

BOARD OF SELECTMEN

January 23, 2018

Public Services Administration Building

Agenda

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

	6:00	Executive Session- Exception 3: Collective Bargaining with all Town Unions regarding Health Insurance; Exception 6: Acquisition of Real Property
	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	Introduction of Director of Conservation • Lee Newman, Director of Planning & Community Development • Chris Hayward, Director of Conservation
2.	7:00	Joint Meeting with Park & Recreation Commission
3.	7:30	Diversion Program Update • John Schlittler, Chief of Police • Katie Tierney, Police Officer • Ryan O'Leary, Police Officer • Catherine Delano, Substance Use Prevention Program Manager
4.	7:45	Substance Prevention Alliance of Needham Parent Survey • Catherine Delano, Substance Use Prevention Program Manager
5.	7:55	One Mind Campaign • John Schlittler, Chief of Police
6.	8:00	Sewer Rate Relief Application • David Davison, Assistant Town Manager/Finance • Evelyn Poness, Town Treasurer/Collector
7.	8:10	Sign Notice of Traffic Regulation – Wexford Street • Richard Merson, Director of Public Works
8.	8:15	Public Safety Project Update • George Kent, Chair, PPBC • Steve Popper, Director of Design & Construction • Kaestle Boos Associates
9.	8:45	Town Manager • Accept and Refer Zoning Amendment • FY2019 Budget Presentation
10.	9:15	Board Discussion

		• Eversource West Roxbury to Needham Reliability Project • Highland Commercial Zoning • Committee Reports
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APPOINTMENTS

1.	Traffic Management Advisory Committee	Rhain Hoyland (replacing Richard Merson – Term Expiration: 6/30/2018)
2.	Cultural Council	Yael Halpern (Term Expiration: 6/30/2021)

CONSENT AGENDA *=Backup attached

1.	Accept a \$300 donation made to the Needham Health Department's Traveling Meal's Program from Amy Sherman, a Canton resident.
2.	Accept minutes of December 19, 2017 Executive Session (corrected date: previously accepted as November 14, 2017).
3.*	Approve a Special One Day Wines & Malt Beverages License for Maxwell Sparr, of Restaurant Associates at Trip Advisor to host a Brandeis Alumni Networking event on January 25, 2018 from 6:30 p.m. to 8:30 p.m. The event will be held at Trip Advisor, 400 First Avenue, Needham.
4.*	Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual Superbowl Party on Sunday, February 4, 2018 from 4:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
5.*	Accept and sign Easement to Verizon New England Inc. This easement is necessary to allow Verizon to place a pole on the Town's property that will provide overhead power to the Rosemary Complex.
6.*	Water and Sewer Abatement Order #1250.



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

MEETING DATE: 01/23/2018

Agenda Item	Introduction of Director of Conservation
Presenter(s)	Lee Newman, Director of Planning & Community Development

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Ms. Newman will introduce the Town's new Director of Conservation, Christopher Hayward.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED
a. Resume for Christopher Hayward	



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

MEETING DATE: 1/23/2018

Agenda Item	Joint Meeting with Park & Recreation Commission
Presenter(s)	Board of Selectmen & Park & Recreation Commission

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board and the Commission will discuss items of mutual interest including a possible Greene's Field ice skating rink, Rosemary Pool status/programming, use of Rosemary Lake and building, community campus/hockey rink, trail project, skate park, Highway Commercial zoning, Open Space and Recreation Plan goals, and other current items.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED



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

MEETING DATE: 1/23/2018

Agenda Item	Diversion Program Update
Presenter(s)	John Schlittler, Chief of Police Katie Tierney, Police Officer Ryan O'Leary, Police Officer Catherine Delano, Substance Use Prevention Program Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
A joint working group of Needham Police and Public Health Division team members have researched Youth Diversion Programs in the Commonwealth, and will propose a program for implementation in Needham. Youth Diversion has been very successful in other communities, and implementing a thoughtfully-designed and well-researched program which aligns with Chief Schlittler's Community Policing Initiatives. Youth Diversion improves outcomes for juvenile offenders, and it fosters cooperation amongst Police, community partners, youth, and their parents. It represents an extra-level of service and support for juvenile offenders and their families that Needham would provide. The team members will present to the Board of Selectmen about the concept of Youth Diversion, how it works, and how a plan-design and proposal have been customized for Needham.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion only.	
3.	BACK UP INFORMATION ATTACHED
a. Needham Diversion PowerPoint Presentation b. Case Studies on Juvenile Offenders	



Needham Youth Diversion



Catherine Delano
Katie McCullough
Ryan O'Leary



What is Diversion?

- Helps young people who are facing juvenile charges and allows them to avoid prosecution in exchange for their community service
- Provides positive alternatives to court involvement
- Helps youth accept responsibility for their mistakes, contribute to their community, and learn from the experience so that they will not re-offend
- Creates a positive relationship between the Needham Police Department and the offenders

Why Diversion?

- Collaborative community approach
- Provides a better alternative for youth
- More youth community involvement
- Provides a more clear environment for police
- Provides protective factors for youth recidivating

How it works?

- Summons, arrest, or other referral
- Investigation through diversion (complaint or arrest based on probable cause)
- Magistrate hearing/arraignment
- Intake/Contract
 - All contracts are case to case | can be 3 months, 6 months, 9 months, 1 year
 - Four parts: Intake, Commitment, Participaton, Completion
- Successful completion means sealed record kept on file within the Needham Police Department

Why in Needham?

- Brings all working partners together to create a streamline process
- Parent buy-in
 - Majority (83.7%) of Needham parents support the development of a Youth Diversion Program
 - 2x as many respondents reported that they would contact law enforcement if Needham had a Youth Diversion Program
- Supports the NPD's community policing goals
- Will reduce recidivism, and will gradually lower statistics of youth offenses

Needham Juvenile Criminal Charges 2012 - 2017

Alcohol Offenses (incl. 3 OUI's)	43
Drug Offenses (not incl civil MJ)	7
Assaults	17
Property Offenses	15
Larcenies (incl. B&E and shoplifting)	17
Threats	10
Motor Vehicle Offenses	13
Weapon Offenses	6
Trespassing	7

Overview of Criminal Charges

- There were a total of 131 criminal charges filed at Dedham Juvenile court between 11/20/12 and 11/20/17
- 128 juveniles were processed through court
- Majority of court cases are generated by means of summons
- Summary:
 - 12 of the juveniles were repeat offenders
 - 3 youths summoned 5 separate times
 - 2 youths summoned 4 separate times
 - 2 youths summoned 3 times
 - 5 youths summoned twice
- These incidents of recidivism were for various different charges

Case Study 1

15 year old male

- Involved with NPD 7 times since June 2016
 - A&B, Trespassing, disturbance, larceny, and juvenile trouble
- Single mother in household with multiple other children
 - Involved with NPD 25+ times since 2010
- September 2016 | Larceny of property at Needham business
 - No charges at owners request

Case Study 1 (cont.)

- October 2016 | Larceny of bicycle from Needham Public School
 - Continue Without Finding (CWOFF) until June 2017 with 24 hours of community service
- October 2017 | Larceny of shoes from Needham Public School
 - CWOFF until May 2018

Currently: Offender is currently on a Child Requiring Assistance (CRA). His mother sought this out on her own when seeking help. There were no other alternatives

Case Study 2

- Past 6 months, NPD multiple interactions with a core group of approximately eight teenagers in town | Ages 14 – 19
 - Trespassing, minors in possession of alcohol/marijuana, larcenies, truancy, and running away
- Five were summonsed into Dedham Juvenile Court
- The charge was issued and the courts ordered a diversion program
 - Several of the parents reported that the teens thought the classes were a “joke” and would often get high together immediately after the class
- Since our initial interactions: two of them have dropped out Needham High School, three of them have open or pending cases in adult court, and one is currently in an out of state detox

Community Implementation Plan

- Present info to key decision makers
 - Town Senior Leadership and the Board of Selectmen
- Generate buy-in and support
 - Connect with community partners: YMCA, Community Council, CATH, Unplugged, Youth Hockey, Trip Advisor (already done)

Community Implementation Plan

Once program is approved:

- Present to the following groups: school personnel, police officers (during roll calls), athletic director and coaches at NHS, Interfaith Clergy, Needham Housing Authority, and other community partners
- Create documents/procedures with John Scheft
- Hire part-time program coordinator

Successful youth diversion in other towns

WHY DIVERSION WORKS?

- Arlington
- Brookline
- Cambridge
- Taunton
- Westborough

Needham Youth Diversion

- Responds to a community need
- Provides an alternative path for youth offenders and their families
- Enhances our current process; NOT a one-size-fits-all approach
- Modest program costs | 3 year sustainability plan in place
- Enables the whole Needham community to better support youth offenders and their families

“Youth Diversion will be a crucial building block in the Needham Police Department’s Community Policing approach. It engages parents, youth, police officers, and community partners, and will create an environment which fosters trust and support among all parties.”

- Police Chief John Schlittler

Questions/Comments



Case Study 1

- A 15 year old male resident of Needham who currently attends Needham High School.
- Since 06/01/2016, this party has been involved with NPD in 7 different incidents ranging from A&B, trespassing, disturbance, larceny (3 times), and juvenile trouble.
- His mother, the primary and sole adult in the household, has been involved with NPD over 25 times dating back to 2010 for various arrests, protective custody, disturbances, medicals, legal process, and others.
- On 09/07/2016, the juvenile was encountered by NPD after he stole from a Needham business. Fearing that they would give this juvenile a criminal record, the store owner requested that we not file criminal charges in this incident.
- On 10/05/2016, the juvenile stole an item on Needham Public School property. The juvenile was charged and had a hearing at Norfolk County Juvenile Court. The charge was given a Continue Without a Finding (CWOFF) until 06/20/2017 with 24 hours of community service to be completed. The juvenile was also suspended from school for the incident. The juvenile successfully completed the 24 hours of community service at both a Needham Public School (cleaning the building) and the YMCA.
- He was involved with the police on minor, non-criminal, incidents within his CWOFF period.
- On 10/24/2017 (one year later), the juvenile was again summoned to Norfolk County Juvenile Court for stealing an item out of a locker at a Needham Public School. This charge received a CWOFF until 05/15/2018.

Currently:

Parent was searching for resources to help her son. Parent sought a Child Requiring Assistance (CRA) through Norfolk County Juvenile Court and is trying to change her son's behavior but does not have adequate guidance or resources. The juvenile has received multiple CWOFF results without any additional recourse for his actions. Committing similar larceny offenses three times shows that the CWOFF and community service alone are not an effective behavior changing plan.

If Youth Diversion had been an option:

This juvenile could have entered the Diversion Program after the first incident at the local business. Assistance would have been provided to the juvenile and the family, so that the juvenile could be held accountable for his actions and potentially learn from his mistakes. Community service would have been completed before the second and third criminal incidents. Evaluations and counseling could have led to a change in the behavior of this individual.

Quick Bullet Points:

- 15 year old male
- Involved with NPD 7 times since 06/01/2016
 - o A&B, Trespassing, disturbance, larceny, and juvenile trouble
- Single parent in household with multiple other children
 - o Involved with NPD 25+ times since 2010
- 09/07/2016 – larceny of item from Needham Business
 - o No charges at owners request – fear of criminal record
- 10/05/2016 – larceny of item from Needham Public School
 - o Continue Without Finding (CWOFF) until 06/20/2017 with 24 hours of community service
 - Community service not specified – completed at Needham Public School and at parent’s place of work
- 10/24/2017 – larceny of item from Needham Public School
 - o CWOFF until 05/15/2018



Case Study 2

- During the past 6 months the Needham Police Department has had multiple interactions with a core group of approximately eight teenagers in town (age range 14-19). Most interactions were due to trespassing, minors in possession of alcohol/marijuana, larcenies, truancy, and running away.
- After one such report of trespassing five of the teens were summonsed into Dedham Juvenile Court. The charge was issued and the courts ordered a diversion program per-arraignment. Pre-arraignment meant that the charges would not create a criminal record for the youth as long as they completed the program.
- The program entailed six one hour meetings at the court, with other youthful offenders, to discuss making good decisions with a court probation officer. Two of the youths did not have to finish the program because they had turned eighteen during this time.
- Several of the parents reported that the teens thought the classes were a “joke” and would often get high together immediately after the class.

Break Down of age, sex, number of **documented** interactions

18yo male	14 interactions
16yo female	8 interactions
18yo female	12 interactions
18yo male	7 interactions
18yo male	6 interactions
14yo male	5 interactions
14yo male	7 interactions
18yo male	7 interactions

Currently:

Since our initial interactions with these youths two of them have dropped out Needham High School, three of them now have open or pending cases in adult court, and one is currently in an out of state detox. The parental environment for these teens seems to vary from very little involvement to frustration. Only two of the teen current hold jobs and none of them have reported any future planes or aspirations.

If Youth Diversion had been an option

Youth could have been offered community based resources with a focus on their interests. The Diversion program could have worked with the schools for a re-entry or alternative education plan. These youth could have been directed towards the appropriate and necessary counseling services as a result of a mental health and substance use screening. By getting them more involved in the community it would have given them more of a sense of purpose, direction, and self-worth.



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

MEETING DATE: 1/23/2018

Agenda Item	Substance Prevention Alliance of Needham Parent Survey
Presenter(s)	Catherine Delano, Substance Use Prevention Program Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The MetroWest Adolescent Health Survey (MWAHS) is funded by the MetroWest Health Foundation and administered biennially to Needham public schools students in grades 7 through 12. It is a wealth of information about students' behaviors and activities on topics which include substance misuse, mental health, exercise, nutrition, and dating behavior. As a companion to the MWAHS, the Substance Prevention Alliance of Needham (SPAN) administers a companion survey six months later to the parents of Needham students in grades 6 through 12. Conducted online, it reaches about half of all Needham parents and gathers information about underage drinking and substance use/misuse specifically in the context of communication, attitudes and beliefs, perceptions, and behaviors. Ms. Delano will present data from the Parent Survey administered in 2017 and will discuss how SPAN uses data to develop targeted programs and activities which reduce youth substance use and misuse.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion only.	
3.	BACK UP INFORMATION ATTACHED
a. 2017 Needham Parent Survey PowerPoint Presentation b. 2017 Needham Parent Survey Written report	

Needham Parent Survey 2017

Catherine Delano, LCSW, MPH

Substance Prevention Alliance of Needham (SPAN)

- Formerly Needham Coalition for Youth Substance Abuse Prevention (NCYSAP)
- Coalition of about 50 volunteers
- Four action teams
- Use data to inform our initiatives

SPAN Initiatives

- Norfolk County Pharmacists Breakfast
- Hidden in Plain Sight (HIPS)
- S.A.L.S.A.
- High School extended homeroom
- Student-designed prevention posters
- Monthly newsletters (resilience, transitions, friendship, etc.)
- Team Dad: building a community among Needham Dads

Data

Quantitative

- MetroWest Adolescent Health Survey (MWAHS) | biennial
- Parent Survey | biennial in conjunction with MWAHS

Qualitative

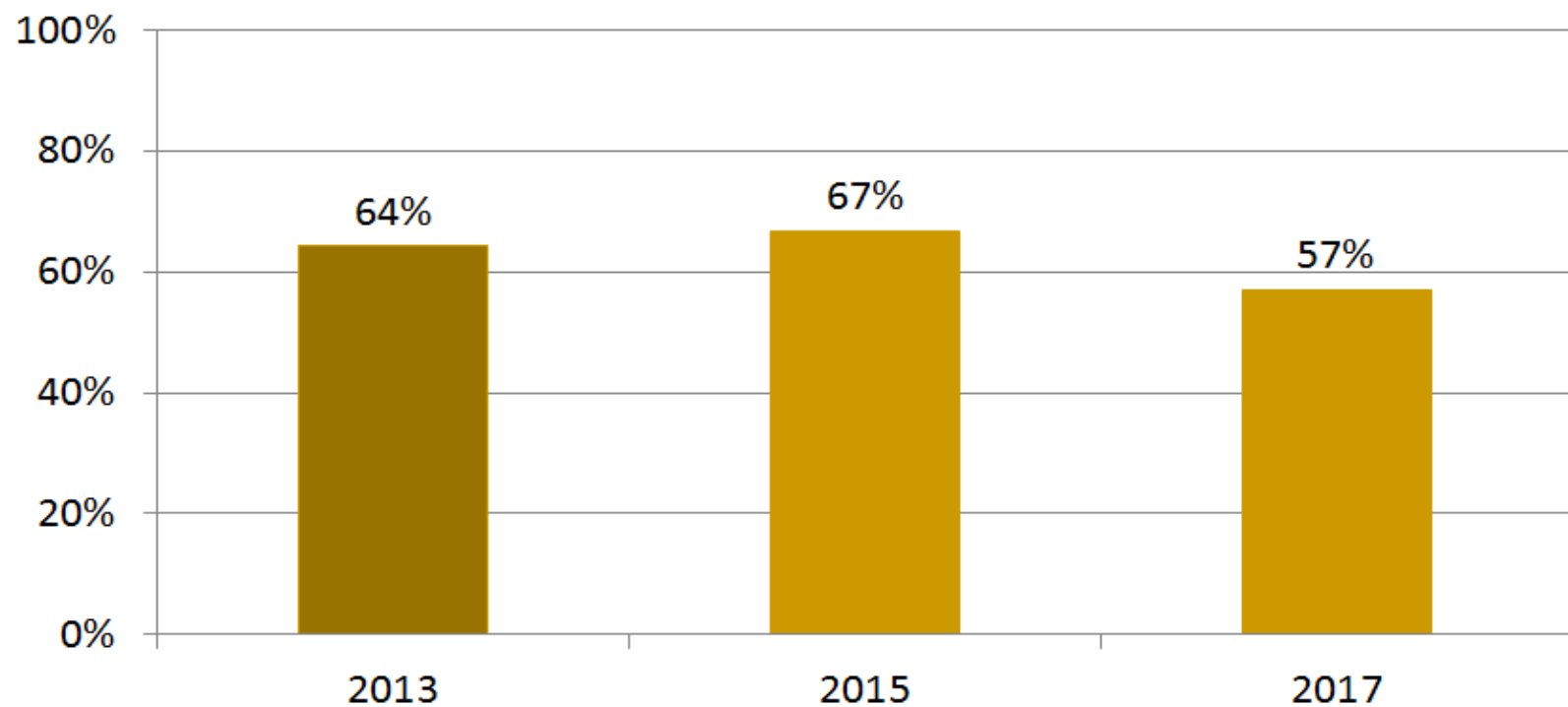
- Focus groups | biennial
- Key Informant Interviews | biennial

Needham Parent Survey 2017

- First administered in 2011
- Needham Parents of 6th - 12th graders
- Reaches about half of Needham parents
- Categories
 - Communication
 - Attitudes and Beliefs
 - Perceptions
 - Behaviors

COMMUNICATION

Ate Dinner with Family on 5 or More of the Past 7 Days

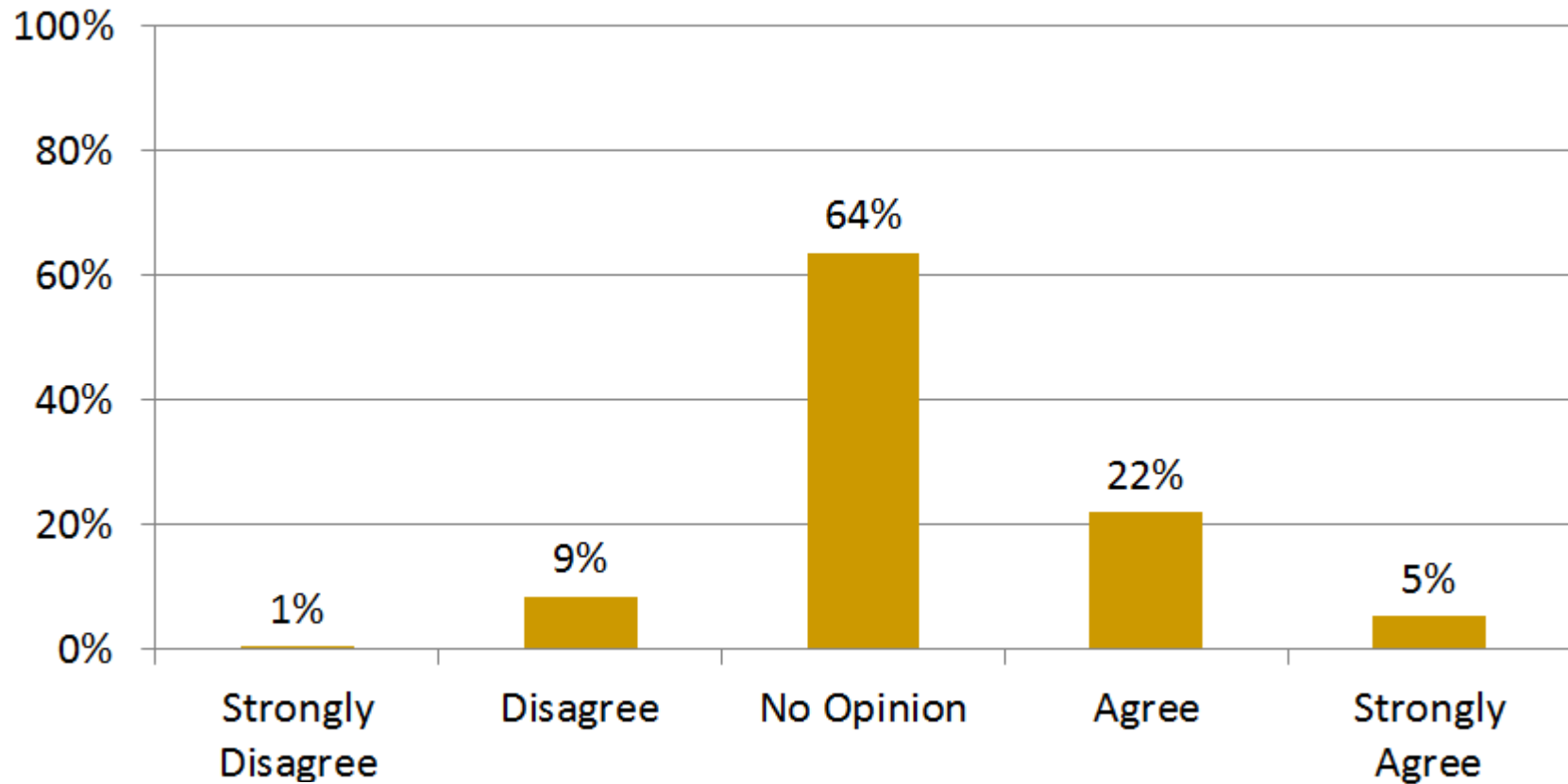


Age/Grade: No significant difference.

Year: Significant decline between 2015 and 2017 (66.7% vs. 56.9%).

ATTITUDES & BELIEFS

I believe NMUPD among youth is a problem in Needham

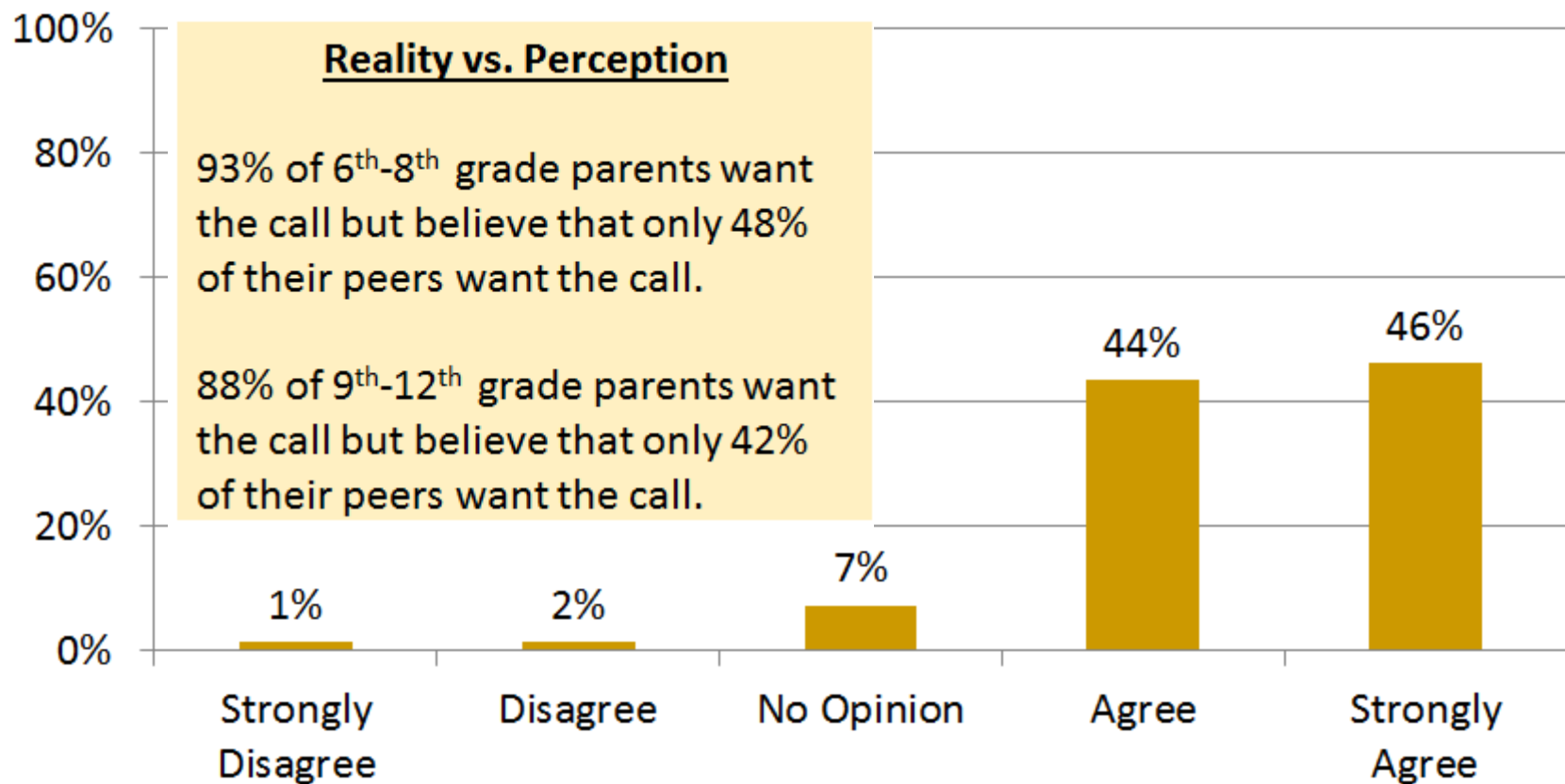


Age/Grade: No significant difference.

Year: No significant difference.

PERCEPTION

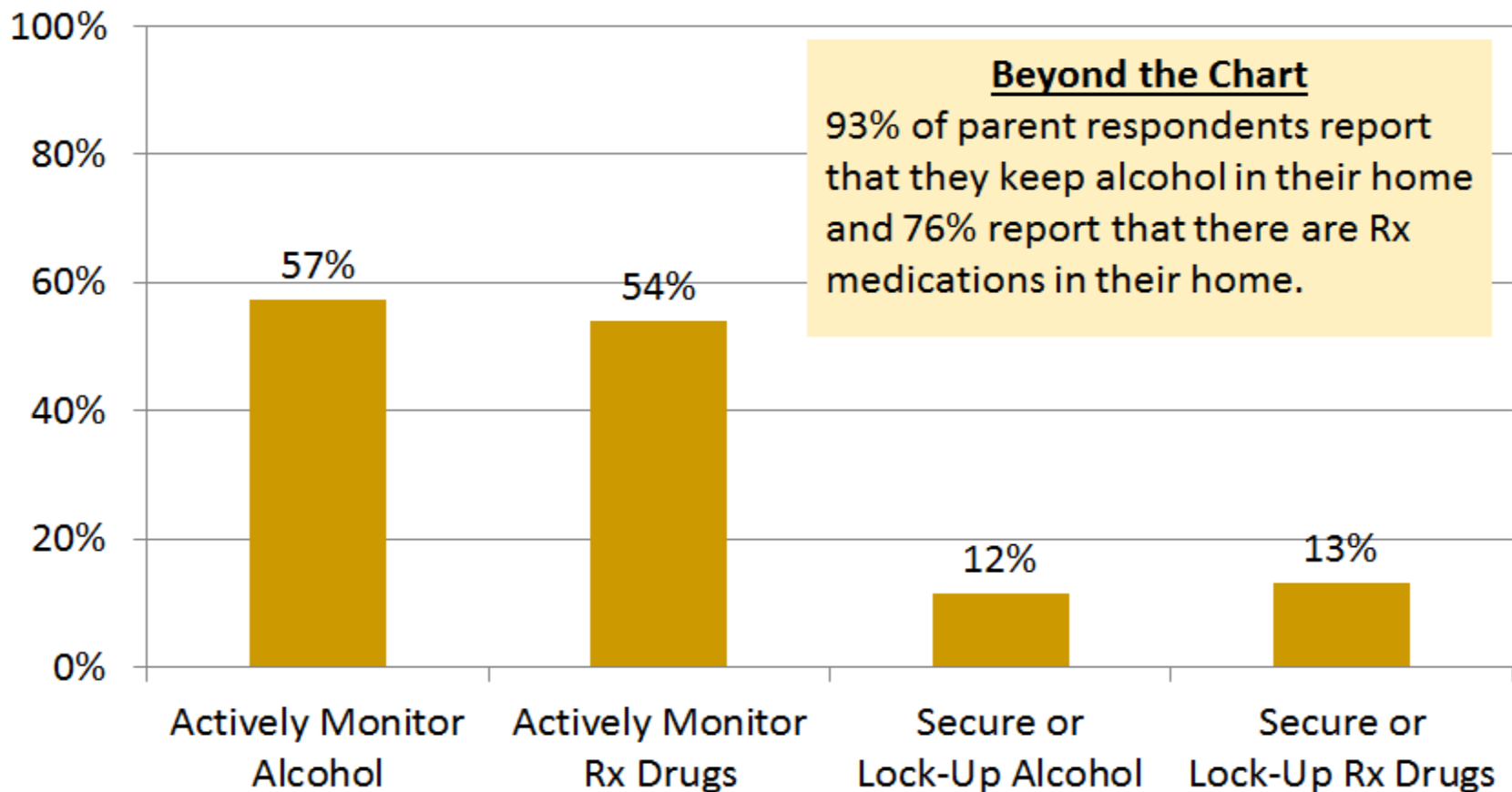
I would like other parents to call me if their child is coming to my house



Age/Grade: No significant difference.

Year: No significant difference.

BEHAVIORS



Age/Grade: HS parents significantly more likely to engage in these behaviors.

Year: No significant difference by year.

Decrease in Overall Use (MWAHS)

From 2006 - 2016:

- Lifetime alcohol use in high school has decreased from 844 students (66%) to 728 (49%), and current use decreased from 576 students (45%) to 476 (32%).
- Lifetime marijuana use in high school has decreased from 448 students (35%) to 356 (24%), and current use decreased from 320 students (25%) to 237 (16%).
- Lifetime prescription drug misuse among high school students decreased from 140 students (11%) to 74 (5%).

QUESTIONS/COMMENTS

Needham Parent Survey

An Assessment of Perceived Norms, Attitudes,
and Preventive Behaviors Related to Youth
Substance Use

A Report to The Substance Prevention Alliance of Needham (SPAN)
and the Needham Public Health Department

2017

Prepared by:
Scott Formica
781-334-8055

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SUMMARY OF FINDINGS

Demographics

- A total of 759 parents who have at least one child in grades 6-12 provided valid responses to the survey. It is estimated that the survey was completed by 41% of all households with at least one 6th-12th grader attending Needham public schools.

Communication About Substance Use

- Family Dinners – 56.9% of respondents reported that they ate dinner at home with their child on 5 or more of the past 7 days – a significant decline from past years. [Page 5]
- Attitudes About the Effectiveness of Parent-Child Communication – 91.3% of parents believe they can have an influence on whether their child uses alcohol or drugs. [Page 6]
- Parent-Child Communication about Substance Use [ever discussed] – 88.6% of respondents have communicated their family’s guidelines and expectations around youth alcohol and drug use to their child, 85.9% have talked to their child at least once about illegal drugs other than marijuana and inhalants, and 50.1% have talked to their child about electronic tobacco products (vaping). There were significant increases from 2015 to 2017 in reports of parent-child discussions about the use of electronic tobacco products (vaping). [Page 7]
- Parent-Child Communication about Substance Use [past 30 days] – 65.1% of respondents have talked to their child in the past 30 days about the potential negative consequences associated with alcohol use, 52.2% have talked to their child about marijuana, 41.4% have talked to their child about tobacco use, and 28.1% have talked to their child in the past 30 days about the non-medical use of prescription drugs. There were significant increases from 2015 to 2017 in reports of parent-child discussions about underage drinking. [Page 7]
- Changes in MA Marijuana Laws – 62.2% of respondents reported that they talked with their child about the changes to MA marijuana laws allowing recreational use by adults. [Page 9]
- Communicating with Child about Safety Strategies – Almost all parents (96%) have discussed one or more strategies with their child about alcohol and other drug use and how to protect themselves in a potentially unsafe situation. [Page 10]
- Communicating with Other Parents – 57.8% of survey respondents report that they have talked with the parents of their child’s close friends to share and compare parental philosophies and standards regarding alcohol and drugs. [Page 12]

Attitudes and Beliefs About Substance Use

- Parent Attitudes About Substance Use – 73.0% of parents believe that underage drinking is never a good thing under any circumstances. A larger proportion of parents (93.1%) believe youth marijuana use is never a good thing. [Page 13]
- Attitudes About Youth Substance Use at Home – 77.6% of parents *disagree* that it is okay to allow underage alcohol use at home (even if it is responsible and not excessive) and 94.9% *disagree* that it is okay to allow youth marijuana use at home. [Page 15]
- Attitudes About New MA Marijuana Law – 60.3% of respondents feel that legalization of recreational marijuana use by adults sends the wrong message to youth, 68.4% think youth marijuana use is likely to increase because of the recent changes to the law, and 70.2% feel that adults in Needham should not be allowed to grow marijuana in their home. [Page 16]
- Attitudes about Receiving Calls from Other Parents – 89.8% of parents would like other parents to call them to see whether a parent will be home before allowing their child to come over for a social gathering. [Page 19]
- Attitudes about Police Involvement in Underage Drinking Situations – 99.1% of parents think that police should take action against teens caught drinking alcohol. The action endorsed by the majority of parents (96.0%) was contacting the teens' parents. The proportion of parents who feel that the police should just issue a verbal warning to the teen has increased significantly over time (44.9%). [Page 20]
- Likelihood of Contacting Police About Teens – 26.2% of respondents indicated that they would be *mostly* or *very likely* to contact law enforcement concerning teens drinking, using substances, or engaging in other illegal behaviors. [Page 21]
- Youth Diversion Program – 83.7% of respondents indicated that Needham should explore the development of a Youth Diversion Program to handle cases when a young person breaks the law versus the incident appearing on their record. [Page 22]
- Likelihood of Contacting Police About Teens If Needham had a Diversion Program – Almost two times as many respondents (50.9%) reported that they would contact law enforcement if Needham had a Youth Diversion Program. [Page 23]
- Parent Beliefs about the Non-Medical Use of Prescription Drugs – 27.3% of parents think that the non-medical use of prescription drugs is a problem among youth in Needham. The majority of parents (63.6%) had *no opinion* about this issue. [Page 24]

Attitudes and Beliefs About Substance Use (Continued)...

