

BOARD OF SELECTMEN

October 14, 2014

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>
1.	7:00	Change of Manager- Blue on Highland • Scott Drago, Proposed Manager
2.	7:00	Change of Manager- Not Your Average Joe's • Guy Hinkson, Proposed Manager
3.	7:00	Public Hearing – Consolidation of Town Departments into a Department of Health and Human Services
4.	7:20	Discussion of Zoning Articles on STM Warrant • Marty Jacobs, Chair, Planning Board • Lee Newman, Director of Community Development
5.	7:35	Discussion of High School Renovation Article on STM Warrant • Daniel Gutekanst, Superintendent of Schools
6.	7:45	Director of Public Works • Non-essential Outdoor Water Use Restriction Update
7.	8:00	Town Manager • Positions on Warrant Articles • Budget Consultation • Town Manager's Report
8.	8:15	Board Discussion • Boston MPO Municipal Election • Committee Reports

CONSENT AGENDA *=Backup attached

1.	Accept gift of \$5,000 from SolarCity for professional service expenses related to the Needham Solar Project as they relate to the Revised and Restated Energy Services Management Contract.
2.	Accept the following donation to the Off Leash Dog Area : \$100 from Howard Cohen
3.	Accept the following donations to the New Years Needham Committee: \$1,000 from Briarwood Operator; \$100 from Chestnut Street Animal Hospital; \$1,000 from the Needham Women's Club; \$500 from the Sheraton.
4.*	Ratify a request for a Special One Day All Alcoholic Beverages license from Stephen Pitocchelli of the Village Club to host a wedding that was held on October 4, 2014. The event was from 6:00 p.m. to 12:00 a.m. and was held at The Village Club, 83

	Morton Street, Needham.
5.*	Approve a Special One Day All Alcoholic Beverages license from Stephen Pitocchelli of the Village Club to host an event for Parent Talk on November 21, 2014 from 6:00 p.m. to 12:00 a.m. The event will be held at the Village Club, 83 Morton Street, Needham.
6.*	Approve a Special One Day All Alcoholic Beverages license from Stephen Pitocchelli of the Village Club to host the class of 1984's reunion on November 29, 2014 from 6:00 p.m. to 12:00 a.m. The event will be held at the Village Club, 83 Morton Street, Needham.
7.	Accept a \$750 donation made to the Needham Health Department's Gift of Warmth fund from the First Baptist Church in Needham.
8.*	Sign the Warrants for the State Election to be held on November 4, 2014.
9.*	Approve a Special One Day Wines and Malt Beverages license from Christine Burke of Baker's Best to hold a donor reception event on behalf of the Needham Community Council on Thursday, December 11, 2014 from 6:00 p.m. to 7:30 p.m. The event will be held at Copley Motorcars, 37 Chestnut Street, Needham.
10.*	Approve minutes of September 10, 2014 Executive Session meeting, and September 23, 2014 Open and Executive Session meetings.
11.*	Approve and authorize the Town Manager to sign and submit a Community Innovative Challenge Grant entitled "Increasing Efficiency in Municipal Field Operations" to the Commonwealth of Massachusetts on behalf of the Board.
12.*	Water & Sewer Abatement, Order #1186
13.	Accept a \$1,500 donation from the Congregational Church of Needham made to Needham Youth Services VIP program.
14.	Accept the following donations made to the Needham Public Library during the period July 1, 2014 to October 8, 2014: The Needham Lions Club donated \$500 for the purchase of large print books; Abigail Bilbrey gave the library a copy of Robert Kennedy: Brother Protector by James W. Hilty (\$31.95); Mae Siu-Wai Stroshane donated a copy of her book, Measured by the Soul: The life of Joseph Carey Merrick (also Known as, 'The Elephant Man') (\$12.99); Arnold Bearak gave the library the seven-volume "complete seasons" set of DVDs for Boy Meets World. (\$56.99) and the six-volume set of DVDs for Planet of the Apes (\$50.00); Peter Down of Needham Market, England, sent the library a copy of Needham Market Remembers, a book that provides a biography of each of the forty-nine Needham Market men who were World War I casualties. The book will be placed in the library's Archives. (priceless); George Noyes gave the library a copy of Passion for Reality: The Extraordinary Life of the Investing Pioneer Paul Cabot by Michael R. Yogg (\$29.95); Gail Hedges donated thirty-eight books to the Children's Room (\$700); Robert Franco donated a \$65 commission from the sale of one of his paintings that was displayed in the library; Hazel Standeven sent a \$20.00 donation in appreciation for using the Genealogy materials; John Marshall made a \$100.00 donation in memory of Margaret Coveney; Ford Peckham donated the following to the library: Books: Bowen—Six Days (\$29.95), Gaskin—Blitz (27.00), Kershaw—The Envoy (\$26.00), Sowell—Applied Economics (30.00), DVDs: As Time Goes By (\$15.00), New Tricks, Season Eight (\$21.00), Touch of Frost, Seasons Nine and Ten (\$27.00); and Paul Shore gave the library the following language dictionaries: Ethnologue: Languages of the World, 16th Edition (\$600.00), NTC's Romanian and English Dictionary (\$21.95).
15.	Grant permission for the following residents to hold a Block Party:

Name	Address	Party Location	Party Date	Party Rain date	Party Time
Ratify: Kristin Mockus	58 Mayo Ave	Middle of block from Harris Avenue to Great Plain Avenue	9/28/2014		3-8pm
Ratify: Kelly Allen	103 Sylvan Road	Sylvan/Harding/overlook Harding Street	10/5/2014		2-6pm
Michael McHugh	25 Blacksmith Drive	25 Blacksmith Drive	10/19/2014		2-6pm



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

MEETING DATE: 10/14/2014

Agenda Item	Change of Manager, Blue on Highland LLC
Presenter(s)	Scott Drago, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	Blue on Highland LLC, 882 Highland Avenue, has requested a change in manager. Our review indicates that Mr. Drago meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
	Suggested Motion: Move that the Board of Selectmen approve and sign an application for a Change in Manager to Scott Drago for Blue on Highland LLC, 882 Highland Avenue, Needham and to forward this application to the ABCC for approval.		
3.	BACK UP INFORMATION ATTACHED	YES	NO
	1. Petition for Change of License 2. Personal Information Form 3. Manager Application 4. Blue on Highland's vote of Board of Directors 5. Copies of checks for payment of associated processing fees		



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PETITION FOR CHANGE OF LICENSE

77000020
ABCC License Number

Needham
City/Town

The licensee Blue on Highland LLC respectfully petitions the Licensing Authorities to approve the following transactions:

- | | |
|--|---|
| ☒ Change of Manager | ☐ Alteration of Premises |
| ☐ Pledge of License/Stock | ☐ Cordial & Liqueurs |
| ☐ Change of Corporate Name/DBA | ☐ Change of Location |
| ☐ Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") | |

☒ Change of Manager

Last-Approved Manager:

Mathew Sullivan

Requested New Manager:

Scott Drago

☐ Pledge of License /Stock

Loan Principal Amount: \$

Interest Rate:

Payment Term:

Lender:

☐ Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

☐ Change of License Type

Last-Approved License Type:

Requested New License Type:

☐ Alteration of Premises: (must fill out attached financial information form)

Description of Alteration:

☐ Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee

[Signature]

Date Signed

9/21/14

(If a Corporation/LLC, by its authorized representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Blue on Highland LLC	B. Business Name (dba)	
C. Address	882 Highland Av	D. ABCC License Number (If existing licensee)	77000020
E. City/Town	Needham	State	MA Zip Code 02494
F. Phone Number of Premise	781 444 7001	G. EIN of License	54-2185292

2. PERSONAL INFORMATION:

A. Individual Name	Scott Drago	B. Home Phone Number	
C. Address	51 Reading Hill Av		
D. City/Town	Melrose	State	MA Zip Code 02176
E. Social Security Number		F. Date of Birth	
G. Place of Employment	Blue on Highland		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐

No ☒



If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

None

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

***If additional space is needed, please use the last page**

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date

9/15/14

Title

General Manager

(If Corporation/LLC Representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form,
and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Blue on Highland LLC Business Name (dba):
Address: 882 Highland Av
City/Town: Needham State: MA Zip Code: 02494
ABCC License Number: 77000020 Phone Number of Premise: 781-444 7001
(If existing licensee)

2. MANAGER INFORMATION:

A. Name: Scott Drago B. Cell Phone Number: 617 686 4135
C. List the number of hours per week you will spend on the licensed premises: 50-80 hrs.

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes ☒ No ☐ B. Date of Naturalization: C. Court of Naturalization:
(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☐ No ☒
If yes, please describe:
B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes ☐ No ☒
If yes, please describe:
C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes ☒ No ☐
If yes, please describe: Bertucci's & 99 Restaurants
D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):
See Resume Attached

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature [Signature] Date 9/15/14

Scott Robert Drago

Objective:

"Sometimes you only get one chance to impress the guest, So you must make sure it is the best possible dining experience by ensuring the guest leaves Highly Satisfied and with a sense of well being."

Experience:

2014 – Current Blue on Highland, Needham, MA.
General Managing Partner

2010 – 2014 99 Restaurants, Stoneham, MA.
General Managing Partner

2008 – 2010 Boston Beer Works Brewery, Near Fenway Park, Boston, MA.
General Manager

Responsible for Guest services, staffing, training, payroll, cost control, inventory control, budgets, booking private functions, safety & sanitation standards, responsible for building a high performance team to execute 5.5 million in yearly unit sales volume.

2007 – 2008 Sheraton Ferncroft Hotel & Water Resort, Danvers, MA.
Food and Beverage, Director of Outlets

Responsible for over-seeing all of the daily operating functions of the food and beverage outlets affiliated with the resort.

Trade Winds Restaurant, Trade Winds Bar and Lounge, Wet Rooster Water Park Bar, Room Service , VIP Concierge Lounge, Starbucks, Various Water Park Kiosks

2001 – 2007 Bertucci's Brick Oven Italian Restaurant, Peabody, MA.
General Managing Partner

Responsible for Guest Service, staffing, training, payroll, cost control, inventory control, booking private functions, safety & sanitation standards.

Oct. 05 – July 07 – Managing Partner - Platinum

Oct. 04 – Oct. 05 – Managing Partner - Gold

Oct. 03 – Oct. 04 – Managing Partner – Silver

Oct. 01 – Oct. 03 – General Manager

Jun. 01 – Oct. 01 – Kitchen Manager (Andover, MA)

2006 – 2008 The Lunch Box Diner, Malden, MA.
Owner, Operator, Chef

- Responsible for the Restoration and rebirth of the Circa 1932 Worcester Lunch Car #690
- Featured on the first Fox 25 News Diner Tuesday Live Morning show Broadcast with VB and the Heavy Hitters - www.myfoxboston.com Search Lunch Box Diner Malden
- Winner of Oldies 103 Jimmy Del Ponte's Breakfast Club for Boston's Best Breakfast.

1996 – 2001 The Lunch Box Café Express, Malden, MA.

Owner, Operator, GM

Cafeteria, Located in the Massachusetts DOE, Servicing 300-500 guests per day.

1994 – 2001 The Lunch Box Deli & Grill, Winthrop, MA.

Owner, Operator, Head Chef

- Responsible for catering events (Weddings, Private and Corporate functions).
- Responsible for inventory of stock, scheduling of employees, ordering supplies and food.
- Responsible for Accounts Receivable, Payable and Payroll.
- Responsible for Recipe Development, Cooking, Training, and Managing a team of employees

1992–1994 Coca Cola, Martha's Vineyard, MA.

Warehouse Manager, Retail Merchandiser,

Responsibilities included inventory of warehouse, Budgeting, Route Dispatch, and Account Manager and Merchandiser for Retail and Grocery Stores.

1987 – 1992 South Pole Slush Co, Martha's Vineyard, MA.

Owner / General Manager

Responsible for Ordering, Payroll, Training, Accounts Payable, Receivable, Deposits, Budgeting, and maintaining all books and records.

1986 – 1994 Viking Vending Corp, Malden, MA.

Vice President / General Manager

Responsible for Ordering, Inventory, Route Manager, Account Manager, maintaining all books and records deposits.

1988 – Current The Lunch Box Concessions, Melrose, MA.

Owner / Operator

Special Events, City Events, Corporate Events, Festivals, Concerts, Sporting Events, Fund Raisers

Mobile Food Trucks, Trailers and Push Cart Services Providing Food, Beverages and Frozen Desserts.

Education

1991 - 1993 Plattsburgh State University Plattsburgh, NY
Bachelor's Degree

1989 - 1991 Northeastern University Boston, MA

1988 - 1989 Norwich University Northfield, VT

1985 - 1988 Melrose High School Melrose, MA

1976 - 1984 St. Mary's Parochial School Melrose, MA

**Achievements/
Awards**

- 2006 – Restaurant of the Year
- 2004 – Award for Zero Employee Accidents
- 2004 – Award for #1 in Company for Employee turnover – 42% for year
- 2002 – Peoples Choice Award – Best pizza place – Bertuccis, Peabody
- 1991 – 1992 – Plattsburgh State University Hockey Triple Crown Champions
- Division II SUNYAC Champions
- Division II ECAC Champions
- Division II National Champions
- 1987 – 1988 – Melrose High School Varsity Hockey Captain

Summary:

My Passion is to create an unforgettable dining experience by empowering, educating, and developing my team to deliver that experience. **My Commitment** is ensure Great Food, and Great Service in a warm and inviting atmosphere. **My Vision** is to deliver the best dining experience that would not be possible without instilling **Core Values** that strive to make us **Relentlessly Improve**, have **Respect** for each individual, and be **Accountable** for our results, and develop a **Culture** to do our jobs to the best of our ability, be true competitors, with integrity, loyalty and discipline and take **Pride** in everything we do. I believe you need to build from the foundation of these key elements to achieve **Success** through a clear and compelling strategy. Planned, communicated, and executed tactics. And the ability to create solutions with a team approach to problem solving. Without this we will fail. It is also important to give back to the **Community** in which we as a company and individuals would not be who we are without it.

Thank you for your time and consideration to bring my experience and ability to help build long lasting relationships between you and your guests.

Scott Robert Drago

***References upon Request**

Blue on Highland, LLC

882 Highland Ave, Needham, MA 02494 • USA

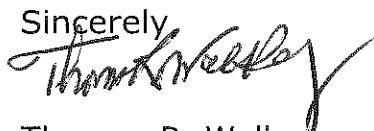
Date: October 1, 2014

Change of General Manager

To whom it may concern,

Please be advice that "Blue on Highland" restaurant corporate board voted to select Scott Drago as a new General Manager effective July 2014.
Please update and change the records accordingly.

Sincerely,



Thomas R. Walkey
Managing Director



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

MEETING DATE: 10/14/2014

Agenda Item	Change of Manager, Not Your Average Joe's Restaurant
Presenter(s)	Guy Hinkson, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Not Your Average Joe's Restaurant, 109 Chapel Street, has requested a change in manager. Our review indicates that Mr. Hinkson meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: Move that the Board of Selectmen approve and sign an application for a Change in Manager to Guy Hinkson for Not Your Average Joe's Restaurant, 109 Chapel Street, Needham and to forward this application to the ABCC for approval.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
1. Cover Letter 2. Petition for Change of License 3. Personal Information Form 4. Manager Application 5. Not Your Average Joe's vote of Board of Directors 6. Copies of checks for payment of associated processing fees			



151 Campanelli Drive
Middleboro, MA 02346
Direct Dial: (774) 213-2949
Fax: (774) 213-2899
Email: cmacdonald@nyajoes.com

Christine MacDonald
Licensing Department

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2014 SEP 30 P 12:59

September 26, 2014

Licensing Board
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Board Members:

Not Your Average Joe's, Inc. would like to respectfully request a change of manager to the Liquor License for our location at 109 Chapel Street to Guy Hinkson, as Michele O'Brien has changed positions within the company.

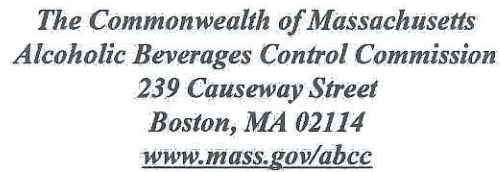
Enclosed find the following:

- The ABCC required online forms
- Copy of Mr. Hinkson's current passport as required by the ABCC
- Check in the amount of \$200 payable to the ABCC
- Vote of the Corporate Board appointing new manager
- Copy of Mr. Hinkson's ServSafe Alcohol Certification
- Check in the amount of \$150 payable to Town of Needham

Thank you, in advance, for your assistance and please contact me should you require any additional information.

Sincerely,

Christine MacDonald
Not Your Average Joe's
Licensing Department
774-213-2949
cmacdonald@nyajoes.com



(If a Corporation/LLC, by its authorized representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Not Your Average Joe's, Inc	B. Business Name (dba)	Not Your Average Joe's	
C. Address	109 Chapel Street		D. ABCC License Number (If existing licensee)	077000002
E. City/Town	Neehdam	State	MA	Zip Code 02492
F. Phone Number of Premise	781.453.9300	G. EIN of License	04-3461276	

2. PERSONAL INFORMATION:

A. Individual Name	Guy Hinkson	B. Home Phone Number		
C. Address	28 Desmond Avenue			
D. City/Town	Watertown	State	MA	Zip Code 02472
E. Social Security Number		F. Date of Birth		
G. Place of Employment				

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

NONE

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date

09.24.2014

Title

General Manager

(If Corporation/LLC Representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form,
and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee:	Not Your Average Joe's, Inc	Business Name (dba):	Not Your Average Joe's
Address:	109 Chapel Street		
City/Town:	Needham	State:	MA
		Zip Code:	02492
ABCC License Number: (If existing licensee)	077000002	Phone Number of Premise:	781.453.9300

2. MANAGER INFORMATION:

A. Name:	Guy Hinkson	B. Cell Phone Number:	781.258.3866
C. List the number of hours per week you will spend on the licensed premises:	50+		

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen:	Yes ☒ No ☐	B. Date of Naturalization:		C. Court of Naturalization:	
(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)					

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☒ No ☐
If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes ☐ No ☒
If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes ☒ No ☐
If yes, please describe:

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

January 2008 - Present - General Manager, Not Your Average Joe's, 151 Camapanelli Drive, Suite C, Middleboro, MA 02346

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date

Additional Space

Please note which question you are using this space for.

4D -

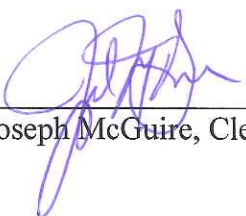
January 2007 - December 2007 Assistant General Manager, Wagamam Inc. 200 State Street, Boston, MA 02109
2005 - December 2007 Restaurant Manager - Chili's Inc. MA locations -Reading, Copley and Burlington

**NOT YOUR AVERAGE JOE'S, INC.
CLERK'S CERTIFICATE**

I, **Joseph McGuire, Clerk of Not Your Average Joe's, Inc.**, a Delaware corporation authorized to do business in the Commonwealth of Massachusetts (the "Corporation") having a usual place of business in Middleboro, Massachusetts, hereby certify that I have custody of its corporate record, and that the following is a true copy of a vote passed by the Board of Directors with a resolution that was adopted as follows:

RESOLVED: That the manager of the Needham MA restaurant for the purpose of the Company's liquor license is changed from Michele O'Brien to Guy Hinkson

IN WITNESS WHEREOF, I hereunto subscribe my name as Clerk this 17th day of September, 2014.



Joseph McGuire, Clerk

Not Your Average Joe's, Inc.

192708

192708

VENDOR ID	NAME	PAYMENT NUMBER	CHECK DATE				
ABCC	ALCOHOLIC BEVERAGES CONTROL CO	0000000080886	9/26/2014				
OUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET
0000000447274	CHNGMGRLOC12AKUSH	8/25/2014	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00
00000080886	192708	9/26/2014	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00
COMMENT							

NOT YOUR AVERAGE JOE'S INC.151 CAMPANELLI DRIVE, SUITE C
MIDDLEBORO, MA 02346CITIZENS BANK
MASSACHUSETTS

192708

5-7017/2110

DATE

AMOUNT

9/26/2014

\$200.00

WZ286729-11-08

PAY Two Hundred Dollars and 00 Cents**TO THE
ORDER
OF**

ALCOHOLIC BEVERAGES CONTROL CO



AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈ 192708 ⑈ ⑆ 211070175 ⑆ 1304852625 ⑈

VENDOR ID	NAME	PAYMENT NUMBER	CHECK DATE				
NEED	TOWN OF NEEDHAM	0000000080846	9/26/2014				
OUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET
0000000447211	CHNGMGRLOC02HINKSON	8/25/2014	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00
00000080846	192683	9/26/2014	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00

COMMENT

NOT YOUR AVERAGE JOE'S INC.151 CAMPANELLI DRIVE, SUITE C
MIDDLEBORO, MA 02346CITIZENS BANK
MASSACHUSETTS

192683

5-7017/2110

DATE

AMOUNT

9/26/2014

\$150.00

WZ286729-11-08
PAY TO THE
ORDER
OF

One Hundred Fifty Dollars and 00 Cents

TOWN OF NEEDHAM
1471 HIGHLAND AVENUE

NEEDHAM MA 02492

MP
AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈ 192683 ⑈ ⑆ 211070175 ⑆ 1304852625 ⑈



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

MEETING DATE: 10/14/2014

Agenda Item	Public Hearing - Health and Human Service Department Consolidation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
In accordance with Section 20B (2) of the Town Charter, the Board will hold a hearing on the proposal to create a Health and Human Services Department. The proposal has been developed in cooperation with the Board of Health, Council on Aging, and Youth Commission, all of whom have voted to support the plan.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the creation of a Health and Human Services Department as presented by the Town Manager in a proposal dated October 10, 2014.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Legal Notice b. Memo from Kate Fitzpatrick, Town Manager dated October 10, 2014			



TOWN OF NEEDHAM
Town Hall
1471 Highland Avenue
Needham, MA 02492-2669

**Office of the
Board of Selectmen**

**TEL: (781) 455-7512
FAX: (781) 449-4569**

**Town of Needham
Board of Selectmen - Public Hearing**

In accordance with Section 20B (2) of the Town Charter, the Board of Selectmen will hold a public hearing to consider the consolidation of the Public Health, Council on Aging and Youth Services Departments into a Department of Health and Human Services with a combined budget, on October 14, 2014 at 7:00 p.m. at Town Hall, 1471 Highland Avenue, Needham. All members of the public and interested parties may appear and be heard. Residents may also email comments prior to the hearing to the Board of Selectmen at: selectmen@needhamma.gov

Needham Times: October 9, 2014



TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

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TO: Board of Selectmen
FROM: Kate Fitzpatrick, Town Manager *Kate*
CC: Christopher Coleman, Assistant Town Manager
David Davison, Assistant Town Manager
Donna Carmichael, Acting Director of Public Health
Jamie Brenner Gutner, Executive Director, COA
Jon Mattleman, Director of Youth Services
DATE: October 10, 2014
RE: Department Consolidation Recommendation

Since the budgets of the Council on Aging, Youth Services and Veterans Services were consolidated into a Human Services budget in April, 2006, we have been contemplating incorporating the Health Department as well, to create one budget for Health and Human Services.

Our key priorities in the recommended action include the following:

- recognizing the overlapping mission of the departments;
- formalizing communication and collaboration efforts across the human services population continuum;
- minimizing duplication of effort and increasing opportunities for shared resources across departmental lines;
- providing flexibility in financial management to meet changing or unexpected needs; and
- expanding opportunities for department managers to help each other meet challenges.

