

BOARD OF SELECTMEN

December 17, 2013

Needham Town Hall

Revised Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
	7:00	Certificate of Appreciation
1.	7:00	Public Hearing NSTAR- Central Avenue Maureen Carroll, NSTAR representative
2.	7:00	Rosemary Pool Feasibility Study - Mike Retzky, Chairman, Park & Recreation Commission - Patty Carey, Director of Park & Recreation
3.	7:15	FY2013 Financial Audit - Scott C. McIntire CPA, Melanson Heath & Company, P.C. - David Davison, Assistant Town Manager/Director of Finance
4.	7:30	Town Manager - Municipal Parking - Amend the Integrated Pest Management Policy - Accept and Refer Zoning Amendment - Approve Precinct Locations - Community Preservation Projects - Approve FY2015 – 2019 Capital Improvement Plan
5.	7:50	Board Discussion Committee Reports
6.	8:00	Executive Session Exception 3

CONSENT AGENDA *=Backup attached

1.	Approve for calendar year 2014 requests for license renewals of Restaurant – All Alcoholic Licenses and request for a license addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine (Section 3.1 of Needham Regulations for the Sale of Alcoholic Beverages) for each of the following establishments (subject to receipt of required completed paperwork): - Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant - Zucchini Gold, LLC d/b/a The Rice Barn - Bertucci's Restaurant Corporation d/b/a Bertucci's Brick Oven Pizzeria - Gibbous Moon, Inc d/b/a The Center Café Needham
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	• Mount Blue Two, LLC d/b/a Blue on Highland • New Garden, Inc. d/b/a New Garden Restaurant • Not Your Average Joe's Inc. d/b/a Not Your Average Joe's • Petit Robert Needham, LLC d/b/a Petit Robert Bistro • Fusion Cuisine, Inc. d/b/a Gari • SAI Restaurants, Inc. d/b/a Masala Art • Tian Long, Inc. d/b/a Fuji Steak House • Eat Farmhouse LLC d/b/a The Farmhouse
2.	Approve for calendar year 2014 requests for license renewals of Restaurant – All Alcoholic Licenses for the following establishments (subject to receipt of required completed paperwork): • Mandarin Gourmet, Inc. d/b/a Mandarin Cuisine Locus
3.	Approve for calendar year 2014 requests for license renewals of Restaurant – Wine and Malt Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) : • Asillem, LLC d/b/a Stone Hearth Pizza Co. • Rockets Restaurant Group, LLC d/b/a 3 Squares • Spiga, LLC d/b/a Spiga
4.	Approve for calendar year 2014 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork) : • Innovative Distributing Concepts, LLC d/b/a Bin Ends • Lianos Liquors, LLC d/b/a Needham Center Wine & Spirits • Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits • vinodivino 3, LLC d/b/a vinodivino
5.	Approve for calendar year 2014 requests for license renewals of Package Stores- Wine and Malt Beverages for the following establishment: • Volante Farms
6.	Approve for calendar year 2014 request for Innholder – All Alcoholic License Renewal for the following establishments: • Colwen Management, Inc. d/b/a Residence Inn • HST Lessee Needham, LLC d/b/a Sheraton Needham Hotel
7.	Approve for calendar year 2014 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) : • The Needham Golf Club • Village Club Building Assoc. Inc. • Lt. Manson Carter Post #2498 V.F.W. of U.S.
8.	Approve for calendar year 2014 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): • Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant • Acorns Bakery & Café, Inc. • Bagels' Best, Inc. d/b/a Bagels' Best Café • Bertucci's Restaurant Corp. d/b/a Bertucci's Brick Oven Pizzeria • Beth Israel Deaconess – Glover Café • Mount Two Blue, LLC d/b/a Blue on Highland • C & D Management, Inc. d/b/a Brothers Pizza & Restaurant

- Café Fresh Bagel
- 1095, LLC d/b/a Comella's Restaurant
- The Simpson Corp. d/b/a Cutler Lake Café
- Delops, Inc. d/b/a D'Angelo Sandwich Shop
- Your Other Oven, Inc. d/b/a Domino's Pizza
- New Hong Kong IV, Inc. d/b/a Dragon Chef Restaurant
- Chestnut Street Donuts d/b/a Dunkin Donuts
- Fred's Coffee Shop d/b/a Dunkin Donuts
- Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts
- Eat Farmhouse, LLC d/b/a The Farmhouse
- Select Group, Inc. d/b/a Fresco Restaurant
- Tian Long, Inc. d/b/a Fuji Steak House
- Fusion Cuisine d/b/a Gari
- Gibbous Moon, Inc. d/b/a The Center Café Needham
- Three Sons, Inc. d/b/a Kosta's Pizza & Seafood
- Lizzy's Ice Cream LLC d/b/a Lizzy's Ice Cream
- Mandarin Gourmet, Inc. d/b/a Mandarin Cuisine Locus
- SAI Restaurants, Inc. d/b/a Masala Art
- McDonald's Restaurant – Needham
- D & L Enterprises, Inc. d/b/a Mighty Subs
- The Needham Golf Club, Inc.
- International Needham House of Pizza d/b/a Needham House of Pizza
- New Garden Inc. d/b/a New Garden Restaurant
- Select Pizza d/b/a Nicholas' Pizza
- Not Your Average Joe's, Inc. d/b/a Not Your Average Joe's
- **OLNH Ventures, Inc. d/b/a Orange Leaf Frozen Yogurt**
- Boston Bread LLC d/b/a Panera
- Petit Robert Needham LLC d/b/a Petit Robert Bistro
- Pronti Bistro Inc. d/b/a Pronti Bistro
- Colwen Management, Inc. d/b/a Residence Inn
- Zucchini Gold, LLC d/b/a The Rice Barn
- Rockets Restaurant Group, LLC d/b/a 3 Squares
- HST Lessee Needham LLC d/b/a Sheraton Needham Hotel
- Spiga, LLC
- Starbucks Coffee Company
- Asillem LLC d/b/a Stone Hearth Pizza
- Kamaya, LLC d/b/a Subway
- Yeat Inc. d/b/a Sweet Basil
- Paraskevi Tsoutsoplides d/b/a Sweet Corner
- H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza
- Swizzles of Needham, LLC. d/b/a Swizzles Frozen Yogurt
- J & J Pizza, Inc. d/b/a Town House of Pizza
- Treat LLC d/b/a Treat Cupcake Bar
- Lt. Manson Carter Post 2498 V.F.W. of U.S.
- Village Club Building Assoc. Inc.
- Volante Farms
- Yo So Good d/b/a Yo So Good Frozen Yogurt Café

	below for the following establishments (subject to receipt of required completed paperwork): • Colwen Management, Inc. d/b/a Residence Inn - Innkeeper • HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Innkeeper • Olin College – Lodging License • Babson College – Lodging License • HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Public Entertainment on Sunday • 7-Eleven – Special Permit (24 hr. retail sale of food) • Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine) • Rockets Restaurant Group, LLC d/b/a 3 Squares – Weekday Entertainment • Rockets Restaurant Group, LLC d/b/a 3 Squares – Sunday Entertainment • HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment • SAI Restaurants, Inc. d/b/a Masala Art – Weekday Entertainment • Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment • Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment • Gibbous Moon Inc. d/b/a The Center Café Needham – Weekday Entertainment
10.	Approve for calendar year 2014 the following requests for Class I & Class II Used Car Dealer Licenses: • Auto International Ltd.- Class II • Beth L Auto Sales – Class II • Center Automotive – Class II • Copley Motorcars – Class II • R&R Automotive – Class II • Muzi Chevrolet – Class I • Muzi Motors, Inc. – Class I
11.	Approve continuation of the experimental Traffic Regulation in accordance with the Needham Traffic Rules and Regulations Section 3-6 for Great Plain Avenue for the period December 17, 2013 to January 16, 2014: one Handicap Parking spot, and one 15 minute Parking spot, in front of the former Eaton Square Right of Way adjacent to MBTA Right of Way.
12.	Accept the following donations made to New Years Needham: \$1,000 from Wingate Healthcare; \$100 from Needham Business Association
13.*	Approve minutes from November 26, 2013 and December 3, 2013.
14.	Sign a clean Form 43 for Not Your Average Joe's, Change of Manager. The ABCC originally denied the application and the issue has been resolved so they would like to resubmit the Form 43 for reconsideration.
15.	Accept donation made to the Needham Community Revitalization Trust Fund: \$400 from Michael Heffernan.
16.	Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$100 from Nancy Kilgore; \$ 50 from Barbara St Onge & Dan Alford
17.	Approve request from Masala Art to extend its operation hours on December 31, 2013 to 1:00 a.m. on January 1, 2014. Last call will be at 12:30 a.m. and all patrons will leave the premises by 1:00 a.m. and staff will be gone by 1:45 a.m.
18.*	Approve a Special One Day Wines and Malt Beverages license for Carol Stento of Own Your Peace, to host "Needham Laughs- A Night of Comedy" event on Saturday, January 18, 2014 from 7:30 p.m. to 12:00 a.m. at the Village Club, 83 Morton Street,

	Needham.
19.*	Approve Executive Session minutes form November 26, 2013.
20.*	Approve and sign application for recertification as Tree City USA for 2013.

Certificate Of Appreciation

From The
Town of Needham, Massachusetts
Board of Selectmen

Awarded to:

LAUREN SAVRIN

For the development and implementation of a program designed to engage girls in higher level mathematics at an elementary school level, with the aim to create a sustained interest in mathematics in middle school, when statistics point to a drop off in terms of interest and performance. The program was first implemented last year with girls at the Hillside Elementary School. Lauren chose this project to earn the Girl Scouts' Gold Award, which is the highest level of achievement in Girl Scouting. It requires a Girl Scout to undertake a seven step project aimed at improving their corner of the world.

Congratulations!

Signed this 17th day of December, 2013

Daniel P. Matthews, Chairman

John A. Bulian, Vice Chairman

Maurice P. Handel, Clerk

Matthew D. Borrelli

Marianne B. Cooley



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

MEETING DATE: 12/17/2013

Agenda Item	Public Hearing – NSTAR Petition for Central Avenue
Presenter(s)	Maureen Carroll, NSTAR

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
NSTAR requests permission to install approximately 3 feet of conduit from Pole 8/101 on Central Avenue, Needham. This work is necessary to provide underground electric service for a new home at 799 Central Avenue, Needham. The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from NSTAR to install approximately 3 feet of conduit from Pole 8/101 on Central Avenue, Needham. This work is necessary to provide underground electric service for a new home at 799 Central Avenue, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			



200 Calvary Street
Waltham, Massachusetts 02453

November 8, 2013

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

RE: Central Ave
Needham, MA
W.O. #1962819

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 3'± feet of conduit at pole 8/101 on Central Ave, Needham.

This work is necessary to provide underground electric service for new Home @ #799 Central Ave.

Your prompt attention to this matter is appreciated. If you have any questions please contact Maureen Carroll at (617) 369-6421.

Sincerely,

A handwritten signature in cursive script, appearing to read "William D. Lemos".

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

Ok to
proc &
Thybor, DPW asst. Town Engt
12/13/13
OK R.P. Nelson
DPW Director
12/13/13

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

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

Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

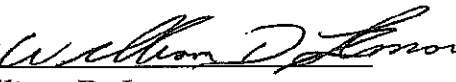
WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated November 4 , 2013**, and filed herewith, under the following public way or ways of said Town:

Central Ave -

Northwesterly @ pole 8/101 approximately 44'± feet
southwest of Jarvis Circle a distance of about 3'± feet -
conduit

(WO.# 1962819)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 8th day of November 2013

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2013

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Central Ave - Northwesterly @ pole 8/101 approximately 44'± feet southwest of
Jarvis Circle a distance of about 3'± feet - conduit

(WO.# 1962819)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated November 4, 2013** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2013 at _____ in said Town.

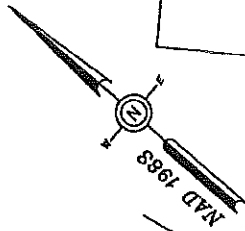
1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2013 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

S:\SHARED\CMAGE\BASELINS\NEE\CENTRAAG.dwg



#799

TO BE RAZED

CENTRAL AVE

8/102

8/101

APPROX. PT.
OF PICKUP

8/100

3'±

INSTALL 1 - 4" PVC PIPES
SCHEDULE 40
NO CONCRETE

JARVIS CIR.

157/1



A Northeast Utilities Company
1100 MASSACHUSETTS AVE. DORCHESTER, MASS. 02126

Plan of CENTRAL AVE

NEEDHAM

Showing PROPOSED CUSTOMER CONDUIT LOCATION

C#

Ward #

Work Order # 1962819

Surveyed by:

Research by: SC

Plotted by: MR

Proposed Structures: MR

Approved: A DEBENEDICTIS

P#

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC & GAS CORPORATION NOR ITS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD NSTAR ELECTRIC & GAS CORPORATION HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO ADAPT THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

0 20 40



SCALE IN FEET



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on December 17, 2013** upon petition of NSTAR dated **November 8, 2013** to install approximately 3 feet of conduit at Pole 8/101 on Central Avenue, Needham. This work is necessary to provide underground electric service for a new home at 799 Central Avenue, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

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

BOARD OF SELECTMEN

Dated: December 3, 2013

799 CENTRAL AVENUE

<u>PARCEL ID</u>	<u>St.No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
199/109.0-0015-0000.0	781	CENTRAL AVE	F & A FARMS, INC.	226 BROOKSIDE AVE	<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
					NEEDHAM	MA	02492
199/109.0-0016-0000.0	799	CENTRAL AVE	VOLANTE, ALFRED + VOLANTE, MELODIE ANN	226 BROOKSIDE ROAD	NEEDHAM	MA	02492
199/110.0-0001-0000.0	809	CENTRAL AVE	VOLANTE, ALFRED & VOLANTE, MELODIE ANN	226 BROOKSIDE ROAD	NEEDHAM	MA	02492
199/122.0-0019-0000.0	4	JARVIS CIR	BERNSTEIN, ORR Y. & BERNSTEIN, ABBY B.	4 JARVIS CIRCLE	NEEDHAM	MA	02492
199/122.0-0062-0000.0	5	JARVIS CIR	WALLACE, CHESTER	5 JARVIS CIR	NEEDHAM	MA	02492
199/122.0-0063-0000.0	800	CENTRAL AVE	VOLK, FLORENCE	800 CENTRAL AVE	NEEDHAM	MA	02492
199/122.0-0064-0000.0	808	CENTRAL AVE	KEARNEY, ROBIN D. & KEARNEY, DAVID	808 CENTRAL AVE	NEEDHAM	MA	02492

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
For the Needham Board of Assessors

Chakko Rane



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

MEETING DATE: 12/17/2013

Agenda Item	Rosemary Pool Feasibility Study
Presenter(s)	Mike Retzky, Chairman, Park & Recreation Commission Patty Carey, Director of Park & Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Retzky and Ms. Carey will discuss the draft feasibility study and options for the future of Rosemary Pool.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	BACK UP INFORMATION ATTACHED	YES	NO
a. DRAFT Feasibility Study for the Future of Rosemary Pool (excerpt)			

Feasibility Study for the Future of Rosemary Pool

DRAFT



November 2013

Town of Needham
Permanent Public Building Committee and Park & Recreation Department

Weston & Sampson
environmental/infrastructure consultants



Feasibility Study for the Future of Rosemary Pool | November 2013

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Permitting	Page 41
Operating Budget Considerations	Page 48
Timeline and Phasing	Page 50

Appendices

1998 Rosemary Pool Report – CBI Consulting Inc. (excerpt)*	Appendix A
<i>*includes annotations indicating completed work</i>	
2001 Phase I ESA - Rizzo Associates (excerpt)	Appendix B
2002 Rosemary Lake Complex Facilities Plan – BH+A (excerpt)	Appendix C
2013 Online Survey – Weston & Sampson	Appendix D
2013 Blue Sky Session – Attendees and Comments	Appendix E
2013 Comparable Pools Survey – Weston & Sampson	Appendix F
2013 Cost Details	Appendix G
1971 Pool Designs	Appendix H
Current Pool Codes from MA DPH	Appendix I

Acknowledgements

We gratefully recognize the passionate residents of the Town of Needham, especially those who came out to express their vision for Rosemary Pool and whose continued advocacy for swimming in Needham remains steadfast. The recommendations and priorities that are established within this document address directly the expressed hopes, concerns, needs and ideas of pool stakeholders. The alternatives presented here are wide-ranging, and recognize the basic fact that municipal governments like Needham, must continue to provide thorough analysis for any public investment in a time of great financial uncertainty. To this end it becomes essential that Needham residents who enjoy the benefits of this great place continue to advocate on its behalf and continue to be diligent custodians in a way that helps to best and highest use of this resource.

We believe that this Feasibility Study examines a thorough range of alternative futures while protecting and enhancing what is best about the place while providing an achievable strategy for dramatically enhancing both bather's experience and the natural resource that is Rosemary Lake.

We wish to express our appreciation Kate Fitzpatrick, Town Manager, and to members of the **Permanent Public Building Committee**: George Kent, Chair; Stuart Chandler, Natasha Espada, John Keene, Paul Salamone, Roy Schifilliti, Irwin Silverstein, members of the **Park and Recreation Commission**: Michael J. Retzky, Chairman; Cynthia J. Chaston, Vice Chairman; David C. DiCicco, Thomas M. Jacob and Matthew M. Toolan; the **Rosemary Pool Working Group**: Janice Berns, Director of Public Health; Steve Popper, Director of Design and Construction, Public Facilities Department; Hank Haff, Project Manager, Design and Construction; Patty Carey, Director of Park and Recreation Department and patron saint of Rosemary Pool; Ed Olsen, Superintendent of Parks and Forestry; as well as Lee Newman, Director of Planning and Community Development, Patty Barry, Conservation Department Director and Anthony L. DelGaizo, Town Engineer, and other committed public and private servants who contributed in so many ways to the development of this Feasibility Study.

Thank you,

The Weston & Sampson Project Team

Gene Bolinger, RLA

Cheri Ruane, RLA

Kara Keleher, PE

Blake Martin

Tony Zerilli

Rick Campbell, PE

D. Michael Hicks, AIA



Introduction



This Feasibility Study was undertaken by the Needham Departments of Public Facilities and Park and Recreation on behalf of the residents of Needham. The 2000 Annual Town Meeting approved Article #63 which appropriated moneys for the Rosemary Pool Renovation Design. Numerous improvements to the grounds have been completed during the past decade. This study is using the remaining funds to study the feasibility of renovation / repair of the whole facility with the goal of extending the useful life of the forty year-old pool facility for at least another forty years.

Rosemary Lake is a man-made body of water. The lake was originally created as a water source for nearby manufacturers and was originally used as an ice pond, but by the early 1900's it was no longer needed for that purpose. By the 1940's, Rosemary Lake became the principal public swimming area for the Town of Needham. By the mid-1960's, the quality of the water was deemed not to be appropriate for long-term public swimming, so the Rosemary Reclamation Committee was formed to find solutions. As an "interim solution", the pool was built within the lake so that the swimming area could be served by a water filtration and chlorination system independent from the Lake. The pool has remained in operation for 40 years, but is now in need of comprehensive repairs.

The pool has about 20,000 visitors annually. The majority of visitors are Needham residents with season or daily passes, but the pool is also open to people from the surrounding towns. The LCWF agreement limits the rates charged to non-residents. This is the primary swimming pool facility in the Town of Needham.

The pool structure is a coffer dam, with corrugated steel walls and a painted asphalt floor forming an outdoor swimming pool. The east side of the pool abuts the stepping hillside and sloping lawn area. The pool is filled with water from the lake and / or rainfall, and is surrounded on three sides by sand. The west side is a coffer dam with cantilevered wood boardwalk on top. It was originally designed to have an exchange of water between the pool and the lake to keep the pressure on the walls constant, but since 2009, the valves are blocked after filling and any additional water needed in the pool comes from a nearby hydrant or from rain

water. The pool water is filtered and chlorinated, operating through a diatomaceous earth (DE) filter system, located uphill from the pool, in the lower level of the bathhouse building.

During the past several years in order to prepare the pool for the summer season, both the pool and lake must be drained in the spring because the coffer dam can no longer resist the lateral water pressure of the lake when the pool is drained. This process begins in early April, and the goal is to have all pre-season work completed by mid-May, so that the pool and lake can refill.



The ongoing permitting of the existing facility is complex. Rosemary Pool facility is currently operating under an extension of a Mass DEP Permit but it is complying with more stringent Order of Conditions granted by the Needham Conservation Commission. The current extension ends on September 15, 2018, and further extensions are not anticipated. In addition, the pool must receive a state permit of health code compliance, issued through the Needham Health Department in order to operate a public bathing facility. The permitting of any future changes will involve navigating through the complex regulatory requirements at the local, state and federal level.

Some of the original funding for the Rosemary Pool was provided by the Land and Water Conservation Fund (LWCF). This is a Federal Program (from the Executive Office of Environmental Affairs, National Park Service – Department of the Interior) that is administered through the Commonwealth of Massachusetts. Therefore any alterations to the pool will need to get federal and state approvals in addition to local approvals. A long term solution is needed within the next several years.

The specific tasks that were accomplished included:

- Investigation and assessment of existing information, the site, code and permitting requirements
- Development of design alternatives for repair, renovation or full replacement
- Production of a draft feasibility report followed by review
- Production of a final feasibility report

In the spring of 2013, the Town of Needham through its Permanent Public Building Committee (PPBC) and Park and Recreation Departments commissioned Weston & Sampson to complete a Feasibility Study for the Future of Rosemary Pool. In April 2013, the Town of Needham created a Rosemary Pool working group which represented various town officials. Weston & Sampson attended working sessions with the group and numerous field site visits as part of the reconnaissance effort to determine what needs, preferences, priorities, and potential future improvements were feasible for Rosemary Pool.

Based on information obtained during the initial meetings with all stakeholders, the review of existing information compiled from previous planning efforts at the pool, and a public “blue sky” session, a series of alternative futures were presented to the public at the Town Hall on December 9, 2013, where approximately three hundred people were in attendance. Throughout all of the meetings, many opinions were voiced on a wide range of approaches from the full removal of the pool and a return to lake swimming to an indoor pool with four-season use.

The four alternatives, as represented in this document, were presented to the Rosemary Pool working group. The alternatives represent a broad range of action which was developed based on the goals and aspirations of the majority of the individuals that participated in the planning process. It is understood that the PPBC and Park and Recreation Commission will select the alternative most suitable for the Town and that this preferred plan will be implemented over a period of time and when improvements are fully realized it will have achieved the primary community objectives as determined through public input, online survey and other stakeholder venues.

As part of this study, we visited the pool on several occasions; some as engineers and architects, others as a family of swimmers on the weekend. There is no question that Rosemary Pool is a tremendous asset to this Town. There is a strong sense of community at the complex, guards know swimmers by first name and who has passed their deep water test and who is still working on it. Parents have a high level of comfort allowing kids to move throughout the property without strict oversight. When asked what was most important about the pool visitors consistently commented on the setting of the pool within the picturesque Rosemary Lake.

Throughout the community engagement process several alternatives for swimming at Rosemary were introduced and advocated for. They ranged from the complete removal of the pool from the lake to a fully enclosed four-season pool with attendant recreation center. As the charge of this feasibility study was to explore alternatives to allow swimming at Rosemary Lake to continue beyond the permitting limitations, we focused on what would work best *at this site only*. The 2002 Rosemary Lake Complex Facilities Plan explored the potential of a more robust facility, the parking implications and impacts to the site that would require an investment of \$20+ million.

Four options were explored, and costs estimated and are outlined below:

- 1) Remove the pool completely; possible reuse of the building; possible use of the lake for swimming
- 2) Minor renovation of the pool and bathhouse.
- 3) Major renovation of the pool and bathhouse.
- 4) Fully replace the pool and remodel the bathhouse.

This report represents the culmination of the feasibility study process and includes cost estimate and permitting requirements for each option. The document contains narrative and graphic depictions of four alternative futures for Rosemary Pool with relevant sections dedicated to identifying the full extent of potential improvements.

It is important to note that a "Feasibility Study" is typically introductory and that the components of each alternative are not "cast in stone". It is fully intended and anticipated that as a preferred alternative is selected by the Town, the actual, detailed scope of improvements will generally follow the one of the alternatives contained in this report, but the precise scope will be refined and adjusted in order to respond to community input and town requirements.

Project Background

Rosemary Pool was built in 1972 in response to elevated bacteria levels and water turbidity that rendered water quality in Rosemary Lake unsuitable for swimming. The pool was intended as a 10-year, temporary solution and constructed using corrugated metal coffer dam sheeting to separate pool and lake water. By isolating the pool water, a treatment system of filtration and chlorination system ensures appropriate water quality for bathers. When it was originally built, it was the intention of the Town to pursue measures that would result in returning the lake waters to swimmable condition. The pool was a success, designed to accommodate 1,400 patrons with half of them in the water at any one time.

A public swimming facility at Rosemary Lake is an important amenity and has become part of Needham's identity. Advocates at public listening sessions relayed fond memories of three generations of family learning to swim and spending the better part of the summer poolside. Much of the love for this facility is credited to the unique setting of a pool in a lake. Scenic vistas of the wooded hills across the water and sun setting over the model yachting regattas make this swimming pool a distinct Needham gem.

As explained below, the pool relies on the draining of Rosemary Lake for annual maintenance. The permit for this activity expires in 2018 and will not be renewed. As a result, a plan of action is required if Needham is to maintain uninterrupted swimming capacity at this location. Weston & Sampson was commissioned by the Town of Needham to identify alternative futures for Rosemary Pool that would allow an educated decision to be made, and potentially voted on at Town Meeting in the Spring of 2014, and acted upon.

Community Participation

To understand and summarize public opinion on this matter, several opportunities to provide feedback were offered:

Permanent Public Building Committee Meetings

The Rosemary Pool Feasibility Study was a published agenda item at both the April 8, 2013 and June 3, 2013 meetings. In both cases proponents from the Community Center of Needham (CCN) organization attended to provide feedback.

Survey Monkey Online Survey

A comprehensive survey (included as Appendix D) was compiled with input from various Town departments and included suggestions from the CCN as well. This survey was distributed via email through several user groups including Rosemary Pool season pass holders and swim lesson participants, Needham Swim Team, and the Community Center of Needham.

Blue Sky Session | Public Hearing

With over 300 people in attendance on July 22, 2013, many with printed t-shirts provided by CCN in support of a new pool, there was a steady stream of input, opinion, reminiscing and passionate advocacy for a need to “do better” at Rosemary. Every comment was recorded as part of the public record and has been included as Appendix E.



Findings Summary Report Out | Public Hearing

With just under 300 people in attendance on December 9, 2013, the audience heard descriptions and cost estimates for the four alternatives. Several people spoke in support of swimming in Needham. Some felt the pool should be relocated but the majority of speakers supported Alternative 4, described in Section 6.

Public Input Meetings		
Date	Public Hearing Location	Meeting Purpose
April 8, 2103	Needham Public Library	PPBC regular meeting – agenda item
June 3, 2013	Needham Town Hall	PPBC regular meeting – agenda item
July 8, 2013	Needham Town Hall	Park and Recreation Commission Meeting
July 22, 2013	Needham Town Hall	Blue Sky Public Hearing
August 26, 2013	Needham Public Library	PPBC regular meeting – agenda item
December 9, 2013	Needham Town Hall	Feasibility Study Report Back – Community Meeting

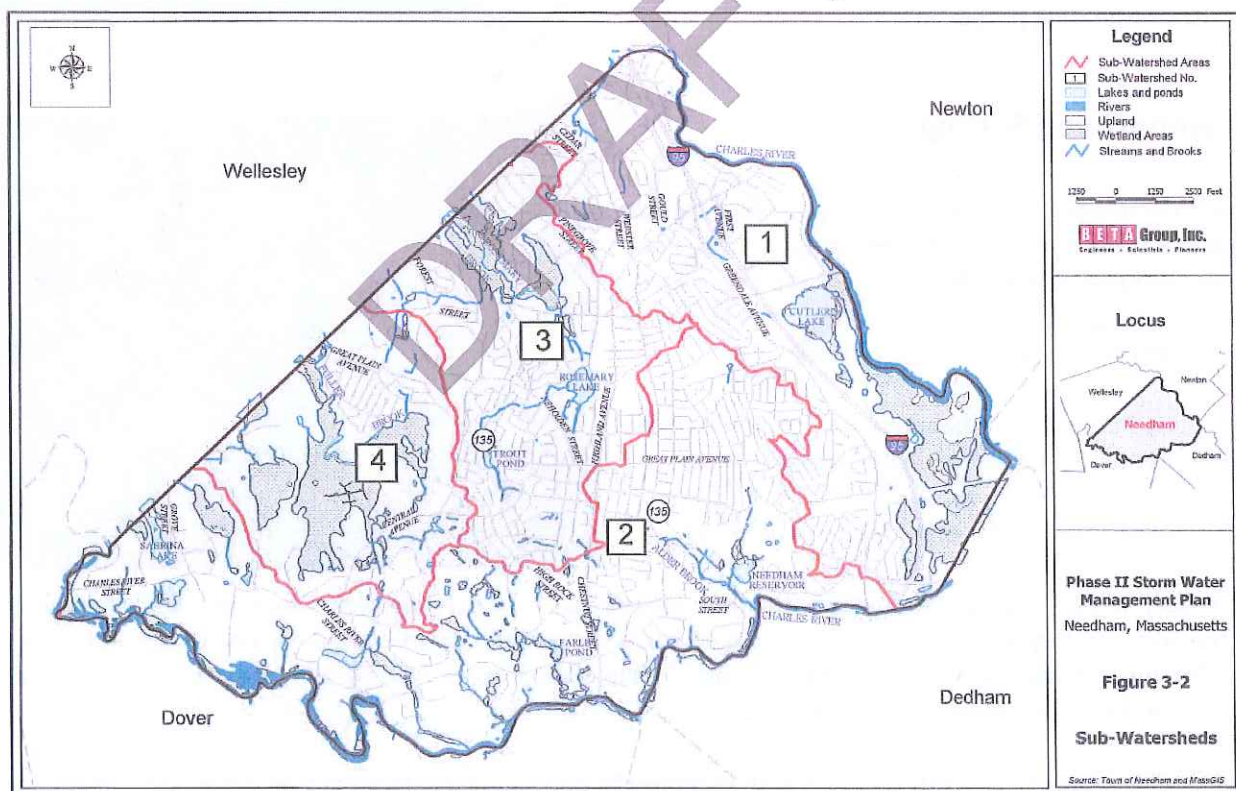
Existing Conditions

During the first few months of the project, representatives of Weston & Sampson gathered all available mapping and plan information to support the feasibility study efforts. The Town provided some existing mapping for the property and aerial photography was obtained for the development of all alternative plans and drawings.

Weston & Sampson representatives also undertook a considerable amount of field reconnaissance work to observe how facilities are used, better understand the physical characteristics of the site and to record the conditions of all natural and man-made features at the property. The following is a summary of our findings.

Topography

The overall site topography is mostly informed by the fact that Rosemary Lake sits at a natural low point within a larger watershed that covers Area 3 on the map below. In fact, it was the damming of the brook back in the 1700's that created this man made resource. From Rosemary Street in the north east corner of the site to the water's edge, there is a difference in elevation of approximately 20 feet. The entrance drive and pedestrian paths steepness are a direct result of this significant grade change. Further, the steep grades have increased the speed in which storm water moves across the site, increasing the effects of erosion and amount of siltation and turbidity in the lake.



The steep grades have greatly informed the development of the site to date. The parking and access routes are all sub-optimal for general vehicular and pedestrian use. Improvements to the site within the last 12 – 15 years have created storm water management interventions as well as improvement to the terraced seating area that supports the pool. However, these grading and drainage techniques are costly to install and maintain as they are working against the natural conditions of the site.

Vegetation

Existing vegetation at Rosemary Lake is characterized as follows:

- Mostly deciduous shade trees made up of Maples (Norway, Red and Sycamore), with some Oak, Horse Chestnut and Ash.
- Evergreens sporadically appear across the site.
- A significant number of mature or over-mature shade trees that are in a state of decline.

As future projects are planned, it will be essential to include major tree planting work in order to provide an attractive park landscape for future generations. Tree plantings are critical elements in any park setting as they provide:

- Shade for those seeking relief from the hot summer sun
- A place for a picnic or social gathering
- Aesthetic qualities that benefit a neighborhood
- Refuge for birds/wildlife
- Visual screening to reduce impacts of various park activities to surrounding properties



Deciduous shade trees make up most of the wooded area throughout the park.

Neighborhood Setting

The aerial image to the right gives a good overview of neighborhood context surrounding Rosemary Pool. Town buildings (library, high school) and commercial / retail along Highland Avenue abut single family homes and some apartment complexes.



Rosemary Pool is located about a half of a mile to the north of Town Hall and Needham Square.

Surrounding thoroughfares include:

Rosemary Street- is a busy roadway with steep grades that connects the high school and library down the hill to the lake and beyond. A dam with sluice gate under Rosemary Street is used to control the water elevation and for the annual draining required to maintain the pool. There has been at least one account of a car careening down Rosemary Street or Hillside Avenue into the lake.

Highland Avenue- runs north to south with commercial and municipal buildings on both sides. It is the major thoroughfare through town.





Hillside Avenue- runs parallel to Highland Avenue and ends at a relatively steep “T” configuration at the intersection with Rosemary Street.

The Commuter Rail – brings the train and the whistle that goes along with 32 times a day to and from South Station in Boston. There are at grade crossings and four station locations throughout Town. Rosemary Lake is nearly mid-way between the Needham Heights and Needham Center stops.

Parking, Access and Park Circulation



Access to the site is from Rosemary Street. There is a driveway for pool users and staff that splits at the top of a steep incline. The steeper of the two legs of drive is typically closed and used by pedestrians during the summer. There is a vehicular gate at the west end of the pool near the lake dam used for maintenance access.

The parking lot, shown above, is a combination of asphalt and crushed stone that has been terraced into the otherwise steeply sloping landscape. Once on site most of the pedestrian routes are paved with bituminous asphalt. Steeply sloped walks and drives are the result of the severe topography across the site. Wooded footpaths can be traced around the lake through the heavily vegetated banks. Most are informal hiking paths, none providing universal access.

Within the actual confines of the park, parking is accommodated in two lots. The first, at the pool complex, is an aging asphalt and gravel parking lot that sits at the same elevation as the bathhouse, a secondary lot is up at Rosemary Street and used in the off-season by Sudbury Farms for employee parking and not immediately obvious that it is associated with the lake. The second, off of Rosemary Street, is a small gravel lot that supports about twelve cars for non-swimming uses such as viewing the lake and model yachting.

With its current use and layout parking is at a premium and often takes on a life of its own with as many cars fitting into the unmarked parking lots as possible creating potentially unsafe conditions.



Park Entrances & Edges



At community meetings it was noted that many of the park edges and views into the park lack character and definition. In places, old shade trees help to form the park edge which yields more positive feelings. Along many other edges, a lack of definition at park entrance locations and deteriorated fencing systems give an appearance that is less pleasing. In order to clarify park entrance points, improve park aesthetics and neighborhood aesthetics community members seek to include park entrance and edge improvements to elevate the presence of the park within the community and provide more visual connections.



The treatment of the lake edge along Rosemary Street is somewhat stark and do not serve the lake and pool aesthetically.



Rosemary Lake

The land now under Rosemary Lake was first a wide meadow. In the early 1700's a dam was built which backed up Rosemary Creek and created a mill pond, now known as Rosemary Lake. There used to be a saw mill, a grist mill and factories which used water from the lake. In addition the lake was used for ice making in the winter. Daniel Cobb bought a mill and tried to weave silk from the worms who fed on mulberry trees. In 1933, the Needham Board of Trade made the first swimming beach on the lake. In 1943, the town bought the area.



As one of the most significant downstream catchments of Rosemary Creek, and the recipient of much run off from streets, parking lots and surrounding neighborhoods and businesses, the lake became impacted by high bacteria levels and turbidity (clarity) which made the water unsafe for public swimming. In response to this plight, the pool was installed in 1972 as a temporary measure until the lake water could be brought back up to swimming standards.



A report and recommendations to Park and Recreation Commission was furnished by the Rosemary Lake Advisory Committee in 1970 outlines the original problem and various approaches taken to rehabilitate the lake. The engineering firm of Metcalf and Eddy was engaged and offered a range of recommendations for both short and long-term solutions.

A 1971 memorandum from Mike Rozos, the Director of Park and Recreation, to the Park and Recreation Commissioners and the Rosemary Lake Reclamation Committee Members, outlines the proposed improvements for both the pool and supporting bathhouse. The Department of Natural Resources was involved in outlining requirements for 50% reimbursement of Land and Water Conservation Funds to go towards the implementation of this construction. An interesting note is that the facility was being designed to last a minimum of ten years. There are continued obligations that go with the Land and Water Conservation Funds for future use of the site as recreational open space. This is a Federal Program (from the Executive Office of Environmental Affairs, National Park Service – Department of the Interior) that is administered through the Commonwealth of Massachusetts. Therefore any alterations to the pool will need to get federal and state approvals in addition to local approvals.

Water Quality Issues

It has been suggested that the lake be returned to a swimming venue like surrounding towns are able to offer. While this is a compelling idea, one that captured the attention of the town over 40 years ago, it is a complicated one to make a reality. The causes of the poor water quality in Rosemary Lake include:

1. An extensive profile of muddy silt exists along the bottom of the lake. This silt is formed by many contributors that include organics that create high levels of nitrogen and phosphorus. These chemical nutrients promote the growth of algae and support the development of e. coli bacteria within the pond. The algae effects water clarity, which restricts the life guards ability to clearly see swimmers; e.

coli bacteria is toxic to humans and the lake continues to produce test results that indicate unsafe levels of exposure.

2. In addition to the silt, the three tributaries to Rosemary Lake are carrying storm water run-off from the larger watershed area. Contained within this storm water are contaminants resulting from roadway debris like heavy metals from brake dust and petroleum residue from operational fluids. Further, the use of fertilizers on residential and institutional lawns loads a high level of phosphorus and nitrogen into the water. These tributaries also carry fecal coli from animal waste.

While there have been many efforts to improve these conditions, they are far from remedied. Improvements the Town has made include the removal of most septic systems within town and several storm water quality improvement devices through the construction work done for the Lake Drive Drainage Improvements, the Library Addition/Rehabilitation and the High School Addition/Renovation projects. Despite these efforts, which have other far reaching benefits to the overall quality of the Town, Rosemary Lake continues to receive very high levels of nutrients, bacteria, and siltation from upstream.

