

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
February 29, 2012**

Present: Mark Gluesing – Chairman, Janet Carter Bernardo – Vice Chair,
Reg Foster, Mike Retzky, Sam Warner, Lita Young

Absent: Carol Boultris

Town Staff: Patricia Carey – Staff Liaison
Nicole DiCicco – Recording Secretary

Guests: John Grugan and Maria McTernan from the Charles River Center

The meeting convened at 7:35 PM in the Selectmen's Meeting Chambers located in Needham Town Hall.

Project Presentation:

FY2012-02: Charles River Center – South Street Home: Ms. Young introduced John Grugan and Maria McTernan from the Charles River Center (CRC). Mr. Grugan and Ms. McTernan gave a brief background on the CRC and presented their proposed South Street project, providing additional detailed timeline information and their annual Report of Giving to each of the Committee members. *[See Addendums 1.a and 1.b]* The timeline Mr. Grugan provided answered several questions on the status of the CRC Wayland building project while the Report of Giving that Ms. McTernan reviewed gave the Committee actual numbers to compare upcoming fundraising efforts to. They also provided each Committee member a copy of the letter the CRC had recently mailed out to the South Street properties neighbors, inviting them to an information session regarding their long term goals for the property and to answer their questions. *[See Addendum 1.c]* After this meeting, the Committee's questions about public outreach and neighbor opinions would also have answers.

After a recommendation that photos or drawings from both the Wayland and Needham homes be included as part of the CRC presentation at the March 21st Public Hearing, the South Street Home project presentation was complete until the final review at the Public Hearing.

Review and Acceptance of Minutes of Meetings:

Ms. Bernardo made a motion to approve the minutes of the February 1, 2012 meeting. The motion was seconded by Mr. Retzky and was approved unanimously.

Mr. Retzky made a motion to approve the minutes of the February 8, 2012 meeting. The motion was seconded by Ms. Bernardo and was approved unanimously.

Chairman Updates:

Town Hall Nominations: The Historical Commission has nominated the Town Hall project for a preservation award. Mr. Gluesing has submitted a letter of support. (*See attached, Addendum 2*)

Jane Howard Recognition: *Mr. Gluesing took a moment to say a few words about Jane Howard in reflection of her recent passing.*

“Committee member Jane Howard died earlier this month. I want to take a moment to recognize Jane’s service to the Community Preservation Committee (CPC). She was appointed to the CPC by the Board of Selectmen in 2007.

She was a valuable contributor to the Committee. While serving as a project liaison on the CPC’s largest and most controversial project, the renovations to Needham Town Hall, she provide thorough and diligent review of the project for the Committee, and after it was funded by a vote of Town Meeting, she provided continuing oversight of the project on behalf of the CPC.

Jane served as Committee Chair for two years. She led the Committee with a keen attention to detail and efficiency. She improved the Committee review process and the timeliness of feedback with project applicants. She implemented an improved schedule of review and coordination with the Board of Selectmen and the Finance Committee that enabled those boards to more easily contribute to the deliberations of the projects. She was a valuable ongoing resource to the Committee after her Chairmanship.

The Community Preservation Committee was but one of the many civic and social groups that received the generous donations of Jane’s time and energy. She was a valued colleague and friend. The Town of Needham has benefited from her public services, and she will be very missed.”

Preparation for Public Hearing and Town Meeting: Mr. Gluesing informed the Committee that Town Counsel had requested that he and Ms. Boulris remain completely uninvolved in the process of the Historical Preservation presentations during the Public Hearing, and exit the room during each presentation due to his and Ms. Boulris’ roles as sitting members of the Historical Societies board.

Mr. Gluesing and Ms. Bernardo reviewed the CPC Public Hearing process and wanted to remind everyone that if there was a large crowd of residents during the Public Hearing, that they would request the presenters take more time to thoroughly review their project and all of the Committee questions to date. However, if only the Committee and other presenters were in attendance, that presentations are kept brief and Committee questions become the focus of the hearing.

Community Preservation Committee
Minutes of Meeting
February 29, 2012
Page 3 of 3

Mr. Gluesing also decided that there would not be any votes made following the Public Hearing on March 14th, and that all decisions regarding FY-2012 projects will be made at the meeting scheduled on March 21st.

Adjournment: Mr. Retzky made a motion to adjourn the meeting at 8:30 PM. Ms. Bernardo seconded the motion. The motion was unanimously approved and the meeting was adjourned at 8:30 PM.

