

SELECT BOARD

January 28, 2020

Needham Town Hall

Revised Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Select Board 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 Select Board'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	Introduce Water & Sewer Superintendent
2.	7:05	Town Manager • Budget Presentation • Town Manager Report
3.	7:35	Board Discussion • Highway Commercial 1 Zoning Proposal • Committee Reports
4.	7:45	Executive Session Exception 3

APPOINTMENTS

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CONSENT AGENDA *=Backup attached

1.*	Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual Super Bowl Party for Seminary Support on Sunday, February 2, 2020 from 4:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
2.*	Approve a Special One Day Wine & Malt Beverages Only license for Robert Timmerman of the Needham Knights of Columbus to host its annual Saint Patrick's Day Dinner Dance on March 14, 2020 from 5:00 p.m. to 11:00 p.m. The event will be held at Needham Knights of Columbus, 1211 Highland Avenue, Needham.
3.	Grant permission for the Newton Needham Regional Chamber to use the Town Common and surrounding area for its Street Fair on Saturday, June 6, 2020, and the Fall Harvest Fair on Sunday, October 4, 2020. They would like to request rain dates of Saturday, June 13, 2020 and Sunday, October 11, 2020 respectively. Permission includes: Town Common for local businesses' booths; Businesses to have items for sale on sidewalk in front of their own stores; parking lot behind Town Hall and for one handicapped accessible portable toilet and one hand washing station (to be delivered and picked up on the same day); close Chapel Street from corner of Great Plain Avenue to the Chapel Street parking lot for food court, fire truck, touch the trucks, and Michelson's Shoe table; use of the Town's generator on Chapel Street to

	power the food court and other activities as needed; use of the outlets on the town common to provide requested electricity for popcorn and other activities as needed; trolley ride that will start at Highland Avenue by the Town Common and loop back around the town via Great Plain Avenue, Webster Street, May Street, and back to the Town Common; delivery and pickup of a dumpster in the parking lot behind town hall; delivery and pick up of trash cans to be placed around the event area including specifically at the food court and near the portable toilets; and any changes as recommended by the Needham Police Department. Also grant permission for meter free parking in the downtown area for both days.
4.	Accept a \$100 donation made to the Needham Health Division's Gift of Warmth Program from Philip and Lynda Coburn.
5.	Accept the following donations made to the Needham Aging Services Donation Account: \$50 from Susan Smolin; and \$150 from Ellen & Michael Knizeski.
6.*	Approve a Special One Day All Alcoholic Beverages license for Marty Goldberg, of the Temple Beth Shalom to host its comedy night on March 7, 2020 from 7:00 p.m. to 11:00 p.m. The event will be held at Temple Beth Shalom, 670 Highland Avenue, Needham.
7.*	Approve a Special One Day Wines & Malt Beverages license for Sandra Rizkallah of Plugged-In Band Program to host its British Invasion – Beatle Juice event on April 4, 2020 from 5:00 p.m. to 11:00 p.m. The event will be held in Powers Hall at Town Hall, 1471 Highland Avenue, Needham.
8.*	Approve a request from Lindsey Itzkowitz, of the National Celiac Association, to hold its "NCA Run for Celiac 5K", on May 30, 2020 from 7:00 a.m. to 2:00 p.m. The route of the ride has been approved by the following departments, DPW, Police, Fire, and Park and Recreation.
9.	Approve a request from the Exchange Club of Needham to sponsor 4 th of July fireworks on Friday, July 3, 2020 and activities on Friday, July 3, 2020, and Saturday, July 4, 2020. Activities on the 4 th will include a Flag Raising on the Town Common, the Grand Parade, a 5K road race, the Crafts Fair/Flea Market, and athletic competitions for younger children. Coordination of all additional activities will be made with appropriate Town Departments.
10.*	Sign the Warrant for the State Primary Election Warrant scheduled for March 3, 2020.
11.*	Approve Open Session minutes of January 14, 2020 and Executive Session minutes of December 17, 2019.
12.*	Approve a Special One Day All Alcoholic Beverages License for Georgina Arrieta-Ruetenik, of The Wily Network to host a fundraiser on February 1, 2020 from 3:30 p.m. to 7:30 p.m. The event will be held at 220 Reservoir Street, Suite 32, Needham MA.
13.	Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Jennifer Tirnauer, \$100 from Lawrence Kistler, \$50 from Kate Carter, and \$100 from The Charles River Center.
14.	Approve and sign updated Common Victualler licenses to all three Dunkin Donuts establishments in Needham as they have all changed corporation and establishment names. The Common Victualler licenses were originally approved and signed at the December 3, 2019 Select Board meeting. The changes are as follows: Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts (CV-2020-22) to ND Donuts, LLC d/b/a Dunkin'; Fred's Coffee Shop d/b/a Dunkin Donuts (CV-2020-16) to ND Donuts, LLC

	d/b/a Dunkin'; and Chestnut Street Donuts d/b/a Dunkin Donuts (CV-2020-12) to ND Donuts, LLC d/b/a Dunkin'.
15.*	Water and Sewer Abatement Order #1286.
16.	Accept a \$50 donation made to the Needham Park and Recreation Commission in honor of Patty Carey from Lois and Bill Bacon. They would like the monies to go towards the Department's Ice Skating program.
17.	Authorize the Town Manager to sign all documents relating to the Town's website with .Gov Domain Registration.
18.*	Approve a Special One Day Wines & Malt Beverages License for Gloria Greis of the Needham History Center & Museum to hold its "Champagne & Chocolate Goes to the Movies" event on February 8, 2020 from 7:00 p.m. to 11:00 p.m. The event will be held in Powers Hall, 1471 Highland Avenue, Needham MA.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/28/2020

Agenda Item	Introduce Water & Sewer Superintendent
Presenter(s)	Rick Merson, Director of Public Works

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
Rick Merson will introduce newly promoted Water & Sewer Superintendent Sean Harrington.	
2.	VOTE REQUIRED BY SELECT BOARD
Introduction Only	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Resume for Sean Harrington	

Sean Harrington

OBJECTIVE: To advance my career within the water & sewer industry

EDUCATION: **University of Massachusetts Boston**, Boston, MA
Bachelor of Science in Sociology, June 2000
Medfield High School, Medfield, MA, June 1994

CERTIFICATIONS: Certified Grade 3D Full Drinking Water Operator
Department of Environmental Protection Backflow Prevention Device Tester
Department of Environmental Protection Cross-connections
Associate MCPPO for Supplies & Services (I have recently taken the Design & Construction test)
Marc Wey Leadership/Management Training
Jon Wortman Leadership/Management Training
Certified Stormwater Inspector

PROFESSIONAL EXPERIENCE: **Acting Superintendent**, January 2019-March 2019; July 1, 2019- present
Town of Needham DPW- Water, Sewer & Drains Division
I am currently filling the role as Superintendent while also performing my full duties as the Assistant Superintendent. Some additional responsibilities:

- Plan/organize all work for the Division
- Make key decisions in the construction, repair & maintenance of the entire Water, Sewer & Drains system
- Manage contracts
- Prepare Operating & CIP budgets
- Oversee spending and expenses
- Updated bid specifications and documents
- Prepare & submit required reports to outside agencies (MWRA, DEP & EPA)
- Perform employee evaluations
- Attended conferences and trainings to stay up to date with important topics in the industry
- Volunteered to be a member of the Town's Labor/Management Committee

Assistant Superintendent, June 2016- present
Town of Needham DPW- Water, Sewer & Drains Division

- Manage day to day operations of the division
- On call 24/7 to respond to emergencies
- Directly oversee the Town's cross-connection control program and all necessary reporting
- Member of the succession group for the town wide solutions team
- Supervise random drug testing
- Established a written protocol for confined space entries
- Coordinate various trainings for staff
- Worked with Board of Health to establish a written grease trap policy
- Board of Health point of contact for all well inspections & surveys
- Coordinate with other divisions/departments to complete small & large scale projects

- Respond to all resident questions/concerns
- Investigate & follow up on see, click & fix reports
- Procurement & prepare weekly payroll
- Made recommendations for program & system improvements throughout town
- Attend after hours meetings
- Assist the Division Superintendent with managing contracts
- Supervisor on the Town's Snow program

CMOM Data Coordinator, January 2015 – June 2016

Boston Water and Sewer Commission, Boston, MA

- Managed CCTV inspection videos and observation databases
- Reviewed and corrected CCTV videos for approval
- Acted as a liaison across all BWSC Departments
- Inspected tide gates, regulators, siphon chambers, and manholes
- Pole camera inspections of sanitary and drain lines to diagnose problems within the system
- Updated GIS system
- Dye Testing
- Produced reports, maintain records and documentation as directed

Enforcement Manager, October 2012 – December 2014

Boston Water and Sewer Commission, Boston, MA

Promoted into this expanded role with the following responsibilities in addition to those included in the Enforcement Compliance Manager position below:

- Reviewed and approved engineering plans
- Reviewed and approved Design Data sheets for the installation of backflow prevention devices

Enforcement Compliance Manager, October 2008 – October 2012

Boston Water and Sewer Commission, Boston, MA

- Managed daily operations of 16 Enforcement Inspectors and 2 yard clerks
- Scheduled and conducted cross connection and grease trap surveys
- Ensured that BWSC met annual cross connection survey totals as required by DEP
- Responded to customer inquiries
- Consulted with contractors and engineers
- Confined space entries for backflow testing
- Coordinated with labs to pick up water samples

Evaluation and Compliance Coordinator, October 2006 – October 2008

Boston Water and Sewer Commission, Boston MA

- Obtained permits for all BWSC projects
- Collected and maintained data for the Sewer Lateral Program
- Represented BWSC at all city-wide utility and moratorium meetings to discuss year-round projects and the permits associated with them

Laborer, January 2003 – October 2006

Boston Water and Sewer Commission, Boston, MA

- Shut down water mains
- Repaired water mains and service leaks
- Performed hydrant flushing
- Maintained water valves and investigated leaks
- Read prints and conducted valve surveys

PROFESSIONAL
MEMBERSHIPS:

New England Water Works Association
American Water Works Association
Water Environment Federation
Mass Water Works Association

SKILLS:

Proficient in Microsoft Word, Microsoft Excel, Access, Outlook & GIS
Pole camera inspections
Confined space entries
Customer Service
Contract Management



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 1/28/2020

Agenda Item	FY2021 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 2021.	
2.	VOTE REQUIRED BY SELECT BOARD
<i>Suggested Motion:</i> That the Board vote to recommend approval of the Town Manager's Proposed Annual Budget for FY2021.	
3.	BACK UP INFORMATION ATTACHED
a. FY2021 Town Manager's Budget Message b. Proposed Annual Balanced Budget document to be Provided Under Separate Cover	



Town Manager's FY2021 Budget Message Services, Safety, & Sustainability

To the Select Board and Finance Committee:

I hereby transmit this proposed annual budget for FY2021. The recommended FY2021 General Fund operating budget and other uses total \$203,453,955 representing a change of \$8,831,586 or 4.5% as compared to FY2020. A comparison of the FY2019 and FY2020 budgets to the FY2021 recommended budget is shown in Table 1.1. A full description of the FY2021 revenue projection is contained in Section 2 of this document.