While we continue to evaluate the option of creating a position of Director of Health and Human Services to oversee all of the departments in the future, the current recommendation represents only the consolidation of the budgets into a single department which will be overseen by the Assistant Town Manager/Operations.

Section 20B (2) of the Town Charter authorizes departmental consolidation, as follows:

“(2) The town manager, consistent with this charter, the General Laws, and town by-law, may, with the approval of elected boards having jurisdiction over affected departments, where applicable, and with the approval of the selectmen after a public hearing held by the selectmen for that purpose, reorganize, consolidate or abolish departments under his supervision, and establish such new departments as he considers necessary. With the approval, the town manager may transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one department to another.”

All affected boards - the Board of Health, Council on Aging, and Youth Commission - have voted to support this proposal. I will be happy to answer any questions that the Board may have about the proposal at the hearing on October 14, 2014.



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

MEETING DATE: 10/14/2014

Agenda Item	Discussion of Zoning Articles on STM Warrant
Presenter(s)	Lee Newman, Director of Planning & Community Development Marty Jacobs, Planning Board Chairman

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Newman and Mr. Jacobs will outline the three zoning articles contained on the warrant for the October 27, 2014 Special Town Meeting and answer any questions the Board may have.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
Special Town Meeting Warrant provided under separate cover.			



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

MEETING DATE: 10/14/2014

Agenda Item	Discussion of High School Renovation Article on STM Warrant
Presenter(s)	Daniel Gutekanst, Superintendent of Schools

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Gutekanst will discuss the high school renovation article contained on the warrant for the October 27, 2014 Special Town Meeting and answer any questions the Board may have.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Memo to the Needham School Committee from Anne Gulati dated September 1, 2014 b. Special Town Meeting Warrant provided under separate cover.			



NEEDHAM PUBLIC SCHOOLS

OFFICE OF FINANCIAL OPERATIONS

ANNE GULATI, DIRECTOR

1330 HIGHLAND AVENUE * NEEDHAM, MA 02492

781-455-0400 EXT. 206 * 781-455-0417 (FAX)

MEMORANDUM

September 1, 2014

To: Needham School Committee
From: Anne Gulati, Jonathan Pizzi
RE: Needham High School Space Needs

This memorandum is to provide an update about space needs at Needham High School and a proposed solution to increase the number of classrooms at NHS and expand the existing cafeteria area to accommodate the incoming student population.

Space Needs Analysis:

Needham High School was constructed for a student population of 1,450. The projected population for SY 14/15 is 1,623, or 173 students in excess of the school's design capacity. According to the Future School Needs Committee (FSNC), the projected student population will exceed 1,700 students in SY 15/16 and remain at or above 1,700 students through SY 24/25. (A copy of the projected student population is included as Attachment A.)

The existing enrollment over capacity, as well as the projection for additional enrollment growth, have stressed the school's ability to accommodate its student body within the existing number of classrooms and core spaces, particularly the school cafeteria and server areas.

A recent space analysis by Drummey Rosane Anderson Architects, Inc. (DRA), identified a 15-classroom deficit, based on a projected population of 1,769 in SY 18/19, a classroom capacity of 22 students and an 85% utilization factor¹. (A copy of this analysis is included as Attachment B.) It was determined that the deficit could be reduced by five classrooms simply by re-purposing the following non-classroom spaces to classroom use, including: Rooms 608 (METCO office), Rooms 706 and 413 (language/writing labs), Room 409 (Media Center Inner Room), Room 815 (Physical Education/Spinbike Room.) An additional four classrooms could be obtained by subdividing the following two large classroom areas with partitions: Room 707 (Language Lab) and Room 728 (all-purpose room.) The remaining need for 6 classrooms would need to be satisfied by the installation of modular classrooms.

¹ The space needs analysis utilized differing classroom capacity estimates ranging from 22 to 28 students, resulting in a projected classroom deficit ranging from 15 to 0. Although utilizing a higher classroom capacity factor would reduce the number of additional classrooms required, it was determined that 22 was the appropriate capacity estimate, given the inability of most classroom spaces to accommodate more than 22 students.

The seating capacity in the cafeteria is 475 students. Given a projected population of 1,710 in September 2015 and three lunch periods, the number of students per lunch is anticipated to be 570.² At the projected enrollment peak in September 2018, the number of students per lunch is calculated to be 586. In order to meet the projected student capacity, the existing cafeteria must be enlarged by approximately 2,500 s.f. In addition, the servery must be re-configured to improve student flow and minimize the existing congestion in the space (depicted in the pictures below.) Finally, a second freezer is needed to provide additional food storage capacity.



² Although it would be possible to reduce the estimated number of students per lunch below 570 by increasing the number of lunches per day, doing so would reduce the calculated amount of 'time on learning' below the 990 hour minimum set by the Department of Elementary and Secondary Education (DESE.)

Proposed Project Solution:

To meet the anticipated need for classroom and cafeteria space, the School Department has proposed the following solution:

Classroom Expansion

- The installation of six modular classrooms totaling 5,600 s.f. within the inner courtyard space of NHS. The six classrooms would be stacked in three levels of two classrooms each, corresponding to the existing floors of the NHS building. The classrooms would be lifted into place via crane and connected to the building through a narrow corridor (or approximately 6 ft. by 50 ft.) A conceptual schematic is included as Attachment C.)
- The installation of wall partitions to subdivide the two large classrooms spaces (Rooms 707 and 728) into four classrooms. In addition, the purchase of mobile technology would allow the existing language and writing labs (Rooms 706 and 413) to be converted into two classroom spaces.

Cafeteria/Servery Expansion

- The construction of a 2,462 s.f. addition to the existing seating area (which pushes out the building envelope into the current patio area); replacing round tables with bench-style seats. In addition, the scope would include: reconfiguring table placement and installing counters with moveable chairs around the periphery of the dining room; adding a sixth cash register and pushing the cash register lines out of the servery area and into the dining room; reconfiguring the serving line within the servery to allow for better student flow; upgrading furnishings and fixtures in the dining room area; and installing a second walk-in freezer in the kitchen/storeroom area. A possible modification could include the installation of a semi-permanent partition for the cafeteria addition, to permit the space to be used for other purposes during non-lunch times. A conceptual drawing is included as Attachment D.

The estimated cost of the project would be \$4.0 - \$4.5 million, toward which the DESE has approved the use of \$220,000 from school food service funds. The proposed project schedule is as follows: funds requested and appropriated at 2015 Annual Town Meeting; pre-construction and fabrication occurring during the 2015/16 school year; construction completed during Summer 2016; and a scheduled September 2016 opening date. The School Committee will receive for review a formal capital project request for this project at its October 7 meeting.

ALG/ag
Attachment(s)



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

MEETING DATE: 10/14/2014

Agenda Item	Non-Essential Outdoor Water use Restrictions Update
Presenter(s)	Richard Merson, DPW Director Vincent Roy, Water & Sewer Superintendent

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The DPW will provide an update on the results of the Water Conservation Program for the 2014 summer period. The combination of the special water use restrictions established in 2013 and the public outreach efforts have resulted in a reduction of total water use. This has occurred while experiencing the driest summer period in the last 10 years.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	☐ YES	☒ NO
3.	BACK UP INFORMATION ATTACHED	☒ YES	☐ NO
(Describe backup below) a) Water & Sewer Superintendent Report b) Total Rainfall Report 2005-2014 c) Total Water Production/Demand (2011-2014 to-date) d) Average Daily Water Production/Demand in MGD (2011-2014) e) MWRA Water Consumption Report f) MWRA Water Supplied – All Revenue Customers g) MWRA Water Supplied (MGD) Period: Aug 2014 h) Needham Water Conservation Program Brochure			

Water Conservation Report Update

October 9, 2014

Despite the Town having experienced the driest irrigation season in more than ten years, the Water & Sewer Division is projecting that overall consumption of water will be approximately 22 million gallons less than the previous year based on data through the month of September. Because the Charles River Water Treatment Facility (CRWTF) was operating at 100% capacity during the past year, the Town's reliance on MWRA water has been reduced by more than 33% over calendar year 2013 usage, also through September.

The overall goal of the Water Conservation Program is to ensure the efficiency of drinking water production, to raise awareness about the regulatory requirements placed on the Town's public drinking water supply, and to meet the 65 gallon per capita per day performance standard 65 gallons required by the Town's Water Withdrawal Permit, mindful of the impact of such reduction on water rate revenue. The Town's water use is trending toward meeting the 65 RGPCD goal, but official results will not be available until all of the water usage data is compiled at the end of the calendar year.

Compliance with the Non-essential Outdoor Water Use Restriction has increased since the restriction was first implemented in June, 2013. Enforcement of the restriction in 2014 resulted in 149 written warnings for first violations and the issuance of two \$50 fines for second violations. During the first year of the restriction in 2013, the Water & Sewer Division issued 690 first violations, (75) \$50 fines for second violations, and seven \$50 fines for third violations.

The Water Conservation Program is a two pronged effort to reduce water consumption. One effort is through public education and outreach. The second effort is by offering to residents' free indoor water saving kits and discounts on water saving devices. Examples of on-going public education and outreach include:

-
- a. Water Conservation Pamphlets (water bill stuffers)
 - b. Consumer Confidence Report
 - c. Water conservation booth at the Town Harvest Fair
 - d. School lectures and tours of Charles River Water Treatment Facility
 - e. Water & Sewer website.
 - f. Water Conservation Brochures
 - g. Enforcement of the Water Restriction Policy
-

Water saving devices distributed or made available by the Department include:

- Indoor water saving kits
 - Rain barrels
 - Soil moisture sensors
-

The Town's efforts to promote water conservation through public education and outreach appear to be having an impact. The water conservation pamphlets (bill stuffers), which provide helpful tips on both indoor and outdoor water conservation, are mailed annually to all customers. The Consumer Confidence Report, which features a section on water conservation, is also mailed to all water customers by June 30th of each year. Staff has participated in the Harvest Fair for the last two years, with many citizens visiting the display. The Water & Sewer Division also teams up with school faculty at the Hillside School to educate students about water awareness and conservation.

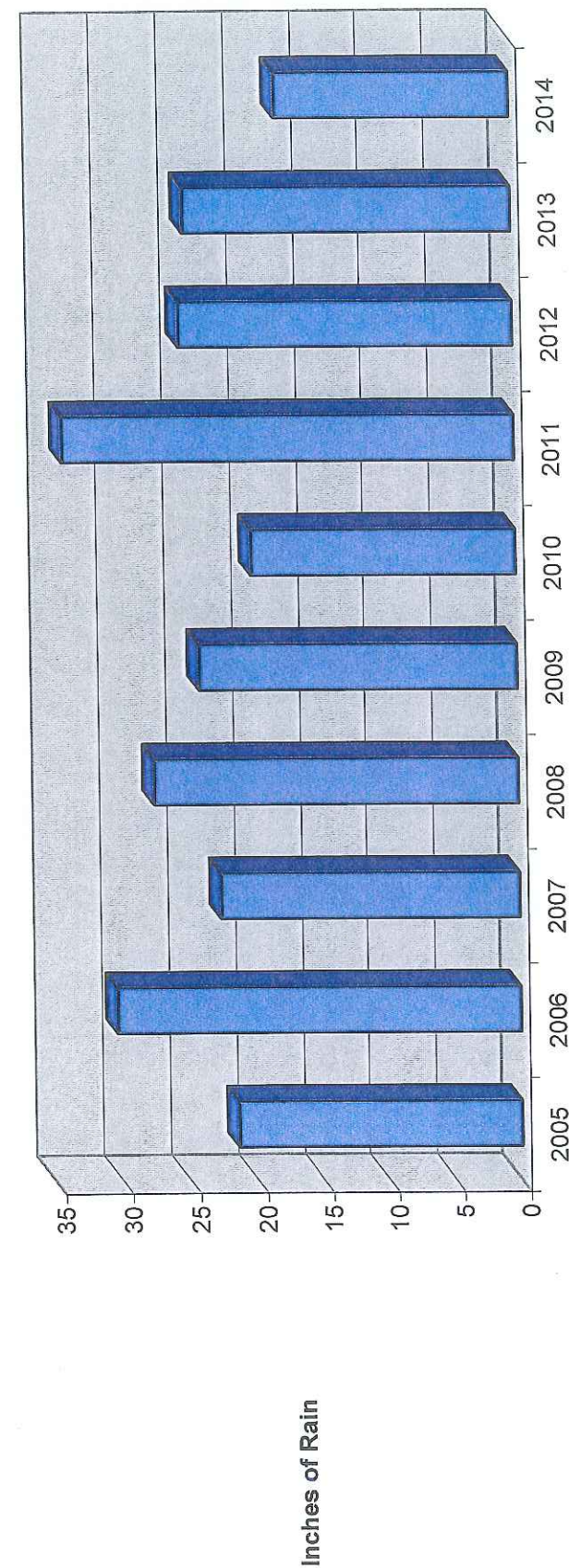
The Town's effort to promote water conservation by offering free water saving kits and discounted devices has been mixed. The Administrative Division at the DPW distributes approximately 150 kits per year at the DPW along with approximately another 100 picked up by residents at the Harvest Fair. The sale of rain barrels has also been successful; the Town has purchased 56 barrels and sold 24. The sale of soil moisture sensors has been slow. The Water & Sewer Division purchased five and has not sold any as of this date. It is our sense that the water restrictions may discourage residents from considering the purchase of soil moisture sensors because they do not want to further limit their ability to irrigate lawns on their allotted days.

Total Rainfall in Needham (2005-14)

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
January	4.87	5.05	2.86	4.13	4.25	4.38	4.58	3.42	1.6	3.24
February	3.64	2.32	2.77	10.3	1.79	5.2	5.21	1.3	5.29	4.99
March	5.53	0.47	5.11	5.44	3.2	14.33	2.85	1.18	3.44	4.89
April	4.74	2.69	8.35	3.93	4.22	2.33	4.99	4	1.42	5.36
May	5.66	10.03	4.02	1.76	2.79	3.03	3.23	4.82	3.73	2.58
June	1.47	9.45	2.63	3.42	4.25	3.33	5.44	3.85	9.7	2.68
July	3.26	3.06	3.64	7.78	7.37	2.57	1.56	4.72	4.08	5.47
August	3.6	3.59	2.19	3.55	2.36	6.25	12.06	3.03	1.79	1.4
September	2.71	1.54	1.77	6.98	3.04	2.56	6.75	4.81	4.08	0.36
October	12.07	6.51	2.7	1.37	5.52	4.91	7.71	5.94	1	
November	4.7	6.33	3.36	4.86	4.48	3.97	4.58	0.67	3.26	
December	3.67	1.73	5.42	8.59	5.19	4.62	4.3	5.91	4.82	
Total	55.92	52.77	44.82	62.11	48.46	57.48	63.26	43.65	44.21	31.16

Irrigation
Season

2005 14 Rainfall During Irrigation Season



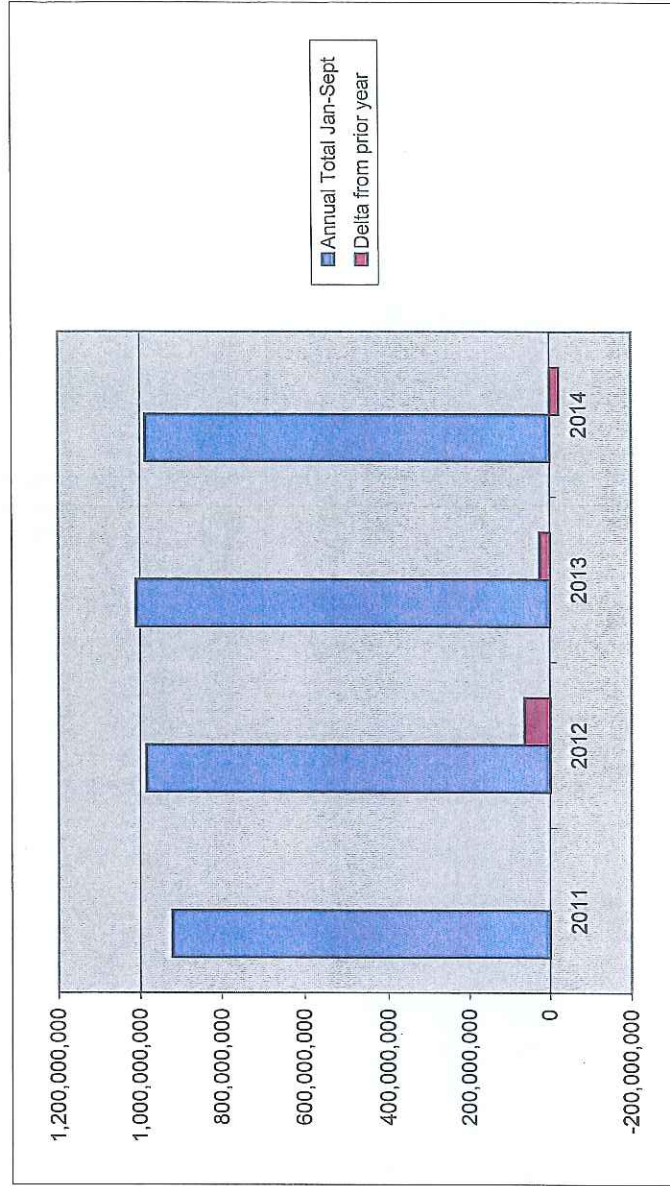
Inches of Rain

Total Water Production/ Demand (2011-14)

	January		February		March		April	
	CRWTF	MWRA	CRWTF	MWRA	CRWTF	MWRA	CRWTF	MWRA
2011	51,508,363	25,813,000	58,720,180	10,455,000	72,801,988	6,337,000	75,052,307	7,115,000
2012	70,794,234	8,890,000	62,085,681	9,530,000	66,397,652	15,376,000	65,013,487	30,164,000
2013	86,208,724	2,366,000	68,257,297	9,233,000	55,302,277	29,825,000	83,953,102	4,438,000
2014	76,180,181	5,028,000	64,976,438	6,910,000	82,328,158	0	88,058,044	5,000
	Total		Total		Total		Total	
	77,321,363		69,175,180		79,138,988		82,167,307	
	79,684,234		71,615,681		81,773,652		95,177,487	
	88,574,724		77,490,297		85,127,277		88,391,102	
	81,208,181		71,886,438		82,328,158		88,063,044	

	May		June		July		August	
	CRWTF	MWRA	CRWTF	MWRA	CRWTF	MWRA	CRWTF	MWRA
2011	81,342,857	18,892,000	78,668,312	48,335,000	79,107,630	76,310,000	77,808,780	48,432,000
2012	57,951,580	52,375,000	40,977,394	80,296,000	63,192,087	96,538,000	68,612,804	75,416,000
2013	90,601,076	36,771,000	86,065,868	38,096,000	88,306,993	63,603,000	83,877,512	60,804,000
2014	105,062,873	7,471,000	104,229,372	26,167,000	94,953,844	46,344,000	100,045,862	40,134,000
	Total		Total		Total		Total	
	100,234,857		127,003,312		155,417,630		126,240,780	
	110,326,580		121,273,394		159,730,087		144,028,804	
	127,372,076		124,161,868		151,909,993		144,681,512	
	112,533,873		130,396,372		141,297,844		140,179,862	

	September		October		November		December	
	CRWTF	MWRA	CRWTF	MWRA	CRWTF	MWRA	CRWTF	MWRA
2011	73,646,557	31,236,000	74,647,454	14,082,000	68,898,177	10,341,000	71,391,030	9,573,000
2012	99,709,253	21,198,000	89,959,757	2,589,000	80,663,856	506,000	85,326,437	135,000
2013	66,161,323	55,295,000	69,077,417	32,571,000	64,282,753	12,968,000	70,950,440	8,846,000
2014	94,431,738	44,112,000	21,356,663	3,037,000	0	0	0	0
	Total		Total		Total		Total	
	104,882,557		88,699,454		79,239,177		80,964,030	
	120,907,253		92,548,757		81,169,856		85,461,437	
	121,424,323		101,648,217		77,250,752		79,796,440	
	138,543,738		24,393,663		0		0	

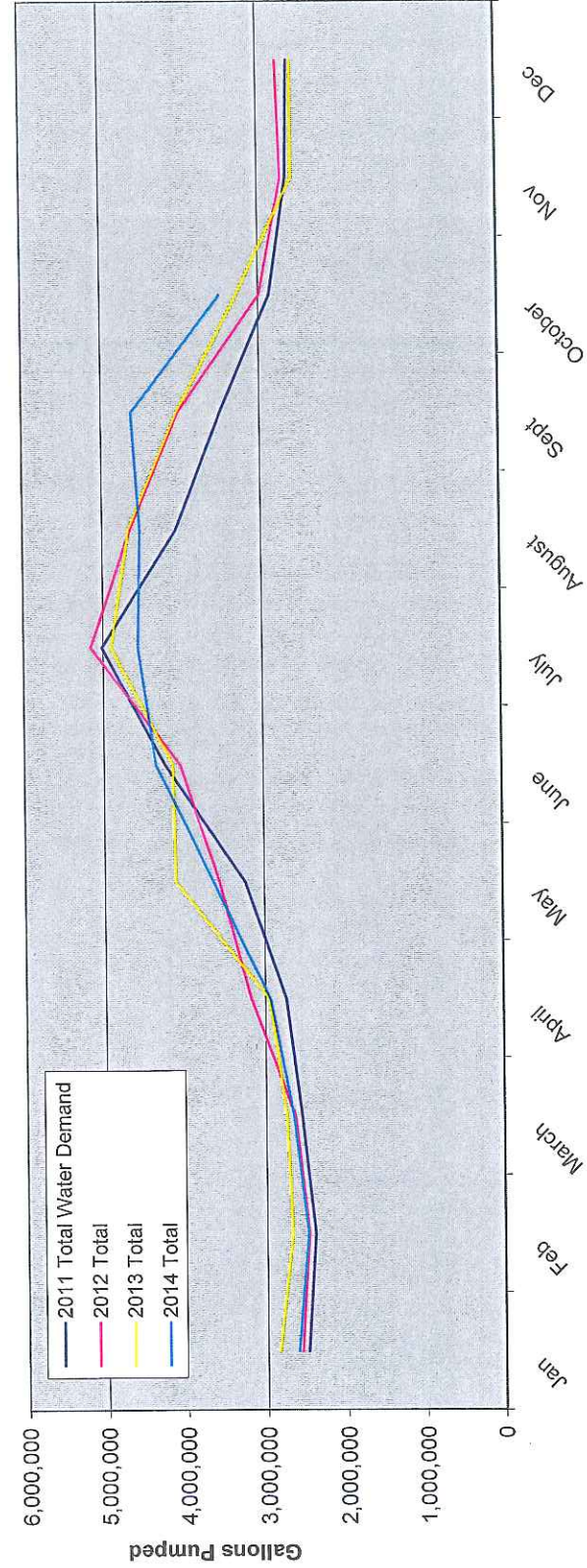


	Annual Total Jan-Sept	Delta from prior year
2011	921,581,974	
2012	984,517,172	62,935,198
2013	1,009,133,172	24,616,000
2014	986,437,510	-22,695,662

Average Daily Water Production/ Demand in MGD (2011-14)

