers included Mike Jaillet, Westwood's Town Administrator; Nora Loughnane, Westwood's Director of Community & Economic Development; and project developer Giorgio Petruzzello of Petruzzello Properties. The Project involves eight parcels of land, four of which were originally owned by the developer and four owned by the Town.
November 13	The Boston Region Metropolitan Planning Organization (MPO) staff led a discussion about the MPO's organizational structure; its next long-range transportation plan and its capital investment plan; upcoming MPO meetings and deadlines; and a request for ideas for future studies in the TRIC subregion. Also in November, many of TRIC's Town Managers and Administrators, elected officials, planners, municipal staff, and community leaders participated in <i>MetroCommon x 2050</i> discussions with MAPC staff, sharing their challenges and visions for the future.
December	TRIC did not meet in December.

# NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

*Respectfully submitted,  
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:	18 samples submitted, 2 WNV isolations in 2018
Requests for service:	71

## 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	13 culverts
Drainage ditches checked/hand cleaned	14,000 feet
Intensive hand clean/brushing*	200 feet
Mechanical water management	0 feet
Tires collected	0

\* *Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

## LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program aids in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	254.6 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	4.7 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	2,633 basins
Abandoned/unopened pool or other manmade structures treated	1

### Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks	1,595 acres
Barrier applications on municipal property	0

## INNER CORE COMMITTEE (ICC)

*A subregion of the Metropolitan Area Planning Council including 21 cities and towns:*

*Arlington • Belmont • Boston • Brookline • Cambridge • Chelsea • Everett • Lynn • Malden • Medford • Melrose • Milton • Needham • Newton • Quincy • Revere • Saugus • Somerville • Waltham • Watertown • Winthrop*

### INTRODUCTION

The Inner Core Committee (ICC) is a subregional council of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in the metropolitan Boston area. It consists of 21 cities and towns within the metropolitan Boston area. ICC fosters joint and cooperative action within the subregion and provides a forum for planners and municipal representatives to explore issues of mutual concern.

The ICC meets on a bimonthly basis for a total of 6 times in FY18. ICC membership learned about and discussed subject matter related to economic development, legislation, transportation, arts and culture, housing, and health and environment. The subregion hosted guest speakers from the following agencies, organizations, and businesses: Arts + Business Council of Greater Boston, A Better Cambridge, Central Transportation Planning Staff (CTPS), French 2D, FWD Partners, Greentown Labs, Massachusetts Bay Transportation Authority (MBTA), Mass Cultural Council, MassDOT, Massachusetts Smart Growth Alliance (MSGA), and the Transformative Culture Project. Sessions were also attended by MAPC staff from various departments and divisions, including Arts + Culture, Environment, Government Affairs, Housing, Public Health, and Transportation. All meetings begin with breakfast and a casual community exchange of local efforts, challenges, and successes.

### SCHEDULE OF FY18 MEETINGS BY TOPIC

1. **September 20, 2017.** The meeting began with updates from MAPC's Government Affairs and MSGA Deputy Director Larry Field provided an overview of the Community Benefits District Bill. Next, Brontë McGarrah of Greentown Labs talked about how the City of Somerville incubated an incubator by first recruiting them and then helping them to expand. Finally, MAPC's then-Chief Economic Development Planner Amanda Chisholm talked about her team's work to mitigate the risk of small business displacement in hot markets.
2. **November 15, 2017.** The ICC held its annual Legislative Breakfast where MAPC's Government Affairs team provided a legislative update, then Representatives Aaron Michlewitz, Mark Cusack, and Kevin Honan discussed short-term rentals, recreational marijuana, and housing production. Most of the meeting was spent on discussion between the legislators and the ICC membership.

3. **January 17, 2018.** The January ICC meeting focused on transportation, beginning with a presentation by Jen Slesinger of MassDOT on Focus40. Next, Brian Kane with the MBTA talked about progress in installing transportation signal priority in the region. Lourenço Dantas and Jen Rowe with CTPS shared some updates on from the MPO, including on the next Long Range Transportation Plan. Jay Monty with the City of Everett talked about a local “informal” bus rapid transit pilot. Finally, MAPC’s Kasia Hart in Transportation talked about no-cost bike share installation in the region.
4. **March 21, 2018.** The March ICC meeting was largely dedicated to arts and culture planning. MAPC’s Arts + Culture Manager Jennifer Erickson, Jim Grace of the Arts + Business Council of Greater Boston, Cara Berg Powers of the Transformative Culture Project, and Greg Liakos of the Mass Cultural Council joined the membership to share their efforts to support the arts. Discussion focused on the benefits of a cultural plan, arts and culture as a marketing and sales tool, and responding to displacement. The meeting concluded with a short overview of the design phase of the regional plan update.
5. **May 23, 2018.** Jesse Kanson-Benanav of A Better Cambridge and Anabelle Rondon of MSGA kicked off the May ICC meeting focused on housing with recent efforts to build pro-housing coalitions. Jenny French of architecture firm French 2D and Michael Winston of FWD Partners talked about alternative and small-scale housing types with a focus on co-housing. ICC Coordinator and Chief of Housing + Neighborhood Development provided an update on the Metropolitan Mayors Coalition’s Regional Housing Task Force. The remainder of the meeting was dedicated to work planning for FY19.
6. **June 20, 2018.** In June, the ICC convened for its final FY18 meeting, which included a presentation by MAPC Public Health Director Barry Keppard on health and housing, one by MAPC Clean Energy Analyst Meg Aki on the Green Mobility Purchasing Program, and one by MAPC Senior Environmental Planner Darci Shofield on the MMC Climate Preparedness Taskforce. Brookline staff Francisco Torres and Ashley Clark spoke about the Town’s efforts to develop local regulations for cannabis. A vote on co-chairs and the FY19 work plan was postponed until September.

## **FY18 INNER CORE PLANNERS FIELD VISITS KNOWLEDGE EXCHANGE**

In addition to regularly scheduled bimonthly meetings, the ICC also engages in the Inner Core Field Visits Knowledge Exchange. For the second year, this informal discussion series is an opportunity for ICC planners to speak candidly about challenges and learn about technical strategies to address them based on each other’s experiences. It consists of four quarterly meetings, each hosted by a member municipality and focused on the followed topics:

- **Transportation Demand Management.** Arlington hosted this meeting on October 18, 2017. Cambridge shared its TDM strategy, Somerville shared its program at Assembly Square, and Newton talked about a three-fold strategy consisting of TDM, on-street parking, and parking regulations through zoning. Boston noted its interest in TDM, Melrose talked about considering a payment in lieu of parking program, and Malden talked about not requiring parking for commercial development.
- **Accessory Dwelling Units.** Newton hosted this meeting on December 6, 2017. Newton began the conversation with an overview of its new ordinance, adopted in April 2017. Boston discussed a new pilot kicking off soon. Arlington, Cambridge, Brookline,

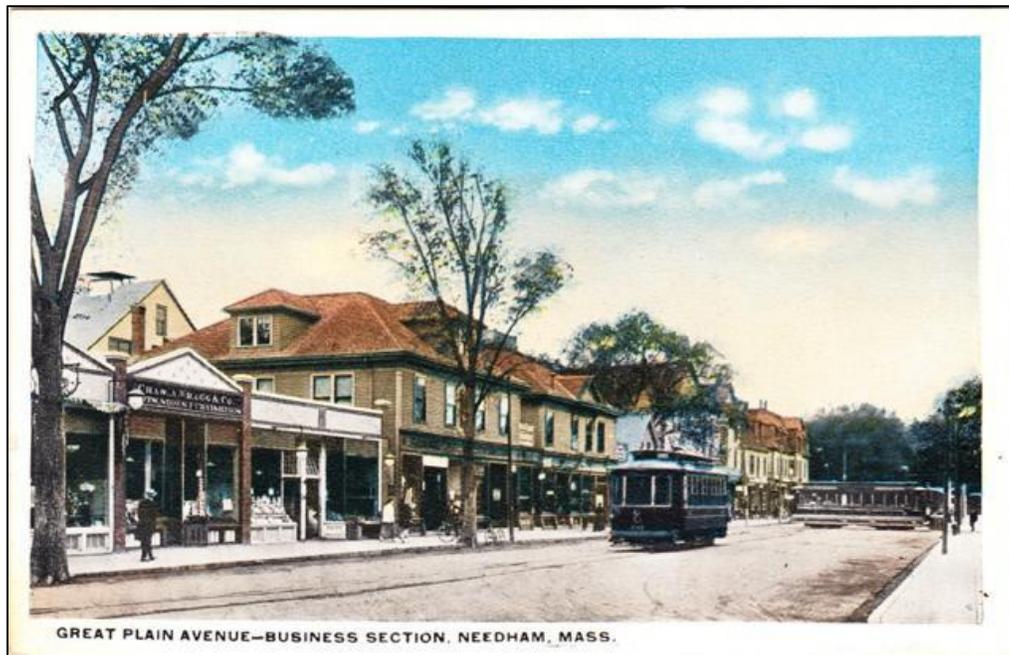
Melrose, Somerville, and Watertown also shared their efforts to expand the regional supply of ADUs. The Town of Wellesley attended to learn from the successes and challenges faced by these communities.

- **Neighborhood Scale Planning.** Somerville hosted this meeting on February 21, 2018, and shared several neighborhood plans, followed by Arlington and Malden. Out of this discussion, Somerville took the lead on putting together a regional place types project proposal for funding consideration through MAPC's Technical Assistance Program. After review, elements of the proposed work will be pursued as part of MAPC's MetroCommon 2050 planning process.
- **Confronting Housing (+ General) Opposition.** Brookline hosted this meeting on April 18, 2018, and was joined by Cambridge, Chelsea, Milton, Newton, Revere, Saugus, and Somerville. Discussed focused on local NIMBY and YIMBY efforts and strategies to address the former, including how to foster community support for development and protect residents at risk of displacement due in part to rising housing costs associated with insufficient supply.

## LEADERSHIP AND STAFF

**Co-chairs.** The co-chairs for FY2018 were John DePriest, Director of Planning and Development in the City of Chelsea, and Dan Bartman, Senior Planner in the Office of Strategic Planning and Community Development in the City of Somerville.

**Staff.** The ICC Coordinator, a MAPC staff member appointed by the MAPC Executive Director, is Karina Milchman, MAPC's Chief of Housing + Neighborhood Development. She is the main point of contact for all matters related to the Committee. She may be reached at [kmilchman@mapc.org](mailto:kmilchman@mapc.org) or by phone at 617-933-0738.



<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Elected	Board of Assessors	Thomas P. Colarusso 2019
Elected	Board of Assessors	Paul Dawson 2020
Elected	Board of Assessors	Ted Owens 2018 ( <i>thru 4/9/18</i> ) Walter F. McDonough ( <i>elected 4/10/18</i> )
Elected	Board of Health	Edward V. Cosgrove, Ph.D. 2020
Elected	Board of Health	Stephen P. Epstein 2019
Elected	Board of Health	Jane Fogg 2018 ( <i>thru 4/9/18</i> ) Kathleen Ward Brown ( <i>elected 4/10/18</i> )
Elected	Commissioners of Trust Funds	Jack Cogswell 2018 ( <i>thru May 2018</i> ) Daniel Burns ( <i>appt 8/7/18</i> )
Elected	Commissioners of Trust Funds	Joseph P. Scalia 2019
Elected	Commissioners of Trust Funds	Heydon David Traub 2021
Elected	Constables	Paul F. Hunt 2020
Elected	Constables	Charles G. Wright 2020
Elected	Housing Authority	Scott Brightman 2019
Elected	Housing Authority	Andrew Lewis Cohen 2018 ( <i>thru 4/9/18</i> ) Penelope Kirk ( <i>elected 4/10/18</i> )
Elected	Housing Authority	Karen Sue Hughey 2021
Elected	Housing Authority	Peter J. Pingatore 2020
Elected	Housing Authority	Reginald Foster ( <i>State Appointee</i> )
Elected	Moderator	Michael K. Fee 2019
Elected	Park & Recreation Commission	Cynthia Chaston 2019
Elected	Park & Recreation Commission	David DiCicco 2021
Elected	Park & Recreation Commission	Michelle Geddes 2019

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
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 2019
Elected	School Committee	Connie Barr 2019
Elected	School Committee	Heidi Black 2021
Elected	School Committee	Andrea Longo Carter 2019
Elected	School Committee	Michael Greis 2020
Elected	School Committee	Susan Neckes 2021
Elected	School Committee	Matthew Spengler 2020
Elected	School Committee	Aaron Pressman 2019
Elected	Selectmen	John A. Bulian 2021
Elected	Selectmen	Matthew D. Borrelli 2020
Elected	Selectmen	Marianne B. Cooley 2020
Elected	Selectmen	Maurice P. Handel 2021
Elected	Selectmen	Daniel P. Matthews 2019
Elected	Town Clerk	Theodora K. Eaton 2019

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Elected	Trustees of Memorial Park	Mark Forbes 2021
Elected	Trustees of Memorial Park	John Gallelo 2020
Elected	Trustees of Memorial Park	James Healy 2019
Elected	Trustees of Memorial Park	Charles J. Mangine 2019
Elected	Trustees of Memorial Park	William J. Topham 2021
Elected	Trustees of Public Library	Lois C. Bacon 2019
Elected	Trustees of Public Library	Rose Doherty 2019
Elected	Trustees of Public Library	Richard Hardy 2020
Elected	Trustees of Public Library	Thomas M. Harkins 2020
Elected	Trustees of Public Library	Margaret Pantridge <i>(thru 4/9/18)</i>
Elected	Trustees of Public Library	Gregory John Shesko 2021
Elected	Trustees of Public Library	Carol Jean Thomas 2020
Appointed by Board of Selectmen	Town Manager	Kate Fitzpatrick 2019
Appointed by Board of Selectmen	Town Counsel	David S. Tobin 2019
Appointed by Board of Selectmen	Board of Appeals	Kathleen Lind Berardi 2020
Appointed by Board of Selectmen	Board of Appeals	Peter Friedenbergl 2019
Appointed by Board of Selectmen	Board of Appeals	Howard S. Goldman 2020
Appointed by Board of Selectmen	Board of Appeals	Jon D. Schneider 2019
Appointed by Board of Selectmen	Board of Appeals	Jonathan D. Tamkin 2021
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Michael Greis 2021

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Peter E. Hess 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Dan Schwartz 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Jonathan D. Tamkin 2021
Appointed by Board of Selectmen	Commission on Disabilities	Susan Crowell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Debbi Heller 2021
Appointed by Board of Selectmen	Commission on Disabilities	Bruce A. Howell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Jeanie Martin 2019
Appointed by Board of Selectmen	Commission on Disabilities	Barbara Moss 2021
Appointed by Board of Selectmen	Commission on Disabilities	Elaine Saunders 2021
Appointed by Board of Selectmen	Commission on Disabilities	Colin (Dale) T. Wise 2021
Appointed by Board of Selectmen	Commission on Disabilities	Corine Burke 2019
Appointed by Board of Selectmen	Commission on Disabilities	Tatiana Swanson 2019
Appointed by Board of Selectmen	Conservation Commission	Sue Barber 2020
Appointed by Board of Selectmen	Conservation Commission	Janet Bernardo 2019
Appointed by Board of Selectmen	Conservation Commission	Artie Crocker 2019
Appointed by Board of Selectmen	Conservation Commission	Stephen Farr 2021
Appointed by Board of Selectmen	Conservation Commission	Peter Oehlkers 2019
Appointed by Board of Selectmen	Conservation Commission	William Murphy 2020
Appointed by Board of Selectmen	Conservation Commission	Alison G. Richardson 2021