Table 1.1
Overall General Fund Budget Summary

	FY2019 Actual	FY2020 Budget	FY2021 Proposed	Change \$	%
Revenue					
Property Tax	\$141,476,623	\$151,549,737	\$162,047,692	\$10,497,955	6.9%
State Aid	\$12,516,580	\$13,135,749	\$14,224,266	\$1,088,517	8.3%
Local Receipts	\$16,526,784	\$13,209,000	\$14,362,600	\$1,153,600	8.7%
Free Cash	\$3,259,147	\$10,337,871	\$9,000,000	(\$1,337,871)	-12.9%
Other Funds	\$13,497,378	\$3,879,196	\$1,109,397	(\$2,769,799)	-71.4%
Reimbursements	\$2,049,558	\$2,510,817	\$2,710,000	\$199,183	7.9%
Total Sources	\$189,326,070	\$194,622,370	\$203,453,955	\$8,831,585	4.5%
Expenditures					
Municipal Departments	\$37,724,284	\$44,040,988	\$47,157,816	\$3,116,828	7.1%
School Department	\$71,086,989	\$76,005,765	\$80,738,396	\$4,732,631	6.2%
Minuteman School	\$914,236	\$1,084,783	\$1,205,034	\$120,251	11.1%
Townwide Expenses	\$48,116,478	\$55,246,970	\$59,265,064	\$4,018,094	7.3%
Reserve Fund	\$0	\$1,881,500	\$1,881,500	\$0	0.0%
Capital Budget	\$12,635,289	\$10,162,752	\$6,623,601	(\$3,539,151)	-34.8%
Financial Warrant Articles	\$3,523,945	\$2,169,546	\$2,969,698	\$800,152	36.9%
Other Appropriations	\$2,021,791	\$241,612	\$146,551	(\$95,061)	-39.3%
Other Amounts to be Raised	\$3,427,686	\$3,788,454	\$3,466,295	(\$322,159)	-8.5%
Total Uses	\$179,450,698	\$194,622,370	\$203,453,955	\$8,831,585	4.5%

INTRODUCTION

The FY2021 Proposed Annual Budget continues our focus on maintaining a sustainable and resilient financial plan for the Town. We are mindful of the impact of spending growth on taxpayers, and we review each budget request through that lens. Each of the program improvements recommended is related to a goal of the Select Board or other appointed or

elected policy-making body, and all are intended to improve service delivery, increase the safety of the public and Town assets, and contribute to the Town's sustainability goals.

For the most part, the proposed increase in the operating budget is driven by fixed costs. For FY2021, Townwide expenses (exclusive of the Classification, Performance & Settlements line which supports only the municipal departments) comprise 45% of the total expenditure increase. Salaries and wages for the existing personnel make up most of the balance.

With respect to municipal departments, of the recommended increase of \$3,116,828, only 30% is considered program improvements (\$951,078), and a full 25% of that amount (\$235,854) consists of services currently being provided but funded outside of the operating budget. These include the Substance Abuse Prevention Program funded through a ten-year Federal grant, Library services funded through Library State Aid Account, and Rosemary Pool staffing funded in FY2020 through a financial warrant article. A full description of recommended improvements is set forth below.

BUDGET PRIORITIES

The Select Board 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. The primary goal of the Board 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:

1. Support for items that contribute to the achievement of 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, including continued investment in buildings infrastructure, and fleet maintenance.
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. Support for a funding mechanism for mandated water quality (stormwater) expenses.

BUDGETING BEST PRACTICES

1. Current revenues must be sufficient to support current expenditures. *The FY2021 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. *Revenue that cannot reasonably be expected to recur annually in FY2021 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 should be updated on a regular basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data. *The five-year Pro Forma budget has been reviewed annually since its inception in 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 FY2021 – FY2025 Capital Improvement Plan includes one project funded by debt and is in compliance with this best practice. The Capital Plan is promulgated as a separate document and the executive summary of that plan is included under Section 4 of this 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 FY2021 is \$1,498,471, which is in compliance with this best practice.*
6. Adequate contingency funds must be maintained. *This proposed balanced budget allocates funding to the Athletic Facility Improvement Fund and the Capital Improvement Fund. Appropriation to the Workers Compensation Fund is proposed if funding becomes available.*
7. Sufficient maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained. *The recommended operating budget and the Capital Improvement Plan include 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 implementation of full-day kindergarten without the need for an operating override in FY2020 was the cornerstone of the two prior budget proposals 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 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. Based on a current actuarial analysis, the OPEB fund return assumption has been lowered to 6.75% effective for FY2021.*

BUDGET DRIVERS: ENROLLMENT, EMPLOYEE BENEFITS AND STAFFING

As is true every year, expenditures relating to growth in the population served and the costs associated with providing those services are key drivers of budget growth.

School Enrollment Over the past ten years, School enrollment in Needham has increased by 6.5%, or 348 additional students. This represents an average annual increase in enrollment of .7% per year. Table 1.2 at the end of this document outlines enrollment growth from school year 2010/2011 to school year 2019/2020.

Employee Benefits Due to changes to the Town's group insurance offerings, the submitted FY2021 employee benefits budget was essentially flat at .8%. However, the recommended budget is up \$594,548 or 3.8% primarily attributable to increase in employee headcount in both the School and Municipal budgets. Table 1.3 at the end of this document highlights group insurance enrollment for the last five years.

Staffing As noted in the introduction, targeted staffing increases are recommended to meet existing and growing services delivery needs, safety, and sustainability of Town assets. The recommended FTE increase is 8.5 on the municipal side and 17 on the School side. Table 1.4 at the end of this document details the growth in Full-time Equivalent Employees from FY2016 to FY2020 – 20.3 or 5.7% on the municipal side, and 78.7 or 11% on the School side.

BALANCED BUDGET HIGHLIGHTS

The following is a summary of significant changes from prior years and recommended changes to the submitted budgets. The full discussion of each department is included in the submitted departmental spending requests contained in Section 3. All departmental salary and wage items listed are exclusive of employee benefits costs, which are included in Townwide expenses.

Contributory Retirement Assessment – \$9,513,643 Consistent with the current actuarial analysis, the FY2021 budget is 9.5% higher than the FY2020 appropriation. A new analysis will be conducted in FY2020 to serve as the basis for the FY2022 appropriation.

General Fund Debt Service - \$21,111,388 The recommended debt budget is 10.9% higher than FY2020, attributable primarily to new debt issues associated with the Sunita Williams elementary school, the Public Safety Building Project including Fire Station #2, the Rosemary Recreation Complex, and the High School expansion. Of the total debt budget, approximately 25% represents tax-levy supported debt, 7% represents CPA-supported debt, and the balance is excluded debt.

Classification, Performance and Settlements (CPS) – \$1,255,000 This line provides a reserve for funding General Government personnel-related items as they occur during the year and fluctuates annually depending on the number of collective bargaining agreements that have not been settled for a given year. Those not settled for FY2021 include the Needham Police Union, the Needham Police Superior Officers Association, and the Needham Fire Union.

Reserve Fund – \$1,881,500 The recommended FY2021 Reserve Fund is proposed to be level-funded – a reduction of \$152,542 from the submitted budget.

Office of the Town Manager/Select Board – \$1,096,503 This budget includes a new allocation of \$8,000 to enable the Town to support festivals and community events held on the Town Common and in Town Hall.

Town Clerk/Board of Registrars - \$457,429 The recommended Town Clerk/Board of Registrars budget is 8.9% higher than FY2020 due to an increase in the number of elections scheduled for FY2021.

Finance Department – \$3,477,743 The Finance Department budget increase of 9.9% is primarily associated with technology, including licensing fees which have been increasingly rapidly. The recommended budget also includes \$109,400 in network security expenses – half of the funding for a two-year phased project, electronic medical record and program registration software for the Health Division (\$4,000), and applicant tracking software for the Human Resources Division (\$7,500). A request for funding for a student intern (\$2,900) will be absorbed into the Department's existing part-time and temporary salary line.

Planning & Community Development – \$616,651 Funding in the amount of \$6,200 for a recording secretary for the Design Review Board is recommended in this budget line. A request for \$6,000 in trail mapping services has been removed from the budget and is under consideration for CPA funding. The recommended budget is 3.8% higher than the current budget.

Police Department – \$7,440,850 The Police Department budget is proposed to increase by 5.3% and includes funding for two additional police officers in the amount of \$147,154. The submitted budget was reduced by \$50,000 to reflect the deferral of one police vehicle to FY2022. The collective bargaining agreements between the Town and the Needham Police Union and Needham Police Superior Officers Association are not yet settled, and this budget does not yet include funding for salary increases for members of those unions.

Fire Department – \$8,810,841 The Fire Department budget assumes that a portion of the eight firefighters funded by a grant starting in FY2019 will continue to be funded by the Federal government in FY2021. While the recommended budget is increasing by only 1.6%, the collective bargaining agreement between the Town and the Needham Fire Union is not yet settled, and this budget does not yet include funding for salary increases for members of that union.

Minuteman School - \$1,205,034 The estimated assessment from the Minuteman School is 11.1% higher than the FY2020 assessment based on budget growth assumptions and Needham's share of the total enrollment, as well as Needham's share of the capital investment in the new High School.

Needham Public Schools – \$80,738,396 The recommended budget for the School Department represents an increase of 6.2% over FY2020 and has been reduced by \$205,427 from the budget submitted by the Superintendent of Schools. The reduction is based on an assessment of revenue available for appropriation and not on the merit of the submitted request. The voted budget of the Needham School Committee was not available at the time of the distribution of this proposed budget and will be included as an addendum if the voted number is different from this recommendation, in accordance with the General By-laws of the Town.

Public Works – \$16,921,963 The proposed Department of Public Works General Fund operating budget is increasing by 6.7% from FY2020 to FY2021. Targeted investment to meet increasing demand in existing services include the following: an additional custodian (\$56,947) as forecast in the plan for expanded capital facilities; a manager in the Building Maintenance Division (\$110,150) to provide an additional level of guidance and supervision for the employees and contractors working in 19 buildings; a Fleet Services and Parts Manager (\$81,388) to help support and maintain the Town's fleet of approximately 175 registered vehicles valued at over \$16 million; fleet vehicle washing services (\$30,000); a preventive maintenance roof repair program (\$61,425); increased application of roadway markings to improve safety by roadway users (\$52,480); and increased overtime hours to fund trash barrel collection on Sundays (\$5,222). Funding requests for an additional HVAC technician

(\$88,721) a project manager (\$110,686), garden bed maintenance (\$20,000), and additional RTS overtime (\$17,038) have been deferred.

Municipal Parking - \$145,522 The recommended Municipal Parking budget is 25% higher in FY2021, attributable primarily to pest control measures (\$15,000).