	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	Daily Avg
2011													
Avg Daily CRWTF	1.67	2.05	2.35	2.56	2.70	2.69	2.58	2.58	2.46	2.42	2.30	2.39	2.40
Avg Daily MWRA	0.83	0.37	0.20	0.24	0.61	1.61	2.46	1.56	1.04	0.45	0.35	0.31	0.84
Total Daily Avg Production	2.50	2.42	2.55	2.80	3.31	4.30	5.04	4.14	3.50	2.87	2.65	2.70	3.23
2012													
Avg Daily CRWTF	2.29	2.16	2.20	2.18	1.87	1.37	2.04	2.22	3.33	2.91	2.69	2.76	2.34
Avg Daily MWRA	0.29	0.34	0.50	1.01	1.69	2.68	3.11	2.43	0.71	0.84	0.02	0.04	1.14
Total Daily Avg Production	2.58	2.50	2.70	3.19	3.56	4.05	5.15	4.65	4.04	3.75	2.71	2.80	3.47
2013													
Avg Daily CRWTF	2.80	2.36	1.80	2.80	2.93	2.90	2.85	2.77	2.23	2.25	2.15	2.36	2.52
Avg Daily MWRA	0.08	0.33	0.96	0.15	1.19	1.27	2.05	1.96	1.84	1.05	0.43	0.29	0.97
Total Daily Avg Production	2.88	2.69	2.76	2.95	4.12	4.17	4.90	4.73	4.07	3.30	2.58	2.65	3.48
2014													
Avg Daily CRWTF	2.46	2.24	2.66	2.94	3.39	3.47	3.06	3.23	3.15	3.05	0.00	0.00	2.96
Avg Daily MWRA	0.16	0.25	0.00	0.00	0.24	0.87	1.50	1.30	1.47	0.43	0.00	0.00	0.62
Total Daily Avg Production	2.62	2.49	2.66	2.94	3.63	4.35	4.56	4.52	4.62	3.49	0.00	0.00	3.59

Average Daily Water Production/ Demand (2011-14)

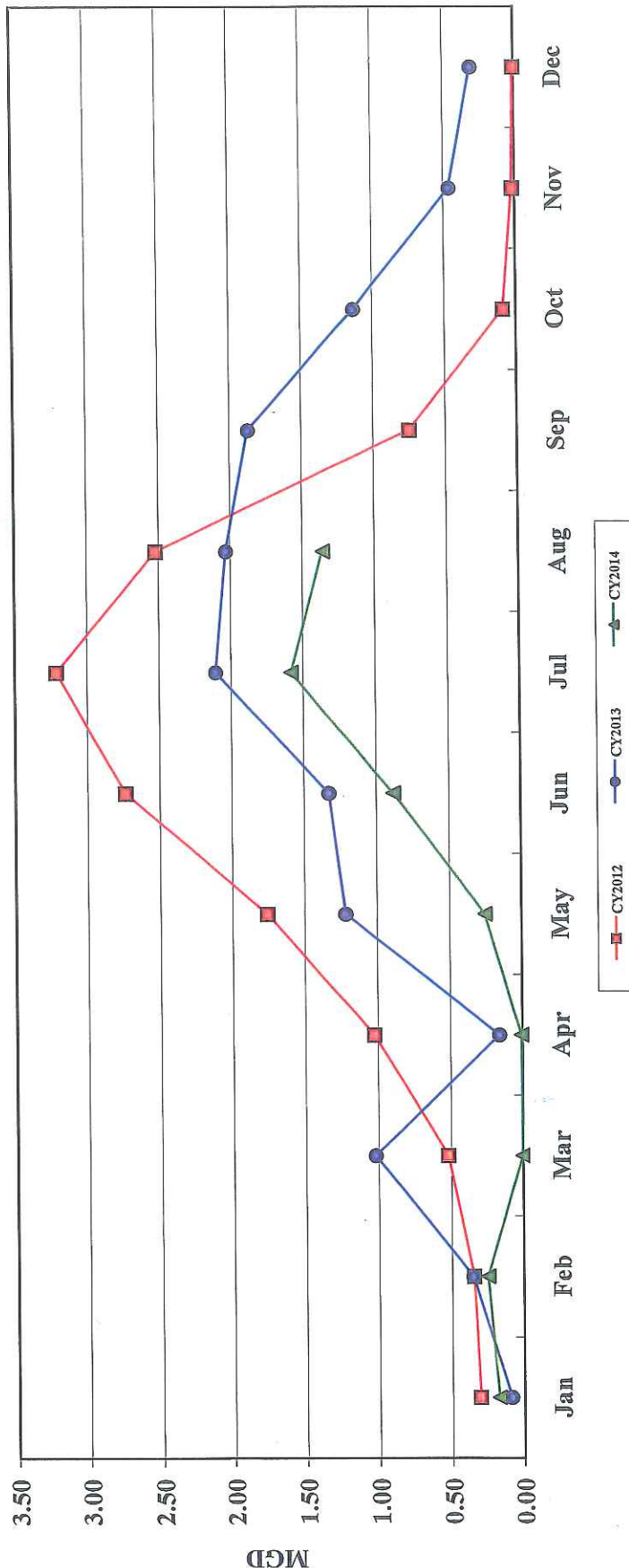


Massachusetts Water Resources Authority
Water Supplied: Town of Needham

MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
CY2012	0.305	0.346	0.519	1.022	1.758	2.737	3.211	2.519	0.748	0.088	0.018	0.005	1.110
CY2013	0.085	0.350	1.018	0.157	1.214	1.321	2.106	2.027	1.865	1.130	0.459	0.303	1.009
CY2014	0.171	0.248	0.000	0.003	0.252	0.882	1.581	1.354	0.000	0.000	0.000	0.000	0.566

MG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CY2012	9.447	10.021	16.089	30.657	54.494	82.110	99.544	78.094	22.449	2.714	0.533	0.143	406.295
CY2013	2.631	9.808	31.546	4.707	37.649	39.639	65.277	62.848	55.946	35.044	13.775	9.386	368.256
CY2014	5.307	6.939	0.000	0.101	7.826	26.468	49.016	41.983	0.000	0.000	0.000	0.000	137.640

Needham Water Consumption

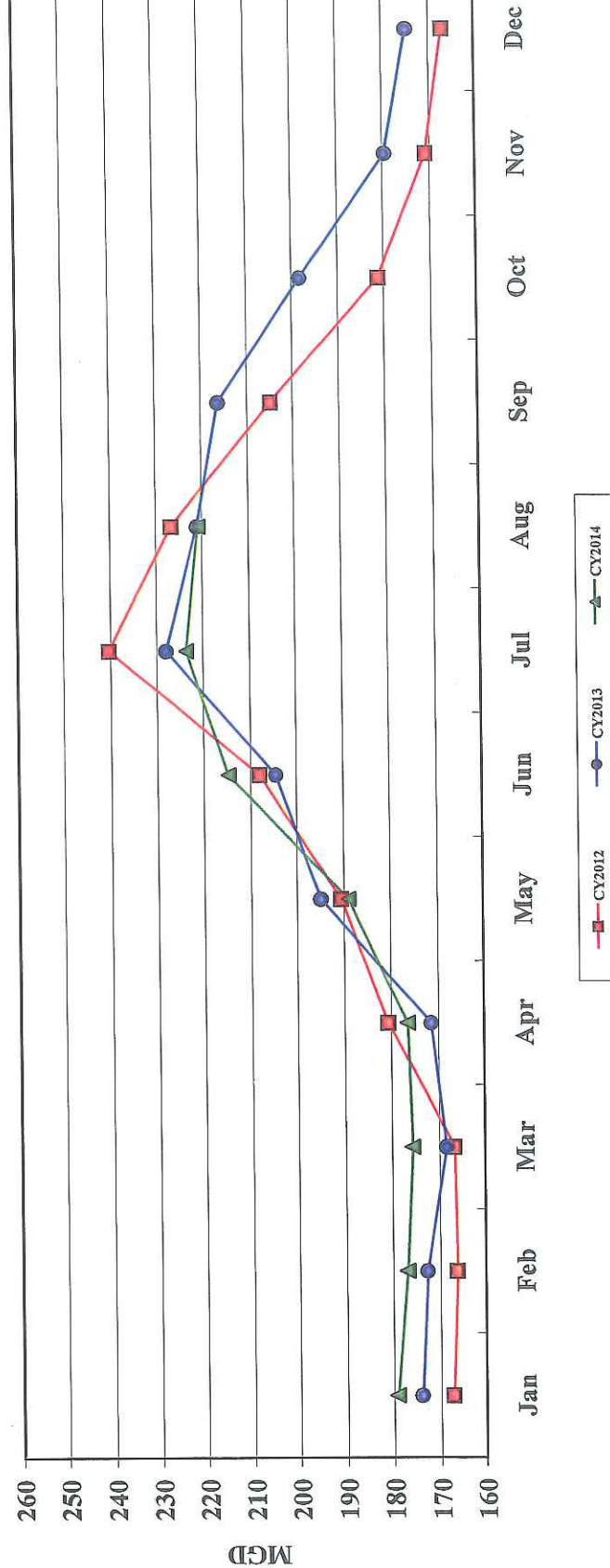


Massachusetts Water Resources Authority
Water Supplied: All Revenue Customers

MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
CY2012	167.323	166.293	166.754	180.645	190.542	207.946	240.313	226.681	204.802	181.186	170.881	167.060	189.307
CY2013	174.117	172.782	168.462	171.569	194.838	204.384	227.963	220.962	216.216	198.168	179.548	174.814	192.133
CY2014	179.248	177.025	175.774	176.573	189.012	214.699	223.586	220.778	0.000	0.000	0.000	0.000	194.795

MG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CY2012	5,187.018	4,822.495	5,169.362	5,419.336	5,906.792	6,238.376	7,449.711	7,027.100	6,144.072	5,616.755	5,126.421	5,178.864	69,286.302
CY2013	5,397.612	4,837.906	5,222.328	5,147.061	6,039.966	6,131.507	7,066.855	6,849.826	6,486.467	6,143.217	5,386.450	5,419.236	70,128.430
CY2014	5,556.698	4,956.689	5,448.986	5,297.188	5,859.374	6,440.956	6,931.169	6,844.118	0.000	0.000	0.000	0.000	47,335.177

MWRA Water Supplied: All Revenue Customers



Massachusetts Water Resources Authority

MWRA Water Supplied (MGD)

Reporting Period: Aug 2014

ALL DATA SUBJECT TO CHANGE OR ADJUSTMENT PENDING ADDITIONAL MWRA AND COMMUNITY REVIEW

Prior Year-End											
	Monthly (MGD)			YTD (MGD)			YTD Share			System Totals	
	Aug		Flow Change	YTD		Flow Change	Flow Share ¹		% Change in YTD Flow Share	2013	
	2014	2013		2014	2013		2014	2013		Ave. Flow mgd	Flow Share ¹
Metro-System Customers											
Arlington	4.152	4.458	-6.9%	3.812	3.985	-4.3%	2.1%	2.2%	-3.6%	3.851	2.2%
Belmont	2.579	2.710	-4.8%	2.133	2.267	-5.9%	1.2%	1.3%	-5.2%	2.183	1.2%
Boston (BWSC)	68.146	68.957	-1.2%	63.216	64.720	-2.3%	35.1%	35.7%	-1.6%	63.925	36.2%
Brookline	6.533	6.555	-0.3%	5.479	5.577	-1.8%	3.0%	3.1%	-1.0%	5.519	2.9%
Canton (P)	1.548	1.403	10.3%	1.088	0.935	16.4%	0.6%	0.5%	17.3%	0.838	0.7%
Chelsea	3.221	3.415	-5.7%	3.296	3.179	3.7%	1.83%	1.75%	4.4%	3.197	1.7%
Dedham-Westwood W.D. (P)	0.9080	0.0010	87865.6%	0.200	0.058	244.4%	0.11%	0.03%	247.0%	0.041	0.1%
Everett	3.852	4.208	-8.5%	3.705	3.876	-4.4%	2.1%	2.1%	-3.7%	3.898	2.2%
Framingham	7.279	7.535	-3.4%	6.580	6.628	-0.7%	3.7%	3.7%	0.0%	6.501	3.7%
Leominster (P)	0.000	0.000	0.0%	0.000	0.000	0.0%	0.0%	0.0%	0.0%	0.000	0.0%
Lexington ²	7.470	7.607	-1.8%	5.245	5.178	1.3%	2.9%	2.9%	2.1%	5.102	2.7%
Lynn (LWSC) (P)	0.203	0.191	6.6%	0.251	0.165	51.7%	0.1%	0.1%	52.9%	0.177	0.1%
Lynnfield W.D.	0.717	0.662	8.2%	0.509	0.420	21.2%	0.3%	0.2%	22.2%	0.414	0.2%
Malden	5.788	5.522	4.8%	5.363	5.381	-0.3%	3.0%	3.0%	0.4%	5.303	3.1%
Marblehead	2.693	2.580	4.4%	1.859	1.823	2.0%	1.0%	1.0%	2.8%	1.776	1.0%
Marlborough (P)	4.503	4.084	10.2%	3.369	2.895	16.4%	1.9%	1.6%	17.2%	3.211	1.6%
Medford	5.291	5.431	-2.6%	5.101	5.130	-0.6%	2.8%	2.8%	0.2%	5.055	2.7%
Melrose	2.782	2.789	-0.3%	2.247	2.269	-0.9%	1.2%	1.3%	-0.2%	2.240	1.2%
Milton	3.174	2.964	7.1%	2.491	2.466	1.0%	1.4%	1.4%	1.8%	2.412	1.4%
Nahant	0.488	0.458	6.4%	0.344	0.332	3.6%	0.2%	0.2%	4.4%	0.323	0.2%
Needham (P)	1.354	2.027	-33.2%	0.566	1.046	-45.8%	0.3%	0.6%	-45.4%	1.009	0.6%
Newton	11.224	10.679	5.1%	9.595	8.933	7.4%	5.3%	4.9%	8.2%	8.823	5.1%
Northborough (P)	0.974	0.963	1.1%	0.880	0.893	-1.5%	0.5%	0.5%	-0.8%	0.883	0.5%
Norwood	3.331	3.210	3.8%	3.017	2.788	8.2%	1.7%	1.5%	9.0%	2.770	1.5%
Peabody (P)	1.774	2.059	-13.9%	1.161	1.002	15.9%	0.6%	0.6%	16.8%	1.031	0.4%
Quincy	10.433	9.609	8.6%	9.543	9.066	5.3%	5.3%	5.0%	6.1%	8.964	5.0%
Reading	1.859	1.923	-3.3%	1.651	1.690	-2.3%	0.9%	0.9%	-1.5%	1.633	0.9%
Revere	4.140	4.055	2.1%	3.992	3.810	4.8%	2.2%	2.1%	5.6%	3.790	2.1%
Saugus	3.426	3.283	4.4%	2.947	2.763	6.6%	1.6%	1.5%	7.4%	2.707	1.5%
Somerville	5.621	5.858	-4.0%	5.533	5.942	-6.9%	3.1%	3.3%	-6.2%	5.829	3.2%
Southborough	1.493	1.506	-0.9%	1.013	0.986	2.8%	0.6%	0.5%	3.5%	0.947	0.5%
Stoneham	3.025	3.278	-7.7%	2.752	3.080	-10.7%	1.5%	1.7%	-10.0%	2.951	1.6%
Stoughton (P)	0.895	0.837	6.9%	0.774	0.824	-6.0%	0.4%	0.5%	-5.3%	0.788	0.4%
Swampscott	1.796	1.830	-1.8%	1.525	1.457	4.7%	0.8%	0.8%	5.5%	1.507	0.9%
Wakefield (P)	1.941	1.712	13.4%	1.519	1.441	5.5%	0.8%	0.8%	6.2%	1.362	0.8%
Waltham	7.901	8.045	-1.8%	6.945	6.979	-0.5%	3.9%	3.9%	0.3%	6.814	3.8%
Watertown	2.938	2.748	6.9%	2.738	2.649	3.3%	1.5%	1.5%	4.1%	2.617	1.4%
Wellesley (P)	1.781	1.998	-10.9%	0.696	1.502	-53.7%	0.4%	0.8%	-53.3%	1.166	0.7%
Weston	2.958	3.173	-6.8%	1.705	1.736	-1.8%	0.9%	1.0%	-1.1%	1.685	0.9%
Wilmington (P)	0.639	0.661	-3.3%	0.267	0.367	-27.2%	0.1%	0.2%	-26.7%	0.307	0.1%
Winchester (P)	1.752	1.824	-4.0%	0.992	1.024	-3.1%	0.6%	0.6%	-2.4%	1.059	0.6%
Winthrop	1.426	1.355	5.2%	1.301	1.234	5.4%	0.7%	0.7%	6.2%	1.229	0.7%
Woburn (P)	4.120	4.175	-1.3%	2.478	2.745	-9.7%	1.4%	1.5%	-9.0%	2.563	1.7%
Subtotal Metro-System	208.125	208.335	-0.1%	179.879	181.238	-0.7%	100%	100%		178.401	100%
Chicopee Valley Aqueduct											
Chicopee	6.166	6.288	-1.9%	5.318	5.420	-1.9%	70.2%	70.2%	-0.1%	5.308	70.0%
South Hadley FD #1	1.396	1.388	0.5%	1.091	1.135	-3.9%	14.4%	14.7%	-2.1%	1.094	14.7%
Wilbraham	1.612	1.553	3.8%	1.170	1.163	0.6%	15.4%	15.1%	2.4%	1.105	15.3%
Subtotal CVA System	9.174	9.230	-0.6%	7.579	7.718	-1.8%	100%	100%		7.508	100%
Other Revenue Supply											
Cambridge (P)	0.000	0.000	0.0%	4.179	0.000	0.0%				3.083	
Clinton ³	2.033	1.995	1.9%	1.764	1.818	-3.0%				1.751	
Worcester (P)	0.000	0.000	0.0%	0.000	0.000	0.0%				0.000	
Other Revenue Customers ⁴	1.446	1.402	3.1%	1.395	1.379	1.1%				1.390	
Subtotal Other Revenue Supply ⁵	3.479	3.397	2.4%	7.337	3.197	129.5%				6.224	
Total Water Supplied											
Fully Supplied Metro Communities	185.733	186.400	-0.4%	165.637	166.341	-0.4%				163.965	
CVA Communities	9.174	9.230	-0.6%	7.579	7.718	-1.8%				7.508	
Partially Supplied Communities	22.392	21.936	2.1%	18.420	14.897	23.7%				17.519	
Other Revenue Customers	3.479	3.397	2.4%	3.159	3.197	-1.2%				3.141	
Total Water Supplied ⁶	220.778	220.962	-0.1%	194.795	192.153	1.4%				192.133	

1) System share for each rate revenue community is the community's share of total MWRA water use for all rate revenue communities. System share for each Chicopee Valley Aqueduct (CVA) community is each CVA community's share of total MWRA water supplied to the CVA system. Water assessments for revenue communities are calculated by allocating the total annual water rate revenue requirement based on each community's share of flow. Water assessments for CVA communities are calculated by allocating the annual CVA rate revenue requirement based on each CVA community's share of CVA flow.

2) Lexington supplies Bedford with partial MWRA water service.

3) The Town of Clinton receives up to 800 million gallons of water per year free of charge and is charged a flat wholesale rate per million gallons for water in excess of 800 million gallons per year.

4) Other Revenue Customers: Fernald School (State), D.C.R. (Parks & Pools), Stone Zoo, Deer Island WWTW and Department of Youth Services.

5) Other Revenue Customers are charged a flat wholesale rate per million gallons of water supplied.

6) This report includes only water supplied for which revenue is collected in accordance with existing user agreements. It does not include water utilized for system maintenance.

(P) Community is partially supplied by MWRA.

Questions regarding water supplied can be directed to David Liston @ (617) 305-5853 or Leo Norton @ (617) 788-2256.

Water Conservation

There is no life without water



WHAT IS NEEDHAM'S WATER CONSERVATION PROGRAM

In 2013, the Town implemented a mandatory outdoor water use restriction to comply with its water withdrawal permit from the Massachusetts Department of Environmental Protection. The goal of the restriction is to reduce residential water consumption to 65 gallons per person per day, or lower. The Town's Water Conservation Program was established in 2014 to encourage residents to help meet this goal.

Water use in Needham increases by as much as 60% during the spring and summer months, attributed mostly to outside uses such as lawn and garden watering and car washing. As part of the Water Conservation Program, the Town is making water saving devices available to assist residents in minimizing outdoor watering needs.

Rain barrels and soil moisture sensors reduce the amount of potable water used for outside watering—saving money for residents and helping the community manage its water resources. As an added benefit, rain barrels help improve water quality in the Charles River Watershed by reducing runoff.

For more information on water conservation or water run off, visit the Town's website at: www.needhamma.gov/watersewer.

Tips for Inside Use Water Conservation



For Every Room in the House With Plumbing

- ◆ Repair leaky faucets, indoors, and out.
- ◆ Consider replacing old equipment (like toilets, dishwashers, and laundry machines).

In the Kitchen

- ◆ When cooking, peel and clean vegetables in a large bowl of water instead of running water.
- ◆ Fill your sink basin when washing and rinsing dishes.
- ◆ Only run the dishwasher when it's full.
- ◆ When buying a dishwasher, select one with a "light-wash" option.
- ◆ Only use the garbage disposal when necessary (composting is a great alternative).
- ◆ Install faucet aerators.

In the Bathroom

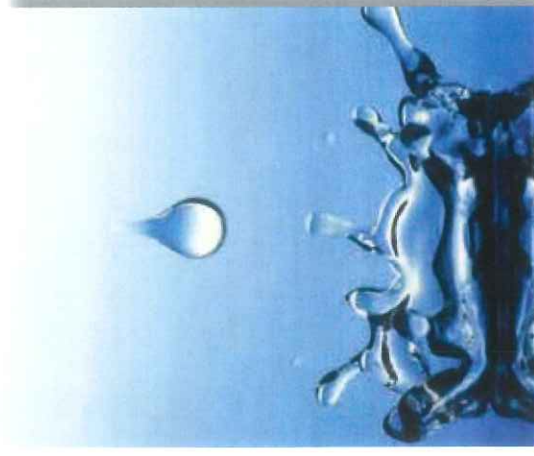
- ◆ Take short showers instead of baths.
- ◆ Turn off the water to brush teeth, shave and soap up in the shower. Fill sink to shave.
- ◆ Repair leaky toilets. Add 12 drops of coloring into the tank, and if color appears in the bowl one hour later, your toilet is leaking.
- ◆ Install a toilet dam, faucet aerators and low flow showerheads.

Laundry

- ◆ Run full loads of laundry.
- ◆ When purchasing a new washing machine, buy a water saving model that can be adjusted to the load size.

Needham Water Conservation Program

Resources to help residents meet the Town's Mandatory residential water use goals



**500 Dedham Avenue
Needham, MA 02492
781-455-7550**

For more information visit:

www.needhamma.gov/watersewer

Or call:

DPW Administration
781.455.7550 ext. 306

Water Conservation Devices

Soil Moisture Sensors



A soil moisture sensor is a device that is connected to an irrigation system controller and measures soil moisture content in the active root zone

before each scheduled irrigation event. The sensor will bypass the watering cycle if soil moisture is above a user-defined set point. Soil moisture sensors function somewhat like rain sensors, but are more effective because they measure moisture content in the ground rather than the moisture content in the air. As a result, the irrigation system will not engage if the soil is moist, whether or not it is raining.

In addition to conserving water, soil moisture sensors also help improve water quality in local waterways by preventing the stormwater runoff associated with over-watering.



Rain Barrels help conserve water and save money by storing rain and roof condensation which can be used for irrigation during the summer months. Rain barrels are also a cost effective way to help reduce

stormwater overflow during rainy periods, helping to improve water quality in our local waterways.

Rainfall of one inch within a 24-hour period can produce more than 700 gallons of water that runs off the roof of a typical house. Much of this water runs from gutters onto surfaces that do not allow water to soak into the ground. These are called **impervious surfaces** and include concrete, asphalt, and compacted soil. Even commonly used sod has a low infiltration rate and can be a source of stormwater runoff.