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Council of Economic Advisors	Peter Atallah 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Adam Block 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Glen Cammarano 2020
Appointed by Board of Selectmen	Council of Economic Advisors	William Day 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Ted Owens 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Maurice P. Handel 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Bob Hentschel 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Stuart Agler 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Richard Putprush 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Virginia Fleisher 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Martin Jacobs 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Jack Cogswell 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Russell Mactough 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Matt Talcoff 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Michael Wilcox 2019
Appointed by Board of Selectmen	Cultural Council	Sharon Breitbart 2019
Appointed by Board of Selectmen	Cultural Council	Catherine B. Nanda 2020
Appointed by Board of Selectmen	Cultural Council	Ronald Lowry 2020
Appointed by Board of Selectmen	Cultural Council	Gail Lustig 2019
Appointed by Board of Selectmen	Cultural Council	Kristen Mazzocchi 2020

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Cultural Council	Elise Miller 2020
Appointed by Board of Selectmen	Cultural Council	Elizabeth Wells 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Roy Cramer 2021
Appointed by Board of Selectmen	Golf Course Advisory Committee	Daniel Dain 2021
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jack Heavey 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Richard M. Reilly 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Christopher Gerstel 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jon Schneider 2020
Appointed by Board of Selectmen	Golf Course Advisory Committee	MaryGrace Summergrad 2020
Appointed by Board of Selectmen	Historical Commission	Robert Boder 2019
Appointed by Board of Selectmen	Historical Commission	Don Lankiewicz 2019
Appointed by Board of Selectmen	Historical Commission	Rose Doherty 2020
Appointed by Board of Selectmen	Historical Commission	Gloria P. Greis 2021
Appointed by Board of Selectmen	Historical Commission	Richard C. Hardy 2019
Appointed by Board of Selectmen	Historical Commission	Jeffrey Heller 2021
Appointed by Board of Selectmen	Historical Commission	Miles Shore, M.D. 2019
Appointed by Board of Selectmen	Human Rights Committee	Abdul Cader Asmal 2019
Appointed by Board of Selectmen	Human Rights Committee	Barry Ehrlich 2017
Appointed by Board of Selectmen	Human Rights Committee	Cynthia Ganung 2019
Appointed by Board of Selectmen	Human Rights Committee	Kerry Hurwitch 2019

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Human Rights Committee	Amelia Klein 2021
Appointed by Board of Selectmen	Human Rights Committee	Ashok Mehta 2021
Appointed by Board of Selectmen	Human Rights Committee	Nadaa B. Ali 2020
Appointed by Board of Selectmen	Human Rights Committee	Albert "Bud" Schram 2020
Appointed by Board of Selectmen	Human Rights Committee	Jennifer Howard Schroeder 2021
Appointed by Board of Selectmen	Human Rights Committee	Marlene Schultz 2020
Appointed by Board of Selectmen	Human Rights Committee	Christina Matthews 2020 ( <i>appt 3/27/18</i> )
Appointed by Board of Selectmen	Human Rights Committee	Julie Venables 2020 ( <i>appt 4/11/18</i> )
Appointed by Board of Selectmen	Human Rights Committee	Matthew Schroeder ( <i>thru May 2018</i> )
Appointed by Board of Selectmen	MBTA Advisory Board	Richard S. Creem 2017
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Maurice Handel 2021
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Lee Newman 2019 ( <i>alternate</i> )
Appointed by Board of Selectmen	MWRA Advisory Board	John Cosgrove 2020
Appointed by Board of Selectmen	MWRA Advisory Board	Chris Seariac 2019 ( <i>alternate</i> )
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Robert Boder 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2021
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2021
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2020

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Richard Dollase 2020
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2020
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2021
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Robin Brodsky 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White 2020
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2021
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2021
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Timothy Kickham 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2020
Appointed by Board of Selectmen	Norfolk County Advisory Board	Ted Owens 2019
Appointed by Board of Selectmen	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2020
Appointed by Board of Selectmen	Property Tax Assistance Committee	Elizabeth Handler 2020
Appointed by Board of Selectmen	Property Tax Assistance Committee	Evelyn Poness ( <i>ex-officio</i> )
Appointed by Board of Selectmen	Rail Trail Advisory Committee	John Bulian 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Patricia Carey

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Christopher Gerstel 2019
Appointed by Board of Selectmen	Rail Trail Advisory Committee	James Goldstein 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Dmitry Gorenburg 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Gerry Koss 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Edward Olsen
Appointed by Board of Selectmen	Regional Transportation Advisory Council	Rhain Hoyland 2020
Appointed by Board of Selectmen	Regional Transportation Advisory Council	David Montgomery 2020
Appointed by Board of Selectmen	Registrars of Voters	Ann Cosgrove 2021
Appointed by Board of Selectmen	Registrars of Voters	John W. Day 2019
Appointed by Board of Selectmen	Registrars of Voters	Barbara B. Doyle 2020
Appointed by Board of Selectmen	Registrars of Voters	Theodora K. Eaton ( <i>ex-officio</i> )
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	William Connors 2019
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	David Ecsedy 2020
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2021
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2018
Appointed by Board of Selectmen	Taxation Aid Committee	Elizabeth Handler 2020
Appointed by Board of Selectmen	Taxation Aid Committee	Helen Newton 2019
Appointed by Board of Selectmen	Taxation Aid Committee	Evelyn Poness ( <i>ex-officio</i> )
Appointed by Board of Selectmen	Technology Advisory Board	David Davison ( <i>ex-officio</i> )
Appointed by Board of Selectmen	Technology Advisory Board	Kerry Hurwitch 2019

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Board of Selectmen	Technology Advisory Board	Matthew Howell 2019
Appointed by Board of Selectmen	Technology Advisory Board	Ann Gulati ( <i>ex officio</i> )
Appointed by Board of Selectmen	Technology Advisory Board	Clifford Hayden 2019
Appointed by Board of Selectmen	Technology Advisory Board	Roger MacDonald ( <i>ex-officio</i> )
Appointed by Board of Selectmen	Technology Advisory Board	Michael Mathias 2020
Appointed by Board of Selectmen	Technology Advisory Board	Carl Rubin 2020
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Anthony DelGaizo 2021
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Stephen Delisi 2021
Appointed by Board of Selectmen	Traffic Management Advisory Committee	John Kraemer 2020
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Suzanne Stein 2019
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Richard Merson 2018 ( <i>thru Jan 2018</i> ) Rhain Hoyland ( <i>appt Jan 2018</i> )
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Donna Mullin 2019
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Seth Bauer 2020
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Kara Holmquist (2019)
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Justin McCullen (2020)
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2020
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Nick Renzulli 2020
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Steve Rosenstock 2020
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John Tallarico 2019

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Moderator	Finance Committee	Barry Coffman
Appointed by Moderator	Finance Committee	John Connelly
Appointed by Moderator	Finance Committee	Carol Smith-Fachetti
Appointed by Moderator	Finance Committee	Tom Jacob
Appointed by Moderator	Finance Committee	Kenneth Lavery
Appointed by Moderator	Finance Committee	Richard Lunetta
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Richard Reilly
Appointed by Moderator	Finance Committee	Joshua W. Levy
Appointed by Moderator	Personnel Board	Patricia A. Forde
Appointed by Moderator	Personnel Board	Joseph Herlihy
Appointed by Moderator	Personnel Board	Vivian Hsu
Appointed by Moderator	Personnel Board	Richard Lunetta
Appointed by Moderator	Personnel Board	Barry Pollack
Mixed Appointing Authority	Community Preservation Committee	Paul Alpert ( <i>Planning Board</i> )
Mixed Appointing Authority	Community Preservation Committee	Robert Boder ( <i>Historical Commission</i> )
Mixed Appointing Authority	Community Preservation Committee	Gary Crossen ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore ( <i>Housing Authority</i> )
Mixed Appointing Authority	Community Preservation Committee	Vacant ( <i>Town Moderator</i> )
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel ( <i>Park &amp; Recreation</i> )

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Mixed Appointing Authority	Community Preservation Committee	Vacant ( <i>Moderator</i> )
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker ( <i>Conservation Commission</i> )
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki ( <i>by vote of employees and retirees</i> )
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls ( <i>by members of the Retirement Board</i> )
Mixed Appointing Authority	Contributory Retirement Board	Evelyn 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>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Ed Cosgrove ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Carol deLemos ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Susan Mullaney ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Daniel Goldberg ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Helen Gregory ( <i>School Committee</i> )
Mixed Appointing Authority	Council on Aging	Penny Grossman ( <i>Park &amp; Recreation</i> )
Mixed Appointing Authority	Council on Aging	Sandra Prinn ( <i>Housing Authority</i> )
Mixed Appointing Authority	Council on Aging	Tom Keating ( <i>Library</i> )
Mixed Appointing Authority	Council on Aging	Mary Elizabeth Weadock ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Lianne Relich ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Council on Aging	Colleen Schaller ( <i>Board of Health</i> )

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Mixed Appointing Authority	Design Review Board	Vacant <i>(alternate) (Board of Selectmen)</i>
Mixed Appointing Authority	Design Review Board	Robert Dermody <i>(Board of Selectmen)</i>
Mixed Appointing Authority	Design Review Board	Nelson Hammer <i>(Planning Board)</i>
Mixed Appointing Authority	Design Review Board	Mark Gluesing <i>(Board of Selectmen)</i>
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. <i>(alternate) (Board of Selectmen)</i>
Mixed Appointing Authority	Design Review Board	Deborah Robinson <i>(Planning Board)</i>
Mixed Appointing Authority	Design Review Board	Stephen Tanner <i>(Planning Board)</i>
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Natasha Espada
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Stephen Popper, <i>Dir. Building Design &amp; 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>(Board of Selectmen)</i>
Mixed Appointing Authority	Transportation Committee	Richard Creem <i>(Board of Selectmen)</i>
Mixed Appointing Authority	Transportation Committee	Justin McCullen <i>(Planning Board)</i>
Mixed Appointing Authority	Transportation Committee	David Montgomery <i>(Moderator)</i>
Mixed Appointing Authority	Transportation Committee	Stephen McKnight <i>(Planning)</i>

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
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 &amp; Recreation</i> )
Mixed Appointing Authority	Youth Commission	Kevin Keane ( <i>Board of Selectmen</i> )
Mixed Appointing Authority	Youth Commission	Susan Patkin ( <i>Moderator</i> )
Mixed Appointing Authority	Youth Commission	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

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
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
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

<b>Method</b>	<b>Board/Committee</b>	<b>Member / Term Expiration</b>
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Bernhard Kirstein, Interim Executive Director
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

# 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.

### 2018 AT-LARGE TOWN MEETING MEMBERS

Matthew D. Borrelli	Board of Selectmen
John A. Bulian	Vice Chair, Board of Selectmen
Marianne B. Cooley	Board of Selectmen
Maurice P. Handel	Board of Selectmen
Daniel P. Matthews	Chair, Board of Selectmen
Heidi C. Black	Chair, School Committee
Paul E. Dawson	Chair, Board of Assessors
Theodora K. Eaton	Town Clerk
Stephen K. Epstein	Chair, Board of Health
Michael K. Fee	Moderator
John S. Gallelo	Chair, Memorial Park Trustees
Thomas M. Harkins	Chair, Trustees of Public Library
Ted Owens	Chair, Planning Board
Matthew M. Toolan	Chair, Park & Recreation Commission

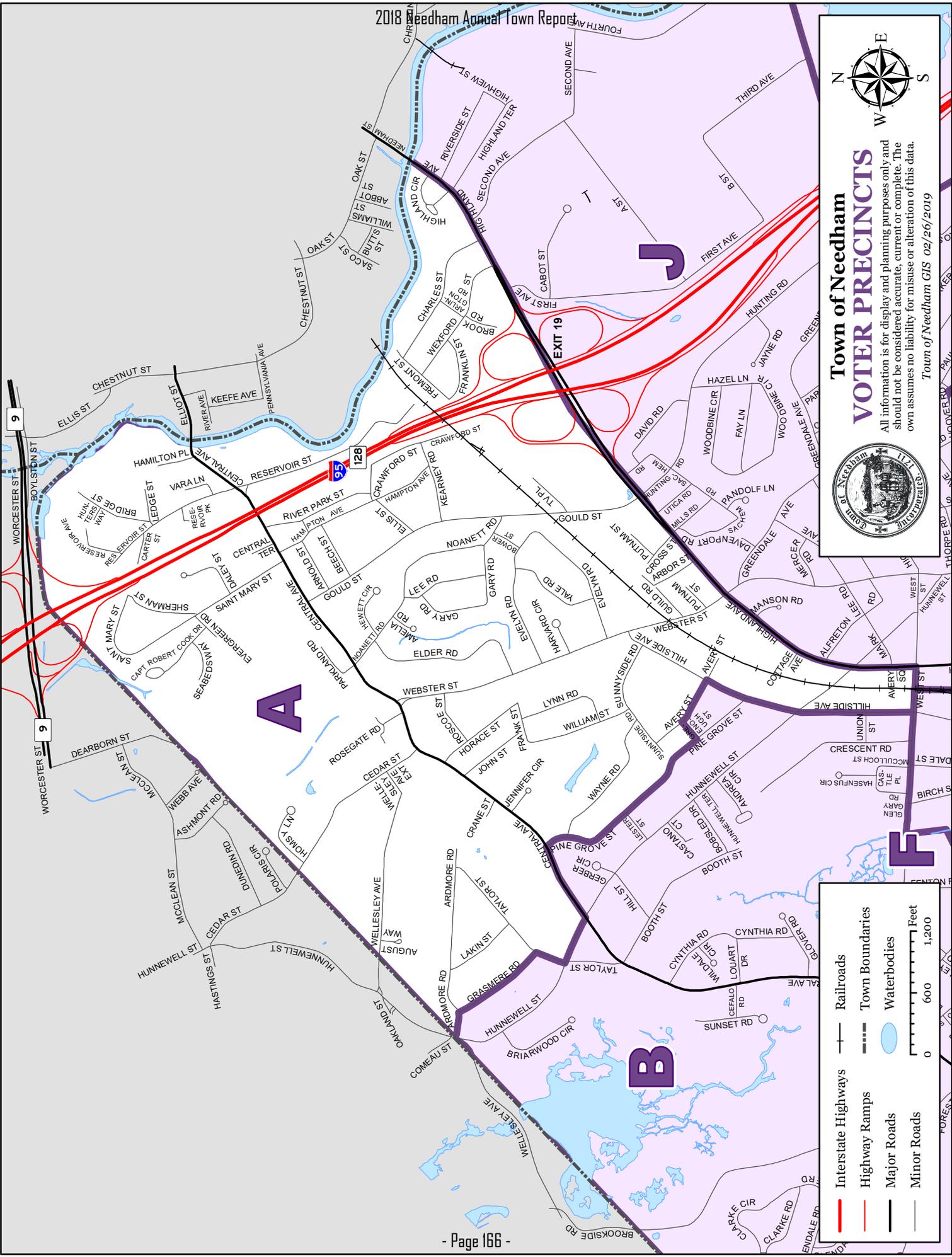


# Town of Needham VOTER PRECINCTS



All information is for display and planning purposes only and should not be considered accurate, current or complete. The town assumes no liability for misuse or alteration of this data.