Respectfully submitted,

Nicole DiCicco
Recording Secretary

[illegible]

THE CHARLES RIVER CENTER



Opportunities to Succeed



Fitness and Fun

At our Building a Dream benefit gala in 2011, we introduced a Fund-a-Need Auction. The goal of this auction was to raise money for physical therapy and exercise equipment as well as fitness memberships to keep clients healthy and strong. As a result of this auction and the generosity of our guests at the gala, Charles River was able to purchase commercial and residential treadmills, seated elliptical bikes, recumbent bikes and memberships to local YMCAs for Charles River Employment Services, Therapeutic Day Services and nine of its homes.

2011

A MESSAGE FROM THE PRESIDENT AND BOARD CHAIRMAN

Dear Friends, At The Charles River Center, success is measured in many different ways. Although some achievements may seem small, they require a tremendous amount of time and perseverance on the part of our program participants. Over time, however, all of these accomplishments lead to increased independence and more fulfilling lives.

Since our beginning 55 years ago, everyone at Charles River has always seen the potential of our participants with intellectual and developmental disabilities. We continue to push limits. We challenge them to believe in themselves and what they can achieve. We challenge our communities to test their potential, put faith in their abilities and give them opportunities to succeed in the workplace and social environments.

In all we do, we are reminded of your commitment to Charles River and its mission. All of our programs require enormous support from the whole community—participants, staff, Board of Directors, families, volunteers and donors. We are extremely grateful for the many ways that each of you gives to Charles River. Your gifts of time, money, and energy inspire us to do even more.

With our deepest gratitude,



JOHN GRUGAN
President



WILLIAM KELLY
Chairman of the Board

Wings for Autism Soar

Travel for anyone can be exhausting but for families of children with autism, travel can be daunting. A busy airport with numerous sensory inputs—from noises and smells to public announcements and movement—can be overwhelming and extremely difficult for children on the autism spectrum.



Inspired by the Littlejohn family, The Charles River Center partnered with JetBlue, Massport and Transportation Security Administration (TSA) and opened the doors to hundreds of families who desperately want to travel. On two separate occasions at Logan Airport Terminal E, families with a child or young adult with autism had an opportunity to take a “practice run” getting boarding passes, going through security, and actually boarding a plane in hopes that travel, someday, would be possible. Parents, grandparents, siblings and teachers all came along to help establish travel routines that are key for many children with autism who cling to structure and repetition.

More than 40 pilots, flight attendants and airport personnel from JetBlue as well as corporate staff from Massport and TSA volunteered their time each Saturday. They learned about some of the behaviors associated with autism, were gracious to families and most importantly, eased their stress so that their children would become more comfortable with the whole process.



In addition to the actual “practice run,” the Wings for Autism Boston team designed unique lapel pins for families to wear so that airport and airline personnel will be alerted to the potential needs of a family and can offer assistance.

Charles River and the entire Wings for Autism Team are excited about this partnership going forward. Children cited California, Germany, Chicago and even Aruba as their preferred destinations. Whatever the preference, it was gratifying to see that taking a trip could now become a reality for many families.

Natick Site New Home to Family Support Center and Opportunities and Visions



The Charles River Center opened a 6,000 square-foot office in Natick to better serve its families and individuals who live in the MetroWest area. Charles River's Employment and Family Support divisions share this new site.

MetroWest Family Support Center

Recognizing that it is often difficult to find appropriate programs and resources, the staff at this new Support Center is providing families with information, referrals, parent trainings, and networking opportunities to help them access community resources for their children and young adults with intellectual disabilities and autism spectrum disorders.

Charles River understands the enormous strain that is often placed on a family caring for a loved one with a disability. In order to provide increased opportunities for respite, Family Support held several Parents' Afternoons Out, giving families a break while their children participated in fun, recreational activities.

In collaboration with Impact Boston, Charles River also offered an eight-week course on safety training for young women (ages 14-18). This personal safety training program gave teens with physical, intellectual, visual or other disabilities the skills to respond appropriately to bullying or threatening situations. Teens openly acknowledged their challenges in a positive learning environment.

Opportunities and Visions

Due to the popularity of its Opportunities and Visions Program, Charles River Employment Services opened a second program here in Natick, matching individuals with employers and volunteer sites in the MetroWest area.

