

BOARD OF SELECTMEN

January 26, 2016

Needham Town Hall

Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	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	Needham Goes Red Proclamation
2.	7:00	Recognition of the Needham Girl's Cross Country and Girl's Soccer Teams • Micah Hauben, Director of Athletics, Needham High School
3.	7:00	Public Hearing- Eversource: Valley Road • Maureen Carroll, Eversource representative
4.	7:00	Public Hearing- Eversource: Wachusett Road • Maureen Carroll, Eversource representative
5.	7:15	Needham Public Library Long Range Plan • Margaret Pantridge, Chair, Trustees of Needham Public Library • Ann MacFate, Director, Needham Public Library • Dana Mastroianni, Assistant Director, Needham Public Library
6.	7:35	RTS Rate Amendment • Dave Davison, Assistant Town Manager/Director of Finance
7.	7:45	Execute Low Interest Bonds • Dave Davison, Assistant Town Manager/Director of Finance • Evelyn Poness, Treasurer/Collector
8.	7:50	Town Manager • Positions on February STM Warrant Articles • FY2017 Budget Presentation
9.	8:20	Board Discussion • Committee Reports
10.	8:25	Executive Session Exception 6

APPOINTMENTS

1.	Needham Contributory Retirement Board	Sandra Cincotta (term expires 11/7/2017)
2.	Needham Contributory Retirement Board	Evelyn Poness (term expires 1/25/2019)

3.	Rail Trail Advisory Committee	Christopher Gertel (term expires 6/30/2017)
----	-------------------------------	---

CONSENT AGENDA *=Backup attached

1.	Accept donations made to the Needham Health Department's Gift of Warmth fund from the following: \$1,000 – Congregational Church of Needham; and \$1,250 – Needham Women's Club.
2.	Approve and forward to the ABCC the pledge of license application received from Lianos Liquors, Inc. (full application on file in the Office of the Town Manager).
3.*	Approve Special One Day Wine and Malt Beverages Only licenses for David Volante of Volante Farms to host the following events at Volante Farms in its Greenhouse at 292 Forest Street, Needham: a cooking class on February 6, 2016 from 1:30 p.m. to 4:00 p.m.; a cooking class on March 5, 2016 from 1:30 p.m. to 4:00 p.m.; a Grand Beer Tasting on February 27, 2016 from 1:00 p.m. to 4:00 p.m.; and a Grand Wine Tasting on March 19, 2016 from 1:00 p.m. to 4:00 p.m.
4.*	Approve a Special One Day All Alcoholic Beverages license for Gloria Greis of the Needham Historical Society to hold "The Needham Speakeasy" event on February 6, 2016 from 7:00 p.m. to 11:00 p.m. The event will be held at the Needham Historical Society, 1147 Central Avenue, Needham.
5.*	Sign the Warrant for the Presidential Primary scheduled for March 1, 2016.
6.*	Approve Open Session minutes of December 8, 2015, January 12, 2016, and Executive Session minutes from January 12, 2016 meeting.
7.*	Water & Sewer Abatement Order #1211.
8.*	Approve Special One Day Wine and Malt Beverages Only licenses for Robert T. Timmerman II, of Needham Knights of Columbus to host the following events at Needham Knights of Columbus at 1211 Highland Avenue, Needham: a Superbowl Party on February 7, 2016 from 4:00 p.m. to 11:00 p.m.; and a Saint Patrick's Dinner Dance on March 12, 2016 from 6:00 p.m. to 11:00 p.m.

WHEREAS, the American Heart Association's Go Red For Women® movement has been improving the health of women for 13 years, and tremendous strides have been made: nearly 300 fewer women are dying of heart disease and stroke each day and death in women due to heart disease has decreased by more than 30% over the past 10 years; and

WHEREAS, heart disease is the number one killer of women, yet only one in five American women believes that heart disease is her greatest health threat. Cardiovascular diseases cause one in three women's deaths each year, killing approximately one woman every minute; and

WHEREAS, an estimated 43 million women in the U.S. are affected by cardiovascular diseases; and ninety percent of women have one or more risk factors for developing heart disease, and

WHEREAS, women are less likely to call 911 for themselves when experiencing symptoms of a heart attack than they are if someone else were having a heart attack;

NOW, THEREFORE, in observance of National Wear Red Day, the Board of Selectmen hereby proclaims Friday, February 5, 2016 to be "WEAR RED DAY" in Needham.

Signed this 26th day of January 2016

Maurice P. Handel, Chairman

Matthew D. Borrelli, Vice Chairman

Marianne B. Cooley, Clerk

Daniel P. Matthews

John A. Bulian



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

MEETING DATE: 1/26/2016

Agenda Item	Recognition of the Needham Girl's Cross Country and Girls' Soccer Teams
Presenter(s)	Micah Hauben, Director of Athletics, Needham High School

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Needham High School Athletic Director Micah Hauben will present the Needham Girl's Cross Country and Girls' Soccer Teams, which both enjoyed very successful seasons.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

MEETING DATE: 01/26/2016

Agenda Item	Public Hearing- Eversource Energy: 122 Valley Road
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install about 10 feet of conduit in Valley Road. This work is necessary to provide underground electric service to 122 Valley Road, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 10 feet of conduit in Valley Road. This work is necessary to provide underground electric service to 122 Valley Road, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

EVERSOURCE
ENERGY

RECEIVED
2016 JAN -5 PM 3:25
ADMINISTRATION OFFICE
PUBLIC WORKS DEPARTMENT
TOWN OF NEEDHAM

24
200 Calvary Street
Needham, Ma 02453

January 5, 2016

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192
#122
RE: Valley Road
Needham, MA
W/O #2113293

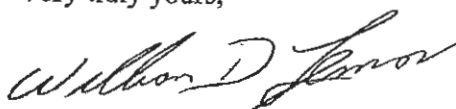
Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 10 feet of conduit in Valley Road.

The reason for this work is to provide underground electric service to 122 Valley Road.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
T.M. Owen
1/12/16
OK F.P. Merson
Dep Director
1/13/16

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

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

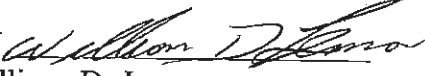
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated December 31, 2015** and filed herewith, under the following public way or ways of said Town:

Valley Road - Northerly from pole 269/10 approximately 65 feet east of
Peacedale Road a distance of about 10 feet of conduit.

(W.O. #2113293)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 5th day of January

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Valley Road - Northerly from pole 269/10 approximately 65 feet east of Peacedale Road
a distance of about 10 feet of conduit.

(W.O. 2113293)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A.Debenedictis, Dated December 31, 2015** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

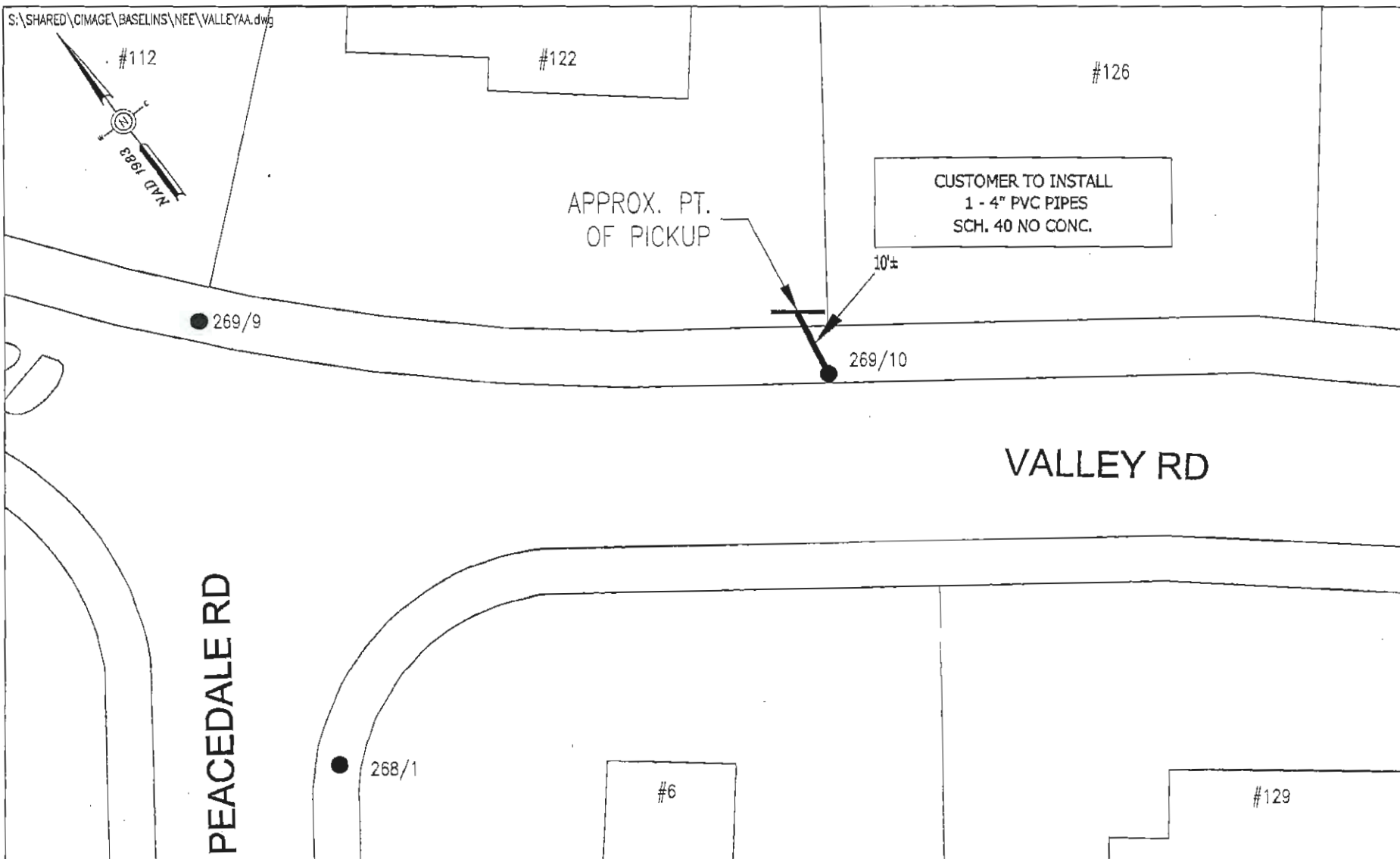
1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Masssachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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

S:\SHARED\IMAGE\BASELINS\NEE\VALLEYAA.dwg



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

C#	NSTAR Electric EVERSOURCE 1155 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125		
Ward #			
Work Order # 2113293			
Surveyed by: N/A	Plan of	VALLEY ROAD	
Research by: SC		NEEDHAM	
Plotted by: JM	Showing	PROPOSED CUSTOMER TO INSTALL CONDUIT LOCATION	
Proposed Structures: TL			
Approved: A DEBENEDICTIS	Scale	1"=20'	Date 12/31/2015
P#	SHEET	1 of 1	



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on January 26, 2016** upon petition of Eversource Energy dated **January 5, 2016** to install approximately 10 feet of conduit in Valley Road. This work is necessary to provide underground electric service at 122 Valley Road, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

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

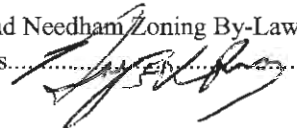
BOARD OF SELECTMEN

Dated: January 14, 2016

122 VALLEY RD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
TOWN OF NEEDHAM		1471 HIGHLAND AVE	NEEDHAM	MA	02492	1990570000100000	0 CHENEY ST
SUNG, KIU &	HONG, JONGHEE M	106 VALLEY RD	NEEDHAM	MA	02494	1990020001400000	106 VALLEY RD
FLUECKIGER, JOHN H +	FLUECKIGER, ELIZABETH	132 VALLEY RD	NEEDHAM	MA	02492	1990020001000000	132 VALLEY RD
CMJ PROPERTIES CORPORATION	C/O BAKERMAN, MICHAEL M. & CINDY E.	122 VALLEY RD	NEEDHAM	MA	02492	1990020001200000	122 VALLEY RD
GOLDSTEIN, SAUL		110 WEST ST APT 340	NEEDHAM	MA	02494	1990020001300000	112 VALLEY RD
MARINO, STACY L.		6 PEACEDALE RD	NEEDHAM	MA	02492	1990020002100000	6 PEACEDALE RD
DISANGRO, JOANNE		5 PEACEDALE RD	NEEDHAM	MA	02492	1990020002000000	5 PEACEDALE RD
MCCLEARY, TIMOTHY L. & MARY ELLEN		129 VALLEY RD	NEEDHAM	MA	02492	1990020002200000	129 VALLEY RD
SHERIDAN, HUGH B JR +	SHERIDAN, JOAN D	107 VALLEY RD	NEEDHAM	MA	02492	1990020001900000	107 VALLEY RD
THE SALVATION ARMY OF MASSACHUSET		25 SHAWMUT RD	CANTON	MA	02021	1990020001100000	126 VALLEY RD

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





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

MEETING DATE: 01/26/2016

Agenda Item	Public Hearing- Eversource Energy: 49 Wachusett Road
Presenter(s)	Maureen Carroll, Eversource Representative

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Eversource Energy requests permission to install about 6 feet of conduit in Wachusett Road. This work is necessary to provide underground electric service to 49 Wachusett Road, Needham. The Department of Public Works has approved this petition, based on Eversource Energy's commitment to adhere to the Town's regulation that all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Suggested Motion:</u> Move that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 6 feet of conduit in Wachusett Road. This work is necessary to provide underground electric service to 49 Wachusett Road, Needham.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Letter of Application b. Petition c. Order d. Petition Plan e. Notice Sent to Abutters f. List of Abutters			

EVERSOURCE
ENERGY

RECEIVED

2016 JAN -5 PM 3: 25

ADMINISTRATION OFFICE
PUBLIC WORKS DEPARTMENT
TOWN OF NEEDHAM

200 Calvary Street
Waltham, Ma 02453

January 5, 2016

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

#49
RE: Wachusett Road
Needham, MA
W/O #2108933

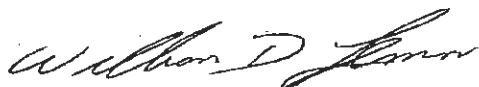
Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install about 6 feet of conduit in Wachusett Road.

The reason for this work is to provide underground electric service to 49 Wachusett Road.

If you have any further questions, contact Maureen Carroll @ (781) 314-5053.
Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



William D. Lemos, Supervisor
Rights and Permits

WDL/kj
Attachments

OK to
proceed
TMM-DPW Engr
1/12/16
OK R.P. McLean
DPW Director
1/13/16

**PETITION OF NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY
FOR LOCATION FOR CONDUITS AND MANHOLES**

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

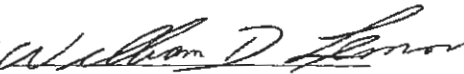
Respectfully represents **NSTAR ELECTRIC COMPANY dba EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Dated December 31, 2015** and filed herewith, under the following public way or ways of said Town:

Wachusett Road – Northeasterly from pole 179/5 approximately 490 feet northwest of Mount Vernon Avenue a distance of about 6 feet of conduit.

(W.O. 2108933)

**NSTAR ELECTRIC COMPANY
dba EVERSOURCE ENERGY**

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 5th day of January

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2016

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

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

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

Wachusett Road – Northeasterly from pole 179/5 approximately 490 feet northwest of Mount Vernon Avenue a distance of about 6 feet of conduit.

(W.O. 2108933)

Hearing Required

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

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Dated December 31, 2015** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

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

CERTIFICATE

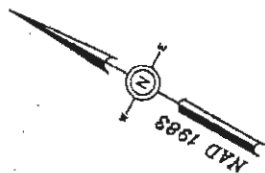
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit: after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2016 at _____ in said Town.

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

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2016 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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



#57

#49

CUSTOMER TO INSTALL
1 - 4" PVC PIPES
SCH. 40 NO CONC.

#39

APPROX. PT.
OF PICKUP

6±

179/5



WACHUSETT RD

490' TO MOUNT VERNON AVE.

#46

#40



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION, OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

C#

Ward #

Work Order # 2108933

Surveyed by: N/A

Research by:

Plotted by: BS

Proposed Structures: TVL

Approved: A DEBENEDICTIS

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WACHUSETT RD

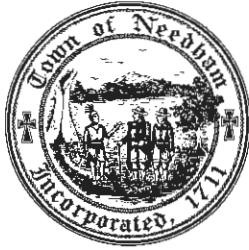
NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

Date 12/31/2015

SHEET 1 of 1



NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on January 26, 2016** upon petition of Eversource Energy dated **January 5, 2016** to install approximately 6 feet of conduit in Wachusett Road. This work is necessary to provide underground electric service at 49 Wachusett Road, Needham.

A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact Eversource Energy representative, Maureen Carroll, at 781-314-5053.

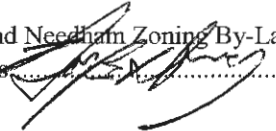
Maurice P. Handel
Matthew D. Borrelli
Marianne B. Cooley
Daniel P. Matthews
John A. Bulian

BOARD OF SELECTMEN

Dated: January 14, 2016

49 WACHUSETT RD

OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	STATE	ZIP	PARCEL ID	PROPERTY ADDRESS
WHITMORE, LEE &	WHITMORE, LAURA	158 HILLCREST RD	NEEDHAM	MA	02492	1990220009100000	158 HILLCREST RD
BEAN, THOMAS +	BECKER, ELAINE M.	54 WACHUSETT RD	NEEDHAM	MA	02492	1990220007000000	54 WACHUSETT RD
FILO DEVELOPMENT ASSOCIATES LLC		42 WALNUT HILL RD	BROOKLINE	MA	02467	1990220007700000	49 WACHUSETT RD
BATT, LAURA C.		39 WACHUSETT RD	NEEDHAM	MA	02492	1990220007800000	39 WACHUSETT RD
SERAYDAR, JUNE C. &	SELTZER, MARK D.	154 HILLCREST RD	NEEDHAM	MA	02492	1990220009000000	154 HILLCREST RD
CHATTERTON, JAMES &	CHATTERTON, MARIA	166 HILLCREST RD	NEEDHAM	MA	02492	1990220009200000	166 HILLCREST RD
HASENFUS, DAVID P.		40 WACHUSETT RD	NEEDHAM	MA	02492	1990220006800000	40 WACHUSETT RD
MUKHERJI, PROSHANTO &	SUSSMAN, RACHEL	5 ALPINE TERR	NEEDHAM	MA	02492	1990220007600000	5 ALPINE TERR
DAWSON, PAUL E. &	DAWSON, AMIE P.	46 WACHUSETT RD	NEEDHAM	MA	02492	1990220006900000	46 WACHUSETT RD

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

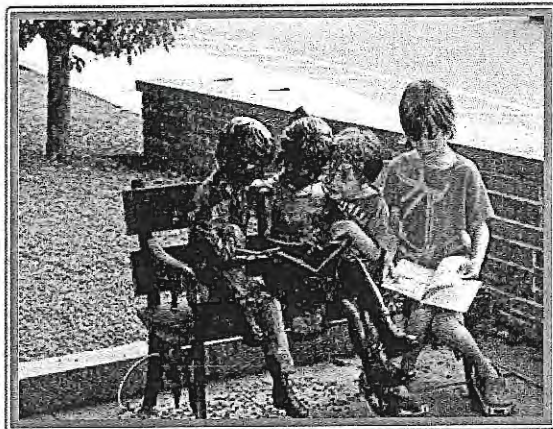
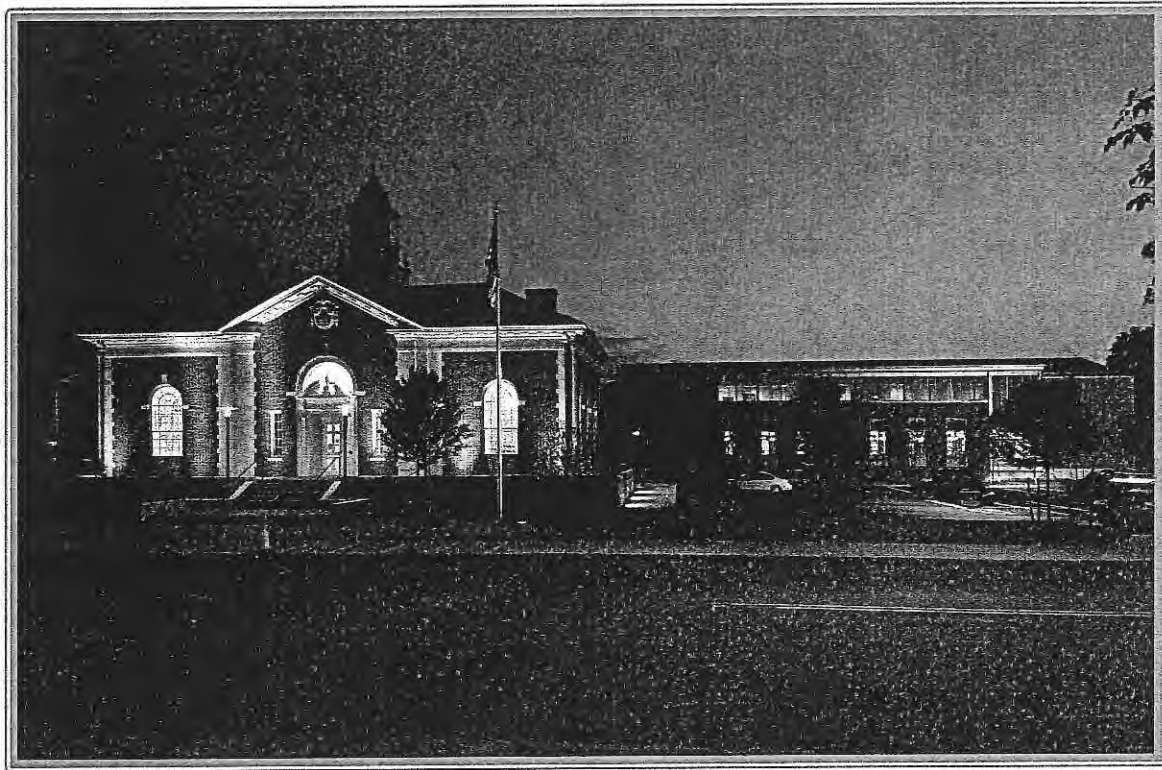


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/26/2016

Agenda Item	Needham Public Library Long Range Plan
Presenter(s)	Margaret Pantridge, Chair, Trustees of Needham Public Library Ann MacFate, Director, Needham Public Library Dana Mastroianni, Assistant Director, Needham Public Library

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Trustees of the Needham Public Library, accompanied by the Director and Assistant Director of the Public Library will update the Board on the Library's Strategic Plan, FY2017-FY2021.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Needham Free Public Library Strategic Plan FY2017 – FY2021			



**Needham Free Public Library
Strategic Plan
FY2017 - FY2021**

Table of Contents

MESSAGE FROM DIRECTOR AND STRATEGIC PLANNING CHAIR	Page 2
ACKNOWLEDGEMENTS	Page 3
HISTORY & STATISTICS	Page 4-5
METHODOLOGY	Page 6-8
MISSION & VISION STATEMENTS	Page 9
GOAL 1: COLLECTIONS	Page 10
GOAL 2: PROGRAMS & SERVICES	Page 11-12
GOAL 3: TECHNOLOGY	Page 13
GOAL 4: COMMUNITY ENGAGEMENT & PARTNERSHIPS	Page 14
GOAL 5: FACILITY	Page 15
GOAL 6: STAFF	Page 16
Appendix A: Currently Available Library Programs and Services	Page 17-18
Appendix B: Needham Demographics	Page 19-21
Appendix C: SOAR/"Word Clouds"	Page 22-23
Appendix D: Community Survey and Results	Page 24-48

Message from the Library Director and Strategic Planning Chairperson

It is with great anticipation that we present the latest Strategic Plan for the Needham Free Public Library for FY2017 through FY2021. It is the result of extensive work on the part of dedicated community members, library staff, and library board members who worked together to define a shared vision and mission for our library in the immediate future. More than 800 survey respondents, 50 staff and trustees, and 12 strategic planning committee members provided extensive input to shape this plan. The committee met regularly during 2015, making adjustments and honing the plan to present the best possible framework based on all the data sources. The plan focuses on building existing resources and services and, through strengthening and enhancing them, making the library a greater resource for the Needham Community. The ubiquity of technology, new devices and formats, and other nontraditional library services necessitates assistance and training from a knowledgeable and competent staff. The new strategic plan provides guidance and a framework for the administration and trustees to deliver higher levels of service through the library and to offer greater community resources to the Town of Needham.

With the economic challenges that face most municipalities today, the library aspires to achieve a higher standard, of value for the Needham community. A rapidly changing technological landscape offers great opportunities to teach, learn, grow, and educate through intriguing new ways. Twenty-first century libraries are places where the community networks, interfaces, and connects with others within the confines of the library and beyond. Patrons can utilize many of the library's services 24/7; however, a large contingent of library users remains loyal to visiting for the purposes of mentoring, recreational reading, program participation, and group study. The collections, resources, and technological infrastructure, as well as traditional physical meetings spaces within the Library, are viewed by many as one of the town's greatest resources. The community inspired the committee to develop library programs and services that are specific to Needham and that represent the community's aspirations. This plan provides a framework for meeting those needs and achieving that vision.

Sincerely,

Ann MacFate, Library Director
Needham Free Public Library

Dana Mastroianni
Strategic Planning Chair

Acknowledgements

Trustees

Thank you to the members of the Needham Library Board of Trustees for their participation and dedication to the Long Range Planning process. The guidance of these individuals was extremely useful, insightful, and greatly appreciated: Lois Bacon, Rose Doherty, Richard Hardy, Thomas Harkins, Margaret Pantridge, Greg Shesko, and Carol Thomas

Staff

Thank you to the staff of the Needham Free Public Library for its participation in the Long Range Planning process. It will be its hard work, dedication, collaboration, and team effort that will see these initiatives to their fruition

Planning Committee Members

Thank you to the members of the Strategic Planning Committee who devoted their time, offered their unabashed opinions, and worked tirelessly to see this project to completion: Lisa Arm, Robert Begin, Matthew Borrelli, Charlotte "Char" Buxton, Shelia Clark, Gary Gillis, Gloria Greis, Richard Hardy, Deborah Hoadley, Ann MacFate, Dana Mastroianni, Keith McClelland, Brett McNeice, Margaret Pantridge, Thomas Soisson, Jeremy Sutherland, Simone Walker

Patrons of the Needham Free Public Library

Finally, a very sizable thank you to the Library patrons who responded to the survey and to all the members of the community who inspire us to make the library better every day.

Special Thanks

A special thank you to staff members Danielle Tawa and Gay Ellen Dennett who worked diligently to compile data and graphs and transform the strategic plan into an organized readable document. Special thanks and sincere appreciation to advisor Deborah Hoadley from Hoadley Consulting, who guided us throughout the planning process.

History and Statistics

TOWN OF NEEDHAM

Originally part of the Town of Dedham, the Town of Needham was incorporated on November 5, 1711, after the more than fifty families that resided in the area petitioned the Great and General Court for separation. The families found it difficult to make the trip to Dedham for church, trading, and town meetings. The original town included what is now Wellesley, plus a small portion of Natick. The current town differs dramatically from its agrarian beginnings. Following three centuries of growth and change, Needham has evolved into a highly desirable suburb of Boston. The town's population remains fairly steady at 31,446 (2015 Town Census). Residents celebrated Needham's one-year tercentennial from November 5, 2010 to November 5, 2011.

During the past several years the town has embarked on many major infrastructure improvements. In 2011 the Town Hall underwent major renovations and expansion. The Center at the Heights, or Senior Center, opened in November 2013, with state of the art technology, exercise rooms, and meeting space designed specifically for seniors. The Town recently purchased land on which to build a new elementary school that will replace the aging Hillside school. The Town maintains a forward looking capital plan that both maintains its current buildings and provides for future growth.

Needham is conveniently located for travel to Boston, Cape Cod, or northern New England. There are currently two entrances to route 95 (128) and a third entrance will be part of the Add-A-Lane project that is progressing rapidly. Residents have rail service to Boston's South Station and bus service to Newton and Watertown.

The town has two business centers, Needham Center and Needham Heights. Both offer a variety of shops, restaurants, and services. Other satellite areas have evolved on the town's main streets, and include two large grocery stores, restaurants, and a car-dealership.

Real estate values in Needham, are on the rise, as many small homes are purchased by builders who demolish them and build "McMansions." According to Zillow, the current median price for a house in Needham is \$785,800, up 4% over the last year. At the present time, there are two large housing developments that contain 40B units that are in the planning stage. When these projects are completed, Needham will have reached its State mandated number for affordable housing.

Needham is governed by a Board of selectmen and a Representative Town meeting. The Board of Selectmen hires a Town Manager to oversee the day-to-day operations of the town.

LIBRARY STATISTICS for FY2015

HOLDINGS	
PRINT	144,662
NON-PRINT	69,494
TOTAL HOLDINGS	214,156

CIRCULATION	
Direct	513,484
Total Circulation Activity	576,604
Circulation per Capita	20
ILL Received	60,595
ILL Provided	63,120
Total Books Circulated	349,130
Total Periodicals Circulated	3,412
Total Audiobooks Circulated	40,468
Total Videos Circulated	89,821
Total Ebooks Circulated	17,248
Total Downloaded Audiobooks Circulated	7,840

STAFFING	
Total Full Time	13
Total Part-Time	34
FTE's	25

Methodology

The Needham Free Public Library is a municipal library funded by the Town of Needham, and governed by a seven member elected Board of Library Trustees. Daily operations are handled by the library director who is overseen by a Town Manager form of government. The Library's previous Strategic Plan, which focused on information fluency, celebrating diversity, and stimulating imagination, dovetails seamlessly into the current strategic plan.

The preparation for the planning process began in the fall of 2014, with more focused discussions occurring in the early winter of 2015. The current and former chairpersons of the trustees, along with the director, and a private consultant, led the process of forming a committee, whose focus was based on these three goals:

- Employing a course of action that immersed the community through a myriad of opportunities to deliver its vision for the future of Library services
- Completing and submitting a new Strategic Plan to the Massachusetts Board of Library Commissioners
- Creating a guideline that will aid and deliver a logical and sequential course of action plans and mid-range (3-5 years) decision-making strategies

The Strategic Planning Committee was comprised of a cross section of Needham residents, community participants, library staff, and stakeholders in the community. Several committee members were chosen as they held more than one category affiliation. Members who accepted the offer to participate are listed below:

Lisa Arm

Former President of the Library Foundation of Needham, Needham Resident

Robert Begin

Board Member of the Library Foundation of Needham, Needham Resident

Matthew Borrelli

Needham Selectman

Charlotte "Char" Buxton

Needham Library Staff, Needham Resident

Shelia Clark

Needham Resident

Gary Gillis

Needham Business Owner, Needham Resident

Gloria Greis

Executive Director of Needham Historical Society

Richard Hardy

Needham Library Trustee, Needham Historical Commission, Needham Resident

Ann MacFate Needham Library Director,
Member of the Exchange Club, Needham
Resident

Dana Mastroianni

Needham Library Assistant Director

Keith McClelland

President of the Needham Art Association,
Treasurer of the Friends of Needham Library

Brett McNeice

Teacher, Needham Resident

Margaret Pantridge

Needham Library Trustee, Needham Resident

Thomas Soisson

Retired Teacher, Needham Resident

Jeremy Sutherland

College Student, Needham Diversity Committee,
Needham Resident

Simone Walker

Parent of School-Age Children, Needham
Resident

Three meetings were scheduled for the committee to collaborate on the plan. The first meeting included a high level overview of the strategic planning process, a survey of currently available library programs and services, (Appendix A) and an overview of the town, including demographics.(Appendix B). At the completion of the first meeting, an initial draft of the SOAR was successfully crafted (Strengths, Opportunities, Aspirations, and Results).

At the second meeting, committee participants reviewed the SOAR analysis, weighting the entries in each category. Deborah Hoadley, independent library consultant, reviewed the exercise and helped to develop and extract broad themes from the SOAR that became the basis for the first draft goals for the Strategic Plan. The committee ended the meeting with draft vision and mission statements, in anticipation of the staff input before the third and final meeting.

The SOAR was vetted by the staff between the second and third committee meetings. The staff added new ideas to the SOAR which were captured most graphically through "word clouds," defined here as a visual representation of themes and concepts which are presented in a word diagram. The size of the letters denotes the level of importance and frequency within the document (Appendix C). Some of the highlights of the SOAR included:

- The importance of public computers and updated infrastructure to support technology
- The need for teen activities, a cohesive outreach plan, and more opportunities for children's programs
- A desire to offer the best customer service in the Minuteman Library Network, an increase in open hours, and an increase in staffing levels

At the third committee meeting, members worked to finalize the text of the mission and vision statements, make improvements to the survey questions prior to distribution, as well as ensure that all the necessary building blocks for the Strategic Plan were properly formulated.

The community survey (Appendix D) which garnered 956 completed surveys was promoted through local cable, newspapers, social media, school departments, the library's websites, internal library signage, and library affiliated group's websites such as the Friends and the Library Foundation of Needham.

Dissemination was practiced by several means including:

- "Survey Monkey," an online survey host site
- Passive distribution of hard-copies at town buildings and local businesses
- Library's website
- Paper copies at the library's service desks
- Active distribution at local business establishments and at the library during events

The completed survey results, which were reworked through several iterations, were codified and presented to the library trustees and committee members (Appendix E). As a result of the survey, several salient themes and messages emerged:

- Books and materials are extremely important to library patrons
- Computer access, classes, Wi-Fi and emerging technologies are a high priority, along with more open hours
- Approximately 1/3 of the respondents who answered questions about the Library facility, would like to see more space available at the library and better parking options
- Nearly 1/4 of those answering questions concerning how the library could improve in the next 5 years answered that an outreach and marketing campaign was needed
- The community indicated that its priorities in the area of raising the level of library programming would be accomplished via author talks, science, art and music programs, films, book groups, and cultural programs
- A desire for programs and opportunities for young adults
- Nearly 70% of the community who answered questions about making the library better in the next 5 years, favored more library hours on Sundays
- More teaching opportunities, specifically in the areas of technology, computers, and downloading of electronic books
- Expanding the eBook collection



Mission Statement

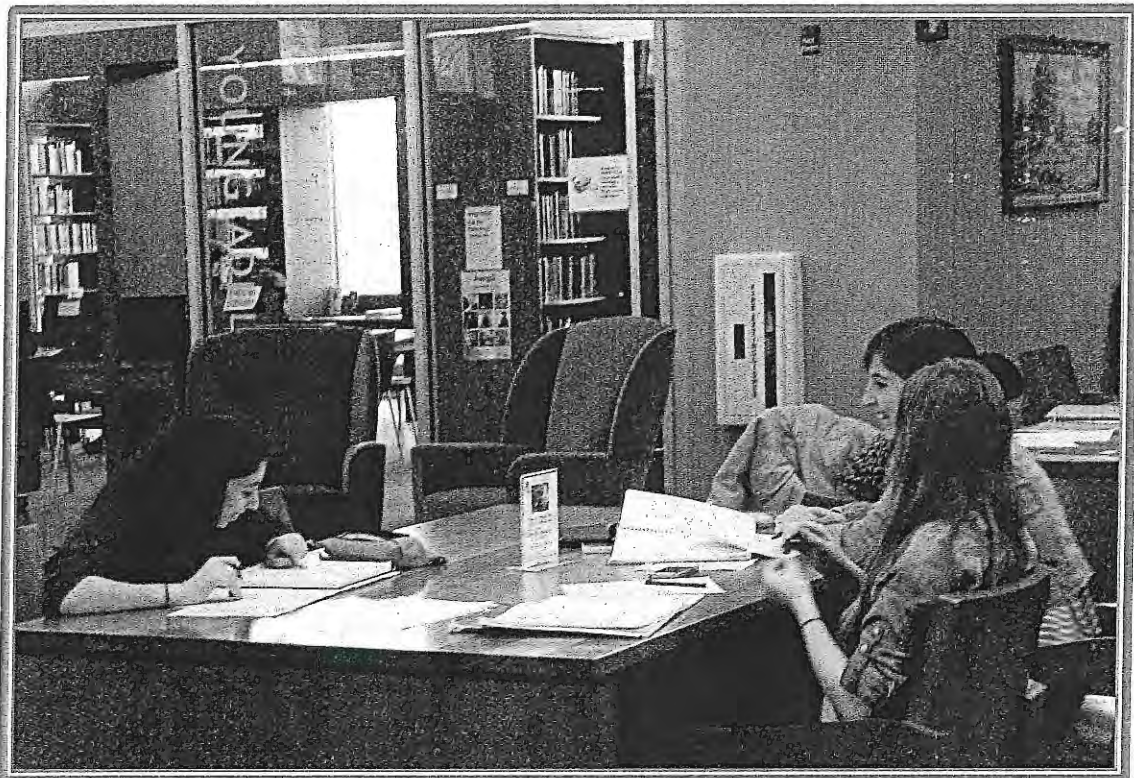
The Needham Free Public Library provides access to materials, resources and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

Vision Statements

The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas.