Previous Studies and Research

A detailed summary of the existing conditions of the site, pool, bathhouse and filtration system can be found in Appendix A which includes an excerpt from the 1998 Rosemary Pool Report by CBI Consulting Inc. This summary includes a description of the relationship that exists between environmental interests of Rosemary Lake and the maintenance requirements of the metal coffer dam which cannot withstand the pressure of the lake water if the pool is empty. In order to maintain the pool each Spring and ready it for swimming, the lake must be drained. While an existing permit with the DEP allows this use, it will expire and not be renewed in 2018 essentially ending the ability for Rosemary Pool to function as it does today.

In January 2001 Rizzo Associates completed a Phase I Environmental Site Assessment for the property. This assessment, included as Appendix B, includes additional information about the site including topography, geology and groundwater.

In February 2002, Bargmann Hendrie + Archetype, Inc. completed the "Rosemary Lake Complex Facilities Plan" which explored the implications of a multi-use recreation complex to include town departments, a senior center and community center including indoor pool and underground parking. At a price tag of roughly \$26,000,000 the plan has not moved forward. Since that time a Senior Center at 200 Hillside Avenue and a Public Service Administration Building at 500 Dedham Avenue have been constructed and provide venues for those functions respectively, as well as space at the renovated Town Hall. Even with those programmatic requirements removed from the complex, the cost of building a recreation center with indoor pool and gymnasium will remain at a premium on this site based on the grades and natural resource areas in close proximity. An excerpt from that plan is included as Appendix C.



Existing Pool Facilities

The chart below identifies general conditions summaries for the major facilities and features associated with Rosemary Pool. More detailed information is provided in subsequent sections. In general, the facility suffers from a lack of recent capital improvements and deterioration that is beyond what can be corrected through on-going maintenance efforts by town forces.

Facility	Condition Assessment	Photograph
Driveways, Parking Lots and Pathways	The pathways within the pool facility are asphalt and comply with the Americans with Disabilities Act requirements. 2002 improvements created barrier-free access between the pool and the bathrooms. While worn paths through the wooded areas that surround the lake are enjoyable to traverse, they are not well-known nor serving the full cross section of the community or providing universal access for all.	
Bathhouse	Access to the bathhouse is difficult as pedestrians access the building at the top floor, but park their cars at the parking lot more closely aligned with the elevation of the bottom floor. Interior features are aging and not laid out to best maximize use of the building for programming requirements.	
Filtration System	This filter system has been repaired dozens of time in order to keep it functioning at a very basic level. Currently, failures in the filtration system have caused occasional pool closures which influences the perception of the cleanliness of this pool. Aging components of the system are no longer readily available for replacement.	
Terraced Seating Area	One must enter the site from above then traverse down through a series of ramps to access this seating. A select few mature shade trees offer sought-after shade. A modest node of small children's play equipment and some grass is available for dry play opportunities. The terraces themselves have been repaired with drainage and irrigation in an attempt to get a healthy stand of turf for sitting. The terracing has been successful in reducing the amount of run-off that enters the pool.	

Sand Beach	There are three areas of sand beach around the pool. The area closest to Rosemary Street is used for volleyball, older kids play and provides a truck access from the street at the elevation of the pool. The beach closest to the parking lot is mostly used by the littlest of children for digging and playing. The main band of sand along the entire frontage of the pool is tempting to dig in, but as unpredictable holes and mounds of sand may create an unsafe walking surface, digging here is not allowed.	
Pool	Once considered a temporary fix while the water quality of the lake was improved to swimming levels, this metal coffer dam enclosure set within the lake offers a unique experience to those who can see past the surface rust and asphalt floor and enjoy the qualities that make it so endearing to many.	

Pool Programming

The following chart outlines the existing pool programming schedule which is active from June through August each year. There are often additional special events that include family fun night, etc. that are not reflected on this chart but do play a large role in the overall contributions Rosemary Pool makes to the quality of life in Needham.

Pool programming is as follows:

Time of Day	Program	Area of Pool	Comments
9:00 am – 12:00 pm Monday - Friday	Swim Lessons x 5 levels	Shallow End + East Deep End	Includes adaptive swimming and 1 on 1 lessons
9:30 am – 11:00 am	Swim Team	5 Lap Lanes	
12:00 pm – 12:30 pm	Changing of the Guards	POOL CLOSED	Start of lunch breaks
12:30 pm – 7:45 pm <i>with 15 minute rest every 45 minutes</i>	Public Swim	Entire Pool	Lap lanes are for lap swimming and water walking only. Swimmers must pass deep water test to go past second buoy lines, clinics are offered to prepare swimmers for the test

Bathhouse Building

The existing bathhouse is a robust structure of concrete block masonry walls with precast concrete plank floors and roof structure on two levels. While not the most aesthetically sensitive design for a public swimming facility, it is functional and well-built with a high level of structural integrity. Weston & Sampson's architects and structural engineers confirm the data included in the 9/18/98 study performed by CBI Consulting Inc. (Appendix A). Since that report was completed there have been changes to the Americans with Disabilities Act which applies additional requirements for improvements to bring the building into basic compliance. The scope of this work is identified in Alternative 1.

While the removal of the bathhouse is being considered as part of the full range of alternative futures for this site, the building is so sound and well-constructed that repair, renovation or reuse of this building is recommended should there continue to be town-supported programming of any kind at this site. Part of the renovation program would include façade and roofline improvements that would soften the aesthetic presence of the building and allow it to contribute to the overall sense of place at Rosemary Lake, as opposed to detracting from it as it does now. Alternatives such as cladding the walls, a pitched or decked roof, and additional fenestration to allow for more visual connection into and out of the building are explored through all four alternatives.

Facility Improvements

For a temporary facility designed to last a minimum of ten years, Rosemary Pool and the attendant bathhouse building and site features have performed remarkably well. Since the construction of the facility in 1972 and 1973 a number of repairs and general improvements have been made:

- **Filtration System:** There have been ongoing efforts to keep the pool filtration system running in a reliable manner. Elevation changes between the pool and filter room, the quality of the water received from the lake, and the intense use during summer months put additional strain on the mechanical systems used to keep the water clean. Diatomaceous earth is used as the filtration medium to remove particulate and bacteria from the water. While a very effective filter that is still used today, this form of filtration is considered antiquated and includes concerns about the use of this finite resource as well as proper disposal of the materials once they are no longer effective. The attendant pumps, pipes and valves range from newly replaced to original equipment making it difficult to maintain reliable performance and predict routine maintenance needs. Each new season brings with it a list of mandatory part replacements in order to get the system up and running.
- **Site:** The erosion and run off from the slope above the pool was wreaking havoc with the quality of the water, the stability of the site, and the ability for bathers to rest comfortably when not in the water. In addition, it was difficult for someone with mobility assistance devices to safely traverse the site from parking lot to check in and locker rooms on the second floor of the bathhouse to the actual water level of the pool. To mitigate these issues, significant earthwork of terracing the hillside, drainage and irrigation systems were installed in 2002. To move between the various levels of the site without encountering a barrier, a series of handicap accessible ramps were installed. In addition, storm water from the expanded library and high school was directed through a detention system located to the east of the existing parking area.

- **Building:** The building received a new roof membrane due to leaking and the fact that the original roof had reached the end of its useful life. Improvements are further detailed in Appendix A.

Permitting:

If not for the expiration of the current environmental permit that allows the draining of the lake for annual spring maintenance in 2018, it is possible the pool would continue to exist as it does for years to come. And while the pool itself does not present a challenge to the ecology and quality of Rosemary Lake, based on completed studies and evaluations, the DEP perceives that required annual draining of the lake does. It has been made clear that the Department of Environmental Protection and the Needham Conservation Commission will not renew the existing permit nor endorse any pool operations that require draining the lake. As such, this feasibility study has reviewed only the alternatives that will enable the pool to function independently of lake water levels. Additional information on the permitting required for the pool and potential alternatives is provided as part of the options analysis.

Summary of Constraints:

In evaluating this site for continued support of Needham's public swimming program, several constraints presented themselves. These constraints do not make future development impossible, but they do impact the time and money that will be required to make some of the alternative futures for this pool a reality. The following elements present some level of challenge to the redevelopment of a swimming venue at this location:

Site:

- Steeply sloping limiting effective access and best use of surface area
- Catchment for significant water shed area
- Size and capacity of site is relatively limited given land area due to steep slopes

Environmental:

- Permit requirements for any future site disturbance and renovation work
- Existing wetlands
- Rosemary Lake as a resource area

Building:

- Expensive to relocate or modify significantly

Construction Costs:

- Outlined in Appendix G

Alternatives Matrix

12.13.13 draft

Needham Rosemary Pool

ALTERNATIVE		PROJECT COSTS	PERMITTING	OP/MAINT COSTS	RECREATIONAL PROGRAM VALUE	MILESTONES
1	Decommissioning - Complete removal of the pool - Complete removal of the building - Complete removal of the lower parking lot - Improve site and restore lake bank - Improve upper parking lot	\$1,350,000	Conservation Commission Notice of Intent	\$8,000	Kayak / canoe launch / Trail around lake / Model yachting	see separate timeline
	1b: Decommission pool / keep the building - Complete removal of the pool - Minor code compliance improvements to building - Basic improvements to lower and upper parking lots	\$950,000	DEP Review + Extensive Coordination	\$20,000	Potential for non-swimming summer camp / recreation opportunities	
	1c: Decommission pool / swim in lake / keep the building Significant water quality improvement requirements	\$19,000,000	Army Corps of Engineers Level 2 - Bank Stabilization	\$120,000		
2	Minor Renovation 9700 sf pool with limited programing - Minor code compliance improvements to building - Basic improvements to lower and upper parking lots - Baseline improvements to stormwater management, terraces and beach area	\$5,475,000	Conservation Commission Notice of Intent w/ DEP Army Corps of Engineers Level 2 - Bank Stabilization	\$135,000 = 75% of current costs	Kayak / canoe launch / Trail around lake / Model yachting Swim team / lessons / public swim with programming overlap	
3	Major Renovation 19,700 sf pool within existing footprint - Building improvements to maximize footprint, retain lower level filtration room, include year round use of top floor and place holder for future indoor pool - Expand and improve existing lower parking lot - Create ADA compliant pedestrian connection from Rosemary Street - Subsurface stormwater mitigation, major beach and terrace area improvement	\$7,400,000	Conservation Commission Notice of Intent w/ DEP	\$180,000 = current costs	Kayak / canoe launch / Trail around lake / Model yachting Swim team / Lessons / Public swim / Shallow water / Water slide / diving boards with concurrent programming capacity	see separate timeline
4	Full Replacement 19,000 sf pool inland from existing location and maximize programming - Expand pool deck and restore some bank - Building improvements to relocate check-in to lower level, upper level to be community space for year round use and place holder for future indoor pool - Separate filtration building - Maximize site for parking with retaining walls	\$11,500,000	Conservation Commission Notice of Intent w/ DEP Army Corps of Engineers Level 2 - Bank Stabilization PLUS Extensive DEP Coordination / Review + Extensive Mitigation Design	\$270,000 = 1.5x current costs	Kayak / canoe launch / Trail around lake / Model yachting Swim team / Lessons / Public swim / Shallow water / Water slide All season use to include bubbles operations for nine months, high school swim team pratics and fee for use programming	
4b:	Full Replacement with Bubbled Four Season Use Expand building to accommodate seasonal bubble structure including year round staffing and operations	\$12,250,000		\$680,000		

Alternative Futures for Rosemary Pool

Throughout the community engagement process several alternatives for swimming at Rosemary were introduced and advocated for. They ranged from the complete removal of the pool from the lake to a fully enclosed four-season pool with attendant recreation center. As the charge of this feasibility study was to explore alternatives to allow swimming at Rosemary Lake to continue beyond the permitting limitations, Weston & Sampson focused on what would work best *at this site only*. The 2002 Rosemary Lake Complex Facilities Plan explored the potential of a more robust facility, the parking implications and impacts to the site that would require an investment of tens of millions of dollars. Due to the funding limitations for a winterized building including indoor pool, a fully enclosed four-season indoor pool has been included as a potential future phase.

The four options that were explored, estimated for costs and reviewed for permitting requirements are outlined below:

- 1) Remove the pool completely.
 - 1a – remove the pool and the building and restore the site to a passive recreation resource
 - 1b – remove the pool and repurpose the building to support town functions and recreational programming
 - 1c – remove the pool, return to lake swimming and repair the building in support of swimming activities
- 2) Minor Renovations.

Renovate the pool in place with a smaller footprint and minor modifications to the site and bathhouse to bring the facility into compliance with accessibility, safety and health codes for a swimming facility.
- 3) Major Renovations

Renovate the pool in place with the same footprint and renovations to the bathhouse that would improve operations and use while keeping the existing program in the same locations; locker rooms and main entrance at the top level, pool filtration and storage at the bottom level. A footprint for the potential of a future indoor pool as an expansion to the existing building is included as a placeholder.
- 4) Replace the pool completely with a new footprint recessed into the site, raised up in elevation so the pool site higher than the lake. The bathhouse would be completely renovated to put entrance and management functions as well as locker rooms and bathrooms on the lower level, offices and function rooms for public use would be located on the top level. A separate filtration building would be created to the western edge of the pool. A footprint for the potential of a future indoor pool as an expansion to the existing building is included as a placeholder.

Alternative 1 – Remove the Pool



1a – Remove the pool and the building

Scope of Work:

- demolish pool
- restore bank
- demolish building

Demolition:

Building Demolition:

A screening-level hazardous materials assessment should be completed. This will provide a basic level of knowledge of suspect materials requiring abatement and corresponding costs. A full hazmat assessment will be required for preparation of abatement within the final design documents. As part of this study a visual-level hazardous materials screening, nothing could be seen in the building. It is possible there are hazardous materials in the roof or under the roof sheeting. If the building roof is demolished or renovated, samples for testing will be required from the roof.

Pool Demolition:

- a. Pool demolition would involve full removal of sheet piles from the lake. This may be achieved using a pile driving rig to back the sheets out vertically. The feasibility of this option should be further developed by consultation with in-house geotechnical engineers and with an experienced sheet-piling contractor (e.g., Sea and Shore Contracting). Technical issues will include condition of piles for removal, access for equipment, and subsurface conditions/soil saturation. The pool sheet pile walls have a

mastic sealant between the joints and the seat and there is also a mastic seal on the deck. A sample of the sealant will need to be tested for hazardous materials.

- b. The sheet piles appear to be in good condition. If the sheet piles are degraded below the lake bottom, full removal may not be possible. In this case, sheet piles would be cut and removed at some depth (typically 2-3 feet) below the lake bottom. Excavation and backfilling of lake sediments would be required in this case. Technical issues include access for equipment and permitting for lake excavation/backfilling.
- c. The pool design drawings dated 1971 appear to reference a drawing/contract no. (PMA-22) for the sheet piling.
- d. The 1971 pool design drawings also note that logs for boreholes located in the lake were included in the pool design specifications. These were recovered from the original consultant and have been included in Appendix H.

Structural:

- a. Lowering the lake water may be necessary, however, consideration of a temporary coffer dam as a viable option may avoid lake draining / lowering.
- b. The existing steel sheet piling is PMA 22, has a low section modulus which is subject to deflect under loading. Design drawings suggest a 2 ft. maximum difference between the water elevation in the lake and the water elevation in the pool when full.
- c. The removal of the pool would be done in a sequence that would allow for the removal of the interior pool floor and associated piping and backfilling trenches.
- d. Removing the existing concrete curb.
- e. Dismantling the walkway.
- f. Pulling out the steel sheet piling.

Environmental:

Permitting of the decommissioning would require a Notice of Intent from the Conservation Commission and potential coordination with DEP.

- a. Once the pool structure is removed, the existing vegetated bank areas can be connected to improve ecological function, aesthetics and habitat capacity.
- b. These improvements would be combined with a site plan that leveraged the existing terracing for potential passive recreational use and the consideration of water access by non-motorized craft.

Under all scenarios the water quality of the run-off entering the lake from the surrounding site would be reviewed for potential improvement. There are several areas of erosion that are contributing to the siltation of the lake.

Permitting Summary:

- a. For any improvements, a Notice of Intent must be filed with the Conservation Commission and will undoubtedly involve the DEP's review given the history of the site.
- b. A permit from the Army Corp of Engineers will likely be required for any bank stabilization improvements or creation.
- c. A 401 Water Quality Certification will be required if disturbance impact is greater than 5000 square ft.

1b – Remove the pool and repurpose the building

Scope of Work

- demolish pool
- restore bank
- repurpose building – bring building up to code

Re-Programming:

- a. Determine the new use of the building and develop a new program of spaces that meet the needs of the Town if no longer used for swimming.

Demolition:

- a. Selective demolition of building components may necessitate hazardous materials abatement. Screening level hazardous survey is recommended.

Structural:

- a. Basic building improvements to bring the building up to code may require some structural design, new lintels, penetrations, connections.
- b. Keep shell of building largely intact and implement building improvements to bring the building up to code. Perform a Chapter 34 code review to identify what structural modifications will be required

Architectural:

The existing facility has a number of conditions that are not in conformance with either the current edition of the Massachusetts Architectural Access Board regulations (521 CMR). These areas of non-conformance will need to be addressed during a “basic repair” project, and will require some degree of reconfiguration within the second level of the pool building.

- a. The primary conditions that require floor plan reconfiguration include the following:
 1. The two toilet rooms outside of the locker rooms (noted as “SP. Men” and “SP. Women” on the 1974 plans) do not meet the requirements of 521 CMR. The door into each space is too narrow (2’8” vs. 3’0”) and the rooms themselves are too narrow (4’4” vs. 6’0”). It is recommended that these two rooms be combined into a single room that would be fitted out to function as a unisex, accessible toilet / shower room, as well as a family toilet / shower / changing room.
 2. The corridor leading to the women’s facilities is not wide enough to meet 521 CMR (2’10” vs. 3’0”).
 3. The doors leading into the Men’s locker room do not meet the requirement of 521 CMR (18” wall space required beyond the door frame on the knob side of the opening).
 4. Clear dimensions in the existing Women’s shower room are less than allowed in 521 CMR, and do not comply with what is considered good practice.
 5. The Men’s shower room is not accessible due to the 7.5” step at the entrance.

6. There needs to be an accessible shower stall provided with grab bars and a seat. Since placing these devices at the current outdoor shower would not be practical, one such shower stall will need to be provided in each of the gender's facilities.
 7. Existing benches in both the Men's and Women's facilities are too close together to allow accessible movements.
 8. Existing ADA bathrooms would be turned into family bathrooms with universal access.
- b. Resolution of the conditions noted above will generate additional space on the floor, which should be allocated to provide more generous life guard room, ticket room and first aid room, as well as some storage.

1c – Remove the pool, return to lake swimming and bring building up to code

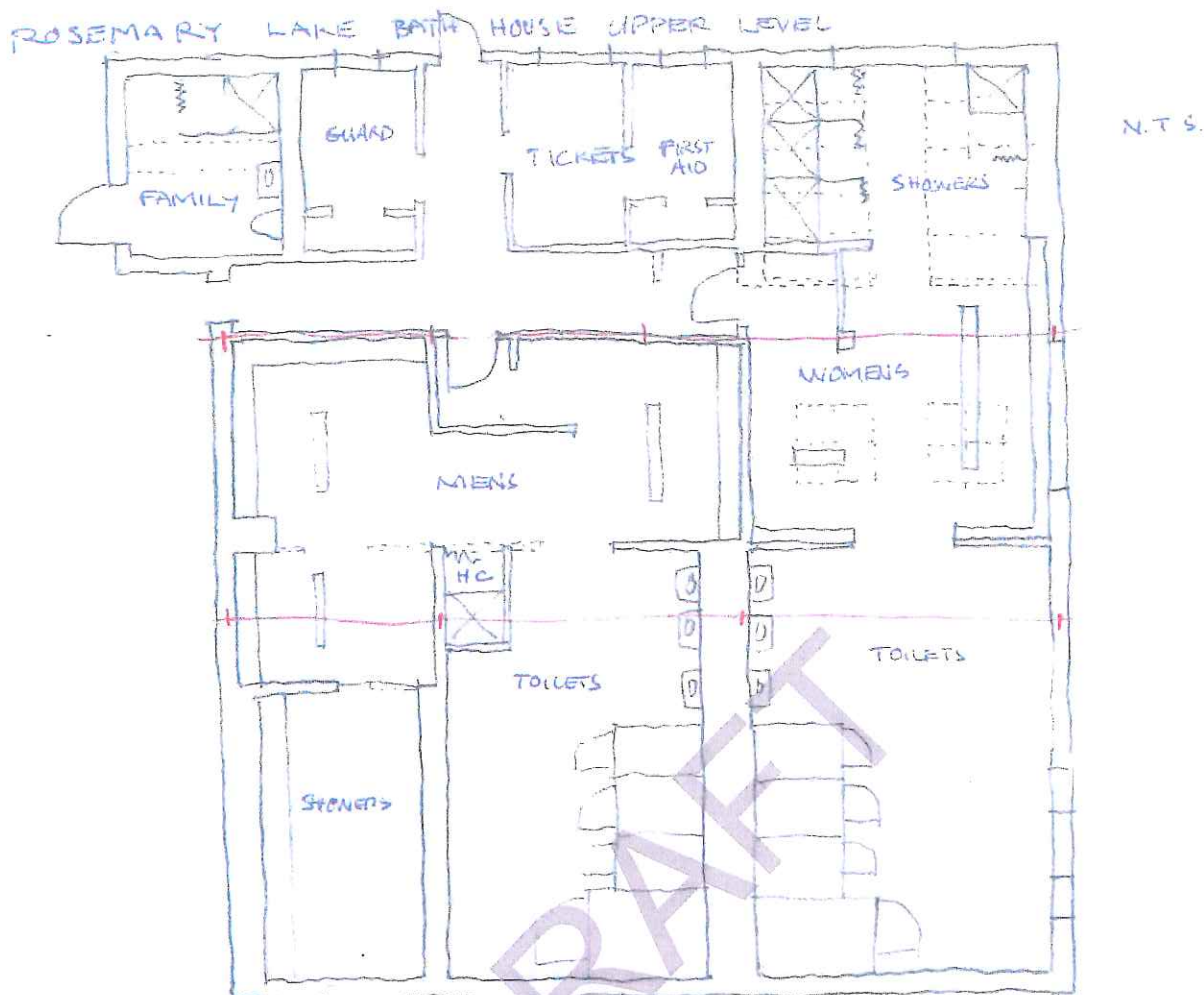
Scope of Work

- demolish pool
- restore bank
- repair building – bring building up to code for swimming function
- rehabilitate Rosemary Lake for swimming

Architectural:

The existing facility has a number of conditions that are not in conformance with either the current edition of the Massachusetts Architectural Access Board regulations (521 CMR), or the current version of the Massachusetts Department of Health Minimum Standards for Swimming Pools (105 CMR 435). These areas of non-conformance will need to be addressed during a "basic repair" project, and will require a substantial degree of reconfiguration within the second level of the pool building.

- a. Based on a stated pool capacity of 250 bathers (provided by the Town), the requirements for plumbing fixtures as defined by 105 CMR 435 is as follow:
 1. Male toilets: 4, or 3 plus 1 urinal
 2. Male lavatories: 3
 3. Male showers: 4
 4. Female toilets: 4
 5. Female lavatories: 3
 6. Female showers: 4
- b. The existing number of plumbing fixtures can be substantially reduced (currently 10 toilets and 6 showers for each gender). The two outdoor showers may count towards the overall number of required showers, if that is acceptable to the Board of Health to support lake swimming functions.



Environmental implications of swimming in the lake:

Rosemary Lake, as it exists today, is the catchment area for a portion of Needham including its roads, parking lots, industrial, commercial and residential land uses. While several improvements have been made in the four decades since the construction of Rosemary Pool, the quality of the water in the lake still suffers from high levels of nutrients and contaminants from off-site sources. As noted in Section 4 – Existing Conditions the causes of the poor water quality in Rosemary Lake include:

1. An extensive profile of muddy silt exists along the bottom of the lake. This silt is formed by many contributors that include organics that create high levels of nitrogen and phosphorus. These chemical nutrients promote the growth of algae and support the development of e. coli bacteria within the pond. The algae effects water clarity, which restricts the life guards ability to clearly see swimmers. E coli bacteria is toxic to humans and the lake continues to produce test results that indicate unsafe levels of exposure.
2. In addition to the silt, the three tributaries to Rosemary Lake are carrying storm water run-off from the larger watershed area. Contained within this storm water are contaminants resulting from roadway debris like heavy metals from brake dust and petroleum residue from operational fluids. Further, the use of fertilizers on residential and institutional lawns loads a high level of phosphorus and nitrogen into the water. These tributaries also carry fecal coli from animal waste.

In order to fully remedy these conditions it would be necessary to inventory the entire upper watershed of the lake to understand the current nutrients and contaminants posing a threat to the quality of water at Rosemary Lake. The surface area of the watershed would be mapped into sub-areas and characterized into various

classes of composition, permeability and potential threat. These sub-areas would then each need to be analyzed individually to understand which parcels have a negative impact on water quality and what interventions are required to mitigate them. This effort is significant. A study of this magnitude would take months of time, tens of thousands of dollars and the result would be a report that identifies future improvements that then need to be funded, designed, and constructed in order for water quality improvement to be realized.

It is likely the total effort to rehabilitate Rosemary Lake for swimming would take over a decade of time and tens of millions of dollars to implement.

DRAFT

Alternative 2 – Minor Renovations



Scope of Work

- Construct permanent pool walls within the footprint of the existing pool
- Demolish existing pool walls and demolish limited pool equipment
- Basic site improvements
- Basic building improvements to bring the building up to code
- Basic filtration room improvements – replace pumps, upgrade filter

Demolition:

a. Pool Wall Demolition:

See comments on Alternative 1. Also, potential use of existing pool walls as a cofferdam for new pool construction or as formwork for new pool walls will be evaluated. Construction of new pool walls will require geotechnical boring information from within the existing footprint of the pool to assess location-specific conditions.

b. Pool Wall Stabilization:

It may also be possible to stabilize the exterior cofferdams from the inside of the pool and leave existing walls in place. This would be a temporary fix that may last 10-15 years of additional pool use but should be considered a stop gap only.

c. Basic Building Improvements:

Selective demolition of building components may necessitate hazardous materials abatement. Screening level hazardous survey is recommended.

Structural:

- a. Goal is to construct a new pool within the existing foot print of the existing pool wall system. Establish the minimum required to maintain a new pool without the need drain the lake for routine maintenance.
 1. Construct permanent pool walls.
 - i. Cast-in-place concrete walls and floors.
 - ii. Replicate Life Guard walkway around perimeter (3) sides
 - iii. 5 feet deep at deep end (for slide feature).
 - iv. Uplift concerns –
 1. Implement the use of hydrostatic relief valves
 2. Install hold-down piles
 3. Oversize concrete footings for additional dead weight
 2. Demolish existing pool walls – see the decommission steps outlined in Alternate 1 above.
 3. Basic building improvements to bring the building up to code may require some structural design, new lintels, penetrations, connections.
 4. Keep shell of building largely intact and implement building improvements to bring the building up to code. Perform a Chapter 34 code review to identify what structural modifications will be required

Architectural:

Refer to Alternative 1c.

Aquatics:

- a. Filter Room Improvements
 1. This filter is antiquated, and care must be taken when dealing with the media. Code requires a collector tank between the filter and discharge to the backwash drain. There is currently an exterior concrete structure used to separate the DE media from the backwash prior to discharging to Rosemary Lake. Further investigation is required to confirm the local approval for the backwash discharge to Rosemary Pond.
 - i. The discharge of D.E. media to sewers (or anywhere else) is a violation of code. Currently the used D.E. media is captured in a pit and removed by hand by pool staff. The DPW then removes the material from an enclosed location in the parking lot for proper disposal. It will be determined if replacement parts are available. If the replacement parts for the existing D.E. filter are not available, it is recommended the D.E. filter be replaced with an industry standard high rate sand filter system.
- b. Backwash Drain
 1. Our field investigations revealed that the backwash line from the filter building dumps to a drain just outside the building. We do not know the final location of the drain pipe. However, the topography and direction of the receiving drainpipe would suggest that the backwash water is currently deposited in the pond. According to Massachusetts State code 105 CMR 435.26; 105 CMR 435.26 (2) No waste water resulting from draining a swimming, wading or special purpose pool or backwash water may be discharged into a storm drain without approval of the agency having control over such facilities. The current backwash pipe discharges directly to Rosemary Pond. We will continue our review of the approval for the discharge of the backwash to Rosemary Pond to confirm that the current arrangement does meet code.

c. Disinfection

1. The current system utilizes sodium hypochlorite to disinfect the pool water. This type of disinfection is currently acceptable for this application. However, this is a hazardous liquid and requires proper storage. Due to the size of the pool, they currently store the chlorine in a 1,200 gallon vessel, and 400 gallon vessel. There are risks with this arrangement. First, it is a large amount of hazardous chemical to store. The tank takes up a lot of space, reducing the area for the rest of the equipment. Furthermore, the disinfectant is stored in an unheated building. The chemical loses its potency over time, and when subjected to cold temperatures. The amount of chemical left in the vessel over the winter is nowhere near its original strength for the next season. Also, it appears that even with the large exhaust fan running 24 hours a day during the season, there is not adequate ventilation within the filter room. This will accelerate the deterioration of metal equipment in the room.
 - i. Per Mass State Building Code, sodium hypochlorite is a Class 1 oxidizer and at the quantities currently stored in the building, the space needs to be fully sprinkled AND stored in approved enclosures.
2. We recommend an ultraviolet light disinfection system be installed. This equipment can be easily integrated into the current piping configuration, and is extremely effective with a broader range of disinfection than is offered by chlorine alone. Massachusetts State code requires a minimum residual free chlorine value in pools. Therefore, chlorine will still have to be utilized, but at a much lower capacity. We estimated that one 55-gallon drum could be kept on site, and may only need to be changed out once per season.
3. If the UV is added, the proposed volumes of chemicals would be below the code-exempt quantities that would dictate a Hazardous Use Group, as long as the materials are stored in approved enclosures and the space in which they are stored is fully sprinkled. W&S to determine the COST to properly store the High Hazard materials versus installing the UV system.

d. Electrical Equipment –

1. The electrical disconnect switches and conduits are deteriorated from the corrosive atmosphere and need to be replaced.

e. Mechanical Equipment/Piping

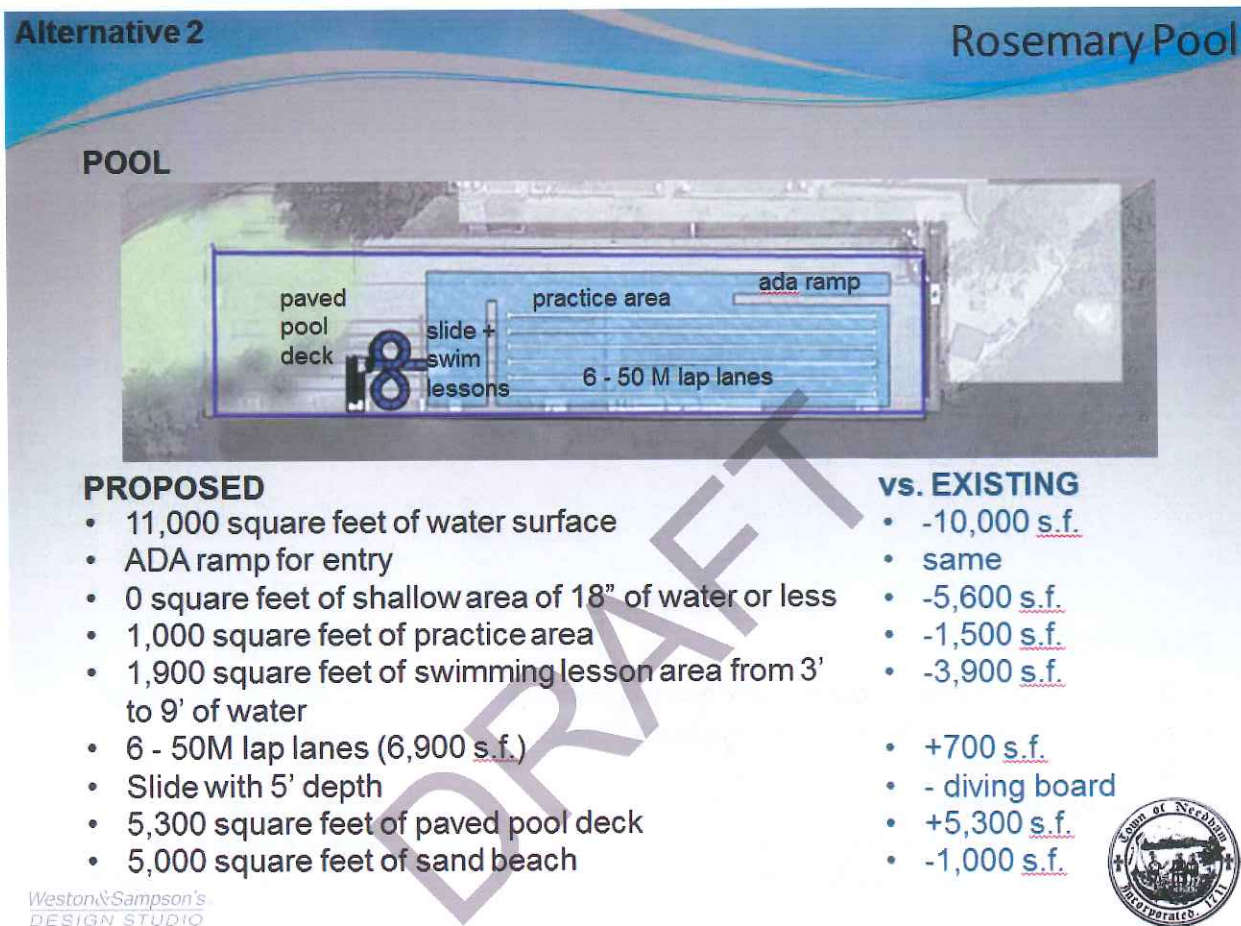
There are several issues with the equipment and piping as outlined below:

1. A majority of the piping and valves are deteriorated to the point that they require replacement.
2. The return pump is sitting on rotted threaded rod. A concrete pad needs to be installed and the pump properly anchored to it.
3. Urgent repair is required should the facility continue to operate as it exists today.

f. Pool Design:

The intent of this “basic repair” scenario is to keep costs and construction time to the minimum. While it may be intuitive to simply recreate a pool as similar as possible to the existing structure that is not the most cost effective course of action. A smaller pool within the existing footprint would offer cost savings that would not only affect up front construction expenses but also filtration upgrade costs, and

operations and maintenance over the life of the renovated pool. The precise size of this reduced footprint would be carefully considered based on use and program requirements but as a point of departure, the existing pool has a 21,000 square foot water sheet. If the pool were designed to accommodate 250 bathers at one time a pool half that size (10,000 s.f.), would be appropriate. This would result in less cast-in-place concrete walls and floors, less pool water to filter, and overall a smaller physical plant to maintain.



Environmental:

- a. Under this scenario, new pool walls would be constructed within the existing coffer dam walls. The existing coffer dam walls would then be removed. A considerably smaller pool within the existing pool footprint, may allow for additional bank creation at either end of the pool. Depending on the reconfigured geometry of the pool walls and water depths of the lake, a continuous bank condition may be possible on the exterior of the pool walls.
- b. The improvements to the filtration system and ongoing operations of the pool would offer significant benefit to water quality in the lake through improved backwash operations and filtration media.

Site:

- a. Under a minor repair scenario the site improvements will include the repair and restoration of the terraced seating area to improve accessibility and eliminate persistent erosion issues through the application of a permeable ground surface that will remain stable and comfortable without the requirement of mowing and irrigation for maintenance.

- b. The beach areas surrounding the pool will be modified to ensure that while play and experiential value are maintained, the ability to maintain water clarity and limit migration of particulate into the pool would be increased.
- c. Parking and access would be improved through the organization, permeable paving (if only used during the summer and not subjected to snow removal), and striping of formal parking alignments. This will increase safety and improve water quality entering the lake from the immediate surrounds.

Alternative 2
Rosemary Pool

PARKING LOT



PROPOSED

- 25,500 square feet of paved, accessible parking
- ADA compliant route from parking to entrance
- 58 parking spaces
- One-way traffic flow
- Vehicular drop-off at entrance
- Minor storm water improvements
- Leave upper parking lot as is

vs. EXISTING

- 15,000 s.f. of gravel
- none exists
- +13 spaces
- two-way exists
- none exists
- +700 s.f.
- same

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Alternative 3 – Major Renovations



Scope of Work

- Demolish existing pool walls and pool equipment
- Keep most of existing pool footprint, construct permanent pool walls with slight modification to allow zero entry
- Moderate site improvements and improved parking
- Keep shell of building largely intact improve building to improve functionality with program remaining on existing floors
- Fully replace filtration system in existing filter room

Demolition:

Pool Wall Demolition: See comments on Alternatives 1 and 2.

Building Improvements: See comments on Alternative 2.