Two new employment sites for Opportunities and Visions Natick participants are Millwood Farms Golf Course in Framingham and VERC Enterprises. This golf course is located on the historic site of Millwood Farms, an award winning dairy farm. On a weekly basis, a crew from Charles River does landscaping and gardening as well as repairing divots and pine brush clean up.

Two individuals are now working at VERC Enterprises, a family owned convenience store/gasoline and car wash group running 23 facilities in Massachusetts and southern New Hampshire. Working closely with the communities it serves, VERC is committed to hiring individuals with intellectual and/or developmental disabilities. Joey is in Weston and Peter is in Marlboro. Both stock shelves in the store, perform general maintenance duties and even pump gas!

Favorite volunteer sites in the MetroWest area continue to be Greyhound Friends, Salvation Army, St. Vincent de Paul, Meals on Wheels and Lincoln Sudbury High School.



Community Partnerships

Throughout the years, much of Charles River's success has been and continues to be due to the significant partnerships with many respected community organizations, businesses and educational institutions. Through volunteerism, financial generosity and support, these partnerships, based on trust and respect, have helped shape, guide and ensure the success of all of Charles River's programs and services.

This year, we'd like to salute new and old friends alike:



The Wellesley Service League volunteers for continuing to strengthen our employment, art, and music programs.



Impact Boston and Brandeis University for spending time with our program participants in recreational activities, producing a video and telling others about the impact Charles River makes on so many lives.



The Needham Exchange Club for its volunteerism, fundraising efforts and representation on The Charles River Center Board of Directors.



Forsythe School of Dental Hygiene, Harvard Dental School and Mass Dental Society for developing a dental hygiene training program, producing an educational video, organizing a free screening clinic for evaluations and training participants on personal dental care.



The Giving Tree Children's Foundation for hosting a Comedy Night each year to benefit the children's programs at Charles River.

Dedham Institution for Savings Foundation and The Wellesley Hills Junior Women's Club for continuous financial support of many capital projects as well as program initiatives.

North Hill for developing friendships through a "Buddy" program and planning fun, weekly activities.

FINANCIALS

THE CHARLES RIVER CENTER STATEMENT OF OPERATING ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2011

FY2011 (000's)

REVENUES:

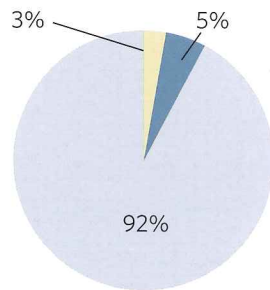
Program Service Fees	\$15,857
Grants and Contributions.....	\$552
Other	\$14
Sub-total	\$16,423
Investment Revenues	\$885
Total Revenues.....	\$17,308

EXPENSES:

Salaries and Fringe Benefits.....	\$11,237
Occupancy Costs	\$1,264
Program and Office Support.....	\$479
Stipends, Contracted Serv. & Professional Fees	\$626
Transportation.....	\$226
Depreciation Expense	\$612
Interest Expense	\$38
Food	\$279
Staff Travel and Training	\$36
Program Supplies.....	\$116
Fundraising Costs	\$20
Management and General	\$180
Sub-total	\$15,113
Expenses Associated with Investments.....	\$24
Total Expenses	\$15,137

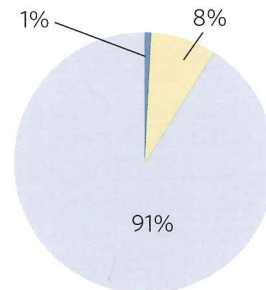
NET OPERATING INCOME/(LOSS)

Operations and Fundraising.....	\$1,310
Investment Results.....	\$861
Total Changes in Unrestricted Net Assets	\$2,171



2011 REVENUES

- Program Service Fees
- Grants and Contributions
- Investment Revenues



2011 EXPENSES

- Program Expenses
- Administrative Expenses
- Fundraising Expenses

FY2011 Percentage of Total Expenses:

Program Expenses.....	\$13,802	91.18%
Administrative Expenses.....	\$1,221	8.07%
Fundraising Expenses.....	\$114	0.75%
Total	\$15,137	100%