On average, a connected rain barrel can serve as much as 1,700 gallons in a season with a single barrel, enough water to irrigate a 10' x 10' garden during the summer months. One barrel is recommended for every 100 square feet of garden.



INSTALLATION

Rain barrel installation is quick and easy. The spigot, overflow valve, hose, and complete directions are packaged inside the barrel. All you need to do is prepare the downspout and insert the spigot and overflow fittings into the pre-drilled holes.

SPECIFICATIONS

Each barrel holds 60 gallons, stands 39" tall by 24" wide, and weighs 20 lbs.

Discount Prices

Rain Barrels	\$55
Soil Moisture Sensor	\$150

The Town also offers free water-efficiency kits for distribution to residents. These kits include showerheads, aerators, and leak-detecting dye tabs. The kits are available in the DPW Administration office on the 2nd floor of the Public Services Administration Building, 500 Dedham Avenue.



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

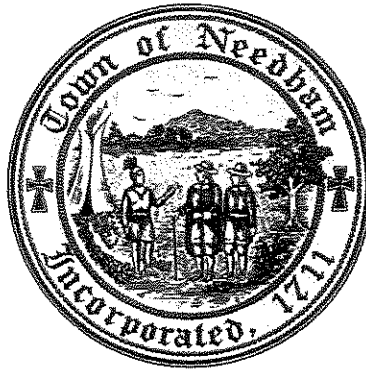
MEETING DATE: 10/14/2014

Agenda Item	Positions on Warrant Articles
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will review articles contained in the Special Town Meeting Warrant.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Status of Articles (10.10.14) b. Special Town Meeting Warrant			

October 27, 2014 Special Town Meeting Status of Articles						
Article	Title	Status	BOS Rec.	FC Rec.	BOS Member	FC Member
1	Approve ITWA Collective Bargaining Agreement			Adopt		John
2	Appropriate for Matching Grant			Adopt		Dick
3	Amend the FY2015 Operating Budget			Adopt		Dick
4	Amend the FY2015 RTS Enterprise Fund Budget			Adopt		Louise
5	Amend the FY2015 Sewer Enterprise Fund Budget			Adopt		Louise
6	Amend the FY2015 Water Enterprise Fund Budget			Adopt		Louise
7	Amend Zoning By-law - Outdoor Seating			Adopt		Lisa
8	Amend Zoning By-law - Personal Fitness			Adopt		Lisa
9	Amend Zoning By-law - Flood Plain District			No position		---
10	Appropriate for High School Renovation					John

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 27, 2014

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE TWENTY-SEVENTH DAY OF OCTOBER, 2014

At 7:30 in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: APPROVE THE ITWA COLLECTIVE BARGAINING AGREEMENT

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers Association and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015 and fiscal year 2016; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: The Town and the Independent Town Workers Association have reached agreement on two collective bargaining agreements – one for fiscal year 2015 and one for fiscal years 2016 through 2018. The Agreements provide for a wage restructuring (in light of the fact that the wages for these positions has fallen behind similar positions in comparable communities). The Agreements also provide for general wage increases of 2.5% in fiscal years 2016 through 2018. The total four year Agreement is consistent with the Town's sustainability initiative.

ARTICLE 2: APPROPRIATE FOR MATCHING GRANT

To see if the Town will vote to raise and/or transfer and appropriate \$5,000 for the purposes of matching a Federal grant for economic development initiatives in Needham and Newton, to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham and the City of Newton have collaborated to create the N² Economic Development initiative, the goal of which is to strengthen and market the region

through business attraction and support of innovation in the Highland Avenue/Needham Street corridor. As part of this initiative, the Newton/Needham Chamber of Commerce is preparing a grant application to the U.S. Economic Development Agency for a grant to support a \$100,000 study. The requested funds include \$50,000 from the U.S. government, \$38,000 from businesses in the N² corridor, and matching funds from the City of Newton and the Town of Needham. The current plan is for the Town of Needham to contribute \$5,000 and the City of Newton to contribute \$7,000. The City of Newton is pursuing participation by the Commonwealth as well, which, if successful, will lower the contributions required by the two communities. The project will include findings, and a strategic plan for implementing the recommendations in the next several years.

ARTICLE 3: AMEND THE FY2015 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 Operating Budget adopted under Article 11 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
9	Classification, Performance, Settlements	\$119,000	\$169,167
10	Reserve Fund	\$1,464,490	\$1,489,657
25A	Department of Public Works, Salary & Wages	\$3,251,531	\$3,256,531
25B	Department of Public Works, Expenses	\$1,480,421	\$1,485,421
29A	Health Department Salary & Wages	\$424,583	\$476,341

said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This purpose of this article is fourfold. First, the Classification, Performance, Settlements line would be increased to provide sufficient funding for the DPW/NIPEA collective bargaining agreement approved last spring, and the Independent Town Workers Association Agreement proposed under Article 1 of this Warrant. Second, the article allocates \$10,000 in dog license fees to DPW salary and expense lines to support the new off-leash dog area at the NIKE site. At the recommendation of the Town Clerk, the Board of Selectmen voted to increase the dog license fees last year, in part for this purpose. Third, the article will fund the Substance Abuse Coordinator position in the Health Department for ³/₄ of fiscal year 2015. At the time of the 2014 Annual Town Meeting, it was not yet certain whether the Town would continue to receive grant funding for this position. The Town was recently notified that the Federal funding for the position will not continue. Finally, the article proposes to increase the Reserve Fund by \$25,167 after an updated revenue projection for the fiscal year was completed.

ARTICLE 4: AMEND THE FY2015 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 RTS Enterprise Fund Budget adopted under Article 12 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101A	Salary & Wages	\$710,556	\$731,026

said sum to be raised from RTS Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to allocate funding for the DPW employees collective bargaining agreement approved at the 2014 Annual Town Meeting.

ARTICLE 5: AMEND THE FY2015 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 Sewer Enterprise Fund Budget adopted under Article 13 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201A	Salary & Wages	\$939,465	\$962,166
201D	MWRA Assessment	\$5,468,475	\$5,466,144

said sum to be raised from Sewer Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this Article is to allocate funding for the DPW employees collective bargaining agreement, approved at the 2014 Annual Town Meeting, and to reduce the budget based on the Town's final MWRA Assessment.

ARTICLE 6: AMEND THE FY2015 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2015 Water Enterprise Fund Budget adopted under Article 14 of the May 2014 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	\$1,053,177	\$1,077,972
301D	MWRA Assessment	\$1,194,022	\$1,193,697

said sum to be raise from Water Enterprise Fund Receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this Article is to allocate funding for the DPW employees collective bargaining agreement, approved at the 2014 Annual Town Meeting, and to reduce the budget based on the Town's final MWRA Assessment.

ARTICLE 7: AMEND ZONING BY-LAW – OUTDOOR SEATING

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

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial 1 Districts, by adding to Accessory Uses “Seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter” Y# in Industrial and Industrial-1.
2. In Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.1 (k) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”
3. In Section 3.2.5 Uses in the Highland Commercial-128 District, Subsection 3.2.5.1 (i) Permitted Uses by adding to thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are

necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”

4. In Section 3.2.6 Uses in the Mixed Use-128 District, Subsection 3.2.6.1 (n) Permitted Uses by adding thereto the following: “Further provided, accessory uses for seasonal temporary outdoor seating for restaurants serving meals for consumption on the premises and at tables with service provided by waitress or waiter shall be allowed upon minor project site plan review with waiver of all requirements of Section 7.4.4 and 7.4.6 except as are necessary to demonstrate compliance with Section 6.9 by the Planning Board or Board of Selectmen in accordance with Section 6.9.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would allow the Planning Board to permit on private property, upon minor site plan review, seasonal temporary outdoor seating at restaurants and allow the Board of Selectmen to permit on a public way or other public property, again subject to minor site plan review, seasonal temporary outdoor seating at restaurants in Industrial and Industrial 1, New England Business Center, Highland Commercial-128, and Mixed Use-128 zoning districts. Town Meeting previously approved seasonal temporary outdoor seating for restaurants in the Business, Chestnut Street Business, Center Business and Avery Square Business zoning districts. This article extends these amenities to other districts which have restaurants. The Zoning By-Law under Section 6.9 currently imposes conditions upon such uses. As noted before, any approval from the Board of Selectmen would also require a separate license or lease of the public land and compliance, if applicable, with the Board's Alcohol Regulations.

ARTICLE 8: AMEND ZONING BY-LAW – PERSONAL FITNESS ESTABLISHMENT IN INDUSTRIAL-1

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

1. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by changing the table from “N” to “Y” for “Personal fitness service establishment; provided, all required off-street parking is provided on-site for all land uses located on the subject site and in adherence with the requirements of Section 5.1.2, Required Parking, absent any waivers from the provisions of Subsections 5.1.1.5 and 5.1.1.6” under Industrial-1.

2. In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by changing the table from “N” to “SP” for “Personal fitness service establishment; where there is

insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2, but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot” under Industrial-1.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would authorize personal fitness service establishments in the Industrial-1 district either by right or by special permit. Presently the use is permitted in Needham’s Business, Chestnut Street Business, Center Business, Avery Square Business, Hillside Avenue Business and Industrial districts.

Under the proposed amendment, personal fitness service establishments would be permitted as-of-right in the Industrial-1 district where the number of off-street parking spaces required to service the fitness use and all other land uses located on the property are provided in accordance with zoning by-law requirements. Personal fitness service establishments having insufficient off-street parking would be permitted by special permit in the Industrial-1 district where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower parking total would provide adequately for all uses or activities served by the parking lot. Personal fitness service establishments are defined within the zoning by-law as businesses which involve instructional and/or directed exercise and fitness activities, including, but not limited to, personal training, yoga, spinning, pilates, exercise and fitness classes and lessons, and related activities; having at least one instructor or supervisor for every 15 clients; a maximum class size of 15 clients; a maximum occupancy at any one time of 20 persons; and a maximum total area of 2,500 square feet.

ARTICLE 9: AMEND ZONING BY-LAW – FLOOD PLAIN DISTRICT

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

1. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.1, Prohibited Uses, by deleting the words “(d) Swimming pools”.
2. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.3, Uses Requiring a Special Permit, by adding a new paragraph (h) after the existing paragraph (g) that states “Swimming pools, together with structures, walkways, mechanical systems accessory thereto, and fences.”
3. In Section 3.3, Uses in Flood Plain District, Subsection 3.3.3, Uses Requiring a Special Permit, by designating the existing paragraph (h) as paragraph (i).

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No position taken

Article Information: This article would authorize swimming pools and improvements accessory thereto by special permit in the Flood Plain Overlay District provided such installations retain existing flood water storage capacity. Presently swimming pools are a prohibited use within the Flood Plain Overlay District.

Section 3.3 of the Zoning By-Law establishes the purpose of the Flood Plain Overlay District which was largely congruent with the purpose of flood plain protection in the Massachusetts Wetlands Protection Act and Regulations (310 CMR 10.00 et. seq.) and the Needham Wetlands Protection By-Law. The majority of these purposes are to protect natural resources (surface and ground water, water courses, water sheds, ecosystem balance) but also include purposes more appropriate to zoning, specifically to protect the health and safety of persons and property against the hazards of flooding and to protect the community against detrimental use of land adjoining water courses. There are presently four prohibited uses in the Flood Plain Overlay District (Section 3.3.1). Uses (a) and (b), the Manufacturing, Transport, Storage or Disposal of Toxic or Hazardous Materials, and Sanitary Landfills, Junkyards, Salvage Yards, etc. clearly are uses that, in a flood plain, would release hazardous materials that would be detrimental to the health and safety of persons and natural resources. Prohibited Use (c) prohibits encroachments into the flood plain, including fill and structures, unless a Registered Professional Engineer demonstrates that the encroachment would not result in any increase in flood elevations. Prohibited Use (d) is simply "Swimming Pools". No rationale is provided as to why a swimming pool would be detrimental to human health or property, detrimental to natural resources in the event of a flood or would decrease flood storage and increase flood elevations.

Accordingly, the noted amendment is offered to authorize swimming pools and improvements accessory thereto by special permit in the Flood Plain Overlay District where it is demonstrated that such installation will retain existing flood water storage capacity. Congruent review and approval by the Conservation Commission pursuant to the Massachusetts Wetlands Protection Act and Regulations and the Needham Wetlands Protection By-Law would still be required.

ARTICLE 10: APPROPRIATE FOR HIGH SCHOOL RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate \$200,000 for engineering, design and construction for renovation and repairs at Needham High School, to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Needham High School was constructed for a student population of 1,450. The population for school year 2014/2015 is 1,631, or 181 students in excess of the school's design capacity. According to the Future School Needs Committee (FSNC), the projected student population will exceed 1,700 students in school year 2015/2016 and remain at

or above 1,700 students through school year 2024/2025. As a result of the current and anticipated student enrollment, there is a need for additional classroom space at Needham High. This request is for funds to reconfigure two large classroom spaces into four smaller classrooms. The rooms that will be reconfigured are Room 707 (language lab) and Room 728 (all-purpose room.) Additional renovations to Needham High School to expand the number of classrooms and enlarge the cafeteria will be discussed during the fiscal year 2016 – 2020 capital improvement planning process.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 23rd day of September 2014.

JOHN A. BULIAN, *Chairman*
MAURICE P. HANDEL, *Vice Chairman*
MATTHEW D. BORRELLI, *Clerk*
MARIANNE B. COOLEY
DANIEL P. MATTHEWS

Selectmen of Needham

A TRUE COPY

Attest:

Constable:



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

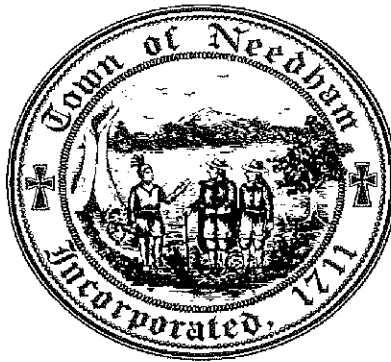
MEETING DATE: 10/14/2014

Agenda Item	Budget Consultation
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager and Mr. Davison will consult with the Board on the fiscal year 2016 budget process, and will discuss preliminary financing concepts for the initial Facility Master Plan projects.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. FY2016 Budget Guidelines b. Financing Worksheets for initial Facility Master Plan projects			

TOWN OF NEEDHAM

**Fiscal Year 2016
Budget Guidelines**



**Kate Fitzpatrick
Town Manager**

September 29, 2014

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TOWN MANAGER BUDGET GUIDELINES

Budget Process

This booklet contains copies of the forms and instructions for Fiscal Year 2016 operating budget spending requests. Each department manager will attend a budget review during the fall, and department spending plans will be forwarded to the Finance Committee by the second Wednesday in December. As in past years, we will invite Finance Committee liaisons to participate in the Town Manager budget review process. During December and January we will be working to balance the spending requests with projected revenue. The Town Manager's balanced budget proposal is then forwarded to the Finance Committee by January 31st.

Fiscal Year 2016 Budget Guidelines

Departments are asked to use the following guidelines in preparing their spending requests:

Base Budget Request The initial budget request should reflect the amounts necessary to provide the same level of service in FY2016 as in FY2015. Being mindful of fiscal realities, department managers may submit spending requests that include increases for contractual or mandated items, items subject to significant inflationary pressure (with appropriate documentation and rationale), and/or any other item deemed appropriate after consultation with the Town Manager.

All FY2016 budget requests must be based on actual experience over the last year, or on an average of the last several years, or based on known obligations. Please identify the method you are using to project budget increases, and include any back-up information or data (such as historical trend data). Please do not submit budget requests that are increased based solely on a mathematical percentage or index. Historical line item allocations should be reviewed to ensure that requested budgets are in alignment with actual spending patterns.

It is absolutely critical that you ensure that all increases over FY2015 levels and/or line item reallocations are clearly identified and explained under the Operational Considerations section of the DSR1 form.

Including a chart indicating all increases, reductions, and reallocations makes the budget review process easier. As a reminder, one-time items funded in FY2015 should not be carried forward into FY2016 unless they meet the "level service" test.

Performance Improvement Budget Departments wishing to request additional funding for performance improvement may do so; although opportunities for program improvements through increased funding remain limited. Priority consideration will be given to Performance Improvement requests that are directly related to the budget priorities approved by the Board of Selectmen and other elected and appointed boards, and identified goals and objectives of the department, the need for which can be demonstrated by performance measures and data. The performance improvement section may also include proposals for departmental reorganization and service delivery methodology that may be cost neutral or result in lower legacy costs.

Operating Budget Submission Requirements

Included on the following pages are comprehensive instructions, advice, and helpful hints

for completing each of the forms. The budget process provides an opportunity to highlight Departmental achievement by identifying efforts to measure and report performance.

Departments that were approved for performance budget increases in prior years must report on the status of those efforts in the performance measurement section of the budget submission.

The most successful budgets are those that are brief and to the point, clearly highlight (such as bolding, bullets, etc.) changes from the prior year, provide specific details on cost, need, and desired outcomes, and demonstrate forward movement toward sustainability. Use of charts and graphs to track workload, outcome and performance are well received and provide an alternative way for the reader to get a sense of the operations of the department.

Performance improvement requests for additional headcount must include a detailed analysis of the evaluation of other options for providing the proposed service, such as increased hours for other staff members, use of overtime, or use of contracted service providers. This will be a critical component of the budget review process.

The Finance and Human Resource Departments have worked to provide you with the entire template and historical information so that your efforts can be better spent analyzing historical spending patterns and making adjustments as necessary, evaluating the operations of your department, identifying areas for improved efficiency and service delivery, and translating those ideas into budget requests. I urge you to familiarize yourselves with the historical and salary data, and to contact the Finance and/or Human Resource Departments if you have any questions. It will be your responsibility to present this information at Town Manager budget reviews and Finance Committee hearings, so you should be completely familiar with the data.

We have managed to achieve significant improvements in program and service delivery over the past few years despite the limited budgetary increases that we have been able to allocate - for this we are all very proud. I am confident that we can continue this trend, and rely on your thoughtful and professional participation in the budget process in order to do so.

Thank you.

Kate Fitzpatrick

Town Manager
September 29, 2014

PREPARATION HINTS

Please do not change any **margin settings** [All are set at 1"] or the **font styles or sizes** [the primary font is VERDANA 10]. They have been predetermined so that the Town Manager's Budget will have a uniform look throughout, and can be more easily bound so that text will not be hidden. If you need or want to bring attention to a particular word, phrase, or sentence you may **bold** or underline as appropriate. You may also use **highlighting** or *italics*, but please be aware that they don't photocopy as well.

Personnel: In accordance with the State's accounting rules for operating budgets, payment of salary and wages are to be charged to the fiscal year in which the related time falls. This means that in the first or last week of any fiscal year, and more often than not both, the accounting for the payment wages is split between two fiscal years. Budgeting for salary and wages should be based on 52.4 weeks (or 52 weeks plus two extra working days). **The estimated dollar impact of the additional days is now shown at the end of the PRD1. The individual positions are calculated based on 52 weeks.** *Please note that the Federal minimum wage rate is \$7.25 per hour and Massachusetts's minimum wage rate as of September 2, 2014 is \$8.00 per hour. The Massachusetts minimum wage rate will increase to \$9.00 per hour January 1, 2015 (impacts the FY2015 budget); then to \$10.00 per hour January 1, 2016 (which impacts the FY2016 budget); and then to \$11.00 per hour January 1, 2017 (which impacts the FY2017 budget).*

Energy Prices: In lieu of specific documentation the following prices per unit (you must have your consumption data in order to use this method) may be used in developing your department spending request for Fiscal Year 2016. Departments must provide the actual consumption data for 2014, 2013, and 2012 in their budget submission if the budget includes funding requests for the items below. In order to calculate your request budget amount for the supplies below, you should use the higher of the figures, the three year average or the FY2014 actual, multiplied by the given rates below. You should also add to the budget request any flat dollar charges (including the monthly service fee) paid for the service. For estimating the rate for basic service fee increase the amount by two percent (2%).

Gasoline 87 Octane	\$3.72/gal
Gasoline 93 Octane	\$3.92/gal
Diesel Low Sulfur	\$4.34/gal
Heating Oil #2	\$3.97/gal
Electric	\$0.21/kwh
Natural Gas	\$1.23/therm

Expenses: There are no automatic across-the-board percent changes for any expense; calculations must be based on the best information that is available to you at the time of submission, and you must be able to document how you came to the requested amount.

BUDGET SUBMISSION CHECKLIST

1. Read the Budget Guidelines.
2. Attend the Budget Submission Instruction and Training Session.
3. Complete all required forms. Most forms will be found on the Common Drive (K) in the **FY2016 Budget Files** folder. The Excel Budget Worksheet (EBW1) will be sent to you directly by the Assistant Town Manager/Director of Finance after you attend the Budget Training Session. If you cannot access the file, please contact the Assistant Town Manager/Director of Finance to make other arrangements.
4. Most general technology requests come through the Finance Department. Any request for data processing equipment or software is to be submitted to Director of Management Information Systems by **Monday, October 6, 2014**. Your request will be evaluated by the Information Technology Center prior to any submission to the Town Manager.
5. Building related budget requests that do not constitute capital improvement are budgeted in the Department of Public Facilities. Illustrative examples of such requests include, but are not limited to, additional custodial staff, painting of offices, new rugs, blinds, and portable air conditioners. Your request is to be submitted to Director of Facility Operations by **Monday, October 6, 2014**. Your request will be evaluated by the Public Facilities Department prior to any submission to the Town Manager.
6. Reminder that capital requests are due **Friday, October 17, 2014** electronically by posting under the designated capital submission folder.
7. Review and verify the Position Register Detail worksheet (PRD1). If you need information regarding pay classification or collective bargaining agreements contact the Director of Human Resources. Any change to the PRD1 must be sent to Assistant Town Manager/Director of Finance who will determine whether a change is necessary.
8. Review your narrative to ensure it is written for the layperson.
9. Re-check all dollar amounts – round to the nearest dollar. Do not include cents on any of the forms. Re-check all totals to make certain they total correctly.
10. Submit all spending request forms electronically by saving the forms under your Department's the designated budget submission folder found on the Common Drive (K) in the **FY2016 Budget Files** folder. Also, if you have any supplemental materials that you want to submit as part of the request, please send five (5) printed copies via interoffice mail to Assistant Town Manager/Director of Finance. All the information is to be submitted by **3:00 PM, Friday, October 24, 2014**.
11. Prepare for your appointment to discuss your Department's requests.