Town of Needham GIS 02/26/2019



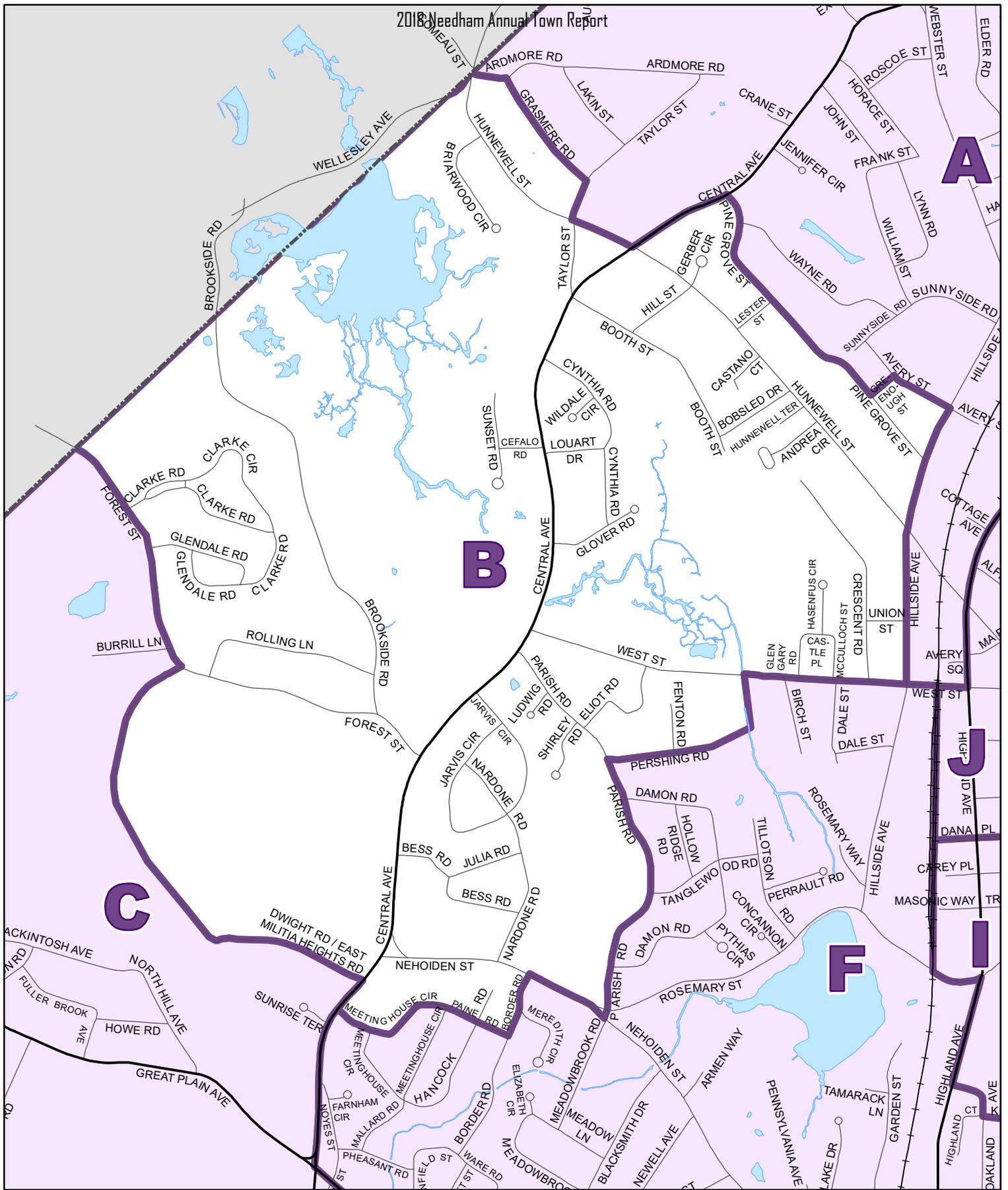
	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		

0 600 1,200 Feet

# Town Meeting Members

## PRECINCT A

<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Lance R. Brown	18 Webster Street	2019
Walter D. Herrick	131 Pine Grove Street	2019
John Downey Hotchkiss	42 Webster Street	2019
Michael S. Miller	33 William Street	2019
Suzanne Fiering Nissen	16 Homsy Lane	2019
James Allan Scott	52 Elder Road	2019
Irwin Silverstein	44 Reservoir Avenue	2019
Nina Silverstein	44 Reservoir Avenue	2019
Alan J. Davidson	26 Elder Road	2020
John D. Genova	11 Jennifer Circle	2020
Cheryl A. Gosmon	209 St. Mary Street	2020
Mary E. Keane-Hazzard	198 Webster Street	2020
Norman F. O'Brien, Jr.	59 Webster Street	2020
Rebecca L. Rausch	433 Central Avenue	2020
Karen Shapiro	48 Taylor Street	2020
Nicholas P. Sterling	60 Webster Street	2020
Erik J. Bailey	64 Hillside Avenue	2021
Emily Rose Cooper	56 Lee Road	2021
Richard S. Creem	12 Gary Road	2021
John F. Diodato	7 William Street	2021
Cynthia R. Gonzalez	62 Putnam Street	2021
Donald B. Gratz	330 Central Avenue	2021
Rachel B. Miller	33 William Street	2021
Elizabeth M. Sargent	43 Webster Street	2021



- 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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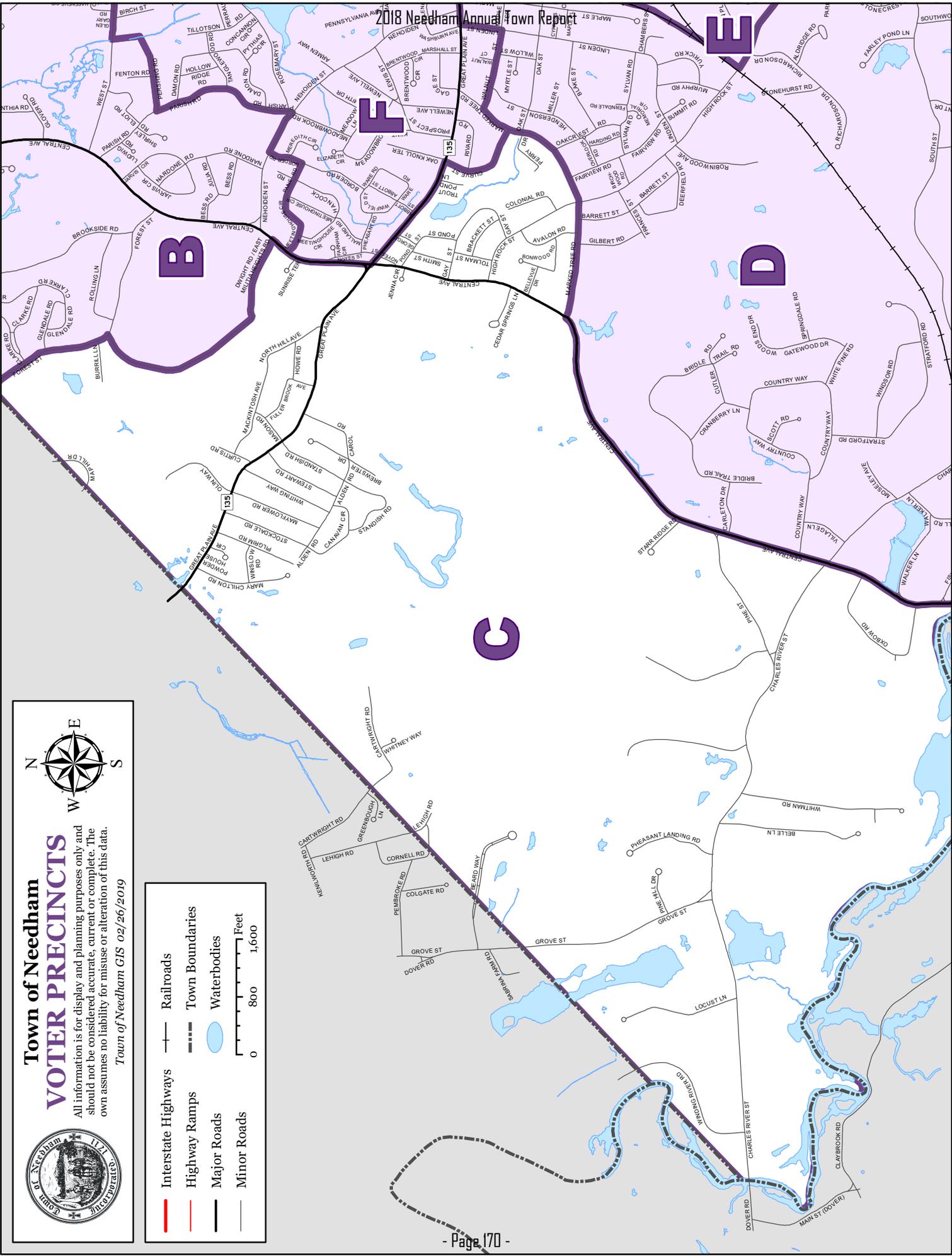
Town of Needham GIS 02/26/2019



# Town Meeting Members

## PRECINCT B

<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Stuart B. Agler	30 Parish Road	2019
William G. Doyle	208 Forest Street	2019
John J. Frankenthaler	33 Brookside Road	2019
Richard M. Freedberg	112 Jarvis Circle	2019
Thomas M. Jacob	67 Clarke Road	2019
Lori A. Markell	62 Cynthia Road	2019
Scott McConchie	101 Hillside Avenue	2019
Gerald C. Rovner	48 Cynthia Road	2019
Dorothea Von Herder	208 Hunnewell Street	2019
Elizabeth Jane Grimes	12 Clarke Road	2020
David C. Harris	94 Cynthia Road	2020
Clifford Owen Hayden	12 Crescent Road	2020
Catherine E. Kurkjian	43 Briarwood Circle	2020
Richard B. Moody	22 Parish Road	2020
Kevin T. Pendergast	24 Bess Road	2020
Jodi Lynn Rooney	617 Central Avenue	2020
Steven M. Rosenstock	44 Bess Road	2020
Paul H. Attridge	865 Central Avenue #I-309	2021
Elizabeth M. Bloom	30 Nehoiden Street	2021
Marianna Borrelli	651 Central Avenue	2021
Kim Marie Nicols	12 Crescent Road	2021
Margot Copeland Pyle	865 Central Avenue #G-402	2021
Stacie M. Shapiro	12 Pine Grove Street	2021
Sarah Ann Toran	945 Central Avenue	2021



# Town of Needham VOTER PRECINCTS

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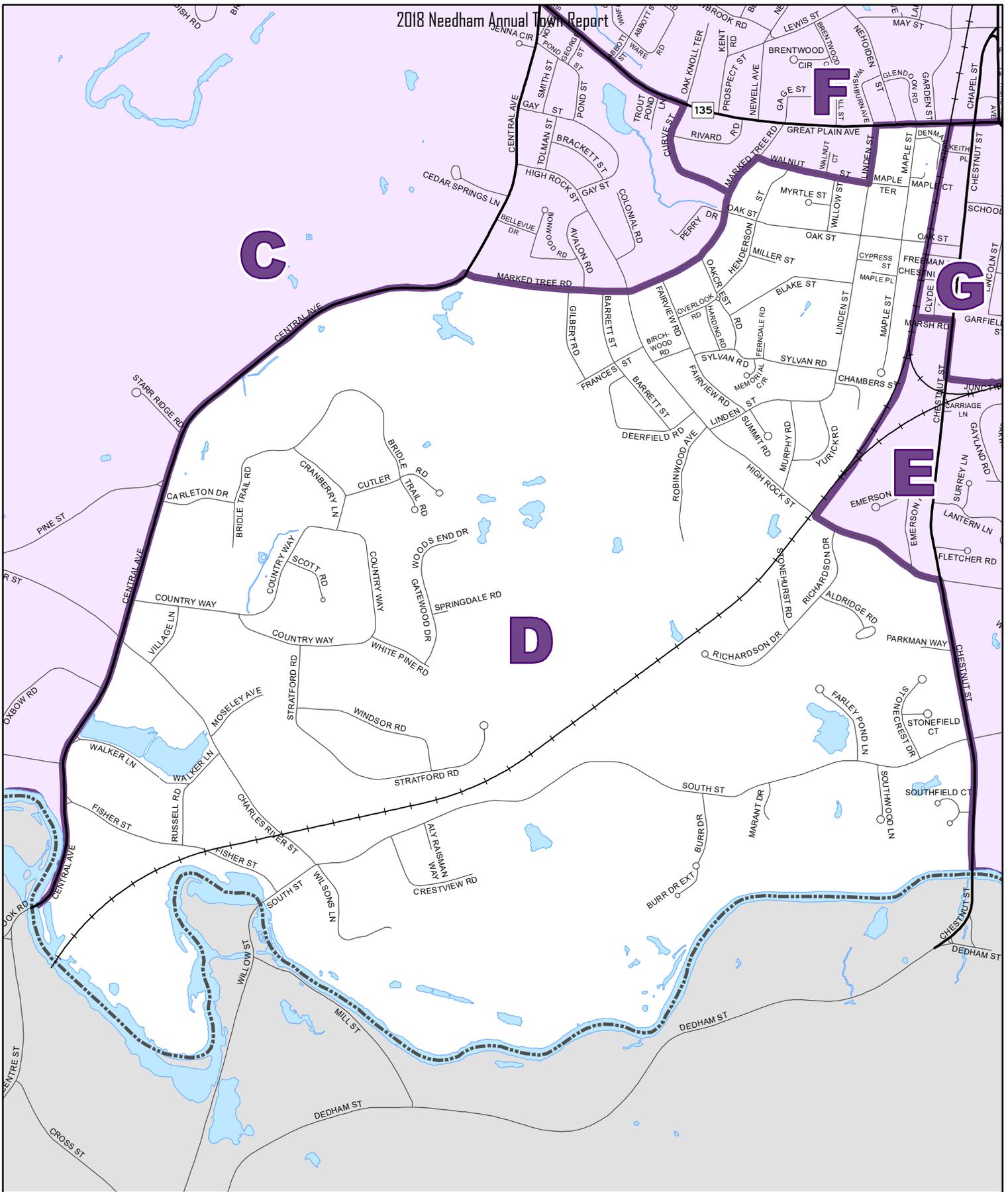


	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		Feet
			0 800 1,600

# Town Meeting Members

## PRECINCT C

<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Carlos Agualimpia	7 Jenna Circle	2019
Susan A. Barber	74 Stockdale Road	2019
Andrea E. Longo Carter	18 Colonial Road	2019
Lois R. Goldberg	76 Brewster Drive	2019
John H. Haslip	43 Whitman Road	2019
Paul David Isenberg	44 Stewart Road	2019
R. Cynthia Landau	57 Pine Street	2019
Lisa W. Zappala	379 Charles River Street	2019
Peter A. Alpert	108 Locust Lane	2020
Bruce S. Barnett	249 Marked Tree Road	2020
Paula R. Callanan	1699 Great Plain Avenue	2020
Mark J. Gluesing	48 Mackintosh Avenue	2020
Carl J. Lueders	34 Whitman Road	2020
James D. Masterman	53 Canavan Circle	2020
Louise L. Miller	5 North Hill Avenue	2020
Rebecca Waber	15 Powder House Circle	2020
Paul S. Alpert	116 Pine Street	2021
Joseph P. Barnes	589 High Rock Street	2021
Gilbert W. Cox, Jr.	49 Colonial Road	2021
Joshua W. Levy	1606 Great Plain Avenue	2021
Susan B. Neckes	36 Gay Street	2021
Michael E. O'Brien	1600 Great Plain Avenue	2021
Ted Owens	54 Whitman Road	2021
Paul B. Tillotson	21 Howe Road	2021