Structural:

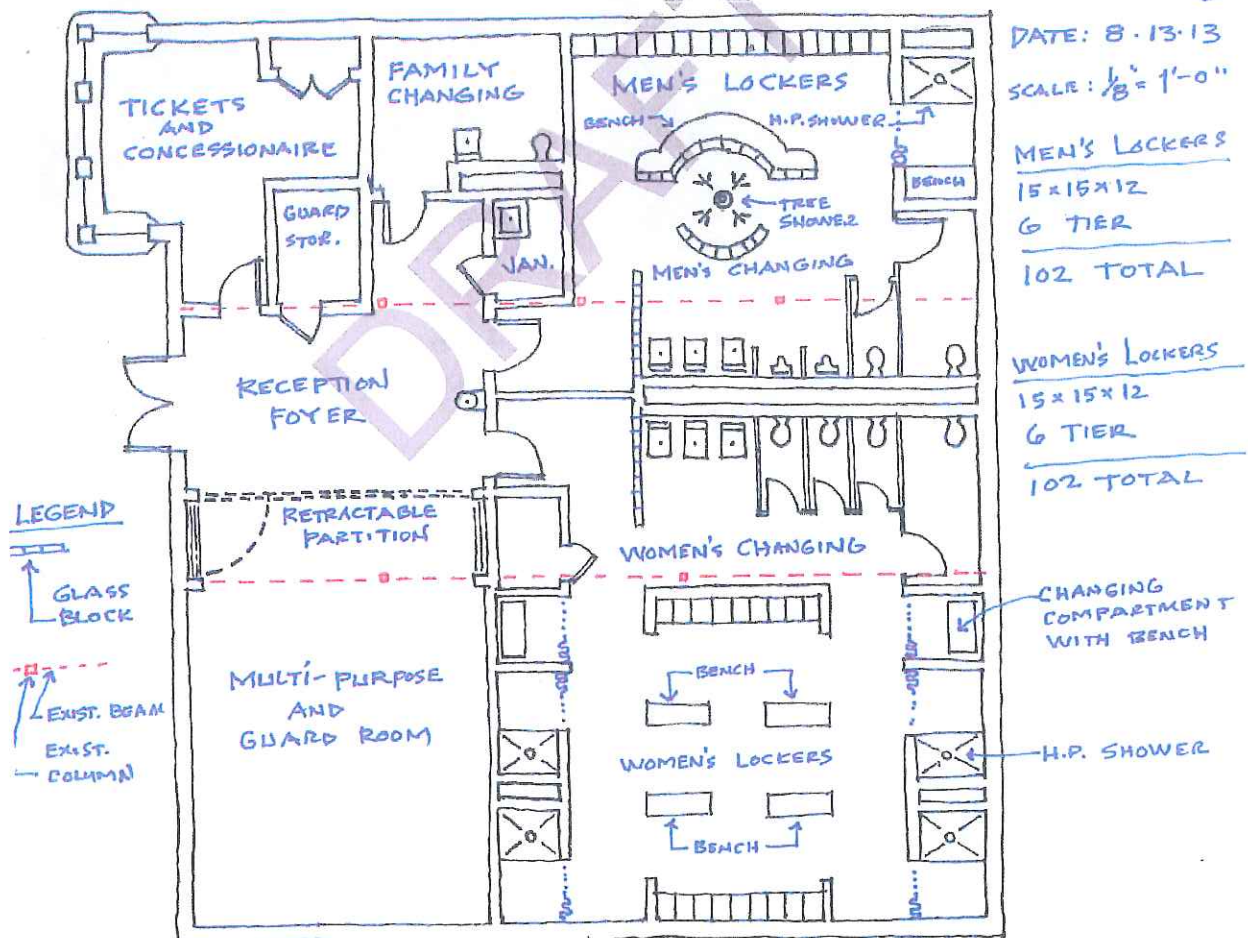
Goal is to construct a new pool within the existing foot print of the existing pool wall system, but maximize the programming through modifications to the pool shell. Similar to above, establish the minimum required to maintain a new pool without the need drain the lake for routine maintenance.

- a. Keep most of pool footprint; construct permanent pool walls with modification to allow for zero-depth entry.
- b. Demolish existing pool walls – see the demolition steps outlined in Alternate 1 above.
- c. Identify the basic site improvements that will require a structural design, such as new retaining walls, modifications to existing, grade changes adjacent to the building.

- d. Keep shell of building largely intact and implement building improvements to bring the building up to code and improve functionality on the existing floors. Perform a chapter 34 code review to identify what structural modifications will be required

Architectural:

- a. Same code upgrades as outlined above.
- b. In addition, the exterior wall can be overlaid with fiber cement clapboards and trim to modify the image of the building.
- c. It is also possible for the existing roof to be converted into a deck. The original plans called for a 2 inch concrete topping to be poured over 8 inch precast floor planks. By addenda the topping was deleted. If the roof was stripped down to the precast plank, and a 2 inch topping installed, the deck would be suitable for pedestrian traffic, with the addition of a code-compliant railing system and stair. However, it is likely that local code officials would insist that a handicapped elevator be installed to provide full access to the roof deck.
- d. Upper floor would be renovated to improve use patterns and circulation and ease operations and on site management.

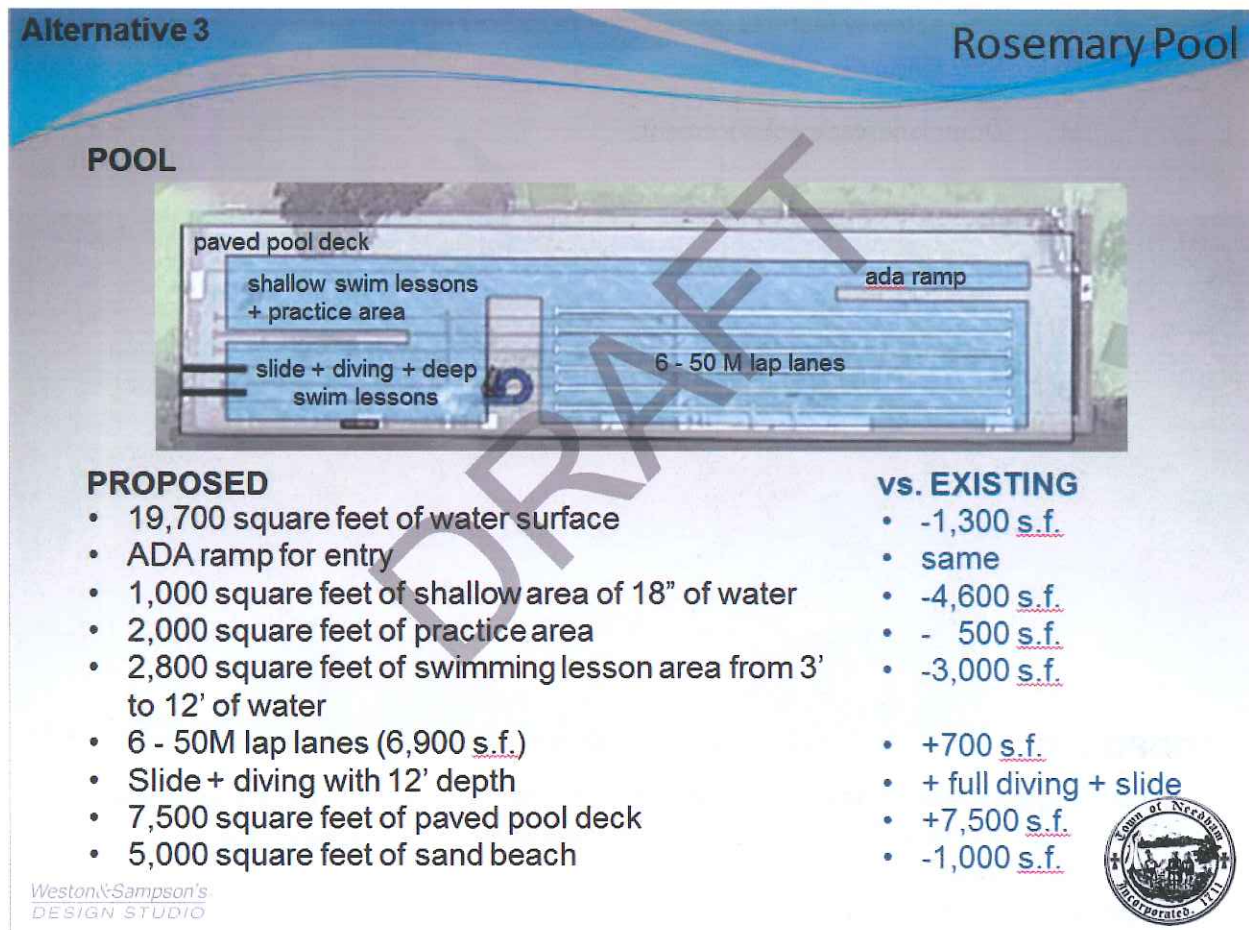


Filter Room Improvements:

- a. The existing filter room would be gutted and completely renovated with new state of the art equipment that will optimize operations and ease maintenance requirements.

Pool Design:

- a. Under this more robust repair scenario, the pool footprint reduction would be as minimal as possible to maintain pool size, capacity and programming goals. The proposed size would be determined based on the construction constraints of building within the existing coffer dam walls. Additional modifications for enhanced program capacity may also be considered. These improvements may include:
 1. Zero-depth entry sequence and removal of the existing ramp with handrails.
 2. Improvement to the diving board, queuing area and deck access.
 3. Inclusion of a water slide feature.



Environmental:

- a. Given the location of the existing walls and the depth of the lake at the interface of the pool structure, it is likely that the bank conditions on either side of the pool would remain the same. Lake water would be in direct contact with the outer pool walls on three sides but these new walls would be structurally capable of supporting the load of the lake water when the pool is drained. Apart from the elimination of the lake draining requirements for pool maintenance, there would not be more significant ecological or environmental improvement as it relates to the lake bank.

Site:

- a. See improvements outlined in Alternative 2.
- b. In addition, lower parking and access would be completely altered to make best and highest use of the flat land and create more through the integration of retaining structures and storm water improvements. The lower parking lot would be terraced into two formal parking zones with subsurface infiltration chambers to support storm water management. The existing detention basin would be relocated and altered for higher level performance.
- c. Park entrances will be upgraded to be more visible, more attractive and logically situated to provide safe, convenient and ADA compliant access to park locations and facilities.

Improvements at primary entrance locations might typically include:

- i. New pavements
- ii. New park signage
- iii. New gateway features (piers, columns, arbors etc)
- iv. Tree plantings
- v. Benches
- vi. Other landscape enhancements

Alternative 3 **Rosemary Pool**

PARKING LOT



PROPOSED **vs. EXISTING**

• 30,000 square feet of paved, accessible parking • ADA compliant route from parking to entrance and Rosemary Street • 80 parking spaces in lower lots • One-way traffic flow • Vehicular drop-off at entrance • Major storm water improvements • Pave and stripe upper lot for pool use at peak times	• 15,000 <u>s.f.</u> of gravel • none exists • +35 spaces • two-way exists • none exists • +5000 <u>s.f.</u> • improved
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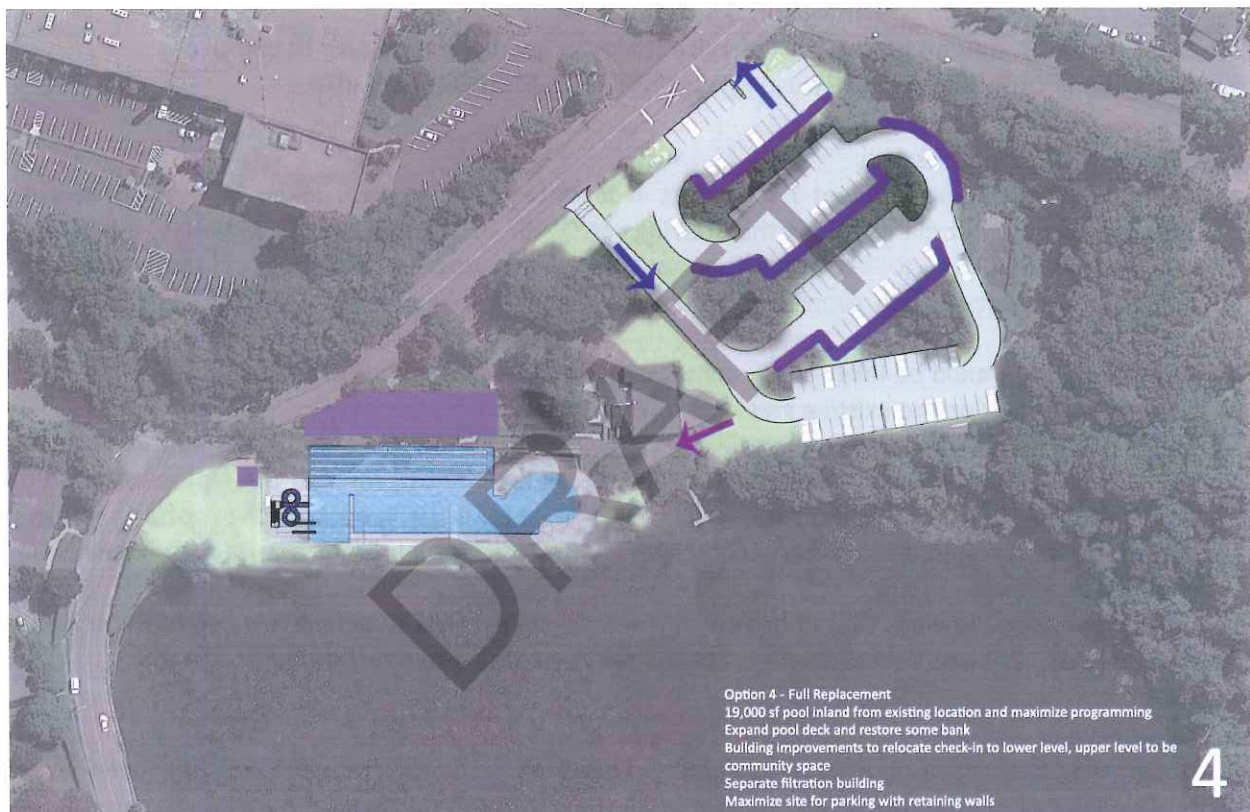
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d. At present, park edges are quite varied. In places, they are somewhat undefined with no fencing and informal shade tree growth. In conjunction with recommendations to improve entrances into the park, it is similarly suggested that a more thoughtful, consistent approach to upgrading the most visible park edges be employed. Work at these locations would include:

- i. Suitable fencing or wood guardrail
- ii. Shade tree plantings
- iii. Evergreen tree plantings
- iv. Interior trail network that creates more permeable edges for pedestrian access

Alternative 4 – Pool Replacement and Building Remodeling



Scope of Work

- Demolish existing pool walls and pool equipment
- Completely remove existing pool with new footprint set back on site
- Significant site, pedestrian circulation and parking improvements
- Reconnect natural bank
- Construct separate pool mechanical building
- Accommodate four-season use through the inclusion of a bubble structure.
- Consider a splash pad feature to extend season of use.
- Move bathrooms and other guest service uses to lower level for improved user experience and pedestrian flow.
- Reuse existing building to greatest extent possible and consider expansion to support additional programming for community center related activities.

Demolition:

- a. Pool Wall Demolition: See comments on Alternatives 1 and 2.
- b. Building Improvements: See comments on Alternative 3.

Structural:

The goal of Alternate 4 will be to completely remove existing pool and reconstruct a new pool set back away from the current pool limits within the lake. Reconfigure the existing building based on the programming requirements for the facility and construct a new pool mechanical building on site, location to be determined.

- a. Completely remove the existing pool – see the decommission steps outlined in Alternate 1 above.
- b. Design a new cast-in-place or gunite style pool on a new footprint set back further into site than the current pool, towards the east.
- c. Design a new separate pool mechanical building.
- d. Relocate bathrooms and other guest services to lower level of the existing bathhouse.
- e. Make modifications and re-use existing building to greatest extent possible.

Geotechnical and Structural Testing:

- a. There is an indication on Sheet 1 of 6, that at least two borings were taken BH1 and BH3, but the boring logs were not made part of the drawing set. If the boring logs are not available, a minimum of four borings should be drilled within the foot print of the proposed new pool. If the boring logs are available, then one or two supplemental boring should be taken at the center of the proposed new pool.
- b. Another boring should be taken at the center of the proposed mechanical building.
- c. Test for lead paint on the existing steel sheet piling.
- d. The existing hollow core plank shop drawings should be made available to the design team to confirm the live load design criteria. The design drawings call for 100 psf, refer to the Notes listed on 1974 drawings. The design was altered during the addenda phase in 1974, deleting the rooftop seating area and the roofing system changed; refer to Sheet A-4R. The design loading criteria may have also been changed as a result.
- e. If the plank shop drawings cannot be found, it will not be possible to definitively establish the capacity of the planks. Construction above the roof will require a separate structural floor system.

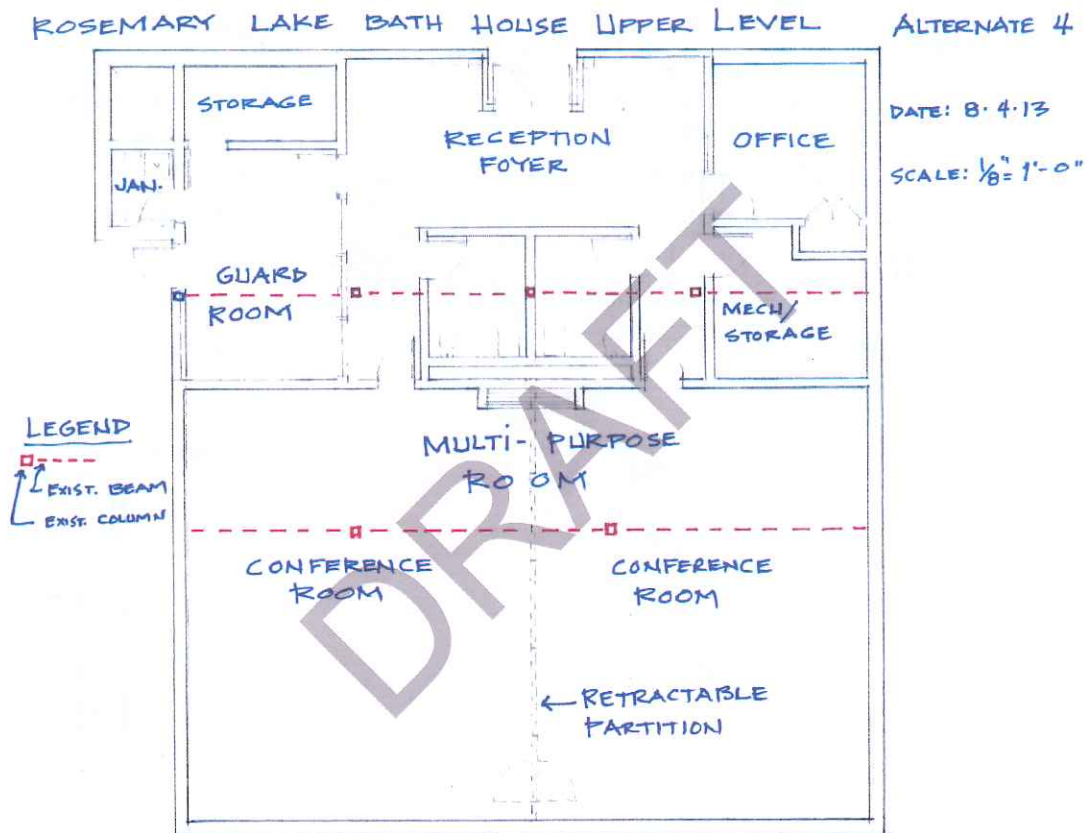
Architectural:

- a. Under this Alternative, the pool equipment would be removed from the existing building, with replacement equipment to be placed in a separate, dedicated mechanical building elsewhere on the site.
- b. Bather facilities are moved to the ground level of the exiting building under this scenario, placing them closer to the level of the pool, thus minimizing the need for bathers to climb stairs or ramps. The ticket office and first aid station would also need to be relocated to the ground floor.
- c. Given that the rear half of the ground floor is below the surface of the surrounding finish grade, more substantive mechanical equipment will be required to provide the code-required ventilation of these spaces, particularly toilet and shower rooms. An appropriately sized mechanical room and supply/return air ducts will be required.

This scenario provides the opportunity at the second floor of the existing building to create generous space to support administrative functions along with life guard facilities. There also is an opportunity to adapt the

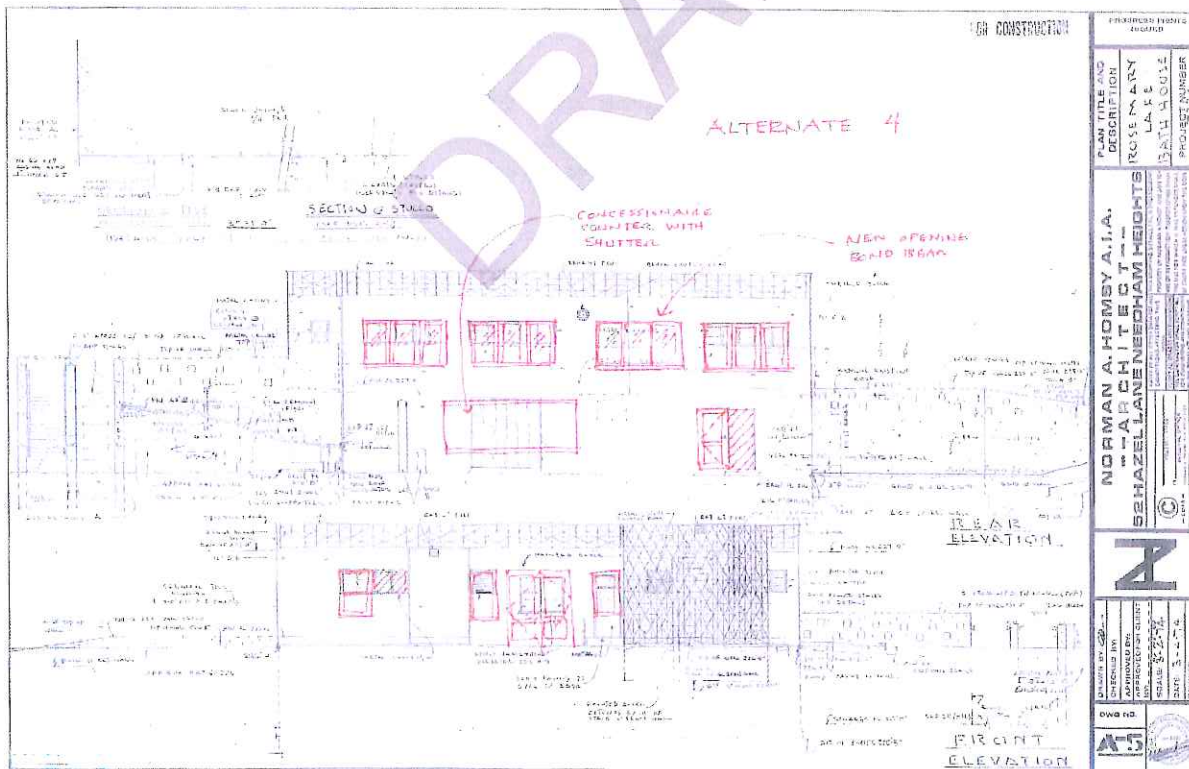
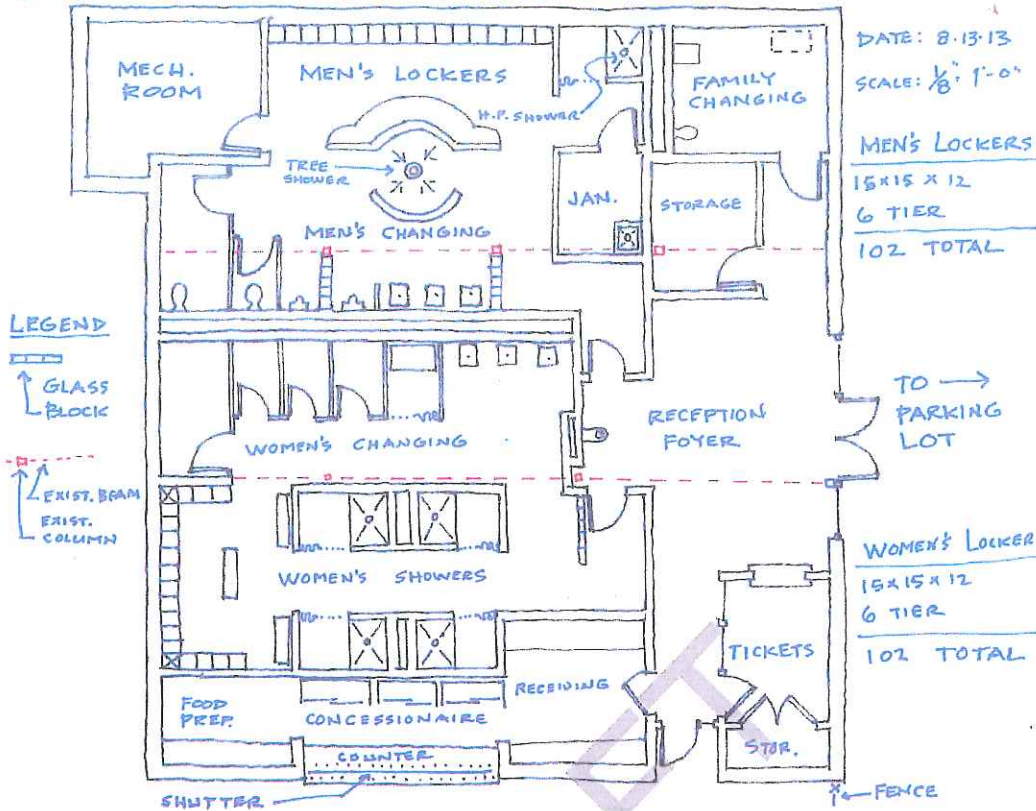
substantial portion of existing second floor for other Recreation Department programming, and to create a number of window openings to allow views onto Rosemary Lake and the pool.

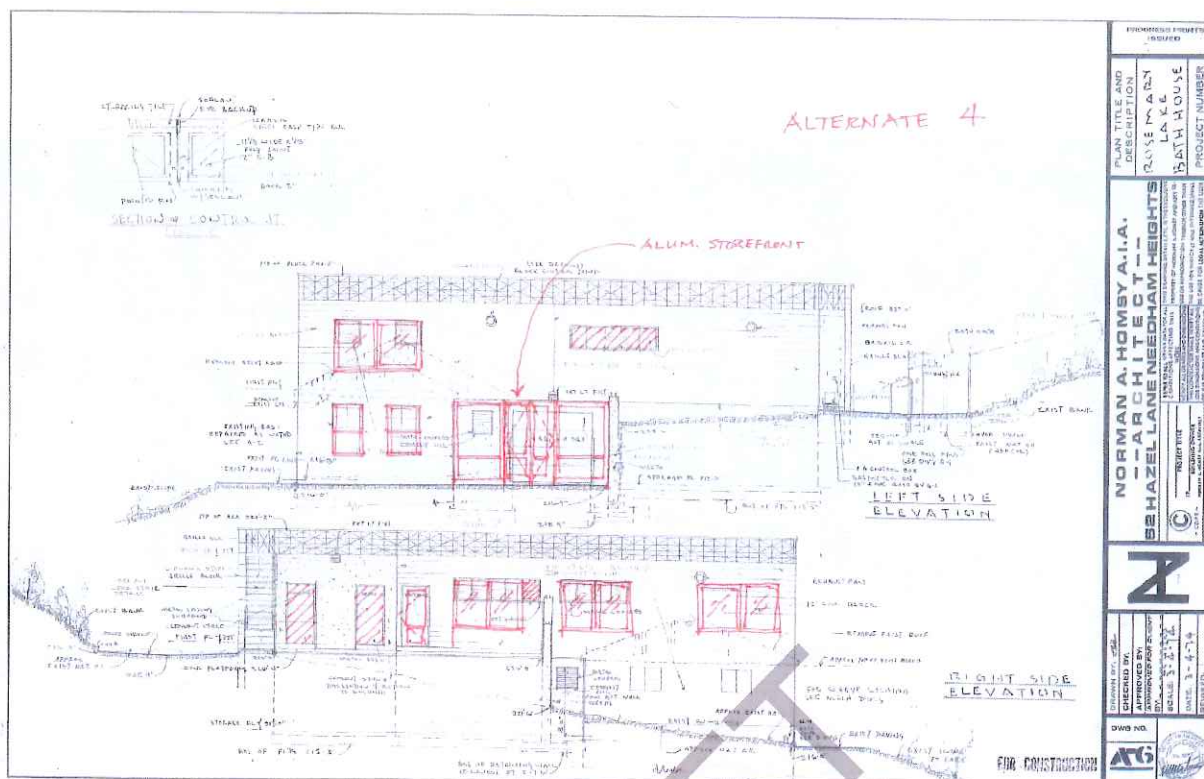
- a. The pool mechanical building should be constructed of sturdy, utilitarian material such a concrete block.
- b. The mechanical building and the existing building can both be overlaid with fiber cement clapboards and trim to improve aesthetic character.



ROSEMARY LAKE BATH HOUSE LOWER LEVEL

ALTERNATE 4





Filter Room Improvements:

- a. There are significant benefits to relocating the filtration equipment in its own stand-alone structure. Both from a building programming and site experience perspective and from a pool operations stand point. A separate filter building gives the town the ability to truly separate the swimming functions and the operational/maintenance requirements of the pool. A new building can be compact and appropriately designed for improved aesthetics on the site. In addition, a separate filter building offers maximum flexibility in the pool repair scenarios. Environmental permitting considerations will inform the final location of a new building.

Pool Design:

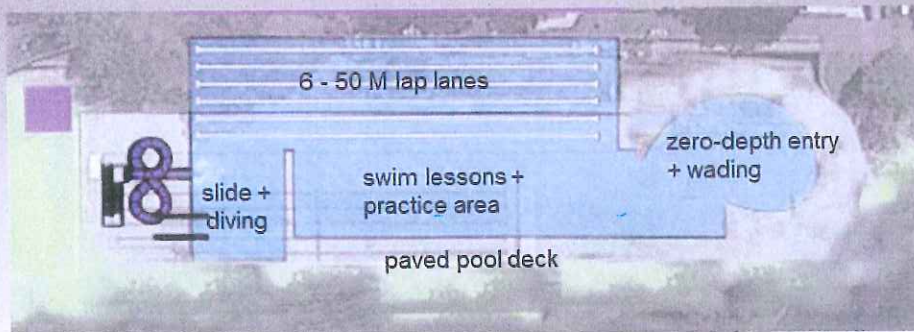
With a full renovation the town is afforded the freedom to reconsider ideal pool location within the site. Given the environmental constraints and inherent challenges of having a pool "within" a lake, an alternative location should at the very least be considered.

- a. The unique location and experience of this swimming facility is not to be underestimated and can be implemented in a far more sustainable manner than currently exists. Through the community process we will determine the most beloved qualities of Rosemary Pool that are to be protected and enhanced to the greatest extent possible. Should those qualities include the experience of swimming in a pool while overlooking the lake, then a design that captures this experience will be crafted. We are confident that this design can not only enhance the bather's experience, but also greatly improve the ecological and environmental relationship of the pool to Rosemary Lake.

Alternative 4

Rosemary Pool

POOL



PROPOSED

- 19,000 square feet of water surface
- zero-depth entry
- 4,800 square feet of shallow area of 18" of water or less
- 3,000 square feet of practice area
- 3,000 square feet of swimming lesson area from 3' to 5' depth
- 6 - 50M lap lanes (6,900 s.f.)
- Slide + diving with 12' depth
- 9,000 square feet of paved pool deck
- 2,500 square feet of sand beach

vs. EXISTING

- -2,000 s.f.
- none exists
- - 800 s.f.
- same
- -2,800 s.f.
- +700 s.f.
- + full diving + slide
- +9,000 s.f.
- -2,500 s.f.

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Environmental:

- A renovated pool and building scenario offers flexibility in the final locations of outer walls as they relate to the resource areas of lake and lake bank. It also allows for the establishment of recreated bank and/or beach conditions along the lake edge that would support the environmental and ecological function of Rosemary Lake.

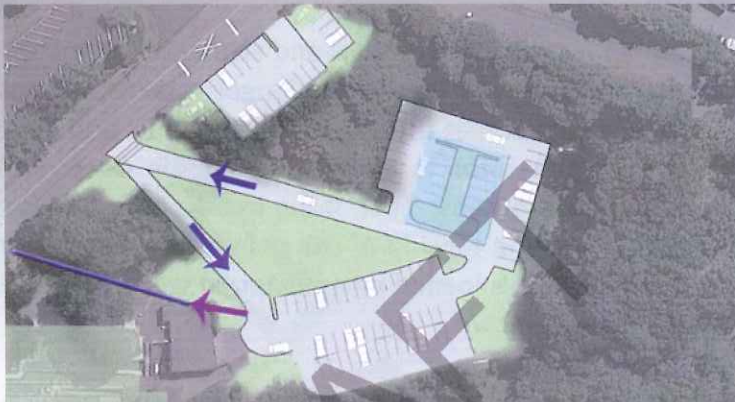
Site:

- Interior Paths- at present, Rosemary Lake has several informal walking paths that meander through the wooded landscape and connect the park to surrounding neighborhood resources. Recommendations include the establishment of additional pathways to connect to important park facilities, expand existing wooded trails and to provide improved ADA compliance. Existing pathways will be upgraded to include increased widths and shade tree and park bench installations to improve park aesthetics and the enjoyment of park patrons. A two-tiered hierarchy of pathways is envisioned with the added width and amenities typical along the two main, primary pathways and narrower, unembellished pathways serving as secondary connectors.

- b. Landscape and planting improvements shall include:
- Installation of new shade trees to replace and supplement the large number of trees that are mature, damaged or diseased
 - Installation of new park furnishings including benches, picnic tables, trash receptacles, bike racks, fences and informational signage
 - Installation of interpretive signage to convey the unique cultural, social and historical aspects of the property

Alternative 3
Rosemary Pool

PARKING LOT



PROPOSED

- 30,000 square feet of paved, accessible parking
- ADA compliant route from parking to entrance and Rosemary Street
- 80 parking spaces in lower lots
- One-way traffic flow
- Vehicular drop-off at entrance
- Major storm water improvements
- Pave and stripe upper lot for pool use at peak times

vs. EXISTING

- 15,000 s.f. of gravel
- none exists
- +35 spaces
- two-way exists
- none exists
- +5000 s.f.
- improved

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Future Build Out of Four Season Facility

This study considers two alternatives to accommodate the desire for a four-season swimming facility at Rosemary Pool: a bubble structure and the construction of an indoor pool connected to the existing bathhouse building.

Seasonal Bubble Structure

A bubble structure, while less expensive to install, requires an incredibly intense level of operation and maintenance in order to keep it functioning at a high level. Through research conducted of other existing bubbled pool facilities in New England there are several factors to consider before embarking on this path.

The bubble is removed in the summer to make best use of the benefits of an outdoor pool. This requires a considerable amount of labor in both the spring and the fall to put up and take down the structure. Summer storage is required. The structure is carefully folded and stored on palettes that cannot be stacked and must be in a relatively controlled environment to ensure the enclosure membrane is not exposed to extreme temperatures or moisture while not in use.

The operation of putting up and taking down the bubble can take anywhere from one to four weeks depending on the size of the crew and expertise in installation. There are electrical, HVAC, and other mechanical connections that must be made to ensure climate control and proper air circulation are achieved. The New England winters can be very cold. The bubble membrane is not the most efficient barrier for maintaining a heated environment. As a result, hot air must be constantly moving through the bubble in order to keep it inflated and maintain a comfortable climate for use.

Most bubble structures rely on a combination of air and structural members for support. The more structural members, the more expensive it is and the longer it takes to install. When hot air is the primary method of support it is critical that the system have alarms and alerts and 24/7 surveillance as well as a significant backup generator to ensure the bubble does not deflate over the pool. Bubbles deflate due to a number of reasons. First, if the bubble structure is compromised through a rip that allows air to escape. Given the tension of the membrane, it is common to have small tears expand rapidly. Second, if the bubble is loaded by an external weight, it will collapse. Most often in New England, this external weight is snow.

Snow removal can become a full-time operation at a bubble structure. The domed shape of the membrane causes the snow to slide from the highest point down along the structure until it hits the ground. Continued snowfall will follow this same course building a bank along the side of the bubble. Once this bank reaches a certain height, it will collapse the bubble from the side. Snow removal operations must be done with very small equipment and in many cases by hand with a shovel due to the delicate nature of the membrane itself. Snow must be moved to another location to make room for the next potential snowfall.

Should the bubble deflate and collapse onto the pool the risk of freezing and damage to the pool structure itself is high. In some cases the repair of the bubble will take longer than the pool can remain exposed to winter conditions and the pool is either drained or covered and heated in order to prevent further facility damage.

The investment in a bubble includes the membrane, which is custom sized to the individual facility, the heating and ventilation system, lighting, and a backup generator with enough power to support these functions should there be loss of power. In 2013 dollars, this is estimated to be a \$600,000 investment. In order to make this feasible at Rosemary Pool, the existing bathhouse would require renovation in order to connect the bathhouse facilities to the bubble to allow swimmers to use the pool without exiting the structure. The final cost of these renovations is likely to approach \$500,000 in 2013 dollars, but final designs would need to be completed to confirm these estimates.

Natatorium

The second alternative for year-round swimming is the construction of an indoor pool. In order to accommodate this at Rosemary Pool, a Natatorium (or pool room) would be built as an addition to the existing bathhouse building. The cost of this addition may exceed the Town's ability to fund such an improvement at this time, therefore a 20,000 square foot area on the site will be maintained and protected as a place holder for the future construction of the Natatorium when funding is raised or becomes available. The physical realization of this placeholder may require retaining and retaining structures during the first phase of improvements to the pool. Given the area required and the existing site constraints it is likely that a temporary, and less costly, approach may be taken initially with the intention that more robust site infrastructure be installed when the Natatorium expansion becomes a reality.

No matter what alternative is selected, Rosemary Lake will continue to be an important open space resource with programs that contribute in a very positive way to the daily lives of so many of Needham's residents. It was agreed by all, that a park that hosts activities for residents aged 1 to 101 is the type of place that is desired and that the appropriate uses that are intended within this great park setting are what will tend to discourage inappropriate use and help to ensure the maintenance of a safe and healthy environment for generations to come.

Operating Budget Considerations

The Operating Budget Summary included below identifies the initial breakdown of costs associated with the operation of Rosemary Pool as it exists today. All costs are estimated in current (2013) dollars, have been rounded and are estimated based on information gathered from the Town.

Direct Cost	Budget	Notes
Pool Staff	\$105,000	22 staff members
Chlorine and Filter Supplies	\$25,000	
Annual Building and Grounds	\$10,000	Pool paint, building supplies, landscaping supplies
Energy	\$9,000	Electricity and natural gas
Contractors	\$6,000	Plumbing, pump, welding
Operations	\$5,000	Admissions, clothing, certifications, phones, water testing, special events
Miscellaneous	\$5,000	Contingency
Internal Assistance		
DPW Sewer / Water	\$3,000	Pre-season testing of lake/stream; assistance with filter system
DPW Parks / Forestry	\$10,000	Pre-season cleaning/painting/initial landscaping

A general number to use for the cost of operation is \$180,000 for one summer, including costs that continue throughout the year.

Some of these numbers can fluctuate over a summer, depending on weather conditions or mechanical issues, as examples. The season is roughly ten weeks, plus some staff work about 3 additional weeks in the pre-season.