KEY DATES FOR THE FY2016 BUDGET PROCESS

Date			Activity
July	1	2014	Start of Fiscal Year 2015
August	19	2014	Town Manager's budget consultation with the Board of Selectmen.
September	3	2014	Town Manager's budget consultation with the Finance Committee.
September	10	2014	Town Manager's budget consultation with the Board of Selectmen.
September	29	2014	FY2016 Budget guidelines released Budget submission process review held at 10:00 A.M. Monday, September 29, 2014 at Town Hall in the Powers Hall.
October	6	2014	Last chance for a department to submit a FY2016 request to another department, e.g., building maintenance needs, technology needs, etc.
October	17	2014	Capital Requests are Due.
October	24	2014	Department Spending Requests are Due.
October	27	2014	Special Town Meeting
November	12	2014	Town Manager's budget consultation with the Board of Selectmen.
November	25	2014	Town Manager releases preliminary FY2016 project list.
December	10	2014	Department spending requests are due to Finance Committee from the Town Manager and the School Superintendent.
December	23	2014	Board of Selectmen votes CIP recommendation.
January	6	2015	FY2016 – FY2020 Capital Improvement Plan released.
January	6	2015	Town Manager's budget consultation with the School Committee.
January	27	2015	Town Manager's Budget Presentation
February	22	2015	Finance Committee's FY2016 draft budget is due to the Town Manager.
March	15	2015	Finance Committee's budget recommendations are due for inclusion in the Annual Town Meeting Warrant.
May	4	2015	Annual Town Meeting Begins
May	11	2015	Special Town Meeting (tentative)
July	1	2015	START OF FY2016

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AN OVERVIEW TO THE DEPARTMENT SPENDING REQUEST FORMS

Spending Request Forms

The spending request forms are to be used at the department-wide level and may be used at the division levels of the organization. Department managers should not prepare forms for programs, but if the department manager needs or wants to identify a particular program or the costs associated with it, this can be explained under operational considerations on the Department Information (DSR1) form. At a minimum, most department managers will complete the Department Information form and the Department Expenditure Detail (DSR2) form which consists of three parts: personnel, expenses, and operating budget capital, and the Excel Budget Worksheet (EBW1). Department managers wanting to submit requests for additional hours for existing positions, for additional new staff positions, or for new services must use the Performance Improvement Funding Request (DSR4) form, how this information is to be entered on the EBW1 form will be explained at the budget submission training. A department seeking funding that would not be part of the operating budget or qualifies as capital, or seeks approval of a financial related item that may require separate Town Meeting action, or would only be considered if an alternative source of funds is secured, should be submitted on Special Warrant Article Request (DSR5) form.

DSR1: Department Information – the purpose of this form is for the department to provide a narrative about the department, including financial and services demands. The form focuses on factors affecting the cost of services, and explains programs that are operated through revolving funds, grants, or donations. This form should include information relative to the department's accomplishments over the past year, goals for the coming year, and should identify efforts undertaken in the area of performance measurement (benchmarking, program evaluation, and/or customer satisfaction). The department's spending request is to be summarized at the bottom of the form.

DSR2: Department Expenditure Detail – the purpose of this form is to provide budgetary information about personnel and non-personnel costs. The form is broken into subsections for personnel salary and wage costs, and a line by line expense detail.

The DSR2A section provides the reader with an overview of the staffing levels broken out by the major salary and wage items for the department. If applicable, information for line one of the form (Salary and Wage Permanent Positions) has been provided to you on the Position Register Detail (PRD1) worksheet. You have been provided specific details of compensation by position on the PRD1 worksheet. The PRD1 worksheet lists the permanent full-time and part-time positions; it does not list seasonal, temporary, substitute, or other non-permanent positions. The department manager should determine what amounts, if any, are necessary to fund these services. If the amount changes from the current year you must explain the basis for the change. This information is to be requested under

line 2 of the form. Also if there is scheduled overtime or other compensation that is not incorporated in the PRD1 worksheet, those should be shown in the respective lines, e.g., payment in lieu of vacation, stipends not inherent to a permanent position, seasonal labor, etc.

The DSR2 form is also broken out between expenses (DSR2B) and operating budget capital (DSR2C). This section provides a line by line expense detail of services, supplies and other costs. You must provide a short description of the major items which make up the total object code request. There are examples of the type of expenses that may fall under the different object codes provided in **Appendix A**.

- DSR4: Performance Improvement Funding Request - the purpose of this form is to allow departments to identify specific funding requests above the Base Request that would, if funded, provide the resources to allow the department to improve, expand, and/or address unmet needs. Requests for additional hours or new positions must be included on the DSR4 form, and not embedded in the Department Expenditure Detail (DSR2) form.
- DSR5: Special Warrant Article Request - the purpose of this form is to allow departments to submit other types of financial requests that may not necessarily be part of the operating budget or qualify as a capital expenditure. This form may be used if a request requires an independent Town Meeting action (matching a grant or establishing a revolving fund), or seeks funding for a purpose that could overlap fiscal years or requires continuation of the appropriation beyond a single fiscal year (e.g., senior corps program), or seeks alternative funding such as CPA.
- EBW1: Excel Budget Worksheet - the purpose of this worksheet is to have departments enter their spending request amounts by the account numbers that the expenditures are tracked in the Town's accounting system. This information will be uploaded into Infinite Visions (IV). After Town Meeting has acted on the budget, and any changes that may have been made by Town Meeting have been reflected in the spending request, the budget data will then be transferred into the General Ledger. This will allow departments to begin preparation for the new fiscal year sooner. The worksheet that you will complete shows the Department's current budget as it was posted into IV prior to the start of the fiscal year. There are columns to enter your DSR2 and DSR4 spending request amounts. The worksheet will total, show the dollar change from the current year for each account number and will show the percent change the requested total is to the current year total budget.
- PRD1: Position Register Detail - this worksheet was prepared by the Finance and Human Resources departments. This information will provide most or all of the necessary figures to report on DSR2. This register shows the positions that are **currently**

funded for FY15 in the department's budget and projected compensation for each position based on the incumbent (as of September 1, 2014 or if an offer of employment by letter was issued by Human Resources by this date that individual), or if vacant, the prior incumbent for FY15. We ask that you review the PRD1 for accuracy. **Although we make every effort to be accurate only the department manager is in a position to ensure that the PRD1 is reflective of all existing personnel and the pay rates are correct.** The schedule **does not** include overtime or other non-definitive salary and wage items such as payment in lieu of vacation, tuition reimbursement, seasonal labor, etc. The department manager should be in a much better position to determine the amounts, if any, are necessary to funds those costs. The schedule **does not** include any additional positions or any increase in hours for existing positions. This information is to be requested and itemized in the DSR4 form. Please note any changes proposed to the PRD1 form must be approved by the Assistant Town Manager/Director of Finance.

**Department Information
DSR1 Form
Instructions**

DSR1 – Department Information

This form serves as a cover letter to explain the spending request for next year. The form focuses on factors affecting the cost of services, and explains programs that are operated through revolving funds, grants, or donations. This section should include information relative to the department's accomplishments over the past year, goals for the coming year, and should identify efforts undertaken in the area of performance measurement (benchmarking, program evaluation, and/or customer satisfaction). The department's spending request is to be summarized at the bottom of the form.

1. **Department:** Fill in the name of the department and if desired the division.
2. **Operational Considerations:** This section is to provide information regarding any internal and external pressures that are affecting the department and are driving cost increases. **You must clearly identify and explain any increases over the current budget.** Discuss any department activities or programs that are funded or supported in part or fully through revolving funds, grants, donations, or volunteer efforts. This section should include details of any significant changes that would affect the revenue estimate for the fiscal year, (e.g., change to the fee structure, change in level of demand for a service, creation or elimination of a program or service). Any adjustment to a charge or fee for **next year** that is pending action by a Board, Committee, or Town Meeting must be disclosed with a justification as to why you expect the change to be approved and included in the revenue estimate.

You should identify changes in **personnel** levels which have occurred over time and whether the department may be seeking additional hours for existing positions, or additional positions. However, if you are seeking such an increase the request must be made through the **DSR4 form** and not embedded in the Base Request. You should also disclose any increased costs in **expenses** which have impacted the department's ability to provide the expected level of service for the current year budget, and/or any increase in the **expense** dollar request over the current fiscal year budget. Indicate whether the cost is fixed and/or non-discretionary, or whether it is discretionary based on numbers served. Indicate which expenses are covered by related program/service generated revenue which is credited to the general fund, as opposed to a reserve or revolving fund, (e.g., each additional parking permit tag sold generates more income, but also requires an appropriation to pay for the physical tag to be increased as well).

The department should also identify programs that are supported or administered by the Department which are funded in part or fully by a **revolving fund, grant, or donation**. Also identify activities that are supported by volunteers. However do not include in the budget request any amounts that will be paid by a revolving fund, grant, or donation. **We again ask that departments disclose in their narratives any Federal and/or State grants that they have relied upon to support ongoing programs or that make available resources which allow the Department to perform its primary responsibilities.** You should also answer the question on the DSR2 form

whether there are grants.

3. **Performance Factors:** This section should identify the key goals and objectives for the coming year. You are asked to identify at least one goal and articulate measures that have or will demonstrate achievement of that goal or objective. For instance, if the department goal is to improve the efficiency of road paving efforts, one measure would be the cost per linear foot of paving. Costs would be identified, compared to previous years and/or other industry benchmarks, and then a performance goal will be set for the coming year. You must also provide data showing the results of your department benchmarks that were included in the FY13 budget submission (the FY14 may not yet be available).
4. **Spending Request Recap:** This section is to summarize the spending requests identified under DSR2 and DSR4 Forms, and any additional amounts which are appropriated under separate budget lines at Town Meeting. The DSR2 totals are to be shown under the Base Request column; DSR4 requests are totaled and shown in their own column. If your Department's spending request includes a different appropriation line description (e.g., Snow and Ice), type in the title under the description column and enter the amount(s) under the respective columns.

Department Information DSR1			
Department		(see instruction #1)	
Operational Considerations			
(see instruction #2)			
Performance Factors			
(see instruction #3)			
Spending Request Recap (see instruction #4)			
Description	Base Request DSR2	Additional Request DSR4	Total (DSR2 + DSR4)
a) Salary and Wages			
b) Expenses			
c) Capital			
d) Total DSR2 & DSR4 Request (a+b+c)			
e) Other			
f) Other			
Total Request (d+e+f)			
V2016			

**Department Expenditure Detail
DSR2 Form
Instructions**

DSR2 – Department Expenditure Detail

The purpose of this form is to provide budgetary information about personnel and non-personnel costs. The form is broken out by subsections for personnel salary and wage costs, and a line by line expense detail.

DSR2A Section - Personnel

The purpose of this section is to provide the personnel budget data for the department. Information for line 1 has been provided to you on the PRD1 worksheet. The forecast assumes an annualized salary level based on the rate of pay on the last day of the fiscal year (06/30/16) for a period of **52** weeks. ***There are two extra working days (on a budgetary basis) in FY2016 so an adjustment is shown at the end of the PRD1 to account for this amount.*** You are more familiar with individual situations, and we will rely on you to review the information carefully. You have been provided specific details of compensation by position on the PRD1 worksheet. The PRD1 worksheet lists the permanent full-time and part-time positions; it does not list seasonal, temporary, or non-permanent positions. If there is scheduled overtime or other compensation that is not calculated in the PRD1 worksheet, these should be shown in the respective lines. **Requests for new positions must be included on the DSR4 form, and not embedded in the DSR2A.** Please remember to disclose any significant changes from the prior year and identify the reasons under the **Operational Considerations** section of the DSR1 form.

1. **Department:** Fill in the name of the department and if desired the division.
2. **Permanent Personnel:** Enter the head count for the number of full time positions under the **FT Head Count** column, the number of "permanent part time" benefit-eligible positions under the **PT Head Count** column, and the appropriate calculation of the two columns as **Full Time Equivalent (FTE)** under that column (this information has been provided to you on the PRD1 form). You should enter the number that was funded in the prior fiscal year, the current fiscal year, and the expected number of positions that will be funded within the **Base Request** for next fiscal year. Please note that the FTE count should **NOT** include 100% grant and/or revolving fund positions, temporary, seasonal, or **Schedule C** positions. The FTE total for FY16 must equal the total shown on the PRD1 report. Please contact the Assistant Town Manager/Director of Finance if you have questions.
3. **Personnel Non-Budget:** Identify whether the department will rely on any positions funded by a grant and/or revolving fund provide services next year (FY2016). Indicate the number of full-time and part-time positions that are funded by these sources. Do not double count positions – these positions should not be duplicative of the figures entered in the lines above (item 2) that are funded by the operating budget.
4. **Salary and Wage Permanent Positions (line 1):** Fill in the total salary and wage amount to fund the full time positions and "permanent part time" positions (these are usually positions working an average of 20 hours or more per week, but may be less than 20 hours provided the work is on a regular

basis and the position is held by a specific individual) in the Base Request. This information is obtained from PRD1 worksheets. Although we make every effort to be accurate, only the department manager is in a position to ensure that the PRD1 is correct. The amount shown on the PRD1 worksheet are to be sub totaled by the amount that is classified in the General Ledger as regular personnel expense and the amount that is classified as other personnel expense. Other personnel expenses are salary and wage items that are coded within the 519x series (i.e., education pay, uniform pay, etc.) If there is other compensation that was not included in the PRD1 form but is paid to full time or permanent part time employees, you will need to add and itemize this information under the "Other Salary and Wage Expenses" lines section (see instruction #6). Some examples of other salary and wages would be payment in lieu of vacation, tuition reimbursement, training, and stipends not specific to the position or part of a collective bargaining agreement. Calculate the total of the lines (a – i) and enter the amount to the right of **Sub Total 1**. *This total must agree with the PRD1 sheet.*

5. **Salary and Wage Seasonal and Temporary Positions (line 2):** Fill in title or general description of the positions or work that would be funded. You should also include temporary part-time, intermittent and substitute workers, and seasonal help under this section; many of these positions are listed on Schedule C, but not all positions are listed under Schedule C. Provide an explanation of how the total was determined, e.g., number of hours; number of dates, events, etc. Calculate the total of the seasonal and temporary positions and enter the amount to the right of **Sub Total 2**.
6. **Salary and Wage Overtime (line 3):** Fill in the total overtime budget request. Provide an explanation for the overtime. Calculate the total of the overtime and enter the amount to the right of **Sub Total 3**.
7. **Other Salary and Wage Expenses (line 4):** Itemize other salary and wage expenses for full time and part time positions which are not included in line one, e.g., payment in lieu of vacation, tuition reimbursement, stipends, etc. Then calculate the total of the individual entries, if any, shown on lines a, b, c, d, e, and f. Calculate the total of the other salary and wage expenses enter the amount to the right of **Sub Total 4**.
8. **Total Salaries and Wages (line 5):** Combine the totals of 1, 2, 3, and 4 and enter the amount to the right of **Total Salaries and Wages**.

If you have difficulty determining the amount for any position, please contact the Human Resources office.

DSR2B & DSR2C Sections – Expenses and Capital.

This section provides a line by line expense detail of services, supplies, materials, tools, equipment, and operating budget capital requested by the department. You must provide a short description of the major expenses that make up the total for each object code. Some examples of the type of expenses which would be included under the respective object codes are shown on the form. It is up to each department manager to determine whether to prepare division based expense requests or a combined single total department request, (remember divisions are not programs, e.g. Highway is a division of DPW, but traffic control is a program within the highway division of DPW). Use as many lines as necessary to

provide the appropriate amount of detail.

9. **Object/Description:** The shaded column on the left lists the basic object codes (we have included the primary object code digits (the first three of the four digits) for your reference as to the expenses that are to be reported on the line). To the right is an area intended to describe the significant components that make up the total for each accounting object code. For a listing of which object codes fall under the account group, refer to the **Account Codes** found in **Appendix A**. Describe the major items that make up the expense line. In parenthesis enter the total which corresponds to the identified expense described to the immediate left, e.g., for the "Communications" expense code the components that make up the total object are:

Object	Description	Amount
Communications (543X)	Postage (\$1,200)	\$3,430
	Cellular Service (\$840)	
	Photocopying Fees (\$500)	
	Legal Notices (\$775)	
	Other Communication Expenses (\$115)	

The individual components must total the amount typed under the "Amount" column (see item 10).

10. **Amount:** Enter the total of the itemized expenses shown to the immediate left.
11. **Total Expenses (line 6):** Calculate the total of all object lines and enter the amount to the right of the shaded area.
12. **Total Operating Budget Capital (line 7):** Calculate the total of any capital items requested through the operating budget in line and enter the amount to the right of the shaded area. **Operating Budget Capital** items are those items which either have a total cost of less than \$25,000 or have an operational useful life of less than 5 years.
13. **Total Base Request (line 8):** Enter the combined total of lines five, six, and seven.
14. **Will the Department submit any Special Financial Warrant Articles?:** Indicate with an "X" in the appropriate box (YES or NO) whether any DSR5 Forms will be submitted.
15. **Does the Department depend on any Federal or State grants to provide services?:** Indicate with an "X" in the appropriate box (YES or NO) whether the Department receives or relies on any Federal or State grants to fund services or to provide resources (supplies, contractors, services, multiparty agreements, etc.) that the Department relies on to do its primary responsibilities. This should be explained in the Department narrative in the DSR1 form.
16. **Did the Department submit any requests for FY2016 for the**

replacement or upgrade of technology or software to the Finance Department?: Indicate with an "X" in the appropriate box (YES or NO) whether the Department submitted by the deadline any requests for the replacement and/or upgrade of technology and or software the Finance Department (ITC).

17. Did the Department submit any requests for FY2016 to the Department of Public Facilities to improve or upgrade a public building or facility?: Indicate with an "X" in the appropriate box (YES or NO) whether the Department submitted any requests to the Department of Public Facilities (operations) to improve or upgrade a public building or facility.

18. Recheck your work.

Department Expenditure Detail DSR2									
Department			(see instruction #1)						
Object			Description				Amount		
DSR2A									
Permanent Personnel (see instruction #2)	Last Year			Current Year			Next Year		
	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)	FT Head Count	PT Head Count	Full Time Equivalent (FTE)
Non-Budget Personnel: Will the department rely on grant/revolving fund positions to provide services? (see instruction #3)						Yes	No	FT Head Count	PT Head Count
1. Salary and Wage Permanent Positions. (see instruction #4)									
a.	PRD1 Salary and Wages Base								
b.	PRD1 Differentials (Conditions, Requirements, Shifts)								
c.	PRD1 Education								
d.	PRD1 Extra Holiday								
e.	PRD1 Longevity								
f.	PRD1 Snow Program								
g.	PRD1 Uniform								
h.	PRD1 Other Compensation								
i.	PRD1 Budget Adjustments								
							Sub Total 1		
2. Salary and Wage Seasonal & Temporary Positions (Itemized Below) (see instruction #5)									
a.	Recording Secretary								
b.	Seasonal Help								
c.	Temporary Department Coverage								
d.									
e.									
f.									
							Sub Total 2		
3. Salary and Wage Overtime (Itemized Below) (see instruction #6)									
a.	Scheduled Overtime								
b.									
c.									
d.									
e.									
f.									
							Sub Total 3		
4. Other Salary and Wage Expenses - (Itemized Below) (see instruction #7)									
a.	Incentive Programs								
b.	Pay In Lieu of Accrued Leave								
c.	Training and Development								
d.	Tuition Reimbursement								
e.									
f.									
							Sub Total 4		
5. Total Salary and Wages (1+2+3+4) (see instruction #8)									

DSR2B				
Object	Description (see instruction #9)	Amount (see instruction #10)		
Energy (521x)				
Repairs & Maintenance Services (524x - 525x)				
Rental & Leases (527X)				
Other Property Related Services (529x)				
Professional & Technical Services (530x - 531x)				
Communications (534x)				
Recreational & Cultural Services (535x)				
Other Purchased Services (538x)				
Office Supplies (542x)				
Building & Equipment Supplies (543x)				
Custodial Supplies (545x)				
Grounds Keeping Supplies (546x)				
Vehicular Supplies (548x)				
Food and Service Supplies (549x)				
Medical Supplies (550x)				
Public Works Supplies (553x)				
Other Supplies & Equipment (558x)				
Governmental Charges (569x)				
Travel & Mileage (571x - 572x)				
Dues & Subscriptions (573X)				
Other Expenses (574 X - 579x)				
6. Total Expenses (see instruction #11)				
DSR2C				
Capital Equipment Replacement (587X)				
7. Total Operating Budget Capital (see instruction #12)				
8. Total Base Request (Line 5 + Line 6 + Line 7) (see instruction #13)				
Will the Department submit any Special Financial Warrant Articles? (DSR5 Form) (see instruction #14)	YES	☐	NO	☐
Does the Department depend on any Federal or State grants to provide services? (see instruction #15)	YES	☐	NO	☐
Did the Department submit any requests for FY2016 for the replacement or upgrade of technology or software to the Finance Department? (see instruction #16)	YES	☐	NO	☐
Did the Department submit any requests for FY2016 to the Department of Public Facilities to improve or upgrade a public building or facility? (see instruction #17)	YES	☐	NO	☐
V2016				

**Performance Improvement Funding Request
DSR4 Form
Instructions**

The purpose of this form is to allow departments to submit additional operating funding requests beyond Level Service to improve, or expand services, or to address unmet needs.

1. **Department:** Fill in the name of the department and if desired the division.
2. **Title:** Provide a short title description to identify the request.
3. **Priority #:** Indicate the Department's (not a division's) priority for this request.
4. **Expenditure Classification:** Itemize the cost by the standard budget appropriation lines: Salary and Wage, Expenses, Operating Capital, and Other Costs. Other costs would be amounts that may need to be appropriated to other budgets should your request be funded. Other costs may include employee benefits for a new position, software license fees for new software application, contracted services generally provided by another department to repair, maintain, or improve the requested items (most often this would be the Public Facilities or Public Works departments), etc. If the request is for additional employees (head count or hours) provide the full time equivalent under the FTE column. The form also requests the total cost, and breakout the amount(s) of the request by the expected recurring and non-recurring (e.g., startup costs). Then calculate the total of each appropriation line under the Total column, with a grand total entered to the right of the **Total Request**.
5. **Budgetary Considerations:** Answer the 9 questions with a YES or a NO. Explain whether the request will impact other department budgets. If there are costs that would be paid from another appropriation, so state and provide an estimate of that cost (e.g., new full time position would have benefit costs which are carried in the town-wide budget group; software may have an annual licensing requirement). **Please contact the Finance and Human Resources, as appropriate, if you need assistance calculating these costs.** Please provide answers to the following questions (any **YES** response must be explained under Description and Explanation):
 1. Does this request address a goal of the Board of Selectmen or other Board or Committee?
 2. Has this request been submitted in the last three fiscal years and not funded?
 3. Are there additional costs to implement this request (except future year operating costs) that are **NOT** included in this request?
 4. Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?
 5. Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?
 6. Does the request support activities which produce revenue for the Town?
 7. If the request is not approved, will **current** Town revenues be negatively impacted?

8. Is specialized training or licensing required (beyond the initial purchase)?
9. Does this request address a documented health or safety issue?
6. **Description and Explanation:** Provide a brief narrative as to why the request is being made. Explain any significant changes affecting the department which led to this request. Priority will be given to performance requests that are directly related to department goals, the need for which can be demonstrated by performance measures and data. Explain the benefits and/or intended results. Provide a detail of the specific budget items, number of hours, position title, type of service, supplies; etc. Summarize by Town Meeting appropriation line the requested amount. Indicate whether the request is recurring, (will appear in subsequent operating budgets if approved this year), or is one-time, (not to be requested in subsequent years). The line totals are to be reported on the DSR1 form under the DSR4 column. If additional head count is requested, include an analysis of other service delivery methods explored and explain why they were not selected. You must also explain any YES answer to the questions under the **Budgetary Considerations** section (item 4) and identify any other budgetary issues which could influence the evaluation of the request.