- Parental Disapproval of Youth Substance Use – Almost all respondents (97.5%) think it would be *very wrong* for their child to use prescription drugs not prescribed to them, 94.1% think it would be *very wrong* for their child to have 1 or 2 drinks of an alcoholic beverage nearly every day, 76.4% think it would be *very wrong* for their child to smoke tobacco, 67.9% think it would be *very wrong* for their child to smoke marijuana, and 38.4% think it would be *very wrong* for their child to drink alcohol occasionally. Parental disapproval of youth marijuana use and occasional alcohol use both declined significantly between the 2015 and 2017 surveys. [Page 25]
- Parent Beliefs about Community Substance Use Norms – 46.2% of parents think that many parents set a bad example for their children by their own excessive alcohol use, 43.3% think too many parents in Needham either provide alcohol for their children or turn a blind eye to underage alcohol use, 12.5% think that many parents set a bad example for their children by their own excessive marijuana use, and 27.2% think too many parents in Needham turn a blind eye to youth marijuana use. [Page 26].
- Beliefs about Why Some Parents Allow Underage Drinking – Respondents were most likely to believe that other parents may allow underage youth to drink alcohol in their home so the drinking is supervised (28.1%). [Page 28]
- Parent Attitudes about School-Based Substance Abuse Prevention – 93.7% of parent respondents think that schools should provide substance abuse prevention education for students their child's age. [Page 29]
- Substance Abuse Prevention Curriculum Effectiveness – 39.1% of respondents felt that the substance abuse prevention curriculum in their child's school is comprehensive and effective – most had no opinion (44.0%). [Page 31]
- Effective Ways/Places to Reach Parents with Prevention Messages – The largest proportion of respondents indicated that the most effective ways to reach Needham parents with prevention messages are through the parent newsletter from the school (76.3%), through the PTC e-mail/newsletter (64.2%), doctor's offices (54.8%), the school's website (53.4%), and Facebook or Twitter (47.6%). There was a significant increase between 2015 and 2017 in the proportion of respondents who identified Facebook or Twitter as an effective way to reach parents (from 36.7% to 47.6%). [Page 32]

Perceptions of Substance Use

- Parent Perception of Substance Use and Related Issues in Needham – Parents over-estimate the percentage of Needham youth in grades 6-8 and grades 9-12 who drank alcohol in the past 30 days, binge drank in the past 30 days, rode with a drinking driver in the past 30 days, used marijuana in the past 30 days, and ever used prescription drugs without a doctor's prescription. On average, parents over-estimated each of these behaviors by approximately 11% at the middle grades level and 14% at the high school level in comparison to data from the 2016 MetroWest Adolescent Health Survey conducted in Needham Public Schools. [Page 34]
- Parent Perception of Other Parents' Attitudes and Behaviors [Middle School] – Respondents believe that 15.8% of the parents of 6-8th graders knowingly allow their child to attend parties where underage drinking occurs, think that 13.4% knowingly allow their child to attend parties where marijuana use occurs, believe that 29.5% call to make sure a parent will be present when their child goes to a social gathering at another house, and believe that 48.0% of 6-8th grade parents would like to be called if their own child was hosting a gathering to ensure that an adult will be present. [Page 35]
- Parent Perception of Other Parents' Attitudes and Behaviors [High School] – Respondents believe that 40.2% of the parents of 9-12th graders knowingly allow their child to attend parties where underage drinking occurs, think that 30.8% knowingly allow their child to attend parties where marijuana use occurs, believe that 19.8% call to make sure a parent will be present when their child goes to a social gathering at another house, and believe that 42.0% of 9-12th grade parents would like to be called if their own child was hosting a gathering to ensure that an adult will be present. [Page 35]

Substance Use Prevention Behaviors

- Means Restriction – 93% of parents keep alcohol in their home and 76% have prescription drugs in their home. Among those who keep alcohol in their home, 57.4% actively monitor or take stock of the alcohol and 11.5% secure or lock-up the alcohol. Among those with prescription medication in their home, 54.1% actively monitor or take stock of it and 13.1% secure or lock-up their prescription drugs. [Page 36]
- Parties and Gatherings – 24.4% of parents report that they have knowingly allowed their child to attend parties where underage drinking occurs and 15.1% have knowingly allowed their child to attend parties where marijuana use occurs. [Page 37]
- Calling Other Parents – 38.5% of parents report that they call other parents either *most of the time* or *all of the time* to make sure a parent will be home before they let their child attend a gathering at another house. An additional 28.4% make the call *sometimes*, 19.4% *rarely* call, and 13.6% *never* make the call. [Page 38]

- Parental Monitoring (While Child is with Friends) – 61.5% of parents report that they monitor the activity of their child and his/her friends by walking through the area in which they are congregating and visually assessing for signs of substance use either *most of the time* or *all of the time* when their child has friends over the house, 96.7% require their child to tell them with whom and where they will be when they are out with friends, and 83.2% check-in with their child by phone or text message either *most of the time* or *all of the time* while they are out with friends. [Page 39]
- Parental Monitoring (After Child is Out with Friends) – Only 2.7% of parents report that they are asleep either *most of the time* or *all of the time* when their child returns from being out with friends, 61.0% visually assess their child for signs of substance use either *most of the time* or *all of the time* when their child returns home from being out with friends, and 93.0% engage their child in a conversation to learn about their activities either *most of the time* or *all of the time* when their child returns home from being out with friends. [Page 40]
- Actions Parents Support When Other Parents Violate Underage Drinking Laws – If parents learned that another parent was allowing teens to drink alcohol at their home, 73.8% indicated that they would discuss it with their child, 56.5% would prohibit their child from going to that house, and 51.3% indicated that the action they would take depends on how well they know the other parents. [Page 41].

Positive Alternative Activities

- Positive Alternatives – Respondents were asked to indicate what, if any, additional services, activities, or programs they would like to see in Needham to provide youth with *positive alternatives* to engaging in substance use. The largest proportion of respondents suggested intramural sports and other youth activities (30), followed by places for youth to congregate like a community center or rec center (13), special interest groups (7), wellness education and activities (3), and meaningful opportunities for youth employment. [Page 43]

BACKGROUND AND METHODS

The Substance Prevention Alliance of Needham (SPAN) and the Needham Public Health Department conducted a survey of parents/guardians¹ of students in grades 6-12 to learn about their beliefs, perceptions, and behaviors regarding underage drinking and youth substance use. The survey asked questions in four broad domains: (1) communication about underage drinking and youth substance use, (2) attitudes and beliefs, (3) perceptions of the prevalence of underage drinking and youth substance use, and (4) parenting behaviors.

The anonymous survey, which consisted of 72 discrete questions, was administered as an online questionnaire during the six-week period between May 15, 2017 and June 28, 2017. To be eligible to take part in the survey, parents had to: (a) have at least one child in grades 6-12 in public or private school in Needham (regardless of town of residence) or (b) be a Needham resident with at least one child in grades 6-12 in a school outside of Needham. Individuals without a child in grades 6-12 and those who were not Needham residents and didn't have a child in grades 6-12 in Needham schools were not eligible to participate.

This was the fourth time that the survey was implemented – it was also administered in 2011, 2013, and 2015. Reports on the earlier surveys are available separately. When possible, comparisons have been made in this report to data from the earlier surveys.

Validity and Reliability

One of the challenges associated with survey research is the potential for error in the data. This can stem from multiple sources such as the same respondent submitting multiple surveys, poor question wording, lack of appropriate response options that accurately reflect the experiences of all potential respondents, frivolity, and misinterpretation of the underlying meaning of a question. Despite these challenges, there are several steps that can be taken to increase our confidence in the results. For example:

1. Using clear and unambiguous language in the instructions – prominently indicating who the intended target audience is (i.e., parents of 6th-12th graders) and indicating what the questions are about (i.e., beliefs, perceptions, and parenting behaviors related to underage drinking and youth substance use).
2. Data screening – using visual and statistical screening to identify and remove cases in which the respondent provided obviously frivolous responses (i.e., always choosing the same or extreme response options for every item).
3. Identical case analysis – statistically identifying all duplicate records to minimize the chances that the same person submitted multiple surveys and/or the chances that the survey was accidentally submitted multiple times.

¹ The terms “parents,” “guardians,” and “caregivers” are used interchangeably throughout this report.

While these are not failsafe methods, they do help to ensure a clean dataset that minimizes the chances that there are gross errors present in the final set of data. Each of these steps was taken during the administration and analysis of the Needham Parent Survey.

Ideally, the development of survey items, such as those used in the Needham Parent Survey, should be an iterative process. Items should be field-tested with a subset of representatives from the intended target population and psychometric analyses should be conducted to help build the case that the survey items are both valid and reliable. Under real world, non-laboratory conditions, this is often difficult to accomplish. To help guard against this potential for error, survey items should be based either in whole, or in part, on items that have been used successfully in other research projects and in other settings. The Needham survey met this condition for the majority of items in the parent survey.

There always remains the possibility that some participants may not feel they can accurately respond to a given item. This can be addressed in two ways: (1) instructing respondents to select the *best* possible answer for any given item and (2) instructing respondents to skip any items that they either cannot or do not feel comfortable answering. During the analysis phase, issues with specific items can be identified based on the pattern of missing responses. If, for example, 25% of respondents did not answer one of the items, this should be noted as part of the results and this item should be modified in any future surveys. Similarly, if a subset of participants (e.g., the parents of 6th graders) were significantly more likely than other respondents to skip an item, this should be noted in the results and this item should be examined to determine whether and how it should be modified in the future. As shown on pages 3-4 of this report, a missing values analysis failed to detect any systemic issues.

By striking a balance of design, logical, and statistical controls, as was the case with the Needham Parent Survey, we can minimize the odds of large-scale error creeping into the survey and maximize our confidence in the results.

Analysis Plan

Descriptive statistics are presented for each item in the survey (i.e., the number and percentage of all respondents that answered each response option for each item in the questionnaire). All items were also analyzed to examine the presence or absence of differences based on the age of the respondents' oldest 6-12th grade child. The results of these analyses may help Needham better plan and target prevention activities and prevention messaging by understanding whether an issue exists among the parents of some age groups and not others. Limited comparisons were also made to earlier Needham parent surveys.

Analytical Sample

A total of 870 individuals visited the survey webpage during the six-week period that it was open. One-hundred and eleven (111) of these individuals (13% of those who visited) were removed from the final analytical sample.

The reason for removal of these cases is as follows:

- 84 individuals visited the website but did not answer any of the questions in the survey.
- 10 individuals were automatically disqualified because they did not currently have any children in grades 6-12.
- 14 individuals were removed because they did not answer any questions in the survey other than whether they currently have any children in grades 6-12.
- 3 individuals were removed because they did not identify the age of their oldest child in grades 6-12 so their responses could not be grouped with similar individuals.

The final analytical sample consisted of 759 parents/guardians who currently have at least one child in grade 6-12. The age of the respondents' oldest child in grades 6-12 is as follows:

	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Final Sample	10% (74)	13% (97)	12% (94)	15% (116)	19% (143)	16% (122)	15% (113)

Results are generalizable only to those parents who took part in the survey and may not reflect the perceptions, attitudes, or parenting behaviors of other members of the Needham community. According to the MA Department of Education, there were 2,966 public school students enrolled in Needham schools in grades 6-12 during the 2016-2017 academic year. Based on the number of children in grades 6-12 that respondents reported having (1,224) and assuming only one parent responded per household, this survey likely captured 41% of all households with at least one 6-12th grader attending Needham public schools.

Note: The 2017 survey came very close to the ideal of having roughly 14% of parent/guardian respondents indicate that their oldest child was in each of the seven grade levels from 6-12. The survey responses are fairly well balanced, with no single grade level being disproportionately weighted as a result of the number of respondents whose oldest child is in one grade or another. This same pattern was observed in the 2011 and 2015 surveys. Respondents to the 2013 survey were much more likely to report that their oldest child was in high school than in the middle grades. As a result, caution should be exercised when interpreting trends in items from 2013 in comparison to the other years (2011, 2015, 2017). Any observed differences between 2013 and other years may be due to differences in the sample rather than due to any real change in attitudes, perceptions, or behaviors over time.

Missing Values Analysis

A missing values analysis was conducted to: (1) identify any items that were skipped by many respondents and (2) assess whether respondents differed in their likelihood of answering a question based on the age of their oldest child.

On average, each question in the survey was answered by 87% of respondents. This ranged from a low of 77% to a high of 100%. None of the questions were answered by fewer than 588

of the 759 individuals who took part in the survey. Examination of these data indicate that the length of the survey likely played the largest factor in the observed pattern versus issues with any of the questions. On average, each question at the beginning was answered by 95% of individuals who took part in the survey. Each question at the end was answered by an average of 78% of individuals who took part in the survey. If this survey is administered in the future, thought should be given to shortening the instrument.

The missing values analysis also assessed the number of items skipped by the age of the respondents' oldest 6-12th grade child. The purpose of this analysis was to identify whether all items were equally applicable across respondents (independent of the age of their oldest 6th-12th grade child). Overall, there were no significant differences in the average number of items that were skipped based on the age of the respondents' oldest child – suggesting that the questions were broadly applicable to all parent respondents.

For the purposes of the current assessment, the effects of missing data appear to be minimal (i.e., each question was answered by over three-quarters of respondents).

FINDINGS – RESPONDENT DEMOGRAPHICS

As described earlier, the survey was open to both residents of Needham and to parents who live outside of Needham but have a child in grades 6-12 in public or private school in Needham.

Most respondents (88%) were Needham residents whose oldest child in grades 6-12 attends Needham Public School. Unless noted, results should be interpreted with this demographic in mind (i.e., Needham resident parents of public middle and high school students).

Table 1: Respondent Demographics

School System	Needham Resident		
	No	Yes	TOTAL
Public School – Needham	4.0% (30)	87.9% (667)	91.8% (697)
Private School – Needham	0.1% (1)	0.9% (7)	1.1% (8)
Public School – Outside of Needham	-	1.6% (12)	1.6% (12)
Private School – Outside of Needham	-	5.0% (38)	5.0% (38)
Unknown	-	0.5% (4)	0.5% (4)
TOTAL	4.1% (31)	95.9% (728)	100.0% (759)

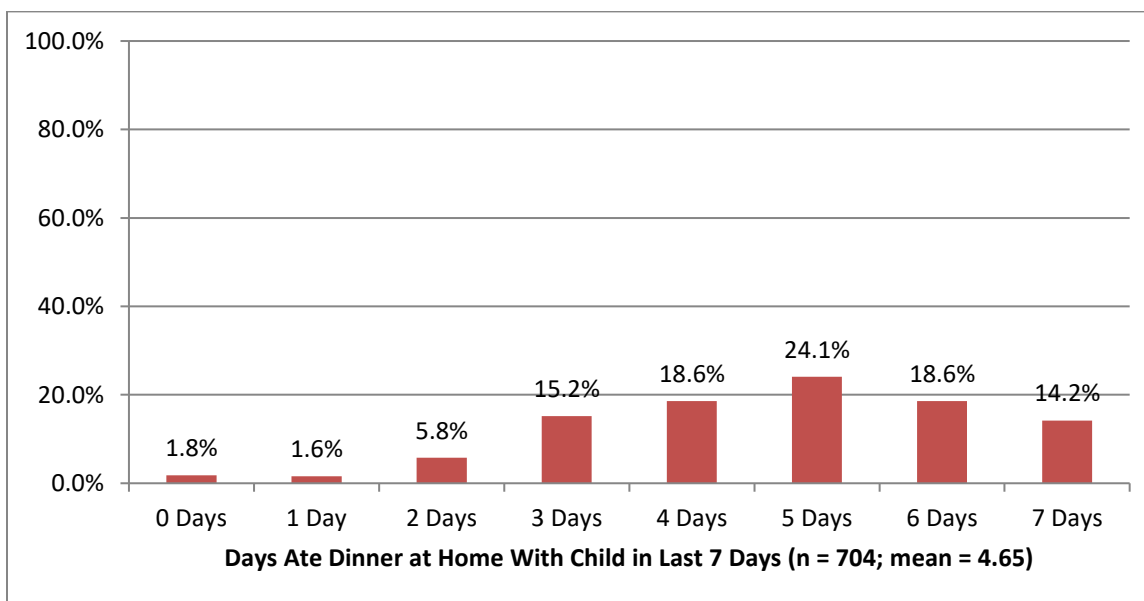
FINDINGS – COMMUNICATION ABOUT SUBSTANCE USE

The first 12 questions in the survey asked about different types of communication the respondent may have had with their child and/or other parents. All items in this section asked the respondent to answer the question with their oldest 6-12th grade child in mind.

Communication – Family Dinners

Research has demonstrated a relationship between parental engagement and youth substance use. In one study by the Center on Addiction and Substance Abuse, children in families who ate dinner together at least five times a week were less likely than their peers to engage in substance use (CASA, 2005)². The first question in the survey asked respondents, “During the past 7 days, on how many days did you eat dinner at home with your child?” As shown in Figure 1, over half of respondents (56.9%) reported that they ate dinner at home with their child on 5 or more of the past 7 days. The average across the entire sample was 4.65 days.

Figure 1: Days Ate Dinner at Home with Child in Last 7 Days



Age/Grade. The average number of days parents reported eating dinner at home with their child did not vary significantly between parents of middle (mean = 4.78 days) and high school students (mean = 4.58 days), $t(702) = 1.518$, $p = .130$.

Trend [2013-2017]. The proportion of parents who reported that they ate dinner at home with their child on 5 or more of the past 7 days was 64.2% in 2013 (mean = 4.80 days), 66.7% in 2015 (mean = 4.98 days), and 56.9% in 2017 (mean = 4.65). The difference between 2015 and 2017 was statistically significant, $F(2, 2,000) = 6.537$, $p < .001$ – indicating a decline in this behavior.

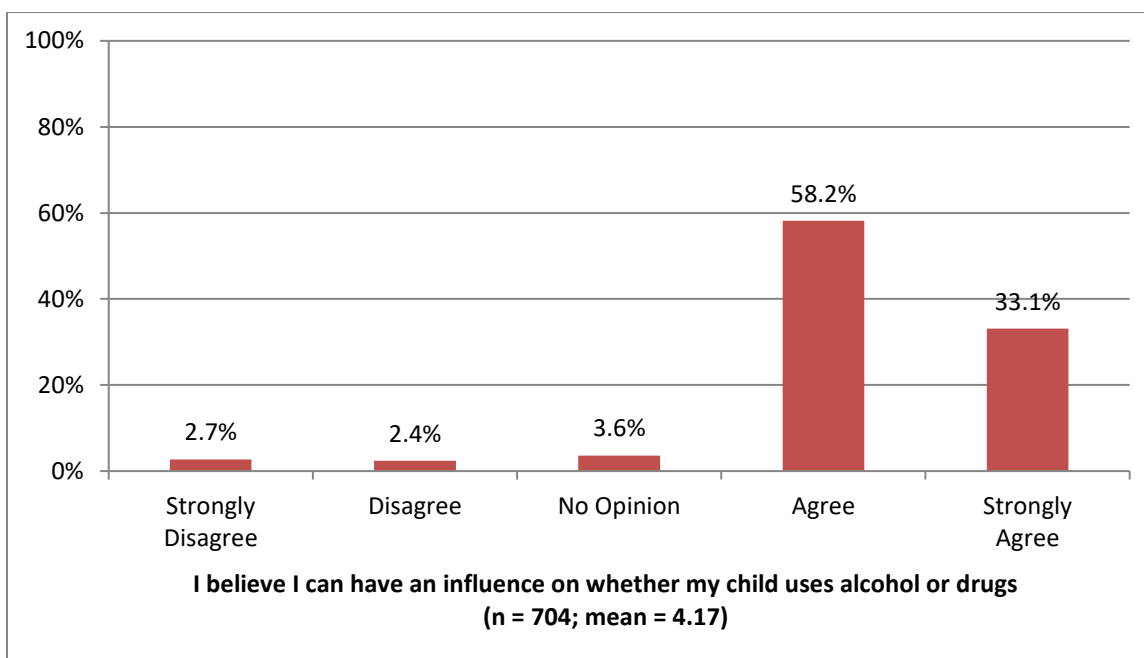
² Center on Addiction and Substance Abuse (CASA). (2005). *The importance of family dinners II*. New York, NY: Author. Accessed online at: <http://casafamilyday.org/familyday/files/themes/familyday/pdf/Family-Dinners-II.pdf>

Communication – Attitudes on Effectiveness of Parent-Child Communication

One of the factors that may influence the propensity of a parent to engage their child in a discussion about the use of alcohol or other drugs is whether the parent believes that such conversations will be effective.

Respondents were asked to disagree or agree with the following statement, “I believe that I can have an influence on whether my child uses alcohol or drugs.” As shown in Figure 2, the majority of respondents (91.3%) *agreed* or *strongly agreed* with this statement and felt that they can have an influence on whether their child uses alcohol or drugs.

Figure 2: Attitudes on Effectiveness of Parent-Child Communication



Age/Grade. Parents’ belief that they can have an influence on whether their child uses alcohol or drugs did not vary significantly between parents of middle and high school students. The proportion of parents who *agreed* or *strongly agreed* with this statement was highly consistent by the age/grade of their oldest child: (6th grade: 92%; 7th: 96%; 8th: 92%, 9th: 86%, 10th: 89%, 11th: 92%, 12th: 93%).

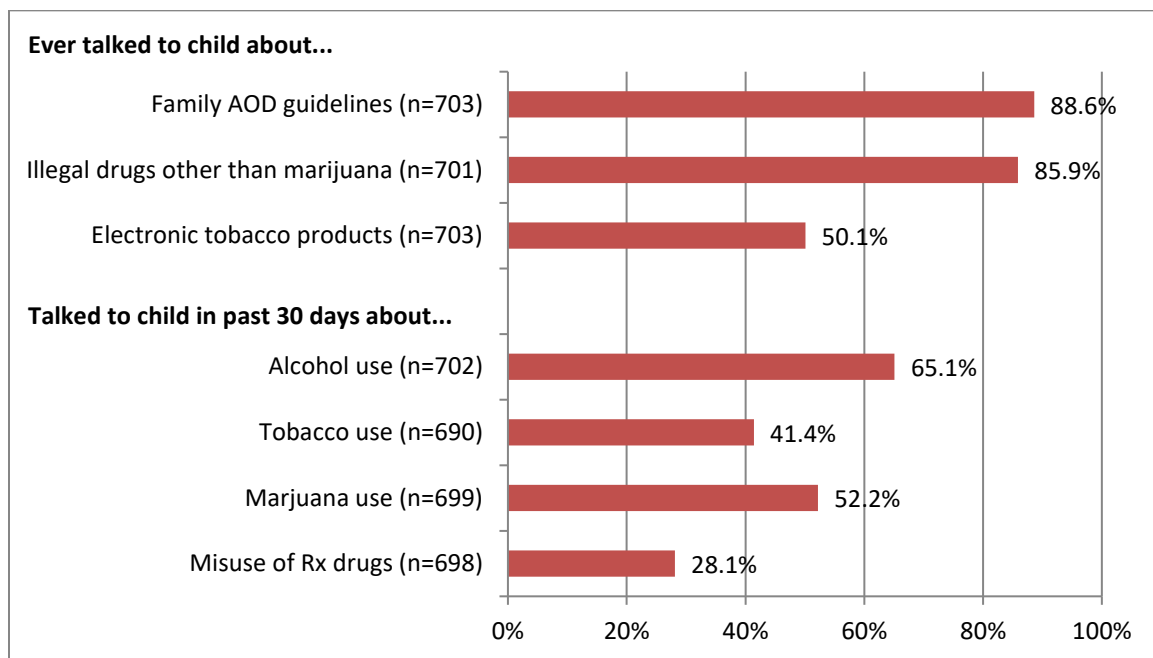
Trend [2015-2017]. The proportion of parents who *agreed* or *strongly agreed* with this statement was almost identical between 2015 (92%) and 2017 (91%). The difference between the two years was not statistically significant (2015: mean=4.24; 2017: mean=4.17), $t(1,349) = 1.618$, $p=.107$ – indicating no change between 2015 and 2017 in parents’ beliefs that they can have an influence on whether their child uses alcohol or drugs.

Communication – Parent-Child Communication about Substance Use

Seven items in the survey explored parent-child communication about underage drinking and substance use (see Figure 3). A large proportion of respondents (88.6%) reported that they have communicated their family's guidelines and expectations around youth alcohol and drug use to their child, most (85.9%) have talked to their child about the potential negative consequences associated with using illegal drugs other than marijuana and inhalants, and half (50.1%) have talked to their child about electronic tobacco products.

During the 30 days prior to the survey, over half of the respondents (65.1%) reported having talked to their child about the potential negative consequences associated with underage alcohol use, half talked to their child about marijuana use (52.2%), 41.4% about tobacco use, and over one-quarter talked to their child about using prescription (Rx) drugs that were not prescribed to them (28.1%).

Figure 3: Parent-Child Communication about Substance Use



Age/Grade. Parents of high school students were significantly more likely to have talked with their child about: their family's guidelines and expectations (MS: 76%; HS: 95%), underage alcohol use (MS: 47%; HS: 75%), marijuana use (MS: 35%; HS: 61%), misuse of prescription drugs (MS: 20%; HS: 33%), use of illegal drugs other than marijuana (MS: 78%; HS: 90%), and use of electronic tobacco products (MS: 32%; HS: 60%). Each of these differences was statistically significant as assessed using chi-square analyses. There was no difference between middle (43%) and high school parents (41%) having talked with their child about tobacco use.

Trend [2011-2017]. One of the questions in this series (ever talking with child about family guidelines and expectations around youth alcohol and drug use) was asked every year between 2011 and 2017. Three of the questions were asked in 2013, 2015, and 2017 (talking with child in the past 30 days about the potential negative consequences associated with the use of alcohol, marijuana, and prescription drugs). Three of the questions were added to the survey for the first time in 2015 (ever talking with child about illegal drugs other than marijuana, ever talking about electronic tobacco products, and talking in the past 30 days about tobacco use).

The proportion of respondents who ever talked with their child about their family's guidelines and expectations around youth alcohol and drug use was significantly higher in 2013 than in 2015 and 2017, but did not differ between these two latter years. As noted in the methods section, this is likely due to high school parents being over-represented in the 2013 survey.

There was a statistically significant increase between the 2015 survey (41.7%) and 2017 survey (50.1%) in reports of parents ever talking with their child about using electronic tobacco products (e.g., e-cigarettes, vaping pens).

There was a statistically significant increase between the 2015 survey (57.3%) and the 2017 survey (65.1%) in reports of parents talking with their child in the 30 days prior to the survey about underage alcohol use.

Reports of ever talking with their child about illegal drugs other than marijuana, tobacco use, marijuana use, and misuse of prescription drugs did not vary significantly across the years that these questions were included in the survey.

Table 2: Trends in Parent-Child Communication about Substance Use

Ever talked to child about...	2011	2013	2015	2017
Family AOD guidelines	91.9%	93.9%*	88.0%	88.6%
Illegal drugs other than marijuana	-	-	83.4%	85.9%
Electronic tobacco products	-	-	41.7%	50.1%**
Talked to child in past 30 days about...	2011	2013	2015	2017
Alcohol use	-	63.6%	57.3%	65.1%**
Tobacco use	-	-	43.7%	41.4%
Marijuana use	-	47.7%	48.5%	52.2%
Misuse of Rx drugs	-	23.1%	24.1%	28.1%

* Denotes a statistically significant difference between 2013 compared to 2015 and 2017.

** Denotes a statistically significant difference between 2015 and 2017.

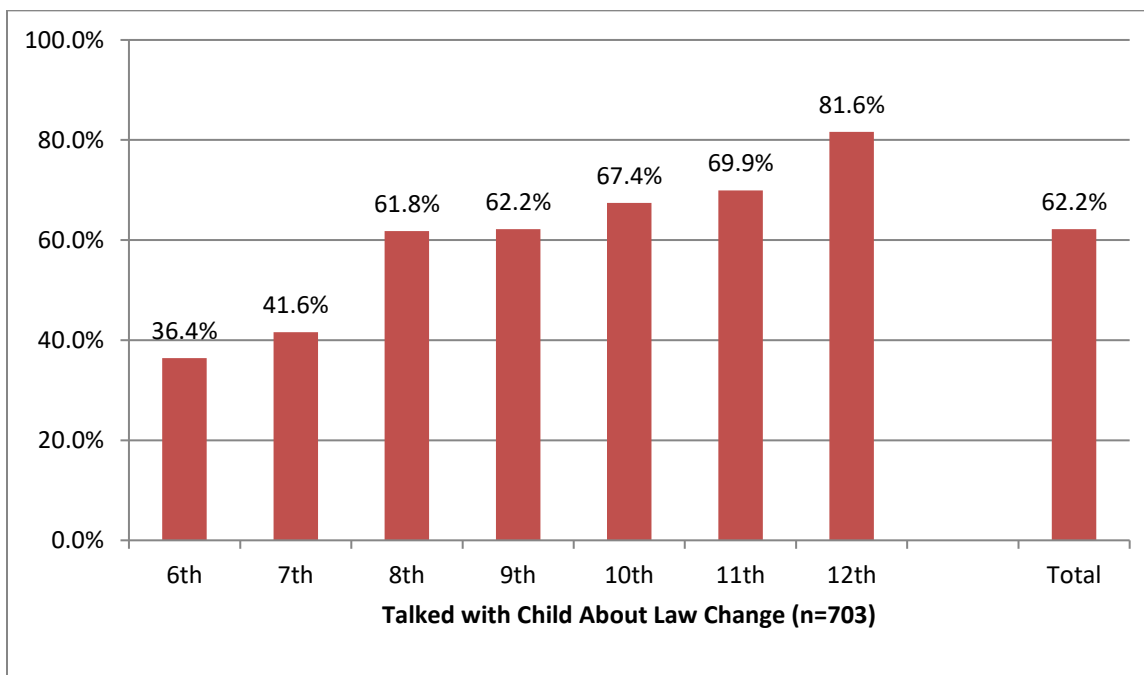
Communication – Talked with Child About Changes to Marijuana Laws

Effective December 15, 2016, adults in Massachusetts may possess and use marijuana recreationally. This marked a change from the November 4, 2008 law that reduced the penalty for adult possession of an ounce or less of marijuana, but did not legalize its possession or use. The change to the law in 2008 and 2016 did not alter the consequences associated with possession and use for individuals under 21 years of age.

To assess the extent to which parents had discussed this issue with their child, respondents were asked, “Have you talked with your child about the recent changes in the law concerning legalization of recreational marijuana use by adults in Massachusetts?”

As shown in Figure 4, approximately two-thirds (62.2%) of respondents reported that they have talked with their child about the recent changes in the law.

Figure 4: Talked with Child About Changes to Marijuana Laws



Age/Grade. Parents of older children were more likely to have talked with their child about the recent changes to the law than parents of younger children. Only 36.4% of parents of 6th graders reported having this conversation compared with 81.6% of parents of 12th graders. Results from a chi-square analysis found that parents of high school students were significantly more likely to have had this conversation (70%) compared with parents of middle school students (48%), $\chi^2(1, N=703) = 33.966, p \leq .001$

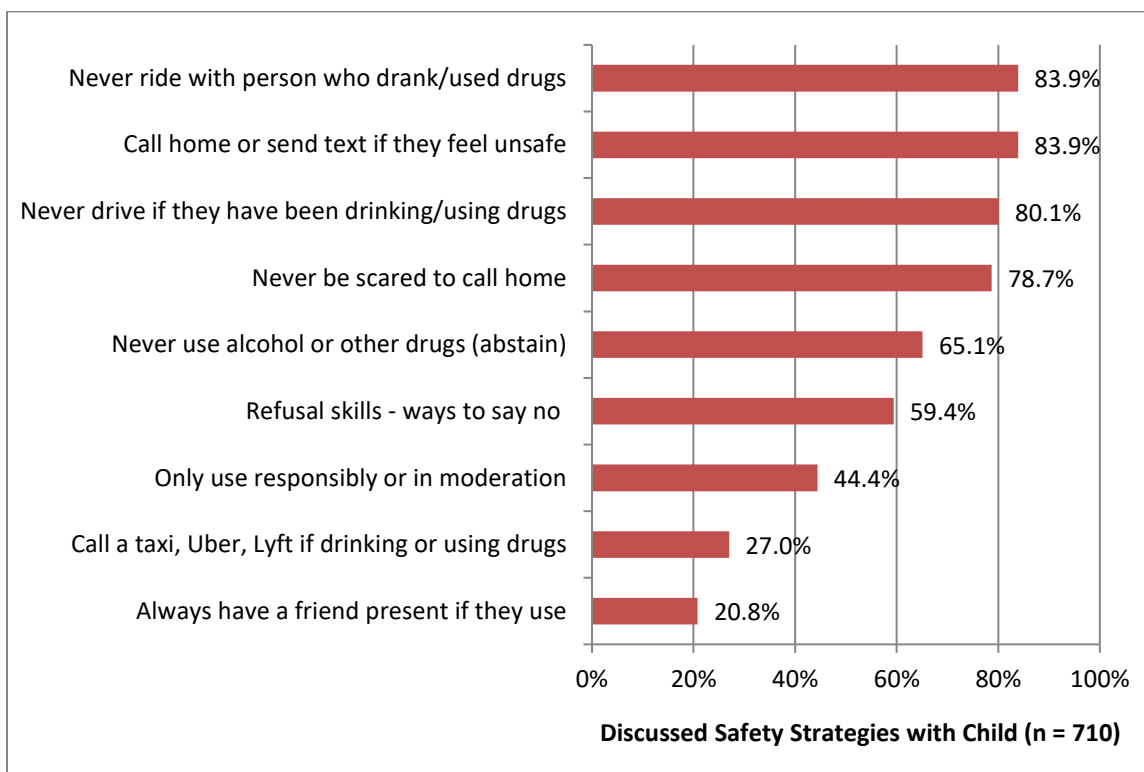
Trend [2017 Only]. This question was added to the survey for the first time in 2017.

Communication – Communicating with Child about Safety Strategies

Parents were asked to indicate which, if any strategies, they and their child have discussed about alcohol and other drug use and how to protect themselves in a potentially unsafe situation. Ninety-six percent (96%) of respondents reported that they have discussed one or more strategy with their child (mean=5.43 strategies).

As shown in Figure 5, the largest proportion of parents (83.9%) have talked with their child about never riding with a person who has been drinking or using drugs, calling home or sending a text message if they feel unsafe (83.9%), never driving if they have been using alcohol or other drugs (80.1%), never feeling like they can't call home for help because they are scared they might get in trouble (78.7%), never using alcohol or other drugs while they are a minor – abstaining (65.1%), refusal skills (59.4%), only using responsibly or in moderation if they do choose to use (44.4%), calling a taxi or ride service if they have been drinking or using drugs (27.0%), and always having a close friend present if they do choose to use (20.8%).

Figure 5: Safety Strategies Parents Have Discussed with their Child

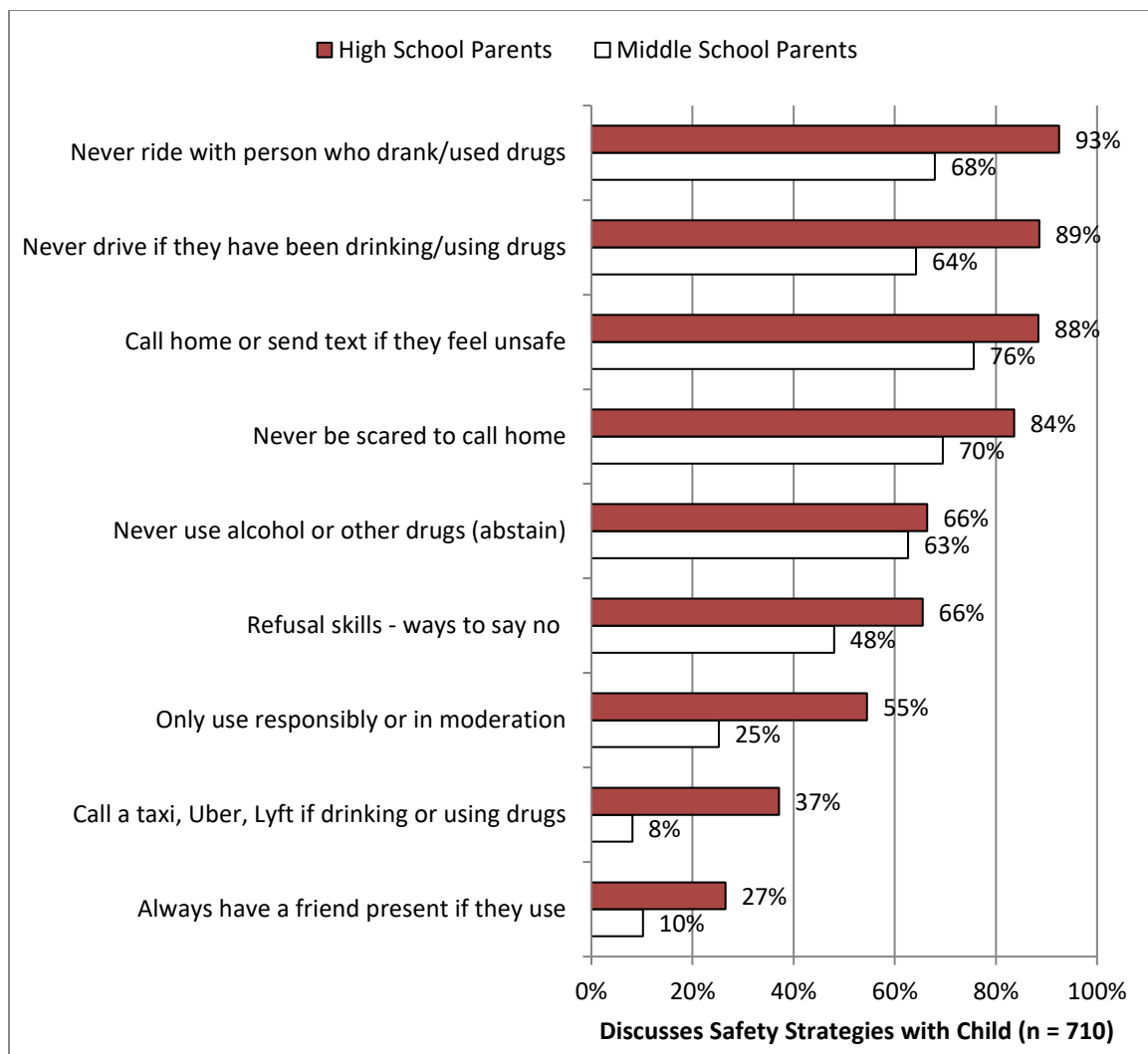


Age/Grade. Parents of high school students were significantly more likely than middle school parents to have discussed each of these strategies with their child. The only exception was for reports of talking with their child about never using alcohol or other drugs while they are a minor (abstinence), which was equally likely among both middle school (63%) and high school parents (66%).

The most pronounced differences by age/grade were for discussions about calling a taxi or ride service like Uber or Lyft if they have been drinking or using drugs (MS: 8%; HS: 37%), only using responsibly or in moderation if they choose to use alcohol or other drugs (MS: 25%; HS: 55%), never riding in a vehicle driven by someone who has been drinking or using drugs (MS: 68%; HS: 93%), and never driving a vehicle if they have been drinking or using drugs (MS: 64%; HS: 89%).

On average, parents of high school students reported having discussed 6 of these 9 strategies with their child. Parents of middle school students reported that they had discussed an average of 4 of these 9 strategies with their child.

