

News Declaration of a State of Emergency to Respond to COVID-19

3/10/2020 Office of Governor Charlie Baker and Lt. Governor Karyn Polito

WHEREAS, on January 30, 2020, the World Health Organization designated the 2019 novel Coronavirus outbreak as a Public Health Emergency of International Concern;

WHEREAS, on January 31, 2020, United States Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the entire United States to aid the nation's healthcare community in responding to the 2019 novel Coronavirus ("COVID-19");

WHEREAS, the disease caused by the 2019 novel Coronavirus is a contagious, and at times fatal, respiratory disease;

WHEREAS, symptoms of COVID-19 include fever, cough, and shortness of breath, and the disease can spread from person to person via respiratory droplets produced when an infected person coughs or sneezes;

WHEREAS, as of March 10, 2020, according to the Centers for Disease Control and Prevention ("CDC"), there are more than 114,000 confirmed cases of COVID-19 worldwide, and over 4,000 of those cases have resulted in death;

WHEREAS, as of March 10, 2020, according to the CDC, there are more than 600 confirmed cases of COVID-19 in the United States, and 25 of those cases have resulted in death;

ANNUAL TOWN REPORT TOWN OF NEEDHAM, MA

1711—2020

WHEREAS, as of March 10, 2020, there are 91 pre-confirmed positive cases of COVID-19 in the Commonwealth;

WHEREAS, both travel-related cases and community contact transmission of COVID-19 have been detected in the Commonwealth and such transmission is expected to continue;

WHEREAS, the Massachusetts Department of Public Health has instituted a Public Health Incident Management Team to manage the public health aspects of the incident;

WHEREAS, the worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States and the Commonwealth significantly affect the life and health of our people, as well as the economy, and is a disaster that impacts the health, security, and safety of the public;

WHEREAS, it is critical to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the people of the Commonwealth; and

WHEREAS, declaring a state of emergency will facilitate and expedite the use of Commonwealth resources and deployment of federal and interstate resources to protect persons from the impacts of the spread of COVID-19;

Cover: Declaration of a State of Emergency to Respond to COVID-19 Executive Order by the Office of Governor Charlie Baker and Lt. Governor Karyn on March 10, 2020

DEDICATION

The second half of FY2020 was a period during which people all over the world had to adjust. COVID19 unexpectedly transformed our lives in ways we never could have imagined.

This report is dedicated to ... the first responders who selflessly answered calls for help, without really knowing what to expect... the medical professionals who, in many cases, put their personal lives on hold to live at medical facilities while they tried to comfort those who were afflicted with the virus, all the while putting their own lives in jeopardy... the elderly and infirm residents who were placed on lockdown, not being able to leave their rooms, or to see loved ones, or even have social communication... those residents whose conditions worsened as they were left on their own... those of us who lost loved ones, without being able to see them or comfort them or each other.... those of us who caught the virus and survived. . . those of us who lost businesses and livelihoods due to the shutdown the children who suffered from lack of stimulation and socialization during this period... the victims of domestic abuse who had no way out ... those who were sick and afraid to go to the doctor or hospital.... people who had to cancel weddings or other celebratory events.... those of us who suffered through shortages of toilet paper, paper towels, cleaning supplies, disinfectant, and sanitizer.... the essential services workers who continued to provide those services during this period... the millions of workers who had to find a new way to continue providing services... the teachers, who found a way to remotely connect with their students.... those who became afflicted with anxiety and depression during this time of isolation and uncertainty.... the workers who continued to work, without having the option of working from the safety of their homes those of us who learned how to do just about everything while wearing a mask... the children who played sports in high temperatures while having to wear a mask... the patience we all needed to call upon while vaccines were sought, and mask and social distancing mandates changed daily.... and to those of us who realized what is most important in life. We are all stronger than we thought we could ever be, and we are survivors.

To provide readers with a glimpse into how Needham responded to the COVID-19 crisis, the following pages contain information related to the Emergency Operations Center which was activated during this period, a COVID-19 Case Data, and a Return to Work presentation. Special thank you to Public Information Officer Cyndi Roy Gonzalez, Health & Human Services Director Tim McDonald and Tiffany Zike, Assistant Director of Public Health who provided countless hours of planning, leadership and communications to keep the residents and employees of the Town of Needham informed throughout the pandemic.

EMERGENCY OPERATIONS CENTER

In 2019, The Town of Needham was adept at planning for potential emergencies. Time and again, staff at all levels went through drills for a potential commuter rail derailment, active shooter situation, tornado, hurricane, or other catastrophic weather event.

What the Town could not anticipate was that, collectively, we would be forced to manage Town operations in the face of the COVID-19 virus and a pandemic that has claimed the lives of half a million Americans in just one year's time.

As a small number of COVID cases were discovered in Massachusetts, the Town's Emergency Operations Center was launched out of the Rosemary Recreation Center in early March 2020. Initially, a small group of Town staff from Public Health, Emergency Management and the Town's Public Information Officer led the Town's EOC, primarily focused on public education and planning for the impact of the potential arrival of the COVID virus in Needham.

Town departments were asked to develop Continuity of Operations Plans that contemplated a decreased staff level as the threat of COVID increased.

As the Governor announced a state of Emergency on March 10, 2020, the EOC quickly grew from a small group of four key staff to a much larger group that included representatives from nearly every department in Town. The Center at the Heights was closed a precautionary measure and public meetings were scaled back or cancelled altogether.

On March 17th, Town Buildings were closed.

The threat of COVID began to impact every aspect of daily life. Staff of the EOC worked to protect the community using rapidly changing information. Parks and playgrounds were closed, while programs were developed and strengthened to help seniors access food and medication. Schools worked to ensure that students had access to meals when the cafeterias and school buildings were closed. Public Works staff developed and executed plans for deep cleaning those schools. IT staff helped employees work from home so important work could continue.

The EOC staff including Fire and EMS began the herculean task of securing enough Personal Protective Equipment (PPE) like masks and hand sanitizer for first responders, hospital workers and other critical care workers.

The EOC launched a dedicated COVID-website and sent daily updates out to the community as residents of Needham began contract the virus.

For many months, the EOC's efforts were focused on the protection of residents, workers and travelers in Needham while helping the rest of Town government continue to function. The EOC supported efforts ranging from the safe gathering of Town Meeting and the business of elections to helping residents continue to access the Recycling and Transfer Station and

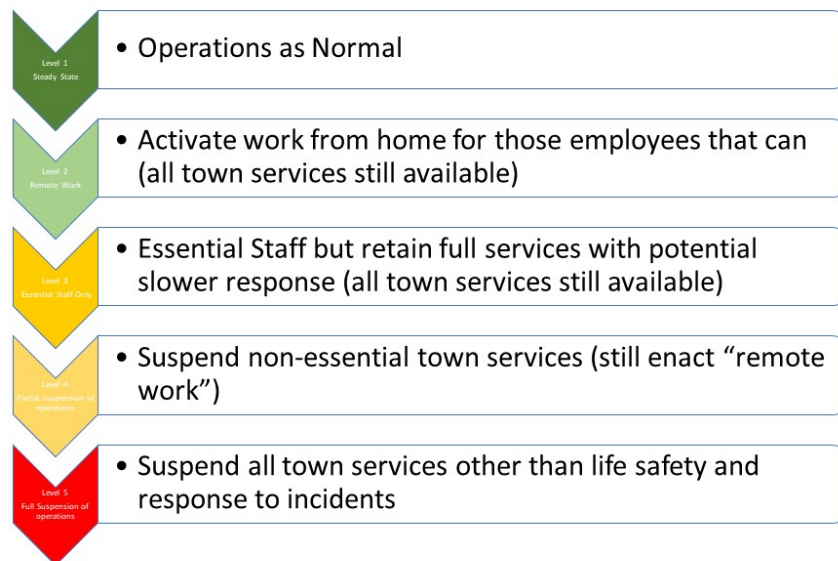
Library Resources. There was not a function of government that wasn't affected by the pandemic and the many members of the EOC were critical to the response.

As vaccines were developed in late 2020 and made available in 2021, the EOC's efforts expanded to helping vaccinate residents and critical workers in Needham and surrounding communities. In the same room where plans were drawn up to protect the community in the early days of COVID, public health nurses gave the first round of vaccines to first responders in Needham. Thousands of vaccines have been dispensed in Needham since, thanks to many Town staff, nurses and volunteers.

The EOC continues to operate with a wide range of Town employees, all of whom are critical to the Town's response effort.

No one could have guessed that a year after the pandemic began, we'd still be dealing with its impacts. But Needham should be proud of its response effort and the teamwork and collaboration that made it all possible.

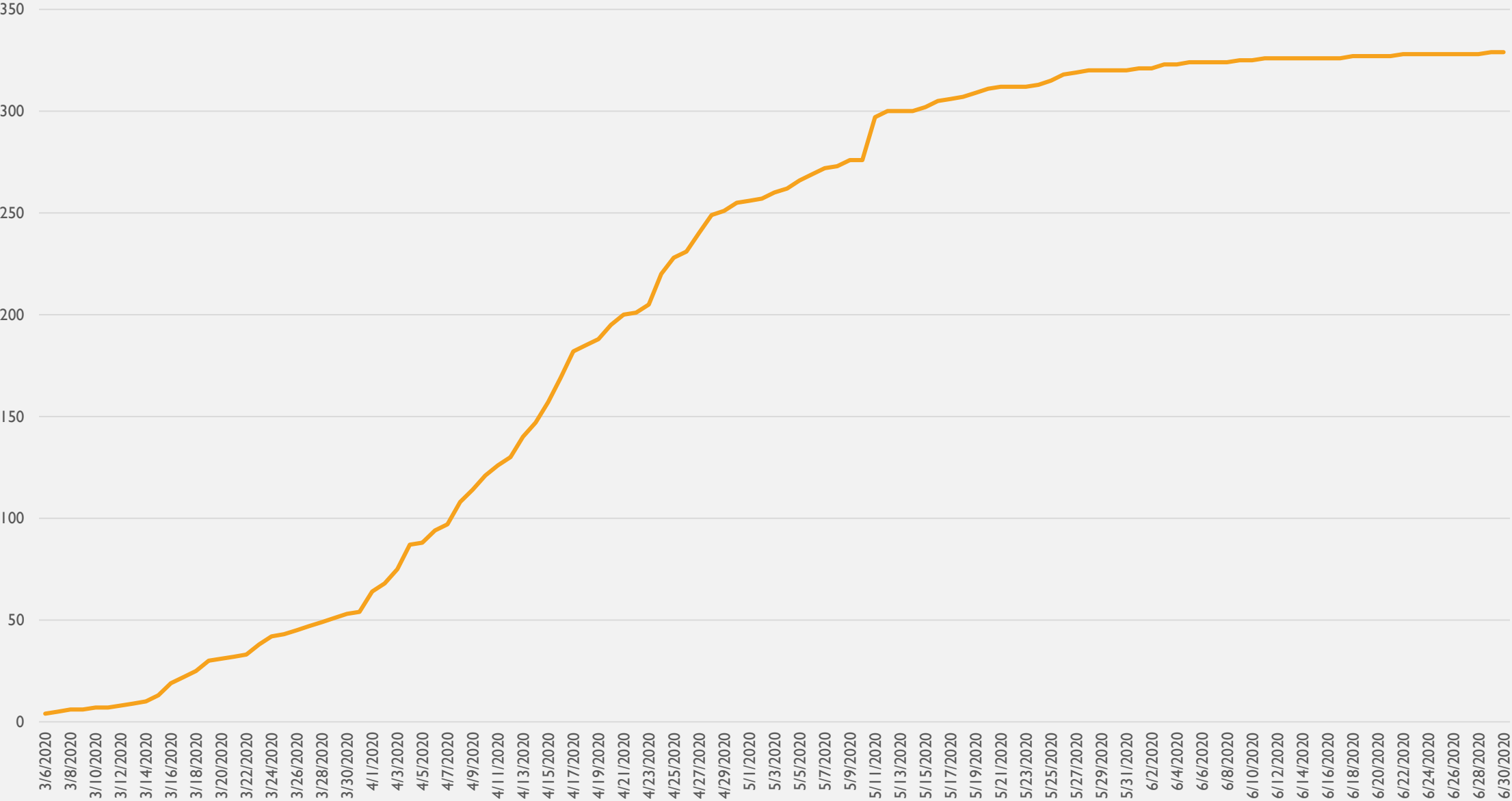
Town of Needham Staff Continuation of Operations Activation Levels



NEEDHAM COVID-19 CASE DATA

Public Health Division June 2020
Monthly Report

Needham Total Confirmed Cases



Needham-Total New Cases Daily

25

20

15

10

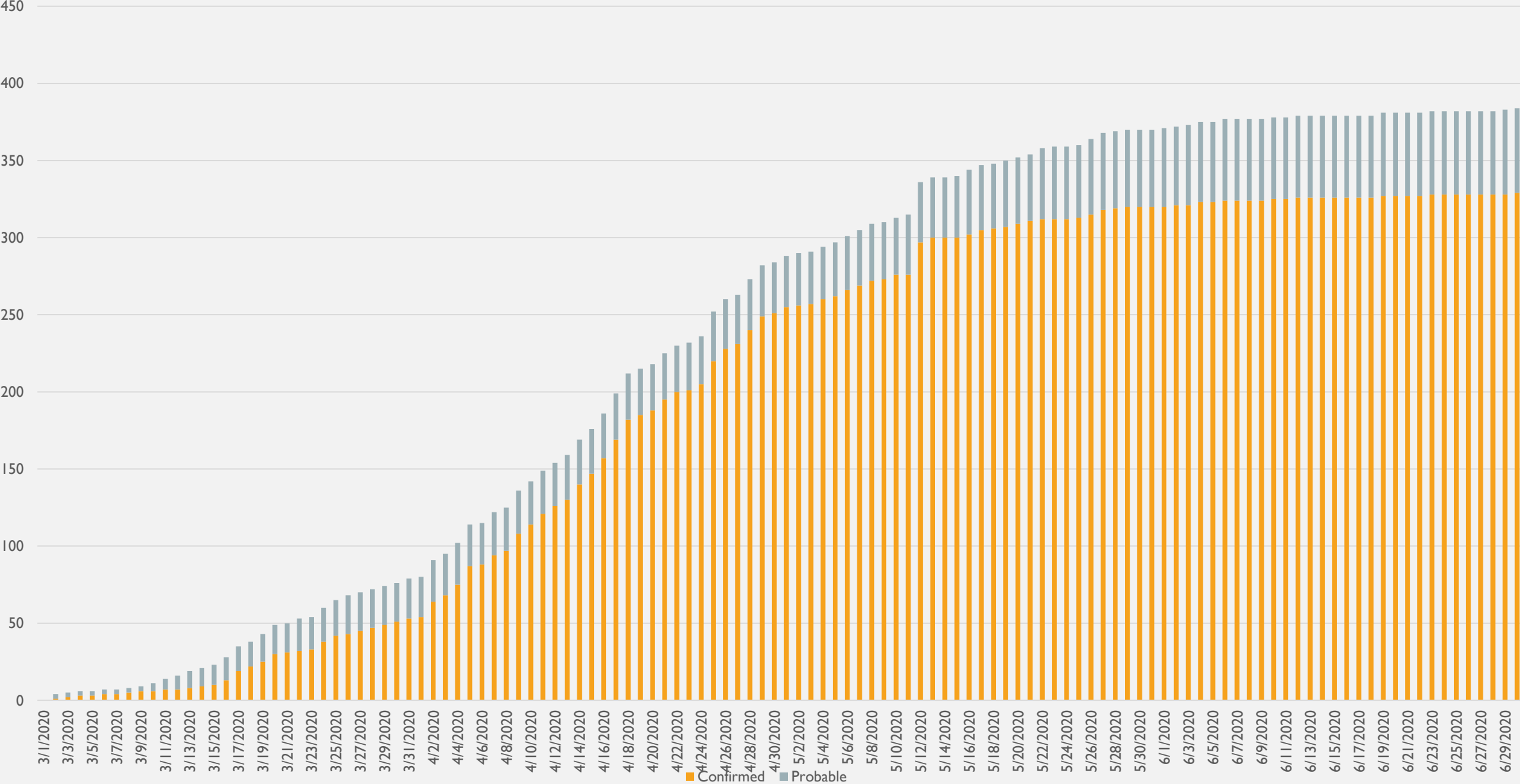
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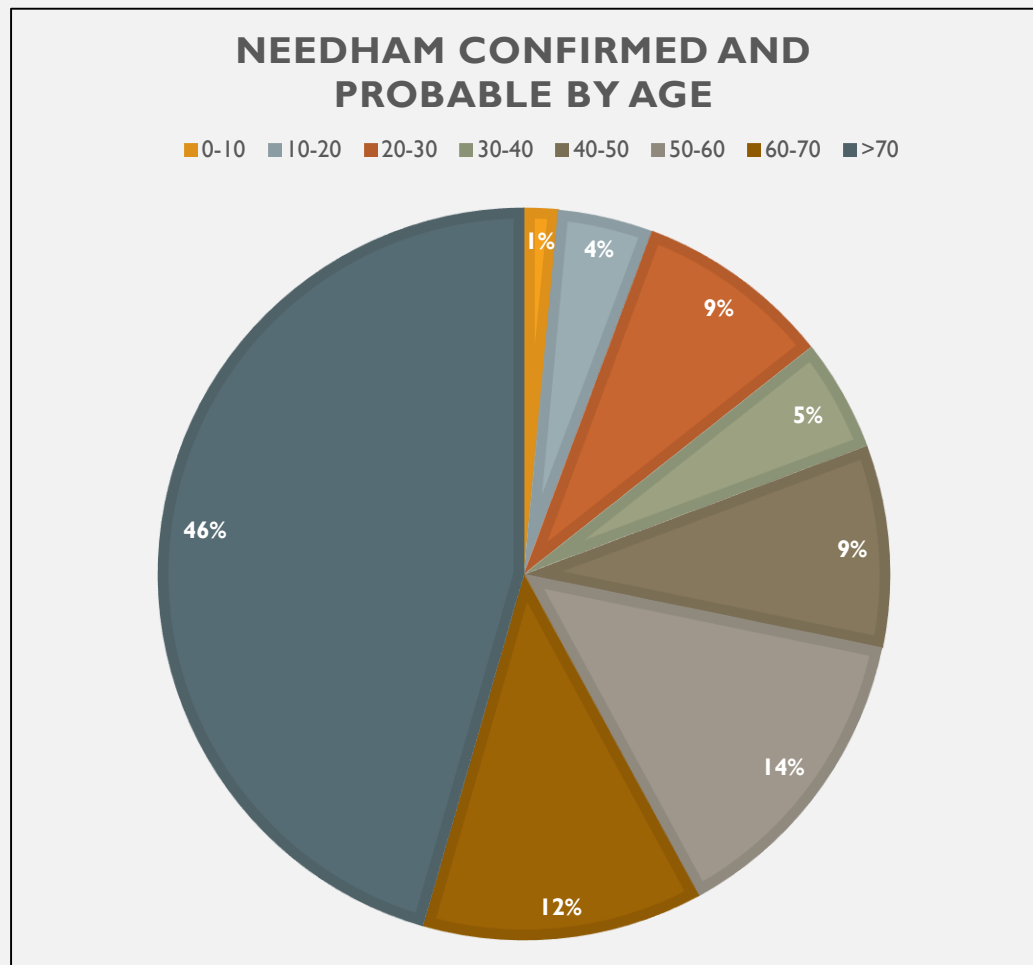
3/6/2020 3/8/2020 3/10/2020 3/12/2020 3/14/2020 3/16/2020 3/18/2020 3/20/2020 3/22/2020 3/24/2020 3/26/2020 3/28/2020 3/30/2020 4/1/2020 4/3/2020 4/5/2020 4/7/2020 4/9/2020 4/11/2020 4/13/2020 4/15/2020 4/17/2020 4/19/2020 4/21/2020 4/23/2020 4/25/2020 4/27/2020 4/29/2020 5/1/2020 5/3/2020 5/5/2020 5/7/2020 5/9/2020 5/11/2020 5/13/2020 5/15/2020 5/17/2020 5/19/2020 5/21/2020 5/23/2020 5/25/2020 5/27/2020 5/29/2020 5/31/2020 6/2/2020 6/4/2020 6/6/2020 6/8/2020 6/10/2020 6/12/2020 6/14/2020 6/16/2020 6/18/2020 6/20/2020 6/22/2020 6/24/2020 6/26/2020 6/28/2020 6/30/2020

Data from January 1, 2020 - June 30, 2020

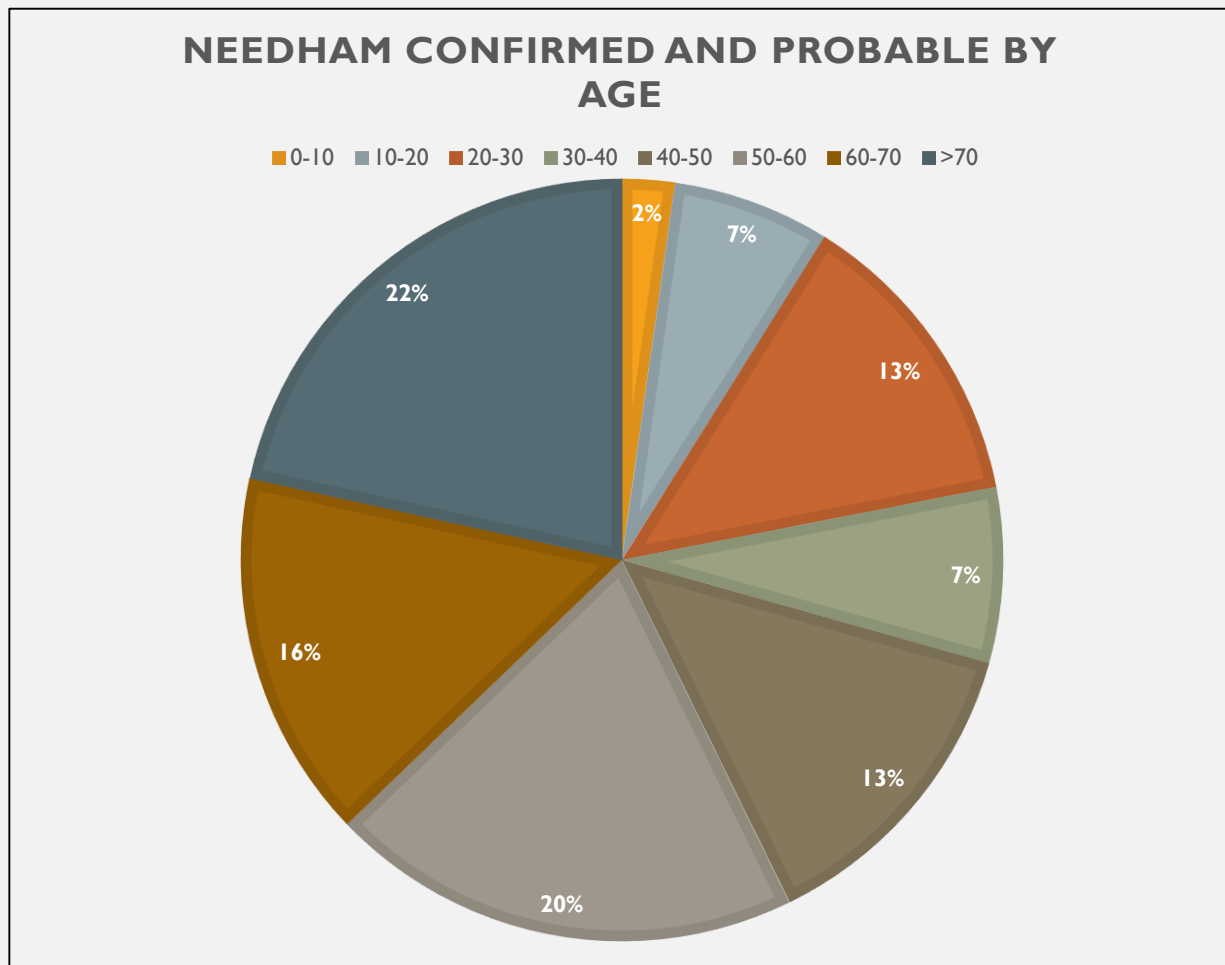
Total Cases Isolated/Quarantined



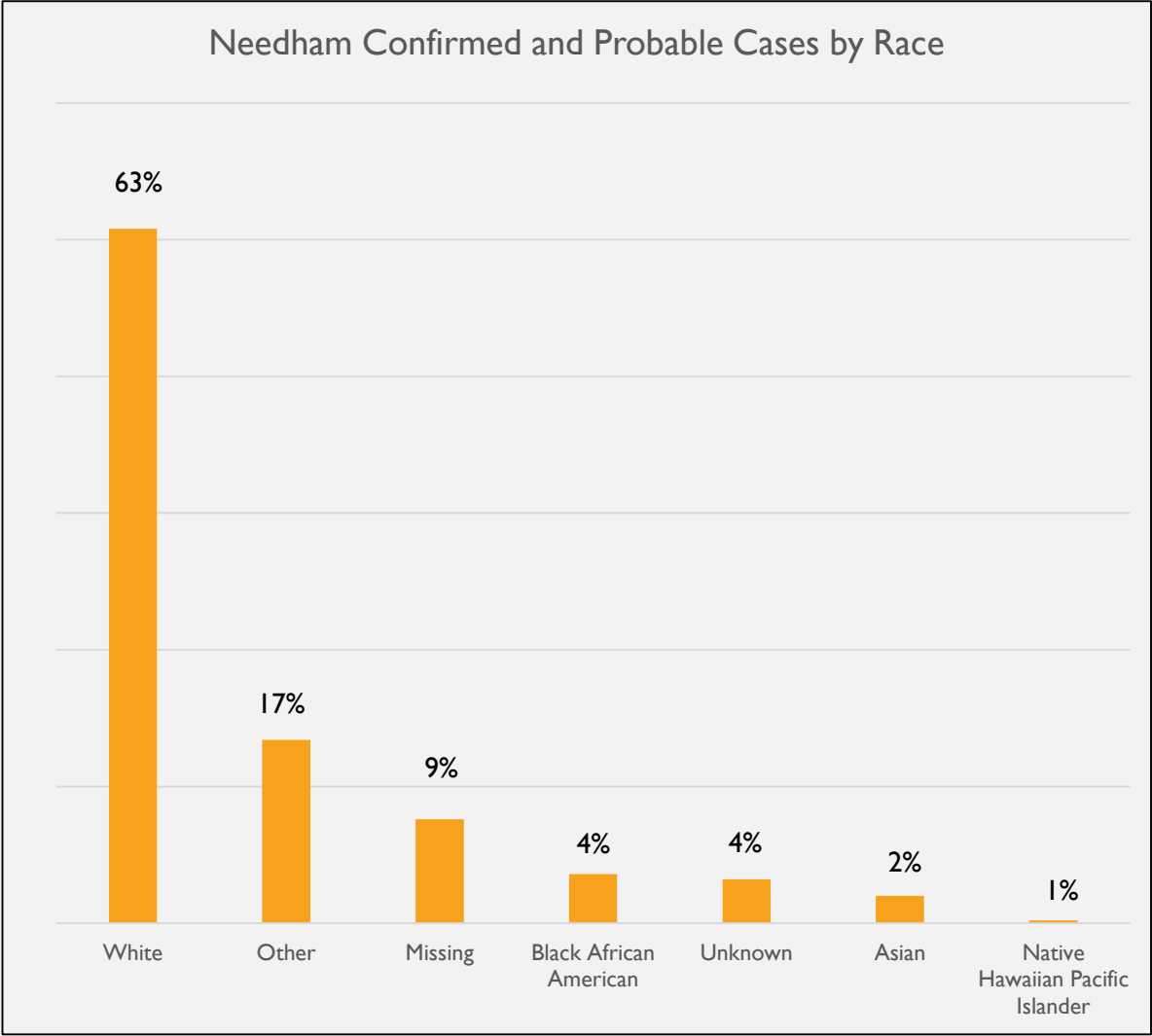
Total Needham Residents



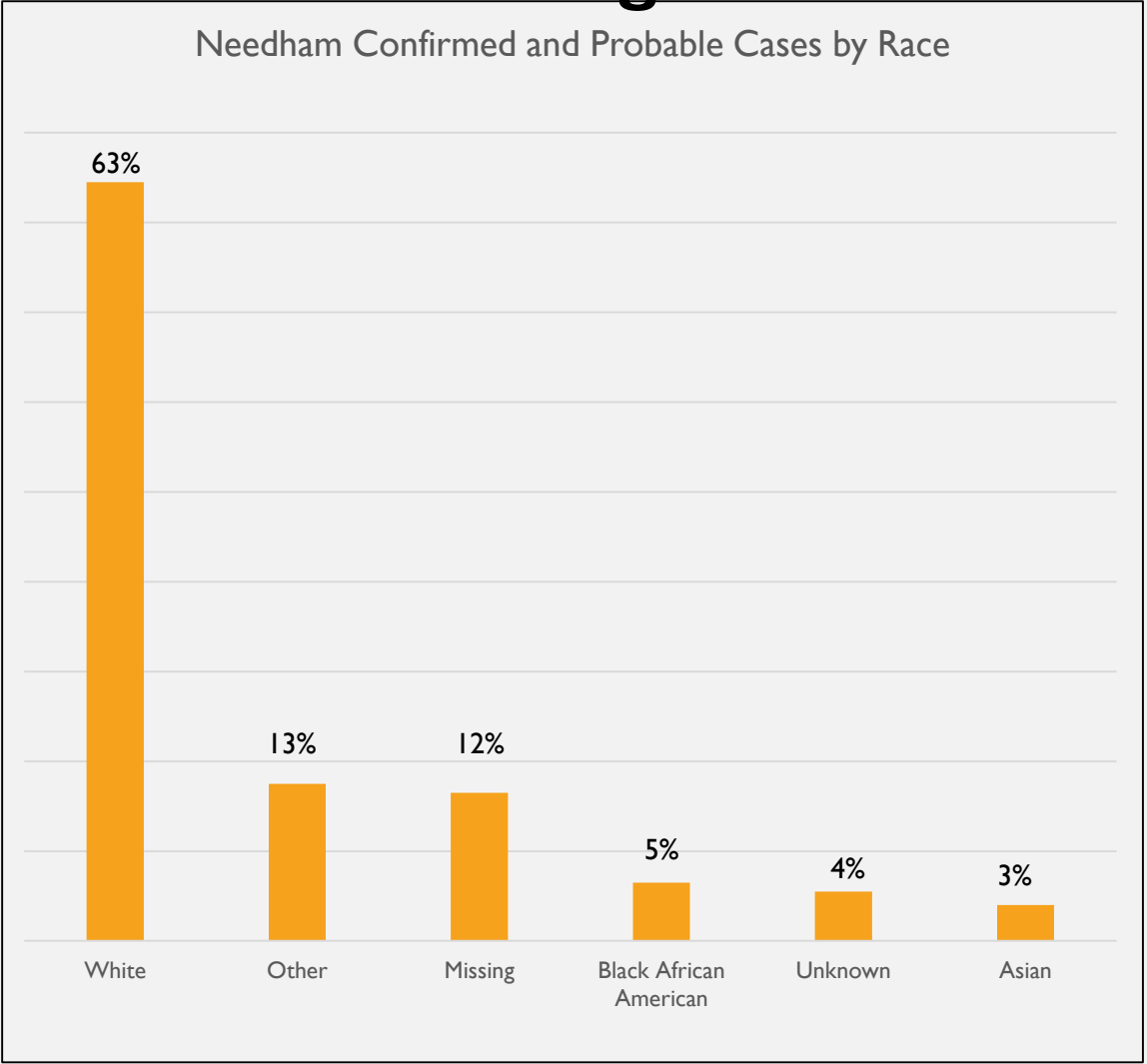
Needham Residents Outside of LTC & Assisted Living