The library will be a vibrant and welcoming place for all people to gather, meet, and learn.

The library will create opportunities for programs, services and outreach by building partnerships with institutions such as schools, businesses, and organizations.



Goals, Objectives and Actions

Collections

Goal 1: The library will develop, maintain, and preserve a strong and current collection of materials and resources in a variety of formats, which are discoverable and accessible and meet the recreational, informational, and educational needs of the community.

OBJECTIVE A: Evaluate the Collection Development Policy and revise and adopt new procedures to meet current and future collection needs.

Action 1: Review other libraries' collection policies and the library's current policy to see where changes need to be made. (FY17)

Action 2: Review the policy annually. (Ongoing)

OBJECTIVE B: Review current materials and resources to determine high demand categories and formats and allocate funds necessary to meet the demand.

Action 1: Develop a method for gathering data about user requests. (FY17)

Action 2: Collect and maintain statistics concerning materials and resources (in print and online), to analyze usage, quality, and patron feedback. (FY18)

Action 3: Assess collection needs targeted for tweens/teens to determine new materials and resources specific to this target group. (FY19)

Action 4: Continue to expand collection of DVDs or other emerging formats including foreign, indie and classic films. (Ongoing)

Action 5: Reallocate funds to reflect the high demand collections in various formats to ensure multiple copy purchases. (FY20)

Action 6: Provide greater access to more downloadable books, audio, and streaming media. (Ongoing)

Action 7: Monitor statewide eBook and database projects. (Ongoing)

OBJECTIVE C: Increase awareness of what the library has for materials and resources including network, state, and interlibrary loan.

Action 1: Develop plan to promote collections through displays, social media tools, website, and other promotional tools, such as in-library and online booklists referring to all formats, and staff recommendations. (FY17)

Action 2: Design easy navigation to online library eResources. (FY17)

Action 3: Create instructional guides for staff and patrons on how to use new formats and devices. (FY19)

Action 4: Review potential spaces for new collections and best access for all materials. (FY20)

Action 5: Work with Minuteman Network to improve the library catalog interface. (Ongoing)

Programs and Services

Goal 2: The library will provide programs and services that reflect the community's needs and wants, focusing on all ages, embracing diversity and inclusion, and offering life-long learning opportunities.

OBJECTIVE A: Investigate, develop, and implement programs to attract all segments of the community.

Action 1: Conduct survey with tweens/teens to determine their interests and support their academic and social endeavors. (FY17)

Action 2: Offer adult life-long learning programs that reflect hobbies and interests such as lecture series, author talks, art and cultural programs. (FY18)

Action 3: Increase programs related to reading for all ages such as book clubs. (FY21)

Action 4: Enable public computers to advertise library programs when not in use. (FY17)

OBJECTIVE B: Actively seek out community partnerships with the schools, businesses, and other town organizations, to create unique opportunities for programming.

Action 1: Meet and partner with community organizations, town departments, schools, and local businesses to discuss and provide programs. (FY17)

Action 2: Deliver at least one outreach program in a location outside the traditional library setting. (FY18)

Action 3: Seek grants to provide programs that enhance cultural awareness, diverse interests and allow community members to come together around a common theme. (FY19)

Action 4: Reach out and engage with groups who traditionally do not use the library to learn more about their needs. (FY18)

Action 5: Formalize and institutionalize processes to establish sustainable and beneficial library partnership-related programs. (FY18)

OBJECTIVE C: Provide services attracting a wider audience at the library.

Action 1: Evaluate homebound and other outreach programs currently offered. (FY17)

Action 2: Enhance website and online presence to promote resources and services available. (FY21)

Action 3: Develop and continue partnerships with other agencies and organizations in town serving diverse groups. (FY20)

Action 4: Meet with local businesses to determine need for resources and services at the library. (FY19)

OBJECTIVE D: Deliver high standard of customer service for all library users.

Action 1: Establish standards of excellent customer service for staff. (FY17)

Action 2: Assess customer satisfaction annually to determine level of service and needs for improvement. (Ongoing)

Action 3: Train staff to provide an increased level of awareness. (FY18)

Action 4: Ensure staff is trained to recommend all formats of materials, not just print options. (FY17)

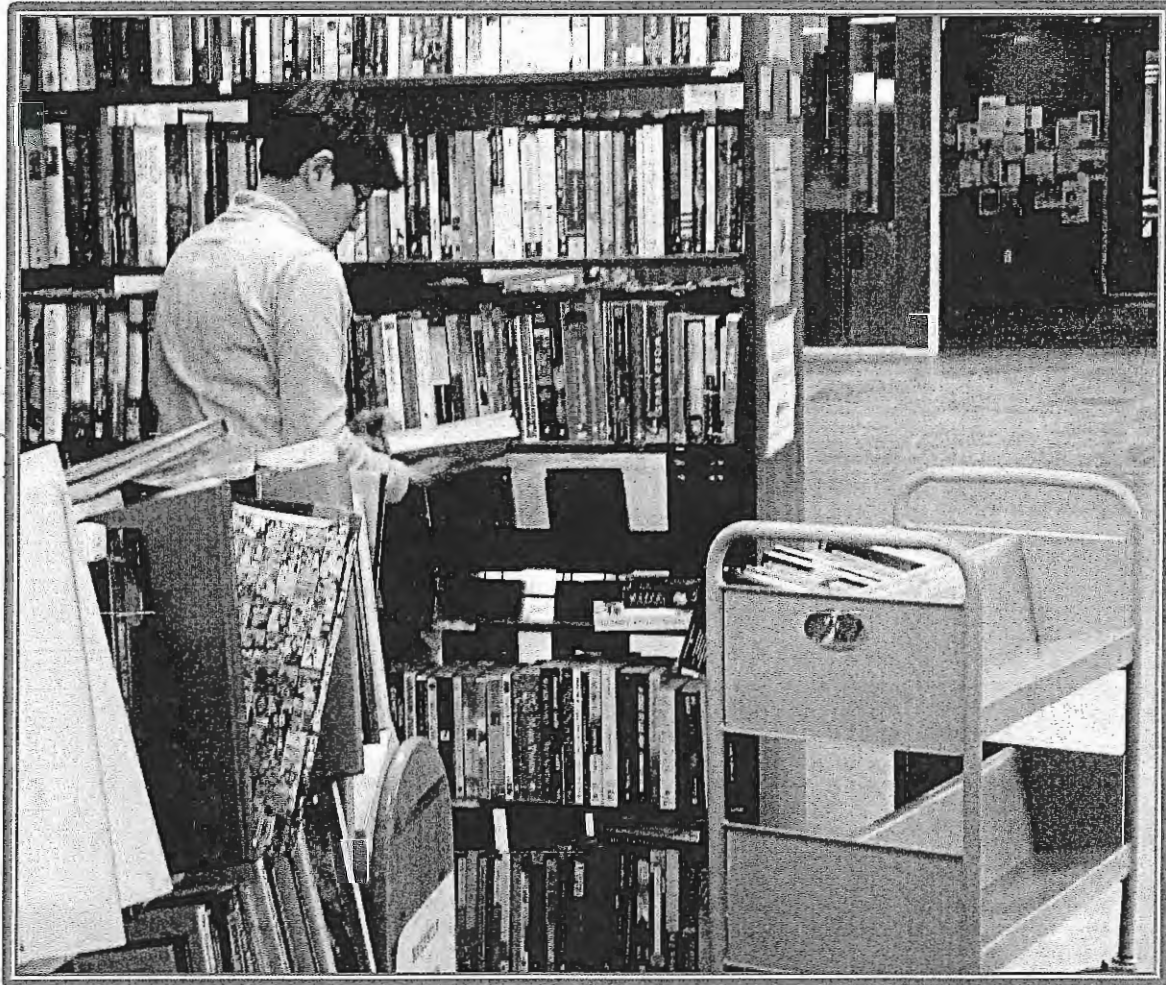
OBJECTIVE E: Increase library hours to improve patron access on Fridays, Sundays and in the summer.

Action 1: Evaluate and assess the need for additional hours. (FY17)

Action 2: Consider staffing a pilot program offering additional hours. (FY18)

Action 3: Present budget needs to Town Manager and Finance Committee and obtain funding for increased hours. (FY18)

Action 4: Extensively promote new hours for increased library usage during the pilot and beyond. (FY19)



Technology

Goal 3: The Library will meet technological needs of the community and improve patron experience and library operations.

OBJECTIVE A: Create a plan for instructional programs related to current and emerging technologies used by patrons and staff.

Action 1: Assess needs of the community for technology programs. (FY17)

Action 2: Determine and create matrix of staff competencies ranging from basic to advanced level skills. (FY19)

Action 3: Plan and deliver basic and intermediate instruction for current and emerging technologies based on the evaluation done in Action 1. (FY21)

OBJECTIVE B: Maintain and improve level of technology supporting accessibility to library materials, resources, and information.

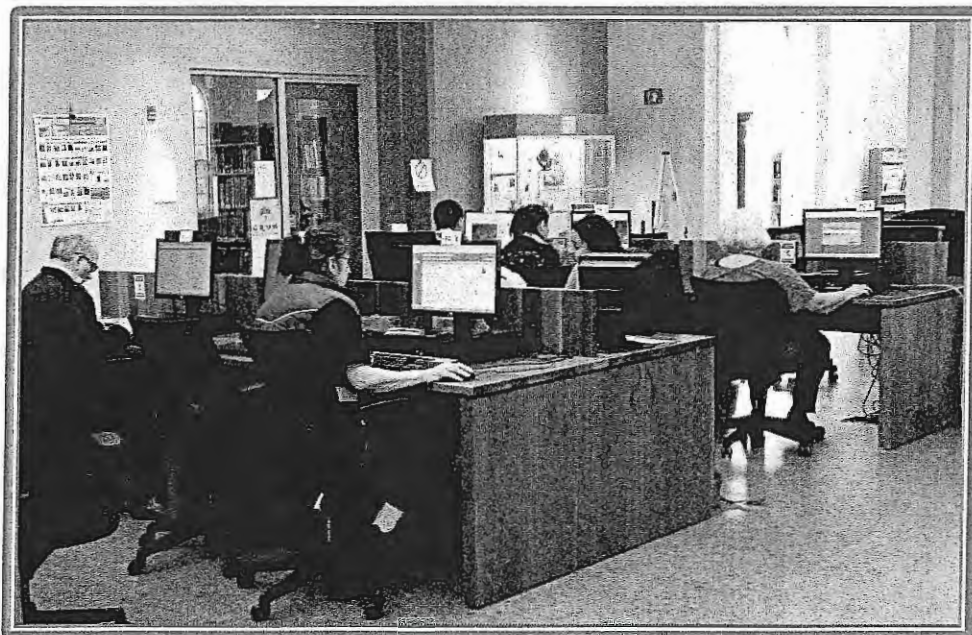
Action 1: Maintain and review technology plan addressing technology infrastructure including maintenance, upgrades, Wi-Fi accessibility, RFID, and other network capabilities. (Ongoing)

Action 2: Maintain and develop sustainable funding for technology to remain flexible and adaptable to new and emerging needs including Minuteman Network membership and other library consortia. (Ongoing)

Action 3: Deliver regularly scheduled classes supporting library resources, such as database searching and downloading eBooks. (FY18)

Action 4: Provide training and assistance of adaptive technologies for both staff and patrons to improve and enhance experience for hearing and visually challenged. (FY20)

Action 5: Digitize Needham's local archives collection and provide access via library website and the Digital Commonwealth. (Ongoing)



Community Engagement and Partnerships

GOAL 4: The library will help build a strong Needham community by forming partnerships with community organizations, town departments, schools, and local businesses.

OBJECTIVE A: Foster relationships with community organizations, town departments, school, and local businesses to build advocates and supporters of the library.

Action 1: Create communication plan to reach leaders in the community to raise awareness of the library as community center. (FY19)

Action 2: Invite groups to programs and leverage media outlets for publicity opportunities. (FY18)

Action 3: Encourage library staff to volunteer for community events and other opportunities raising the level of exposure to the library. (FY17)

Action 4: Establish a formal partnership program. (FY20)

OBJECTIVE B: Develop and implement a publicity plan geared to increasing the library's visibility in the community.

Action 1: Convene a committee of stakeholders to assist with planning. (FY17)

Action 2: Review promotional plans from other libraries and allow opportunities for staff to meet with other librarians to build a greater understanding of how to market and promote the library. (FY18)

Action 3: Develop a strong brand reflective of what the library represents to the community. (FY20)

Action 4: Implement a formal publicity plan to increase overall presence of the library in the community, in partnership with the committee of community stakeholders. (FY21)

OBJECTIVE C: Provide a safe and supportive place in Needham to celebrate diversity and inclusion.

Action 1: Develop programs and services to promote appreciation and understanding of personal heritage and the heritage of others in the community. (FY19)

Action 2: Increase the number of materials and resources reflective of the many ethnicities and languages represented in Needham. (FY21)

Action 3: Provide cultural sensitivity training for staff.

Facility

GOAL 5: The library will provide a safe, welcoming, and comfortable environment for the community to gather for recreational, educational, and informational opportunities, promoting both group and individual gatherings.

OBJECTIVE A: Maintain and upkeep the library building, both internally and externally.

Action 1: Develop a plan for ongoing facility management. (FY17)

Action 2: Meet regularly with facility crew to ensure cleanliness, temperature regulation, proper working order of all meeting spaces, as well as the restrooms. Conduct regularly scheduled building inspections. (Ongoing)

Action 3: Ensure a proactive role by the staff in reporting issues and making recommendations to improve usability of space. (FY18)

OBJECTIVE B: Conduct a space study of the library to enhance usability, aesthetics, and functionality.

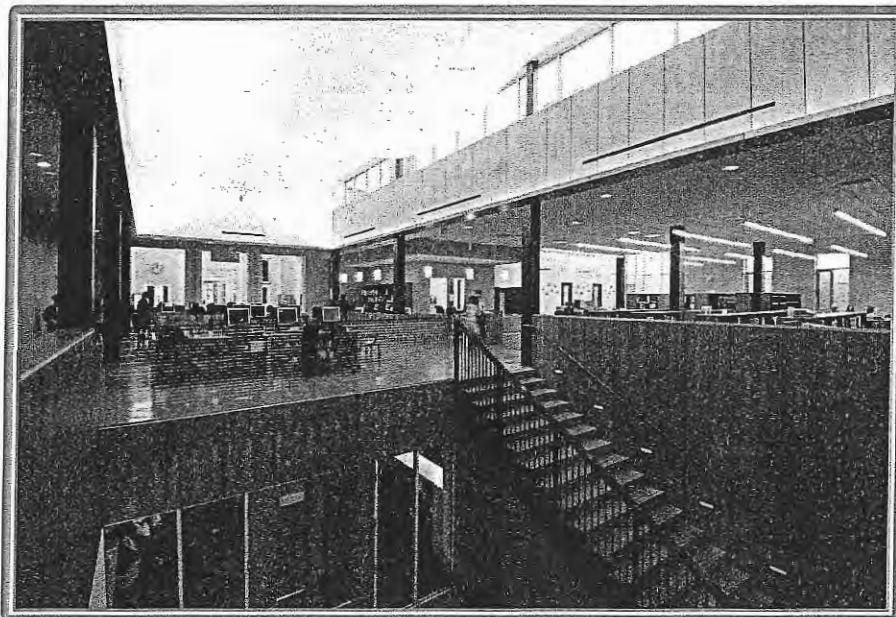
Action 1: Find and contract a specialist to survey current landscape of the library and make recommendations for best use of existing space. (FY19)

Action 2: Conduct examination of current library furniture and enlist patron feedback to assess the need of other types of furniture based on use of space. (FY18)

Action 3: Update and replace existing furniture where needed. (FY21)

Action 4: Explore non-traditional uses of library space and evaluate if appropriate to Needham (e.g. Makerspace, STEM programs, etc.). (FY20)

Action 5: Evaluate the feasibility of a unified information desk. (FY18)



Staff

GOAL 6: The library will provide a superior level of service by professional and knowledgeable staff in a positive work environment.

OBJECTIVE A: Evaluate current organizational structure related to staff positions and current library hours.

Action 1: Look at staff holistically and create a set of progressive competencies. (FY18)

Action 2: Match library hours with community needs and wants. (FY19)

OBJECTIVE B: Provide training and continuing education for staff through a variety of opportunities.

Action 1: Develop formal structure for staff development and training including time and budget considerations. (FY20)

Action 2: Formalize a continuing education plan for staff expectations related to their job descriptions and goals. (FY20)

Action 3: Encourage, support and allow staff to attend at least one workshop, training, course, or conference each year. (Ongoing)

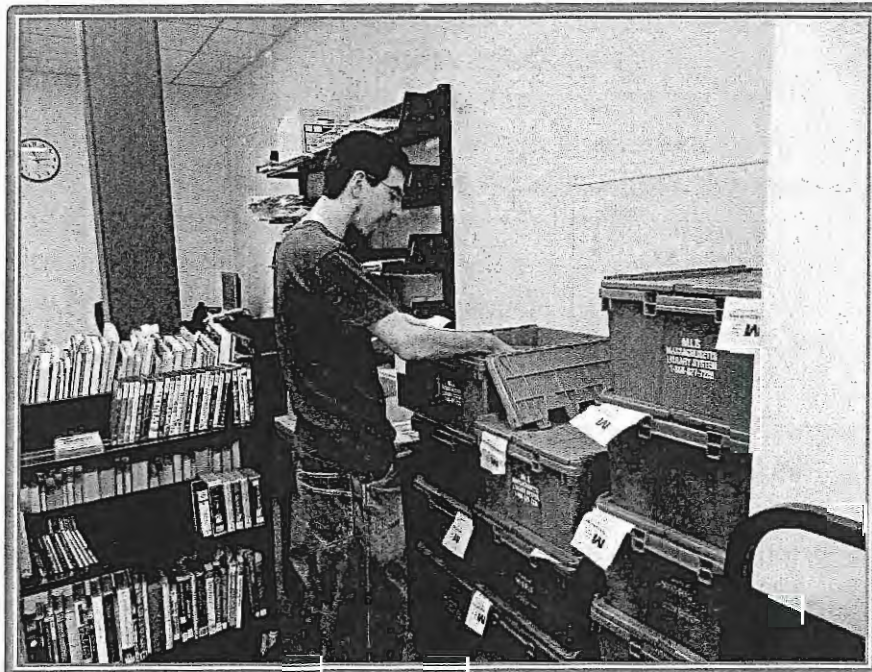
OBJECTIVE C: Foster pride and respect among colleagues.

Action 1: Continue to hold regular staff meetings to share and highlight job activities. (Ongoing)

Action 2: Support opportunities for all staff to interact with other staff members. (FY17)

Action 3: Implement evaluation schedule of staff, based on goals and work performance. (FY19)

Action 4: Celebrate and recognize staff ideas for improvements and innovations. (Ongoing)



Appendix:

Survey & Results

APPENDIX A-Currently Available Library Programs and Services

COLLECTIONS

- Circulate wide variety of Adult, Young Adult, and Children's books, periodicals, audiovisual materials, etc.
- Specified areas for new materials
- Book displays based on themes
- Downloadable music, magazines, audiobooks and ebooks
- Provide current newspapers and specialized business information sources
- Circulate large print books
- Access to many databases both in the library and from home computer (24/7)
- Archives Room of local history
- Genealogy Collection
- Circulating special collection of puzzles
- Microfilm of local newspapers
- A world renowned collection of Wyeth paintings

FACILITY

- Provide a venue for New Year's Needham celebration
- Reading and study space for adults and young adults
- Study Rooms available for reservation
- Comfortable and relaxing seating for recreational reading
- Community/social experience for senior citizens
- Bulletin Boards for postings of community activities
- Meeting room for local non-profits and Town governmental agencies
- Friends' Gallery for display of local artists' works (including photography)
- Display cases for display of local people's collections and craft work
- Open seven days a week, September through June (six days a week during July and August)
- Open four evenings a week until 9:00 p.m.
- Large tables and areas for group study; carrels for solitary study
- Separate area designated for teen use
- Newly refurbished, state-of-the-art community room
- Children's room play area

PROGRAMS

- Story hours, craft programs, music programs, puppet shows, movies, and other programs for children
- Summer Reading Program for children
- Three library-sponsored reading groups
- Friends' programs
- Library Foundation programs
- McIver Series programs
- Other library programming

SERVICES

- Provide computer services and Internet access
- WiFi Access
- Answer Reference Questions (information queries) in person and via telephone, e-mail
- Provide assistance for technology including computers, ereaders, tablets, cell phones, printers, and copiers
- Reserve system for obtaining materials
- Network Transfer and Inter-Library Loan systems for obtaining materials
- Ability to see whether materials are "available" or "out" in Needham and other MLN libraries
- Electronic message boards
- Ability to return materials when library is closed
- Access to MLN databases 24/7 from home
- E-mail notification for reserves and overdue materials
- E-mail reminders 2 days before materials are due
- Credit card may be used to pay for library fines and lost items from home or in the library
- Patrons can place their own reserves via computer in library or at home
- Patrons can reserve nearly 20 discount passes to local museums from home either online or by phone
- Patrons have ability to renew materials from home either online or by phone
- Current electronic tablets, readers, and iPad for training purposes
- Computer Instruction (Reference)
- Books-by-Mail program for shut-ins
- Friends-sponsored copying system/print system, including wireless printing
- A scanner which is of no cost to the user
- Library catalog which is searchable in 7 languages including English
- Computer operated microfilm reading system
- Two "AWE" learning stations in the children's room
- Two self-checkout stations for expedited service
- Reading glasses of varying prescriptions
- Magnifying glass
- Thumb drives available for purchase
- Specialized indexes of songs, obituaries and local newspapers

APPENDIX B-Needham Demographics

Location

Eastern Massachusetts, bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is 10 miles southwest of Boston, 29 miles east of Worcester, and about 208 miles from New York City.

Total Area: 12.70 sq. miles
Land Area: 12.61 sq. miles
Population: 31,446
Density: 2,185 per sq. mile

Form of Government
Board of Selectmen
Town Manager
Representative Town Meeting
Year Incorporated as a town: 1711

Registered Voters by Party as of February 1, 2015

Unenrolled	11,287
Democrats	6,839
Republicans	2,586
Green-Rainbow	13
United Independent Party	3

Transportation and Access

Needham is situated in the Greater Boston Area, which has excellent rail, air, and highway facilities. State Route 128 and Interstate Route 495 divide the region into inner and outer zones, which are connected by numerous "spokes" providing direct access to the airport, port, and intermodal facilities of Boston.

Major Highways

Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128.

Rail

Commuter rail service is available to Back Bay Station and South Station, Boston, from Needham Heights, Needham Center, Needham Junction, and Hersey The Bay Colony Railroad provides freight rail service in Needham.

Bus

Needham is a member of the Massachusetts Bay Transportation Authority (MBTA). The MBTA provides fixed route service between Needham Junction and Watertown Square.

Table DP-1. Profile of General Demographic Characteristics: 2000

Geographic Area: Needham town, Norfolk County, Massachusetts

[For information on confidentiality protection, nonsampling error, and definitions, see text]

Subject	Number	Percent	Subject	Number	Percent
Total population.....	28,911	100.0	HISPANIC OR LATINO AND RACE		
SEX AND AGE			Total population.....	28,911	100.0
Male.....	13,702	47.4	Hispanic or Latino (of any race).....	341	1.2
Female.....	15,209	52.6	Mexican.....	56	0.2
Under 5 years.....	2,153	7.4	Puerto Rican.....	51	0.2
5 to 9 years.....	2,134	7.4	Cuban.....	16	0.1
10 to 14 years.....	2,146	7.4	Other Hispanic or Latino.....	218	0.8
15 to 19 years.....	1,729	6.0	Not Hispanic or Latino.....	28,570	98.8
20 to 24 years.....	954	3.3	White alone.....	27,140	93.9
25 to 34 years.....	2,514	8.7	RELATIONSHIP		
35 to 44 years.....	4,939	17.1	Total population.....	28,911	100.0
45 to 54 years.....	4,490	15.5	In households.....	27,943	96.7
55 to 59 years.....	1,481	5.1	Householder.....	10,612	36.7
60 to 64 years.....	1,181	4.1	Spouse.....	6,887	23.8
65 to 74 years.....	2,265	7.8	Child.....	9,228	31.9
75 to 84 years.....	1,885	6.5	Own child under 18 years.....	7,415	25.6
85 years and over.....	1,040	3.6	Other relatives.....	578	2.0
Median age (years).....	40.8	(X)	Under 18 years.....	142	0.5
18 years and over.....	21,335	73.8	Nonrelatives.....	638	2.2
Male.....	9,733	33.7	Unmarried partner.....	230	0.8
Female.....	11,602	40.1	In group quarters.....	968	3.3
21 years and over.....	20,510	70.9	Institutionalized population.....	418	1.4
62 years and over.....	5,867	20.3	Noninstitutionalized population.....	550	1.9
65 years and over.....	5,190	18.0	HOUSEHOLD BY TYPE		
Male.....	1,981	6.9	Total households.....	10,612	100.0
Female.....	3,209	11.1	Family households (families).....	7,782	73.3
RACE			With own children under 18 years.....	3,924	37.0
One race.....	28,718	99.3	Married-couple family.....	6,887	64.9
White.....	27,412	94.8	With own children under 18 years.....	3,528	33.2
Black or African American.....	201	0.7	Female householder, no husband present.....	728	6.9
American Indian and Alaska Native.....	8	-	With own children under 18 years.....	337	3.2
Asian.....	1,024	3.5	Nonfamily households.....	2,830	26.7
Asian Indian.....	200	0.7	Householder living alone.....	2,479	23.4
Chinese.....	533	1.8	Householder 65 years and over.....	1,477	13.9
Filipino.....	34	0.1	Households with individuals under 18 years.....	4,013	37.8
Japanese.....	61	0.2	Households with individuals 65 years and over.....	3,419	32.2
Korean.....	91	0.3	Average household size.....	2.63	(X)
Vietnamese.....	33	0.1	Average family size.....	3.15	(X)
Other Asian ¹	72	0.2	HOUSING OCCUPANCY		
Native Hawaiian and Other Pacific Islander.....	-	-	Total housing units.....	10,846	100.0
Native Hawaiian.....	-	-	Occupied housing units.....	10,612	97.8
Guamanian or Chamorro.....	-	-	Vacant housing units.....	234	2.2
Samoan.....	-	-	For seasonal, recreational, or		
Other Pacific Islander ²	-	-	occasional use.....	53	0.5
Some other race.....	73	0.3	Homeowner vacancy rate (percent).....	0.3	(X)
Two or more races.....	193	0.7	Rental vacancy rate (percent).....	2.2	(X)
Race alone or in combination with one			HOUSING TENURE		
or more other races: ³			Occupied housing units.....	10,612	100.0
White.....	27,575	95.4	Owner-occupied housing units.....	8,587	80.9
Black or African American.....	246	0.9	Renter-occupied housing units.....	2,025	19.1
American Indian and Alaska Native.....	33	0.1	Average household size of owner-occupied units.....	2.82	(X)
Asian.....	1,136	3.9	Average household size of renter-occupied units.....	1.84	(X)
Native Hawaiian and Other Pacific Islander.....	12	-			
Some other race.....	115	0.4			

- Represents zero or rounds to zero. (X) Not applicable.

¹ Other Asian alone, or two or more Asian categories.

² Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

³ In combination with one or more of the other races listed. The six numbers may add to more than the total population and the six percentages may add to more than 100 percent because individuals may report more than one race.

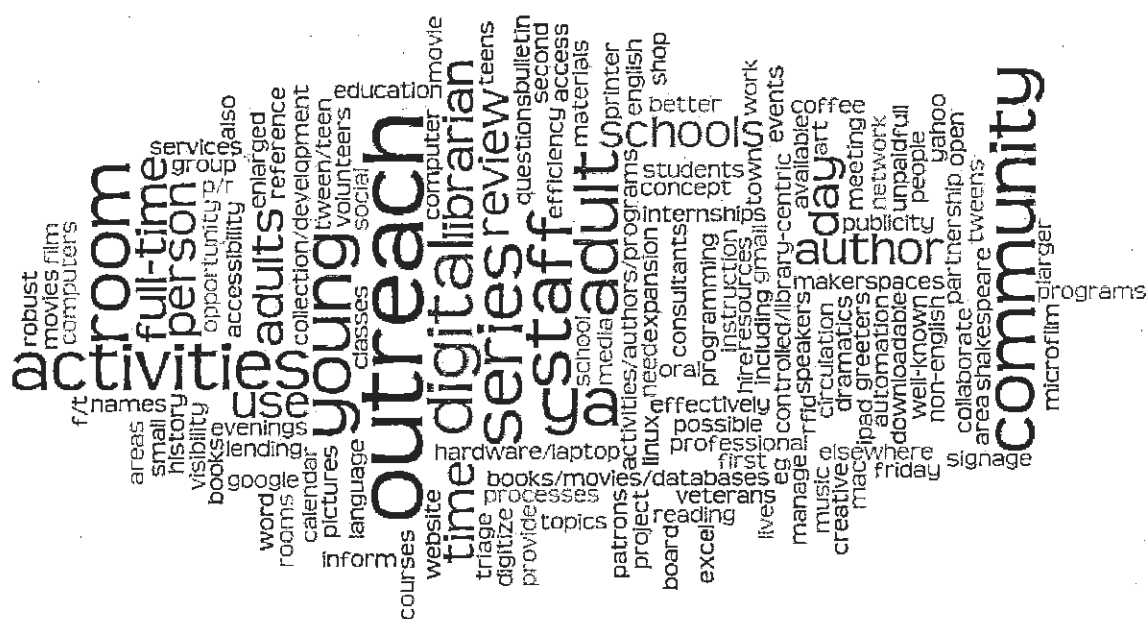
Source: U.S. Census Bureau, Census 2000.

Socioeconomic	
County	NORFOLK
School Structure	K-12
Form of Government	REPRESENTATIVE TOWN MEETING
2015 Population	31,446
2015 Labor Force	15,262
2015 Unemployment Rate	3.10
2012 DOR Income Per Capita	94,199
2009 Housing Units per Sq Mile	860.11
2013 Road Miles	138.14
EQV Per Capita (2014 EQV/2013 Population)	278,902
Number of Registered Vehicles (2012)	27,676



STRENGTHS and OPPORTUNITIES

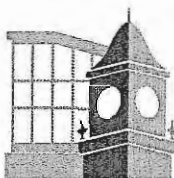
STRENGTHS and OPPORTUNITIES



ASPIRATIONS and RESULTS



APPENDIX D-Community Survey



NEEDHAM
FREE PUBLIC
LIBRARY

Long Range Plan Survey

Please answer the following questions about the Needham Free Public Library.

The survey asks about your personal views, ideas, and interpretations about the Needham Free Public Library. Please complete this form only once per person.

1. Are you a Needham resident? *(Please check the correct answer)*

- ☐ Yes
- ☐ No

2. What is your age group? *(Please check the correct response)*

- ☐ 0-5
- ☐ 6-12
- ☐ 13-19
- ☐ 20-39
- ☐ 40-59
- ☐ 60+

3. How many years have you been using the Needham Free Public Library? *(Please check the correct response)*

- ☐ Less than 1 year
- ☐ 1-3 years
- ☐ 4-6 years
- ☐ 7-10 years
- ☐ 10+ years

4. During a typical month, how many times do you use the library? (Please check the number of the correct response)

- ☐ None
☐ 1-3
☐ 4-6
☐ 7-9
☐ 10+

5. Are you a member of a library sponsored or private book club?

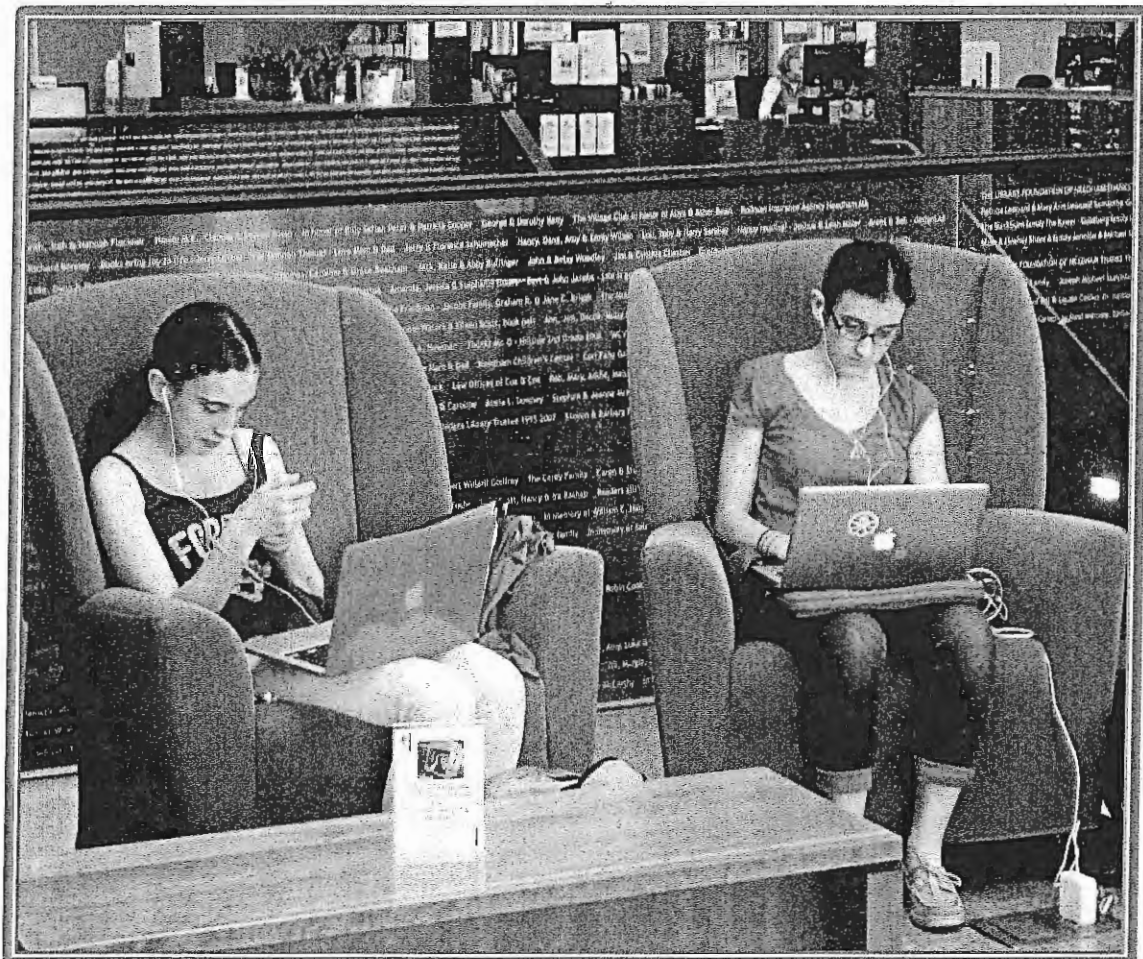
YES

NO

6. Do you own or do you have access to a personal computer?

YES

NO



- ☐ The library should have more activities and programs for young adults.
- ☐ The library should have more activities and programs for "teens."
- ☐ The library should make more "book club books" available.
- ☐ The library should invest in downloadable books that are available only to Needham residents.
- ☐ The library should own and lend e-reader devices to patrons.
- ☐ The library should host an evening current events discussion group.
- ☐ The library should have a coffee shop.
- ☐ The library should have longer hours on Sundays.
- ☐ The library should be open Friday nights.
- ☐ The library should be open Sundays in the summer.
- ☐ The library should actively pursue partnerships with the Needham Public Schools.
- ☐ The library should form or expand partnerships with and share resources with community groups.
- ☐ The library should consider holding programs and offering services in Needham locations beyond the library.
- ☐ The library should make more meeting/doing/working space available to community groups.
- ☐ The library should encourage active participation by citizens in the community.
- ☐ The library has an opportunity to help lead the community toward greater emphasis on celebrating diversity.
- ☐ The library has an opportunity to help make Needham more inclusive and welcoming to diverse communities.
- ☐ The library should reach out to make its resources available to employees of businesses and other employers in Needham because they are an integral part of Needham (regardless of whether they live in the town).
- ☐ The library should encourage and help people to engage in using outdoor space in the community.
- ☐ The library should promote appreciation of historic preservation and good architecture to enhance the visual appeal of Needham.