Figure 6: Safety Strategies Parents Have Discussed with their Child by Age/Grade

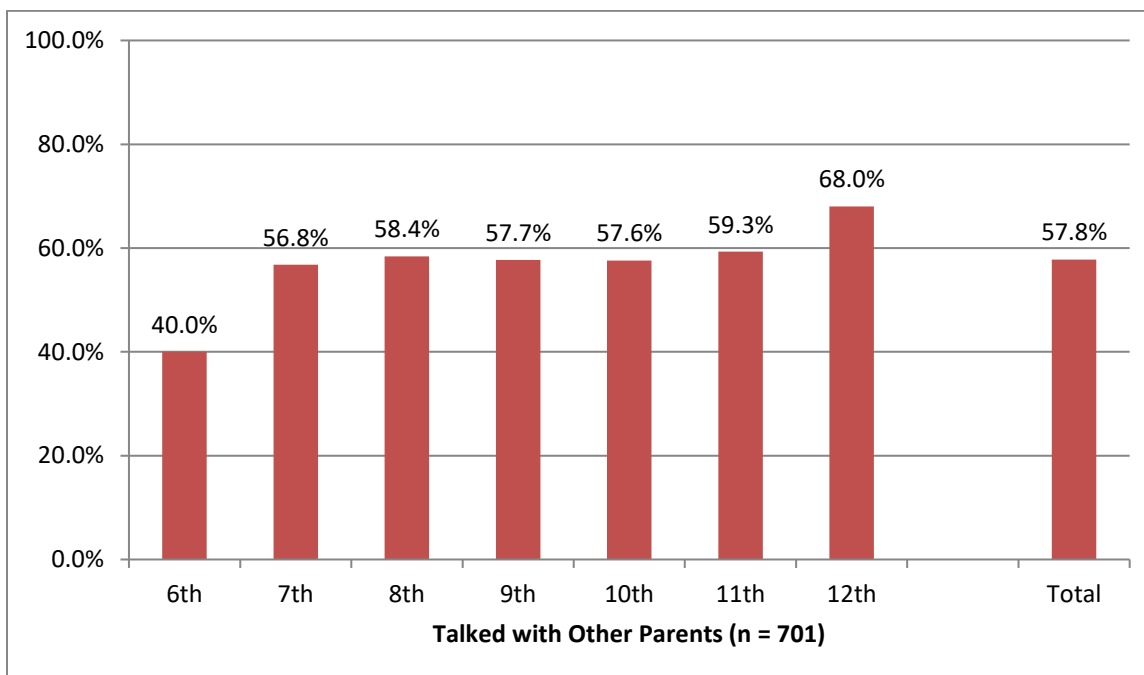


Trend [2017 Only]. This series of questions was altered between the 2015 and 2017 surveys to the extent that direct comparisons cannot be made across survey years.

Communication – Communicating with Other Parents

Respondents were asked, “Have you ever talked with the parents/guardians of your child’s close friends to share and compare parental philosophies and standards regarding alcohol and drugs?” As shown in Figure 7, over half of the respondents (57.8%) reported that they have ever talked with other parents about alcohol and drug standards and parenting.

Figure 7: Talked with Other Parents about Standards and Parenting



Age/Grade. Parents of 6th graders were less likely than their peers to have talked with other parents about alcohol and drug standards and parenting (40.0%). Parents of 12th graders were more likely than their peers to have talked with other parents (68.0%). Despite these differences at the extremes, the average likelihood of talking with other parents about alcohol and drug standards and parenting did not vary significantly between parents of middle (53%) and high school students (60%), $\chi^2(1, N=701) = 3.611, p=.064$.

Trend [2011-2017]. The proportion of respondents who reported that they ever talked with other parents about alcohol and drug standards and parenting did not vary significantly across the years that this item was included in the survey – indicating no change in this behavior.

Table 3: Trends in Talking with Other Parents About Standards and Parenting

	2011	2013	2015	2017
Talked with Other Parents About Alcohol and Other Drug Standards and Parenting	65.2%	63.4%	63.4%	57.8%

FINDINGS – ATTITUDES AND BELIEFS ABOUT SUBSTANCE USE

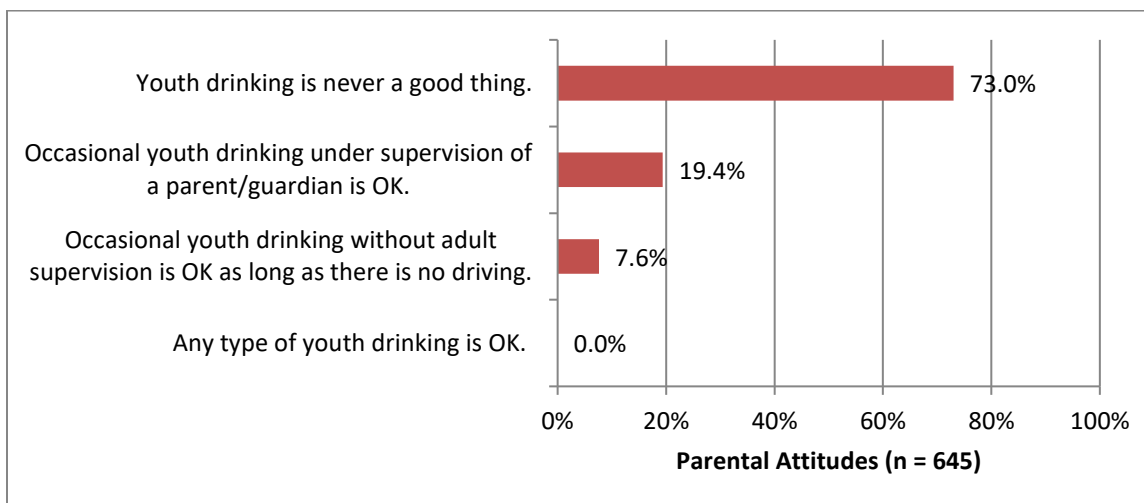
A series of 27 items asked about respondents' beliefs about underage drinking and youth substance use. As with the first section on Communication, all items in this section asked the respondent to answer the question with their oldest 6-12th grade child in mind.

Attitudes and Beliefs – Parent Attitudes about Substance Use

Parents' beliefs about underage drinking and youth marijuana use were assessed using a parallel set of items. The two items asked parents to indicate which of four response options *best* represents their own belief about underage alcohol use and youth marijuana use.

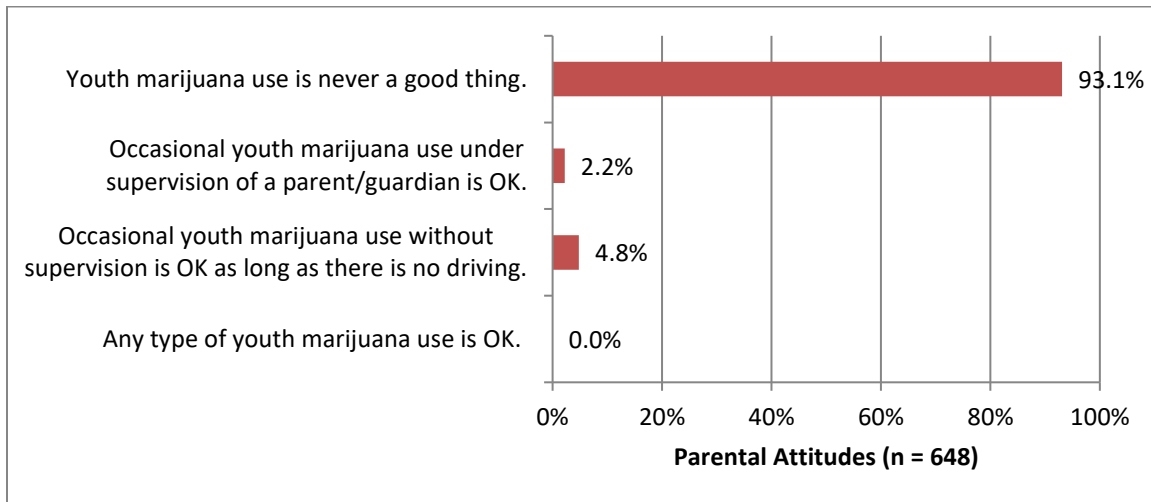
As shown in Figure 8, roughly three-quarters of respondents (73.0%) indicated they personally believe underage alcohol use is never a good thing. Nineteen percent (19.4%) believe that occasional youth drinking under supervision of a parent/guardian is OK. Far fewer respondents believe occasional youth drinking without adult supervision is OK as long as there is no driving involved (7.6%). None of the respondents felt that any type of youth drinking is OK (0.0%).

Figure 8: Parental Attitudes About Underage Alcohol Use



As shown in Figure 9, almost all parents (93.1%) indicated that they personally believe youth marijuana use is never a good thing. Five percent (4.8%) believe that occasional youth marijuana use without adult supervision is OK as long as there is no driving involved and 2.2% believe that occasional youth marijuana use under supervision of a parent/guardian is OK. None of the respondents believe that any type of youth marijuana use is OK.

Figure 9: Parental Attitudes About Youth Marijuana Use



Age/Grade. Differences by the grade level of the respondents' oldest child were examined for both items by dichotomizing the question into two categories: (1) respondents who believe that underage alcohol use/youth marijuana use is never a good thing and (2) respondents who believe that some form of underage alcohol use/youth marijuana use is OK.

Parents of high school students were significantly more likely than parents of middle school students to indicate that there are some conditions under which underage alcohol use is acceptable (MS: 22%; HS: 30%), $\chi^2(1, N=645) = 4.134, p=.050$.

The proportion of parents who indicated that there are some conditions under which youth marijuana use is acceptable did not vary significantly between the parents of middle school and high school students (MS: 5%; HS: 8%), $\chi^2(1, N=648) = 2.191, p=.148$.

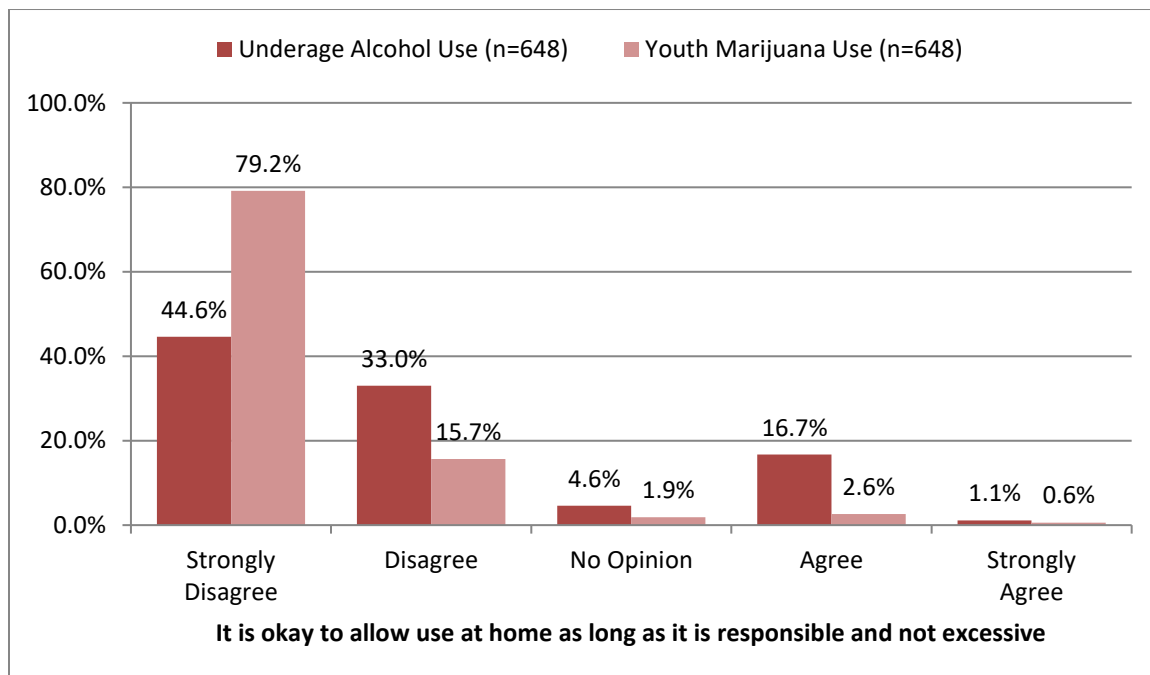
Trend [2015-2017]. A version of these two items appeared in the 2011 and 2013 surveys, but changes in the response options limit the comparability of these items to the 2015 and 2017 data points.

The proportion of parents who indicated that it is never acceptable for youth to engage in underage alcohol use (2015: 77%; 2017: 73%) and marijuana use (2015: 95%; 2017: 93%) did not vary significantly between the 2015 and 2017 surveys – indicating no change in parents' attitudes over this time period.

Attitudes and Beliefs – Attitudes about Substance Use at Home

Parents were asked to rate their level of agreement or disagreement with the following question, “I think it is okay to allow [underage alcohol use/youth marijuana use] at home as long as it is responsible and not excessive.” Over three-quarters of respondents (77.6%) either *disagree* or *strongly disagree* that it is okay to allow underage alcohol use at home as long as it is responsible and not excessive and 94.9% *disagree* or *strongly disagree* that it is okay to allow youth marijuana use at home. Almost two times as many parents *strongly disagree* it is okay to allow youth marijuana use compared to underage alcohol use (see Figure 10).

Figure 10: Attitudes about Substance Use at Home



Age/Grade. Parents of middle school students were significantly more likely than parents of high school students to *strongly disagree* or *disagree* that it is okay to allow underage alcohol use at home (MS: 83%; HS: 75%), $\chi^2(1, N=648) = 5.773, p<.05$, and to allow youth marijuana use at home (MS: 98%; HS: 93%), $\chi^2(1, N=648) = 7.656, p<.01$.

Trend [2013-2017]. These items did not vary significantly across the survey administrations – indicating no change in attitudes about youth using alcohol or marijuana at home over time.

Table 4: Trends in Attitudes About Youth Substance Use at Home

	2013	2015	2017
Disagree Underage Alcohol Use at Home is OK ¹	80.3%	80.1%	77.6%
Disagree Youth Marijuana Use at Home is OK ¹	95.8%	96.1%	94.9%

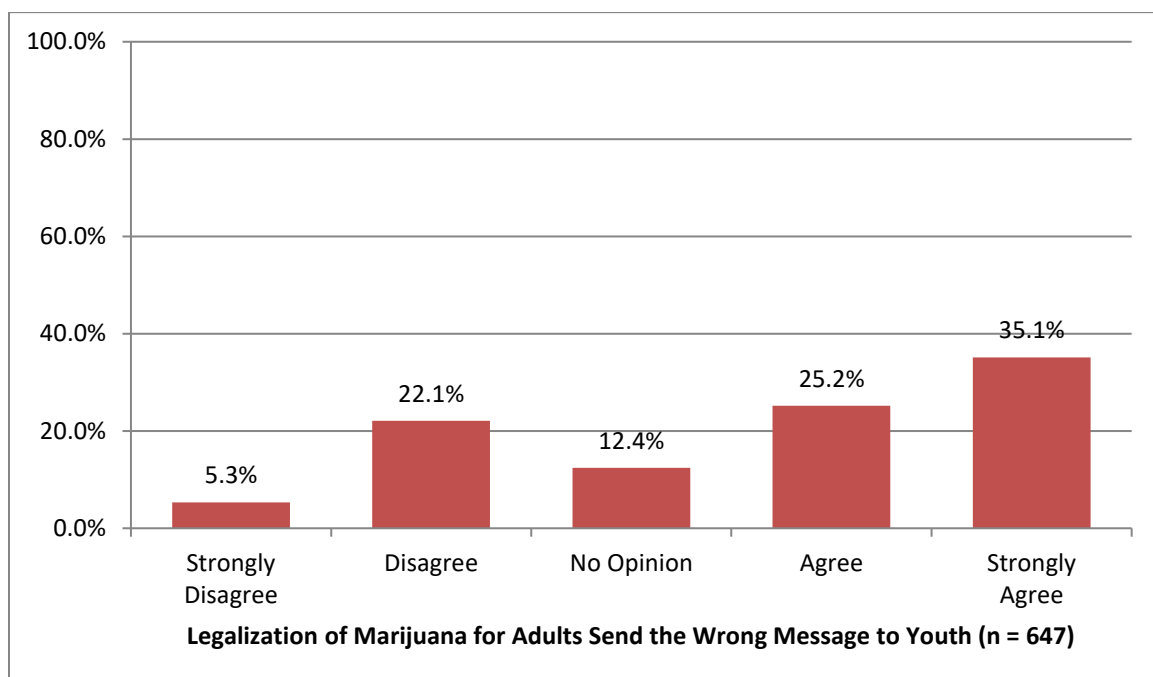
¹ Represents the proportion of respondents who either disagree or strongly disagree.

Attitudes and Beliefs – Attitudes about New Massachusetts Marijuana Law

As noted earlier, adults in Massachusetts may now possess and use marijuana recreationally. Parents were asked to rate their level of agreement or disagreement with the following statement, “I think the legalization of recreational use of marijuana by adults over 21 years of age sends the wrong message to youth.”

As shown in Figure 10, a little over half of respondents (60.3%) either *agree* or *strongly agree* that legalization of recreational use of marijuana by adults over 21 years of age sends the wrong message to youth. Twelve percent of respondents (12.4%) had no opinion on this issue and over a quarter (27.4%) disagreed with this statement.

Figure 11: Attitudes about New Massachusetts Marijuana Law – Wrong Message



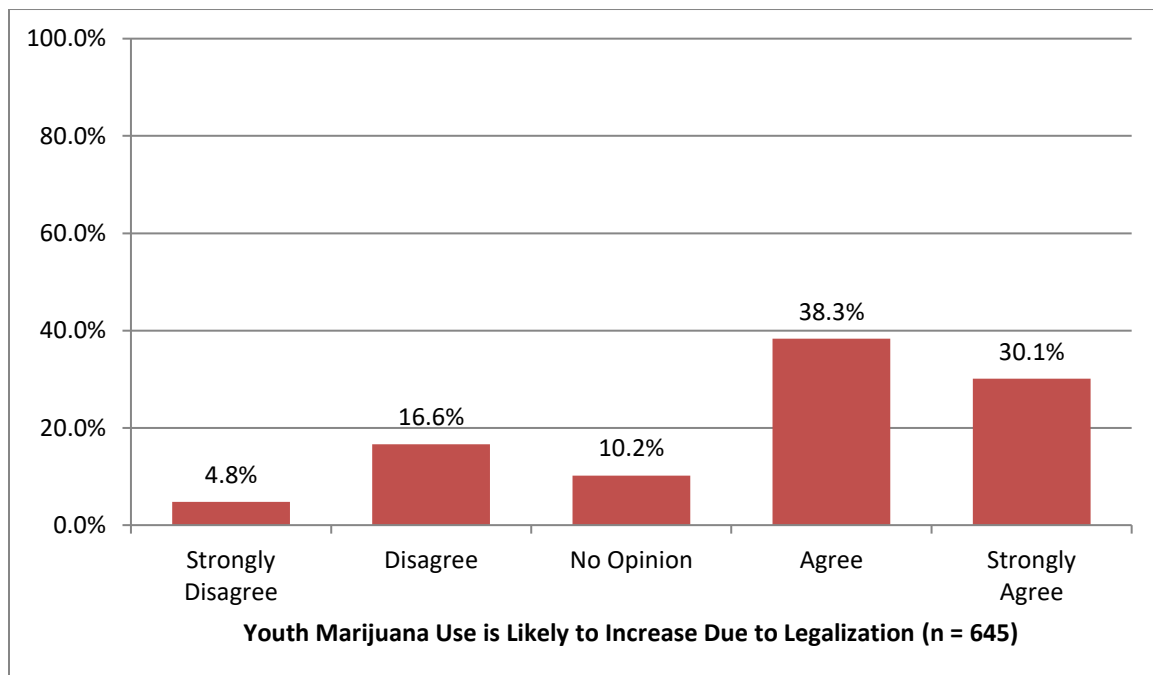
Age/Grade. The proportion of parents of middle school students who *agree* or *strongly agree* that legalization of marijuana for adults sends the wrong message to youth (58%) did not vary significantly from the proportion of high school parents who share this opinion (62%).

Trend [2017 Only]. This question was added to the survey for the first time in 2017.

A parallel question in the survey asked parents to rate their level of agreement or disagreement with the following statement, “I think youth marijuana use is likely to increase because of the recent changes to the recreational use law in Massachusetts.

As shown in Figure 10, two-thirds of respondents (68.4%) either *agree* or *strongly agree* that youth marijuana use is likely to increase because of the recent changes to the recreational use law in Massachusetts. Ten percent of respondents (10.2%) had no opinion on this issue and one-fifth (21.4%) disagreed with this statement.

Figure 12: Attitudes about New Massachusetts Marijuana Law – Youth Use



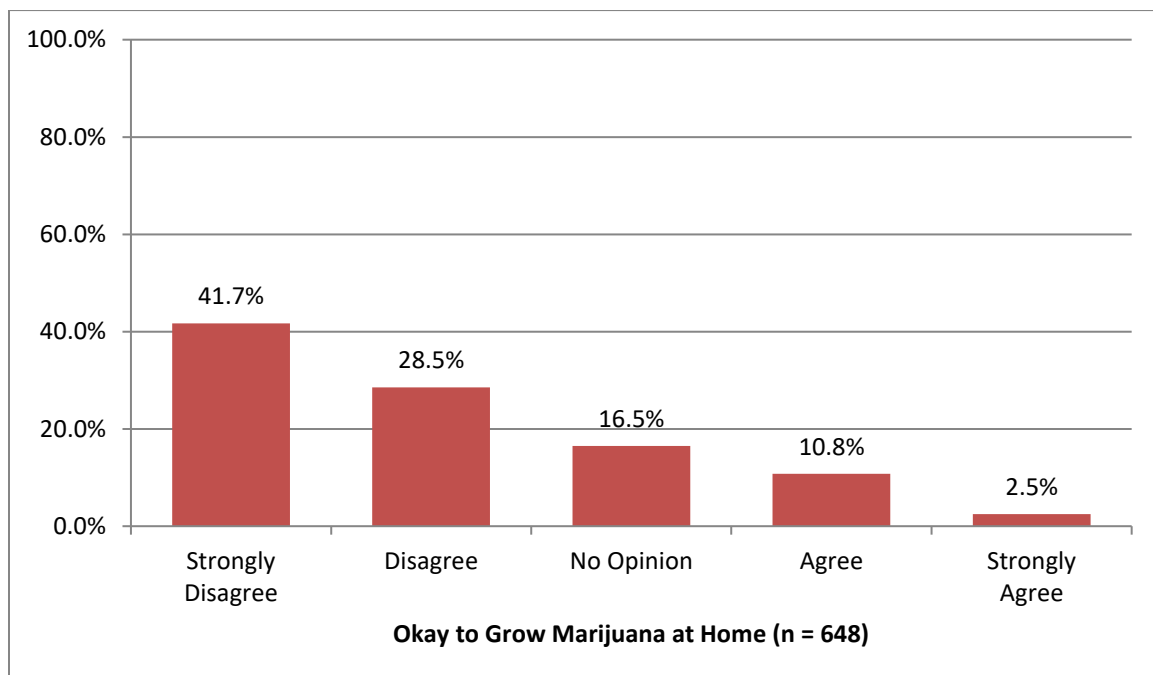
Age/Grade. The proportion of parents of middle school students who *agree* or *strongly agree* that youth marijuana use is likely to increase because of the recent changes to the recreational use law in Massachusetts (66%) did not vary significantly from the proportion of high school parents who share this opinion (70%).

Trend [2017 Only]. This question was added to the survey for the first time in 2017.

A final question in the series concerning attitudes about the new Massachusetts marijuana law asked parents to rate their level of agreement or disagreement with the following statement, “I think it is OK for adults in Needham (including myself and the parents of my child’s friends) to grow marijuana in their home).”

As shown in Figure 10, over two-thirds of respondents (70.2%) either *disagree* or *strongly disagree* that it is OK for adults in Needham to grown marijuana in their home. Seventeen percent of respondents (16.5%) had no opinion on this issue and 13.3% agreed with this statement.

Figure 13: Attitudes about New Massachusetts Marijuana Law – Okay to Grow



Age/Grade. The proportion of parents of middle school students who *disagree* or *strongly disagree* that it is okay for adults in Needham (including the respondent and the parents of their child’s friends) to grow marijuana in their home (68%) did not vary significantly from the proportion of high school parents who share this opinion (72%).

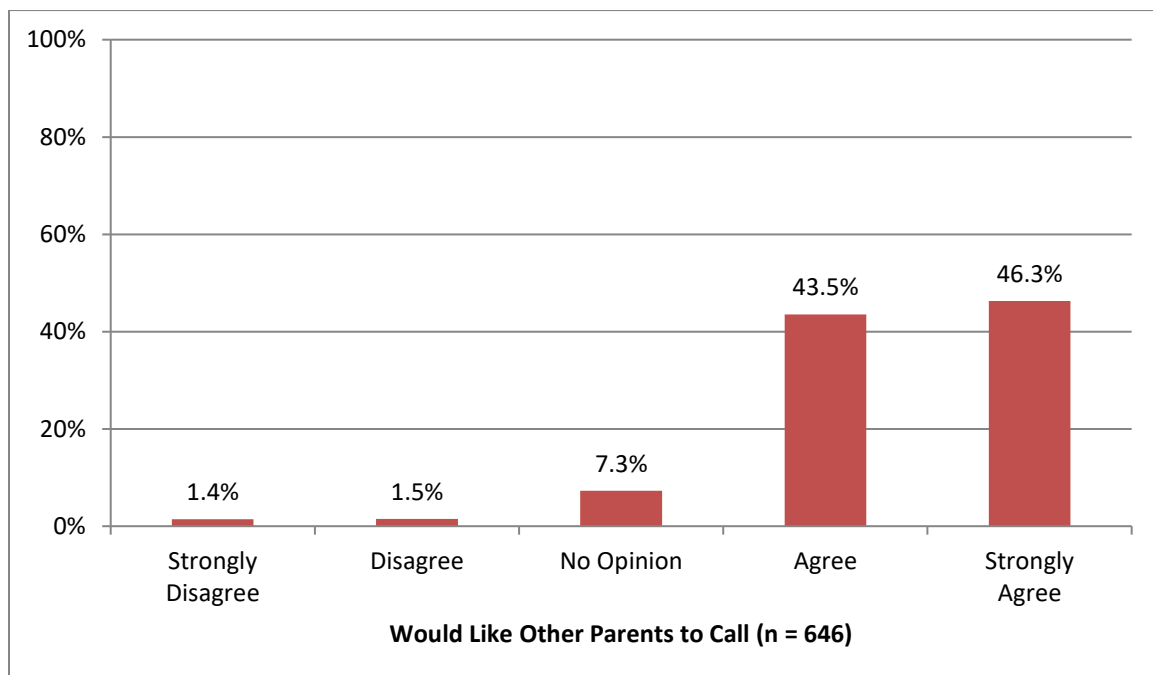
Trend [2017 Only]. This question was added to the survey for the first time in 2017.

Attitudes and Beliefs – Attitudes about Receiving Calls from Other Parents

Respondents were asked to rate their level of agreement with the following statement, “I would like other parents/guardians to call me to see if I will be home if their child is coming to my home for a social gathering

As shown in Figure 14, almost all parents (89.8%) either *agree* or *strongly agree* that they would like other parents to call to see whether an adult will be home if the other parent’s child is coming over for a social gathering. Seven percent of respondents (7.3%) had *no opinion*, 1.5% indicated that they *disagree*, and 1.4% reported that they *strongly disagree*.

Figure 14: Would Like to Receive Calls from Other Parents



Age/Grade. The proportion of parents of middle school students who *agree* or *strongly agree* that they would like to receive a call from other parents if other youth are coming to their house for a social gathering (93%) did not vary significantly from the proportion of high school parents who share this attitude (88%).

Trend [2011-2017]. This item did not vary significantly across the survey administrations – indicating no change in attitudes about wanting to be called over time.

Table 5: Trends in Attitudes About Receiving Calls from Other Parents

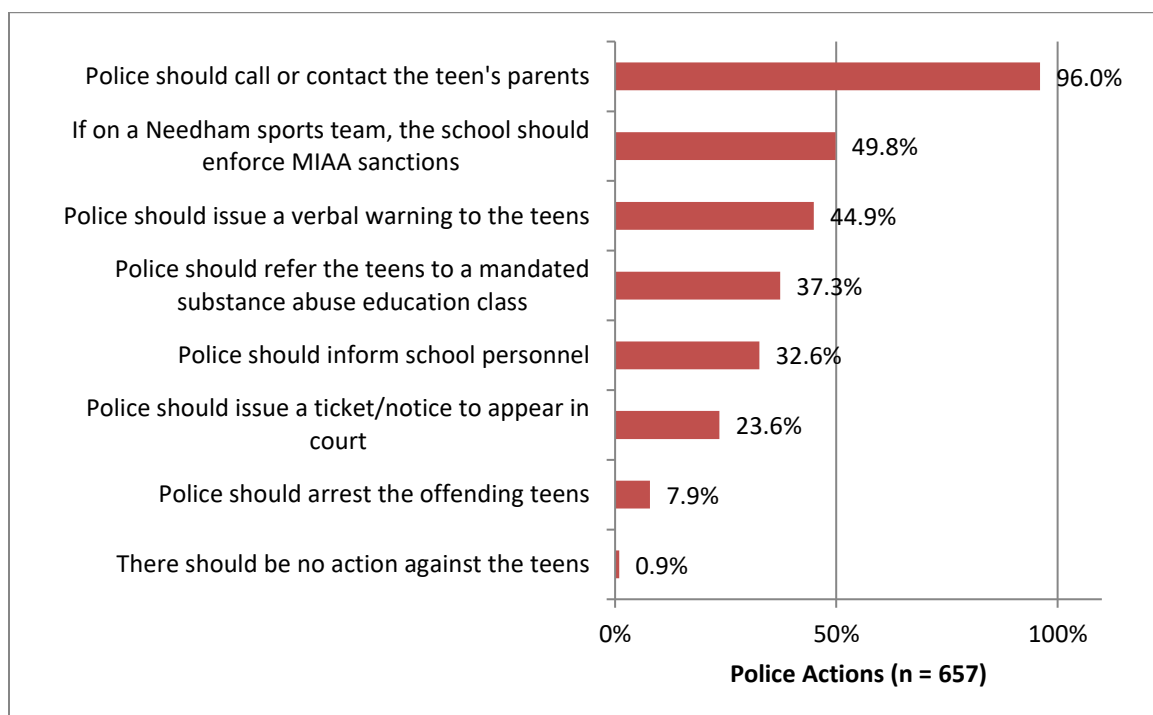
	2011	2013	2015	2017
Would Like Other Parents to Call Them	89.0%	90.2%	91.0%	89.8%

Attitudes and Beliefs – Police Involvement in Underage Drinking Situations

Respondents were asked to indicate what law enforcement action(s), if any, they would support if the police became aware that Needham teens were drinking alcohol.

As shown in Figure 15, almost all respondents (96.0%) think police should contact the teens' parents, half (49.8%) think the school should enforce MIAA sanctions if the student is on a Needham sports team, and 44.9% feel that the police should issue a verbal warning to the teens. Roughly one-third of respondents think that police should refer the teens to a mandated substance abuse education class (37.3%), think police should inform school personnel (32.6%), and 23.6% think police should issue a ticket/notice to appear in court. Only 7.9% think the police should arrest the teens and 0.9% think that there should be no action against the teens.

Figure 15: Action(s) Parents Would Support Teens Were Caught Drinking



Age/Grade. Parents of high school students were significantly more likely than parents of middle school students to report that the school should enforce MIAA sanctions (MS: 43%; HS: 53%), $\chi^2(1, N=657) = 6.438, p < .05$. None of the other actions varied significantly by the grade level of the respondent's child.

Trend [2011-2017]. The proportion of respondents endorsing each of these actions by police did not vary significantly from 2015 to 2017 – indicating no change in attitudes across these two years. Respondents to the 2015 and 2017 survey were more likely than respondents to the 2011 and 2013 survey to feel that police should issue a verbal warning to the teens. Respondents in 2013 were more likely than respondents in other years to feel that police should arrest the offending teens and that the school should enforce MIAA sanctions. As noted

in the introduction, these findings could be related to the fact that respondents of older children were over-represented in the 2013 survey.

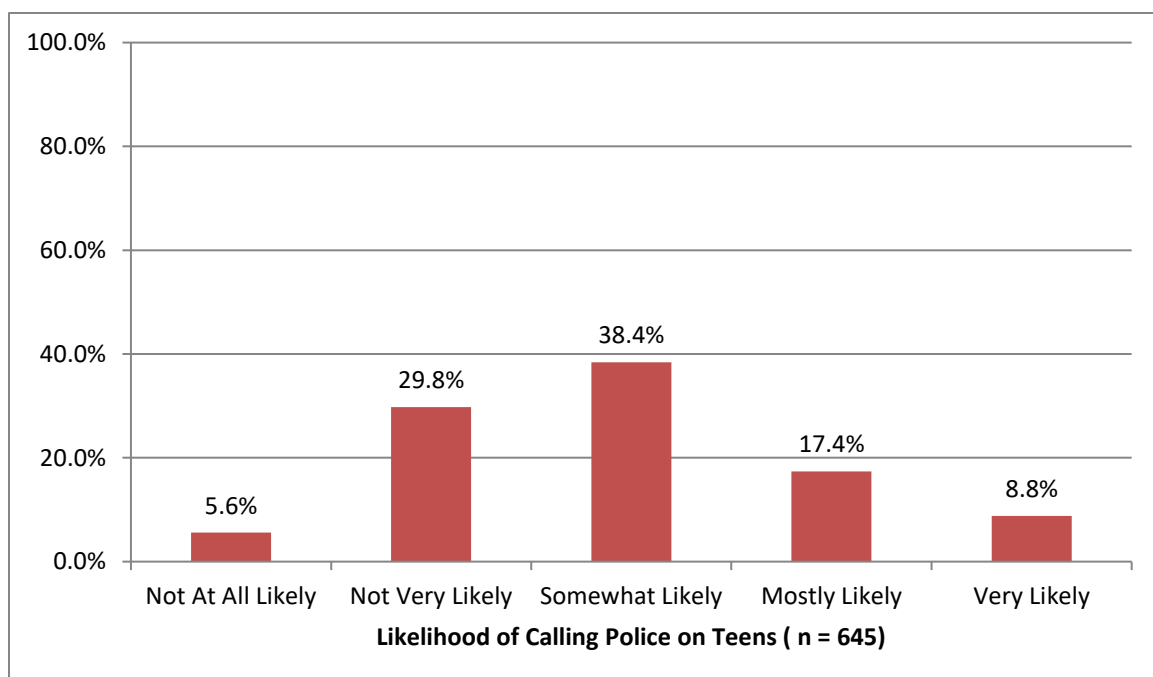
Table 6: Trends in Actions Parents Support if Teens Caught Drinking

Actions Parents Would Support...	2011	2013	2015	2017
There should be no action against the teens	0.2%	0.8%	0.9%	0.9%
Police should issue a verbal warning to the teens	37.8%	37.9%	46.3%*	44.9%*
Police should call or contact the teens' parents	95.0%	97.7%	96.2%	96.0%
Police should give ticket/notice to appear in court	24.8%	26.0%	21.5%	23.6%
Police should arrest the offending teens	9.0%	12.6%*	7.0%	7.9%
Police should inform school personnel	34.0%	30.0%	27.6%	32.6%
If on a Needham sports team, the school should enforce MIAA sanctions	56.3%	58.2%*	50.8%	49.8%
Police should refer the teens to a mandated substance abuse education class	39.4%	39.3%	33.6%	37.3%

* Denotes a statistically significant difference between this year and other years.

A new question in the 2017 survey asked respondents how likely they are to contact law enforcement if they witnessed or became aware of Needham teens drinking, using substances, or engaging in other illegal behaviors. As shown in Figure 16, only one-quarter of respondents (26.2%) indicated that they are *mostly* or *very likely* to contact law enforcement concerning teens drinking, using substances, or engaging in other illegal behaviors.

Figure 16: Likelihood of Contacting Police About Teens



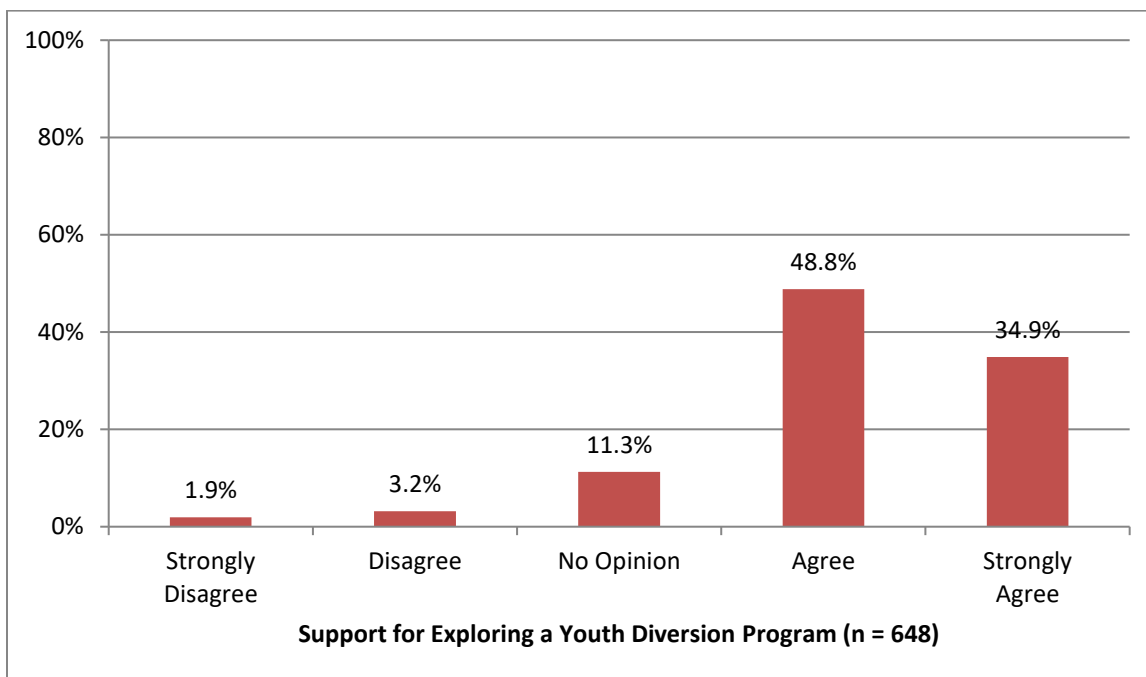
Age/Grade. Parents of middle school students were significantly more likely than parents of high school students to report that it is *mostly* or *very likely* that they would contact law enforcement (MS: 32%; HS: 23%), $\chi^2(1, N=645) = 6.104, p<.05$.