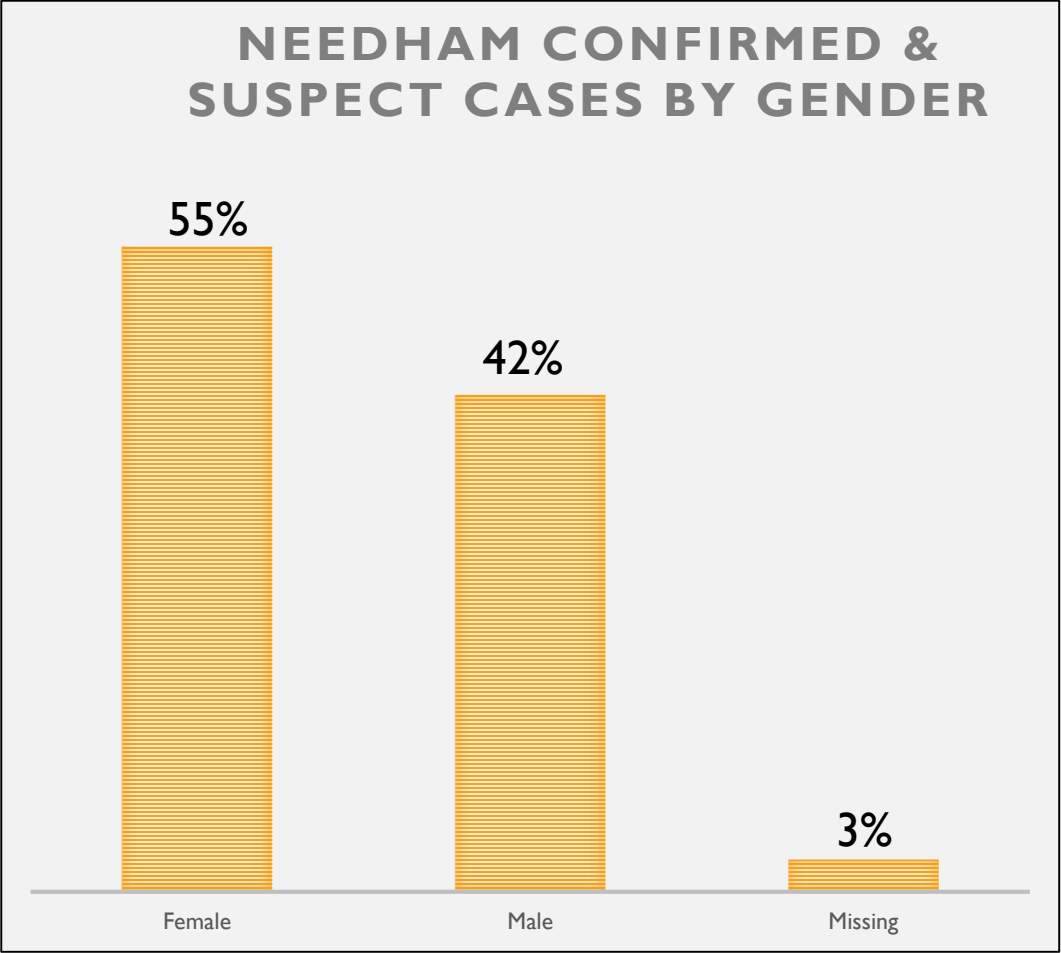
Total Needham Residents



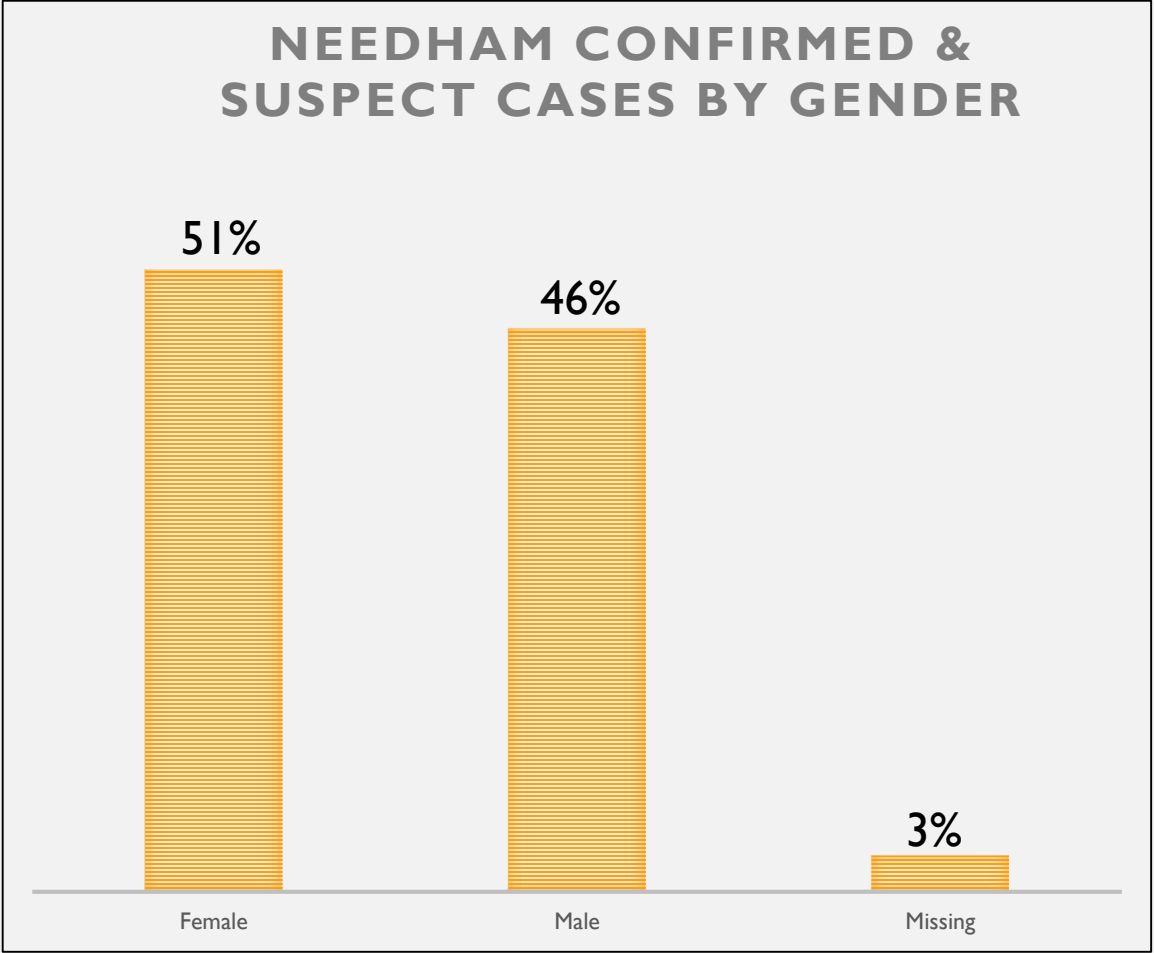
Needham Residents Outside of LTC & Assisted Living



Total Needham Residents

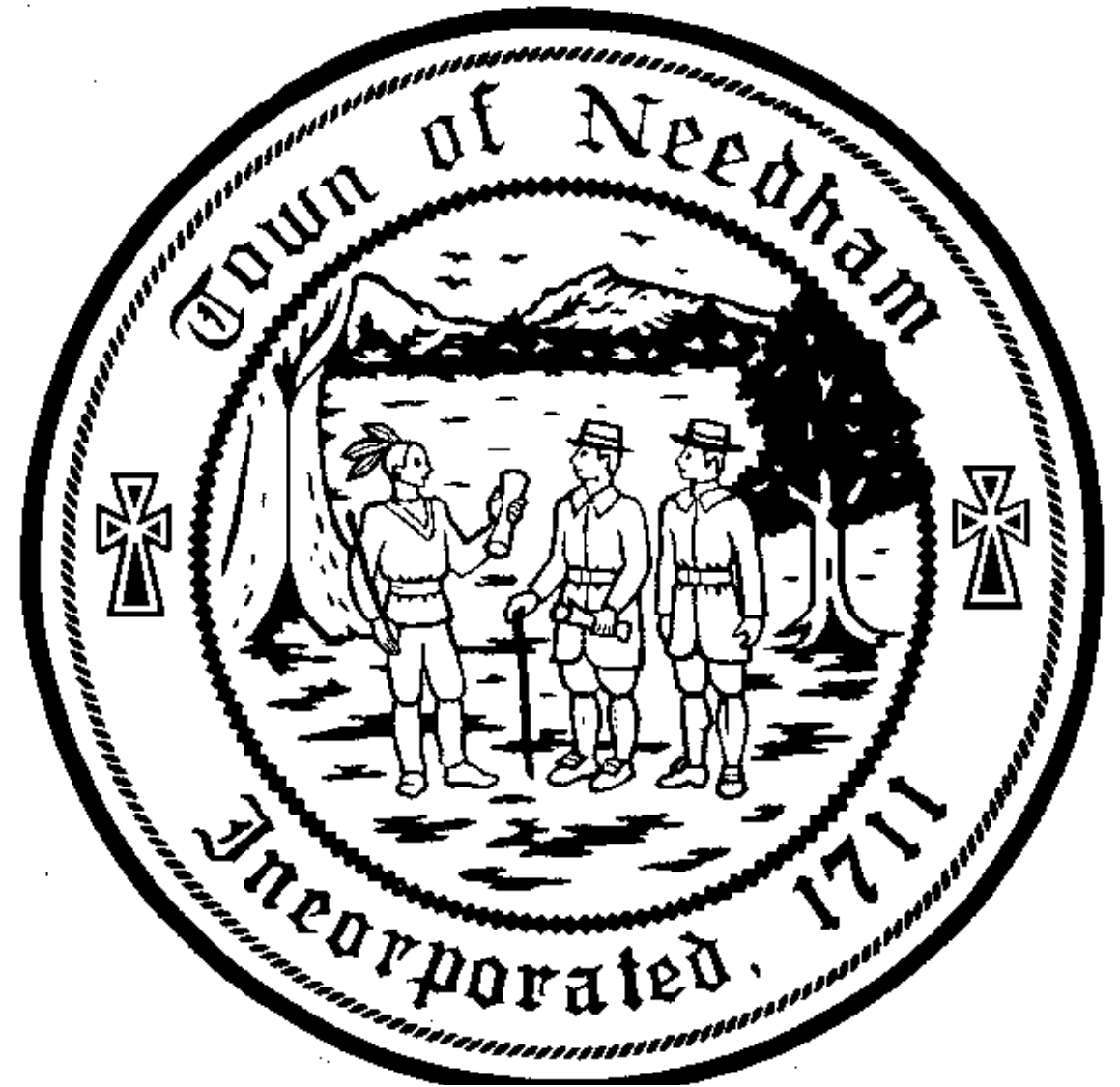


Needham Residents Outside of LTC & Assisted Living



COVID-19 Return to Work Training

Version date: May 20, 2020



Training Overview

The purpose of this training is to ensure all employees are familiar with procedures and resources to ensure a safe work environment throughout the COVID-19 reopening phases.

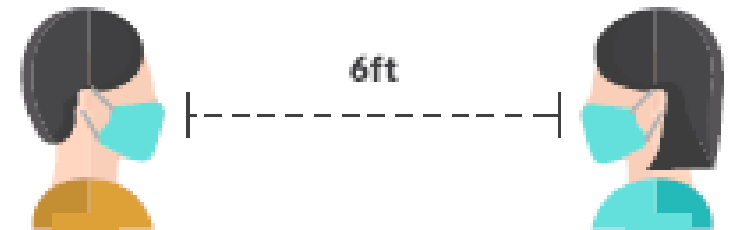
This training will cover:

1. Social distancing and face covering requirements for employees and the public
2. Employee symptom screening and what to do if an employee becomes sick
3. Cleaning and disinfecting responsibilities

This version was developed during Reopening Phase 1 and may be updated and reissued as guidance changes.

Social Distancing (1 of 3)

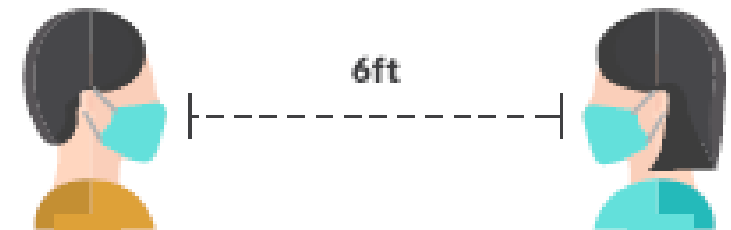
- All persons, including employees, customers, and vendors, should remain **at least six feet apart** to the greatest extent possible, both inside and outside workplaces.
- **Conference rooms are closed** unless repurposed for office space. Meetings should be conducted virtually or via phone.
- Each building will have one door designated as an entrance and one as an exit.
- 6 foot intervals are marked throughout hallways/waiting areas to counters and doors to guide staff and the public.



Social Distancing (2 of 3)

Resident Services

- Will work on an **appointment only basis**. Entrance doors to each building will remain locked. As residents/customers arrive for their appointments they will ring the door bell for entrance.
- Only one customer/person allowed at window counter at a time.
- Staff working the window need to wipe off plexi-glass and counter after each customer.



Social Distancing (3 of 3)

Employee Services

- The following areas will remain open with only one person allowed in at a time:
 - Lunch areas
 - Print/copy areas
 - Mail room
- Common equipment should be sanitized after use.

Face Coverings (1 of 2)



- **Face coverings that cover the nose and mouth are required** for all employees and persons entering town buildings.
 - In a shared office, you must wear a face covering at all times
 - In a common area, i.e., the hallway, lunch room, copy room, restroom, you must wear a face covering at all times.
 - In an isolated office, you do not need to wear a face covering in your office. You must wear a face covering once you leave your office.
- Certain people may be exempted from wearing a mask including those communicating with people who rely on lip-reading, those who cannot breathe safely, children under 5, and others. Employees who may be exempt from wearing a face covering should speak with their supervisor for appropriate accommodations.
- Each employee will be provided one reusable face covering. If the mask is lost or forgotten, ask your supervisor if an additional mask is available. If not, you may need to go home to get a face covering or stay home for the day.

Face Coverings (2 of 2)



- If an employee or customer is not wearing a face covering, an employee may ask the individual without a face covering to give them additional space (enough space to make them comfortable) or return when they are able to wear a face covering.
- If someone is exempt from wearing a cover, please work with each other and/or their immediate supervisor to come up with a plan that makes everyone feel comfortable.
- We are all doing our best to protect each other, wear your face covering when you can't maintain your distance.

Cleaning Procedures

- Building maintenance staff will continue to clean as they did before but more often on surfaces that are frequently touched.
- Department staff responsibilities:
 - ✓ Wipe down own equipment (computer, phone, desk, etc.) upon entry and exit daily
 - ✓ Wipe down areas used when having appointments after each appointment
 - ✓ Be vigilant and wipe down commonly used surfaces to keep each other safe
 - ✓ Wash hands/use hand sanitizer often, including after cleaning equipment and work areas.
 - ✓ Remember not to touch your face. If you do, wash your hands immediately.
- If cleaning supplies are needed, contact Building Maintenance.



Employee Symptom Screening

Each workday employees must self-screen for fever and COVID-19 symptoms.

Employees who have a fever of 100F or greater and / or other COVID-19 symptoms should not report to work.

COVID-19 Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Screening Procedure

1. At home, take temperature* and self-assess for COVID-19 symptoms
 - If fever is 100F or greater → stay home, contact supervisor
 - If fever is less than 100F → note daily temperature in a log and go to work
2. Upon arrival at work, sign the employee form acknowledging that you are free of COVID-19 symptoms. Clipboards will be located at building entrances.
3. If you take your temperature at work and it is 100 or higher please immediately wipe down the thermometer, hand sanitize, and return to your car. You will need to notify your supervisor and then head home.



*If staff are unable to take their temperature at home, infrared thermometers are available for employee use at Town Hall, PSAB, CATH, RRC, RTS, Library, Police, Fire. The employee must clean the thermometer before and after each use.

If an Employee becomes Sick

If an employee develops COVID-19 symptoms **while at work**, they should:

- ✓ Wipe down their work area/equipment with a sanitizing wipe or spray
- ✓ Notify their supervisor
- ✓ Go home

In event an employee tests positive for COVID-19:

- Their workplace will be shut down for a deep cleaning and disinfecting in accordance with current CDC guidance.
- Their supervisor should contact Public Health for tracing and staff notification and notify HR.

Additional Information

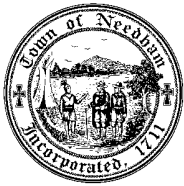
- For additional detail, including specific information on employees who do not normally work in Town Buildings, please see Town of Needham COVID-19 Return to Work (Phase 1) Standard Operating Procedure.
- If you have question or concerns about this procedure, please speak with your supervisor, Human Resources, or Public Health.
- COVID-19 Prevention and Treatment: <https://www.mass.gov/info-details/covid-19-prevention-and-treatment>

2020 ANNUAL REPORT TOWN OF NEEDHAM

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A Message from the Select Board

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2019.



The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2022 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2022-2026 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2022 through 2026. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2022 – 2026 Capital Improvement Plan is also available on the Town's website. The warrant for the 2021 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2022. The warrant also includes a summary table of the Town's current debt obligations.

The Select Board and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Select Board should send a letter of interest to the Select Board's Office at Town Hall or visit www.needhamma.gov/committeevacancy.



Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: The low elevation is 68 feet above sea level and the high is 298 feet above sea level.

Road Miles: 138

County: Norfolk

Population: 28,886 (2010 census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2021 Tax Rate:

\$13.03 Residential

\$25.74 Commercial

FY2021 Average Single-Family Home Value: \$996,845

FY2021 Average Single Family Home Tax Bill: \$12,989

Coordinates:

42° 16' 52" N 71° 14' 11" W

Town Hall Address:

1471 Highland Avenue
Needham, MA 02492

Website: www.needhamma.gov

Facebook: Town of Needham

Twitter: @TownofNeedham

Instagram: Townofneedamma

Town of Needham Community Profile

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.



TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk

Helen F. Atkinson, Assistant Town Clerk

Maria B. Papantonoiu, Dept. Specialist

Kevin T. Pendergast, Dept. Assistant

Joyce M. Carlezon, Pt.

Lorraine M. Lederhos, Pt.

Kalin Mitov, Pt.

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments. The Town Clerk is also the Chief Records Access Officer under the new Public Records Law effective January 1, 2017. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, Burial Agent, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict-of-Interest Law, instructions on how to complete the mandatory online training requirements biannually, and dissemination of the Open Meeting Law. Part of this legislation, the revision of the Open Meeting Law, requires municipal clerks to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of over 32,000 residents!

Office of the Town Clerk

The Town's Clerk Office effectively conducted a busy 2020 election season, which included requirements for voting by mail, absentee ballots, in-person early voting, and day-of voting. The Office played a key role in the success of historic, socially distanced Town Meetings held in the Memorial Park parking lot in June and October 2020. The Office also administered a high volume of marriage intentions, as other municipalities suspended that service.

The Town Clerk's Office is often considered the core of local government serving as the central information point for residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries &

Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July 2000 until May 2011 the Town Clerk's Office served as the local Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. The Needham Town Manager's Office has taken over this process as a service to our residents.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Select Board). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May under the Town of Needham's Charter. Fiscal Year 2020 had only two elections as opposed to three elections in Fiscal Year 2019 - the Presidential Primary scheduled for Tuesday, March 3, 2020 and the Annual Town Election scheduled for Tuesday, April 14, 2020. With the beginning of the Covid-19 pandemic, the Annual Town Election was rescheduled to Tuesday, May 26, 2020 and the Annual Town Meeting and Special Town Meeting scheduled for May 4 and 11, 2020 respectively were rescheduled to Monday, June 8, 2020 outdoors in the Memorial Park parking lot to comply with the social distancing and mask requirements. A fall Special Town Meeting was held on Monday October 28, 2019. The following is a comparison of the number of elections and town meetings in Fiscal Year 2019 and 2020:

FISCAL YEAR 2019

- State Primary - Tuesday, September 4, 2018
- Special Town Meeting – Wednesday, October 10, 2018
- State Election – Tuesday, November 6, 2018
- Special Town Meeting – Tuesday, January 22, 2019
- Annual Town Election – Tuesday, April 9, 2019
- Annual Town Meeting – Monday, May 6, 2019
- Special Town Meeting – Monday, May 13, 2019

FISCAL YEAR 2020

- Special Town Meeting – Monday, October 28, 2019
- Presidential Primary – Tuesday, March 3, 2020
- Annual Town Election – Tuesday, May 26, 2020
- Annual Town Meeting – Monday, June 8, 2020
- Special Town Meeting – Monday, June 8, 2020

The Special Town Meeting of October 28, 2019 disposed of 7 articles in one session. The Presidential Primary of Tuesday, March 3, 2020 had a total vote cast of 11,708 or 55.85% of Registered voters which included absentee ballots, UOCAVA ballots and Early Vote Ballots. The Annual Town Election for the election of Town Officers and Town Meeting Members, originally scheduled for Tuesday, April 14, 2020 and rescheduled to Tuesday, May 26, 2020 due to the COVID-19 pandemic had a total vote cast of 1,083 or 4.70% of the 23,066 Registered voters. This was an incredibly low turnout due in part to the pandemic and is the most costly to the Town of Needham with ten separate ballots. The Annual Town Meeting and the Special Town Meeting within the Annual originally scheduled for the May 4 and 11, 2020 were also rescheduled to Tuesday, June 8, 2020 at the Memorial Park parking lot. The Annual and Special Town Meetings disposed of 33 and 2 Articles respectively within three hours.

FY2020 HIGHLIGHTS

The Spring and Summer of 2020 turned in the year of the COVID-19 pandemic and was a real challenge trying to meet the needs of our residents and prepare for the two spring elections and the coming 2020 State Primary and State Election. The State Elections division of the Secretary of the Commonwealth required Early Voting by mail and in person for the first time for the Presidential Primary. The Town Clerk's Office subsequently received a surprise check in the amount of \$3,039 in February 2021 for the mandated Early Voting for this 2020 Presidential Primary – a much needed reimbursement for the partial costs associated with this mandate.

The statewide vital records electronic birth program became a reality in 2011 and is working extremely well. The State Department of Vital Statistics continues to add birth records to the system currently dating back to 1950's. With the new statewide electronic death module going 'live' as of September 1, 2014, the Board of Health turned over the designation of burial agent to the Town Clerk. While increasing the daily workload in the Town Clerk's Office, it makes sense for one department to issue both the burial permits and the death certificates and has made the new electronic death system more efficient and effective. This has really modernized the vital records program statewide and is beneficial to all involved. We hope to work on funding for the electronic marriage records.

The Special Town Meeting of October 28, 2019 approved one Zoning By-Law amendment. The Annual Town Meeting approved one citizen's petition to amend the Zoning By-Law – Pediatric Medical Facility. Under Article 14 Town Meeting approved the FY2021 Operating Budget in the amount of \$190,247,810. Total appropriations including the Fiscal Year 2021 Operating Budget approved at the Annual Town Meeting totaled \$209,451,450. The General and Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS

	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>	<u>FY2016</u>	<u>FY2015</u>
<u>Births to Residents:</u>						
7/1/19 - 12/31/19	144	122	133	125	140	128
1/1/20 - 6/30/20	<u>131</u>	<u>149</u>	<u>131</u>	<u>115</u>	<u>123</u>	<u>117</u>
Total Births:	275	271	264	240	263	
Deaths: Residents						
7/1/19 - 12/31/19	111	122	112	125	124	102
1/1/20 - 6/30/20	<u>198</u>	<u>130</u>	<u>145</u>	<u>163</u>	<u>155</u>	<u>139</u>
Residents:	309	252	257	288	279	241
Deaths: Non-Residents						
7/1/19 - 12/31/19	133	105	154	148	152	141
1/1/20 - 6/30/20	<u>158</u>	<u>100</u>	<u>138</u>	<u>154</u>	154	<u>121</u>
Non-Residents:	291	205	292	302	306	262

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Total Deaths: **600** **457** **549** **590** **585** **503**

Marriages:

7/1/19 - 12/31/19	52	34	58	51	52	46
1/1/20 - 6/30/20	<u>54</u>	<u>29</u>	<u>22</u>	<u>43</u>	<u>17</u>	<u>17</u>
Total Marriages:	106	63	80	94	69	63

Dog Licenses Issued:

7/1/19- 6/30/20	FY20	FY19	FY18	FY17	FY16	FY15
* Male & Female Dogs @ \$25	199	221	193	171	205	192
* Spayed & Neutered Dogs @ \$20	2,504	2,984	2,710	2,842	3,062	2,598
* Kennels @ \$ 50	2	2	2	5	7	8
* Kennels @ \$ 75	2	2	2	3	2	0
* Kennels @ \$150.	0	1	1	0	1	0
Hearing Dogs - No Charge	0	0	0	0	0	0
Seeing Eye Dogs - No Charge	0	0	2	2	2	2
Transfers @ \$1.00	2	3	4	6	7	5
Prior Years' Licenses (28 @ \$20)	28	57	43	20	32	7
Prior Years' Licenses (2 @ \$25)	2	6	3	2	2	0
Prior Years' Licenses (0 @ \$10)	0	0	0	0	0	19
Replacement Licenses (16 @ \$1.00)	<u>16</u>	<u>17</u>	<u>26</u>	<u>22</u>	<u>27</u>	<u>24</u>
TOTAL	2,755	3,293	2,986	3,073	3,345	2,856

* The Select Board voted to increase the dog license fees effective January 1, 2014. The new fee is reflected in all five fiscal years.

FISCAL YEAR REVENUES PAID TO TOWN TREASURER

Fiscal Year	2020	2019	2018	2017	2016
General Fees	102,239.99	119,895.75	115,000.70	127,835.10	114,973.90
Liquor Licenses	106,569.61	94,785.10	96,376.07	92,580.00	83,720.00
Other Licenses	19,554.00	25,917.00	27,654.00	24,612.00	21,470.00
Dog Licenses	55,933.00	66,915.00	60,390.00	62,068.00	67,738.00
Sub Total	\$284,296.60	\$307,512.85	\$299,431.77	\$307,095.10	\$287,901.90
Accrued Interest	0	0	0	\$968.32	0
Public Record Request	0	0	0	\$137.50	0
TOTAL	\$284,296.60	\$307,512.85	\$299,431.77	\$308,200.92	\$287,901.90

Under normal circumstances, the Town Clerk's Office, which is oriented to serving the public, is open daily from 8:30 A.M. - 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. With the onset of the COVID-19 pandemic, town offices were closed to the public and eventually opened by appointment only. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

*Ann M. Cosgrove, Chair
Elizabeth Nicole Kaponya
vacancy
Theodora K. Eaton*

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Select Board for alternate three-year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham's Registrars. Subsequently, the Select Board appointed a new Democratic Registrar - Ann M. Cosgrove. Ann has quickly become a welcomed member. Upon the resignation of Barbara B. Doyle, the Select Board appointed a new Republican Registrar - Elizabeth Nicole Kaponya who quickly was put to the test with multiple elections and the pandemic.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents (the Annual Town Census), publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

On December 17, 2019 the Select Board voted to change the polling locations for the 2020 elections until further notice - Presidential Primary - Tuesday, March 3, 2020, Annual Town Election - Tuesday, April 14, 2020 (rescheduled to Tuesday, May 26, 2020), State Primary - Tuesday, Sept. 1, 2020, State Election - Tuesday, November 3, 2020. The current polling places have been designated as follows:

Precinct A - Center at the Heights	Precinct F – Rosemary Recreation Complex
Precinct B - Center at the Heights	Precinct G – Rosemary Recreation Complex
Precinct C - Newman School - Gymnasium	Precinct H - Public Service Administration Building
Precinct D - Newman School - Gymnasium	Precinct I - Town Hall – Powers Hall
Precinct E - Public Service Administration Building	Precinct J - Town Hall – Powers Hall

On August 6, 2020 the Select Board voted to relocate Precincts E and H to the Needham Golf Club, 49 Green Street.

FY2020 HIGHLIGHTS

In Fiscal Year 2020 the Board of Registrars conducted two elections – the Presidential Primary on Tuesday, March 3, 2020 and the Annual Town Election originally scheduled for Tuesday, April 13, 2020 rescheduled to Tuesday, May 26, 2020 due to the COVID-19 pandemic. Voter turnout for the 2020 Presidential Primary included absentee ballots, UOCAVA ballots and Early Vote ballots. For the first time a new state election law provided Early Vote by mail and in person for the Presidential Primary. Early Voting in person was conducted in-person from February 24, 2020 through February 28, 2020 from 9:00 AM to 5:00 PM.

The Annual Town Election had an extremely poor voter turnout due to this pandemic. As the saying goes.....Government starts at the local level and stronger voter participation is encouraged. Make your voice heard!

Presidential Primary ~ Tuesday, March 3, 2020 ~ 11,708 or 55.85%
Annual Town Election ~ Tuesday, May 26, 2020 ~ 1,083 or 4.70%

The Annual Town Listing of Residents was conducted by mail again this year. Only 55% returned the census forms over a four-month period during the COVID-19 pandemic. We reviewed the addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was also included with instructions on how to license your dog on the new Online Pet Registration program. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms. Hopefully the return will be even greater in 2021.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residency were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 23,022 plus 844 inactive voters. The 2020 population for the Town of Needham includes 32,328 residents plus 844 inactive voters for total of 33,172. The registered voters were comprised of 7,790 Democrats, 2,212 Republicans, 12,844 Unenrolled, and 176 miscellaneous political designations. 844 inactive voters brought the total number of registered voters to 23,866.

ANNUAL TOWN CENSUS POPULATION

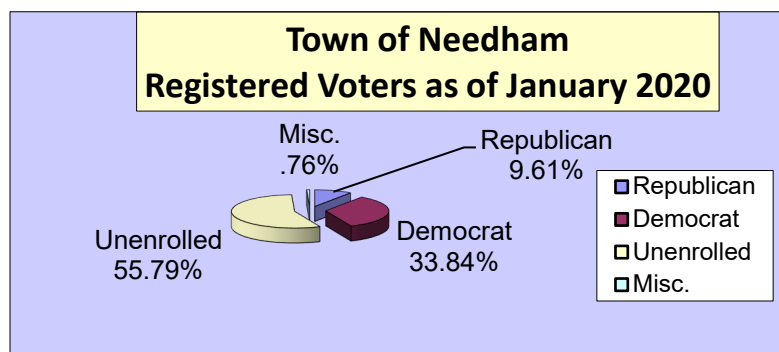
ALL	VOTERS +	INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	----	28,568	
1991	18,284	----	28,470	
1992	18,092	----	28,134	
1993	18,504	----	28,074	
1994	17,703	----	28,384	
1995	18,212	----	28,740	
1996	18,490	----	29,156	
1997	19,306	----	29,340	

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ALL	VOTERS +	INACTIVE VOTERS	RESIDENTS	* ALL
1998	19,514	-----	29,925	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233
2018	20,880	1,156	31,329	32,485
2019	21,493	1,196	31,599	32,795
2020	23,022	844	32,328	33,172

* Includes Inactive Voters beginning in fiscal year 1999

The 2020 Federal Census was conducted beginning in April 2020. Once the 2020 Federal Census is completed, the Local Elections District Review Commission will approve the town's federal census numbers. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. Subsequently, the Town's voters will be notified of their new polling locations and all Representative Town Meeting Members will run for election at the April 5, 2022 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term.



SELECT BOARD / OFFICE OF THE TOWN MANAGER

SELECT BOARD

Maurice P. Handel, Chair
Matthew D. Borrelli, Vice-Chair
Marianne B. Cooley, Clerk
Daniel P. Matthews
John A. Bulian, Chair

Kate Fitzpatrick, Town Manager
*Christopher Coleman, Assistant Town
Manager/Operations*
Rachel Glisper, Director of Human Resources

DEPARTMENT STAFF

OFFICE OF THE TOWN MANAGER

Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Louise Kempt, Department Assistant
Cyndi Roy Gonzalez, Public Information Officer

HUMAN RESOURCES

Sybil Moore, Benefits Administrator
Ellen Reulbach, Administrative Assistant
*Chuck Murphy-Romboletti, Assistant Director of
Human Resources*

Article 50 of the May 2018 Annual Town Meeting was a Home Rule Petition to Amend the Town Charter that included language to transition to gender-neutral language when referring to this Board. Town Meeting approved this petition, and the Board of Selectmen was renamed the Select Board by action of the Legislature and approval of the Governor on January 1, 2019

The Select Board consists of five individuals elected for staggered three-year terms and serves as one part of the Executive Branch of government of the Town, which it shares with other elected and appointed boards. The Select Board customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss

matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov. However, FY2020 was an exceptional year – on March 20, 2020 meetings went from in-person at Town Hall to remote only via Zoom.

The Select Board appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2020 IN REVIEW

SELECT BOARD ORGANIZATION

In April 2020, Marianne B. Cooley and Matthew D. Borrelli were re-elected to three-year terms on the Select Board. Following the annual Town election, the Board re-organized with Maurice P. Handel as Chair, Matthew D. Borrelli as Vice Chair, and Marianne B. Cooley as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Select Board annually reviews its goals and objectives for the year. Progress toward community goals in FY2020 included the following:

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

- A Blue-Sky session was held on February 11, 2020 to educate the public about the proposed demolition and to gather input from the public about potential re-use of Ridge Hill/Nike property. Socially distanced walking tours will be scheduled in the fall. The Town has contracted with Dore & Whittier to conduct the feasibility study of the demolition of the structures, and the demolition project will be included in the FY2022 Capital Improvement Plan.
- The Jack Cogswell Storage Building is now in use. Fire Station #1 is scheduled to open in the summer of 2020; Fire Station #2 personnel have been relocated to the Hillside School site, and the Station has been demolished. Police operations will be relocating to the Hillside School in August, and the existing public safety building will be demolished this fall.

Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.

- The N2025 final report was released in July and a meeting with the stakeholder boards will be held in September for a discussion about the report. The project consultant is preparing some additional work to be included as an addendum to the report.
- The Assistant Town Manager/Director of Finance presented stormwater Fee options for the Board's consideration on February 25, 2020, and a public hearing was scheduled for March 24, 2020. Due to the pandemic, the hearing was eventually cancelled, and the proposal will be resubmitted in the winter of 2021.
- A public hearing on the pedestrian safety study was held in November 2019. Installation of the infrastructure at the initial nine locations is substantially complete. The DPW engaged an engineering firm to develop the prioritization plan through a Complete Streets grant, and a public workshop was held on February 4, 2020. The prioritization plan presentation to the Select Board was canceled due to the pandemic, but the Board approved the submission of the draft plan in order for the Town to be considered for the complete streets grant funding.
- The Town Manager engaged special legal counsel to develop the strategy and policy for responding to small cell requests. A draft policy is nearly complete and will be presented to the Board this summer.
- The Town Manager will explore grant opportunities for a shared use path from Needham Heights to Wexford Street and this item will be discussed with the Transportation Committee.
- Options for refreshing landscaping at public facilities will be incorporated into the DPW

operating budget request.

- The chair, vice chair and Town Manager met with the Transportation Committee chair and the Committee will review the concept of bus routes in Needham Crossing and make recommendations to the Select Board.
- Matt Borrelli and the Town Manager met with the MBTA in August 2019 and will continue to explore options for increasing commuter parking.
- The Town Manager signed the contract agreement with MassDOT in June 2020 and the renovation of Highland Avenue from Webster Street to the Charles River project is expected to begin this fall.

Maintain and improve the vitality and economic success of the Town.

- A working group including a representative of the Select Board, Planning Board and Finance Committee met to determine the information required to bring the zoning for the redevelopment of Chestnut Street and Industrial Zones along Route 128 forward. The Finance Committee approved a Reserve Fund Transfer of \$30,000 on December 18, 2019. The Planning Board decided not to advance the zoning to the May 2020 Annual Town Meeting. A new working group has been formed to shepherd the zoning to a May 2021 Town Meeting.
- The chair, vice chair and Town Manager met with the Council of Economic Advisors chair and vice chair on October 31, 2019 to discuss strategies and the committee charge. The recruitment for a new Economic Development Manager is nearly complete and a new staff person should be on board this summer.

Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

- Marianne Cooley and Moe Handel will work with the Town Manager and Assistant Town Manager/Operations to draft a report of the Town's climate resiliency efforts and discuss next steps.
- The Town's application for Green Community Status was submitted on November 22, 2019, and the Town was officially designated a Green Community on February 4, 2020. The Building Maintenance Department submitted a request for the initial grant funding for the High School retro-commissioning and other small projects. The Town has received a DOER grant to provide assistance with energy data analysis, as well as procurement assistance for the retro-commissioning project at the High School that was funded by Green Communities.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

- The Town has contracted the firm of Tighe & Bond to design the boat launch on South Street. The project will kick off this summer.

- The Town received a response from the MBTA about the establishment of a Quiet Zone and the elimination of the crossing at the Needham Golf Club. The Board had a public discussion on February 25, 2020 and voted to take no further action at this time.
- The Accessory Dwelling Unit zoning was adopted at the October 28, 2019 Special Town Meeting.
- Marianne Cooley and Matt Borrelli agreed to work with Dan Matthews on a “speakers bureau” for the fundraising aspect of the Property Tax Assistance Program.
- A chairs meeting was held on October 10, 2019, and the full Park & Recreation Commission had initial discussions regarding creating recreational opportunities in the downtown with the Select Board on December 17, 2019.
- Dan Matthews will provide a revised draft of an overall strategy for review of housing projects that are proposed for Select Board consideration.
- The Town Manager will invite the Postmaster to a chairs’ meeting and the Board will consider sending the Postmaster a letter regarding ways to improve parking at the Needham Center Post Office, on Hillside Avenue and at other locations. Due to the pandemic, the parking issue has moderated for now.
- A budget request for community celebrations and festivals was funded at the 2020 Annual Town Meeting.
- Marianne Cooley will work with the Town Manager to develop recommendations for increasing the amount and diversity of public art.
- Initial discussions for exploring options for creating a park ranger program were held during a joint meeting with the Park & Recreation Commission on December 17, 2019. This goal will be revisited in FY2021.
- Initial discussions were held during a joint meeting with the Park & Recreation Commission on December 17, 2019 to explore options for improving access to the Rosemary Camp property. This goal will be revisited in FY2021.
- The Town Manager will present the Select Board with some options of sponsoring a summer beer garden event – partnering with the Exchange Club may be possible. This goal has been deferred due to the pandemic.
- This discussion of multi-modal transportation on the greenway between Newton and Needham is on-going.