Health & Human Services (HHS) Department – \$2,263,953 The recommended FY2021 budget reflects an increase of 8.8% or \$183,981. The bulk of the recommended increase is to maintain the Town's Substance Abuse Prevention program consisting of 1.5 FTEs and associated expenses (\$99,289). Since the ten-year Federal grant for the existing program expires on September 30th, funding is recommended for three-fourths of the fiscal year. Other initiatives proposed for funding include an additional van driver for the Center at the Heights due to increased demand and availability of additional vehicles (\$20,358), and expenses at the Center at the Heights to account for the phased reduction in direct financial support for existing programs by the Friends of the Needham Elderly (\$25,000). Additional program requests have been deferred including: additional environmental health inspection hours (\$18,200), a dedicated Public Health Director (\$108,928), and additional program support at the Center at the Heights (\$28,277).

Public Library – \$2,010,020 The recommended Library budget is 7.4% higher than FY2020, partially attributable to changes to the part-time and temporary employee pay scale. The budget also includes a recommendation for funding for the Overdrive Basic Subscription (\$21,000), and the On-line Computer Library Center WorldCat subscription (\$3,000). Additional program requests have been deferred including OverDrive Advantage (\$12,000 – a program enhancement proposed for funding through the State Aid account), Library Space Planning study (\$60,000 – proposed to be funded through the Capital Improvement Plan), a Reference Librarian/Digital Communications Specialist (\$58,250), and Library Pages (\$13,585).

Park and Recreation – \$947,970 The Park and Recreation budget is proposed to increase by 11.3%, partially attributable to changes to the part-time and temporary employee pay scale. The recommendation also includes the continuation and enhancement of pool-related staffing that was funded through a warrant article for FY2020. This includes a temporary part-time aquatics specialist (\$28,000), additional seasonal pool staff (\$49,565) and a lifeguard retention program (\$10,000). The ability to maximize the season at the new Pools at Rosemary is a high priority for both the Park & Recreation Commission and the Select Board.

BEYOND THE OPERATING BUDGET

Capital Improvement Budget The Capital Improvement Plan Executive Summary is contained in Section 4 of this document. The recommended FY2021 capital budget has been updated to include the following items that were previously included under the "Tier 2" category: \$24,820 for School copiers, \$30,000 for School technology, \$270,000 for the Public Works Infrastructure Program, \$736,000 for the NPDES/Stormwater Compliance Program, and \$316,414 for the Fleet program.

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 FY2021 proposed budget includes allocation of funds to one-time programs and projects and reserves. Additional recommendation may be made during the coming months depending on the level of certified free cash.

Compensated Absences Fund – \$220,000 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.

Property Tax Assistance Program – \$25,000 The Property Tax Assistance Program provides small grants to taxpayers in need.

Public Facilities Maintenance Program – \$655,000 This recurring warrant article funds the annual 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 FY2021 program will fund duct cleaning at the Broadmeadow and Pollard Schools, wood floor refinishing at the High School, Mitchell School, Broadmeadow School, Newman School and Town Hall, floor replacement at the Newman School, carpet replacement in the media center at the Broadmeadow School, and office reconfiguration at the High School.

Town Owned Land Surveys - \$100,000 Over the past 300 years, the Town has acquired land that has never been surveyed. In recent years, when the Town has begun the design process for construction or improvements 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.

Billing and Collection Applications - \$1,000,000 This request is to replace the Town's current billing and collection software application. The current application was first procured in the early 1990's and has gone through several modifications since the original implementation. The primary function is the billing and collection of real estate and personal property taxes, motor vehicle excise tax, utility charges, and miscellaneous billing by the various Town and School departments. There are other modules that are incorporated with the current system which include customer information, land/parcel management, and cash receipts. There has been a greater need for better reporting, easier exporting of information to create bills and to allow for online payments, integration of collection data to the general ledger, and receiving of data needed for billing. All the specialized programming and processes in the billing application rely on dated programming, which in combination with the IBM hardware, has become increasingly difficult for the Town to support. The Town transferred its General Ledger/Accounting functions to a new application in FY2014. Though some reporting, requisition, and rollover processes have seen improvements, the fact that the billing and collection and the General Ledger application are from two different vendors and hardware types has caused problems with revenue posting, cash reconciliation, bank account reconciliation, and personnel reporting.

Parking Study - \$50,000 This appropriation will fund an outside analysis of the current mix of permit parking, metered parking, and two-hour/retail parking to determine the appropriate allocation based on current conditions in the Needham Heights and Needham Center business districts.

Drains/Sewer Contribution – \$739,698 The annual contribution to the Sewer Enterprise Fund offsets 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. We continue to evaluate the benefits and challenges of funding the drains/stormwater program within the General Fund and will be recommending changes

to the financial structure this year. The increase is inclusive of an additional \$195,000 for National Pollutant Discharge Elimination System (NPDES) inspectional services and repairs.

Planning Consulting Assistance – \$60,000 The Planning and Community Development Department is requesting additional funding for professional and technical assistance in support of planning and zoning initiatives, development applications, land use regulations, and related activities. Planning consulting assistance funds would be used to conduct build-out, traffic and fiscal impact analyses of zoning initiatives that the Planning Board is currently studying. In addition, funds would be used to help the Department research and advise appropriate Town boards when presented with complex development projects requiring advanced technical input.

Public Health Scientific Experts and Consultants – \$50,000 There have recently been several large-scale utility projects which have raised community concern due to possible environmental health impacts; examples include the Eversource underground utility project and Verizon Small Cell Sites. There is limited ability to anticipate such projects, and no ability to require utilities to pay for outside experts. Having the resources necessary to understand and respond to new and emerging environmental health challenges in Needham is a high priority of the Select Board and Board of Health.

Athletic Facility Improvement Fund – \$35,283 The purpose of the Athletic Facility Improvement Fund is to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures. A table outlining appropriations to the fund over the past five years is included at the end of this document. The funding recommendation is based on the four-year average of field administration fee collections.

Capital Improvement Fund – \$111,268 The Capital Improvement Fund (CIF) is a reserve for funding needed equipment in years when funding is not available. A table outlining the history of the Capital Improvement Fund over the past five years is included at the end of this document. The funding sources for the article is the amount that the Town collected from the sale of surplus equipment during 2019.

Allowance for Abatements and Exemptions – \$1,950,000 These funds are reserved for property tax abatements and statutory exemptions. After the actual new growth revenue for FY2021 is known, the amount of overlay may be increased. The final amount of the reserve is determined by the Department of Revenue when it approves the tax rate in December.

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, 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 Select Board, 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 dedicated 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

Table 1.2
School Enrollment 2010/2011 to 2019/2020

School Year	Enrollment	Percentage Change
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%
2018/2019	5,721	1.0%
2019/2020	5,706	-0.3%
Increase	348	6.5%

Source: Department of Elementary & Secondary Education; Needham Public Schools

Table 1.3
Group Health Insurance Enrollment FY206 to FY2020

Fiscal Year	Town	% Increase over Prior Year	School	% Increase over Prior Year	Total Actives	% Increase over Prior Year
FY2016	294	2.80%	530	-0.19%	824	0.86%
FY2017	286	-2.72%	544	2.64%	830	0.73%
FY2018	291	1.75%	540	-0.74%	831	0.12%
FY2019	291	0.00%	540	0.00%	831	0.00%
FY2020	298	2.41%	557	3.15%	855	2.89%

Total Change FY16-FY20		1.36%		5.09%		3.76%
Total Change FY19-FY20		2.41%		3.15%		2.89%

Table 1.4
General and Enterprise Fund Full-time Equivalent Benefit-Eligible Positions
FY2019 – FY2020 (excluding grant funded positions)

Department	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Funded FY2020	FY2016 - FY2020 # Change	Proposed FY2021
Select Board/ Office of the Town Manager	9.0	8.0	9.0	9.0	9.0	0.0	9.0
Town Clerk	4.0	4.0	4.0	4.0	4.0	0.0	4.0
Finance	22.6	22.6	22.6	23.6	24.0	1.4	24.0
Planning & Community Development	5.8	6.2	6.2	6.3	6.3	0.5	6.3
Police	59.0	59.0	59.0	60.0	61.0	2.0	63.0
Fire*	71.0	71.0	71.0	71.0	74.0	3.0	76.0
Building	8.6	9.8	9.8	9.8	9.8	1.2	9.8
Public Works**	140.0	139.5	143.0	144.0	145.0	5.0	148.0
Building Design & Construction***	4.0	4.5	5.0	5.0	5.0	1.0	5.0
Health & Human Services	13.9	13.9	15.7	17.6	17.5	3.6	19.0
Library	13.0	13.0	14.0	15.0	15.0	2.0	15.0
Park and Recreation	4.0	4.0	4.0	4.0	4.6	0.6	4.6
Municipal Departments	354.9	355.5	363.3	369.3	375.2	20.3	383.7
School Department****	715.5	724.1	739.4	749.3	794.2	78.7	811.2

* Fire fighter positions funded by a Federal grant are being phased in over a three year period.

** Restated to reflect building maintenance positions as part of Public Works. The total includes enterprise fund positions.

*** Restated to reflect movement of the building maintenance positions to Public Works.

**** Proposed FY2021 reflects the Superintendent's submitted budget

Table 1.5

Athletic Facility Improvement Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2016	\$1,970,353	\$8,393	\$664,682		\$2,643,428
2017	\$2,643,428	\$31,290	\$1,671,990		\$4,346,708
2018	\$4,346,708	\$62,313			\$4,409,021
2019	\$4,409,021	\$68,830	\$63,378	(\$1,855,000)	\$2,686,229
2020*	\$2,686,229	\$6,799	\$75,000	(\$2,500,000)	\$268,028
* Balance as of December 31, 2019					

Table 1.6

Capital Facility Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2016	\$1,307,397	\$4,878			\$1,312,275
2017	\$1,312,275	\$13,400	\$505,000		\$1,830,675
2018	\$1,830,675	\$13,249		(\$1,817,000)	\$26,924
2019	\$26,924	\$42,608	\$1,817,000		\$1,886,532
2020*	\$1,886,532	\$20,682			\$1,907,214
* Balance as of December 31, 2019					

Table 1.7

Capital Improvement Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2016	\$668,954	\$2,831	\$29,296		\$701,081
2017	\$701,081	\$6,426	\$28,051		\$735,558
2018	\$735,558	\$11,669			\$747,227
2019	\$747,227	\$21,937	\$141,413		\$910,577
2020*	\$910,577	\$11,530	\$166,612		\$1,088,719
* Balance as of December 31, 2019					

Table 1.8

Debt Service Stabilization Fund					
Year	Start	Interest	Appropriations to the Fund	Appropriations from the Fund	Balance
2016			\$320,186		\$320,186
2017	\$320,186	\$6,154	\$612,595		\$938,935
2018	\$938,935	\$32,143	\$1,091,874		\$2,062,952
2019	\$2,062,952	\$51,554			\$2,114,506
2020*	\$2,114,506	\$23,181			\$2,137,687
* Balance as of December 31, 2019					