Trend [2017 Only]. This question was added to the survey for the first time in 2017.

Survey respondents were informed that some communities have a Youth Diversion Program as an alternative to processing youth 20 years of age and younger within the juvenile justice system. As part of these programs, youth caught using substances or engaging in other risky behaviors are assigned community service or some other type of restitution versus the incident appearing on their permanent record. Respondents were asked to rate their level of agreement with the following statement, “I believe that Needham should explore the use of a Youth Diversion Program as an alternative to traditional juvenile justice proceedings if Needham teens are caught drinking or using other substances.”

As shown in Figure 17, most respondents (83.7%) either *agree* or *strongly agree* that Needham should explore the use of a Youth Diversion Program.

Figure 17: Needham Should Explore a Youth Diversion Program



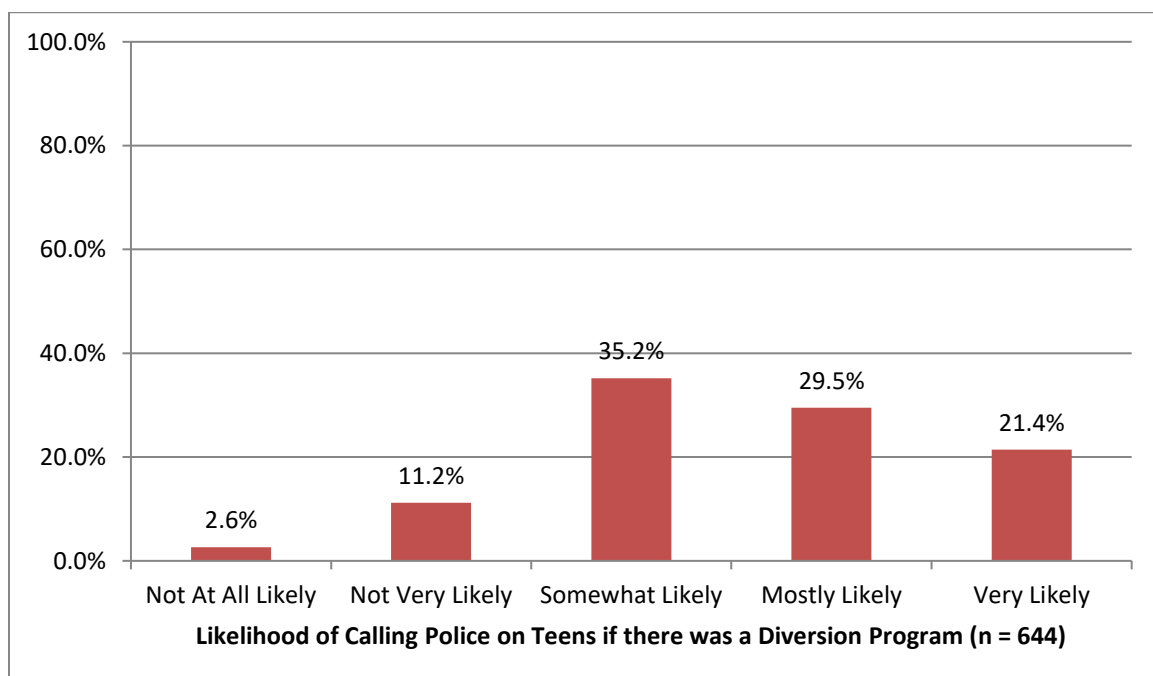
Age/Grade. Parents of middle school students and high school students did not vary significantly in the proportion who *agree* or *strongly agree* that Needham should explore the use of a Youth Diversion Program (MS: 86%; HS: 83%), $\chi^2(1, N=648) = 1.075, p=.317$.

Trend [2017 Only]. This question was added to the survey for the first time in 2017.

A follow-up question asked respondents how likely they would be to contact law enforcement if they witnessed or became aware of Needham teens drinking, using substances, or engaging in other illegal behaviors if Needham had a Youth Diversion Program. As shown in Figure 18, half of respondents (50.9%) indicated that they would be *mostly* or *very likely* to contact law enforcement concerning teens drinking, using substances, or engaging in other illegal behaviors if Needham had a Youth Diversion Program.

Respondents were significantly more likely to report that they would contact the police about teens engaged in drinking or other illegal behaviors if Needham had a Youth Diversion Program (mean = 3.56 out of 5.00) in comparison to the current state of affairs (mean = 2.94), $t(639) = 18.448$, $p < .001$.

Figure 18: Likelihood of Calling Police If Needham Had Diversion Program



Age/Grade. Parents of middle school students were significantly more likely than parents of high school students to report that it is *mostly* or *very likely* that they would contact law enforcement if Needham had a Youth Diversion Program (MS: 58%; HS: 47%), $\chi^2(1, N=644) = 6.133$, $p < .05$.

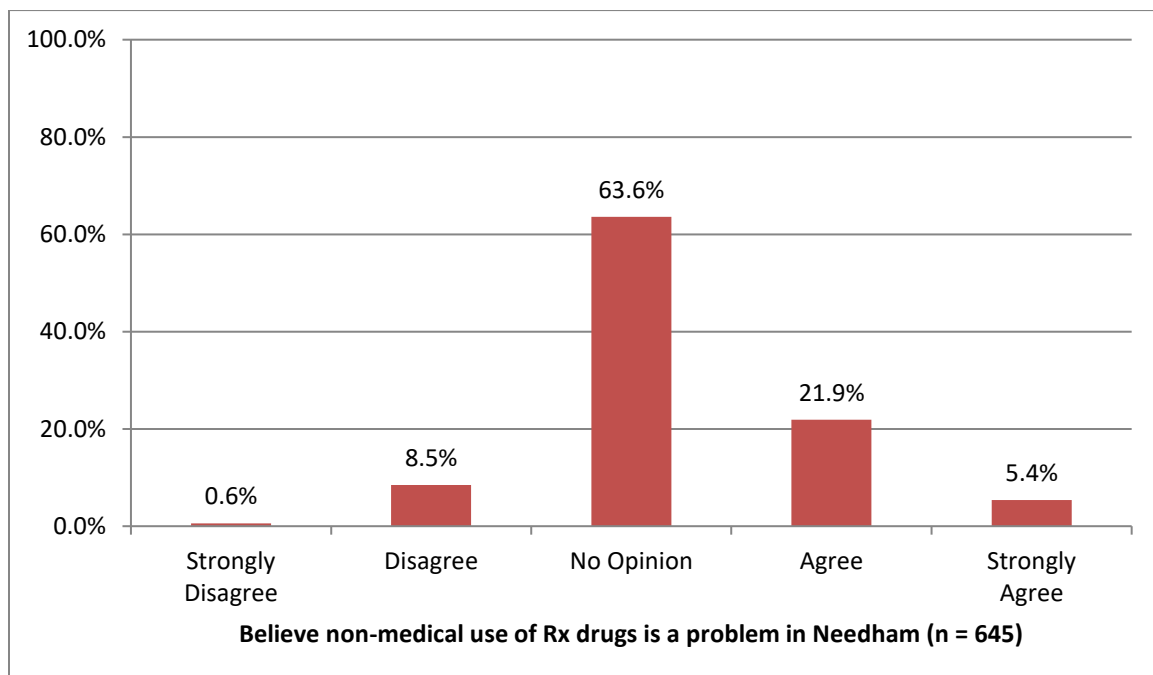
Trend [2017 Only]. This question was added to the survey for the first time in 2017.

Attitudes and Beliefs – Non-Medical Use of Prescription Drugs

In addition to questions about underage alcohol use and youth marijuana use, respondents were asked about non-medical use of prescription drugs. Respondents were asked to rate their level of agreement with the following item, “I believe the illegal use of prescription medications among youth is a problem in Needham.”

As shown in Figure 19, roughly one-quarter of respondents (27.3%) reported they *agree* or *strongly agree* that non-medical use of prescription drugs among youth in Needham is a problem. Almost two-thirds (63.6%) reported that they had *no opinion* on this issue.

Figure 19: Beliefs about Non-Medical Use of Prescription Drugs



Age/Grade. Parents of middle and high school students did not vary in the proportion who indicated that they *agree* or *strongly agree* that non-medical use of prescription drugs is a problem among youth in Needham (MS: 23%; HS: 29%), $\chi^2(1, N=645) = 2.547, p=.115$.

Trend [2011-2017]. This item did not vary significantly from 2015 to 2017 – indicating no change in attitudes across these two years. Respondents to the 2011 survey were more likely than respondents in other years to perceive this as a problem in Needham.

Table 7: Trends in Belief about Non-Medical Use of Prescription Drugs

	2011	2013	2015	2017
Non-Medical Use of Rx Drugs is a Problem Among Youth in Needham	39.6%*	32.6%	26.5%	27.3%

* Denotes a statistically significant difference between this year and other years.

Attitudes and Beliefs – Parental Disapproval of Youth Substance Use

A series of five questions assessed parental disapproval of youth substance use. As shown in Table 8, almost all respondents (97.5%) think it would be *very wrong* for their child to use prescription drugs not prescribed to them, 94.1% think it would be *very wrong* for their child to have 1 or 2 alcoholic drinks nearly every day, 76.4% think it would be *very wrong* for their child to smoke tobacco, 67.9% think it would be *very wrong* for their child to smoke marijuana, and 38.4% think it would be *very wrong* for their child to drink alcohol occasionally.

Table 8: Parental Disapproval of Youth Substance Use

	How wrong do you think it would be for your child to...				
	Not At All Wrong	A Little Bit Wrong	Wrong	Very Wrong	Mean (1-4)
Smoke tobacco (n=649)	0.0% (0)	2.2% (14)	21.4% (139)	76.4% (496)	3.74
Drink alcohol occasionally (n=646)	5.1% (33)	19.0% (123)	37.5% (242)	38.4% (248)	3.09
Have 1 or 2 alcoholic drinks nearly every day (n=649)	0.0% (0)	0.2% (1)	5.7% (37)	94.1% (611)	3.94
Smoke marijuana (n=647)	1.1% (7)	6.0% (39)	25.0% (162)	67.9% (4.9)	3.60
Use prescription drugs not prescribed to them (n=649)	0.0% (0)	0.0% (0)	2.5% (16)	97.5% (633)	3.98

Age/Grade. High school parents reported significantly lower levels of disapproval for youth occasionally drinking alcohol (MS mean: 3.37; HS mean: 2.95) and for youth using marijuana (MS mean: 3.71; HS mean: 3.54) than middle school parents.

Trend [2015-2017]. Several items in this set were asked in 2013, but the addition or deletion of items to this set alters the context in a manner than prevents comparisons over time. Parental disapproval of drinking alcohol occasionally and smoking marijuana both declined significantly between 2015 and 2017. The other items were consistent between the two years.

Table 9: Trends in Parental Disapproval of Youth Substance Use [Mean Scores]

How wrong do you think it would be for your child to...	2015	2017
Smoke tobacco	3.79	3.74
Drink alcohol occasionally	3.25	3.09*
Have 1 or 2 drinks of alcohol nearly every weekend	3.95	3.94
Smoke marijuana	3.74	3.60*
Use prescription drugs not prescribed to them	3.96	3.98

* Denotes a statistically significant difference between 2015 and 2017.

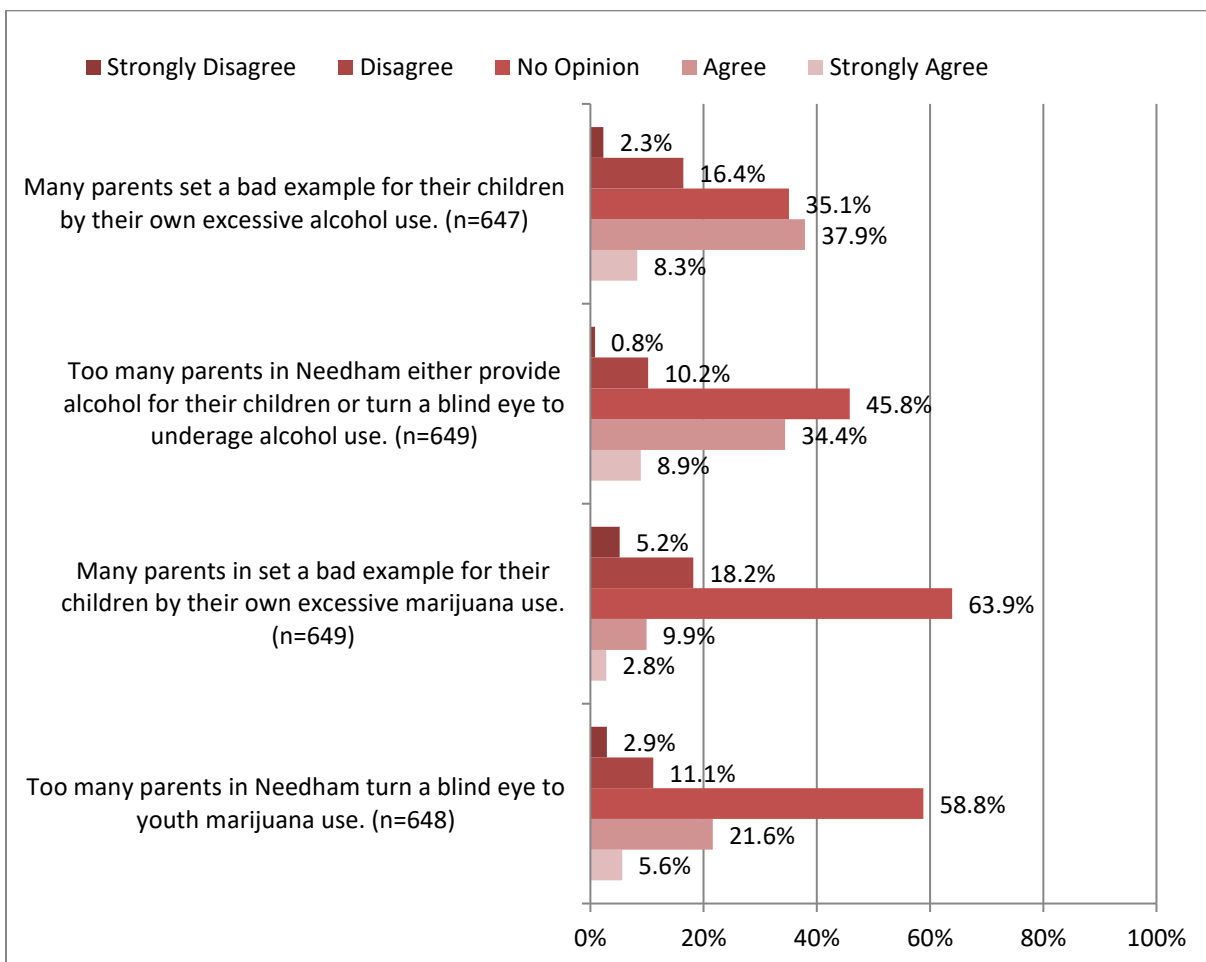
Attitudes and Beliefs – Beliefs about Community Substance Use Norms

Three questions examined parents' beliefs about community substance use norms.

Forty-six percent of respondents (46.2%) either *agree* or *strongly agree* that many parents set a bad example for their children by their own excessive alcohol use. Forty-three percent (43.3%) either *agree* or *strongly agree* that too many parents in Needham either provide alcohol for their children or turn a blind eye to underage alcohol use. Thirteen percent (12.7%) either *agree* or *strongly agree* that many parents set a bad example for their children by their own excessive marijuana use. Twenty-seven percent (27.2%) either *agree* or *strongly agree* that too many parents in Needham turn a blind eye to youth marijuana use.

As shown in Figure 20, in most cases, particularly for the two marijuana questions, the largest proportion of respondents indicated that they have *no opinion* on these issues.

Figure 20: Parent Beliefs about Community Substance Use Norms



Age/Grade. Parents of high school students were significantly more likely than parents of middle school students to *agree* or *strongly agree* that many parents in Needham set a bad example for their children by their own excessive alcohol use (MS: 40%; HS: 49%), feel that too many parents in Needham either provide alcohol for their children or turn a blind eye to underage alcohol use (MS: 30%; HS: 50%), and feel that too many parents in Needham turn a blind eye to youth marijuana use (MS: 14%; HS: 34%). Parents of middle and high school students did not vary significantly in their attitude that many parents in Needham set a bad example for their children by their own excessive marijuana use (MS: 10%; HS: 14%).

Trend [2011-2017]. The proportion of respondents who felt that many parents set a bad example for their children by their own excessive alcohol use and those who believe that too many parents in Needham turn a blind eye to youth marijuana use did not vary significantly from 2015 to 2017 – indicating no change across these two years.

There was a statistically significant increase between 2015 and 2017 in the percentage of parents who feel that too many parents in Needham either provide alcohol for their children or turn a blind eye to underage alcohol use. The long-term trend for this item indicates that the 2015 data point was the anomaly. The figure from 2017 was comparable to the figure that was observed in both 2011 and 2013.

Two of the items (belief that parents set a bad example by their own excessive alcohol use and belief that too many parents turn a blind eye to youth marijuana use) were both significantly higher in 2013 than in other years. As noted in the introduction, this finding is likely because respondents of older children were over-represented in the 2013 survey.

Table 10: Trends in Parent Beliefs about Community Substance Use Norms

	2011	2013	2015	2017
Many parents set a bad example for their children by their own excessive alcohol use.	41.6%	75.8%*	41.5%	46.2%
Too many parents in Needham either provide alcohol for their children or turn a blind eye to underage alcohol use.	41.6%	45.4%	33.8%*	43.3%
Many parents in set a bad example for their children by their own excessive marijuana use.	-	-	-	12.6%
Too many parents in Needham turn a blind eye to youth marijuana use.	31.7%	34.9%*	27.5%	27.2%

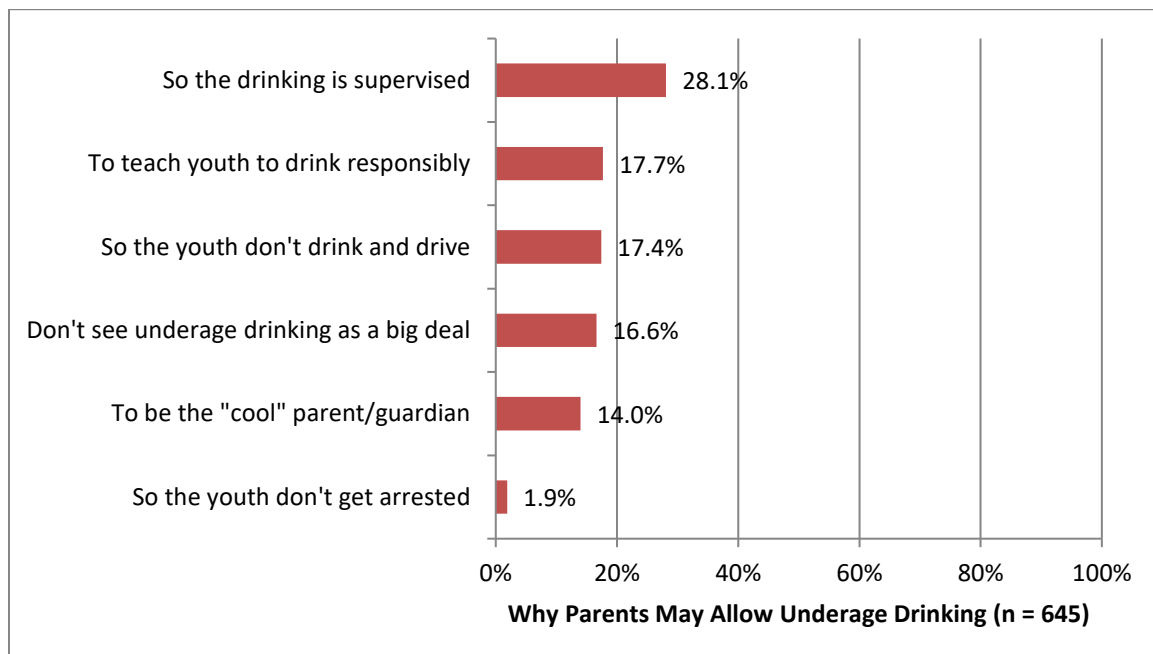
* Denotes a statistically significant difference between this year and other years.

Attitudes and Beliefs – Why Other Parents May Allow Underage Drinking

Respondents were asked to identify the *main* reason they think some parents may allow their own children and other children to drink alcohol in their home. As shown in Figure 21, respondents were most likely to believe that other parents may allow their and other children to drink alcohol in their home so the drinking is supervised (28.1%), to teach youth to drink responsibly (17.7%), so the youth don't drink and drive (17.4%), because these parents don't see underage drinking as being a big deal (16.6%), to be perceived as being the "cool" parent (14.0%), and so the youth don't get arrested (1.9%).

A sub-set of respondents thought it was for a different reason (5%). These respondents (n=28) felt that it was a combination of all the factors listed (11), indicated that they don't know why some parents allow this (6), feel that it is just poor judgment on the part of parents (4), feel that it may be due to the parents' own use (3), feel that it may be a cultural issue (2), and feel that it is to avoid conflict with their child (2).

Figure 21: Why Parents May Allow Underage Drinking



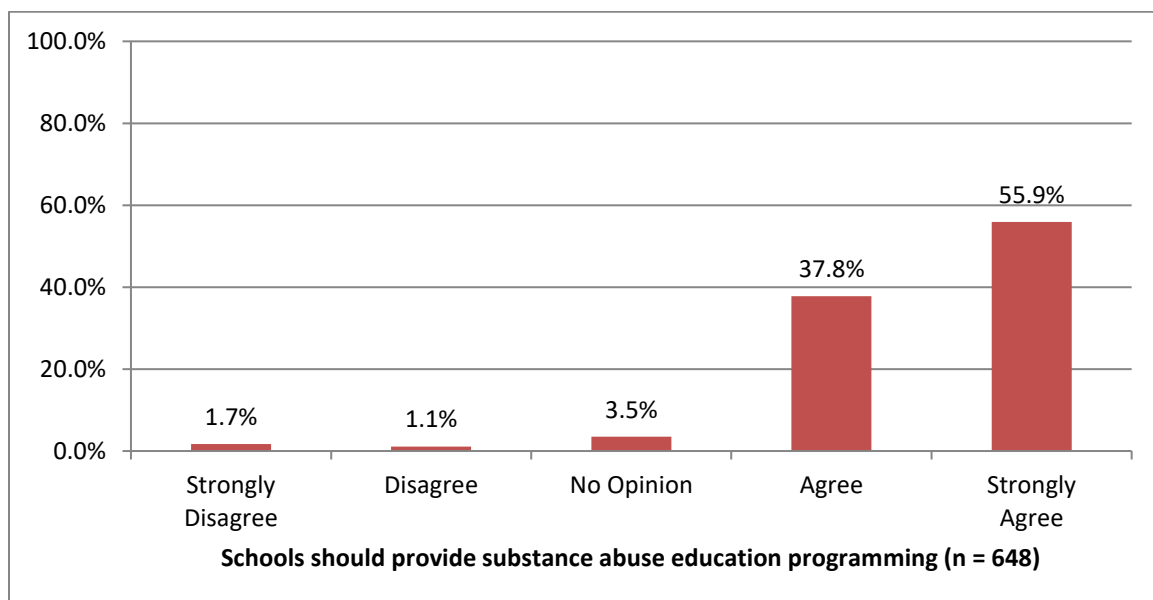
Age/Grade. The responses to this question did not vary significantly between parents of middle school and high school parents, $\chi^2(6, N=645) = 7.617, p=.268$.

Trend [2015-2017]. Respondents in 2017 were significantly less likely to think that the main reason was so the youth *don't drink and drive* (2015: 24%; 2017: 17%), and significantly more likely to believe that other parents may allow their and other children to drink alcohol in their home so the drinking is *supervised* (2015: 23%; 2017: 28%). None of the other response options varied significantly between 2015 and 2017.

Attitudes and Beliefs – School-Based Substance Abuse Prevention

Two questions assessed whether respondents feel that schools should provide substance abuse prevention programs and the grade(s) at which this content should be delivered. As shown in Figure 22, almost all respondents (93.7%) reported they *agree* or *strongly agree* that schools should provide education programs for students their child’s age that are designed to help prevent and reduce underage drinking and substance abuse.

Figure 22: School-Based Substance Abuse Prevention



Age/Grade. Parents of middle and high school students did not vary significantly in their response to this question (MS: 96%; HS: 93%), $\chi^2(1, N=648) = 3.080, p=.090$.

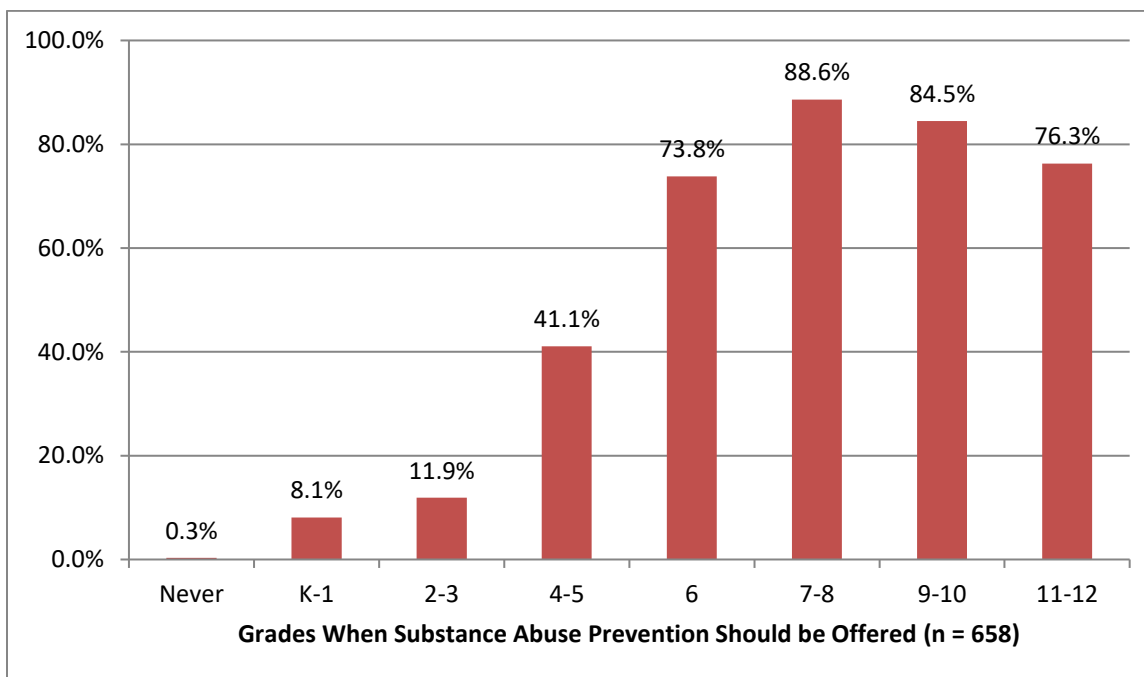
Trend [2011-2017]. The proportion of parents who believe that schools should provide education programs for students that are designed to help prevent and reduce underage drinking and substance abuse did not vary significantly by survey year – indicating no change in this attitude over time.

Table 11: Trends in Attitudes About Substance Abuse Prevention

	2011	2013	2015	2017
Agree or Strongly Agree That Schools Should Provide Substance Abuse Education	89.2%	93.2%	92.4%	93.7%

The second question in this part of the survey asked respondents to indicate the grade level(s) in which schools should provide evidence-based, age/developmentally appropriate substance abuse awareness and prevention curricula through health classes. As shown in Figure 23, respondents were most likely to indicate that prevention education should be offered in grades 6-12 – although almost half (41.1%) felt that it should also be offered in grades 4-5.

Figure 23: Grade(s) When Substance Abuse Prevention Should be Delivered



Trend [2013-2017]. The proportion of parents who believe that substance abuse prevention education should be offered in each grade did not vary significantly between 2015 and 2017 – indicating no change in attitudes in this area. The longer-term trend suggests that a growing number of parents each year believe substance abuse prevention education should be offered in each grade level.

Table 12: Trends in Grades When Substance Abuse Prevention Should Be Delivered

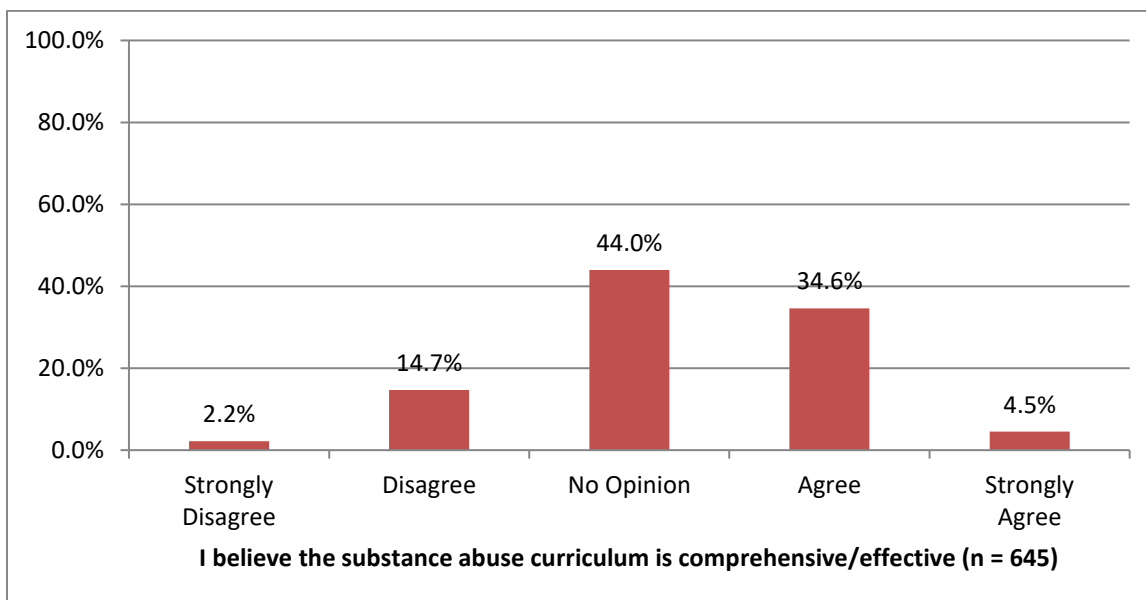
	2013	2015	2017
Never	0.7%	0.6%	0.3%
K-1	6.0%	4.9%	8.1%
Grades 2-3	9.5%	10.6%	11.9%
Grades 4-5	37.4%	36.0%	41.1%
Grade 6	68.9%	70.4%	73.8%
Grades 7-8	81.9%*	88.1%	88.6%
Grades 9-10	76.2%*	81.8%	84.5%
Grades 11-12	69.8%*	74.5%	76.3%

* Denotes a statistically significant difference between this year and other years.

A final question in the series asked parents to rate their level of agreement or disagreement with the following statement, “I believe that the substance abuse awareness and prevention curriculum in my child’s school is comprehensive and effective.”

As shown in Figure 24, the majority of respondents (44.0%) had *no opinion* on the extent to which the substance abuse prevention curriculum in their child’s school is comprehensive and effective. A total of 39.1% reported they *agree* or *strongly agree* that the curriculum is comprehensive and effective and 16.9% disagreed with this statement.

Figure 24: Substance Abuse Prevention Curriculum Effectiveness



Age/Grade. Parents of high school students were significantly more likely than parents of middle school students to report that the substance abuse awareness and prevention curriculum in their child’s school is comprehensive and effective (MS: 30%; HS: 44%), $\chi^2(1, N=645) = 11.237, p<.001$.

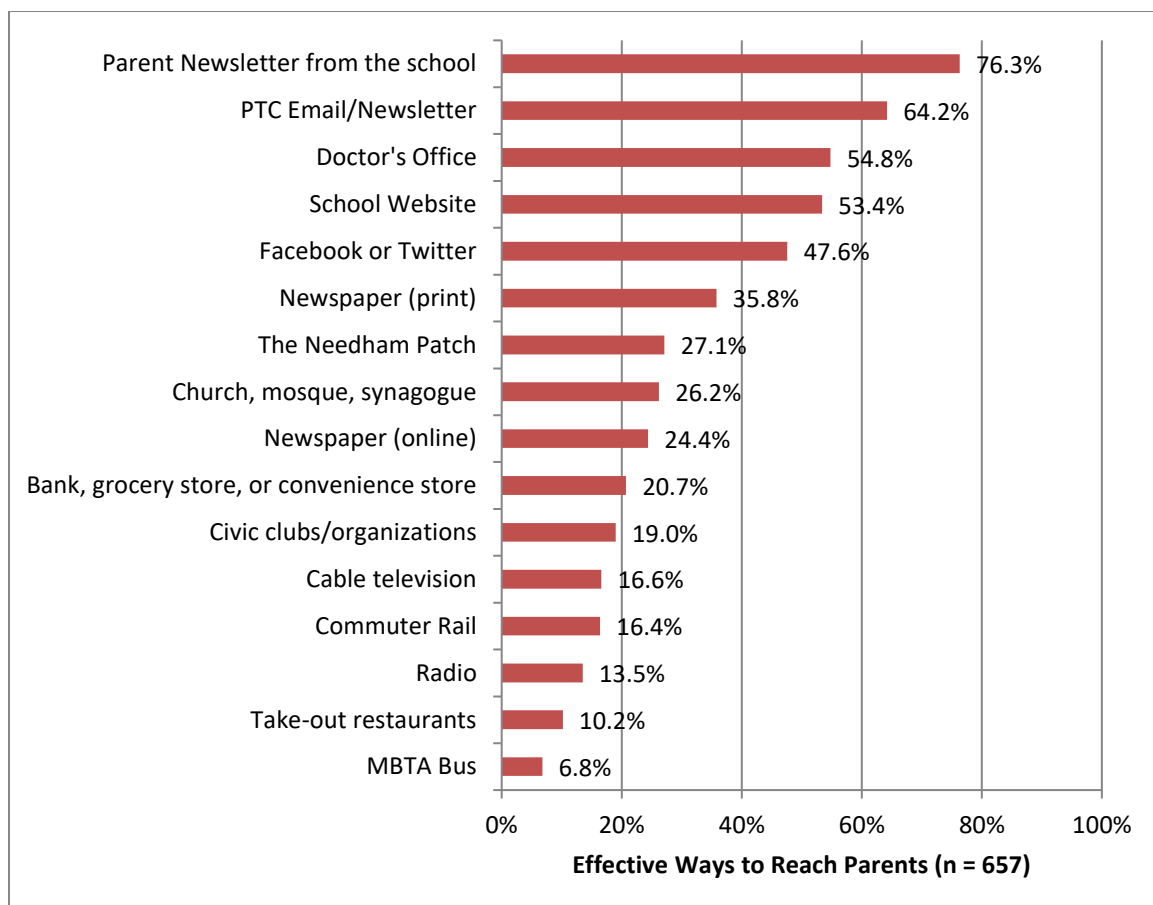
Trend [2017 Only]. This question was added to the survey for the first time in 2017.

Attitudes and Beliefs – Effective Ways/Places to Reach Parents

Respondents were provided with a list of 16 different options and were asked to identify what they feel are effective ways/places to reach Needham parents with prevention messages.

As shown in Figure 25, the largest proportions of respondents indicated that the most effective ways to reach Needham parents with prevention messages are through the parent newsletter from the school (76.3%), PTC Email/Newsletter (64.2%), doctor's offices (54.8%), the school website (53.4%), and Facebook or Twitter (47.6%).

Figure 25: Effective Ways/Places to Reach Parents



Age/Grade. There was some significant variation in the sources identified by parents based on the grade level of their oldest child. Parents of high school students were significantly more likely than parents of middle school students to identify church, mosque, or synagogue (MS: 21%; HS: 29%), doctor's office (MS: 47%; HS: 59%), print newspaper (MS: 29%; HS: 40%), and radio (MS: 10%; HS: 16%) as effective ways/places to reach Needham parents with prevention messages. Parents of middle school students were significantly more likely than parents of high school students to identify PTC Email/Newsletter (MS: 72%; HS: 60%).

Trend [2011-2017]. Parents were significantly more likely in 2017 than in prior years to report that Facebook/Twitter and radio are effective ways/places to reach parents with prevention messages. Parents were significantly less likely in 2017 than in prior years to report that print newspaper, the parent newsletter from the school, the PTC email/newsletter, and the school website are effective ways to reach parents with prevention messages.