Performance Improvement Funding Request DSR4							
Department	(see instruction #1)						
Title	(see instruction #2)				Priority	(see instruction #3)	
DSR4(see instruction #4)							
Expenditure Classification	FTE	Frequency		Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)	
1. Salary and Wage							
2. Expense							
3. Operating Capital							
4. Other Costs							
5. Total (1+2+3+4)							
Budgetary Considerations (see instruction #5)						Yes	No
Does this request address a goal of the Board of Selectmen or other Board or Committee							
Has this request been submitted in the last three fiscal years and not funded?							
Are there additional costs to implement this request (except future year operating costs) that are NOT included in this request?							
Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?							
Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?							
Does the request support activities which produce revenue for the Town?							
If the request is not approved, will current Town revenues be negatively impacted?							
Is there an increased exposure for the Town if the request is not approved?							
Is specialized training or licensing required (beyond the initial purchase)?							
Does this request address a documented health or safety issue?							
All " YES " responses must be explained in the narrative							
Description and Explanation							
(see instruction #6)							
V2016							

**Special Warrant Article Request
DSR5 Form
Instructions**

The purpose of this form is to allow departments to submit other types of financial requests that may not necessarily be part of the operating budget or qualify as a capital expenditure. This form may be used if a request requires an independent Town Meeting action (matching a grant or establishing a revolving fund), or seeks funding for a purpose that could overlap fiscal years or requires continuation of the appropriation beyond a single fiscal year (e.g., senior corps program), or seeks alternative funding such as CPA.

1. **Sponsor:** Fill in the name of the board, committee, or department seeking the request.
2. **Title:** Provide a short title description to identify the request. Should this request be added to the Warrant the Title will be the Warrant Article Title.
3. **Text of the Proposed Article:** Enter the suggested language of the warrant article to be printed. This language usually is legal and is to be drafted in a form of a motion. Should you need assistance please contact the Assistant Town Manager/Director of Finance.
4. **Article Information:** Provide a brief narrative as to why the request is being made and what the intended result. Explain any significant changes affecting the department that may have led to this request. This should be written for the layperson who may not understand the article as written or what is actually being requested.
5. **Appropriation Amount:** Enter the amount that is requested for appropriation or authorization.
6. **Special Funding Source(s):** Indicate whether the requested funding comes from sources other than the General Fund (Enterprise Fund). Please state the source(s) and amount(s) of the funds.
7. **Disclosures:** Answer all the questions and explain all "YES" answer under the Disclosure Explanation section.
 1. Has this request been submitted and not approved in previous years?
 2. Does this request address a goal of the Board of Selectmen or other Board or Committee?
 3. Is this a recurring special financial warrant article?
 4. Is this a matching grant funding request?
 5. Is this a CPA funding request?
 6. Is this a revolving fund request?
 7. Is this a lease request?
 8. Is this a pilot program request?
 9. Is this a study?
 10. Is this a program that is planned to be in place for more than one year?
 11. Is this required by a court or other jurisdictional order?
 12. Is this a personnel related request?
 13. Is this a local option acceptance request?
 14. Is this to fund a type of reserve?

Special Warrant Article Request DSR5			
Sponsor	(see instruction #1)		
Title	(see instruction #2)		
Text of the Proposed Article			
(see instruction #3)			
Article Information			
(see instruction #4)			
Appropriation Amount		(see instruction #5)	
Funding Source		(see instruction #6)	
Disclosures (see instruction #7)		YES	NO
1. Has this request been submitted and not approved in previous years?			
2. Does this request address a goal of the Board of Selectmen or other Board or Committee?			
3. Is this a recurring special financial warrant article?			
4. Is this a matching grant funding request?			
5. Is this a CPA funding request?			
6. Is this a revolving fund request?			
7. Is this a lease request?			
8. Is this a pilot program request?			
9. Is this a study?			
10. Is this a program that is planned to be in place for more than one year?			
11. Is this required by a court or other jurisdictional order?			
12. Is this a personnel related request?			
13. Is this a local option acceptance request?			
14. Is this to fund a type of reserve?			
All "YES" responses must be explained Below			
Disclosure Explanation			
(see instruction #7)			

V2016

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Appendix A

Town of Needham Account Codes			
Description	Examples	Start	End
Energy	Electric Heating Oil Natural Gas	5210	5219
Non-Energy Utilities	Sewer Water	5230	5239
Repairs & Maintenance	Building Maintenance Agreements Equipment Maintenance Agreements Outside Vehicle Maintenance & Repairs Hardware Maintenance Agreements	5240	5249
Rental & Leases	Equipment Leases Facility Leases	5270	5279
Other Property Related Services	Custodial Services Pest Control Services within a Building Snow Removal Services Solid Waste Disposal Services	5290	5299
Professional & Technical	Accounting and Auditing Services Advertising Services (Classified Advertising) Consultant & Management Services Employee Training Seminars Licensed Professional Services Legal Services Outside and Temporary Services Seminars and Training Software License & Use Agreements Technology Consulting Related Services Testing Services	5300	5319
Communications	Cable/Internet Services Delivery Services Landline Telephone Services Legal Advertisements Postage Printing & Mailing Services Telecommunications Wireless Communications	5340	5349
Recreation	Athletic Event Official Fees Entertainer, Lecturer, or Films Museum or Event Admission Fees Supervision or Instruction of Recreational Activities	5350	5359
Other Purchased Services	Animal & Pest Control Services Contracted Transportation Services Laundry and Cleaning Services Photography Services	5380	5389
Energy Supplies	Expendable Supplies Purchased to Provide Energy to Municipality not Classified Elsewhere	5410	5419
Office Supplies	Files and Folders Office Equipment & Tools Paper Stock & Forms Pens, Pencils, paper Clips, & Other Sundries Photocopying & Printing Equipment Supplies Plain Envelopes Refills Visual Aids	5420	5429
Building & Equipment Supplies	Doors Electrical Supplies Floor Covering Glass Hand Tools or Power Tools	5430	5439

Town of Needham Account Codes			
Description	Examples	Start	End
	HVAC Supplies Paint Plumbing Supplies Wall Covering Window Coverings		
Custodial Supplies	Brooms and Mops Cleaning Supplies	5450	5459
Grounds Keeping Supplies	Fertilizers Herbicides & Pesticides Loam, Grass Seed, Lime Paint for Grounds Rakes, Hoes & Other Tools Soil & Sod Trees & Shrubs	5460	5469
Vehicular Supplies	Antifreeze Batteries Gasoline, Oil & Lubricants Tires Vehicle Parts and Accessories	5480	5489
Food & Service Supplies	Non-perishables Paper Products & Serving Utensils Perishables Meal Allowance Per CBA –IRS Regulation	5490	5499
Medical Supplies	Chemicals & Solutions for Medical Purposes Drugs First Aid Kits Medical Instruments Other Medical Supplies Oxygen	5500	5509
Educational Supplies	Teaching & Testing Materials (Public School Material Only)	5510	5529
Public Works Supplies	Supplies & Materials Used for Public Works Asphalt Drinking Water Chemicals Pay-To-Throw Supplies Road and Sidewalk Materials Traffic Signals	5530	5539
Other Supplies & Equipment	Crime Prevention Firefighting Equipment Library Supplies Magazine & Newspaper Subscriptions Other Subscriptions not Classified Elsewhere Purchased Uniforms and Other Clothing Safety Boots Safety Glasses Safety Vests Technology & Data Processing	5580	5589
Governmental Charges	Governmental Fees Inter-Municipal Fees Other Governmental District Assessments	5690	5699
Travel & Mileage	Mileage Reimbursement for Work Related Use of Personal Vehicle Reimbursement for Work Related Transportation and Travel Expenses	5710	5729
Dues & Subscriptions	Professional & Technical Organizations Dues & Memberships	5730	5739
Other Expenses	Surety Bonds Veterans Benefits	5740	5790

Appendix B
(As of September 24, 2014)

Town Manager's Meeting Schedule with Department Managers Review Spending and Capital Requests (Please arrive at least 10 minutes before your scheduled time)			
Date	Location	Budget	Time
Sat 11/01/2014	Town Hall – Selectmen Chambers	Park and Recreation	08:30 AM
Sat 11/01/2014	Town Hall – Selectmen Chambers	Library	09:30 AM
Sat 11/01/2014	Town Hall – Selectmen Chambers	Municipal Lighting	10:15 AM
Sat 11/01/2014	Town Hall – Selectmen Chambers	Department of Public Works	11:00 AM
Sat 11/01/2014	Town Hall – Selectmen Chambers	Recycling and Transfer Station Enterprise	11:00 AM
Sat 11/01/2014	Town Hall – Selectmen Chambers	Sewer Enterprise including Drains	11:00 AM
Sat 11/01/2014	Town Hall – Selectmen Chambers	Water Enterprise	11:00 AM
Finish by 5:00 PM			
Mon 11/03/2014	Town Hall – Great Plain Room	Police Department	01:00 PM
Mon 11/03/2014	Town Hall – Great Plain Room	Fire Department	02:00 PM
Mon 11/03/2014	Town Hall – Great Plain Room	Building Department	03:00 PM
TUE 11/04/2014	PSAB – Charles River Room	Human Services	03:30 PM
TUE 11/04/2014	PSAB – Charles River Room	Health Department	04:30 PM
TUE 11/04/2014	PSAB – Charles River Room	Needham Public School (Capital Only)/ Department of Public Facilities (school Related Capital Only)	05:30 PM
Finish by 8:00 PM			
Wed 11/05/2014	Town Hall – Highland Room	Municipal Parking	03:00 PM
Wed 11/05/2014	Town Hall – Highland Room	Department of Public Facilities	03:30 PM
Wed 11/05/2014	Town Hall – Highland Room	Historic Commission	05:00 PM
Wed 11/05/2014	Town Hall – Highland Room	Memorial Park Trustees	05:15 PM
Wed 11/05/2014	Town Hall – Highland Room	CPC	05:45 PM
Wed 11/05/2014	Town Hall – Highland Room	Technology Capital and Fleet Replacement Capital	06:00 PM
Wed 11/05/2014	Town Hall – Highland Room	Finance Committee & Reserve Fund	07:30 PM
Finish by 8:00 PM			
Tue 11/18/2014	Town Hall – Great Plain Room	Finance Department – Budget Only	01:00 PM
Tue 11/18/2014	Town Hall – Great Plain Room	Town Clerk	02:30 PM

Town Manager's Meeting Schedule with Department Managers Review Spending and Capital Requests (Please arrive at least 10 minutes before your scheduled time)			
Date	Location	Budget	Time
Tue 11/18/2014	Town Hall – Great Plain Room	Planning Department	03:00 PM
Tue 11/18/2014	Town Hall – Great Plain Room	Community Development	03:30 PM
Tue 11/18/2014	Town Hall – Great Plain Room	Town Counsel	04:00 PM
Tue 11/18/2014	Town Hall – Great Plain Room	Personnel Board	04:30 PM
Tue 11/18/2014	Town Hall – Great Plain Room	Commission on Disabilities	05:00 PM
Wed 11/19/2014	Town Hall – Highland Room	Reserved for Follow Up	09:00 AM to 1:00 PM
TBD		Minuteman Regional High School	

DRAFT

Rosemary Pool					
Project Name	General Fund and CPA				
Source	3.50%				
Temporary Financing Rate*	7.00%				
Permanent Financing Rate**					
Project Cost Estimate	10,200,000	CPA Debt	CPA Debt	General Fund	Total
GF Estimated Share 30%	3,060,000	\$2,000,000	\$4,120,000	\$3,060,000	Estimated
CPA Estimated Share 70%	7,140,000				Debt Service
CPA Debt	6,140,000				
CPA Cash	1,000,000				
1	Approve				
2	Design				
3	Design				
4	Construction				
5	Completed				
6		\$240,000	\$164,200	\$107,100	\$347,100
7		\$233,000	\$492,000	\$369,200	\$766,400
8		\$226,000	\$477,650	\$358,350	\$1,076,350
9		\$219,000	\$463,300	\$347,500	\$1,044,150
10		\$212,000	\$448,950	\$336,650	\$1,011,950
11		\$205,000	\$434,600	\$325,800	\$979,750
12		\$198,000	\$420,250	\$314,950	\$947,550
13		\$191,000	\$405,900	\$293,250	\$915,350
14		\$184,000	\$391,550	\$282,400	\$883,150
15		\$177,000	\$377,200	\$271,550	\$850,950
16		\$170,000	\$362,850	\$260,700	\$818,750
17		\$163,000	\$348,500	\$249,850	\$786,550
18		\$156,000	\$334,150	\$234,000	\$754,350
19		\$149,000	\$319,800	\$223,500	\$717,150
20		\$142,000	\$305,450	\$213,000	\$685,300
21		\$135,000	\$291,100	\$202,500	\$653,450
22		\$128,000	\$276,750	\$192,000	\$621,600
23		\$121,000	\$262,400	\$181,500	\$589,750
24		\$114,000	\$248,050	\$171,000	\$557,900
25		\$107,000	\$233,700	\$160,500	\$526,050
			\$219,350		\$394,200
					\$219,350
		\$3,470,000	\$7,277,700	\$5,399,400	\$16,147,100

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Property Purchase for Hillside School

Debt Exclusion

2,250,000

20

3.50%

7.00%

Project Name

Source

Amount

Years

Temporary Financing Rate*

Permanent Financing Rate**

Cost 2,250,000

MSBA Share 2,250,000

Net

Fiscal Year	Principal Payments	Interest Payments	Debt Service	Principal Payments	Interest Payments	Debt Service	Combine	ASFH*
1	115,000	157,500	272,500	115,000	157,500	272,500	272,500	\$25
2	115,000	149,450	264,450	115,000	149,450	264,450	264,450	\$25
3	115,000	141,400	256,400	115,000	141,400	256,400	256,400	\$24
4	115,000	133,350	248,350	115,000	133,350	248,350	248,350	\$23
5	115,000	125,300	240,300	115,000	125,300	240,300	240,300	\$22
6	115,000	117,250	232,250	115,000	117,250	232,250	232,250	\$22
7	115,000	109,200	224,200	115,000	109,200	224,200	224,200	\$21
8	115,000	101,150	216,150	115,000	101,150	216,150	216,150	\$20
9	115,000	93,100	208,100	115,000	93,100	208,100	208,100	\$19
10	115,000	85,050	200,050	115,000	85,050	200,050	200,050	\$19
11	115,000	77,000	192,000	115,000	77,000	192,000	192,000	\$18
12	115,000	68,950	183,950	115,000	68,950	183,950	183,950	\$17
13	115,000	60,900	175,900	115,000	60,900	175,900	175,900	\$16
14	115,000	52,850	167,850	115,000	52,850	167,850	167,850	\$16
15	115,000	44,800	159,800	115,000	44,800	159,800	159,800	\$15
16	115,000	36,750	141,750	115,000	36,750	141,750	141,750	\$13
17	105,000	29,400	134,400	105,000	29,400	134,400	134,400	\$13
18	105,000	22,050	127,050	105,000	22,050	127,050	127,050	\$12
19	105,000	14,700	119,700	105,000	14,700	119,700	119,700	\$11
20	105,000	7,350	112,350	105,000	7,350	112,350	112,350	\$10
21	105,000			105,000				
Totals	2,250,000	1,627,500	3,877,500	2,250,000	1,627,500	3,877,500	3,877,500	\$362

CF

October 7, 2014

DRAFT

DPW (Parcel 74)

Project Name
Source
Amount
Temporary Financing Rate*
Permanent Financing Rate**

Debt Exclusion
17,670,000
3.50%
7.00%

Fiscal Year	Principal Payments	Interest Payments	Debt Service	Principal Payments	Interest Payments	Debt Service	Combine	ASFH*
Cost	47,700,000							
MSBA Share	47,700,000							
Net								
1				930,000	618,450	1,548,450	1,548,450	\$145
2				930,000	1,171,800	2,101,800	3,152,850	\$294
3				930,000	1,106,700	2,036,700	5,638,800	\$526
4				930,000	1,041,600	1,971,600	5,468,700	\$510
5				930,000	976,500	1,906,500	5,298,600	\$494
6				930,000	911,400	1,841,400	5,128,500	\$479
7				930,000	846,300	1,776,300	4,958,400	\$463
8				930,000	781,200	1,711,200	4,788,300	\$447
9				930,000	716,100	1,646,100	4,618,200	\$431
10				930,000	651,000	1,581,000	4,448,100	\$415
11				930,000	585,900	1,515,900	4,278,000	\$399
12				930,000	520,800	1,450,800	4,107,900	\$383
13				930,000	455,700	1,385,700	3,937,800	\$367
14				930,000	390,600	1,320,600	3,767,700	\$352
15				930,000	325,500	1,255,500	3,597,600	\$336
16				930,000	260,400	1,190,400	3,427,500	\$320
17				930,000	195,300	1,125,300	3,257,400	\$304
18				930,000	130,200	1,060,200	3,087,300	\$288
19				930,000	65,100	995,100	2,917,200	\$272
20							1,817,100	\$170
21							1,712,100	\$160
22							1,607,100	\$150
23							32,100	\$3
24								
Totals	30,030,000	23,145,150	53,175,150	17,670,000	11,750,550	29,420,550	82,595,700	\$7,708

CF

October 7, 2014

DRAFT

Modular at DeFazio

Project Name

Source

Amount

Temporary Financing Rate*

Permanent Financing Rate**

Debt Exclusion
10,000,000
3.50%
7.00%

Cost 20,100,000

MSBA Share 20,100,000

Net

Fiscal Year	Principal Payments	Interest Payments	Debt Service	Principal Payments	Interest Payments	Debt Service	Combine	ASFH*
1		671,650	671,650		350,000	350,000	350,000	\$33
2		707,000	1,212,000	500,000	700,000	1,200,000	1,871,650	\$175
3		671,650	1,176,650	500,000	665,000	1,165,000	2,377,000	\$222
4	505,000	636,300	1,141,300	500,000	630,000	1,130,000	2,306,650	\$215
5	505,000	600,950	1,105,950	500,000	595,000	1,095,000	2,236,300	\$209
6	505,000	565,600	1,070,600	500,000	560,000	1,060,000	2,165,950	\$202
7	505,000	530,250	1,035,250	500,000	525,000	1,025,000	2,095,600	\$196
8	505,000	494,900	999,900	500,000	490,000	990,000	2,025,250	\$189
9	505,000	459,550	964,550	500,000	455,000	955,000	1,954,900	\$182
10	505,000	424,200	929,200	500,000	420,000	920,000	1,884,550	\$176
11	505,000	388,850	893,850	500,000	385,000	885,000	1,814,200	\$169
12	505,000	353,500	858,500	500,000	350,000	850,000	1,743,850	\$163
13	505,000	318,150	823,150	500,000	315,000	815,000	1,673,500	\$156
14	505,000	282,800	787,800	500,000	280,000	780,000	1,603,150	\$150
15	505,000	247,450	752,450	500,000	245,000	745,000	1,532,800	\$143
16	505,000	212,100	717,100	500,000	210,000	710,000	1,462,450	\$136
17	505,000	176,750	681,750	500,000	175,000	675,000	1,392,100	\$130
18	505,000	141,400	646,400	500,000	140,000	640,000	1,321,750	\$123
19	505,000	106,050	611,050	500,000	105,000	605,000	1,251,400	\$117
20	505,000	70,700	575,700	500,000	70,000	570,000	1,181,050	\$110
21	505,000	35,350	540,350	500,000	35,000	535,000	1,110,700	\$104
22							540,350	\$50
23								
Totals	10,100,000	8,095,150	18,195,150	10,000,000	7,700,000	17,700,000	35,895,150	\$3,350

CF

October 7, 2014

DRAFT

Hillside School

Project Name

Source

Amount

Years

Temporary Financing Rate*

Permanent Financing Rate**

Debt Exclusion

18,500,000

20

3.50%

7.00%

Debt Exclusion

19,930,000

20

3.50%

7.00%

Cost 54,900,000

MSBA Share 16,470,000

Net 38,430,000

Fiscal Year	Principal Payments	Interest Payments	Debt Service	Principal Payments	Interest Payments	Debt Service	Combine	ASFH*
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Feasibility

Design

Construction

Complete

1
2
3
4
5
6
7
8
9
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11
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19
20
21
22
23
24

1,000,000	697,550	1,395,100	697,550	925,000	647,500	647,500	647,500	\$60
1,000,000	1,325,100	1,325,100	2,395,100	925,000	1,295,000	2,220,000	2,917,550	\$272
1,000,000	1,255,100	1,255,100	2,325,100	925,000	1,230,250	2,155,250	4,550,350	\$425
1,000,000	1,185,100	1,185,100	2,255,100	925,000	1,165,500	2,090,500	4,415,600	\$412
1,000,000	1,115,100	1,115,100	2,185,100	925,000	1,100,750	2,025,750	4,280,850	\$400
1,000,000	1,045,100	1,045,100	2,115,100	925,000	1,036,000	1,961,000	4,146,100	\$387
1,000,000	975,100	975,100	1,975,100	925,000	971,250	1,896,250	4,011,350	\$374
1,000,000	905,100	905,100	1,905,100	925,000	906,500	1,831,500	3,876,600	\$362
1,000,000	835,100	835,100	1,835,100	925,000	841,750	1,766,750	3,741,850	\$349
1,000,000	765,100	765,100	1,765,100	925,000	777,000	1,702,000	3,607,100	\$337
1,000,000	695,100	695,100	1,695,100	925,000	712,250	1,637,250	3,472,350	\$324
995,000	625,100	625,100	1,620,100	925,000	647,500	1,572,500	3,337,600	\$311
995,000	555,450	555,450	1,550,450	925,000	582,750	1,507,750	3,202,850	\$299
995,000	485,800	485,800	1,480,800	925,000	518,000	1,443,000	3,063,100	\$286
995,000	416,150	416,150	1,411,150	925,000	453,250	1,378,250	2,928,700	\$273
990,000	346,500	346,500	1,336,500	925,000	388,500	1,313,500	2,794,300	\$261
990,000	277,200	277,200	1,267,200	925,000	323,750	1,248,750	2,659,900	\$248
990,000	207,900	207,900	1,197,900	925,000	259,000	1,184,000	2,520,500	\$235
990,000	138,600	138,600	1,128,600	925,000	194,250	1,119,250	2,386,450	\$223
990,000	69,300	69,300	1,059,300	925,000	129,500	1,054,500	2,252,400	\$210
					64,750	989,750	2,118,350	\$198
							1,059,300	\$99

Totals	19,930,000	15,315,650	35,245,650	18,500,000	14,245,000	32,745,000	67,990,650	\$6,345
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CF

October 7, 2014

DRAFT

Project Name

Source

Amount

Years

Temporary Financing Rate*

Permanent Financing Rate**

New Pubic Safety Building

Debt Exclusion

20,000,000

20

3.50%

7.00%

Debt Exclusion

17,200,000

20

3.50%

7.00%

Cost 37,200,000

Net 37,200,000

Fiscal Year	Principal Payments	Interest Payments	Debt Service	Principal Payments	Interest Payments	Debt Service	Combine	ASFH*
1		700,000	700,000	860,000	602,000	602,000	602,000	\$56
2		1,050,000	1,050,000	860,000	1,204,000	2,064,000	2,764,000	\$258
3		1,400,000	2,400,000	860,000	1,143,800	2,003,800	3,053,800	\$285
4	1,000,000	1,330,000	2,330,000	860,000	1,083,600	1,943,600	4,343,600	\$405
5	1,000,000	1,260,000	2,260,000	860,000	1,023,400	1,883,400	4,213,400	\$393
6	1,000,000	1,190,000	2,190,000	860,000	963,200	1,823,200	4,083,200	\$381
7	1,000,000	1,120,000	2,120,000	860,000	903,000	1,763,000	3,953,000	\$369
8	1,000,000	1,050,000	2,050,000	860,000	842,800	1,702,800	3,822,800	\$357
9	1,000,000	980,000	1,980,000	860,000	782,600	1,642,600	3,692,600	\$345
10	1,000,000	910,000	1,910,000	860,000	722,400	1,582,400	3,562,400	\$332
11	1,000,000	840,000	1,840,000	860,000	662,200	1,522,200	3,432,200	\$320
12	1,000,000	770,000	1,770,000	860,000	602,000	1,462,000	3,302,000	\$308
13	1,000,000	700,000	1,700,000	860,000	541,800	1,401,800	3,171,800	\$296
14	1,000,000	630,000	1,630,000	860,000	481,600	1,341,600	3,041,600	\$284
15	1,000,000	560,000	1,560,000	860,000	421,400	1,281,400	2,911,400	\$272
16	1,000,000	490,000	1,490,000	860,000	361,200	1,221,200	2,781,200	\$260
17	1,000,000	420,000	1,420,000	860,000	301,000	1,161,000	2,651,000	\$247
18	1,000,000	350,000	1,350,000	860,000	240,800	1,100,800	2,520,800	\$235
19	1,000,000	280,000	1,280,000	860,000	180,600	1,040,600	2,390,600	\$223
20	1,000,000	210,000	1,210,000	860,000	120,400	980,400	2,260,400	\$211
21	1,000,000	140,000	1,140,000	860,000	60,200	920,200	2,130,200	\$199
22	1,000,000	70,000	1,070,000				1,140,000	\$106
23							1,070,000	\$100
Totals	20,000,000	16,450,000	36,450,000	17,200,000	13,244,000	30,444,000	66,894,000	\$6,243

CF

October 7, 2014

DRAFT

Mitchell School

Project Name

Source

Amount

Years

Temporary Financing Rate**

Permanent Financing Rate**

Debt Exclusion

20,000,000

20

3.50%

7.00%

Debt Exclusion

23,820,000

20

3.50%

7.00%

Cost 62,600,000

MSBA Share 18,780,000

Net 43,820,000

Fiscal Year	Principal Payments	Interest Payments	Debt Service	Principal Payments	Interest Payments	Debt Service	Combine	ASFH*
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
Totals	23,820,000	19,577,250	43,397,250	20,000,000	15,400,000	35,400,000	78,797,250	\$7,354

October 7, 2014



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

MEETING DATE: 10/14/2014

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At this time, the Town Manager will update the Board on issues not covered on agenda, as needed.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) none			



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

MEETING DATE: 10/14/2014

Agenda Item	Boston MPO Municipal Election
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Board members may wish to discuss items related to the Boston MPO Municipal Elections.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: Move that the Board vote to authorize the Chairman to designate Moe Handel to cast ballots for Michael P. Cahill, Mayor, City of Beverly, Dennis P. Crowley, Chairman, Medway Board of Selectmen, Carlo DeMaria, Mayor, City of Everett, and Joseph N. Pato, Chairman, Lexington Board of Selectmen at the MPO election on October 29, 2014.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
1.) Letter dated August 4, 2011 from MAPC 2.) Statements of Candidacy 3.) 2014 MPO Absentee Ballot			



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

October 9, 2014

TO: Chief Elected Officials

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2014 MPO Ballot, the candidates' statements of candidacy, and the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

This year there are four (4) municipal open seats on the MPO. The Town of Lexington is running unopposed for the At-Large Town seat. The City of Everett is running unopposed for the At-Large City Seat. The City of Beverly is running unopposed for the North Shore Task Force seat. The town of Medway is running unopposed for the South West Advisory Planning Committee seat.