Line #	Description	FY2019 Expended	FY2020 Budget (As of 12/01/2019)	FY2021 Base	FY2021 DSR4	FY2021 Total Request	Change from FY2020	Town Manager Recommendation		
								Balanced Budget	Change from FY2020	

Townwide Expense Group

1	Casualty, Liability, Property & Self-Insurance Program	625,373	626,790	665,795		665,795	39,005	6.2%	665,795	39,005	6.2%
2	Debt Service	14,891,903	19,038,470	21,111,388		21,111,388	2,072,918	10.9%	21,111,388	2,072,918	10.9%
3	Group Health Insurance, Employee Benefits & Administrative Costs	13,791,879	15,533,760	15,650,335	705,376	16,355,711	821,951	5.3%	16,128,308	594,548	3.8%
4	Needham Electric, Light & Gas Program	3,411,454	3,746,587	3,901,384		3,901,384	154,797	4.1%	3,901,384	154,797	4.1%
5	Retiree Insurance & Insurance Liability Fund	6,906,705	6,906,705	7,052,898	190,698	7,243,596	336,891	4.9%	7,197,713	291,008	4.2%
6	Retirement Assessments	7,809,911	8,688,258	9,513,643		9,513,643	825,385	9.5%	9,513,643	825,385	9.5%
7	Workers Compensation	679,253	706,400	777,040	31,588	808,628	102,228	14.5%	746,833	40,433	5.7%
8	Classification Performance & Settlements	Transfers Only	577,926	1,280,000		1,280,000	702,074	121.5%	1,255,000	677,074	117.2%
9	Reserve Fund	Transfers Only	1,881,500	2,034,042		2,034,042	152,542	8.1%	1,881,500		
Group Total		48,116,478	57,706,396	61,986,525	927,662	62,914,187	5,207,791	9.0%	62,401,564	4,695,168	8.1%

Select Board and the Office of the Town Manager

10A	Salary & Wages	856,956	915,198	942,708		942,708	27,510		942,708	27,510	
10B	Expenses	136,376	142,869	145,795	8,000	153,795	10,926		153,795	10,926	
	Total	993,331	1,058,067	1,088,503	8,000	1,096,503	38,436	3.6%	1,096,503	38,436	3.6%

Town Clerk and Board of Registrars

11A	Salary & Wages	367,508	366,364	391,124		391,124	24,760		391,124	24,760	
11B	Expenses	47,258	53,850	66,305		66,305	12,455		66,305	12,455	
	Total	414,766	420,214	457,429		457,429	37,215	8.9%	457,429	37,215	8.9%

Town Counsel

12A	Salary & Wages	75,140	75,140	75,140		75,140			75,140		
12B	Expenses	253,874	254,000	254,000		254,000			254,000		
	Total	329,014	329,140	329,140		329,140			329,140		

Finance Department

13A	Salary & Wages	1,844,330	2,041,191	2,100,223	2,900	2,103,123	61,932		2,100,223	59,032	
13B	Expenses	903,906	1,043,755	1,161,620	230,300	1,391,920	348,165		1,282,520	238,765	
13C	Capital	89,996	80,000	95,000		95,000	15,000		95,000	15,000	
	Total	2,838,232	3,164,946	3,356,843	233,200	3,590,043	425,097	13.4%	3,477,743	312,797	9.9%

Finance Committee

14A	Salary & Wages	37,257	38,668	38,522		38,522	(146)		38,522	(146)	
14B	Expenses	965	1,360	1,400		1,400	40		1,400	40	
	Total	38,222	40,028	39,922		39,922	(106)	-0.3%	39,922	(106)	-0.3%

								Town Manager Recommendation			
Line #	Description	FY2019 Expended	FY2020 Budget (As of 12/01/2019)	FY2021 Base	FY2021 DSR4	FY2021 Total Request	Change from FY2020		Balanced Budget	Change from FY2020	
Planning and Community Development											
15A	Salary & Wages	488,584	560,981	576,051	6,200	582,251	21,270		582,251	21,270	
15B	Expenses	25,158	33,050	34,400	6,000	40,400	7,350		34,400	1,350	
	Total	513,741	594,031	610,451	12,200	622,651	28,620	4.8%	616,651	22,620	3.8%
Police Department											
16A	Salary & Wages	6,276,830	6,550,024	6,612,868	139,154	6,752,022	201,998		6,752,022	201,998	
16B	Expenses	274,193	380,733	396,312	8,000	404,312	23,579		404,312	23,579	
16C	Capital	137,516	132,983	334,516		334,516	201,533		284,516	151,533	
	Total	6,688,539	7,063,740	7,343,696	147,154	7,490,850	427,110	6.0%	7,440,850	377,110	5.3%
Fire Department											
17A	Salary & Wages	7,715,423	8,285,415	8,378,394		8,378,394	92,979		8,378,394	92,979	
17B	Expenses	371,119	390,130	407,464		407,464	17,334		407,464	17,334	
17C	Capital	23,778		24,983		24,983	24,983		24,983	24,983	
	Total	8,110,320	8,675,545	8,810,841		8,810,841	135,296	1.6%	8,810,841	135,296	1.6%
Building Department											
18A	Salary & Wages	611,518	742,580	744,760		744,760	2,180		744,760	2,180	
18B	Expenses	35,627	51,040	51,040		51,040			51,040		
	Total	647,145	793,620	795,800		795,800	2,180	0.3%	795,800	2,180	0.3%
Minuteman Regional High School Assessment											
19	Assessment	914,236	1,084,783	1,205,034		1,205,034	120,251		1,205,034	120,251	
	Total	914,236	1,084,783	1,205,034		1,205,034	120,251	11.1%	1,205,034	120,251	11.1%
Needham Public Schools											
20	Needham Public Schools	71,086,989	76,005,765	80,943,823		80,943,823	4,938,058		80,738,396	4,732,631	
	Total	71,086,989	76,005,765	80,943,823		80,943,823	4,938,058	6.5%	80,738,396	4,732,631	6.2%
Building Design and Construction Department											
21A	Salary & Wages	272,232	518,044	525,164		525,164	7,120		525,164	7,120	
21B	Expenses	17,330	19,495	19,495		19,495			19,495		
21C											
	Total	289,562	537,539	544,659		544,659	7,120	1.3%	544,659	7,120	1.3%
Department of Public Works											
22A	Salary & Wages	7,413,105	8,863,788	9,056,244	453,635	9,509,879	646,091		9,303,884	440,096	
22B	Expenses	4,401,416	6,441,822	6,893,485	180,422	7,073,907	632,085		7,043,457	601,635	
22C	Capital	15,612	136,500	150,018		150,018	13,518		150,018	13,518	
22D	Snow and Ice	724,024	420,395	424,604		424,604	4,209		424,604	4,209	
	Total	12,554,157	15,862,505	16,524,351	634,057	17,158,408	1,295,903	8.2%	16,921,963	1,059,458	6.7%
Municipal Parking Program											
23	Program	106,316	116,464	130,522	15,000	145,522	29,058		145,522	29,058	
	Total	106,316	116,464	130,522	15,000	145,522	29,058	25.0%	145,522	29,058	25.0%

								Town Manager Recommendation		
Line #	Description	FY2019 Expended	FY2020 Budget (As of 12/01/2019)	FY2021 Base	FY2021 DSR4	FY2021 Total Request	Change from FY2020	Balanced Budget	Change from FY2020	
Health and Human Services Department										
24A	Salary & Wages	1,424,643	1,690,698	1,726,421	278,608	2,005,029	314,331	1,823,913	133,215	
24B	Expenses	326,153	389,274	392,885	47,155	440,040	50,766	440,040	50,766	
	Total	1,750,797	2,079,972	2,119,306	325,763	2,445,069	365,097 17.6%	2,263,953	183,981 8.8%	
Commission on Disabilities										
25A	Salary & Wages	1,500	1,500	1,500		1,500		1,500		
25B	Expenses	55	550	550		550		550		
	Total	1,555	2,050	2,050		2,050		2,050		
Historical Commission										
26A	Salary & Wages									
26B	Expenses		1,050	1,050		1,050		1,050		
	Total		1,050	1,050		1,050		1,050		
Public Library										
27A	Salary & Wages	1,376,146	1,509,873	1,613,880	68,575	1,682,455	172,582	1,613,880	104,007	
27B	Expenses	357,233	361,685	372,140	99,260	471,400	109,715	396,140	34,455	
	Total	1,733,380	1,871,558	1,986,020	167,835	2,153,855	282,297 15.1%	2,010,020	138,462 7.4%	
Park and Recreation Department										
28A	Salary & Wages	614,059	715,578	717,800	87,565	805,365	89,787	805,365	89,787	
28B	Expenses	100,397	136,265	142,605		142,605	6,340	142,605	6,340	
	Total	714,456	851,843	860,405	87,565	947,970	96,127 11.3%	947,970	96,127 11.3%	
Memorial Park										
29A	Salary & Wages									
29B	Expenses	750	750	750		750		750		
	Total	750	750	750		750		750		
Department Budget Total		109,725,509	120,553,610	127,150,595	1,630,774	128,781,369	8,227,759 6.8%	127,846,246	7,292,636 6.0%	
Total Operating Budget		157,841,987	178,260,006	189,137,120	2,558,436	191,695,556	13,435,550 7.5%	190,247,810	11,987,804 6.7%	

							Town Manager Recommendation		
Line #	Description	FY2019 Expended	FY2020 Budget (As of 12/01/2019)	FY2021 Base	FY2021 DSR4	FY2021 Total Request	Change from FY2020	Balanced Budget	Change from FY2020
Sewer Enterprise									
201A	Salary & Wages	919,061	1,028,667	1,054,938		1,054,938	26,271	1,054,938	26,271 2.6%
201B	Expenses	434,143	451,947	462,447	195,000	657,447	205,500	657,447	205,500 45.5%
201C	Capital	49,520	50,000	45,000		45,000	(5,000)	45,000	(5,000) -10.0%
201D	MWRA	6,173,219	6,399,114	6,399,114		6,399,114		6,399,114	
201E	Debt Service	1,167,381	900,000	900,000		900,000		900,000	
202	Reserve Fund	Transfers Only	35,000	35,000		35,000		35,000	
Total		8,743,324	8,864,728	8,896,499	195,000	9,091,499	226,771 2.6%	9,091,499	226,771 2.6%
Water Enterprise									
301A	Salary & Wages	1,258,141	1,331,359	1,360,541		1,360,541	29,182	1,360,541	29,182 2.2%
301B	Expenses	1,132,632	1,209,762	1,269,070		1,269,070	59,308	1,269,070	59,308 4.9%
301C	Capital	20,000	15,000	15,000		15,000		15,000	
301D	MWRA	856,049	1,412,709	1,412,709		1,412,709		1,412,709	
301E	Debt Service	1,384,917	1,250,000	1,250,000		1,250,000		1,250,000	
302	Reserve Fund	Transfers Only	75,000	75,000		75,000		75,000	
Total		4,651,739	5,293,830	5,382,320		5,382,320	88,490 1.7%	5,382,320	88,490 1.7%



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/28/2020

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on issues not covered on the agenda.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
none	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/28/2020

Agenda Item	Highway Commercial 1 Zoning
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss feedback received at the Needham Heights Neighborhood Association Meeting on Monday January 27, 2020 concerning the proposed zoning initiative.	
2.	VOTE REQUIRED BY SELECT BOARD
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Needham Heights Neighborhood Association Meeting Notice, January 27, 2020	

MEETING NOTICE
Needham Heights Neighborhood Association
Monday, January 27, 2020

The Needham Heights Neighborhood Association will be hosting a town-wide Community meeting on Monday evening, January 27, 2020 from 7:00 pm to 9:30 pm at the Broadmeadow School auditorium, 120 Broadmeadow Road, Needham, MA, and we invite you to attend. If inclement weather necessitates canceling the meeting, then the meeting will be continued to a “snow date” of Monday February 3, 2020 starting at 7:00 p.m. in the same location. Our panel of speakers include: Ted Owens, a member of the Needham Planning Board, Marianne Cooley, a member of the Needham Select Board, and Natasha Espada of Studio Enee architects, who is engaged by the Town to develop concept renderings of potential development. The panel will be addressing proposed zoning changes to the Muzi Ford dealership and WCVB TV sites. There will be a question and answer period following the panel discussion and an opportunity for all participants to comment.