(Examples include increase open hours, add more computers, offer better seating, hire more staff etc. Please specify)

Figure 1 illustrates the experimental setup. A subject is seated at a table, viewing a video screen. A video camera is positioned above the screen. A light source is positioned to the left of the screen. A subject is seated at a table, viewing a video screen. A video camera is positioned above the screen. A light source is positioned to the left of the screen. A subject is seated at a table, viewing a video screen. A video camera is positioned above the screen. A light source is positioned to the left of the screen.

9. Which of the following current list of library materials is important to you or you and your family? (Please check all that apply)

- Books ☐
- Newspapers ☐
- Magazines ☐
- DVD's/Blu-Rays ☐
- Music CD's ☐
- Audiobooks ☐
- Downloadable Books ☐
- Downloadable Magazines ☐
- Downloadable Music ☐

Other (please specify)

10. Are there library materials that you would like to see added? (Examples include PlayStation, Xbox, or Wii Video Games, More Independent Movies etc. Please specify)

11. Which of the following current list of library services is important to you or you and your family? (Please check all that apply)

- Archives Room ☐
- Books by Mail Service ☐
- Business Room ☐
- Check-Out Books, DVD's, etc ☐
- Children's Department ☐
- Computer Instruction/Help ☐

Computer Access

☐

Copy Machine

☐

Downloadable Books

☐

Downloadable
Magazines

☐

Downloadable Music

☐

Friends Book Shop

☐

Friends Rental
Collections

☐

Friends Weekend
Book Sales

☐

Genealogy Room

☐

Interaction with Staff

☐

Library Programs

☐

Magazine/Newspaper
Room

☐

Monitor My Account
Online

☐

Museum Passes

☐

Online Databases

☐

Reference
Department

☐

Request Materials
From Other Libraries

☐

Reserve Books

☐

Study Room

☐

Wireless Printing

☐

Young Adult Room

☐

Other (please specify)

12. Are there library services that you would like to see added? (Examples include Loaning of Laptops, Specific Computer Classes, Circulating Tablets and e-Readers, etc. Please specify)

Study Room ☐

Wireless Printing ☐

Young Adult Room ☐

Other (please specify)

14. Of the types of programs offered at the library, which are most important to you or you and your family?
(Please check all that apply)

☐ Children's programs

☐ Children's story times

☐ Children's movies

☐ Adult lectures

☐ Adult educational programs (examples: job seeking, computer skills, family finance, gardening, etc)

☐ Art exhibits

☐ Author readings

☐ Musical performances

☐ Orientation/training in using library materials and services

☐ Other (please specify)

15. Are there other types of programs that you would like to see added? *Examples include Topical Seminar Series, Movie Discussion Group or Young Adult Social Event etc. Please specify)*

16. The library offers a number of online resources. Are there other online resources you would like to see added? *(Examples include Hoopla Streaming Media, Credo Reference Collection or IndiFlix. Please specify)*

17. The library currently sponsors two book clubs. They meet once a month, one on a Tuesday afternoon and the other on a Wednesday evening. Would you attend a library book club, if other meeting times were offered? *(Please check one answer)*

YES

☐

NO

☐

18. If you are a senior, would you attend library programs scheduled during the day either at the library or at the Center at the Heights? Every effort would be made to not conflict with CATH programming. *(Please check one answer)*

YES

☐

NO

☐

19. The library seeks to be inviting and friendly. What additions or changes would make the library more welcoming? *(Examples include offering space for new Needham residents to socialize, actively pursuing ideas and opinions from patrons, hiring a volunteer library greeter etc. Please specify.)*

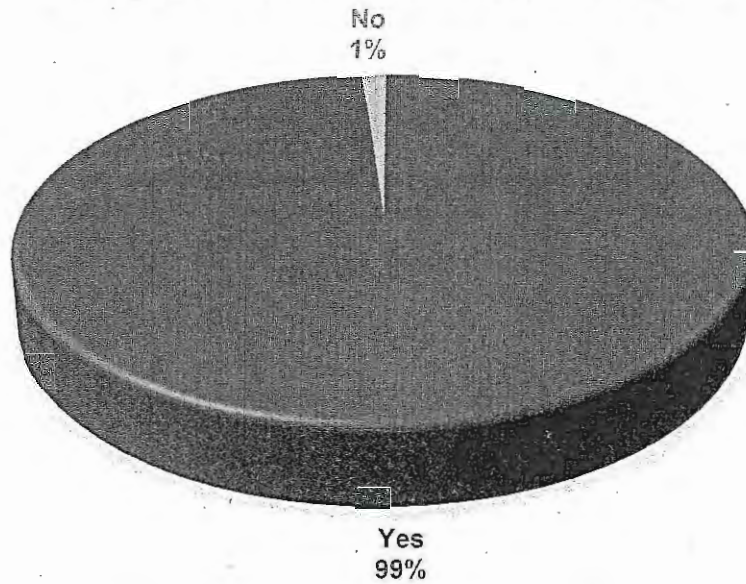
20. How do you learn about library events and happenings? *(Please check all that apply)*

- ☐ Friends of Needham Library Website
- ☐ Hometown Weekly Newspaper
- ☐ Library's Electronic Bulletin Boards
- ☐ Library's Facebook Page
- ☐ Library Foundation of Needham
- ☐ "Library Notes" Newsletter
- ☐ Library Posters
- ☐ Library Website
- ☐ Needham Patch
- ☐ Needham Times Newspaper
- ☐ Town of Needham Website
- ☐ Other (please specify)

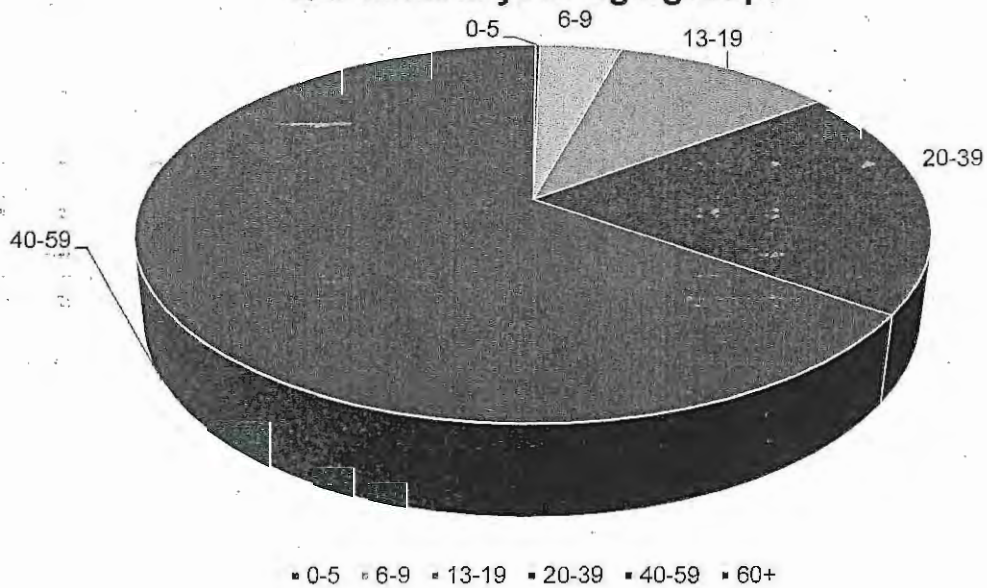
For online users, please press the DONE Button. For printed copy users, please return the completed survey to one of the three service desks at the library by June 26, 2015. Thank you for completing the survey.

APPENDIX E-Survey Results

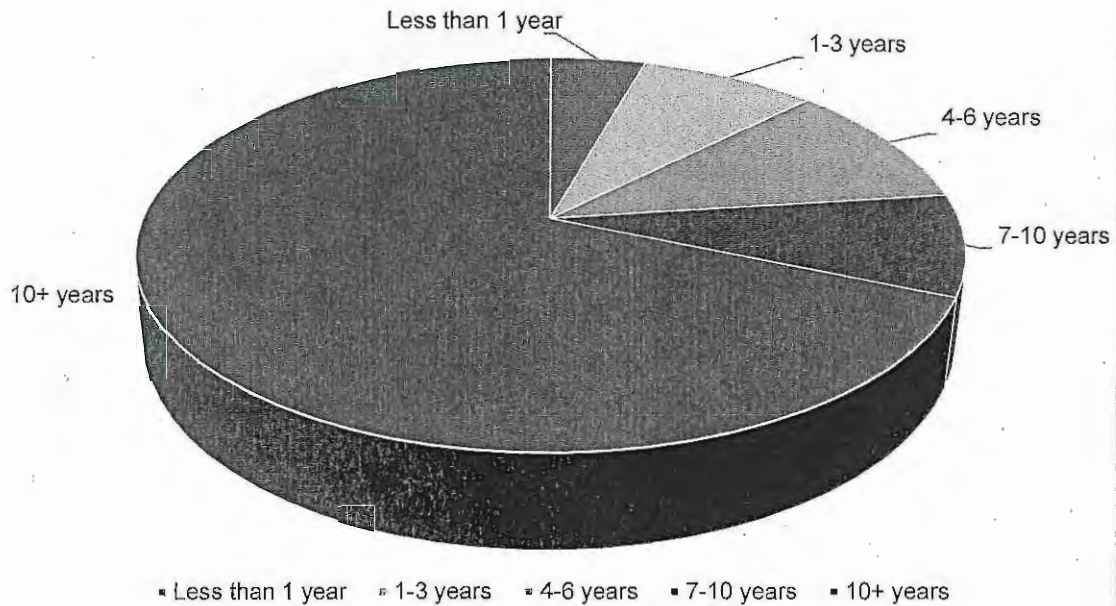
Q1: ARE YOU A NEEDHAM RESIDENT?



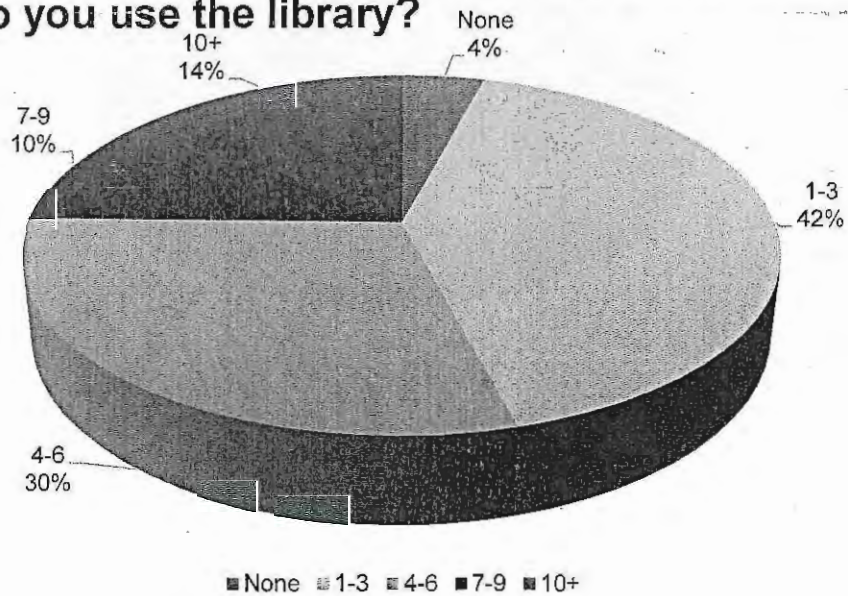
Q2: What is your age group?



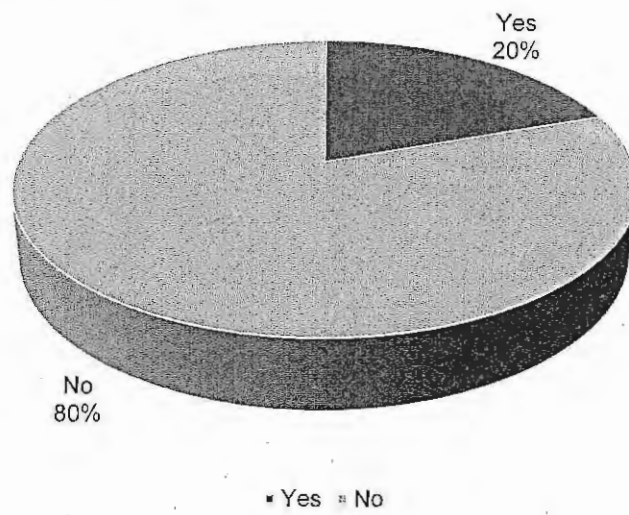
Q3: How many years have you been using the Needham Free Public Library?



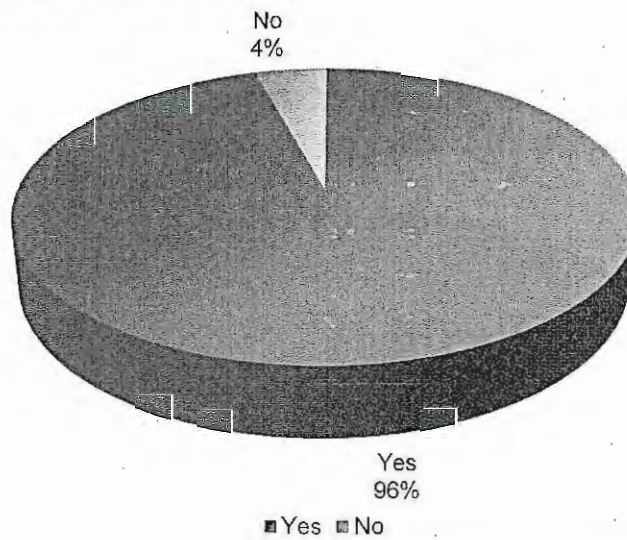
Q4: During a typical month, how many times do you use the library?



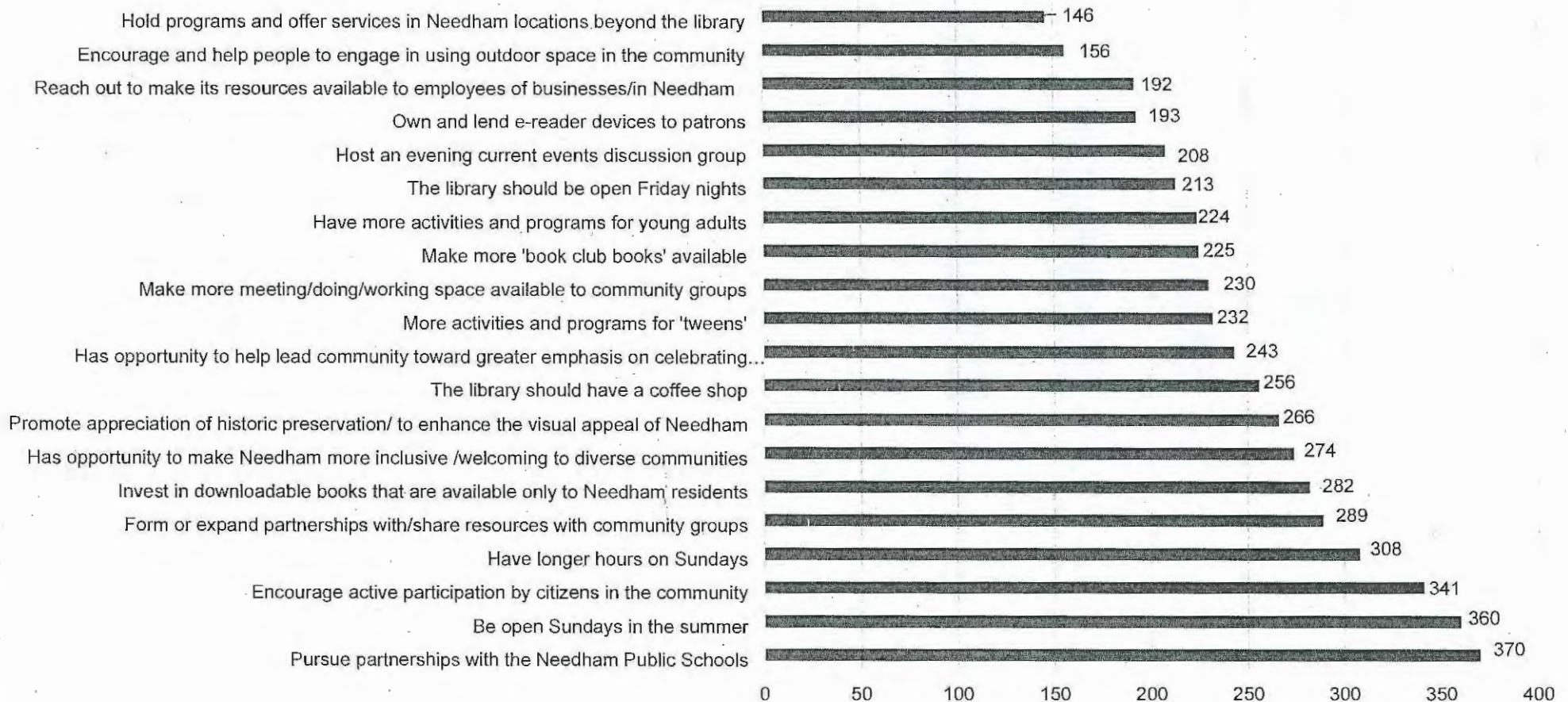
Q5: Are you a member of a library sponsored or private book club?



Q6: Do you own or do you have access to a personal computer?

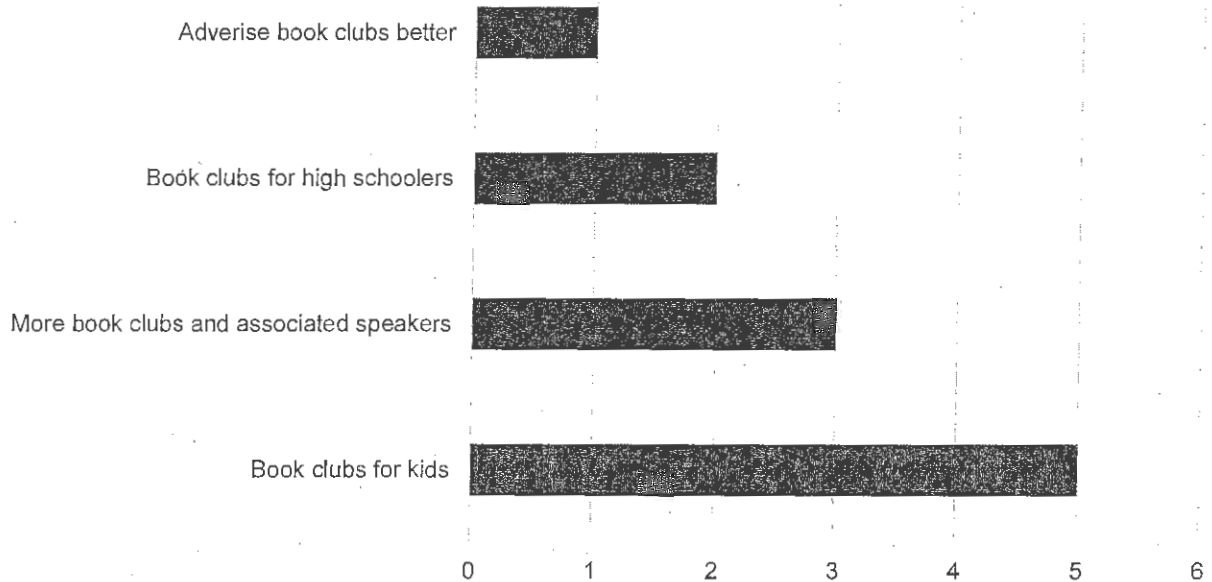


Q7: Below is a series of statements which concern the Needham Library. Please check ALL of the statements with which you AGREE

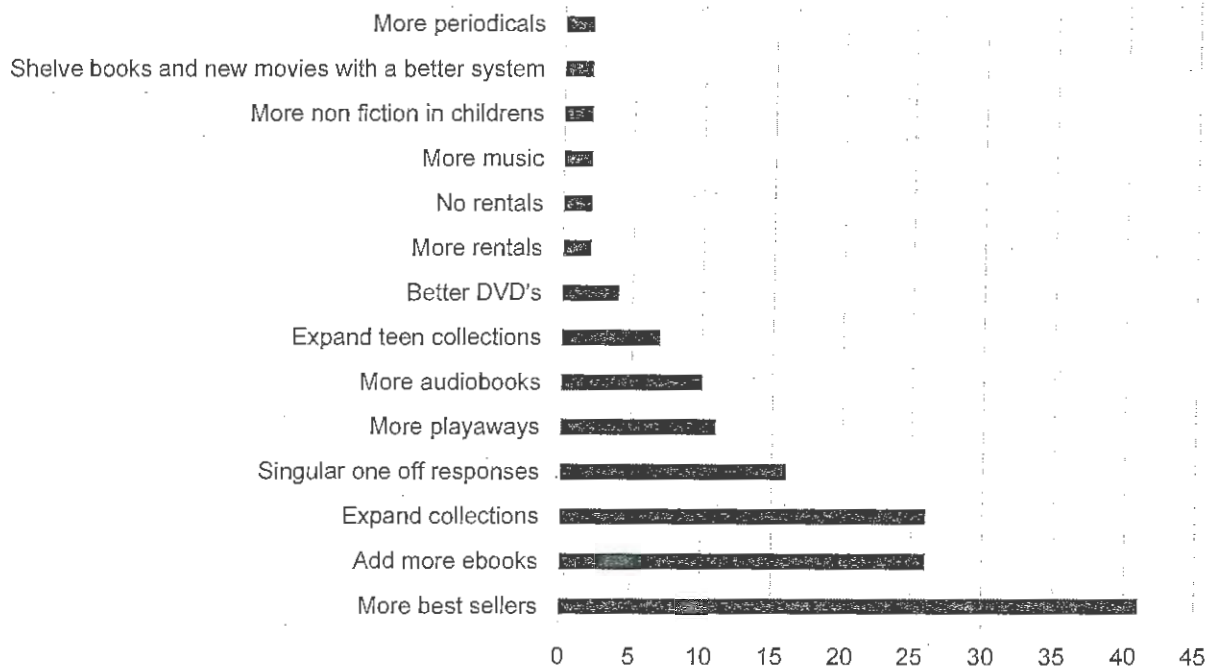


NOTE: The highly varied responses for question 8 necessitated multiple graphs.

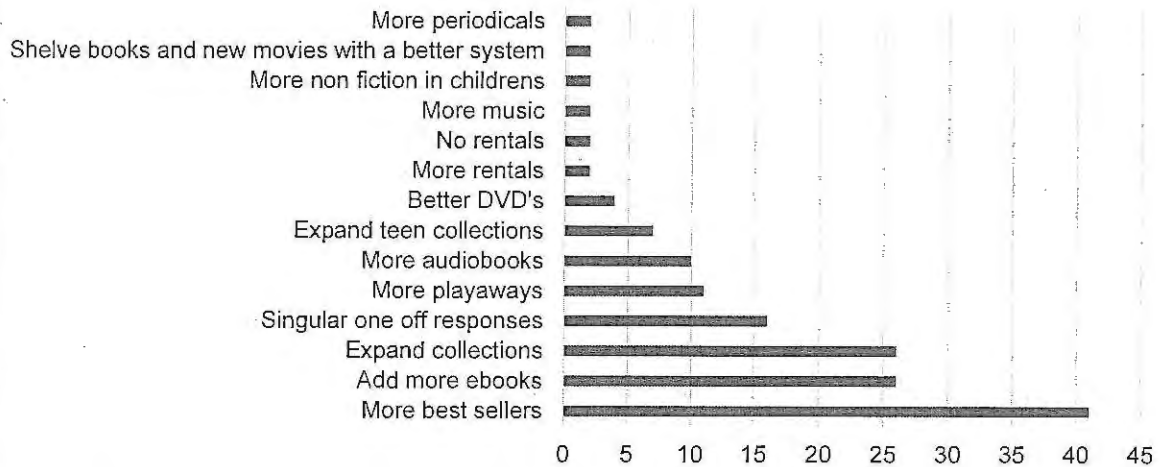
Q8A: Books: How should the library change or improve in the next five years to serve the community's needs



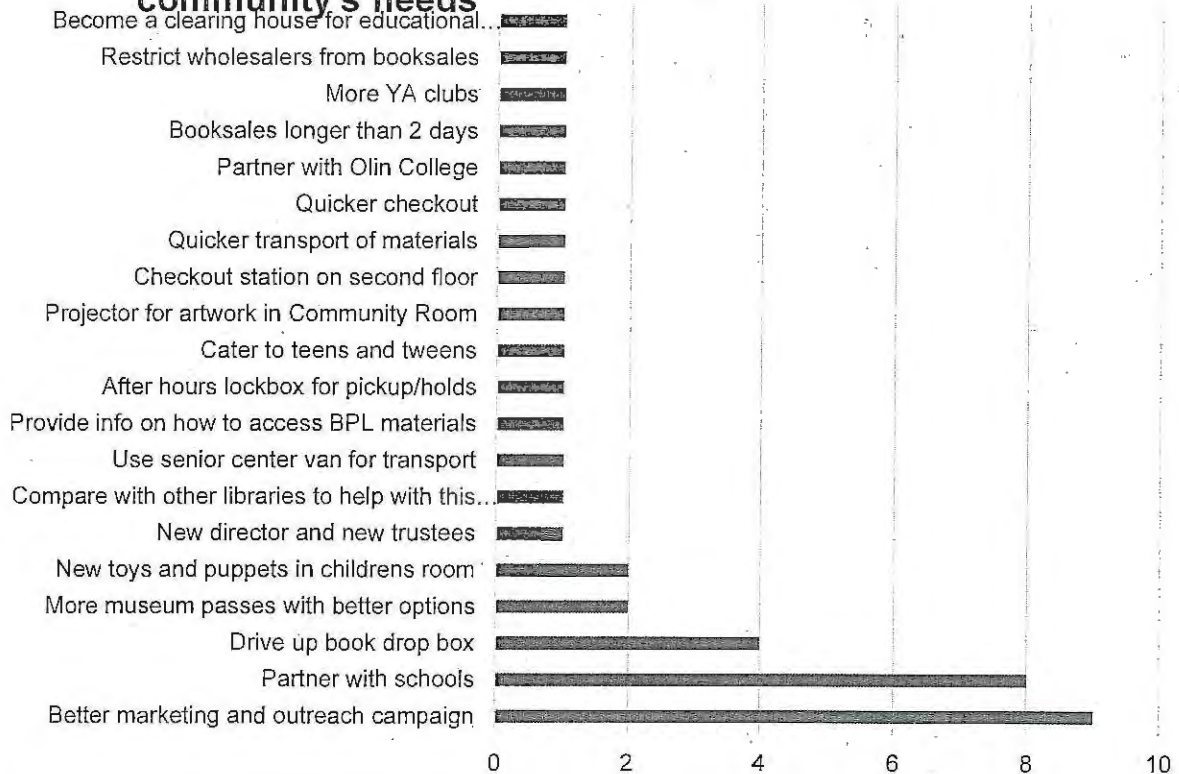
Q8B: Collections: How should the library change or improve in the next five years to serve the community's needs



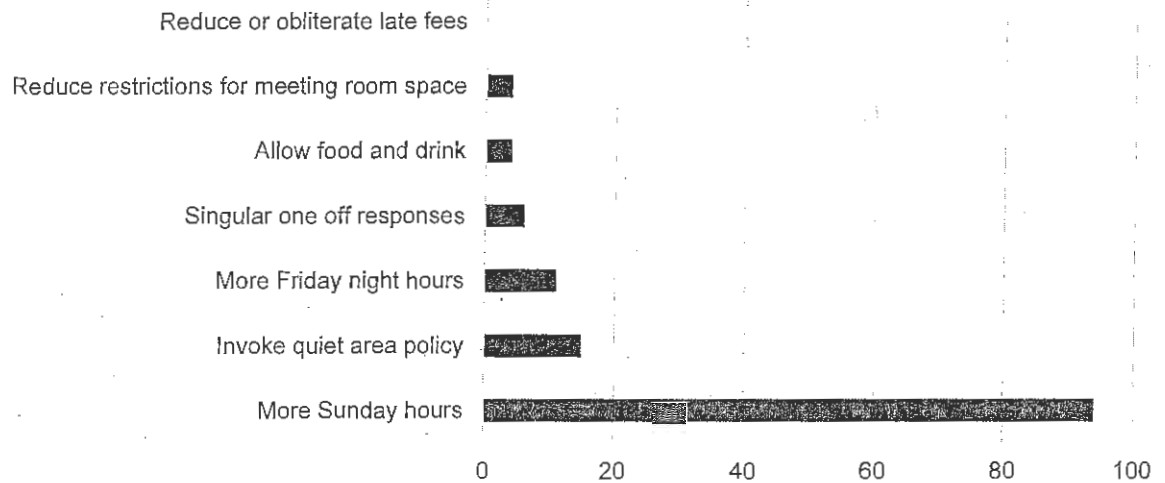
Q8C: Collections: How should the library change or improve in the next five years to serve the community's needs



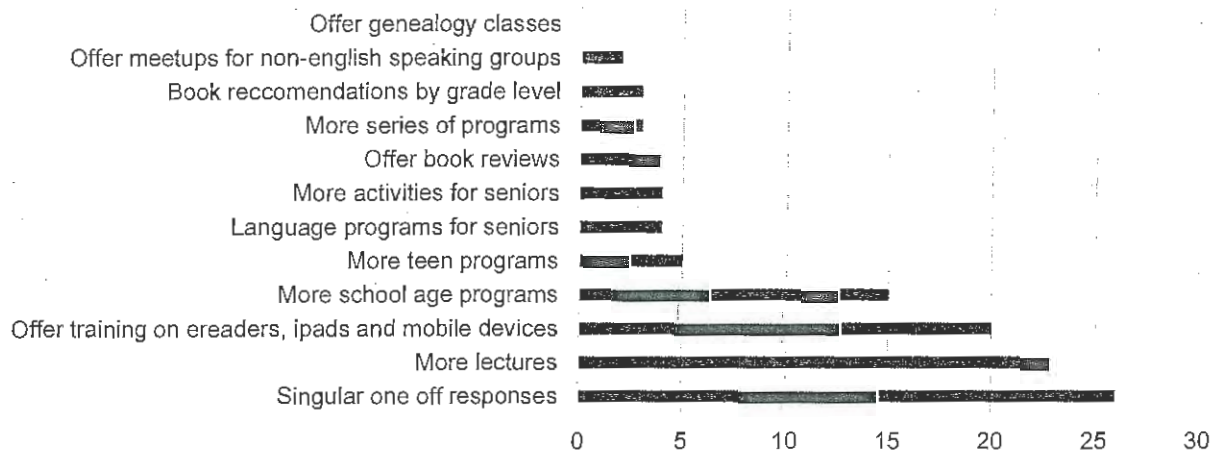
Q8D: Miscellaneous: How should the library change or improve in the next five years to serve the community's needs



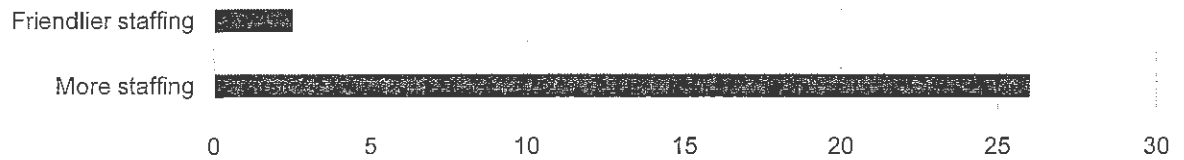
Q8E: Policy: How should the library change or improve in the next five years to serve the community's needs



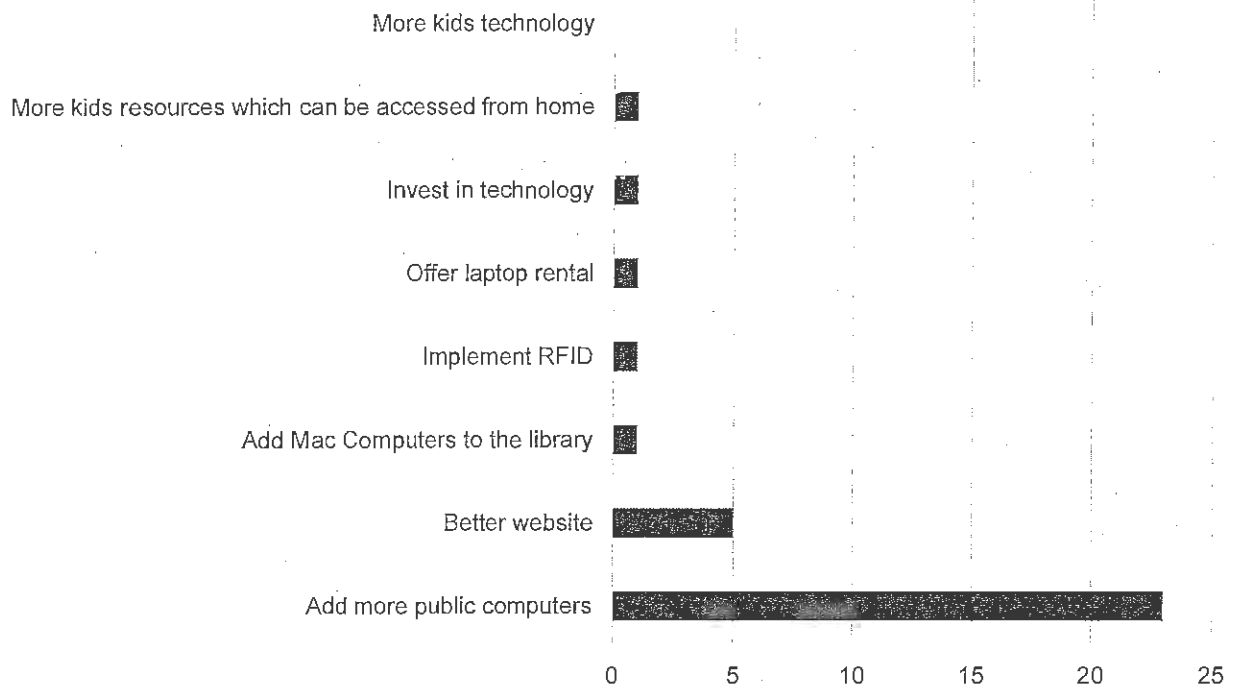
Q8F: Programming: How should the library change or improve in the next five years to serve the community's needs



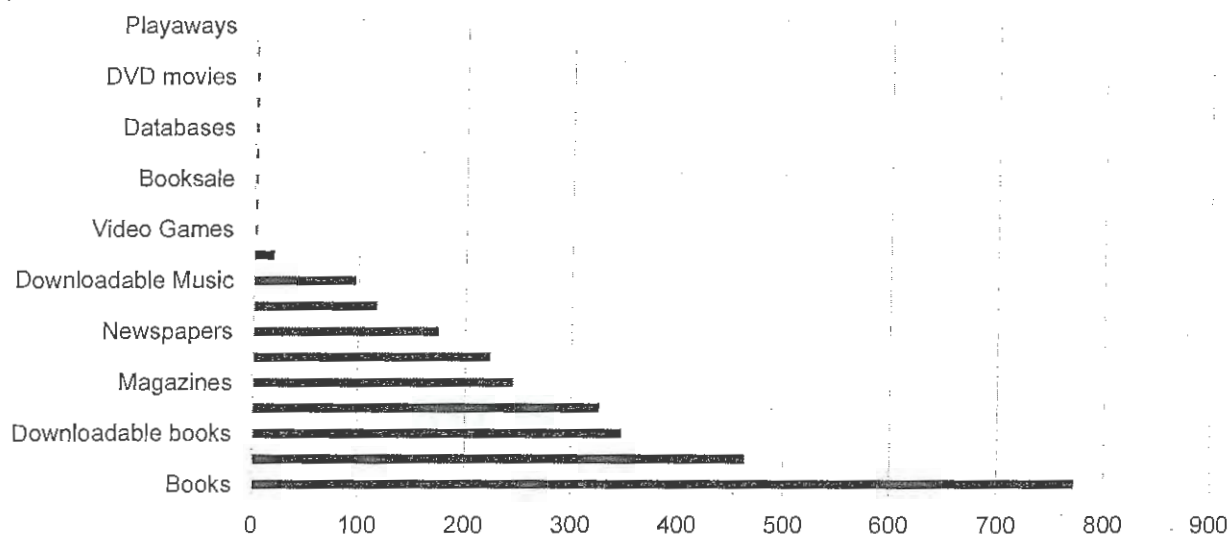
Q8G: Staffing: How should the library change or improve in the next five years to serve the community's needs



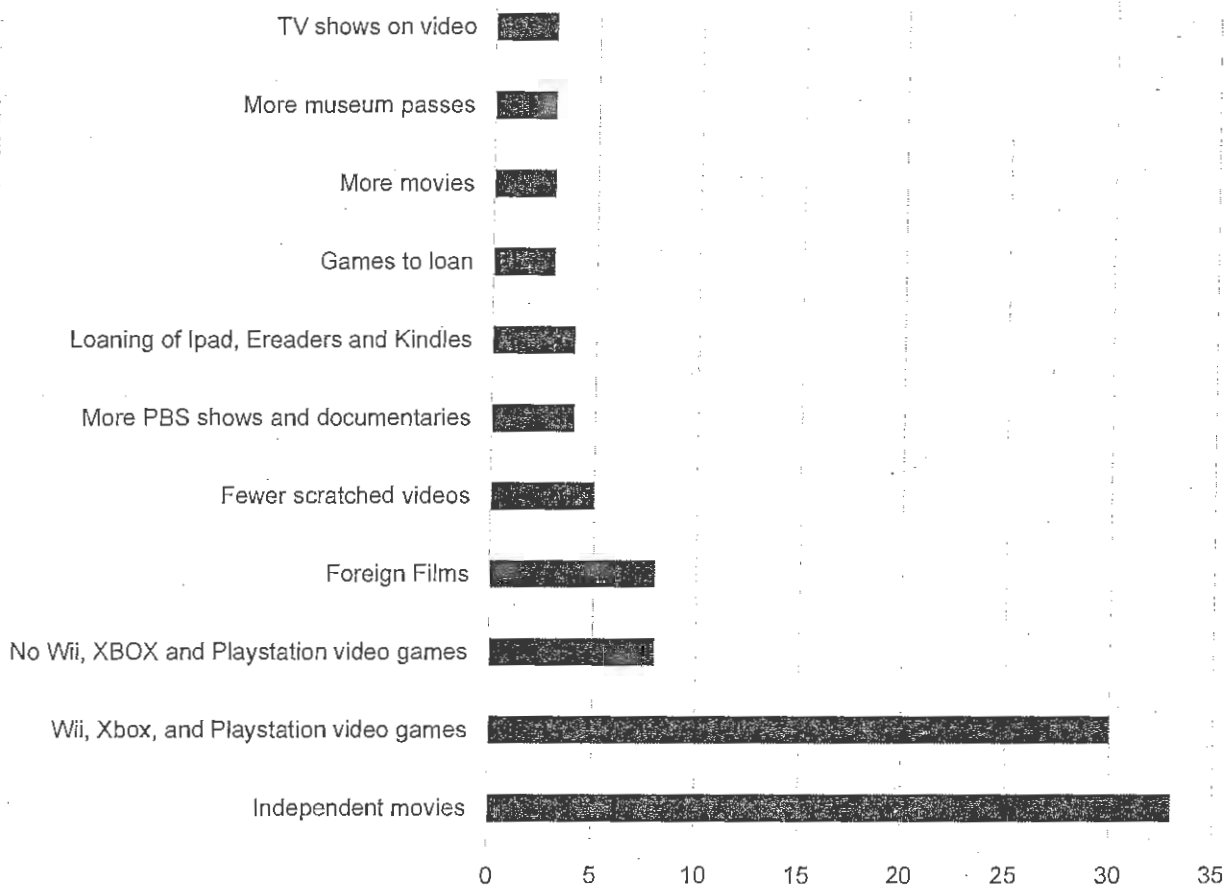
Q8H: Technology: How should the library change or improve in the next five years to serve the community's needs



Q9: Which of the following current list of library materials is important to you or you and your family?