Key Dates and Locations:

October 28, 2014	Absentee Ballots Due 5:00 PM delivered by mail or in person (<u>No Fax or Email</u>) to: BOSTON REGION MPO ELECTIONS Metropolitan Area Planning Council <i>60 Temple Place, 6th Floor</i> <i>Boston, MA 02111</i>
October 29, 2014	MPO Municipal Election At MAPC Fall Council Meeting, 9:00AM Marriott Courtyard; 275 Tremont St; Boston 02116

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 101 municipalities in the Boston region, for each open seat (there are 4 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on October 29, 2014 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, October 28, 2014.
3. By a designee, in-person, on October 29, 2014 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the two open MPO seats (for a total of 4 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 9:00 AM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 12 noon on Friday October 31, 2014.

First MPO Meeting:

The Boston Region MPO regularly meets at 10:00 AM on the first and third Thursdays of every month. Candidates that are elected to the MPO are asked to plan to attend their first MPO meeting on November 6, 2014 at 10:00 AM. The meeting is estimated to last two hours but may last longer. It will be held in conference rooms 2 and 3 in the State Transportation Building, 10 Park Plaza, Boston. If you have questions about the meeting, please contact Pam Wolfe, Manager, Certification Activities, 617-973-7141 or pwolfe@ctps.org

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.



CITY of BEVERLY
OFFICE of the MAYOR

191 Cabot Street
Beverly, Massachusetts 01915
Phone (978) 921-6000
Fax (978) 922-0285

Mayor

Michael P. Cabill

Chief of Staff

Kevin Harutunian

Executive Secretary

Martha A. Lewis

STATEMENT OF QUALIFICATIONS

I am a life long North Shore resident bringing over 20 years of experience working to promote North Shore regional priorities, ten of those years serving as the State Representative for the City of Beverly. I will bring a strong commitment to working collaboratively and effectively as an advocate for the infrastructure needs of the North Shore Task Force region.

The City of Beverly is uniquely situated at the intersection of the North Shore and Cape Ann. The region is characterized by a mix of community types from regional urban hubs, as defined in MAPC in MetroFuture, to suburban and rural communities. Beverly is itself a microcosm of the region with a compact mixed-use downtown served by multiple transportation options, commercial suburban centers and office parks to neighborhoods rural in character. The City benefits from hosting five commuter rail stations and is well served by regional transportation infrastructure including route 128 and the Beverly Municipal Airport. Our experiences in Beverly lend a unique perspective that aligns with many of the region's transportation needs.

Transportation planning and investment are critical components to providing a high quality of life to the residents and in successfully growing the economies of communities in the NSTF area. It is my view that transportation needs to be viewed in the context of land use and economic growth and should be considered regionally to efficiently and equitably utilize transportation funding. I will be an engaged board member and a strong advocate for projects that are important for each community and region.

2014 MPO Statement of Candidacy

At-Large City

Municipality: City of Everett

Chief Elected Official: Carlo DeMaria, Mayor

It is with great pleasure that I formally announce my candidacy for election to the Metropolitan Planning Organization (MPO) as the At-Large City candidate.

The City of Everett has been an active member of the MPO for nearly fifteen years. During my time as part of the MPO, I have worked closely with other members on the development of the Transportation Improvement Program (TIP), the Long Range Transportation Plan, and other important transportation initiatives for our communities and our region. In addition, I serve on the Congestion Management Committee and previously served on the Unified Planning Work Program Committee, and the TIP Criteria Subcommittee. I strongly believe that my past experience allows me to be a well-educated representative working for you and our region.

As the Mayor of Everett, I am particularly aware of the transportation issues we face within our communities and region. One of my major priorities will be to continue to support transportation projects that help address mobility and connectivity needs, foster economic development, improve safety, and enhance community livability while supporting responsible environmental stewardship, and sustainable land use and development patterns.

For all these reasons it will be my great privilege to continue to represent all of the 101 municipalities in our region, and I look forward to working with you and your staff on future transportation issues.

Thank you in advance for your consideration.

Lexington seeks re-election to the Boston MPO

Lexington is seeking to be re-elected to the Boston MPO at-large Town membership that will begin in November, 2014. Lexington was elected to this three year position in 2011, and has made positive contributions to the MPO regional transportation planning and programming activities and results. Lexington has a 100 % attendance/participation record at MPO meetings.

As a whole, Lexington continues its deep interest and significant record in regional transportation issues. Lexington is bisected by Route 128 and is at the edge of the T's service area. Our residents (and thousands of others who work in Lexington) rely on both transit and roadway infrastructure to get around the metropolitan area. We are oriented equally towards both Boston and to the outer suburbs. As a MAGIC subregion member, we understand transportation needs of developing and mature suburbs.

Lexington is at the forefront in local transit services and bikeways, especially in our local Lexpress mini-bus system, and the Minuteman Commuter Bikeway. Lexington collaborates with area towns in improving inter-town transit services, and participates in public/private partnerships.

Joe Pato, Selectmen Chair, will continue to designate Richard Canale, Planning Board member, to represent Lexington. Richard, the current designee to the Boston MPO, is a former Advisory Council chair, and served on the Boston MPO (FFY02/03) as the Council's representative. He directly understands MPO member responsibilities and need for regional collaboration/solutions. He impartially represents all 101 MPO communities while ensuring that the needs and voices of the 78 MPO towns are fairly represented. Richard advocates for strong public participation, equity, transparency, and consistency.

Richard Canale
Lexington Planning Board Member
Lexington designee to the MPO
(781) 861-0287
richard.canale@gmail.com

Joseph N. Pato
Lexington Selectmen Chair
Chief Elected Official
(781) 698-4580
Selectmen@lexingtonma.gov

September 4, 2014

2014 MPO Absentee Ballot

The MPO Election will be held on Wednesday, October 29, 2014
At MAPC Fall Council Meeting, 9:00 AM
Marriott Courtyard; 275 Tremont St; Boston 02116

**Absentee ballots must be delivered by October 28, 2014
via mail or in person (No Fax or Email) by 5 PM to:**
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Chief Elected Official may:

Vote for only one from the North Shore Task Force

☒ Beverly Michael P. Cahill, Mayor

Vote for only one from the South West Advisory Planning Committee

☒ Medway Dennis P. Crowley, Chair Board of Selectmen

Vote for only one At-Large City

☒ Everett Carlo DeMaria, Mayor

Vote for only one At-Large Town

☒ Lexington Joseph N. Pato, Chair Board of Selectmen

Municipality Needham Chief Elected Official _____
(Signature)

John Bulian
(Print or type name)

(see back for more information)

Fill this box out only if you (Mayor or Chair Board of Selectman) are appointing someone to vote in your place in person on October 29th at the MAPC Fall Council Meeting.

Designation of alternate (by Mayor or Chair Board of Selectman):	
I hereby authorize <u>Moe Handel</u> (name)	to cast the ballot for <u>Needham</u> (municipality)
_____ Chief Elected Official (signature)	<u>10-14-2014</u> Date



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

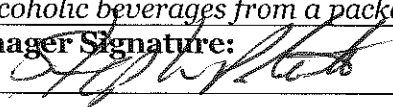
MEETING DATE: 10/14/2014

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		

pd. cash 9/29/14

**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)	Stephen P. Tocchelli		
Event Manager Address	83 Montan ST		
Event Manager Phone Number	781-444-9677		
Organization Representing (if applicable)	Village Club		
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	Wedding		
Date of Event	10/4/14		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:		TO:
		6	12
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/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?			
150			
Name & address of event location. Please attach proof of permission to use this facility.			
83 Montan ST			
Who will be serving the alcohol to your guests?			
Village Club Chris Williams			
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).			
Chris Williams			
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.			
on file			
☒ 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:
			9/29/14

pd. cash 9/29/14

**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)	Stephen Potocchetti		
Event Manager Address	83 Montrose St		
Event Manager Phone Number	781-444-9677		
Organization Representing (if applicable)	Village Club		
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	Parent Talk		
Date of Event	11/21/14		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:		TO:
		6	12
Are tickets being sold in advance for this event?	☐ YES	\$	/per ticket ☒ NO
Is there an admission fee for this event?	☐ YES	\$	/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?	150		
Name & address of event location. Please attach proof of permission to use this facility.			
Village Club 83 Montrose St			
Who will be serving the alcohol to your guests?			
Matt Lannen Chris Williams			
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).			
Matt Lannen Chris Williams			
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.			
on site			
☒ 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:
Stephen Potocchetti			9/29/14

pd. cash 9/29/14

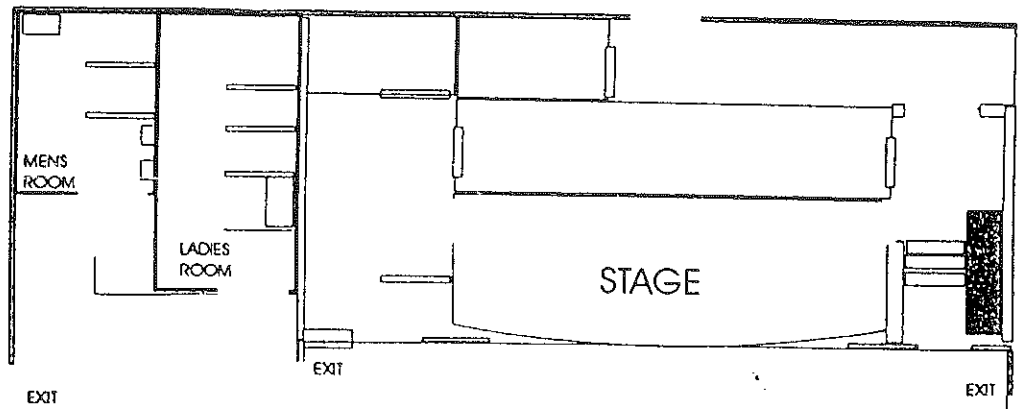
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Stephen P. Rochelli		
Event Manager Address	83 Montan ST		
Event Manager Phone Number	781-444-9477		
Organization Representing (if applicable)	Village Club		
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	1984 Class Reunion		
Date of Event	11/29/14		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:		TO:
		6	12
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/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?			
150			
Name & address of event location. Please attach proof of permission to use this facility.			
Village Club 83 Montan ST			
Who will be serving the alcohol to your guests?			
Chris Williams			
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).			
Chris Williams			
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.			
on site			
☒ 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:
[Signature]			9/29/14

getTIPS
TIPS On Premise 2.0 SSN: XXX-XX-XX-XX
Issued: 5/28/2013 Expires: 5/28/2016
ID#: 3481972 D.O.B: XXXX/XX/XX

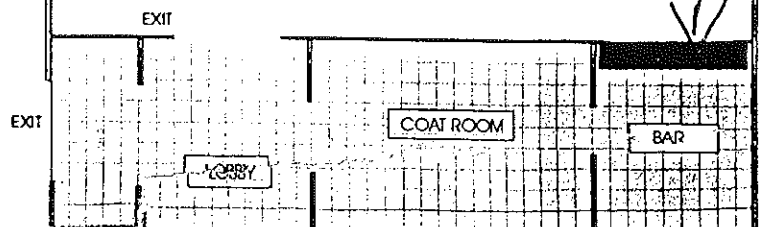
Chris R Williams
16 August Way
Needham, MA 02494-1338

For service visit us online at www.gettips.com



The Village Club
HIGHLANDVILLE HALL
Needham, Ma

HIGHLANDVILLE
HALL
60' X 40'



ALL ALCAHOL SERVED HERE

**WARRANT FOR THE
STATE ELECTION**
The Commonwealth of Massachusetts
TUESDAY, NOVEMBER 4, 2014

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the State Election to vote at their respective voting places in said Town, namely: `

PRECINCT A – The Center at the Heights
PRECINCT B – The Center at the Heights
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Broadmeadow School - Performance Ctr.

PRECINCT F – Needham High School - Gymnasium
PRECINCT G – Needham High School - Gymnasium
PRECINCT H – Broadmeadow School - Performance Ctr.
PRECINCT I – Wm. Mitchell School - Gymnasium
PRECINCT J – Wm. Mitchell School – Gymnasium

**ON TUESDAY, THE FOURTH DAY
OF NOVEMBER, 2014**

From 7:00 A.M. to 8:00 P.M. for the following purposes:

To cast their votes in the State Election for the candidates for the following offices and questions:

SENATOR IN CONGRESS	For this Commonwealth
GOVERNOR AND LIEUTENANT GOVERNOR	For this Commonwealth
ATTORNEY GENERAL	For this Commonwealth
SECRETARY OF STATE	For this Commonwealth
TREASURER AND RECEIVER GENERAL	For this Commonwealth
AUDITOR	For this Commonwealth
REPRESENTATIVE IN CONGRESS	Fourth District
COUNCILLOR	Second District
SENATOR IN GENERAL COURT	For Norfolk, Bristol and Middlesex Senatorial District (Precincts A, B, C, I, and J)
SENATOR IN GENERAL COURT	For Norfolk and Suffolk Senatorial District (Precincts D, E, F, G, and H)
REPRESENTATIVE IN GENERAL COURT	Thirteenth Norfolk District
DISTRICT ATTORNEY	Norfolk District
REGISTER OF PROBATE	Norfolk County
COUNTY TREASURER	Norfolk County
COUNTY COMMISSIONER	Norfolk County

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon.

A YES VOTE would eliminate the requirement that the state's gas tax be adjusted annually based on the Consumer Price Index.

A NO VOTE would make no change in the laws regarding the gas tax.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would expand the state's beverage container deposit law, also known as the Bottle Bill, to require deposits on containers for all non-alcoholic non-carbonated drinks in liquid form intended for human consumption, except beverages primarily derived from dairy products, infant formula, and FDA approved medicines. The proposed law would not cover containers made of paper-based biodegradable material and aseptic multi-material packages such as juice boxes or pouches.

The proposed law would require the state Secretary of Energy and Environmental Affairs (EEA) to adjust the container deposit amount every five years to reflect (to the nearest whole cent) changes in the consumer price index, but the value could not be set below five cents.

The proposed law would increase the minimum handling fee that beverage distributors must pay dealers for each properly returned empty beverage container, which was $2\frac{1}{4}$ cents as of September 2013, to $3\frac{1}{2}$ cents. It would also increase the minimum handling fee that bottlers must pay distributors and dealers for each properly returned empty reusable beverage container, which was 1 cent as of September 2013, to $3\frac{1}{2}$ cents. The Secretary of EEA would review the fee amounts every five years and make appropriate adjustments to reflect changes in the consumer price index as well as changes in the costs incurred by redemption centers. The proposed law defines a redemption center as any business whose primary purpose is the redemption of beverage containers and that is not ancillary to any other business.

The proposed law would direct the Secretary of EEA to issue regulations allowing small dealers to seek exemptions from accepting empty deposit containers. The proposed law would define small dealer as any person or business, including the operator of a vending machine, who sells beverages in beverage containers to consumers, with a contiguous retail space of 3,000 square feet or less, excluding office and stock room space; and fewer than four locations under the same ownership in the Commonwealth. The proposed law would require that the regulations consider at least the health, safety, and convenience of the public, including the distribution of dealers and redemption centers by population or by distance or both.

The proposed law would set up a state Clean Environment Fund to receive certain unclaimed container deposits. The Fund would be used, subject to appropriation by the state Legislature, to support programs such as the proper management of solid waste, water resource protection, parkland, urban forestry, air quality and climate protection.

The proposed law would allow a dealer, distributor, redemption center or bottler to refuse to accept any beverage container that is not marked as being refundable in Massachusetts.

The proposed law would take effect on April 22, 2015.

A YES VOTE would expand the state's beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would (1) prohibit the Massachusetts Gaming Commission from issuing any license for a casino or other gaming establishment with table games and slot machines, or any license for a gaming establishment with slot machines; (2) prohibit any such casino or slots gaming under any such licenses that the Commission might have issued before the proposed law took effect; and (3) prohibit wagering on the simulcasting of live greyhound races.

The proposed law would change the definition of "illegal gaming" under Massachusetts law to include wagering on the simulcasting of live greyhound races, as well as table games and slot machines at Commission-licensed casinos, and slot machines at other Commission-licensed gaming establishments. This would make those types of gaming subject to

existing state laws providing criminal penalties for, or otherwise regulating or prohibiting, activities involving illegal gaming.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.

A NO VOTE would make no change in the current laws regarding gaming.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

Employees who work for employers having eleven or more employees could earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers could earn and use up to 40 hours of unpaid sick time per calendar year.

An employee could use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees would earn one hour of sick time for every 30 hours worked, and would begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees could begin to use earned sick time on the 90th day after hire.

The proposed law would cover both private and public employers, except that employees of a particular city or town would be covered only if, as required by the state constitution, the proposed law were made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time would be compensated at the same hourly rate paid to the employee when the sick time is used.

Employees could carry over up to 40 hours of unused sick time to the next calendar year, but could not use more than 40 hours in a calendar year. Employers would not have to pay employees for unused sick time at the end of their employment. If an employee missed work for a reason eligible for earned sick time, but agreed with the employer to work the same number of hours or shifts in the same or next pay period, the employee would not have to use earned sick time for the missed time, and the employer would not have to pay for that missed time. Employers would be prohibited from requiring such an employee to work additional hours to make up for missed time, or to find a replacement employee.

Employers could require certification of the need for sick time if an employee used sick time for more than 24 consecutively scheduled work hours. Employers could not delay the taking of or payment for earned sick time because they have not received the certification. Employees would have to make a good faith effort to notify the employer in advance if the need for earned sick time is foreseeable.

Employers would be prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights.

The proposed law would not override employers' obligations under any contract or benefit plan with more generous provisions than those in the proposed law. Employers that have their own policies providing as much paid time off, usable for the same purposes and under the same conditions, as the proposed law would not be required to provide additional paid sick time.

The Attorney General would enforce the proposed law, using the same enforcement procedures applicable to other state wage laws, and employees could file suits in court to enforce their earned sick time rights. The Attorney General would have to prepare a multilingual notice regarding the right to earned sick time, and employers would be required to post the

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

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN

Event Manager Name (Name that will appear on license)	Christine Burke		
Event Manager Address	Baker's Best, 150 Gould St. Needham		
Event Manager Phone Number	617-332-4588		
Organization Representing (if applicable)	Needham Community Council		
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: <u>IRS exemption letter</u>		
Name of Event	Donor Reception		
Date of Event	December 11, 2014		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	6:00 pm	7:30 pm	
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/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?	50		
Name & address of event location. Please attach proof of permission to use this facility.			
Copley motorcars - 37 Chestnut St. Needham, 02492			
Who will be serving the alcohol to your guests?			
Christine Burke			
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).			
Christine Burke - Certificate attached			
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.			
Guests will be served wine in a glass.			
☒ 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:		
Christine Burke	10-7-2014		

2014 OCT -7 A 9:41
02494



We cordially invite you
to attend a reception to thank major
donors of the
Needham Community Council

Hosted by Stu and Caren Carpenter
Copley Motorcars
37 Chestnut Street Needham, MA

Thursday, December 11, 2014
6-7:30 p.m.

Wine • Appetizers • Music
Conversation with Friends
CARS! CARS! CARS!



The Needham Community Council is a private non-profit organization which supports people in Needham who have under-met health, educational or social needs and promotes volunteerism, community & a sense of shared responsibility.

~

Kindly RSVP to
office@needhamcommunitycouncil.org
or 781-444-2415

TIPS	eTIPS On Premise 2.0	SSN:	XXX-XX-XXXX
Issued:	12/27/2012	Expires:	12/27/2015
ID#:	3380492	D.O.B.:	XXXX/XXXX
Christine M. Burke Bakers' Best, Inc. 150 Gould St Needham, MA 02494-2330			
For service visit us online at www.gettips.com			

Copley Motorcars Corp.
37 Chestnut Street
Needham, Massachusetts 02492
781-444-4646 (t) ~ 781-444-4406 (f)

October 6, 2014

Please be advised that we have given permission to the Needham Community Council for a donor reception that we are hosting on Thursday night December 11, 2014, at our place of business, Copley Motorcars Corp., 37 Chestnut Street, Needham, MA, 02492.