Not Included: The hours provided by the Park and Recreation Director, Assistant Director, Recreation Supervisor, and Administrative Specialist. The cost of their time spent on current pool operations would still be spent whether there is a summer outdoor pool or not.

If a year-round indoor pool was added into the operation, the department would need to hire at least a full-time aquatics director at an estimated \$50,000-60,000 per year, and be included in the department's operating budget. There would also be a need for full-time maintenance staff and other staff related to guarding, instruction and admissions.

Budget:

Currently, the direct expenses for Rosemary Pool are in Park and Recreation's Operating Budget, as are the salaries for the administrative staff. The revenue that is collected is deposited into the Town's General Fund and is not available to be spent directly by the department.

Park and Recreation also has a Revolving Fund. The funds that are collected can be spent directly by the department. The type of MA approved revolving fund that Needham has adopted does not allow for any funds to be spent on employees who receive benefits. It can only be spent on non-benefit employees and expenses. Most of the fall/winter/spring programs, athletic field lights, and tennis court badges/expenses are currently in the Revolving Fund. If a year-round pool was built, it is possible to operate it through the revolving fund, but some expenses, including the aquatics director, would not be eligible to be spent from this fund.

A third type of budget is an Enterprise Fund. Though not a legal requirement, an Enterprise Fund tends to cover all direct and indirect costs related to a municipal function. Needham has enterprise funds for Water and Sewer, funded through fees charged for those services. It is possible that a year-round facility would be required to operate as an Enterprise Fund, with a decision made on how much would need to be covered by fees and what might be subsidized through an operating budget appropriation. Park and Recreation does not currently have an Enterprise Fund. Some Park and Recreation departments have them for specific operations, i.e. golf course, skating rink.

Revenue:

There is no requirement that the fees for programs/services offered through the Operating Budget be self-sufficient. Many services provided by Park and Recreation do not have a fee associated with them – including playgrounds, public restrooms, and trails – but all have costs related to them.

Fees cannot be legally charged to “make money” – they have to be related to the service provided and to the cost of operating that service/program. As an “outrageous” example, Park and Recreation cannot increase fees at the pool to cover the costs of hiring a new librarian. Park and Recreation can increase fees at the pool to cover more of the direct costs related to its operation.

“Scholarships” are offered for all programs offered by the department, including season passes to Rosemary Pool and swim lessons. There is no funding to cover these costs, so it is a “loss” to the department’s revenues. In recent years, the cost of pool related scholarships has ranged from \$16,000-20,000.

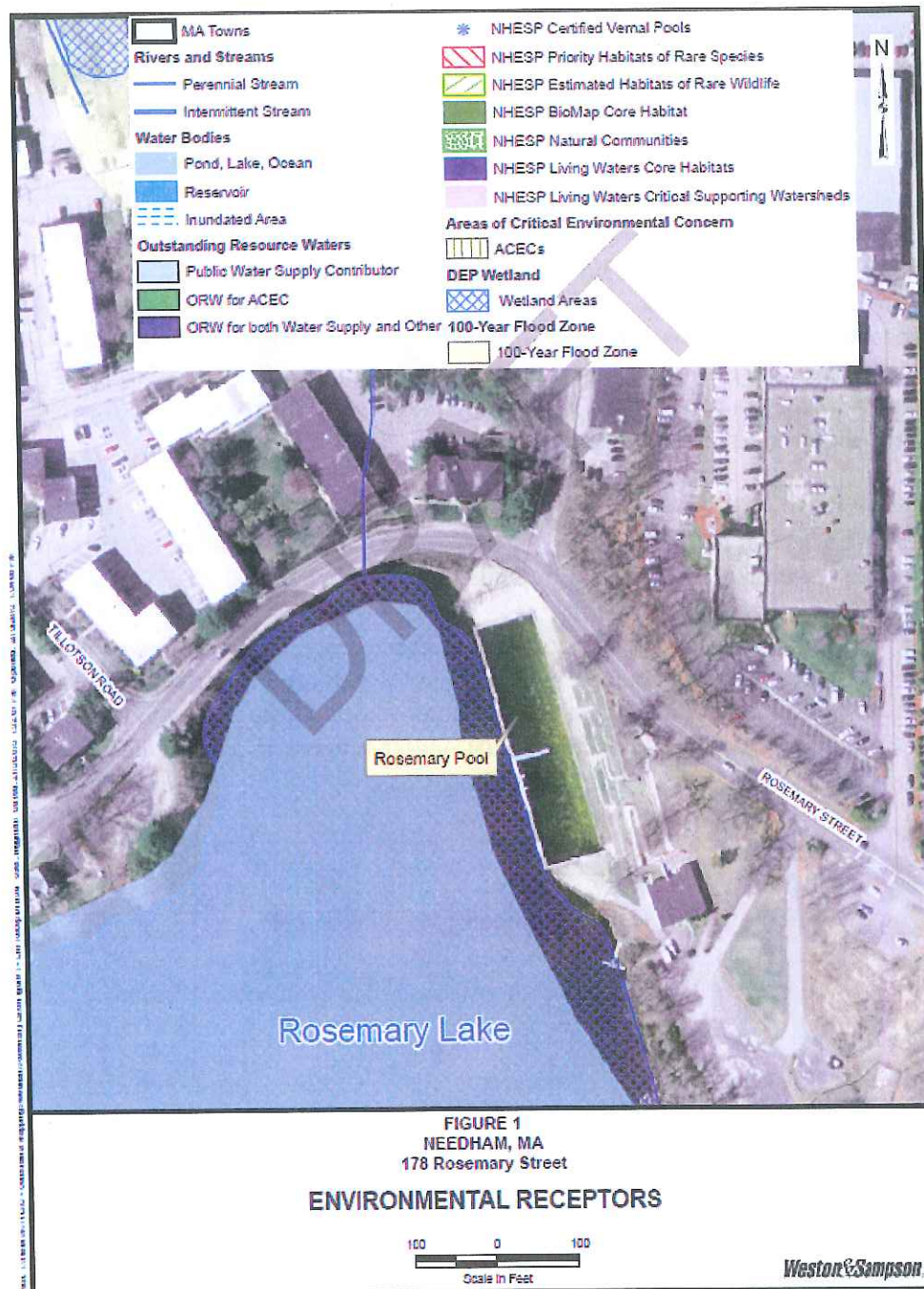
The fees charged for Rosemary Pool used to cover the direct costs, but were never enough to cover the indirect costs. Until recently, the DPW budget paid for chlorine and other filter supplies as well as electricity, so there was a loss of more than \$30,000 each year, at a minimum. Those expenses are now reflected in the Park and Recreation budget. Depending on the actual operating costs in a particular summer, the revenue collected can cover anywhere from 45% - 55% of the direct costs.

Summer 2011	\$80,000
Summer 2012	\$79,000
Summer 2013	\$67,000 (started season late due to school schedule)

Permitting

Given the long history of permitting negotiations and the required coordination and approvals from both local and state agencies, the permitting considerations for any alternative future at Rosemary Pool are quite significant.

The following summarizes all of the alternatives and appropriate permitting assumed at this time. Further, Weston & Sampson has approached DEP to informally vet potential alternatives. The outcome of this outreach has also been included for future reference.



The future alternatives for the Rosemary Pond Pool will potentially require a variety of permits. The permitting requirements will essentially hinge upon the amount of disturbance that will occur to the Pond both during construction and due to final design. Storm water management issues are a relatively minor issue unless substantial changes to the parking lot and other upland areas are undertaken. These impacts are unlikely as the primary focus of the project is modifications to the pool and associated building structures and not the entire reprogramming of the site for alternate recreational activities (except Alternative 1 which removes the pool completely).

Environmental Site Conditions/Resources

Review of available environmental resource databases suggests no severe environmental restrictions exist for the site (Figure 1). In general the relatively urban area and previous site work/activity relegate the environmental issues to be primarily associated with Rosemary Lake and its associated ecology. No vernal pools are mapped within the project area, no Areas of Critical Environmental Concern (ACEC's) and no Natural Heritage and Endangered Species Habitats exist within the project boundaries. Instead resource areas fall within the "wetlands and waterways" concerns. Wetland flagging was performed at the site on 5/20/2013. Flags were placed along the top of the bank from WSE-1 to WSE-12. In addition to identifying resource areas designated as bank, obvious attention must be paid to the land under water at the clearly defined limits of the land itself.

Permitting Requirements

Due to the extensive length of the bank and the current pool wall, which abuts the pond, all but Alternative 3 of the planned alternatives considered for Rosemary Pool Complex will require the following environmental permits:

- Massachusetts Environmental Protection Agency (MEPA)
- Notice of Intent (NOI)
- 401 Water Quality Certification
- Army Corps of Engineers
- National Pollutant Discharge Elimination System (NPDES) Construction Site Dewatering

At this time no alternative includes the extension or addition of features into the pond and therefore a Chapter 91 License is not deemed necessary. The complexity of the permit and the degree of scrutiny/review by permitting agencies will vary depending on potential impact and ultimate benefits or improvements based on the long-term solution/design. While general permit descriptions are provided in attachment I, a strategy or approach to the alternatives is discussed below and schedule for all permits is provided in attachment II. Without actual designs in place final impact areas and construction management techniques cannot be absolutely known at this time. However, work within the water resource or along the bank is assumed to require the insulation of a coffer dam structure either using sheet piling or porta-dam style system.

Description of Environmental Permitting

Local:

Notice of Intent (NOI):

Under the Massachusetts Wetlands Protection Act (WPA), a notice of intent (NOI) must be filed with the local conservation commission when there is construction in or near a wetland resource. The

purpose of this notice is to ensure a "no net loss of wetlands" policy. The NOI is actually an application for work and describes both the type of work to be done and the types and boundaries of the wetland resource areas in the area of work. The NOI may be approved with or without site specific conditions by the conservation commission. If it is approved with conditions, an order of conditions (OOC) is issued by the commission (see below).

Due to the proximity of the pool to wetland resource areas all alternatives will require a NOI to ensure that the proposed work does not have a detrimental effect on resources protected under the WPA.

The time needed to complete the filing of an NOI is approximately 3 weeks. Once the application is complete allow 2 weeks before the hearing and another 2 weeks after the hearing to receive the order of conditions from the conservation commission. Often conservation commissions will continue a hearing if it feels the project has not met specific performance standards in the WPA. A continuance will extend the schedule an additional 2 weeks.

Order of Conditions:

If the NOI is approved with conditions, an order of conditions (OOC) is issued by the commission. These conditions are special, project-specific regulations that are set forth by the commission and must be adhered to by the petitioner.

The local conservation commission will issue the order of conditions approximately 2 weeks after the NOI hearing date, unless continued. Following the issuance there is a 10 day appeal period, after which the OOC must be recorded at the Registry of Deeds.

State:

Notice of Intent (NOI):

In addition to submitting an NOI to the local conservation commission a copy must be sent to MassDEP for their review. The review periods for MassDEP meet the timeline for the local NOI submittal listed above. The NOI is not approved by MassDEP, however they may issue comments or include conditions for the OOC. If they feel that the Conservation Commission has not acted in the interests of the WPA they could appeal any OOC issued by the commission. In addition, if the OOC is appealed by any of the appellants authorized in the Water Protection Act then MassDEP will take over review of the project.

401 Water Quality Certification:

A 401 Water Quality Certificate (WQC) is issued by the state and is needed for projects that would impact waters of the commonwealth, including wetlands, by either dredging greater than 100 cubic yards or filling (this includes dewatered areas) greater than 5,000 ft². This certificate ensures that a dredging or filling project that may potentially result in the discharge of pollutants into a resource area is in compliance with Massachusetts Surface Water Quality Standards and the Massachusetts Wetlands Protection Act. It also ensures that the project will minimize impacts to Massachusetts's waters and wetlands.

Due to the proximity of the pool to wetland resource areas any alternative that will require 100 CY of dredge or greater than 5,000 ft² of impact will require a 401 WQC to ensure that the proposed work is in compliance with both the MA Surface Water Quality Standards and the Massachusetts Wetlands Protection Act. Based on the need to dewater immediately adjacent to the pool to demolish the existing wall, we assume that the 5,000 ft² threshold will be met.

The time needed to secure a 401 Water Quality Certification permit is approximately 2 - 3 months after applications are submitted, including a 21 day Appeal Period. It is best to consult with your contact at MassDEP during the design phase to ensure that the final plans will be acceptable once submitted.

Massachusetts Environmental Policy Act (MEPA) review:

The purpose for a MEPA review is to inform project participants, including state agencies, of potential environmental impacts due to a proposed project. This review occurs while the project is still in its planning stage. The interested party will prepare a document which will identify all required state agency actions and describes how the project will comply with the regulatory standards and requirements. The state agencies will then have to review the proposal and show any other points in the document that need additional description or analysis prior to the agency action (often the approval of an environmental permit).

A project will have to go through the MEPA review process if they equal or exceed MEPA thresholds. A complete list of thresholds can be seen in 301 CMR 11.03. The applicable triggers for this project would be the alteration of 5,000 ft² of bordering vegetated wetland or the alteration of ½ acre of any other type of wetland, both of which would require an Environmental Notification Form (ENF). Based on the alternatives and the need to work within Rosemary Lake we assume these triggers will be met.

Once an ENF is filed it will be reviewed by a MEPA agent, a Notice will be placed in the Environmental Monitor and a Public Hearing will be held. After the hearing the MEPA agent will finalize their review. At the end of the ENF review, it will be determined if an Environmental Impact Report (EIR) will need to be filed. At this time we do not anticipate the having to file an EIR, as the project will most likely not trigger any of the EIR thresholds. No permits can be issued until the state agrees that the environmental impacts have been fully described and all plans to avoid, minimize and mitigate adverse effects are in place.

The time to go through the MEPA review process if an EIR is not needed is approximately 3 months. If an EIR is needed, the MEPA review may take upwards of 7 months or more.

Mass Endangered Species Act Review/Natural Heritage and Endangered Species Program:

The Natural Heritage & Endangered Species Program (NHESP), part of the Massachusetts Division of Fisheries and Wildlife, is one of the programs forming the Natural Heritage network. NHESP is responsible for the conservation and protection of hundreds of species that are not hunted, fished, trapped, or commercially harvested in the state.

The Program's highest priority is protecting the 178 species of vertebrate and invertebrate animals and 264 species of native plants that are officially listed as Endangered, Threatened or of Special Concern in Massachusetts.

All projects in Massachusetts must be checked against the newest NHESP Habitat map as part of the Mass Endangered Species Act (MESA) Review, to ensure that any planned work will not constitute a "take" of any endangered or threatened species habitat. This process has been folded into the NOI permit application and therefore, if the project requires the submittal of an NOI then the MESA review is filed as part of that document.

This project area has been checked against the Mass GIS servers 2008 NHESP habitat maps and show that the work area exists outside any marked habitats. Therefore, a NHESP permit is not necessary.

Federal:

U.S. Army Corps of Engineers 404 Clean Water Act permit:

A section 404 Clean Water Act permit is issued by the US Army Corps of Engineers (ACOE) and is required for projects that involve the discharge of dredged or fill material into waters or wetlands of the United States. These projects must comply with the conditions found in the Massachusetts Programmatic General Permit (PGP). There are three levels of PGP review, Category I for impacts < 5,000 ft² of inland wetlands, Category II for impacts between 5,000 ft² and 1 acre and Individual permits for impacts > 1 acre. In addition, the ACOE also issues Category II permits for inland bank disturbances greater than 100 linear feet.

Due to the proximity of the pool to wetland resource areas any alternative that will require 5,000 ft² of impact or includes the creation or stabilization of greater than 100 linear feet of bank will be required to submit a Category II permit.

If the project does impact > 5,000 ft² then a document describing the proposed project will need to be filed with the Corps for review and authorization.

The time needed to secure a section 404 permit is approximately 2-3 months after the final construction design is complete. It is best to consult with your contact at U.S. Army Corps during the design phase to ensure that the final plans will be acceptable once submitted.

National Pollutant Discharge Elimination System (NPDES) – General Construction Permit and Stormwater Pollution Prevention Plan (SWPPP):

Under the NPDES provisions of the Clean Water Act, the U.S. Environmental Protection Agency (EPA) regulates water quality, sediment, and pollutant discharge of stormwater runoff from construction sites. Operators of large and small construction activities must obtain coverage under a National Pollutant Discharge Elimination System (NPDES) construction stormwater permit. A large construction activity is generally one that will disturb five or more acres of land. A small construction activity will disturb one or more but less than five acres of land.

Construction projects that propose the alteration of more than 1 acre of land must obtain coverage under the NPDES Stormwater Construction General Permit. The project proponent must submit a one page registration form known as a Notice of Intent to EPA and must develop and implement a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP details construction activities, erosion control measures, and inspection schedules to be implemented during construction to ensure that the construction activities do not have an adverse impact on wetlands and waterways.

This project will require the submittal of the NPDES permit with the accompanying SWPPP as it will alter more than 1 acre of land. The time needed to secure a NPDES permit is approximately 1-2 months.

Alternative 1

- a. Decommissioning of the pool with restoration of the pond bank will face little opposition from most environmental permitting agencies. Impact minimization will generally focus on construction activities, final bank location, stabilization techniques, removal of demolition material, and plant restoration plans. Additional issues may include future site uses and any modifications to storm water systems that are undertaken as a result of demolition/decommissioning activities.
- b. Permitting under MEPA for decommissioning may be handled through a request for advisory opinion, if disturbance is held to under 5,000 square feet in resource areas and bank restoration plans are satisfactory to other agencies. Similarly, the Army Corps Permits Section 404 General Permit should be favorably received as this becomes essentially a restoration project. A 401 Water Quality Certificate would focus heavily on maintaining runoff during construction and the removal of any walls/sheet piling from resource areas.
- c. Local Conservation Commission permitting for a decommissioning or demolition project can become contentious unless construction monitoring and maintenance of environmental controls are well designed for site activities. This is generally confirmed through an acceptable SWPPP. The SWPPP will be used to file a NPDES construction site dewatering permit at the same time as the NOI.

Alternatives 2 and 4

These two alternatives can be approached in a similar fashion to the environmental permits. Conceptually both alternatives would result in a smaller footprint for the pool system and restoration of a more natural bank. Final bank location, slope, materials of construction and recreational access will impact the long-term conditions that may be placed on the site under permitting effort. In general however, all of the permits under Alternative 1 will be required. Under MEPA, it is no longer advisable to file for a Request for Advisory opinion, instead an ENF with conceptual plans and identified impacts/protections should be submitted. Work within the pond and restoration of the natural bank conditions should be viewed favorably but protections under the construction activities will be required for an:

- NOI
- NPDES
- 401 WQ Certificate

Alternative 3

Only Alternative 3 considers maintaining the current footprint of the pool. Structural fixes along the waterfront wall will require disruption of the existing water resource area. Final disposition of the wall facing the pool will be of concern to most permitting agencies. Any concept which allows for some incremental reduction in the footprint of the pool, and the restoration of the natural bank conditions will reduce the permitting difficulties.

Most importantly long-term maintenance activities on the pond side of any structure should be reduces significantly or eliminated. Care should be taken in the design of the final wall/bank to avoid footprint expansion into the pond. Designs that require additional volumetric storage in the pond or loss of resource will undoubtedly require mitigation or compensatory resource construction in Rosemary Lake and will increase design and construction costs as well as permitting difficulty. As noted previously, additional structures within the pond (e.g. expansion) would add the requirement of a Chapter 19 Certificate.

DRAFT



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

MEETING DATE: 12/17/2013

Agenda Item	FY2013 Financial Audit
Presenter(s)	Scott C. McIntire CPA, Melanson Heath & Company, P.C. David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Representatives from the audit firm of Melanson Heath & Company, P.C will update the Board as to their recently completed audit of the Town's general purpose financial statements for FY2013 and their recommendations.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	Yes	NO
3.	BACK UP INFORMATION	YES	NO
(Describe backup below) a. Memo dated 12/13/13 to Board from David Davison RE: FY2013 Audit b. FY 2013 Financial Audit			

dbd 12/13/2013

Memo

To: Members of the Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Anne Gulati, Director of Financial Operations for Needham Public Schools; Dan Gutekanst, School Superintendent; Chip Davis, Town Appraiser; Evelyn Poness, Treasurer/Collector; Michelle Vaillancourt, Town Accountant
Date: December 13, 2013
Re: Fiscal Year 2013 Annual Audit

FY2013 Audit

The independent audit firm Melanson, Heath and Company, PC (MHC) has completed its audit of the Town's Financial Statements for the fiscal year ended June 30, 2013. Mr. Scott C. McIntire CPA from the firm is scheduled to meet with the Board on Tuesday, December 17, 2013. He will give an overview of the audit process and MHC's comments regarding prior and current year recommendations to management. We will be available to address questions that the Board may have.

An invitation will be extended to the members of the Finance Committee through the Executive Secretary and through School Superintendent to members of the School Committee to attend your meeting so that they will also have an opportunity to hear the report first hand.

Please do not hesitate to contact me if you have any questions prior to the meeting.

TOWN OF NEEDHAM, MASSACHUSETTS

Annual Financial Report

For the Year Ended June 30, 2013

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SUPPLEMENTARY INFORMATION:

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MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Needham, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Needham, Massachusetts (the Town), as of and for the year ended June 30, 2013, (except for the Needham Contributory Retirement System which is as of and for the year ended December 31, 2012), and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Needham, Massachusetts, as of June 30, 2013, (except for the Needham Contributory Retirement System which is as of and for the year ended December 31, 2012), and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis appearing on the following pages, and Employee's Retirement System and Other Post-employment Benefit Plan Schedules of Funding Progress appearing on page 63, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures

do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The budget and actual comparisons for Sewer, Water, and Solid Waste funds appearing on pages 64 through 66 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Other Legal and Regulatory Requirements

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 11, 2013 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town's internal control over financial reporting and compliance.

Melanson, Heath + Company P.C.

Andover, Massachusetts
December 11, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Town of Needham, we offer readers this narrative overview and analysis of the financial activities of the Town of Needham for the fiscal year ended June 30, 2013.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) Notes to Financial Statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Position presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, highways and streets, public facility maintenance, health and human services, and culture and recreation. The business-type activities include sewer, water, and solid waste activities.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. Proprietary funds are maintained as follows:

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Specifically, enterprise funds are used to account for sewer, water and solid waste operations.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. Specifically, internal service funds are used to account for self-insured workers compensation programs and property and casualty insurance. Because these services predominantly benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the business-type activities reported in the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the sewer, water and solid waste operations, all of which are considered to be major funds.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. A complete copy of the Needham Contributory Retirement System financial statements can be obtained from the Retirement Board at Town Hall, Needham, Massachusetts 02492.

Notes to financial statements. The notes provide additional information that are essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets exceeded liabilities by \$255,513,825 (net position), a change of \$11,906,337 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$39,113,774, a change of \$13,949,986 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$15,150,157, a change of \$4,303,315 in comparison to the prior year.
- Total long-term bonds and loans payable, including unamortized bond premium, at the close of the current fiscal year was \$101,086,229, a change of \$15,984,790 in comparison to the prior year.
- Total short-term notes payable at the close of the current fiscal year was \$10,517,125, a change of \$652,479 in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

Net Position Summary (000s)

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Current and other assets	\$ 70,341	\$ 55,317	\$ 18,482	\$ 16,819	\$ 88,823	\$ 72,136
Capital assets	<u>233,377</u>	<u>225,274</u>	<u>58,832</u>	<u>55,701</u>	<u>292,209</u>	<u>280,975</u>
Total assets	303,718	280,591	77,314	72,520	381,032	353,111
Long-term liabilities outstanding	89,175	77,514	16,530	12,183	105,705	89,697
Notes payable	10,517	8,315	-	1,550	10,517	9,865
Other liabilities	<u>8,305</u>	<u>9,254</u>	<u>990</u>	<u>687</u>	<u>9,295</u>	<u>9,941</u>
Total liabilities	107,997	95,083	17,520	14,420	125,517	109,503
Net position:						
Net investment in capital assets	138,428	144,126	44,369	43,454	182,797	187,580
Restricted ⁽¹⁾	13,162	10,962	-	-	13,162	10,962
Unrestricted ⁽¹⁾	<u>44,130</u>	<u>30,420</u>	<u>15,424</u>	<u>14,646</u>	<u>59,554</u>	<u>45,066</u>
Total net position	\$ <u>195,720</u>	\$ <u>185,508</u>	\$ <u>59,793</u>	\$ <u>58,100</u>	\$ <u>255,513</u>	\$ <u>243,608</u>

⁽¹⁾ The June 30, 2012 Net Position reflects the reclassification of the Community Preservation Act to the Restricted Classification from Unrestricted.

Changes in Net Position Summary (000s)

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Revenues:						
Program revenues:						
Charges for services	\$ 9,418	\$ 9,616	\$ 16,269	\$ 14,862	\$ 25,687	\$ 24,478
Operating grants and contributions	25,819	24,653	-	225	25,819	24,878
Capital grants and contributions	670	7,030	-	-	670	7,030
General revenues:						
Property taxes	101,761	97,032	-	-	101,761	97,032
Excises	4,736	4,301	-	-	4,736	4,301
Penalties and interest on taxes	1,333	1,207	-	-	1,333	1,207
Grants and contributions not restricted to specific programs	1,935	2,006	-	-	1,935	2,006
Investment income	470	322	15	15	485	337
Other	<u>559</u>	<u>925</u>	<u>-</u>	<u>-</u>	<u>559</u>	<u>925</u>
Total revenues	146,701	147,092	16,284	15,102	162,985	162,194

(continues)

(continued)

Changes in Net Position Summary (000s)

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
Expenses:						
General government	5,554	4,919	-	-	5,554	4,919
Public safety	14,158	13,673	-	-	14,158	13,673
Education	82,705	81,241	-	-	82,705	81,241
Public works	7,031	6,184	-	-	7,031	6,184
Maintenance	10,563	9,384	-	-	10,563	9,384
Human services	1,518	1,540	-	-	1,518	1,540
Culture and recreation	3,183	3,463	-	-	3,183	3,463
Interest on long-term debt	2,459	2,656	-	-	2,459	2,656
Intergovernmental	1,181	1,165	-	-	1,181	1,165
Other unallocated costs	8,675	7,723	-	-	8,675	7,723
Sewer operations	-	-	7,798	7,477	7,798	7,477
Water operations	-	-	4,354	4,115	4,354	4,115
Solid waste operations	-	-	1,901	1,956	1,901	1,956
Total expenses	<u>137,027</u>	<u>131,948</u>	<u>14,053</u>	<u>13,548</u>	<u>151,080</u>	<u>145,496</u>
Change in net position before transfers	9,674	15,144	2,231	1,554	11,905	16,698
Transfers	<u>538</u>	<u>581</u>	<u>(538)</u>	<u>(581)</u>	<u>-</u>	<u>-</u>
Change in net position	10,212	15,725	1,693	973	11,905	16,698
Net position - beginning of year	<u>185,508</u>	<u>169,783</u>	<u>58,100</u>	<u>57,127</u>	<u>243,608</u>	<u>226,910</u>
Net position - end of year	<u>\$ 195,720</u>	<u>\$ 185,508</u>	<u>\$ 59,793</u>	<u>\$ 58,100</u>	<u>\$ 255,513</u>	<u>\$ 243,608</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position.

The largest portion of net position \$182,796,526 reflects our investment in capital assets (e.g., land, buildings, machinery and equipment); less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position \$13,162,415 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$59,554,884 may be used to meet the government's ongoing obligations to citizens and creditors.

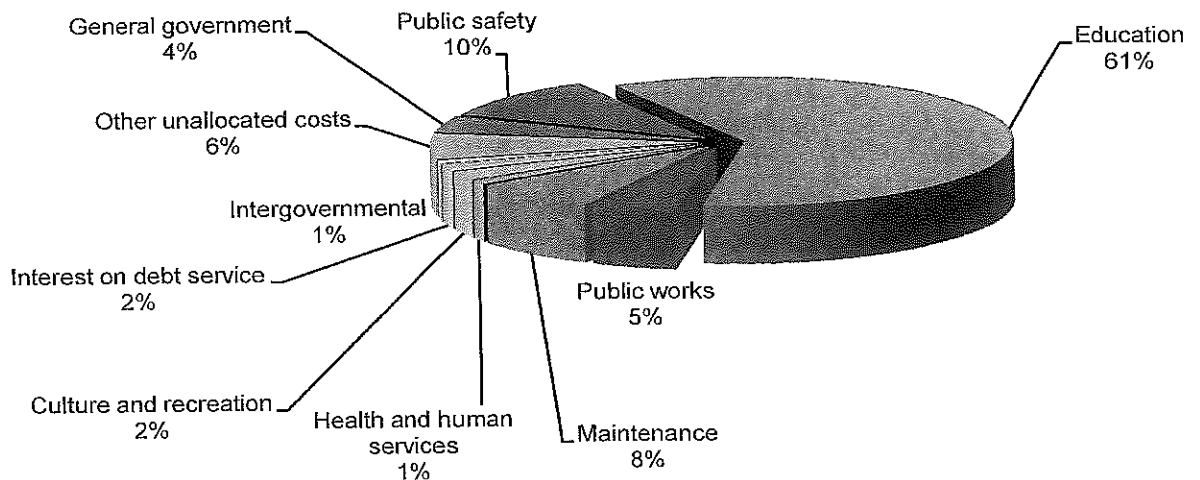
Governmental Activities

Governmental activities for the year resulted in a change in net position of \$10,212,392. Key elements of this change are as follows (in thousands):

General fund excess of revenues over expenditures - fund basis	\$ 7,167
CPA fund excess of revenues over non capitalized expenses	2,091
Increase in OPEB asset	400
Capital grants and contributions used to acquire capital assets	670
Other	<u>(116)</u>
Total	<u>\$ 10,212</u>

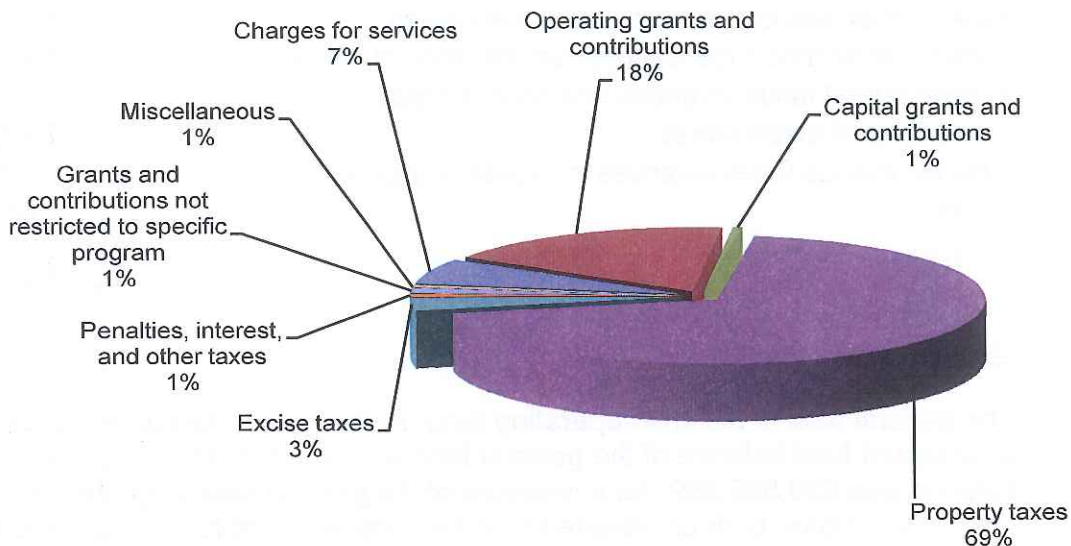
The following graph presents the users of resources of the governmental activities. The total cost of all governmental programs and services increased by \$4.8M over the previous year or by 3.6%.

Functional Expenses - Governmental Activities



As presented in the following graph, most of the Town's revenue comes from property taxes. Total revenues (excluding transfers) decreased by \$0.4M over the prior year or 0.3%.

Sources of Revenue - Governmental Activities



Business-Type Activities

Business-type activities for the year resulted in a change in net position of \$1,693,945. Positive results are due to strong budgetary performance (softened by the use of fund balance) and the Town's continued practice of financing capital improvements with revenues.

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$39,113,774, a change of \$13,949,981 in comparison to the prior year. Full definitions of all fund balance classifications can be found in the notes to the financial statements. Key elements of this change are as follows (in thousands):

General fund revenues in excess of expenditures	\$ 7,167
General fund transfers in from Enterprise Funds for indirect costs, net of Sewer and Solid Waste subsidies	538
CPA fund excess of revenues over expenditures	1,969
Senior Center fund expenditures over issuance of bonds	(4,474)
Capital project funds revenues and bond proceeds in excess of expenditures	7,232
Special revenue funds revenues in excess of expenditures	831
Other	<u>687</u>
Total	<u>\$ 13,950</u>

General Fund

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$15,150,157, while total fund balance was \$29,595,859. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>6/30/13</u>	<u>6/30/12</u>	<u>Change</u>
Unassigned fund balance	\$ 15,150,157	\$ 10,846,842	\$ 4,303,315
Total fund balance	29,595,859	25,624,410	3,971,449

	<u>6/30/13</u>	<u>6/30/12</u>	<u>Change</u>
Unassigned fund balance as of % of total General Fund expenditures	12.1%	9.0%	3.1%
Total fund balance as of % total General Fund expenditures	23.6%	21.3%	2.3%

The total fund balance of the general fund changed by \$3,971,449 during the current fiscal year. Key factors in this change are as follows (in thousands):

Use of free cash, overlay surplus and other reserves	\$ (5,919)
Increase in stabilization accounts	551
Revenues in excess of budget	3,674
Expenditures less than budget	2,653
Unused overlay allowance	1,605
Excess of current year carryforwards over expenditures of prior year carryforwards	1,534
Other	<u>(127)</u>
Total	<u>\$ 3,971</u>

Included in the total general fund balance are the Town's committed accounts with the following balances:

	<u>6/30/13</u>	<u>6/30/12</u>	<u>Change</u>
General stabilization	\$ 3,729,614	\$ 3,656,504	\$ 73,110
Capital stabilization	2,225,419	1,747,801	477,618
Compensated absences	219,388	-	219,388
Continuing appropriations	<u>464,527</u>	<u>339,915</u>	<u>124,612</u>
Total	<u>\$ 6,638,948</u>	<u>\$ 5,744,220</u>	<u>\$ 894,728</u>

Other Major Funds

Community Preservation Act fund property taxes and other revenues are collected per state legislation that allows those revenues to fund projects such as preservation of historical buildings. The Town did not have considerable expenditures in the current year in the fund, other than the \$112,355 to purchase land and the transfer of \$550,000 to the general fund for eligible debt service.

The Town began construction of a new Senior Center in fiscal year 2012 with a budget of \$8,075,000 per Article 14 of the Special Town Meeting of November 2011. The Town issued \$1,000,000 in long-term bonds and \$6,500,000 in short-term notes in fiscal year 2013 to finance the costs. The Town spent \$5,473,672 on construction costs in fiscal year 2013. The Senior Center project met the definition of a major fund in fiscal year 2013.

Proprietary funds. Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail.

Unrestricted net position of the enterprise funds at the end of the year amounted to \$15,424,628, a change of \$778,861 in comparison to the prior year, primarily due to revenues from user charges exceeding expectations and savings in costs.

Other factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

E. GENERAL FUND BUDGETARY HIGHLIGHTS

During fiscal year 2013, the Town realized revenues and other financing sources in excess of budget of \$3.6 million, and realized budget savings of \$2.7 million relative to expenditures. Amounts used from other financing sources were \$6 million. The results are due to the consistent conservative budgeting practices.

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 2013 remained unchanged from the original budget of \$124,482,766.

During fiscal year 2013, the Town realized revenue in excess of budget of \$2.8 million, and realized budget savings of \$2.7 million relative to expenditures. Revenues in excess of budget are lower than fiscal year 2012 results of approximately \$3.1 million, but the budget return was higher than fiscal year 2012 return of approximately \$2.4 million. The results are due to the conservative budgeting practices.

Motor vehicle excise tax revenue remains stable and was \$0.95 million in excess of budget. Revenue from licenses and permits remained strong and was approximately \$0.75 million in excess of budget, but was approximately \$80,000 less than fiscal year 2012. Revenue from other revenue sources was \$0.44 million in excess of budget. The combination of motor vehicle excise, permit and license revenue, and other miscellaneous local revenue receipts contributed approximately 75% of the total General Fund surplus.

The General Fund operating budget savings returned \$2,672,092 or approximately 2.3% of the total appropriation. Town again realized savings in the group health insurance programs with a budget surplus of more than \$822,000 or 8.3% of budget. The Town transferred \$400,000 of this savings to the Town's Other Post-Employment Benefits (OPEB) fund as advance payment on the unfunded liability. The Budgetary Reserve Fund returned \$551,316 a greater return than in recent past years as demands on the reserve were lower than expected. The Town also realized a budgetary return of \$120,071 in unemployment costs as the amount of claims has decreased as the economy showed signs of improvement. Return of \$535,509 from the public safety departments was due in part to vacancies as staff retired, and new staff was hired and sent to training. Needham Public Schools also had a higher dollar return in the amount of \$326,896, although as a percent (0.64%) of the original school budget of \$51,112,681 appears low, it was one of the higher dollar turn backs in several years.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total capital assets for governmental and business-type activities at year-end amounted to \$292,208,913 (net of accumulated depreciation), a change of \$11,234,635 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital asset events during the current fiscal year included the following (in thousands):

Governmental Activities:

Senior Center design, feasibility study, construction	\$ 5,474
Newman school repair	3,077
Lincoln Street property	2,597
Town Hall design and renovation	421
Department of public works administration building	174
Parks and recreation facility maintenance	331
Salt shed	156
R/B/S/I/D/B/C improvements	229
Webster Street Chapter 90 project	314

Business-Type Activities:

Pump station	\$ 3,414
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Debt. At the end of the current fiscal year, total long-term bonds and loans outstanding were \$100,315,626. The bonds are backed by the full faith and credit of the government. The Town's general obligation bond rating continues to carry the highest rating possible, AAA, a rating that has been assigned by Standards & Poor's to the Town debt since 2000.

Additional information on capital assets and long-term debt can be found in the Notes to Financial Statements.

G. ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The General Fund balances for fiscal year 2013 were higher as expected due to the lower Free Cash figure certified by the Department of Revenue. Free Cash is essentially the portion of unassigned General Fund balance that the Massachusetts Department of Revenue will allow to be appropriated by the Town. The lower certification of the fiscal year 2012 activity was expected to generate a higher fund balance at the end of fiscal year 2013 and a much higher than usual Free Cash amount would be certified after fiscal year 2013. The Free Cash certified after fiscal 2012 was \$2,153,808; the amount certified after fiscal 2013 was \$10,133,912. In comparison, the immediate preceding five years, the average Free Cash amount certified was \$4.2 million and the ten- year average was \$3.8 million. The Town made contingency plans for this delay in the certification of monies that were effectively generated in fiscal 2012 so that when the funds were certified the following year that they would not be used to fund recurring costs, as the amount would not be expected to reoccur after fiscal 2014. The Town planned to use a significant amount of the Free Cash, after it was certified in fiscal 2014 for capital investment and additional reserves. The Town does not intend to use any more of the Free Cash than in past years for funding the subsequent fiscal year operating budget. In the fall of 2013 (FY2014), the Town appropriated \$5,981,564 of the \$10,133,912 that was certified by the Department of Revenue. \$5,032,357 was appropriated for various capital

projects, including \$2,729,276 for modular classrooms at the Mitchell School and \$650,000 for a study in partnership with the Massachusetts School Building Authority (MSBA) looking to the replacement of the Hillside School. The Town also appropriated \$566,530 to its Athletic Facility Improvement Stabilization Fund, an additional \$307,677 towards its OPEB liabilities, and \$75,000 to its fiscal 2014 Budgetary Reserve Fund. The balance of the Free Cash will be a funding source for fiscal 2015 appropriations. Management will continue to recommend that the Free Cash certified be directed to cash capital investment, formal reserves, and other non-recurring expenses and that only a limited amount be used for the operating budget.

The Town expects a better than average increase in New Growth property tax revenue for 2014 and 2015, as build out of the Needham Crossing commercial park continues. Needham Crossing is located off Highland Avenue and abuts Interstate 95 (Rte. 128). The greater construction activity is due in part to TripAdvisor, Inc. moving its world headquarters to Needham. The Town entered into a tax incremental financing (TIF) agreement with TripAdvisor, Inc. in 2012, in exchange for a portion of the New Growth property tax revenue that its development will generate will be exempted over thirteen years. Most of the exemption occurs during the first five years. Construction of the facility has been approved and permits have been issued.

As was expected, the fiscal year 2013 year-end results showed an increase of \$4.3 million dollars in unassigned fund balance, and we anticipate that fiscal year 2014 year-end results will show a decline, but that fund balance overall will be in the normal range that it has been for Needham during the past decade. The Town's General Fund unassigned balance showed an increase of \$4,303,315 (compared to an increase of \$1,982,894 last year) from \$10,846,842 in fiscal year 2012 to \$15,150,157 in fiscal year 2013 for the aforementioned reasons. Fiscal year 2013 is the third year of the reporting transition under GSAB Statement 54 which reclassified how certain funds are reported. The new classification now includes the general and capital stabilization fund balances as part of the General Fund rather than other Governmental Funds. One effect of this reporting change was the total fund balance ratio to General Fund revenue increased markedly when compared to fiscal year 2010 and earlier. Fiscal year 2011 ratio was 17%; fiscal year 2012 was 20%; the ratio for fiscal year 2013 was 22%. The ratio for fiscal year 2013 without the stabilization funds included in the total would be 17%, an improvement over the previous three years (15.7%, 12.8%, and 12.3%). The year end results are in keeping with management's underlying long-term planning goals of sustainability. As noted, the General Fund balance now includes the stabilizations funds; however, the legal purposes and governance of the stabilization funds do not change and appropriations to and from the Funds still requires a vote of Town Meeting (the Town's legislative body).

As noted previously, the Town is moving forward with a condition assessment of the Hillside and Mitchell elementary schools, and possibly expanding the Pollard Middle School. The Town has statements of interest with the MSBA. Our assumption continues to be that at least one of the two elementary school

projects will be eligible for financial assistance from the MSBA. The current estimated cost for the two buildings is approximately \$100 million. The Town will be exploring its options during the next year.

The Town also approved \$5,565,100 to improve its St. Mary Street water pump station. This station connects the Massachusetts Water Resources Authority water supply to the Town's water distribution system, and serves as a backup to the Town's own wells. The project will be financed by the issuance of debt.

The Town made no draws against any of its appropriated stabilization accounts: Athletic Facility Improvement Fund, Capital Improvement Fund, Capital Facility Fund, and General Stabilization Fund, and it appropriated \$616,980 to these funds between the May 2013 and November 2013 Town Meetings. \$566,980 of this amount was a transfer from the Unassigned Fund Balance to the Committed Fund Balance.

The outlook for the fiscal year 2014 year-end results are expected to be stable and on par with fiscal year 2013. As mentioned previously, fiscal year 2013 actual General Fund local receipts (\$11,371,582) were higher than fiscal year 2012 local receipts (\$10,679,567), but a greater percentage of the receipts came from sources classified as non-recurring. In fiscal year 2013, 11.3% came from nonrecurring sources, whereas in fiscal year 2012 it was 9.7%. However, the recurring portion of local receipts was 4.6% more than fiscal year 2012, and within the range expected. State "Cherry Sheet" Aid increased in fiscal year 2013 over fiscal year 2012 by \$672,450, or 7.3%. However, the Town is scheduled to receive \$9,601,356 million in fiscal year 2014, a three percent increase over fiscal year 2013. Property tax revenues remain strong and collection rates, net of property tax refunds and overlay reserves, are consistently in the 98 to 99 percent range.

We anticipate that local resources will grow at a four to five percent rate during the next 12 to 24 months. The Town maintains an adequate reserve for property tax abatements and exemptions for the fiscal year, as well as for uncollected taxes from prior fiscal years. We still caution that actions at the Federal level will have national consequences and may impact the regional economy, which likely will filter down to Needham.

The Town has held the sewer and water rates stable with no increase for more than eight fiscal years since a rate restructure was approved by the Board of Selectmen in April, 2005. Our outlook last year stated that the rates may need to be modified. This is now expected to occur in fiscal year 2014 or fiscal year 2015. As the Town takes steps to encourage residential water conservation in compliance with its permit with the Massachusetts Department of Environmental Protection, success in this endeavor may reduce billable water use, on which sewer use billing is based, and would require the rates to be adjusted to compensate for the lower volume that may be billed, as expenses would not have a commensurable decline.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Needham's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Assistant Town Manager/
Director of Finance
Town of Needham, Massachusetts
Town Hall
Needham, Massachusetts 02492

TOWN OF NEEDHAM, MASSACHUSETTS

STATEMENT OF NET POSITION

JUNE 30, 2013

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current:			
Cash and short-term investments	\$ 32,448,776	\$ 12,608,520	\$ 45,057,296
Investments	24,962,248	-	24,962,248
Receivables, net:			
Property taxes	1,539,761	-	1,539,761
Excises	451,316	-	451,316
Utilities	-	4,363,579	4,363,579
Departmental	283,531	-	283,531
Intergovernmental	1,753,006	1,509,806	3,262,812
Other	66,900	-	66,900
Noncurrent:			
Receivables, net:			
Property taxes	1,227,104	-	1,227,104
Intergovernmental	6,708,437	-	6,708,437
OPEB asset	900,000	-	900,000
Capital assets:			
Non-depreciable capital assets	58,514,556	14,413,426	72,927,982
Depreciable assets, net of accumulated depreciation	174,862,654	44,418,277	219,280,931
TOTAL ASSETS	303,718,289	77,313,608	381,031,897
LIABILITIES			
Current:			
Warrants and accounts payable	3,611,711	785,554	4,397,265
Accrued liabilities	4,132,840	54,437	4,187,277
Refunds payable	344,885	149,710	494,595
Notes payable	10,517,125	-	10,517,125
Other liabilities	215,899	-	215,899
Current portion of long-term liabilities:			
Bonds payable	7,827,537	2,009,074	9,836,611
Compensated absences	896,917	212,050	1,108,967
Noncurrent:			
Bonds payable, net of current portion	76,940,288	14,309,330	91,249,618
Compensated absences, net of current portion	2,690,751	-	2,690,751
Landfill liability, net of current portion	819,964	-	819,964
TOTAL LIABILITIES	107,997,917	17,520,155	125,518,072
NET POSITION			
Net investment in capital assets	138,427,701	44,368,825	182,796,526
Restricted for:			
Permanent funds:			
Nonexpendable	188,478	-	188,478
Expendable	1,953,530	-	1,953,530
Grants and other statutory restrictions	11,020,407	-	11,020,407
Unrestricted	44,130,256	15,424,628	59,554,884
TOTAL NET POSITION	\$ 195,720,372	\$ 59,793,453	\$ 255,513,825

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities
Governmental Activities:						
General government	\$ 5,553,884	\$ 645,087	\$ 104,961	\$ -	\$ (4,803,836)	\$ -
Public safety	14,158,053	2,447,298	95,546	-	(11,615,109)	-
Education	82,704,574	5,334,366	24,806,862	-	(52,563,346)	-
Public works	7,031,223	264,971	85,711	-	(6,680,541)	-
Maintenance	10,583,110	-	-	670,161	(9,892,949)	-
Health and human services	1,518,043	56,381	350,846	-	(1,069,816)	-
Culture and recreation	3,183,522	627,982	369,813	-	(2,185,747)	-
Interest on debt service	2,459,058	-	-	-	(2,459,058)	-
Intergovernmental	1,181,083	-	-	-	(1,181,083)	-
Other unallocated costs	8,675,434	-	5,585	-	(8,669,849)	-
Total Governmental Activities	137,027,984	9,418,066	25,819,424	670,161	(101,120,334)	-
Business-Type Activities:						
Sewer services	7,798,158	8,160,348	-	-	-	362,190
Water services	4,353,357	6,318,598	-	-	-	1,965,241
Solid waste services	1,901,059	1,780,276	-	-	-	(110,783)
Total Business-Type Activities	14,052,574	16,269,222	-	-	-	2,216,648
Total	\$ 151,080,558	\$ 25,687,287	\$ 25,819,424	\$ 670,161	(101,120,334)	(98,903,686)
General Revenues and Transfers:						
Property taxes					101,760,569	101,760,569
Excise taxes					4,736,317	4,736,317
Penalties, interest, and other taxes					1,333,063	1,333,063
Grants and contributions not restricted to specific programs					1,935,273	1,935,273
Investment income					469,802	469,802
Miscellaneous					559,493	559,493
Total general revenues					110,794,517	110,810,023
Excess before transfers					9,674,183	11,906,337
Transfers, net					(538,209)	-
Change in Net Position					10,212,392	11,906,337
Net Position:						
Beginning of year					185,507,980	243,607,488
End of year					\$ 195,720,372	\$ 255,513,825

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2013

	<u>General</u>	<u>Community Preservation Fund</u>	<u>Senior Center Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS					
Cash and short-term investments	\$ 18,265,436	\$ -	\$ 2,150,773	\$ 10,514,923	\$ 30,931,132
Investments	17,064,150	5,756,285	-	2,141,813	24,962,248
Receivables:					
Property taxes	3,262,683	10,891	-	-	3,273,574
Excises	737,908	-	-	-	737,908
Departmental	978,294	-	-	7,015	985,309
Intergovernmental	7,453,818	-	-	1,007,626	8,461,444
Other	66,900	-	-	-	66,900
TOTAL ASSETS	\$ 47,829,189	\$ 5,767,176	\$ 2,150,773	\$ 13,671,377	\$ 69,418,515
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES					
Liabilities:					
Warrants and accounts payable	\$ 2,200,633	\$ -	\$ 745,361	\$ 665,717	\$ 3,611,711
Accrued liabilities	3,130,387	138	-	125,164	3,255,689
Refunds payable	344,885	-	-	-	344,885
Notes payable	-	-	6,500,000	4,017,125	10,517,125
Other liabilities	199,824	-	-	-	199,824
TOTAL LIABILITIES	5,875,729	138	7,245,361	4,808,006	17,929,234
Deferred Inflows of Resources	12,357,601	10,891	-	7,015	12,375,507
Fund Balances:					
Nonspendable	-	-	-	188,478	188,478
Restricted	1,076,293	5,756,147	-	7,553,134	14,385,574
Committed	6,638,948	-	-	2,312,078	8,951,026
Assigned	6,730,461	-	-	-	6,730,461
Unassigned (see note 19)	15,150,157	-	(5,094,588)	(1,197,334)	8,858,235
TOTAL FUND BALANCES	29,595,859	5,756,147	(5,094,588)	8,856,356	39,113,774
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 47,829,189	\$ 5,767,176	\$ 2,150,773	\$ 13,671,377	\$ 69,418,515

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS
RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET POSITION OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2013

Total governmental fund balances	\$ 39,113,774
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	233,377,210
• Net other post employment benefits asset is reported on the Statement of Net Position, and not reported in the funds.	900,000
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	10,864,352
• Internal service funds are used by management to account for health insurance and workers' compensation activities. The assets and liabilities of the internal service funds are included in the governmental activities in the Statement of Net Position.	1,327,412
• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(686,919)
• Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	<u>(89,175,457)</u>
Net position of governmental activities	<u>\$ 195,720,372</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2013

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

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

RECONCILIATION OF THE STATEMENT OF REVENUES
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ 13,949,986												
- Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: <table> <tr> <td>Capital outlay purchases</td><td style="text-align: right;">15,385,026</td></tr> <tr> <td>Depreciation</td><td style="text-align: right;">(7,281,448)</td></tr> </table> - Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue. (736,298) - Change in net OPEB asset 400,000 - The issuance of long-term debt (bonds and loans) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any affect net position: <table> <tr> <td>Issuance of debt, net</td><td style="text-align: right;">(17,959,000)</td></tr> <tr> <td>Bond premium</td><td style="text-align: right;">(811,162)</td></tr> <tr> <td>Bond premium amortization</td><td style="text-align: right;">40,558</td></tr> <tr> <td>Repayments of debt</td><td style="text-align: right;">7,117,979</td></tr> </table> - In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due. (119,700) - Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds. (49,873) - Internal service funds are used by management to account for self-insurance activities. The net activity of internal service funds is reported with Governmental Activities. <u>276,324</u>	Capital outlay purchases	15,385,026	Depreciation	(7,281,448)	Issuance of debt, net	(17,959,000)	Bond premium	(811,162)	Bond premium amortization	40,558	Repayments of debt	7,117,979	<u>\$ 10,212,392</u>
Capital outlay purchases	15,385,026												
Depreciation	(7,281,448)												
Issuance of debt, net	(17,959,000)												
Bond premium	(811,162)												
Bond premium amortization	40,558												
Repayments of debt	7,117,979												
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES													

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES -
BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2013

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original Budget	Final Budget		
Revenues:				
Property taxes	\$ 98,565,366	\$ 98,565,366	\$ 98,565,366	\$ -
Excise taxes	3,670,000	3,670,000	4,620,449	950,449
Penalties, interest, and other taxes	1,030,025	1,030,025	1,330,634	300,609
Charges for services	833,450	833,450	887,648	54,198
Departmental	515,525	515,525	851,889	336,364
Licenses and permits	1,115,000	1,115,000	1,869,446	754,446
Intergovernmental	10,118,509	10,118,509	10,114,999	(3,510)
Investment income	80,000	80,000	84,803	4,803
Fines and forfeits	206,000	206,000	219,561	13,561
Other revenue	37,408	37,408	479,319	441,911
Total Revenues	116,171,283	116,171,283	119,024,114	2,852,831
Expenditures				
General government	3,953,093	4,084,135	3,793,092	291,043
Land use	391,793	391,793	383,708	8,085
Public safety	12,289,651	12,511,942	11,976,433	535,509
Education	51,892,719	51,892,719	51,562,837	329,882
Public works	5,829,969	5,829,969	5,677,554	152,415
Public facilities	7,728,053	7,772,462	7,711,527	60,935
Community services	3,023,195	3,068,195	3,003,810	64,385
Debt service	11,288,276	11,288,276	11,271,758	16,518
Employee benefits	20,163,483	20,163,483	19,529,113	634,370
Other appropriated expenses	1,538,191	1,095,449	516,500	578,949
Intergovernmental	1,238,429	1,238,429	1,181,083	57,346
Other amounts provided	12,500	12,500	2,238	10,262
Total Expenditures	119,349,352	119,349,352	116,609,653	2,739,699
Excess of revenues over expenditures	(3,178,069)	(3,178,069)	2,414,461	5,592,530
Other Financing Sources (Uses)				
Bond premium	46,224	46,224	811,162	764,938
Transfers in	2,346,557	2,346,557	2,402,361	55,804
Use of free cash	5,366,720	5,366,720	-	(5,366,720)
Use of bond premium	56,328	56,328	-	(56,328)
Use of overlay surplus	495,654	495,654	-	(495,654)
Transfers out	(5,133,414)	(5,133,414)	(5,220,010)	(86,596)
Total Other Financing Sources (Uses)	3,178,069	3,178,069	(2,006,487)	(5,184,556)
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 407,974	\$ 407,974

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

PROPRIETARY FUNDS

STATEMENT OF NET POSITION

JUNE 30, 2013

	Business-Type Activities Enterprise Funds				Governmental Activities
	Sewer Fund	Water Fund	Solid Waste Fund	Total	Internal Service Funds
ASSETS					
Current:					
Cash and short-term investments	\$ 4,582,645	\$ 6,297,349	\$ 1,728,526	\$ 12,608,520	\$ 1,517,644
User fees receivable	2,209,444	1,889,827	264,308	4,363,579	-
Intergovernmental receivable	<u>1,509,806</u>	<u>-</u>	<u>-</u>	<u>1,509,806</u>	<u>-</u>
Total current assets	8,301,895	8,187,176	1,992,834	18,481,905	1,517,644
Noncurrent:					
Land and construction in progress	6,787,640	2,618,343	5,007,443	14,413,426	-
Other capital assets, net of accumulated depreciation	<u>16,734,190</u>	<u>25,925,915</u>	<u>1,758,172</u>	<u>44,418,277</u>	<u>-</u>
Total noncurrent assets	<u>23,521,830</u>	<u>28,544,258</u>	<u>6,765,615</u>	<u>58,831,703</u>	<u>-</u>
TOTAL ASSETS	31,823,725	36,731,434	8,758,449	77,313,608	1,517,644
LIABILITIES					
Current:					
Accounts payable	522,038	219,647	43,869	785,554	-
Accrued payroll	23,459	17,745	13,233	54,437	-
Accrued liabilities	-	-	-	-	190,232
Refunds payable	51,075	8,149	90,486	149,710	-
Current portion of long-term liabilities:					
Bonds payable	1,194,926	744,148	70,000	2,009,074	-
Compensated absences	<u>96,500</u>	<u>77,999</u>	<u>37,551</u>	<u>212,050</u>	<u>-</u>
Total current liabilities	1,887,998	1,067,688	255,139	3,210,825	190,232
Noncurrent:					
Bonds payable, net of current portion	<u>9,606,618</u>	<u>4,592,712</u>	<u>110,000</u>	<u>14,309,330</u>	<u>-</u>
Total noncurrent liabilities	<u>9,606,618</u>	<u>4,592,712</u>	<u>110,000</u>	<u>14,309,330</u>	<u>-</u>
TOTAL LIABILITIES	11,494,616	5,660,400	365,139	17,520,155	190,232
NET POSITION					
Net investment in capital assets	14,105,448	23,404,425	6,858,952	44,368,825	-
Unrestricted	<u>6,223,661</u>	<u>7,666,609</u>	<u>1,534,358</u>	<u>15,424,628</u>	<u>1,327,412</u>
TOTAL NET POSITION	\$ 20,329,109	\$ 31,071,034	\$ 8,393,310	\$ 59,793,453	\$ 1,327,412

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

PROPRIETARY FUNDS

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

FOR THE YEAR ENDED JUNE 30, 2013

	Business-Type Activities Enterprise Funds				Governmental Activities
	Sewer Fund	Water Fund	Solid Waste Fund	Total	Internal Service Funds
Operating Revenues:					
Charges for services	\$ 8,160,348	\$ 6,316,625	\$ 1,790,276	\$ 16,267,249	\$ -
Other	-	1,973	-	1,973	356,052
Total Operating Revenues	8,160,348	6,318,598	1,790,276	16,269,222	356,052
Operating Expenses:					
Personnel services	889,333	930,560	594,241	2,394,134	204,728
Non-personnel services	551,760	1,100,940	1,061,900	2,714,600	-
Depreciation	834,567	1,169,444	242,355	2,246,366	-
Intergovernmental assessments	5,381,187	964,345	-	6,345,532	-
Total Operating Expenses	7,636,847	4,165,289	1,896,496	13,700,632	204,728
Operating Income (Loss)	523,501	2,153,309	(108,220)	2,568,590	151,324
Nonoperating Revenues (Expenses):					
Investment income	5,929	7,837	1,740	15,506	-
Interest expense	(161,311)	(188,068)	(2,563)	(351,942)	-
Total Nonoperating Revenues (Expenses), Net	(155,382)	(180,231)	(823)	(336,436)	-
Income (Loss) Before Transfers	368,119	1,973,078	(109,043)	2,232,154	151,324
Transfers in	493,392	-	576,938	1,070,330	125,000
Transfers out	(389,453)	(951,958)	(267,128)	(1,608,539)	-
Change in Net Position	472,058	1,021,120	200,767	1,693,945	276,324
Net Position at Beginning of Year	19,857,051	30,049,914	8,192,543	58,099,508	1,051,088
Net Position at End of Year	\$ 20,329,109	\$ 31,071,034	\$ 8,393,310	\$ 59,793,453	\$ 1,327,412

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

PROPRIETARY FUNDS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2013

	Business-Type Activities Enterprise Funds				Governmental Activities Internal Service Fund
	Sewer Fund	Water Fund	Solid Waste Fund	Total	
<u>Cash Flows From Operating Activities:</u>					
Receipts from customers and users	\$ 8,188,389	\$ 6,183,484	\$ 1,742,503	\$ 16,112,376	\$ -
Employer contributions	-	-	-	-	356,052
Payments of utility assessments	(5,381,187)	(964,345)	-	(6,345,532)	-
Payments to vendors and contractors	(343,951)	(983,983)	(1,021,843)	(2,349,877)	-
Payments of employee salaries, benefits, and related expenses	(886,696)	(933,959)	(591,166)	(2,411,821)	(258,019)
Net Cash Provided By (Used For) Operating Activities	1,574,555	3,301,197	129,394	5,005,146	98,033
<u>Cash Flows From Noncapital Financing Activities:</u>					
Transfers from other funds	493,392	-	576,938	1,070,330	125,000
Transfers to other funds	(389,453)	(951,958)	(267,128)	(1,608,539)	-
Net Cash Provided by (Used For) Noncapital Financing Activities	103,939	(951,958)	309,810	(538,209)	125,000
<u>Cash Flows From Capital and Related Financing Activities:</u>					
Acquisition and construction of capital assets	(3,936,736)	(1,136,633)	(304,063)	(5,377,432)	-
Issuance of bonds and loans	4,279,484	-	140,000	4,419,484	-
Principal payments on bonds and loans	(922,651)	(883,475)	(85,000)	(1,891,126)	-
Interest expense	(184,637)	(214,306)	(2,563)	(401,506)	-
Net Cash (Used For) Capital and Related Financing Activities	(764,540)	(2,234,414)	(251,626)	(3,250,580)	-
<u>Cash Flows From Investing Activities:</u>					
Investment income	5,929	7,837	1,740	15,506	-
Net Cash Provided By Investing Activities	5,929	7,837	1,740	15,506	-
Net Change in Cash and Short-Term Investments	919,883	122,662	189,318	1,231,863	223,033
Cash and Short-Term Investments, Beginning of Year	3,662,762	6,174,687	1,539,208	11,376,657	1,294,611
Cash and Short-Term Investments, End of Year	\$ 4,582,645	\$ 6,297,349	\$ 1,728,526	\$ 12,608,520	\$ 1,517,644
<u>Reconciliation of Operating Income to Net Cash Provided by (Used For) Operating Activities:</u>					
Operating income (loss)	\$ 523,501	\$ 2,153,309	\$ (108,220)	\$ 2,568,590	\$ 151,324
Adjustments to reconcile operating income to net cash provided by operating activities:					
Depreciation	834,567	1,169,444	242,355	2,246,366	-
Changes in assets and liabilities:					
User fees	75,306	(138,219)	(73,167)	(136,080)	-
Accounts payable	207,809	116,958	39,957	364,724	(10,839)
Accrued liabilities	5,936	1,308	1,249	8,493	(42,452)
Refunds payable	(49,265)	3,104	25,394	(20,767)	-
Compensated absences	(23,299)	(4,707)	1,826	(26,180)	-
Net Cash Provided By (Used For) Operating Activities	\$ 1,574,555	\$ 3,301,197	\$ 129,394	\$ 5,005,146	\$ 98,033

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2013

	Pension Trust Fund (As of December 31, 2012)	Private Purpose Trust Fund	Other Post- Employment Benefit Trust Fund	Other Agency Funds
<u>ASSETS</u>				
Cash and short-term investments	\$ 1,157,891	\$ -	\$ 3,713,892	\$ 345,091
Investments	113,035,541	3,404,143	6,381,366	-
Receivables	<u>126,672</u>	<u>-</u>	<u>-</u>	<u>282,244</u>
Total Assets	114,320,104	3,404,143	10,095,258	627,335
<u>LIABILITIES AND NET POSITION</u>				
Accounts payable	-	-	-	45,362
Accrued liabilities	-	-	-	15,208
Refunds payable	-	-	-	5,736
Other liabilities	<u>35,252</u>	<u>-</u>	<u>-</u>	<u>561,029</u>
Total Liabilities	<u>35,252</u>	<u>-</u>	<u>-</u>	<u>627,335</u>
<u>NET POSITION</u>				
Total net position held in trust for pension benefits and other purposes	\$ <u>114,284,852</u>	\$ <u>3,404,143</u>	\$ <u>10,095,258</u>	\$ <u>-</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FOR THE YEAR ENDED JUNE 30, 2013

	Pension Trust Fund (For the Year Ended December 31, 2012)	Private Purpose Trust Fund	Other Post- Employment Benefit Trust Fund
Additions:			
Contributions:			
Employers	\$ 4,997,421	\$ -	\$ 4,923,887
Plan members	3,136,848	-	-
Other	<u>375,655</u>	<u>18,978</u>	<u>-</u>
Total contributions	8,509,924	18,978	4,923,887
Investment Income:			
Increase (decrease) in fair value of investments	14,078,513	436,000	586,261
Less: management fees	<u>(571,439)</u>	<u>-</u>	<u>-</u>
Net investment income	<u>13,507,074</u>	<u>436,000</u>	<u>586,261</u>
Total additions	22,016,998	454,978	5,510,148
Deductions:			
Benefit payments to plan members and beneficiaries	10,315,790	-	3,037,410
Refunds to plan members	477,870	-	-
Administrative expenses	372,787	-	-
Other	<u>198,470</u>	<u>291,543</u>	<u>-</u>
Total deductions	<u>11,364,917</u>	<u>291,543</u>	<u>3,037,410</u>
Net increase	10,652,081	163,435	2,472,738
Net position:			
Beginning of year	<u>103,632,771</u>	<u>3,240,708</u>	<u>7,622,520</u>
End of year	<u>\$ 114,284,852</u>	<u>\$ 3,404,143</u>	<u>\$ 10,095,258</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Needham (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The Government is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable.

In the Fiduciary Funds: The Needham Contributory Retirement System which was established to provide retirement benefits primarily to employees and their beneficiaries. The System is presented using the accrual basis of accounting and is reported as a pension trust fund in the fiduciary fund financial statements. Additional financial information of the System and complete financial statements can be obtained by contacting the System located at Town of Needham, Massachusetts, Town Hall, Needham, Massachusetts 02492.

B. Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital

requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as is the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The Government reports the following major governmental funds:

- The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Community Preservation Fund* was adopted on November 2, 2004 by a state-wide act enabling legislation to allow Cities and Towns to choose to create a new funding source that can be used to address three core community concerns:
 - Acquisition and preservation of open space
 - Creation and support of affordable housing
 - Acquisition and preservation of historic buildings and landscapes
- The *Senior Center Fund* was established to account for the design, feasibility study and construction costs of the new Senior Center and relating financing through issuance of bonds and notes and transfers from General Fund.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The government reports the following major proprietary funds:

- The *Sewer Fund* is used to report the Town's sewer enterprise fund operations.
- The *Water Fund* is used to report the Town's water enterprise fund operations.
- The *Solid Waste Fund* is used to report the Town's transfer station enterprise fund operations.

The self-insured employee workers compensation is reported as an *Internal Service Fund* in the accompanying financial statements.

The *Pension Trust Fund* accounts for the activities of the Employees Contributory Retirement System, which accumulates resources for pension benefit payments to qualified employees.

The *Private-Purpose Trust Fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *Other Post-Employment Benefits Trust Fund* is used to accumulate resources for health and life insurance benefits for retired employees.

The *Agency Funds* include *Student Activity Funds*, *Police, Fire and Maintenance Detail Funds* and *Needham Retirement Board Fund*.

D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue, proprietary, and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

For purpose of the statement of cash flows, the proprietary funds consider investments with original maturities of three months or less to be short-term investments.

E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the Contributory Retirement System consist of marketable securities, bonds and short-term money market investments. Investments are carried at market value.

F. Property Tax Limitations

Legislation known as "Proposition 2½" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is

used as a base and cannot increase by more than 2.5 percent (excluding new growth), unless an override or debt exemption is voted. The actual fiscal year 2013 tax levy reflected an excess capacity of approximately \$16,000.

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an estimated useful life in excess of five years. The Town has a capitalization policy with the following established thresholds for capitalization:

<u>Assets</u>	<u>Threshold</u>
Land improvements	\$ 5,000
Buildings and facilities	\$ 50,000
Building improvements	\$ 25,000
Furniture, fixtures, machinery, and equipment	\$ 5,000
Vehicles	\$ 5,000
Road work	\$ 75,000
Water and sewer systems	\$ 75,000

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building and improvements	40 - 50
Machinery, equipment, and furnishings	5 - 10
Vehicles	5
Infrastructure	20 - 40

H. Compensated Absences

Based on provisions contained in the Town's personnel policy or collective bargaining agreement, employees are eligible to accumulate earned but unused vacation and sick leave benefits. Vacation time accrues either annually or monthly based on years of service and is considered vested at the time it is earned. Employees are limited in their ability to carry unused vacation leave from one year to the next. Personal leave is not cumulative and is not carried forward to the next year. Sick leave is accrued either monthly or annually and accumulates without limit. Some employees whose employment terminates by retirement, disability, or death are entitled to payment upon termination at their current rate of pay for twenty-five percent of accrued sick leave. Some employees are subject to a 960 hour cap for the purposes of sick leave buy-back, and some employees are ineligible to participate in the program.

All vested personal and vacation pay is accrued when incurred in the government-wide financial statements. Twenty-five percent of vested sick leave is accrued when incurred in the government-wide financial statements, based on an estimate number of employees expected to retire. A liability for these amounts is reported in governmental funds only if the employee has met the requirements to be eligible for buy-back of sick leave upon a qualifying event.

I. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt, and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position.

J. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Town's fund balance classification policies and procedures are as follows:

- 1) Nonspendable funds are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e. perpetual care).
- 2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.
- 3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the government (i.e., the Town Meeting).
- 4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance (free cash) voted to be used in the subsequent fiscal year.
- 5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: committed, restricted, assigned and unassigned.

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

At the annual town meeting, the Finance Committee presents an operating budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the Reserve Fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the General Fund and Proprietary Funds. Effective budgetary control is achieved for all other funds through provisions of the Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances, which will be honored during the subsequent year.

B. Budgetary Basis

The General Fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. Budget/GAAP Reconciliation

The budgetary data for the general and proprietary funds is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP Basis)	\$ 132,584,987	\$ 125,418,292
Other financing sources/uses (GAAP Basis)	<u>3,213,523</u>	<u>6,408,769</u>
Subtotal (GAAP Basis)	135,798,510	131,827,061
To adjust property tax revenue to the budgetary basis	(1,405,195)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(1,953,202)
Add end-of-year appropriation carryforwards from expenditures	-	3,487,402
Reverse GASB 24 MTRS	(12,070,665)	(12,070,665)
Less nonbudgeted funds	(77,630)	546,450
Less MWPAT subsidy	<u>(7,383)</u>	<u>(7,383)</u>
Budgetary Basis	<u>\$ 122,237,637</u>	<u>\$ 121,829,663</u>

D. Deficit Fund Equity

The Town reflects several special revenue and capital project fund deficits, primarily caused by grant expenses occurring in advance of grant reimbursements and the use of bond anticipation notes to finance construction activities.

The deficits in these funds will be eliminated through future intergovernmental revenues, transfers from other funds and issuance of long-term debt.

The following funds had deficits as of June 30, 2013:

Major Governmental Funds:	
Senior Center design and feasibility	\$ 5,094,588
Nonmajor Governmental Funds:	
Special Revenue Funds:	
2013 911 Dep. Support and Incentive	57,612
2013 911 Training and EMD Grant	13,975
Metrowest Bullying	3,352
2012 911 PSAP and RECC Support	1,475
Capital Project Funds	
Newman School repair	688,308
RBS/DBC Improvement	239,433
Town Hall Renovation	72,721
Pollard Roof Replacement	60,997
Booth Street reconstruction	56,803
DPW Administrative Building	1,478
Pollard School renovation	1,180
Subtotal Nonmajor Governmental Funds	1,197,334
Fiduciary Funds:	
Police outside detail	224,188
Fire outside detail	97,034
Needham retirement board	19,279
Subtotal Fiduciary Funds	340,501
Total	\$ 6,632,423

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned. Massachusetts General Law (MGL) Chapter 44, Section 55, limits deposits "in a bank or trust company or banking company to an amount not exceeding sixty percent of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess." The Town's custodial credit risk policy allows unlimited amounts to be deposited in certificates of deposits with a maximum maturity as set by Massachusetts General Laws (MGL) and full collateralization through a third-party agreement. The policy also allows unlimited deposits in Massachusetts State pooled fund and limits the remaining unsecured deposits to 5% of any institution's assets and no more than 25% of the Town's assets. The Town's policy was designed to limit exposure to only those institutions with a proven financial strength, capital adequacy of the firm, and overall affirmative reputation in the municipal industry. Further, all securities not held directly by the Town, will be held in the Town's name and the tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security. The Contributory Retirement System (the System) does not have a deposit policy for custodial credit risk.

As of June 30, 2013, \$22,114,754 of the Town's bank balance of \$50,476,540 was exposed to custodial credit risk as uninsured or uncollateralized. Of the Town's exposed risk, \$6,211,868 was mitigated by SIPC and \$15,902,885 was invested in MMDT.

As of December 31, 2012, \$900,293 of the Contributory Retirement System's bank balance of \$1,040,956 was exposed to custodial credit risk as uninsured or uncollateralized. Of the System's exposed risk, \$645,278 was invested in MMDT and \$255,015 was invested in PRIT.

4. Investments

A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. For short-term investments that were purchased using surplus revenues, MGL, Chapter 44, Section 55, limits investments to the top rating issued by at least one nationally recognized statistical rating organization (NRSROs).

Presented below is the actual rating as of year-end for each investment of the Town (All federal agency securities have an implied credit rating of AAA.):

<u>Investment Type</u>	<u>Fair Value</u>	<u>Average Rating as of Year-end</u>
Certificates of deposits	\$ 14,133,715	N/A
Corporate equities	2,708,660	N/A
Mutual funds	11,669,021	N/A
Federal agency securities	2,062,096	AAA
US Treasury notes	1,604,241	AAA
Corporate bonds	1,655,885	A2
US Government bonds	134,978	AAA
Municipal bonds	779,161	A2
Total investments	\$ <u>34,747,757</u>	

Massachusetts General Law, Chapter 32, Section 23, limits the investment of System funds, to the extent not required for current disbursements, in the PRIT Fund or in securities, other than mortgages or collateral loans, which are legal for the investment of funds in savings banks under the laws of the Commonwealth, provided that no more than the established percentage of assets, is invested in any one security.

At December 31, 2012, the System maintained its investments in the State Investment Pool* with a fair value of \$113,035,541. This investment type is not rated.

**Fair value is the same as the value of the pool share. The Pension Reserves Investment Trust was created under Massachusetts General Law, Chapter 32, Section 22, in December 1983. The Pension Reserves Investment Trust is operated under contract with a private investment advisor, approved by the Pension Reserves Investment Management Board. The Pension Reserves Investment Management Board shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted under Massachusetts General Law, Chapter 30B.*

B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Town's custodial credit risk policy allows unlimited investments in U.S. Agency obligations, certificates of deposits secured through a third party, and other investments allowable by MGL. The Retirement System does not have policies for custodial credit risk.

As of June 30, 2013, \$20,614,042 out of the Town's investments of \$34,747,757 was exposed to custodial credit risk as uninsured and uncollateralized. The Town manages this risk with Securities Investor Protection Corporation (SIPC) and excess SIPC coverage.

As of December 31, 2012, the System's investments of \$113,035,541 were exposed to custodial credit risk as uninsured and uncollateralized. However, the investments were held in the State investment pool (PRIT).

C. Concentration of Credit Risk

The Town manages concentration of credit risk by diversifying the investment portfolio so that the impact of potential losses from any type of security or issuer will be minimized. With the exception U.S. Treasury obligations or investments fully collateralized by U.S. agencies, and State Pool (MMDT), no more than 10% of the Town's investments shall be invested in a single financial institution. The Retirement System places no limit on the amount invested in any one issuer.

Massachusetts General Law Chapter 32, Section 23 limits the amount the System may invest in any one issuer or security type, with the exception of the PRIT fund.

The System does not have an investment in one issuer greater than 5% of total investments.

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. Per Massachusetts general law, investments of operating cash or bond paydown amounts should be placed in investments with a one year or less maturity date or in shares issued by money market funds registered with the Securities and Exchange Commission. The Town addresses interest rate risk by managing duration. The Retirement System does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Investment Maturities (in Years)</u>			
		<u>Less Than 1</u>	<u>1-5</u>	<u>6-10</u>	<u>10+</u>
Debt-related Securities:					
Federal agency securities	\$ 2,062,096	\$ 610,432	\$ 1,160,217	\$ 291,447	\$ -
Corporate bonds	1,655,885	315,316	1,285,050	55,519	-
US Government bonds	134,978	115,016	-	-	19,962
US Treasury notes	1,604,241	-	1,604,241	-	-
Municipal bonds	779,161	657,956	-	-	121,205
Total	<u>\$ 6,236,361</u>	<u>\$ 1,698,720</u>	<u>\$ 4,049,508</u>	<u>\$ 346,966</u>	<u>\$ 141,167</u>

E. Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town will not invest in any investment exposed to foreign currency risk. The System does not have policies for foreign currency risk.