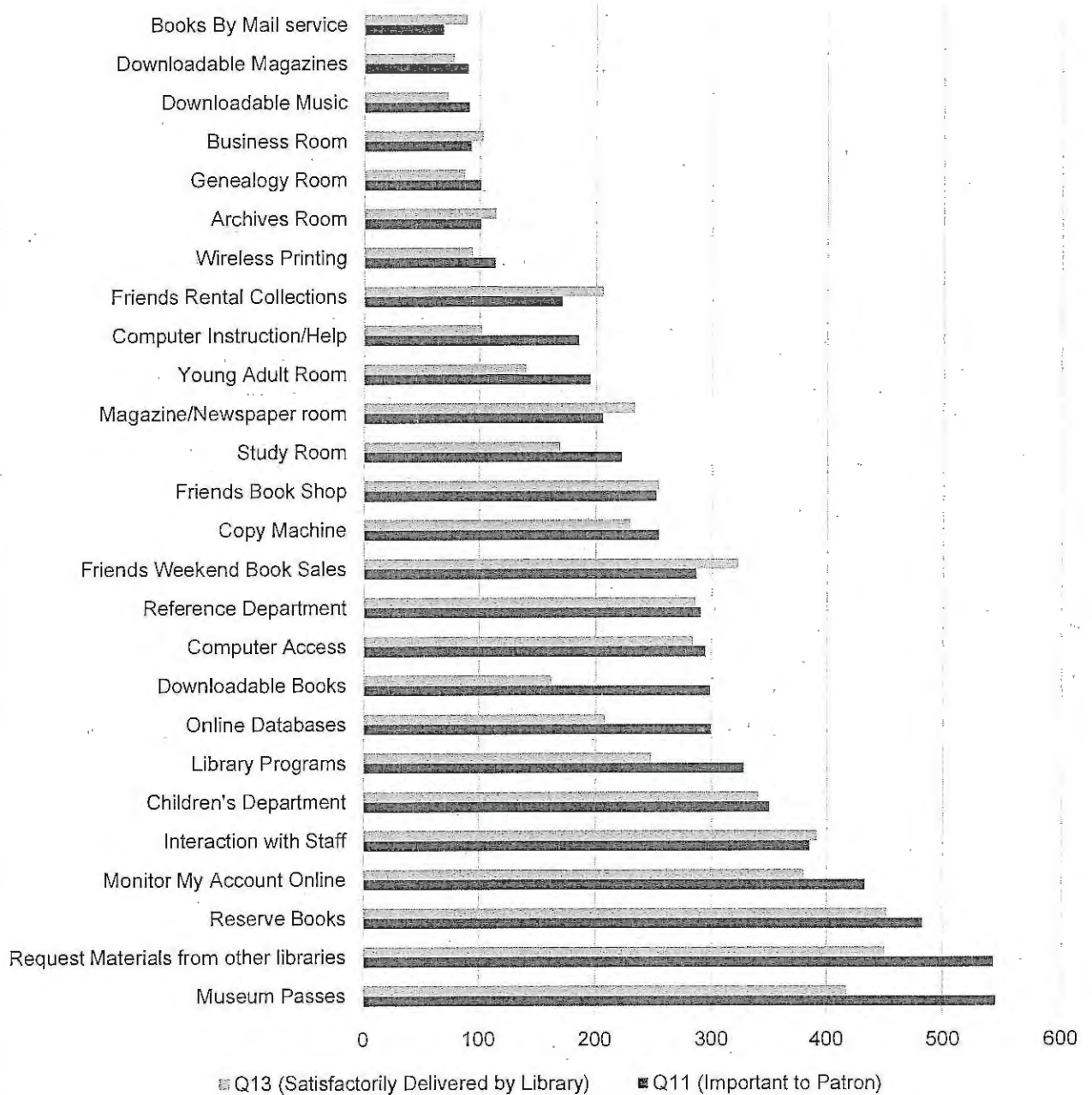
Q10: Are there library materials that you would like to see added?



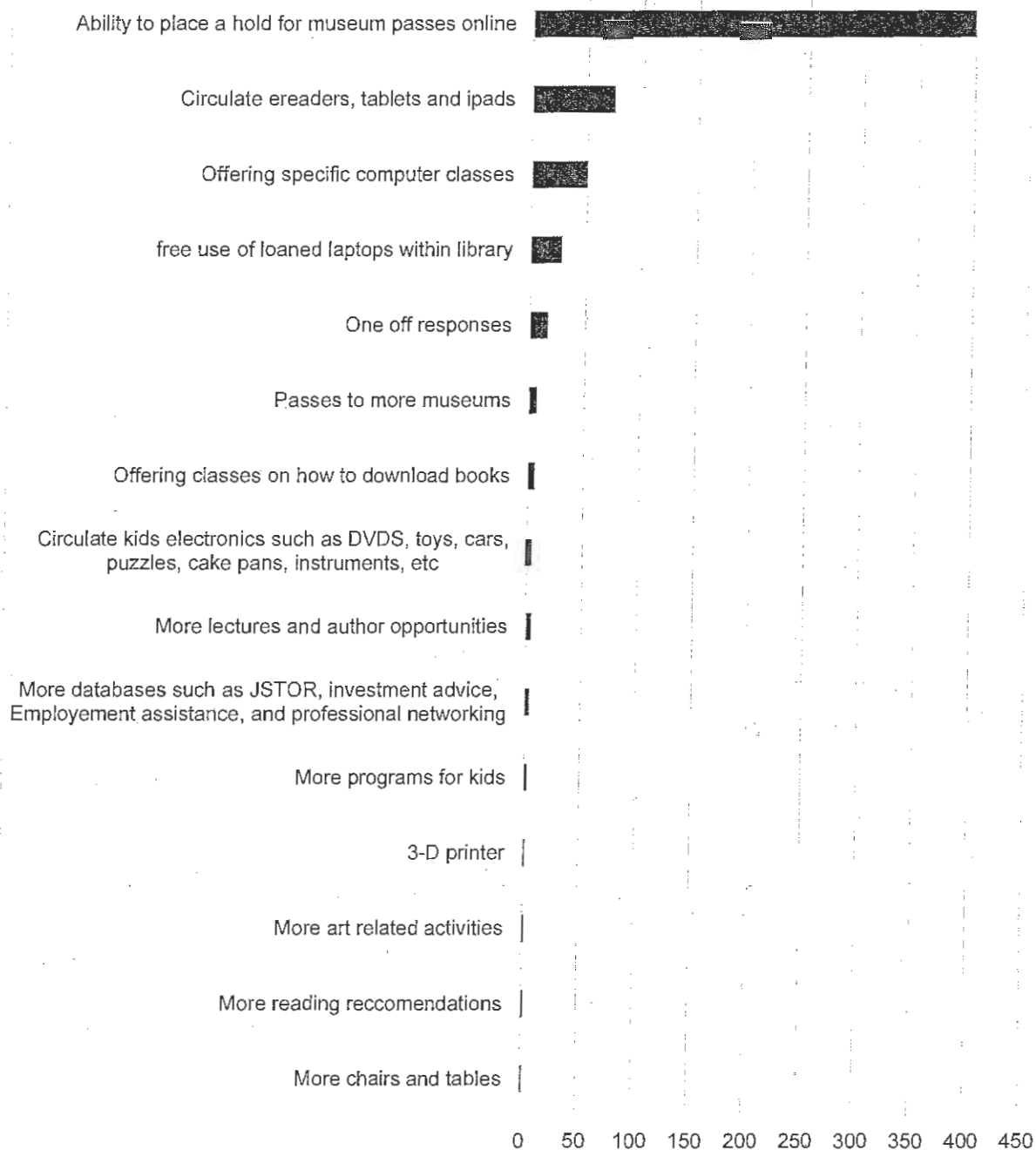
Questions 11 and 13

Q11: Which of the following current list of library services is important to you or you and your family

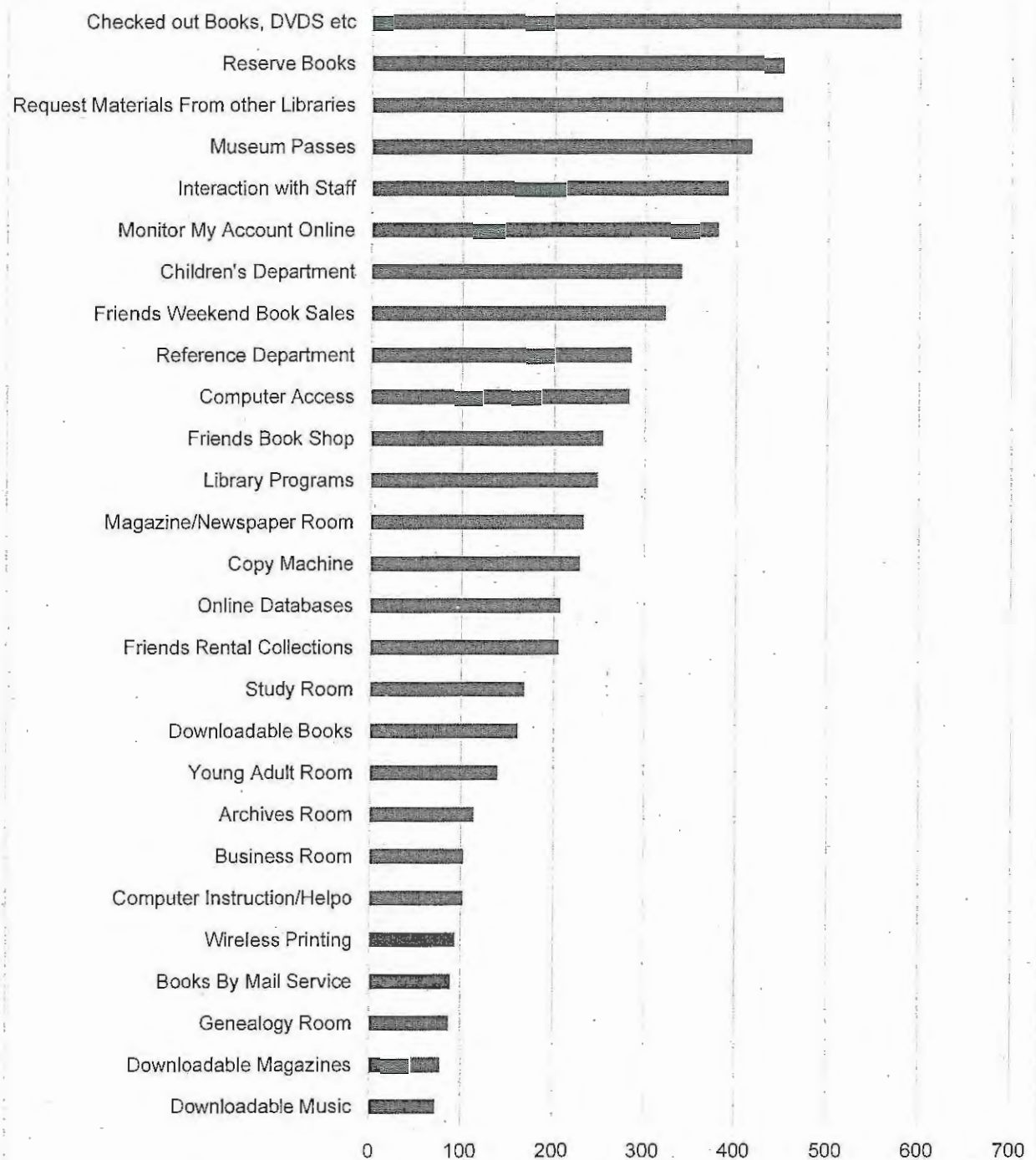
Q13: Which of the following current list of library services are satisfactorily delivered at the Needham Free Public Library?



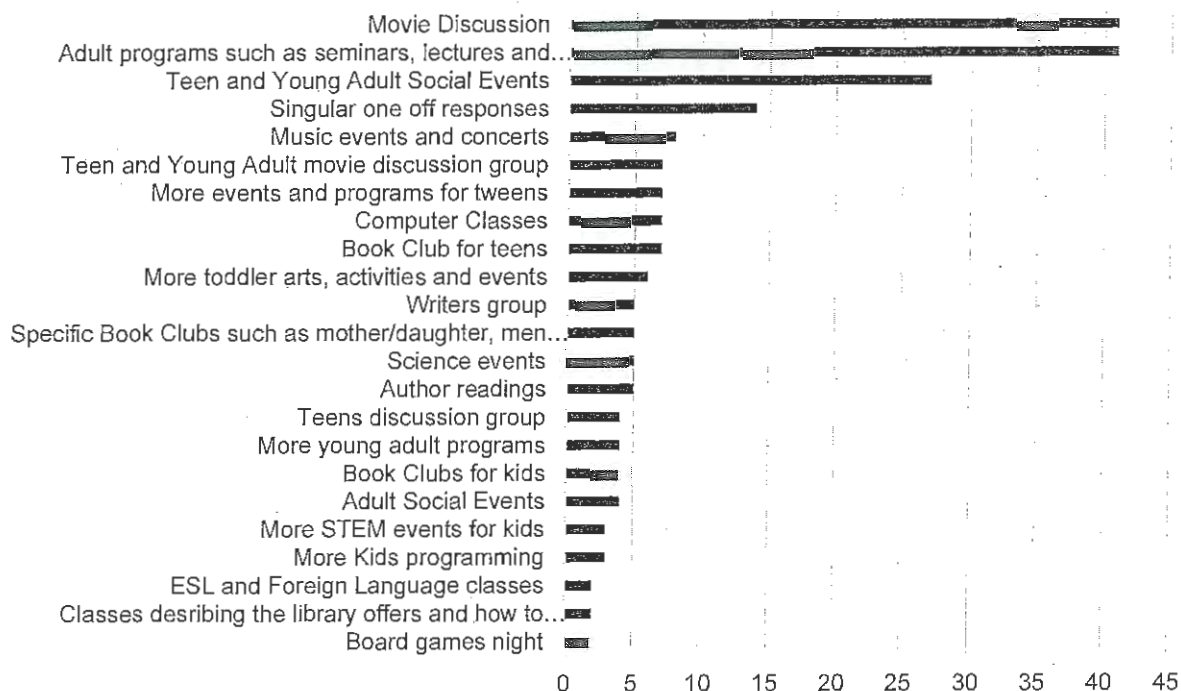
Q12: Are there library services that you would like to see added?



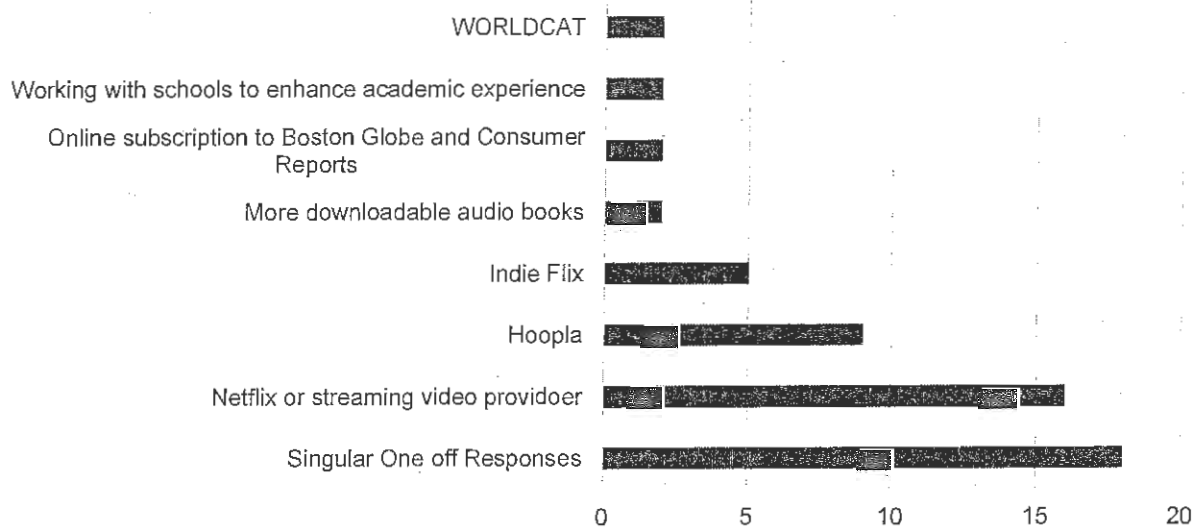
Q14: Of the types of programs offered at the library, which are most important to you or you and your family?



Q15: Are there other types of programs that you would like to see added?

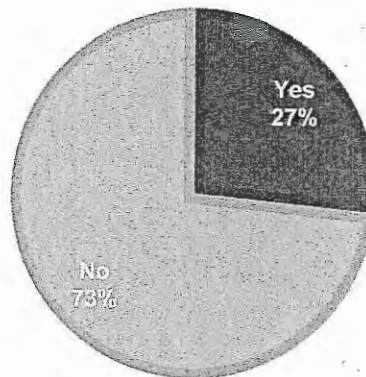


Q16: The library offers a number of online resources. Are there other online resources you would like to see added?



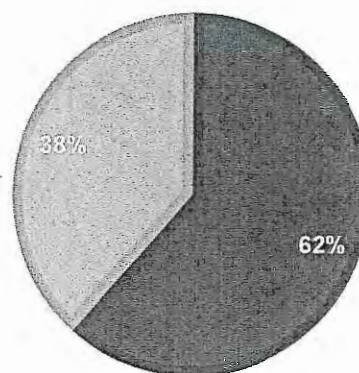
Q17: THE LIBRARY CURRENTLY SPONSORS TWO BOOK CLUBS. THEY MEET ONCE A MONTH, ONE ON A TUESDAY AFTERNOON AND THE OTHER ON A WEDNESDAY EVENING. WOULD YOU ATTEND A LIBRARY BOOK CLUB, IF OTHER MEETING TIMES WERE OFFERED?

■ Yes ■ No

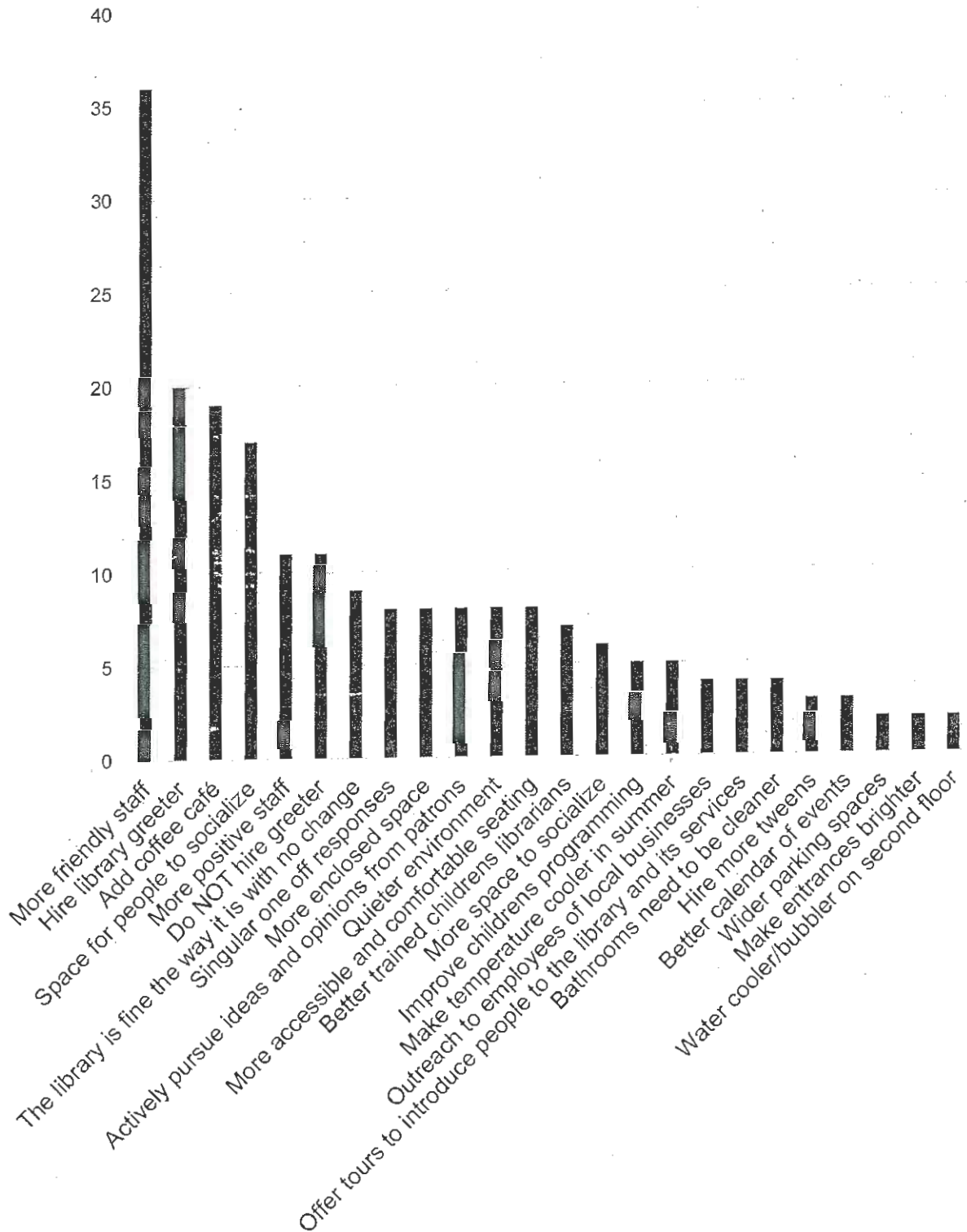


Q18: IF YOU ARE A SENIOR, WOULD YOU ATTEND LIBRARY PROGRAMS SCHEDULED DURING THE DAY EITHER AT THE LIBRARY OR AT THE CENTER AT THE HEIGHTS? EVERY EFFORT WOULD BE MADE TO NOT CONFLICT WITH CATH PROGRAMMING.

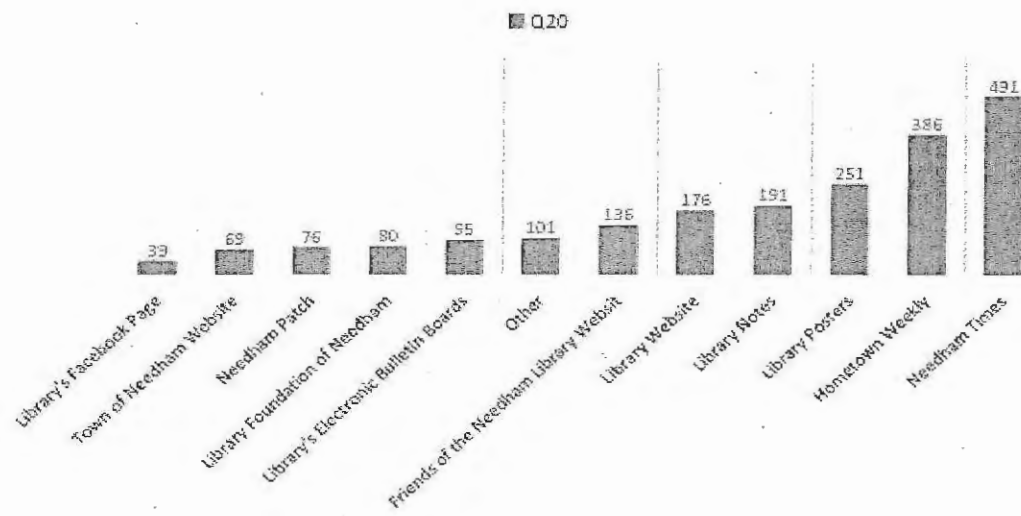
■ Yes ■ No



Q19: The library seeks to be inviting and friendly. What additions or changes would make the library more welcoming ?



Q20: How do you learn about library events and happenings?





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

MEETING DATE: 01/26/2016

Agenda Item	RTS Rate Amendment
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Rick Merson, Director of Public Works Greg Smith, Solid Waste Superintendent Solid Waste Disposal & Recycling Advisory Committee

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board approved changes to some of the RTS rates which became effective November 1, 2015. The Board will be ask to amend two other rates.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	[NO]
<i>Suggested Motion:</i> That the Board approved the proposed rate changes and that the box spring/mattress rate change becomes effective _____, and the small pay-to-throw bag rate change becomes effective _____.			
3.	BACK UP INFORMATION ATTACHED	[YES]	NO
a. Rate Schedule with Changes b. Memo to the Board of Selectmen from David Davison dated January 22, 2016.			

Town of Needham
Standard RTS Rates
As of November 1, 2015

Description	Rate	Recommend	\$ Change	% Change
RTS Sticker Fees				
Standard Sticker	No Charge	No Charge		
Standard Sticker Senior	No Charge	No Charge		
Standard Additional Sticker	No Charge	No Charge		
Hauler Sticker (annual)	\$125.00	\$125.00		
RTS Week Pass Program	No Charge	No Charge		
Bag Rates				
Large Bags (pack of 10)	\$19.00	\$19.00		
Small Bags (pack of 10)	\$10.50	\$10.75	\$0.25	2.4%
Scale Rate				
Per Ton	\$140.00	\$140.00		
Minimum Scale	\$25.00	\$25.00		
Miscellaneous Rates				
Air Conditioners	\$15.00	\$15.00		
Appliances (White Goods)	\$15.00	\$15.00		
Carpet 10x10	\$10.00	\$10.00		
Computer Monitor	\$15.00	\$15.00		
Fluorescent Lamps	Charge for ten or more	Charge for ten or more		
Freon	\$15.00	\$15.00		
Furniture - Chair	\$10.00	\$10.00		
Furniture - Sleep Sofa	\$20.00	\$20.00		
Furniture - Sofa	\$15.00	\$15.00		
Box Spring or Mattress	\$15.00	\$5.00	-\$10.00	-66.7%
Propane Tank 20lb or less	\$5.00	\$5.00		
Recycling Bin	\$5.00	\$5.00		
Single Large Size Item	\$15.00	\$15.00		
Single Medium Size Item	\$10.00	\$10.00		
Single Small Size Item	\$5.00	\$5.00		
Tires - Vehicle Auto	\$5.00	\$5.00		
Tires - Vehicle Truck	\$10.00	\$10.00		
Toilet and Sinks (Porcelain)	\$15.00	\$15.00		
TV	\$15.00	\$15.00		

Town of Needham
Standard RTS Rates
As of November 1, 2015

Description	Rate	Recommend	\$ Change	% Change
Yard Waste Processing Equipment Rental				
Trommel Screener Rental (weekly)	\$2,500.00	\$2,500.00		
Trommel Delivery and Pickup	\$200.00	\$200.00		
Snow Dump Rates				
Snow Dump Fee 4 Hour Shift	\$1,200.00	\$1,200.00		
Snow Dump Fee 8 Hour Shift	\$2,400.00	\$2,400.00		
Commercial Yard Waste Disposal*				
Brush, 12" less in diameter (CY)	\$15.00	\$15.00		
Leaves / Grass (CY)	\$10.00	\$10.00		
Brush, 12" less in diameter (TON)	\$60.00	\$60.00		
Leaves / Grass (TON)	\$50.00	\$50.00		
Wood Chips (TON)	\$7.50	\$7.50		
Compost & Loam for Sale*				
Compost (30 gallon barrel)	\$12.00	\$12.00		
Compost (CY)				
Loam (30 gallon barrel)	\$16.28	\$16.28		
Loam (CY) - Residential	\$16.28	\$16.28		
Loam (CY) - Commercial	\$16.28	\$16.28		
Clean Fill	No Charge for large quantity			

Memorandum

To: Board of Selectmen
From: David Davison  Assistant Town Manager/Director of Finance
CC: Solid Waste Disposal/Recycling Advisory Committee, Kate Fitzpatrick,
Town Manager; Evelyn Pones, Treasurer/Collector; Rick Merson,
Director of Public Works; Greg Smith, Superintendent of Solid
Waste/Recycling
Date: January 22, 2016
Re: RTS Rate Amendments

The Board approved changes to the Recycling and Transfer Station rate schedule in October 2015, and those changes became effective on November 1, 2015. The Board approved changes to the rates for dumping snow at the RTS and to rent the trommel screening machine. Since that meeting, the Town has been approved to participate in a new recycling initiative where mattresses will be picked up from the RTS at no cost to the Town and taken to be recycled. This is a two-year program. One of the conditions to participate is that any fee charged for mattress disposal should be no more than \$5.00 per mattress; the Town's current fee is \$15.00. The Board is being asked to approve the reduction in the rate effective February 1, 2016. After a review of revenue, bag sales, RTS activity, and a look at the cost for disposal heading into FY2017, we are recommending that the rate for a package of ten small pay-to-throw bags be increased from \$10.50 to \$10.75, a 2.4% change. There is no increase proposed for the large bags. The current charge for small bags can remain in effect through the end of FY2016. However, the rate change needs to be in effect no later than July 1, 2016.

The changes were presented and reviewed with the Solid Waste Disposal/Recycling Advisory Committee at its January 19, 2016 meeting. The Committee, after being presented an update on revenues and expenses, and details about the new recycling program, voted to recommend both rate changes. I will be at your meeting to discuss the recommendations and to

answer questions you may have. Please do not hesitate to contact me if you have any questions before hand.

Attachments:
Revenue Expense Report

Recycling and Transfer Station
Revenue and Expense
Update
January 22, 2016

RTS ENTERPRISE FUND
Revenues (Updated January 22, 2016)

Description	2014 DOR Approved	2014 Actual	% of Budget	2015 DOR Approved	2015 Actual	% of Budget	2016 DOR Approved	2016 YTD	% of Budget
Sticker Revenue	\$585,000	\$633,153	108%	\$11,584	\$20,178	174%		\$750	
Scale Revenue	\$340,000	\$382,791	113%	\$382,000	\$479,933	126%	\$384,000	\$319,052	83%
Bag Sales	\$466,524	\$472,001	101%	\$472,000	\$495,031	105%	\$415,692	\$106,984	26%
Miscellaneous (below)	\$121,225	\$131,723	109%	\$131,700	\$198,436	151%	\$141,060	\$151,511	107%
Operating Income	\$1,512,749	\$1,619,667	107.1%	\$997,284	\$1,193,577	119.7%	\$940,752	\$578,297	61.5%

<u>Miscellaneous Revenue</u>									
Recycling Revenue	\$58,000	\$66,285		\$66,285	\$63,472		\$50,700	\$25,583	
Other Services	\$25,300	\$14,979		\$14,975	\$39,196		\$25,700	\$73,937	
Recycling Bins	\$700	\$870		\$870	\$400		\$320	\$545	
Recycling Metal	\$13,450	\$8,991		\$8,990	\$18,226		\$13,200	\$23,866	
Recycling Single Stream (N)	\$2,965	\$8,199		\$8,195	\$513				
Recycling Comingled (N)	\$3,830	\$4,367		\$4,365	\$4,312		\$3,900	\$413	
Recycling Corrugated (N)	\$16,980	\$23,019		\$23,010	\$19,539		\$15,600	\$8,758	
Compost Bins					\$130		\$40		
Trommel Screener		\$4,000		\$4,000	\$14,146		\$6,600	\$18,131	
Wood Grinding									
Rent					\$25,000		\$25,000		
Snow Dump		\$1,011		\$1,010	\$13,503			\$257	
Total Miscellaneous	\$121,225	\$131,723	109%	\$131,700	\$198,436	151%	\$141,060	\$151,511	107%

Enterprise Fund
Revenue and Expense

RTS	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget
Receipts	\$1,512,749	\$1,619,667	\$997,284	\$1,193,577	\$940,752
Interest Income	\$1,395	\$1,515	\$1,510	\$2,514	\$1,500
Total Revenues	\$1,514,144	\$1,621,182	\$998,794	\$1,196,091	\$942,252
Salary and Expense	\$1,948,731	\$1,819,423	\$2,037,747	\$1,949,040	\$2,027,644
Debt Service	\$150,000	\$149,147	\$150,000	\$117,108	\$150,000
Reserve Fund	\$25,000		\$25,000		\$25,000
CIP	\$252,100	\$252,100	\$321,095	\$321,095	
Other					\$48,000
Direct Expense	\$2,375,831	\$2,220,670	\$2,533,842	\$2,387,243	\$2,202,644
Indirect Costs	\$276,871	\$276,871	\$278,317	\$278,317	\$317,608
Total Expense	\$2,652,702	\$2,497,541	\$2,812,159	\$2,665,560	\$2,520,252
Revenue to Expense	(\$1,138,558)	(\$876,359)	(\$1,813,365)	(\$1,469,469)	(\$1,578,000)
General Fund	\$801,458	\$801,458	\$1,492,270	\$1,492,270	\$1,420,000
Retained Earnings	\$193,100	\$193,100	\$321,095	\$321,095	\$110,000
Other Funds	\$144,000	\$144,000			\$48,000
Other Funding Sources	\$1,138,558	\$1,138,558	\$1,813,365	\$1,813,365	\$1,578,000
Revenues and Other Sources over Expenses		\$262,199		\$343,896	



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

MEETING DATE: 01/26/2016

Agenda Item	Execute Low Interest Bonds
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Evelyn Poness, Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board approved a loan with the MWPAT back in December 2014 in the amount of \$175,004 for the Reservoir B Sewer Pumping Station project. Now that the project is completed from a state financing point, and the eligible expenses have been paid, the actual amount needed from that loan approval was \$78,491. New documents will be presented for approval of the lesser amount.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	(YES)	NO
<i>Proposed Form of Motions:</i> The motion(s) to be voted will be provided Tuesday night because the information was not available at this time.			
3.	BACK UP INFORMATION	(YES)	NO
(Describe backup below) a. Copy of the December 19, 2014 memo from Assistant Town Manager/Director of Finance and certified copy of the vote of the Board. b. All other documents will be brought to the meeting			

dbd 01/22/2016

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector;
Richard Merson, Director of DPW
Date: December 19, 2014
Re: Massachusetts Water Pollution Abatement Trust Low Interest Loans

The Town Meeting approved \$6,300,000 for the replacement of the Sewer Pump Station known as Reservoir B under Article 15 of the November 2011 Special Town Meeting. The project is completed except for some close out work and the one year guaranty period (which began in November) for which the Town withholds a percent of the amount that was due to the General Contractor. This withholding provides surety that issues which may arise with the construction work during the waiting period will be addressed. After the end of the one year period, a final payment is made to the Contractor.