Caren W. Carpenter



Stuart A. Carpenter

Calls = Back warehouse = Cars

musicians

car

Bathroom

table

table

table

table

car

car

Bartender
wine table

Food & plates & utensils

front door

**Town of Needham
Board of Selectmen
Minutes for September 23, 2014
Selectmen's Chamber
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens:
David Gotthelf, 27 Perry Drive, spoke with the Board about quality of life vs. construction when building a new home. He said he is concerned with noise and excessive/extraordinary construction. He suggested notifying neighbors and shortened work hours when noise levels are going to be high.
- 7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- 7:00 p.m. Mr. Handel presented three Certificates of Appreciation to people who worked to bring Needham's Dog Park to fruition. He recognized the volunteers on the Dog Park Committee including, John Bulian, Board of Selectmen, Sandy Cincotta, Support Services Manager, and Edward Olsen, Parks and Forestry Superintendent.
- 7:03 p.m. Public Hearing - Lighttower Fiber Networks Petition for A Street:
Mark Vegnani, Lighttower Fiber Networks appeared before the Board requesting permission to install 217 feet of 4" PVC communication conduit and other supporting and protecting equipment from existing NSTAR MH#28548 on the north side of A Street to the building at 110 A Street. The conduit will be installed by Lighttower and will serve to provide telecommunication service to the business at 110 A Street from the Lighttower Network.
- Mr. Bulian invited public comment. No comments were made.
- Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Lighttower Fiber Networks to install 217 feet of 4" PVC communication conduit and other supporting and protecting equipment from existing NSTAR MH#28548 on the north side of A Street to the building at 110 A Street. The conduit will be installed by Lighttower and will serve to provide telecommunication service to the business at 110 A Street from the Lighttower network.**
- Second: Mr. Borrelli. Unanimously approved 5-0.**
- 7:05 p.m. Public Hearing - Comcast Corporation Petition for B Street:
Manuel Furtado, Comcast Corporation appeared before the Board requesting permission to install approximately 210 feet of 3" PVC in grass from existing vault located at 30 B Street to private property located at 9 B Street.

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

Motion by Mr. Borrelli that the Board of Selectmen approve and sign a petition from Comcast Corporation to install approximately 220' of 3" PVC in grass from existing vault located at 30 B Street to private property located at 9 B Street.

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

7:07 p.m.

Legislative Update:

Denise Garlick, State Representative, 13th Norfolk District appeared before the Board with an update on the Legislative accomplishments over the past year and provided a forecast for the year ahead. Ms. Garlick introduced Amanda Bernardo, Legislative Aide for her office and Joe Bergeron, Needham resident, interning for her office this fall.

Ms. Garlick said she thanks the people of Needham for the privilege of serving as State Representative. She said Needham is a community she loves very much, and is proud to represent. Ms. Garlick commented the Town of Needham is the most well managed town in the Commonwealth, with other communities stunned at the many accomplishments in Needham.

Ms. Garlick presented a Powerpoint presentation to the Board. She noted she is the Vice Chair, Joint Committee on Education, a member of the Joint Committee on Mental Health and Substance Abuse, and a member of the Joint Committee on Public Health. Ms. Garlick commented on Town of Needham Constituent Services, Budget, and Legislation in the Norfolk District.

Ms. Garlick discussed Constituent Services and various legislation including, 'An Act Establishing a Highway Buffer Zone in the Town of Needham' noting unanimous support in the House of Representative and Senate. She commented however, the bill was not approved by Governor Patrick. She said she is anxious to re-file legislation in January 2015, and to make the case for the health and safety of residents in the Greendale Avenue area. Ms. Garlick also commented on the Needham Rail Trail and the securing of \$70,000 to complement the Town's effort. Ms. Garlick spoke about an 'An Act Relative to Vegetation Management Plans', noting the ongoing concern. She said the work done by Needham regarding NSTAR's proposed plan has become law through the Towns' emergency preamble, which was incorporated into new regulations. Ms. Garlick said the Town's effort will ensure good communication in the future and benefit every town in the Commonwealth. Ms. Garlick discussed commuter rail Saturday service being restored by the MBTA and said she hopes the train is running by the winter. Ms. Garlick also commented on her visits to 8th grade classrooms to discuss how a bill becomes a law, and to 12th grade classrooms to discuss active citizenship.

Ms. Garlick discussed Legislation during the 2013-2014 session including 'An Act Regulating Newborn Pulse Oximetry Screening for Congenital Heart Defects.' She said this legislation calls on all hospitals, thru DPH regulations, to test the level of oxygen in the blood of newborn. She said the simple, inexpensive, non-invasive test can detect 90% of congenital defects. Ms. Garlick told the Board that as sponsor of the regulation, she has been named the American Heart Association's Legislator of the Year. Ms. Garlick commented on 'An Act Repealing the Computer and Software Services Taxes' noting leaders of the repeal were folks from Needham, many of whom are consultants working from home. Ms. Garlick commented on 'An Act Financing Improvements to the Commonwealth's Transportation System,' noting the authorization of \$17,000,000 for the Needham Street/Highland Avenue corridor. Ms. Garlick spoke about 'An Act Relative to the Reduction of Gun Violence,' commending the constituents of the Town. She said she heard from many people on both sides of the issue and held an open meeting at the Needham Town Hall to discuss the issue. She said people might have disagreed, but their input was helpful in shaping the gun reform bill. She noted suicide prevention and mental health were a very important part of the bill. Ms. Garlick said she presented 'An Act to Increase Opportunities for Long-Term Substance Abuse Recovery' on the floor of the Legislature, and commented the substance abuse bill guarantees two people fourteen days of treatment with utilization review starting on day seven.

Ms. Garlick highlighted FY 2015 Budget, commenting on local aid, Chapter 70, and the Special Education Circuit Breaker. In addition, Ms. Garlick commented on the Department of Developmental Disabilities - Sheltered Workshops (Charles River Center), and Emergency Dental Care for Individuals with Disabilities.

Mr. Bulian thanked Ms. Garlick for her efforts, saying he is very impressed by all the accomplishments in the last year. Mr. Matthews concurred. He said it is very tough to be both principled and to get things done, and that Ms. Garlick has been an effective advocate for the constituents. He thanked her for all she has done for the Town of Needham. Mr. Handel thanked Ms. Garlick for her efforts, particularly regarding Elevator Fines and Safety. Mr. Handel asked for Ms. Garlick's ongoing help on the Needham Street/Highland Avenue corridor project. Mr. Borrelli said Ms. Garlick truly represents Needham and thanked her for her work. Ms. Cooley thanked Ms. Garlick for her work, particularly her efforts on the Greendale Avenue buffer zone.

Patty Carey, Director of Park and Recreation presented Ms. Garlick with the Massachusetts Recreational Park Association 'Legislator of the Year' award. Ms. Carey pointed out the many accomplishments for recreation and wellness in the community, and thanked Ms. Garlick for her efforts.

7:55 p.m.

Solar Project:

Hank Haff, Project Manager, Public Facilities and Beth Greenblatt, Beacon Integrated Solutions appeared before the Board with an update on the Solar Project.

Mr. Haff said Pete Pederson, Brightfields Development and Alex Sarly, SolarCity are also in attendance. Mr. Haff reminded the Board of the signed energy services management contract, and said Brightfields brought in SolarCity for financing, and asked the Town to amend the contract. Mr. Haff said the contract has been reviewed with the Town Manager and Finance team.

Ms. Greenblatt confirmed Brightfields Development sold the project entity to SolarCity. She noted Brightfields will continue to be an integral part of the project through construction and commercial operation. Ms. Greenblatt said the Brightfields/SolarCity team now also consists of Weston and Sampson Inc. and Advanced Solar Products. She said the amended and restated contract between the Town and SolarCity provides some modifications to clarify items in the contract that assign responsibilities to the various parties. She noted the Town did not take on any additional liability. Ms. Greenblatt commented on the electricity price mechanism and she said SolarCity accepted the contract language. She commented that some items were negotiable prior to construction and while the risk has been minimized, work continues on the solar energy credit value. She noted SolarCity accepted the tax agreement with an annual escalation rate of 1.75%, which is built into the pricing. Ms. Greenblatt spoke briefly about regulations, including the Massachusetts Solar SREC II program and net metering. She also discussed the economics presented to Town Meeting, what was contracted, and expectations based on a declining SREC value. Ms. Greenblatt reviewed the mechanics and the benefits for the Town.

Ms. Fitzpatrick said she is impressed by the work done by Ms. Greenblatt and Mr. Haff.

Mr. Borrelli noted the benefit over twenty years is \$1,000,000 less than what was originally stated. He asked if the decline was market driven or amendment driven. He asked what the amendments were to the contract.

Ms. Greenblatt said the project presented at Town Meeting was larger than the final project. She said the volume has dropped and the lease revenue has increased. She noted the tax revenue also increased. Ms. Greenblatt reviewed some of the amendments in the contract.

Ms. Cooley commented on the SREC volatility and wondered if it was going to be an annual pattern. She wondered if a new program would be put into effect. Ms. Cooley also asked about demand for net metering.

The Board thanked Ms. Greenblatt and Mr. Haff for the update.

8:23 p.m.

DPW Director:

Richard Merson, DPW Director appeared before the Board with 4 items to discuss.

1. Flooding Mitigation Update

Mr. Merson commented on the flooding situation on Labor Day weekend 2013. He reviewed the September 1, 2013 Storm Report Update, Scheduled Repair Work from the September 1, 2013 Flooding Report, and the Repairs made from the September 1, 2013 Flooding Report.

2. Sign Notice of Traffic Regulation - Village Lane

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-09-23 requiring that Village Lane at the intersection of Country Way be designated as a stop street northbound.

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

3. Sign Notice of Traffic Regulation - Upland Road

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-09-23 requiring that Upland Road at the intersection of Melrose Avenue be designated as a stop street eastbound and westbound.

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

4. Sign Notice of Traffic Regulation - Washington Avenue/Hawthorne Avenue

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #SS14-09-23 requiring that Washington Avenue be designated as a stop street southbound at the intersection of Bond Street and Hawthorne Avenue be designated as a stop street northbound at the intersection of Washington Avenue.

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

8:45 p.m.

Appointments and Consent Agenda:

Motion by Mr. Handel that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

There are no appointments for this meeting.

CONSENT AGENDA

1. **Accept a \$25 donation made to Needham Youth Services from Karen Frascatore, a Needham resident. The monies are to be used to sponsor Needham Youth Services Babysitting program.**
2. **Water and Sewer Abatement Order #1185**
3. **Approve a One Day Special All Alcoholic Beverages License for Ted Cormier, of the YMCA to host its YMCA Giving Gala on Saturday, November 1, 2014 from 6:00 p.m. to 11:30 p.m. This event will be held in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.**
4. **Approve a request from the Needham Running Club to hold its annual road race on Thursday, January 1, 2015 from 7:00 a.m. to 1:00 p.m. The route has**

been approved by the following departments: DPW, Police, Fire and Park and Recreation.

5. **Accept the following donation made to the Needham Community Revitalization Trust Fund: \$ 420 from Steve Schwede, Fastsigns of Needham.**
6. **Approve Open Session Minutes from September 10, 2014.**
7. **Grant permission for the following residents to hold a Block Party:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Jill Cotter	15 Holland Street	Holland Street	10/5/2014		3-6 pm
Liz Berkman	113 Melrose Avenue	Hatfield Park	9/27/2014	9/28/2014	1-5 pm
Bill Gallagher	48 Hawthorn Avenue	48 Hawthorn Avenue	10/4/2014	10/5/2014	4-8 pm
Rob Fish-ratify	22 Hewett Circle	Hewett Circle	9/14/2014		1-5 pm

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

8:45 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with two items to discuss:

1. Close Special Town Meeting Warrant
Ms. Fitzpatrick asked the Board to close the Special Town Meeting Warrant for the October 27, 2014 Special Town Meeting. She reviewed several changes prior to asking the Board to close the warrant.

Motion by Mr. Borrelli that the Board vote to close the warrant for the October 27, 2014 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

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

2. FY2015 - 2018 Collective Bargaining Agreements -ITWA
Ms. Fitzpatrick said the Town and the Needham Independent Town Workers Association have reached agreement on a one year contract for fiscal year 2015 and a three year contract for fiscal years 2016, 2017, and 2018. She recommended the Board approve the two Agreements.

Motion by Mr. Handel that the Board vote to approve and sign the Memoranda of Agreement with the Needham Independent Town Workers Association for fiscal year 2015 and for fiscal years 2016, 2017, and 2018.

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

Ms. Fitzpatrick announced the Town will hold an auction for surplus property at the former senior center on Pickering Street and at the property the Town purchased at 66, 68, and 70 Chestnut Street, to be held on October 9 and 10, 2014. She said additional information will be available on the Town's website.

8:45 p.m. Board Discussion:

1. Committee Reports

Mr. Handel reported that the Counsel of Economic Advisors will meet on Wednesday, September 24, 2014 and will discuss economic development initiatives in Needham and Newton, per Article 2 'Appropriate for Matching Grant' in the Special Town Meeting Warrant dated October 27, 2014.

On behalf of the Board, Mr. Bulian wished the Jewish residents of Needham a happy new year, which begins tomorrow with the start of Rosh Hashanah.

8:50 p.m. Executive Session:

Motion by Mr. Handel that the Board vote to enter into Executive Session.

Exception 2 - To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. Not to return to open session prior to adjournment.

Second: Mr. Borelli. Mr. Bulian polled the Board. Unanimously approved 5-0.

Note: The meeting adjourned at 9:05 p.m.

FY15 Community Innovation Challenge Grant

APPLICATION

Application deadline: October 10, 2014

Submission Instructions: This application form and all supporting documents must be submitted via email by October 10, 2014 to:
CICgrants@state.ma.us

Please read the Grant Guidelines before completing this application. Applications will not be considered complete unless all requested information is provided. Signoff by participating entities must be included (see form at end of application). Applications received after the deadline will not be considered.

For more information, contact:

Tim Dodd

CIC Grant Program Manager

Executive Office for Administration and Finance

Email: CICgrants@state.ma.us

Phone: 617-727-2040 ext. 35405

FY15 Community Innovation Challenge Grant

APPLICATION

Project title: Increasing Efficiency in Municipal Field Operations

Amount requested: \$75,000

Identify the lead applicant entity: Town of Needham

If applying for internal efficiency grant: the single local government entity

If applying for regionalization grant: a lead municipality chosen from among municipalities participating in initiative; a lead school district among school districts considering forming a regional school district, a lead school district among school districts considering regionalizing services, a regional planning agency or council of governments, or a regional planning agency or council of governments serving as the administrative/fiscal agent on behalf of municipalities.

Lead applicant primary contact:

First Name, Last Name: Kate Fitzpatrick

Name of Municipality, School, RPA or COG: Town of Needham

Phone Number: (781) 455-7500

Email Address: kfitzpatrick@needhamma.gov

Lead applicant secondary contact:

First Name, Last Name: Adam Chapdelaine

Name of Municipality, School, Regional or COG: Town of Arlington

Phone Number: (781) 316-3010

Email Address: achapdelaine@town.arlington.ma.us

Check type of participating entities:

- ☒ Two or more municipalities seeking to collaborate
- ☐ Regional school(s)
- ☐ School districts considering forming a regional school district or regionalizing services
- ☐ Regional planning agency or council of government
- ☐ Local government entity and non-profit seeking to collaborate
- ☐ Single municipality (for internal efficiency grant proposal)

FY15 Community Innovation Challenge Grant

APPLICATION

List all participating entities: Town of Needham, Town of Arlington

Purpose of the grant:

The Executive Office for Administration and Finance is soliciting thoughtful plans and proposals for innovative initiatives. Describe proposed initiative in detail, including exact purpose of the grant funds, objectives, problems trying to address, any efforts or steps already taken to address the problem, any obstacles encountered to date and plans to resolve those challenges, the manner in which economies of scale or efficiencies would be achieved, change in service delivery, what entity would be responsible for service delivery, how participating entities would retain oversight/responsibility of service, and how the population would continue to be served, and how any new service costs will continue to be funded once service is established and grant project completed.

In addition to providing a general description of the proposal here, applicants should also complete the sections below:

This grant would fund the evaluation of municipal processes performed by agents in field operations such as permitting, conservation, public safety and inspectional services, and the development of a tactical plan to automate tasks that are currently performed manually. The grant would also aim to establish a best practice for municipalities in determining the most operationally and cost effective mobile hardware to invest in and also advise in regard to an approach to investment that takes into account the rapidly changing landscape of mobile device offerings.

Benefits:

Identify cost savings and benefits for each participating entity.

Identify cost savings and how such savings will be achieved, including any removal of redundancies, reductions in personnel or unfilled positions eliminated.

Identify other benefits. Other benefits may include enhanced level of service, improvements to organization or management structure, improved public access to local government services, a more efficient level of service that still meets the population's needs, improvements in qualifications or efficiency of staff, increased hours of operation, new online availability, or reduction in capital facilities to maintain.

Identify need for funding such that the initiative would not happen or would not achieve the identified benefits without the funds provided by this grant program.

FY15 Community Innovation Challenge Grant

APPLICATION

The benefits of the implementation of the proposed plan are primarily related to increased efficiencies and improved resident/customer services. Additional benefits include the establishment of best practices regarding capital investment in mobile technology.

Increases in employee efficiency will allow the Towns to provide a greater level of customer service. Tasks in the field that are cumbersome to perform currently in a manual fashion can be made more effective by utilizing technological advances involving mobile devices. These improvements may result from the elimination of duplicate actions (e.g. creating a manual report and then transcribing it later), as well as access to data on-site that would eliminate multiple visits to a job site or inspection.

Customer service improvements will likely take the form of increased availability of GIS and other data on-line and faster and more effective service on-site.

Cost impact:

For each participating entity, identify any new costs that will be incurred and how the costs will be paid for or offset. Describe how new initiative will be made financially viable for the long-term once established.

Both the Towns of Needham and Arlington will experience similar cost impacts, including the cost of devices, integration software and licensing. If this grant application is approved, part of the requested funding would be applied to the purchase and implementation of devices for a pilot program. Our objective is to obtain continued funding through the FY2017 operating budget process.

Measures of success:

Propose approach to evaluating and measuring the success of the initiative, both the success of implementing the proposed project and the success of the initiative or reform going forward once implemented. Include expected measurable improvements in service delivery or efficiency.

FY15 Community Innovation Challenge Grant

APPLICATION

Performance indicators that will be measured include:

- the number of manual processes that are replaced by automated and/or electronic processes;
- the amount of information made available to citizens on-line;
- the number of applications or requests that may be filed by customers on-line; and
- the successful establishment of a best practice regarding capital investment in mobile devices.

Project budget for requested amount: \$75,000

Provide a detailed and realistic project budget estimate. Include breakdown of amount requested by activity/task and type of cost. If other sources of funds are have been sought for this project, please identify other sources and whether those funds have been applied for (provide copy of application) or secured (provide evidence).

Note if project budget is attached as separate document.

Task	Needham	Arlington
Consultant interviews with departments	\$5,000	\$5,000
Onsite evaluations	\$5,000	\$5,000
Report Writing, Draft Report and Final Implementation Plan	\$10,000	\$10,000
Community Presentations	\$5,000	\$5,000
Pilot Implementation Hardware & Software	\$12,500	\$12,500
Total	\$37,500	\$37,500

FY15 Community Innovation Challenge Grant

APPLICATION

Project timeline:

Projects must be completed before or by December 31, 2015. However, special consideration may be given to extended timelines for extraordinary projects. Note if project timeline is attached as separate document.

If funded, the project will begin during the first quarter of 2015, with the tactical implementation plan available for community meetings during the summer and early fall of 2015.

Identify innovative aspects of proposal:

...including changes in the way local government does business

The goal of the project is to transform the way employees in field operations analyze field conditions, access information, and make decisions. Increased efficiency and field access to data will allow these employees to make better decisions in a timelier manner, directly impacting the service to the customer. Field staff will become more effective in their jobs and be able to spend more time servicing residents and projects than on administrative tasks.

The establishment of a process that acknowledges rapidly evolving technological advances also represents an innovation in the way local government does business. Finding a way for local government to not be either behind or ahead of the curve, but rather on the curve, would be an advancement that all cities and towns could benefit from.

Potential applicability to other local governments:

Projects will be evaluated in part on potential for applicability to other local governments and/or potential for expansion. Describe how proposed project meets this requirement of serving as a viable prototype for other local government entities. Describe how this project can be expanded.

This migration to automated/electronic process is not unique to Needham and Arlington and the report and tactical implementation plan can easily be used by other communities to craft CIP requests.

FY15 Community Innovation Challenge Grant

APPLICATION

Evidence of commitment among applicants/participants:

As evidence of commitment to the proposed project, applicants must submit documentation of signoff from each participating entity: if a city by the mayor or city manager, if a town by the board of selectmen, if a town with a town council by the town manager or administrator, if a school district by the school committee, if a district by the prudential committee.

Complete the form provided on the next page of this application.

Attached.

FY15 Community Innovation Challenge Grant APPLICATION

LOCAL SUPPORT DOCUMENTATION FORM

Project Title: Moving from Manual to Automated or Electronic Processes

Lead applicant primary contact:

First Name, Last Name: Kate Fitzpatrick

Name of Municipality, School, RPA or COG: Town of Needham

Phone Number: (781) 455-7500

Email Address: kfitzpatrick@needhamma.gov

List all participating entities:

Town of Needham

Town of Arlington

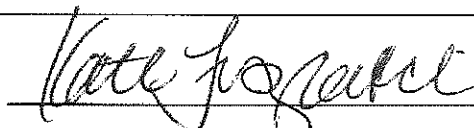
FY15 Community Innovation Challenge Grant

APPLICATION

Sign on behalf of the Applicants:

Applicants must submit documentation of demonstrated support for the proposed initiative and grant application from each participating entity through the local support documentation form at the end of the application. Please refer to the chart below to determine who should sign your application.

Town with a Board of Selectmen	Board of Selectmen (The chair or Town Manager may sign for the Board, provided that evidence shows that the Board authorized the Town Manager or chair to sign on behalf of the Board).
Town with a Town Council	Town Manager/ Administrator
Cities	Mayor, unless charter designates some other local office to be chief administrative or executive officer (i.e. City Manager). M.G.L. Ch. 4 Sec. 7
Regional school district	School Committee (The chair or superintendent may sign for the committee, provided that evidence shows that the committee authorized the chair or superintendent to sign on behalf of the committee)
Regional planning agencies and councils of governments	Executive Director
Special municipal districts	Directors or equivalent
Counties	Commissioners



Signature: Kate Fitzpatrick*

Entity: Needham Town Manager



Print Name



Title

*Authorization proposed for the October 14th Board of Selectmen meeting to follow under separate cover.

Duplicate this page if space needed for additional signatories

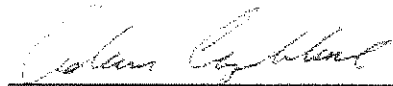
FY15 Community Innovation Challenge Grant

APPLICATION

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Regional planning agencies and councils of governments	Executive Director
Special municipal districts	Directors or equivalent
Counties	Commissioners



Signature

Adam Chapdelaine

Town of Arlington

Entity

Town of Arlington

Print Name

Title

As authorized by the Arlington Board of Selectmen on October 6, 2014.

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

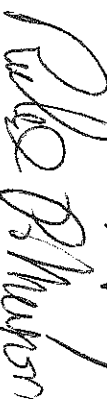
Water Sales:	- \$352.26
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	- \$804.42
Transfer Station Charges:	\$0.00

Total Abatement: - \$1,156.68

Order #: 1186

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 10/14/14

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Muller	James J	11755	2346	78	Morningside Road	\$0.00	-\$20.61	-\$35.37	-\$55.98	ACC	N
JO	Council on Aging (3)						\$0.00	-\$331.65	-\$769.05	-\$1,100.70	COA	N

Total: -\$1,156.68

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
 TWN = Town Project caused damage to private property
 EC = Extenuating Circumstances
 Equip = Equipment Malfunction
 UEW = Unexplained water loss
 ACC = Accidental Water Loss
 BP = Billing Period beyond 100 days
 COA - Council on Aging