- 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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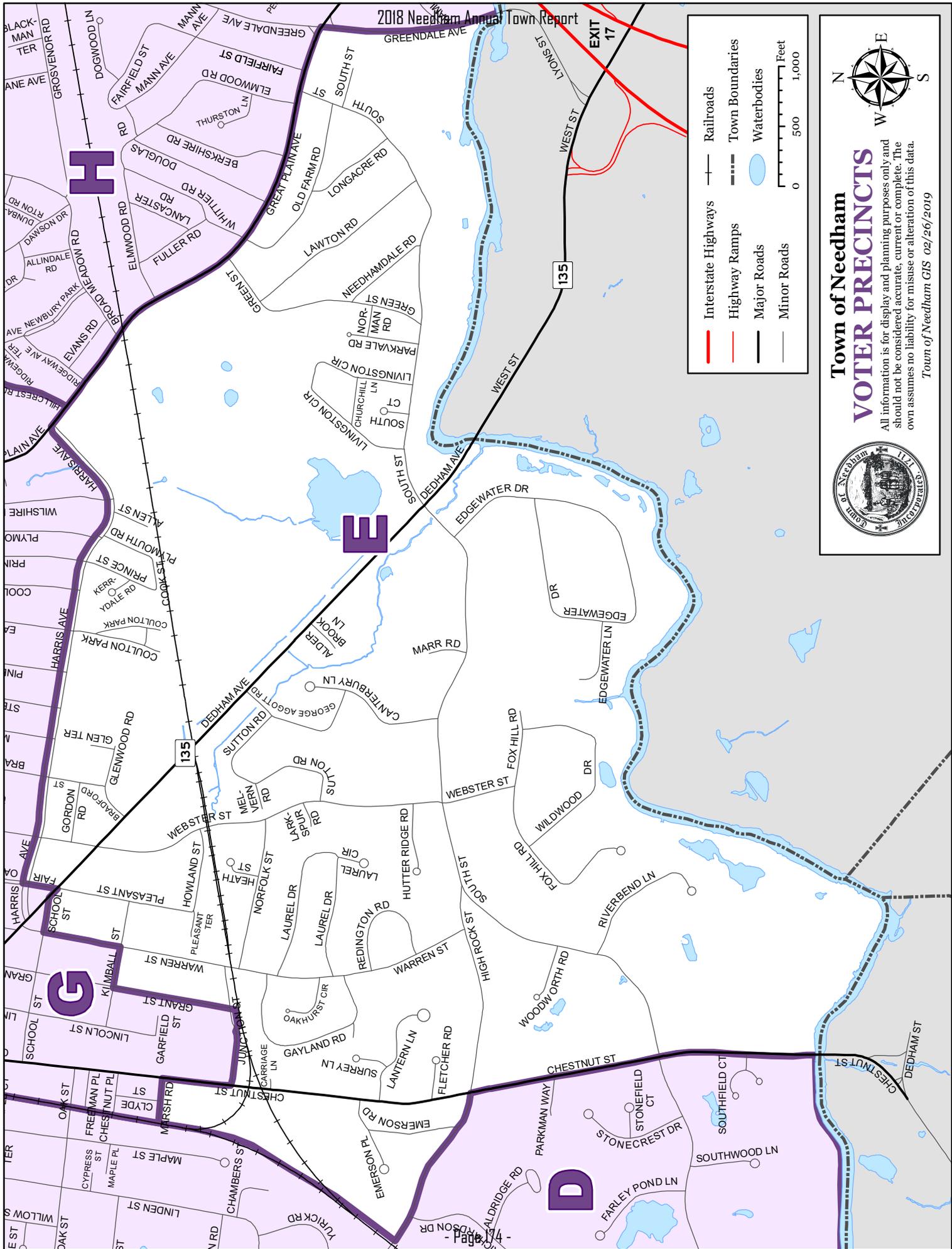
Town of Needham GIS 02/26/2019



# Town Meeting Members

## PRECINCT D

<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Reginald C. Foster	898 South Street	2019
Christopher J. Gerstel	184 Maple Street	2019
Joseph J. Leghorn	40 Linden Street	2019
Kurt M. Mullen	11 Aldridge Road	2019
Aaron M. Pressman	1012 South Street	2019
Evan F. Rauch	224 Country Way	2019
M. Kathleen Tedoldi	13 Maple Street	2019
Arthur Walitt	46 Charles River Street	2019
Cynthia L. Conturie	96 Robinwood Avenue	2020
Dorothy H. DeSimone	40 Linden Street	2020
Ross M. Donald	25 Chambers Street Unit H	2020
Richard J. Lunetta	182 Marked Tree Road	2020
Richard S. Mann	196 Bridle Trail Road	2020
Gary B. McNeill	54 Deerfield Road	2020
Steven E. Mock	268 Marked Tree Road	2020
Thomas F. Soisson	128 Maple Street	2020
Holly Anne Clarke	1652 Central Avenue	2021
Roy A. Cramer	1796 Central Avenue	2021
Kathryn L. D'Addesio	110 Linden Street	2021
Ann Der Marderosian	800 South Street	2021
Bruce T. Eisenhut	106 Marked Tree Road	2021
Kathleen M. Lewis	17 Maple Street	2021
Emma Navales	82 Deerfield Road	2021
Gregory John Shesko	114 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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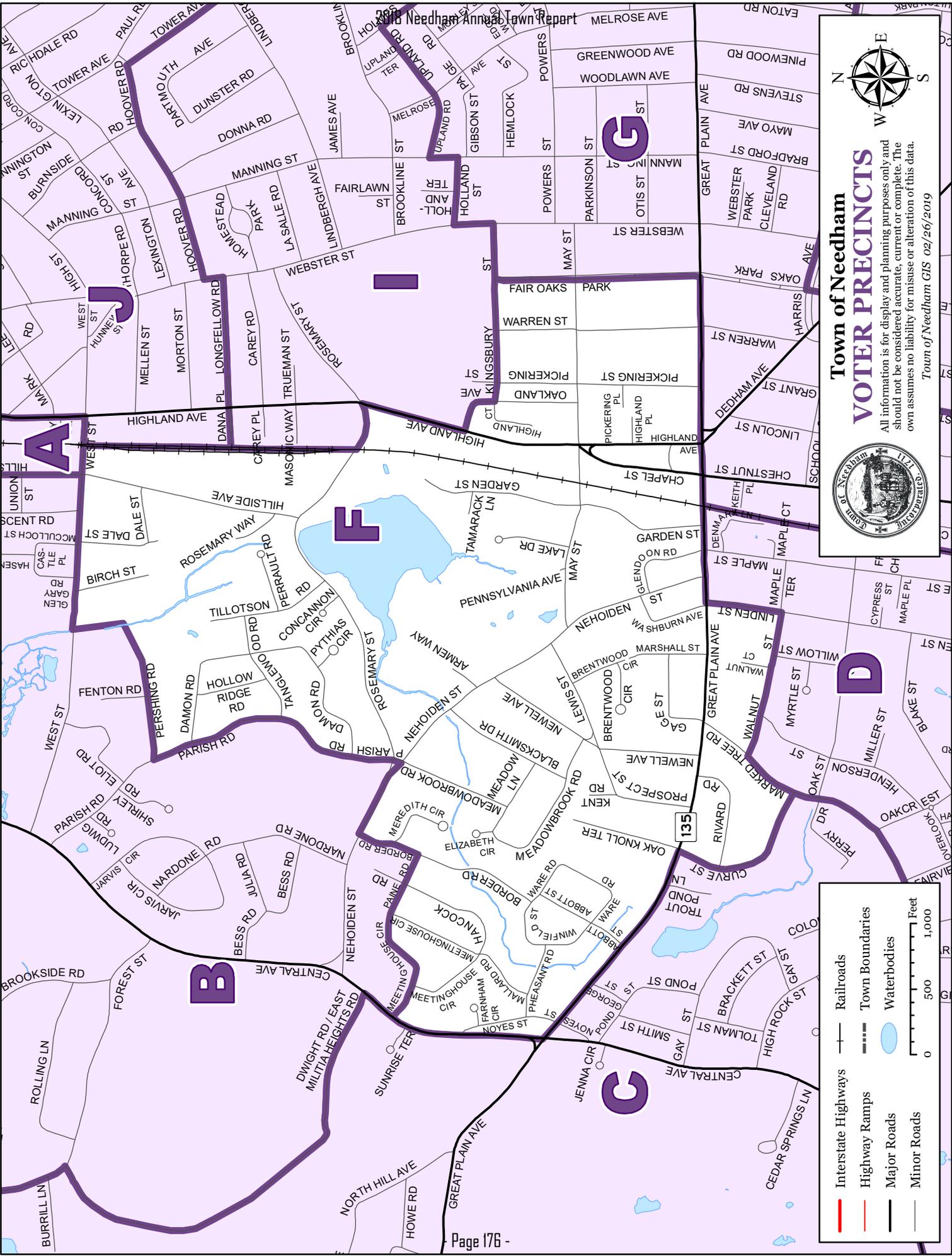
Town of Needham GIS 02/26/2019



# Town Meeting Members

## PRECINCT E

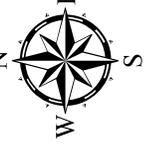
<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
David K. Blakelock	217 Edgewater Drive	2019
Edward V. Cosgrove III	17 Laurel Drive	2019
Risa J. Greendlinger	513 Chestnut Street	2019
Amy Hurley	154 South Street	2019
Ronald W. Ruth	248 Warren Street	2019
Victor Paul Seidel	56 Green Street	2019
Paul A. Siegenthaler	1049 Webster Street	2019
Theodore Weiner	88 Pleasant Street	2019
Robert R. Braman	76 Lawton Road	2020
Philip Edward Brandish	44 Pleasant Street	2020
Theodore M. Crowell	39 Lawton Road	2020
Lawrence R. Cummings	27 South Street	2020
Paul J. Durda	149 Laurel Drive	2020
Irene M. Francesconi	5 George Aggott Road	2020
Julie E. Stevens	18 George Aggott Road	2020
Cynthia J. Wolfe	191 Fox Hill Road	2020
Constance S. Barr	205 Edgewater Drive	2021
Cynthia J. Chaston	119 Fox Hill Road	2021
Ann M. Cosgrove	17 Laurel Drive	2021
Carol A. Fachetti	187 South Street	2021
Philip R. Murray	453 Warren Street	2021
Ford H. Peckham	26 Lawton Road	2021
Philip V. Robey	12 Fletcher Road	2021
Edward C. Scheideler	204 Fair Oaks Park	2021



**Town of Needham**  
**VOTER PRECINCTS**

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Town of Needham GIS 02/26/2019

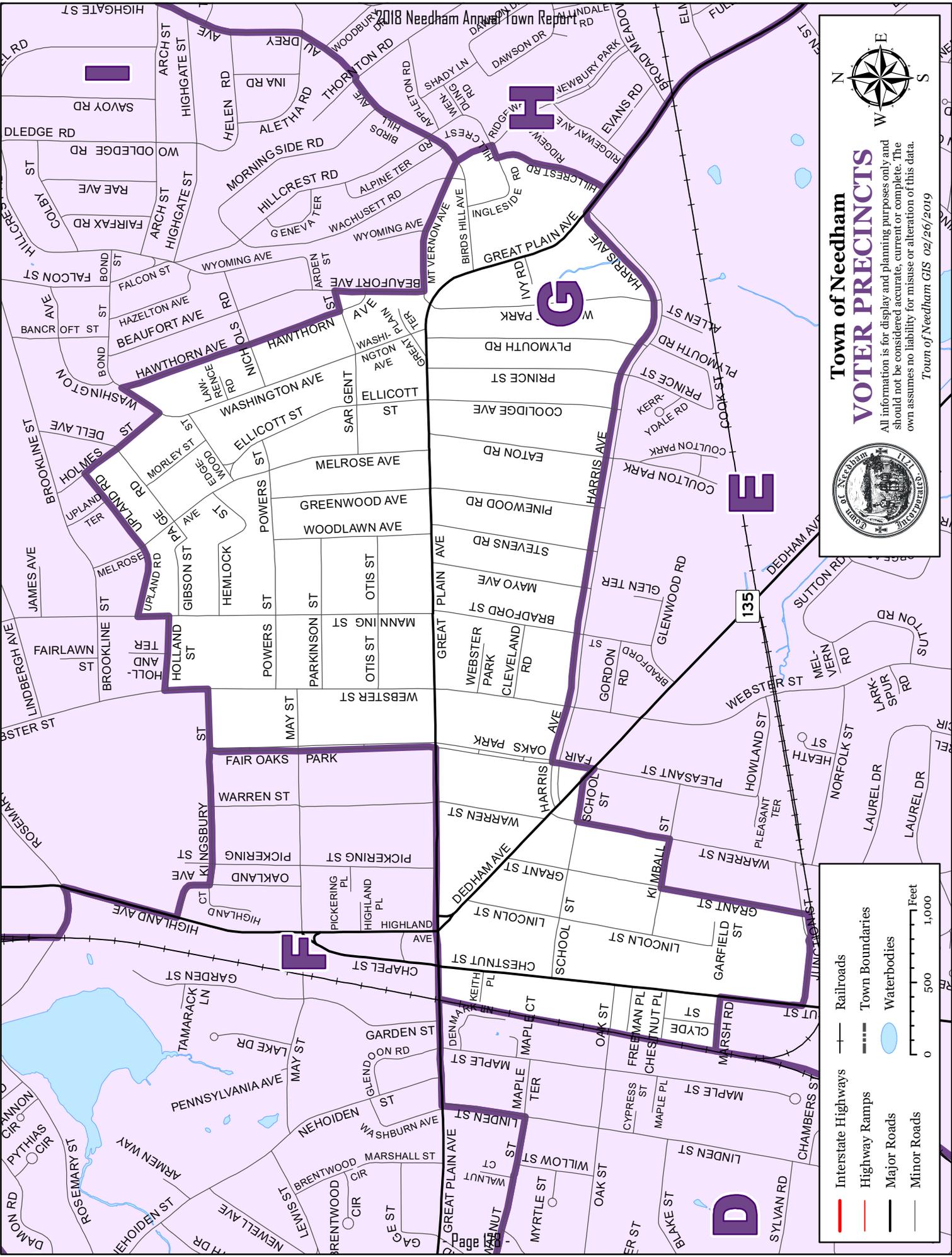
	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		

Feet  
0 500 1,000

# Town Meeting Members

## PRECINCT F

<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Barry J. Coffman	837 Great Plain Avenue	2019
Jeffrey D. Heller	1092 Central Avenue	2019
Leslie A. Kalish	48 Lake Drive	2019
Jeanne S. McKnight	100 Rosemary Way #336	2019
Kenneth Scott Muldoon	83 Fair Oaks Park	2019
William J. Okerman	100 Meetinghouse Circle	2019
Karen N. Price	48 Lake Drive	2019
Michael L. Verdun	35 Meetinghouse Circle	2019
Lawrence J. Cohen	77 Warren Street	2020
Doug H. Fox	43 Marked Tree Road	2020
Rochelle E. Goldin	68 Warren Street	2020
Kara L. Holmquist	286 Rosemary Street	2020
John P. Kirk	100 Warren Street	2020
Mary Anne MacMahon	89 Warren Street	2020
Michael McKay	31 Gage Street	2020
Adam S. Zaff	134 Damon Road	2020
Alison S. Borrelli	1175 Great Plain Avenue	2021
John P. Connelly	67 May Street	2021
Richard W. Davis	233 Nehoiden Street	2021
Gail E. Davis	233 Nehoiden Street	2021
Joseph McCabe	93 Garden Street	2021
Jennifer S. Sexton	62 Newell Avenue	2021
Deborah S. Winnick	12 Mallard Road	2021
William A. Zoppo	330 Nehoiden Street	2021



**Town of Needham**  
**VOTER PRECINCTS**  
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*Town of Needham GIS 02/26/2019*