The Town previously secured financing with the Massachusetts Water Pollution Abatement Trust (Trust) in the amount \$6,034,290 with an interest rate of two percent plus fees. The Board will be asked to approve a new loan with the Trust for up to \$175,004. These funds will pay residual expenses including the final payment to the Contractor. The interim loan (Note) will be converted to permanent financing (Bond) next year when the Trust goes to market. The actual Bond with the Trust will be for the amount that the Town actually needed to pay bills. Should the Board approve the loan agreement, the Town can avail itself of both the interim loan and the permanent financing with the Trust. The interest rate on the Bond is expected to be in two-percent range.

The Board will be asked to approve the interim loan and agreement. Upon approval, the Board will need to execute the certificate and the Interim Loan Note.

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

VOTE OF THE BOARD OF SELECTMEN

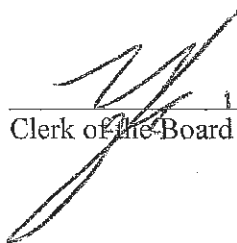
I, the Clerk of the Board of Selectmen of the Town of Needham, Massachusetts, certify that at a meeting of the board held December 23, 2014, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was passed, all of which appears upon the official record of the board in my custody:

- VOTED:
- (1) That the Town shall issue a bond or bonds in an aggregate principal amount not to exceed \$175,004 (the "Bonds") pursuant to Chapters 29C and 44 of the General Laws and a vote of the Town passed November 7, 2011 (Article 15), which authorized a total borrowing of \$6,300,000, for the construction of sewers and other water pollution control facilities identified in such vote (the "Project");
 - (2) that in anticipation of the issuance of the Bonds the Treasurer is authorized to issue an interim loan note or notes (the "Notes") from time to time in an aggregate principal amount not to exceed \$175,004;
 - (3) that each Bond or Note shall be issued as a single registered security, and sold to the Massachusetts Clean Water Trust (the "Trust") at a price determined pursuant to the Financing Agreement;
 - (4) that the Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Bond and Note, and to execute a Financing Agreement (or Agreements) with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate or rates of the Bonds and Notes to be approved by a majority of the Board of Selectmen and the Treasurer and evidenced by their execution of the Bonds or Notes;
 - (5) that all action taken to date by the Town and its officers and agents to carry out the Project and its financing, including the execution of any loan commitment or agreement by the Treasurer, are hereby ratified, approved and confirmed; and
 - (6) that the Treasurer and the other appropriate Town officials are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including execution and delivery of the Financing Agreement(s) and the Project Regulatory Agreement(s) relating to the Project.

I further certify that the vote was adopted at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date, time and agenda of the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance

with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decisions in connection with the sale of the Bonds or Notes were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L c.30A, §§18-25, as amended. I further certify that the vote has not been amended, supplemented or revoked and remains in effect on this date.

Dated: December 23, 2014



Clerk of the Board of Selectmen

AM 43965189.1



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

MEETING DATE: 1/26/2016

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
That the Board vote to support (not to support) article _____ in the Special Town Meeting Warrant.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Special Town Meeting Warrant			

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

WEDNESDAY, February 10, 2016

7:30 P.M.

Snow Date: Wednesday, February 24, 2016 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:

WEDNESDAY, THE TENTH DAY OF FEBRUARY, 2016

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

HUMAN RESOURCE ARTICLES

**ARTICLE 1: APPROVE COLLECTIVE BARGAINING AGREEMENT –
 BCTIA/CUSTODIANS AND TRADES**

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

INSERTED BY: Board of Selectmen

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

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be made at Town Meeting

Article Information: *At the time of the printing of the warrant, the parties had not reached agreement on this contract.*

GENERAL ARTICLES

**ARTICLE 2: AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT
 AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL
 SCHOOL DISTRICT**

To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on December 21, 2015, and which have been submitted as a restated “Regional Agreement” bearing

the date of December 21, 2015 to the Board of Selectmen of each member town; 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: This Article would approve revision of the Minuteman Regional Vocational Technical School District Agreement. Ratification of the revised Agreement requires Town Meeting approval in all sixteen current member communities. The revision is part of an effort to advance a major capital project for Minuteman High School in coordination with the Massachusetts School Building Authority (MSBA). The current facility, built in the early 1970's, has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot optimally support Minuteman's vocational education program. The current MSBA timeline requires the District to secure necessary approvals for its share of capital borrowing by the end of June, 2016.

The changes in the revised agreement are intended to improve governance and cost sharing and facilitate realignment of the district, including allowing some communities to withdraw from membership before a decision has to be made on bonding the capital project, which will require assent of all member towns or a district-wide referendum. The recommended changes to the District Agreement have been proposed by the Minuteman School Committee based on the work of a study committee and substantial input from town officials and other stakeholders. Needham passed a similar proposed revision two years ago, but that agreement did not receive all sixteen necessary approval votes. Because this revision has some changes from the 2014 language, a second vote is required. Principal features of the revised Regional Agreement include:

- 1. A new formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, relative community ability to pay, and a minimum share for each community. The current formula attributes a five-student minimum to low-enrolling communities but is otherwise based only on enrollment.*
- 2. Reducing volatility in assessments by using a four year rolling average for enrollment-based charges, which are currently established by the previous year only.*
- 3. Weighted voting on the Minuteman School Committee based on each community's enrollment at Minuteman. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a higher percentage of the costs. The new Agreement calls for weighted voting in most cases. Exceptions include votes to incur debt, which require approval by 2/3 of all School Committee members regardless of enrollment.*
- 4. Establishment of a policy, subject to state law, requiring per pupil charges for out of district students to be equal or greater than charges for in-district students.*
- 5. Appointment of Minuteman School Committee members by the boards of selectmen of the member town (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that a move to executive branch appointments, instead of moderators' appointments, will improve the level of accountability of the District to the member communities.*

6. *A more workable process for communities to withdraw from the district. The revised agreement provides several (mostly low-enrolling) communities the option to withdraw as part of the ratification process. Going forward, a member town may withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.*

Needham's student enrollment at Minuteman is in the median range among member communities, running approximately 30 students per year on average. The new agreement will have relatively minimal near term impact for Needham in terms of operating assessments or district participation. Moving forward, revision to the Regional Agreement is seen as critical to the capital project effort. If the capital project is not approved, the District will face difficult challenges operating and maintaining its existing facility. All member communities will share those costs, which, without MSBA assistance, may be higher than the cost to build a new school. Minuteman High School is the primary vocational education resource for Needham residents and is an important option for students who either seek or will be better served by vocational education.

CAPITAL ARTICLES

ARTICLE 3: APPROPRIATE FOR FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate \$90,000 for a feasibility study for the repair, renovation and/or addition to the Police Station & Fire Station #1 to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; 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: The Police/Fire Station #1, originally built in 1931, was reconstructed in 1988 – 1989. The amount of space that was originally allocated within the building for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements. Areas for review during the feasibility study in the Police Department include: locker space for female officers is not adequate to meet existing and future needs; the evidence and property storage space is not sufficient; interview space and interview recording requirements must be expanded and improved to comply with current standards; there is limited space available for members of the Department to meet with the public; space is insufficient for a combined public safety dispatch center; and holding cells do not meet standards. Areas for review in the Fire Department include: apparatus bays are too small for modern fire trucks; the maintenance garage is too

small to perform routine maintenance work; certain areas are not accessible to the public; the existing office space is insufficient for the needs of administrative staff; and storage space is not sufficient. The study will include a review of the operational needs of both departments, facility assessments, assessment of spatial needs within the existing or an expanded facility, an alternative study for demolition and rebuilding of a new facility, consideration of phasing/swing space, and a cost comparison of addition, renovation or rebuilding. The proposed study will be conducted in conjunction with the feasibility study for Fire Station #2 which was approved by Town Meeting in November, 2015.

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 12th day of January 2016.

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

Selectmen of Needham

A TRUE COPY

Attest:

Constable:

This page is intentionally blank.

**Town Clerk's Office
Needham, MA 02492**

ATTN: SPECIAL TOWN MEETING WARRANT



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

MEETING DATE: 1/26/2016

Agenda Item	Budget Presentation
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will present the proposed annual balanced budget for fiscal year 2017.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to recommend approval of the Town Manager's Proposed Annual Budget for FY2017.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. FY2017 Budget Message b. FY2017 Proposed Annual Balanced Budget Provided Under Separate Cover			

Needham Rising

"Rise:" Spring Up, Climb, Soar. – Merriam Webster

Needham rising may seem at first glance to be overly aspirational. However, the decade ahead holds much promise for our community. We have created a climate that has and will continue to promote commercial and residential development. We have plans in place to direct the associated growth in revenue to support our excellent schools and government services. We continue to be mindful as a community about the type and rate of development that we can tolerate. Since Needham has worked to achieve a more than 10% share of housing units qualifying as affordable under the Commonwealth's requirements, we have a greater degree of control of our future residential development. We have contributed significantly to reserves rather than allocating one-time revenue to operations. At least eight facilities (Rosemary Recreation Complex, Fire Station #2, Police/Fire Station #1, Public Works, Memorial Park Building, Hillside School, Emery Grover and the High School) will require significant investment over the coming decade, as will horizontal infrastructure such as roads, bridges, and water and sewer mains. Two additional schools (Mitchell and Pollard) are also included on the long-term Capital Plan. We have plans for tackling capital facility and infrastructure needs over the coming decade in a multi-faceted approach – relying on a combination of tax-levy supported debt, reserves, Community Preservation Funds, and thoughtful and judicious use of debt exclusion overrides. Long-awaited traffic flow improvements are shortly to become reality, including the Route 128 expansion, the new Kendrick Street ramps, improvements to the Highland Avenue corridor, a signalized intersection at First Avenue, and downtown streetscape and traffic flow improvements. While challenges remain ahead, Needham is poised to spring up, climb, and soar.

The FY2017 budget includes a pilot performance measurement program outlined at the end of this section. The measures and targets will continue to be refined over the coming years. The biannual citizen satisfaction survey (FY2016 will be the fifth survey) includes many helpful measures – both specific to departments and programs and those of a more general nature. As evidenced in the last survey in FY2014, overall community satisfaction is high, with those rating excellent or good the overall quality of life (93%), the overall image of Needham (91%), Needham as a place to live (96%), Needham as a place to raise children (95%), the quality of neighborhood (90%) and overall appearance (88%). The only overall category representing dissatisfaction was Needham as a place to retire, where only 51% of respondents rated the Town as excellent or good. Other categories which respondents rated excellent or good in the 90 – 99% range for three of the last four surveys include a feeling of safety in the community, K-12 education, public safety services (Police, Fire and EMS), and public library services.

Solid satisfaction (excellent or good in the 80 – 89% range in three of the four surveys) include: ease of walking, air quality, public information, overall services provided by the Town, availability of religious or spiritual opportunities, customer services, the natural environment, opportunities to volunteer, emergency preparedness, drinking water, recycling, sewer services, parks, recreation, and health services.

Over the coming years we will be paying attention to those areas – generally within the control or influenced by Town Departments – where the level of satisfaction (expressed as ratings of excellent or good) is less than 60% for three of the four surveys. These currently include: paths and walking trails, travel by bicycle, traffic flow, affordable quality housing, housing options, shopping opportunities, culture/arts/music, street repair, sidewalk maintenance, traffic signal timing, land use, planning & zoning, and economic development.

Budget in Brief

The recommended FY2017 General Fund operating budget totals \$144,228,127 or \$7,657,290 more than FY2016, representing a change of 5.6%. A comparison of the FY2016 budget to the FY2017 recommended budget is shown in Table 1.1 below:

Table 1.1
General Fund Spending Plan

Description	FY2016 Current	FY12017 Recommended	\$ Change	% Change
Townwide Expenses (excludes CPS)	\$37,460,591	\$42,878,753	\$5,418,162	14.5%
General Departments (includes CPS)	\$28,360,773	\$29,322,015	\$961,242	3.4%
Department of Public Facilities	\$8,614,652	\$6,204,815	(\$2,409,837)	-28.0%
Needham Public Schools	\$61,480,687	\$65,058,714	\$3,578,027	5.8%
Minuteman Assessment	\$654,134	\$763,830	\$109,696	16.8%
Total Operating Budget	\$136,570,837	\$144,228,127	\$7,657,290	5.6%
Cash Capital	\$2,752,911	\$2,516,117	(\$236,794)	-8.6%
Financial Warrant Articles	\$1,005,000	\$718,222	(\$286,778)	-28.5%
Other Appropriations	\$3,202,430	\$3,546,937	\$344,507	10.8%
Total General Fund Appropriations	\$143,531,178	\$151,009,403	\$7,478,225	5.2%

As in past years, key budget drivers include the pace of medical inflation and its impact on related budget lines, increasing School enrollment, and capital and infrastructure needs. Also of note in FY2017 is an elevated priority for increasing access to mental health services, increasing staffing to meet development demands, and enhancing the Town's emergency preparedness programs. Revenue growth projected for FY2017 is strong – as strong as it has been in many years – but is not projected to increase at this rate indefinitely. Moreover, the level of expense growth – particularly in Townwide expenses – is unsupportable and will require thoughtful planning over the coming years.

Budget Process

Budgeting Best Practices

In developing the FY2017 budget, we continue to use the following best practices in order to produce a budget that preserves the Town's fiscal sustainability: current revenues must be sufficient to support current expenditures; debt must not be used to fund on-going operating expenses; the use of Free Cash to fund operations should be minimized; adequate contingency funds should be maintained; and sufficient maintenance and replacement funds should be allocated to ensure that capital facilities and equipment are properly maintained.

Core Budget Priorities

The Board of Selectmen has adopted the following core budget priorities for general government operations. These priorities served as a key guideline in our evaluation of departmental spending requests. As in recent years, the primary goal of the Board of Selectmen in consideration of the FY2017 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2017:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.
3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of creative financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address the general administrative needs of the Town in the most cost effective manner.
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support for the stewardship of existing land and resources, including expansion (both in terms of amount and usability) of Town-owned land for active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.

Budget Process

The Town Manager, the Finance Committee, the Board of Selectmen, and the School Committee all play different and important roles in the budget process. The General By-laws of the Town of Needham provide for the following process:

2.2.1 Operating Budget The Town Manager shall issue budget guidelines and instructions for all Town departments to submit their spending requests for the ensuing fiscal year. The Town Manager shall consult with the Finance Committee prior to the issuance of said guidelines and instructions. The Town Manager and School Superintendent will provide the Finance Committee with copies of their respective departmental spending requests on or before the 2nd Wednesday of December. Following receipt of these spending

requests, the Finance Committee may begin its consideration of same, including the commencement of budget hearings. The Town Manager, after consultation with the Board of Selectmen and School Committee, shall not later than the 31st day of January, present to the Finance Committee a balanced budget recommendation in the form of an executive budget, which shall include the spending priorities of all Town departments for the ensuing fiscal year, including in addition thereto, the voted School Committee budget request if different than that contained in the proposed balanced budget. The Town Manager's executive budget recommendation shall not be binding on the Finance Committee. Said executive budget recommendation shall include the estimates of Town revenues and proposed expenditures of all Town departments, including debt service and other amounts required to be raised for the ensuing fiscal year. The Town Manager may amend or otherwise revise revenue estimates as may be warranted. All such revisions shall be provided in writing to the Board of Selectmen, School Committee and Finance Committee.

The FY2017 budget calendar is shown in Table 1.2.

Table 1.2
Key Dates for the FY2017 Budget Process

July	1	2015	Start of Fiscal Year 2016
August	3	2015	Capital improvement plan guidelines are released
September	8	2015	Town Manager budget consultation with the Board of Selectmen
September	9	2015	Town Manager budget consultation with the Finance Committee
September	14	2015	FY2017 budget submission guidelines released
October	2	2015	Capital requests are due
October	13	2015	Town Manager budget consultation with Board of Selectmen
October	30	2015	Department spending requests are due
November	2	2015	Special Town Meeting
November	10	2015	Town Manager budget consultation with the Board of Selectmen
December	9	2015	Department spending requests are due to Finance Committee from the Town Manager and School Superintendent
December	22	2015	Board of Selectmen votes CIP recommendation
January	5	2016	FY2017 – FY2021 Capital Improvement Plan is released
January	5	2016	Town Manager budget consultation with the School Committee

January	31	2016	Town Manager's Balanced Budget Due
February	1	2016	Warrant articles for 2016 Annual Town Meeting are due to the Board of Selectmen
February	22	2016	Finance Committee's FY2017 draft budget is due to the Town Manager
March	15	2016	Finance Committee's budget recommendations are due for inclusion in the Annual Town Meeting Warrant
May	2	2016	Annual Town Meeting
July	1	2016	Start of Fiscal Year 2017

Budget guidelines were distributed to departments, boards, and committees on September 14, 2015, with spending requests due on October 30, 2015. The senior management team held budget review meetings with all departments during the month of November. Finance Committee and Community Preservation Committee liaisons were invited to attend these meetings in order to prepare for their own deliberations. Discussions with the Board of Selectmen, Finance Committee, and School Committee continued during the fall and winter. The Town Manager's official budget consultation with the School Committee occurred on January 5, 2016. At the time of the distribution of this proposed budget, the School Committee had not yet voted its FY2017 budget recommendation.

Budget Drivers: Personnel-Related Costs, Enrollment, Housing & Commercial Development

Because the primary product of local government is services, the operating budget is heavily weighted to salaries and other personnel-related costs. In Needham, continued and sustained School enrollment growth has also placed a significant demand on available resources. Development of housing and commercial projects in Needham continues to remain strong, necessitating increased staffing to meet demand. In recognition of this need, the Board of Selectmen recently voted to increase building permit fees.

Salary Related Expenses

Personnel-related costs remain the highest proportion of the Town's budget. Table 1.3 details the number of General Fund and Enterprise Fund benefit-eligible employees by department. The number of General Government benefit-eligible full-time equivalent employees (FTE) remained relatively constant from FY2015 to FY2016 increasing by 0.57%. The number of General Government FTEs has grown 2.84% since FY2012. The number of School Department FTEs grew by 3.30% since last year and 13.20% since FY2012.

Table 1.3
General and Enterprise Fund Full-time Equivalent Benefit-Eligible Positions
FY2012 to FY2016

Department	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	FY2015-2016 % Change	FY2012-2016 % Change
Town Manager/Selectmen	8.00	8.00	8.00	8.00	9.00	12.50%	12.50%
Town Clerk	4.00	4.00	4.00	4.00	4.00	0.00%	0.00%
Finance	21.00	23.00	23.00	23.20	22.60	-2.59%	7.62%
Police	57.00	57.00	57.00	59.00	59.00	0.00%	3.51%
Fire	72.00	72.00	72.00	71.00	71.00	0.00%	-1.39%
Building	7.00	7.00	8.60	8.60	8.60	0.00%	22.86%
DPW	86.00	86.00	86.00	87.00	87.00	0.00%	1.16%
Public Facilities	54.80	55.00	55.80	56.00	57.00	1.79%	4.01%
Health & Human Services	12.40	12.40	12.40	13.20	13.80	4.55%	11.29%
Planning & Community Development	5.80	5.80	5.80	5.80	5.80	0.00%	0.00%
Library	13.00	13.00	13.00	13.00	13.00	0.00%	0.00%
Park and Recreation	4.00	4.00	4.00	4.00	4.00	0.00%	0.00%
Municipal Departments	345.00	347.20	349.60	352.80	354.80	0.57%	2.84%
School Department	624.40	648.50	666.90	684.20	706.80	3.30%	13.20%

Source: Town Meeting Warrants

As noted on Table 1.4 on the next page, average annual increases in salary line items from FY2011 to FY2016 are slightly higher than our sustainability target due in part to increases in headcount for program improvements (4.9% overall, 5.8% for the Needham Public Schools, and 3.5% for General Government departments).

Health Insurance Expenses

Health insurance costs for employees and retirees continue to grow faster than the rate of revenue growth. This is a systemic problem on the national level. As evidenced in Table 1.5, health insurance enrollment for active employees has fluctuated over the past five years, increasing by .73% from FY2012 to FY2016 and .86% from FY2015 to FY2016.

Table 1.5
Health Insurance Enrollment
FY2012 - FY2016

Fiscal Year	Town	% Increase over Prior Year	School	% Increase over Prior Year	Total Actives	% Increase over Prior Year	Retirees	Total Active & Retired
FY12	288	-0.69%	530	2.91%	818	1.61%	806	1,624
FY13	284	-1.39%	542	2.26%	826	0.98%	812	1,638
FY14	284	0.00%	509	-6.09%	793	-4.00%	836	1,629
FY15	286	0.70%	531	4.32%	817	3.03%	824	1,641
FY16	294	2.80%	530	-0.19%	824		819	1,643
Total Change FY12-FY16	2.08%		0.00%		0.73%		1.61%	1.17%
Total Change FY15-FY16	2.80%		-0.19%		0.86%		-0.61%	0.12%

Note: Retiree enrollment is expressed in number of plans: retiree individual, retiree family, & retiree spouse.
 In FY16, 578 individuals who retired from the Town of Needham are receiving health insurance benefits.

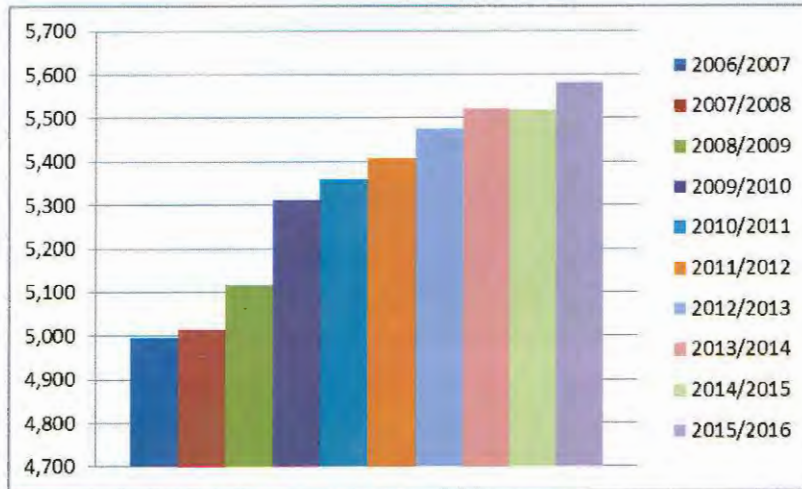
Table 1.4
Changes in Salary Line Items FY2011 to FY2016

Description	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016 - Current	Average % Change
Board of Selectmen	644,644	649,992	669,819	691,474	715,158	785,523	4.1%
Town Clerk	282,308	281,663	296,301	282,647	312,927	321,314	2.8%
Town Counsel	68,664	68,664	70,039	71,790	73,584	75,422	1.9%
Personnel Board	600	600	600	600	0	15,000	
Finance Department	1,342,043	1,399,514	1,600,620	1,637,963	1,690,829	1,709,311	5.1%
Finance Committee	27,493	28,524	30,289	31,668	32,462	34,000	4.3%
Municipal Administration	2,365,752	2,428,957	2,667,668	2,716,142	2,824,960	2,940,570	4.5%
Planning & Community Development	320,616	347,327	363,475	389,725	407,750	463,636	7.7%
Land Use and Development	320,616	347,327	363,475	389,725	407,750	463,636	7.7%
Police Department	4,884,190	4,863,916	4,959,157	5,175,845	5,581,122	5,765,222	3.4%
Fire Department	5,812,408	6,100,123	6,249,767	6,581,793	6,758,282	6,894,466	3.5%
Building Department	445,919	443,280	460,619	528,614	553,286	579,030	5.5%
Public Safety	11,142,517	11,407,319	11,669,543	12,286,252	12,892,690	13,238,718	3.5%
Department of Public Works (Including enterprise employees)	5,705,831	5,603,635	5,693,797	5,853,827	6,110,486	6,315,940	2.1%
Department of Public Facilities	2,870,212	3,087,351	3,227,402	3,407,208	3,472,871	3,586,006	4.6%
Health and Human Services	872,008	887,382	912,469	973,773	1,073,830	1,190,850	6.5%
Commission on Disabilities					1,500	1,500	
Public Library	1,076,094	1,077,213	1,071,967	1,103,803	1,156,157	1,250,534	3.1%
Park and Recreation Department	443,185	443,118	453,499	468,456	483,633	496,254	2.3%
Community Services	2,391,287	2,407,713	2,437,935	2,546,032	2,715,120	2,939,138	4.3%
Total	24,796,215	25,282,302	26,059,820	27,199,186	28,423,877	29,484,008	3.5%
Education	40,264,790	40,908,300	43,903,789	46,455,864	49,856,876	53,287,747	5.8%
Combined Total	65,061,005	66,190,602	69,963,609	73,655,050	78,280,753	82,771,755	4.9%

School Enrollment

Over the past ten years, School enrollment in Needham has increased by 11.8%, or 587 additional students. Chart 1.1 and Table 1.6 detail the School enrollment growth.

Chart 1.1
Needham Public Schools Enrollment 2006/2007 to 2015/2016



Source: 2006/2007 - 2014/2015:DESE; 2015/2016: NPS

Table 1.6
Needham Public Schools Enrollment

	Enrollment	Percentage Change
2006/2007	4,995	1.6%
2007/2008	5,013	0.4%
2008/2009	5,115	2.0%
2009/2010	5,311	3.8%
2010/2011	5,358	0.9%
2011/2012	5,409	1.0%
2012/2013	5,476	1.2%
2013/2014	5,523	0.9%
2014/2015	5,519	-0.1%
2015/2016	5,582	1.1%
Increase	587	11.8%

When compared to other jurisdictions in our comparable community group, Needham's school enrollment growth is at the high end of the range – 12% from the 2005/2006 school year to 2014/2015 – compared to the average of 8% (Table 1.7). Needham's enrollment grew by 605 children during that period, ranking 6th of 18 comparable communities. The percent of the population that is enrolled in the public schools as a percent of the total population is also at the high end – 19% as compared to the average of 15%, or 6th of 18 communities (Table 1.8). Because the 2015/2016 school year information for comparable communities is not yet available from DESE, the prior ten year period was used for this comparison.

Community	10 year Change
Brookline	25%
Winchester	18%
Natick	16%
Belmont	16%
Arlington	15%
Needham	12%
Wellesley	11%
Bedford	11%
Westwood	10%
Milton	10%
Newton	10%
Lexington	9%
Walpole	2%
Watertown	2%
Framingham	0.4%
Dedham	-4%
Weston	-4%
Wayland	-9%
Average without Needham	8%

**Table 1.7
Comparable
Enrollment
Growth
2005/2006
to
2014/2015**

Source: DESE

**Table 1.8
School
Enrollment
as a Percent
of
Population
2014/2015**

Source: DESE

Community	% School Age
Westwood	22%
Lexington	22%
Winchester	21%
Wayland	20%
Weston	20%
Needham	19%
Bedford	19%
Wellesley	18%
Belmont	17%
Walpole	16%
Natick	16%
Newton	15%
Milton	15%
Brookline	13%
Arlington	12%
Framingham	12%
Dedham	11%
Watertown	8%
Average without Needham	15%

Balanced Budget Highlights

The following is a summary of key considerations that serve as the basis of the balanced budget recommendations. The full discussion of each department is included in the submitted departmental spending requests contained in Section 4.

Townwide Expenses

The **Retirement Assessments** budget increased by 8.7% over FY2016 and includes both

the contributory and non-contributory retirement budgets. Beginning in FY2016, the Retirement Board voted to adopt an actuarial schedule that reduced the assumed rate of return (discount rate) from 8.00% to 7.75%. Moving toward a more conservative actuarial estimate has been a long-standing goal, and the Board has discussed a further reduction in the near future. This appropriation funds both the normal cost (the cost of current employees' future pensions) as well as the System's unfunded pension liability. The funded status of the System on an actuarial basis was 68.63% (71.07% on a market basis) on January 1, 2015, as compared to 67.89% and 71.53% respectively on January 1, 2014. Factors that impact the unfunded liability (and therefore the funding schedule for fiscal year 2017) include the implementation of a new "generational" mortality table and the increase in the COLA base from \$12,000 to \$14,000 enacted at the 2015 Annual Town Meeting. Increases in the unfunded liability were partially offset by a small experience gain (primarily associated with lower than expected salary increases). The current funding schedule includes three years of higher than normal increases, returning to the 4.35% range in FY2020.

Employee Benefits and Employer Assessments The recommended employee benefits budget reflects an increase of 12.1%. The submitted budget has been increased by \$208,388 to account for the net increase of 9 FTEs recommended in the General Government (3) and School Department budgets (6) and for recommended increases in part-time hours. The West Suburban Health Group – a consortium of regional towns and districts joining together to purchase health insurance – has not yet released the health insurance rate structure for FY2017, so this budget is still preliminary. This budget assumes a 9.0% increase in most health insurance premiums for fiscal year 2017, and includes a provision for the enrollment of 20 additional employees who do not currently participate in the Town's group health program. The budget assumes a current enrollment of 824 active subscribers – an increase of 7 subscribers or .73% over the FY2016 level. While insurance rates are expected to increase by 9.0%, the health insurance portion of this budget is expected to increase by 10.5% due to the allocation for recommended increases in headcount and the reserve for potential increases in enrollment. Allocations for Medicare and Social Security are also increasing in the range of 10.5% based on recent trends. The unemployment line remains unchanged for FY2017.

Retiree Insurance and Insurance Liability Fund This budget request increased by 4.4% from FY2016 to FY2017. The proposed budget is based on the July 1, 2013 funding schedule, which also assumes a return of 7.75%. An actuarial analysis for the year ending June 30, 2015 is underway and will be reflected in the FY2018 budget.

General Fund Debt Service The recommended debt budget has been reduced by 2.7% for FY2017. The change reflects a reduction in excluded debt and CPA debt – FY2014 was the peak debt service year for both categories. The reduction also reflects the transfer of the supplemental appropriation of \$250,000 at the November 2, 2015 Special Town Meeting to the Debt Service Stabilization Fund as outlined later in this document.

Casualty, Liability and Self-Insurance The recommended budget has increased by 4% over FY2016 based on the number and value of facilities and equipment covered.

Classification, Performance and Settlements (CPS) This line provides a reserve for funding General Government personnel-related items as they occur during the year. Three of the Town's collective bargaining agreements are not yet settled for FY2016 and FY2017. The Classification, Performance and Settlements line includes a reserve for those three settlements, as well as for performance increases, merit pay, reclassification for non-

represented personnel, and adjustment for elected officials' pay as approved by Town Meeting.

The purpose of the **Reserve Fund** is to provide an annual budgetary reserve for unforeseen or extraordinary expenses. The FY2017 Reserve Fund request presented by the Finance Committee is calculated at 1.4% of the projected operating budget – an increase of 5.1% over FY2016.

Needham Electric, Light and Gas Program The Municipal Lighting budget has been reconfigured to include the Town's electricity and natural gas budgets and has been renamed the Needham Electric, Light and Gas Program. Given the nature of the program, it has also been reallocated to the Townwide expense category. Responsibility for the oversight of the budget has been transferred to the Finance Department with the reallocation of \$2,739,942 in expenses from Public Facilities, Public Works, and Park and Recreation. While the consolidation of the energy budgets will provide for ease of administrative review and analysis, the basis of the conversion for FY2017 is the inauguration of the solar program. Under this program, the Town has contracted with Solar City to provide a minimum of 4,265,819 kwh of solar power. The Town will pay Solar City for generating this energy, which will be transferred to the public utility Eversource. Eversource will pay the Town approximately two times the amount the Town pays to Solar City under the "net metering" program. It is expected that the net metering credits will be provided to the Town in the form of cash payments. As such, the Town will budget for the amount required to pay Solar City, and will include the amounts expected from Eversource in estimating revenue.

General Government

Board of Selectmen/Town Manager The recommended Board of Selectmen/Town Manager's budget decreased by 2.6% primarily attributable to the deferral of the Management Fellow program in FY2017 resulting in the reduction of one FTE.

Town Clerk/Board of Registrars The recommended Town Clerk/Board of Registrars budget increased by 8.6% primarily due to the number of elections (three) scheduled for FY2017 and projected compensation adjustments for existing staff. Any adjustment to the Town Clerk's salary will be transferred from the Classification, Performance and Settlements line.

Town Counsel The recommended legal budget includes no change from FY2016.

Personnel Board The \$15,000 Personnel Board budget has been reallocated from salaries to expenses for FY2017 to account for the deferral of the Management Fellow Program, which was partially funded through this line item. There is no recommended increase in the Personnel Board budget.

Finance Department The recommended Finance Department budget increased by 3.1% from FY2016 to FY2017, attributable to projected compensation adjustments for existing staff, software licenses and technology replacement, and the reallocation of the network switches and hardware program that was previously funded through the capital plan.

Finance Committee This budget increased by 5% from FY2016 to FY2017 due to projected compensation adjustments for existing staff.

Planning and Community Development

The recommended Community Development budget has increased by 4.8% attributable to projected compensation adjustments for existing staff, and the recommendation for an additional five hours per week for an existing, benefit-eligible employee who provides administration support for all of the divisions in the Department (\$6,347). The proposed increase is recommended in recognition of the workload in the Department attributable to building construction and mindful of the vote of the Board of Selectmen to increase Building Permit fees. The submitted budget has been reduced by \$19,051 which constitutes half of the funding for the Town's Community Housing Specialist which is proposed for funding through the Community Preservation Fund. The part-time, non-benefit eligible position was originally funded on a pilot basis 100% through CPC funding. In FY2016, half of the funding was appropriated from the operating budget and we propose to continue this funding strategy. Conversations with the Community Preservation Committee are on-going – if the CPA funding is not available, this funding recommendation will be revised to include 100% funding through the operating budget.

Public Safety

The Police Department budget is proposed to increase by 4.3%, primarily attributable to projected compensation increases for existing staff. Funding for four additional police officers has been deferred to a future year. The redevelopment of the Needham Crossing business district will have a significant impact on the ability of the Needham Police Department to respond to service calls. In addition to the 350 units of residential housing at Charles River Landing, the TripAdvisor World Headquarters, and the new Marriott Residence Inn, several new office buildings and hotels are in the process or have been permitted, as have 390 units of residential housing. The Mixed Use 128 and Highland Commercial Districts have recently been zoned to allow the location of Registered Marijuana Dispensaries, and proposals to allow housing the Mixed Use 128 District are under discussion. The level of growth will result in increased revenue and expenses for the Town.