Maintain and Enhance the Town’s Financial Sustainability.

- The Assistant Town Manager/Director of Finance will contact communities that have implemented local option means tested senior property tax relief options to see how they are working, what the administrative burden is, how big the pool of applicants is and what percentage apply.
- The Assistant Town Manager/Director of Finance will finalize an evaluation of stabilization fund targets with the Finance Committee and report back.
- This impact of annual tax levy increases discussion is on-going.

Evaluate Town Operations and Administration

- A draft policy guiding the use of banners and poles in the business districts will be provided to the Board by the fall.
- The electronic permit application software package went live on March 23, 2020. Departments currently using online permitting include: Building Department (all permits), Public Works (all permits), Health Department (6 completed, finalizing the remaining permits throughout the summer and into the late Fall/early Winter). The next to be implemented include: Planning Department, Conservation, Zoning Board of Appeals, Town Manager's Office, and Fire Department.
- A working group met to discuss changes to polling location options, and the Town Manager and Town Clerk provided the Board with a proposal for consideration at its December 17, 2019 meeting. The Board approved the changes, which were implemented beginning with the March 3, 2020 Presidential Primary. Additional changes are likely to be needed and the Board will take up the issue again in August.
- As part of the initiative to meet regularly with community stakeholders, the Board held a meeting with representatives of Babson College on November 13, 2019. The Board will discuss future options.
- The Town Manager will create a schedule of meeting with appointed and elected boards on a regular basis for discussion purposes.
- The Board discussed the proposal to update the liquor license regulations with respect to compliance issues on July 21st and voted approval on August 18th.
- A funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing included the FY2021 Police Department budget request for two additional officers. This completes the public safety staffing recommendation begun in FY2019. The original staffing reports were presented to the Select Board in 2017.

The Board also identified the following Governing Principles:

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearing will be explored and implemented.

Office of the Town Manager

The Office of the Town Manager led the transition of all departmental responses to the COVID-19 pandemic. The Town's Public Information Officer kept the public and staff continuously informed about the pandemic, its impact on municipal services, and resources for the community by sending daily COVID-19 updates, increasing the number of users of the Town's emergency alert system, and launching a new Covid-19 website. The Select Board and the Office provided robust support to small businesses, including retail stores and restaurants, by creating a Downtown Working Group to expedite requests for assistance, eliminating meter fees, reducing licensing fees, creating outdoor dining locations, and establishing 10-minute curbside pick-up locations. Human Resources staff track COVID-19-related absences, daily attestation forms for staff entering public buildings, and new pandemic-related policies.

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- Opportunities to address trash concerns Town-wide will be explored and implemented.
- The Town will work to keep the pools at Rosemary Recreation Complex open from Memorial Day to Labor Day.
- The Board will continue to review the policy implication of the allocation of liquor licenses.

	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13
Number of Licenses Issued	143	179	174	190	155	156	169	151
All Alcohol	19	19	20	19	16	16	15	16
Club	3	3	3	3	3	3	3	3
Wine & Malt	1	1	1	2	2	2	3	3
Package Stores	6	6	6	5	5	5	5	5
Carry in Special Permit	1	1	1	1	1	1	1	1
Class I	2	2	2	2	2	2	2	2
Class II	7	8	6	5	5	5	5	5
Common Victuallers	57	58	56	59	55	56	56	52
Innkeeper	2	2	2	2	2	2	2	2
Lodging	2	2	2	2	2	2	2	2
Sunday Entertainment	6	7	5	6	5	3	5	5
Weekday Entertainment	10	11	8	9	7	5	4	6
Bowling Alley	0*	1	1	1	1	1	1	1
Livery	0*	3	2	2	2	2	2	3
Pool Table	0*	1	1	1	1	1	1	1
Sale of Second Hand Goods	0*	8	8	8	9	8	10	10
Special Permit (24 hour food service)	0*	1	1	1	1	1	1	1
Mobile Food Trucks	0*	8	10	1	2	2	N/A	N/A
One-Day Special Liquor Permit Issued	27	37	39	61	34	39	51	33
* = Spring Licenses were extended past June 30, 2020 due to COVID-19. Mobile Food Truck program suspended due to COVID19)								

Activity	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13
Number of ATM Articles	33	52	53	65	52	50	46	51
Number of STM Articles	10	21	27	24	27	16	26	28
Number of SB Meetings	36	40	39	38	31	31	34	31
Number of New Appointments Processed	12	53	37	37	13	22	37	36
Number of Reappointments Processed	18	32	48	50	46	35	63	138
Number of Grant of Location Public Hearings	28	17	35	24	23	23	26	17
Number of Liquor Related Public Hearings	45	13	16	10	7	7	6	19
Number of Other Public Hearings Conducted	10	15	28	14	13	13	13	12
Number of Block Parties Granted	48	51	57	57	60	50	51	57
Number of Road Events Granted	14	13	13	17	7	16	19	24

Passports	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13
Number of Passports Accepted	176	237	239	228	205	247	194	229
Revenue - Execution Charges	\$6,160	\$8,295	\$6,535	\$5,700	\$5,125	\$6,175	\$4,850	\$5,575

Powers Hall Usage	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13
Total # Meetings/Events	83	92	123	107	95	65	104	132
Municipal Events	57	72	108	90	83	49	85	110
Public Events	16	20	15	17	12	16	19	22
Fees	\$4,916.78	\$9,032.35	\$11,286	\$9,179	\$7,871	\$11,814	\$11,224	\$9,702

COMMISSIONERS OF TRUST FUNDS

Daniel Burns, Vice-Chairman (elected to serve April 2020 to April 2023)

Joseph P. Scalia, Chairman (elected to serve April 2019 to April 2022)

Heydon Traub, Secretary (elected to serve April 2018 to April 2021)

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the number of assets we oversee, and to prudently grow those assets.

The Commissioners review the investment policy annually. This review resulted in the Needham COTF formally updating our investment policy for Trust Funds in 2009, 2011, and 2020, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 90 trusts. About 63% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 18% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 19% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of \$3.0 million at the end of fiscal year 2008, to about \$8.4 million at the end of fiscal 2020.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 5%-7% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as \$5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and

attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts. Your contributions are tax deductible.



(Times Square New York during COVID19)

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance; Zhiwen Fung, Administrative Analyst **Accounting:** *Michelle Vaillancourt, Town Accountant; Therese Holt, Assistant Town Accountant; Terry Caruso, Payroll Coordinator; Carol Gordon-Johnson, Accounts Payable Administrative Specialist; Lisa McDonough, Department Specialist;* **Assessing:** *Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; Karen Rogers, Department Specialist;* **Information Technology Center:** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; James Donovan, Technology Support Technician; Steve Freeman, Computer Operator; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator;* **Office of the Parking Clerk:** *Paul Sammarco, Parking Clerk* **Procurement:** *Tatiana Swanson, Finance and Procurement Coordinator;* **Treasurer/Collector:** *Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Department Assistant 2; Vicki Cyriac, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Jill Seaman, Department Specialist; vacant, Administrative/Office Support Specialist*

DEPARTMENT DESCRIPTION

The Department of Finance includes the operations of the Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, Procurement, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Select Board, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center (ITC) also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$180 million general fund budget, \$18 million in special revenue, \$14 million in enterprise funds (water and wastewater), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

There were no changes in personnel during fiscal year 2020.

FISCAL YEAR 2020 HIGHLIGHTS

During fiscal year 2020 we saw a robust and vibrant economy that quickly slowed to a crawl during the fourth quarter of the fiscal year due to the COVID-19 virus outbreak and the resulting public health measures put into place to slow the spread. The actions resulted in many retail and service establishments reducing hours of operations or outright closure. Building occupancy restrictions

reduced the number of individuals that could be inside businesses, offices, and worksites. Public gatherings were cancelled or strictly limited in attendance. In kind, the Town implemented spending restrictions during the last quarter of fiscal year 2020 due to the uncertainty as to the degree and length of the economic downturn. The Town postponed or cancelled contracts, reduced hours of operations, and made other changes in response to the work restrictions that were imposed by the state to battle the spread of COVID-19. Some resources were diverted from intended projects to meet costs incurred by the Town to address COVID-19 concerns.

Finance Department

With fewer residents entering Town Hall, Finance Department staff have seen an increased number of phone and e-mail inquiries and requests to process bills and documents via mail. Staff have met these needs working remotely and in-person on rotating schedules. The Finance Department coordinates all needed documentation for CARES Act and FEMA reimbursement for eligible COVID-19-related expenditures. The Information Technology Center has supported the Town's workforce as they transitioned to working remotely, fulfilling requests for laptops, webcams for virtual meetings, remote access to software, online permitting, and more.

The Town realized revenue in excess of budget of \$3.9 million and realized budget returns of \$7.6 million. General Fund revenue in excess of budget was notably lower than the fiscal year 2019 results. The \$7.6 million budget return for fiscal year 2020 was higher than the fiscal year 2019 return of approximately \$4.9 million. The lower revenue surplus was attributable to the COVID-19 response restrictions and business closures. Many local receipt categories for the year were lower than

the prior year. Conversely, the larger than usual budget return was reflective of the steps the Town took to reduce spending in anticipation of declining revenue as a consequence of COVID-19. The Town suspended or deferred some contracted work, implemented restrictions on personnel utilization, and a slow down on hiring for vacant positions all contributed to the higher turnback. The turn back for fiscal year 2020 was 4.3% of budget which compares to a return of 3.0% for fiscal year 2019.

Motor vehicle excise tax revenue was down 7.5% from the fiscal year 2019 actual receipts (\$5,679,213 vs \$6,138,951) and was 4% less than the fiscal year 2018 actual receipts of \$5,910,555. The margin between budgeted and actual revenue was significantly lower in fiscal year 2020 than in prior years, with actual receipts coming in just under \$480,000 over the estimate. The margin between actual and budgeted excise has been more than one million for several years. In fiscal year 2019 the surplus was \$1.24 million and in fiscal year 2018 the surplus was \$1.16 million.

Revenue from licenses and permits declined by more than 8%, even though building activity remained strong and many projects were allowed to continue even as other industries had to reduce or stop operations due to COVID-19 social distancing requirements. The total permit income for fiscal year 2020 was \$2,381,660 compared to \$2,590,858 for fiscal year 2019, and the \$2,603,017 for fiscal year 2018.

Overall total actual General Fund revenue (\$179,455,757) for fiscal year 2020 was \$8,901,905 more than the total for fiscal year 2019 (\$170,553,852). The increase was principally related to the growth in property taxes with \$8.87 million more in fiscal year 2020. The increase resulted

from new growth tax revenue from land improvements and building construction during calendar year 2018, and the excluded debt related to the Sunita L. Williams Elementary School project. The school opened in September 2019. The General Fund revenue surplus over the final budget for fiscal year 2020 was \$3,892,905 or 2.2%. The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 32.6% of the total General Fund surplus for the fiscal year.

The General Fund appropriated operating budget, excluding county and state assessments and other amounts to be provided, accounting for most of the expenditures, returned \$7,634,782 or approximately 4.3% of the operating budget appropriation; the return for fiscal year 2019 was \$4,894,717 or approximately 3.0% of the appropriation for that year. The Reserve Fund returned \$1,851,500 which represents 24.3% of the total General Fund operating budget return for the fiscal year 2020 and was the highest dollar amount returned. The Reserve Fund budget amount returned was more than fiscal year 2019 Reserve Fund budget return (\$1,552,099), which was 31.7% of the total return in that year. The \$1,851,500 return of the Reserve Fund budget represents approximately 98% of the original voted reserve fund budget of \$1,881,500. There was only one draw on the Reserve Fund during fiscal year 2020, which was the transfer of \$30,000 to the Planning and Community Development Department to hire a consultant for a traffic study. However, the study was not conducted because traffic volumes declined significantly due to travel restrictions imposed to contain the spread of COVID-19.

The second highest dollar turnback was from the Department of Public Works in the amount of \$1,354,100. The budget returns resulted from both the slowdown in hiring and the scaling back of contracted services due to COVID-19. The dollar return was 8.5% of the department budget. The expense line turnback from Public Works totaled \$849,984 which represents approximately 63% of the total return. The turn back from DPW accounts for approximately 17.7% of the total General Fund budget return.

The Group Health Insurance, Employee Benefits and Administrative Costs budget returned \$1,321,044 which accounted for approximately 17.3% of the total General Fund budget return. The turn back was due to greater number of employees remaining in the high deductible health plans rather than switching back to the more traditional health plans, as was anticipated and because much fewer seasonal and temporary labor was hired because of the closure of various recreational and cultural programs because of the COVID-19 restrictions. The Town's Social Security expenses were lower than in the past five years. Conversely the Town's unemployment expense grew. The total return was approximately 8.5% of that budget line.

A combination of many public building closures (schools and various community service functions) and lower energy prices during the last quarter of the fiscal year contributed to the Needham Electric, Light & Gas Program expense turnback of \$659,653. This represented a turnback of 17.6% of the budget line and was approximately 8.6% of the total General Fund budget return.

The Police Department had the fifth highest budget turnback returning \$471,630 or 6.6% of its budget which compares to \$139,620 or 2.0% of its fiscal year 2019 budget. Approximately 73% of the turn back (\$343,752) was from salary and wages due to delays with filling vacant positions.

The balance (\$127,879) was from operating expenses, which was due to spending restrictions that were put into place. The department budget turnback represented approximately 6.2% of the total General Fund budget return.

The Needham Public Schools had the sixth highest dollar turnback with \$455,091 for fiscal year 2020, which compares to the \$18,954 return for fiscal year 2019. The appropriated school budget for fiscal year 2020 was \$76,005,765, so the \$455,091 return represents just 0.6% of the original budget but made up six percent of the total General Fund budget return.

The other 17 departmental budgets returned in total \$1,145,502 or 5.2% of their combined amended budgets for the year. Last year the return was approximately 2.8%. The higher return was again attributed to the spending and hiring restrictions implemented during the last part of the fiscal year. The remaining expense budgets returned a combined \$376,263 or approximately 1.0% of their related total amended budgets, which compares to the same budgets last year returning \$378,338 or approximately 1.4% of their related total amended budgets.

The State certified \$12,369,898 available as Free Cash for fiscal year 2020 of which the Town appropriated \$7,862,472.50 of that amount during the 2020 Annual Town Meeting (which was postponed until June 8, 2020 because of COVID-19) and June Special Town Meeting. The \$4,507,425.50 balance in Free Cash was retained in order to provide additional funding resources for the following year.

Town Meeting appropriated \$3,201,753 of Free Cash to the fiscal year 2021 operating budget. Free Cash was also appropriated for the Town's ongoing public facilities maintenance program in the amount of \$655,000; \$60,000 for planning consulting services for the Planning and Community Development Department, and \$6,287.50 for unpaid bills from a prior fiscal year.

The Town also appropriated \$3,939,433 of Free Cash for capital equipment and projects. This included \$770,500 for improvements related to the National Pollutant Discharge Elimination System (NPDES) to address water pollution by controlling sources that discharge pollutants into the water. Funding of \$50,000 was provided for traffic improvements, \$460,000 for the replacement of the boiler at the Public Works facility located at 470 Dedham Avenue, \$179,300 for a technology room conversion project at the Eliot School, and \$60,000 for locker room re-design at the Pollard School. Free Cash was also used to fund capital equipment which included \$1,268,729 in core fleet and special equipment, \$192,000 for a loader mounted snow blower for the Highway division of Public Works, \$683,995 in cash capital equipment and technology for the Needham Public Schools, and \$174,909 was directed to other General Fund cash capital investments in equipment, technology, and protective gear for Town departments. The balance of the Free Cash for capital of \$100,000 was appropriated for energy efficiency upgrades and improvements in the various municipal and school buildings.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2020 reports:

1. General Fund Balance Sheet
2. Total Governmental Funds Combined Balance Sheet
3. Total Governmental Funds Revenues, Expenditures, and Changes in Fund Balances

4. Statement of Net Position for each enterprise fund
5. Statement of Revenues, Expenses and Changes in Net Position for each enterprise fund
6. Statement of Cash Flows for each enterprise fund
7. Reconciliation of Operating Income to Net Cash Provided by Operating Activities for each enterprise fund
8. Schedule of Trust Funds
9. Statement of Budget Appropriations and Expenditures
 - a. General Fund
 - b. Sewer Enterprise Fund
 - c. Water Enterprise Fund
 - d. Community Preservation Administrative Budget
10. Tax Rate Recapitulation as Approved by the Department of Revenue
11. Chart of Actual Revenues (Sources) and Actual Expenditure (Uses)

Below are the individual statements by the different divisions within the Finance Department. Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Department of Finance strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties. You may also find more financial information from the Town's web page www.needhamma.gov/finance.

ACCOUNTING OFFICE – The primary responsibilities of the accounting office are to manage the Town's accounting records to ensure conformity with Generally Accepted Accounting Principles (GAAP), following the Uniform Massachusetts Accounting System (UMAS) and to issue accurate and timely reports that comply with State laws and regulations. The accounting office is responsible for posting all revenue received to the General Ledger and performing outside departmental audits and reconciliations needed for the annual independent audit. The office staff processes the weekly warrant to pay employees and vendors. The staff also prepares and files the quarterly tax return filing of withholdings (Form 941), annual W-2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and revenue and expenditure reports to the Department of Revenue.

By the end of the third quarter and all through the fourth quarter of fiscal year 2020, many office operations were delayed, modified, or deferred, due to the COVID-19 Pandemic. The office was accepting requests for payment, documentation, sign-offs electronically, which one may think is a time saver, but the opposite was true due to State regulations that require the Town to preserve all those records in paper form. This obligated the accounting staff to print out every email attachment, review, file and store. Although there were workplace limits put into place due to the Pandemic, such as social distancing, there was not a significant reduction in work volume, as evident in the following table showing the number of encumbrance requests by the departments.

The office staff processed a total of 56,931 paychecks/direct deposits during fiscal year 2020 which compares to the 56,221 processed during fiscal year 2019. The staff reviewed and processed 31,465 invoices from vendors for payment, 1,091 expense reimbursements, and 319 contracts for the fiscal year which compares respectively for fiscal year 2019 of 32,416 invoices, 1,417 reimbursements, and 356 contracts. The decrease in the number of transactions was reflective of both the impact of COVID-19 on operations, and changes made to the employee reimbursement

process. The Town piloted a purchasing card program to reduce the need for employees to pay out-of-pocket for Town related expenses, which cannot be accommodated by the traditional purchase order system which has the vendor billing the Town directly, and then submit for reimbursement. The Town anticipates a broader roll out next year. The office also reviewed and processed 2,401 encumbrance requests plus an additional 1,208 revision requests during the fiscal year which compared to 2,565 and 1,047 respectively during fiscal year 2019.

Encumbrances	FY2018	FY2019	FY2020
Building Department	9	10	10
Building Design and Construction Department		139	139
Commission on Disabilities	3	2	2
Department of Public Works	698	1,233	1,091
Finance Committee	2	3	2
Finance Department	212	241	227
Fire Department	132	120	121
Health and Human Services	174	228	286
Historical Commission	-	-	1
Memorial Park	2	1	-
Municipal Parking Program	12	15	14
Other Functions	41	50	31
Park & Recreation Department	127	141	124
Planning and Community Development	36	29	34
Police Department	173	156	135
Public Facilities	521		
Public Library	102	89	77
Town Clerk & Board of Registrars	26	28	31
Town Counsel	12	11	7
Town Manager	75	69	69
Total	2,357	2,565	2,401

ASSESSING OFFICE – The office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from the county and the state funding requirements, the financial information is processed in preparation for the setting of the tax rate by the Select Board and the Board of Assessors at the annual tax classification public hearing. The office staff also reviews and commits thousands of auto excise bills in addition to processing applications for excise and real estate property tax abatements, statutory exemption requests, and daily information requests from internal and external sources.

The third quarter of fiscal year 2021 (next year) will be the first tax bill that is produced using the values from the new Tyler Technologies IAS CAMA software. This was the capstone to a project that has been underway since the downsizing of the Massachusetts Department of Revenue's Division of Local Services several years ago. Overall, the average change in value for all types of real estate in the conversion was within one percent. The efforts of the entire assessing staff through all of 2019 and 2020 led to this result, which was well below the 2.5% discrepancy rate called for in the conversion contract. Our conversion accuracy was extensively reviewed by the Department of Revenue staff throughout the summer and early fall.

We are beginning to see tangible feedback from the so called "Small House" zoning changes instituted 2 years ago. While some builders appear to have changed their game; in that they are now buying older homes to upgrade, add to, and sell as what could be termed "semi-new construction"; the teardown/rebuilt cycle has not abated. If the current sales price boom for all new construction continues, it appears the new zoning regulations will have no detrimental effect on the market.

In what could be termed a "more lucky than good" move, the Assessing Department contracted with a new vendor to gather field data on residential new construction. The fact that this vendor was in place prior to the onset of the current health crisis proved to be a blessing, in light of the fact, that the technology that they employ allowed complicated properties to be measured without actually getting close to the property being measured. Freed from the task of "pulling a tape measure" the field staff was able to use their time, normally used physically inspecting properties, to gather information on interior listings from both the new, vastly improved, permitting system, and online sources. Additionally, to track interior renovations, normally updated by onsite inspections, the office innovatively shifted gears yet again by dropping letters at these sites asking owners to respond as to the progress on the projects underway. The bottom line is this effort will hopefully avoid a diminution of new growth going forward, in spite of the pandemic restrictions on the staff.

As with all aspects of COVID-19 strategy, new methods for gathering sales information had to be established since onsite visiting opportunities were extremely limited. The accuracy of our data on properties that changed hands in 2019 is essential to the statistical analysis that needs to be submitted to the Department of Revenue annually. Again, the staff, both on site and working remotely, used publicly available information, in addition to close scrutiny of building permits records, to account for improvements that might warrant an increase or decrease in the current assessed value as it relates to the 2019 sale price.

Needham Crossing projects currently on the horizon, in addition to the planned revitalization and expansion of the former Avery Manor property, bode well for the continued expansion of the personal property account inventory. Unfortunately, we have already been advised that a number of smaller accounts will become economic victims of the virus.

Values of established commercial properties have moved slightly upward, for the 7th year in a row, in what for calendar 2019 appeared to be a stable commercial/industrial sector.

Fiscal year 2022 may undoubtedly tell a vastly different story. Fiscal year 2021 values are based on calendar 2019 economic activity, but fiscal year 2022 values will be based on calendar year 2020 activity. While many landlords will be cushioned by leases that obligate 2020 payments from their tenants, there are sure to be necessary economic concessions they will need to make to retain those tenants going forward. The effects of these possibilities are not predictable at this time. What is certain is that properties that function as service businesses like, Needham's hotels, will require severe downward adjustments based on the pandemic induced reduction in income attributable to the property.

To their credit, after rounding an accelerated learning curve for working in a combined onsite/remote environment, the staff met benchmarks in all areas of assessment operations.

INFORMATION TECHNOLOGY CENTER (ITC) – The division includes the Director, a Network Manager who coordinates network engineering, security, and appliance support across multiple buildings and departments, including Public Safety, often times requiring 24x7 support; an Applications Administrator who supports enterprise applications, such as the General Ledger, the Town's web site, and online permitting, as well as assisting departments in selection and implementation of departmental applications both on-premises and as services, along with support and training both for individuals and groups for the desktop business applications. This position, in conjunction with the Technology Support Technician position, allows for a more effective response to user requests for computer and peripheral assistance. The Technology Support Technician position is also responsible for the day to day support and distribution of desktop, laptops, network and desktop peripherals, and cell phones. The Technology Support Technician is also involved in helping with some elements of desktop security and VPN support. The Geographic Information Systems (GIS) Administrator continues to work with multiple departments assisting in analytical and mapping projects as well as preparing infrastructure updates, flight imagery, geospatial data collection, and support of online GIS presence. Lastly a Computer Operator who functions primarily in support of the Treasurer and Accounting offices assisting with Revenue and Payroll processes.

During the year the Information Technology Center continued its support of technology hardware, software, services, and systems for the Town Departments. Year over year there has been continued growth in the number of Information Technology Users (ITU) throughout the Town which increases the daily demand for services from the Information Technology Center staff. The growth includes the desire by departments for a greater mobile presence for workers out in the field as well as 24x7 access to Town systems, applications, and networks. A major driver of user support in the latter half of fiscal year 2020 was the COVID-19 crisis. There was a strong need for the ability of users across multiple departments to have the ability to continue supporting not only internal department demands but also the needs of the citizens. Previously work from home supported users was limited to a dozen or so individuals and so the Information Technology Center had to come up with additional licensing, processes, and in some cases hardware to help a significant quantity of staff continue working. Initially hardware orders were made for less expensive equipment to distribute but within a short period of time that hardware was impossible to procure. The Information Technology Center pulled in as much equipment from across the departments and buildings and re-provisioned some older equipment which provided staff some ability to work. The COVID-19 crisis also caused the Information Technology Center to seek out

software solutions and recommend procedures to continue providing the ability to have public meetings. This involved diving into the online meeting provider Zoom in much the same way that other communities, businesses, and almost everyone else had. Initially there were limited public meetings being run by Information Technology Center staff but that has turned into twenty to thirty public meetings every month run by over a half-dozen Town employees across multiple departments. Each of these meetings are posted regularly on the Town's public meeting YouTube channel (<https://www.youtube.com/user/TownofNeedhamMA>) which currently has over 300 posted meetings.

Another project which took on immediate need was the move by the Town to an online permitting application (<https://needhamma.viewpointcloud.com/>). Historically the different permitting departments across the Town had either used an on-premise permitting application, in-house software like Microsoft Excel, or paper. At the beginning of fiscal year 2020, the Information Technology Center had started the process of developing online permits, with the support and input from the Building Department, with the goal of a roll out of the process in the latter parts of the second half of the fiscal year. This all changed in March of 2020 and the Information Technology Center had to quickly change that timing so that online permits were available within a week of the Town buildings closing to the public. Over the past year the Information Technology Center has helped develop 12 buildings permits, 5 public works permits, 14 health permits with more in development.

The Information Technology Center staff were also involved in building design and construction projects. Assistance included coordinating the communication and security installation for the new Public Safety Building, temporary Fire Station 2, and the police station. The new Public Safety Building, though only containing Fire Station 1 at this time, when included with the new Fire Station 2 and Police Station, will have the most sophisticated and greatest number of technology devices of all buildings supported by the Information Technology Center. Historically within Public Safety there have been analog technologies for certain communication functions with minimal back-end administration of these functions. With the new construction and technology upgrade, the Information Technology Center has taken a much more active presence in the oversight and upkeep of these technologies. Information Technology Center staff was also involved in support of the Jack Cogswell Building by assisting in the connection of that building to the Town's network, and wireless service. Staff also assisted and provided technical support for the installation of the new communication system that was installed at the Jack Cogswell Building site. This equipment supports radio communications for public safety and public work functions of the Town.

Information Technology Center staff continues to be involved in department software demonstrations and assessments, desktop and laptop upgrades and refreshes, and Windows 10 OS upgrades. During the fiscal year the staff has been involved in multiple projects of all types and sizes both internal within the department and requested by other departments.

PARKING CLERK - The on-street and municipal parking lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs installation of signs and meters and repairs and maintains equipment and parking lots. Within the

Treasurer/Collector's office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the office of the Parking Clerk.

The office of the Parking Clerk holds office hours to hear appeals. Requests for appeals are accepted in person, by mail and online. Ongoing contact is maintained between all Town departments involved in parking activities, and a fair and impartial process for investigating and resolving disputes is in place. Inspections of existing parking meters are regularly conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds promptly with the necessary repairs.

Due to COVID-19 restrictions, the Police Department reduced its enforcement actions for most parking violations. The Select Board and Town Manager supported this action. Many businesses had reduced operating hours or outright closed, had employees work from home, and for those establishments that could do online business, saw more activity online than in person. This all resulted in more parking spaces being available during the business day and hence a reduction in violations.

PROCUREMENT - The procurement division oversees the purchase of materials, supplies, and services by Town Departments to ensure compliance with state laws and local regulations. Towards this end, the division strives to safeguard taxpayer dollars by obtaining the most advantageous value and promoting a fair competitive process that is transparent and open. The division reviews purchase order requests to ensure the required documentation is provided. Procurement provides guidance and training in matters related to procurement compliance. For procurements that necessitate the use of a sealed bid process, the department is involved with all aspects of the solicitation, from specification drafting and legal advertising, to bid evaluation and contract execution to ensure a successful completion. The division prepares service agreements for departments without dedicated personnel for procurement and reviews and executes agreements submitted by other the departments.

The procurement division offered training sessions to Town staff in all the aspects of procurement and purchasing, implemented a Town Amazon Business account to provide a flexible and cost-effective alternative in the procurement of products, and a successful procurement and implementation of an online website service to auction surplus vehicles and equipment that has generated more interest and more dollars for the Town's surplus equipment. The procurement division produced a draft procurement manual, an internal document to guide employees on procurement laws and the Town policies and procedures relating to purchasing. The goal for the coming year is a final draft for comment, final edit and release.

Activity	FY2018	FY2019	FY2020
Purchase Orders Reviewed	2,161	2,382	2,166
Contracts Drafted	52	74	85
Contracts Reviewed	347	341	308

The Finance and Procurement coordinator assisted the Town Manager and Assistant Town Manager/Director of Finance with the preparation of the Town's fiscal year 2020 annual operating budget and five year capital improvement plan. The Finance and Procurement coordinator also serves as the general insurance liaison for risk management administration. Together with the appointed risk management committee, trainings are promoted and advertised, professional development and operational improvements to promote loss prevention and risk mitigation are offered. The successful completion of these activities resulted in discounts totaling \$33,817 in the Town's insurance premium through the insurance rewards program. The Town applied and received a grant to fund the acquisition and implementation of a fleet management software. The software has afforded the Town a more interactive manner to track inventory and the preventive maintenance schedule of the vehicles, as well as notification of potential deficiencies, which can be addressed timelier. The safety of Town employees and the preservation of assets is the priority of the Town's risk management objectives.

TREASURER/COLLECTOR - The Treasurer/Collector bills and collects all real estate and personal property taxes, water and sewer use charges, and many other departmental receivables, such as fire and police details and transfer station fees. Therefore, it is incumbent upon the Treasurer/Collector to make sure all billing is done timely and accurately. The office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options.

Fiscal year 2020 started out as usual. Real estate tax bills were mailed out and payment were due August 1, as usual. Staff members were at their desks as usual, residents were able to come in person as usual, staff smiled at a passerby as usual. Halloween masks were worn for fun. The fiscal year ended in a not so usual place and, no matter how we try, masks are not worn for fun. Meanwhile Cybercrime, one of the most prolific of technology related crimes, become a more overwhelming threat. Extra security was added related to our virus protection and monitoring of bank accounts, designating certain accounts as credit only accounts. It is fortunate that we have not fallen victim to any of these breaches, but it is very important that the department remain diligent.

On March 26, 2020 this office shut down for two weeks, not usual. Although Town Hall was closed, the post office was open and delivering, banks were open and accepting deposits and 24,000 motor vehicle excise bills were due as usual. Staff was instructed to work from home. Taxpayers were instructed to take advantage of the drop box in front of Town Hall pay by mail or online. Steps to ensure the box was emptied, payments were processed, taken to the bank or picked up by the courier, needed to be arranged. Once protocols were put in place, Social Distancing, maximum office occupancy at twenty five percent (25%) and everyone in masks Town Hall opened on an appointment only basis. Not quite business as usual.

Due to the pandemic, the Governor signed legislation that extended the due date for the fourth quarter Real Estate bills from May 1, 2020 to June 29, 2020. This lightened the May 1 crunch but

impacted the flow of revenue to the Town. Still, collections remained consistent at 97% at June 30.

The Town established the Elderly and Disabled Taxation Fund at the November 12, 2003 Special Town Meeting, authorized under Chapter 166 of the Acts of 1998. This allows the Tax Collector to include an insert with the bills so residents and taxpayers may make voluntary contributions to the fund. The awards from the fund are overseen by a five-member Elderly and Disabled Taxation Aid Committee. The committee consists of the Town Treasurer, a representative for the Board of Assessors, and three citizens appointed by the Select Board. To date, the Committee has awarded 533 grants for a total of \$222,000. The Town also established a local match program, the Property Tax Assistance fund, approved at the 2009 Annual Town Meeting, to which funds are appropriated by Town Meeting for the purpose of providing additional tax assistance and to encourage donations to the Elderly and Disabled Taxation Fund. This program is administered by a similarly structured committee. Since its inception the Property Tax Assistance committee has awarded 270 grants for a total of \$226,671. In fiscal year 2020, donations to the fund were \$16,945.

Both the Taxation Fund and the Property Tax Assistance Fund application and award process were impacted by the pandemic. Residents were given until May 1 as opposed to April 14 to submit applications, but the unavailability of the Center at the Heights to provide assistance prevented some from applying even though we offered as much help as possible over the phone.

The Town also offers a Property Tax work off program whereby a resident can work for the Town, and the compensation earned is applied as a credit to their real estate taxes up to \$1,000, depending on the number of hours worked. This was not available during the pandemic. At the 2014 Annual Town Meeting the body voted to establish the Veteran's Property Tax Program which will be similar to the Property Tax Work off program but is for eligible veterans.

During fiscal year 2020 , the Assessing division implemented a new real estate appraisal software application. All real estate and personal property tax bills are based on the value of the property as determined by the Board of Assessors and certified by the Department of Revenue. Therefore, the new software needs to integrate with the Town's billing and collections software. The new software was successfully implemented with the third quarter real estate tax billing.

The impact of the pandemic was felt in every area of the Treasurer's Department from interest rates to the ability to borrow. In fiscal year 2020, General Fund interest decreased from \$979,649 received during fiscal year 2019 to \$834,163 during fiscal year 2020. The Federal Reserve decreased the Federal Funds rate to virtually zero which greatly impacted all interest rates. The safety of Town funds is of utmost importance. To further protect public funds, the Town continues to require that Town deposits are collateralized, if the funds are not covered by insurance. Leaving nothing to chance and to protect the town funds even further, the Town placed certain accounts in a "credit only" (incoming funds only) status. This provides an additional layer of protection against fraudulent transactions. To protect against bank failures, rating agency reports are regularly reviewed and, although collateralization is required for funds held in any one financial institution for more than 30 days, funds that are held by institutions with less favorable ratings are monitored more carefully. Funds must be available to meet all expenditures including payroll and debt

service which dictates the amount of cash that must remain available on a weekly basis. Town funds are invested wisely and within the mandates of state statute.

The Treasurer's office is working with a third-party provider offers electronic payment options to the Town's vendors. There was a great deal of interest and the goal is to eliminate the many expense checks processed and sent to vendors. This will cut down, if not eliminate, the printing, mailing and stuffing of expense checks. It will reduce the postage costs associated with the mailing and the staff time involved with these processes. With less staff working in the office this has provided a definite benefit due to the reduced number of checks that need to be processed.

In 2020 the Treasurer along with the Finance and Procurement Coordinator expanded the implementation of the purchasing card program. Similar to a credit card, a purchasing card allows authorized employees to charge expenditures related to approved travel and for goods and services needed right away. The Health Department was able to provide essential services to the Town residents during these times utilizing the purchasing card which eliminated the need for the employees to use their personal funds and wait for reimbursement.