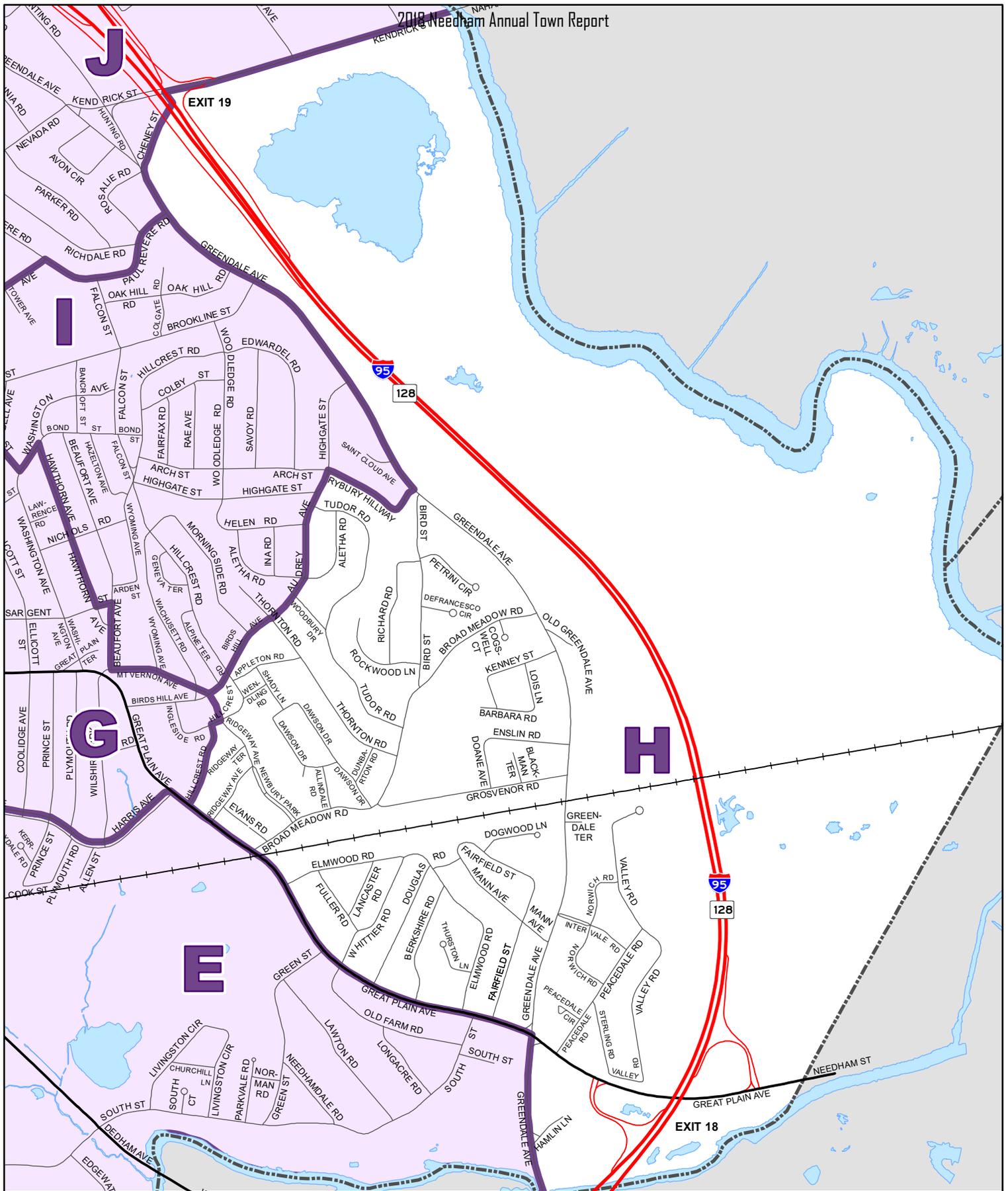
	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		

0 500 1,000 Feet

# Town Meeting Members

## PRECINCT G

<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Peter W. Beacham, Jr.	249 Harris Avenue	2019
Michael J. Crawford	213 Warren Street	2019
John D. Crimmings	32 Plymouth Road	2019
Michael A. Distler	122 Washington Avenue	2019
Kenneth B. Freundlich	54 Bradford Street	2019
Gary Michael Kaufman	12 Eaton Road	2019
Ryan D. McDonnell	42 Woodlawn Avenue	2019
Mark A. Oberle	15 Otis Street	2019
Julia C.H. Blake	763 Great Plain Avenue	2020
Robert J. Dermody	162 Fair Oaks Park	2020
Catherine Reid Dowd	778 Great Plain Avenue	2020
Heidi R. Frail	29 Powers Street	2020
Georgina Y. Keyes	261 Manning Street	2020
Annmarie MacDonnell	128 Melrose Avenue	2020
Robert T. Smart, Jr.	25 Mayo Avenue	2020
Sally Ann Theran	121 Grant Street	2020
Susan W. Abbott	60 Otis Street	2021
David Dirks	674 Webster Street	2021
Fran Gallagher	692 Great Plain Avenue	2021
Thomas M. Harkins	24 May Street	2021
Matthew A. Kane	28 Bradford Street	2021
Maureen T. McCaffrey	285 Manning Street	2021
Susan B. McGarvey	66 Upland Road	2021
Susan Welby	857 Webster Street	2021



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



## Town of Needham VOTER PRECINCTS

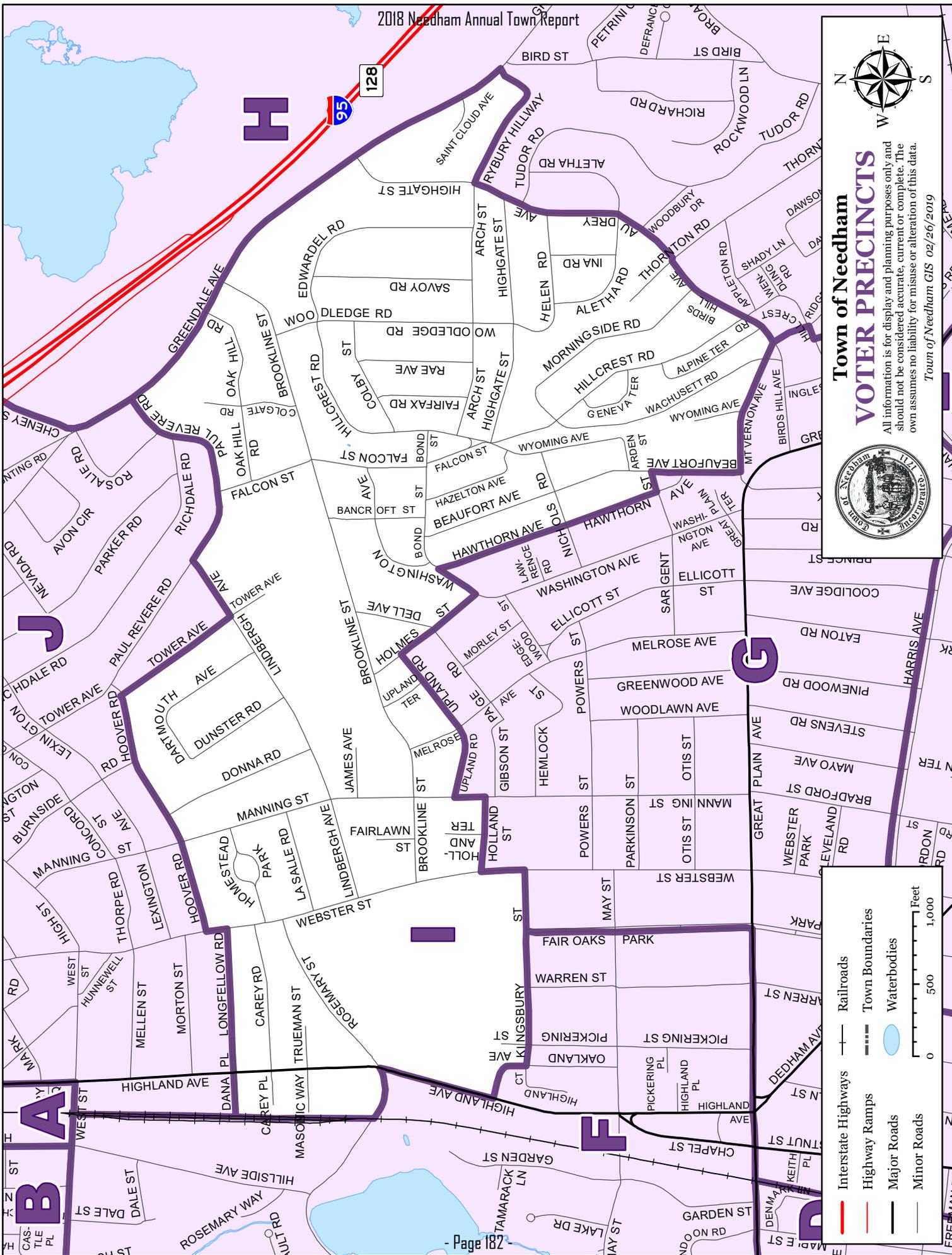
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# Town Meeting Members

## PRECINCT H

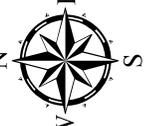
<b>Full Name</b>	<b>Street Address</b>	<b>Expiration</b>
Isabel F. Avedikian	148 Valley Road	2019
Ilan Barzilay	77 Thornton Road	2019
Hilary Hanson Bruel	87 Thornton Road	2019
Michael A. Diener	30 Kenney Street	2019
Karen E. Han	34 Grosvenor Road	2019
John A. Kingston	70 Grosvenor Road	2019
Eileen K. Orscheln	67 Whittier Road	2019
Amy M. Wixon	92 Grosvenor Road	2019
Julia Satti Cosentino	265 Great Plain Avenue	2020
Michael C. Kardok	55 Berkshire Road	2020
Nancy E. McCarthy	29 Sterling Road	2020
Mark McDonough	173 Fairfield Street	2020
Terence P. Noonan	125 Broad Meadow Road	2020
Peter R. Olive	133 Thornton Road	2020
Harmony H. Wu	99 Fairfield Street	2020
Richard A. Zimbone	10 Woodbury Drive	2020
Heinz R. Brinkhaus	10 Lancaster Road	2021
M. Patricia Cruickshank	64 Elmwood Road	2021
Elizabeth P. Handler	317 Great Plain Avenue	2021
Kimberly Knickle-Tierney	206 Broad Meadow Road	2021
Marjorie M. Margolis	20 Mann Avenue	2021
Paul T. Milligan	224 Elmwood Road	2021
Marcha B. Moller	160 Dawson Drive	2021
Richard M. Reilly	15 Whittier Road	2021



**Town of Needham**  
**VOTER PRECINCTS**

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Town of Needham GIS 02/26/2019

# Town Meeting Members

## PRECINCT I

Full Name	Street Address	Expiration
Michael Centola	12 Hoover Road	2019
Artie R. Crocker	17 Fairlawn Street	2019
Claire Dee Ecsedy	20 Holland Terrace	2019
Joel S. Golden	22 Edwardel Road	2019
Josephine Ochalla	657 Webster Street	2019
Peter J. Pingitore	146 Hillcrest Road	2019
Nicholas S. Renzulli	77 Edwardel Road	2019
Anne W. Weinstein	3 Carey Road	2019
Kathleen D. Whitney	75 Kingsbury Street	2019
Lisa Dannibal Bagshaw	41 Dartmouth Avenue	2020
David J. Ecsedy	20 Holland Terrace	2020
Jill C. Kahn-Boesel	44 Brookline Street	2020
William Christopher Kent	8 James Avenue	2020
Lorraine M. Murphy	59 Beaufort Avenue	2020
William J. Paulson	147 Lindbergh Avenue	2020
David Paul Supple	58 Helen Road	2020
Peter D. Atallah	18 Lindbergh Avenue	2021
Peter Stephen Connolly	104 Beaufort Avenue	2021
David J. Escalante	103 Woodledge Road	2021
John L. Gallo	298 Brookline Street	2021
Laurie B. Hutcheson	384 Hillcrest Road	2021
Paul Robey III	38 Brookline Street	2021
Lois F. Sockol	611 Greendale Avenue	2021
Ron Sockol	611 Greendale Avenue	2021



# Town Meeting Members

## PRECINCT J

Full Name	Street Address	Expiration
Mark L. Borowsky	584 Hunnerwell Street	2019
Robert E. Deutsch	14 Highview Street	2019
Kevin J. Keane	88 Lexington Avenue	2019
George F. Kent	184 Richdale Road	2019
David P. Montgomery	361 Webster Street	2019
Christopher Mooney	41 Lexington Avenue	2019
Peter Sergey Panov	19 West Street	2019
Carol I. Urwitz	164 Greendale Avenue	2019
Catherine J. Barker	13 West Street	2020
James S. Bonasia	174 Tower Avenue	2020
Stuart B. Chandler	123 Paul Revere Road	2020
Robert A. Downs	51 Virginia Road	2020
Michael M. Mathias	354 Webster Street	2020
Jane B. Murphy	760 Highland Avenue #17	2020
Karen R. Shannon	13 Bennington Street	2020
Debra A. Whitney	36 Hunting Road	2020
Georgina A. Arrieta-Ruetenik	236 Greendale Avenue	2021
Lisa Cherbuliez	17 Lindbergh Avenue	2021
William R. Dermody	12 Concord Street	2021
David C. DiCicco	24 Mellen Street	2021
Michael J. Greis	384 Webster Street	2021
Elizabeth Nicole Kaponya	27 Highland Terrace	2021
Christine S. McCourt	181 Richdale Road	2021
Donna M Mullin	131 Paul Revere Road	2021



## FY2018 RETIREES

<b>Dept</b>	<b>Retiree</b>	<b>Retire Date</b>	<b>Years of Service</b>	<b>Dept</b>	<b>Retiree</b>	<b>Retire Date</b>	<b>Years of Service</b>
TWN	Jon Mattleman	07/08/2017	35 years 8 months	TWN	Stanley Winston	01/18/2018	11 years 6 months
SCH	Mary Grace Summergrad	07/28/2017	13 years	LIB	Margaret Aldrich	02/26/2018	10 years 6 months
DPW	Kenneth Nunn	08/27/2017	29 years 3 months	DPW	John Boyle	04/22/2018	17 years 10 months
POL	Barbara Gouthro	08/28/2017	24 years	FIR	John Longley	06/16/2018	31 years 6 months
RET	Mary Gerber	09/01/2017	20 years 6 months	SCH	Laura Hasenfus	06/19/2018	33 years 5 months
SCH	Estelle McCarthy	09/01/2017	21 years	SCH	Regina Thornton	06/19/2018	13 years 9 months
SCH	Anne Normant	09/01/2017	21 years 11 months	SCH	Joan Scheffler	06/20/2018	19 years 6 months
SCH	Wayne Heike	09/05/2017	10 years 1 month	MBM	Howard Egerton	06/30/2018	17 years 3 months
TWN	Donna Aprea	01/01/2018	20 years 9 months	SCH	Abby Watt	06/30/2018	19 years 10 months



# FY2018

Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
SCH	Ann McKeown	19 years 9 months	SCH	Marie Rose Bechard	17 years 10 months
SCH	Anna T. D'Innocenzo	13 years 3 months	CUST	Mary D. Boris (Bene for Vincent Boris)	14 years 9 months
TOWN	Ernest Hohengasser	16 years	HOS	Mary Kelley	10 years
SCH	Eunice K. Brennan	9 years 6 months	CUST	Maurice D. Marston	25 years
SCH	Florence H. Kohler	31 years 5 months	SCH	Myra F. Cawley	20 years 9 months
SCH	George A. Jordan	19 years 5 months	FIRE	Richard W. Feeley	30 years 4 months
SCH	George John Lucas	25 years 3 months	FIN	Robert Muirhead (Bene Clarice Muirhead)	20 years 3 months
DPW	Lance Remsen	39 years 1 month	POL	Robert W. Eldridge	26 years 6 months
SCH	Marco T. Bonilla	10 years 5 months	FIRE	William G. Dunn	31 years 8 months
HOS	Marie Anne Sussenguth	15 years 10 months			