Fire Department The recommended Fire Department budget is 1.4% higher in FY2017 than FY2016. However, the budget request does not include any contractual salary increases for the Fire Union. An allowance for such increases is included in the CPS. The recommended budget includes \$18,720 for a new part-time position to augment the Fire Prevention Division for nine hours per week. This position will conduct pre-fire planning inspections of Town buildings and schools, and commercial establishments. Information gathered at these inspections will include pictures, floor plans, hazardous material locations and amounts, as well as any other pertinent information vital to the efficient and effective mitigation of an emergency incident. The data gathered will be entered into the CAD database. This site information will be accessible to emergency responders while on scene through the use of tablets, thereby aiding in their response. The information will also be available to dispatchers who advise companies prior to their arrival of hazards or special concerns associated with any given site. The request to fund an additional four Firefighter/Paramedics to staff a second full time ambulance at Station 2 (Needham Heights) in the amount of \$311,460 has been deferred. Similar to the requested increase in Police personnel, this request is based on current and expected growth in the Needham Heights and Needham Crossing area. At this time, only one full time ambulance covers the entire Town from the Station 1 (Needham Square) location.

Housing a second full time ambulance at Station 2 may have a positive impact on average response times.

Building Department The recommended budget for the Building Department is 15.1% higher than FY2016, and includes an increase of \$20,000 for a fire engineer consultant previously funded in the Fire Department. As of January, 2015 the Building Department assumed the responsibility of large commercial fire sprinkler and fire alarm plan reviews. The recommended budget also includes two part-time inspectors – plumbing and gas and wiring (a total of \$61,542). The increased staffing in the Department has been funded by new revenue associated with the vote of the Board of Selectmen to increase building permit fees in recognition of the level of development in the community.

Education

Minuteman School The Town has received a preliminary assessment from the Minuteman School in the amount of \$763,830 which is \$28,583 higher than the forecasted budget and 16.8% higher than the FY2016 appropriation. The budget is based on the number of students from the sending jurisdiction and the proportion of overall enrollment.

Needham Public Schools The Town Manager's recommended budget for the School Department is \$65,058,714, representing an increase of 5.8%. This recommendation includes the Superintendent's submitted budget request of \$61,073,288, less proposed reductions identified by the Superintendent in the amount of \$220,865. Additionally, the budget includes an allocation for operating capital removed from the Capital Improvement Plan of \$340,700 (as described more fully in the Executive Summary of the FY2017 – FY2021 Capital Improvement Plan).

Public Works

The Department of Public Works General Fund operating budget is recommended at \$5,602,411, an increase of 2.7%, which will cover expenses for existing staff and operations. The recommended budget includes an allocation of \$12,788 to fund two temporary laborers in the Highway Division, \$30,000 for on-going fencing repairs in the Parks & Forestry Division, and a one-time allocation of \$8,760 to replace a GIS unit in the Engineering Division. The DPW operating budget has been reduced by \$52,214 in energy expenses reallocated to the Needham Electric, Light and Gas Program.

Municipal Parking The recommended Municipal Parking budget is 2.2% higher in FY2017, attributable to an increase in the number of parking lots that will be maintained by the Town, annual increases in lease payments, and the transition of parking lot rental payments for the Needham Public Library from the Library's State Aid account to the General Fund. New parking lots include the expanded Lincoln Street Lot, the new public lot at the corner of School Street and Lincoln Street, the new Public Safety lot on School Street, and the expanded Eaton Square Lot and new pedestrian plaza.

Public Facilities

The recommended budget for the Department of Public Facilities is 28% less than the FY2016 budget due to the reallocation of electricity and natural gas expenses to the Needham Electric, Light and Gas Program. The recommended budget does not include projected compensation adjustments for most union personnel. An allowance for projected salary increases for those employees is included in the Classification, Performance and Settlements budget. Given the current and projected number of construction projects, the recommended budget includes the addition of one full-time project manager with funding phased in over two years. The allowable portion of PFD Project Manager salaries is charged to project budgets, as would be the case if the Town were to contract out project management services. Budgeting for the full salary of project managers provides a greater level of flexibility, and unexpended funds are returned in the form of Free Cash. The recommendation is to fund half of the full-time salary in FY2017 and the balance in FY2018.

Human Services

Health & Human Services (HHS) Department The recommended FY2017 budget reflects an increase of 3.8%, attributable to projected compensation increases for existing personnel. The recommendation also includes the reallocation of funds to meet critical priorities, including reallocation of funds previously allocated to the Senior Program Coordinator (\$77,011), as the Town received a Federal grant to support the program for an additional five years, and reallocation of funds previously allocated to a part-time Outreach Worker (\$13,870). The proposal would bring the Social Worker at the Center at the Heights from part-time to full-time (\$23,114), create an additional social worker (\$66,662) to support adult residents in need – bridging the gap between the existing Social Workers in Youth Service and the Center at the Heights – and allocate additional part-time hours to the Emergency Preparedness Program. These reallocations will allow the Town to better address the complex social service and mental health needs of its residents, and to offer such services outside of normal business hours. Other HHS priorities, including an additional Public Health Environmental Health Agent (\$97,758) and Public Health accreditation (\$5,000) have been deferred.

Commission on Disabilities No change is recommended to the Commission on Disabilities budget in FY2017.

Historical Commission No change is recommended to the Historic Commission budget in FY2017.

Public Library The recommended Library budget is 0.6% higher than FY2016, and includes a recommended increase in part-time circulation desk hours (\$15,912). Over the past few years, the Library has used its dedicated State Aid account to meet a growing service demand, but such funding is unsustainable. The submitted budget request was reduced by a total of \$33,619 for a network transfer page, Sunday openings during the month of June, Comcast Internet fees, Overdrive subscription fees, and on-line computer services.

Park and Recreation The Park and Recreation budget decreased by 1.7% from FY2016 to FY2017 attributable primarily to the reallocation of \$9,500 in energy expenses reallocated to the Needham Electric, Light and Gas Program.

Memorial Park No change is proposed to the Memorial Park budget for FY2017.

Beyond the General Fund Operating Budgets

Capital Budget Summary

The focus of this document is the FY2017 General Fund, Enterprise Fund, and Community Preservation Fund budgets. The FY2017 – FY2021 Capital Improvement Plan (CIP) is published as a separate document. An integral part of the balanced budget proposal contained herein, however, is the funding of capital and other non-operating budget items. The FY2017 proposed annual budget includes \$2,516,117 in General Fund cash capital projects. In addition to the projects contained in the five year CIP, the Town will also fund projects through Chapter 90 funds received from the Commonwealth. Currently, the Chapter 90 allotment is funding the design of the Needham Center Improvement Project, Phase 1, including the installation of new traffic signals, and street and sidewalk layouts.

Enterprise Fund Summary

RTS The recommended Recycling & Solid Waste Enterprise Fund budget is 4% higher than FY2016 and covers expenses for existing staff and operations.

Sewer The recommended Sewer Enterprise Fund budget is 0.6% higher than in fiscal year 2016, and covers expenses for existing staff and operations. The MWRA Sewer Assessment, which represents a significant portion of the Sewer Enterprise Fund Budget, has been level-funded as preliminary assessments are not yet available.

Water The recommended Water Enterprise Fund budget is 1.1% higher than the FY2016 budget, and covers expenses for existing staff and operations. The MWRA Water Assessment, which represents a significant portion of the Water Enterprise Fund Budget, has been level-funded as preliminary assessments are not yet available.

Community Preservation The administrative budget of the Community Preservation Fund is unchanged from FY2016.

Other Financial Warrant Articles

Given the amount of Free Cash available for appropriation, and consistent with the Town's policy to minimize the use of Free Cash for recurring operating expenses, the FY2017 proposed budget includes allocation of funds to one time programs and projects, and to reserves.

Compensated Absences Fund Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused

vacation leave upon termination of Town service. Given the projected level of retirements and existing fund balance, there is no request for compensated absences funding this year.

Senior Corps Program The FY2017 proposed budget includes \$15,000 for the Senior Corps Program.

Property Tax Assistance Program The balanced budget includes \$13,222 in funding for the Property Tax Assistance Program. The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,222 in fiscal year 2015.

GF/RTS Contribution The balanced budget includes an estimated contribution to the RTS Enterprise Fund of \$1,420,000 - unchanged from the FY2016 budget. The submitted budget was reduced by \$42,600 reflective of the annual lease payments that will be provided to the Fund from the solar project on the capped landfill.

Drains/Sewer Contribution The balanced budget includes a \$519,846 contribution to the Sewer Enterprise Fund to offset the cost of the Drains program - an increase of 5.1% over FY2016. The Drains program, which is a General Fund expense, is appropriated to the Sewer Enterprise Fund as it is more efficient to account for the program in that manner.

Public Facilities Maintenance Program - Beginning in FY2016, funding for the Public Facilities Maintenance Program was transitioned from the Capital Improvement Plan to the operating budget. This warrant article covers annual necessary maintenance of public buildings throughout the Town and School department. Unless circumstances require otherwise, the FY2017 program will fund duct cleaning at the Hillside School, Public Services Administration Building, Library, and Eliot School, flooring replacement at the Broadmeadow and Pollard Schools, wood floor refinishing, renovation of two bathrooms, replacing seats in the auditorium and replacing lockers at the Pollard School, and Xeriscaping at Needham High School.

Athletic Facility Stabilization Fund The 2012 Annual Town Meeting approved the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Field Complex (Table 1.9). The Town Manager's recommendation for funding the Athletic Facility Stabilization Fund in FY2017 includes the traditional match of the Park and Recreation administrative fee receipts (\$44,496 in FY2015), and \$300,000 as the second year of a five year plan to set aside funds for the replacement of the synthetic turf fields - estimated at \$2.5 million in 2020. Finally, the recommended budget includes an appropriation of \$650,000 in support of the effort, begun in FY2016, to set aside funds to support the renovation or reconstruction of the Memorial Park Building. It is expected that a combination of funding sources will be required to achieve that goal.

Table 1.9
Athletic Facility Improvement Fund
June 30 Balance

FY	Start	Interest	Appropriations	Balance
2012	\$0	\$0	\$0	\$0
2013	\$0	\$368	\$282,728	\$283,096
2014	\$283,096	\$1,257	\$616,980	\$901,333
2015	\$901,333	\$1,913	\$1,067,107	\$1,970,353

Debt Service Stabilization Fund The November 2, 2015 Special Town Meeting approved the creation of a Debt Service Stabilization Fund (DSSF) to set aside funds to be available to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund provides added flexibility by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The base recommended funding for the DSSF will be the amount of net revenue estimated from the Town's participation in the solar array/net metering program (\$362,595 in FY2017). The FY2017 budget recommendation assumes the transfer of the additional \$250,000 allocated to the debt budget in FY2016 to the DSSF for a total recommended appropriation of \$612,595. Future allocations to the DSSF above the base level funded by solar net metering revenue are proposed from hotel excise revenue expected from several hotels permitted and/or proposed for Needham Crossing.

The recommended funding for Financial Warrant Articles assumes a Free Cash certification of \$6,000,000. If Free Cash is certified at a higher amount, additional funding of the AFSF or DSSF is recommended.

In Conclusion

This balanced budget proposal is promulgated prior to the completion of the budget process for the Commonwealth. As revenue estimates are refined in the winter and spring, we will work with the various Town boards and committees in preparing the final budget to be presented to Town Meeting.

Our entire management team has worked collectively to implement creative ways of meeting the Town's sustainability goals. Efforts have been made to implement measures that will maximize the productivity of our organization and deliver the highest quality of services within available resources.

I appreciate the spirit of cooperation that has been demonstrated by the Board of Selectmen, School Committee, and Finance Committee in the development of this budget, and applaud the commitment to sustainability on the part of Town boards and committees, Town Meeting, and ultimately the community. We are fortunate to have a dedicated and

loyal staff working every day to maintain the high quality of life our residents expect and deserve. I thank you for the opportunity to serve the residents and businesses in the Town of Needham.

Kate Fitzpatrick
Town Manager

Line #	Budget	FY2015 Expenditures	FY2016 Budget as of 12/2015	FY2017 Department Request	FY2017 \$ Change	FY2017 % Change	TOWN MANAGER RECOMMENDATION		
							FY2017 Balance Budget	FY2017 \$ Change	FY2017 % Change
1	Casualty, Liability, Property and Self Insurance Program	536,000	560,000	582,400	22,400	4.0%	582,400	22,400	4.0%
2	Debt Service	11,580,940	11,474,301	11,161,839	(312,462)	-2.7%	11,161,839	(312,462)	-2.7%
3	Group Health Insurance, Employee Benefits, Assessments, & Administrative Costs	10,167,091	11,770,207	13,609,361	1,839,154	15.6%	13,190,259	1,420,052	12.1%
4	Needham Electric, Light, & Gas Program						3,414,290	3,414,290	
5	Retiree Insurance Program & Insurance Liability Fund	5,140,198	5,336,302	5,568,923	232,621	4.4%	5,568,923	232,621	4.4%
6	Retirement Assessments	5,558,930	6,185,312	6,724,500	539,188	8.7%	6,724,500	539,188	8.7%
7	Workers Compensation	586,252	609,702	634,090	24,388	4.0%	634,090	24,388	4.0%
8	Classification, Performance and Settlements*	see note	159,387	600,000	440,613	276.4%	600,000	440,613	276.4%
9	Reserve Fund*	see note	1,524,767	1,602,452	77,685	5.1%	1,602,452	77,685	5.1%
TOTAL		33,569,411	37,619,978	40,483,565	2,863,587	7.6%	43,478,753	5,858,775	15.6%
*This is a budget reserve and therefore no direct expenditure from this line is allowed, only transfers to other budget lines.									
Board of Selectmen & Town Manager									
11A	Salary & Wages	715,158	785,523	755,962	(29,561)		755,962	(29,561)	-3.8%
11B	Expenses	97,959	111,312	117,342	6,030		117,342	6,030	5.4%
11C	Capital								
TOTAL		813,117	896,835	873,304	(23,531)	-2.6%	873,304	(23,531)	-2.6%
Town Clerk and Board of Registrars									
12A	Salary & Wages	293,229	321,314	345,579	24,265		345,579	24,265	7.6%
12B	Expenses	44,368	45,520	52,750	7,230		52,750	7,230	15.9%
12C	Capital								
TOTAL		337,597	366,834	398,329	31,495	8.6%	398,329	31,495	8.6%
Town Counsel									
13A	Salary & Wages	73,584	75,422	75,442	20		75,442	20	0.0%
13B	Expenses	273,340	254,000	254,000			254,000		
13C	Capital								
TOTAL		346,924	329,422	329,442	20	0.0%	329,442	20	0.0%
Personnel Board									
14A	Salary & Wages		15,000		(15,000)			(15,000)	
14B	Expenses			15,000	15,000		15,000	15,000	
14C	Capital								
TOTAL			15,000	15,000			15,000		
Finance Department									
15A	Salary & Wages	1,497,285	1,709,311	1,747,977	38,666		1,747,977	38,666	2.3%
15B	Expenses	755,471	813,261	824,755	11,494		824,755	11,494	1.4%
15C	Capital	37,500	38,475	68,475	30,000		68,475	30,000	78.0%
TOTAL		2,290,256	2,561,047	2,641,207	80,160	3.1%	2,641,207	80,160	3.1%

Line #	Budget	FY2015 Expenditures	FY2016 Budget as of 12/2015	FY2017 Department Request	FY2017 \$ Change	FY2017 % Change	TOWN MANAGER RECOMMENDATION		
							FY2017 Balance Budget	FY2017 \$ Change	FY2017 % Change
Finance Committee									
16A	Salary & Wages	32,462	34,000	35,733	1,733		35,733	1,733	5.1%
16B	Expenses	817	1,225	1,250	25		1,250	25	2.0%
16C	Capital								
TOTAL		33,279	35,225	36,983	1,758	5.0%	36,983	1,758	5.0%
Planning & Community Development									
17A	Salary & Wages	406,842	463,636	505,793	42,157		486,742	23,106	5.0%
17B	Expenses	26,589	28,318	28,608	290		28,608	290	1.0%
17C	Capital								
TOTAL		433,431	491,954	534,401	42,447	8.6%	515,350	23,396	4.8%
Police Department									
18A	Salary & Wages	5,138,377	5,765,222	6,220,484	455,262		5,967,300	202,078	3.5%
18B	Expenses	221,292	312,290	314,755	2,465		314,755	2,465	0.8%
18C	Capital	170,112	166,964	228,902	61,938		228,902	61,938	37.1%
TOTAL		5,529,782	6,244,476	6,764,141	519,665	8.3%	6,510,957	266,481	4.3%
Fire Department									
19A	Salary & Wages	6,652,379	6,894,466	7,243,815	349,349		6,961,155	66,689	1.0%
19B	Expenses	249,319	300,936	357,802	56,866		329,002	28,066	9.3%
19C	Capital	29,247	20,311	23,835	3,524		23,835	3,524	17.4%
TOTAL		6,930,945	7,215,713	7,625,452	409,739	5.7%	7,313,992	98,279	1.4%
Building Department									
20A	Salary & Wages	541,313	579,030	687,129	108,099		651,327	72,297	12.5%
20B	Expenses	20,839	31,040	51,040	20,000		51,040	20,000	64.4%
20C	Capital								
TOTAL		562,152	610,070	738,169	128,099	21.0%	702,367	92,297	15.1%
Minuteman Assessment									
21	Minuteman Assessments	893,211	654,134	735,247	81,113	12.4%	763,830	109,696	16.8%
Needham Public Schools									
22	Needham Public Schools	57,873,958	61,480,687	64,938,879	3,458,192	5.6%	65,058,714	3,578,027	5.8%
Department of Public Facilities									
23A	Salary & Wages	3,273,243	3,586,006	3,672,228	86,222		3,626,013	40,007	1.1%
23B	Expenses	4,677,054	5,028,646	5,273,029	244,383		2,578,802	(2,449,844)	-48.7%
23C	Capital	48,150							
TOTAL		7,998,447	8,614,652	8,945,257	330,605	3.8%	6,204,815	(2,409,837)	-28.0%
Department of Public Works									
24A	Salary & Wages	3,326,637	3,483,097	3,589,558	106,461		3,589,558	106,461	3.1%
24B	Expenses	1,449,580	1,548,231	1,618,228	69,997		1,566,014	17,783	1.1%
24C	Capital	6,275	18,000	38,800	20,800		38,800	20,800	115.6%
24D	Snow and Ice	1,713,370	404,000	408,039	4,039		408,039	4,039	
TOTAL		6,495,862	5,453,328	5,654,625	201,297	3.7%	5,602,411	149,083	2.7%

Line #	Budget	FY2015 Expenditures	FY2016 Budget as of 12/2015	FY2017 Department Request	FY2017 \$ Change	FY2017 % Change	TOWN MANAGER RECOMMENDATION		
							FY2017 Balance Budget	FY2017 \$ Change	FY2017 % Change
Municipal Parking Program									
25	Municipal Parking Program	60,787	97,730	99,864	2,134	2.2%	99,864	2,134	2.2%
Municipal Lighting Program									
	Municipal Lighting Program	201,113	254,951	249,925	(5,026)	-2.0%		(254,951)	-100.0%
Health & Human Services									
26A	Salary & Wages	970,464	1,190,850	1,333,258	142,408		1,235,205	44,355	3.7%
26B	Expenses	239,308	245,245	261,060	15,815		256,060	10,815	4.4%
26C	Capital								
	TOTAL	1,209,772	1,436,095	1,594,318	158,223	11.0%	1,491,265	55,170	3.8%
Commission on Disabilities									
27A	Salary & Wages	1,500	1,500	1,500			1,500		
27B	Expenses	178	550	550			550		
	TOTAL	1,678	2,050	2,050			2,050		
Historical Commission									
28A	Salary & Wages								
28B	Expenses	333	1,050	1,050			1,050		
	TOTAL	333	1,050	1,050			1,050		
Needham Public Library									
29A	Salary & Wages	1,156,157	1,250,534	1,273,723	23,189		1,259,079	8,545	0.7%
29B	Expenses	317,329	328,068	347,993	19,925		329,018	950	0.3%
	TOTAL	1,473,486	1,578,602	1,621,716	43,114	2.7%	1,588,097	9,495	0.6%
Parks and Recreation Department									
30A	Salary & Wages	428,256	496,254	495,097	(1,157)		495,097	(1,157)	-0.2%
30B	Expenses	102,810	114,000	114,000			104,500	(9,500)	-8.3%
	TOTAL	531,066	610,254	609,097	(1,157)	-0.2%	599,597	(10,657)	-1.7%
Memorial Park									
31A	Salary & Wages								
31B	Expenses	749	750	750			750		
	TOTAL	749	750	750			750		
	Department Budgets	94,017,943	98,950,859	104,409,206	5,458,347	5.5%	100,749,374	1,798,515	1.8%
	Townwide Expense Group	33,569,411	37,619,978	40,483,565	2,863,587	7.6%	43,478,753	5,858,775	15.6%
	TOTAL	127,587,354	136,570,837	144,892,771	8,321,934	6.1%	144,228,127	7,657,290	5.6%

Line #	Budget	FY2015	FY2016	FY2017	FY2017	FY2017	TOWN MANAGER RECOMMENDATION		
		Expenditures	Budget as of 12/2015	Department Request	\$ Change	% Change	FY2017 Balance Budget	FY2017 \$ Change	FY2017 % Change
Recycling and Transfer Station Enterprise									
101A	Salary & Wages	665,545	739,993	766,816	26,823		766,816	26,823	3.6%
101B	Expenses	1,204,176	1,153,651	1,212,873	59,222		1,212,873	59,222	5.1%
101C	Capital	79,318	86,000	86,500	500		86,500	500	0.6%
101D	Debt Service	117,108	150,000	150,000			150,000		
102	Reserve Fund	Transfers only	25,000	25,000			25,000		
TOTAL		2,066,148	2,154,644	2,241,189	86,545	4.0%	2,241,189	86,545	4.0%
Sewer Enterprise									
201A	Salary & Wages	930,174	987,170	1,019,922	32,752		1,019,922	32,752	3.3%
201B	Expenses	338,417	402,011	420,323	18,312		420,323	18,312	4.6%
201C	Capital	24,442	50,000	50,000			50,000		
201D	MWRA	5,466,144	5,462,757	5,462,757			5,462,757		
201E	Debt Service	1,338,092	1,500,000	1,500,000			1,500,000		
202	Reserve Fund	Transfers only	35,000	35,000			35,000		
TOTAL		8,097,269	8,436,938	8,488,002	51,064	0.6%	8,488,002	51,064	0.6%
Water Enterprise									
301A	Salary & Wages	1,049,485	1,105,680	1,134,686	29,006		1,134,686	29,006	2.6%
301B	Expenses	1,055,256	1,034,526	1,084,978	50,452		1,084,978	50,452	4.9%
301C	Capital	19,197	30,500	4,000	(26,500)		4,000	(26,500)	-86.9%
301D	MWRA	1,193,697	1,012,962	1,012,962			1,012,962		
301E	Debt Service	1,545,746	1,550,000	1,550,000			1,550,000		
302	Reserve Fund	Transfers only	75,000	75,000			75,000		
TOTAL		4,863,381	4,808,668	4,861,626	52,958	1.1%	4,861,626	52,958	1.1%

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
General Government: Accounting	Clean Audit/No Repeat Comments	Number of reconciling items minus the number of reconciling items after 6/30	1		
		Number of reconciling items			
General Government: Accounting	Funds are available for appropriation when needed	Number of days completed before or after deadline	29		
General Government: Accounting	State Aid is not jeopardized	Number of days completed before or after deadline	105		
General Government: Assessor's	Strong Tax Revenue available to fund needs	Cover all or partially completed building activity by 6/30	100%		100%+
General Government: Assessor's	Predictable & reliable revenue stream from excise tax	Percent of Excise Tax abated vs. Total Excise Committed	N /A		<3.1%
General Government: Assessor's	Predictable and reliable revenue stream from tax levy	% of valuations changed after issuance of tax bill	0.03%		0.05%
General Government: Collector's Office	Expedite the receipt of payments, decrease the over the counter activity and accommodate the Tax Payer	% customers paying via Escrow (RE only)	24.30%		25.00%
		% of payments ACH and online Real Estate/Personal and Excise	1.55%		5.00%
		% paid check/cash Real/Personal/Excise	74.15%		70.00%
		% paid Check/Cash Water/Sewer	73.47%		65.00%
		% of payments ACH and online Water/Sewer	26.53%		35.00%
General Government: Collector's Office	Optimize earnings on general funds while maintaining adequate liquidity	Annualized rate of return (benchmark MMDT at .23%)	0.24%		1.00%
General Government: Collector's Office	Maximize collection of committed taxes - decrease in outstanding taxes as each quarter progresses	% outstanding 1st quarter	1.31%		1.25%
		% outstanding 2nd quarter	2.22%		2.00%
		% Outstanding 3rd quarter	1.47%		1.00%
		% Outstanding 4th quarter	0.55%		0.45%
General Government: Treasurer	Higher on time collection rate	Number of methods of payment types offered to tax payers	5		6
General Government: Information Technology	Departments develop processes and procedures to become more productive, more efficient	Number of hours ITC provides training opportunities to employees			50

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
General Government: Information Technology	Network infrastructure remains reliable and available for employees to do their jobs and public to access information	Percentage of business hours building LANs (Town Hall, Public Services Administration, Public Safety, Center at the Heights) are available to employees			TH 99.8%, PSAB 99.8%, PS 99.8%, CATH 99.8%
General Government: Purchasing	Employees have a clear understanding of the purchasing requirements of the Town	Number of requisitions that must be returned to originator/prior approver because they require changes/more information	13%		<8%
General Government: Town Clerk	Accurate, professionally preserved town records	% records preserved			
General Government: Town Clerk	A more efficient method of payments for dog owners and increased compliance	% of residents with dog licenses paying license fees on-line			
		% residents licensing dogs prior to the deadline			
Land Use: Planning & Community Development	Development and land use that is consistent with the vision of town leadership and the public	Frequency of publicity/outreach to update the public on specific P&CD policies/initiatives			Quarterly
		Number of meetings with Boards to discuss ongoing feedback from applicants and goals/strategies for each division			One meeting annually with each Board being served by Division
		Implementation of specific initiatives as recommended by individual boards or as published in planning studies	3		7
		Citizens' Rating Land Use, planning & zoning as excellent/good	50%		
		Citizens' Rating the Overall Built Environment as excellent/good	70%		
		Citizens' Rating Economic Development as excellent/good	60%		
		Citizens' Rating New Development as excellent/good	52%		

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Land Use: Planning & Community Development	Development and land use that is consistent with the vision of Town leadership and the public	Citizens' Rating Natural Areas Preservation as excellent/good	64%		
		Citizens' Rating Open Space as excellent/good	63%		
Land Use: Planning & Community Development	Streetscape improvements that create an inviting pedestrian environment and strengthen economic viability	Citizens' Rating Vibrant Downtown/Commercial Area as excellent/good	47%		
Public Safety: Fire Department	Fewer large scale fires, fewer related deaths and an overall safer community to live and work in	Number of smoke/CO detector regulation documents provided at the time of inspection appointment			>100
		Days between request for service and inspection/re-inspection			<7
		Citizens' Rating Fire services as excellent/good	94%		
		Citizens' Rating Fire Prevention Services as excellent/good	88%		
		Citizens' Rating Positively (excellent/good; very/somewhat safe)	75%		
		Citizens' Rating Positively (excellent/good; very/somewhat safe)	79%		
Public Safety: Fire Department	Enhanced patient survival through professional and timely EMS response	EMS Response Times			
		Citizens' Rating EMS Services as excellent	95%		
Public Safety: Fire Department	Fewer preventable accidents resulting from poor decision making.	Frequencies of distribution of information provided to the public through the use of website, social media and handouts			10-25 different pieces
		Total number of tours, demonstrations, presentations and other public interactions where fire and life safety education is the focus			50-75 Annually
		Citizens' Rating Emergency Preparedness as excellent/good	75%		

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Public Safety: Police Department	Create awareness, visibility that will maintain a consistent or decreased level of motor vehicle crashes in town, with a focus on locations with the highest crash incidents, i.e. West @ Hillside	Reduction in mv crashes			<6
		Reduction in mv violations			
Public Safety: Police Department	A community where residents feel safe	Citizens' Rating Police Services as excellent/good	92%		
		Citizens' Rating Crime Prevention as excellent/good	91%		
		Citizens' Rating Overall feeling of safety as very/somewhat safe	97%		
		Citizens' Rating Safety in Neighborhood as very/somewhat safe	96%		
		Citizens' Rating safety in downtown/commercial areas as very/somewhat safe	96%		
Public Safety: Police Department	Ensure that charges for services are paid in full and on-time	Invoices completed within 60 day period			85%
		Invoices that remain past 60 days			<10%
Public Safety: Building Department	Construction meets safety codes and customers are satisfied	Daily Inspections Completed according to Schedule	16		25
		Daily Average Number of Inspections Completed	16		25
Public Safety: Building Department	Applications for permits are complete and meet Building Code and Zoning Requirements	% Permits are issued with one review	50%		
		% of applications received that are "complete"	50%		
Public Facilities & Public Works: Public Facilities Operations	Creating an understanding of the varying demands on the Town's buildings and allowing for sufficient time for maintenance to occur	Number of hours building is unoccupied in a year for maintenance and repairs (average)	3280		
		Percentage of hours building is unoccupied in a year for maintenance and repairs (average)	56%		
Public Facilities & Public Works: Public Facilities Operations	Reduced reactive maintenance	Number of preventative maintenance work orders completed compared to the number of work orders overall	38%		45%
		Percentage of preventative maintenance work orders that are completed on an annually basis	83%		90%

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Public Facilities & Public Works: Public Facilities Operations	Creating realistic work order turn around expectations	Number of days from the time a work order is initiated to its completion	43		45
		Percentage of work completed by outside contractors compared to work overall			35%
Public Facilities & Public Works: Public Facilities Construction	a new or renovated facility for the benefit of the community	Final Project Perception			
		Project came in on time			
		Project came in under budget			
Public Facilities & Public Works: Public Facilities Construction	Make Committee meetings transparent and accessible	% Agendas posted to website within 24 hours			
		% Minutes posted to website within 2 weeks of meeting			
Public Facilities & Public Works: Public Facilities Construction	Reimbursement received from MSBA to Town on eligible expenses in a timely manner	Propay form for expense reimbursement submitted to MSBA within 15 days after end of month			
		Monthly Report form submitted to MSBA within 12 days of the end of month			
Public Facilities & Public Works: Public Works Administration	Residents who are satisfied with DPW response	Number of days to acknowledge residents issues submitted in seeclickfix	0.7		less than one
Public Facilities & Public Works: Public Works Administration	Residents and staff who are well informed and supportive of the work that DPW performs	Number of posts on Facebook and twitter			52
Public Facilities & Public Works: Engineering	Create an environment in which developments meet all Town standards	# of days prior to planning board and/or ZBA hearing that the review is complete	1		3
		Number of times the requesting Department requires additional analysis after the initial request has been fulfilled	20		2
Public Facilities & Public Works: Engineering	Decreased office visits, reduced questions to the staff, simpler and more expedited office visits, and a better customer experience	# of hits the Engineering website has on an annual basis			
		Maintain information on an monthly basis on the Town's website			60%

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Public Facilities & Public Works: Highway	Resident satisfaction with roadways	Percentage of road miles that receive surface treatments instead of being rehabilitated	0%		20%
		Number of days it takes to complete the repair of a pot-hole complaint	4.2		3
		Percentage of roads that are under 70 PCI that receive some treatment			
		Citizens' Rating Street Repair Services as excellent/good	43%		
		Citizens' Rating Street Cleaning Services as excellent/good	64%		
		Citizens' Rating Sidewalk Maintenance as excellent/good	44%		
Public Facilities & Public Works: Highway	Comply with MUTCD, resident satisfaction with navigation of Town	Number of days it takes to complete a repair of a traffic signal	8.3		7
		Energy consumption of traffic signals	80,443 kWh		80,000 kWh
		Citizens' Rating Traffic Flow as excellent/good	58%		
		Citizens' Rating Traffic Signal Timing as excellent/good	61%		
Public Facilities & Public Works: Highway	Residents that are satisfied with the Town's performance during snow & ice events and support the funding of this program	Number of days it takes to respond to a complaint by a resident during a snow storm	10		4
		Annual dollars of expenditure per inch of snow	\$12,090		\$13,000
		Citizens' Rating Snow Removal as excellent/good	65%		
Public Facilities & Public Works: Parks & Forestry	Increase the # of trees in Town to sequester carbon, sustain the town's aesthetic, increase happiness of residents, provide public shade	Number of trees planted on an annual basis	91		100
		Percentage of trees planted that survive past one year	94.50%		90%
Public Facilities & Public Works: Parks & Forestry	Greater utilization of Town fields due to proper maintenance with better quality turf grass	Percentage of non-marquis fields maintained by outside contractor	30%		30%
		Overall satisfaction of user group members of the quality of the playing fields			70%

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Public Facilities & Public Works: Parks & Forestry	Extend the useful life of fields	Percentage of acreage on which cultural practice products are applied	35%		50%
		Percentage increase cost per acre of all applications	4%		4%
Public Facilities & Public Works: Garage	Functioning vehicles and equipment	Percent of repairs performed internally compared to total work completed	69%		65%
Public Facilities & Public Works: Garage	Safe and functional fleet	Dollar value of preventative maintenance as a percent of dollar value total work performed by division	14%		20%
Public Facilities & Public Works: Municipal Energy & Lighting Program	Customers that are satisfied with the speed the Town is able to repair Town managed streetlights.	Number of days to mark a request for service as complete	166		45
		Number of work orders acknowledged annually	319		200
Public Facilities & Public Works: Municipal Energy & Lighting Program	Reduced energy consumption while maintaining public safety	Number of streetlights using High Pressure Sodium	2900		
		Citizens' Rating Street Lighting as excellent/good	60%		
Public Facilities & Public Works: Municipal Energy & Lighting Program	No finance charges for energy consumption.	Average number of days from issuance of bill to bill paid	19		14
Public Facilities & Public Works: Municipal Parking Program	Parking meters, lots in good condition; program collects sufficient revenue to maintain parking areas	Number of days to complete a repair from a parking meter complaint	1.2		2
		Revenue collected on an annual basis	\$120,757		\$125,000
Public Facilities & Public Works: Municipal Parking Program	Residents and business satisfied with parking environments	Number of lots where green spaces are serviced by outsourced company			2
		Percent Rating Public Parking as excellent/good	55%		
Community Services: Park & Recreation	Increase participation at Rosemary Pool: season pool badges and swim lessons	Number of participants in swim lesson program			
		Number of residents purchasing seasonal pool badges			

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Community Services: Park & Recreation	Quality indoor and out outdoor opportunities for children and adults	Number of program offerings (youth/adult)			
		Number of participants (youth/adult)			
		Citizens' Rating Recreation Programs as excellent/good	77%		
		Citizens' Rating Recreation Centers excellent/good	69%		
		Citizens' Rating Town Parks as excellent/good	82%		
		Citizens' Rating Paths & Walking Trails as excellent/good	61%		
Community Services: Health & Human Services	Reduced number of Needham youth sport participants experiencing concussion	Number of coaches trained as a percentage of total coaches (compliance rate)			80%
Community Services: Health & Human Services	Reduced number of Needham High School students abusing prescription drugs, alcohol and tobacco	30 Day High School Prescription Drug Use Rate from Biennial MetroWest Adolescent Health Survey	4.30%		4.00%
		30 Day High School Alcohol Use Rate from Biennial MetroWest Adolescent Health Survey	35.00%		33.00%
		30 Day High School Tobacco Use Rate from Biennial MetroWest Adolescent Health Survey	7.70%		7.00%
		30 Day High School e- Cigarette Use Rate from Biennial MetroWest Adolescent Health Survey	17.10%		17.50%
Community Services: Health & Human Services	A community with skilled and responsible Food Service owners and workers who provide safe and healthy food to customers, in full compliance with state and local regulations	Food Service Inspections without a Critical Violation expressed as a % of Total Food Service Inspections	88.46%		90.00%

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Community Services: Health & Human Services	Access to care, socialization and programming helps to expand health and wellness in the community for more residents and families	# of Hours residents receiving service in a timely fashion inside normal business at the Senior Center			
		# of Hours residents receiving service in a timely fashion outside normal business at the Senior Center			
		Citizens' Rating Health Services as excellent/good	87%		
		Citizens' Rating Health & Wellness in the Community as excellent/good	83%		
		Citizens' Rating Mental Health Care as excellent/good	65%		
Community Services: Health & Human Services	Increase awareness, reduce stigma regarding using mental health services, connect youth and family to resources and services	Percentage of programs "sold out"			60%
		Program positively reviewed			60%
		Number of hours of free program services from undergraduate intern and volunteers			2,000
Community Services: Health & Human Services	Reduction in at-risk youth behaviors, more effective parenting, reduce stigma regarding using mental health services	Percentage of Youth Services programs "sold out"			60%
		Program positively reviewed			60%
Community Services: Library	Consistently excellent Library services for the public	Count of children attending programs annually	12,078		13,500
		Citizens' Rating Library Services as excellent/good	90%		95%
Community Services: Library	A steady stream of library materials being checked out to customers and being returned by customers	Materials turnover rate	2.93		3
Enterprise Funds: RTS Enterprise Fund	Expedient handling and hauling of waste, reduction of contaminants, increased proportion of waste as recycling vs. MSW, and a financially sustainable operation.	The amount of trash that is illegally disposed of at the RTS	20%		15%
		Percentage of recycling (not including yard waste) compared to the total amount of residential MSW and recycling	54%		55%
Enterprise Funds: RTS Enterprise Fund	Increased utilization and satisfaction with RTS by residents	% of residents acquiring stickers	79%		
		Citizens' Rating Recycling Services as excellent/good	80%		

FY2017 PILOT PERFORMANCE MEASUREMENT

Budget Group: Department	Long-Term Impact	Measure	FY15 Actual	FY16 Actual	FY17 Target
Enterprise Funds: Sewer Enterprise Funds: Drains	Maintain free flowing catch basins and minimize flooding of houses.	Number of catch basins cleaned at least once on an annual basis	1517		2100
		Percentage of catch basins cleaned using clam shell truck vs. vactor	63%		75%
		Number of complaint calls for flooding	39		30
		Number of catch basins repaired and replaced.	47		15
		Citizens' Rating Storm Drainage as excellent/good	66%		
Enterprise Funds: Sewer Enterprise Fund: Sewers	Have a sewer system that services all the needs of the residents and businesses	Percentage of wet wells cleaned 2x per year	100%		70%
		Number of hours pumps run	16583		< 15,500
		Citizens' Rating Sewer Services as excellent/good	88%		
Enterprise Funds: Sewer Enterprise Fund: Sewers	Reduced inflow and infiltration	Number of infiltrations identified by Town staff that require further investigation for I/I			5
		Number of gallons per day of I/I removed from the System	8330		
Enterprise Funds: Water Enterprise Fund	Clean water for residents with sufficient infrastructure to support water production and distribution to residents; limited interruptions to service	Ratio of water supplied by the Town vs MWRA water	74%		75%
		Gallons water flushed on an annual basis (duration of flush continues until water quality is acceptable)	10.6 million *incomplete flushing		14 million
		Citizens' Rating Drinking Water as excellent/good	85%		
Enterprise Funds: Water Enterprise Fund	Proper replacement schedule for system, evaluation of distribution to ensure sufficient water to meet current needs of community	Number of water quality (taste, odor, color) complaints	7		5
		Hours it takes for staff to respond to water main break			2
Enterprise Funds: Water Enterprise Fund	A decrease in the unaccounted for water and an increase in revenue	Number of meters changed out on an annual basis	1203		1000
		Number of households who have not responded to change out meter requests	697		400



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

MEETING DATE: 01/26/2016

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		



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

MEETING DATE: 11/10/2015

Agenda Item	Executive Session
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<u>Exception 6:</u> To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment. Selectmen Matthews, how do you vote? YES NO Selectmen Cooley, how do you vote? YES NO Selectmen Borrelli, how do you vote? YES NO Selectmen Bulian, how do you vote? YES NO And the Chair votes YES NO			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) none			

**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)	David Volante		
Event Manager Address	292 Forest St. Needham, MA		
Event Manager Phone Number	781 405 9827		
Organization Representing (if applicable)			
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	Cooking Class		
Date of Event	2/6/16 1:30 PM		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	1:30 PM	TO: 4:00 PM
Are tickets being sold in advance for this event?	☒ YES	\$ 65 /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?	30		
Name & address of event location. Please attach proof of permission to use this facility.			
Volante Farms 292 Forest St. Needham, MA			
Who will be serving the alcohol to your guests?			
Lisa Perre, Dan Volante			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Attached			
☒ 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: 1/12/16

Hearty Winter Cooking

Winter Cooking Class #1

Volante Farms - 292 Forest Street, Needham, MA, United States

Event Starts

Feb 6, 2016, 01:30 PM

Event Ends

Feb 6, 2016, 03:00 PM

Description

Join Chef Todd for an afternoon of fresh and innovative cooking instruction. Watch him prepare some of his favorite and newly inspired dishes, learn how to replicate them at home, and enjoy them while you learn. Classes are held in the farm stand or greenhouse depending on the space available and have an option to pair wine for an additional charge. Makes for the perfect gift for your favorite foodie or a fun afternoon out with friends.