In 2014, the Town received approval from the State Retirees Benefits Trust fund (SRBT) to invest the Other Post-Employment Benefits (OPEB) funds through them with the Pension Reserves Investment Trust (PRIT). Participation in this pooled investment resulted in a return of 16% for fiscal year 2020.

During fiscal year 2020, the Treasurer issued a Bond Anticipation Note for \$1,200,00, and two bonds. The first bond was issued October 1, 2019 in the amount of \$27,500,00 plus a net premium of \$2,811,816.15. The second bond was issued on June 25, 2020 in the amount of \$25,185,000 plus a net premium of \$2,938,272.28. Due to a change in legislation, premiums may now be used to offset actual project costs in addition to costs associated with the issuance of debt. This not only reduced the amount that is borrowed, but also reduced the amount of debt service to be paid on exempt debt by Needham Taxpayers. The June bond issue included refunding bonds which allowed the Town to reduce its interest expense on \$6,165,000 of principal. The overall impact of the refunding was a savings of \$1,200,933. The Town also secured financing through the MWRA's loan grant program for improvements to the sewer infrastructure which the Town received a grant of \$360,000 and zero interest loan of \$440,000.

Real Estate Tax Collections	\$150.2 million
Motor Vehicle & Other Excise	\$ 5.7 million
Personal Property Tax Collection	\$ 5.5 million
CPA Surcharges	\$ 2.6 million
Other Billed Revenue	\$ 1.1 million
Ambulance Receipts	\$ 1.1 million

FINANCE COMMITTEE

Tom Jacob, Chair
Carol Smith-Fachetti, Vice Chair
Barry Coffman
John Connelly
Joshua Levy

Richard Lunetta
Louise Miller
Garrett Parker
Richard Reilly
Louise Mizgerd, Analyst

MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget for the following fiscal year to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues with financial implications through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager, School Superintendent and School Committee each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duties of presenting a balanced budget and making capital spending recommendations to Town Meeting, the Finance Committee asks detailed questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to developing a balanced budget. The process includes meetings, site visits, research, and analysis by the Finance Committee on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can maintain its infrastructure and preserve the essential services which benefit its residents.

FY2020 HIGHLIGHTS

Highway Commercial 1 Zoning: The Finance Committee supported the need for a zoning change, but felt that there needed to be a clearer vision of the potential development for this area than provided in the proposal in fall of 2019, and that there needed to be a better understanding of the financial implications for the Town of the proposed changes. After the proposed measure was not approved at the fall 2019 Town Meeting, two members of the Finance Committee joined a working group initiated in spring 2020 to help develop a zoning scheme that would address outstanding concerns and provide the best benefit to the Town and attain broad support.

Green Communities Designation: The Finance Committee provided input to the Select Board on the Town’s proposed application for the Green Communities designation. The Finance Committee was concerned that having the designation would require the Town to spend money on initiatives that would not provide a net benefit to the Town. The Finance Committee supported the application since the Town had independently met most of the criteria through energy-saving measures taken over a number of years. The Town also had achieved a notable energy savings in FY2018 which could not be claimed toward an overall energy savings goal after FY2020. The Green Community

designation, if achieved, would provide opportunities for grant funding, and would not dictate the Town's spending plans.

Reserve Fund Formula: The Finance Committee relies on a formula to determine the recommended level of funding for the Reserve Fund each year. The formula is based on a percentage of the projected budget, including only the budget lines that could potentially draw on the reserve. The Finance Committee developed the formula 7 years earlier, and reviewed the formula during FY2020 to ensure the amount would be appropriate. The Committee felt that the formula continued to yield a valid basis for the amount in the Reserve Fund.

CAPITAL PROJECTS

- **Sunita Williams School:** The construction was substantially finished for the school to open its doors to students in fall of 2019. The project was substantially under the authorized debt limit, and Finance Committee urged closing out the project quickly in order to free up debt capacity.
- **Memorial Park Building:** The Finance Committee praised the completion of the project which was completed within its budget in the fall of 2019.
- **Cogswell Building:** The construction on this DPW storage building finished in late 2019 with 20% of the debt capacity unused. Although there was a favorable bidding climate, the Finance Committee pressed for more discipline in the development of estimated costs. The Committee also discussed a proposal to add solar panels with additional debt, but felt that such a request would need Town Meeting approval, and that it was not a priority for capital funding.
- **Public Safety Project:** The Finance Committee continued to review the budget as the construction of Fire Station 1 and the Police headquarters proceeded. Fire Station 2 was scheduled for demolition in the 2020. Fire Station 1 was anticipated for move-in during the summer of 2020.

OPERATING BUDGET RECOMMENDATION FOR FY2021

The Finance Committee has the responsibility of developing an annual operating budget for the following year to be recommended to Town Meeting. The Finance Committee began its work on the FY2021 budget in late 2019.

REVENUE

The Town's initial revenue projections for FY2021, which served as the basis for creating the FY2021 spending plan, included modest increases. 80% of the Town's revenue is from property taxes, and includes the tax base from the prior year, and the new growth, as well as funds to be collected for excluded debt. The property tax revenue is generally strong and reliable. The projected local receipts were expected to increase due to the new solid waste fess, and also due to strong investment returns. The projections for receipts such as excise taxes were conservative to protect against unexpected swings in revenue. The Town also relied on conservative estimates for

state aid, particularly unrestricted general government aid (UGGA) since it was based on preliminary estimates from the state and the state budget was far from being finalized.

As discussed below, the COVID-19 pandemic broke after the Finance Committee finalized its budget recommendation. The Town's revenue projections were later adjusted downward due to the pandemic. Property taxes revenue estimates did not change, as they are based on property assessments, which were not expected to change. Local aid was decreased due to lower economic activity. State aid projections were also decreased, including Library aid which was assumed to be zero, and UGGA reduced by 20%. Chapter 70 aid was assumed to be affected less, as the formula depends on the number of students, which increase, and also because of a parity law, most of Needham's Chapter 70 aid is not discretionary.

Despite the updated revenue projections, the Finance Committee chose not to re-consider the budget, since it was based on expected needs for the coming fiscal year, and it was too early to know how those needs would be changing. There were known decreases in energy costs with buildings closed, and increases in costs for personal protective equipment and for equipment associated with remote learning for students, but the overall changes were uncertain. The Town did opt to reduce other spending to ensure a balanced budget. More than 20 articles were deferred or removed from the annual Town Meeting warrant, including a number of articles that were proposed to be funded from the tax levy. Other articles had funding sources changed. The Town instituted a hiring freeze for any discretionary positions. The Finance Committee felt that moving cautiously was the best approach in the unprecedented situation, and with the knowledge that the Town maintained strong reserves in case of a shortfall.

BUDGET PROCESS

As it does each year, the Finance Committee began its budget process in December 2019, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review.

The Finance Committee held hearings to review the budget request of each the Town department, board, and committee. As every year, in preparation of a budget recommendation for FY2021, the Finance Committee:

- carefully reviewed every spending request on its own merit and with regard to
- the impact of each request on resident services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools and School Committee members, school administrators, and leaders of other committees and boards to discuss operational and capital needs;
- held budget hearings with each department; and
- deliberated each request in depth.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- maintain essential services currently provided to citizens and other user groups;
- sustain commitment to infrastructure spending;

- preserve and strengthen financial security;
- encourage long-term planning;
- evaluate requests for new or additional services and expenditures; and
- avoid undue tax burden on residents.

The Finance Committee continued to stress the importance of restraining any increases in staffing levels. Once a position is included in the operating budget, it tends to be included yearly thereafter.

The Finance Committee received the Town Manager's executive budget and revenue estimates released on January 28, 2020. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2021 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January.

The Finance Committee found that the department managers' FY2021 spending requests overall were carefully considered and conscious of the need for fiscal discipline. The Finance Committee requires careful vetting of new positions before recommending that they be funded in the annual operating budget. Each proposed position must have a justified need, and that is balanced against the financial costs, including not only salaries, but also benefits and legacy costs. In some instances, the Finance Committee may recommend funding new positions for a finite trial period that is funded through a financial warrant article, rather than including the positions in the annual operating budget.

FY2021 OPERATING BUDGET HIGHLIGHTS

The Finance Committee's recommended budget for FY2020 that was fiscally sound, and provided funding to maintain level services in most areas of the budget and also allowed for carefully planned and vetted expanded programs and services. The Finance Committee developed the FY2021 budget during the period of December 2019 through February 2020 and voted the final recommendation on February 26, 2020. This was prior to the time that the novel coronavirus that causes COVID-19 was deemed a pandemic and before schools, businesses, and government facilities began to shut down. This global public health crisis has had serious economic and social implications across the United States and the world. The Finance Committee kept in close contact with the Town and Schools and monitored the Town's FY2020 operating budget, and kept apprised of which departments would be most deeply affected by changing need for services and supplies.

The Committee decided not to recommend changes to the FY2021 operating budget due to the global pandemic until there was a more clear understanding of the effect on operations and costs. The discussion below describes the Finance Committee's considerations during the budget process.

TOWNWIDE EXPENSES

Townwide Expenses, which are the costs incurred by the Town or spread across a number of departments, continued to increase in the FY2021 budget. The biggest driver of this increase in Debt Service payments, due to new borrowing for the Public Safety construction project (the Police and Fire Headquarters, and Fire Station #2), and well as continued payment for other projects in the Town's Facilities Master Plan, including the Sunita Williams School, Rosemary Recreation

Complex, and the High School expansion. The Retirement Assessments, which funds Town pension plans, continued to increase in order to continue to make progress to fund the unfunded pension liability in light of decreases in the projected rates of return on fund assets, and also an updated mortality table. The Classification, Performance and Settlements line which provides funding any salary increases during the fiscal year, increased since the collective bargaining agreements for the various Police and Fire unions had not yet settled..

DEPARTMENT BUDGETS

The budgets for Town departmental budgets typically increase each year to accommodate modest cost-of-living salary adjustments and to cover inflation in operating expenses. The largest increases typically occur where there are additional staff or new expenses. The notable increases in the FY2021 municipal department budgets were primarily attributable to increasing technology-related costs, and requested staffing increases. On the expense side, technology costs continued to increase due to higher costs of annual software licenses. The Finance Committee carefully reviews each request for additional staff, and encourages efficiencies where possible. The Finance Committee did not recommend funding a requested new Fleet parts manager position because there was not sufficient justification. The Finance Committee also deferred a request for a program manager in the DPW in hopes that the function could be handled in conjunction with the Building Design department which will likely see a lighter workload as certain ongoing major construction projects wrap up. The Finance Committee did recommend some additional staffing, including an Assistant Director and an additional custodian in Building Maintenance, additional hours for Sunday trash pick-up from public receptacles, a substance abuse counsellor, additional environmental health inspections, and service expansion in the Center at the Heights. The Finance Committee recommended funding two new officers in the Police Department budget, which was the last step of a long-planned three-year phased staffing increase following a study that showed an increased demand for services as well as increasing complexity of services. The Finance Committee is mindful that any increases in staffing affect not only salary costs, but also benefits and retirement costs.

PUBLIC EDUCATION

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL: The Minuteman School assessment is based on expected enrollment and the Town's portion of capital costs. The FY2021 increased very modestly following a significant increase in FY2020 to cover increased payments for the Minuteman District's capital building project.

NEEDHAM PUBLIC SCHOOLS: The School Department budget makes up over 60% of the FY 2021 operating budget for the Town. Per state law, the Finance Committee recommends only a bottom line amount for the budget. However, Finance Committee liaisons meet regularly with the School Administration and School Committee budget liaisons during the development of the budget to provide feedback. The Finance Committee recommended fully funding the School Committee's requested budget for FY2021. The budget included increases due to contractual salary increases, higher projected enrollment, and increased need for student support services, including special education. There was also lower staff turnover than usual, so that there were fewer instances of more senior and highly paid staff being replaced with new, lower paid staff. There was also an increase in expected enrollment, which required additional teaching staff and

more hours for an assistant principal and instructional assistants. Nevertheless, the increase in the need for student support services was a more significant driver of the increase in the School budget, requiring an increase of approximately 10 full-time equivalent employees. The Finance Committee will continue to carefully review the proposed new programs and the enrollment projections, but encourages that future budget increases should aim to be within the Town's rate of revenue growth.

COVID-19 is expected to have a substantial effect on the School Department's operations, at least in the coming year or two, and likely on the budget as well. In preparation for the 2020-21 School year, the School Department was required by the state to develop programs for remote learning, for safe in-person learning, and also for a hybrid model. This has required a significant amount of time and additional resources. To the extent there is in-person learning, there are substantial additional cleaning needs. The classrooms and buses cannot be filled to capacity. Tents needed to be installed for more outdoor spaces. For remote learning, there have been additional technology needs, including many additional devices such as laptops and tablets. The School Department initiated cost control measures to avoid budgetary overruns. The Schools' needs have been evolving through this period, and the Finance Committee has been continually working with the School Department and School Committee to see that the best known safety measures are in place, and that the learning opportunities are maximized, without undue financial strain.

CASH CAPITAL SPENDING RECOMMENDATIONS FOR FY2021

The Finance Committee received the Town's Capital Improvement Plan for FY2021 – FY2025 released in early January 2020. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Both debt within the levy and excluded debt are predictable for the following year, and paid according to the debt schedules. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher- than-projected revenue in a previous year, and thus fluctuates. The Town's original plan was to allocate \$10 million from free cash for FY2021 cash capital needs. The General Fund cash capital warrant article for FY2021 accounted for approximately \$4.1 million of free cash and covered various annual or one-time expenses including the fleet replacement program, School technology, furniture replacement, projects for the EPA's required NPDES (National Pollutant Discharge Elimination System) program, and a new boiler in the DPW building. Free Cash also funded financial warrant articles for various programs including the public facilities maintenance program, public health consulting, and the property tax assistance program.

The cash capital program was truncated in the wake of the COVID-19 pandemic. Two of the items from the cash capital article in the annual Town Meeting article were withdrawn by the Library. Since the building was closed, they would be unable to conduct a proposed space planning study. Also, their proposal to replace chairs was deferred for the same reason. A number of financial warrant articles that could reasonably be delayed, including funding for a parking study and for planning/zoning consulting, were withdrawn from the annual Town Meeting warrant by the Select Board in order to cut spending and also to allow time to assess future needs.

THE EFFECTS OF GLOBAL PANDEMIC/COVID-19

The last quarter of FY2020 operations saw significant changes in operations due to the COVID-19 public health emergency. Schools were closed and staff worked diligently to create and execute

an immediate plan for remote learning. Public buildings closed and town staff worked remotely as much as possible. Many programs and services were put on hold or cancelled. To the extent in-person services were required, additional public health measures, including protective gear and sanitation were needed. The Town has worked diligently to cut costs and hold off on discretionary hiring until the future is more certain. Some departments, most notably the School Department, as discussed, and also Health and Human Services, have seen additional needs for services and spending for protective gear and cleaning.

FUTURE OPPORTUNITIES AND CHALLENGES

The Finance Committee will continue to monitor the Town's budget and finances in order to gain an understanding of the short- and long-term effects of the pandemic. The Committee expects some immediate effects will be easily handled by re-purposing funds within budget lines. There may be other, more permanent, changes to operations and finances that will need to be considered. Another serious consideration will be revenue. While it will take some time to determine the effects on Town operations, it will likely take longer to see the effects on revenues, particularly state and federal aid. At the time that this report was prepared, the Committee was still monitoring the situation, and holding off on any longer-sighted recommendations. In tandem with seeking to understand the effects of COVID-19, the Finance Committee will continue to monitor the costs associated with the significant capital projects in the Master Plan. Significant construction projects tend to bring not only higher debt service costs but also increasing operating costs (larger spaces can require more energy, despite gains in efficiency, and more staffing is typically needed for both expanded services and for maintenance). As always, the Finance Committee remains highly aware the tax burden placed on taxpayers by these new projects and concerned in maintaining the Town's strong financial condition.

CONCLUSION

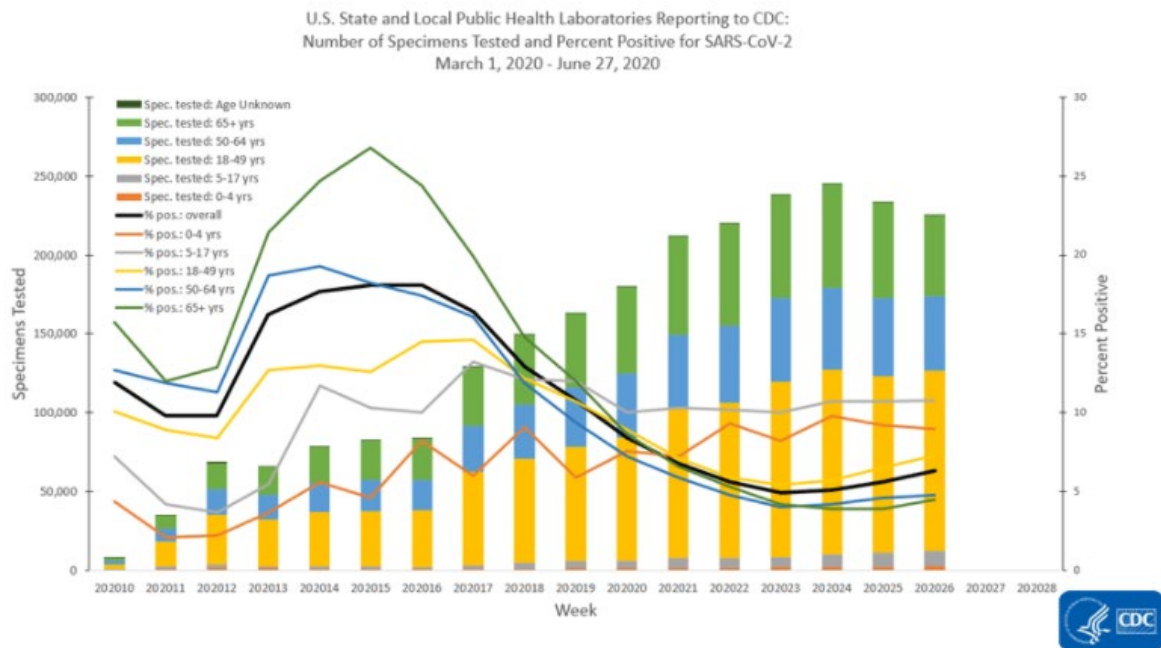
The budget recommended by the Finance Committee for FY2021 was balanced and fiscally sound, the best estimate of the Town's needs for providing the Town's services. The Finance Committee did not seek to tailor the budget to the shifting needs under the pandemic, but has taken a cautious approach. The budget is expected to cover the spending needs for each department for the year. If needed, the Finance Committee may transfer funds from the Reserve Fund to other budget lines for any unforeseen or extraordinary costs. The Town has been careful exercise fiscal restraints over the years, so the budget has been sustainable. It has also experienced significant revenue growth in recent years, providing a solid tax base. The Town has been mindful to set aside reserves to protect itself from fluctuations in revenue. The Finance Committee expects that these measures will provide the necessary resiliency for the Town to weather the COVID-19 pandemic and still be poised to meet future needs. The Finance Committee remains committed to working with the Town Manager, School Superintendent, Board of Selectmen, School Committee, School Administration, Town Administration, Department Managers and other Town leaders in order to encourage careful long-term planning. The Finance Committee believes that caution and long-term planning will help the Town to maintain its readiness for the challenges that lie ahead.

The Finance Committee deliberates the operating and capital budgets and other issues with fiscal implications to the Town fairly and openly at all times. During the pandemic, these meeting were held electronically, with log-in information posted on meeting notices. The Committee meets on select Wednesdays from September through June, and occasionally during the summer. The public

is welcome and encouraged to attend any meeting. The meetings and agendas are posted with the Town Clerk at Town Hall and placed on the main calendar on the Town's website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours to developing a fair and equitable budget to recommend to Town Meeting. The Finance Committee also considers the financial implications of the other issues brought before Town Meeting. The Committee believes that its independent and objective recommendations help make Needham thrive and prepared to weather even the most difficult times.

U.S. State and Local Public Health Laboratories Reporting to CDC

Updated July 3, 2020 [Print](#)



LEGAL DEPARTMENT

PURPOSE

Town Counsel provides Legal services to all Town Departments, attends all sessions of Town Meeting, and meets as needed with the Select Board and other boards, committees, and commissions. Town Counsel drafts and approves contracts when required, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations. When appropriate, Town Counsel hires outside counsel to handle matters that require specialized representation.

FY 2020 HIGHLIGHTS

During fiscal year 2020, Town Counsel provided advice and assistance to Town officials on matters related to public records, contracts, licenses and leases, PILOT agreements, alcohol licensing, Town Meeting actions, and the like. Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Select Board, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Special projects requiring increased attention in FY2020 included permitting, small cell technology, anti-amendment concerns related to CPA projects, and the Green Communities Act.

Town Counsel engaged and worked with outside counsel to represent the Town in matters such as labor relations and collective bargaining, cable television licensing, environmental and energy-related matters, affordable housing, zoning and permitting, real estate, bond issuance, and solar power.

In FY2020, the firm of Miyares and Harrington was appointed adjunct Town Counsel and provided assistance to the Town in general matters and in response to the COVID-19 pandemic.

FY2021 FORECAST

In fiscal year 2021, the Town will transition Town Counsel services from an individual attorney to a law firm.

MODERATOR

Michael K. Fee, Town Moderator

Department Staff: None

Budget: Zero

MISSION

The Town Moderator is a volunteer elected official who presides over Needham Town Meeting. Our Town Meeting is a representative town meeting, a "citizen legislature" comprised of 251 "Members." Members are either elected from one of Needham's 10 precincts or participate as "at large" members, elected officials – including the Moderator – and chairs of certain elected boards in our town. Under Massachusetts law and Section 14 of our Town Charter, Town Meeting is the ultimate authority over all municipal affairs. For example, each year Town Meeting must vote to authorize how much money will be spent on all Town services, including schools, public works, public safety and public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of long-term debt by the Town of Needham. Debt financing is used primarily for major capital projects such as constructing or renovating buildings. In short, in the words of our Charter, Town Meeting exercises "all powers vested in the municipal corporation." The Moderator also appoints citizens to various committees such as the Finance Committee, the Personnel Board, the Community Preservation Committee and the Youth Commission Board.

FISCAL YEAR 2020 HIGHLIGHTS

What would a discussion of Fiscal Year 2020 be without addressing the impact of the COVID-19 pandemic? For Town Meeting, a Needham institution which has for centuries convened in an indoor meeting space to discuss and conduct the most important business of the town, the pandemic presented an unprecedented challenge. As the country and the Commonwealth locked down, and against a backdrop of laws, procedures and traditions that were designed for indoor, in-person town meetings held on predictable, if not mandatory dates, we confronted the need to hold Town Meeting and enable it to discharge its essential obligations. As Moderator, I was determined to convene Town Meeting in a safe, but effective way and continue the over 300 year tradition of self-government in Needham through Town Meeting and other town officials shared this determination. I am proud to say that through the efforts of many, especially Town Meeting Members, we accomplished this goal.

- Our Town Meeting convened twice in FY2020: a Special Town Meeting was held on October 28, 2019 and our Annual Town Meeting (which also included a Special Town Meeting) was held in one session on June 8, 2020. The October Special Town Meeting was held as usual at James Hugh Powers Hall -- the "Great Hall" -- in Needham Town Hall. The Annual Town Meeting was -- for the first time in Needham's history -- held outdoors in the Memorial Park parking lot.
- The October 2019 Special Town Meeting tackled an eight-article Warrant that included important matters such as the appropriation of funds raised through a tax on ride share trips

originating in Needham and spending authority for repairs to the Pollard School gym. Town Meeting Members also discussed two zoning matters, one involving the comprehensive rezoning (for development) of the area occupied by Muzi Ford and WCVB along Route 128, and another that would permit the construction of Accessory Dwelling Units (“ADUs”) in single family homes. Town Meeting rejected the proposed rezoning of the Muzi Ford/WCVB area and approved an amendment to the Needham Zoning By-Law permitting the construction of ADUs.

- The Annual Town Meeting, ordinarily commenced on the first Monday in May, was through authority granted to the Select Board under state law, postponed until June 8. Needham had never before held an outdoor Town Meeting. Extensive planning and preparation preceded the meeting, including a survey of Town Meeting Members to gauge their willingness to participate in a meeting that would be held under conditions quite different than our traditional ones. Based on the survey, support for an outdoor meeting was clear. Recognizing the need for an abbreviated session if the meeting was to be held outdoors, the Warrant Committee (Select Board) worked with Town Departments and Citizen Petitioners to reduce the size of the Annual Town Meeting Warrant to 12 articles. On a beautiful, sun splashed June evening, Town Meeting convened at the Memorial Park parking lot. With Members and town officials – including the Moderator -- positioned with appropriate distancing, the Meeting conducted all of its business, including the approval of a zoning amendment that would permit the construction of a new medical facility operated by Boston Children’s Hospital in Needham Crossing authorization of a \$190 million FY 2020 operating budget.
- The Warrant for the Special Town Meeting held on June 8 held two articles, only one of which – an article relating to the payment of unpaid bills from prior years – required Town Meeting action.
- To promote a short Annual Town Meeting, we implemented a new emergency protocol that required the sponsors of articles and commenting officials such as the Finance Committee and the Select Board, to pre-record (on video) their remarks in advance and post them on the Town of Needham Website. Supporting documents and materials ordinarily distributed at Town Meeting were also posted to the website in advance. This never-before-attempted process worked well and enabled us to have Town Meeting Members view the presentations and materials in advance of June 8 and even post questions if they wished. At the meeting, as each article was called, we dispensed with affirmative presentations and proceeded directly to discussion and eventually votes with relative ease.
- In Fiscal Year 2020, the Town of Needham website proved to be an invaluable resource for Town Meeting Members.
- Traditionally, one week prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters are held at the Center at the Heights. Because of the pandemic, Warrant Meetings were not held in advance of the June 2020 Annual Town Meeting and as a result, neither was my orientation session for newly elected Town Meeting Members.

- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors. I am proud to say that Needham was a leader among Massachusetts towns in holding an effective outdoor Annual Town Meeting in the midst of the pandemic.
- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2020. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, the dues I must pay to the Massachusetts Moderators Association and my travel to meetings, when those meetings are held.
- I encourage town residents to become involved in some aspect of our community's volunteer government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. As mentioned above, the Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, and the Youth Commission Board. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2020. Any citizen who wishes to be considered for a position that is appointed by the Moderator is encouraged to contact me.



NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board: Evelyn Poness, Chair; Sandra Cincotta, John Krawiecki, Robert Mearls, Robert Papetti
Staff: Jacob Cole, Administrator; Elizabeth Milch, Retirement Specialist; Martin Feeney, Accounting Specialist

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws and overseen by the Public Employees Retirement Administration Commission (PERAC). Separate from The Town of Needham, the Needham Retirement Board is governed by a five-member Board, consisting of two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. Meetings are held monthly in the Town Hall., and online as well. After each meeting, the minutes of the meeting are also posted online and are always available upon request as well.

Since taking the helm in May 2019, under the leadership of Jacob Cole, the Retirement Office has improved upon each of the two Melanson Audits and one three-year PERAC Audit. With each audit, the management comments have decreased in scope which signals the strength and health of the Needham Contributory Retirement System, and their willingness and determination to improve the efficiency and operations of the Retirement System, for our member and retirees.

The Retirement Office also has migrated all of its financial and personnel records over to an electronic system of PDFs. We have built in redundancies and have each file saved in three different locations electronically. Technologically, we've brought the office up to current operational standards and into the 21st Century. Having electronic files has also greatly sped up the processing time of our audits as well. This was especially helpful during this current unique COVID-19 time (2020-current) whereas our most recent Melanson Audit was executed completely remotely. Melanson said Needham was among their first clients to have a completely remote audit due to COVID-19 restrictions and safety. The audit went seamlessly and Melanson and the Board were thankful and impressed.

Great strides have also been made in the area of educating members, before retirement, as to the retirement process. The member is invited in for an in-person consultation. During this COVID-19-time, social distancing and the wearing of face masks are enforced. Members are permitted to bring their spouse or a loved one(s) to the meeting as well. The Retirement Administrator [Jacob Cole], spends as much time as the member needs to educate and walk through the entire retirement process with the member and his/her loved one(s). During this COVID-19 time, we're also sensitive to our members and offer the meeting to also take place remotely via a Zoom video meeting between the Retirement Administrator and the member and his/her loved one(s). If a member does not meet the retirement age and service criteria, the Retirement Administrator also educates the member that they have three other options upon leaving service for the Town of Needham: (1) the member can leave their funds on account in the event they accept another municipal position; (2) the member can request a refund of their funds less federal taxes of 20%; or (3) the member can request their funds be rolled over to a qualified IRA.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers which contribute to the Mass Teachers' Retirement System. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute at the current 9% of their regular compensation + an additional 2% of earnings greater than \$30K. is and enforced This is determined by the date upon which the employee becomes a member of the system which is mandatory for any employee working 20 hours or more each week. Part-time employees that do not work at least 20 hours per week, contribute to Social Security and not the Retirement System or commonly called, pension plan.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation for those hired prior to April 2, 2012, anyone hired on or after April 2, 2012 the average annual rate of regular compensation is based on the average of one's highest five-years of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. In addition to the change from a three year to a five-year average annual salary for those entering public service in Massachusetts as of April 2, 2012, there are changes to the age factors used, and the minimum age for retirement as well. The rule of thumb is PERAC added five years to one's retirement age. For example, an employee hired full-time after April 2, 2012, they would need to reach 60 years old, rather than age 55, to retire. Again, they would also need at least 10 years of service.

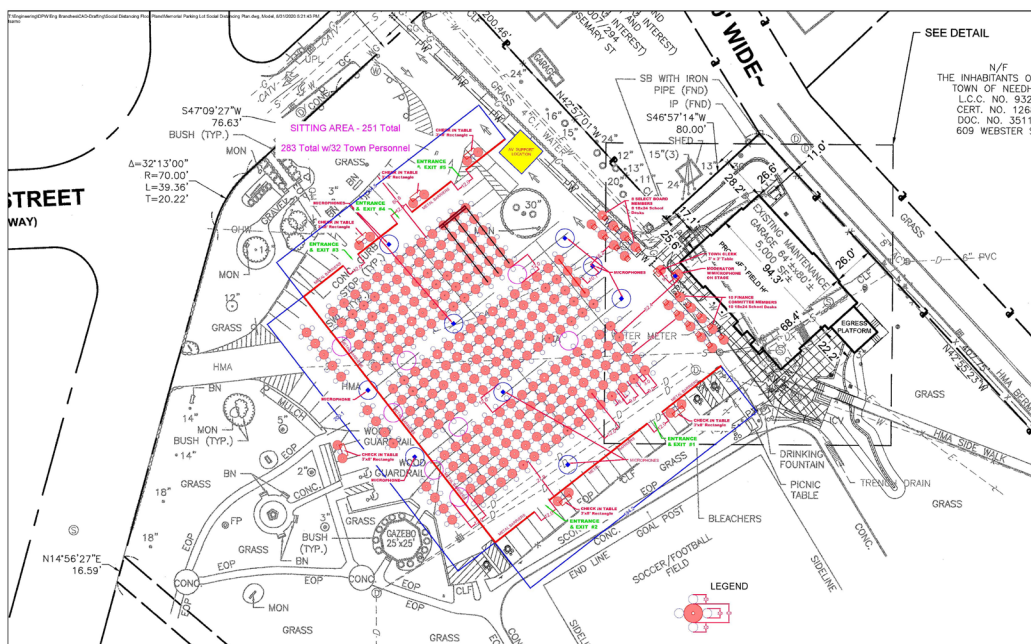
The Needham Contributory Retirement System & Board, entrusts PRIM (The Pension Reserves Investment Trust, <https://www.mapension.com/>), with the management, strategy and investing of the Retirement Systems funds. The Needham Contributory Retirement System has been with PRIM since June 1985. the Board voted to join the Pension Reserves Investment Trust. Approximately 85% of the Commonwealth's municipalities also lie with and in PRIM. PRIM regularly beats the market average for rate of return. As of June 30, 2020, the ending fund balance stood at \$170M. Considering the unique year that COVID-19 had on the market and economy, being down only \$2M from June 30, 2019, is rather remarkable. Many other private investment firms lost millions more for their clients.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pension costs. The Needham Contributory Retirement System has an actuarial study performed and executed every other year. After considerable discussion, the Retirement Board, voted to adopt a new funding schedule starting in the calendar year 2021. The new Funding Schedule consists of a 6.50% investment return rate with a funding schedule end date of 2033. The current or old Funding Schedule had a rate of return of 7.25% with a funding schedule end date of 2030.

Lastly, how can we close out the year's analysis and summary without mentioning the elephant in the room—COVID-19. Needless to say, a worldwide global pandemic has caused catastrophic outcomes for many—not just on the personal health side but also for the economy. We saw and continue to see businesses close and people pass away. The federal government has passed a

stimulus bill as of June 30, 2020 to help the economy, small businesses and households. It's hardly enough but more stimuluses are being discussed by the federal government and Congress. As of June 30, 2020, there is promising data coming from a few large renowned pharmaceutical companies that a possible vaccine is underway. The Needham Contributory Retirement System and Board wishes to thank all the first responders and essential workers for all their hard work in the face of an invisible enemy.

The Q2 PRIT Quarterly Report follows on the subsequent pages



Seating schematic for outdoor Town Meeting

PRIM Board Quarterly Update

SECOND QUARTER 2020

Markets Overview and PRIT Fund Performance Summary

PRIM Executive Director and Chief Investor Officer Michael G. Trotsky, CFA provided the following information to the PRIM Board at its September 9, 2020, meeting:

Executive Director and Chief Investment Officer Report

During fiscal year 2020 (FY2020) the PRIT Fund net asset value grew \$1.5 billion (2.38% gross, 2.0%, net of fees) to \$75 billion and paid out \$1.3 billion in benefits to retirees despite a very difficult, volatile, and uncertain investment environment. The COVID-19 pandemic led to the sharpest sell-off in history when the S&P 500 fell 34 percent in 20 days in March. Since the March lows, the market has staged the fastest-ever recovery from a major correction, increasing nearly 60% in five months, despite significant global economic challenges, heightened geopolitical tensions, political discord, and social unrest. We believe the pandemic has caused severe economic damage, and the challenges the economy faces in restarting are enormous; it will likely take a long time to fully recover. In the meantime, we expect more volatility. Still, we are confident that the carefully constructed, broadly diversified PRIT Fund will continue to perform well over the long term as it has consistently performed strongly in both up, and perhaps more importantly, down markets.

Following guidance from the Governor, Treasurer, and other officials, the PRIM offices were shut down for more than three months starting in mid-March 2020 and during that time all staff was able to work remotely without difficulty. PRIM offices reopened on Monday, June 29th and staff was encouraged to adopt a return approach that worked for their personal circumstances. Returning to the office is entirely voluntary, and I am very pleased that approximately 30 to 40% of our employees (15 to 20) are back in the office each day.

The reopening was made possible by the Governor's directives and guidance in consultation with the Treasurer and her staff. The operations team at PRIM studied the guidance and protocols thoroughly and determined that our office configuration and size allow us to adhere completely to the safety and health protocols. We also have the added benefit of being on the second and third floors, which greatly reduces the need to use the elevators.