5. Accounts Receivable

A. Property Taxes

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on a quarterly basis and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year they relate to.

Fourteen days after the due date for the final tax bill for real estate taxes, a demand notice may be sent to the delinquent taxpayer. Fourteen days

after the demand notice has been sent, the tax collector may proceed to file a lien against the delinquent taxpayers' property. The Town has an ultimate right to foreclose on property for unpaid taxes. Personal property taxes cannot be secured through the lien process.

Taxes receivable at June 30, 2013 consist of the following (in thousands):

Real Estate		
2013	\$ 443	
2012	<u>11</u>	
Subtotal		454
Personal Property		
2013	211	
2012	182	
2011	217	
2010	254	
2009	46	
Prior	<u>251</u>	
Subtotal		1,161
Tax Liens		1,022
Deferred Taxes		620
Tax Roll Backs		6
CPA		<u>11</u>
Total		<u>\$ 3,274</u>

B. Allowance for Uncollectibles

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts (in thousands):

	<u>Governmental</u>
Property taxes	\$ 507
Excises	287
Ambulance	702

The allowance amount is estimated using varying percentages that the Town believes are not collectible based on year of levy.

C. Departmental

Departmental receivables are primarily comprised of ambulance receivables.

D. Intergovernmental Receivables

This balance represents reimbursements requested from Federal and State agencies for expenditures incurred in fiscal 2013 and future reimbursements from the MSBA.

6. Interfund Transfers

The Town reports interfund transfers between many of its funds. The sum of all transfers presented in the table agrees with the sum of interfund transfers presented in the governmental and proprietary fund financial statements. The following is an analysis of interfund transfers made in fiscal year 2013:

<u>Governmental Funds:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 2,402,361	\$ 6,408,769
Community Preservation Fund	-	550,000
Senior Center Fund	267,500	-
Nonmajor Funds:		
Special Revenue Funds:		
Town grants	-	1,700
Receipts reserved for appropriation	-	68,018
Revolving funds	30,000	16,112
Trust funds	-	40,000
Other special revenue funds	10,000	-
Capital Project Funds:		
FY12 projects	3,786,633	4,129
FY11 projects	100,800	6,774
FY10 projects	33,000	375,578
FY09 projects	1,415,505	4,782
FY08 projects	5,000	120,000
FY06 projects	-	17,251
FY05 projects	22,521	-
FY03 projects	-	46,998
Subtotal Nonmajor Funds	5,403,459	701,342
<u>Business-Type Funds:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Sewer Fund	493,392	389,453
Water Fund	-	951,958
Solid Waste Fund	576,938	267,128
Subtotal Business-Type Funds:	1,070,330	1,608,539
Internal Service Funds	125,000	-
Grand Total	\$ 9,268,650	\$ 9,268,650

The transfers from the sewer, water, and solid waste funds to the general fund are made to cover indirect costs incurred by general fund. The

\$4,868,329 transfer from the General fund to the various Capital Project funds represents the Town's practice of funding certain capital activity from General fund revenues. The \$1,070,330 transfer (from General Fund) into the Enterprise Funds represents a subsidy to the RTS fund and a Sewer Fund reimbursement to General Fund for the drainage program related work performed by the Department of Public Works. Other transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) use unrestricted revenues collected in the general fund to finance various programs and accounted for in other funds in accordance with budgetary authorizations.

7. Capital Assets

Capital asset activity for the year ended June 30, 2013 was as follows (in thousands):

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 178,352	\$ 13,672	\$ -	\$ 192,024
Machinery, equipment, and furnishings	9,732	1,724	(82)	11,374
Vehicles	4,233	271	(91)	4,413
Infrastructure	<u>31,885</u>	<u>525</u>	<u>-</u>	<u>32,410</u>
Total capital assets, being depreciated	224,202	16,192	(173)	240,221
Less accumulated depreciation for:				
Buildings and improvements	(33,375)	(4,411)	-	(37,786)
Machinery, equipment, and furnishings	(7,351)	(1,052)	82	(8,321)
Vehicles	(3,262)	(609)	91	(3,780)
Infrastructure	<u>(14,262)</u>	<u>(1,209)</u>	<u>-</u>	<u>(15,471)</u>
Total accumulated depreciation	<u>(58,250)</u>	<u>(7,281)</u>	<u>173</u>	<u>(65,358)</u>
Total capital assets, being depreciated, net	165,952	8,911	-	174,863
Capital assets, not being depreciated:				
Land	19,072	2,596	-	21,668
Works of Art	120	-	-	120
Construction in progress	<u>40,130</u>	<u>8,569</u>	<u>(11,973)</u>	<u>36,726</u>
Total capital assets, not being depreciated	<u>59,322</u>	<u>11,165</u>	<u>(11,973)</u>	<u>58,514</u>
Governmental activities capital assets, net	<u>\$ 225,274</u>	<u>\$ 20,076</u>	<u>\$ (11,973)</u>	<u>\$ 233,377</u>

	Beginning Balance	Increases	Decreases	Ending Balance
Business-Type Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 8,904	\$ -	\$ -	\$ 8,904
Plant	6,600	-	-	6,600
Machinery, equipment, and furnishings	4,161	435	-	4,596
Vehicles	1,481	147	(76)	1,552
Infrastructure	69,424	473	-	69,897
Total capital assets, being depreciated	90,570	1,055	(76)	91,549
Less accumulated depreciation for:				
Buildings and improvements	(3,840)	(250)	-	(4,090)
Plant	(2,488)	(229)	-	(2,717)
Machinery, equipment, and furnishings	(3,035)	(271)	-	(3,306)
Vehicles	(905)	(287)	76	(1,116)
Infrastructure	(34,692)	(1,209)	-	(35,901)
Total accumulated depreciation	(44,960)	(2,246)	76	(47,130)
Total capital assets, being depreciated, net	45,610	(1,191)	-	44,419
Capital assets, not being depreciated:				
Land	5,275	-	-	5,275
Construction in progress	4,816	4,322	-	9,138
Total capital assets, not being depreciated	10,091	4,322	-	14,413
Business-type activities capital assets, net	\$ 55,701	\$ 3,131	\$ -	\$ 58,832

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:	
General government	\$ 650
Public safety	422
Education	3,708
Maintenance	1,209
Public works	738
Culture and recreation	554
Total depreciation expense - governmental activities	\$ 7,281
Business-Type Activities:	
Sewer	\$ 835
Water	1,169
Solid waste	242
Total depreciation expense - business-type activities	\$ 2,246

8. Warrants and Accounts Payable

Warrants and accounts payable represent 2013 expenditures paid after June 30, 2013.

9. Accrued Liabilities

Accrued liabilities represent primary accrued payroll and withholdings. On the government-wide Statement of Net Position, accrued liabilities also include accrued interest for bonds and anticipation notes.

Accrued liabilities reported in the Internal Service Fund represent an estimate of incurred but not reported workers compensation claims.

10. Refunds Payable

This balance consists of an estimate of refunds due to property taxpayers for potential abatements. These cases are currently pending with the state Appellate Tax Board.

11. Anticipation Notes Payable

The following summarizes activity in notes payable during fiscal year 2013:

	Balance Beginning of Year	New Issues	Maturities	Balance End of Year
MWPAT Loan	\$ 1,214,646	\$ 4,819,644	\$ (6,034,290)	\$ -
Bond anticipation	8,650,000	-	(8,650,000)	-
Bond anticipation	-	5,008,000	-	5,008,000
Bond anticipation	-	3,299,125	-	3,299,125
Bond anticipation	-	2,210,000	-	2,210,000
Total	<u>\$ 9,864,646</u>	<u>\$ 15,336,769</u>	<u>\$ (14,684,290)</u>	<u>\$ 10,517,125</u>

The following are notes payable outstanding at year-end:

	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Balance at 6/30/13</u>
Senior Center Construction	1.50%	10/15/12	07/02/13	\$ 5,000,000
Booth Street Reconstruction	1.50%	10/15/12	07/02/13	8,000
Newman School Repairs	0.75%	12/20/12	07/02/13	2,500,000
Town Hall (CPA Portion)	0.75%	12/20/12	07/02/13	69,125
Pollard School Roof Repairs	0.75%	12/20/12	07/02/13	65,000
Streets-Booth	0.75%	12/20/12	07/02/13	45,000
Land Acquisition	0.75%	12/20/12	07/02/13	605,000
Public Services Administration Building	0.75%	12/20/12	07/02/13	15,000
Senior Center Construction	0.50%	06/28/13	12/02/13	1,500,000
High Rock and Pollard School Remodeling	0.50%	06/28/13	12/02/13	5,000
Town Hall Renovations (CPA portion)	0.50%	06/28/13	12/02/13	100,000
Newman School Repairs	0.50%	06/28/13	12/02/13	400,000
Booth Street Reconstruction	0.50%	06/28/13	12/02/13	5,000
Public Works Infrastructure Program	0.50%	06/28/13	12/02/13	200,000
Total				<u>\$ 10,517,125</u>

12. Long-Term Debt

A. Long-Term Debt Supporting Activities

General obligation bonds, issued by the Town, are repaid with general and enterprise fund revenues and the use of unassigned fund balance or unrestricted retained earnings. Compensated absences are paid from the fund responsible for the employee's compensation - the general fund and the enterprise funds.

B. General Obligation Bonds

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both governmental and business-type activities. General obligation bonds currently outstanding are as follows:

	Original Amount	Interest Rate(s) %	Date of Issue	Date of Maturity	Amount Outstanding as of 6/30/13
MA Water Pollution Abatement Trust	\$ 393,951	Various	06/01/95	02/01/15	\$ 60,288
MA Water Pollution Abatement Trust	85,894	Various	12/09/98	08/01/18	33,240
MA Water Pollution Abatement Trust	91,400	Various	12/09/98	08/01/18	33,300
MA Water Pollution Abatement Trust	243,300	Various	12/09/98	08/01/18	88,400
MA Water Pollution Abatement Trust	1,261,272	Various	12/09/98	08/01/18	500,400
MA Water Pollution Abatement Trust	496,276	Various	12/09/98	08/01/18	189,982
MA Water Pollution Abatement Trust	175,500	Various	12/09/98	08/01/18	63,900
Elementary School	14,000,000	3.00 - 4.70	11/01/03	11/01/23	700,000
Library	12,649,000	3.00 - 4.75	12/01/04	12/01/19	1,630,000
Municipal Purpose FY 2005	6,827,000	3.25 - 4.20	06/01/05	06/01/25	3,425,000
Municipal Purpose FY 2006	3,097,000	3.24 - 3.66	12/15/05	02/15/15	400,000
High School	10,000,000	3.75 - 4.50	11/01/06	11/01/26	6,800,000
Municipal Purpose FY 2007	5,525,000	3.75 - 4.50	11/01/06	11/11/19	3,460,000
Municipal Purpose FY 2008	4,470,000	4.05 - 5.00	06/15/07	06/15/12	2,000,000
Municipal Purpose FY 2009	12,600,000	3.25 - 5.00	06/03/08	12/01/26	8,990,000
Municipal Purpose FY 2009	5,600,000	4.61	11/01/08	08/01/27	3,940,000
Municipal Purpose FY 2010	6,842,000	2.94	06/01/09	06/01/28	3,860,000
Municipal Purpose FY 2010	15,815,000	2.00 - 4.00	12/15/09	08/01/28	12,995,000
Municipal Purpose FY 2010	4,000,000	2.00 - 3.00	06/15/10	12/01/24	2,420,000
MA Water Resources Authority	215,710	0.00	02/22/10	02/15/10	86,284
MA Water Resources Authority	283,305	0.00	05/17/10	05/15/15	113,322
MA Water Resources Authority	57,613	0.00	11/15/10	11/15/15	34,568
Municipal Purpose FY 2011	4,635,000	1.00 - 3.00	10/15/10	04/01/17	1,385,000
Municipal Purpose FY 2011	11,750,000	2.00 - 5.00	05/19/11	10/01/28	8,850,000
GOB - Municipal Purpose FY2012	2,460,000	2.00 - 3.125	10/05/11	08/01/26	2,225,000
GOB - Refunding FY2012	10,995,000	2.00 - 4.00	06/06/12	11/01/23	10,900,000
MA Water Pollution Abatement Trust	1,064,706	2.08	07/08/10	07/15/30	731,860
MA Water Resources Authority	220,990	0.00	02/27/12	02/15/17	176,792
Municipal Purpose FY 2013	12,244,000	2.00 - 4.00	10/03/12	07/15/32	12,244,000
MA Water Pollution Abatement Trust	6,034,290	2.00	05/22/13	01/15/33	6,034,290
Municipal Purpose FY 2013	5,945,000	2.00 - 4.00	06/18/13	11/01/32	5,945,000
					<u>\$ 100,315,626</u>

C. Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2013 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 7,786,979	\$ 2,711,069	\$ 10,498,048
2015	7,482,612	2,429,346	9,911,958
2016	6,952,526	2,229,911	9,182,437
2017	6,717,526	2,041,132	8,758,658
2018	6,197,527	1,845,889	8,043,416
2019 - 2023	26,880,052	6,219,486	33,099,538
2024 - 2028	17,205,000	2,028,544	19,233,544
2029 - 2033	<u>4,775,000</u>	<u>303,584</u>	<u>5,078,584</u>
Total	<u>\$ 83,997,222</u>	<u>\$ 19,808,961</u>	<u>\$ 103,806,183</u>

<u>Business-Type</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 2,009,074	\$ 430,413	\$ 2,439,487
2015	1,810,035	415,125	2,225,160
2016	1,518,674	359,492	1,878,166
2017	1,511,704	308,424	1,820,128
2018	1,502,393	252,889	1,755,282
2019 - 2023	3,903,498	703,215	4,606,713
2024 - 2028	2,097,332	338,072	2,435,404
2029 - 2031	<u>1,965,694</u>	<u>111,386</u>	<u>2,077,080</u>
Total	<u>\$ 16,318,404</u>	<u>\$ 2,919,016</u>	<u>\$ 19,237,420</u>

D. Bond Authorizations

Long-term debt authorizations which have not been issued or rescinded as of June 30, 2013 are as follows:

<u>Date Authorized</u>	<u>Purpose</u>	<u>Amount</u>
May 2000	Rosemary Pool Complex Design	\$ 42,500
March 2010	Roads, Bridges, Sidewalks and Intersection Improvement Program	249,800
November 2010	Pollard School Roof Repair	475,369
May 2011	Roads, Bridges, Sidewalks and Intersection Improvement Program	500,000
May 2011	Booth Street	80,000
November 2011	Senior Center Construction	6,934,308
May 2012	Property Acquisition 59 Lincoln and 89 School Street	117,500
May 2012	Property Acquisition 37-39 Lincoln Street	25,000
May 2012	Roads, Bridges, Sidewalks and Intersection Improvement Program	600,000
October 2012	Property Acquisition 51 Lincoln Street	150,000
May 2005	Ridge Hill Rehabilitation	104,600
May 2007	High Rock & Pollard School Project	5,000
October 2005	Public Service Administration Building	64,000
May 2009	Town Hall (GF Portion) 22%	465,000
May 2009	Town Hall (CPA Portion) 78%	1,379,125
May 2009	Stormwater Master Plan Drainage Improvements (Latern & Gayland)	157,000
November 2009	Newman School Extraordinary Repairs	881,709

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<u>Date Authorized</u>	<u>Purpose</u>	<u>Amount</u>
May 2007	Sewer System Rehabilitation I/I Work	338,093
May 2008	Wastewater Pump Station at GPA (2nd)	18,000
May 2009	Sewer Pump Station Design (Reservoir B)	50,497
November 2011	Sewer Pump Station Construction (Reservoir B)	6,300,000
May 2005	Water System Rehabilitation (Warren Street)	30,000
May 2008	Water Main Improvements	600,294
May 2011	RTS Construction Equipment - Forklift	12,000
May 2011	RTS Semi-Tractor Equipment	152,000
October 2012	RTS Soil Remediation	218,000
	Total	<u>\$ 19,949,795</u>

E. Changes in General Long-term Liabilities

During the year ended June 30, 2013, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 6/30/12	Additions	Reductions	Total Balance 6/30/13	Less Current Portion	Equals Long-Term Portion 6/30/13
<u>Governmental Activities</u>						
Bonds payable	\$ 73,156	\$ 17,959	\$ (7,118)	\$ 83,997	\$ (7,787)	\$ 76,210
Unamortized bond premium	-	811	(40)	771	(40)	731
Subtotal bonds payable	<u>73,156</u>	<u>18,770</u>	<u>(7,158)</u>	<u>84,768</u>	<u>(7,827)</u>	<u>76,941</u>
Other:						
Accrued employee benefits	3,538	50	-	3,588	(897)	2,691
Landfill closure	819	-	-	819	-	819
Totals	<u>\$ 77,513</u>	<u>\$ 18,820</u>	<u>\$ (7,158)</u>	<u>\$ 89,175</u>	<u>\$ (8,724)</u>	<u>\$ 80,451</u>
	Total Balance 6/30/12	Additions	Reductions	Total Balance 6/30/13	Less Current Portion	Equals Long-Term Portion 6/30/13
<u>Business-Type Activities</u>						
Bonds payable	\$ 11,945	\$ 6,264	\$ (1,891)	\$ 16,318	\$ (2,009)	\$ 14,309
Other:						
Accrued employee benefits	238	-	(26)	212	(212)	-
Totals	<u>\$ 12,183</u>	<u>\$ 6,264</u>	<u>\$ (1,917)</u>	<u>\$ 16,530</u>	<u>\$ (2,221)</u>	<u>\$ 14,309</u>

F. Prior Year Refundings

In prior years, the Town has defeased various bond issues by creating separate irrevocable trust funds. The proceeds from the new issuance of the general obligation bonds were used to purchase U.S. government securities, and those securities were deposited in an irrevocable trust with an escrow agent to provide debt service payments until the refunded bonds mature in 2019. For financial reporting purposes, the debt has been considered

deceased and therefore removed as a liability from the Town's balance sheet. As of June 30, 2013, the amount of deceased debt outstanding but removed from the governmental activities and business-type activities was \$5,775,000.

13. Landfill Postclosure Care Costs

State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the site for thirty years after closure.

The \$819,964 reported as postclosure care liability at June 30, 2013 represents the estimated costs to maintain and monitor the site for the remainder of the thirty years. These amounts are based on what it would cost to perform all postclosure care in 2013. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

14. Deferred Inflows of Resources

The Town has implemented GASB 65, *Items Previously Reported as Assets and Liabilities*. Deferred inflows of resources are the acquisition of net assets by the Town that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities.

Governmental funds report *unavailable revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

The balance of the General Fund *unavailable revenues* account is equal to the total of all June 30, 2013 receivable balances, except real and personal property taxes that are accrued for subsequent 60-day collections.

15. Restricted Net Position

The accompanying entity-wide financial statements report restricted net position when external constraints from grantors or contributors are placed on net position.

Permanent fund restricted net position is segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

16. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of fund balances are reported at June 30, 2013:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes general fund reserves for prepaid expenditures and nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, and various special revenue funds.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period.

Following is a breakdown of the Town's fund balances at June 30, 2013:

	General Fund	Community Preservation Fund	Senior Center Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable					
Nonexpendable permanent funds	\$ -	\$ -	\$ -	\$ 188,478	\$ 188,478
Total Nonspendable	-	-	-	188,478	188,478
Restricted					
Debt service	1,076,293	-	-	-	\$ 1,076,293
Bonded projects	-	-	-	335,344	335,344
Special revenue funds:					
Community preservation	-	5,756,147	-	-	5,756,147
Expendable trust funds	-	-	-	1,953,530	1,953,530
Kindergarten after school enrichment program	-	-	-	671,462	671,462
Pupil transportation	-	-	-	507,825	507,825
Summer School	-	-	-	346,083	346,083
RRFA - parking meter fund	-	-	-	191,350	191,350
Greene's field project	-	-	-	181,612	181,612
Library equalization	-	-	-	150,605	150,605
Integrated preschool	-	-	-	126,299	126,299
FY13 NEF super grant	-	-	-	111,500	111,500
School lunch	-	-	-	1,010,481	1,010,481
Other special revenue funds	-	-	-	1,967,043	1,967,043
Total Restricted	1,076,293	5,756,147	-	7,553,134	14,385,574

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Committed					
Continuing appropriations articles	464,527	-	-	-	464,527
Compensated absences	219,388	-	-	-	219,388
General and capital stabilization	5,955,033	-	-	-	5,955,033
Capital project funds	-	-	-	2,312,078	2,312,078
Total Committed	6,638,948	-	-	2,312,078	8,951,026
Assigned					
Encumbrances	3,554,989	-	-	-	3,554,989
For next year's expenditures	3,175,472	-	-	-	3,175,472
Total Assigned	6,730,461	-	-	-	6,730,461
Unassigned	15,150,157	-	(5,094,588)	(1,197,334)	8,858,235
Total Fund Balance	\$ 29,595,859	\$ 5,756,147	\$ (5,094,588)	\$ 8,858,356	\$ 39,113,774

17. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in certain respects from the Massachusetts Uniform Municipal Accounting System (UMAS). Major differences include an estimate for future potential tax refunds included in these financial statements, which is not recognized under UMAS.

18. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Abatements - There are several cases pending before the Appellate Tax Board in regard to alleged discrepancies in property assessments. According to the Town's counsel, the probable outcome of these cases at the present time is indeterminable, although the Town expects such amounts, if any, to be immaterial.

19. Subsequent Events

In the fall of 2013 (fiscal year 2014), the Town voted to appropriate \$5,981,564 of free cash to use in the fiscal year 2014 budget.

20. **Post-Employment Healthcare and Life Insurance Benefits (Other Post-Employment Benefits)**

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*, requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time.

A. Plan Description

In addition to providing the pension benefits described, the Town provides post-employment healthcare and life insurance benefits for retired employees through the Town's plan. The benefits, benefit levels, employee contributions and employer contributions are governed by Chapter 32 of the Massachusetts General Laws. As of July 1, 2011, the actuarial valuation date, approximately 724 retirees and 1,016 active employees meet the eligibility requirements. The plan does not issue a separate financial report.

B. Benefits Provided

The Town provides medical, prescription drug, mental health/substance abuse and life insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria may receive these benefits.

C. Funding Policy

Retirees contribute 32 - 50% of the cost of the health plan, as determined by the Town. The Town contributes the remainder of the health plan costs on a pre-funded basis.

D. Annual OPEB Costs and Net OPEB Obligation

The Town's fiscal 2013 annual OPEB expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost per year and amortize the unfunded actuarial liability over a period of thirty years. The following table shows the components of the Town's annual OPEB cost for the year ending June 30, 2013, the amount actually contributed to the plan, and the change in the Town's net OPEB asset (obligation) based on an actuarial valuation as of July 1, 2011.

Annual Required Contribution (ARC)	\$ 4,523,887
Interest on net OPEB obligation	-
Adjustment to ARC	-
Annual OPEB cost	4,523,887
Contributions made	4,923,887
Increase in net OPEB asset	400,000 *
Net OPEB asset - beginning of year	500,000
Net OPEB asset - end of year	\$ 900,000

* represents funding in excess of ARC

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

Fiscal year ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Asset
2013	\$ 4,523,887	109%	\$ 900,000
2012	\$ 3,906,275	113%	\$ 500,000
2011	\$ 3,626,375	100%	\$ -
2010	\$ 3,446,556	100%	\$ -
2009	\$ 3,102,311	100%	\$ -

E. Funded Status and Funding Progress

The funded status of the plan as of July 1, 2011, the date of the most recent actuarial valuation was as follows:

Actuarial accrued liability (AAL)	\$ 59,122,322
Actuarial value of plan assets	6,423,760
Unfunded actuarial accrued liability (UAAL)	\$ 52,698,562
Funded ratio (actuarial value of plan assets/AAL)	10.9%
Covered payroll (active plan members)	\$ 60,859,276
UAAL as a percentage of covered payroll	86.6%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amount and assumptions about the probability of occurrence of events far into the future. Examples included assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made

about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

F. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the plan as understood by the Town and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the Town and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2011 actuarial valuation the projected unit credit cost method was used. The actuarial value of assets was not determined as the Town has not advance funded its obligation. The actuarial assumptions included an 8% investment rate of return and an initial annual healthcare cost trend rate of 8% which decreases to a 5% long-term rate for all healthcare benefits after ten years. The amortization costs for the initial UAAL is a level percentage of payroll for a period of 28 years, on a closed basis. This has been calculated assuming the amortization payment increases at a rate of 4.5%.

21. Contributory Retirement System

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local government Employees*, (as amended by GASB 50) with respect to the employees' retirement funds.

A. Plan Description and Contribution Information

Substantially all employees of the Town (except teachers and administrators under contract employed by the School Department) are members of the Needham Contributory Retirement System (NCRS), a cost sharing, multiple employer defined benefit PERS. Eligible employees must participate in the NCRS. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Chapter 32 of the Massachusetts General Laws establishes the authority of the NCRS Retirement Board. Chapter 32 also establishes contribution percentages and benefits paid. The NCRS Retirement Board does not have the authority to amend benefit provisions. As required by Massachusetts General Laws, the System issues a separate report to the Commonwealth's Public Employee Retirement Administration Commission. The System also issues a stand-alone financial report, which can be obtained

from the System located at 1471 Highland Avenue, Needham, Massachusetts 02492.

Membership of each plan consisted of the following at December 31, 2012:

Retirees and beneficiaries receiving benefits	435
Terminated plan members entitled to but not yet receiving benefits	165
Active plan members	<u>644</u>
Total	<u><u>1,244</u></u>
Number of participating employers	2

Employee contribution percentages are specified in Chapter 32 of the Massachusetts General Laws. The percentage is determined by the participant's date of entry into the system. All employees hired after January 1, 1979 contribute an additional 2% on all gross regular earnings over the rate of \$30,000 per year. The percentages are as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7%
January 1, 1984 - June 30, 1996	8%
Beginning July 1, 1996	9%

Employers are required to contribute at actuarially determined rates as accepted by the Public Employee Retirement Administration Commission (PERAC). The Town's Schedule of Employer Contributions is as follows:

Schedule of Employer Contributions:

<u>Year Ended</u> <u>June 30</u>	<u>Annual Required</u> <u>Contribution</u>	<u>Percentage</u> <u>Contributed</u>
2013	\$ 3,696,000	100%
2012	\$ 4,722,775	100%
2011	\$ 4,552,978	100%
2010	\$ 4,271,094	100%
2009	\$ 4,121,326	100%
2008	\$ 3,979,000	100%
2007	\$ 3,835,000	100%

B. Summary of Significant Accounting Policies

Basis of Accounting - Contributory retirement system financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due.

Employer contributions are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

Method Used to Value Investments - Investments are reported at fair value in accordance with PERAC requirements.

C. Funded Status and Funding Progress

The information presented below is from the Needham contributory Retirement System's most recent valuation (in thousands).

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percent- age of Covered Payroll [(b-a)/c]
1/1/12	\$ 114,445	\$ 156,915	\$ 42,470	72.9%	\$ 28,963	146.6%

The Schedule of Funding Progress following the notes to the financial statements presents multi-year trend information about the actuarial value of plan assets relative to the actuarial accrued liability for benefits.

D. Actuarial Methods and Assumptions

The annual required contribution for the current year was determined as part of the actuarial valuation using the individual entry age normal actuarial cost method. The actuarial assumptions included (a) 8.00 % investment rate of return and (b) a projected salary increase of 5.25 to 5.50% per year. Liabilities for cost of living increases have been assumed at an annual increase of 3 %, on the first \$12,000 of benefit payments. The actuarial value of assets is determined by projecting the market value of assets as of the beginning of the prior plan year with the assumed rate of return during that year (8.00 %) and accounting for deposits and disbursements with interest at the assumed rate of return. An adjustment is then applied to recognize the difference between the actual investment return and expected return over a five-year period. As of December 31, 2012, the unfunded actuarially accrued liability is being amortized over 18 years using 4.0 % increasing payment method.

E. Teachers

As required by State statutes, teachers of the Town are covered by the Massachusetts Teachers Retirement System (MTRS). The MTRS is funded by contributions from covered employees and the Commonwealth of Massachusetts. The Town is not required to contribute.

All persons employed on at least a half-time basis, who are covered under a contractual agreement requiring certification by the Board of Education are eligible, and must participate in the MTRS.

Based on the Commonwealth of Massachusetts' retirement laws, employees covered by the pension plan must contribute a percentage of gross earnings into the pension fund. The percentage is determined by the participant's date of entry into the system and gross earnings, up to \$30,000, as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7%
January 1, 1984 - June 30, 1996	8%
Beginning July 1, 1996	9%

* Effective January 1, 1990, all participants hired after January 1, 1979, who have not elected to increase to 11%, contribute an additional 2% of salary in excess of \$30,000.

The Town's current year covered payroll for teachers and administrators was not available.

In fiscal year 2013, the Commonwealth of Massachusetts contributed \$12,070,665 to the MTRS on behalf of the Town. This is included in the education expenditures and intergovernmental revenues in the general fund.

F. Other Employees

Certain retired employees of the Town were exempted from membership or elected not to participate in the System. The Town pays retirement benefits to these employees from the General Fund appropriations. These employees are not included in the Town's actuarial liability. The Town's fiscal 2013 pension expense relating to these employees was approximately \$33,340.

22. Self-Insurance

Workers Compensation - The Town's personnel Department administers a self-insured workers compensation program. In addition to in-house administration, the Town utilizes a third-party administrator, CCMSI, to process claims, produce workers compensation vouchers, and conduct follow-up medical case management on individuals receiving workers compensation benefits.

As of June 30, 2013, the Town's workers compensation fund had a balance of \$1,327,412 in net position (a component of Total Net Position). This amount is generated from the remainder of the workers compensation budget

voted each year by the Town Meeting. The Town appropriated \$400,000 for workers compensation line item in fiscal year 2011. These funds are used to pay workers compensation related expenses throughout the year, with the unexpended balance rolling into the trust fund noted above. The Town also purchases stop-loss reinsurance as part of its workers compensation program from New York Marine and General Insurance Company. Under the terms of its excess workers compensation coverage, the Town is liable for up to \$350,000 per accident per employee to an aggregate limit of \$1,000,000 per accident. The Town's maximum aggregate liability for all claims paid within one year is \$4,000,000. The Town has no excess liability coverage for public safety employees and no reasonable estimate of claims liability has been determined.

A liability for unpaid claims at June 30, 2013 has been recorded in the Internal Service Fund. This represents the Town's estimate of future payments based on historical information on active cases.

Changes in the aggregate liability for claims for the year ended June 30, 2013 are as follows:

	<u>Workers Compensation</u>
Claims liability, beginning of year	\$ 232,684
Claims incurred/recognized in fiscal year 2013	204,728
Claims paid in fiscal year 2013	<u>(247,180)</u>
Claims liability, end of year	<u>\$ 190,232</u>

23. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

24. Beginning Fund Balance Reclassification

The Town's major governmental funds for fiscal year 2013, as defined by GASB Statement 34, have changed from the previous fiscal year. Also, GASB Statement 54 has redefined fund types. Accordingly, the following reconciliation is provided:

	Fund Equity 6/30/12 (as previously reported)	Reclassification	Fund Equity 6/30/12 (as restated)
Senior Center	\$ -	\$ (888,416)	\$ (888,416)
Newman School Repair	(9,629,645)	9,629,645	-
Nonmajor Governmental Funds	<u>4,832,188</u>	<u>(8,741,229)</u>	<u>(3,909,041)</u>
Total	\$ <u>(4,797,457)</u>	\$ <u>-</u>	\$ <u>(4,797,457)</u>

25. Implementation of New GASB Standard

The GASB has issued Statement 68 Accounting and Financial Reporting for Pensions, which is required to be implemented in fiscal year 2015. Management's current assessment is that this pronouncement will have a significant impact on the Town's basic financial statements by recognizing as a liability and expense, the Town's applicable portion of the Retirement System's actuarially accrued liability.

TOWN OF NEEDHAM, MASSACHUSETTS
SCHEDULE OF FUNDING PROGRESS
REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2013
(Unaudited)

Employees' Retirement System

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percent- age of Covered Payroll [(b-a)/c]
01/01/12	\$ 114,445,376	\$ 156,914,866	\$ 42,469,490	72.93%	\$ 28,963,004	146.6%
01/01/11	\$ 116,465,717	\$ 149,577,973	\$ 33,112,256	77.86%	\$ 28,057,204	118.0%
01/01/10	\$ 115,771,921	\$ 148,011,244	\$ 32,239,323	78.22%	\$ 30,285,518	106.5%
01/01/09	\$ 102,420,630	\$ 139,054,020	\$ 36,633,390	73.66%	\$ 28,012,825	130.8%
01/01/07	\$ 102,235,876	\$ 128,668,586	\$ 26,432,710	79.50%	\$ 26,120,560	101.2%
01/01/05	\$ 89,965,920	\$ 119,994,011	\$ 30,028,091	75.00%	\$ 23,585,296	127.3%
01/01/04	\$ 82,910,726	\$ 113,426,667	\$ 30,515,941	73.10%	\$ 21,633,442	141.1%
01/01/03	\$ 76,356,568	\$ 108,537,756	\$ 32,181,188	70.40%	\$ 21,380,463	150.5%
01/01/00	\$ 80,624,013	\$ 88,236,491	\$ 7,612,478	91.40%	\$ 18,313,876	41.6%
01/01/97	\$ 50,591,567	\$ 69,604,902	\$ 19,013,335	72.70%	\$ 16,120,405	117.9%
01/01/95	\$ 41,448,079	\$ 66,617,237	\$ 25,169,158	62.20%	\$ 12,547,993	200.6%

Other Post-Employment Benefits

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percent- age of Covered Payroll [(b-a)/c]
07/01/11	\$ 6,423,760	\$ 59,122,322	\$ 52,698,562	10.9%	\$ 60,859,276	86.6%
07/01/09	\$ 5,008,484	\$ 48,888,127	\$ 43,879,643	10.2%	\$ 61,582,295	71.3%
07/01/07	\$ 3,075,317	\$ 46,672,308	\$ 43,596,991	6.6%	\$ 59,616,565	73.1%
07/01/05	\$ 2,131,044	\$ 43,172,705	\$ 41,041,661	4.9%	\$ 51,915,780	79.1%

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS

Schedule of Revenues and Other Sources, and
Expenditures and Other Uses -
Sewer Enterprise Fund Budget vs. Actual Comparison

For the Year Ended June 30, 2013

	<u>Budget</u>	<u>Adjusted Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:			
Current service charges	\$ 7,601,727	\$ 8,235,654	\$ 633,927
Interest income	<u>4,000</u>	<u>5,929</u>	<u>1,929</u>
Total Revenues	7,605,727	8,241,583	635,856
Expenditures:			
Sewer expenditures	1,437,994	1,352,650	85,344
Intergovernmental	5,440,127	5,381,187	58,940
Debt service	<u>1,400,000</u>	<u>1,377,289</u>	<u>22,711</u>
Total Expenditures	<u>8,278,121</u>	<u>8,111,126</u>	<u>166,995</u>
Excess of revenues over expenditures	(672,394)	130,457	802,851
Other Financing Sources and Uses:			
Transfers in	493,392	493,392	-
Use of retained earnings	1,218,555	-	(1,218,555)
Transfers out	<u>(1,039,553)</u>	<u>(1,039,553)</u>	<u>-</u>
Total Other Financing Sources and Uses	<u>672,394</u>	<u>(546,161)</u>	<u>(1,218,555)</u>
Excess of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>(415,704)</u>	\$ <u>(415,704)</u>

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS

Schedule of Revenues and Other Sources, and
Expenditures and Other Uses -
Water Enterprise Fund Budget vs. Actual Comparison

For the Year Ended June 30, 2013

	<u>Budget</u>	<u>Adjusted Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:			
Current service charges	\$ 5,256,980	\$ 6,178,405	\$ 921,425
Interest income	5,000	7,837	2,837
Other revenue	<u>-</u>	<u>1,973</u>	<u>1,973</u>
Total Revenues	5,261,980	6,188,215	926,235
Expenditures:			
Water expenditures	2,149,994	2,009,890	140,104
Intergovernmental	965,737	964,345	1,392
Debt service	<u>1,550,000</u>	<u>1,255,780</u>	<u>294,220</u>
Total Expenditures	<u>4,665,731</u>	<u>4,230,015</u>	<u>435,716</u>
Excess of revenues over expenditures	596,249	1,958,200	1,361,951
Other Financing Sources and Uses:			
Use of retained earnings	772,009	-	(772,009)
Transfers out	<u>(1,368,258)</u>	<u>(1,368,258)</u>	<u>-</u>
Total Other Financing Sources and Uses	<u>(596,249)</u>	<u>(1,368,258)</u>	<u>(772,009)</u>
Excess of revenues over expenditures and other uses	<u>\$ -</u>	<u>\$ 589,942</u>	<u>\$ 589,942</u>

See Independent Auditors' Report.

TOWN OF NEEDHAM, MASSACHUSETTS

Schedule of Revenues and Other Sources, and
Expenditures and Other Uses -
Solid Waste Enterprise Fund Budget vs. Actual Comparison

For the Year Ended June 30, 2013

	<u>Budget</u>	<u>Adjusted Actual</u>	<u>Variance Positive (Negative)</u>
Revenues:			
Current service charges	\$ 1,501,540	\$ 1,717,110	\$ 215,570
Interest income	<u>750</u>	<u>1,740</u>	<u>990</u>
Total Revenues	1,502,290	1,718,850	216,560
Expenditures:			
Transfers station expenditures	1,935,583	1,738,350	197,233
Debt service	<u>150,000</u>	<u>149,563</u>	<u>437</u>
Total Expenditures	<u>2,085,583</u>	<u>1,887,913</u>	<u>197,670</u>
Excess of revenues over expenditures	(583,293)	(169,063)	414,230
Other Financing Sources and Uses:			
Transfers in	576,938	576,938	-
Use of retained earnings	448,683	-	(448,683)
Transfers out	<u>(442,328)</u>	<u>(442,328)</u>	<u>-</u>
Total Other Financing Sources and Uses	<u>583,293</u>	<u>134,610</u>	<u>(448,683)</u>
Excess of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>(34,453)</u>	\$ <u>(34,453)</u>

See Independent Auditors' Report.