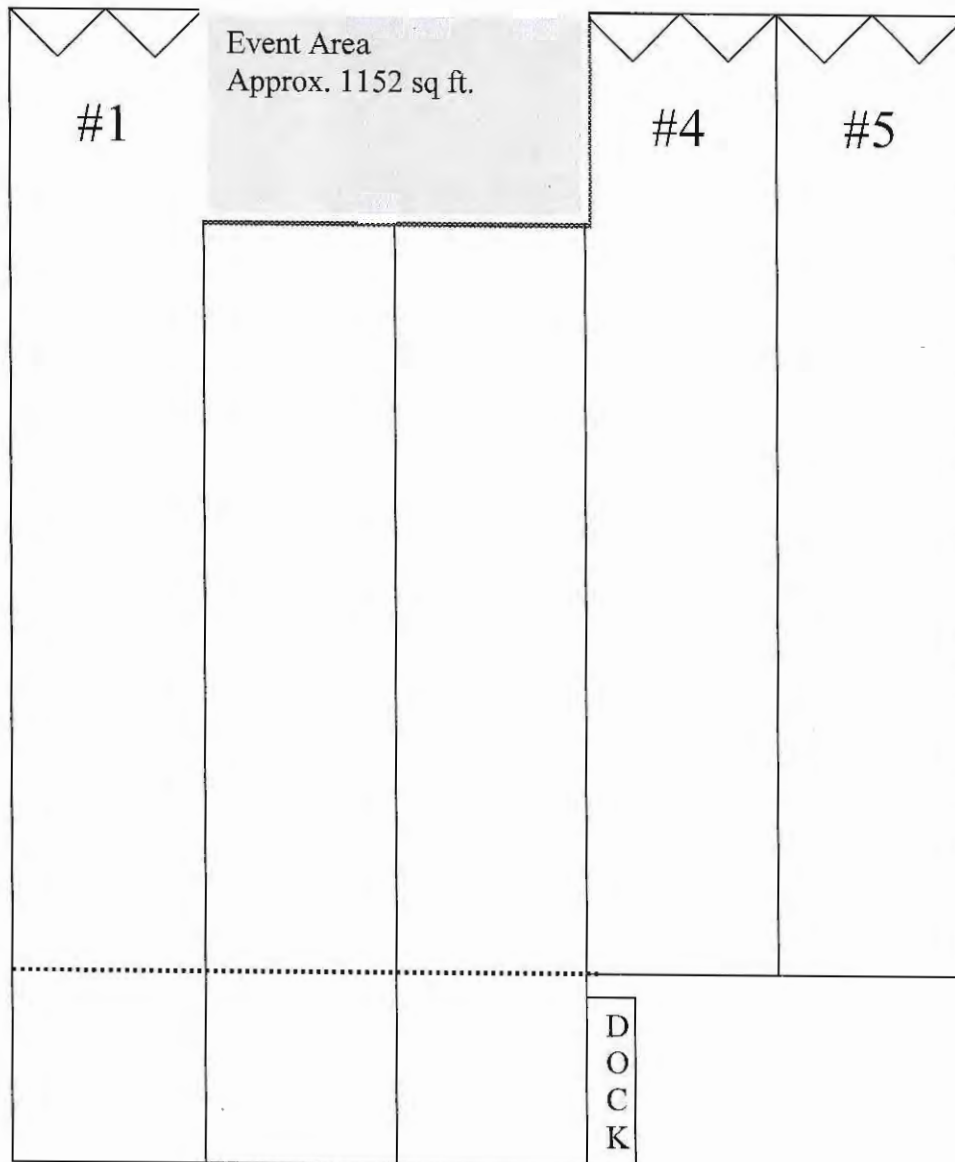
Cost: Cooking Class \$50

with Wine Option \$65

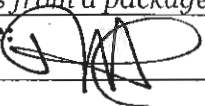
Location

292 Forest Street, Needham, MA, United States ([Get Directions](#))

Greenhouse Layout for Special License Events



**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)	David Volante		
Event Manager Address	292 Forest St. Needham, MA		
Event Manager Phone Number	781 405 9827		
Organization Representing (if applicable)			
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	Cooking Class		
Date of Event	3/5 1:30 PM		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	1:30 PM	TO: 4:00 PM
Are tickets being sold in advance for this event?	☒ YES	\$ 65 /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?	30		
Name & address of event location. Please attach proof of permission to use this facility.			
Volante Farms 292 Forest St. Needham, MA			
Who will be serving the alcohol to your guests?			
Lisa Pierce, Dave Volante, Steve Volante			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Attached			
☒ 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: 1/12/16

Weekly Meal Planning

Winter Cooking Class #2

Volante Farms - 292 Forest Street, Needham, MA, United States

Event Starts

Mar 5, 2016, 01:30 PM

Event Ends

Mar 5, 2016, 03:00 PM

Description

Join Chef Todd for an afternoon of fresh and innovative cooking instruction. Watch him prepare some of his favorite and newly inspired dishes, learn how to replicate them at home, and enjoy them while you learn. Classes are held in the farm stand or greenhouse depending on the space available and have an option to pair wine for an additional charge. Makes for the perfect gift for your favorite foodie or a fun afternoon out with friends.

Cost: Cooking Class \$50

with wine option \$65

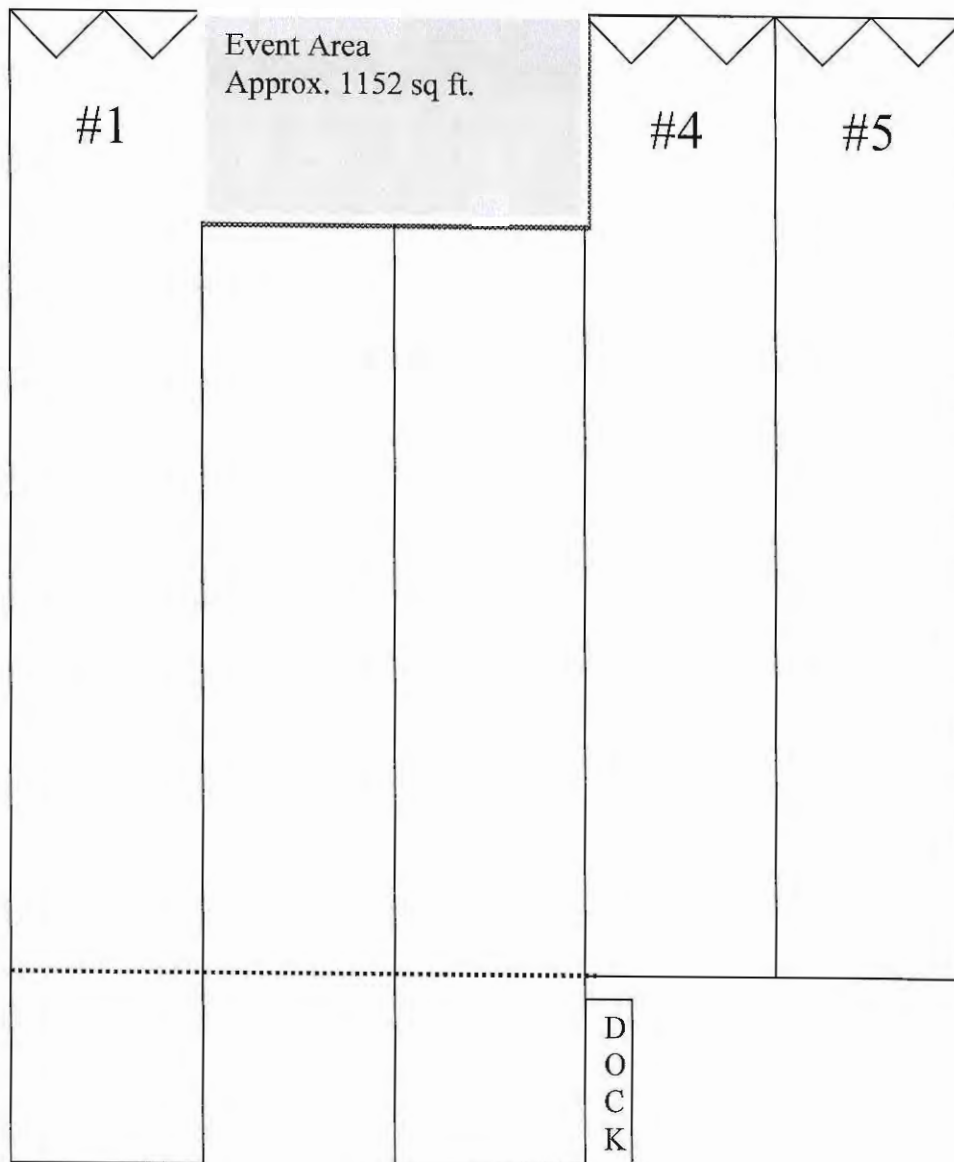
<https://www.facebook.com/VolanteFarms/>

<https://twitter.com/volantefarmchef>

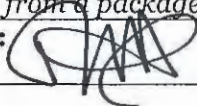
Location

292 Forest Street, Needham, MA, United States ([Get Directions](#))

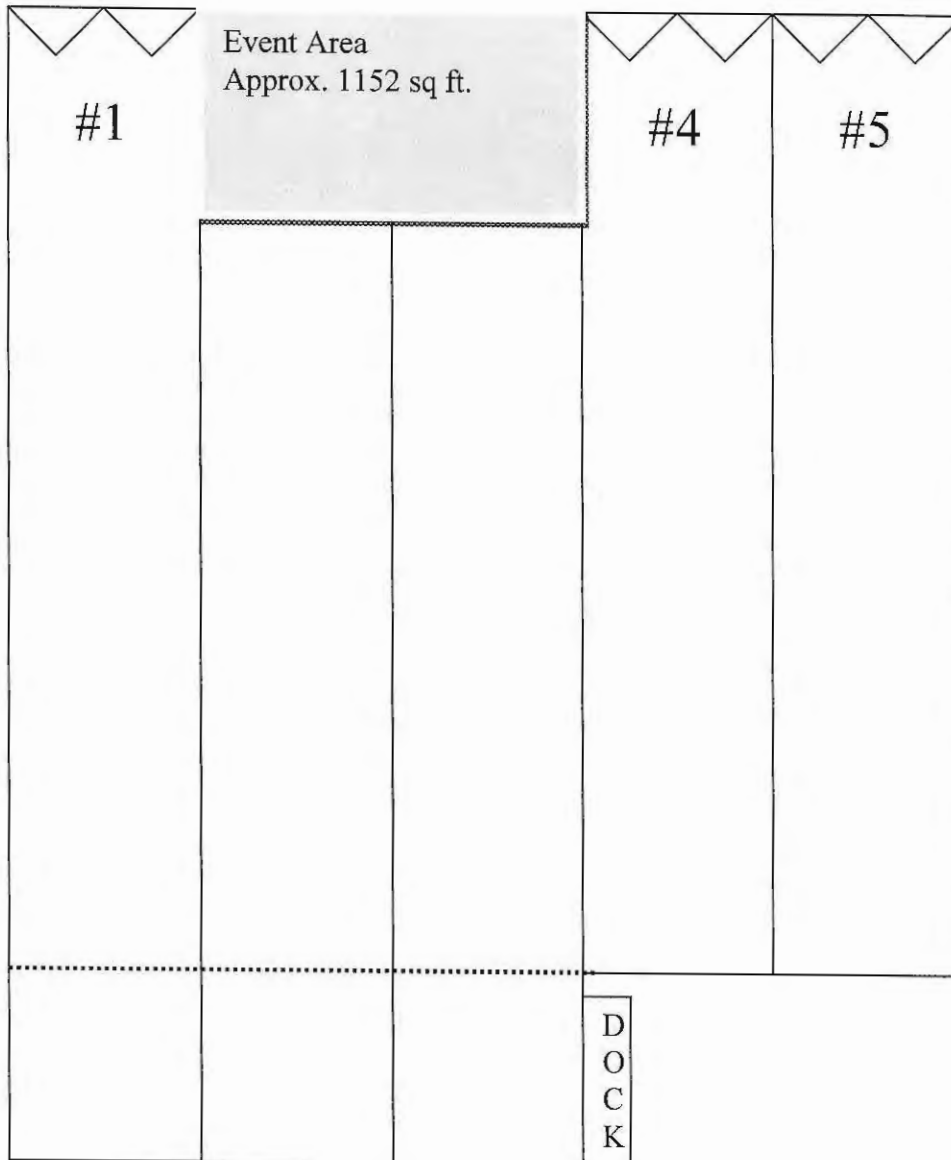
Greenhouse Layout for Special License Events



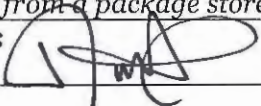
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	David Volante		
Event Manager Address	292 Forest St. Needham, MA		
Event Manager Phone Number	781 405 9827		
Organization Representing (if applicable)			
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	Grand Beer Tasting		
Date of Event	2/27 1 PM		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	1 PM	TO: 4 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?	100 throughout the day		
Name & address of event location. Please attach proof of permission to use this facility.			
Volante Farms 292 Forest St. Needham, MA			
Who will be serving the alcohol to your guests?			
Representatives from breweries and Lisa Pierce, Dave and Steve Volante			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Attached			
☒ 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: 1/12/16

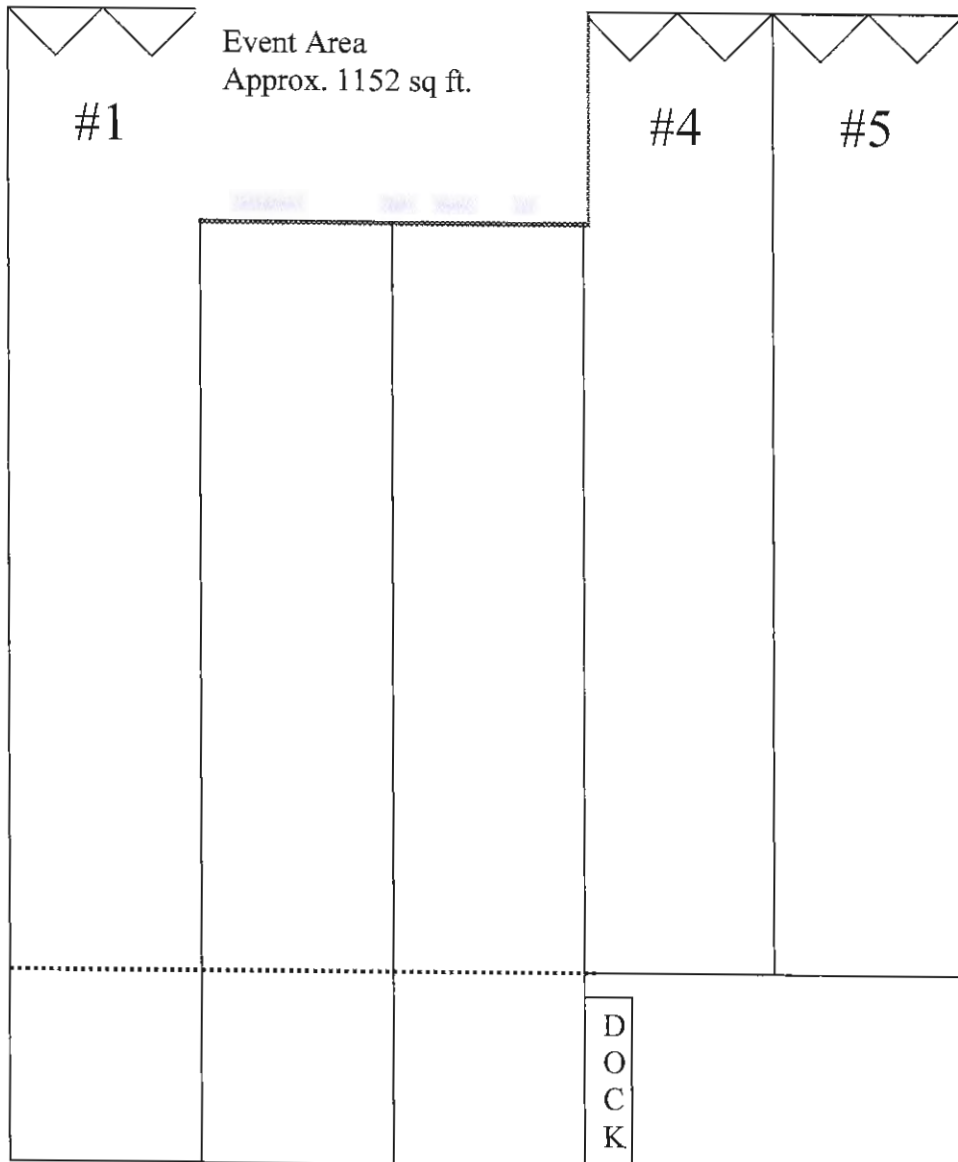
Greenhouse Layout for Special License Events



**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)	David Volante		
Event Manager Address	292 Forest St. Needham, MA		
Event Manager Phone Number	781 405 9827		
Organization Representing (if applicable)			
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	Grand Wine Tasting		
Date of Event	3/19		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	1 PM	TO: 4 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?	100 throughout the day		
Name & address of event location. Please attach proof of permission to use this facility.			
Volante Farms 292 Forest St. Needham, MA -			
Who will be serving the alcohol to your guests?			
Vineyard representatives, Lisa Pierce, Dave and Steve Volante			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Attached			
☒ 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:
			1/12/16

Greenhouse Layout for Special License Events





eTIPS On Premise 2.0

SSN: XXX-XX-XXXX

Issued: 01/08/2015

Expires: 01/08/2018

ID#: 3895375

D.O.B: XXX/XX/XXXX

Lisa Pierce

Volante Farms

292 Forest St

Needham, MA 02492-1329 USA

end

Main Menu

Close Window

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 2.0
For coursework completed on February 1, 2015
provided by Health Communications, Inc.
is hereby granted to:

David Volante

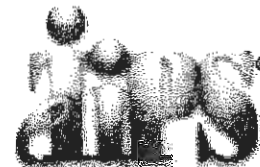
Certification to be sent to:

Volante Farms
292 Forest St
Needham MA, 02492-1329 USA



HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





TIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 7/31/2012 Expires: 7/31/2015
ID#: 3285670 D.O.B.: XX/XX/XXXX

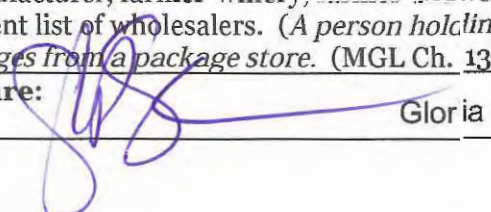
Steven Volante
Volante Farms
799 Central Ave
Needham, MA 02492-2013

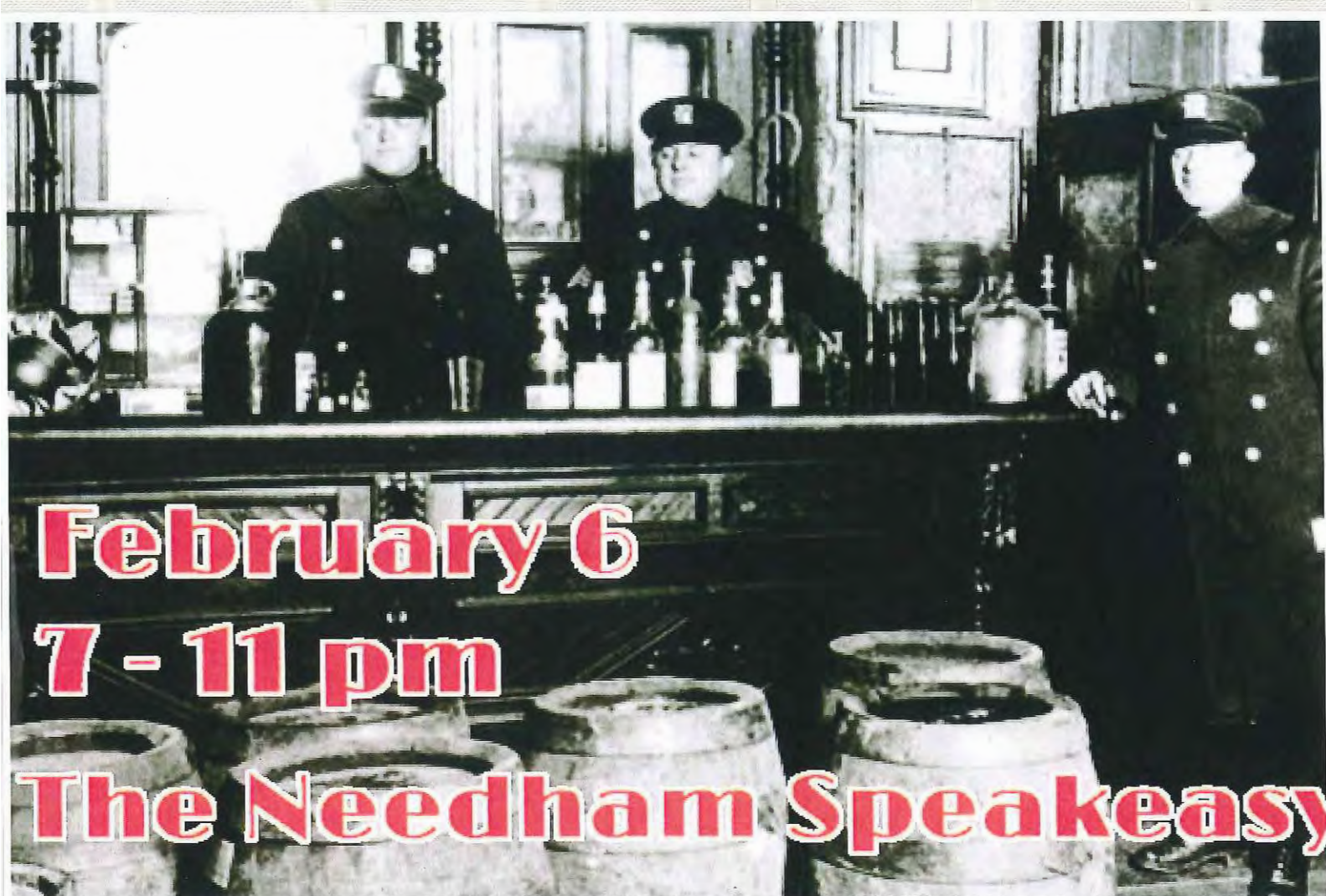
For service visit us online at www.gettips.com

emailed police 1/20/16

**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)	Gloria Greis		
Event Manager Address	1147 Central Avenue, Needham, MA 02492		
Event Manager Phone Number	781-455-8860		
Organization Representing (if applicable)	Needham Historical Society		
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>MA ST-2 certificate</u>		
Name of Event	The Needham Speakeasy		
Date of Event	6 February 2016		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 7:00 pm	TO: 11:00 pm	
Are tickets being sold in advance for this event?	☒ YES	\$45-55 /per ticket	☐ NO
Is there an admission fee for this event?	N/A	☐ 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. N/A Needham Historical Society, 1147 Central Avenue, Needham, MA 02492			
Who will be serving the alcohol to your guests? Katherine Herer and Jana Moe			
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). Herer - ServSafe Alcohol certificate, attached Moe - Tips 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. Drinks must be purchased at the bar. Floorplan attached.			
☒ 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: 18 Jan 2016
			Gloria Greis



The Needham Speakeasy!

Saturday, February 6, 7 – 11 pm
(at “The Society” – *shhhh!*)

\$45 Members
\$55 Non-members



Psssst! – Slip the bouncer at the door a few bucks for a night of hot music, illicit booze, shady characters, politicians on the take, and a maybe a few lucky deals.

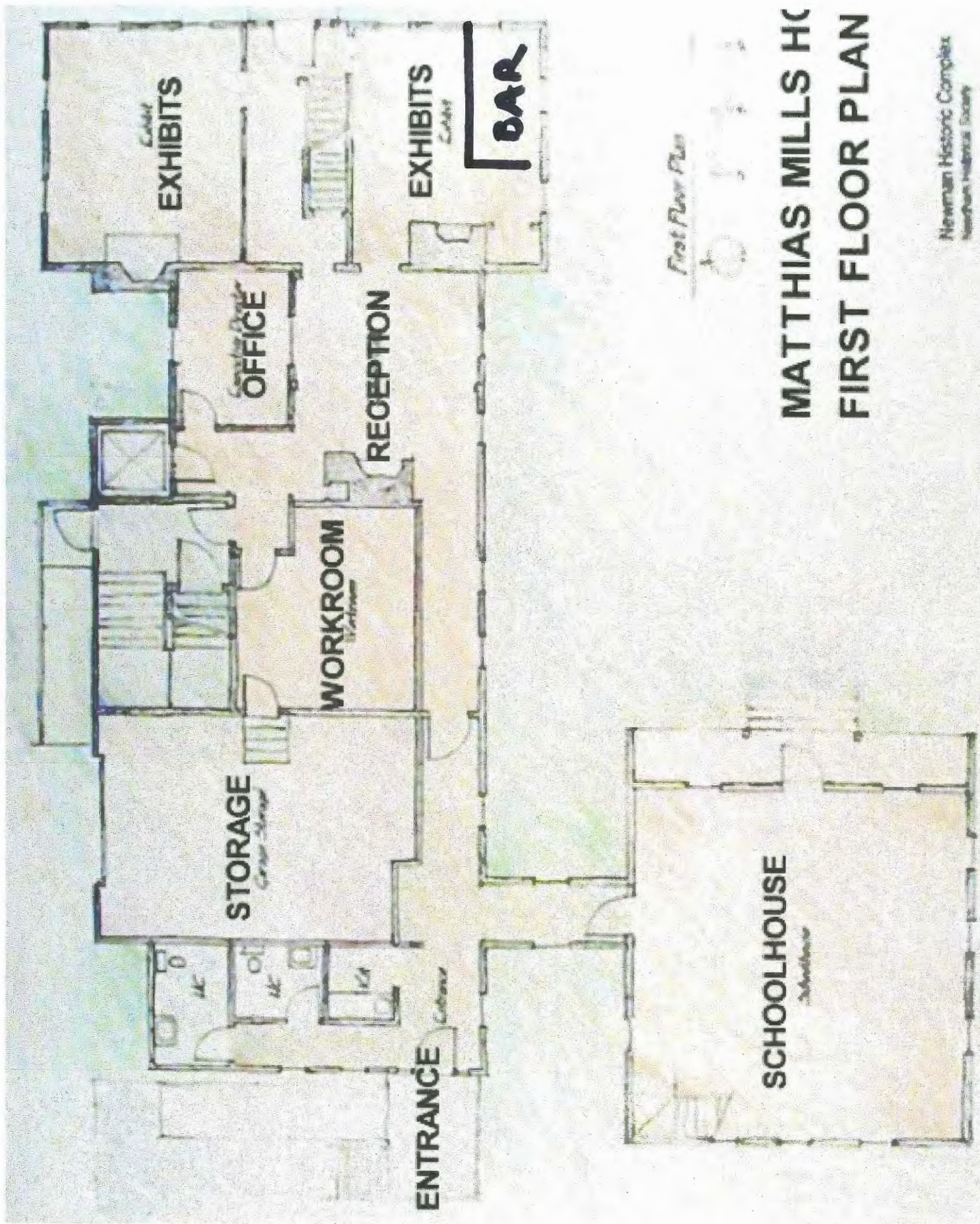
And tell ‘em –
Moe sent you.



The Needham Historical Society
1147 Central Avenue
Needham, MA 02492
www.needhamhistory.org



Tickets & Information on our website
www.needhamhistory.org/Speakeasy
or call Gloria at 781-455-8860



SCHOOLHOUSE

ENTRANCE

STORAGE

WORKROOM

OFFICE

RECEPTION

EXHIBITS

EXHIBITS

BAR

First Floor Plan

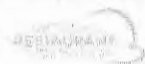
MATTHIAS MILLS HISTORIC COMPLEX FIRST FLOOR PLAN

Newman Historic Complex
Newman Historic Society

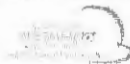
Certificate Search Results

First Name (/access /SS/Certifications /Search?sort=IssuedFirstName& sortdir=ASC)		Cert#	Exam Date	Expires	Instructor (/access /SS/Certifications /Search?sort=Instructor& sortdir=ASC)	Sponsor	Program	State (/access /SS/Certifications /Search?sort=StateProvince& sortdir=ASC)	Valid?
Last Name									
HERER	KATHERINE	10701467	1/14/2014	1/14/2017	ROBERT WEILL	JOHNSON & WALES UNIVERSITY	ServSafe Alcohol	MA	Valid

About Us (/about-us) | Press Room (http://www.restaurant.org/pressroom/media-inquiries/) | Contact Us (/contact-us) | Legal and Privacy (/Legal-Privacy) | Site Map (/Site-Map)
 Copyright 2016© National Restaurant Association Educational Foundation. All rights reserved.



(http://www.restaurant.org)



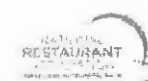
(http://www.nraef.org)



(http://www.ansi.org)



(http://www.foodsafetymonth.com)



(http://show.restaurant.org)



(https://trustsealinfo.verisign.com/splash?form_file=fd/splash.fdf&dn=www.servsafe.com&lang=en
)





eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 3/4/2015 Expires: 3/4/2018
ID#: 3931866 D.O.B.: XX/XX/XXXX

Jana Moe
Riverside Industries, Inc.
1 Cottage St
Easthampton, MA 01027-1672

For service visit us online at www.gettips.com



HEALTH COMMUNICATIONS INC.
1400 Key Blvd., Suite 700
Arlington, VA 22209
703-524-1200
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature: _____

Jana Moe

**WARRANT FOR THE
PRESIDENTIAL PRIMARY
The Commonwealth of Massachusetts
TUESDAY, MARCH 1, 2016**

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 Primaries to meet at their respective voting places in said Town, namely:

PRECINCT A – Center at the Heights - 300 Hillside
PRECINCT B – Center at the Heights - 300 Hillside
PRECINCT C – Newman School - Gymnasium
PRECINCT D – Newman School - Gymnasium
PRECINCT E – Broadmeadow School - Perform. Ctr

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

**ON TUESDAY, THE FIRST DAY
OF MARCH, 2016**

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

To cast their votes in the State Primary for the candidates of Political Parties for the following offices:

PRESIDENTIAL PRERENGE For this Commonwealth
STATE COMMITTEE MAN For Norfolk, Bristol and Middlesex Senatorial District
(Precincts A, B, C, I, and J)
STATE COMMITTEE MAN For Norfolk and Suffolk Senatorial District
(Precincts D, E, F, G, and H)
STATE COMMITTEE WOMAN For Norfolk, Bristol and Middlesex Senatorial District
(Precincts A, B, C, I, and J)
STATE COMMITTEE WOMAN For Norfolk and Suffolk Senatorial District
(Precincts D, E, F, G, and H)
DEMOCRATIC TOWN COMMITTEE (35 Members) Needham
REPUBLICAN TOWN COMMITTEE (35 Members) Needham
GREEN RAINBOW TOWN COMMITTEE (10 Members) Needham
UNITED INDEPENDENT PARTY TOWN COMMITTEE (10 Members) Needham

**The Polls Will Be Open From
7:00 A.M. to 8:00 P.M.**

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.
Given under our hands this 26th day of January, A.D. 2016.