While the health and safety of our staff and their families is our number one priority, we are also committed to safely and gradually welcoming more employees to our offices as the guidance allows. I believe opening is an important step in optimizing our productivity, maintaining our collaborative culture, and encouraging innovation and efficiency at PRIM. I could not be prouder of how our teams at PRIM performed through all the challenges of this difficult situation.

Of special note, in mid-March, a PRIM employee was diagnosed with COVID-19, but I am pleased to report that the employee has recovered and is back at work. We are very thankful for this wonderful outcome.

Organizationally, FY2020 was another outstanding year. Consistent with the Board-approved hiring plans, we filled nine staff vacancies with top talent (all diverse), and only one senior-level employee departed (none in FY2019). We also welcomed eight new interns during the fiscal year; all were diverse. We have exceptional investment, finance, and operations professionals here at PRIM, and our job postings attract hundreds of talented, well-qualified applicants. Our team continues to be recognized nationally for the success and innovation of our investment program and for the transparency and completeness of our financial reporting. Our comparatively small staff researched and deployed approximately \$5.4 billion in new Board-approved investments in FY 2020 – admirable productivity in what has been a challenging year.

In the area of national recognition, I am very happy to report that in July, the American Investment Council announced that PRIM Private Equity ranked #2 in private equity returns among 176 U.S. public pension funds based on 10-year performance. PRIM is the only fund that has been in the top five of all private equity portfolios every year the American Investment Council has conducted the study – including #1 rankings in 2019, 2018, 2015, and 2013. We are extremely proud of this accomplishment. The 10-year performance of our private equity portfolio was 16.4% net of fees and was only 30 basis points behind the #1 ranked fund in the country. Private Equity is an important return driver at PRIM and is PRIM's highest performing asset class by more than 5% annualized.

Markets and PRIT Fund Performance Summary

The market correction in March 2020, when equities fell 34% in 20 days, was the fastest on record going back to the Great Depression, but it was not the deepest. The deepest correction in history was during the Great Depression when stocks fell 86% over 34 months. The March 2020 market correction lasted only 20 days, not 20 months, which is the average of the 14 major corrections since the Great Depression. The March correction was unusually sharp and steep, and the rebound, the bounce off the bottom, was also exceptionally fast and steep. Since the lows on March 23rd, the S&P is up 58%, to record levels. In just five months there has been a complete reversal– a 90% swing – down 34% from mid-February to mid-March, and up 58% since the lows on March 23rd.

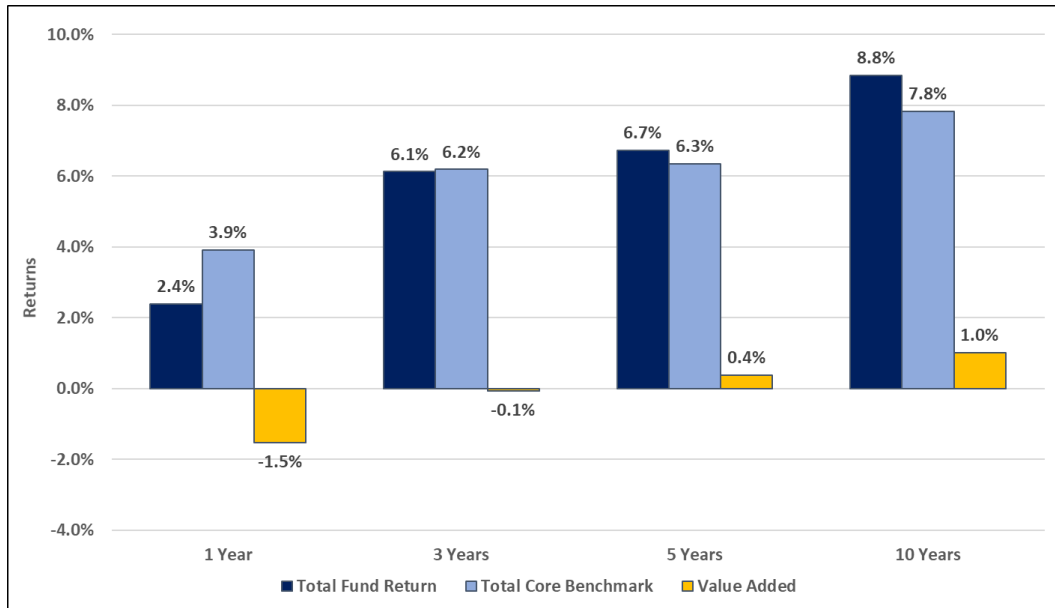
A 90% swing in a short period and extreme market volatility is difficult to navigate. As a result of our strategic, long-term asset allocation studies, we have gradually decreased the PRIT Fund's exposure to equities from a midpoint of 50% five years ago to 39% today. Lower exposure to equities contributed to our relatively strong performance in the March quarter, but the lower exposure to equities was a headwind in the June quarter when equities soared. For the fiscal year, PRIM's Core Fixed Income portfolio returned nearly 14%, providing downside protection when we needed it. An essential component of Core Fixed Income is the U.S. Treasury STRIPs position – long-duration Treasuries – that returned more than 35% in FY2020, making it the top performer for the fiscal year. PRIM's second-best performing asset class was Private Equity, which returned 4.4% for the fiscal year. Notably, the PRIT Fund continues to have no liquidity issues – we are fully able to meet our benefit obligations.

Ironically, while PRIM's Private Equity portfolio is garnering national recognition and continues to be our best performing asset class over the long-term, and the second best performer in the fiscal year, it is also the primary reason the PRIT Fund underperformed its benchmark by approximately 150 basis points in the fiscal year. The relative underperformance was due almost entirely to a private equity benchmarking anomaly in the June quarter. It is in no way indicative of the underlying strength of our Private Equity portfolio, but these anomalies happen from time to time and are exaggerated during periods of extreme volatility. The Private Equity 1-year performance (4.4%) is compared to a long-term, 7-year average public markets benchmark (14.3%), in a period when public markets have been strong. This comparison is a mismatch in time periods. If we were to compare similar time periods, the 7-year average return of the PRIM PE portfolio of 18.8% to the 7-year average return of the benchmark (14.3%), the PRIT Fund outperformed by more than 4%. Comparing short-term performance (1-year) to a longer-term benchmark (7-year average) can result in dramatic differences, especially during volatile markets, which occurred during this reporting period. We expect this phenomenon to reverse over time, just as it did during the Global Financial Crisis in 2008/2009, when the PRIT Fund last exhibited the same benchmarking anomaly.

Based on early reports, we are optimistic that in September, private equity performance will rebound faster than we expected when we reported the June performance. In fact, we expect the June quarter gains may more than offset the March quarter decline, and we are now more confident that the benchmarking anomaly, which impacted relative performance last quarter, will reverse materially this quarter.

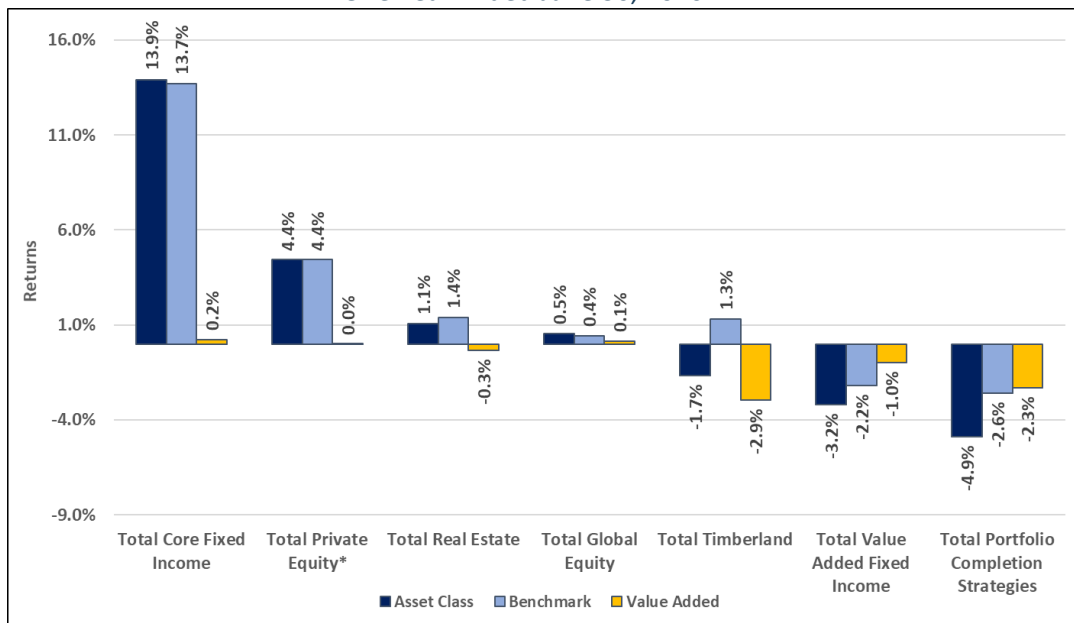
Total PRIT Fund Returns (Gross of Fees)

Annualized Returns as of June 30, 2020



PRIT Asset Class Performance (Gross of Fees)

One Year Ended June 30, 2020



*Benchmark is actual performance

PRIT Fund Periodic Table of Returns (Gross of Fees)

Years Ended June 30, 2020

1 Year	3 Year	5 Year	10 Year
CORE FIXED INCOME 13.9%	PRIVATE EQUITY 14.7%	PRIVATE EQUITY 15.4%	PRIVATE EQUITY 16.9%
PRIVATE EQUITY 4.4%	CORE FIXED INCOME 7.8%	REAL ESTATE 7.0%	REAL ESTATE 10.3%
REAL ESTATE 1.1%	GLOBAL EQUITY 5.5%	CORE FIXED INCOME 6.5%	GLOBAL EQUITY 9.5%
GLOBAL EQUITY 0.5%	REAL ESTATE 5.5%	GLOBAL EQUITY 6.4%	CORE FIXED INCOME 5.6%
TIMBER (1.7%)	TIMBER 2.6%	VALUE-ADDED FIXED INCOME 3.6%	VALUE-ADDED FIXED INCOME 5.3%
VALUE-ADDED FIXED INCOME (3.2%)	VALUE-ADDED FIXED INCOME 2.3%	TIMBER 3.3%	TIMBER 4.9%
PORTFOLIO COMPLETION STRATEGIES (4.9%)	PORTFOLIO COMPLETION STRATEGIES 1.1%	PORTFOLIO COMPLETION STRATEGIES 1.3%	PORTFOLIO COMPLETION STRATEGIES 3.8%

Research Update**MIT Sloan/PRIM Collaboration on Environmental, Social, and Governance (ESG) Ratings Research**

In September, PRIM and MIT Sloan School of Management announced a groundbreaking collaboration that seeks to create more reliable and transparent ESG data and benchmarks for investors. As the founding member, PRIM will partner with the MIT Sloan Sustainability Initiative on this innovative project to reinvigorate research to improve ESG data. As part of this collaboration, PRIM will be at the vanguard of a rigorous, more robust approach to sustainable investing, and will have access to MIT Sloan's leading sustainability researchers and early access to exclusive findings. Dr. Roberto Rigobon and Dr. Jason Jay from the MIT Sloan Sustainability Initiative provided a brief overview of their research focus and the goals of the project. Dr. Rigobon is a Professor of Applied Economics at the MIT Sloan School of Management, and a member of MIT Sloan School of Management's Aggregate Confusion, Environmental, Social & Governance ('ESG') initiative. Dr. Jay is a Senior Lecturer and Director of the MIT Sloan Sustainability Initiative. Both have helped secure MIT Sloan's position as a leader in the field of sustainable investing through teaching, research, and industry engagement.

"Working with Mass PRIM will significantly advance the Aggregate Confusion Project," said Jason Jay, "Pension funds like PRIM have a unique vantage point on the challenges of integrating ESG into the investment process, and the importance of solving the measurement problem. They can help inform our research questions and methodology and be a testbed for innovative approaches."

“We are very excited to partner with MIT Sloan on this project,” said Michael G. Trotsky, CFA. “As an investor, the discrepancies in ratings from agency to agency makes evaluating a company’s ESG impact extremely challenging. We hope that this project will reinvigorate the debate on how to improve those ratings, and we’re looking forward to being a part of the membership council, which will collaborate on implementation strategies.”

Fiscal Year 2020 Highlights

Consistent with last year, Michael G. Trotsky, CFA, created a list of PRIM’s top 20 highlights from fiscal year 2020:

1. In very difficult and volatile investment environment, the PRIT Fund still outperformed many of our peers in FY2020 with a return of 2.4% and the fund asset value grew \$1.5 billion.
2. We met all our obligations and paid out \$1.3 billion in benefits to retirees.
3. The investment team, with operations staff support, researched and deployed approximately \$5.4 billion in Board-approved investments in FY2020. Great productivity for our comparatively small staff.
4. We created a diversity, equity, and inclusion framework to execute PRIM’s diversity and inclusion initiatives (recruitment, retention, procurement, training, etc.) and we made significant, measurable progress in the year.
5. All nine new full-time employees and all 8 interns in FY2020 were diverse regarding gender, race, or both.
6. PRIM invested approximately \$1.3 billion with 10 minority and/or women-owned investment managers during FY2020. The PRIT Fund currently invests nearly \$4 billion with women or minority-owned investment managers.
7. We made significant progress on improving PRIM’s staff diversity. Today 61% of PRIM’s workforce is diverse in regard to gender, race, or both, 52% of PRIM’s workforce is female, 33% of PRIM’s Senior Management is diverse in regard to gender, race, or both and 28% of PRIM’s Senior Management is female. There is room to improve, but we are making good progress.
8. In Public Markets, we deployed \$1.5 billion in U.S. Short-Term Fixed Income, a new asset class. That was timely.
9. Allocated \$450 million in Other Credit Opportunities, including an investment that utilizes the newly created TALF program -capitalizing on the market dislocation.
10. In Private Equity, made commitments to 14 funds totaling \$1.6 billion; two of the 14 funds are new managers to PRIM.
11. Made 10 co-investments totaling \$210 million, an 25% increase from FY 2019.
12. In Portfolio Completion Strategies (PCS), added four new managers to the PCS platform and one new manager to the Other Credit Opportunities (OCO) platform.
13. In Research completed the ESG Board Educational Primer and developed a groundbreaking academic partnership with the MIT Sustainability Initiative.
14. In Real Estate and Timberland, closed seven core real estate acquisitions - \$435 million. Closed five core real estate dispositions totaling \$294 million. Refinanced \$200 million of real estate portfolio debt. Closed 2 non-core commitments – high technology and life science office strategy –\$200 million another Industrial Development Project (Atlanta) - \$21 million.
15. In Finance, and Operations, PRIM awarded GFOA Certificate of Achievement for Excellence in Financial Reporting (15th consecutive year).
16. Successfully transitioned to a completely remote workforce in response to COVID-19. And successfully created and implemented a workforce re-entry plan in response to COVID-19.
17. Completed multiple audits conducted by KPMG with no (adverse) findings.
18. In Client Services, no clients were lost in fiscal year 2020 and the MBTA Retirement Fund Board

voted to invest \$45 million in PRIM Hedge Funds and Private Equity.

19. Received national recognition for PRIM and its staff members.

20. In Project SAVE, completed nine new Private Equity co-investments totaling \$174 million and the Project SAVE (Phase I) initiative realized approximately \$187 million in annualized value.

PRIM Board Actions – September 9, 2020

At its September 9, 2020 meeting the PRIM Board approved the following recommendations of the Investment Committee, the Real Estate & Timberland Committee, and PRIM Staff:

Private Equity

Follow-on Investment Recommendation

PRIM staff and the Investment Committee recommend (unanimously) to the PRIM Board that the Board approve a commitment of up to \$200 million to Technology Crossover Ventures XI, L.P. (“TCV XI” or “Fund XI”). Since 2006, PRIM has invested in five prior Technology Crossover Ventures funds. Technology Crossover Ventures is one of the world’s largest fund sponsors focused entirely on technology investments. The firm employs over 60 investment professionals with offices in Menlo Park, New York, and London. Fund XI will target minority equity positions in high growth private and public technology companies in the U.S. and Western Europe. Each of the TCV funds in which PRIM invested is in the first or second quartiles in industry peer performance rankings.

Technology Crossover Ventures XI, L.P. is a private equity fund established by Technology Crossover Ventures (TCV) to make growth equity investments in high growth technology companies. TCV XI will total \$3.25 billion in aggregate commitments and will acquire minority equity positions in private and public technology companies.

Request for Proposals (RFP) for Private Equity Advisory Services Recommendation

PRIM staff and the Investment Committee recommend (unanimously) to the PRIM Board that the Board approve the selection of the incumbent, Hamilton Lane, to provide private equity advisory services to PRIM.

Finance & Administration Report

PRIM’s Director of Human Resources, Michelle Witkes, and PRIM’s Chief Operating Officer, Tony Falzone, provided the Board with an update on PRIM’s Diversity, Equity and Inclusion efforts. A copy of the report is available upon request to clientservice@mapension.com.

Other PRIM Developments

GIPS Compliance

In August, PRIM’s Chief Investment Operating Officer, Matt Liposky, reported that for the third consecutive year, PRIM completed its FY2020 Global Investment Performance Standards (GIPS®) verification with no issues. The report is included in the e-mail containing this newsletter and the August 2020 participant statements. PRIM is one of only a handful of large public pension plans to comply with the GIPS standards. The GIPS standards are administered by CFA Institute, the global association of more than 159,000 investment professionals that awards the Chartered Financial Analyst designation.

CONSERVATION COMMISSION

Commission: Janet Bernardo, Chair; Sue Barber, Artie Crocker, Stephen Farr, William Murphy, Peter Oehlkers,
Vice Chair, Alison Richardson

Staff: Debbie Anderson, Director of Conservation; Clayton Hutchinson, Conservation Specialist

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Select Board to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within, or within one hundred feet of, wetlands, rivers, streams, and ponds, and within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation.
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases.
- Educating the public about the importance of protecting wetlands and other open space; and
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Planning and Community Development Department and includes a full-time Director of Conservation, a full-time Conservation Specialist and a part-time Administrative Assistant.

FY2020 ACTIVITIES

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions until the Spring when COVID-19 began and a downturn in new filings began. The Conservation staff can issue Administrative Approvals for minor projects located within the 100-foot Buffer Zone. This flexibility allows for a shorter, more streamlined experience for the public doing minor projects while maintaining compliance with the wetland rules and regulations. Administrative Approvals remained strong with nineteen (19) issued in Fiscal Year 2020. In the past, before the Administrative Approval mechanism was in place, many of these small projects would have gone before the Commission as Requests for Determination of Applicability and Notice of Intent filings requiring the issuance of Permits. During FY2020, the Conservation Commission met formally a total of eighteen (18) times and held a total of sixteen (16) public hearings (refer to Table 1).

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled twenty-nine (29) of these requests during this fiscal year. The

Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities to provide professional expertise on Town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without the owner obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2020, five (5) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

Table 1: FY 2020 Conservation Commission Application Filings & Requests

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	11
Request to Amend Order of Conditions ¹	3
Request for Determination of Applicability ¹	2
Abbreviated Notice of Resource Area Delineation ¹	0
Extension Permit ¹	5
Emergency Certification	0
Certificate of Compliance	18
Minor Modification Request	6
Enforcement Order	5
Notice of Violation*	0
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	1
Administrative Approval	19
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing.

*Notice of Violation result in the issuance of fines.

ACCOMPLISHMENTS

Due to the COVID-19 pandemic that overtook the country in March of 2020, priorities were radically changed in a very short period of time. The Conservation Commission and their staff were up to the challenge and adapted to getting work done remotely with guidance and support from Town Management.

During this period, the Conservation Commission only had to postpone one (1) scheduled Conservation Commission meeting due to COVID-19. The Commission and staff have seamlessly transitioned to hosting remote meetings and have gotten all their permits out to Applicants within the historical time frame. Staff continued to conduct site visits as necessary.

Due to COVID-19, the majority of the Conservation Commission and staff goals for the Fiscal Year 2020 were left incomplete or postponed. As conditions permit, the Commission and staff hope to complete these goals in Fiscal Year 2021.

As part of our goal to continue to facilitate presentations to the public on interesting, timely topics, the Conservation Commission invited back a speaker that had done a presentation to the public a few years ago on living with coyotes. The presentation was a great success and was scheduled for a live presentation in May 2020, however the speaker and staff coordinated a virtual presentation in October 2020 that was very popular with the public once again.

A Committee known as the “Total Watershed Management Committee” was formed in November of 2019. The Committee is made up of staff from the Engineering, Water & Sewer, and Conservation Departments. The purpose of this Committee is to research and then implement practices to improve stormwater quality before it discharges into water bodies. The Committee includes public participation and education. Conservation staff have actively participated in this effort.

One of the major Town projects that was undertaken during Fiscal Year 2020 was the dredging of Rosemary Lake which began in August of 2019. Conservation staff were very involved in the project from the permitting at the start to monitoring the lake and tributaries during the dredging process and reporting any issues to the Town’s consultant for resolution.

Meetings and discussions with the Walker Pond watershed neighbors and other Town staff, continued since the Walker Pond study was completed and the importance of proper stormwater management, as well as other improvements for the health of the pond were further defined.

The Conservation Division continued its ongoing work to implement the Comprehensive Trails Master Plan in addition to oversight and management of existing conservation lands. The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation, especially during this difficult time. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. More recently, the Commission has adjusted the start time of the meetings to 7:00 p.m. and all Needham citizens are invited to attend.



Vesper Sparrow



Bobolink



Eastern Coyote

COUNCIL OF ECONOMIC ADVISORS

Adam Block (Chair), Anne Marie Dowd (Vice Chair), Stuart Agler, Tina Burgos, Glen Cammarano, William Day, Ted Owens, Virginia Fleisher, Maurice Handel, Robert Hentschel, Adam Meixner, David Montgomery, Rick Putprush, Mathew Talcoff, Michael Wilcox, Devra Bailin, Director of Economic Development Manager (resigned September 2019)

The Council of Economic Advisors was established by the Select Board to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the Select Board to foster growth and economic development in Needham. It works closely with the Planning and Community Development Department and the Planning Board to effectuate zoning changes necessary to implement economic goals.

The CEA members represent a cross section of the broader community including small business, large business, real estate brokers and developers focused on commercial, industrial and residential sectors, in addition to local residents and members of the Planning Board and Select Board.

FY2020 HIGHLIGHTS

SMALL BUSINESS SUBCOMMITTEE – The Small Business Subcommittee, formerly known as the Downtown Business subcommittee, reconvened after a long hiatus. The new committee, comprised of Adam Block, Anne Marie Dowd, Tina Burgos, Rick Putprush, and Virginia Fleisher, met through the year to plan activities to address the needs and concerns of Needham’s small businesses. Lakshmi Balachandra, a Needham resident and a faculty member from Babson College and Greg Reibman, President of Newton-Needham Regional Chamber of Commerce were featured guests at subcommittee meetings.

SNOW PLOW PILOT PROGRAM – The purchase of new snow removal equipment for the Town was approved at the 2019 Spring Town Meeting which helped the CEA fulfill one of its top goals – sidewalk snow removal in the Needham Center business area. Although we had fairly light snowfall during the winter of 2019-20, it’s purchase has subsequently proven to be a great investment. The Town hopes to expand the pilot area to benefit even more businesses in the future.

HIGHWAY COMMERCIAL 1 – Rezoning – The CEA advocated support and outlined the economic benefits rezoning this site provides the town, at Town Meeting in October.

#EATSHOPNEEDHAM AND NEEDHAM LIGHTS – As part of the Needham Lights Celebration in December, an afternoon of family holiday entertainment was featured at Powers Hall attracting over 500 people. Members of the business community provided tie-ins highlighting the many and diverse retail and dining opportunities in Needham. A popular and well visited table was available with coupons and gifts.





COVID19 - In the spring of 2020, in response to the pandemic, the CEA shifted its focus from its ongoing long-term goals to identifying short-term solutions to support the business community in the midst of economic uncertainty. The CEA's monthly meetings were devoted to understanding the challenges Needham businesses were facing during the state's mandatory restrictions. Support included sharing timely information on various state and federal funding opportunities, related online resources and technical assistance available to business. The CEA advocated on behalf of the Needham restaurants and other retailers for increased outdoor dining during the warm months, as well as free two-hour on-street parking in Needham Center and Needham Heights and promoted a shop local campaign.

NEEDHAM ECONOMIC SCORECARD REPORT – In early 2020, a team of six students from the prestigious Babson College Management Consulting Field Experience (MCFE) were selected to conduct an in-depth study of Needham's Business Community and develop an Economic Scorecard to assist the Town in measuring the performance of its economy. Due to the pandemic, Babson College closed its campus and the team members were relocated back to their homes throughout the world. Despite the challenge, the student team successfully completed its study and made a formal presentation on Zoom to a joint meeting of the Select Board and CEA. The study included a directory of businesses in Needham and detailed data on the various industries located throughout town.



Babson College consulting team visit the Needham Business District with Town Officials Lee Newman, Director of Planning and Community Development; Dave Davidson, Assistant Town Manager; Adam Block, CEA Chair, Anne Marie Dowd, CEA Vice-Chair; Greg Reibman, President Newton-Needham Regional Chamber of Commerce; Dan Edlebeck, Babson MBA; Jason Cong; Yvette Gu; Mengyu Liu; Sam Wong and Fenny Zhou.

PLANNING BOARD

*Planning Board: Jeanne S. McKnight, Chair, Paul S. Alpert, Vice-Chair, Adam Block, Martin Jacobs, Ted Owens
Staff: Lee Newman, Director of Planning and Community Development; Alexandra Clee, Assistant Planner, Karen Sunnarborg, Community Housing Specialist, Devra Bailin, Director of Economic Development*

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

REVIEW AND APPROVAL/DISAPPROVAL OF:

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

REVIEW AND ADVISORY REPORTS ON:

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, Public Hearing and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to “Subdivision Regulations and Procedural Rules of the Planning Board” and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

FY2020 ACCOMPLISHMENTS AND ACTIVITIES

ORGANIZATION/STAFFING

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four-community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under the 2010 reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new “Community Development” budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. In Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town’s Community Housing Plan. Finally, in Fiscal Year 2016 a further consolidation occurred with the merging of the Planning, Economic Development, Conservation and Board of Appeals budgets into a single Planning and Community Development budget. Lastly, in Fiscal Year 2021 the Economic Development Director position was reclassified to Economic Development Manager and the position was moved from the Planning and Community Development Department to the Select Board under the Town Manager. We believe that the reorganization has been successful in improving operational efficiency and interdepartmental coordination and thus has enhanced service delivery to Needham’s constituents.

COVID 19 PROTOCOL AND DEPARTMENT TRANSITION

With the advent of Covid-19, the Planning and Community Development Department moved in one week to a work protocol which was totally remote and where the permitting obligations across all divisions were re-envisioned in this new environment. To that end, the Department set up an electronic permitting protocol which allowed the Planning, Conservation and ZBA divisions to continue to meet their respective statutory permitting obligations remotely and without interruption. Applications were accepted remotely, filings were made with the Town Clerk, decisions were signed and recorded at the registry all in the post Covid-19 environment as had been the case before the pandemic. Tasks which needed attention in the office with physical attendance were coordinated across staff and times in the office were coordinated to assure there was no in-person staff interaction. Meetings with applicants are now held remotely with zoom and with other Departments such as Building, Police, Fire, Engineering participating as necessary. All Board meetings and public hearings were moved to the zoom format as well. Lastly, the Design Review Board moved to electronic filing and staffing consistent with the remainder of the division. Although it was a stressful time of learning new tools and designing new methods for accomplishing Department goals, Department staff were successful in keeping the Department running smoothly and in assuring that the Board’s served were able to meet their statutory

obligations. The Town was very fortunate to have a team of people in place who were creative in their problem-solving strategies and in making this new system work successfully. Looking back a great deal was accomplished in a very short period.

PERMITTING

In its capacity as a special permit granting authority, the Planning Board in Fiscal Year 2020 processed five (5) applications as “Major Projects” under the Site Plan Review By-Law. This represented a significant decrease in the number of applications filed over the prior fiscal year where filings had historically averaged 20 filings per year. The decrease in filings can be attributed to the onset of the pandemic and the reduction in application filings which followed. Permitting activity for Fiscal Year 2021 however is expected to increase to historical levels. In addition, the Board reviewed and approved five (5) subdivision plans, and seven (7) plans were endorsed “Approval-Not-Required (ANR)” under the Subdivision Control Law, meaning that the lots created or altered on such plan’s met minimum frontage requirements. Finally, 1 scenic road application was filed and processed during Fiscal Year 2020.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board’s action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met in all of the three studied criteria in Fiscal Year 2020. During the affected time line 5 new Special Permit applications and 5 Subdivision applications were processed. Public hearings were held on average within 30 days of application receipt, decisions were issued within 12 days of the close of the public hearing, with written decisions filed with the Town Clerk within 2 days of permit issuance. Total average time required to process an application was 86 days with a minimum of 42 days and a maximum of 174 days.

NEEDHAM CROSSING BUSINESS CENTER PLANNING

The Planning and Community Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Most specifically, the Planning and Community Development Division continues to oversee the permitting and build-out which is occurring within the New England Business Center and the Center 128 project in particular. Plan review and permitting for Center 128 comprising three components was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2nd Avenue Residences.

The Center 128 West Development, approved by the Planning Board in April of 2013, consists of: (a) four office/research and development buildings with a total combined square footage of approximately 740,000 square feet; (b) two free standing parking garages (to contain a combined 3,525 parking spaces); (c) 117 surface parking spaces; (d) a hotel comprising approximately

89,740 square feet and containing 128 guest units, together with (e) associated driveways, landscaping and other associated site improvements. A portion of the development has been constructed, which includes the hotel, building 3 (currently occupied by TripAdvisor, Inc.), a portion of Garage B (2,070 spaces) and 153 interim surface parking spaces. Accordingly, three (3) office buildings (Buildings 1, 2 and 4) with an aggregate of approximately 452,000 square feet, Garage A, a portion of Garage B, and the remaining associated landscaping, driveways and other site improvements have yet to be developed.

In October 2020 Boston Children's Hospital filed a special permit application with the Planning Board seeking to amend the approval for Center 128 West. The Applicant is seeking to construct Building 1 as an approximately 224,000 square foot Pediatric Medical Facility, to complete the construction of Garage B by adding 530 parking spaces and to construct an interim surface parking lot with 105 spaces at 37 A Street. Building 2 and Building 4 are expected to be constructed later and the approved use is currently expected to remain office as set forth in the existing special permit. The special permit amendment for this project was issued by the Planning Board in January 2021.

The Center 128 East Development, approved by the Planning Board in November of 2015, includes 420,429 square feet of office space, 19,000 square feet of retail space, a 128-room hotel and surface parking area. Components of the Center 128 East completed project include: the expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, the renovation and occupancy of the building located at 77A Street to accommodate the SharpNinja headquarters and the renovation of the building located at 189 B Street to accommodate the new NBC Universal headquarters.

In summary, Center 128 at completion (with the Boston Children's Hospital amendment) will include a Pediatric Medical Facility, three new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, and 19,000 square feet of retail space. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements is expected to be completed by June of 2023 and will represent a major step forward in the implementation of the vision developed for the district. Lastly, the construction of the 2nd Avenue Residences comprising 390 residential housing units and associated structured parking at 2nd Avenue was completed in the spring of 2018 with full rent-up completed in the fall of 2019.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a Departmental priority. Having successfully applied for grants with the City of Newton (MassWorks) to expedite the Highland Avenue corridor project, the Division continues to work with Newton, MassWorks and the Boston Region Metropolitan Planning Organization (MPO) to guide the project's implementation and to make sure that Needham's interests are represented and protected. Additionally, the Planning and Community Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the N² corridor. Lastly, the Division has worked with the City of Newton on the new N² initiative project. The N² group obtained funding from the Federal Economic

Development Commission to match public and private gifts for a total of \$100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised \$325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and well-planned development in the N² Innovation District. A district director was hired, marketing materials created, and a website to promote the district and encourage economic development implemented.

NEEDHAM CENTER PLANNING

The Planning and Community Development Division further continued with implementation of the Needham Center Planning effort. The Planning Board has initiated a review of the zoning plan which was established for Needham Center and the Lower Chestnut Street area through the Overlay District to determine if it is meeting its stated objective of establishing a pedestrian friendly streetscape with multi-use development in the form of a traditional New England Village. Details of this planning effort can be found below in the section on planning studies.

AFFORDABLE HOUSING TRUST, SMALL GRANT REPAIR PROGRAM AND EMERGENCY RENTAL ASSISTANCE PROGRAM

The Housing Division supports the Town's efforts to promote and maintain affordable housing opportunities in partnership with the Needham Housing Authority (NHA), non-profit and for-profit developers and service providers, other Town departments, as well as other public entities. The Housing Division also provides professional support to collect and analyze housing-related data, coordinates potential affordable housing initiatives, monitors affordability for several housing developments, ensures compliance with funding sources, and addresses inquiries related to housing issues. Another important activity involves the staffing of the Needham Affordable Housing Trust which was established in 2018 to serve as the Town's entity for overseeing housing issues and managing a dedicated fund in support of affordable housing initiatives. The Fund has been receiving funds related to the monitoring of affordable housing units, including resale fees as affordable homeownership unit's turnover.

The 2019 Annual Town Meeting approved \$50,000 in additional funding from the Town's General Fund to introduce a Small Repair Grant Program that provides grants of up to \$4,000 to homeowners 60 years and older and with incomes at or below 80% of area median income to make modest repairs or alterations to their homes for health and safety reasons. All funding from the 2020 fiscal year have now been encumbered with 13 participants. Repairs made during the Program's first year of operations indicates that most repairs related to accessibility including walkway and railing improvements for example. Most repairs also involved work on the exterior of homes which is not surprising given the pandemic. Almost all of the grants involve the maximum amount available during the first year of funding or \$4,000. Funding for a continuation of the program has been included in the Fiscal Year 2022 budget request. It is anticipated that the Housing Division will continue in the role of Program Administrator.

The May 2020 Special Town Meeting appropriated \$120,000 in Community Preservation Act funds to create an Emergency Rental Assistance Program. This is being combined with a \$50,000 grant the Foundation for MetroWest secured from the MA Covid-19 Relief Fund for a total program budget of \$170,000. This program is specifically for Needham residents who have lost

income due to the Covid-19 pandemic. Renters earning at or below 80% area median income will be eligible, but preference will be given to those who are at or below 50% area median income. Renters living in affordable 40B units are eligible for the program. Those living in a Needham Housing Authority unit or who have a Section 8 voucher, MRVP, or other public housing subsidy are not eligible. The program will provide 50% of a household's monthly rent with a maximum monthly assistance of \$1,500. This rental assistance will be provided for 6 months. We estimate being able to support approximately 65 households. The Town has contracted with a housing-related non-profit to administer this program. That organization will handle applications, verify eligibility, and run a lottery if we have more applicants than we can support. They will also be securing contracts with both the tenant and the landlord and disbursing checks directly to landlords. It is anticipated that the Housing Division will continue to provide administrative oversight as the program progresses.