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

MEETING DATE: 12/17/2013

Agenda Item	Municipal Parking
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Assistant Town Manager/Finance will provide the Board with an introduction to the pending recommendations relating to permit parking fees and parking meter fees and locations. A public hearing is scheduled for January 14, 2014.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	<u>NO</u>
<i>Suggested Motion:</i> That the Board vote to endorse two applications to be filed for Community Preservation funding at the 2014 Annual Town Meeting.			
	BACK UP INFORMATION ATTACHED	<u>YES</u>	<u>NO</u>
a. Memorandum from David Davison, Assistant Town Manager/Finance dated December 13, 2013			

MEMORANDUM

TO: BOARD OF SELECTMEN

FROM: DAVID DAVISON, ASSISTANT TOWN MANAGER/FINANCE DIRECTOR

SUBJECT: PARKING METER AND PERMIT RATES

DATE: FRIDAY, DECEMBER 13, 2013

CC: FILE; KATE FITZPATRICK, TOWN MANAGER; CHRISTOPHER COLEMAN, ASSISTANT TOWN MANAGER/OPERATIONS; SANDY CINCOTTA, SUPPORT SERVICES MANAGER; RICK MERSON, DIRECTOR OF PUBLIC WORKS; TONY DELGAIZO, TOWN ENGINEER; RHAIN HOYLAND, HIGHWAY SUPERINTENDENT; ROBERT LEWIS, ASSISTANT DIRECTOR OF PUBLIC WORKS; CARYS LUSTIG, SUPERVISOR OF ADMINISTRATION; PHILIP DRONEY, POLICE CHIEF; JOHN KRAEMER, LIEUTENANT; EVELYN PONESS, TREASURER/ COLLECTOR; DAVID TOBIN, TOWN COUNSEL

Background

In preparation for the Board of Selectmen public meeting on January 14, 2014 regarding parking rates I offer the following. The Town of Needham maintains on-street public parking in the two major commercial districts, Downtown and the Heights. Most all the locations are regulated for metered parking for up to two hours. In order to promote turnover of the parking spaces, parking is limited to two hours. Many of the spots have the older (1970's vintage) parking meters, and in other cases the meters have been removed over time to use them to repair other meters, as securing replacement and parts became more difficult. Town Meeting provided funding to replace these meters with more modern meters. The Town promulgated a request for information (RFI) to learn more about metering options and methods of operations. From this evaluation, it was determined that the old parking meters should be replaced with meters similar to those outside of Town Hall and along Chapel Street. The Town issued an Invitation for Bids (IFB) during the spring and awarded a contract to purchase replacement meters. The equipment allows the Town more flexibility and greater reliability than the obsolete meters.

Correspondingly, over the past year we have investigated parking options, rates, and methods of collection and enforcement in other area communities. The result of this work found that although there are many ways to provide, and financially support, the existence of public parking, no one way was found to be preferable by all concerns. The current mix and method of parking provided by Needham appears to work for Needham. The Town provides permit parking, on-street metered parking, and time limited free parking in lots and on certain streets.

Permit Parking

Spaces reserved for permit parking are available to Needham businesses to purchase in order to provide parking for their employees during the business day. Permit parking is enforced from 8:00 AM to 2:00 PM Monday through Friday. The Town has made a concerted effort to expand the availability of permit parking with its purchase

of several lots along Lincoln and School streets. The construction process has begun. The Town has incurred debt to purchase and construct the expanded parking, and has increased its maintenance efforts on all the lots. To help offset this cost, it was stated that the parking permit rates would be reviewed and raised. The proposal is to increase the annual permit fee from the current \$75 to \$200. This would be phased-in over three years. The current rate would be increased to \$125 for May 2014 renewal, to \$165 for May 2015 renewal and then to \$200 for May 2016 renewal.

Parking Meters

Some parking spaces along the public ways currently have meters, and others are regulated for meters, which were removed to use the equipment in other areas (meaning the meters can be reinstalled by DPW without any legal action by the Board). Finally there are some spaces that are not regulated, but have been identified as spots where the installation of meters may be warranted. There is a formal notice and public process that would need to happen in order to install meters at such locations. The primary actions that will be sought in January are changing the rate structure, and reaching agreement about where missing meters should be reinstalled.

The purposes that the meters serve are to: 1) discourage long-term parking along the street, 2) encourage turnover of the on-street parking spaces, 3) make enforcement easier, and 4) help to defray some of the costs associated with public parking. The new meters will allow for shorter time increments to be purchased as well as acceptance of multiple coins. The proposal is to set the rate so that a quarter will purchase 30 minutes, a dime will purchase 10 minutes, and a nickel will purchase 5 minutes of time. The current meter regulations, with limited exceptions, allow for up to two hour parking in each space.

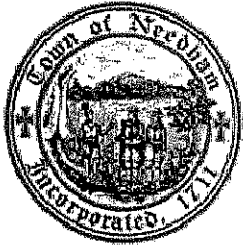


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2013

Agenda Item	Amend Integrated Pest Management Policy
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board of Selectmen adopted a goal to update the Integrated Pest Management Policy to better reflect the Town's current practices and to set forth the manner in which pesticide application information will be provided to the public. The Town is committed to limiting outdoor pesticide use to EPA-designated reduced risk pesticides unless no alternative exists. In such extraordinary circumstances, the IPM Committee will meet to approve use of pesticides. The Town Manager will recommend the amended policy for your approval. The final policy will be forwarded to the boards and committees that approved the original policy for their consideration.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the amended IPM Policy dated December 17, 2013.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Integrated Pest Management Policy dated December 17, 2013			



Town of Needham
1471 Highland Avenue
Needham, Massachusetts 02492

Integrated Pest Management (IPM) Policy

Revised: December 17, 2013

Section 1. Policy

- 1.1 The Town of Needham is committed to IPM principles and practices and incorporates IPM principles in landscape maintenance, building maintenance and construction work. Employing integrated pest management practices reduces the use of pesticides and minimizes the health risk to people - either directly through breathing, drinking, ingesting or skin absorption of toxic products, or by means of delayed exposure from contaminated soil, food, air, water, utensils, and toys - while allowing the Town to carry out its duty for the responsible management of Town assets in a way that protects human health and the surrounding environment and that creates the highest economic benefit through the most effective, lowest risk option.
- 1.2 The goal of the IPM Policy is to promote the health, safety, quality and sustainability of public buildings and landscapes, including the preservation of vegetation and trees, and to maximize the enjoyment and use of public buildings and grounds for functional, recreational (both active and passive) and ornamental purposes. IPM techniques, in combination with available pest control methods, are used to manage pest damage by the most economic means, and with the least possible hazard to people, property and the environment.
- 1.3 The Town will reduce the use of pesticides through common sense principles, and will limit use to Environmental Protection Agency (EPA)-designated reduced risk pesticides unless no alternative exists.
- 1.4 The IPM Committee may approve the use of pesticides that are not classified as reduced risk pesticides when an acceptable pest threshold is exceeded and in emergency situations.
- 1.5 The Town of Needham will not use pesticides for aesthetic purposes.
- 1.6 The Town recognizes that playing field safety and injury prevention for both recreational and organized team activities may require the use of pesticides. Insects, weeds, and fungi can pose a significant problem on athletic fields and other public grounds, destroying or overtaking large areas of turf, and resulting in lack of playability, destruction of Town assets, and unsafe conditions.
- 1.7 The Town will comply with the requirements of the Act to Protect Children and Families from Exposure to Harmful Pesticides, Chapter 85 of the Acts of 2000.
<http://massnrc.org/ipm/>.

- 1.8 This policy will apply to work by contractors hired by the Town as well as to work performed by Town employees.

Section 2. Definitions

IPM IPM is a comprehensive strategy of pest control whose major objective is to achieve desired levels of pest control in an environmentally responsible manner by combining multiple pest control measures to reduce the need for reliance on chemical pesticides. Such methods may include, but are not limited to, the use of monitoring techniques to determine immediate and ongoing need for pest control, increased sanitation, installation of physical barriers, cultivation of natural pest enemies, and judicious use of lowest risk pesticides when necessary.

Indoor Pests Common pests in buildings are ants, lice, cockroaches, termites, bedbugs, wasps, mice, and other rodents that thrive when food and other conditions are available. Such pests may create hygiene and safety problems and cause damage to building structures.

Outdoor Pests These include undesirable plants, insects, fungi, and rodents. Common landscape pests are ticks, grubs, chinch bugs, crabgrass, knotweed, poison ivy, and a variety of plant diseases. Insects, weeds, and fungi can become a significant problem on athletic fields and other public grounds. They can destroy or overtake large areas of turf resulting in lack of playability, significant renovation costs, and unsafe conditions for players.

Pesticide A chemical preparation for destroying plant, fungal, or animal pests.

Reduced Risk Pesticide A pesticide that has been granted “reduced risk status” by the U.S. EPA and demonstrates one or more of the following advantages: low impact on human health, low toxicity to non-target organisms (birds, fish, and plants), low potential for groundwater contamination, low use rates, low pest resistance potential, and compatibility with Integrated Pest Management systems.

Section 3. Procedures

- 3.1 The Town of Needham will maintain site-specific building and grounds maintenance plans for all capital facilities, which will incorporate pest prevention and control measures. These plans will specify site-assessment and monitoring protocols, testing methods, training regimens, timing and type of maintenance practices, and the list of responsible parties. The plans will identify acceptable pest threshold levels, identify the conditions for use of pesticides, if any, and establish conditions for building re-occupancy after pesticide applications.
- 3.2 The Town will comply with the requirements of the Act to Protect Children and Families from Exposure to Harmful Pesticides with respect to the identification of conditions for use of pesticides, if any, application, and notification requirements.

- 3.4 When contemplating the use of pesticides, the Town will consider all appropriate intervention options, including changes in cultural, mechanical, physical, biological and chemical measures, and no action at all. Criteria for selecting pest control interventions shall include those that provide pro-active, pre-emergent maintenance, that are the least toxic to people, that are the most species-specific, that afford the highest level of anticipated effectiveness, and those that provide the greatest opportunity for appropriate use and maintenance of fields or facilities. The application of any pesticide or herbicide may be performed only by certified applicators under the authority of Town management. The approved list of pesticides is set forth on Attachment A and may be amended from time to time.
- 3.5 Copies of individual indoor and outdoor school plans can be reviewed in the offices of each principal, Public Facilities-Operations, and DPW Parks and Forestry Division. Copies will also be filed with the Needham Health Department and the MA Department of Food and Agriculture, and will be posted on the Town's website at www.needhamma.gov. Copies of plans for other Town buildings and grounds can be reviewed at the office of Public Facilities-Operations and in the administration office of the specific building. Copies of plans for outdoor facilities can be reviewed at the office of the DPW Parks and Forestry Division, or in the offices of the Park and Recreation Commission or Conservation Commission. Copies will also be filed with the Needham Health Department and will be posted on the Town's website.
- 3.6 Information on the application of pesticides in Town buildings or on Town grounds will be posted on the Town's website as soon after the use as is practical.

Section 4 IPM Committee

The IPM Committee will consist of the Town Manager/Designee, Director of Public Works, Director of Public Facilities-Operations, Superintendent of Parks and Forestry, Director of Public Health, Superintendent of Schools/Designee, Director of Park and Recreation, and the Director of Conservation. This committee will meet at least annually or as needed. This committee is not intended to supersede the individual committees at each school required under the Child Protection Act. The Committee will consult periodically with the Board of Selectmen, School Committee, Park and Recreation Commission, Conservation Commission, Trustees of the Needham Public Library, Trustees of Memorial Park, and the Board of Health.

Approved by:

<i>Board/Committee</i>	<i>Approved/Revised Dates</i>
Needham Board of Health	6/14/2002
Needham Board of Selectmen	6/25/2002
Needham School Committee	6/18/2002
Needham Park and Recreation Commission	6/25/2002
Needham Conservation Commission	6/27/2002
Needham Council on Aging	9/5/2002
Trustees of Needham Public Library	7/9/2002

Trustees of Memorial Park
Permanent Public Building Committee

9/5/2002
7/8/2002

ATTACHMENT A
APPROVED PESTICIDES AND THEIR USE

Outdoor

Round Up	Poison Ivy & Weeds
Conserve	Winter Moth
Acelepryn*	White Grubs
Zep Wasp & Hornet	Yellow Jackets, Wasps & Hornets
Anvil	Mosquito Control
Zep Total Control	Bees
Mavrik	Mosquito Control
Duet	Mosquito Control
A.D.I.O.S.*	Selective Weed Control

* EPA-Designated Reduced Risk Pesticide

Indoor

Maxforce	Roach control
Recruit IV	Termites
Tempo	Bees/ants
Watherblok XT	Mice
Suspend SC	Wasp/tick
Advance 360A	Ants
Advion Gel	Ants
Recruit IV AG	Termites
Advion Bait	Roach control
Intice Bait	Ant & Roach Control
Recruit III	Termites
Stingray	Bees & Hornets

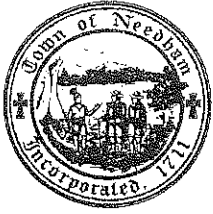


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2013

Agenda Item	REVISED: Accept and Refer Zoning Amendment
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Planning Board voted to place two three articles on the warrant for the 2014 Annual Town Meeting Warrant: 1. Amend Zoning By-law: Medical Marijuana Overlay District; 2. Amend Zoning By-Law – Map Change to Medical Marijuana Overlay District; and 3. Amend Zoning By-Law – Interim Regulations for Medical Marijuana Uses. Under State law, the Board has 14 days to accept the proposed amendment and refer the amendment back to the Planning Board for its review, hearing, and report. The Board’s action in this matter is not discretionary.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to accept the proposed zoning amendment and to refer the matter to the Planning Board for review, public hearing, and report.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Letter from Lee Newman, Director of Planning & Community Development b. Proposed Warrant articles to be provided under separate cover c. M.G.L. c. 40A Section 5			



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

December 17, 2013

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Zoning Article for 2014 Annual Town Meeting

Dear Kate:

The Planning Board at its meeting of December 17, 2013 voted to place the following article on the warrant for the May 2014 Annual Town Meeting: (1) Amend Zoning By-Law – Interim Regulations for Medical Marijuana Uses. Accordingly, please find the above-named article as approved by the Board for inclusion in the warrant of the 2014 Annual Town Meeting.

As you know, the Board of Selectmen will need to accept the article and to then forward it to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed article at their next meeting of Tuesday, December 17, 2013, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the attached article for Tuesday, January 21, 2014.

Should you have any questions regarding this matter, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE 1: AMEND ZONING BY-LAW – MEDICAL MARIJUANA OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

- (a) Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

“Marijuana Dispensary, Registered: Registered Marijuana Dispensary, also known as RMD or Medical Marijuana Treatment Center, shall mean an establishment properly registered with the Massachusetts Department of Public Health under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers.”

- (b) Amend Section 2.1 Classes of Districts, by adding the following term and abbreviation under the subsection Overlay:

“MM – Medical Marijuana Overlay”

- (c) Amend Section 3 Use Regulations, by adding a new Subsection 3.14, Medical Marijuana Overlay District, to read as follows:

“3.14 Medical Marijuana Overlay District

3.14.1 Purpose of District

The purpose of the Medical Marijuana Overlay District is to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations set forth at 105 CMR 725.000, Implementation of an Act for the Humanitarian Medical Use of Marijuana. Given that Registered Marijuana Dispensaries shall be limited in number and strictly regulated by the Massachusetts Department of Public Health, these zoning regulations intend to permit them where there is access to regional roadways and public transportation, where they may be readily monitored by law enforcement for health and public safety purposes, and where they will not impact the character of residential neighborhoods and business districts.

3.14.2 Scope of Authority

The Medical Marijuana Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Medical Marijuana Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.14 applies to Registered Marijuana Dispensaries proposed to be constructed after the effective date of this section.

3.14.3 Establishment

The locations permitted shall be within the Medical Marijuana Overlay District.

3.14.4 Requirements

3.14.4.1 Use. Notwithstanding the use limitations of the underlying zoning district or any other overlay zoning district, a Registered Marijuana Dispensary shall be allowed within the Medical Marijuana Overlay District upon the granting of a special permit by the Planning Board, subject to the requirements set forth in this Section.

3.14.4.2 Registration. All permitted Registered Marijuana Dispensaries shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations at all times. No Building Permit or Certificate of Occupancy shall be issued for a Registered Marijuana Dispensary that is not properly registered with the Massachusetts Department of Public Health.

3.14.4.3 Limitation of Approval. A special permit authorizing the establishment of a Registered Marijuana Dispensary shall be valid only for the registered entity to which the special permit was issued, and only for the site on which the Registered Marijuana Dispensary has been authorized by special permit. If the registration for a Registered Marijuana Dispensary has been revoked, transferred to another controlling entity, or relocated to a different site within the Medical Marijuana Overlay Districts, a new special permit shall be required prior to issuance of a Certificate of Occupancy.

3.14.4.4 Building. A Registered Marijuana Dispensary shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home deliveries to qualified clients pursuant to applicable state and local regulations.

3.14.4.5 Dimensional Requirements. Except where it is explicitly stated otherwise in this Section 3.14, a Registered Marijuana Dispensary shall conform to the dimensional requirements applicable within the underlying zoning district in which the facility is to be located.

3.14.4.6 Parking and Loading. Notwithstanding anything to the contrary in Section 5.1.2 of this By-Law, the required number of parking spaces for a Registered Marijuana Dispensary shall be determined by the Planning Board based on the transportation analysis provided by the applicant. At least one loading bay shall be provided and may not be shared with any other use; however, the Planning Board may require a greater number of loading bays if it finds, based on the transportation analysis, that one loading bay shall not be sufficient. Except as set forth above, all parking and loading facilities shall conform to the design requirements set forth in Section 5.1.3.

3.14.4.7 Signage. All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Article 5 of the Town of Needham General By-Laws. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or made clearly visible from the exterior of a Registered Marijuana Dispensary. The Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

3.14.5 Application Requirements

In addition to the procedural and application requirements of Section 7.4 and Section 7.5.2 of the By-Law, an application for special permit shall include, at a minimum, the following information:

3.14.5.1 Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIPs), on-site sales, off-site deliveries, distribution of educational materials, and other programs or activities.

3.14.5.2 Service Area: A map and narrative describing the area proposed to be served by the Registered Marijuana Dispensary and the anticipated number of clients that will be served within that area. This description shall indicate where any other Registered Marijuana Dispensaries exist or have been proposed within the expected service area.

3.14.5.3 Transportation Analysis: A quantitative analysis, prepared by a qualified transportation specialist acceptable to the Planning Board, modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.

3.14.5.4 Context Map: A map depicting all properties and land uses within a one thousand-foot (1,000') radius of the project site, whether such uses are located in Needham or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs.

3.14.5.5 Registration Materials: Copies of registration materials issued by the Massachusetts Department of Public Health and any materials submitted to the Massachusetts Department of Public Health for the purpose of seeking registration, to confirm that all information provided to the Planning Board is consistent with the information provided to the Massachusetts Department of Public Health.

3.14.5.6 Special Permit Criteria. In granting a special permit for a Registered Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in Section 7.4 and Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

(a) The Registered Marijuana Dispensary is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by other Registered Marijuana Dispensaries, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.

(b) The site is located at least five hundred feet distant from a school, daycare center, preschool or afterschool facility or any facility in which children or minors commonly congregate, or if not located at such a distance, it is determined by the Planning Board to be sufficiently buffered from such facilities such that its users will not be adversely impacted by the operation of the Registered Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Registered Marijuana Dispensary.

- (c) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site whether driving, bicycling, walking or using public transportation.
 - (d) Traffic generated by client trips, employee trips, and deliveries to and from the Registered Marijuana Dispensary shall not create a significant adverse impact on nearby residential uses.
 - (e) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.
 - (f) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior."
- (d) Amend Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Or take any other action relative thereto.

ARTICLE 2: AMEND ZONING BY-LAW – MAP CHANGE TO MEDICAL MARIJUANA OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

- (a) Place in the Medical Marijuana Overlay District all that land described under Article 3 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

“Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.”

- (b) Place in the Medical Marijuana Overlay District all that land described under Article 48 of the May 11, 1987, Annual Town Meeting, superimposing that district over the existing Industrial-1 District (IND-1), said description being as follows:

“Beginning at a point in the middle of the intersection of Gould Street and Ellis Street; then southerly along the centerline of Gould Street to a point in the middle of the intersection of Gould Street and Highland Avenue; then northeasterly along the centerline of Highland Avenue to a point where the property line between the Commonwealth of Massachusetts Route 128 and Muzi Motors, Inc., extended, would intersect such point; then northerly and northeasterly along said property line of the Commonwealth of Massachusetts Route 128 to the northern boundary of the property line of Massachusetts Bay Transportation Authority; then northerly and westerly along the centerline of Crawford Street to a point in the middle of the intersection of Crawford Street, Hampton Avenue and Ellis Street; then southwesterly along the centerline of Ellis Street to the beginning point.”

- (c) Place in the Medical Marijuana Overlay District all that land described under Article 72 of the March 19, 1941 Annual Town Meeting, superimposing that district over the existing Industrial District (IND), said description being as follows:

- (d) Place in the Medical Marijuana Overlay District a portion of the Chestnut Street Business District, superimposing that district over the Chestnut Street Business District bounded and described as follows:

Or take any other action relative thereto.

ARTICLE 3: AMEND ZONING BY-LAW - INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, Section 8, Interim Regulations for Medical Marijuana Uses, Subsection 8.6, Expiration, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“8.6 Expiration

This Section 8 shall be effective through December 30, 2014.”

Or take any other action relative thereto.

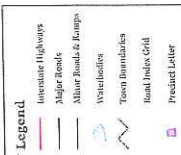


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2013

Agenda Item	Approve Precinct Locations
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board discussed the allocation of precincts to polling locations at its meeting on December 3 2013. Based on the Board's discussion, the Town Manger will make a recommendation concerning the location of polling locations and precinct allocation in the Town of Needham.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board approve the following precinct and polling locations effective for the 2014 Annual Town election: Precincts A & B The Center at the Heights Precincts C & D Newman Elementary School Precincts F & G Needham High School Precincts E & H Broadmeadow Elementary School Precincts I & J Mitchell Elementary School			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Current precinct map			



Polling Locations		Precincts	
16	G 6 10th St School, 28 Glen Gary RD	Precinct A	Precinct F
17	G 6 10th St School, 28 Glen Gary RD	Precinct B	Precinct G
18	G 6 10th St School, 28 Glen Gary RD	Precinct C	Precinct H
19	H 6 10th St School, 28 Glen Gary RD	Precinct D	Precinct I
20	H 6 10th St School, 28 Glen Gary RD	Precinct E	Precinct J
21	H 6 10th St School, 28 Glen Gary RD		

All data is for display and planning purposes only and should not be considered an offer of insurance. Rates may vary by age, sex, occupation, health, and other factors. For more information, please contact your agent or the company. This advertisement is not a contract. The actual policy and its terms, conditions, exclusions, and limitations govern.

Town of Needham GIS Information Technology Center
Town of Needham
4271 Highland Avenue, Needham, MA 02494
www.townofneedham.ma.gov
(617) 557-7500

ROAD INDEX		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100	
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**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2013

Agenda Item	Community Preservation Projects
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will recommend the Board's approval of two CPA project applications for the 2014 Annual Town meeting. The first is a proposal for a landscape design plan for the Town Common. The Streetscape plan will address areas adjacent to the Common but not within the Common itself. The intent of the Town Common plan is to complete the beautification of Needham Center in a historic manner. In addition, the FY2015 budget proposal will include the replacement of the blue tree, and it will be helpful to ensure that its placement is consistent with any modifications to the layout of the Common. Secondly, the FY15 Capital Plan includes proposed funding for improving the drainage and quality of soil at Memorial Park.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	__NO
<i>Suggested Motion:</i> That the Board vote to endorse two applications to be filed for Community Preservation funding at the 2014 Annual Town Meeting.			
	BACK UP INFORMATION ATTACHED	YES	__NO
a. Initial Eligibility Project Application Forms –Town Common Historic Redesign and Memorial Park Improvements			

CPC USE ONLY:
Application #FY2014 - 3

Qualifies: _____

Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
c/o Park & Recreation Department
Public Services Administration Building
500 Dedham Avenue, Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Town Manager
Director of Public Works
- Submission Date:** 12/1/13
2. **Applicant's Address, Phone Number and Email:**
- 500 Dedham Avenue
Needham, MA 02492
- Contact Name:** Ed Olsen, Superintendent of
Parks and Forestry
3. **Purpose:**
(Please select all that apply)
- ☐ **Open Space**
☐ Community Housing
☐ **Historic Preservation**
☐ Recreation
4. **Project Name:** Town Common Historic Re-Design
5. **Project Location/Address/Ownership (Control):**
Town Common – 1471 Highland Avenue – Board of Selectmen
6. **Amount Requested:** \$ 20,000
7. **Estimated Total Project Cost (If Different):** \$ 200,000
8. **Critical Dates: (If Applicable)**
Coordinate with Downtown Streetscape improvements and replacement of Blue Tree

- continued -

CPC USE ONLY:
Application #FY2014 - 3

Qualifies: _____

Does not qualify: _____

Project Name: Town Common Historic Re-Design

9. Project Summary: In 100 words or less provide a brief summary of the project:

The chosen consultant would review the current conditions of the trees, hardscape and landscape and work with Town officials to re-design the Town Common to reflect its historic nature, provide opportunities for community gatherings, and provide a landscape that enhances its uses as well as providing an aesthetically pleasing vista. The project would likely include the stripping of grass, amendments to soil, redesign of irrigation, sod, selective tree removals and the addition of new trees, improvements to hardscape, lighting and seating.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Town Hall and Town Common are a Needham historic district, listed on the National Register. For many of the Town's 300 years, it has also been the gathering place for the community, whether it is for organized events or for individual residents enjoying a park in the Town center. A Town committee has been developing recommendations for improvements in the downtown business district, so this project would reflect some of the appropriate recommendations from that plan. In addition, the "Blue Tree" is coming to the end of its life and plans are moving forward for the replacement of that tree. This project would encourage the continued use of the Town Common, as well as increase its beauty.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.

CPC USE ONLY:
Application # **FY2014 - 4**

Qualifies: _____

Does not qualify: _____

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

c/o Park & Recreation Department
Public Services Administration Building
500 Dedham Avenue, Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Town Manager
Trustees of Memorial Park, Director of Public Works
2. **Applicant's Address, Phone Number and Email:**
500 Dedham Avenue
Needham, MA 02492
Contact Name: Ed Olsen, Superintendent of
Parks and Forestry
3. **Purpose:**
(Please select all that apply)
☐ Open Space
☐ Community Housing
☐ Historic Preservation
☒ **Recreation**
4. **Project Name:** Memorial Park Improvements
5. **Project Location/Address/Ownership (Control):**
Memorial Park – 92 Rosemary Street – under jurisdiction of Trustees of Memorial Park
6. **Amount Requested:** \$ **257,000**
7. **Estimated Total Project Cost (If Different):** \$
8. **Critical Dates: (If Applicable)**
Work to be done in late summer and fall

- continued -

CPC USE ONLY:	
Application # FY2014 - 4	
Qualifies:	_____
Does not qualify:	_____

Project Name: Memorial Park Improvements

9. Project Summary: In 100 words or less provide a brief summary of the project:

This project would address two concerns at Memorial Park. Sitting at the base of a large hill, Memorial Park captures water flow from the High School. Though the current drainage is able to handle typical storms, it is not sufficient to capture all of the rain during heavy storms, so the intended project would increase capacity for capturing the run-off. The second project would improve the quality of soil, creating a better root zone. The current conditions encourage grubs to thrive, decreasing the safety for athletes using the diamond. The top surfaces would be stripped, the soil would receive amendments and the diamond would be re-sodded.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

Improved safety conditions would be the result of both of these projects being completed. The so-called "100 year storms" appear to be more frequent. Capturing more water within Memorial Park will decrease the amount of run-off flowing onto Highland Avenue, and give the street's drainage system a greater ability to control the amount of water on a major thoroughfare. The drainage system would also capture the surface water, so that there is less impact on the use of the baseball diamond.

Grubs continue to be an issue at Memorial Park. The grubs eat on the root system of the plant, destroying the grass, which is the playing surface and what protects the movement of the athlete's feet. Unless the soil system is changed, the environment will continue to encourage grubs to thrive.

Note: This application enables the Community Preservation Committee to review the request to assess eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.



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

MEETING DATE: 12/17/2013

Agenda Item	FY2015 – FY2019 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will present the Board with final recommendations for the FY2015 – 2019 Capital Improvement Plan.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board endorse the FY2015 – FY2019 Capital Improvement Plan as presented (or, as presented with the following recommendations...) for transmittal to the Finance Committee.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Five Year Capital Submissions/Recommendations/All Funding Sources			

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
General Government																			
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	30,000	30,000	50,000	50,000	50,000	50,000	190,000	190,000		190,000	0	0
Technology Systems and Applications Upgrades	P	Finance	1	100,000	100,000									100,000	100,000		100,000	0	0
Mail Processing Machines	P	Finance	1			30,645	30,645							30,645	30,645		30,645	0	0
Total - General Government				130,000	130,000	60,645	60,645	30,000	30,000	50,000	50,000	50,000	50,000	320,645	320,645		320,645	0	0
Cash Funding				130,000	130,000			30,000	30,000				50,000		320,645				
Debt Funding																			
Other Financial Source																			
Total - General Government				130,000	130,000	60,645	60,645	30,000	30,000	50,000	50,000	50,000	50,000	320,645	320,645		320,645	0	0
Deferred				0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Total - General Government				0	130,000	0	60,645	0	30,000	0	50,000	0	50,000	0	320,645		320,645	0	0
* Refer to the last page for code and cat (category) descriptions																			
Public Safety																			
Public Safety Computer Aided Dispatch Replacement	P	Finance	1	244,615	244,615									244,615	244,615		244,615	0	0
Wireless Municipal Radio Master Fire Box System	P	Fire	1	164,000	164,000									164,000	164,000		164,000	0	0
Police Cruiser Radio Replacement	N	Police	1									60,614	60,614	60,614	60,614		60,614	0	0
Fire Alarm Cables (add-a-lane)	N	Fire	3	60,000	60,000									60,000	60,000		60,000	0	0
Total - Public Safety				468,615	468,615	0	0	0	0	0	0	60,614	60,614	529,229	529,229		529,229	0	0
Cash Funding				468,615	468,615			0	0	0	0	60,614	60,614		529,229				
Debt Funding																			
Other Financial Source																			
Total - Public Safety				468,615	468,615	0	0	0	0	0	0	60,614	60,614	529,229	529,229		529,229	0	0
Deferred				0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Total - Public Safety				0	468,615	0	0	0	0	0	0	0	60,614	0	529,229		529,229	0	0
* Refer to the last page for code and cat (category) descriptions																			

Five Year Capital Submissions
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Title	Code *	Department	Cat*	2015 Department Request	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
Public Schools																		
Copier Replacement	R	School	1	30,320	60,340		55,400		43,420		96,310		285,790	30,320		30,320	0	0
Fitness Equipment Replacement	R	School	1	14,810	20,020		13,110		15,450		16,670		80,060	14,810		14,810	0	0
Furniture	R	School	1	34,180	45,405		45,000		45,000		44,806		214,391	34,180		34,180	0	0
High School Graphics Production Room	PQ	School	1	8,350	9,900		6,750		12,000		5,300		42,300	8,350		8,350	0	0
Interactive Whiteboard Technology	PM	School	1	24,600	12,600								37,200	24,600		24,600	0	0
Musical Equipment	R	School	1	15,000	15,000		15,000		15,000		15,000		75,000	15,000		15,000	0	0
Production Center Postage Machine and Folder Insert	N	School	1	9,340			16,770						26,110	9,340		9,340	0	0
School Department NPS 1:1 Initiative	PM	School	1	127,725	68,897		37,000		29,000				262,622	127,725		127,725	0	0
School Department Technology Innovation	N	School	1	25,000	25,000		25,000		25,000		25,000		125,000	25,000		25,000	0	0
Technology Replacement	R	School	1	502,000	471,050		335,350		349,100		287,500		1,945,000	502,000		502,000	0	0
School Technology and Equipment	School	1		791,325	728,212		549,380		533,970		490,586		3,093,473	3,093,293		3,093,293	0	0
High School Classroom Expansion	N	Public Facilities	2		2,114,500								2,114,500	0		0	0	0
High School A Gym Upgrade	PM	Public Facilities	2				105,000		182,000		64,000		351,000	351,000		351,000	0	0
Pollard Blue & Green Gym Upgrades	MS	Public Facilities	2				58,500		440,000		269,000		767,500	0		0	0	0
Broadmeadow and Eliot Schools Facility Assessment	N	Public Facilities	2								85,165		85,165	85,165		85,165	0	0
Total - Public Schools				791,325	2,842,712	728,212	712,880	654,380	1,155,970	715,790	908,751	639,751	6,411,638	3,529,458		4,320,783	0	0
Cash Funding				791,325		728,212		654,380		715,790		639,751		3,529,458				
Debt Funding														0				
Other Financial Source														0				
Total - Public Schools				791,325		728,212		654,380		715,790		639,751		3,529,458				
Deferred				0	2,114,500		58,500		440,180		269,000		767,500	2,882,160				
Total - Public Schools				0	0	2,842,712	0	712,880	0	1,155,970	0	908,751	0	6,411,638				

* Refer to the last page for code and cat (category) descriptions

Five Year Capital Submissions
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Title	Code *	Department	Cat**	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
Public Works																			
Small Specialty Equipment	RO	DPW	1	29,797	29,797	20,121		16,928		29,623	29,623	81,552	81,552	178,021	140,972		140,972	0	0
Large Format Scanner	N	DPW	1	33,000	33,000									33,000	33,000		33,000	0	0
Fuel Island Relocation and Upgrade at DPW Facility	NS	DPW	2	122,000		811,000								933,000	0		0	0	0
DPW Boiler Replacement 470 Dedham Avenue	PM	Public Facilities	2			360,500	360,500							360,500	360,500		360,500	0	0
Cooks Bridge	PD	DPW	3	900,000		6,000,000								6,900,000	0		0	0	0
Drain System Improvements - Water Quality (EPA)	PS	DPW	3	80,000	80,000	79,000	79,000	118,000		2,000,000		118,000		2,395,000	159,000		159,000	0	0
Drain System Repairs	N	DPW	3	76,000	76,000	168,500	168,500	80,000	80,000					324,500	324,500		324,500	0	0
Public Works Infrastructure Program	R	DPW	3	600,000	800,000	1,250,000	1,250,000	1,400,000	1,350,000	1,500,000	1,400,000	1,600,000	1,400,000	6,350,000	6,200,000		0	6,200,000	0
Sidewalk Needs Assessment	NO	DPW	3			50,000								50,000	0		0	0	0
Message Boards	PM	DPW	3			130,000	130,000							130,000	0		0	0	0
Total - Public Works				1,840,797	1,018,797	8,869,121	1,858,000	1,614,928	1,430,000	3,529,623	1,429,623	1,799,552	1,481,552	17,654,021	7,217,972		1,017,972	6,200,000	0
Cash Funding					218,797		608,000		80,000		29,623		81,552		1,017,972				
Debt Funding					800,000		1,250,000		1,350,000		1,400,000		1,400,000		6,200,000				
Other Financial Source					0		0		0		0		0		0				
Total - Public Works				1,018,797	1,018,797	1,858,000	1,858,000	1,430,000	1,430,000	1,429,623	1,429,623	1,481,552	1,481,552	7,217,972	7,217,972				
Deferred					822,000		7,014,121		184,928		2,100,000		318,000		10,436,049				
Total - Public Works				0	1,840,797	0	8,869,121	0	1,614,928	0	3,529,623	0	1,799,552	0	17,654,021				
Public Facilities																			
Public Facilities Maintenance Program	R	Public Facilities	2	482,000	482,000	499,000	499,000	516,500	516,500	538,000	538,000	557,000	557,000	2,592,500	2,592,500		2,592,500	0	0
Energy Efficiency Upgrade Improvements	PM	Public Facilities	2			96,323	96,323	125,560	125,560	205,472	205,472			427,355	427,355		427,355	0	0
Total - Public Facilities				482,000	482,000	595,323	595,323	642,060	642,060	743,472	743,472	557,000	557,000	3,019,855	3,019,855		3,019,855	0	0
Cash Funding					482,000				642,060		743,472		557,000		3,019,855				
Debt Funding									0		0		0		0				
Other Financial Source									0		0		0		0				
Total - Public Facilities				482,000	482,000	595,323	595,323	642,060	642,060	743,472	743,472	557,000	557,000	3,019,855	3,019,855				
Deferred									0		0		0		0				
Total - Public Facilities				0	482,000	0	595,323	0	642,060	0	743,472	0	557,000	0	3,019,855				

* Refer to the last page for code and cat (category) descriptions

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Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
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Title	Code *	Department	Cat**	2015 Department Request	Tier One Request	2016 Department Request	Tier One Request	2017 Department Request	Tier One Request	2018 Department Request	Tier One Request	2019 Department Request	Tier One Request	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
Community Services																			
RFD Conversion Project	NS	Library	1					41,525		58,675				100,200	0		0	0	0
Athletic Facility Improvements	RM	DPW	2	256,900	256,900	1,526,832	1,526,832	275,000		350,000		207,000	207,000	2,615,732	1,990,732	CPA	463,900	0	1,526,832
Cricketer Field Building Renovations	PS	Parks & Recreation	2	181,650		726,000								907,650	0		0	0	0
Mills Field Improvements	PM	DPW	2	364,250	364,250									364,250	364,250	CPA	0	0	364,250
Open Space Purchase	PI	Parks & Recreation	4	1,000,000										1,000,000	0		0	0	0
Trail Improvement Project - Needham Reservoir and Ridge Hill Loop	PM	Community Development	3			160,000	160,000							160,000	160,000	CPA	0	0	160,000
Trail Improvement Project - Newman Eastman Conservation	PM	Community Development	3							220,500	220,500			220,500	220,500	CPA	0	0	220,500
Trail Improvement Project - Rosemary Camp	PM	Parks & Recreation	3									71,400	71,400	71,400	71,400	CPA	0	0	71,400
Total - Community Services				1,802,800	621,150	2,412,832	1,686,832	316,525	0	629,175	220,500	278,400	278,400	5,439,732	2,806,882		463,900	0	2,342,982
Cash Funding				0	0				0				207,000		207,000				
Debt Funding																			
Other Financial Source				621,150	621,150	1,686,832	1,686,832						71,400		2,599,882				
Total - Community Services				621,150	621,150	1,686,832	1,686,832	0	0	220,500	220,500	278,400	278,400	0	2,632,850				
Deferred				1,181,650		726,000		316,525	408,675										
Total - Community Services				0	1,802,800	0	2,412,832	0	316,525	0	629,175	0	278,400	0	5,439,732				
* Refer to the last page for code and cat (category) descriptions																			
General Fund Cash Funding - All Groups				2,090,737		1,992,180	1,406,440		1,538,885		1,595,917		1,400,000		8,624,159				
General Fund Debt Funding - All Groups				800,000		1,250,000	1,350,000		1,400,000		1,400,000		1,400,000		6,200,000				
General Fund Other Financial Source - All Groups				621,150		1,686,832	0		0		220,500		71,400		2,599,882				
Total General Fund				3,511,887		4,929,012	2,756,440		3,159,385		3,067,317		3,067,317		17,424,041				
Deferred - All Groups				2,003,650		9,851,621	559,953		2,948,855		587,000		0		15,951,079				
Total - All Groups				0	5,515,537	0	14,780,633	0	3,316,393	0	6,108,240	0	3,654,317	0	33,375,120				