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# APPENDICES

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**General Fund  
Balance Sheet  
Year Ended June 30, 2018**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$23,289,029
Investments	\$28,988,972
Receivables:	
Property Taxes	\$2,906,442
Excises	\$985,260
Departmental	\$1,696,211
Intergovernmental	\$3,475,740
Betterments	\$0
Other	\$18,684
Other Assets	<u>\$0</u>
Total Assets	<u>\$61,360,338</u>
 <u>LIABILITIES</u>	
Warrants and Accounts Payable	\$2,511,800
Deferred Revenue	\$0
Accrued Liabilities	\$1,273,977
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$541,984
Anticipation Notes Payable	\$0
Other Liabilities	<u>\$134,548</u>
Total Liabilities	\$4,462,309
 Deferred Inflows of Resources	 \$8,844,941
 <u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$1,013,132
Committed	\$12,763,756
Assigned	\$16,459,089
Unassigned	<u>\$17,817,111</u>
Total Fund Balance	\$48,053,088
 Total Liabilities, Deferred Inflows of Resources, and Fund Balance	 <u>\$61,360,338</u>

**Total Governmental Funds  
Combined Balance Sheet  
Year Ended June 30, 2018**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$48,479,658
Investments	\$37,472,355
Receivables:	
Property Taxes	\$2,920,119
Excises	\$985,260
Departmental	\$1,721,947
Intergovernmental	\$4,518,418
Other	\$18,684
Deposits	<u>\$134,884</u>
Total Assets	<u>\$96,251,325</u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$6,841,903
Unearned Revenue	\$1,255,055
Accrued Liabilities	\$1,311,339
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$541,984
Anticipation Notes Payable	\$31,980,000
Other Liabilities	<u>\$136,163</u>
Total Liabilities	\$42,066,444
Deferred Inflows of Resources	\$10,061,916
<u>FUND BALANCES</u>	
Non-spendable	\$188,478
Restricted	\$14,760,172
Committed	\$17,024,840
Assigned	\$16,459,089
Unassigned	<u>(\$4,309,614)</u>
Total Fund Balance	\$44,122,965
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$96,251,325</u>

**Total Governmental Funds**  
**Statement of Revenues, Expenses and Changes in Fund Balances**  
**Year Ended June 30, 2018**

<u>Revenues</u>	
Property Taxes	\$134,878,340
Excise Taxes	\$5,910,555
Penalties, Interest and Other Taxes	\$2,134,628
Charges for Services	\$8,495,305
Departmental	\$1,852,700
Licenses and Permits	\$2,598,567
Intergovernmental	\$29,919,298
Investment Income	\$660,287
Fines and Forfeitures	\$192,010
Contributions	\$429,729
Other	<u>\$344,689</u>
Total Revenues	\$187,416,108
<u>Expenditures</u>	
General Government	\$5,742,251
Public Safety	\$18,022,975
Education	\$98,041,333
Public Works	\$10,609,797
Maintenance	\$9,077,653
Health and Human Services	\$2,395,295
Culture and Recreation	\$2,708,379
Employee Benefits	\$12,616,631
Other Current Expenditures	\$521,244
Capital Outlay	\$37,343,885
Debt Service	\$10,601,468
Intergovernmental	<u>\$1,333,038</u>
Total Expenditures	\$209,013,949
Revenues to Expenditures	(\$21,597,841)
<u>Other Financing Sources and Uses</u>	
Issuance of Refunded Debt	\$0
Bond Premium	\$6,400
Transfers In	\$12,742,424
Refunding Escrow	\$0
Transfers Out	<u>(\$13,116,259)</u>
Total Other Financing Sources and Uses	(\$367,435)
Net Change in Fund Balances	(\$21,965,276)
Fund Balances at Beginning of Year	\$66,088,241
Fund Balances at End of Year	<u>\$44,122,965</u>

**Enterprise Funds  
Statement of Net Position  
Year Ended June 30, 2018**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and Short-term Investments	\$2,066,553	\$6,851,413	\$8,771,068
Receivables	\$303,885	\$2,541,296	\$2,039,145
Intergovernmental	\$0	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$2,370,438	\$9,392,709	\$10,810,213
Noncurrent Assets:			
Land and Construction in Progress	\$5,045,260	\$1,613,591	\$2,561,702
Other Capital Assets, Net of Accumulated Depreciation	<u>\$1,883,824</u>	<u>\$22,349,868</u>	<u>\$30,399,672</u>
Total Noncurrent Assets	\$6,929,084	\$23,963,459	\$32,961,374
Total Assets	\$9,299,522	\$33,356,168	\$43,771,587
Deferred Outflows	<u>\$148,196</u>	<u>\$207,683</u>	<u>\$270,114</u>
Total Assets and Deferred Outflows	\$9,447,718	\$33,563,851	\$44,041,701
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts Payable	\$244,667	\$34,673	\$29,661
Accrued Payroll	\$14,200	\$20,485	\$20,696
Accrued Liabilities	\$0	\$0	\$0
Retainage Payable	\$0	\$0	\$0
Refunds Payable	\$229,073	\$98,900	\$23,084
Notes Payable	\$5,000	\$0	\$0
Other Liabilities	\$0	\$0	\$0
Current Portion of Long-term Liabilities:			
Bonds Payable	\$55,000	\$842,507	\$1,153,848
Compensated Absences	<u>\$37,065</u>	<u>\$165,345</u>	<u>\$131,234</u>
Total Current Liabilities	\$585,005	\$1,161,910	\$1,358,523

**Enterprise Funds  
Statement of Net Position  
Year Ended June 30, 2018**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities			
Net Pension Liability	\$899,932	\$1,157,056	\$1,542,741
Net OPEB Liability	\$0	\$827,843	\$775,607
Bonds Payable, Net of Current Portion	<u>\$40,000</u>	<u>\$5,391,449</u>	<u>\$6,199,532</u>
Total Noncurrent Liabilities	\$939,932	\$7,376,348	\$8,517,880
Total Liabilities	\$1,524,937	\$8,538,258	\$9,876,403
Deferred Inflows	<u>\$98,582</u>	<u>\$211,258</u>	<u>\$248,175</u>
	\$1,623,519	\$8,749,516	\$10,124,578
<u>NET POSITION</u>			
Invested in Capital Assets, Net of Related Debt	\$6,829,084	\$17,861,489	\$26,601,759
Unrestricted	<u>\$995,115</u>	<u>\$6,952,846</u>	<u>\$7,315,364</u>
Total Net Assets	\$7,824,199	\$24,814,335	\$33,917,123
Total Assets and Deferred Outflows	<u>\$9,447,718</u>	<u>\$33,563,851</u>	<u>\$44,041,701</u>

**Enterprise Funds**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**Year Ended June 30, 2018**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>			
Charges for Services	\$1,180,739	\$9,190,864	\$6,924,740
Other Current Assets	<u>\$0</u>	<u>\$0</u>	<u>\$4,215</u>
Total Operating Revenue	\$1,180,739	\$9,190,864	\$6,928,955
<u>Operating Expenses</u>			
Personnel Services	\$767,098	\$976,599	\$1,250,126
Non-Personnel Services	\$1,400,153	\$222,894	\$984,564
Depreciation	\$348,071	\$921,083	\$1,291,773
Intergovernmental Assets	<u>\$0</u>	<u>\$5,889,796</u>	<u>\$1,109,794</u>
Total Operating Expenses	\$2,515,322	\$8,010,372	\$4,636,257
Operating Income (Loss)	(\$1,334,583)	\$1,180,492	\$2,292,698
<u>Non-operating Revenues and Expenses</u>			
Intergovernmental Revenue	\$0	\$31,734	\$0
Investment Income	\$3,593	\$37,327	\$46,650
Other Revenue		\$146,903	
Interest Expense	<u>(\$8,695)</u>	<u>(\$158,739)</u>	<u>(\$204,299)</u>
Net Non-operating Revenue/Expense	(\$5,102)	\$57,225	(\$157,649)
Income (Loss) Before Transfers	(\$1,339,685)	\$1,237,717	\$2,135,049
<u>Capital Contribution</u>			
Transfers In	\$1,676,672	\$496,247	\$28
Transfers Out	<u>(\$536,209)</u>	<u>(\$433,386)</u>	<u>(\$829,517)</u>
Net Transfers	\$1,140,463	\$62,861	(\$829,489)
Change in Net Position	(\$199,222)	\$1,300,578	\$1,305,560
Net Position at Beginning of Year	\$8,023,421	\$23,513,757	\$32,611,563
Net Position at End of Year	<u>\$7,824,199</u>	<u>\$24,814,335</u>	<u>\$33,917,123</u>

**Enterprise Funds**  
**Statement of Cash Flows**  
**Year Ended June 30, 2018**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>			
Receipts from Customers and Users	\$1,205,650	\$9,161,562	\$6,755,107
Employer Contributions	\$0	\$0	\$0
Payment of Utility Assessments	\$0	(\$5,889,796)	(\$1,109,794)
Payments to Vendors and Contractors	(\$1,202,997)	(\$211,405)	(\$1,005,839)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$753,971)</u>	<u>(\$988,603)</u>	<u>(\$1,247,356)</u>
Net Cash Operating Activities	(\$751,318)	\$2,071,758	\$3,392,118
<u>Noncapital Financing Activities</u>			
Operating Grants Received	\$0	\$31,734	\$0
Transfers from Other Funds	\$1,676,672	\$496,247	\$28
Transfers to Other Funds	<u>(\$536,209)</u>	<u>(\$433,386)</u>	<u>(\$829,517)</u>
Net Cash Noncapital Financing Activities	\$1,140,463	\$94,595	(\$829,489)
<u>Capital Financing Activities</u>			
Acquisition and Construction of Capital Assets	(\$403,239)	(\$469,009)	(\$1,508,961)
Non Operating Revenue	\$0	\$146,903	
Proceeds from Notes	\$0	\$0	
Proceeds from Bonds	\$0	\$179,548	\$2,131,265
Principal Payments on Loans	(\$135,000)	(\$853,083)	(\$1,086,978)
Paydowns of Notes	(\$1,000)		(\$113,120)
Capital Contribution	\$0	\$0	\$0
Interest Expense	<u>(\$8,695)</u>	<u>(\$158,739)</u>	<u>(\$204,299)</u>
Net Cash Capital Financing Activities	(\$547,934)	(\$1,154,380)	(\$782,093)

**Enterprise Funds  
Statement of Cash Flows  
Year Ended June 30, 2018**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>			
Investment Income	<u>\$3,594</u>	<u>\$37,326</u>	<u>\$46,651</u>
Net Cash Investment Activities	\$3,594	\$37,326	\$46,651
Net Change in Cash	(\$155,195)	\$1,049,299	\$1,827,187
Cash and Investments Beginning of Year	\$2,221,748	\$5,802,114	\$6,943,881
Cash and Investments End of Year	<u>\$2,066,553</u>	<u>\$6,851,413</u>	<u>\$8,771,068</u>

**Trust Funds**  
**Year Ended June 30, 2018**

Fund	July 1, 2017	Receipts	Disbursements & Adjustments	June 30, 2018
Anita M. Reinke Memorial Scholarship	\$11,621.98	\$1,315.57	\$450.00	\$12,487.55
Arthur and Cecilia Bailey Scholarship	\$52,313.55	\$5,844.17	\$2,000.00	\$56,157.72
Centennial Football Scholarship	\$491.26	\$54.89		\$546.15
Charles and Bernice Siegel Memorial Fund	\$232,370.94	\$25,959.22	\$9,000.00	\$249,330.16
Chloe Malast Memorial Scholarship	\$17,581.21	\$1,989.81	\$1,000.00	\$18,571.02
Class of 1979 Scholarship	\$45.29	\$5.05		\$50.34
Class of 1980 Scholarship	\$7,286.67	\$814.03	\$500.00	\$7,600.70
C. J. Cullen III Memorial Scholarship	\$44,275.27	\$4,946.20	\$1,600.00	\$47,621.47
Dana F. Burke Scholarship	\$4,734.81	\$528.95	\$300.00	\$4,963.76
De Fazio Family Memorial Scholarship	\$16,556.97	\$1,849.67	\$650.00	\$17,756.64
Derwood Newman Memorial	\$29,851.87	\$5,178.02		\$35,029.89
Dr. Lee Allan Memorial	\$3,441.80	\$384.49		\$3,826.29
Dwight School (Pollard School)	\$45,589.66	\$7,907.81		\$53,497.47
Edward J. Stewart 13 Club Scholarship	\$98.69	\$11.02		\$109.71
Edith Wildman Fund	\$571,939.70	\$63,894.01	\$22,500.00	\$613,333.71
Edith Garido Memorial Scholarship	\$0.00	\$27,625.64		\$27,625.64
Elizabeth Handley	\$44,541.04	\$4,975.88	\$1,800.00	\$47,716.92
Elizabeth May Music Trust	\$200,000.00	\$22,342.91		\$222,342.91
Frederick Barstow Scholarship	\$282,106.29	\$31,318.15	\$12,000.00	\$301,424.44
Frederick Harris Scholarship	\$34,398.85	\$3,842.86	\$2,000.00	\$36,241.71
George Morse Memorial Scholarship	\$242,282.15	\$27,066.43	\$4,800.00	\$264,548.58
George F. Skinner	\$1,743.41	\$194.76	\$1,200.00	\$738.17
High School Sports Endowment	\$37,268.05	\$6,464.39	\$1,490.00	\$42,242.44
Igor Guralnik & Keith Flueckiger	\$18.56	\$2.07		\$20.63
Joan W. Swartz Memorial Scholarship	\$75.07	\$8.38		\$83.45
John Akers	\$312,281.65	\$34,741.31	\$7,500.00	\$339,522.96
John C. Wood (High School Library)	\$16,051.18	\$2,784.19	\$570.00	\$18,265.37
Joseph Paulini Scholarship	\$3,550.11	\$548.83	\$140.00	\$3,958.94
Kyle Shapiro Scholarship	\$6.25	\$0.72		\$6.97
Leo F. Richards Jr. Scholarship	\$571.30	\$63.83	\$500.00	\$135.13
Linda Barnes Scholarship	\$1,113.13	\$124.35	\$500.00	\$737.48
Lizzie and Reuben Grossman Scholarship	\$92.20	\$1,510.30	\$1,500.00	\$102.50
Mark R., Beane Memorial Scholarship	\$39,399.42	\$4,401.50	\$1,575.00	\$42,225.92
Martin Luther King Scholarship	\$5,317.57	\$1,048.75	\$200.00	\$6,166.32
Minot Mac Donald (Carter School Library)	\$11,031.71	\$1,913.51		\$12,945.22
Miriam Kronish Scholarship	\$6,192.03	\$691.76	\$250.00	\$6,633.79
Miriam Kronish Excellence in Educ	\$38,575.00	\$4,309.39	\$1,540.00	\$41,344.39
Nate Tavalone Scholarship	\$8,667.56	\$1,268.30	\$300.00	\$9,635.86
New Century Club Scholarship	\$14,823.80	\$1,656.05	\$600.00	\$15,879.85
Nina Pansuk Scholarship	\$161,255.54	\$18,014.59	\$5,000.00	\$174,270.13
Peter Eloranta Chemistry Award Scholarship	\$14,793.15	\$1,652.60		\$16,445.75
Peter Eloranta Scholarship	\$107,753.32	\$12,037.62	\$4,000.00	\$115,790.94