OTHER PLANNING STUDIES

Planning Studies currently underway and recently completed are as follows:

Land Use and Zoning Study for the Industrial-1 and Industrial Districts: Working with the Industrial sub-committee from the Council of Economic Advisors, residents, businesses and elected officials the goal of this planning effort was to bring together a zoning proposal to incent development in three industrial zones abutting 128. The districts were reviewed in terms of their use profile and dimensional requirements with associated changes to the noted parameters to encourage redevelopment at a more intense level. A consultant was engaged to respond to neighborhood concerns expressed during the Subcommittee's initial outreach. A build-out analysis, traffic impact study and elevation drawings were completed. Zoning implementing the vision was prepared and presented to numerous interested resident and business interest groups for feedback and comment. The Council of Economic Advisors issued a final report with its recommendations to the Select Board in the fall of 2017. The Select Board reviewed the report and secured citizen input on the rezoning initiative and decided to proceed with only a portion of the recommended rezoning, namely, the Industrial-1 District located south of the MBTA right-of-way.

The Planning Board held zoning hearings on the draft zoning articles prepared by the CEA to implement the study recommendations on the noted District in February of 2019, revised the zoning articles based on public input and the Board's overall policy review, and then presented those updated zoning initiatives at the October 2019 Special Town Meeting where they received a majority vote but fell short of the 2/3 vote required for passage. Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members.

In response to input received at the October 2019 Special Town Meeting, a Town-wide Community meeting was held in January 2020 with residents, neighbors, public officials, businesses and landowners to further develop and refine the Town's overall land use goals and strategy for the district. Additionally, a working group comprising representatives from the Planning Board, Select Board, Finance Committee, and Council of Economic Advisors was established to review the policy objectives of the district and to offer strategies to address the concerns raised at both the October 2019 Special Town Meeting and the January 2020

Community meeting. The working group commissioned an updated traffic study of the district to determine the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. 3D modeling and an updated fiscal impact analysis of the district were completed once the density and use profile of the district were finalized consistent with the capacity of the Town's traffic infrastructure to accommodate development at variable density and use profiles. A revised zoning and land use plan are planned for action at the May 2021 Annual Town Meeting.

Needham Center and Chestnut Street Corridor: The Planning Board has initiated a review of the goals articulated in the 2009 Needham Center Plan and steps completed to date to meet those goals to determine if adjustments are warranted. This effort will include a workshop to present accomplishments to date and to identify any constraints to redevelopment not anticipated in the 2009 Needham Center Plan. In 2009, the Town of Needham completed the Needham Center Development Plan for the purpose of providing a cohesive vision and comprehensive plan for Needham Center and to unlock the area's potential. The revitalization of Needham Center and the Lower Chestnut Street area—namely the Chestnut Street corridor south of Great Plain Avenue and north of the MBTA Junction Station—constitute the overall Needham Center vision. The Plan detailed the Village Concept that called for “diverse, mixed-use districts combining residential, commercial and civic uses in a compact area” and proposed new zoning regulations to “encourage massing that helps define the street edge and that serves as a backdrop to the streetscape.” With notable exceptions—including the mixed-use building at 50 Dedham Avenue, the Beth Israel Deaconess Hospital's new facilities, the new Needham Public Safety building, and a new mixed-use building at 15-17 Oak Street—most of the under-developed areas identified in the Plan have yet to fulfill their full potential in the decade that followed the plan's adoption. The purpose of this review would be to examine current impediments to redevelopment and to make the warranted adjustments. The recently completed Needham 2025 plan for example noted that redevelopment prospects could be improved with off-street parking standard adjustments. Specifically, reducing the parking requirement for 1-bedroom units to 1 parking space (currently 1.5 per unit) and permitting shared parking considerations for 30% of residential spaces to be counted for joint use by commercial users will reduce the fee in-lieu of parking by \$105,000 (\$30,000 instead of \$135,000). These suggestions from the Needham 2025 plan will be examined along with other identified constraints. It is anticipated that this effort would provide a framework for informing adjustments to both the zoning and implementation plan for Needham Center and the Chestnut Street corridor moving forward.

REZONING INITIATIVES

In Fiscal Year 2020 two major zoning initiatives as described below were adopted by Town Meeting. Article 1 was presented at the October 2019 Special Town Meeting. Article 2 was presented at the June 2020 Annual Town Meeting.

1. Amend Zoning By-Law – Accessory Dwelling Unit.

This article establishes a special permit process to enable the Board of Appeals to permit accessory dwelling units (ADUs) in single-family homes for occupancy by family member(s) related to the owners of the property and caregivers of family members, subject to specified standards and procedures. It is also the intent of this zoning to assure that the single-family

character of a neighborhood will be maintained, and that the necessary accessory unit remains subordinate to the principal use of the living quarters. ADUs will be allowed in all zoning districts except for the Chestnut Street Business District, Center Business District, Mixed-Use 128 District, Highland Commercial 128 District, and New England Business Center District. In these zoning districts single-family homes are not currently permitted. To accomplish this, the by-law restricts size, occupancy, and exterior conditions.

2. Amend Zoning By-law – Pediatric Medical Facility in the New England Business Center District.

Article 2 was placed on the warrant by citizen's petition. The article is a Zoning By-law amendment that is intended to facilitate development of a Pediatric Medical Facility in the New England Business Center District by Children's Hospital. There are three components to the article.

First, the article adds "Medical Facility, Pediatric" to the list of uses permitted by special permit in the New England Business Center District. This modification expands the list of medical uses permissible by special permit in the District, to include a facility providing a broad range of ambulatory services (that is, provided on an outpatient basis), such as medical, surgical, restorative and other treatment, medical clinics, and medical, surgical, psychiatric, dental, orthodontic, or psychologist group practices, primarily for children and young adults. At least three quarters of the patients in such a Facility must be children and young adults under the age of 26.

Second, the article specifies that a "Medical Facility, Pediatric" must be owned, operated, or managed directly by a "Pediatric Hospital", which is a hospital in which at least three quarters of its patients are pediatric patients (as defined under Massachusetts Department of Public Health regulations) and which provides a broad range of services to children and young adults under the age of 26.

Third, the article amends the Required Parking table in the Zoning By-Law, to establish that a "Medical Facility, Pediatric" must have at least one parking space per 290 square feet of floor area.

FUTURE CHALLENGES

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the Needham Crossing Business Center. As relates Needham Center, the State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the Department continues to work with major Needham Crossing Business Center developers to foster economic development and to identify

and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Highland Avenue/Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the Needham Crossing Business Center District and securing its implementation remains a high departmental priority.

In closing, the Planning Board welcomes your participation in any of its meetings and your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.



ZONING BOARD OF APPEALS

Jon D. Schneider, Chair

Jonathan D. Tamkin, Vice Chair

Howard S. Goldman, Member

Kathy Lind Berardi, Associate Member

Peter Friedenberg, Associate Member

Daphne M. Collins, Administrative Specialist

PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the Select Board, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2020 STATISTICS

The Board of Appeals conducted twenty-six (26) public hearings and listened to three (3) informal matters. The Board of Appeals received twenty-three (23) applications – twenty-one (21) relating to Special Permits, one (1) Variance and one (1) application for a Comprehensive Permit. The Board issued twenty-three (23) Decisions in FY2020. The informal matters consisted of a permit renewal for the temporary sale of Christmas Trees, discussion of Public Hearing remote participation for members, and the allowance of outdoor seating for restaurants.

The FY2020 Decisions reflect a wide range of matters: Residential Use; Commercial Use; Accessory Dwelling Units; Demolition and Reconstruction of Two-Family Units and Single-Family Residences; Telecommunication Facilities; Parking Waivers; Business Transfers; Multi-Unit Affordable-Housing Development; Additional Garages and Additions to Non-Conforming Structures.

In FY2020, the Board of Appeals collected \$9,600 in application fees.

HIGHLIGHTS

1180 Great Plain Avenue – The Board granted a Comprehensive Permit to Petruzzello Properties, LLC to allow the development of 16-units of rental property consisting of eight one-bedroom units and eight two-bedroom units with 28 parking spaces. The project involves the conversion of the existing vacant one-story 14,500 square foot building into a two-story building containing 24,653 square feet. Four units (25%) will meet the definition of low- and moderate-income housing.



Proposed 1180 Great Plain Avenue. McKay Architects

Accessory Dwelling Units – The Board granted the Town’s first two Special Permits allowing the construction of Accessory Dwelling Units (ADU) under the newly adopted Zoning By-Law. The ADU By-Law permits a second, subordinate, self-contained apartment in a single-family home to be occupied by family and/or caregiver of the owner of the property. The ADU can be no greater than 850 square feet.



153 Central Avenue – Town’s First ADU

ZBA Responds to Pandemic –Confronted with the shut-down of in-person meetings because of the Coronavirus, the Board aggressively sought a remote option to continue its important work. Coordinating with the Town’s IT Director, Roger MacDonald and Marc Mandel, Executive Director of Needham Community Television Development Corporation, the Board met and trained on Zoom and was able to successfully broadcast the first Zoom Webinar by a Town Commission on March 30, 2020. The Board set an example and established protocols followed by other Boards and Commissions and neighboring communities. The Board continued to maintain its established Meeting Schedule without disruption of service throughout the pandemic.



March 30, 2020 - ZBA launches first Town webinar on Zoom

Planning & Community Development

Staff quickly transitioned to virtual protocols, which allowed the Planning Board, Conservation Commission, Zoning Board of Appeals, and Design Review Board to meet their statutory permitting obligations remotely and without interruption. The Housing Specialist led the creation and launch of an Emergency Rental Assistance Program for eligible residents who lost income due to the COVID-19 pandemic.

BUILDING DEPARTMENT

David A. Roche, Building Commissioner
Erik J. Tardif, Asst. Building Commissioner
Jim F. Grover, Local Building Inspector
Bernard E. Ashley, Local Building Inspector
Larry V. Di Bona, Plumbing & Gas Inspector

Scott W. Chisholm, Wiring Inspector
Vacant, Wiring Inspector
Lyn B. Heintz, Administrative Specialist
Richard R. Rutherford, Department Assistant
Sheila M. Whisler, Department Assistant

PURPOSE

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use and occupancy of buildings throughout town.

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

For public safety, The Massachusetts State Building Code also requires this department to inspect public buildings and place of assembly. This includes all:

- places of worship
- day care sites
- state group homes
- nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- public schools
- private schools
- school dormitory buildings
- apartment buildings
- hotels
- restaurants

All require inspections throughout the year to ensure that these structures comply with the building code for public safety, ingress and egress.

FY2020 HIGHLIGHTS

- 4,208 permits issued
- \$2,062,857.00 collected in fees
- 7,850 inspections performed, *plus* emergency calls from Police and Fire
- \$181,370,000.00 spent by Needham property owners to construct or remodel

• **MAJOR PROJECTS:**

- 140 Kendrick Street Renovations at \$17,000,000 (IDG is one tenant)
- 707 Highland Avenue, Needham Fire Station #2
- 15 Oak Street Commercial and Five (5) Residential Units
- 540 Hillside Avenue, US Storage Centers Three-Story Self Storage

ACCESSORY DWELLING UNITS (ADU)

ADU's were approved by the Attorney General on October 28, 2019. Needham currently has one unit completed and occupied, and multiple applications are being processed.

ACTIVITY COMPARED WITH RECENT YEARS: NUMBER OF PERMITS

	FY2017	FY2018	FY2019	FY2020
New Single-Family Dwellings	92	84	74	78
New Two-Family Dwellings	10	9	9	13
New Multi-Family Dwellings	12	0	0	0
New Non-Residential Buildings	2	5	3	2
Demolitions - Residential	93	90	84	77
Demolitions – Non-Residential	3	3	3	3

Applications

ON-LINE PERMITTING NOW AVAILABLE!

As of Wednesday March 18, 2020, the Building Department has moved to an on-line permitting system. Please check it out at:

<https://needhamma.viewpointcloud.com/>

Building Department

The Building Department, working closely with the Information Technology Center, launched an online permitting system during the pandemic. This project "went live" early following the closure of Town buildings, allowing continuity of this core municipal service. Operations were reorganized to minimize the number of staff in the office at one time, with plumbing and electrical inspectors in the field in the mornings, building inspections occurring in the afternoons, and administrative staff working remotely on alternate days.

NEEDHAM FIRE DEPARTMENT

Dennis X. Condon, Fire Chief

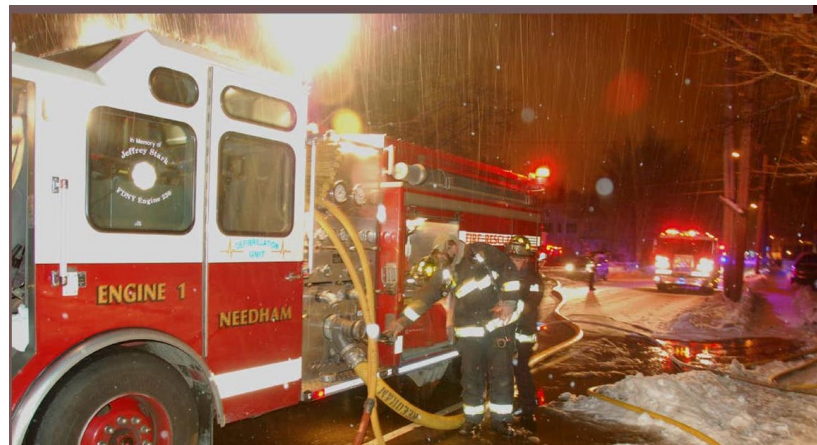
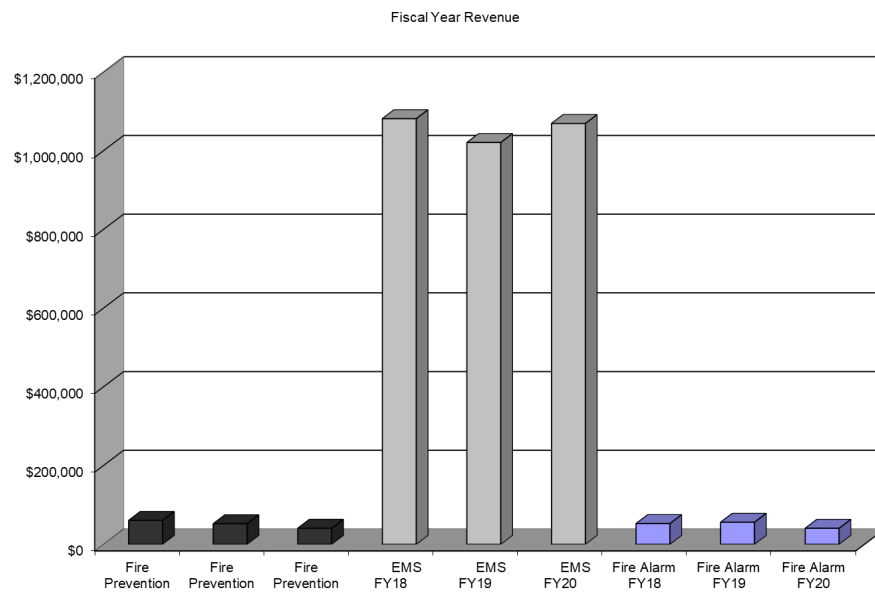
PURPOSE

The mission of the Fire Department is to provide the Town of Needham with an effective, well trained team of professionals to protect the lives and property of its residents. This mission is achieved through providing fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education.

FY2020 HIGHLIGHTS

- Several members of our department retired including Deputy Fire Chief Peter Cosgrove, Firefighter Bryan Campbell and Firefighter Kenneth Hasenfus.
- This year the department faced a huge challenge – COVID19. All aspects of our department were involved in planning and responding to the pandemic. Paramedics and EMT's were faced with the challenge of responding to ill patients, while taking additional safety precautions. The department continues to provide an extremely safe and effective COVID19 response.
- To help ease the burden of isolation due to the stay at home orders, the department participated in numerous birthday drive-by parades. This truly helped to lift the spirits of young and old alike.
- The first year of our \$1.6+ million-dollar SAFER grant was completed. Those Firefighter/Paramedics hired under the grant have been a welcomed addition to our department.
- The department responded to 4,014 emergency incidents. We also responded to 3,005 calls for service and issued 1,900 permits.
- Construction is well underway for the Fire Department side of the new Public Safety Complex. The Fire Department is looking forward to moving into the new building at the end of summer. Once we have moved in and the Police Department has relocated to their temporary location at the old Hillside School, demolition of the old public safety building will take place and construction of the new Police Department side will begin. In addition, Station 2 was demolished and new construction will begin in the Fall of 2020.
- The new wireless fire alarm system project continues throughout Town. The new wireless system replaces the old hard-wired system. The Town has installed radio box fire alarm receivers at fire headquarters to receive fire alarm activation via radio waves from any building equipped with the new technology and registered with the department. Town buildings have already been upgraded to the new system.
- The department was fortunate to have an instructor from Emergency Vehicle Operational Systems provide classroom and live driver training.
- To familiarize our firefighters with fire suppression systems in new buildings in town, the department coordinated several tours. Several key buildings which the firefighters toured included the new Fieldhouse at Memorial Park, the Sunita Williams Elementary School and the new NBC Studio Building at 189 B Street.
- Due to COVID19, the Fire Instructor International Conference, as well as the Professional Development Conference which members attend each year, were cancelled.

- Our Emergency Management Administrator, Rebecca Ping, left to accept a new position as the Emergency Management Director at Tufts University.



Fire Department

The Needham Fire Department has continued to provide fire prevention and protection services and Emergency Medical Services to the community throughout the pandemic. The Department moved into its new headquarters at the Public Safety Complex in September and welcomed a new Emergency Management Administrator amid the Town's COVID-19 response, a critical component of Needham's Emergency Operations Center and Incident Command System.

NEEDHAM POLICE DEPARTMENT

John J. Schlittler, Chief of Police

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the Department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility.

The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

POLICE DEPARTMENT EMPLOYEES

During the year the full-time staff included:

- 47 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer
- 2 Civilian Clerical Staff
- 1 Mechanic and 1 Custodian
- In addition, the Department maintained nineteen traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY2020

- Officer Colin Fitzpatrick transferred to the Needham Police Department. Officer Fitzpatrick had previously been an officer with the Wayland Police Department.
- Officer Nicole McMahon joined the Needham Police Department upon graduating the Lowell Police Academy.
- Officer Sarah Timmerman joined the Needham Police Department upon graduating the Lowell Police Academy.
- Melanie Rutledge was hired as a Public Safety Dispatcher.
- Christopher Bender was hired as a Public Safety Dispatcher.
- Ashleigh Wosny was hired as a Public Safety Dispatcher.
- Community Service Dog, Rocket, joined the Needham Police Department.

DEPARTMENT ASSIGNMENTS FY2020

- Sergeant. John McGrath was promoted to the rank of Lieutenant.
- Officer Richard Evans was promoted to the rank of Sergeant.
- Officer Michael Lamb was promoted to the rank of Sergeant.
- Officer Francis Desimone was assigned as Department Prosecutor.
- Officer RJ Poirier was named School Resource Officer.
- Officer Steve Kelly was named Traffic Officer.
- Officer David Forte was named Community Outreach Officer.
- 110 child safety seats were installed by Officer DeSimone
- Officer Karl Harmon served as Community Service Officer

The Department continued to participate in regional activities with other area police departments to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

Lieutenants Christopher Baker and John McGrath received the National Alliance on Mental Health Illness in Criminal Justice Award.

Rocket, a golden retriever, was added to the Department. Rocket is a trained Community Resource Dog and a valuable supplement to Needham Police Department resources. The functions of Rocket include providing interactions with members of our community to reduce anxiety and increase communication between police officers and members of the public, to provide comfort for people during times of crisis, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy, or traumatic events. Rocket is also a beneficial tool in fostering dialog and communications between the Needham Police Department and the community we serve. Rocket provides another option in the Department's community policing efforts, particularly in partnership with the Department's School Resource Officers and Crisis Intervention Team.



Detective Mike Schlittler completed a year-long course in Criminal Investigation and Scientific Evidence. The graduate level course was conducted by the Rhode Island State Crime Lab in conjunction with the University of Rhode Island.

TECHNOLOGY AND PROJECTS FY2020

- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department. The Department's goal is to improve information sharing and improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.

- The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on safety initiatives. These included lock-down drills, reviewing school crisis plans, critical incident training, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety. The Department continued to conduct Active Shooter/Hostile Event Response Training (ASHER Training). This training consisted of simulated active shooter training incorporating Needham Fire Personnel and student role players.
- The Department received funding under the State 911, Department of Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous year's 911 call center volume. During FY 2020 the Department was allocated \$84,894. The Department was also allocated \$30,280 in 911 and Emergency Medical Dispatch training. The Department was also allocated \$14,000 under the Highway Safety Mobilization Grant for mobilization enforcements such as Drive Sober or Get Pulled Over, Distracted Driving, Speeding and Click it or Ticket.
- The Department continued its involvement in the Community Crisis Intervention Team (CCIT). The team is a community partnership with multiple agencies including the Board of Health and Fire Department. The primary objective is to promote communication and enhance the response of public and private agencies when summoned to intervene with individuals who are mentally ill, developmentally disabled or experiencing trauma in their lives. The Department sent multiple officers to receive this CCIT specialized training.
- The Department participated in First Responders "No-Shave November." Members of the Police Department took a pledge to grow a beard in support of Veterans & their families for November. The initiative benefited Project Home Base, a Red Sox Foundation and Massachusetts General Hospital Program.
- The Department participated in "Coffee with a Cop" via Zoom. The initiative brings police officers and community members together at various locations around Town to discuss issues and learn more about each other.
- Due to the Pandemic the Junior Police Academy was postponed. In the past, the Police Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program is offered free of cost and held at both the Pollard Middle School and the Needham Police Department. Students participated in K-9 demonstrations by the Norfolk County Sheriff's Department, a METROLEC SWAT presentation and obstacle course, and a tour of Gillette Stadium. Other activities have included simulated traffic stops, recreated crime scenes, and handcuffing practice. In addition, students had the opportunity to meet multiple Needham Police Officers. At the end of the week, students and their families gathered at the Needham Police Department for a graduation ceremony and each student was presented with a graduation certificate by Chief Schlittler. The Department hopes to resume the Academy in the future.

Police Department

The Needham Police Department has continued to respond to calls for service and emergencies throughout the pandemic, including an increase in mental health related calls for service with the closing of Norwood Hospital. The Department had to suspend walk-and-talk assignments and numerous community related initiatives to limit in-person contact but has continued administering licenses and permits virtually or by appointment. Shift assignments were adjusted, and some administrative staff work remotely to limit personnel at Hillside, the Department's temporary location during the construction of the Public Safety Complex.

FY2020 ACTIVITY COMPARED WITH RECENT YEARS

Category	FY2018	FY2019	FY2020
Calls for Service	48098	49027	48930
Incident Reports	1741	1425	1554
Larceny	162	164	105
Vandalism	42	64	38
Breaking and Entering	15	11	23
Assaults	45	32	75
Drug Violations	36	28	21
Operating under the Influence	20	26	21
Adult Arrests and Complaints	354	287	342
Juvenile Arrests & Complaints/Diversion	4	8	11
Traffic Violations	5203	4897	4344
Accidents Reported	463	424	381

The distribution of illicit drugs in Town continues to be a major concern of the police department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships.

Department representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases increased from the previous fiscal year.
- Reported assaults increased this year from 32 to 75.
- Adult arrests and complaints increased from the previous year. Juvenile arrests and complaints increased.
- In FY 2020 the Department received \$19,900 in false alarm fees.
- To keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 354 pounds of unwanted medication in FY 2020.



MINUTEMAN HIGH SCHOOL

Dr. Edward A. Bouquillon, Superintendent-Director

DESPITE PANDEMIC, SCHOOL CONTINUES TO GROW

Even with the challenges the pandemic has imposed on schools nationwide, Minuteman High School continues to provide a revolutionary, competitive advantage for students seeking a high-quality career technical education. Located in a new state-of-the-art building, Minuteman continues to experience growth in enrollment, programming, and in developing the campus. The increased enrollment demand from families living in Minuteman's member towns is the highest in recent years.

Expanded programming in multimedia engineering, advanced manufacturing, robotics, and animal science, are intended to meet occupational aspirations and reduce the nationwide skills gap, a fundamental mismatch between the skills employers rely on and those job seekers possess. Minuteman has launched the FIRST Robotics/STEM Club and a chapter of Girl Up, as a natural evolution of our Girls in STEM program, to provide students an exciting opportunity to compete in a national robotics competition. A recent \$300,000 Skills Capital Grant provided equipment and infrastructure that expands instruction in robotics automation, explicitly in the logistics engineering space – for both high school and adult students – to accommodate the growing supply chain management industry.

Despite COVID limitations for public in-person dining, our student-run restaurant, The District, has successfully pivoted its business model. Students now make hundreds of meals a month for people in need through a partnership with Food Link MA. The Culinary Arts program launched a popular “Soup Group” in which the public can purchase meals over the internet and experience contactless pick up at school each week. Students in the Horticulture program are growing produce and herbs for the Culinary program, and Multimedia Engineering students are producing video tutorials. An outdoor beekeeping project has kept students engaged in-person and during remote weeks in the Horticulture, Environmental Science, and Biotechnology majors.

Minuteman's commitment to athletics is stronger than ever – marked with the Minuteman School Committee's unanimous approval to begin construction of three synthetic lighted fields on the Lexington campus. The school continues to support a “no cut, no fee” policy for students and their families. Minuteman believes all students should have access to athletics and all the positives that come with it – from sportsmanship to physical and mental well-being.

Minuteman is continuing to use a hybrid learning model for the 2020-21 school year, with an increase of two grades conducting in-person learning scheduled for March 2021.

Additional achievements from 2020 and 2021 include:

- June 2020: Minuteman held its first-ever successful drive-thru graduation ceremony to honor the Class of 2020, which spent the last three months of the school year in remote learning.

- April 2020: Minuteman received the Massachusetts Reading Association's Outstanding Literacy Program Award, marking the first time a high school received the award in its 30-year history.
- October 2020: Minuteman Parent Association raised more than \$6,000 for student scholarships through Lexington's Battlegreen Run.
- November 2020: Minuteman Superintendent-Director Edward Bouquillon received the Schettini Memorial Award from the Massachusetts Partnerships for Youth for the district's commitment to public safety.
- November 2020: Minuteman, along with Kaestle Boos Associates Inc. and Gilbane Building Co., received the Award of Merit: K-12 Education from Engineering News Record for the architectural design of the new school building.
- December 2020: Design and Visual Communications teacher Allison Barry received the Schaefer Award from NOCTI, a national career technical education accreditation organization, for outstanding teaching.
- December 2020: Five Minuteman students, including junior Henry Blackburn of Needham, were recognized at the SkillsUSA Fall Leadership Conference, for leadership, teamwork, and character development. SkillsUSA provides career technical education students quality educational experiences that reinforce skills, self-confidence, and professionalism.
- Early 2021: Minuteman students are helping the Town of Lexington by designing artwork for the project to renovate the downtown area and producing videos for the virtual Patriots' Day celebration.

ADAPTING TO GROWING ENROLLMENT DEMAND

There was a 30-year high of 390 applications received for students enrolling in the Class of 2024, this year's ninth-grade class. Two hundred fifty-two (252) of those 390 applications were from students living in Minuteman's nine member towns – for 180 enrollment slots. As of early February 2021, Minuteman received 334 applications for the Class of 2025, and 254 applications from member towns' eighth graders. The application deadline is February 15 of each year. Administration and the Minuteman School Committee are exploring cost effective ways to increase the capacity of the new school as interest in high quality career and technical education increases.

ATHLETIC FIELDS PROJECT

Construction has begun on three new athletic fields at the Minuteman campus with an anticipated completion date of Fall 2021. The three synthetic turf fields will support football, boys' and girls' soccer, cross country, baseball, softball, and boys' lacrosse, with a potential for future girls' lacrosse and girls' field hockey, as well as expanded track and field programs. The district approved the installation of lights on all three fields, providing additional hours of use and enjoyment by Minuteman, our member towns, and other sports groups.

Sports are a crucial component of the high school experience for many students, who enjoy our "no cut, no fee" policy. Having state-of-the-art athletic fields for our students and our member towns gives us all something to look forward to in 2021 and years to come.

SUCCESSFUL ALUMNI

Minuteman High School alumni recently shared their college and career stories with students.

- **Sophia Li '19**, an Engineering major from Acton and class Valedictorian, is attending Carnegie Mellon University after being accepted to seven other colleges. She was president of the Girls in STEM Club and participated in various other activities and athletics, including basketball and soccer.
- **Christine Hamilton '13**, an Environmental Science major from Stow, is obtaining a master's degree from Stanford University in aeronautics and astronautics; and received a bachelor's in engineering from Smith College.
- **James Logue '09**, a Plumbing/HVAC major from Watertown, has worked for large-scale property management companies since graduating.
- **Kara Eliadis '05**, a Biotechnology major from Bolton, received a degree in biology from University of Massachusetts Lowell. She was a cancer bioscience research intern at AstraZeneca Pharmaceuticals, a scientist at pharmaceutical research company Cyprotex U.S., and a field service engineer for Agilent Technologies.
- **Tristin O'Connor '16**, an Environmental Science major and Salutatorian, graduated from Fairfield University in 2020 with a degree in mechanical engineering. She works as a mechanical engineer for a U.S. Military aerial systems team at the Natick Soldiers Systems Center.

CLASS OF 2020 ACHIEVEMENTS

About 85% percent of Minuteman High School's Class of 2020 graduates have entered college, career, advanced training, or the military – a lower percentage than usual due to the pandemic. More than 70 colleges and universities accepted Minuteman graduates, including Champlain College, Lesley University, Worcester Polytechnic Institute, University of Massachusetts, University of Southern Maine, Keene State College, Stonehill College, Savannah College of Art and Design, and more. Most students who sought certifications in their respective fields received them prior to graduation, which includes various certifications from Occupational Safety and Health Administration (OSHA) in hazardous materials removal, biotechnology, plant science, and health care.

There are 638 total students attending Minuteman for the 2020-21 school year, including 27 from Needham. All three Needham students from the Class of 2020 have graduated.

- **Robert Finnegan, an Electrical Wiring major.** He is attending University of Massachusetts Lowell to study electrical engineering. At Minuteman, Finnegan was a member of the soccer, tennis and basketball teams, and served as a Student Ambassador. He also worked for a solar panel company his senior year.
- **Dominic Nanni, a Metal Fabrication and Welding major.** He is working for Phoenix Electric Corporation, which designs and manufactures power control products.
- **Weston Tinker, a Metal Fabrication and Welding major.** He is employed and taking courses to become a firefighter and emergency medical technician (EMT).

NEEDHAM PUBLIC SCHOOLS 2019-2020

*Andrea Longo Carter, Chair
Connie S. Barr, Vice-Chair
Heidi C. Black
Michael J. Greis*

*Susan B. Neckes
Aaron M. Pressman
Matthew J. Spengler*



Needham School Committee

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

The core values of the Needham Public Schools are:
Scholarship, Community, Citizenship, and Personal Growth

Portrait of a Needham Graduate



PORTRAIT OF A NEEDHAM GRADUATE COMPETENCIES

Preparing all Needham Public Schools Students to be...

Creative Thinker and Problem Solvers

Raise questions driven by curiosity; Analyze relevant information; Express creativity; Design and innovate solutions

Communicators and Collaborators

Listen effectively; Articulate ideas using a variety of communication strategies and skills; Interact with others respectfully and productively; Contribute to teamwork

Socially and Culturally Responsive Contributors

Understand and respect diversity; Act with empathy and courage to ensure equity, access, and an anti-racist culture; Address local and global issues through civic and community engagement

Responsible and Resilient Individuals

Take responsibility for actions; Make healthy choices to achieve physical and emotional well-being; Self advocate; Persist to overcome personal challenges; Adapt to change

Empowered Learners

Discover and integrate content from multiple disciplines; Engage in self-directed learning; Use technology to support learning and navigate a digital world

THE SCHOOLS

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer programs.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative, consortiums of surrounding school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as professional development, innovative programming, and Special Education services that would be impossible for a single community to provide by itself.

During the 2019-2020 school year Needham enrolled 5706 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 77 out of district students. The enrollment breaks down as follows:

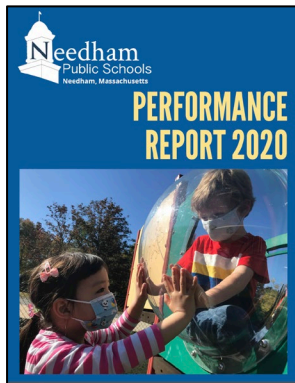
Preschool	72
Elementary	2586
Middle School	1390
High School	1658
Out of District Special Education Placements	77

Needham Public Schools

The Needham Public Schools transitioned to a hybrid-learning model, with most students divided into two cohorts, with one cohort attending school in-person one week and participating remotely the next. A remote learning academy was created for students who are immunocompromised or whose families opted to participate in 100% remote learning. Some students with disabilities and English Language Learners with more intensive needs receive more frequent in-person instruction. All aspects of the District's operations, including teaching and learning, health and safety, transportation, and nutrition services have been adapted to keep students, teachers, and staff safe.

PERFORMANCE REPORT

In September, the Needham Public Schools publishes an annual Performance Report, which is typically mailed to every Needham residence. This year, due to COVID-19, the 2020 Performance Report was sent electronically and posted to our website: www.needham.k12.ma.us. The condensed version of the district's 2020 Performance Report highlights a number of significant achievements made through March 2020 when teaching and learning took place within the school buildings. It also recognizes how our community faced the challenges of a mandated school closure until June 2020 with a commitment to the health and safety of all students, staff, and families. The entire publication is available to view on the Needham Public Schools website www.needham.k12.ma.us under: [News & Updates](#).



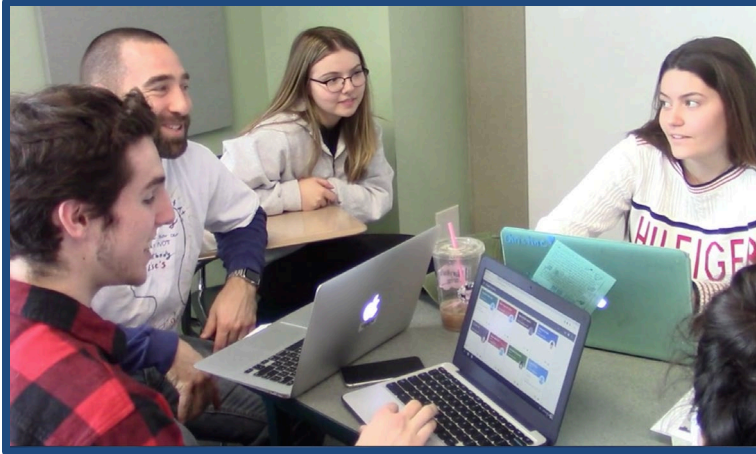
HIGHLIGHTS FROM THE 2020 PERFORMANCE REPORT

At the beginning of the 2019-2020 school year, the long-awaited **full day kindergarten** program was launched.



Dedication of the Sunita L. Williams Elementary School

The Sunita L. Williams School opened in the 2019-2020 school year providing an adaptable environment envisioned in our district strategic plan with classrooms and areas that foster collaboration and innovation.