The following summarizes the agenda of the January 27th meeting:

- Historical overview of the planning process as relates the study area.
- Presentation of an analysis of existing study area conditions, including land use, zoning, parking, and traffic.
- Presentation of the proposed zoning scheme for the study area which includes land use, dimensional requirements, traffic and parking.
- Question and answer period.
- Other Association Business

All residents of Needham are cordially invited to attend this event sponsored by the Needham Heights Neighborhood Association at the Broadmeadow School auditorium on Monday evening, January 27 at 7:00 pm. If inclement weather necessitates canceling the meeting, then the meeting will be continued to a “snow date” of Monday February 3, 2020 starting at 7:00 p.m. in the same location. We have also specifically asked Town Meeting members, Town officials, Needham Heights Neighborhood Association members, landowners within the zone, and surrounding neighbors to attend.

Please check our website www.needhamheights.org for further information about this and future NHNA events. We hope that you will be able to join us for this important Community meeting.



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 01/28/2020

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 SELECT BOARD
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)	Robert T. Timmerman
Event Manager Address	1211 Highland Avenue Needham MA 02429
Event Manager Phone Number	781-449-1492 781-589-4227
Organization Representing (if applicable)	Fr. Daniel 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	Annual Super Bowl Party for Seminary Support
Date of Event	Sunday, February 2, 2020
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 4pm TO: 11pm
Are tickets being sold in advance for this event?	☒ YES \$30.00 /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. Fr. Daniel Kennedy - Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492	
Who will be serving the alcohol to your guests? Paid bartender Jessica Freeland	
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's certificate on file at Town Hall	
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. Beer and wine will be sold by trained bartender from temporary bar area	
☒ 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: 1/18/20

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 2, 2020

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

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)	Fr. Daniel 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	Saint Patrick's Dinner Dance
Date of Event	Saturday, March 14, 2020
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)	
Requested Time for Liquor License	FROM: 5pm TO: 11pm
Are tickets being sold in advance for this event?	☒ YES \$ 30.00 /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?	100
Name & address of event location. Please attach proof of permission to use this facility. Fr. Daniel Kennedy - Needham Knights of Columbus 1211 Highland Avenue Needham MA 02492	
Who will be serving the alcohol to your guests? Paid bartender Jessica Freeland	
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's certificate on file at Town Hall	
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. Beer and wine will be sold by trained bartender from temporary bar area	
☒ 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: 1/13/20

ANNUAL SAINT PATRICK'S DINNER DANCE

Saturday, March 14, 2020 - 6pm

Father Daniel Kennedy- Needham Knights of Columbus Hall

Social Hour 6pm, followed by a traditional corned beef and cabbage dinner at 7pm

***Live music for you dancing and listening pleasure
provided by the Johnny Kelley Band***

***Irish Step Dancing performance by
the O'Dwyer School of Irish Dance***

Tickets: \$30.00

All Proceeds go to benefit Saint Joseph Parish Schools

For tickets or more information contact:

Bob Timmerman at rtimmerman1021@yahoo.com or

Paul Whyte at [617-365-4187](tel:617-365-4187)

pd. w/ check 1/16/2020

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**

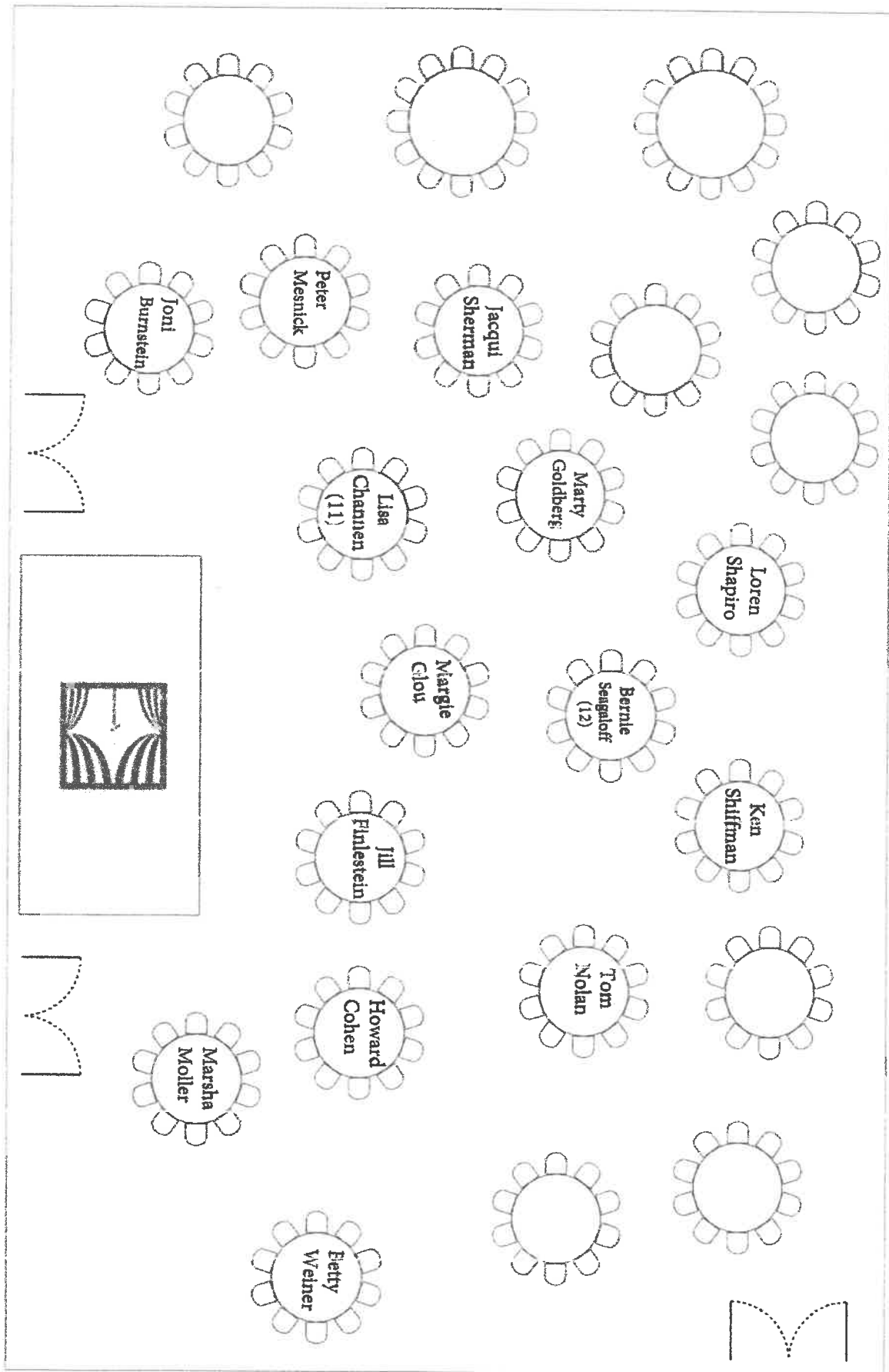
* Linda Mesnik
linda@mesnik.com

(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Temple Beth Shalom	Mary Goldberg
Event Manager Address	670 Highland Avenue	Needham, MA 02494
Event Manager Phone Number	781-444-0077	
Organization Representing (if applicable)	Brotherhood, Sisterhood, & Three Score	
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	Comedy Night	
Date of Event	March 7, 2020	
License is for Sale of: ☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 7 ⁰⁰ pm	TO: 11 ⁰⁰ pm
Are tickets being sold in advance for this event?	☒ YES \$ 36/per ticket	☐ NO
Is there an admission fee for this event?	☒ YES \$ 36/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?	200 - 250	
Name & address of event location. Please attach proof of permission to use this facility. Temple Beth Shalom 670 Highland Ave Needham, MA 02494		
Who will be serving the alcohol to your guests?		
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). Our temple uses one of these two companies: Simply Serving 781-769-1900 Cocktail Bar Staff 617-540-3453		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Cash bar tiny.cc/comedynight templebethshalom.org		
☒ 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:	<i>Linda Mesnik</i>	Date: 1/16/2020

March 7, 2020

same set up as Comedy Night 2019

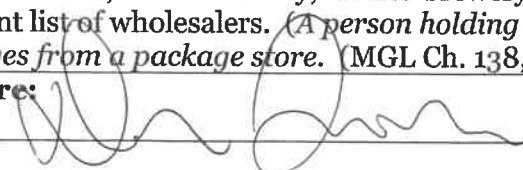


5 feet

with

**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)	Sandra Rizkallah / Noreen Finnegan		
Event Manager Address	40 Freeman Place Needham 02492		
Event Manager Phone Number	781 956 4281		
Organization Representing (if applicable)	Plugged In Band Program		
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	British Invasion - Beatlejuice		
Date of Event	April 4 th 2020		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	TO:	
	5 pm	11 pm	
Are tickets being sold in advance for this event?	☒ YES	\$ 35 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 40 dollar tickets at door /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?	300		
Name & address of event location. Please attach proof of permission to use this facility.			
Powers Hall, Town Hall 1471 Highland Ave, Needham MA 02492			
Who will be serving the alcohol to your guests?			
Leo LaFarge			
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).			
TIPS to be provided prior to event.			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will purchase alcohol from bartender			
☒ 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:
			1/14/2020

**SAVE
THE DATE**
British Invasion
2020

Live at Powers Hall
1471 Highland Avenue. Needham MA

Saturday, April 4, 2020

**The British are
Coming,
Again!!**

21+
(limited capacity)