Table 13: Trends in Effective Ways/Places to Reach Parents

	2011	2013	2015	2017
Bank, Grocery Store, or Convenience Store	21.3%	22.3%	23.6%	20.7%
Cable Television	14.5%	17.5%	14.9%	16.6%
Church, Mosque, or Synagogue	32.6%	29.8%	24.5%	26.2%
Doctor's Office	47.1%	54.2%	57.4%	54.8%
Civic Clubs/Organizations	23.3%	20.8%	20.2%	19.0%
Facebook or Twitter	26.5%	29.9%	36.7%	47.6%*
Commuter Rail	11.0%	13.0%	14.9%	16.4%
MBTA Bus	4.4%	6.1%	6.7%	6.8%
Newspaper (online)	27.2%	34.8%	29.0%	24.4%
Newspaper (print)	60.0%	55.2%	46.4%	35.8%*
The Needham Patch	15.7%	32.2%	25.1%	27.1%
Parent Newsletter from the School	78.4%	82.4%	82.6%	76.3%*
PTC Email/Newsletter	75.2%	66.3%	73.0%	64.2%*
Radio	7.8%	11.6%	9.1%	13.5%*
School Website	66.4%	66.1%	61.6%	53.4%*
Take-Out Restaurants	10.8%	11.4%	10.5%	10.2%

* Denotes a statistically significant difference between this year and prior years.

FINDINGS – PERCEPTIONS OF SUBSTANCE USE

A series of 5 multi-part items in the survey asked about respondents' *perceptions* of what occurs in Needham around underage drinking, youth substance use, and related issues.

Perceptions – Parent Perception of Substance Use and Related Issues

Parents were asked to estimate the percentage of Needham students in 6-8th grade and 9-12th grade who engage in substance use and related issues. Respondents were only asked to estimate use among the age group of their oldest child (i.e., parents of 6-8th graders estimated use for 6-8th graders and parents of 9-12th graders estimated use among 9-12th graders).

Table 14 shows parents' average estimate of how many 6-8th graders engaged in each of these behaviors and the actual percentage of 7-8th graders who reported engaging in these behaviors in the 2016 MetroWest Adolescent Health Survey conducted in the Needham Public Schools. Similarly, the table shows parents' estimate of these behaviors among 9-12th graders and actual data from the MetroWest survey for this age group. Parents over-estimated the occurrence of each of these behaviors for which comparative data are available.

Table 14: Parent Perception of Substance Use and Related Issues

Estimate % of Needham Students Who...	6-8 th Grade (Estimate)	7-8 th Grade (Actual 2016)	9 th -12 th Grade (Estimate)	9 th -12 th Grade (Actual 2016)
Current Alcohol Use	19.0%	1.9%	49.0%	31.5%
Binge Alcohol Use	8.5%	0.5%	26.1%	19.4%
Rode with Driver Who Drank	18.5%	N/A	21.5%	13.7%
Current Marijuana Use	11.6%	0.7%	37.3%	16.1%
Ever Misused Rx Drugs	9.7%	0.7%	19.8%	4.5%

Note. There are several important limitations to this set of analyses.

The MetroWest Adolescent Health Survey took place during October-November 2016 and the parent survey took place during May-June 2017. Given that use of substances tends to increase with age, actual use may have been slightly higher during the time when parents took part in the survey. This difference may over-exaggerate the gap between actual and perceived use (i.e., the gap between estimated and actual may be smaller than it appears).

On the opposite side, parents of 6th-8th graders were asked to estimate these behaviors among 6-8th graders but the MetroWest Adolescent Health Survey only surveys 7th-8th graders in this age group. Had the parent survey asked respondents to only estimate use among 7th-8th graders (excluding 6th graders), their estimates may have been higher (i.e., the gap between estimated and actual may be larger than it appears).

Perceptions – Parent Perception of Other Parents’ Attitudes and Behaviors

Parents were asked to estimate the percentage of parents at their child’s school who they think have certain attitudes and engage in certain behaviors. Since respondents were asked about parents at their child’s school, these data are presented separately for parents whose oldest child is in 6-8th grade and parents whose oldest child is in 9-12th grade.

As shown in Table 15, respondents whose oldest child is in 6-8th grade think that 15.8% of other 6-8th grade parents knowingly allow their child to attend parties where underage drinking occurs, think that 13.4% of other 6-8th grade parents knowingly allow their child to attend parties where marijuana use occurs, think that 29.5% of other 6-8th grade parents call to make sure a parent will be present before allowing their child to go to another home for a social gathering, and think that 48.0% of other 6-8th grade parents would like to receive a call (from other parents) if their own child is hosting a social gathering.

Respondents whose oldest child is in 9-12th grade think that 40.2% of other 9-12th grade parents knowingly allow their child to attend parties where underage drinking occurs, think that 30.8% of other 9-12th grade parents knowingly allow their child to attend parties where marijuana use occurs, think that 19.8% of other 9-12th grade parents call to make sure a parent will be present before allowing their child to go to another home for a social gathering, and think that 42.0% of other 9-12th grade parents would like to receive a call (from other parents) if their own child is hosting a social gathering.

Table 15: Parent Perception of Other Parents’ Attitudes and Behaviors

What % of PARENTS at your child’s school do you think...	Parents of 6-8 th Graders Estimate of Other 6-8 th Grade Parents	Parents of 9-12 th Graders Estimate of Other 9-12 th Grade Parents
Knowingly allow their children to attend parties where underage drinking occurs?	15.8%	40.2%
Knowingly allow their child to attend parties where marijuana use occurs?	13.4%	30.8%
Call to make sure that a parent is home before they allow their child to go to another home for a social gathering?	29.5%	19.8%
Want to receive a call (from other parents) if their own child is hosting a social gathering?	48.0%	42.0%

FINDINGS –SUBSTANCE USE PREVENTION BEHAVIORS

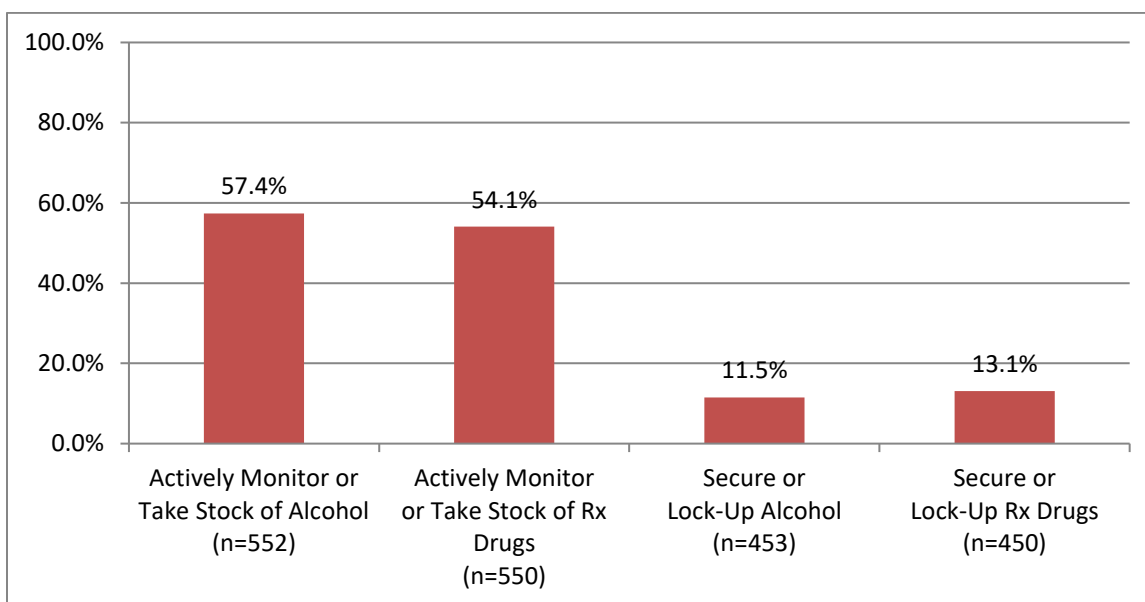
The final set of 15 questions assessed parents' behaviors associated with preventing underage drinking and youth substance use.

Behaviors – Means Restriction

Four questions in the survey examined the extent to which parents: (a) actively monitor or take stock of any alcohol or prescription medications present in their home and (b) secure or lock-up any alcohol or prescription medications present in their home.

Ninety-three percent (93%) of respondents indicated that they keep alcohol in their home and 76% reported that there are prescription medications in their home. As shown in Figure 26, among respondents who keep alcohol in their home, 57.4% report that they actively monitor or take stock of the alcohol and 11.5% secure or lock-up the alcohol. Among respondents who have prescription drugs in their home, 54.1% report that they actively monitor or take stock of the prescription drugs and 13.1% secure or lock-up the prescription drugs.

Figure 26: Alcohol and Prescription Drug Means Restriction Efforts



Age/Grade. Parents of high school students were significantly more likely than parents of middle school students to report that they actively monitor or take stock of alcohol in their home (MS: 45%; HS: 64%), that they secure or lock-up alcohol in their home (MS: 7%; HS: 14%), and that they actively monitor or take stock of prescription medications in their home (MS: 46%; HS: 58%). Reports of securing or locking-up prescription medications in the home did not vary significantly by the grade level of the respondent's oldest child (MS: 11%; HS: 14%).

Trend [2011-2017]. Parents did not vary significantly between 2011 and 2017 in their propensity to monitor alcohol or prescription drugs present in the home or to report locking-up any alcohol or prescription drugs present in the home.

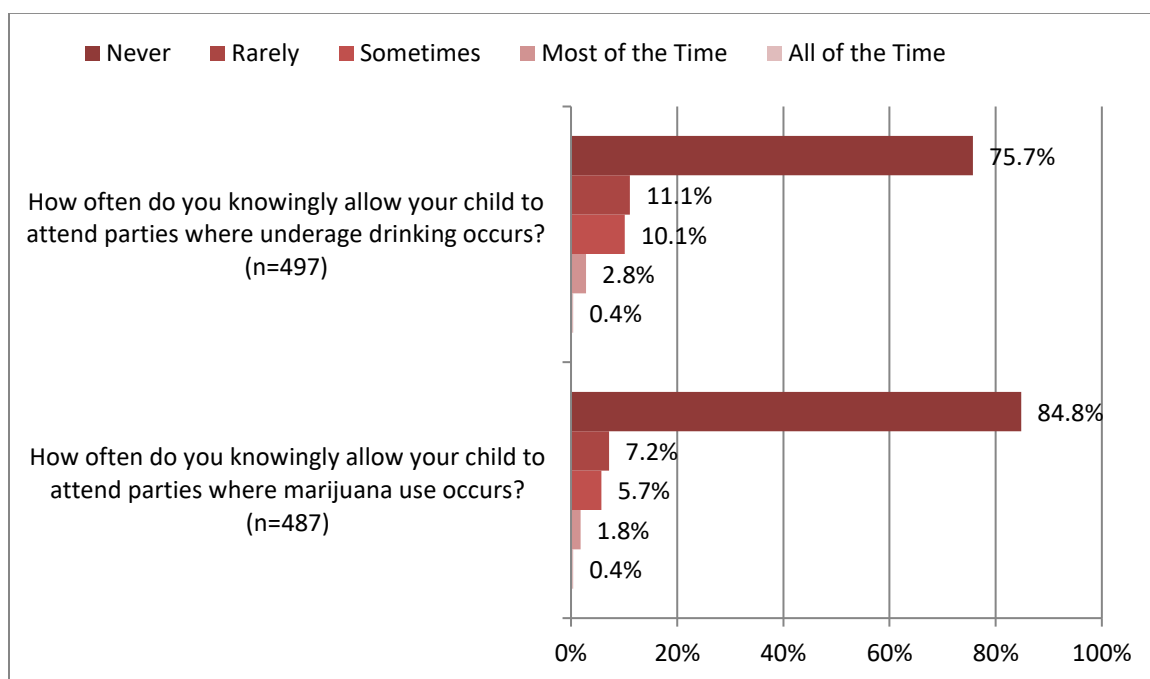
Table 16: Trends in Alcohol and Prescription Drug Means Restriction Efforts

	2011	2013	2015	2017
Actively Monitor or Take Stock of Any Alcohol Present in the Home	55.0%	61.5%	58.6%	57.4%
Secure or Lock-Up Any Alcohol Present in the Home	13.9%	12.8%	11.6%	11.5%
Actively Monitor or Take Stock of Any Prescription Medication in the Home	56.8%	55.3%	53.5%	54.1%
Secure or Lock-Up Any Prescription Medication Present in the Home	13.5%	16.2%	11.8%	13.1%

Behaviors – Parties and Gatherings

Two questions in the survey asked about parents knowingly allowing their child to attend parties. As shown in Figure 27, one-quarter of respondents (24.4%) have knowingly allowed their child to attend parties where underage drinking likely occurs and 15.1% have knowingly allowed their child to attend parties where marijuana use likely occurs.

Figure 27: Parties and Gatherings



Age/Grade. Parents of high school students were significantly more likely than parents of middle school students to report that they have knowingly allowed their child to attend parties

where underage drinking likely occurs (MS: 1%; HS: 34%) and to attend parties where marijuana use likely occurs (MS: 1%; HS: 24%).

Trend [2013-2017]. Parents did not vary significantly between 2013 and 2017 in their propensity to knowingly allow their children to attend parties where underage drinking or marijuana use likely occur. These items were not asked in the 2011 survey.

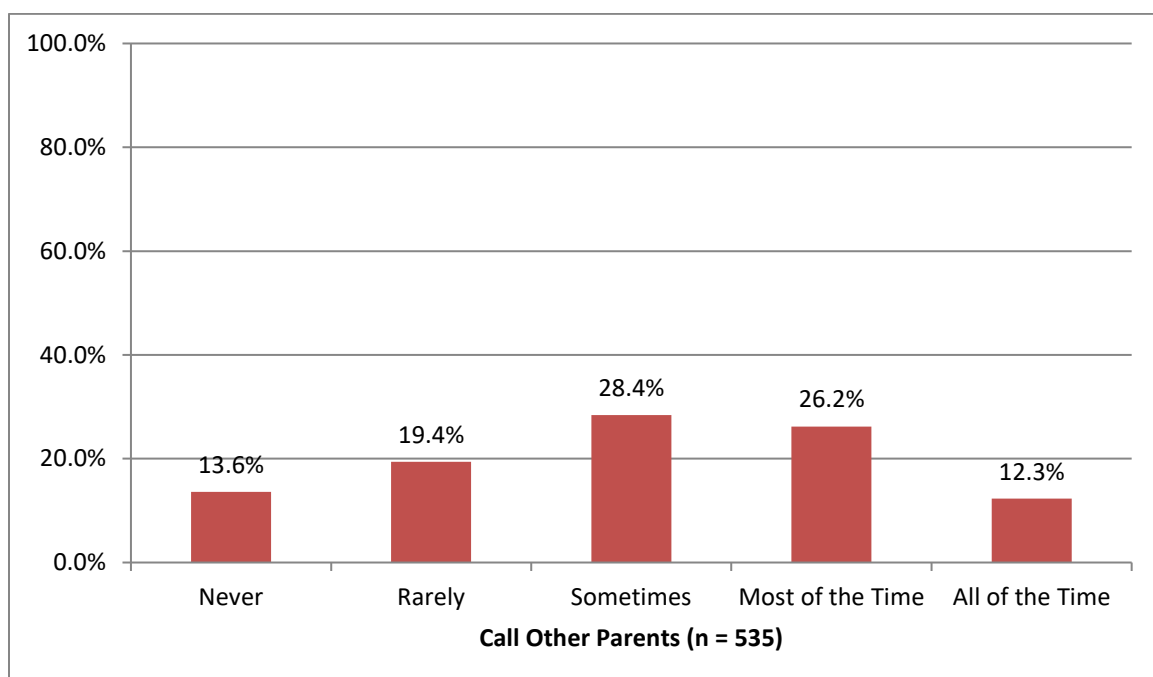
Table 17: Trends in Parties and Gatherings

	2013	2015	2017
Knowingly Allowed Child to Attend Underage Drinking Party At least Once	22.0%	18.1%	24.3%
Knowingly Allowed Child to Attend Party with Marijuana At Least Once	15.3%	12.0%	15.2%

Behaviors – Calling Other Parents

Another item in the survey assessed the frequency of parents calling other parents prior to allowing their child to attend a social gathering. This question asked, “How often do you call other parents to make sure they will be home before you allow your child to go to their house for a social gathering?” Over one-third of respondents (38.5%) reported that they call other parents either *most of the time* or *all of the time* to make sure a parent will be home.

Figure 28: Frequency of Calling Other Parents



Age/Grade. Parents of middle school students were significantly more likely than parents of high school students to report that called other parents *most of the time* or *all of the time* prior to letting their child attend a social gathering (MS: 57%; HS: 30%).

Trend [2013-2017]. Parents did not vary significantly between 2013 and 2017 in their reports of calling other parents prior to letting their child attend a social gathering.

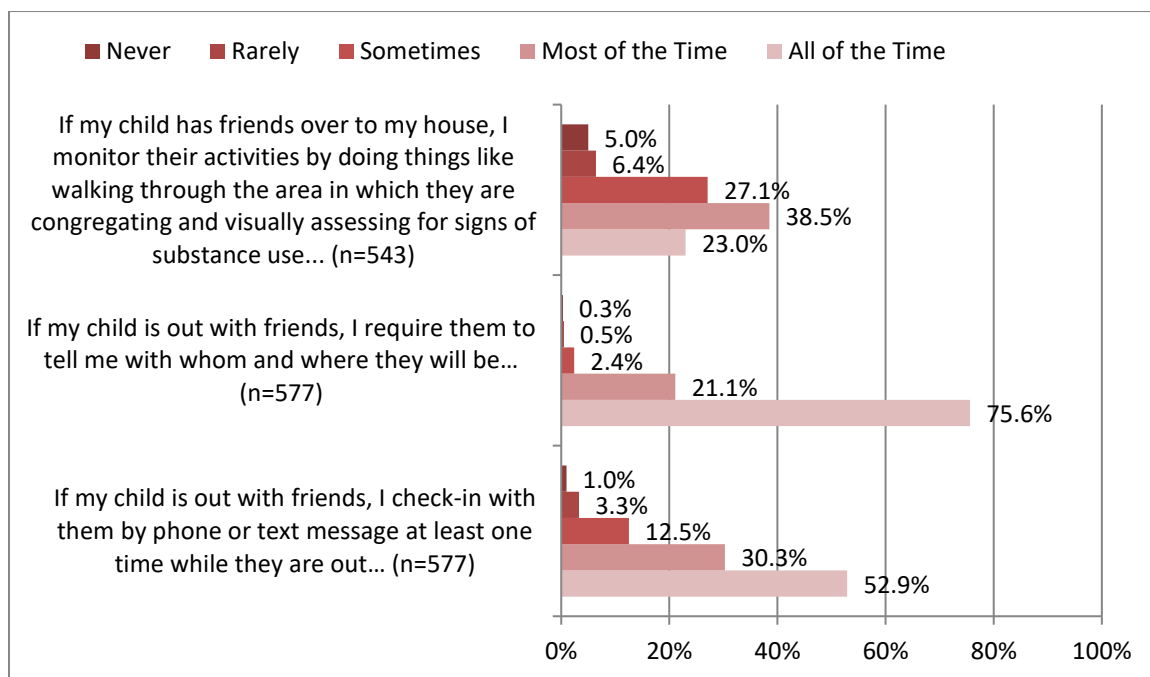
Table 18: Trends in Frequency of Calling Other Parents

	2013	2015	2017
Report Calling Other Parents Most or All of the Time Before Letting Child Attend Gathering	38.1%	42.9%	38.5%

Behaviors – Parental Monitoring (While Child is with Friends)

Respondents were asked three questions related to parental monitoring when their child is engaged in a social activity with friends. As shown in Figure 29, close to two-thirds of parents (61.5%) reported that they monitor the activity of their child and his/her friends by walking through the area in which they are congregating and visually assessing for signs of substance use either *most of the time* or *all of the time* when their child has friends over the house. Almost all of the respondents (96.7%) reported that they require their child to tell them with whom and where they will be either *most of the time* or *all of the time* if they are out with friends. The majority of respondents (83.2%) reported that they check-in with their child by phone or text message either *most of the time* or *all of the time* while they are out with friends.

Figure 29: Parental Monitoring (While Child is with Friends)



Age/Grade. Parents did not differ significantly in their reports of monitoring the activity of their child and his/her friends (MS: 57%; HS: 64%), requiring their child to tell them with whom and where they will be when they are out with friends (MS: 98%; HS: 96%), or checking-in with their child by phone or text message at least once time while they are out (MS: 87%; HS: 81%).

Trend [2013-2017]. Parents did not vary significantly between 2013 and 2017 in their reports of monitoring.

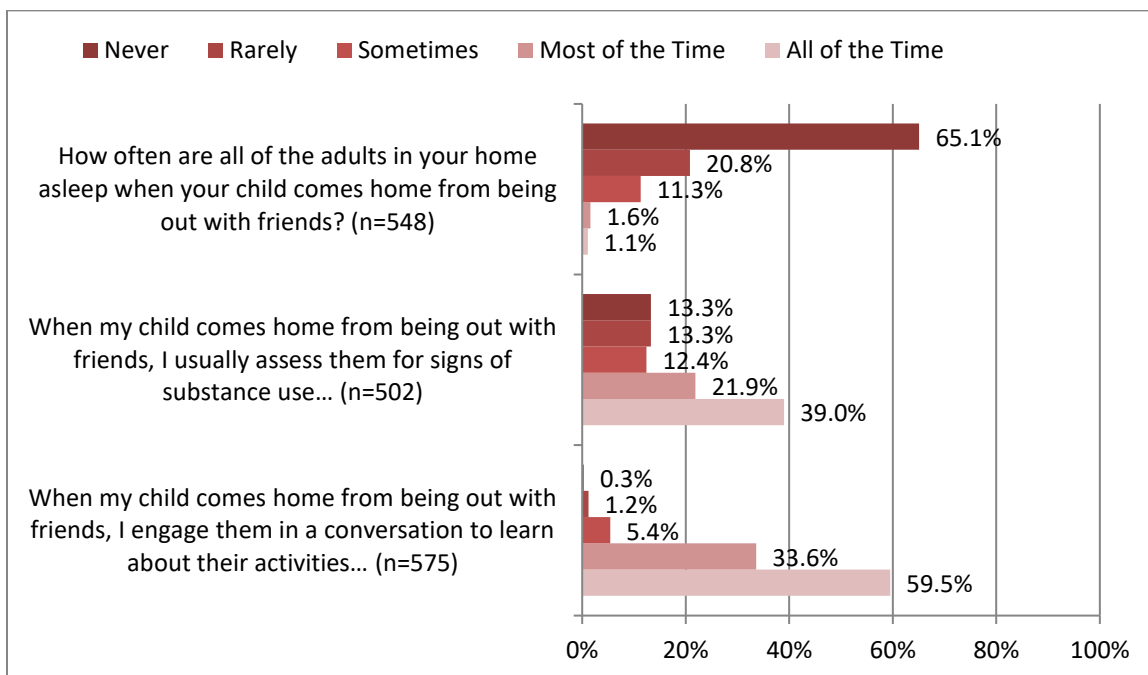
Table 19: Trends in Parental Monitoring (While Child is with Friends)

	2013	2015	2017
Monitor Activity When Child Has Friends Over	66.1%	66.0%	61.5%
Require Child to Reveal Location and Companions	96.9%	97.5%	96.7%
Check-In with Child by Phone or Text	81.1%	81.2%	83.2%

Behaviors – Parental Monitoring (After Child is Out with Friends)

A second series of questions asked respondents about parental monitoring behavior after their child returns home from being out with friends. As shown in Figure 30, only 2.7% of parents reported that they are asleep either *most of the time* or *all of the time* when their child returns home from being out with friends. Over half of parents (61.0%) report that they visually assess their child for signs of substance use (e.g., bloodshot eyes, pupil dilation, coherence of speech, physical coordination, odor). Almost all respondents (93.0%) report that they engage their child in a conversation to learn about their activities when their child returns home from being out.

Figure 30: Parental Monitoring (After Child is Out with Friends)



Age/Grade. Parents did not vary significantly in their reports of engaging their child in a conversation when they return home from being out with friends to learn about their activities (MS: 95.3%; HS: 91.9%). Parents of high school children were significantly more likely than parents of middle school children to report visually assessing their child for signs of substance use (MS: 42.6%; HS: 68.1%) and to report being asleep when their child returns home (MS: 0.6%; HS: 3.7%).

Trend [2013-2017]. Parents did not vary significantly between 2013 and 2017 in their reports of parental monitoring after their child returns home from being out with friends.

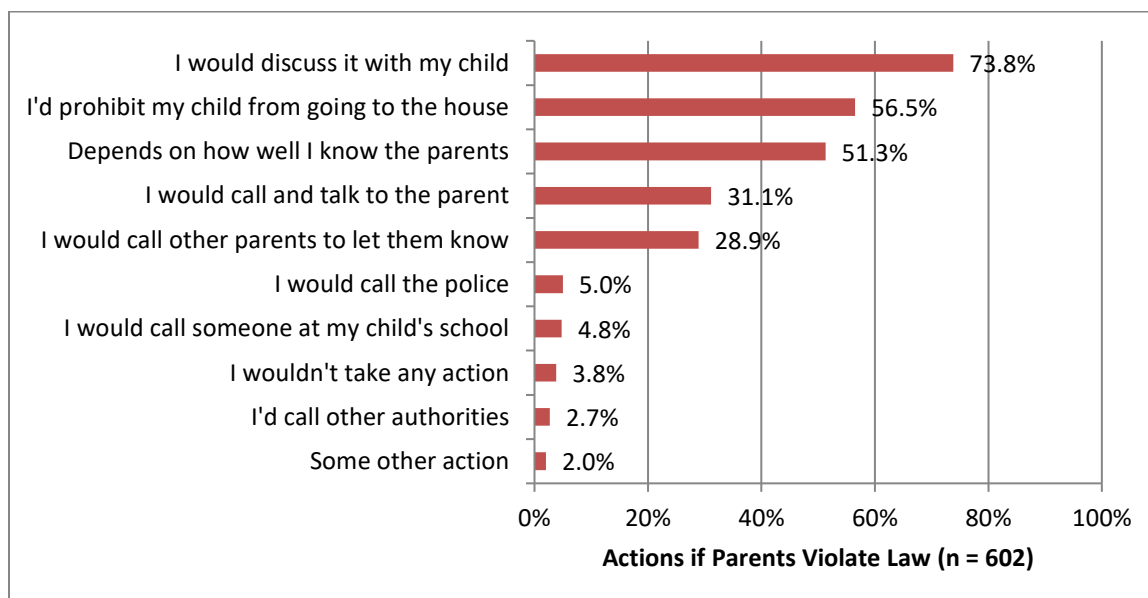
Table 20: Trends in Parental Monitoring (After Child is Out with Friends)

	2013	2015	2017
All Adults Are Asleep When Child Returns	3.2%	1.7%	2.7%
Visually Assess Child for Signs of Substance Use	57.7%	60.7%	61.0%
Engage Child in Conversation About Activities	90.2%	92.6%	93.0%

Behaviors – Actions Supported if Parents Violating Underage Drinking Laws

Respondents were asked what they would do, if anything, if they learned that another parent of a child at their child’s school was allowing teens to drink at their home. As shown in Figure 31, parents were most likely to report that they would discuss it with their child (73.8%), prohibit their child from going to that house (56.5%), the action(s) they would take depends on how well they know the other parents (51.3%), call and talk to the other parent (31.1%), and/or call other parents to let them know (28.9%). Few indicated that they would call the police, call the school, or call other authorities. Only 3.8% reported that they wouldn’t take any action.

Figure 31: Action(s) if Parents Violate Underage Drinking Laws



Age/Grade. Parents of middle and high school children were largely similar in their reports of actions that they would take if other parents were allowing youth to drink alcohol. Only two responses varied significantly by the age/grade of the respondents' oldest child. Parents of middle grades children were significantly more likely than parents of high school children to report that they would call other parents or guardians to let them know (MS: 34.5%; HS: 26.0%) and to prohibit their child from going to that house (MS: 67.5%; HS: 50.8%).

Trend [2015-2017]. Parents did not vary significantly between 2015 and 2017 in their reports of actions they would take if other parents were allowing youth to drink alcohol.

Table 21: Trends in Actions if Parents Violate Law

	2015	2017
I would discuss it with my child	76.5%	73.8%
I'd prohibit my child from going to the house	59.6%	56.5%
Depends on how well I know the parents	48.1%	51.3%
I would call and talk to the parent	34.0%	31.1%
I would call other parents to let them know	30.0%	28.9%
I would call the police	5.6%	5.0%
I would call someone at my child's school	4.9%	4.8%
I wouldn't take any action	2.0%	3.8%
I'd call other authorities	4.9%	2.7%
Some other action	1.6%	2.0%

FINDINGS – POSITIVE ALTERNATIVE ACTIVITIES

Respondents were asked to indicate what, if any, additional services, activities, or programs they would like to see in Needham to provide youth with *positive alternatives* to engaging in substance use.

Fifty-four (54) of the respondents to the survey provided recommendations for positive alternatives to engaging in substance use. These included ideas for activities (30), places to congregate (13), interest groups (7), wellness education/activities (3), and opportunities for meaningful employment/career mentoring (1). The complete list of themes and sub-themes appears below:

Activities (30)

- Intramural Sports (7)
- Alternative Activities (4)
- Community Service (3)
- Open Gym Time (3)
- Social Activities (3)
- Weekend Activities (3)
- Movie Nights (2)
- Youth Activities (2)
- Dances (1)
- Planned Outings (1)
- Post-Sporting Event Activities (1)

Places to Congregate (13)

- Community Center (4)
- Places to Hang Out (5)
- Recreation Center (2)
- Teen Drop-In Center (2)

Interest Groups (7)

- Clubs (2)
- Music Groups (2)
- Peer Programs (2)
- Youth Programs (1)

Wellness Education/Activities (3)

- Wellness Education/Activities (3)

Employment (1)

- Opportunities for meaningful employment/career mentoring (1)

CROSS-WALK OF ITEMS SIMILAR TO THOSE IN THE STUDENT SURVEY

Several of the items that appeared in the 2017 parent survey are roughly parallel to questions that appeared in the 2016 MetroWest Adolescent Health Survey. The table identifies common items in each respective survey. These are not perfect comparisons. Please refer to the original question wording in each instrument to avoid inappropriate statements.

Question	Parents of 6-8 th Graders	7-8 th Graders (2016)	Parents of 9-12 th Graders	9-12 th Graders (2016)
Ate dinner at home with family on 5 or more of the past 7 days	62.3% (Q6)	86.7% (Q97)	51.1% (Q6)	72.9% (Q143)
Parents feel it is very wrong for child to smoke tobacco	75.8% (Q21a)	90.6% (Q111a)	76.8% (Q21a)	77.7% (Q162a)
Parents feel it is very wrong for child to have 1 or 2 alcoholic drinks nearly every day	93.8% (Q21c)	87.0% (Q111b)	94.3% (Q21c)	78.3% (Q162b)
Parents feel it is very wrong for child to smoke marijuana	73.2% (Q21d)	92.0% (Q111c)	65.0% (Q21d)	71.5% (Q162c)
Parents feel it is very wrong for child to use Rx drugs not prescribed to them	96.9% (Q21e)	91.7% (Q111d)	97.9% (Q21e)	87.9% (Q162d)
Drank at least one drink of alcohol (not including religious ceremonies) in the last 30 days	19.0% (Q37a)	1.9% (Q50)	49.0% (Q37a)	31.5% (Q60)
Drank 5 or more drinks of alcohol in a row (within a couple of hours) in the last 30 days	8.5% (Q37b)	0.5% (Q53)	26.1% (Q37b)	19.4% (Q70)
Rode in a car or other vehicle driven by someone who had been using alcohol in the last 30 days	18.5% (Q37c)	N/A	21.5% (Q37c)	13.7% (Q13)
Used marijuana in the last 30 days	11.6% (Q37d)	0.7% (Q58)	37.3% (Q37d)	16.1% (Q74)
Ever used a prescription drug without a doctor's prescription	9.7% (Q38)	0.7% (Q61)	19.8% (Q38)	4.5% (Q86)

APPENDIX A:
Spring 2017 Survey Instrument

Substance Prevention Alliance of Needham (SPAN)
Parent/Guardian Survey of Norms, Attitudes, and Behaviors

Dear Parent/Guardian,

The Substance Prevention Alliance of Needham (SPAN) and the Needham Public Health Department are conducting a survey of parents/guardians of 6th - 12th graders. The purpose of this survey is to help us learn more about parent/guardian beliefs and perceptions regarding underage drinking and substance use. Your candid feedback will enable us to structure and implement targeted prevention initiatives to enhance the health and safety of Needham youth. The results of this survey will be shared with you through our website and during the next academic year through health promotion activities and community-wide messaging.

It should only take about 10 minutes to answer the questions.

This survey is anonymous. Your responses cannot be traced to you. The data are being handled by Social Science Research and Evaluation, Inc., a non-profit research firm in Burlington, MA. No one will know how you answered the items in this survey. Please answer the questions based on what you actually think and do. Completing the survey is voluntary. You may skip any question you choose not to answer.

Thank you very much for your time and support.

Catherine Delano, LCSW, MPH
Drug Free Communities Program Director
cdelano@needhammagov.ma

Background Information

These first questions will help determine your eligibility to participate and will help us describe which groups of parents/guardians took part in the survey.

1. Do you currently live in Needham? (choose *one*)

☐ No ☐ Yes

2. Please indicate how many children you have in each of the following grade/age ranges.

	0	1	2	3	4	5	More Than 5
Pre-Kindergarten	☐	☐	☐	☐	☐	☐	☐
Kindergarten – 5 th Grade	☐	☐	☐	☐	☐	☐	☐
6 th Grade – 8 th Grade	☐	☐	☐	☐	☐	☐	☐
9 th Grade – 12 th Grade	☐	☐	☐	☐	☐	☐	☐
Graduated High School/College/Working	☐	☐	☐	☐	☐	☐	☐

[Note: Those with no children in grades 6-12 are sent to the disqualification page at the very end of the survey.

Think about your oldest child in grades 6-12.

3. What grade is this child currently in?* (this question is required)

☐ 6th grade ☐ 7th grade ☐ 8th grade ☐ 9th grade ☐ 10th grade ☐ 11th grade ☐ 12th grade

4. Does this child attend school in Needham? (choose *one*)

☐ No ☐ Yes

5. Does this child attend public school? (choose *one*)

☐ No ☐ Yes

Communication

This first series of questions asks about different types of communication you may have had with your child and/or with other parents/guardians. Please think about your oldest child in 6th-12th grade when answering these items.

6. During the past 7 days, on how many days did you eat dinner at home with your child? (choose *one*)

☐ 0 days
☐ 1 day
☐ 2 days

☐ 3 days
☐ 4 days
☐ 5 days

☐ 6 days
☐ 7 days

7. Have you communicated your family's guidelines and expectations around youth alcohol and drug use to your child? (choose *one*)

☐ No ☐ Yes

8. During the past 30 days, have you talked to your child about the potential negative consequences associated with... (choose *one* per row)

	No	Yes
underage alcohol use?	☐	☐
using tobacco products such as cigarettes or smokeless tobacco?	☐	☐
using marijuana?	☐	☐
using prescription drugs that were not prescribed to them?	☐	☐

9. Have you ever talked to your child about the potential negative consequences associated with... (choose *one* per row)

	No	Yes
using illegal drugs other than marijuana or inhalants (such as cocaine, heroin, methamphetamines, ecstasy, and other illegal drugs)?	☐	☐
using <i>electronic</i> tobacco products (such as e-cigarettes, e-cigars, e-pipes, vape pipes, vaping pens, e-hookahs, or hookah pens)?	☐	☐

10. Which of the following topics, if any, have you discussed with your child? (choose all that apply)

- ☐ Never riding in a vehicle driven by someone who has been drinking or using drugs
☐ Never driving a vehicle if they have been drinking or using drugs
☐ Never using alcohol or other drugs while they are a minor (abstinence)
☐ Only using responsibly or in moderation if they do choose to use alcohol or other drugs
☐ Refusal strategies – ways to say no if someone offers them alcohol or other drugs
☐ Call home or send a text message if they feel unsafe
☐ Call a taxi or a ride service like Uber or Lyft if they have been drinking or using drugs
☐ Always have a close friend present if they choose to use alcohol or other drugs
☐ Never feeling like they can't call home for help because they are scared they might get in trouble

11. Have you talked with your child about the recent changes in the law concerning legalization of recreational marijuana use by adults in Massachusetts? (choose *one*)

☐ No ☐ Yes

12. Have you ever talked with the parents/guardians of your child's close friends to share and compare parental philosophies and standards regarding alcohol and drugs? (choose *one*)

☐ No ☐ Yes

13. I believe that I can have an influence on whether my child uses alcohol or drugs. (choose *one*)

☐ Strongly Disagree
☐ Disagree

☐ No Opinion
☐ Agree

☐ Strongly Agree

Attitudes and Beliefs

These questions ask about your attitudes and beliefs about youth substance use. Please think about your oldest child in 6th-12th grade when answering these items.

14. Which of the following statements best represents your own belief about underage alcohol use? (choose one)

- ☐ Youth drinking is never a good thing
- ☐ Occasional youth drinking under supervision of a parent/guardian is OK
- ☐ Occasional youth drinking without adult supervision is OK as long as there is no driving involved
- ☐ Any type of youth drinking is OK.