A new interdisciplinary program was developed for the 9th grade in 2019-2020 and is offered as an honors level course in September 2020.

A two-session interactive workshop called **Courageous Conversations on Race** was presented in all 9th grade biology classes to learn about systemic racism and strategies to deal with remarks or actions the students recognize as racist.



The Needham High School **Girls Volleyball Team** won the first sectional title in school history.



Needham High School 2020 graduation reimagined! Despite the health and safety emergency which mandated the closure of schools in March, our resilient, energetic and creative seniors managed to celebrate their achievements in different ways.

These and many more initiatives occurring in the schools are outlined in the Performance Report along with information on student data and comparisons to comparable communities. The entire 2020 Performance Report is available to view on the Needham Public Schools website www.needham.k12.ma.us under: [News & Updates](#).



NEEDHAM DEPARTMENT OF HEALTH AND HUMAN SERVICES

Timothy Muir McDonald, Director

The Needham Department of Health and Human Services is led by the Director, Timothy Muir McDonald. The Department has four divisions: Aging Services, Public Health, Youth & Family Services, and Veteran's Services.

While the response to COVID-19 did not begin until March 2020, two-thirds of the way through FY2020, the impact of that response is significant enough that this annual report focuses primarily on the Department's response. Highlights of the work before the pandemic began are also included.

AGING SERVICES DIVISION

Council on Aging: *Colleen Schaller, Chair, Penny Grossman, MEd, MBA, Vice Chair, Ed Cosgrove, PhD, Gary Crossen, JD, Carol deLemos, MSW, Dan Goldberg, Helen Gregory, Susan Mullaney, Sandra Prinn, Lianne Reich, Mary Elizabeth Weadock, MSW, MS*

Division Staff: *LaTanya Steele, MPA, Director of Aging Services, Danielle Arenda, Administrative Assistant, Dylan Copley, Van Driver, Kerrie Cusack, MSW, LICSW, Social Worker, Steven DeCosta, Van Driver, Stacey Fallon, Administrative Office Support Specialist, Kathleen Grant, S.H.I.N.E. Assistant Program Coordinator, Stephane Grably, Transportation Program Coordinator, Michelle Gucciardi, S.H.I.N.E. Assistant Program Coordinator, Aicha Kelley, Assistant Director of Programming and Transportation, Kristen Lindley, MSW, LICSW, Social Worker, Maryanne Messenger, Van Driver, Yustil Meija, Senior Custodian, Jessica Moss, MSW, LICSW, Assistant Director of Counseling and Volunteers, Katie Pisano, Program Assistant, Nathalie Steeves, Program Assistant, Tom Watson, Van Driver, Kathy Worhach, S.H.I.N.E. Program Coordinator*

MISSION

The Needham Aging Services Division responds to the needs of Needham's older residents' by providing a welcoming, inclusive, and safe environment with programs, services, and resources that enhance their quality of life and provide opportunities for growth. The Center at the Heights (CATH) serves as a focal point for supporting aging in the community.

SUMMARY OF SERVICES

Aging Services offers a wide variety of programs and services to older adults and to their families. Services include daily meals; health benefits counseling; creative and social classes; special events and trips; outreach and home safety assessments; transportation; entertainment; information and referral; educational programs; fitness center; health and wellness; and volunteer opportunities. In addition, social workers provide counseling, case management, and support to older adults and to others in extreme circumstances.

During the first two thirds of fiscal year 2020, the Center at the Heights was a very lively place. The rooms were full of engaged older adults learning new skills, socializing with friends, and sharing meals. The Aging Services vans were always busy, ferrying older adults to and from the Center, taking them to supermarkets, and transporting them for errands and outings. But all that changed in March.



Center at the Heights Open House,
September 4, 2019

COVID-19 RESPONSE

The COVID-19 pandemic has disproportionately affected people who are age 60 and older. In addition to the risk of serious disease, older adults are vulnerable to extreme risks to physical, social, and emotional health that result from social isolation.

Aging Services

The disproportionate impact of the COVID-19 pandemic on older adults required the Aging Services Division to quickly adapt vital services to new models to meet ongoing needs, while protecting the safety of our residents. Social work counseling, crisis management, resource referral, SHINE appointments and a robust calendar of social programs are now virtual. Since March, Aging Services has delivered 17,319 Springwell lunches in addition to weekly deliveries of groceries and fresh produce in partnership with Trader Joes and Katsiroubas Bro.'s Produce, and up to 50 activity bags each week. Aging Services has utilized grants to provide tablets and training to reduce social isolation in high-risk individuals and taxi services to transport seniors, veterans, and residents with disabilities to maintain access to needed medical care.

adults. Social work services (case management, counseling, and information and referral services), recreational, and health and wellness programs were transformed for online formats and Zoom became the primary mechanism for conducting programs. In partnership with the Needham Community Council, electronic tablets and tech support were offered to older adults (at no cost to participants) who could no longer access computers at CATH or the Public Library. This ensured that older adults could join Aging Services programs and connect with family and friends during the pandemic.

With the ongoing support of dedicated staff, community partners, and volunteers, Aging Services was able to continue providing vital services and support, responsive to the changed circumstances and needs of older adults in Needham.

When, in March 2020, the coronavirus forced the sudden closure of CATH, Aging Services staff were determined to continue providing services that are essential for healthy aging. Aging Services immediately worked to change all in-person programs to virtual formats and collaborated with community partners to offer concrete support to older adults. Established partnerships with community stakeholders and volunteers were activated, and new relationships were developed to deliver essential programs, food, pharmacy, and grocery items to older

PROGRAM HIGHLIGHTS

- Aging Services social workers developed a tele-counseling program to provide short-term counseling service to address the impacts of social isolation specifically related to COVID-19. Social workers have seen increased anxiety and depression in older adults, who are among the highest risk groups in this pandemic. Missed family gatherings, lifecycle events, and decreased autonomy to move freely within society have taken a toll on the physical, mental, and emotional health of older adults.
- In FY2020, the Social Work Unit served over 600 individuals and logged more than 4,000 interactions.



Volunteer prepares to deliver food

- One hundred twenty-two volunteers supported the Aging Services Division, logging 5,672 hours. Since the onset of the pandemic, volunteers have shifted from assisting in many tasks at CATH to providing contact-free deliveries of essential items, check-in calls, technology assistance, and more. Volunteers gave well over 400 hours between the time the building closed in March and the end of the fiscal year.



.... and a meal is received!

- Since the transition to remote services, the Programming Unit has brought 984 hours of programs, all of them well-attended (there were 11,819 registrations). In post-program surveys, participants ranked instructor quality at an average of 9.6 out 10.
- Aging Services provided 15,186 rides in FY20 for 487 older Needhamites. Since the onset of COVID-19 the Transportation Unit and volunteers changed from driving passengers to delivering essential meals, groceries, masks, and other supplies. During the period from March through June 2020, Aging Services made 6,215 deliveries.
- SHINE (Serving Health Information Needs for Everyone) is a free service that provides health insurance counseling for Medicare beneficiaries and their caregivers) counselors conducted all counseling services and meetings remotely. The SHINE program was able to coordinate and manage over 3,802 appointments during the FY 2020 Medicare open enrollment period (December 2019).

PUBLIC HEALTH DIVISION

Board of Health: Kathleen Ward Brown, ScD, Edward Cosgrove, PhD, Stephen Epstein, MD, MPP, Christina S. Mathews, MPH, Robert A. Partridge, MD, MPH

Public Health Division Staff: Diana Acosta – Environmental Health Agent, Hanna Burnett – Public Health Nurse, Donna Carmichael – On-call Public Health Nurse, Isabella Caruso – COVID-19 Contact Tracer, Monica DeWinter – Program Support Assistant III, Maryanne Dinell – Traveling Meals Program Coordinator, Maureen Doherty – Administrative Office Specialist, Linda Drew – On-call Public Health Nurse, Kerry Dunnell – Special Assignment Support, Nicole Fay – On-call Public Health Nurse, Mary Fountaine – COVID-19 Public Health Nurse, Jessica Fuchs – COVID-19 Contact Tracer, Tara Gurge – Assistant Director for Community & Environmental Health, Christine Kenney – On-call Public Health Nurse, Michael Lethin – Emergency Management Administrator, Jane Lischewski – Administrative Office Specialist, Jane Lockhart – On-call Public Health Nurse, Angela MacDonnell – Program Support Assistant III, Elaine Mahoney – On-call Public Health Nurse, Tracy Mahoney – On-call Public Health Nurse, Amy McInerney – COVID-19 Contact Tracer, Timothy Muir McDonald – Director of Health & Human Services, Megan Moffett – On-call Public Health Nurse, Karen Mullen – Program Support Assistant III, Shauna O'Brien – On-call Public Health Nurse, Eileen O'Connell – On-call Public Health Nurse, Susan Orsillo – On-call Public Health Nurse, Monica Pancare – Part-time Environmental Health Agent, Alison Paquette – On-call Public Health Nurse, Rebecca Ping – Emergency Management Administrator (former), Kristen Ramey – On-call Public Health Nurse, Carol Read – Substance Abuse Prevention Collaborative (SAPC) Program Coordinator, Lynn Schoeff – Professional Technical Support Specialist, Karen Shannon – Substance Prevention Alliance of Needham (SPAN) Program Coordinator, Dawn Stiller – Administrative Analyst, Hannah Whitehead – Part-time Epidemiologist, Tiffany Zike – Assistant Director for Public Health Nursing & Behavioral Health

MISSION

The Needham Public Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws ([Chapter 111](#)) to enforce state and local public health and environmental regulations.

The mission of the Department is to prevent disease, promote health, and protect the public health and social well-being of the residents of Needham, especially the most vulnerable. The staff of the Public Health Department pursues this mission through a series of goals and objectives to:

- efficiently use Town operating budget funds, grant resources, and donations,
- actively cooperate and collaborate with state and local agencies and community partners,
- promote evidence-based health practices and data-driven program management, and
- advocate for policy and regulatory changes that promote health and well-being.

There are four units in the Public Health Division: Environmental Health; Public Health Nursing; Substance Use Prevention; and Traveling Meals.

INTRODUCTION TO PUBLIC HEALTH

When the Town's emergency management kicked into gear and an incident command was established in March 2020, the Public Health Division took on the primary role. Timothy McDonald, the Director of Health & Human Services, became the Incident Commander, while Tiffany Zike, the Assistant Director of Public Health for Public Health Nursing & Behavioral Health, became the Operations Chief. During the initial weeks of the response, much of the work focused on issuing public messages and guidance to Town departments and local businesses about closing buildings and other safe practices. At the same time, the Division leadership was learning

about the disease caused by COVID-19, monitoring for outbreaks, and helping Town departments create safe workplans.

Although the COVID-19 response was fully engaged in only the last four months of FY2020, it was significant enough to almost eclipse everything else. It also continued well into FY2021. The following sections, which focus on the individual units within the Division, are therefore largely focused on the COVID response.

Highlights of pre-COVID work included a health needs assessment

Public Health

The Public Health Division is at the heart of the Town's emergency response to the COVID-19 pandemic. Staff have led the Emergency Operations Center, disease monitoring, data collection, contact tracing, and the planning and implementation of influenza and COVID-19 vaccination clinics. The Division has handled a large volume of questions, concerns, and complaints related to the pandemic, monitored and enforced compliance with state and local orders, and provided ongoing guidance and support to businesses, restaurants, community organizations, housing complexes and other Town Departments for reopening safely.

conducted

with Needham Housing Authority residents, a partnership with Beth Israel Deaconess Needham Hospital in their 2019 Community Health Needs Assessment, new electronic reporting systems in Environmental Health, a focus on reducing adolescent use of vaping products, and newly awarded grants.

ENVIRONMENTAL HEALTH

The highest priority of the Environmental Health Unit is to protect the public's health through implementation and enforcement of State and Federal regulations and local laws to assure compliance with environmental health and safety standards. The Environmental Health team enforces regulations enacted by the Needham Board of Health, the MA Department of Public Health, the MA Department of Environmental Protection regulations, Right-to-Know laws, and the US Food and Drug Administration (FDA). The Environmental Health team monitors and regulates a wide range of business establishments, facilities, and activities: food service; tobacco sales; residential housing; construction activities (demolition, septic and well installation); waste hauling; bodywork; public and semi-public swimming pools; and many other activities. The team licenses mobile food vendors and conducts inspections of temporary outdoor food events. Environmental Health agents work closely with MA departments (Public Health, Professional Licensure, and Environmental Protection) and with other Town departments, especially Building, Public Works, Water & Sewer, Police, Fire, and Animal Control.



Environmental Health agents work closely with the Needham Farmers Market

With the COVID-19 pandemic beginning in March 2020, the structure of day-to-day operations changed. The team adopted a work-from-home and in-person hybrid staffing model to complete daily tasks. Health agents have been staying up to date on all state guidance related to COVID-19 and have been actively keeping stakeholders informed as the guidance continuously changes. The team continued to address complaints as they

were received. In FY2020 there was a significant decrease in the usual food, nuisance, and housing complaints. Most complaints received were related to COVID-19 guidance compliance (i.e. lack of masks, social distancing, etc.).

PROGRAM HIGHLIGHTS

- Environmental Health staff played a pivotal role in educating the public and stakeholders about the local mask ordinance, social distancing, and other protective behavior throughout the early months of the pandemic. Various types of signage were developed and either emailed or hand-delivered to all permitted establishments, retail businesses, and group housing complexes. The team developed social media educational posts, public service announcements for local cable, and articles for the local newspapers and online platforms.



Informational poster distributed following the Board of Health's Emergency Order requiring face coverings in Needham.

- In conjunction with the IT Department, online permit migration began on ViewPointCloud. By the end of FY2020, demolition health reviews and swimming pool permits went live. All other permits including but not limited to food establishments, tobacco establishments, domestic animal, and disposal of sharps will go live in FY2021. An online payment system for these permits was also authorized.
- Environmental Health staff worked closely with local businesses, restaurants, and other Town departments, to help them open and operate safely under the COVID-19 guidelines.
- In FY2020, health agents conducted over 700 inspections, reviews, and responses to complaints; 415 licenses and permits were issued.
- For FY2022, the Environmental Health unit is looking forward to beginning a food grading system pilot program.

PUBLIC HEALTH NURSING

The Public Health Nursing Unit provides health education, advocates for the health of Needham residents and employees, tracks the health and wellbeing of residents, provides some immunizations and health screenings, and promotes healthy living. Public Health Nurses also assist eligible Needham residents to apply for some public assistance. One of the primary responsibilities of the public health nurses is to investigate and follow communicable diseases, a task that assumed monumental proportions in March 2020 with the arrival of COVID-19.

IMPACT OF COVID-19:

Although COVID-19 did not become a factor in local public health until the last half of FY2020, the impact on residents and on the Public Health Division was extraordinary. The Public Health Nursing unit redirected almost all its efforts into managing the pandemic in Needham and, by necessity, reduced or eliminated much of their usual work including in-person services such as blood pressure clinics and educational workshops.

RESPONSE TO THE PANDEMIC:

Since March 2020 communicable disease tracking has taken up most of the Nursing Department's time and efforts. This includes monitoring for disease clusters, both community and business, and helping to educate residents, staff, and the community at large about quarantine and isolation. Education about the COVID-19 disease, how it spreads, how to stop it, and how to prevent it has been a significant part of the Public Health Nursing effort.

The Director of Public Health Nursing, functioning as the Operations Chief in the emergency response, worked closely with the Director of Health and Human Services, the Emergency Manager, and the Public Information Officer. Together, they developed and issued public messages and guidance to Town departments and local businesses about building closures and safe practices and interpreted the onslaught of emerging medical information. At the same time, the Division leadership was dedicated to learning about the disease caused by COVID-19 as the science evolved, monitoring epi data for outbreaks, and helping Town departments create safe workplans.

During the initial months of the pandemic from March through June, there were 358 confirmed cases in Needham and 76 deaths. Through contact tracing interviews, approximately 220 contacts of confirmed cases were identified in Needham during this period and Public Health Nursing initiated contact monitoring for 206 of those individuals.

While COVID dominated Public Health Nursing at the end of FY2020, there was a lot to celebrate earlier in the year.

- The Division held its 2nd annual Meet and Greet for Medical Reserve Corps (MRC) volunteers in the fall of 2019 together with the Emergency Management administrator, Rebecca Ping. The event included workshops on *Stop the Bleed*, Shelter Set-up and Administration, and how to build and maintain your own *Emergency To Go Kits*.
- Public Health Nurses also provided workshops for Town staff on *Stop the Bleed* and Mental Health First Aid.
- The Domestic Violence Action Committee, led by Public Health Nursing team members working with Needham Police staff, sponsored a reading and discussion of *No Visible Bruises: (What we Don't Know about Domestic Violence Can Kill Us)*, by Rachel Louise Snyder. More than 30 people attended the discussion.
- In September 2019, nurses launched *Matter of Balance* at the Center at the Heights. This program is designed to reduce the fear of falling and increase activity levels among older adults.



Tiffany Zike, RN, MPH, and Rebecca Ping, MS at the MRC Meet & Greet

SUBSTANCE USE PREVENTION

The Substance Prevention Alliance of Needham (SPAN) incorporates a collaborative, community-based and data-driven approach to reduce alcohol, marijuana, and other drug use among Needham youth. Through community education, partnership, and strategic action SPAN works to decrease risk and increase the protective factors associated with adolescent substance use to support youth to make healthy and safe choices.

SUMMARY OF SERVICES:

SPAN provides substance use prevention education and awareness programs that help Needham youth understand and avoid the risks of substance use. Using the Strategic Prevention Framework (a national model), SPAN engages community members to plan, implement and evaluate these prevention programs.

IMPACT OF COVID-19:

Youth comprise the primary population served by SPAN's prevention work. Anecdotal evidence from Needham Youth & Family Services indicates an increase in youth seeking counseling support during the pandemic. Social isolation, adjustments to the remote learning environment, and the overall uncertainty created by the pandemic have led to increased mental health needs among youth. In some cases, an increase in substance use accompanies youth mental health challenges.

When the schools closed in March 2020, traditional prevention programs usually offered during prom and graduation season were cancelled and *Hidden in Plain Sight* (an interactive exhibit that educates parents and caregivers on teen risk-taking behaviors and drug paraphernalia) was postponed. SPAN instead responded to a need for education on coping skills to manage stress and anxiety by providing the following:

- SPAN held a virtual webinar, *Stress Reduction Toolkit during COVID-19*, in April 2020, less than a month after the start of the state-imposed shutdown.
- In spring 2020, SPAN facilitated the production of public service announcements about health coping skills. The videos were promoted on social media.
- In May 2020, SPAN started a virtual weekly Parent Al-anon meeting.
- In spring 2020, SPAN launched *Stories from the Inside*, a collection of personal accounts written by local parents about coping during the pandemic. The stories were posted on social media to provide connection and relief brought by the pandemic isolation.

HIGHLIGHTS IN FY2020 BEFORE COVID-19

In response to the youth vaping crisis SPAN established the Needham Vaping Task Force, a committee that includes parents, medical professionals, school personnel, law enforcement, and public health. The mission is to work collaboratively and without judgment to reduce youth vaping through education, empowerment, and resources.



Medication Take Back Day, October 2019

SPAN partnered with the Needham Police Department in October 2019 to host the semi-annual *Medication Take Back Day*. The collection of unused and expired medications assists in the fight against the opioid epidemic by reducing the misuse of prescription medication. An average of over 50 pounds of medication per month is collected through the Take Back Days and the medication collection kiosk located in the Needham Police Department lobby. Staff updated and distributed alcohol training toolkits to all Needham alcohol licensees to provide education on requirements for verifying customer

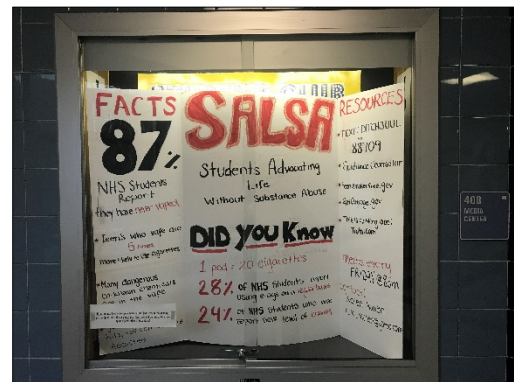
identification for alcohol sales.

5th Quarter events. – These substance-free teen events held after Needham High School home football games, attracted over 300 students at each event. Donations fund free pizza, snacks, a D.J. and games.

Students Advocating for Life without Substance Abuse (SALSA) presentations. A health advocacy club at Needham High School, the power of SALSA is based on the personal connection older youth make with Pollard middle school students while teaching 8th graders how to resist peer pressure in social settings. Each year SALSA peer leaders present to over 400 8th grade students.

In February 2020, SPAN hosted a workshop, along with the Norfolk County Sheriff's Department, called, *Safe Driving Awareness*. The workshop was attended by over 100 Needham High School students. The 45- minute program featured a driving simulator and pedal cart obstacle course with drunk/drugged driving goggles. Students learned the importance of safe driving and the consequences of drugged driving.

Vaping Awareness Week was held at Needham High School in December 2019. SALSA students educated peers about the risks of vaping by creating posters, a public service announcement, and other activities. Students were interviewed for stories published in the Needham Times and WGBH News and participated in a Spotlight cable news story hosted by Superintendent of Needham Public Schools, Dr. Daniel Gutekanst.



Vaping Awareness Week, December 2019

SUBSTANCE ABUSE PREVENTION COLLABORATIVE

The Massachusetts Substance Abuse Prevention Collaborative (SAPC) regional grant was awarded to Needham in 2015, providing \$100,000 annually for five years to prevent and reduce underage alcohol use. The Needham Public Health Division is the lead agency working with the towns of Dedham, Norwood and Westwood to implement best practice prevention strategies. The

goals are to shift community norms on alcohol use and to reduce underage access and availability to alcohol.

During the first part of FY 2020, SAPC lead the following projects in alcohol abuse prevention:

- SAPC provided training for alcohol sellers and servers (TIPS – Training for Intervention Procedures) to avoid overserving and to prevent sales to minors.
- Alcohol compliance checks were conducted in October 2019 with partner police departments (there was one violation in Needham).
- A staff member engaged teens from each town in a project called PhotoVoice which uses photography to capture the impact of issues related to community norms, social justice, health equity, and social determinants of health (due to the coronavirus restrictions, the photography show was delayed until October in FY2021).

In March 2020 Needham SAPC prevention work shifted to a virtual platform and focused primarily on youth engagement to mitigate the behavioral health impacts of social isolation related to the COVID-19 pandemic. Alcohol compliance checks were cancelled in spring 2020 due to the pandemic.

THE TRAVELING MEALS PROGRAM

The Traveling Meals Program was started in 1977. Its purpose is to offer to homebound Needham residents a 2-meal package that provides for their daily nutritional needs. Volunteers within our community deliver these meals to participants' homes and these volunteers often act as a safety check as they might be the only contact a resident will have that day.



Traveling Meals Two-meal delivery package.

When the Public Health Division ramped up the response to COVID-19, there was no interruption of service for Traveling Meals recipients. Thanks to loyal and dedicated volunteers and Beth Israel Deaconess Needham Hospital, the program continued to run smoothly. All volunteers used proper personal protective gear to ensure that COVID guidelines were in place. Additionally, volunteers delivered masks to many recipients along with information about protecting themselves.

- Over 8744 two-meal packages were delivered to more than 70 residents by 30 committed volunteers in FY2020.
- \$4,300.00 in private donations were added to the Traveling Meals Program by residents wishing to provide financial assistance for those need.
- The fundraising committee, The Friends of the Board of Health and Traveling Meals Program, raised more than \$10,000 to help residents and neighbors that are unable to pay for their food.

YOUTH & FAMILY SERVICES

Youth Commission: Julie Stevens, Chair, Kevin Keane, Vice Chair, Adrienne Anderson, David Bookston, Arina Collin, Karen Mullen, Susan Patkin, Joshua Tuttleman

Department Staff: Sara Shine, MSW, LICSW, Director, Ben Aronson, MA, LMHC, Meg Carleton, LMHC, Katy Colthart, MSW, LICSW, Sarah Magaril, LMHC, Kristin Scoble, Carolyn Tracey, MS, LMHC

MISSION

The Needham Youth & Family Services Division provides leadership and a community focus on youth and family issues and promotes community wellness. The Division accomplishes this mission through advocacy, education, partnering with other organizations, and providing high quality programs and counseling services.

SUMMARY OF SERVICES

Youth & Family Services offers free clinical counseling services to the residents and students of Needham. In addition to ongoing individual and group therapy, the Division provides crisis support to individuals and to the community. Therapeutic groups include topics such as social skills, substance use prevention, self-esteem, expressive art groups, and parenting support. The Division offers webinars, workshops, trainings, employment assistance, and enrichment activities for children and adolescents. Other non-clinical offerings include webinars and workshops to discuss social media impact on youth, strengthening executive function during remote learning, and recognizing signs of mental health difficulties.

HIGHLIGHTS

In addition to the services listed above, Youth & Family Services had other highlights in FY 2020.

- Youth & Family Services worked with the Public Health Division on vaping prevention and cessation initiatives. Among them is Chapter 84, a peer-led model to work on nicotine prevention efforts.
- Youth & Family Services provided many educational workshops. Division staff ran 45 workshops in 6th, 7th, 8th, and 9th grades on topics including internet safety; sexual harassment; the connections between social media, body image and self-esteem; and teen dating violence.
- The Patrick and Patricia Forde Good Person Memorial award is meant to honor adults whose volunteer work has helped make Needham a better place to live. In 2020, Youth & Family Services honored Kim and Brian McLeod, astronomers who inspired Needham children and youth with an introduction into real-world astronomy. They spent countless hours dedicating their time to the community and



From left to right: Ryan Forde, Sara Shine, Brian McLeod, Kim McLeod, Ashley Forde, Tara Forde

their work has impacted so many Needham students and residents.

- In addition, Needham High School student, Luca Mancino, was recognized with the Ray of Hope award. Luca is a member of the SALSA leadership team and has implemented many prevention and substance use awareness programs. He has also spearheaded substance use prevention trainings in the middle school.
- A class called Youth Mental Health First Aid was provided for community members. In the class, adults learn how to respond to mental health difficulties in young people and how to best respond to situations that children and adolescents face. Workshops about social media use were also presented to parents.
- Several new programs started in FY2020. A Wilderness Program, in which 29 youths participated, was designed to help build social connections for youths struggling with anxiety, depression, and low self-esteem. Generations at Play (GAP) brought youth together with older adults to play games, eat dinner, and socialize. A new group was started for middle school students called Wearing Confidence. It is designed to build self-esteem and socialization.



Youth kayaking as part of the Wilderness Program.

RESPONSE TO THE PANDEMIC

In March 2020, Youth & Family Services had to change the way services were delivered. During the time of increased need, it was essential to continue providing individual and family therapy. In fact, as pandemic stress impacted other Needham residents, Youth & Family Services expanded provide crisis counseling to adults as well.

Youth & Family Services

Youth & Family Services has pivoted to respond to a significant increase in acute mental health needs and trauma experienced in the community. Staff have dedicated more time to provide virtual individual, group and family therapy and crisis management, increased the frequency of resource groups and Community Crisis Intervention Team (CCIT) meetings, reactivated the Suicide Coalition for prevention and education, led a community-based art therapy project to paint a mural on the fence along the Rail Trail, and partnered with Aging Services to have student volunteers make weekly calls to older adults, to minimize feelings of isolation and build community connection.

phone-pal program; and creating a calendar with social distancing activities, a take-off on the usual Needham Unplugged event that occurs each March. Youth & Family Services also reinvigorated the Suicide Coalition to organize prevention and education, while the Community Crisis Intervention Team increased meeting frequency.

Youth & Family Services collaborated with several other departments and local organizations to develop services and mechanisms responsive to residents' needs. This included: building a resource website; supporting school staff and developing a mental health assessment for students; working with the Parks & Recreation Department to create activity bags for residents; partnering with Aging Services to pair teens with older adults for a

Youth & Family Services also organized two community projects during the early part of the pandemic. One, a resiliency project to help residents focus on their strengths, was set to start in the beginning of FY2021. Another started in April 2020 and was designed to promote self-care through a social media campaign, #selfcareinneedham.

The department was able to run almost all programs virtually during this time and expanded outreach to ensure that residents were aware of the supportive services. Youth & Family Services engaged young people in wellness and prevention services such as: the Peer Tutor Program (with 41 pairs who met before and during the pandemic); *Valuable Interactions with Peers* (VIP) the peer mentor program in which youth pairs meet weekly; and the Volunteers Around Needham program which provided about 915 hours of volunteer work to the community.

Youth & Family Services has seen a significant increase in mental health needs since the onset of the pandemic. During the period from March through June 2020, Division staff members helped over 50 residents with more acute mental health issues than typical in previous years. Calls came in from parents who were anxious about the pandemic; from youth with depression due to social isolation; and from people with deep fear and depression who were unable to leave their homes. Staff members helped families through great loss and financial stress and expanded their practice to provide counseling for any resident in need.

A crisis concurrent with the pandemic in FY2020 has been the national awakening to racialized police brutality and inequity following many high-profile murders of unarmed Black people. Racism has also been a factor in blaming and targeting people of Asian descent for the COVID-19 pandemic.

The impact is significant and has increased depression and anxiety during a time of reduced social support networks. Many youth have reached out as part of their effort to make sense of this violence and racism, while expressing fear for their own lives and well-being trying to survive during a pandemic. Youth & Family Services has helped people through this time, connecting them with services and resources while ensuring that they are not struggling with these difficulties alone. At the same time, Youth & Family Services, like other Town departments, began to reevaluate services and policies with the goal of ensuring racial equity, and supported School Department efforts to address diversity and inclusion.

THE IMPACT OF COVID-19

Mental health has been substantially impacted by the pandemic. A team of researchers at a national university in Brazil released [a study](#) of the mental health impact of the pandemic found that, “children from all development phases had high rates of depression, anxiety, and post-traumatic symptoms as expected in the aftermath of any disaster. Children and adolescents are considered a vulnerable subgroup and there is a need to reduce the mental health burden of this pandemic.” The long-term mental health effects of this extremely difficult time are hard to predict but will be known in time. Youth & Family Services is preparing for the likelihood of increased needs.



Community Farm

VETERANS SERVICES DIVISION

Sarada Kalpee, Director of the West Suburban Veterans District

William Topham, Care of Graves

PURPOSE

The essential function of the Veterans Service Officer is to manage the benefits available to eligible veterans (those who have served during wartime) and their dependents. This includes benefits from the Massachusetts Department of Veteran Services and the US Department of Veterans Affairs. The Veterans Services Officer helps veterans obtain their benefits, identify available federal, state, and local programs, and provides referrals for employment, training, housing, and medical care.

WEST SUBURBAN VETERANS DISTRICT

The West Suburban Veterans Services District includes the towns of Needham, Wayland, Wellesley, and Weston. Although the main office is in the Wellesley Town Hall, there are satellite offices in each town. Office hours for Needham are every other Monday from 10:00-5:00 and every Thursday from 12:30-6:00 at Town Hall, and every Thursday from 9:30-12:00 at the Center at the Heights. Veterans and their families can call the Wellesley office for information or to schedule an appointment. The Veterans Services Board of Directors has four members with one designee from each community.

Veterans Services

Veterans Services remains in close contact, via phone and e-mail, with Needham's veterans and their families. Memorial Day observances were modified, with wreaths placed at nine locations around Town available for public viewing. A limited, socially distant ceremony was held at Memorial Park on Veteran's Day to honor the service and sacrifice of all Needham veterans, past and present.

DEPARTMENT OF PUBLIC WORKS



Carys Lustig, Director of Public Works (Interim)
Robert A. Lewis, Assistant Director of Public Works
Anthony L. DelGaizo, Town Engineer
Cecilia Simchak, Director of Finance & Administration for Public Services
Barry Dulong, Director of Building Maintenance
Rhainhardt F. Hoyland, Highway Superintendent

Edward Olsen, Parks & Forestry Superintendent
Greg M. Smith, Solid Waste & Recycling Superintendent
Sean Harrington, Water, Sewer & Drain Superintendent
John P. Regan, Fleet Supervisor

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The functions of Public Works include rendering services to all citizens in the areas of highway maintenance and construction, removing snow, supplying and distributing water, constructing and maintaining sewer and storm water, solid waste disposal and recycling, routine daily maintenance, construction, energy management, and custodial care of all Town and School buildings, and parks and forestry maintenance. The Department provides its own administration, engineering, and equipment maintenance.

FY2020 HIGHLIGHTS

DPW ADMINISTRATION

In FY20, the Administration Division oversaw the Town's participation in the Green Community Designation and Grant Program, resulting in Needham being designated as a "Green Community" in recognition of diligent efforts to meet the program's criteria. After the Town received grant funding in FY19 to prepare a prioritization plan, the Division continued their work on the MassDOT Complete Streets Program process. Staff within the Division transitioned into

leadership positions. Admin also began the process of implementing time clocks, as well as a digital system to issue DPW permits utilizing ViewPoint Cloud. The Division successfully maintained their operations throughout the COVID-19 pandemic, with all Admin staff working and providing services remotely.

ENGINEERING DIVISION

In FY20, the Engineering Division completed construction work on the Rosemary Lake sediment removal project, the Rosemary Culvert and wall repairs, as well as the Winding River Road Sewer Pump Station and sewer extension. Rapid rectangular flashing beacons were installed at pedestrian crossings across Town after the Division conducted a pedestrian safety study, and pedestrian decorative lights were installed at the Heights. The Engineering Division also conducted several other studies, including a traffic study of Central Avenue & Great Plain Avenue, a town-wide inflow/infiltration study, and the Route 128 Sewer Interceptor Feasibility study.



Photo taken in Jan. 2020
for International Women's Day



HIGHWAY DIVISION

The Highway Division is responsible for the maintenance, repair, and upkeep of all town roads, sidewalks, street signs, and surface drainage systems, enabling safe vehicular and pedestrian traffic. Duties performed include:

- Street sweeping
- Street and sidewalk crack sealing, resurfacing, and repair
- Installation and repair of curbing
- Winter Operations (snow removal, salting, and sanding)
- Installation and replacement of worn, damaged, or non-compliant street signs, guardrails, traffic control signs, and pavement markings



The Highway Division also develops and manages long-range plans for maintaining and rehabilitating networks of roads in a cost-effective manner. These plans include yearly crack sealing, surface treatments, and regular patching repair to maximize the lifecycle of roads in Needham. The Highway Division provides support to other Town agencies as well. In FY20, the Highway Division milled and paved failed trenches and deteriorated pavement, shimmed low areas with asphalt, and added asphalt curbing where needed to improve surface drainage. Their work was instrumental in properly restoring over 80,000 square yards of roadway under their pavement preservation plan in 2020.



Highway Infrastructure Improvements		
Type	Volume	Unit
Asphalt Paving	16,615	Square Yard
Surface Treats/Pavement Preservation	82,156	Square Yard
Repaired Grass Berm	9,420	Feet
Sidewalk Rehab/Reconstruction	2,350	Feet
Handicapped Ramps	2	Each
Asphalt Curbing	6,538	Feet

WATER, SEWER, AND DRAINS DIVISION



In FY2020 the Water and Sewer Division's construction crew replaced approximately 300 feet of water main on Emerson Place. This project was necessary because the existing water main pipe had a history of leaks. The crew also replaced the existing fire hydrant on that street and added another hydrant at the end of the cul-de-sac. The extra hydrant provides additional fire protection to the neighborhood. By doing the project internally instead of through a contractor, there was a significant savings to the Town.