WWW.CHARLESRIVERCENTER.ORG

59 East Militia Heights Road, Needham, Massachusetts 02492

TEL: 781.972.1000 FAX: 781.444.5146 TTY: 781.972.0104

2011 BOARD OF DIRECTORS

William Kelly, *Chairman*

Jill Fadule, *Vice Chairperson*

Gilbert Cox, Jr., *Treasurer*

John Timmerman, *Secretary*

Peter Brown

William Crowe

William Day

Peter Dedon

Clare Dunsford

Robin Fabiano

Russell Garlick

Nicole Gowe

Thomas Jordan

Leslie Lockhart

Philip V. Robey

Philip Sullivan

Alice Taylor



Addendum 1.c

Enhancing lives of children and adults
with developmental disabilities since 1956

The Charles River Center

59 East Militia Heights Road, Needham, Massachusetts 02492
781.972.1000 • TTY: 781.972.0104 • Fax: 781.444.5146 • www.charlesrivercenter.org

Directors:

William Kelly, Chairman
Jill Fadule, Vice Chairman
Gilbert Cox, Jr., Treasurer
John Timmerman, Secretary
Peter Brown
William Crowe
William Day
Peter Dedon
Clare Dunsford
Robin Fabiano
Russell Garlick
Nicole Gowe
Thomas Jordan
Leslie Lockhart
Philip V. Robey
Phil Sullivan
Alice Taylor

President:

John J. Grugan

Honorary Directors:

John Learnard

February 24, 2012

Dear Neighbors,

Charles River Association for Retarded Citizens, Inc. (d.b.a. The Charles River Center), has purchased the property located at 1285 South Street in Needham.

We are reaching out to you as nearby neighbors to invite you to an information session about our agency and the plans we have for this property. We plan to hold this session on Thursday, March 22, 2012 at 7:00 pm at our Merritt Building which is located at 59 East Militia Heights Road in Needham.

As you may know, this property has been dormant for some time and the home on the property has deteriorated. We plan to tear this structure down and build a +/- 3,000 sq. foot ranch style home that will serve individuals who have developmental disabilities and need accessible and affordable housing. Most, if not all, need to use wheelchairs for mobility. Therefore, this home will be all on one level with features designed to reduce barriers for the people that will live there. The home will look much like many of the homes in Needham. There will be staff present to provide education and training to the residents and to provide ongoing supervision and care.

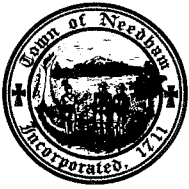
Our non-profit organization was founded in Needham and is recognized in the community as a responsive and responsible neighbor. We currently support people with disabilities in nineteen homes and fit seamlessly into our surroundings. We have done this successfully for over forty years, opening our first home in the early 1970's.

We have enclosed a self-addressed post card for you to use to let us know if you would like to attend the information session.

We look forward to the opportunity to meet you and tell you more about us and our plans for the home in more detail.

Sincerely,


John Grugan, President



TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

Community Preservation Committee

February 22, 2012

Ms. Brona Simon, Executive Director
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125

Needham Town Hall Nomination
Massachusetts Historical Commission 2011 Preservation Award
Rehabilitation and Restoration Category

Dear Ms. Simon:

In 2009, the Needham Community Preservation Committee recommended that Needham Town Meeting vote to fund preservation of Needham's Town Hall. After an exhaustive analysis of the options for renovations and additions to the building, the Committee was pleased to recommend financing the selected design scheme, which maximized the preservation of the building structure and uses, with a respectful and complimentary addition. The building's historic fabric was restored with care, and modern amenities and life safety systems carefully and respectfully integrated into the structure.

The Needham Community Preservation Committee strongly supports the nomination of Needham Town Hall for the Massachusetts Historical Commission 2012 Preservation Award. Town Hall is the treasured center of town life in Needham. The preservation of this building has enhanced this position, through restoration of the historic Great Hall. This grand space once again was able to host a special session Needham's Town Meeting last fall, as well as many other civic events. It is a profoundly successful project and a perfect representation of the goals of the Community Preservation Act, and is the largest project funded through that Act to date.

The project was completed at the end of Needham's 300th anniversary year, and the Town Hall Gala was the crowning event in a yearlong celebration, attended by hundreds of residents. By day, the restored golden cupola and clock is an anchor to Needham Center, and by night, the Great Hall glows and adds a vibrancy to the town green that did not exist before the renovations. We hope the Historical Commission will recognize the value of this great community achievement and award Needham Town Hall with a 2012 Preservation Award.

Sincerely,

Mark Gluesing, Chairman
Needham Community Preservation Committee