15. Which of the following statements best represents your own belief about youth marijuana use? (choose one)

- ☐ Youth marijuana use is never a good thing
- ☐ Occasional youth marijuana use under supervision of a parent/guardian is OK
- ☐ Occasional youth marijuana use without adult supervision is OK as long as there is no driving involved
- ☐ Any type of youth marijuana use is OK

16. I think it is OK to allow underage alcohol use at home as long as it is responsible and not excessive. (choose one)

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ No Opinion
- ☐ Agree
- ☐ Strongly Agree

17. I think it is OK to allow youth marijuana use at home as long as it is responsible and not excessive. (choose one)

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ No Opinion
- ☐ Agree
- ☐ Strongly Agree

18. I think the legalization of recreational use of marijuana by adults over 21 years of age sends the wrong message to youth. (choose one)

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ No Opinion
- ☐ Agree
- ☐ Strongly Agree

19. I think youth marijuana use is likely to increase because of the recent changes to the recreational use law in Massachusetts. (choose one)

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ No Opinion
- ☐ Agree
- ☐ Strongly Agree

20. I think it is OK for adults in Needham (including myself and the parents of my child's friends) to grow marijuana in their home. (choose one)

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ No Opinion
- ☐ Agree
- ☐ Strongly Agree

21. How wrong do you think it would be for your child to... (choose one per row)

	Not At All Wrong	A Little Bit Wrong	Wrong	Very Wrong
smoke tobacco?	☐	☐	☐	☐
drink alcohol occasionally?	☐	☐	☐	☐
have one or two drinks of an alcoholic beverage nearly every day?	☐	☐	☐	☐
use marijuana?	☐	☐	☐	☐
use prescription drugs not prescribed to them?	☐	☐	☐	☐

22. Many parents/guardians in Needham set a bad example for their children by their own excessive alcohol use. (choose one)

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ No Opinion
- ☐ Agree
- ☐ Strongly Agree

23. Too many parents/guardians in Needham either provide alcohol for their children or turn a blind eye to underage alcohol use. (choose *one*)
- ☐ Strongly Disagree ☐ No Opinion ☐ Strongly Agree
☐ Disagree ☐ Agree
24. Many parents/guardians in Needham set a bad example for their children by their own excessive marijuana use. (choose *one*)
- ☐ Strongly Disagree ☐ No Opinion ☐ Strongly Agree
☐ Disagree ☐ Agree
25. Too many parents/guardians in Needham turn a blind eye to youth marijuana use. (choose *one*)
- ☐ Strongly Disagree ☐ No Opinion ☐ Strongly Agree
☐ Disagree ☐ Agree
26. I believe the illegal use of prescription medications among youth is a problem in Needham. (choose *one*)
- ☐ Strongly Disagree ☐ No Opinion ☐ Strongly Agree
☐ Disagree ☐ Agree
27. I believe schools should provide education programs for students my child's age that are designed to help prevent and reduce underage drinking and substance abuse. (choose *one*)
- ☐ Strongly Disagree ☐ No Opinion ☐ Strongly Agree
☐ Disagree ☐ Agree
28. In which grade levels should schools provide evidence-based, age/developmentally appropriate substance abuse awareness and prevention curricula through health classes? (choose all that apply)
- ☐ Never ☐ 4th-5th grade ☐ 9th-10th grade
☐ K-1st grade ☐ 6th grade ☐ 11th-12th grade
☐ 2nd-3rd grade ☐ 7th-8th grade
29. I believe that the substance abuse awareness and prevention curriculum in my child's school is comprehensive and effective. (choose *one*)
- ☐ Strongly Disagree ☐ No Opinion ☐ Strongly Agree
☐ Disagree ☐ Agree ☐ I don't know
30. What are some effective ways / places to reach parents/guardians like you with prevention messages? (choose all that apply)
- ☐ Bank, grocery store, or convenience store ☐ Facebook or Twitter ☐ Parent Newsletter from the school
☐ Cable television ☐ Commuter Rail ☐ PTC Email/Newsletter
☐ Church, mosque, or synagogue ☐ MBTA Bus ☐ Radio
☐ Doctor's Office ☐ Newspaper (online) ☐ School Website
☐ Civic clubs/organizations ☐ Newspaper (print) ☐ Take-out restaurants
☐ ☐ The Needham Patch ☐ Other: _____
31. If the police became aware that Needham teens were drinking alcohol, what action(s) would you support regarding the teens? (choose all that apply)
- ☐ There should be no action against the teens
☐ Police should issue a verbal warning to the teens
☐ Police should call or contact the teens' parents
☐ Police should issue a ticket/notice to appear in court
☐ Police should arrest the offending teens
☐ Police should inform school personnel
☐ If on a Needham sports team, the school should enforce MIAA sanctions
☐ Police should refer the teens to a mandated substance abuse education class

32. How likely are you to contact law enforcement if you witnessed or became aware of Needham teens drinking, using substances, or engaging in other illegal behaviors? (choose *one*)

☐ Not At All Likely
☐ Not Very Likely

☐ Somewhat Likely
☐ Mostly Likely

☐ Very Likely

Some communities have a Youth Diversion Program as an alternative to processing youth 20 and younger within the juvenile justice system. As part of these programs, youth caught using substances or engaging in other risky behaviors are assigned community service or some other type of restitution versus the incident appearing on their permanent record.

33. I believe that Needham should explore the use of a Youth Diversion Program as an alternative to traditional juvenile justice proceedings if Needham teens are caught drinking or using other substances. (choose *one*)

☐ Strongly Disagree
☐ Disagree

☐ No Opinion
☐ Agree

☐ Strongly Agree

34. How likely would you be to contact law enforcement if you witnessed or became aware of Needham teens drinking, using substances, or engaging in other illegal behaviors if Needham had a Youth Diversion Program? (choose *one*)

☐ Not At All Likely
☐ Not Very Likely

☐ Somewhat Likely
☐ Mostly Likely

☐ Very Likely

35. What is the main reason you think some parents/guardians may allow their and other children to drink alcohol in their home? (choose *one*)

- ☐ So the youth don't drink and drive
- ☐ So the drinking is supervised
- ☐ So the youth don't get arrested
- ☐ To teach youth to drink responsibly
- ☐ To be perceived as being the "cool" parent/guardian
- ☐ They don't view underage drinking as being a big deal
- ☐ Other (type-in): _____

36. I would like other parents/guardians to call me to see if I will be home if their child is coming to my house for a social gathering. (choose *one*)

☐ Strongly Disagree
☐ Disagree

☐ No Opinion
☐ Agree

☐ Strongly Agree

Perceptions

These questions ask about your perceptions about what actually occurs in Needham.

[**Note:** Question #28 and #29 are based on the answer to Question #5. If the oldest child is in grades 6-8 the questions asks about grades 6-8. If the oldest child is in grades 9-12 the questions ask about grades 9-12]

37. Estimate the percentage of Needham students in [grade range] who did each of the following during the last 30 days by moving the slider to choose a percentage between 0% and 100%.

	Grade Range
% who drank at least one drink of alcohol (not including for religious ceremonies) in the last 30 days	[sliding scale]
% who drank 5 or more drinks of alcohol in a row (within a couple of hours) in the last 30 days	[sliding scale]
% who rode in a car or other vehicle driven by someone who had been drinking alcohol in the last 30 days	[sliding scale]
% who used marijuana in the last 30 days	[sliding scale]
% who used any illegal drug <u>other than</u> marijuana or inhalants (such as cocaine, heroin, methamphetamines, ecstasy, and other illegal drugs) in the last 30 days	[sliding scale]

38. Estimate the percentage of Needham students in [grade range] who did each of the following during the last 30 days by moving the slider to choose a percentage between 0% and 100%.

	Grade Range
% who ever used a prescription drug without a doctor's prescription	[sliding scale]

39. What percentage of parents at your child's school do you think...

	% of Parents
% who knowingly allow their children to attend parties where underage drinking occurs?	[sliding scale]
% who knowingly allow their child to attend parties where marijuana use occurs?	[sliding scale]
% who call to make sure that a parent/guardian is home before they allow their child to go to another home for a social gathering?	[sliding scale]
% who want to receive a call (from other parents/guardians) if their own child is hosting a social gathering?	[sliding scale]

40. Among Needham youth my child's age who drank alcohol in the last 30 days (not including for religious ceremonies), I believe they usually acquired the alcohol: (choose *one*)

☐	From a party
☐	From an underage friend (not at a party)
☐	From home <u>with</u> parental knowledge
☐	From home <u>without</u> parental knowledge
☐	By him/herself from a store, tavern, bar, or public event (like a concert or sporting event)
☐	From someone they know <u>over 21</u> giving it to them or buying it for them
☐	From asking a stranger to buy it
☐	Having a friend purchase it or purchasing it themselves <u>online</u>
☐	Some other way

41. Among Needham youth my child's age who ever used prescription drugs without a doctor's prescription, I believe they usually acquired them: (choose *one*)

☐	From a friend
☐	From home <u>without</u> parental knowledge
☐	From someone else <u>without</u> them knowing
☐	Purchasing them on the Internet
☐	Purchasing them someplace else
☐	Some other way

Behaviors

These questions ask about things that you currently do. Remember, your answers are anonymous and cannot be linked back to you.

[Note: Question #34 only appears if the answer to #33 is "Yes" or "No." Question #36 only appears if the answer to question #35 is "Yes" or "No."]

42. Do you actively monitor or take stock of any alcohol present in your home? (choose one)

☐ There is no alcohol in my home ☐ Yes ☐ No

43. Do you secure or lock-up any alcohol present in your home? (choose one)

☐ Yes ☐ No

44. Do you actively monitor or take stock of any prescription medications in your home? (choose one)

☐ There are no prescription medications in my home ☐ Yes ☐ No

45. Do you secure or lock-up prescription medications in your home? (choose one)

☐ Yes ☐ No

46. How often do you or any other adults in your home do the following... (choose one per row)

	Not Applicable	Never	Rarely	Sometimes	Most of the Time	All of the Time
knowingly allow your child to attend parties where underage drinking occurs?	☐	☐	☐	☐	☐	☐
knowingly allow your child to attend parties where marijuana use occurs?	☐	☐	☐	☐	☐	☐
call other parents/guardians to make sure they will be home before allowing your child to go to their house for a social gathering?	☐	☐	☐	☐	☐	☐
allow your child to have friends over when you or another adult are not at home?	☐	☐	☐	☐	☐	☐
monitor the activities of your child and their friends in your home by doing things like walking through the area in which they are congregating and visually assessing for signs of substance use?	☐	☐	☐	☐	☐	☐
	Not Applicable	Never	Rarely	Sometimes	Most of the Time	All of the Time
require your child to tell you with whom and where they will be if they go out with friends?	☐	☐	☐	☐	☐	☐
check-in by phone or text message at least one time when your child is out with friends?	☐	☐	☐	☐	☐	☐
visually assess your child for signs of substance use (e.g., bloodshot eyes, pupil dilation, coherence of speech, physical coordination, odor) when they come home from being out with friends	☐	☐	☐	☐	☐	☐
engage your child in a conversation to learn about their activities when they return home from being out with friends	☐	☐	☐	☐	☐	☐

47. How often are all of the adults in your home asleep when your child comes home from being out with friends? (choose *one*)

☐ Never

☐ Rarely

☐ Sometimes

☐ Most of the time

☐ All of the time

48. If you became aware that another parent/guardian of a student at your child's school was allowing teens to drink alcohol in their home, what action(s) would you take? (choose all that apply)

☐ I wouldn't take any action

☐ My response would depend on how well I know the other parents/guardians and the circumstances

☐ I would call the police

☐ I would call someone at my child's school

☐ I would call other authorities (e.g., Needham Youth Commission)

☐ I would call and talk to the parent/guardian

☐ I would call other parents/guardians to let them know

☐ I would discuss it with my child

☐ I would prohibit my child from going to that home

☐ Other (type-in): _____

49. What, if any, additional services, activities, or programs would you like to see in Needham to provide youth with positive alternatives to engaging in substance use? [type-in]: _____

End of Survey

Thank you for your participation. If you have any questions about this survey, please contact:

Catherine Delano, LCSW, MPH
Substance Prevention Alliance of Needham (SPAN)
Needham Public Health Department
1471 Highland Avenue Needham, MA 02492
781-844-7029
cdelano@needhamma.gov

You may now close this window. Please visit the SPAN webpage at <http://www.spanneedham.org/>.

Disqualification Page – For those who answered “No” to Question #1

You have indicated that you do not currently have any children in grades 6-12.

In an effort to better target prevention initiatives to enhance youth health and safety, this survey is currently only open to parents with at least one child in grades 6-12.

We appreciate your interest. Thank you for visiting.

You may close this window now.

If you are interested in this issue, you may want to visit the SPAN website at <http://www.spanneedham.org/>.



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

MEETING DATE: 1/23/2018

Agenda Item	One Mind Campaign
Presenter(s)	John Schlittler, Chief of Police

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Chief Schlittler will update the Board on the Town's participation in the One Mind Campaign. The campaign was created by the International Association of Chiefs of Police to ensure successful interactions between police officers and persons affected by mental illness. Since its inception in March 2016, the One Mind Campaign has focused on four strategies to guide departments as they seek to improve their interactions with persons affected by mental illness. IACP encourages departments to: • Establish a clearly defined and sustainable relationship with at least one community mental health organization; • Develop and implement a written policy addressing law enforcement response to persons affected by mental illness; • Demonstrate that 100 percent of sworn officers (and selected non-sworn staff, such as dispatchers) are trained and certified in Mental Health First Aid (MHFA); and • Demonstrate that 20 percent of sworn officers (and selected non-sworn staff, such as dispatchers) are trained and certified on the Crisis Intervention Team (CIT) training.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only.	
3.	BACK UP INFORMATION ATTACHED



Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 01/23/2018

Agenda Item	Sewer Rate Relief Application
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Commonwealth has monies available for sewer rate relief for FY2018 which the Town can apply. Every year that the program has been offered, the Town has filed an application. The application requires the Town Manager and Board of Selectmen signatures in order to submit.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	
<i>Move that the Board support and sign the sewer rate relief application to be filed with the Commonwealth and that the Board approves applying the proceeds of the grant, if any, as a credit against the sewer bill.</i>			
3.	BACK UP INFORMATION ATTACHED	YES	
a. Sewer Rate Relief Application for FY2018			

Division of Local Services
Massachusetts Department of Revenue

COMMONWEALTH SEWER RATE RELIEF FUND

APPLICATION FOR FY2018 DISTRIBUTION

NEEDHAM

~~City/Town/District/Authority~~

A. RECORD OF ELIGIBLE INDEBTEDNESS:

List permanent debt issued for more than five years (i.e., do not list bond anticipation notes) on or after January 1, 1990 wholly or in substantial part to finance or refinance the costs of planning, design, or construction of any water pollution control project or part thereof required to meet the provisions of the Federal Water Pollution Control Act (33 USC, §§ 1251 et seq.) and M.G.L. c. 21, §§ 26-53 or any wastewater collection or transportation project related thereto. Attach additional sheets if needed.

Any project for which state grants were received is ineligible.

Projects financed through the Mass. Clean Water Trust are also ineligible unless the total debt issued through MWPAT exceeded \$50,000,000 on June 30, 1995.

Project Number	Project Name	Issue Date	Original Amount*	FY2018 Debt Service*	Grants Received
1.	West St. Pump Sta. Art#58	06/15/99	\$1,939,000	\$149,269.00	
2.	West St. Force Main Art#59	06/15/99	881,800	70,232.50	
3.	Sewer Main Rehab. Art#9	06/15/07	2,000,000	118,000.00	
4.	Sewer Pump Sta. Art#49	06/01/09	500,000	54,000.00	
5.	Sewer Pump Sta. Art#45	12/15/09	550,000	41,225.00	
6.	Sewer Main Rehab Art#9	12/15/09	320,000	21,525.00	
7.	Sewer Main Rehab Art#9	06/15/10	145,000	15,956.25	
8.					
9.					
10.					

Total FY2018 Debt Service \$ 470,207.75

*A legible debt service schedule for the life of the bonds must be attached for all projects (this includes schedules submitted in prior years). Every refunding issue must be tied in to the initial borrowing.

C. USE OF AWARD PROCEEDS:

Describe briefly how the award, if any, will be used to reduce rates in the current or future years, or finance capital projects which would otherwise be financed through borrowing. Example Use of Award Proceeds statements have been provided at the end of this application.

The funds will be used to provide a credit to sewer customers. The amount awarded the Town will offset the debt service for the year by the actual relief received.

D. CERTIFICATION:

We certify that the above listed debt was issued on or after January 1, 1990 for a term greater than five years to finance or refinance the costs of planning, design or construction of a water pollution control project or part thereof required to meet the provisions of the Federal Water Pollution Control Act (33 USC, §§ 1251 et seq.) and M.G.L. c. 21, §§ 26-53.

Mayor	<u>N/A</u>	Exec. Director	<u>N/A</u>
Manager	<u>✓ Kate Fitzgerald</u>	Commissioners	<u>N/A</u>
Selectmen	<u></u>		<u>N/A</u>
	<u></u>		<u>N/A</u>
	<u></u>	Treasurer	<u>Emily J. P. Mass</u>
	<u></u>	Phone	<u>781-455-7500 ext. 208</u>
	<u></u>	Fax	<u>781-449-4569</u>

E. Return by Friday, January 26, 2018 by e-mail, mail or fax:

coleg@dor.state.ma.us

Division of Local Services
Attn: Gerry Cole, Public Finance Section
P.O. Box 9569
Boston, Mass. 02114-9569

Fax (617) 660-3986



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

MEETING DATE: 1/23/2018

Agenda Item	Sign Notice of Traffic Regulation – Wexford Street
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The Traffic Management Advisory Committee (TMAC) received a request from a business along Wexford Street asking that a No Parking zone be established to prevent parking on the south side of Wexford Street from Franklin Street to Brook Road. The TMAC recommended that a No Parking zone be established on the south side of Wexford Street from Franklin Street to Brook Road.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	<u>Suggested Motion:</u> “That the Board vote to approve and sign the Notice of Traffic Regulation Permit #P18-01-23 for Wexford Street, Parking Prohibited, South side from Franklin Street to Brook Road”
3.	BACK UP INFORMATION ATTACHED
	1. Copy of Traffic Regulation P18-01-23

240

TOWN OF NEEDHAM
BOARD OF SELECTMEN

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Board of Selectmen of the Town of Needham, it is hereby

VOTED: That the Town of Needham Traffic Rules and Regulations adopted by the Board of Selectmen February 14, 1989 and subsequent amendments thereto be and are hereby further amended as follows:

By adding to Schedule I – PARKING of Article V, Section 5-6, the following:

PROHIBITED

WEXFORD STREET – South side from Franklin Street to Brook Road,
Permit P18-01-23.

BOARD OF SELECTMEN

Permit No. P18-01-23

Date of Passage _____

Attest of Town Clerk _____

440



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

MEETING DATE: 1/23/2018

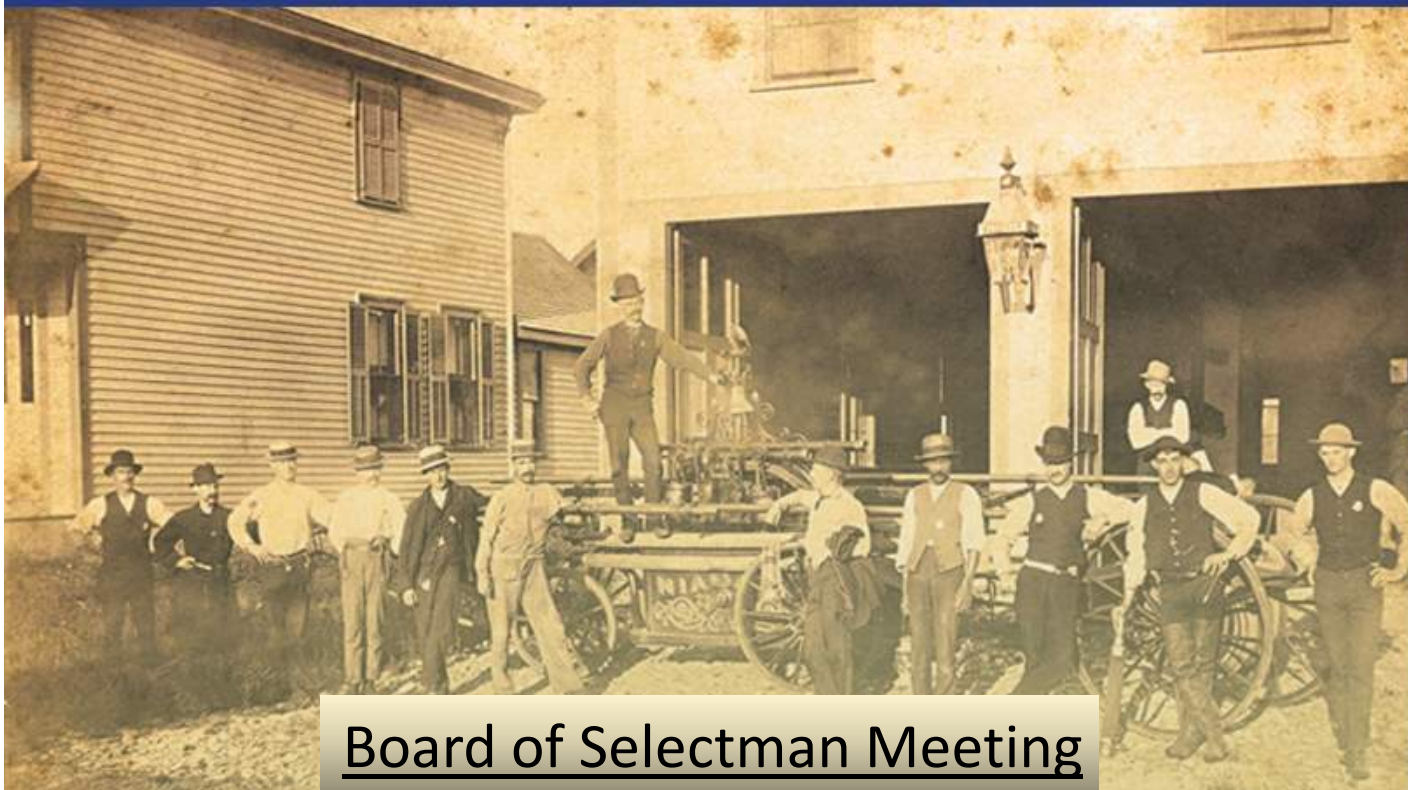
Agenda Item	Public Safety Project Update
Presenter(s)	George Kent, Chair, PPBC Steve Popper, Director of Design & Construction Michael McKeon, Kaestle Boos Associates

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Mr. Kent, Mr. Popper, and representatives of Kaestle Boos Associates will update the Board on the progress of the design of the public safety project. Members of the Design Review Board have also been invited to attend.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Needham Police & Fire HQ, Station #2, and Hillside Temporary Quarters PPT Presentation	

NEEDHAM POLICE & FIRE HQ

NEEDHAM FIRE STATION #2

NEEDHAM TEMPORARY FIRE STATION



Board of Selectman Meeting

KAESTLE BOOS
associates, inc

*in association
with*



Needham, MA
January 23, 2018





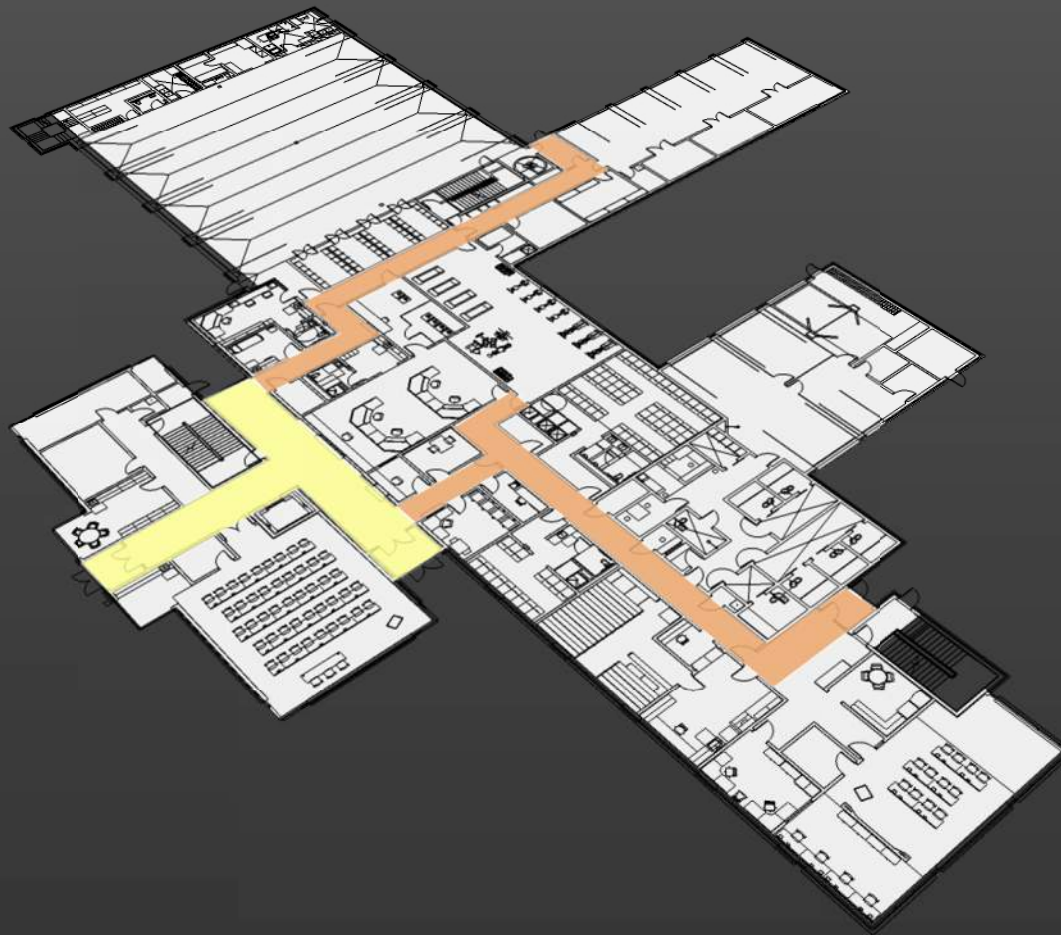
Needham Police & Fire HQ





MASSING DIAGRAM

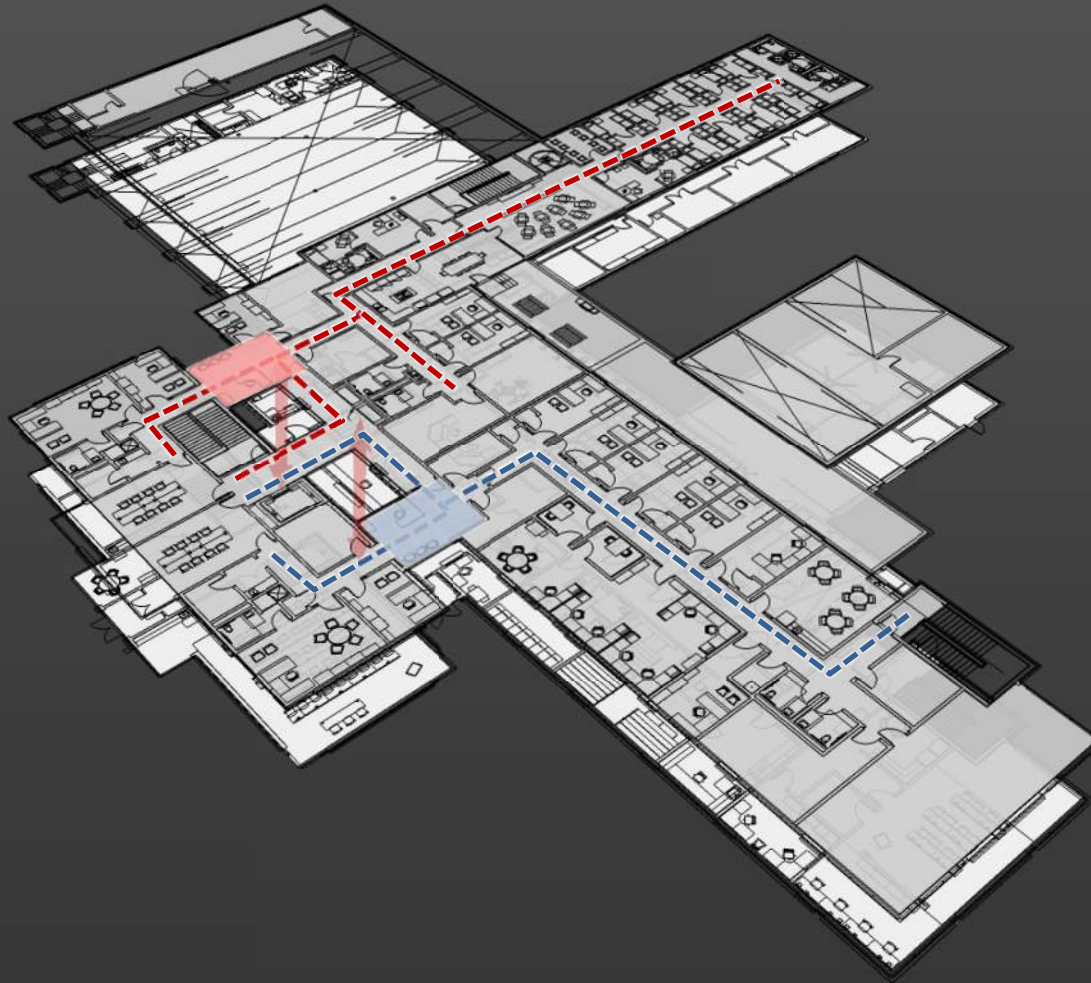
KAEstLE BOOS
associates, inc





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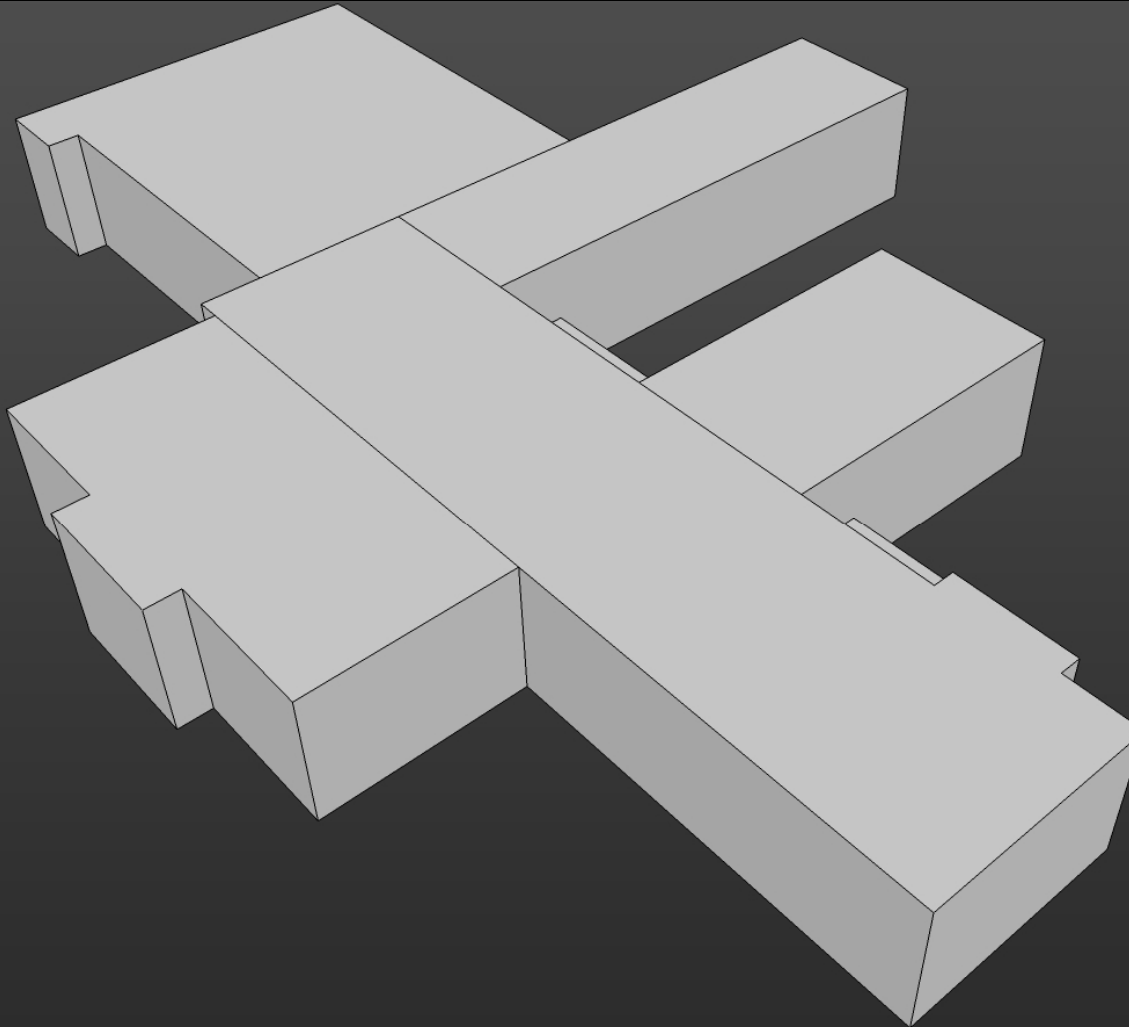
KÆSTLE BOOS
associates, inc





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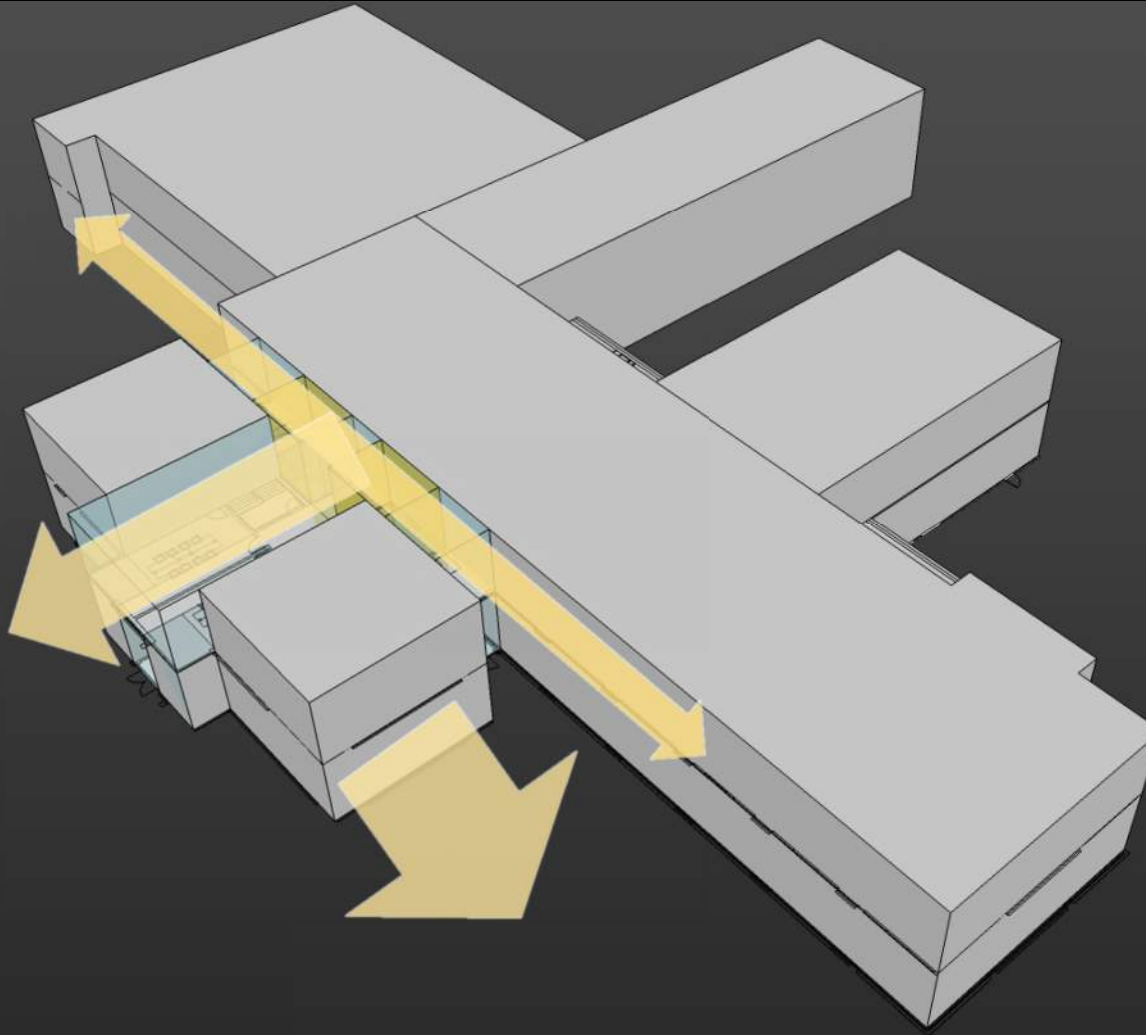
KAESTLE BOOS
associates, inc