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Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
RTS Enterprise																			
Transfer Station Office Trailer	N	DPW - RTS	2	75,779	75,779									75,779	75,779		75,779	0	0
Message Boards	PM	DPW	2	30,000	30,000									30,000	30,000		30,000	0	0
Total - Recycling and Transfer Station Enterprise				105,779	105,779	0	0	0	0	0	0	0	0	105,779	105,779		105,779	0	0
Cash Funding					105,779									0	105,779				
Debt Funding														0	0				
Other Financial Source														0	0				
Total - Recycling and Transfer Station Enterprise				105,779	105,779									0	105,779				
Deferred					0									0	0				
Total - Recycling and Transfer Station Enterprise				0	105,779	0	0	0	0	0	0	0	0	0	105,779				
* Refer to the last page for code and cat (category) descriptions																			
Sewer Enterprise																			
Small Specialty Equipment	R	DPW - Sewer	1			67,235	67,235							67,235	67,235		67,235	0	0
Sewer Alarm System Upgrade	P	DPW - Sewer	3	258,000	258,000									258,000	258,000		258,000	0	0
Sewer Pump Station Improvements	PM	DPW - Sewer	3	90,000	90,000	333,000	333,000		348,200	348,200				771,200	771,200		771,200	0	0
Sewer Service Connections	R	DPW - Sewer	3	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000	250,000		250,000	0	0
Sewer Main Extension Zone I and II	PM	DPW - Sewer	3						73,860	73,860		492,400	492,400	566,260	566,260		566,260	0	0
Total - Wastewater Enterprise				398,000	398,000	450,235	450,235	50,000	50,000	472,060	472,060	542,400	542,400	1,912,695	1,912,695		1,912,695	0	0
Cash Funding					398,000		450,235		50,000		472,060		542,400		1,912,695				
Debt Funding														0	0				
Other Financial Source														0	0				
Total - Wastewater Enterprise				398,000	398,000		450,235		50,000		472,060		542,400		1,912,695				
Deferred					0		0		0		0		0	0	0				
Total - Wastewater Enterprise				0	398,000	0	450,235	0	50,000	0	472,060	0	542,400	0	1,912,695				
* Refer to the last page for code and cat (category) descriptions																			

Five Year Capital Submissions
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Title	Code #	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
Water Enterprise																			
Mobile Record Keeping Devices	ND	DPW - Water	1			45,000								45,000	0		0	0	0
GIS																			
Water System Rehabilitation Program	P	DPW - Water	3	91,000	820,500	820,500	40,000	40,000	399,750	399,750	36,500	36,500	1,387,750	1,387,750	1,387,750		1,387,750	0	0
Filter Media Replacement	PM	DPW - Water	3	238,050										238,050	238,050		238,050	0	0
Service Connections	R	DPW - Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,000,000	1,000,000		1,000,000	0	0
Water Supply Development	PM	DPW - Water	3	200,000		500,000								700,000	200,000		200,000	0	0
Fire Flow Improvements	PMD	DPW - Water	3					107,500		504,000		2,239,000		2,850,500	0		0	0	0
14 Inch Water Main Replacements	P	DPW - Water	3						400,000	400,000			400,000	400,000	400,000		400,000	0	0
Total - Water Enterprise				729,050	1,020,500	1,565,500	240,000	347,500	999,750	1,503,750	236,500	2,475,500	6,621,300	6,621,300	3,225,800	0	3,225,800	0	0
Cash Funding				729,050	1,020,500		240,000		999,750		236,500				3,225,800				
Debt Funding															0				
Other Financial Source															0				
Total - Water Enterprise				729,050	1,020,500		240,000		999,750		236,500				3,225,800				
Deferred				0	545,000		107,500		504,000		2,239,000				3,395,500				
Total - Water Enterprise				0	1,565,500	0	347,500	0	1,503,750	0	2,475,500	0	0	0	6,621,300				

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Five Year Capital Submissions
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Title	Code *	Department	Cat**	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
General Fleet Program																			
Core Fleet - Building	R	Building	1	61,660	61,660									61,660	61,660		61,660	0	0
Core Fleet - DPW	R	DPW	1	100,910	100,910	162,972		30,022		215,322		152,506		661,732	100,910		100,910	0	0
Snow & Ice Equipment - DPW	R	DPW	1	202,301				284,434		197,652		34,054		718,441	0		0	0	0
Specialized Equipment - DPW	R	DPW	1	246,402		564,018		1,043,323		280,936		243,577		2,378,256	0		0	0	0
Core Fleet - Finance	R	Finance	1	28,918										28,918	0		0	0	0
Core Fleet - Fire	R	Fire	1					86,471	86,471					86,471	86,471		86,471	0	0
Specialized Equipment - Fire	R	Fire	1	186,607	186,607	104,408				206,895	206,895			497,910	393,502		393,502	0	0
Core Fleet - Human Services	R	Human Services	1			75,947	75,947							75,947	75,947		75,947	0	0
Core Fleet - DPW	R	Public Facilities	1	27,346	27,346	28,303	28,303	32,105	32,105	30,319	30,319			118,073	118,073		118,073	0	0
Fleet Program Funding							375,000						430,137	0	1,973,725		1,973,725	0	0
Total - General Fund				854,144	376,523	935,648	479,250	1,476,355	808,576	931,124	715,802	430,137	430,137	4,627,408	2,810,288		2,810,288	0	0
Cash Funding					376,523		479,250		808,576		715,802		430,137						
Debt Funding																			
Other Financial Source																			
Total - General Fund					376,523		479,250		808,576		715,802		430,137		2,810,288				
Deferred					477,621		456,398		667,779		215,322		0		1,817,120				
Total - General Fund				0	854,144	0	935,648	0	1,476,355	0	931,124	0	430,137	0	4,627,408				
Cash CIP Including Fleet				2,467,260	2,471,430		2,471,430		2,215,016		2,254,687		2,026,054		11,434,447				
Debt CIP Including Fleet				1,250,000	1,250,000		1,250,000		1,350,000		1,400,000		1,400,000		6,200,000				
Other CIP Including Fleet				621,150	621,150		1,686,832		0		220,500		71,400		2,599,882				
Total - General Fund				3,888,410	3,888,410		5,408,262		3,565,016		3,875,187		3,497,454		20,234,329				

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Title	Code #	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Note	Cash	Debt	Other
Enterprise Fleet Program																			
Core Fleet	R	DPW - RTS	1					31,519	31,519					31,519	31,519		31,519	0	0
Specialized Equipment	R	DPW - RTS	1	215,316	215,316	325,353	325,353	189,507	189,507	300,091	300,091	272,162	272,162	1,302,429	1,302,429		977,076	325,353	0
Core Fleet	R	DPW - Sewer	1											0	0		0	0	0
Specialized Equipment	R	DPW - Sewer	1					181,659	181,659	73,114	73,114	777,329	478,808	1,032,102	733,581		254,773	478,808	0
Core Fleet	R	DPW - Water	1			122,103	122,103	100,282	100,282					222,385	222,385		222,385	0	0
Specialized Equipment	R	DPW - Water	1			71,004	71,004					306,773	228,050	377,777	299,054		299,054	0	0
Total - Enterprise				215,316	215,316	518,460	518,460	502,967	502,967	373,205	373,205	1,356,264	979,020	2,966,212	2,588,968		1,784,807	804,161	0
Cash Funding				215,316	215,316	193,107	193,107	502,967	502,967	373,205	373,205		500,212		2,588,968				
Debt Funding						325,353	325,353						478,808						
Other Financial Source																			
Total - Enterprise				215,316	215,316	518,460	518,460	502,967	502,967	373,205	373,205	0	979,020	0	2,588,968				
Deferred				0	0	0	0	0	0	0	0	0	0	0	0				
Total - Enterprise				0	215,316	0	518,460	0	502,967	0	373,205	0	1,356,264	0	2,966,212				
* Refer to last page for code and cat (category) descriptions																			
RTS CIP Including Fleet				321,095	321,095	325,353	325,353	221,026	221,026	300,091	300,091	272,162	272,162	1,439,727	1,439,727				
Sewer CIP Including Fleet				398,000	398,000	450,235	450,235	231,659	231,659	545,174	545,174	1,319,229	1,021,208	2,944,797	2,646,276				
Water CIP Including Fleet				729,050	729,050	1,758,607	1,758,607	447,782	447,782	1,503,750	999,750	2,782,273	464,550	7,221,462	3,747,239				
Total Enterprise CIP				1,448,145	1,448,145	2,534,195	2,534,195	900,467	900,467	2,349,015	1,845,015	4,374,164	1,757,920	11,605,956	7,833,242				

** Exclusive of any extraordinary capital recommendations

Code

1 = Equipment or Technology

2 = Building or Facility

3 = Infrastructure

4 = Extraordinary Capital Item

B = Transfer request and possible funding to operating budget

C = Recommendation is combined with other requests

D = Recommendation is deferred or on hold pending other actions.

E = Emergency approval

F = Funded appropriation outside the capital plan

I = Project submission is incomplete or waiting additional information.

M = Submission has been modified

N = New submission with this CIP.

O = Request does not qualify as capital, should be considered under the operating budget/special warrant article

P = Project request has appeared in previous CIPs.

Q = Request does not qualify as a capital submission

R = Request is a regularly occurring capital expense.

S = No recommendation; under study

Town of Needham Fleet Replacement Program													S = Similar Type						
Unit #	Department	Year	Make/Model	Vehicle Type	More	GVM	Year Requested	13 Cost Vehicle	13 Attachment Cost	13 Other Cost	2013 Estimated Cost	Replacement Type	FY18 Funding Amount	FY16 Funding Amount	FY17 Funding Amount	FY18 Funding Amount	Core	Specialized	Snow & Ice
453	Building	2005	Ford Taurus	Sedan		4,684	2015	26,995	1,785	-	\$28,780	Ford Fusion	\$30,830			\$30,830			
455	Building	2006	Ford Taurus	Sedan		4,684	2015	26,995	1,785	-	\$28,780	Ford Fusion	\$30,830			\$30,830			
15	DPW Admin	2008	Ford Taurus	Sedan		5,160	2016	26,995		500	\$27,495	S	\$30,484			\$30,484			
1	DPW Admin	2011	Ford Escape Hybrid	SUV		4,880	2018	35,573		500	\$36,073		\$42,844			\$42,844			
121	DPW Engineering	2007	Vernac UTILITY TRAILER	Trailer	Message Board	3,500	2017	24,554		500	\$25,054		\$28,750			\$28,750			\$28,750
122	DPW Engineering	2007	Vernac UTILITY TRAILER	Trailer	Message Board	3,500	2017	24,554		500	\$25,054		\$28,750			\$28,750			\$28,750
44	DPW Engineering	2011	Ford Escape Hybrid	SUV		4,720	2018	35,573		500	\$36,073		\$42,844			\$42,844			
46	DPW Engineering	2011	Ford Escape Hybrid	SUV		4,720	2018	35,573		500	\$36,073		\$42,844			\$42,844			
92	DPW Engineering	2012	FORD EXPLORER	SUV		6,160	2019	28,864		500	\$29,364		\$36,096			\$36,096			
4	DPW Garage	2006	FORD F350	Pick Up		10,700	2016	46,850		500	\$47,350	S	\$52,498			\$52,498			
2	DPW Garage	2011	Ford F150 XL	Pick Up	2WD	6,700	2018	26,967		500	\$27,487	s	\$32,622			\$32,622			
7	DPW Highway	2000	INTERNATIONAL 4900 Series	Dump Truck		35,000	2015	156,605	1,200	300	\$158,105	1-7300	\$169,366			\$169,366			
117	DPW Highway	2000	BOMBARDIER SIDEWALK PLOW SW48	Yellow Iron	Sidewalk Plow	5,700	2015	159,650		-	\$159,650	S	\$171,021			\$171,021			\$171,021
7A	DPW Highway	2000	Tarrant	Attachment	Spreader		2015	29,200	-	-	\$29,200	S	\$31,280			\$31,280			\$31,280
49	DPW Highway	2002	VOLVO TRUCK	Tractor		60,332	2016	174,656		500	\$175,156	S	\$194,199			\$194,199			
52	DPW Highway	2009	Ford Escape Hybrid	SUV		4,880	2016	35,573		500	\$36,073		\$39,995			\$39,995			
106	DPW Highway	2002	TRACK MTV VDI2EEL TRACTOR	Yellow Iron	Sidewalk Plow	5,360	2016	128,250		500	\$128,750		\$142,747			\$142,747			
120	DPW Highway	2004	TRAIL UTILITY TRAILER	Trailer	Message Board (Solar)	1,400	2016	27,529		500	\$28,029		\$31,076			\$31,076			
47	DPW Highway	2007	INTERNATIONAL 7400 Series	Dump Truck		64,000	2017	158,105		500	\$159,605	s	\$182,003			\$182,003			
48	DPW Highway	2008	Ford F450	Utility Truck	Utility Truck Traffic M	16,000	2017	63,541		500	\$64,041		\$73,489			\$73,489			
76	DPW Highway	2007	BOBCAT A300 SKID STEER	Equipment	Skid Steer Loader	8,673	2017	81,623		500	\$82,123		\$94,238			\$94,238			
107	DPW Highway	2008	CANOPLAST SIDEWALK PLOW SW45	Yellow Iron	Sidewalk Plow	6,790	2017	165,917		500	\$166,417		\$190,968			\$190,968			
182	DPW Highway	2010	FREIGHTLINER ELGIN CROSSWIND SWEEPER	Truck	Vacuum Sweeper	33,000	2017	226,788		500	\$227,288		\$260,818			\$260,818			
55	DPW Highway	2011	Ford F550	Dump Truck		18,000	2018	66,368		500	\$66,868		\$79,418			\$79,418			
57	DPW Highway	2012	Ford F350 4WD	Pick Up		10,800	2018	45,108		500	\$45,608		\$54,168			\$54,168			
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	Front End Loader	28,500	2018	155,221		500	\$155,721		\$184,948			\$184,948			
113	DPW Highway	2008	CANOPLAST SIDEWALK PLOW SW45	Yellow Iron	Sidewalk Plow	6,790	2018	165,917		500	\$166,417		\$197,652			\$197,652			\$197,652
129	DPW Highway	2000	CUSTOM FLATBED TRAILER	Trailer	Utility Flatbed	10,000	2018	7,484		500	\$7,984	s	\$9,482			\$9,482			
32	DPW Highway	2012	FORD F350	Pick Up			2019	46,850		500	\$47,350		\$58,205			\$58,205			
43	DPW Highway	2012	Ford F350	Pick Up		10,800	2019	46,850		500	\$47,350		\$58,205			\$58,205			
108	DPW Highway	2011	TRACKLESS TRACTOR	Equipment		6,200	2019	105,837		500	\$106,337		\$130,715			\$130,715			

Town of Needham Fleet Replacement Program										S = Similar Type												
Unit #	Department	Year	Make/Model	Vehicle Type	Mileage	GVM	Year Requested	13 Cost/Vehicle	13 Mileage/Cost	2013 Estimated Cost	Replacement Type	FY18 Funding Amount	FY17 Funding Amount	FY18 Finding Amount	FY19 Funding Amount	Core	Specialized	Snow & Ice				
31	DPW Water	2011	Ford F15D	Pick Up	4WD	7,200	2017	26,967	4,969	500	\$32,456 s	\$37,244										
14	DPW Water	2009	INTERNATIONAL 7400 Series	Dump Truck	Dump Truck	64,000	2019	176,719		500	\$177,219 s	\$217,847										
25	DPW Water	2012	Ford F450	Utility Truck	Utility Truck	16,500	2019	63,541		500	\$64,041											
324	DPW Water	2006	CONEST UTILITY TRAILER	Trailer	Flatbed	13,800	2019	7,800		500	\$8,300											
704	Facilities	2005	Ford Econ Van E250	Van	HVAC	8,600	2015	25,328	-	200	\$25,528 S	\$27,346										
705	Facilities	2006	Ford Econ Van E250	Van	Delivery	8,600	2016	25,328	-	200	\$25,528 S	\$28,303										
706	Facilities	2006	Ford Econ Van E250	Van	Glazing	8,600	2017	25,328	2,450	200	\$27,976 S	\$32,105										
707	Facilities	2008	Ford Econ Van E250	Van		8,600	2018	25,328	-	200	\$25,528 S	\$30,319										
452	Finance	2005	Ford Taurus	Sedan		4,684	2015	26,995	-	-	\$26,995 Ford Fusion	\$28,918										
R-02	Fire	2006	FORD E450 AMBULANCE	Ambulance	Rescue	14,050	2015	170,000	-	4,200	\$174,200 S	\$186,607						\$186,607				
C-05	Fire	2001	Ford F450	Utility Truck	Aerial Bucket Truck	16,000	2016	35,790	54,180	4,200	\$94,170 S	\$104,408						\$104,408				
C-02	Fire	2010	FORD EXPEDITION	SUV		8,000	2017	30,390	7,840	4,200	\$42,430 S	\$48,689										
C-43	Fire	2007	Ford 500 Sedan	Sedan			2017	25,490	3,235	4,200	\$32,925 S	\$37,782										
R-01	Fire	2008	FORD E450 AMBULANCE	Ambulance	Rescue	14,500	2018	170,000	-	4,200	\$174,200 S	\$206,895						\$206,895				
402	Human Services CCA	2004	FORD E350 VAN	Passenger Van	8 Seats	9,400	2016	65,000	3,500	-	\$66,500 S	\$75,947						\$75,947				
										\$0												
Total										6,295,072	130,864	51,100	6,477,037	1,315,862	1,454,110	1,885,857	1,304,328	1,752,349	1,286,706	5,587,219	590,920	
General Fund										3,806,285	105,175	41,100	3,952,560	\$0	1,100,545	935,650	1,382,891	931,123	396,085	1,032,802	2,874,912	590,920
RTS Enterprise										1,139,134	19,500	2,500	1,161,134	\$0	215,316	325,353	221,026	300,091	272,162	31,519	1,302,430	-
Sewer Enterprise										848,522	1,200	2,500	852,222	\$0	-	181,659	73,114	777,329	-	1,032,101	-	-
Water Enterprise										501,131	4,989	5,000	511,121	\$0	-	193,107	100,282	-	305,773	222,385	377,776	-



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

MEETING DATE: 12/17/2013

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
	(Describe backup below)		
	None		

**Town of Needham
Board of Selectmen
Minutes for November 26, 2013
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens: Eric Wegner, owner Dog Gone Ron's, spoke with the Board about the possibility of continuing to sell hot dogs on Saturday's in front of the Mobil gas station at 1111 Great Plain Avenue, Needham. He said he is hopeful a compromise can be reached.
- 7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- 7:00 p.m. Introduction of Firefighter:
Paul Buckley, Fire Chief appeared before the Board to introduce newly appointed Firefighter Thomas O'Brien. Chief Buckley gave a brief background of Firefighter O'Brien and said he is a veteran and a lifelong Needham resident who attended Needham schools. The Board congratulated Firefighter O'Brien on his appointment and welcomed him to the service of the Town.
- 7:06 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented:

APPOINTMENTS

Regional Transportation Advisory Rhain Hoyland (term expires 6/30/2014)

Council Alternate Member

Facility Working Group Jeanne McKnight (term expires 6/30/2015)

CONSENT AGENDA

- 1. Accept a \$250 donation made to the Needham Health Department's Domestic Violence Action Committee from Shahin Soli Sagafi, a Needham resident.**
- 2. Approve a clerical error in the October 29, 2013 minutes. On page 6 of the minutes for October 29, 2013 (the Warrant hearing before Special Town Meeting), under Article 1: Appropriate for Modular Classrooms at Mitchell School, it was Elizabeth Handler, 317 Great Plain Avenue who asked how long the modular classrooms will be in use, not Elizabeth Handel of 3 Rosemary Street.**
- 3. Accept a gift of foldable stairs from the Great Hall Performance Foundation to the Town of Needham to be used for the stage in Powers Hall. The stairs are valued at \$1,250.00.**
- 4. Accept the following donations made to the Needham Health Department's Gift of Warmth fund: \$1000 from the Needham Women's Club; \$6000 from**

the Needham Community Council; and \$600 from the Board of Health and Traveling Meals Program.

5. **Accept donation made to New Years Needham: \$150 from Christopher Lianos/Needham Center Fine Wines.**
6. **Accept donation made to the Needham Community Revitalization Trust Fund: \$200 from Michael Heffernan.**
7. **Accept the following donations made to the Needham Off-Leash Dog Area gift account: \$25 from Heather Herman; \$950 from Michael Verdun; and \$50 from Susan Rothman.**
8. **Accept a \$500 donation made to Needham Youth Services from the Needham Women's Club. The monies will be used to sponsor Needham Youth Services' "A Conversation" program.**
9. **Authorize the Department of Public Works to use the funds received from Hanover for the Charles River Landing residential development project for sewer system improvements related to or served by Kendrick Street Pump Station.**

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

7:07 p.m. Public Hearing - Verizon and NSTAR Petition for Greendale Avenue:
Ellen Joy, Verizon representative appeared before the Board requesting permission to install one Pole #107 at 894-906 Greendale Avenue. She told the Board in order for the developers of 894-906 Greendale Avenue to install a new driveway, the pole needs to be removed from its original location. The Department of Public Works has approved this petition, based on Verizon and NSTAR's commitment to adhere to the regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign petition from Verizon and NSTAR to install one Pole #107 at 894-906 Greendale Avenue. In order for the developers of 894-906 Greendale Avenue to install a new driveway, the pole needs to be removed from its original location.

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

7:08 p.m. Public Hearing for the Removal of one (1) Public Shade Tree at 194 Lindbergh Avenue:
Edward Olsen, Tree Warden/Parks & Forestry Superintendent appeared before the Board to discuss a petition for removal of one public shade tree located on Town property. Mr. Olsen said the applicants, Larry Voss and Jonathan DaSilva have built the home and driveway. He noted the tree, should it stay in place, would be a public safety hazard. Mr. Olsen noted if the situation were considered earlier in the process, provisions could have been made during design. Mr. Olsen recommended approval of the application, with contingencies.

Mr. Borrelli said he is troubled by the application, as the tree is healthy. He proposed the homeowner replace the tree with a seven inch Elm tree.

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

Motion by Mr. Borrelli that the Board vote to approve and sign the Public Shade Tree Hearing form for the removal of one seven-inch Elm tree in front of 194 Lindbergh Avenue; that the Board vote to approve the sum of \$100.00 be paid to the Town of Needham for future tree planting; that the Board vote to approve the Tree Warden's request that the owner is required to replace this tree with another Elm tree on their front property of at least seven caliper or greater, DBH (diameter at breast height).

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

7:13 p.m.

Public Hearing for the Removal of one (1) Public Shade Tree at 664 Great Plain Avenue:

Edward Olsen, Tree Warden/Parks & Forestry Superintendent appeared before the Board to discuss a petition for removal of one public shade tree located on Town property. Mr. Olsen said the homeowner, Cecilia Fleming, is concerned with safety when backing out onto Great Plain Avenue, and is proposing to construct a circular driveway as part of a home renovation. Mr. Olsen said he does not object to the removal of one 13" Norway Maple tree and asked the Board to approve the application.

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

Motion by Mr. Borrelli that the Board vote to approve and sign the Public Shade Tree Hearing form for the removal of one 13-inch Norway maple tree in front of 664 Great Plain Avenue; that the Board vote to approve the sum of \$100.00 be paid to the Town of Needham for future tree planting; that the Board vote to approve the Tree Warden's request that the owner is required to replace this tree with another tree on their front property of at least 4" caliper or greater, DBH (diameter at breast height).

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

7:17 p.m.

Change of Manager, HST Lessee Needham LLC d/b/a Sheraton Needham Hotel: Christopher W. Hartzell, proposed General Manager appeared before the Board in response to a request for a change of manager for HST Lessee Needham LLC d/b/a Sheraton Needham Hotel, 100 Cabot Street, Needham. Mr. Hartzell told the Board of his prior management experience at hotels such as Element Lexington and Aloft Lexington, both in Lexington, MA.

Mr. Matthews told Mr. Hartzell the rules for serving alcohol in Needham must be followed and that the Town will be strict about enforcement. He also reminded Mr. Hartzell that he is personally responsible to make sure the rules are followed.

Motion by Mr. Bulian that the Board of Selectmen approve and sign an application for a change in manager, submitted by Christopher W. Hartzell, for Sheraton Needham Hotel and to forward this application to the ABCC for approval.

Second: Ms. Cooley. Unanimously approved 5-0.

7:20 p.m.

Director of Public Works:

Richard P. Merson, DPW Director appeared before the Board to discuss several notices of traffic regulation recommended by the Traffic Management Advisory Committee, and the Labor Day Weekend 2013 Flood Incident Report.

Sign Notice of Traffic Regulation - Hillside Avenue

Motion by Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P13-11-12 creating a parking regulation restricting parking on Hillside Avenue, east side, from northerly sideline of West Street to a point 430 feet north of the northerly sideline of West Street, time - 3 hours, 9 AM - 5 PM, Monday through Friday.

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

Sign Notice of Traffic Regulation - Pickering Street

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P13-11-12 rescinding the active regulation #90-8-21 relating to Senior Center Parking on the east side of Pickering Street from a point 10 feet south of Senior Center driveway to a point 213 feet southerly, between the hours of 8:30 AM and 4 PM.

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

Sign Notice of Traffic Regulation - Fair Oaks Park

Motion by Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS13-11-12 requiring that Fair Oaks Park be designated as a stop street northbound at the intersection of Kingsbury Street.

Second: Ms. Cooley. Unanimously approved 5-0.

Sign Notice of Traffic Regulation - Warren Street

Motion by Mrs. Cooley that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS13-11-12 requiring that Warren Street be designated as a stop street at the intersection of Kingsbury Street.

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

Sign Notice of Traffic Regulation - Nehoiden Street

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #HV13-11-12 establishing a heavy commercial vehicle exclusion for Nehoiden Street.

Second: Ms. Cooley. Unanimously approved 5-0.

Sign Notice of Traffic Regulation - Dedham Avenue Parking Lot

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P13-11-12 creating a parking regulation for the Dedham Avenue Parking Lot, six parking spaces along the east side fence shall be designated 30 minute parking, 7 AM - 3 PM, Monday through Friday, and, all Permit Parking spaces as designated in the lot shall be designated Permit Parking Only, 8 AM - 2 PM, Monday through Friday.

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

Labor Day Weekend Flood Incident Report

Mr. Merson and Vincent Roy, Water and Sewer Superintendent discussed a report prepared by the Department of Public Works summarizing the events of September 1, 2013 including the types of flooding and flood damage. The report also categorized potential system improvements. Mr. Merson said nearly 90 reports of flooding and flood damage were received from property owners. He also indicated 50 site visits were made by DPW staff to assess the type of conditions and damage throughout the community. He commented on the next steps the Town may wish to consider.

Mr. Bulian commented Jarvis Circle had 12 homes impacted by the storm. He asked if the topography, construction of the homes, or drainage system on Jarvis Circle contributes to its being impacted more than other streets. He asked if the problem can be solved.

Mr. Handel commented the building environment over the years suggests less permeable surface and asked whether it may exacerbate the flooding problem.

Mr. Borrelli commented on potential "next steps" and said the Board of Selectmen are supportive of whatever resources may need to be used.

Mr. Matthews commented on the frequency of heavy rainstorms, possible building code restrictions on below grade garages, and "next steps" for the Town.

Ms. Cooley suggested homeowners disclose water issues when selling a home to a developer.

The Board thanked Mr. Merson and Mr. Roy for the report. Mr. Merson suggested scheduling another meeting to discuss the issue with the Board of Selectmen prior to Town Meeting.

8:00 p.m.

Approval of Sale of Bonds and Notes:

Dave Davison, Assistant Town Manager/Finance and Evelyn Poness, Town Treasurer/Collector appeared before the Board to review the results of the bond and note sales and discuss the S&P rating. Mr. Davison asked the Boards approval to award the sale of a 20 year bond amounting to \$6,085,000 and a 6 month note amounting to \$325,800. Mr. Davison indicated interest rates remain low, but are

starting to increase. Mr. Davison said Tedi Eaton, Town Clerk is in attendance as witness.

Motion A

Motion by Mr. Bulian that the Board of Selectmen approve the sale of \$6,085,000 General Obligation Municipal Purpose Loan of 2013 Bonds of the Town dated December 2, 2013 (the “Bonds”), to Fidelity Capital Markets, a division of National Financial Services LLC, at the price of \$6,257,574.05 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on July 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2014	\$490,000	4.00%	2023	\$255,000	4.00%
2015	480,000	3.00	2024	250,000	3.00
2016	480,000	3.00	2025	250,000	3.00
2017	325,000	3.00	2026	250,000	3.25
2018	325,000	3.00	2027	250,000	3.375
2019	325,000	3.00	2028	250,000	3.50
2020	325,000	4.00	2029	250,000	3.625
2021	325,000	3.00	2030	250,000	3.75
2022	255,000	3.00	2033	750,000	4.00

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

Motion B

Motion by Mr. Bulian that the Bonds maturing on July 15, 2033 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due July 15, 2033

<u>Year</u>	<u>Amount</u>
2031	\$250,000
2032	250,000
2033*	250,000

***Final Maturity**

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

Motion C

Motion by Mr. Bulian to approve the sale of a \$325,800 0.60 percent General Obligation Bond Anticipation Note of the Town dated December 2, 2013, and payable June 2, 2014 (the "Note"), to Century Bank at par.

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

Motion D

Motion by Mr. Bulian that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 5, 2013, and a final Official Statement dated November 13, 2013 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

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

Motion E

Motion by Mr. Bulian that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 5, 2013, and a final Official Statement dated November 13, 2013, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

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

Motion F

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

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

Motion G

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

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

Motion H

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

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

Motion I

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

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

8:10 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with one item to discuss:

1. Preliminary FY15-FY19 Capital Improvement Plan

Ms. Fitzpatrick discussed the preliminary FY2015 cash capital and debt-financed project submissions. She said the FY2016-FY2019 projects will be discussed and final approval of the Capital Improvement Plan will be sought on December 17, 2013. Ms. Fitzpatrick highlighted several projects including Public Safety Computer Aided Dispatch Replacement, Technology Systems and Applications Updates, Wireless Municipal Radio Master Fire Box System, Fire Alarm Cables, Cricket Field Building Renovations, and the Public Works Infrastructure Program. She said staff are available for any presentation the Board may be interested in hearing more about.

The Board thanked Ms. Fitzpatrick for the presentation.

8:20 p.m.

Board Discussion:

1. Committee Reports

No Reports were made.

Mr. Matthews noted the Selectmen attended a dedication ceremony at Hillside School media center honoring Mr. Gerry Wasserman.

8:25 p.m.

Executive Session - Exception 3 (potential litigation):

Motion by Mr. Bulian that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Not to return to open session prior to adjournment.

Second: Mr. Handel. Mr. Matthews polled the Board. Unanimously approved 5-0.

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

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

The meeting adjourned at 8:30 p.m.

**Town of Needham
Board of Selectmen
Minutes for December 3, 2013
Needham Town Hall**

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

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Daniel P. Matthews. Those present were John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Marianne Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing - Transfer of Liquor License/Manager from Mandarin Gourmet, Inc., d/b/a Mandarin Cuisine Locus TO Low and Zhang Co., d/b/a Mandarin Cuisine:
Attorney Christopher Farnsworth and Yoong Low, proposed Manager, appeared before the Board petitioning for a transfer of License from Mandarin Gourmet, Inc., d/b/a Mandarin Cuisine, to Low and Zhang Co., d/b/a Mandarin Cuisine located at 238 Highland Avenue, Needham. Ms. Low has not operated a restaurant for the 12 month period immediately preceding this application and is asking the Board for a waiver of Town of Needham Regulation for the Sale of Alcoholic Beverages section 6.6.4.

Mr. Matthews reminded Ms. Low about alcohol service in Needham, saying the rules must be followed and that the Town will be strict about enforcement.

Motion by Mr. Bulian that a). The Board vote to approve and forward to the ABCC petition for transfer from Mandarin Gourmet, d/b/a Mandarin Cuisine, to Low and Zhang d/b/a Mandarin Cuisine; and b.) grant a waiver of Town of Needham Regulation for the Sale of Alcoholic Beverages section 6.6.4.
Second: Mr. Handel. Unanimously approved 5-0.

7:02 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented:

APPOINTMENTS: No Appointments were made.

CONSENT AGENDA

- 1. Accept a \$100 donation made to the Needham Health Department's Gift of Warmth fund from the First Baptist Church in Needham.**
- 2. Approve a One Day Special All Alcoholic Beverages License for Marsha Moller of Temple Beth Shalom Sisterhood/Brotherhood to hold its "Hoedown" event on Saturday, January 11, 2014 from 7:00 p.m. to 11:00 p.m. at the Temple Beth Shalom, 670 Highland Avenue, Needham.**

3. **Water & Sewer Abatement Order #1171**
4. **Accept \$1,500 donation from the Congregational Church to the Youth Services Department's VIP program.**

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

7:03 p.m. Property Tax Classification Hearing:
Damon Borrelli, Vice Chair, Board of Assessors, Chip Davis, Administrative Assessor, and Dave Davison, ATM/Finance appeared before the Board regarding allocation of the fiscal year 2014 tax levy among the various classes of property in Town.

Mr. Damon Borrelli provided an overview of the Assessor's Office, saying staff focused on several key areas in preparation for setting the Real and Personal property valuation for FY14. He noted leading and lagging indicators show stability and growth in terms of the residential value of real estate in Needham. He said bidding wars, teardowns, and building permits increased, all leading to a synergistic effect of new growth that are used in setting the tax levy. He noted a 34% spike in overall new growth revenue for FY14 vs. FY13. Mr. Damon Borrelli commented on Needham Crossing saying the new hotel, in addition to the advancement of the Trip Advisor project, may well contribute increased rental income and lower vacancy rates as the Industrial Park continues to morph into Needham Crossing. He commented on personal property, saying if businesses and industry are growing, the tools used to facilitate growth are also growing. Mr. Damon Borrelli also commented that the Assessor's Office processed upward of 30,000 Auto Excise bills. He summarized saying the Town has a stable economic situation regarding real estate and personal property.

Chip Davis, Administrative Assessor reviewed with the Board information contained in a handout titled "Town of Needham Classification Hearing FY2014." Mr. Davis stated the estimated residential factor is 88.59503.

Motion by Mr. Borrelli that the Board of Selectmen establish a residential factor of 88.59503 for the purposes of setting the fiscal year 2014 tax rates.
Second: Mr. Handel. Unanimously approved 5-0.

7:20 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with one item to discuss:

1. Review of Polling Locations
Ms. Fitzpatrick reminded the Board it voted to request that staff evaluate the number of precinct voting locations that can be accommodated at each available Town-owned building. Ms. Fitzpatrick said the completed evaluation is based on the following considerations: available space, voter convenience and accessibility, traffic and parking, and impact on the primary use of the facility. Ms. Fitzpatrick

gave a brief overview of the assumptions and discussed options, including the pros and cons of each potential location. Ms. Fitzpatrick commented on the conclusions from the evaluation and identified two options: Option 1: Relocate Precincts E & F to the High School gym; and Option 2: Relocate Precincts E & F to the Town Hall. She said the Board may wish to consider substituting Precinct G for Precinct E. She also noted that as the precincts have changed over the years, Precinct E is for the most part more proximate to the Broadmeadow School, and Precinct G is closer to downtown.

Mr. Bulian commented he is most interested in reducing voter disruption. He suggested keeping Precinct G and Precinct H as they are currently located through the trial. He said he favors the idea of polling locations at the High School, but is concerned with safety, both of high school drivers and the general public. He suggested police presence at the High School on voting days.

Mr. Handel concurred with the comments made by Mr. Bulian.

Mr. Borrelli commented he is supportive of the High School as a polling location, and of Mr. Bulian's suggestion to keep Precinct G and Precinct H where they are currently located and re-addressing it in the future.

Ms. Cooley commented she is supportive of the High School as a polling location, and said if the High School is a good idea, then why defer a change that may ultimately take place. She said the High School has one of the best parking sites, and the Town should want to make it work.

Mr. Matthews said the High School is a good location. He suggested deferring decision on which precincts should move, to allow the Board more time to think about logistics and safety.

The Board agreed to defer action.

7:40 p.m. Board Discussion:

1. Committee Reports

Ms. Cooley informed the Board that the Minuteman School Building Committee has cancelled meetings scheduled for December 9, 2013 and December 16, 2013.

Ms. Fitzpatrick reminded the Board it will hold a joint meeting with the Planning Board on Tuesday, December 10, 2013 in Powers Hall.

7:45 p.m. Adjourn:

Motion by Mr. Borrelli that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of December 3, 2013.

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

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Carol Stento		
Event Manager Address	28 Audrey Ave Needham		
Event Manager Phone Number	508-380-5784		
Organization Representing (if applicable)	OWN YOUR Peace		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Sat. Jan. 18th		
Date of Event	Needham Laughs - a night of Comedy		
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	7:30	TO: midnight
Are tickets being sold in advance for this event?	☒ YES	\$ 40 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 40 /per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	100 - 150		
Name & address of event location. Please attach proof of permission to use this facility.			
Village Club 83 Morton St. Needham			
Who will be serving the alcohol to your guests?			
Jim Stento			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Cash bar at the the hall.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date:
Carol J. Stento			12/12/13