**Boston's
#1 Beatles
Cover Band**

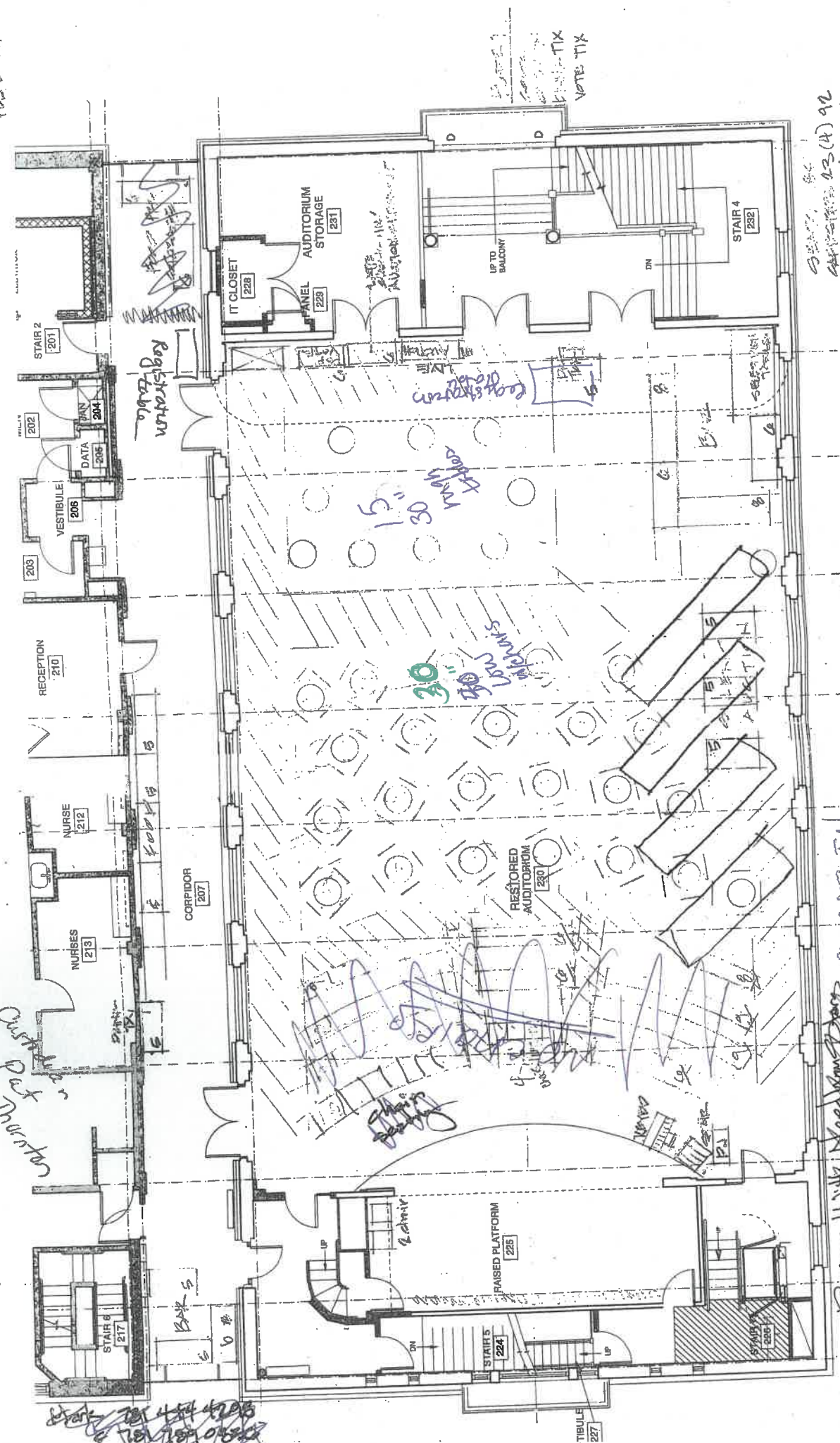
BEATLE
Juice

An Event to Benefit



1000 x 1000
1000 x 1000

Custodian
Past Munton



STAIR 1 100
STAIR 2 100
STAIR 3 100
STAIR 4 100
STAIR 5 100
STAIR 6 100
STAIR 7 100
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STAIR 9 100
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STAIR 28 100
STAIR 29 100
STAIR 30 100

PLUGGED IN
3-7-15

Plugging with Woodman
Kathleen Woodman
Feb 2 notes Open to this date

pd. w/ck #1257



Town of Needham, Massachusetts Road Event Form

INTERNAL USE ONLY

☒ DPW	☒ Police
☒ Fire	☐ OTM
☒ Park & Rec	
☐ PFD	☐ Paid

TYPE OF EVENT: (check all that apply)

☒ RUN ☒ WALK ☐ BICYCLE ☐ MOTORCYCLE

Name of Event:

NCA Run for Celiac 5K

Name of Organization:

National Celiac Association

Has this event been conducted in other Towns in the past? ☐ YES ☒ NO

If yes, name of Town and date:

N / A

Has this event been held in Needham in the past? ☐ YES ☒ NO

If yes, are you repeating the same route as in prior year(s)? ☐ YES ☐ NO
 * same route as Big Steps 5K.

Organization Mailing Address:

20 Pickering St, Needham MA 02492

Organization

☒ is
Not-for-Profit

Organization Billing Address (if Police Detail is required):

20 Pickering St.
Needham, MA 02492 [same as mailing]

Primary Contact:

Lindsey Itzkowitz

Contact Title:

Volunteer Event organizer

Contact Address:

1284 Beacon St #303
Brookline MA 02446

Contact Phone (Day):

781-264-3940

Contact Phone (Cell):

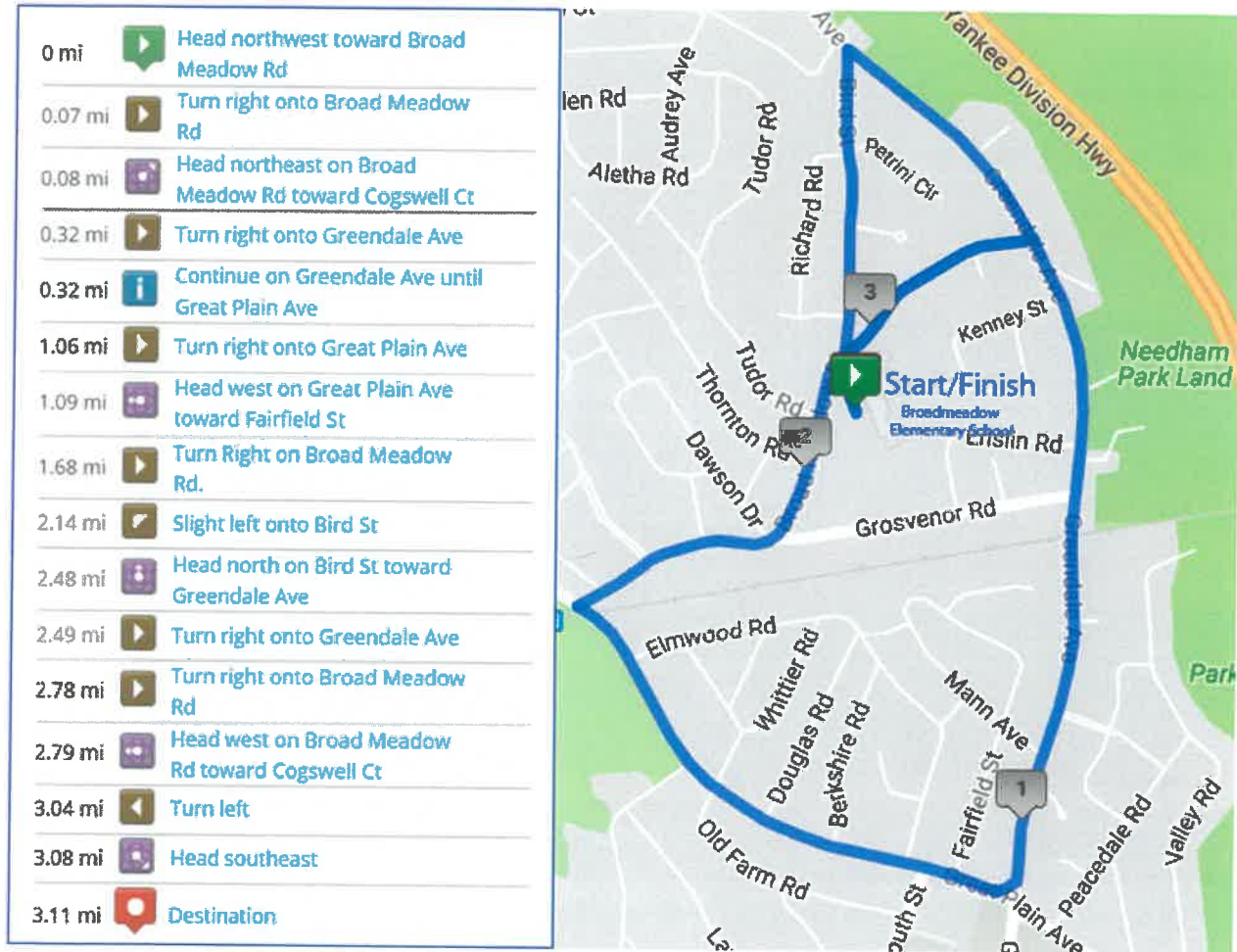
781-264-3940

Contact Email:

lindsey.itzkowitz@gmail.com

What facilities are needed for the start of the race (if in Needham)? - portable Toilets will be ordered (will contact principal's office) - school parking + space for vendors.	
What facilities are needed for the end of the race (if in Needham)? Same as above.	
Once the event begins, how long will it take to complete the event? - race will be from ~ 10 a.m. to 11:30 a.m. - Post-race until ~ 1 p.m. and then clean up until ~ 2:00.	
Are signs requested to post at the start of the race? At the end of the race? Are signs requested for along the route?	Yes - signs would be helpful!
Will volunteers be placed along the route?	yes.
Will you be using a sound system? (includes music) If yes, please describe where and when it will be used.	Yes. music + MC at start & finish.
Will there be any food served? (contact Needham Health Dept: 781-455-7500 x262)	Yes. There will be prepackaged, sealed items given away + potentially independent food vendors.
Will portable toilets be used? List locations.	Yes. Start + Finish of race.
Will hydration stops be set up along route? If yes, please include these on route plan.	Yes - Greendale + Great Plain Ave intersection.
If the event takes place after dark, what is the plan to meet lighting needs?	N/A
What safety measures are being made for participants and spectators? What are plans for handling first aid and medical emergencies?	- Police details - Medical Tents - Volunteers on route.
Does the event take place during commuter times?	No.
Is school in session during the event? Will school drop off or pick up be impacted by the event?	No - confirmed w/ Niki Rumbos.
Are businesses open during the time of the event?	Yes.
Does the route pass any business that might be impacted by the event? (e.g. funeral homes, markets, restaurants)	Primarily residential route.

NCA Run for Celiac
5/30/2020
10 a.m.