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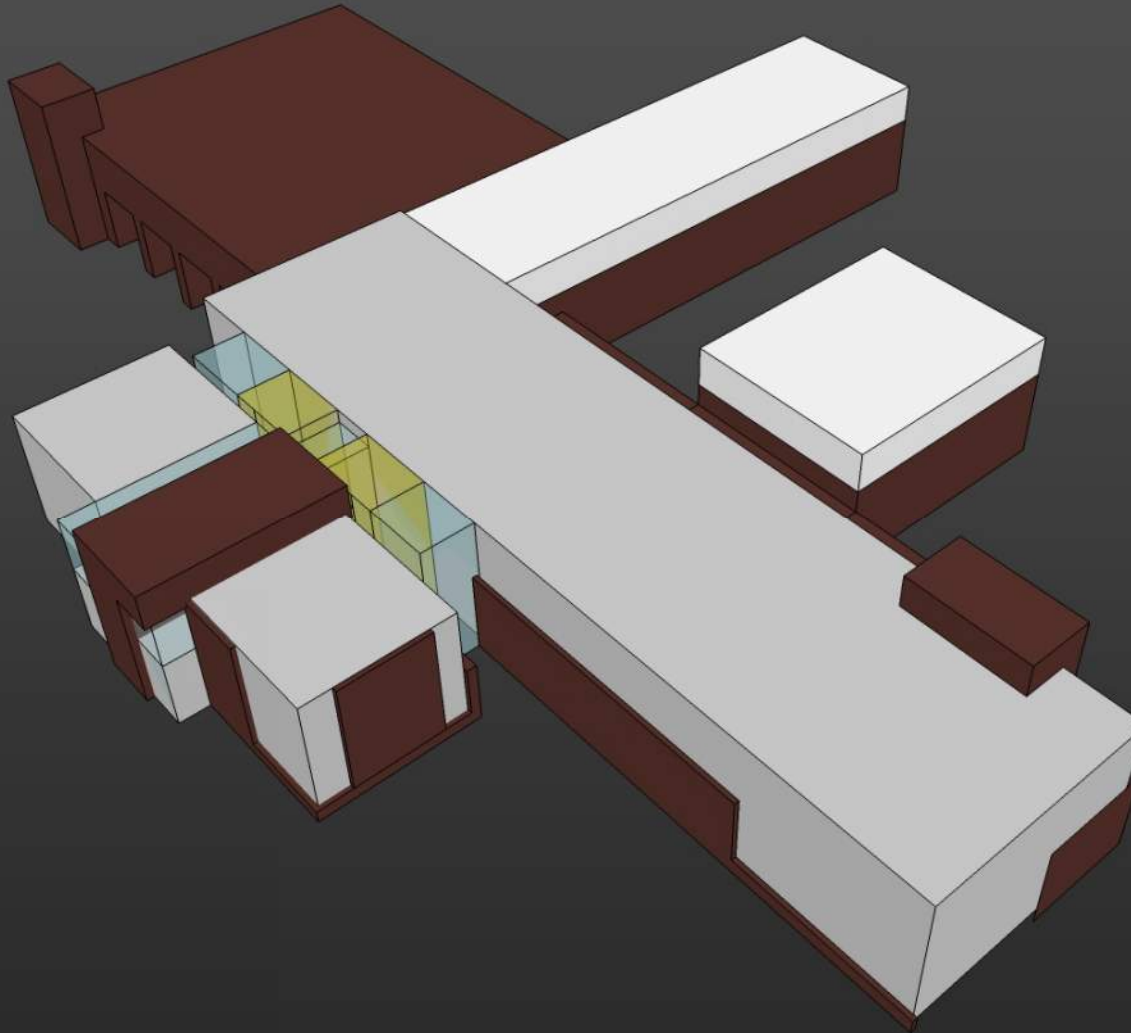
KAESTLE BOOS
associates, inc





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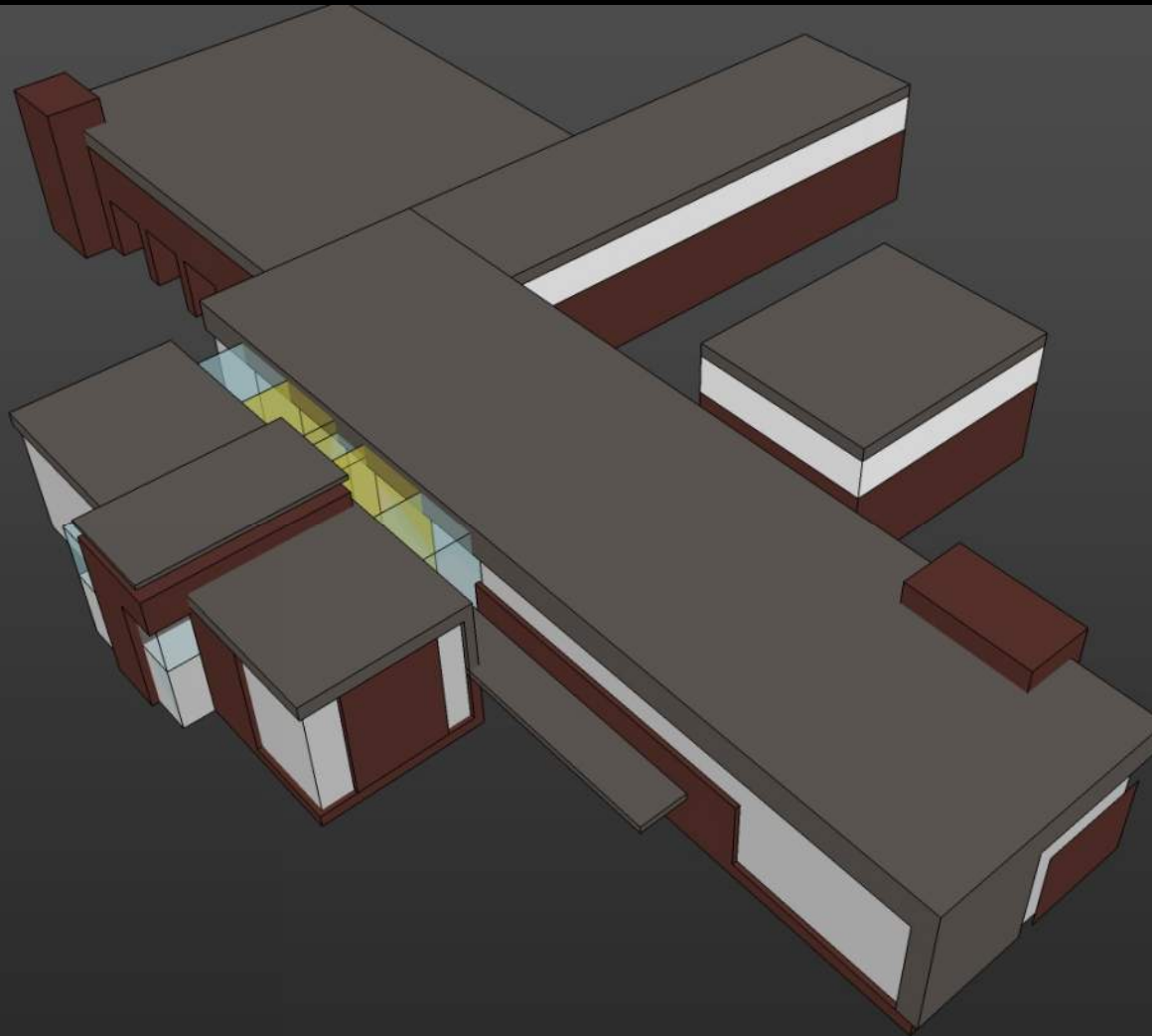
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associates, inc





MASSING DIAGRAM

KÆSTLE BOOS
associates, inc





MASSING DIAGRAM

KAESTLE BOOS
associates, inc





SITE PLAN WITHOUT 43 LINCOLN STREET

KAESTLE BOOS
associates, inc

MA MITCHELL
ASSOCIATES
ARCHITECTS
F. REYNOLDS
CONSULTANTS





SITE PLAN WITH 43 LINCOLN STREET

KAESTLE BOOS
associates, inc





EXISTING PUBLIC SAFETY COMPLEX

K^AESTLE BOOS
associates, inc





HEADQUARTERS – FRONT ELEVATION

KÆSTLE BOOS
associates, inc





HEADQUARTERS – ENTRY

K^AESTLE BOOS
associates, inc





HEADQUARTERS – APPARATUS BAYS

K^AESTLE BOOS
associates, inc





HEADQUARTERS – LINCOLN STREET VIEW

KÆSTLE BOOS
associates, inc





Needham Fire Station No. 2





FIRE STATION 2 – SITE PLAN

KAESTLE BOOS
associates, inc





FIRE STATION 2 – ELEVATION

KAESTLE BOOS
associates, inc





FIRE STATION 2 – APPARATUS BAYS

K^AESTLE BOOS
associates, inc





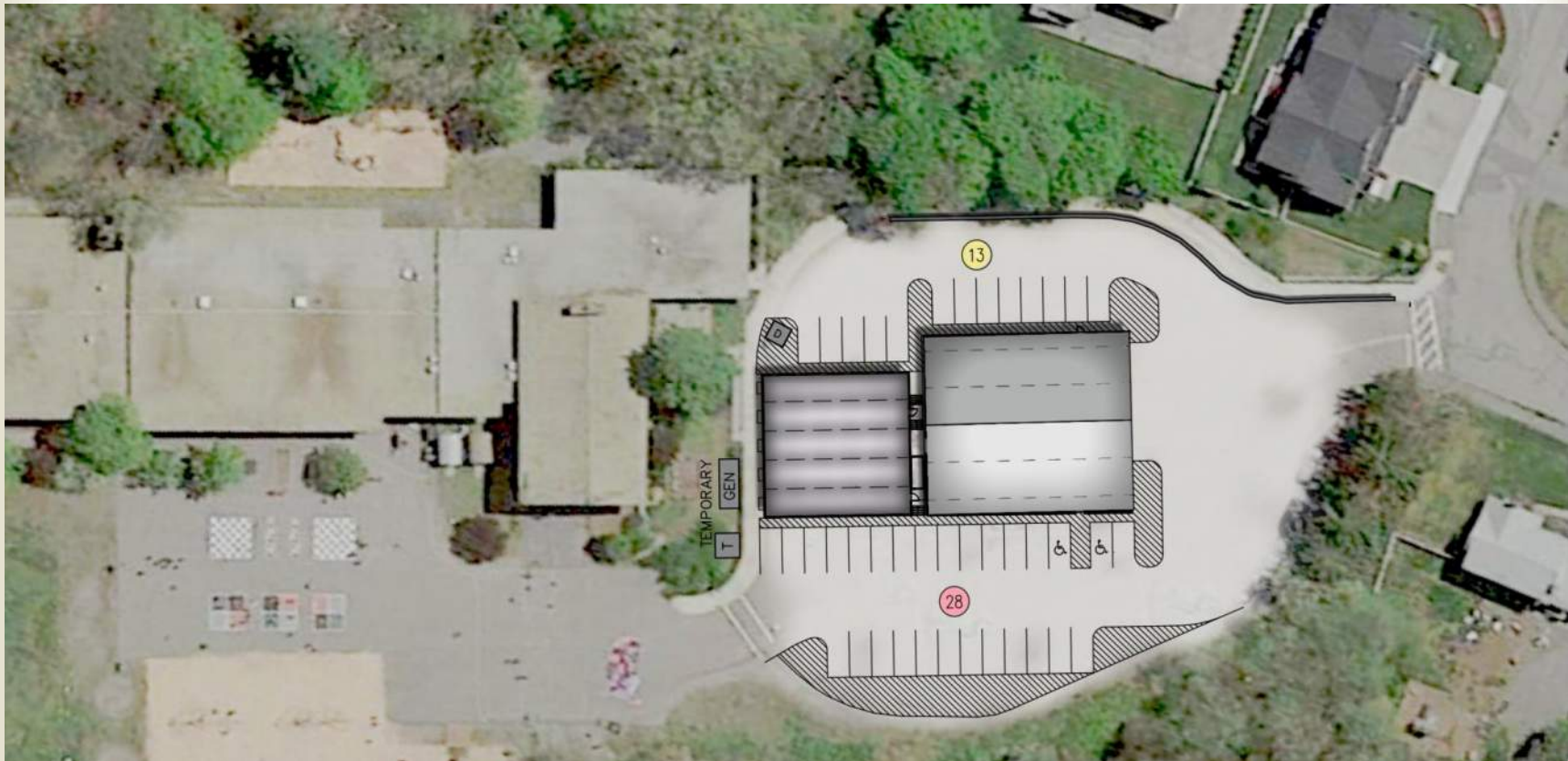
Needham Temporary Facilities





HILLSIDE TEMPORARY FACILITIES SITE PLAN

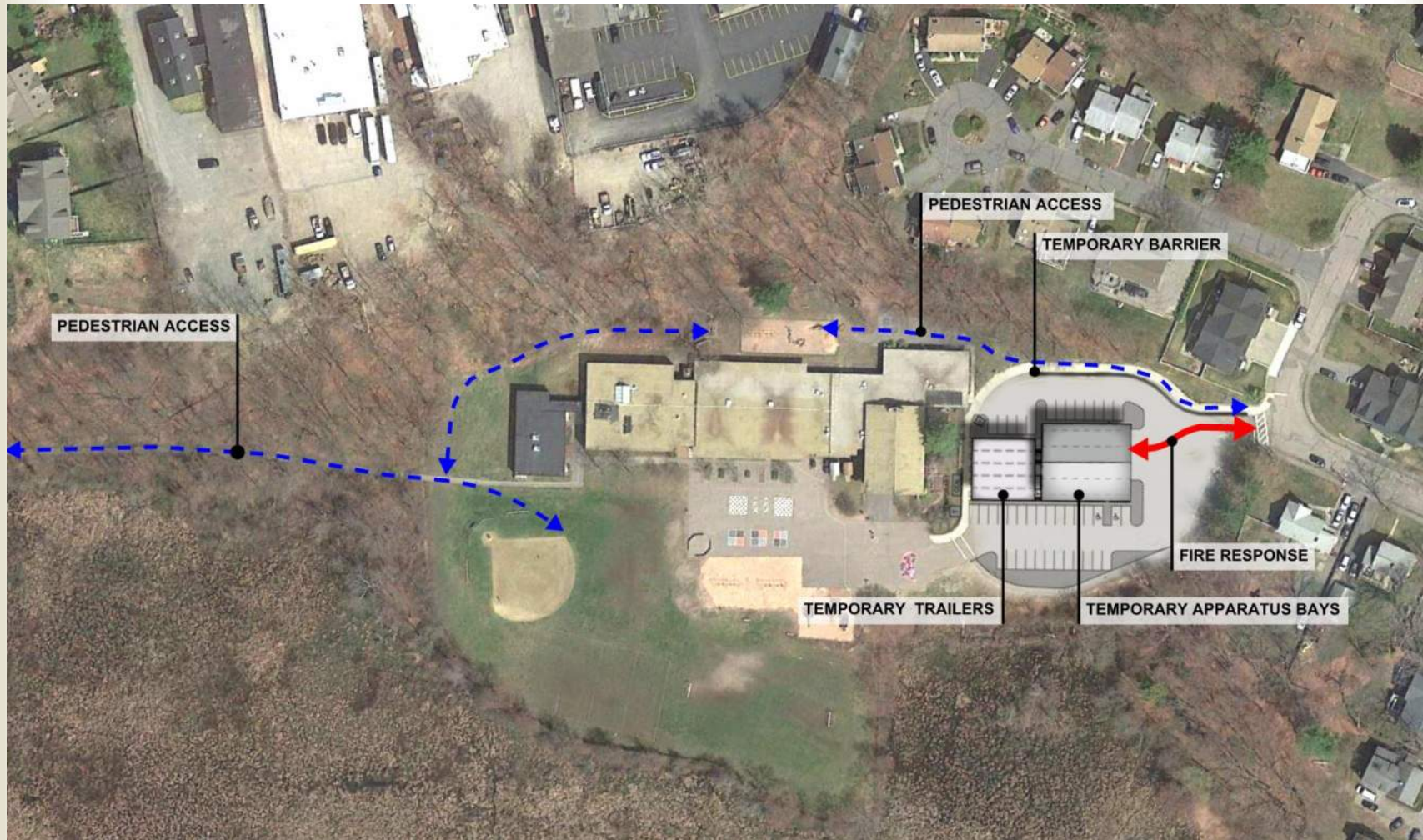
K^AESTLE BOOS
associates, inc





HILLSIDE TEMPORARY FACILITIES – PEDESTRIAN ACCESS

K^AESTLE BOOS
associates, inc





TEMPORARY FIRE STATION 2 - PLAN

K^AESTLE BOOS
associates, inc





K^AESTLE BOOS
associates, inc





QUESTIONS



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

MEETING DATE: 1/23/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
At its meeting on January 9, 2018, the Planning Board voted to place the following article on the warrant for the 2018 Annual Town Meeting: "Amend Zoning By-Law – Marijuana Establishments" Under State law, the Board has 14 days to accept the proposed amendment and refer the amendment to the Planning Board for its review, hearing, and report. The Board's action in this matter is not discretionary.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to accept the proposed zoning amendment: "Amend Zoning By-Law – Marijuana Establishments" for referral to the Planning Board for its review, hearing, and report.	
3.	BACK UP INFORMATION ATTACHED
a. Letter from Lee Newman, Director of Planning & Community Development dated January 12, 2018. b. Proposed Warrant articles c. M.G.L. c. 40A Section 5	



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
500 Dedham Ave
Needham, MA 02492
2018 JAN 12 PM 2:13
781-455-7550

PLANNING

January 12, 2018

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

Re: Zoning Article for 2018 Annual Town Meeting

Dear Kate:

The Planning Board at its meeting of January 9, 2018 voted to place the following article on the warrant for the May 2018 Annual Town Meeting: (1) Amend Zoning By-Law – Marijuana Establishments. Accordingly, please find the above-named article as approved by the Planning Board for inclusion in the warrant of the 2018 Annual Town Meeting.

As you know, the Board of Selectmen will need to accept the article and to then forward it to the Planning Board for review, public hearing and report. Please have the Selectmen act on the enclosed article at their next meeting of Tuesday, January 23, 2018, so that the Planning Board can meet its statutory obligations. The Planning Board plans to schedule the public hearing on the article for Tuesday, February 13, 2018.

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

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning and Community Development

cc: Planning Board

Enclosure

ARTICLE 1: AMEND ZONING BY-LAW – MARIJUANA ESTABLISHMENTS

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled “Legalization, Regulation, and Taxation of Marijuana”, to see if the Town will vote to amend the Needham Zoning By-Law, as follows:

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

“Marijuana Establishment: Any type of “marijuana establishment” as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). ”

- (b) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

“Use of any premises in any district as a Marijuana Establishment is hereby prohibited.”

- (c) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads “Medical Marijuana Treatment Center” a new entry, which shall read as follows:

“Use	<u>RRC</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u>	<u>I</u>	<u>IND</u>	<u>IND-1</u>
	<u>SRA</u>			&3			
Marijuana Establishment	N	N	N	N	N	N	N”

- (d) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads “medical clinic” a new entry, which shall read as follows:

“Use	<u>B</u>	<u>CSB</u>	<u>CB</u>	<u>ASB</u>	<u>HAB</u>
Marijuana Establishment	N	N	N	N	N”

Or take any other action relative thereto.

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter ZONING

40A

Section 5 ADOPTION OR CHANGE OF ZONING ORDINANCES OR
BY-LAWS; PROCEDURE

Section 5. Zoning ordinances or by-laws may be adopted and from time to time changed by amendment, addition or repeal, but only in the manner hereinafter provided. Adoption or change of zoning ordinances or by-laws may be initiated by the submission to the city council or board of selectmen of a proposed zoning ordinance or by-law by a city council, a board of selectmen, a board of appeals, by an individual owning land to be affected by change or adoption, by request of registered voters of a town pursuant to section ten of chapter thirty-nine, by ten registered voters in a city, by a planning board, by a regional planning agency or by other methods provided by municipal charter. The board of selectmen or city council shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the planning board for review.

No zoning ordinance or by-law or amendment thereto shall be adopted until after the planning board in a city or town, and the city council or a committee designated or appointed for the purpose by said council has each held a public hearing thereon, together or separately, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the planning board by the city council or selectmen or if there is none, within sixty-five days after the proposed zoning ordinance or by-law is submitted to the city council or selectmen. Notice of the time and place of such public hearing, of the subject matter, sufficient for identification, and of the place where texts and maps thereof may be inspected shall be published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of said hearing, and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of said hearing. Notice of said hearing shall also be sent by mail, postage prepaid to the department of housing and community development, the regional planning agency, if any, and to the planning board of each abutting city and town. The department of housing and community development, the regional planning agency, the planning boards of all abutting cities and towns and nonresident property owners who may not have received notice by mail as specified in this section may grant a waiver of notice or

submit an affidavit of actual notice to the city or town clerk prior to town meeting or city council action on a proposed zoning ordinance, by-law or change thereto. Zoning ordinances or by-laws may provide that a separate, conspicuous statement shall be included with property tax bills sent to nonresident property owners, stating that notice of such hearings under this chapter shall be sent by mail, postage prepaid, to any such owner who files an annual request for such notice with the city or town clerk no later than January first, and pays a reasonable fee established by such ordinance or by-law. In cases involving boundary, density or use changes within a district, notice shall be sent to any such nonresident property owner who has filed such a request with the city or town clerk and whose property lies in the district where the change is sought. No defect in the form of any notice under this chapter shall invalidate any zoning ordinances or by-laws unless such defect is found to be misleading.

Prior to the adoption of any zoning ordinance or by-law or amendment thereto which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural and aquacultural practices, the city or town clerk shall, no later than seven days prior to the city council's or town meeting's public hearing relative to the adoption of said new or amended zoning ordinances or by-laws, give notice of the said proposed zoning ordinances or by-laws to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one.

No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by a planning board has been submitted to the town meeting or city council, or twenty-one days after said hearing has elapsed without submission of such report. After such notice, hearing and report, or after twenty-one days shall have elapsed after such hearing without submission of such report, a city council or town meeting may adopt, reject, or amend and adopt any such proposed ordinance or by-law. If a city council fails to vote to adopt any proposed ordinance within ninety days after the city council hearing or if a town meeting fails to vote to adopt any proposed by-law within six months after the planning board hearing, no action shall be taken thereon until after a subsequent public hearing is held with notice and report as provided.

No zoning ordinance or by-law or amendment thereto shall be adopted or changed except by a two-thirds vote of all the members of the town council, or of the city council where there is a commission form of government or a single branch, or of each branch where there are two branches, or by a two-thirds vote of a town meeting; provided, however, that if in a city or town with a council of fewer than twenty-five members there is filed with the clerk prior to final action by the council a written protest against such change, stating the reasons duly signed by owners of twenty per cent or more of the area of the land proposed to be included in such change or of the area of the land immediately adjacent

extending three hundred feet therefrom, no such change of any such ordinance shall be adopted except by a three-fourths vote of all members.

No proposed zoning ordinance or by-law which has been unfavorably acted upon by a city council or town meeting shall be considered by the city council or town meeting within two years after the date of such unfavorable action unless the adoption of such proposed ordinance or by-law is recommended in the final report of the planning board.

When zoning by-laws or amendments thereto are submitted to the attorney general for approval as required by section thirty-two of chapter forty, he shall also be furnished with a statement which may be prepared by the planning board explaining the by-laws or amendments proposed, which statement may be accompanied by explanatory maps or plans.

The effective date of the adoption or amendment of any zoning ordinance or by-law shall be the date on which such adoption or amendment was voted upon by a city council or town meeting; if in towns, publication in a town bulletin or pamphlet and posting is subsequently made or publication in a newspaper pursuant to section thirty-two of chapter forty. If, in a town, said by-law is subsequently disapproved, in whole or in part, by the attorney general, the previous zoning by-law, to the extent that such previous zoning by-law was changed by the disapproved by-law or portion thereof, shall be deemed to have been in effect from the

date of such vote. In a municipality which is not required to submit zoning ordinances to the attorney general for approval pursuant to section thirty-two of chapter forty, the effective date of such ordinance or amendment shall be the date passed by the city council and signed by the mayor or, as otherwise provided by ordinance or charter; provided, however, that such ordinance or amendment shall subsequently be forwarded by the city clerk to the office of the attorney general.

A true copy of the zoning ordinance or by-law with any amendments thereto shall be kept on file available for inspection in the office of the clerk of such city or town.

No claim of invalidity of any zoning ordinance or by-law arising out of any possible defect in the procedure of adoption or amendment shall be made in any legal proceedings and no state, regional, county or municipal officer shall refuse, deny or revoke any permit, approval or certificate because of any such claim of invalidity unless legal action is commenced within the time period specified in sections thirty-two and thirty-two A of chapter forty and notice specifying the court, parties, invalidity claimed, and date of filing is filed together with a copy of the petition with the town or city clerk within seven days after commencement of the action.



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

MEETING DATE: 1/23/2018

Agenda Item	FY2019 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 2019.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to recommend approval of the Town Manager's Proposed Annual Budget for FY2019.	
3.	BACK UP INFORMATION ATTACHED
a. FY2019 Town Manager's Budget Message b. Proposed Annual Balanced Budget document to be Provided Under Separate Cover	

The Plan for FY2019: Follow Through

"To map out a course of action and follow it to an end requires courage." - Ralph Waldo Emerson

In the FY2018 "Opportunity" budget, we recommended that the Town harness the strong but likely temporary new growth associated with commercial development, and mindfully allocate significantly higher than normal one-time revenue. This opportunity was available because of the Town's tradition of careful long-range planning for both capital and operating needs. For FY2019, our overall recommendation is that the Town "stay the course" and follow through on the framework that has been put in place over the past five years. These include funding and use of the Athletic Facility Improvement Fund for capital improvement needs, funding and use of the Debt Service Stabilization Fund for both capital improvement needs and as a mechanism to reserve funding capacity for future operational needs, replenishment of the Capital Facility Fund, renovation and reconstruction of eight major municipal facilities, and funding of public safety, full day kindergarten, and service improvement staffing without recourse to an operating override.

One of the Board of Selectmen's key budget priorities is the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner over the next five to ten year period. At least eight facilities (Rosemary Recreation Complex, Fire Station #2, Public Safety Complex, Public Works, Memorial Park Building, Sunita Williams School, Emery Grover and the High School) will require significant investment over the coming decade. The Rosemary Recreation Complex, the Sunita Williams School, and the High School expansion are already or will soon be under construction. Design funds have been appropriated for the Memorial Park Building, Fire Station #2, and the Public Safety Complex, and feasibility studies have been conducted for the Public Works Complex and the Emery Grover Building. The next phase of the DPW Complex – the construction of a storage facility on Central Avenue, will be presented to Town Meeting in May, 2018. Planning for these capital facilities has been multi-faceted – relying on a combination of tax-levy supported debt, enterprise fund debt, reserves, Community Preservation Funds, and thoughtful and judicious use of debt exclusion overrides. In order to make these plans a reality, it is critical that investment in reserves remains a high priority.

On the horizon, the Town has identified several areas of necessary program improvements. These include additional staffing in our public safety departments, the staffing of a second full-time ambulance, implementation of full-day kindergarten in the School District, opening of the new Minuteman School, and others. Allocating recurring revenue – temporarily – to the Debt Service Stabilization Fund will make it much more likely that the Town will be able to fund these identified future expenses without recourse to tax increases through property tax overrides.

The redevelopment of the Needham Crossing business district is having a significant impact on service delivery. In the past decade, development has included 350 units of residential housing at Charles River Landing, the TripAdvisor World Headquarters, the SharkNinja Headquarters, the Marriott Residence Inn with 128 rooms, 390 units of residential housing at Second Avenue, the new Homewood Suites Hotel with 134 rooms, and the pending NBCUniversal Studios. Future growth at "Founders Park" that is already permitted includes three office buildings totaling 452,000 square feet, another 128 room hotel, and 10,000

square feet of retail space. The Mixed Use 128 district has also been rezoned to allow for housing. This commercial development, coupled with growth in the number of households and school enrollment puts pressure on all Town departments – most notably in the area of public safety but also in public works, public facilities, human services, culture and leisure, planning and community development, and support departments. We have developed a multi-year plan to meet these needs. The proposed FY2019 budget includes eight General Government FTEs: Police (1), Building Maintenance (3), Library (1), Building Design & Construction (1) Public Works (1) and Finance (1). We forecast the need for additional staffing over the coming several years – most notably in public safety.

Years of preparation coupled with the opportunities presented by the availability of both recurring and one-time revenue in FY2019 will contribute to the community's future success in meeting growing service demands and continued investment in capital facilities.

Budget in Brief

The recommended FY2019 General Fund operating budget totals \$179,488,933 representing a change of \$12,605,154 or 7.6%. A comparison of the FY2018 budget to the FY2019 recommended budget is shown in Table 1.1:

Table 1.1
General Fund Spending Plan

Description	FY2018 Current	FY2019 Recommended	\$ Change	% Change
Townwide Expenses	47,229,228	52,249,348	5,020,120	10.6%
General Departments	36,798,585	38,563,883	1,765,298	4.8%
Needham Public Schools	68,350,083	71,105,943	2,755,860	4.0%
Minuteman Assessment	806,252	936,055	129,803	16.1%
Total Operating Budget	153,184,148	162,855,229	9,671,081	6.3%
Cash Capital	7,263,467	9,694,289	2,430,822	33.5%
Financial Warrant Articles	1,185,000	911,000	(274,000)	-23.1%
Other Appropriations	5,251,164	6,028,415	777,251	14.8%
Total General Fund Appropriations	166,883,779	179,488,933	12,605,154	7.6%

Goals & Objectives of the FY2019 Budget

Budgeting Best Practices

The Board of Selectmen adopted the following best practices to produce a budget that preserves the Town's fiscal sustainability:

1. **Current revenues must be sufficient to support current expenditures.** The FY2019 operating budget is supported by current revenues. These are revenues that

are reasonably expected to recur annually, and can be relied on to fund on-going operations during strong and weak economic periods.

2. **The Operating and Capital Budgets must be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.** The extraordinary level of one-time revenue available in FY2019 is allocated to one-time costs and reserves and is not used to support the operating budget except as provided under the Town's Free Cash best practice.
3. **The five year Pro Forma budget must be updated on an annual basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data.** The five year Pro Forma budget has been updated annually since 2002. The Pro Forma budget is a planning tool that provides early opportunity for the Town to anticipate and prepare contingency plans for the operation of the government and the continuation of primary services.
4. **Debt must not be used to fund on-going operating expenses, and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.** The FY2019 – FY2023 Capital Improvement Plan includes projects funded by debt and is in compliance with this best practice. The FY2019 – FY2023 Capital Plan is promulgated as a separate document.
5. **The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.** The amount of Free Cash used to support on-going operations for FY2019 is \$2,506,298, which is in compliance with this best practice.
6. **Adequate contingency funds must be maintained.** This budget allocates \$2,021,791 in Free Cash to fund reserves based on the initial estimate of Free Cash at \$12.5 million. In the event that certified Free Cash is higher than \$12.5 million we recommend that the balance of certified Free Cash be allocated to Tier 2 capital priorities and reserves.
7. **Sufficient maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.** The recommended operating budget includes significant investment in facility maintenance, and the Capital Improvement Plan includes approximately \$93 million investment in facilities, equipment and infrastructure.
8. **The Operating and Capital Budgets must be resilient – allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.** The proposed allocation of recurring revenue to the Debt Service Stabilization Fund and planned reallocation back to the operating budget in the FY2020 timeframe is a cornerstone of the budget proposal again this year, and is an example of budgetary resiliency.
9. **The Operating and Capital Budgets must be sustainable – meeting the needs of the present without compromising the ability of future generations to meet their own needs.** Proposed increases in service delivery are focused and targeted, and are affordable within historical revenue growth assumptions. The

Town's funding of its post-employment employee benefits liability is an excellent example of sustainability in that currently accruing expenses are being funded with current revenue. The Town has taken steps to reduce the discount rate for both the OPEB and Pension funds, with further reductions planned in coming years.

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 FY2019 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 FY2019:

1. Support for items that contribute to the achievement of the Townwide 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 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 identified service delivery and general administrative needs of the Town in a cost effective manner.
5. Commitment to ensure that not all identified recurring funds are committed for on-going expenses in order to reserve capacity for identified priorities in FY2020 and FY2021 (such as full-day kindergarten and public safety staffing).

Budget Drivers: Personnel-Related Costs & Enrollment

Because the primary product of local government is services, the operating budget is heavily weighted to salaries and other personnel-related costs. As in past years, key budget drivers include the funding schedule for the Retirement System and OPEB, health insurance costs and the pace of medical inflation, salary growth, and increasing School enrollment.

Salary Related Expenses

Personnel-related costs remain the highest proportion of the Town's budget. Table 1.2 details the number of General Fund and Enterprise Fund benefit-eligible employees by department. The number of General Government FTEs increased by 4.5 from FY2017 to FY2018, and by 13.2 since FY2013. The number of School Department FTEs grew by 15.3 from FY2017 to FY2018, and by 77.5 since 2013.

Recommended General Government staffing is up eight benefit eligible positions from FY2018. The change includes the addition of a two custodians and a trades employee associated in part with the opening of the Rosemary Complex and the High School addition, a Building Design & Construction Project Manager, a Police Officer, a Public Works Compliance Coordinator, an Administrative Analyst in the Finance Department, and a Children's Librarian. The recommended budget also includes the transfer of the Emergency Management Program Coordinator to the Operating budget and an increase in hours from part-time to full-time. As discussed previously, additional increases in General Government staffing are proposed for the coming years, most notably in public safety.

Table 1.2
General and Enterprise Fund Full-time Equivalent Benefit-Eligible Positions
FY2013 to FY2018

Department	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	FY2013 - 2018 # Change
Town Manager/Selectmen	8.00	8.00	8.00	9.00	8.00	9.00	1.0
Town Clerk	4.00	4.00	4.00	4.00	4.00	4.00	0.0
Finance	23.00	23.00	23.20	22.60	22.60	22.60	-0.4
Planning & Community Development	5.79	5.79	5.79	5.79	6.22	6.22	0.4
Police	57.00	57.00	59.00	59.00	59.00	59.00	2.0
Fire	72.00	72.00	71.00	71.00	71.00	71.00	-1.0
Building	7.00	8.60	8.59	8.60	9.80	9.80	2.8
Public Works*	137.00	137.80	139.00	140.00	139.50	140.00	3.0
Public Facilities Design & Construction*	4.00	4.00	4.00	4.00	4.50	5.00	1.0
Health & Human Services	12.40	12.40	13.20	13.93	14.20	15.73	3.3
Library	13.00	13.00	13.00	13.00	13.00	14.00	1.0
Park and Recreation	4.00	4.00	4.00	4.00	4.00	4.00	0.0
Municipal Departments	347.19	349.59	352.78	354.92	355.82	360.35	13.2
School Department	661.96	665.91	706.34	715.50	724.13	739.42	77.5

* Restated to reflect building maintenance positions as part of DPW. DPW total includes enterprise fund positions.

As noted on Table 1.3, average annual increases in salary line items from FY2013 to FY2018 are above the sustainability target due in part to increases in headcount for program improvements (5.3% overall, 6.0% for the Needham Public Schools, and 4.1% for General Government departments).

Table 1.3
Changes in Salary Line Items FY2013 to FY2018

Description	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018 - Budget as of December 31	Average % Change
Board of Selectmen	669,819	691,474	715,158	785,523	762,789	856,073	5.2%
Town Clerk	296,301	282,647	312,927	321,314	351,915	333,734	2.6%
Town Counsel	70,039	71,790	73,584	75,422	75,442	75,442	1.5%
Personnel Board	600	600	0	15,000	0	0	
Finance Department	1,600,620	1,637,963	1,690,829	1,709,311	1,759,051	1,833,197	2.8%
Finance Committee	30,289	31,668	32,462	34,000	35,733	36,629	3.9%
Municipal Administration	2,667,668	2,716,142	2,824,960	2,940,570	2,984,930	3,135,075	3.3%
Planning & Community Development	363,475	389,725	407,750	463,636	493,930	517,082	7.4%
Land Use and Development	363,475	389,725	407,750	463,636	493,930	517,082	7.4%
Police Department	4,959,157	5,175,845	5,581,122	5,765,222	5,967,300	6,139,368	4.4%
Fire Department	6,249,767	6,581,793	6,758,282	6,894,466	7,173,457	7,552,956	3.9%
Building Department	460,619	528,614	553,286	579,030	654,730	694,478	8.6%
Public Safety	11,669,543	12,286,252	12,892,690	13,238,718	13,795,487	14,386,802	4.3%
Public Facilities	3,227,402	3,407,208	3,472,871	3,652,434	3,787,885	3,972,394	4.2%
Public Works	5,693,797	5,853,827	6,110,486	6,315,940	6,532,462	6,740,617	3.4%
Public Services (including enterprise employees)	8,921,199	9,261,035	9,583,357	9,968,374	10,320,347	10,713,011	3.7%
Health and Human Services	912,469	973,773	1,073,830	1,152,753	1,301,022	1,401,261	9.0%
Commission on Disabilities			1,500	1,500	1,500	1,500	0.0%
Public Library	1,071,967	1,103,803	1,156,157	1,250,534	1,265,264	1,312,846	4.2%
Park and Recreation Department	453,499	468,456	483,633	496,254	498,000	391,972	-2.4%
Community Services	2,437,935	2,546,032	2,715,120	2,901,041	3,065,786	3,107,579	5.0%
Total	26,059,820	27,199,186	28,423,877	29,512,339	30,660,480	31,859,549	4.1%
Education	43,903,789	46,455,864	49,856,876	52,239,914	55,095,622	58,736,969	6.0%
Combined Total	69,963,609	73,655,050	78,280,753	81,752,253	85,756,102	90,596,518	5.3%

Table 1.4
Group Health Insurance Enrollment FY2013 to FY2018

Fiscal Year	Town	% Increase over Prior Year	School	% Increase over Prior Year	Total Actives	% Increase over Prior Year	Retirees	Total Active & Retired
FY2013	284	-1.39%	542	2.26%	826	0.98%	812	1,638
FY2014	284	0.00%	509	-6.09%	793	-4.00%	836	1,629
FY2015	286	0.70%	531	4.32%	817	3.03%	824	1,641
FY2016	294	2.80%	530	-0.19%	824	0.86%	819	1,643
FY2017	286	-2.72%	544	2.64%	830	0.73%	847	1,677
FY2018	291	1.75%	540	-0.74%	831	0.12%	849	1,680
Total Change FY13-FY18	2.46%		-0.37%		0.61%		4.56%	2.56%
Total Change FY17-FY18	1.75%		-0.74%		0.12%		0.24%	0.18%

Note: Retiree enrollment is expressed in number of plans: retiree individual, retiree family, & retiree spouse.
In FY2018, 590 individuals who retired from the Town of Needham are receiving health insurance benefits.