**Trust Funds**  
**Year Ended June 30, 2018**

Fund	July 1, 2017	Receipts	Disbursements & Adjustments	June 30, 2018
Rebecca H. Perry Memorial Scholarship	\$290,670.02	\$32,472.07	\$6,600.00	\$316,542.09
Richard Jensen, Sr. Memorial Scholarship	\$3,391.61	\$378.90		\$3,770.51
Robert and Elizabeth Gardner Scholarship	\$111,954.90	\$47,457.73	\$20,000.00	\$139,412.63
Robert Burke Fitzgerald	\$121,828.15	\$13,609.98	\$4,800.00	\$130,638.13
Ruth Ann B. Simmons MD Memorial Scholarship	\$15,669.54	\$1,750.50	\$1,500.00	\$15,920.04
Scott Marino Memorial Scholarship	\$8,362.03	\$1,086.41	\$1,000.00	\$8,448.44
Stacy Neilson Memorial Fund (Soccer Team)	\$23,182.19	\$3,304.13	\$950.00	\$25,536.32
Students Need Arts Trust Fund	\$67.74	\$12.47	\$1.17	\$79.04
Timothy P. Flanagan Memorial Scholarship	\$5,796.02	\$647.52	\$1,000.00	\$5,443.54
Richard Tod Greenleaf III Memorial	\$3,675.19	\$410.58	\$1,500.00	\$2,585.77
William G. Moseley Scholarship	\$25,492.51	\$2,847.90	\$800.00	\$27,540.41
William L. Sweet Scholarship	\$921,360.28	\$102,625.29	\$45,250.00	\$978,735.57
William T. Burke Memorial Scholarship	\$211.64	\$23.64		\$235.28
Subtotal School	\$4,153,769.83	\$537,919.10	\$168,866.17	\$4,522,822.76
Arthur W. & Barbara S. Hatch Fund	\$325,132.77	\$36,068.03	\$15,992.01	\$345,208.79
Bosworth Library Trust Fund	\$8,356.02	\$834.85	\$55.66	\$9,135.21
Charles Fredic Clifford Henderson Library 10% Trust	\$150,148.89	\$16,759.65	\$1,488.06	\$165,420.48
Cora Proctor Thurston Fund	\$15,195.78	\$1,683.20	\$596.92	\$16,282.06
Harold Street Trust	\$27,508.62	\$3,073.11	\$183.23	\$30,398.50
Helen DE M. Dunn Library Trust Fund	\$986.60	\$110.21	\$6.57	\$1,090.24
Karl L. Nutter Library Trust Fund	\$2,678.52	\$299.22	\$17.84	\$2,959.90
Laura G. Willgoose Library Trust Fund	\$164,701.66	\$18,367.07	\$5,476.44	\$177,592.29
Library Permanent Donation Fund	\$97,029.64	\$74,586.33	\$51,657.41	\$119,958.56
Lois Carley Children's Library Trust	\$13,102.28	\$1,449.85	\$565.27	\$13,986.86
Martha Barr Library Trust Fund	\$3,826.05	\$427.44	\$25.48	\$4,228.01
Myra S. Greenwood Library Trust Fund	\$86,126.31	\$9,621.56	\$573.67	\$95,174.20
Roger S. Corliss Fund	\$8,228.59	\$919.25	\$54.81	\$9,093.03
William Carter Fund	\$42,328.66	\$4,728.72	\$281.94	\$46,775.44
William H. Wye Library Fund	\$1,953.34	\$218.23	\$13.01	\$2,158.56
Kathleen F and Dr Thomas H Weller Trust Fund	\$7,109.89	\$794.28	\$47.36	\$7,856.81
Subtotal Library	\$954,413.62	\$169,941.00	\$77,035.68	\$1,047,318.94
350th Needham Birthday Celebration	\$6,390.13	\$713.87	\$110.07	\$6,993.93
400th Needham Birthday Celebration	\$4,264.46	\$476.42	\$73.45	\$4,667.43
Community Revitalization Maintenance 10% Trust	\$304.90	\$12,556.03	\$11,171.11	\$1,689.82
Community Revitalization Trust	\$397.30	\$11,389.32	\$6.84	\$11,779.78
Council on Aging Permanent Donation	\$173,317.75	\$19,362.14	\$2,985.33	\$189,694.56
Domestic Violence Trust	\$265,686.40	\$29,681.03	\$10,576.34	\$284,791.09
Esther Lyford Trust	\$12,166.38	\$1,359.18	\$209.56	\$13,316.00
Green Field Improvement Association Fund	\$6,683.22	\$746.60	\$115.12	\$7,314.70

**Trust Funds**  
**Year Ended June 30, 2018**

Fund	July 1, 2017	Receipts	Disbursements & Adjustments	June 30, 2018
John B. Tolman Trust (Library/Temperance Organization)	\$146,178.81	\$16,330.30	\$2,517.87	\$159,991.24
Mary Virginia E. Hill (Animal Welfare) Fund	\$16,021.39	\$1,789.83	\$275.96	\$17,535.26
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$15,005.45	\$1,577.69	\$1,758.46	\$14,824.68
Needham Military Band	\$157.59		\$3.32	\$154.27
Park & Recreation (Park Beautification) Fund	\$16,242.13	\$1,835.78	\$279.76	\$17,798.15
Rebecca Perry Park Trust Fund	\$32,913.18	\$3,676.90	\$566.92	\$36,023.16
Robert & Marcia Carleton Memorial Trust Fund	\$114,151.82	\$12,752.41	\$1,966.22	\$124,938.01
Robert & Marcia Carleton Pavilion Fund	\$34,892.74	\$3,898.04	\$601.01	\$38,189.77
Skate Park Trust Fund	\$2,855.77	\$319.01	\$49.19	\$3,125.59
Subtotal Other Funds	\$847,629.42	\$118,464.55	\$33,266.53	\$932,827.44
<b>TOTAL</b>	<b>\$5,955,812.87</b>	<b>\$826,324.65</b>	<b>\$279,168.38</b>	<b>\$6,502,969.14</b>

General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Townwide	\$46,914,010	\$430,000	-\$1,089,004	\$46,255,006	-\$43,119,113.21	-\$554,536.63	-\$43,673,649.84	\$2,581,356.16
10 Board of Selectmen and the Office of the Town Manager	\$984,167		\$9,985	\$994,152	-\$923,296.93	-\$10,151.78	-\$933,448.71	\$60,703.29
11 Town Clerk and Board of Registrars	\$377,560		\$4,589	\$382,149	-\$363,328.67	-\$8,303.43	-\$371,632.10	\$10,516.90
12 Town Counsel	\$329,442		\$45,260	\$374,702	-\$360,718.80	-\$7,392.84	-\$368,111.64	\$6,590.36
13 Personnel Board								
14 Finance Department	\$2,720,797		\$16,499	\$2,737,296	-\$2,544,850.96	-\$39,607.50	-\$2,584,458.46	\$152,837.54
15 Finance Committee	\$37,879			\$37,879	-\$37,479.51		-\$37,479.51	\$399.49
16 Planning and Community Development Department	\$541,943		\$5,267	\$547,210	-\$532,730.55	-\$9,069.80	-\$541,800.35	\$5,409.65
17 Police Department	\$6,617,576			\$6,617,576	-\$6,155,041.18	-\$190,376.16	-\$6,345,417.34	\$272,158.66
18 Fire Department	\$7,935,850			\$7,935,850	-\$7,732,556.48	-\$77,972.80	-\$7,810,529.28	\$125,320.72
19 Building Department	\$742,482		\$3,036	\$745,518	-\$668,869.93		-\$668,869.93	\$76,648.07
20 Minuteman Regional High School Assessment	\$806,252			\$806,252	-\$801,331.00		-\$801,331.00	\$4,921.00
21 Needham Public Schools	\$68,350,083			\$68,350,083	-\$66,669,249.61	-\$1,177,258.06	-\$67,846,507.67	\$503,575.33
22 Department of Public Facilities	\$6,669,124	\$50,000	\$2,438	\$6,721,562	-\$5,895,828.98	-\$430,038.02	-\$6,325,867.00	\$395,695.00
23 Department of Public Works	\$5,725,109		\$944,458	\$6,669,567	-\$6,462,958.03	-\$128,384.43	-\$6,591,342.46	\$78,224.54
24 Municipal Parking Program	\$103,905			\$103,905	-\$85,988.92	-\$6,348.60	-\$92,337.52	\$11,567.48
25 Health and Human Services Department	\$1,696,943		\$7,161	\$1,704,104	-\$1,576,362.82	-\$10,595.06	-\$1,586,957.88	\$117,146.12
26 Commission on Disabilities	\$2,050			\$2,050	-\$1,769.39		-\$1,769.39	\$280.61

General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
27 Historical Commission	\$1,050			\$1,050				\$1,050.00
28 Needham Public Library	\$1,658,387		\$2,773	\$1,661,160	-\$1,652,327.20	-\$1,502.51	-\$1,653,829.71	\$7,330.29
29 Park and Recreation Department	\$488,789		\$47,538	\$536,327	-\$469,783.57	-\$27,754.17	-\$497,537.74	\$38,789.26
30 Memorial Park	\$750			\$750	-\$722.50		-\$722.50	\$27.50
Subtotal	\$105,790,138	\$50,000	\$1,089,004	\$106,929,142	-\$102,935,195.03	-\$2,124,755.16	-\$105,059,950.19	\$1,869,191.81
Townwide & Departments	\$152,704,148	\$480,000		\$153,184,148	-\$146,054,308.24	-\$2,679,291.79	-\$148,733,600.03	\$4,450,547.97
Townwide Expense Budgets								
1 Casualty, Liability, Property & Self-Insurance Program	\$606,200			\$606,200	-\$521,244.00		-\$521,244.00	\$84,956.00
2 Debt Service	\$12,573,958			\$12,573,958	-\$12,558,451.43		-\$12,558,451.43	\$15,506.57
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$13,949,197	\$480,000		\$14,429,197	-\$13,377,619.23	-\$16,872.00	-\$13,394,491.23	\$1,034,705.77
4 Needham Electric, Light & Gas Program	\$3,558,040			\$3,558,040	-\$2,687,666.55	-\$536,999.63	-\$3,224,666.18	\$333,373.82
5 OPEB	\$6,115,455			\$6,115,455	-\$6,115,455.00		-\$6,115,455.00	
6 Retirement Assessments	\$7,332,277			\$7,332,277	-\$7,203,059.00		-\$7,203,059.00	\$129,218.00
7 Workers Compensation	\$656,283			\$656,283	-\$655,618.00	-\$665.00	-\$656,283.00	
8 Classification Performance & Settlements	\$260,000		-\$111,343	\$148,657				\$148,657.00

General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
9 Reserve Fund	\$1,862,600	-\$50,000	-\$977,661	\$834,939				\$834,939.00
<b>Total</b>	<b>\$46,914,010</b>	<b>\$430,000</b>	<b>-\$1,089,004</b>	<b>\$46,255,006</b>	<b>-\$43,119,113.21</b>	<b>-\$554,536.63</b>	<b>-\$43,673,649.84</b>	<b>\$2,581,356.16</b>
Board of Selectmen and the Office of the Town Manager								
10A Salary & Wages	\$846,088		\$9,985	\$856,073	-\$803,369.46		-\$803,369.46	\$52,703.54
10B Expenses	\$138,079			\$138,079	-\$119,927.47	-\$10,151.78	-\$130,079.25	\$7,999.75
<b>Total</b>	<b>\$984,167</b>		<b>\$9,985</b>	<b>\$994,152</b>	<b>-\$923,296.93</b>	<b>-\$10,151.78</b>	<b>-\$933,448.71</b>	<b>\$60,703.29</b>
Town Clerk and Board of Registrars								
11A Salary & Wages	\$329,145		\$4,589	\$333,734	-\$325,960.53		-\$325,960.53	\$7,773.47
11B Expenses	\$48,415			\$48,415	-\$37,368.14	-\$8,303.43	-\$45,671.57	\$2,743.43
<b>Total</b>	<b>\$377,560</b>		<b>\$4,589</b>	<b>\$382,149</b>	<b>-\$363,328.67</b>	<b>-\$8,303.43</b>	<b>-\$371,632.10</b>	<b>\$10,516.90</b>
Town Counsel								
12A Salary & Wages	\$75,442			\$75,442	-\$75,140.00		-\$75,140.00	\$302.00
12B Expenses	\$254,000		\$45,260	\$299,260	-\$285,578.80	-\$7,392.84	-\$292,971.64	\$6,288.36
<b>Total</b>	<b>\$329,442</b>		<b>\$45,260</b>	<b>\$374,702</b>	<b>-\$360,718.80</b>	<b>-\$7,392.84</b>	<b>-\$368,111.64</b>	<b>\$6,590.36</b>
Personnel Board								
13A Salary & Wages								
13B Expenses								
<b>Total</b>								
Finance Department								
14A Salary & Wages	\$1,816,698		\$16,499	\$1,833,197	-\$1,734,011.03		-\$1,734,011.03	\$99,185.97
14B Expenses	\$835,624			\$835,624	-\$747,446.97	-\$34,525.46	-\$781,972.43	\$53,651.57
14C Capital	\$68,475			\$68,475	-\$63,392.96	-\$5,082.04	-\$68,475.00	
<b>Total</b>	<b>\$2,720,797</b>		<b>\$16,499</b>	<b>\$2,737,296</b>	<b>-\$2,544,850.96</b>	<b>-\$39,607.50</b>	<b>-\$2,584,458.46</b>	<b>\$152,837.54</b>
Finance Committee								
15A Salary & Wages	\$36,629			\$36,629	-\$36,348.52		-\$36,348.52	\$280.48
15B Expenses	\$1,250			\$1,250	-\$1,130.99		-\$1,130.99	\$119.01
<b>Total</b>	<b>\$37,879</b>			<b>\$37,879</b>	<b>-\$37,479.51</b>		<b>-\$37,479.51</b>	<b>\$399.49</b>

General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Planning and Community Development Department								
16A Salary & Wages	\$511,815		\$5,267	\$517,082	-\$515,287.33		-\$515,287.33	\$1,794.67
16B Expenses	\$30,128			\$30,128	-\$17,443.22	-\$9,069.80	-\$26,513.02	\$3,614.98
<b>Total</b>	<b>\$541,943</b>		<b>\$5,267</b>	<b>\$547,210</b>	<b>-\$532,730.55</b>	<b>-\$9,069.80</b>	<b>-\$541,800.35</b>	<b>\$5,409.65</b>
Police Department								
17A Salary & Wages	\$6,139,368			\$6,139,368	-\$5,915,759.53		-\$5,915,759.53	\$223,608.47
17B Expenses	\$304,090			\$304,090	-\$239,281.65	-\$17,872.81	-\$257,154.46	\$46,935.54
17C Capital	\$174,118			\$174,118		-\$172,503.35	-\$172,503.35	\$1,614.65
<b>Total</b>	<b>\$6,617,576</b>			<b>\$6,617,576</b>	<b>-\$6,155,041.18</b>	<b>-\$190,376.16</b>	<b>-\$6,345,417.34</b>	<b>\$272,158.66</b>
Fire Department								
18A Salary & Wages	\$7,552,956			\$7,552,956	-\$7,436,136.35		-\$7,436,136.35	\$116,819.65
18B Expenses	\$352,248			\$352,248	-\$296,420.13	-\$47,973.80	-\$344,393.93	\$7,854.07
18C Capital	\$30,646			\$30,646		-\$29,999.00	-\$29,999.00	\$647.00
<b>Total</b>	<b>\$7,935,850</b>			<b>\$7,935,850</b>	<b>-\$7,732,556.48</b>	<b>-\$77,972.80</b>	<b>-\$7,810,529.28</b>	<b>\$125,320.72</b>
Building Department								
19A Salary & Wages	\$691,442		\$3,036	\$694,478	-\$633,236.41		-\$633,236.41	\$61,241.59
19B Expenses	\$51,040			\$51,040	-\$35,633.52		-\$35,633.52	\$15,406.48
<b>Total</b>	<b>\$742,482</b>		<b>\$3,036</b>	<b>\$745,518</b>	<b>-\$668,869.93</b>		<b>-\$668,869.93</b>	<b>\$76,648.07</b>
Minuteman Regional High School Assessment								
20 Assessment	\$806,252			\$806,252	-\$801,331.00		-\$801,331.00	\$4,921.00
<b>Total</b>	<b>\$806,252</b>			<b>\$806,252</b>	<b>-\$801,331.00</b>		<b>-\$801,331.00</b>	<b>\$4,921.00</b>
Needham Public Schools								
21 Needham Public School Budget	\$68,350,083			\$68,350,083	-\$66,669,249.61	-\$1,177,258.06	-\$67,846,507.67	\$503,575.33
<b>Total</b>	<b>\$68,350,083</b>			<b>\$68,350,083</b>	<b>-\$66,669,249.61</b>	<b>-\$1,177,258.06</b>	<b>-\$67,846,507.67</b>	<b>\$503,575.33</b>
Department of Public Facilities								
22A Salary & Wages	\$3,972,394		\$2,438	\$3,974,832	-\$3,702,409.39		-\$3,702,409.39	\$272,422.61
22B Expenses	\$2,696,730	\$50,000		\$2,746,730	-\$2,193,419.59	-\$430,038.02	-\$2,623,457.61	\$123,272.39
22C Capital								
<b>Total</b>	<b>\$6,669,124</b>	<b>\$50,000</b>	<b>\$2,438</b>	<b>\$6,721,562</b>	<b>-\$5,895,828.98</b>	<b>-\$430,038.02</b>	<b>-\$6,325,867.00</b>	<b>\$395,695.00</b>