- Parking will be at Broad Meadow Elementary School
 - o Will work with Niki Rumbos to reserve/submit permit.
- Participants will also be encouraged to take commuter rail to Hersey stop.
- Street parking nearby may be needed as well
 - o Will work with Lt. McGrath to identify acceptable locations.
- Volunteers will be placed at water stop around 1 mile mark (Greendale and Great Plan Avenue Intersection) and at the 2 mile and 3-mile marks.

**WARRANT FOR THE
PRESIDENTIAL PRIMARY
The Commonwealth of Massachusetts
TUESDAY, MARCH 3, 2020**

Norfolk, ss.

To either of the Constables of the Town of Needham

GREETING:

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

PRECINCT A: Center at the Heights, 300 Hillside Ave.
PRECINCT B: Center at the Heights, 300 Hillside Ave.
PRECINCT C: Newman School, 1155 Central Ave. Gym
PRECINCT D: Newman School, 1155 Central Ave. Gym
PRECINCT E: Public Services Admin Bldg., 500 Dedham Ave.

PRECINCT F: Rosemary Recreation Complex, 178 Rosemary St.
PRECINCT G: Rosemary Recreation Complex, 178 Rosemary St.
PRECINCT H: Public Services Admin. Bldg. 500 Dedham Avenue
PRECINCT I: Town Hall, 1471 Highland Ave., Powers Hall
PRECINCT J: Town Hall, 1471 Highland Ave., Powers Hall

**ON TUESDAY, THE THIRD DAY
OF MARCH 2020**

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

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

PRESIDENTIAL PREFERENCE	For this Commonwealth
STATE COMMITTEE MAN	For Norfolk, Bristol and Middlesex Senatorial District
STATE COMMITTEE WOMAN	For Norfolk, Bristol and Middlesex Senatorial District
STATE COMMITTEE MAN	For Norfolk and Suffolk Senatorial District
STATE COMMITTEE WOMAN	For Norfolk and Suffolk Senatorial District
DEMOCRATIC TOWN COMMITTEE (35 Members)	Needham
REPUBLICAN TOWN COMMITTEE (35 Members)	Needham
GREEN RAINBOW TOWN COMMITTEE (10 Members)	Needham
OTHER TOWN COMMITTEE (10 Members)	Needham

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

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.
Given under our hands this 28th day of January, A.D. 2020.

John A. Bulian, Chair
Maurice P. Handel, Vice Chair
Matthew D. Borrelli, Clerk
Marianne B. Cooley, Member
Daniel P. Matthews, Member
Select Board of Needham

A true copy,
ATTEST _____ 2020
Constable (month) (day)

**Town of Needham
Select Board
Minutes for January 14, 2020
Needham Town Hall
Select Board's Chamber**

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

7:00 p.m. Call to Order:

A meeting of the Select Board was convened by Chair John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Marianne B. Cooley, Daniel P. Matthews, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Joint Meeting with Planning Board:

The Select Board held a meeting with members of the Planning Board including Marty Jacobs, Paul Alpert, Jeanne McKnight, and Ted Owens to recommend a candidate to fill the temporary vacancy on the Planning Board resulting from the resignation of Elizabeth Grimes, through April 14, 2020.

Mr. Handel commented four candidates were considered for the vacancy. He said it was important the vacancy was filled with someone who could "hit the ground running" and therefore recommended Bruce Eisenhut for the short-term position.

Motion by Mr. Handel that the Select Board and the Planning Board vote to appoint Bruce Eisenhut to the Planning Board until the next Town Election to be held on April 14, 2020.

Second: Mr. Borrelli. Unanimously approved 9-0.

Mr. Matthews said that it is unusual to have a vacancy for a short period of time before a town election, but in this case it makes sense as the Planning Board, for legal reasons, sometimes has to have super majority votes. He noted voters will decide who will fill the position for the full term in the next town election.

7:05 p.m. Public Hearings: Eversource Energy Grant of Locations

Rick Merson, DPW Director spoke with the Board about two Grant of Locations. It was noted that Maureen Carroll, Eversource Energy representative who normally speaks with the Board about GOL's was not in attendance.

1. Fair Oaks Park

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 75 feet of conduit in Fair Oaks Park. This work is necessary to provide underground electric service to 159 Fair Oaks Park.

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

Mr. Borrelli said an email was received from an abutter concerning the trees in the berm on Fair Oaks Park. Mr. Merson said as part of the street opening permit process, the Tree Warden will work closely with Eversource regarding the trees and berm.

2. Whitman Road

Ms. Fitzpatrick indicated all paperwork is in order.

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

Motion by Mr. Handel that the Select Board approve and sign a petition from Eversource Energy to install approximately 6 feet of conduit in Whitman Road. This work is necessary to provide underground electric service to 119 Whitman Road, Needham.

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

7:10 p.m.

Domestic Violence Action Committee (DVAC) – Book Club

Tiffany Zike, Public Health Nurse, Lt. Belinda Carroll, Needham Police, and Laurie Montanero, DVAC member appeared before the Board to discuss the background of the DVAC, the Book Club, and what the DVAC hopes to accomplish with the book club and future endeavors.

A powerpoint presentation was viewed explaining the history and mission of DVAC. Ms. Zike spoke about the book club reading of “No Visible Bruises” by Rachel Louise Snyder to be held at the Needham Library on January 29, 2020 at 7:00 p.m. She said the event is open to the public.

The Board thanked Ms. Zike, Ms. Carroll, and Ms. Montanero for their work.

7:25 p.m.

Emergency Management Update:

Rebecca Ping, Emergency Management Administrator appeared before the Board with an update regarding Needham’s Emergency Management program, including current projects, goals, and expectations moving forward.

A powerpoint presentation was viewed. Ms. Ping explained the four phases of Emergency Management include mitigation, preparedness, response, and recovery. She spoke about the state Municipal Vulnerability Preparedness (MVP) grant for development of a Hazard Mitigation Plan and mitigation action items to help the town become a more resilient community in the face of natural disasters. Ms. Ping commented on the MVP workshop attended by many community stakeholders

where vulnerabilities were identified and assessed, noting a public listening session will be held to review findings once the program is completed. Ms. Ping spoke about community preparedness, noting community outreach, emergency communications such as “Alert Needham,” building specific emergency operations plans, and staff attended training sessions. Ms. Ping concluded with comments on response/recovery plans including training and yearly exercises.

Ms. Cooley asked about the MVP and top results from the workshop. Ms. Ping said there were many ideas and action items to consider, noting water infrastructure, emergency communications, and health outreach and education were the top three ideas to come out of the workshop.

Ms. Fitzpatrick said Ms. Ping has organized the process of Needham’s integrated emergency strategy management plan and thanked her for her work.

The Board thanked Ms. Ping for the presentation.

7:34 p.m.

Appointments and Consent Agenda:

Motion by Mr. Borrelli that the Select Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$500 from C. Bruce Johnstone, \$250 from Rotary Club of Needham, \$250 from Bradley C. White, \$100 from Rose Lewis, and \$25 from Eugene Shpitalnik.**
- 2. Accept the following donations made to the Needham Health Division’s Gift of Warmth Program: \$1,000 from the Carter Memorial United Methodist Church; and \$300 from Hillcrest Gardens.**
- 3. Accept a \$300 donation made to the Needham Health Division’s Traveling Meals Program from Amy Sherman.**
- 4. Accept a \$100 donation made to the Needham Health Division’s Domestic Violence Action Committee from Ann MacFate.**
- 5. Accept the following gifts received by the Needham Public Library for the period of October 1, 2019 to December 31, 2019: Maria E. DiCarli gave the library a \$25.00 commission from the sale of her artwork that hung in the Friends’ Gallery; The Needham Garden Club donated \$30.00 for the purchase of the book, A Way to Garden: Hands on Primer for Every Season, given in memory of Garden Club member Carol Roth; Jayashree Ramakrishnan gave the library a \$90.00 commission from the sale of her art work that hung in the Friends’ Gallery; Naomi Goldman gave the library the Buffalo puzzle, Chuck Pinsom, Island Time (\$13.00); Needham Author Tamar Ossowski donated two copies of her new book, Fractured, A Novel. (\$52.00); Grey Osterud gave the library a copy of The Testaments by Margaret Atwood (\$28.95); Fitzroy**

Danglad donated \$9.00 to the library, as an expression of thanks for the help he received; Dawn Davis gave the Children's Room a copy of her book, Mom As You Are (\$16.00); The Library Foundation of Needham granted the library \$25,675; The Friends of the Needham Public Library granted the library \$37,000; An anonymous donor gave the library \$90 in honor of the library staff; and Robert L. Tisdale donated a copy of his book, The Descendants of John Tisdale (1614-1675) Colonial Massachusetts (\$199.00).

6. Approve open session minutes of December 17, 2019.
7. Accept a \$6,000 donation made to the Needham Health Division's Interface Referral Services program from the Kyle W. Shapiro Foundation.
8. Approve the Needham Senior/Disabled Tax Assistance Program flyer.
9. Water and Sewer Abatement Order #1285
10. Approve a One Day Special Wines & Malt Beverages License for Richard Lunetta, of the Needham Exchange Club, to host its monthly dinner meeting on January 16, 2020 from 6:00 p.m. to 9:30 p.m. The event will be held in the Memorial Park Field House, 92 Rosemary Street, Needham.

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

7:35 p.m. Director of Public Works:

1. Sign Notice of Traffic Regulation – Warren Street

Mr. Merson explained vehicles presently parking on the east side of Warren Street near Great Plain Avenue impede the visibility of vehicles turning on to Warren Street from Great Plain Avenue. He said the proposed regulation will prohibit parking on the east side of Warren Street from the intersection of Great Plain Avenue to 150 feet north of the intersection and thereby increase the visibility of vehicles and make the intersection safer.

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P20-01-14 for Warren Street, Parking Prohibited, East side, from Great Plain Avenue to 150 feet north of Great Plain Avenue.

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

7:36 p.m. FY2019 Financial Audit:

Scott C. McIntire, CPA, Melanson & Heath Company, Alina Korsak, Audit Manager, Melanson & Heath Company, and Dave Davison, Assistant Town Manager/Director of Finance appeared before the Board to discuss the recently completed audit of the Town's Financial Statements for fiscal year ended June 30, 2019. Evelyn Poness, Town Collector and Michelle Vaillancourt, Town Accountant were also in attendance.

Mr. Davison said this year's audit went very well, noting four recommendations from the auditors will be addressed over the next year.

Mr. McIntire spoke about the audit process and results, noting the audit went very well. He said the Town's books and records are in good working order, with no significant audit adjustments necessary. He said Needham's financial statements

are in accordance with generally accepted accounting standards for local governments.

Mr. McIntire spoke briefly about the Independent Auditor's Report (pg. 1-3), noting audit standards and procedures that were followed. He commented on Management's Discussion and Analysis (pg. 4-20), saying it is a great resource and snapshot of the long and short term prospective financial statements for Needham. Mr. McIntire referred to the balance sheet (pg. 21-22), noting key accounts include net pension liability and net OPEB liability. He commented the pension liability has increased approximately \$14 million over the prior year, saying it is important to remember that the financial statements are as of June 30, 2019 and the pension system is on a calendar year basis. He pointed out the pension numbers are essentially as of December 31, 2018, noting the liability went up and is almost all offset as the pension plan did not meet its target earnings for the calendar year. He noted the numbers clearly returned early in 2019 and assumes the liability will come down based on positive earnings. He said the net OPEB liability increased as well, driven by the drop in the discount rate. Mr. McIntire said the pension system, based on the 2018 valuation, is expected to be fully funded by 2031, and the OPEB liability is scheduled to be funded in 2041. He said both plans are very well funded in comparison to other communities in the Commonwealth.