School Enrollment

Over the past ten years, School enrollment in Needham has increased by 13%, or 652 additional students. This represents an average annual increase in enrollment of just over 1% per year.

Table 1.5
Needham Public Schools Enrollment FY2008 to FY2018

School Year	Enrollment	Percentage Change
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	5,581	1.1%
2016/2017	5,588	0.1%
2017/2018	5,665	1.4%
Increase	652	13.0%

Source: DESE, NPS

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 3.

Townwide Expenses

Contributory & Non-Contributory Retirement Assessments 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 69.4% as of December 31, 2016, as compared to 68.6% on December 31, 2015. The system is expected to be fully-funded by June 30, 2030. The Retirement Board voted to adopt an actuarial schedule that includes a reduction in the assumed rate of return (discount rate) from 7.75% to 7.50% for FY2019. Factors that impacted the unfunded liability (and therefore the funding schedule for fiscal year 2019) included the implementation of a new generational mortality table, conversion of the salary increase assumption to a service-based methodology, and an increase in the administrative expense assumption. FY2019 is the first year that includes no funding for non-contributory retirees, as the sole remaining retiree passed away in January, 2017. The FY2019 budget is 8.2% higher than FY2018 in accordance with the new funding schedule, which includes three years of higher than normal increases, returning to the 4.4% range in FY2022.

Employee Benefits and Employer Assessments The expenses covered under this program include group insurance for active employees, 401(a) Plan deferred compensation payments, employee benefit administration costs, Medicare tax, Social Security tax, unemployment assessments, workers compensation and public safety injured on duty payments, employee assistance services, professional services, and incidental expenses. The recommended employee benefits budget reflects an increase of 6%. The submitted budget has been increased by \$532,501 (General Government \$227,586 and School Department \$304,915) to account for estimated costs associated with the net increase in benefit eligible positions recommended in the General Government (8) and School Department (14) budgets. In FY2019, all employees will be required to transition to the Benchmark health plans, and the premium for those plans is approximately 10% lower than the existing rate saver plans. The Town is offering a Qualified High Deductible Plan with a Health Savings Account to eligible employees along with the Benchmark plans. The premium for these plans is significantly lower than the current Rate Saver plans. The health insurance line is estimated at this time, as actual health insurance rates will not be available until late winter of 2018.

Retiree Insurance and Insurance Liability Fund This budget increased by 12.9% from FY2018 to FY2019, and is based on the most recent actuarial analysis dated June 30, 2016. This budget incorporates both the "pay as you go" funding for the health insurance benefits of current retirees, and the normal cost of benefits for future retirees. Post-employment benefits ("OPEB") are part of the compensation for services rendered by employees, and the Town's obligations accrue during the life of an individual's employment. The funding schedule includes both the "normal cost" (the projected cost of current employees' expected future benefits) and the amortization of unfunded accrued liability. As

of June 30, 2017, the Town's unfunded liability was \$65,232,980. This liability represents the difference between the June 30, 2016 total liability of \$91,793,035 less assets as of June 30, 2017 of \$26,560,055. This represents a funded ratio of 28.9%.

General Fund Debt Service The recommended debt budget has been increased by 18.5% for FY2019, attributable primarily to the passage of the debt exclusion for the new Sunita Williams elementary school to replace the Hillside School. Of the total debt budget of approximately \$14.9 million, 30.8% represents tax-levy supported debt, 3.0% represents CPA-supported debt, and the balance is excluded debt.

Casualty, Liability and Self-Insurance The recommended budget has increased by 3.4% over FY2018 based on the expected premium increase and the additional coverage for the Rosemary Complex and the expanded High School.

Classification, Performance and Settlements (CPS) This line provides a reserve for funding General Government personnel-related items as they occur during the year. This line fluctuates annually depending on the number of collective bargaining agreements that have not been settled for a given year. Those not already settled for FY2019 include the Needham Independent Public Employees Association/DPW, the Independent Town Workers Association, and the Building Custodian and Trades Independent Association. The Classification, Performance and Settlements line includes a reserve for those settlements, as well as for the management compensation program, performance increases, merit pay, reclassification for non-represented personnel, and adjustment for elected officials' pay as approved by Town Meeting.

Reserve Fund The purpose of the Reserve Fund is to provide an annual budgetary reserve for unforeseen or extraordinary expenses. The FY2019 Reserve Fund request presented by the Finance Committee is calculated at 1.4% of the projected operating budget, after removing areas that are known or do not draw on reserves (Retirement Assessment, OPEB, Debt Service, and the Reserve Fund itself) – a decrease of 1.2% over FY2018.

Needham Electric, Light, and Gas Program The Municipal Lighting budget was reconfigured in FY2017 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. The ELG budget increased by 0.8% over FY2018, primarily attributable to a lower average natural gas supply rate assumption. The FY2019 budget also includes funding for the two new facilities scheduled to open in FY2019: the Rosemary Recreation Complex, and the expanded High School.

General Government

Board of Selectmen/Town Manager The recommended Board of Selectmen/Town Manager's budget is proposed to increase by 3.3% in FY2018, attributable primarily to projected compensation adjustments for existing staff.

Town Clerk/Board of Registrars The recommended Town Clerk/Board of Registrars budget is 13.3% higher than FY2018 due to the number of elections scheduled for FY2019. The budget includes projected compensation adjustments for existing staff. Any adjustment to the Town Clerk's salary by Town Meeting action will be transferred from the Classification, Performance and Settlements line.

Town Counsel The recommended legal budget includes no change from FY2018.

Finance Department The recommended Finance Department budget increased by 7% from FY2018 to FY2019, and includes the addition of one FTE in the amount of \$69,345 exclusive of benefits costs which are included in the Townwide Expense budget. The new administrative analyst will provide internal support to all Finance Department divisions, including assisting with the procurement of services and supplies, ordering, verifying deliveries, communicating with vendors about shipments, processing of invoices for goods and services provided, and monitoring the individual program budgets. The analyst will also provide review and reconciliation activities for both the Accounting and Treasury divisions, including RTS credits, ambulance billing, water services, tailings, etc. Having a dedicated employee to perform this administrative work will allow other Finance Department staff to focus on more high value and complex tasks.

Finance Committee This budget increased by 2.3% from FY2018 to FY2019 due to projected compensation adjustments for existing staff.

Planning and Community Development

The recommended Community Development budget has increased by 2.6% attributable to projected compensation adjustments for existing staff, and includes a new allocation of \$6,000 for recording secretary services for Conservation Commission meetings.

Public Safety

Police Department The Police Department budget is proposed to increase by 3.0%, and includes funding for one additional police officer in FY2019 in the amount of \$72,077 (exclusive of benefits costs included under Townwide Expenses). Funding for three additional police officers is proposed for the next several years, as described above

Fire Department The recommended Fire Department budget is 3% higher in FY2019 than FY2018. The recommended budget includes an allocation of \$15,538 in one-time funding for a CPR Assist Device for Rescue 2. These devices provide uninterrupted CPR and a constant rate of compression, which can be difficult for staff to achieve in the back of a moving ambulance. Also recommended is \$20,000 in one-time funding for mobile computer tablet mounting equipment and modem services to connect field mobile devices to the public safety network. Finally, the budget recommendation includes \$10,000 in recurring funding for community outreach initiatives to provide a greater level of visibility and interaction, and emergency medical care instruction for school children and the community.

Consideration of the Department's request to fund an additional eight Firefighter/Paramedics to staff a second full time ambulance in Needham Heights has been deferred to FY2020. 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 Needham Square location. The Town has been planning for this increase in public safety staffing for several years.

Building Department The recommended budget for the Building Department is 1.5% higher than FY2018, primarily attributable to projected compensation increases for existing

staff. The recommended budget also includes a one-time expense of \$4,000 for document scanners.

Education

Minuteman School The estimated assessment from the Minuteman School is 16.1% higher than the FY2018 assessment. The Minuteman assessment is spread among the member towns, and fluctuates based on the total change in the Minuteman budget versus member town enrollments. This budget estimate is based on budget growth assumptions and Needham's share of the total enrollment, as well as assumptions about Needham's share of the capital investment in the new High School. The Towns of Boxborough, Carlisle, Lincoln, Sudbury, Wayland, and Weston withdrew from the district effective July 1, 2017, and Belmont has voted to withdraw effective July 1, 2020.

Needham Public Schools The Town Manager's recommended budget for the School Department is \$71,105,943 representing an increase of 4.0%. This recommendation includes a transfer of \$29,000 from the Department of Public Works to the School Department for telephone maintenance expenses. The School Department requested a replacement of its entire telephone system in the Capital Improvement Plan, and will assume responsibility for the maintenance of the system beginning in FY2019. The Superintendent's proposed budget can be found on the School Department Website at: http://www.needham.k12.ma.us/departments/administrative/business_office/budgets_and_financial_documents.

Public Facilities Construction

The recommended budget for the Public Facilities Department of \$610,156 reflects the transfer of the Operations component – the vast majority of the prior budget – to the Department of Public Works as approved by the Board of Selectmen in 2017. The FY2019 budget includes the addition of a project manager (\$102,300, exclusive of benefits costs that are included in Townwide Expenses) based on the number and complexity of design and construction projects in the planning stages and underway.

Public Works

The Department of Public Works General Fund operating budget is recommended at \$12,466,886 and reflects that transfer of Public Facilities Operations functions into the new Building Maintenance Division. The recommended budget includes an allocation of \$8,455 in overtime to supplement the street sweeping program in the downtown, \$20,000 for the implementation of a Canada Goose Management Plan, \$45,000 to provide contracted inspectional services for street opening projects by utility companies, \$10,000 to address maintenance needs at 90 baseball diamonds, and \$78,424 (exclusive of benefits costs) for the creation of a position to manage the Town's compliance activities in an increasingly complex regulatory environment, and to serve in a communication and liaison role with to State and Federal agencies to ensure that the Town's interests are maintained. The DPW budget recommendation also includes a one-time allocation of \$15,000 to complete the Greene's Field Improvement project.

In addition, the amount of \$267,192 (exclusive of benefits costs) has been recommended in part to meet the maintenance, and custodial needs associated with the opening of the Rosemary Complex and the expanded High School. As noted above, \$29,000 was

transferred from the Department of Public Works to the School Department for telephone system maintenance. This funding includes three FTEs: two custodians and one trades position. The collective bargaining agreement for unionized employees in the Department of Public Works is not yet settled – an allowance for projected wage increases for those employees in FY2018 is included in the Classification, Performance & Settlements budget.

Municipal Parking The recommended Municipal Parking budget is 2.4% higher in FY2018, attributable to the terms of lease agreements.

Human Services

Health & Human Services (HHS) Department The recommended FY2019 budget reflects an increase of 11.2%, attributable to projected compensation increases for existing personnel and program improvements. The recommendation includes funding for recording secretary services in the Aging Services Division (\$2,960) and the Youth & Family Services Division (\$2,960). The recommendation also includes an allocation of \$21,725 in expenses across divisions, as these lines have historically been held artificially low based on a reliance on one-time gifts and donations to support the costs of recurring programs and annual expenses. Finally, \$25,617 is recommended to transition the Emergency Management Program Coordinator position from part-time to full-time, and to fund it through the General Fund – it was previously authorized through a financial warrant article – and \$7,000 in associated expenses. The Department's request for additional staffing in the amount of \$150,199 has been deferred and will be considered in FY2020.

Commission on Disabilities No change is recommended to the Commission on Disabilities budget in FY2019.

Historical Commission No change is recommended to the Historic Commission budget in FY2019.

Public Library The recommended Library budget is 5.7% higher than FY2018, and includes a recommended increase of one FTE – a Children's Librarian (\$52,085, exclusive of benefits costs included under Townwide Expenses), an increase in the Sunday hours program in the amount of \$23,952, and an allocation for Comcast Internet services in the amount of \$1,992. The submitted Library budget request was reduced by a total of \$96,769 as requests for additional staffing and various licenses and subscriptions have been deferred.

Park and Recreation The Park and Recreation budget is proposed to increase by 35% in FY2019 due to the fact that the Rosemary Pool was closed in FY2018 and the current budget includes no funding for summer pool staff. A request for \$19,000 for compensation increases for summer pool and program staff has been deferred pending the Town-wide on-going classification and compensation study; however the need for ensuring that the rates of compensation remain competitive is understood and will be reviewed.

Memorial Park No change is proposed to the Memorial Park budget for FY2019.

Beyond the General Fund Operating Budgets

Capital Budget Summary

The focus of this document is the FY2019 General Fund, Enterprise Fund, and Community Preservation Fund budgets. The FY2019 – FY2023 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 FY2019 proposed annual budget includes \$9,694,289 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.

Enterprise Fund Summary

RTS The recommended FY2019 Recycling & Solid Waste Enterprise Fund budget is 5.5%. The collective bargaining agreement for the Division's unionized staff is not yet settled. Requests for program improvements, including an HMEO and Laborer position in the amount of \$103,519 have been deferred at this time pending a proposed operational study. Based on the results of the study, the staffing requests will be considered in FY2020. As set forth below, we recommend that the RTS Enterprise Fund be dissolved and the accounting of the revenues and expenses be returned to the General Fund. This is based primarily on the fact that the General Fund is supporting a significant and increasing share of the RTS Enterprise Fund budget on an annual basis, with no reasonable expectation of a reversal in this trend.

Sewer The recommended Sewer Enterprise Fund budget is 0.1% higher than in fiscal year 2018. The collective bargaining agreement for the Division's unionized staff is not yet settled. 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. During FY2019, we will be undertaking an evaluation of the possibility of creating a stormwater enterprise fund, in recognition of the significant and growing complexity of complying with Federal and State stormwater regulations.

Water The recommended Water Enterprise Fund budget is 1.1% higher than the FY2018 budget. The collective bargaining agreement for the Divisions' unionized staff is not yet settled. 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 FY2018.

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 FY2019

proposed budget includes allocation of funds to one time programs and projects, and to reserves. As noted previously, the proposed allocation of Free Cash is based on an initial estimate of \$12.5 million. When Free Cash is certified, any additional amount should be allocated to one-time items or 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 FY2019 proposed budget includes \$15,000 for the Senior Corps Program.

Property Tax Assistance Program The balanced budget includes \$25,000 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 \$14,044 in fiscal year 2017.

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, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2019 program will fund duct cleaning at the High Rock and Mitchell Schools, PSAB, and CATH, wood floor refinishing at the Pollard, High School, Mitchell, Hillside, Broadmeadow, Newman, and Eliot Schools and Town Hall, carpet replacement in the media center at the Pollard School, asbestos abatement at the DPW garage, an evaluation of the pipes at the Public Safety Building, and splitting the chimney at the roof at the Eliot and High Rock Schools. At the Broadmeadow School, it will fund a hot water heater replacement and an acoustical treatment in the gym. At the Mitchell School, it will fund electrical upgrades, an office reconfiguration, painting of the ceiling tiles, refinishing of the wood trim and doors, rekeying the building, replacing the base trim, and providing acoustical insulation in the attic. Recommended funding in FY2019 is \$625,000.

Town Owned Land Surveys Over the past 300 plus years, the Town has acquired land that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. This is a multi-year program in the amount of \$100,000 per year. In FY2018, Avery Field, the Police/Fire Headquarters, the Hillside School, and Memorial Park were surveyed. Key priorities for future funding include: the Nike Site, Claxton Field, Mitchell School, Pollard School, Emery Grover Building, Stephen Palmer Building, Cooks Bridge Sewer Station, the Boat Launch, Cricket Field, Daley Building, Walker Gordon Field, and Mills Field.

Urban Community Challenge Grant - Tree Inventory Program In 2013, the Town was awarded a grant from the Commonwealth of Massachusetts Department of Conservation (DCR) to conduct a Town Tree Inventory. In recent years, the Town has made many changes to its existing inventory both by removals and through the addition of new

tree plantings. This funding would match additional funding from the Commonwealth to update the inventory, and will identify and update the data of those trees that have a historical, cultural, and/or economic value to the community. In addition, a tree health survey will be performed to help outline and prioritize those trees requiring immediate attention. The tree health survey, in combination with the significant tree inventory, will provide the Town of Needham with key components in the development of a municipal vegetation management plan. The management plan will have a tree planting plan as one component in order to assure that the Town plans for and continues to plant shade trees as part of the roadside beautification. The addition of the appraisal data will help the Tree Warden in identifying the value of the Needham shade tree asset base for budgetary and resource management, as well as assist in the evaluation of mechanical, weather related, and natural damage impacts. The matching grant required contribution is \$15,000.

Long Range Plan Long range planning is an organized way to determine community needs and to set a series of goals to meet those needs. This funding will allow the Town to engage a consultant to provide data for boards, committees, and commissions to use in understanding the impact of population growth, demographic changes and economic development on aspects such as traffic and circulation, housing and residential development, historic and cultural resources areas, natural resources and open space, and public facilities and services. This information will be used in goal and priority setting across the Town. Recommended funding in FY2019 is \$50,000.

Water Meter Data Collection The Department of Public Works has developed a plan to convert all water meters in Town to meter interface units (MIU) that can be read remotely with a remote data collection tool. There are 660 domestic and irrigation water meters in Town that have touch pads for reading the meter. In order to collect readings from these types of meters, Water Division staff must record the reading from the water meter and input the data into a hand-held device. Through this process, more time is spent in the field reading water meters and the readings are subject to human error. The MIUs will allow Water Division staff to read meters remotely from a vehicle, reducing reading time in the field and improving accuracy. The data from the MIU is transmitted by radio frequency to the mobile data collector tool. Recommended funding in FY2019 is \$220,000 from Water Enterprise Fund Retained Earnings.

Time Clock System The Department of Public Works proposed to implement a time clock system to track the work hours of DPW staff, with the understanding that this program may be extended to other staff throughout the Town. This system will integrate with the Town's accounts payable software to facilitate the processing of payroll. It will allow staff to "punch-in" at the beginning and the end of their shifts to ensure that payroll records are accurate and resolve discrepancies currently found in the paper system, and will reduce the current double entry system, whereby the division generates a manual time card and then this time card is entered into the payroll system. The recommended funding in FY2019 is \$81,000.

RTS Efficiency Study The Department of Public Works has proposed a review of the day-to-day operations of the RTS to identify efficiencies and develop a master plan based on the findings. The efficiency study will include a review of all aspects of the RTS operation (recycling, MSW, composting, materials processing, and the closed landfill), and as they relate to site operations, a review of site layout, traffic patterns, and any identifiable safety concerns, an evaluation of operating and maintenance, disposal, and transportation costs, a review of current staffing and equipment levels and evaluation of future needs, and a review of Municipal Solid Waste (MSW) and recycling handling practices and their impact on existing infrastructure. The recommendations included in the efficiency study report will

inform the master planning process for RTS facility improvements. Recommended funding in FY2019 is \$100,000 from RTS Retained Earnings.

GF/RTS Contribution The balanced budget includes an estimated contribution to the RTS Enterprise Fund of \$1,520,000, an increase of \$57,500 or 3.9% over FY2018. The Assistant Town Manager/Director of Finance, after consultation with a working group of citizens, has recommended that the RTS operations be consolidated into the General Fund in FY2020. There have been growing service demands on the operations of the RTS over the years that do not generate revenue. The mission of encouraging greater recycling remains. The continuation of the pay-per-throw program and the elimination of the sticker fee are important components of that goal. The RTS Enterprise Fund has had a growing dependence on the General Fund in order to cover the cost of operations – a trend unlikely to reverse. It is also apparent that enterprise receipts are insufficient to fully fund even the basic infrastructure improvements that have been identified at the facility. In order to have a smoother transition from enterprise fund to General Fund, we propose that an article be included in the 2018 Annual Town Meeting Warrant dissolving the Enterprise Fund effective in FY2020.

Drains/Sewer Contribution The balanced budget includes a \$504,750 contribution to the Sewer Enterprise Fund to offset the cost of the Drains program. 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. As noted previously, we continue to evaluate the benefits and challenges of funding the drains/stormwater program within the General Fund and may recommend changes to the financial structure in FY2020.

Athletic Facility Improvement Fund The 2012 Annual Town Meeting approved the creation of an Athletic Facility Improvement 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 1.6 outlines the appropriations to the fund since it was created. The Town Manager's recommendation for funding the Athletic Facility Stabilization Fund in FY2019 is the traditional match of the Park and Recreation administrative fee receipts (\$63,378 in FY2017). The budget plan also includes use of the fund as has been planned for several years - \$55,000 for the design of the synthetic turf replacement and \$1,800,000 for the Memorial Park Fieldhouse reconstruction.

Table 1.6
Athletic Facility Improvement Fund

FY	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2014	\$283,096	\$1,257	\$616,980		\$901,333
2015	\$901,333	\$1,913	\$1,067,107		\$1,970,353
2016	\$1,970,353	\$8,393	\$664,682		\$2,643,428
2017	\$2,643,428	\$24,630	\$1,671,990		\$4,340,048
2018*	\$4,340,048	\$29,066			\$4,369,114

* Balance as of December 31, 2017

Capital Facility Fund The Capital Facility Fund was established at the 2007 Annual Town meeting, intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs

and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. As presented to the October 2, 2017 Special Town Meeting, the amount of \$1,817,000 is proposed for appropriation in FY2019 to restore the funds transferred to complete the financing plan for the expanded High School. Table 1.7 outlines the appropriation history of the fund.

Table 1.7
Capital Facility Fund

FY	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2014	\$1,293,383	\$2,308			\$1,295,691
2015	\$1,295,691	\$2,593	\$9,113		\$1,307,397
2016	\$1,307,397	\$4,878			\$1,312,275
2017	\$1,312,275	\$13,400	\$505,000		\$1,830,675
2018*	\$1,830,675	\$10,037		-\$1,817,000	\$23,712

* Balance as of December 31, 2017

Capital Improvement Fund The Capital Improvement fund was created at the 2004 Annual Town Meeting and is intended as a reserve for funding needed equipment in years when funding is not available. Table 1.8 outlines the history of the Capital Improvement Fund. The amount of \$141,413 is proposed for funding in the FY2019 operating budget based on the sale of surplus equipment.

Table 1.8
Capital Improvement Fund

FY	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2014	\$648,940	\$1,237			\$650,177
2015	\$650,177	\$1,302	\$17,475		\$668,954
2016	\$668,954	\$2,831	\$29,296		\$701,081
2017	\$701,081	\$6,425	\$28,051		\$735,557
2018*	\$735,557	\$4,927			\$740,484

* Balance as of December 31, 2017

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 FY2018 recommended appropriation for the DSSF is \$1,981,874 in recurring revenue, which may be reallocated in future years to meet identified program improvements. The source of the funding is: solar array – \$525,190; room tax – \$255,000 and new growth – \$1,201,684. The amount appropriated into the Fund will stay with the fund and will be used to reduce the Town's reliance on debt financing. The funding recommendation for the DSSF is based on the initial estimate of Free Cash at \$12.5 million. If additional Free Cash is certified, we recommend that the allocation to the DSSF be increased. Table 1.9 outlines appropriations to the DSSF since inception.

Table 1.9
Debt Service Stabilization Fund

FY	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2016	\$0	\$0	\$320,186		\$320,186
2017	\$320,186	\$6,154	\$612,595		\$938,935
2018*	\$938,935	\$13,527	\$1,091,874		\$2,044,336

* Balance as of December 31, 2017

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 would especially like to thank Superintendent of Schools Dan Gutekanst, Assistant Town Manager David Davison, Assistant Town Manager Christopher Coleman, Finance and Procurement Coordinator Tatiana Swanson and Support Services Manager Sandy Cincotta for their work in the development of this budget.

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.

Respectfully submitted,

Kate Fitzpatrick
Town Manager



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

MEETING DATE: 01/23/2018

Agenda Item	Eversource West Roxbury to Needham Reliability Project
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the Eversource West Roxbury to Needham Reliability Project, the 100% design plans, and the Conservation Commission process.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	



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

MEETING DATE: 01/23/2018

Agenda Item	Highland Commercial Zoning
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will review the feedback received at the January 9, 2018 hearing and discuss next steps.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	



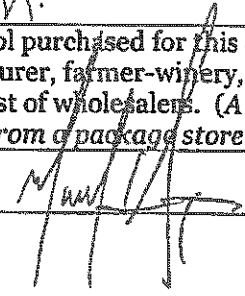
**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/23/2018

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
3.	BACK UP INFORMATION ATTACHED
(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)	Maxwell Sparr		
Event Manager Address	400 1st Ave, Needham Ma		
Event Manager Phone Number	781 800 5858		
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	Brandeis Alumni Networking		
Date of Event	1/25/18		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	6:30p	8:30p	
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?	35 ppl		
Name & address of event location. Please attach proof of permission to use this facility.			
400 1st Ave, Needham Trip Advisor			
Who will be serving the alcohol to your guests?			
Restaurant Associates			
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.			
Bar on Consumption:			
☒ 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:
			1/14/18

**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
Event Manager Address	1211 Highland Avenue Needham MA 02492
Event Manager Phone Number	781-449-1492 781-589-4227
Organization Representing (if applicable)	Father Daniel J. Kennedy- 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	Sunday February 4, 2018
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 4:00 PM TO: 11:00 PM
Are tickets being sold in advance for this event?	☐ YES \$ /per ticket ☒ NO
Is there an admission fee for this event?	☒ YES \$ 30.00 /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. Father Daniel J. Kennedy - Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492	
Who will be serving the alcohol to your guests? TIPS Certified bartender	
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). Jessica Freeland certificate on file at Needham BOS	
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. By paid bartender at temporary service bar	
☒ 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: January 17, 2018

Fr. Daniel J. Kennedy Needham Knights of Columbus



ANNUAL SUPERBOWL PARTY

To Benefit Local Seminarians studying for the Priesthood

COME SEE THE BIG GAME ON 3 BIG TV'S

Sunday February 4, 2018

Doors open at 4:30 Pregame Appetizers

Dinner at 6:00 PM followed by the BIG GAME

Donation \$30.00

Cash Bar – Beer, Wine and Soda

For more information contact

Bob Timmerman at rtimmerman1021@yahoo.com

Karen Levesque
Right of Way Manager



Office 774-409-3170
Mobile 774-504-1279
Karen.levesque@one.verizon.com

December 28, 2017

Town of Needham
Attn: Kate Fitzpatrick
1471 Highland Avenue
Needham, MA 02492

**RE: Utility Easement
Rosemary Street, Needham, MA.**

Dear Ms. Fitzpatrick;

Enclosed you will find two copies of an easement from Verizon New England Inc. and NSTAR Electric Company dba Eversource Energy to cover the placing of facilities on Rosemary Street, Needham, Massachusetts.

The easement must be signed, notarized, and returned to this office at your earliest convenience. Be advised that the Notary must adhere to the Massachusetts Notary Guidelines; signing and stamping accordingly. This is required in order for the document to be recorded at the appropriate registry.

Please be sure to sign the names as printed under the signature lines and return entire original document.

If you have any questions, do not hesitate to call me at 774-409-3170.

Sincerely,

A handwritten signature in dark ink, appearing to read "Karen Levesque", is written over a light blue horizontal line.

Karen Levesque
Right of Way Manager

Enc

EASEMENT

KNOW ALL MEN BY THESE PRESENTS that the INHABITANTS OF TOWN OF NEEDHAM, a municipal corporation duly established under the laws of the Commonwealth of Massachusetts and having its usual place of business at 1471 Highland Avenue, Needham, Massachusetts 02492 (hereinafter referred to as the "Grantor") grants an easement to **Verizon New England Inc.**, a New York corporation, having its principal place of business at 6 Bowdoin Square, Floor 9, Boston, Massachusetts 02114 and **NSTAR Electric Company d/b/a Eversource Energy**, a Massachusetts corporation having a usual place of business at 800 Boylston Street, Boston, MA, together with its respective successors and assign (hereinafter referred to as the "Grantees")

WHEREAS, the Grantor owns in fee simple a certain parcel of land located on the southerly side of **ROSEMARY STREET** situated in **NEEDHAM**, Norfolk County, Massachusetts.

NOW THEREFORE, in consideration of the sum of \$1.00, the receipt of which is hereby acknowledged, the Grantor grants to the Grantees, their successors and assign, with quitclaim covenants, the exclusive and perpetual right and easement to, access, erect, construct, operate, maintain, connect, extend, replace and remove **one (1) Pole, P.18-1**, which may be erected at different times with the necessary conduits, cables, wires, anchors, guys, supports and fixtures appurtenant thereto for the transmission and/or distribution of electricity and the transmission and/or distribution of telecommunications upon, over and across that parcel of land as now laid out and shown as **Area 0.58 Acres** on a plan of land entitled "Scale 40 feet to an inch, F.L. Fuller, Civ. Eng'r., 12 Pearl St., Boston, July 5th 1887" and recorded with the Norfolk County Registry of Deeds in **Plan Book 11, Page 479**. For Grantor's title see deed dated May 14, 1943 and filed with the Norfolk County Registry of Deeds in **Book 2441, Page 95**.

The location of said Pole, P.18-1, (hereinafter "Easement Area") is approximately shown on a sketch labeled **Exhibit 'A'**, which is attached hereto and made a part hereof. The exact locations of said facilities are to be established by and are to become permanent upon the placing thereof.

The Grantees shall have the further right to enter said portion of Grantor's land by foot or by vehicle for all of the herein stated purposes and to connect said poles, wires and cables with the poles, conduits, cables and wires which is located, or which may be placed in parcels of land, public or private ways, adjacent or contiguous to the aforesaid premises. Grantees shall also have the right to cut, trim, and remove such trees, bushes and growth as the Grantees may from time to time deem necessary for the safe and efficient operation and maintenance of Grantees' facilities.

Return to: Karen Levesque
Right of Way Manager
Verizon New England Inc.
385 Myles Standish Blvd
Taunton, MA 02780

ROSEMARY STREET, NEEDHAM, MA
EWO# 4A0E6QC
POLE # P.18-1

It is also agreed that the Grantees, their successors and assign, shall have the right to extend its lines on the subject premises from time to time as may be necessary in the judgment of the Grantees, their successors or assign, to serve customers on the subject premises or on adjoining premises of other parties without incurring any liability to the Grantor, or any successors or assign.

By signing this easement, the undersigned Board of Selectmen certify that they are signing in the name and behalf of Inhabitants of Town of Needham, that they are the Board of Selectmen of the Town of Needham and that they are empowered to grant the within easement on the terms and conditions stated herein.

IN WITNESS WHEREOF we, the said Selectmen of the Town of Needham, hereunto set our hands and seals this _____ day of _____, 2018.

Inhabitants of Town of Needham

By: Its Board of Selectmen

Marianne B. Cooley

Daniel P. Matthews

John A. Bulian

Maurice P. Handel

Matthew Borrelli

Commonwealth of Massachusetts

County of Notary

On this _____ day in the month of _____, 2018, before me, the undersigned Notary Public, personally appeared **Marianne B. Cooley**, who is known to me or proved to me through satisfactory evidence of identity, which was: _____ to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose(s) as a **member of the Board of Selectmen of the Town of Needham**.

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

County of Notary

On this _____ day in the month of _____, 2018, before me, the undersigned Notary Public, personally appeared **Daniel P. Matthews**, who is known to me or proved to me through satisfactory evidence of identity, which was: _____ to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose(s) as a member of the Board of Selectmen of the Town of Needham.

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

County of Notary

On this _____ day in the month of _____, 2018, before me, the undersigned Notary Public, personally appeared **John A. Bulian**, who is known to me or proved to me through satisfactory evidence of identity, which was: _____ to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose(s) as a member of the Board of Selectmen of the Town of Needham.

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

_____. ss.
County of Notary

On this _____ day in the month of _____, 2018, before me, the undersigned Notary Public, personally appeared **Maurice P. Handel**, who is known to me or proved to me through satisfactory evidence of identity, which was: _____ to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose(s) as a member of the Board of Selectmen of the Town of Needham.

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

Commonwealth of Massachusetts

_____. ss.
County of Notary

On this _____ day in the month of _____, 2018, before me, the undersigned Notary Public, personally appeared **Matthew Borrelli**, who is known to me or proved to me through satisfactory evidence of identity, which was: _____ to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose(s) as a member of the Board of Selectmen of the Town of Needham.

Signature of Notary Public

Printed Name of Notary

Place Notary Stamp Above

My Commission Expires _____

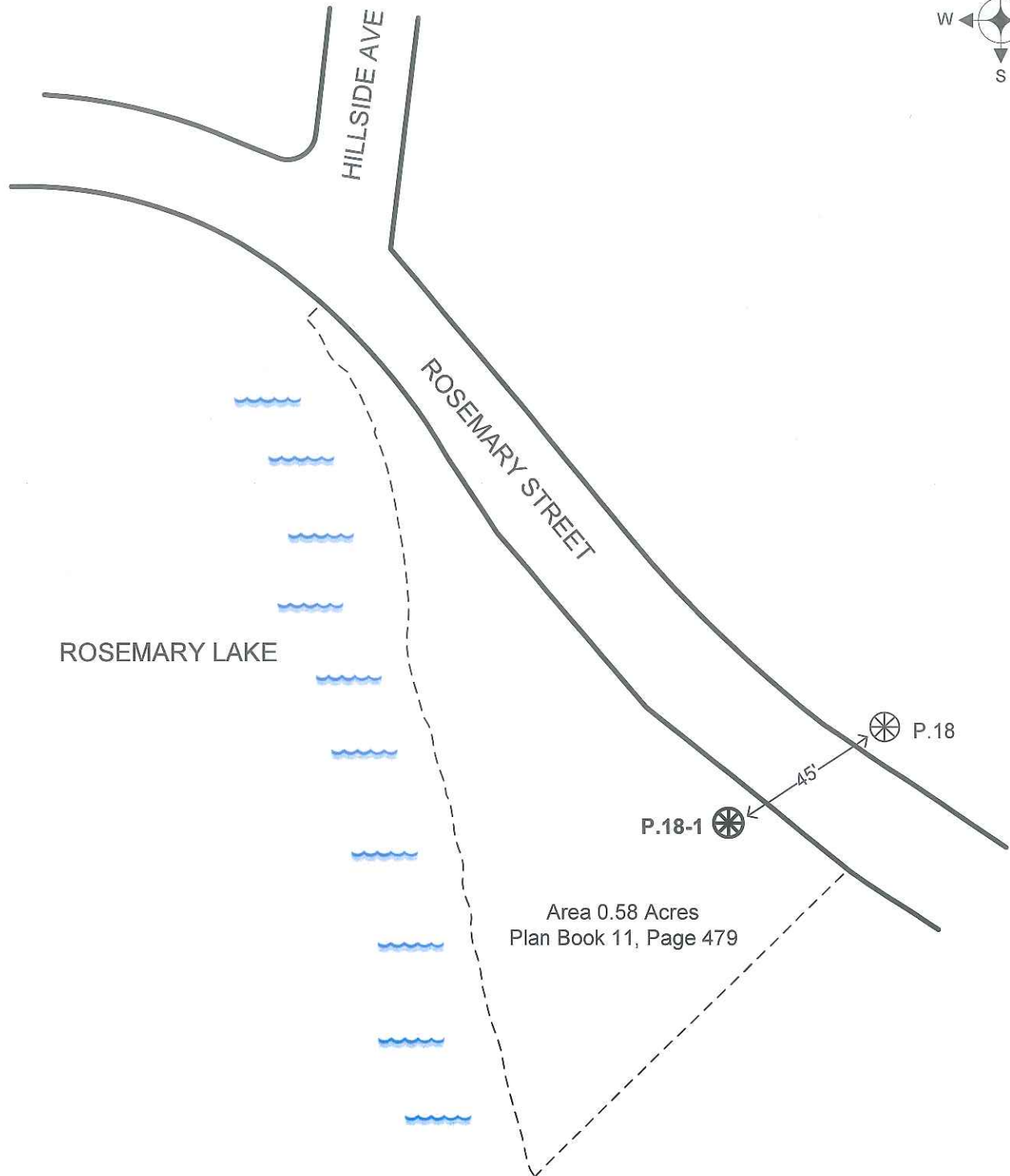
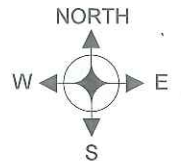
Approved and Adopted by the Needham Board of Selectmen at a public meeting held on _____, 2018, on a call of yeas and nays.

_____ Yeas _____ Nays _____ Abstain

I hereby certify the vote of the Needham Board of Selectmen on this _____ of _____, 2018

Town Clerk

EXHIBIT 'A'



NOT TO SCALE

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: -\$323.60

Water Irrigation: \$0.00

Water Admin Fees \$0.00

Sewer Sales: -\$373.56

Transfer Station Charges: \$0.00

Total Abatement: -\$697.16

Order #: 1250

Read and Approved:

 1/19/2018

Assistant Director of Public Works

For the Board of Selectmen

Date: 1/23/18

 1/19/18

Director of Public Works

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Centola	Joe	40513	23772	1345	South Street	\$0.00	-\$130.70	\$0.00	-\$130.70	ACC	N
DB	Licht	George	11541	2944	54	Savoy Road	\$0.00	-\$90.00	-\$87.00	-\$177.00	ACC	N
JO	Council on Aging (1)						\$0.00	-\$102.90	-\$286.56	-\$389.46	COA	N
Total:										-\$697.16		

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