General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Department of Public Works								
23A Salary & Wages	\$3,673,538		\$59,595	\$3,733,133	-\$3,677,943.66		-\$3,677,943.66	\$55,189.34
23B Expenses	\$1,597,235			\$1,597,235	-\$1,451,979.25	-\$122,920.43	-\$1,574,899.68	\$22,335.32
23C Capital	\$42,216			\$42,216	-\$36,052.28	-\$5,464.00	-\$41,516.28	\$699.72
23D Other	\$412,120		\$884,863	\$1,296,983	-\$1,296,982.84		-\$1,296,982.84	\$0.16
<u>Total</u>	<u>\$5,725,109</u>		<u>\$944,458</u>	<u>\$6,669,567</u>	<u>-\$6,462,958.03</u>	<u>-\$128,384.43</u>	<u>-\$6,591,342.46</u>	<u>\$78,224.54</u>
Municipal Parking Program								
24 Program	\$103,905			\$103,905	-\$85,988.92	-\$6,348.60	-\$92,337.52	\$11,567.48
<u>Total</u>	<u>\$103,905</u>			<u>\$103,905</u>	<u>-\$85,988.92</u>	<u>-\$6,348.60</u>	<u>-\$92,337.52</u>	<u>\$11,567.48</u>
Health and Human Services Department								
25A Salary & Wages	\$1,394,100		\$7,161	\$1,401,261	-\$1,304,911.85		-\$1,304,911.85	\$96,349.15
25B Expenses	\$302,843			\$302,843	-\$271,450.97	-\$10,595.06	-\$282,046.03	\$20,796.97
<u>Total</u>	<u>\$1,696,943</u>		<u>\$7,161</u>	<u>\$1,704,104</u>	<u>-\$1,576,362.82</u>	<u>-\$10,595.06</u>	<u>-\$1,586,957.88</u>	<u>\$117,146.12</u>
Commission on Disabilities								
26A Salary & Wages	\$1,500			\$1,500	-\$1,500.00		-\$1,500.00	
26B Expenses	\$550			\$550	-\$269.39		-\$269.39	\$280.61
<u>Total</u>	<u>\$2,050</u>			<u>\$2,050</u>	<u>-\$1,769.39</u>		<u>-\$1,769.39</u>	<u>\$280.61</u>
Historical Commission								
27A Salary & Wages								
27B Expenses	\$1,050			\$1,050				\$1,050.00
<u>Total</u>	<u>\$1,050</u>			<u>\$1,050</u>				<u>\$1,050.00</u>

General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Needham Public Library								
28A Salary & Wages	\$1,310,073		\$2,773	\$1,312,846	-\$1,307,869.36		-\$1,307,869.36	\$4,976.64
28B Expenses	\$348,314			\$348,314	-\$344,457.84	-\$1,502.51	-\$345,960.35	\$2,353.65
<u>Total</u>	<u>\$1,658,387</u>		<u>\$2,773</u>	<u>\$1,661,160</u>	<u>-\$1,652,327.20</u>	<u>-\$1,502.51</u>	<u>-\$1,653,829.71</u>	<u>\$7,330.29</u>
Park and Recreation Department								
29A Salary & Wages	\$391,972		\$47,538	\$439,510	-\$420,215.75		-\$420,215.75	\$19,294.25
29B Expenses	\$96,817			\$96,817	-\$49,567.82	-\$27,754.17	-\$77,321.99	\$19,495.01
<u>Total</u>	<u>\$488,789</u>		<u>\$47,538</u>	<u>\$536,327</u>	<u>-\$469,783.57</u>	<u>-\$27,754.17</u>	<u>-\$497,537.74</u>	<u>\$38,789.26</u>
Memorial Park								
30A Salary & Wages								
30B Expenses	\$750			\$750	-\$722.50		-\$722.50	\$27.50
<u>Total</u>	<u>\$750</u>			<u>\$750</u>	<u>-\$722.50</u>		<u>-\$722.50</u>	<u>\$27.50</u>
<u>Department Budget Total</u>	<u>\$105,790,138</u>	<u>\$50,000</u>	<u>\$1,089,004</u>	<u>\$106,929,142</u>	<u>-\$102,935,195.03</u>	<u>-\$2,124,755.16</u>	<u>-\$105,059,950.19</u>	<u>\$1,869,191.81</u>
<u>Total Operating Budget</u>	<u>\$152,704,148</u>	<u>\$480,000</u>		<u>\$153,184,148</u>	<u>-\$146,054,308.24</u>	<u>-\$2,679,291.79</u>	<u>-\$148,733,600.03</u>	<u>\$4,450,547.97</u>

Solid Waste Enterprise Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A Salary & Wages	\$782,833	\$13,823		\$796,656	-\$757,802.22		-\$757,802.22	\$38,853.78
101B Expenses	\$1,369,612	\$32,000		\$1,401,612	-\$1,262,925.37	-\$125,215.71	-\$1,388,141.08	\$13,470.92
101C Capital	\$91,500			\$91,500	-\$89,780.00		-\$89,780.00	\$1,720.00
101D Debt Service	\$150,000			\$150,000	-\$149,694.79		-\$149,694.79	\$305.21
102 Reserve Fund	\$25,000			\$25,000				\$25,000.00
<b>Total Operating Budget</b>	<b>\$2,418,945</b>	<b>\$45,823</b>		<b>\$2,464,768</b>	<b>-\$2,260,202.38</b>	<b>-\$125,215.71</b>	<b>-\$2,385,418.09</b>	<b>\$79,349.91</b>

Sewer Enterprise Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A Salary & Wages	\$938,603	\$20,373		\$958,976	-\$916,696.42		-\$916,696.42	\$42,279.58
201B Expenses	\$431,060			\$431,060	-\$363,937.92	-\$51,835.33	-\$415,773.25	\$15,286.75
201C Capital	\$50,000			\$50,000	-\$5,990.00	-\$37,656.24	-\$43,646.24	\$6,353.76
201D MWRA Assessment	\$5,918,642	-\$28,846		\$5,889,796	-\$5,889,796.00		-\$5,889,796.00	
201E Debt Service	\$1,500,000			\$1,500,000	-\$980,086.44		-\$980,086.44	\$519,913.56
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
<b>Total Operating Budget</b>	<b>\$8,873,305</b>	<b>-\$8,473</b>		<b>\$8,864,832</b>	<b>-\$8,156,506.78</b>	<b>-\$89,491.57</b>	<b>-\$8,245,998.35</b>	<b>\$618,833.65</b>

Water Enterprise Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A Salary & Wages	\$1,226,141	\$22,272		\$1,248,413	-\$1,249,859.10		-\$1,249,859.10	-\$1,446.10
301B Expenses	\$1,107,888			\$1,107,888	-\$890,764.96	-\$122,379.35	-\$1,013,144.31	\$94,743.69
301C Capital			\$23,092	\$23,092		-\$23,092.00	-\$23,092.00	
301D MWRA Assessment	\$1,114,185	-\$4,391		\$1,109,794	-\$1,109,794.00		-\$1,109,794.00	
301E Debt Service	\$1,550,000			\$1,550,000	-\$1,404,397.81		-\$1,404,397.81	\$145,602.19
302 Reserve Fund	\$75,000		-\$23,092	\$51,908				\$51,908.00
<b>Total Operating Budget</b>	<b>\$5,073,214</b>	<b>\$17,881</b>		<b>\$5,091,095</b>	<b>-\$4,654,815.87</b>	<b>-\$145,471.35</b>	<b>-\$4,800,287.22</b>	<b>\$290,807.78</b>

Community Preservation Act  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$5,182.47	-\$520.08	-\$5,702.55	\$76,297.45
<b>Total Operating Budget</b>	<b>\$82,000</b>			<b>\$82,000</b>	<b>-\$5,182.47</b>	<b>-\$520.08</b>	<b>-\$5,702.55</b>	<b>\$76,297.45</b>

**TAX RATE RECAPITULATION**  
**Fiscal Year 2018**

**I. TAX RATE SUMMARY**

la. Total amount to be raised (from page 2, IIe)	\$ 195,147,546.54
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	62,609,659.00
lc. Tax Levy (Ia minus Ib)	\$ 132,537,887.54
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	76.9222	101,951,058.93	8,582,002,936.00	11.88	101,954,194.88
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	16.7608	22,214,410.25	946,808,441.00	23.46	22,212,126.03
Net of Exempt					
Industrial	2.2792	3,020,803.53	128,751,282.00	23.46	3,020,505.08
<b>SUBTOTAL</b>	<b>95.9622</b>		<b>9,657,562,659.00</b>		<b>127,186,825.99</b>
Personal	4.0378	5,351,614.82	228,092,990.00	23.46	5,351,061.55
<b>TOTAL</b>	<b>100.0000</b>		<b>9,885,655,649.00</b>		<b>132,537,887.54</b>

MUST EQUAL 1C

Board of Assessors

Hoyt B. Davis, Director , Needham , cdavis@needhamma.gov 781-455-7500 | 12/6/2017 9:36 AM  
 Comment: Actual BOA signatures attached

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

**Reviewed By:** Amy Handfield  
**Date:** 12/08/2017  
**Approved:** Andrew Nelson  
**Director of Accounts:** Mary Jane Handy

*Mary Jane Handy*

NOTE : The information was Approved on 12/8/2017

**TAX RATE RECAPITULATION**  
**Fiscal Year 2018**

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>190,693,472.00</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)	37,239.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	<u>240,545.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		<u>290,284.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,351,898.00
Ild. Allowance for abatements and exemptions (overlay)		2,811,892.54
Ile. Total amount to be raised (Total Ila through Ild)		<u>195,147,546.54</u>

**III. Estimated receipts and other revenue sources**

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	11,025,399.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		<u>11,720,547.00</u>
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>10,415,500.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>17,185,276.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>6,756,539.00</u>	
TOTAL IIIb		<u>34,357,315.00</u>
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>11,387,990.00</u>	
2. Other available funds (page 4, col (d))	<u>5,143,807.00</u>	
TOTAL IIIc		<u>16,531,797.00</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2017	0.00	
1b. Free cash..appropriated on or after July 1, 2017	0.00	
2. Municipal light source	0.00	
3. Other source :	0.00	
TOTAL IIId		<u>0.00</u>
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		<u>62,609,659.00</u>

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

a. Total amount to be raised (from Ile)		<u>195,147,546.54</u>
b. Total estimated receipts and other revenue sources (from IIIe)	<u>62,609,659.00</u>	
c. Total real and personal property tax levy (from Ic)	<u>132,537,887.54</u>	
d. Total receipts from all sources (total IVb plus IVc)		<u>195,147,546.54</u>

NOTE : The information was Approved on 12/8/2017

**TAX RATE RECAPITULATION**  
**Fiscal Year 2018**

LOCAL RECEIPTS NOT ALLOCATED \*

	Receipt Type Description	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018
==>	1. MOTOR VEHICLE EXCISE	5,701,526.55	4,750,000.00
	2. OTHER EXCISE		
==>	a.Meals	492,328.92	415,000.00
==>	b.Room	1,079,168.51	945,000.00
==>	c.Other	0.00	0.00
==>	3. PENALTIES AND INTEREST ON TAXES AND EXCISES	461,096.23	200,000.00
==>	4. PAYMENTS IN LIEU OF TAXES	124,307.89	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	1,738,166.56	1,420,000.00
	10. FEES	174,889.74	115,000.00
	11. RENTALS	166,391.57	160,000.00
	12. DEPARTMENTAL REVENUE - SCHOOLS	42,955.97	20,000.00
	13. DEPARTMENTAL REVENUE - LIBRARIES	39,798.59	30,000.00
	14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
	15. DEPARTMENTAL REVENUE - RECREATION	243,015.50	145,000.00
	16. OTHER DEPARTMENTAL REVENUE	406,582.47	320,000.00
	17. LICENSES AND PERMITS	4,477,430.43	1,558,000.00
	18. SPECIAL ASSESSMENTS	4,932.88	0.00
==>	19. FINES AND FORFEITS	144,712.50	117,000.00
==>	20. INVESTMENT INCOME	278,831.08	80,000.00
==>	21. MEDICAID REIMBURSEMENT	194,935.41	80,000.00
==>	22. MISCELLANEOUS RECURRING (PLEASE SPECIFY)	14,771.37	10,500.00
	23. MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	29,561.64	0.00
	<b>24. Totals</b>	<b>15,815,403.81</b>	<b>10,415,500.00</b>

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 2018 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 | 12/5/2017 3:56 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 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

**NOTE : The information was Approved on 12/8/2017**

**TAX RATE RECAPITULATION**  
**Fiscal Year 2018**

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				
05/01/2017	2017	28,051.00	0.00	28,051.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
05/01/2017	2018	171,286,028.00	150,578,945.00	3,834,482.00	1,105,807.00	0.00	15,317,631.00	449,163.00	1,296,100.00	2,300,000.00					
05/08/2017	2017	1,081,990.00	0.00	806,990.00	275,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
05/08/2017	2018	6,941,831.00	0.00	0.00	800,000.00	0.00	75,000.00	6,066,831.00	0.00	11,000,000.00					
05/10/2017	2017	2,615,000.00	0.00	2,351,000.00	0.00	0.00	264,000.00	0.00	0.00	950,000.00					
05/10/2017	2018	6,174,341.00	906,874.00	4,367,467.00	900,000.00	0.00	0.00	0.00	0.00	600,000.00					
10/02/2017	2018	2,566,231.00	480,000.00	0.00	2,063,000.00	0.00	23,231.00	0.00	0.00	14,875,000.00					
<b>Total</b>		<b>190,693,472.00</b>	<b>151,965,819.00</b>	<b>11,387,990.00</b>	<b>5,143,807.00</b>	<b>0.00</b>	<b>15,679,862.00</b>	<b>6,515,994.00</b>	<b>0.00</b>						

Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2017 or fiscal 2018.  
 Appropriations included in column (b) must not be reduced by local receipts or any other funding source.  
 Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.  
 \* Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Clerk  
 I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.  
 Theodora K. Eaton, Town Clerk , Needham , Teaton@needhamma.gov 781-455-7500 | 12/5/2017 10:08 AM  
 Comment:

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