Discussion ensued on expected return on pension liability and OPEB liability.

Mr. McIntire referred to Unassigned Fund Balance (pg. 25) of \$19,403,198 saying the number increased approximately \$1,600,000 from the prior year and represents about 12.5% of FY2019 expenditures. He referred to the Management's Discussion and Analysis saying it is a resource to understand why some of the account balances may have changed. Mr. McIntire referred to total revenue of \$6,821,736, a figure better than anticipated, driven by motor vehicle excise tax collections and property taxes. He commented on expenditures of unspent appropriations of \$4,925,676, noting the total is consistent with the prior year. He commented on Other Financing Sources and the decrease in the overall fund balance.

Ms. Korsak commented on recommendations to the Town.

Mr. Borrelli asked Mr. McIntire to elaborate on OPEB and how Needham compares with other communities. Mr. McIntire said Needham is a leader in the Commonwealth with respect to OPEB, suspecting the percentage of funding is higher than most communities. He said the Town has been proactive, particularly in regard to the reduction of the discount rate.

Ms. Cooley asked for an update on the Information Technology study. She said clarification is needed on the Town's risk of ransomware issues and vulnerabilities. Mr. Davison said a presentation was made by the IT Director about a year ago, and that an update could be given in the future.

The Board thanked Mr. McIntire, Ms. Korsak, and Mr. Davison for the discussion.

7:55 p.m.

Town Manager:

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

1. Other Postemployment Benefits Plan (OPEB)

Ms. Fitzpatrick updated the Board on the most recent OPEB actuarial analysis. She pointed out a few items impacting the total liability in the report. She commented on medicare premiums, an increase in the number of retirees and spouses who took health insurance after retirement, and an investment loss. She noted changes in assumptions in the funding schedule moving forward include changes in the mortality schedule and the assumption of the number of people retiring. Most importantly, she said, is the adoption of a 6.75% discount rate in the funding schedule.

Discussion ensued on the discount rate.

Ms. Fitzpatrick commented on key drivers of liability, health insurance premiums, retirement ages, number of participants electing coverage, discount rate, and cost sharing.

2. FY2021 Budget Priorities

Ms. Fitzpatrick asked the Board to endorse the FY2021 budget priorities.

Motion by Mr. Handel that the Board vote to endorse the following budget priorities for FY2021: The primary goal of the Select Board in consideration of the operating and capital budgets 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:

1. **Support for items that contribute to the achievement of 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, including continued investment in buildings, infrastructure, and fleet maintenance.**
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. **Support for a funding mechanism for mandated water quality (stormwater) expenses.**

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

3. Open Annual Town Meeting Warrant

Ms. Fitzpatrick reviewed the preliminary list of warrant articles for the annual Town Meeting and asked the Board to open the warrant. She said the warrant is scheduled to be closed on February 11, 2020.

Motion by Mr. Handel that the Board vote to open the warrant for the 2020 Annual Town Meeting.

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

4. Town Manager's Report

Ms. Fitzpatrick reported the Town received another Community Compact IT Grant of \$23,500. She said the funds will help the Town move forward on its electronic permitting process, which will have a direct public benefit. She thanked Roger McDonald, IT Director for his efforts in securing the grant.

Ms. Fitzpatrick reported she has been participating in the Commuter Rail Communities Coalition. She said the group includes local partners, members of the legislature, and cities and towns, which was formed to support the MassDOT and MBTA Commuter Rail and consider the question of whether electrification makes sense for the rail system and look at revenues for funding the commuter rail.

8:16 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:17 p.m. Adjourn:

Motion by Mr. Handel that the Select Board vote to adjourn the Select Board meeting of Tuesday, January 14, 2020.

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

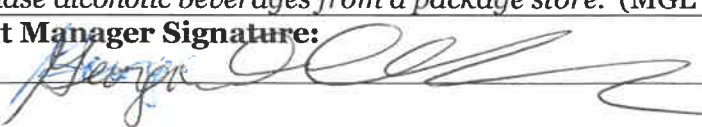
A list of all documents used at this Select Board meeting are available at:

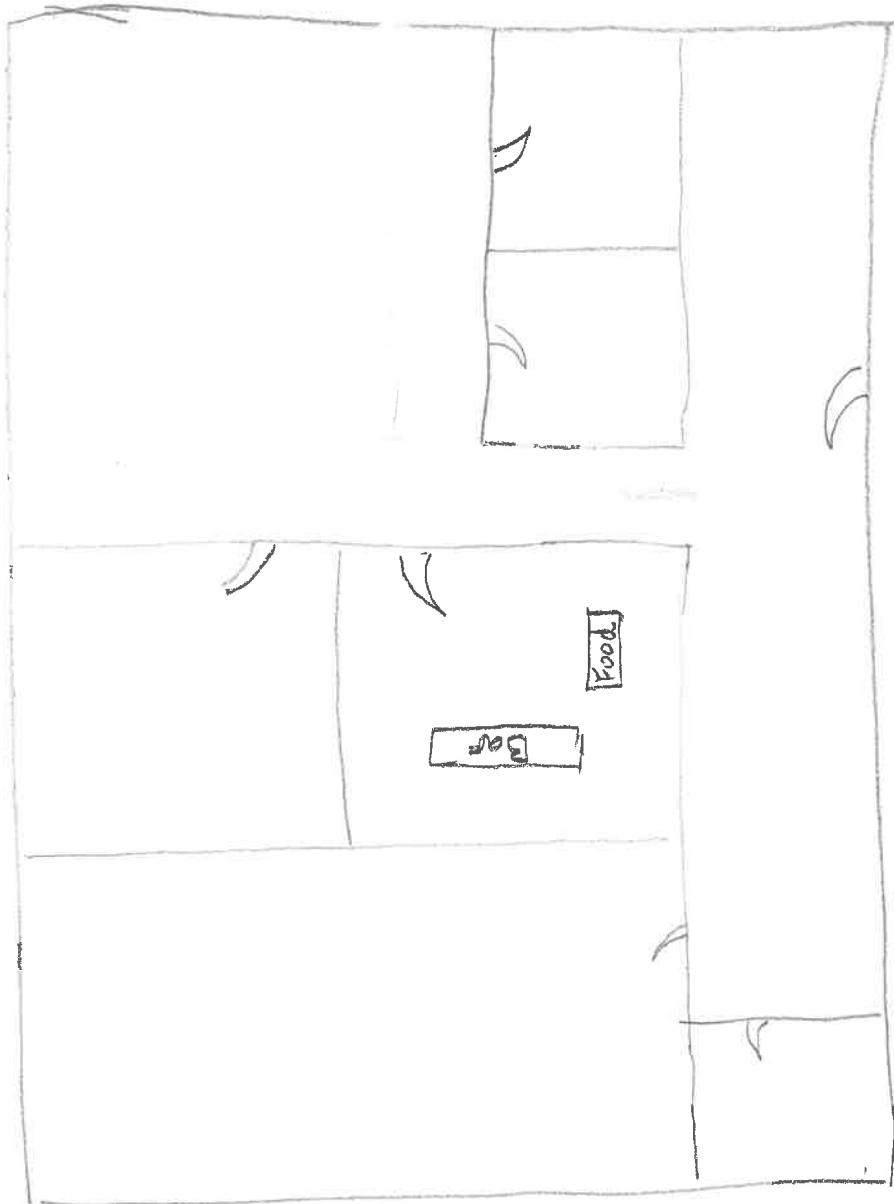
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

pd. check 1/22/2020

**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)	Georgina Arrieta-Buetemik		
Event Manager Address	236 Greendale Ave., Needham 02494		
Event Manager Phone Number	617-775-4599 georgina@somaptand rehab.com		
Organization Representing (if applicable)	The Wily Network		
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	The Wily Network Fundraiser		
Date of Event	Feb. 1, 2020		
License is for Sale of:			
☐ Wines & Malt Beverages Only ☒ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	3:30 PM	TO: 7:30 PM
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	60		
Name & address of event location. Please attach proof of permission to use this facility.			
220 Reservoir St., Suite 32, Needham, MA 02494			
Who will be serving the alcohol to your guests?			
Kelly Fernald			
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).			
Kelly Fernald, TIPS ID # 4524706			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
Guests will receive alcoholic beverage from the bar tender in one room and enter the main room for the silent auction.			
☐ 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: 1/22/20



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:	\$0.00
Water Irrigation:	-\$914.28
Water Admin Fees	\$0.00
Sewer Sales:	\$0.00
Transfer Station Charges:	\$0.00
Total Abatement:	-\$914.28

Order #: 1286

Read and Approved:

 1/24/2020

Assistant Director of Public Works

For the Select Board

1/28/20



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	Weinstein	Brian	34947	914	79	South Street	-\$914.28	\$0.00	\$0.00	-\$914.28	ACC	N

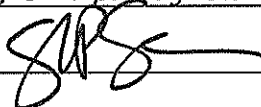
Total: -\$914.28

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

Legend:

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

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

Event Manager Name (Name that will appear on license)	Gloria Greis		
Event Manager Address	Needham History Center & Museum, 1147 Central Avenue, Needham, MA 02492		
Event Manager Phone Number	781-455-8860		
Organization Representing (if applicable)	same		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☒ Proof of non-profit status is attached Form of Proof: <u>determination letter, current ST-2</u>		
Name of Event	Champagne & Chocolate Goes to the Movies!		
Date of Event	8 February 2020		
License is for Sale of: ☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM: 7:00 pm	TO: 11:00 pm	
Are tickets being sold in advance for this event?	☒ YES	\$ 75 /per ticket	☐ NO
Is there an admission fee for this event?	☒ YES	\$ 75 /per ticket	☐ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	150		
Name & address of event location. Please attach proof of permission to use this facility. Powers Hall, Needham Town Hall; date reserved, application in process			
Who will be serving the alcohol to your guests? licensed 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). Jana Moe. TIPS card attached			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan. Served to guests by the bartender. Floorplan attached.			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature: 			Date: 27 January 2020



a Fundraiser for the Needham History Center

Champagne & Chocolate **Goes to the Movies!**

Saturday, February 8, 2020

7:00 to 11:00 pm

Powers Hall, Needham Town Hall

~ With ~

LIVE MUSIC from the TOM NUTILE BAND
Silent Auction ~ Complimentary Wine and Beer
Fine Food ~ Decadent Chocolate Desserts
... And of course, Bubbly Champagne!

Don't Miss Out ~ Get Your Tickets Early!

TICKETS are \$75

@ 781-455-8860 or www.needhamhistory.org/tickets