*MAURICE P. HANDEL, Chairman
MATTHEW D. BORRELLI, Vice Chairman
MARLANNE B. COOLEY, Clerk
DANIEL P. MATTHEWS
JOHN A. BULLAN
Selectmen of Needham*

ATTEST _____ 2016
Constable (month) (day)

**Town of Needham
Board of Selectmen
Minutes for December 8, 2015
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens:
Paul Dawson, 46 Wachusett Road spoke with the Board about the height of a new home being built on Wachusett Road. He said the home is too high for the neighborhood and does not comply with Town zoning by-laws. He encouraged the Board of Selectmen to compare the scale of the project with other homes in the neighborhood.

Martin Batt, 39 Wachusett Road said the new home is 4 stories from the street level, is not within the intent of the Town zoning by-law, and does not appear to follow structural drawings.

Mr. Dawson and Mr. Batt asked the Building Department to intervene.

David Roche, Building Commissioner acknowledged the new home is unusual for Needham and that the homeowner took great pains in its design. He said the 2 lower levels are considered to be underground and basement. He said the structure is less than 35 feet high and meets Town zoning by-law requirements. Mr. Roche said a court order is the only way to stop work on the project.

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

7:00 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- | | |
|------------------------------|---|
| 1. Solid Waste and Recycling | Steven Rosenstock (term expires June 30, Disposal Committee 2018) |
|------------------------------|---|

CONSENT AGENDA

1. Approve a Special One Day All Alcoholic Beverages license request from Wendy Brown of New Year's Needham to hold its New Year's Needham Countdown party on December 31, 2015 from 6:30 p.m. to 12:15 a.m. in Powers Hall at Needham Town Hall. Approval is contingent upon receiving the TIPS or Serve Safe certifications of the bartenders for the evening.

2. **Accept a \$500 donation made to the Needham Health Department's Gift of Warmth fund from the First Baptist Church in Needham.**
3. **Ratify a Special One Day Wine and Malt Beverages Only license request from Ellen Dietrick, of Temple Beth Shalom, who held its Staff Party at Needham Bowlaway, 16 Chestnut Street, on December 2, 2015 from 7:00 p.m. to 9:00 p.m.**
4. **Accept a \$250 donation from Carol & Edward De Lemos made to the Needham Community Revitalization Trust Fund Committee.**
5. **Water & Sewer Abatement Order #1208**
6. **Approve a request from the Sheraton Needham Hotel to extend its liquor license on December 31, 2015 until 1:30 a.m. The Police Department has approved this request.**
7. **Accept a \$250 donation made to the Needham Health Department's Substance Abuse Education & Prevention's 5th Quarter Program from The Exchange Club of Needham.**

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

7:01 p.m. Public Hearing - Change of Officers & Directors and Transfer of Stock, Residence Inn by Marriott, Needham:
Steven Miller, McDermott, Quilty & Miller, LLP, John Mitchell, Director of Operations, Colwen Hotels, and Michael Gendrin, General Manager, Residence Inn by Marriott, Needham appeared before the Board to discuss an application of Change of Officers and Directors and Transfer of Stock for Colwen Management, Inc, d/b/a Residence Inn by Marriott, 80 B Street, Needham.

Kate Fitzpatrick, Town Manager confirmed all paperwork is in order.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign an application submitted by Colwen Management, Inc. d/b/a Residence Inn by Marriott Needham for a Change of Officers and Directors and Transfer of Stock and to forward this application to the ABCC for approval.

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

7:05 p.m. Certificate of Appreciation - Phil Droney, Chief of Police:
Mr. Handel read a Certificate of Appreciation recognizing Phil Droney on his 34 years of service to the Town of Needham.

Motion by Mr. Bulian that the Board of Selectmen recognize Phil Droney for his 34 years of distinguished service to the Town of Needham & the Needham Police Department, with 4 years of service as Police Chief, October 11, 1981 - December 31, 2015.

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

Denise Garlick, State Representative presented Chief Droney with a Resolution from the House of Representatives. She said a Resolution is legislation voted upon which becomes part of the history of the Commonwealth, and is a symbol of gratitude from the Town and Commonwealth. Ms. Garlick thanked Chief Droney for his integrity and compassion towards the most vulnerable people in the community, including the elderly and disabled.

Chief Droney thanked the Town, saying he has had a great career in Needham and his success is due to the support of many people including the Board of Selectmen, Town Manager, and other department managers. He said it has been an honor and privilege to serve the Town of Needham.

The Board congratulated Chief Droney and thanked him for his contribution and service to the Town of Needham.

7:13 p.m. Public Hearing - Eversource Energy: Melrose Avenue
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install 6 feet of conduit in Melrose Avenue. Ms. Carroll said this work is necessary to provide underground electric service at 172 Melrose Avenue, Needham.

Ms. Fitzpatrick said all paperwork is in order.

Mr. Handel asked for Board comment. No comments were made.

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

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install 6 feet of conduit in Melrose Avenue. This work is necessary to provide underground electric service at 172 Melrose Avenue, Needham.

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

7:15 p.m. Building Department Permit Fees:
David Roche, Building Commissioner appeared before the Board to discuss a recommendation for changing the fee structure in use in the department.

Ms. Fitzpatrick commented Mr. Roche presented changing the fee structure in use in the Building Department at the Board's November 10, 2015 meeting.

Mr. Handel invited public comment.

Theodore Weiner, 88 Pleasant Street asked whether it is the policy of the Board of Selectmen to generate revenue from the Building Department or is the Building Department supposed to stand on its own, based on generated revenue.

Ms. Fitzpatrick said under State statute the Board sets fees commensurate with the amount of work and expenditures put forth by the entire Town with respect to permitting activity.

Mr. Weiner noted the proposal is to increase fees on homeowner “do-it-yourself” projects. He said increasing fees is detrimental to the Town as people will not be able to afford to upkeep their home.

David Roche, Building Commissioner said the suggested rates for Needham are the lowest rates in comparison with 10 surrounding towns including Braintree, Framingham, Newton, Waltham, Wayland, Wellesley, Westborough, Weston, and Westwood.

Mr. Matthews noted the chart “Town Fee Schedules Compared” is posted on the Town website. He said increasing the fees will bring Needham “more in line” with other towns.

Mr. Weiner said the proposal does not allow homeowners the ability to control construction costs and impacts affordability. He said he questions the idea that one department in Town produces revenue to help support other Town departments. He commented his taxes have not decreased in 40 years since living in Needham.

Mr. Handel explained many Town departments including the Planning Board, Police, Fire, DPW, and Engineering all scrutinize a project through the building permit process.

Mr. Handel closed the public hearing and said the matter will be taken up at the next Board of Selectmen meeting.

Mr. Matthews noted the difference between taxes and fees. He said construction is more complicated and detailed, and things that use to have nominal charges are taking significant time. He said the proposed fees are not what is going to “make it or break it” for people to live in Needham. Mr. Matthews said the Building Commissioner and Town Manager carefully considered the proposed fee schedule and it is reasonable when compared with other towns.

Ms. Cooley suggested looking at the fee schedule every 5 years, instead of every 10 years. She said it is a reasonable proposal.

Mr. Borrelli concurred it is a reasonable proposal and makes sense.

Mr. Bulian agreed with the comments suggesting the Town is “playing catch-up” with fees. He said the proposed fee structure is fair and equitable, and that the Town is not looking hurt the individual property owner wanting to do the work themselves.

Mr. Handel commented departments are not instructed to maximize revenue to the Town through fees. He said the Town tries to make fees reasonable and reflective of what is covered. He said the matter will be taken up at the next Board of Selectmen meeting and encouraged residents to submit written comments.

7:20 p.m.

Department of Public Works:

Richard P. Merson, DPW Director appeared before the Board with 2 items to discuss:

1. Sign Notice of Traffic Regulation: Gage Street

Motion by Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P15-12-08 for Gage Street, Time Limited in Designated Places, Both sides from Great Plain Avenue to Marshall Street - 2 Hour Parking, 9:00 A.M. - 3:00 P.M., Monday - Friday.

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

2. Sign Notice of Traffic Regulation: Marshall Street

Motion by Mr. Bulian that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P15-12-08 for Marshall Street, Time Limited in Designated Places, Both sides from Great Plain Avenue to 430 feet north of Great Plain Avenue - 2 Hour Parking, 9:00 A.M. - 3:00 P.M., Monday - Friday.

Second: Ms. Cooley. Approved 4-0-1.

Mr. Borrelli abstained from the vote stating his property abuts Marshall Street.

7:35 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Preliminary FY2017-FY2021 Capital Improvement Plan

Ms. Fitzpatrick referred to handout "FY2017-FY2021 Preliminary CIP" dated December 3, 2015. She highlighted items including Technology Replacement, Fleet Replacement recommendations, NHS Athletic Locker Reconfiguration & Addition, Library RFID Conversion Project, Hillside Elementary School at Central Avenue, and Rosemary Pool Complex Renovations.

Mr. Davison said it is important to note there is a possibility the Fleet Replacement Program and the RTS Enterprise may be funded by debt not cash. He said more information will be known before the Board votes at its next meeting.

The Board thanked Ms. Fitzpatrick and Mr. Davison for the presentation.

2. CPA Applications Update

Ms. Fitzpatrick updated the Board on CPA project applications submitted for consideration in FY2016, noting the application deadline of December 1. She commented there are 8 applications including Seabeds Way, Community Housing Specialist, Memorial Field Drainage Phase 1, Various Trail Improvements, open space purchases, and Rosemary Lake Sediment Removal - Design.

3. BOS Goal Update

Ms. Fitzpatrick updated the Board on the progress of the Board's goals and objectives for fiscal years 2016 and 2017. She highlighted items contained in "Board of Selectmen/Town Manager FY2016-FY2017 Board of Selectmen Goals dated December 8, 2015" including working with the School Committee, DPW/PSAB Feasibility Study, Food Truck Policy, coordination of road projects, implementation of a Quiet Zone, and reviewing the debt policy.

Mr. Handel noted the goals are ambitious and progress thus far has been very good.

Ms. Cooley said the list of Board goals can be viewed on the Town's website.

8:00 p.m.

Board Discussion:

1. Committee Reports

Mr. Matthews told the Board he and Ms. Cooley attended building committee meetings for the Minuteman Regional High School. He said efforts to achieve approval of a new school building continue, but the timeline is very tight. He said in order to get approval, all Town Meetings in the district must not object or have a referendum. He said at this point some towns would object, while others would pose a referendum unless grievances about the Regional Agreement are not resolved. He said efforts have been ongoing to change the Regional Agreement, and that all 16 towns must approve it. He said if a new Regional Agreement is approved, the school committee will want to know the towns who want to stay in and/or out of the district. He said the committee will also want to know if individual Boards would be willing to call a Special Town Meeting on a "fast track" basis. Mr. Matthews commented the key is to have a Regional Agreement in place. He asked the Board of Selectmen if it would be willing to call a Special Town Meeting, and whether or not Needham is interested in withdrawing from the district in such a process. He said the Town of Needham Minuteman Committee has many issues worked out well, and that Minuteman is a good part of Needham's educational program. He said there is no reason for Needham to leave the district. He said he will continue providing updates to the Board.

Ms. Cooley said the next Minuteman School Committee meeting is December 17, 2015. She asked if the Board of Selectmen would be open to the possibility of calling a Special Town Meeting. The Board members were open to calling a Special Town Meeting and acknowledged that the Town of Needham is not planning on exiting the district.

8:15 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of December 8, 2015.

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

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

**Town of Needham
Board of Selectmen
Minutes for January 12, 2016
Powers Hall
Needham Town Hall**

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

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

Mr. Handel announced the matter concerning 27 Charles Street has been withdrawn.

7:00 p.m. Public Hearing - Eversource Energy: 147 Livingston Circle
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 10 feet of conduit in Livingston Circle. Ms. Carroll said this work is necessary to provide underground electric service to a new home at 147 Livingston Circle, Needham.

Ms. Fitzpatrick said all paperwork is in order.

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

Mr. Handel asked for Board comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 10 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 147 Livingston Circle, Needham.

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

7:01 p.m. Public Hearing - Eversource Energy: 86 Livingston Circle
Maureen Carroll, Eversource Energy representative appeared before the Board requesting permission to install approximately 36 feet of conduit in Livingston Circle. Ms. Carroll said this work is necessary to provide underground electric service to a new home at 86 Livingston Circle, Needham.

Ms. Fitzpatrick said all paperwork is in order.

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

Mr. Handel asked for Board comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 36 feet of conduit in Livingston Circle. This work is necessary to provide underground electric service to 86 Livingston Circle, Needham.

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

7:02 p.m.

Public Hearing - Street Light Consolidation Proposal:

Richard P. Merson, Director of Public Works and Bob Mackie, Senior Associate, BETA Group appeared before the Board to discuss a proposal to consolidate the number of street lights in Needham.

Mr. Handel read a statement clarifying that the purpose of the public hearing is to gather public comment on the subject of street lights in the Town of Needham. He said, unlike most other public hearings, there is no option or proposal for the Board of Selectmen to take any action. He said in the fall of 2015 the Board of Selectmen agreed the Town would study the inventory of more than 3,000 street lights and determine if they met requirements, serve their intended purpose, and are well placed. In addition, he commented, the Town wanted information on the metering status and associated costs. The Board, he said, also agreed there were serious public concerns about lights, safety, and the environment, and that a public hearing would be held to make known the results of the study and gather public input about street lights.

Mr. Merson said Needham has had street lights for many years, and gave a brief background since 2003 when the Annual Town Meeting approved a proposal to purchase street lights from Boston Edison. He said in 2008 funding was sought from the Annual Town Meeting for the conversion of traffic signals to LED lights, as well as an additional study of the inventory of street lights. He commented the Town was also approached in 2008/2009 by Boston Edison with incentive grants to convert street lights from mercury vapor to high pressure sodium vapor. He said the study commenced in 2011 and completed in 2013. He noted while it took some time to complete the study, the inventory and analysis of potential street light elimination is now known.

Bob Mackie, BETA Group presented a Powerpoint presentation focusing on the Scope, Field Data Collection, Data Analysis and Results, Candidate Removal Lights and potential Electrical Costs Savings, and Next Steps. Mr. Mackie said of the total number of street lights (2,860), 431 (15%) have been identified as removal candidates, and an additional 241 (8.4%) have been identified as potential removal candidates. He said removal of unnecessary or redundant fixtures will impact both energy and maintenance costs for the Town.

Mr. Handel reiterated the public hearing is not regarding any motion or action by the Board of Selectmen to remove street lights. He said the Board is merely revealing the information contained in the study and gathering public comment. He

noted the significant amount of correspondence already received by the Board from the public, and the overwhelming majority is against removing street lights due to safety.

Mr. Handel opened the Public Hearing.

Gerald Rovner, 48 Cynthia Road asked if the Police Chief and Fire Chief commented on the recommendations made in the report. He asked about the cost of replacing lights scheduled for removal.

Michael Litchman, 78 Coolidge Avenue asked if the report studied lighting on sidewalks. He suggested the stretch of road between Great Plain Avenue and Wilshire Park on Harris Avenue be better lit as it is very dark under any circumstance.

Gerry Bellomo, 111 Grosvenor Road suggested additional criteria could be used in the study, including removal of lights over a fire hydrant, school zones, and bus routes. He asked if light poles were physically going to be removed.

Dale McCarthy, 72 Stevens Road said she is against the proposal to remove lights, noting Needham has 4 rail stations with a significant amount of pedestrian traffic. She said many residents walk dogs at night and parking near schools need more light. Ms. McCarthy pointed out the See-Click-Fix system used by the Town indicates 90 reports of street light outages in the past 3 months. She asked about LED lights, solar lights, and maintenance costs.

Felicia Mathias, 354 Webster Street said she is concerned about children walking at night from Needham High School.

Tim Newhard, 44 Mayo Avenue asked if BETA Group is associated with BETA Lighting, Inc. He asked about the 400 ft. - 500 ft. spacing of lights, noting most towns use 100 ft. - 400 ft. as the average distance between poles. He wanted to know if tree trimming was part of the study.

Paul Good, 30 Walnut Street said on behalf of the Needham Business Association members felt a decrease in lighting would negatively affect crime and safety. He said the NBA encourages continued lighting around the business district. Mr. Good said it is important Needham maintain a feeling of safety for people walking at night.

Anne Weinstein, 3 Carey Road echoed the sentiment of Mr. Good. She commented about lighting at the corner of Webster Street and Carey Road saying some things that look like obvious efficiencies are not necessarily the case.

Mr. Handel asked Mr. Merson to respond to questions from the speakers.

Mr. Merson said the option of using LED light bulbs is something the Town will continue to study, relative to a town-wide conversion. He said he did not believe the pedestrian portion of the sidewalk that is lit was considered when the criteria for the study were set. Mr. Merson said the plan would be to remove the entire fixture and pole. He said maintenance costs are on a per light basis for the total inventory, and the contract calls for the vendor to fix lights within 30 days of notification, which can be tracked on the See-Click-Fix system.

Mr. Mackie commented on spacing of light fixtures saying 400 ft. - 500ft. continues to provide a pathway for drivers. Mr. Mackie said tree vegetation was not a factor in the study. He said BETA Group is not associated with any light manufacturer. He said the full report has been submitted and is on the Town's website.

Mr. Handel asked for Board comment.

Mr. Bulian thanked residents for attending the public hearing. He said he is not in favor of removing street lights. He said that as part of the Boston metropolitan area which is built-up and residential, people are accustomed and comforted by street lights. He said the study is good, but that he can not support the proposal.

Mr. Borrelli echoed many of Mr. Bulian's comments. He thanked the public for their comments. He said the Town could look into LED lights to save money, not spacing light fixtures farther apart. He said the report is valuable for discussion now and in the future, and asked about the process and cost of adding lights, citing Harris Avenue. He also asked about maintenance of trees around lights.

Mr. Merson said the Town will consider adding lights if there is a valid reason, i.e.: a nearby crosswalk or gap in the service area. Mr. Mackie said the cost is \$350 for equipment, plus \$50 every year thereafter for energy. Mr. Merson said tree trimming has not been considered, but if an inquiry is received the Town would possibly take action through the Parks and Forestry Division.

Ms. Cooley said when the study started there was an anticipation there would be greater savings than shown. She said the information is useful as a first step, but there are other things that could be considered. She said, generally speaking, she would be in favor of the Town supporting the concept of the "dark skies" guidelines.

Mr. Matthews asked about maintenance, removal, and life expectancy of fixtures. He asked about best practices regarding spacing of fixtures in other communities.

Mr. Merson said a vendor maintains the fixtures and that the life expectancy of the fixture is 25 years or more. He said the Town has not talked with other communities regarding the study.

Mr. Handel reiterated the Board has merely reviewed the study, noting the overwhelming opinion from residents is to leave the street lights “as is” in the Town, with the possible exception of removing lights from the payment schedule that are not in use. He noted there could be some circumstances in Needham where a light may be removed, but thought a public process would be necessary to take action. He said he does not foresee any changes being made to street lights.

Ms. Cooley reminded Mr. Handel regarding police comment to the study.

John Schlittler, Chief of Police said there are concerns with removing lights in areas such as the business district, school zones, elderly housing, playgrounds, and parks. He said any action would need to be considered on a case-by-case basis to determine public safety.

Mr. Handel closed the public hearing.

7:55 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA:

- 1. Accept a \$250 donation from Maryruth & Richard Perras made to the Needham Community Revitalization Trust Fund Committee.**
- 2. Approve a 2016 Weekday Entertainment License for New Garden located at 40 Chestnut Place, Needham.**
- 3. Approve a 2016 Sunday Entertainment Licenses for Sai Restaurant, Inc. d/b/a Masala Art located at 990 Great Plain Avenue, Needham and Zucchini Gold, LLC d/b/a The Rice Barn located at 1037 Great Plain Avenue, Needham.**
- 4.* Accept a \$200 donation made to the Needham Health Department’s Gift of Warmth fund from Mary Clare McEnerny Siegel, a Needham resident.**
- 5. Approve minutes from November 10, 2015 and November 24, 2015.**
- 6.* Approve a request from the Needham Track Club to hold “The Great Bear Run” road race on Sunday, May 15, 2016 from 8:00 a.m. to 2:00 p.m. on the grounds of the Pollard Middle School. The route has been approved by the following departments, DPW, Police, Fire and Park and Recreation.**
- 7.* Approve road race event form from Hilary Ryan of The Charles River Center, to hold its 5K race and 1 mile walk in Needham on September 25, 2016 from 9:00 a.m. to 3:00 p.m. The route of the race has been approved by the following departments: DPW, Police, Fire and Park and Recreation.**
- 8.* Water & Sewer Abatement Order #1210**
- 9.* Accept a \$300 donation made to the Needham Health Department’s Traveling Meals Program from Amy Sherman, a resident of Canton, MA.**
- 10.* Approve Executive Session minutes from November 10, 2015 and December 22, 2015 and Open Session minutes from December 22, 2015.**

11. **Accept a \$500 donation made to the Park and Recreation Commission's Gift Fund from Viewpoint Creative. The company did a brief video shooting in the Town Forest and made the donation for trail improvements.**
12. **Grant permission for the following residents to hold block parties:**

Name	Address	Party Location	Party Date	Party Rain Date	Party Time
Lisa Vergara	21 Greenwood Ave.	Greenwood Ave.	7/16/16	7/17/16	1pm-10pm

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

7:55 p.m. Downtown Improvement Project - Phase 1:
Richard P. Merson, Director of Public Works and Bob Mackie, Senior Associate, BETA Group appeared before the Board to discuss the design of the proposed Downtown Improvement Project - Phase 1.

Mr. Merson said the Downtown Improvement Project has been in the works for some time. He said the current design was built on the recommendation of the Downtown Streetscape Working Group and comments provided by the Board of Selectmen at previous meetings. He commented design will be finalized and construction planned for summer 2016.

Mr. Mackie presented a Powerpoint presentation about the design of the proposed Downtown Improvement Project - Phase 1. He discussed the Town Center Streetscape Plan and showed renderings of the Town Common/Great Plain Avenue. He said proper timing of the traffic signals is the key element of Phase 1 and said much conversation centered on the edge of the Town Common, flagpole, memorial, and amenities. He commented on handicapped parking in front of the Town Common.

Ms. Fitzpatrick commented on the number of bollards and their use in lighting crosswalks. She said 2 granite columns under the flagpole could be used for memorial plaques and that the Town will be seeking input from the Veterans community. She said an important feature is that the diagonal crosswalks allow for diagonal crossing, particularly at Dedham Avenue. Mr. Mackie discussed the possibility of a fountain on the island at the corner of Great Plain Avenue and Dedham Avenue, and other design elements.

Mr. Handel asked for Board comment.

Mr. Bulian asked if there were any concerns regarding snow plowing at the flush edge of the Town Common.

Mr. Merson said snow plowing is always a challenge, as curbing would normally stop a vehicle from going on to the sidewalk, but said it is a manageable risk with the plow operator.

Mr. Borrelli suggested a design more reflective of Needham rather than a compass in the area in front of the memorial. He said perhaps the seal of Needham could be used. He said he liked the idea of the fountain in the island at the corner of Great Plain Avenue and Dedham Avenue.

Ms. Fitzpatrick noted a meeting will be held on February 23, 2016 with business and property owners in the downtown to discuss construction.

Ms. Cooley said she like the design and will be interested in seeing sidewalk elements. She commented it is nice to have public art in the design. She commented on uplighting at the entrances to the Common and asked if there is a plan for turning the lights off.

Mr. Mackie said turning of lights off has not yet been considered.

Mr. Matthews asked if current technology of pavers in the crosswalks will hold up under the traffic and weather. Mr. Mackie said yes. Mr. Matthews asked about snow removal and safety. Mr. Merson commented the technique of snow removal will be different in areas such as the Town Common where improvements have been made. He said it is an evolving process.

Mr. Handel noted many groups came together to produce a design that will make a difference in the quality of the downtown area and enhance the business district.

8:15 p.m.

Annual Audit Presentation:

Scott C. McIntire, CPA, Melanson Heath & Company P.C. and Dave Davison, Assistant Town Manager/Director of Finance updated the Board as to the recently completed audit of the Town's general purpose financial statements for FY2015 and their recommendations.

Mr. Davison said the general finances of the Town are fine. He said year end results are consistent with the last few years and fund balances are what would be expected of a community of similar credit rating.

Mr. McIntire said the audit is a timely produced financial statement and that the books and records of the Town are in good working order for the year ended June 30, 2015. He said key account balances were reconciled on a regular and timely basis with no significant audit adjustments. He said the Town has a net OPEB asset that is actuarially determined and the GASB 68 (net pension liability) is also an actuarially determined liability. Mr. McIntire reviewed the long term perspective financial statements and said the statements are in accordance with generally accepted accounting principles for local governments in the United States. He

reviewed the Managements Discussion Analysis, and said it is a great resource. He commented on the Long Term Perspective Financial Statements, noting the GASB 68 requirement to record net pension liability on the balance sheet. Mr. McIntire referred to page 18 of the report noting the net pension liability of approximately \$51.3 million. He said a year ago, the figure was not required to be on the face of the balance sheet and that the major swing in the account balance is directly attributable to the requirement to implement and record the net pension liability. He said while it is important to point it out, credit rating agencies and financial institutions have always known most communities have had net pension liabilities. Mr. McIntire referred to page 20 of the report noting the Unassigned Fund Balance as of June 30, 2015 of \$15.2 million (or 12% of operating expenditures) and that it is consistent with prior balance sheets. Mr. McIntire referred to revenues and expenditures on page 22 of the report noting a change in fund balances of approximately \$971,000. He said that is what is driving the increase in fund balances on page 20. He commented on budget vs. actuarial statement on page 24, noting consistent and favorable operating results. He commented on the Enterprise Fund Balances, Contributory Retirement Fund, and the OPEB Trust Fund. Mr. McIntire noted the management letter and recommends the Town resolve some uncashed checks, improve departmental receipt procedures at the Health Department, and prepare for some new single audit requirements.

Mr. Handel asked for Board comment.

Mr. Borrelli asked how realistic is it to attain the recommendations for the prior and current year.

Mr. Davison said the Treasurer's office is working on the un-cashed checks, the Finance Department will continue training departments to improve departmental receipt procedures, and noted the School Department is preparing for new single audit requirements.

Mr. Handel said the financial side of town life is very complex and Needham has consistently performed well. He thanked Mr. Davison and Mr. McIntire for the audit presentation.

Ms. Fitzpatrick noted Michele Vaillencourt, Town Accountant and Evie Poness, Town Treasurer are in attendance.

8:55 p.m.

ALICE Program - Enhanced Security Procedures:

Dan Gutekanst, Superintendent of Schools, Tom Campbell, Director of Human Resources, Needham Public Schools, and John Schlittler, Chief of Police appeared before the Board to discuss enhanced security procedures planned for the Needham Public Schools.

Dr. Gutekanst said the schools and the Town collaborate on a daily basis, and that school and public safety is the top priority. He said sadly these days more time is being spent thinking about school safety.

Dr. Campbell said school safety is a sobering topic due to the rise in school shootings since 1993. He said the school district has examined the ALICE protocol over the last 18 months and how Needham would respond to a school shooting. Dr. Campbell explained ALICE is an acronym which stands for Alert, Lockdown, Income, Counter, Evacuate. He said it is not designed to be sequential. He discussed the current traditional lockdown procedure, in use for many years, saying it no longer provides the maximum amount of safety for students. He said a number of reports from the FBI and Homeland Security indicates these agencies are no longer recommending the traditional lockdown model.

John Schlittler, Chief of Police explained the Town has a quick response, but have realized the action by school staff and administration will have a huge impact on the outcome of a school shooting. He noted active shooter events from 2000-2013 commenting on Columbine, Virginia Tech, and Sandy Hook.

Dr. Campbell discussed Passive & Static to 'Enhanced Lockdown' noting 3 types of responses include freeze, flight, or fight. He said students have been taught to respond to fire and stranger danger, and that now students will be taught how to respond to an active shooter emergency.

Dr. Campbell and Chief Schlitter detailed the ALICE protocol.

Dr. Campbell said ALICE provides classroom educators more options to the traditional huddle, with evacuation being the primary consideration if they can, or to fight back if life is a stake. He said training is beginning with presentations to the School Committee, PTC's, every principal and assistant, and members of the Health and Safety Committee. He said conversations will then be with students, presented in an age appropriate manner. He said by the fall 2016 all schools will have practiced and completed ALICE training with students and staff. He said training will continue throughout the year, much like fire drill training.

Mr. Handel asked if school buses were considered as part of the ALICE training.

Dr. Campbell said yes, and that the district-wide safety committee will, including the Transportation Coordinator, will attend training.

Mr. Handel asked for Board comment.

Mr. Matthews said it is a worrisome topic, but the Town is doing the right thing.

Mr. Borrelli said the conversation is tough and sobering. He said ALICE training is invaluable.

Mr. Bulian noted the training and practice is different for different ages.

Dr. Gutekanst said on February 24, 2016 Chief Schlitter, Dr. Campbell, and Ms. Bibbo, Principal at Pollard Middle School will hold a parent and community information session at 7 p.m. He said information is also available on the school district website.

Ms. Fitzpatrick said she had an opportunity to participate in some of the ALICE training, and that it is an empowering life skill. She encouraged people to attend the session on February 24, 2016.

Dr. Campbell said the Town of Needham will be hosting ALICE training on June 27th and 28th, not only for Needham schools but for surrounding towns.

The Board thanked Dr. Gutekanst, Dr. Campbell, and Chief Schlittler for their work.

9:15 p.m. Town Manager:
Kate Fitzpatrick, Town Manager appeared before the Board with 4 items to discuss:

1. Open and Close Special Town Meeting Warrant

Ms. Fitzpatrick reviewed items in the draft Special Town Meeting Warrant dated February 10, 2016. She asked the Board consider choosing a snow date in the event of severe weather, suggesting February 22nd or February 24th. The Board agreed to either date.

Motion by Mr. Bulian that the Board vote to open and close the warrant for the February 10, 2016 Special Town Meeting, subject to minor technical corrections to be made by the Town Manager, Town Counsel and Bond Counsel.

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

2. Open Annual Town Meeting Warrant

Ms. Fitzpatrick discussed items contained in the draft Preliminary List of Warrant Articles for the 2016 Annual Town Meeting and asked the Board open the Warrant. She noted the Warrant is scheduled to be closed on February 9, 2016.

Motion by Mr. Bulian that the Board vote to open the Warrant for the 2016 Annual Town Meeting.

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

3. Solar Kiosk Naming

Motion by Mr. Bulian that the Board approve the naming of the new kiosk intended to provide the public with information about the solar array at the RTS in honor of Sam ("Solar Sam") Weihe.

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

Mr. Borrelli thanked David E. Svendsen for attending the meeting and for providing documentation about Mr. Weihe.

4. FY2017 Budget Consultation & Priorities

Ms. Fitzpatrick updated the Board on the FY2017 budget submissions and recommended the Board adopt budget priorities for the year. Among other items, she noted the proposed budget increase in the Emergency Management Program structure. She reminded the Board that the priorities were discussed at the Selectmen's meeting on November 24, 2015.

Motion by Mr. Bulian that the Board vote to adopt a Fiscal Year 2017 Statement of Operating Budget Priorities.

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

9:25 p.m. Board Discussion:

1. Massachusetts Municipal Association Resolutions

The Board discussed the resolutions proposed for action at the 2016 Annual Business Meeting of the Massachusetts Municipal Association and authorized Ms. Fitzpatrick to cast a ballot accordingly.

Motion by Mr. Bulian that the Board vote to approve the following resolutions and authorize Kate Fitzpatrick, Town Manager to cast a ballot accordingly at the MMA Annual Business Meeting:

- 1. Proposed Resolution Supporting a Strong and Enduring Local-State Federal Partnership to Protect the Environment**
- 2. Proposed Resolution Ensuring a Strong and Enduring Fiscal Partnership Between Cities and Towns and State Government in Fiscal 2017 and Beyond.**

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

Mr. Matthews noted as designee, Ms. Fitzpatrick has the authority to vote as she thought was in the best interest of the Town regarding any other matter that might come before meeting. Mr. Handel said Ms. Fitzpatrick has the full confidence of the Board of Selectmen.

2. Committee Reports

No Reports were made.

9:30 p.m. Executive Session: (Exceptions 3 & 6)

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

Exception 3 - To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Not to return to open session prior to adjournment.

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

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

Note: The meeting adjourned at 9:10 p.m.

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

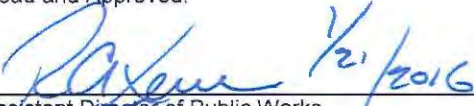
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$327.30
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$830.10
Transfer Station Charges:	\$0.00

Total Abatement: -\$1,157.40

Order #: 1211

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 1/26/16

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

											Corrected
Prepared			Customer	Location	Street		Irrigation	Domestic			Last Read
By:	Last Name	First Name	ID#	ID#	Number	Street Name	Water	Water	Sewer	Total	Reason
DB	Berns	Joseph J JR	11501	3160	35	Colby Street	\$0.00	-\$18.60	-\$21.00	-\$39.60	ACC
JO	Council on Aging (3)						\$0.00	-\$308.70	-\$809.10	-\$1,117.80	COA
Total:										-\$1,157.40	

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

**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)	Robert T Timmerman II
Event Manager Address	1211 Highland Avenue Needham MA 02492
Event Manager Phone Number	781-449-1492 or 781-589-4227
Organization Representing (if applicable)	Needham Knights of Columbus
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	Superbowl Party
Date of Event	2/7/16
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License FROM: 4PM TO: 11PM	
Are tickets being sold in advance for this event? ☐ YES \$ /per ticket ☒ NO	
Is there an admission fee for this event? ☒ YES \$ 25.00 /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? 70	
Name & address of event location. Please attach proof of permission to use this facility. Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492	
Who will be serving the alcohol to your guests? Paid Bartender Matthew Ching	
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). Matthew Ching certificate on file	
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 purchase Beer and Wine from certified bartender at temporary bar Floor 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: 1/19/16

SUPER BOWL 50 SUNDAY FOOTBALL PARTY!

**Father Daniel J. Kennedy
Needham K of C Council #1611
1211 Highland Ave. Needham, MA**

Sunday February 7, 2016

Doors Open at 4pm

Come enjoy the game on our HD TV's!

Appetizers - Cash Beer and Wine

Full buffet dinner will be served

\$25 Donation

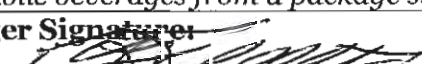
For more information contact

Mike Fraini 781-552-1169

mfraini@gmail.com

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)	Robert T. Timmerman II		
Event Manager Address	1211 Highland Avenue Needham MA 02492		
Event Manager Phone Number	781-449-1492 or 781-589-4227		
Organization Representing (if applicable)	Needham Knights of Columbus		
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	Saint Patricks Dinner Dance		
Date of Event	3/12/16		
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 6:00PM	TO: 11:00PM	
Are tickets being sold in advance for this event?	☐ YES \$ /per ticket	☒ NO	
Is there an admission fee for this event?	☒ YES \$ 25.00 /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?	75		
Name & address of event location. Please attach proof of permission to use this facility. Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492			
Who will be serving the alcohol to your guests?	Paid bartender Matthew Ching		
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). Matthew Ching Certificate on file			
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 purchase beer and wine from certified bartender at temporary bar Floor 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: 1/19/16

**FATHER DANIEL J. KENNEDY –
NEEDHAM KNIGHTS OF COLUMBUS
1211 HIGHLAND AVENUE NEEDHAM MA**

ANNUAL ST. PATRICK'S DAY DINNER DANCE

**SATURDAY MARCH 12, 2016
6 - 11 PM**

TRADITIONAL CORNED BEEF DINNER

**SPECIAL PERFORMANCE BY
THE O'DWYER SCHOOL OF IRISH DANCE**

**MUSICAL ENTERTAINMENT BY
THE JOHNNY KELLEY BAND**

**DONATION: \$25.00 PER PERSON PAYABLE
AT THE DOOR**

**FOR MORE INFORMATION CALL
PAUL WHYTE 617-365-4187**

CERTIFICATION NUMBER:

76322

ALCOHOL INTERVENTION METHODS
CERTIFIES:

MATTHEW L. CHING

CAMPBELL TRENT
508-756-8542

EXPIRES:

APR 13 2016