Water, Sewer, & Drain Infrastructure Improvements		
Type	Volume	Unit
Water Pipe Leaks Repaired	11	Incidents
Replaced Residential/Municipal/Condo Water Meters	1142	Meters
Replaced Commercial Water Meters	135	Meters
New Fire Hydrants Installed	3	Each
Replaced Lead Goose Necks on Water Service Lines	96	Each
Repairs to Catch Basins & Drain Manholes	18	Each
Camera & Flush Sewer Mains	31,903	Feet
Camera & Flush Drain Lines	18,963	Feet

RECYCLING & TRANSFER STATION DIVISION

In FY2020 the Recycling and Transfer Station Division welcomed two new employees. The materials processing area storage bin project was completed, consisting of 12 interlocking concrete bloc bags that provide the DPW with storage for both construction aggregates and spoils (from catch basin cleanouts and street sweepings). The Division implemented a Sunday morning trash collection service for the downtown to support outdoor dining for Needham Businesses during the COVID-19 Pandemic, and also began an organics recycling program at several Needham Public Schools. The purpose of the program is to reduce waste and increase organics recycling, which helps keep unnecessary waste out of landfills.



The REX building improvements were completed, providing staff with heated space for equipment maintenance and general repair. By the end of FY20 the compost area perimeter berm was 90% complete, bringing the RTS composting operation closer to compliance with the Conservation Commission's NDA. More than 2,000 cubic yards of compost tailings were removed from the compost area, a necessary step to prepare for Spring 2021 sedimentation basin construction. The Swap Shop was relocated to a new bay within the 3-Bay Building, providing more space for both the Swap Shop operation and RTS needs. Line painting for parking spaces/traffic control was completed for the entire facility, and new signage was installed to improve safety and better the user experience. New equipment was delivered to the RTS, including a Mack tractor for hauling trash and recycling containers, a 100-yard trailer, and 40-yard containers. The RTS Efficiency Study was completed, and a staff report was prepared outlining key findings of the pilot program for Big Belly trash and recycling containers deployed at Memorial, DeFazio and Greene's Fields. The RTS disposed of 8953.39 tons of municipal solid waste at Wheelabrator.

Recycling Totals	
Type	Tons
Newspaper & Mixed Paper	1146.23
Comingle Containers	780.39
Cardboard	442.05
Single Stream	252.79
Total	2621.41

Compost/Organics	
Type	Tons
Yard Waste	765.72
Food Waste	23.97
Total	789.69

FLEET DIVISION

The Fleet Division provides maintenance and repairs on all Public Works vehicles and equipment. Fleet's focus is on safety and reliability, while being environmentally and fiscally responsible. In addition to Public Works, the Division maintains vehicles for four departments outside of DPW and provides assistance to the Public Safety and School departments as needed. Fleet assists in reviewing annual fleet requests for all town departments while considering operational need, utilization, and established asset life cycles.



The Division manages inventory, maintenance, and secure access to the town's municipal fuel depot for all plated vehicles and equipment. This facility dispenses a combined average of

100,000+ gallons of fuel annually. Fleet monitors fuel levels, performs detailed weekly checks, and coordinates annual inspections for state DEP compliance.

The Fleet Division manages the decommissioning and sale of the town's surplus vehicles and equipment through an online auction process, which has been found to provide a much-improved return over previous methods.

Fleet assisted in identifying green opportunities to reduce the environmental impact of the town's vehicles and equipment. Fleet supports the Town's Green Communities efforts and encourages the use of EV, PHEV, and Hybrid vehicle technologies whenever possible, as well as idle reducing technologies, with the goal of reducing energy costs and—most importantly—vehicle emissions.

Recently, Fleet completed the refurbishment and conversion of a 2002 10-wheel dump truck into a dedicated snow fighter to support the town's Snow & Ice program. The Division team performed much of the work in-house at a significant savings to the town. The work included extensive fabrication and electrical work, in addition to new brakes, tires and sublet chassis stabilization.



PARKS & FORESTRY DIVISION

In FY20, the Parks & Forestry Division oversaw the Memorial and High Rock Fields Sand Injection Drainage project. This work was bid out in the spring and accomplished during the summer of 2020. The project was paid for by donations to our Park & Recreation Department from the Needham Soccer Club, as well as Needham Flag Football. It has tremendously helped our two fields drain quickly and more effectively after large stormwater/rainfall events. The innovative practice used in this project involved trenching sand columns through the existing profiles at these fields. This, in turn, added much-needed field drainage capacity to these historically waterlogged soils. The Division is pleased to report that this effort has made a





remarkable difference in how these fields react following heavy rain events. This will lead to less cancellations of games and field closures in the future.

The Parks and Forestry Division is also pleased that they were able to provide new and extra festive white lights in and around the Town Commons this winter season. Working with some of the Town Manager's staff, Parks and Forestry planned, purchased, and hung white lights on the trees surrounding the Blue Tree. They also wrapped all the Downtown Common light poles with white string lights and placed light Holiday wreaths on them to add some extra festivity to the Common during this long and stressful year.

The Division was also busy this year moving and providing picnic tables to both commons—in numbers never seen before—to offer outdoor dining opportunities. While this was a success for increased socially-distant outdoor space for people to utilize, it also increased the Division's workload in ensuring the commons remained clean for outdoor goers.

Parks & Forestry Improvements		
Type	Volume	Unit
Tree Removals & Stumping	77	Trees
Roadside Brush Removal & Flail Mowing	2,982	Hours
Tree Plantings – Arbor Day	500	Seedling
Tree Plantings – Streets & Parks	44	Trees
Tree Plantings - Nursery	60	Trees
Over-seeding of Fields	60	Acres
Diamond Work	1,211	Hours
Mowing	3,828	Hours

BUILDING MAINTENANCE DIVISION

In FY20, the Building Maintenance Division recommissioned the schools in response to the COVID-19 pandemic to ensure at least four air changes per hour. The Division completed various HVAC upgrades and repairs throughout the school buildings over the course of the year, following up on the recommissioning completed over the summer. Filters throughout public buildings were upgraded to MERV-13s. In addition to the HVAC and filter projects, Building Maintenance provided enhanced cleaning throughout all buildings to prevent viral spread.

Apart from COVID-related work, Building Maintenance also finished the green gym upgrades at the Pollard School, replaced and installed additional window screens at Mitchell and Pollard

Schools, replaced the automatic transfer switch at the High School and the fence around the back of the building, and updated radio boxes at multiple schools. As part of routine maintenance, the Division conducted duct cleaning at Pollard and Broadmeadow Schools. They also renovated the third-floor office space at Town Hall.



Department of Public Works



DPW has quickly adjusted operations, dividing the workforce into staggered shifts to ensure continuing operations, mustering out of new locations to allow for social distancing, reducing Town vehicle usage to a single employee and disinfecting equipment between users, and adjusting snow response plans to allow personnel to sleep and eat safely during snow events. The Department has responded to increased usage of fields, trails, and open space, which has added more demand for maintenance and trash pickup. Staff have assisted with planning special projects including Town Meeting, outdoor dining, socially distant office layouts, and polling location floor plans. The Building Maintenance Division worked tirelessly throughout the summer to ensure a safe reopening of Needham Public Schools through retro-commissioning HVAC systems, increasing air flow, installing new filters, and hiring additional custodial staff. DPW made site adjustments at the Recycling and Transfer Station to protect the health of employees and residents, while maintaining this core service for the community.

BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

PURPOSE

The Building Design and Construction Department provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased, or operated by the Town having a total project cost of \$500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured under the Public Facilities Department umbrella - Construction Division as the Director of Design and Construction. The department was renamed the Building Design and Construction Department at the May 2018 Annual Town Meeting. There are currently four project managers on the staff. State Laws now require all Towns and awarding authorities to appoint an Owners Project Manager (OPM) for all construction projects over \$1.5 million. The staff in this Department fulfills the requirement for OPMs on Town building projects.

FY2020 COVID-19 PANDEMIC

The COVID-19 Pandemic started to affect Massachusetts in March 2020 which prompted the PPBC to start meeting virtually on March 23, 2020, under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the emergency, which allows meeting of public bodies to be conducted virtually provided that adequate access is provided to the public.

After the schools closed in March 2020, two of the Building Design and Construction project managers began working with the Building Maintenance

PERMANENT PUBLIC BUILDING COMMITTEE

<i>Stuart Chandler, Chairman</i>	<i>Roy Schifilliti</i>
<i>Richard Creem</i>	<i>Irwin Silverstein</i>
<i>Natasha Espada</i>	<i>Gene Voloshin</i>
<i>George Kent</i>	

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Hank Haff, Senior Project Manager
Ken Sargent, Senior Project Manager
Michael Retzky, Project Manager
Stephen Gentile, Project Manager
Kathryn Copley, Administrative Specialist

Building Design & Construction

The Department has continued to manage the completion of the Public Safety Complex at 88 Chestnut Street and Fire Station 2 at 707 Highland Avenue. The Department has also played a key role in the formation and execution of the Ventilation Task Force charged with opening up the Town's school facilities for the start of the 2020-2021 school year, in coordination with the Needham Public Schools and the Department of Public Work's Building Maintenance Division. The Department also released the School Master Plan in CY2020.

Department preparing the schools for the fall school opening. They have been assisting with recommissioning of all schools to bring the air exchanges and ventilation issues in line with current mandated guidelines and addressing deficiencies.

The pandemic mainly affected two projects starting in April 2020. The remaining punch-list items for the Sunita L. Williams School were delayed and drawn out. The Public Safety Complex & Fire Station 2 project was more significantly affected by a short delay in schedule and financially by observing COVID-19 cleaning protocols going forward.

FY2020 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2020 fiscal year (July 2019 to June 2020). These projects were initiated during the period of 2013 thru 2020 fiscal years.

<u>Project Name:</u>	Sunita L. Williams (Hillside) Elementary School
<u>Project Status:</u>	Substantially Complete
<u>Authorization:</u>	\$58,824,351, plus \$7,762,500 in property acquisition
<u>Budget Status:</u>	Under Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept. Daedalus Projects Inc.
<u>Contractors:</u>	Site Preparation - P.M. Zilioli, Inc. Building Demolition - Green Environmental, Inc. Construction - Bacon Construction Co., Inc.

- At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of \$650,000
- At the November 2015 Special Town Meeting, Article 12: Appropriate for Feasibility Study/Hillside School was approved for additional design funds in the amount of \$45,000
- At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved in the amount of \$7M for the purchase of Owens Poultry Farm and several houses
- At the May 2016 Special Town Meeting, Article 7: Appropriate for Property Acquisition was approved for \$762,500 to acquire 609 Central Avenue
- At the October 2016 Special Town Meeting, Article 2: Appropriate for Hillside School Construction was approved in the amount of \$57,542,200, combined with a successful Proposition 2½ Debt Exclusion Override vote on November 8, 2016

A statement of interest was submitted to the MSBA in April 2013. The MSBA agreed to partner with the Town for this project at the reimbursement rate of 32.47% of the Eligible Project Costs. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

The Town's Building Design and Construction Department, acting as OPM, was approved by the MSBA for the Feasibility Study in the fall of 2014, and the architect, Dore & Whittier Architects,

Inc. was selected by the PPBC through Designer Selection with the MSBA in March 2015.

The study went through all stages of design required by the MSBA. The Preliminary Design Program (PDP) studied over twenty potential sites in Town and was narrowed down to nine sites on June 1, 2015.

At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved. The Town purchased the Owens Poultry Farm along with several houses. P.M. Zilioli, Inc. was awarded a contract for site preparation to remediate and remove unauthorized fill and soil contaminated with poultry grease in April 2016 from the property. At May 2016 Special Town Meeting, Article 7: Appropriate for Property Acquisition to acquire 609 Central Ave. The site preparation and remediation were substantially complete in June 2016. Demolition of the buildings started in the fall of 2016 and was finished in December 2016, except for 609 Central Avenue and 45 Sunset Road which would be used in lieu of contractor trailers.

The Preferred Schematic Report (PSR), which recommended a single site (the former Owens Poultry Farm), was submitted in December 2015, and was approved by the MSBA Board in January 2016. Schematic Design was submitted in June 2016 for MSBA Board approval in July 2016. A debt exclusion override for Construction Funds was approved by the Town in November 2016.

The Project Funding Agreement was approved by the MSBA in October 2016. Design Development documents were submitted in February 2017, 60% Construction Documents were submitted to the MSBA in May 2017.

Milestone documents are posted on the Needham School Department website. Needham School Committee voted unanimously on June 6, 2017 to name the new school on Central Avenue the Sunita L. Williams Elementary School.

The prequalification process for the General Contractors and Filed Sub Bidders was started in June 2017. The bid documents were available in August 2017 and the contract was awarded to Bacon Construction Co., Inc. in September 2017 for an amount of \$37,323,700. The groundbreaking for the construction occurred in November 2017. The new school reached substantial completion in July 2019. The school opened in September of 2019 for the start of the 2019-2020 school year.

The new building was designed to be LEED Silver rated and to be “solar ready”. The PPBC authorized a study to install rooftop Solar PV in June 2017. The study indicated the ability to install about 160kW of rooftop PV panels which will provide about 40% of the school’s electric power needs each year. The PPBC approved the production of Construction Documents in November 2017 and favorable bids were received in June 2018. The contract was awarded to Wayne J. Griffin Electrical, Inc. in July 2018. The PV array was installed in the spring of 2019. The PV array aided in securing the LEED Silver rating, enhances the sustainable qualities of the school, reduces the future operating costs, and provides educational opportunities for the students.

The project reached substantial completion on July 5, 2019 and welcomed students on the first day

of the 2019-2020 school year. A dedication ceremony was held on October 11, 2019 which Sunita L. Williams (Astronaut, Navy Pilot, Hillside and Needham High School graduate) attended. The LEED Silver rating was achieved and a plaque so stating was granted in September 2020.

Project Name: **Rosemary Recreation Complex**
Project Status: Substantially Complete
Authorization: \$16,800,000
Budget Status: On Budget
Architect: Bargmann Hendrie & Archetype
Owners Project Mgr.: Building Design & Construction Dept.
Contractor: G&R Construction, Inc.

- At the May 2015 Annual Town Meeting, Article 30: Appropriate for Rosemary Pool for design and engineering, was approved in the amount of \$450,000, from Community Preservation Act funding
- At the May 2016 Annual Town Meeting, Article 40: Appropriate for Rosemary Recreation Complex design, was approved in the amount of \$550,000 for the second phase of the design
- At the May 2017 Annual Town Meeting, Article 33: Appropriate for CPA Project – Rosemary Recreation Complex, was approved in the amount of \$15,800,000

Bargmann Hendrie & Archetype was selected by the PPBC through the Designer Selection process in July 2015. Further design funds were appropriated at the May 2016 Annual Town Meeting and the architect continued with the design development and construction document phase.

The facility had been closed in 2017 due to the expiration of the existing DEP permits. It was anticipated that the facility could be reconstructed in the remaining portion of 2017 and early 2018 and open for the 2018 season.

Prequalification of the General Contractors and Filed Sub Bidders was completed in December and January and the project went out to bid in March 2017. G&R Construction, Inc. was the low bidder and awarded the contract. Construction funds were appropriated at the May 2017 Annual Town Meeting. Construction started in May 2017 and was anticipated to reach substantial completion July 2018, however substantial completion was pushed out due to several issues (installation of the ballast slab, harsh winter weather conditions).

The Temporary Certificate of Occupancy was received in August 2018. The pool was opened on August 11, 2018 for a two-week period. The Park and Recreation Department and the Health Department moved into the building. The final Certificate of Occupancy was received in October 2018 and punch list work to the pool operating system was finalized. Currently there are ongoing adjustments being made to the pool operating components.

Project Name: **Public Safety Complex & Fire Station #2**
Project Status: Ongoing
Authorization: \$70,385,000
Budget Status: On Budget with Budget Supplement being sought for COVID-19 related costs

and remediation for contaminated soils found during construction

Architect: Kaestle Boos Associates, Inc.

Owners Project Mgr.: Building Design & Construction Dept.

Contractor (CMR): Consigli Construction Co., Inc.

- At the November 2015 Special Town Meeting, Article 10: Appropriate for Fire Station 2 Feasibility Study, was approved in the amount of \$50,000
- At the February 2016 Special Town Meeting, Article 3: Appropriate for Police/Fire Station 1 Feasibility Study, was approved in the amount of \$90,000
- At the May 2017 Annual Town Meeting, Article 40: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$250,000
- At the October 2017 Special Town Meeting, Article 10: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of \$3,750,000
- At the October 2018 Special Town Meeting, Article 10: Appropriate for Public Safety Buildings Construction was approved in the amount of \$66,245,000

The architect, Kaestle Boos Associates, Inc. was selected by the PPBC through the Designer Selection process in April 2016 to conduct the feasibility studies for the Public Safety Building on Chestnut Street and Fire Station #2 on Highland Avenue/Webster Street. These studies were conducted together and included a review of the operational needs of both police and fire departments, assessments of the facilities and space needs, study of demolition, rebuilding and phasing of the projects and cost estimates of various options.

Schematic Design funds were appropriated at the May 2017 ATM. A preliminary estimate for completion of the project was developed. At the October 2017 Special Town Meeting funds were approved in the amount of \$3,750,000 for Design Development/Construction Documents.

Because of the complexity of the phased project and accelerated schedule, the use of Construction Management at Risk (CMR) was chosen, and the application was submitted and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals and Consigli Construction Co., Inc. was awarded the contract by the PPBC as CMR in January 2018.

Construction funding was requested and approved at the October 2018 Special Town Meeting subject to a successful debt exclusion override on the November 6, 2018 ballot. The override passed.

The bids from Prequalified Filed Sub Bidders were received in December 2018. The final Guaranteed Maximum Price for Consigli Construction was completed in January 2019.

The Public Safety Complex consists of the new Fire and Police Headquarters, on Chestnut and School Streets, being constructed in two phases. The first phase is construction of the new Fire Station and the second phase is the demolition of the old Fire/Police Station and construction of the new Police Station. Once the new Fire Station HQ on Chestnut Street is complete the fire department will move into the new building and the police department will move into modified temporary facilities at the Hillside Elementary School site. Thus, the old building will be demolished, and the new Police Station will be built. The demolition and reconstruction of Fire Station #2 on Highland Avenue will occur within the same overall time frame with operations relocated to temporary facilities having been

constructed at the Hillside School site.

A new communications system in support of police and fire dispatch is included as part of the overall project. A communications tower was erected at the Jack Cogswell Storage Building on Central Avenue in November 2019. Another communications tower was erected in the spring of 2020 at the Norfolk County Sheriff's Office in Dedham. Additional communications equipment has been placed and operated from the American Tower location at Cabot Circle. This communication system covers the entire town and enhances communication for the Fire and Police Departments.

The start of Phase 1 construction on the new Fire Station HQ on Chestnut Street began in March 2019 with the demolition of the buildings at 43 Lincoln Street and 66 Chestnut Street. Temporary swing space was designed for the Hillside Elementary School site for the Phase 2 Police Station portion of construction and for the Fire Station #2 construction. The Fire Station #2 staff moved into the temporary facility in January 2020 and it is anticipated that the Police Department will move into the Hillside School in August 2020.

The new Fire Station HQ on Chestnut Street should reach substantial completion in August 2020 at which time staff and equipment will move into the new building.

Demolition of Fire Station #2 on Highland Avenue started in March 2020. The discovery of unsuitable soils at the site delayed the excavation at the site for several weeks, which delayed construction progress. The demolition of the existing Police/Fire HQ building allowing Phase 2 of the project to commence is anticipated to start in September 2020.

With the advent of COVID-19 pandemic, the carpenters union ceased work on the project on April 6, 2020, which delayed this critical path activity and in turn delays the project's completion. Manpower on the site was challenging as many of the trade workers elected not to work for several weeks. Consigli Construction, the general contractor, put a COVID-19 protocol into place and eventually the work continued. This slow-down has impacted the schedules and increased costs by observing COVID-19 cleaning protocols.

The anticipated substantial completion dates are October/November 2021 for Fire Station 2 and January/February 2022 for the Public Safety Complex Phase 2 Police Department.



Project Name: **Memorial Park Building and Grounds**
Project Status: Substantially Complete
Authorization: \$6,675,000
Budget Status: On Budget
Architect: Winter Street Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
Contractor: G&R Construction, Inc.

- At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital -Memorial Park Bldg. & Grounds Feasibility Study was approved in the amount of \$50,000
- At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of \$375,000
- At the May 2018 Annual Town Meeting, Article 30: Appropriate for Memorial Park Bldg. Construction was approved in the amount of \$6,250,000

The goal of the feasibility study was to provide a full review of the building and grounds and lead to recommendations for either renovations or reconstruction to meet current needs.

The architect, Winter Street Architects, Inc., was selected by the PPBC through the Designer Selection Process in the September 2016. The Memorial Park Trustees were involved in the study. The report was finalized in May 2017 and included a feasibility study summary including: existing building conditions report, building program (11,200sf), preliminary site plan with recommended setbacks from the property line, first and second floor plans and some preliminary massing model studies. A complete reconstruction of the building was recommended. The reconstructed building will be handicapped accessible.

Construction documents were completed in the spring of 2018, and the project went out to bid in April 2018. Bids were received on May 8, 2018 right after the Annual Town Meeting. G&R Construction, Inc. was awarded the construction contract. Construction started July 6, 2018 and was anticipated to reach substantial completion in June of 2019. However due to weather constraints the building was not fully completed in June 2019 and a temporary certificate of occupancy was obtained for the lower level to be used for the 2019 July 4th celebration. The substantial completion date was reached in September 2019. Acoustic improvements and a HVAC issue that arose have been resolved as have all the remaining punch list items.

Project Name: **High School Classroom Expansion**
Project Status: Complete
Authorization: \$14,759,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
Contractor (CMR): Consigli Construction Co., Inc.

- At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - HS Classroom Expansion Alternatives Feasibility Study was approved in the

amount of \$65,000

- At the May 2017 Annual Town Meeting, Article 43: Appropriate for High School Expansion Design was approved in the amount of \$950,000
- At the May 2017 Annual Town Meeting, Article 42: Appropriate for High School Chiller Replacement Design was approved in the amount of \$125,000
- At the October 2017 Special Town Meeting, Article 11: Appropriate for High School Expansion Construction was approved in the amount of \$13,188,000
- At the May 2018 Special Town Meeting, Article 7: H.S. Expansion Construction was approved in the amount of \$431,000 for additional construction funds

The goal of the feasibility study was to review classroom expansion alternatives at the Needham High School. The object was to relieve current overcrowding and to anticipate future student population growth.

An architect, Dore & Whittier Architects, Inc., was selected by the PPBC through the Designer Selection Process in October 2016. The study was completed in June 2017 with several options available to the Town.

Studies were also conducted to assess the pre-mature failure of the chiller and problems associated with the boiler systems. It was determined that any repairs would best be done under the larger expansion project. “A” Gym renovations were also folded into the larger project.

Because of the complexity of the project and accelerated schedule the use of Construction Management at Risk (CMR) was chosen and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals in June 2017. Consigli Construction was chosen. Consigli Construction indicated that they could focus the work within one summer if construction could be started in February 2018.

At the May 2017 Annual Town Meeting, design funds were approved in the amount of \$950,000. The architect, Dore & Whittier Architects, Inc., went forward with design and engineering services for the preferred option on the expansion of the High School and associated scope described above.

At the May 2017 Annual Town Meeting, funds were appropriated for High School Chiller Replacement in the amount of \$125,000. The engineering and design for the chiller replacement were done under Dore & Whittier Architects contract for the H.S. Expansion.

The final Schematic Design Drawings and cost estimates provided an initial budget amount for approval at the October 2017 Special Town Meeting. At the October 2017 Special Town Meeting, funds were approved in the amount of \$13,188,000 for construction of a new three-story classroom wing, renovation of the A-Gym, addition of Gym storage, renovation internal to the existing school of several classrooms for Science, Science storage, SPED, Administration office and the replacement of the chillers with upgrades to the boiler room.

The Design Team and CMR completed detailed design and updated cost estimates which required further funds of \$431,000 that were approved at the May 2018 Special Town Meeting.

Construction started over the February 2018 school vacation. Unanticipated sub surface conditions and added utility relocation discovered during construction forced a phased occupancy of the project with Phase 1 the Classroom Renovations, Phase 2 the A-Gym and Phase 3 the Classroom Expansion addition. The Temporary Certificate of Occupancy was received on September 4, 2018 for the classroom renovations, September 26, 2018 for the A-Gym renovation, and October 29, 2018 for the classroom expansion addition. Students were welcomed to the new addition classrooms on October 30, 2018.

Heating and cooling system punch list issues extended the completion of the addition and have now been finalized.

<u>Project Name:</u>	DPW Central Ave Storage Facility/Jack Cogswell Storage Building
<u>Project Status:</u>	Substantially Complete with exception of Solar Array
<u>Authorization:</u>	\$7,765,000
<u>Budget Status:</u>	Under Budget
<u>Architect:</u>	Weston & Sampson Engineers, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	Seaver Construction, Inc.

- At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of \$150,000
- At the May 2018 Annual Town Meeting, Article 35: Appropriate for Public Works Storage Facility was approved in the amount of \$7,615,000 for design and construction funds

The project investigated locating a consolidated Public Works seasonal storage facility at the RTS on Central Avenue. Approximately 14,000 square feet of storage space is required to fulfill DPW programming needs as determined by the DPW relocation feasibility study. The selected location required coordination and permission of the Conservation Commission. Weston & Sampson Engineers, Inc. continued as designer as a continuation from the DPW feasibility study.

At the May 2018 Annual Town Meeting construction funds were approved in the amount of \$7,615,000. Design and permitting occurred from May to November 2018. General Contractor bids were received January 2019, and the contract was awarded to Seaver Construction, Inc. Construction started in February 2019. Substantial completion was reached November 2019. The building was renamed the Jack Cogswell Storage Building to honor the former Needham Town Meeting Member and frequent volunteer on various boards and committees including the Planning Board, Board of Appeals and Select Board.

As part of the project the Planning Board required the project to update the median strip at the entrance to the Recycle and Transfer Station to provide screening and remove Japanese knotweed from that area. This work was done.

Weston & Sampson coordinated with Kaestle Boos Associates, the architect on the Public Safety Complex & FS2 project, regarding the placement of the Police/Fire communications tower on the site. The tower was erected in November 2019 and a weather station was installed on the tower.

Weston & Sampson was also asked to conduct a study on the feasibility of placing solar array panels at the site. The building was designed to accept the load if it was decided to go forward with solar panels. The study was completed and the solar panel investigation for the Jack Cogswell Storage Building was discussed at a Chairs Meeting and with the Finance Committee in the spring. The Chairs Meeting group agreed on pursuing the investigation of use of solar power at the site. To make the best recommendation to the Town, the design by Weston & Sampson and the solar submission for application review went forward. Project completion of Conservation Order of Conditions is scheduled for the fall of 2021.



Project Name: Mitchell Modular Classrooms
Project Status: Substantially Complete
Authorization: \$2,190,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
Contractor: Triumph Modular, Inc.

- At the May 2018 Annual Town Meeting, Article 6: Appropriate for Mitchell Modular Classrooms was approved in the amount of \$210,000 for detailed design, cost estimates and bidding
- At the October 2018 Special Town Meeting, Article 12: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$1,350,000
- At the January 2019 Special Town Meeting, Article 1: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$630,000

Dore & Whittier Architects, Inc. continued as designer from the Full-Day Kindergarten Space Study. The study, that was completed in February 2018, indicated that a new pair of modular classrooms was required at the Mitchell Elementary School that will accommodate Music and Art, in order that the four existing modular classrooms in the 2015 modular addition be renovated and used for Kindergarten. The selected location required coordination and permission of the Conservation Commission.

At the October 2018 Special Town Meeting, Article 12: Appropriate for Mitchell School Modular Classrooms was approved in the amount of \$1,350,000.

The project went out to bid November 2018. One bid was received in December 2018 and came in over the estimated amount. Additional funds were requested and approved at the January 2019

Special Town Meeting for \$630,000. The contract was awarded to Triumph Modular, Inc. in January 2019.

Construction work started over the April 2019 school vacation with site preparation. The modular boxes were delivered on June 13, 2019. The renovated 2015 modular classrooms and the new modular classrooms were finished in August 2019 for the start of the 2019-2020 school year. Project completion of Conservation Order of Conditions is scheduled for the fall of 2021.

Project Name: **Emery Grover Building Feasibility Study**
Project Status: Complete
Authorization: \$130,000
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

- At the October 2018 Annual Town Meeting, Article 11: Appropriate for Emery Grover Feasibility was approved in the amount of \$130,000

A Request for Proposals was issued in January 2019. An architect, Bargmann Hendrie + Archetype, Inc., was selected by the PPBC through the Designer Selection Process in March 2019.

The goal of the study was to explore whether a functional school administration building can be either renovated or built on the existing or another site and determine the constraints within the Historical Building designation on what could be done with the existing building. Programing was confirmed and included a large conference room and room for the school technology department. Other site options were explored. The study began in April 2019 and was completed in June 2020.

Several different options were narrowed down to three options:

Option 1 - demolishing the Emery Grover building and erecting a new building. (Estimate \$26.2M)

Option 2 - renovating the existing Emery Grover building and adding a new addition right up against the rear of the building leaving some of the interior spaces without windows. (Estimate \$25.9M)

Option 3 - renovating the existing Emery Grover Building and adding a new addition at a 90-degree angle to the rear of the building that would maximize the number of offices with windows. (Estimate \$27.1M) This option could allow parking under the new addition.

All the options would require remote parking at the Stephen Palmer Building site, and all would require a zoning by-law amendment to increase the Floor Area Ratio (F.A.R.) as well as other special permits. The options allow for a full program including a 1,200 sqft conference room for 100 persons and a centralized school IT Department. The Final Report was approved by the PPBC and the School Committee and issued on June 25, 2020.

Project Name: **Master School Plan Study**
Project Status: Ongoing
Authorization: \$190,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2018 Annual Town Meeting, Article 32: Appropriate for General Fund Cash Capital Pollard Phased Improvement Feasibility Study was approved in the amount of \$65,000
- At the May 2019 Annual Town Meeting, Article 37: Appropriate for General Fund Cash Capital School Master Plan Supplement in the amount of \$125,000

The goal of the study is to develop recommendations for long-range school capital plans under different enrollment scenarios and catalog the condition of all the school buildings for the School Department to make informed decisions for prioritizing and scheduling building projects going forward. A Request for Proposals was issued in August 2019. An architect, Dore & Whittier Architects, Inc., was selected by the PPBC through the Designer Selection Process in September 2019. The study began in the fall of 2019.

Dore & Whittier is developing the preliminary cost estimates, timing, and sequencing of four scenarios out of the seven originally investigated, that work the best and were worthy of further detailed study and cost estimation. The study is making facility assessments of all the elementary and Middle schools in town, except for the Sunita Williams Elementary School. A focus of the study is for the renovation/replacement of the Mitchell Elementary School along with renovations/upgrades to the Pollard Middle School. It is anticipated that the final report will be presented to the PPBC and School Committee in the fall of 2020.

LOOKING FORWARD

Upcoming future and continuing projects include construction and completion of the Public Safety Complex & Fire Station #2, the reconstruction of the DPW Facility at 470 Dedham Avenue as part of the phased DPW facilities upgrade and follow-on work associated with the Emery Grover Building Study and the School Master Plan Study.

Support for the School Department includes evaluating continued occupation and future renovations to the Emery Grover Building. In addition, school projects anticipated include Mitchell Elementary School rebuild and Pollard Middle School addition and renovation with the potential refurbishment of the Hillside Elementary School envisioned to be used as potential future swing space for School Administration, and other town projects. The above projects are included as part of the most recent Facilities Master Plan completed in 2014.

The Permanent Public Building Committee and the Building Design & Construction Department are challenged by the enormously important and complex projects that have been appropriated by the Town. Successful and timely execution of these projects is essential to satisfying full integration within the Towns infrastructure.

COMMUNITY PRESERVATION COMMITTEE

Members:

*Peter Pingitore,, Chair
Artie Crocker, Vice Chair
Paul Alpert
Robert Boder
Robert Dermody
Joseph Barnes
Chris Gerstel
Rick Zimbone
Penny Kirk*

Appointed by:

*Town Moderator
Conservation Commission
Planning Board
Historical Commission
Board of Selectmen
Board of Selectmen
Park and Recreation Commission
Town Moderator
Housing Authority*

*Carys Lustig, Staff Liaison
Kristen Wright, Recording Secretary*

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY2020 ACCOMPLISHMENTS AND ACTIVITIES

- Like many other items in March 2020, the Community Preservation’s Committees (CPCs) work went remote.
- The committee had to postpone its initial public hearing on March 11, 2020 due to the emergence of coronavirus in the community.
- Per request of the Town to ensure a quick and timely Annual Town Meeting, the committee voted to defer its FY2021 requests to the Fall Town Meeting.
- The Needham Community Preservation fund received its state distribution of \$348,287 from the Commonwealth in November 2019 and then a supplemental amount was received in January 2020 when CPA communities received additional funding from the state from the state budget surplus fund in the amount of \$244,092 which is a 23.9% match.
- The Town collected \$2,646,000 in FY2020 through the local surcharge.
- In July 2019 legislation was passed that provides for an increase in fees that go towards the Community Preservation Trust Fund, which should help to stabilize the match moving forward.

NEEDHAM GOLF CLUB ADVISORY COMMITTEE

Daniel Dain (Chair), Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Chris Gerstel. Long-time member Mary Grace Summergrad resigned from the Committee in November 2020. On December 22, 2020, the Select Board appointed Paul Brockman to fill the open seat.

PURPOSE

The Golf Club Advisory Committee members are appointed by the Select Board to act as a liaison between the Needham Golf Club and the Select Board. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Select Board.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot, and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for “any lawful municipal purpose” upon action by the Town Meeting.

Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2020 HIGHLIGHTS

- The Committee met with Club President Rick Zimbone and Club Vice President Bob Ernst twice during 2020, on June 4 and November 18. Due to the pandemic, the meetings were held remotely.
- At the two meetings, the Committee reviewed with the Club’s leadership the Club’s compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access (the season was canceled due to the pandemic), and resident days; as well as resident composition of newly accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that fewer than 90 percent of new members for the calendar 2019 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors. Committee members did not report learning of any neighbor complaints.
- The Committee reviewed the impact of the Covid-19 pandemic on Club operations. The pandemic and associated governor’s orders resulted in the closing of the Club House (the restaurant since opened for takeout, but revenue from special events was lost for the year) and

Pro Shop (lost merchandise sales) and delayed season opening. Once the season opened, as an outdoor recreation that lends itself to social distancing, demand for play was high. Further, the adoption of an on-line reservation system for residents has helped manage that demand. Demand for memberships is also up. Coupled with a bank refinance, stay in mortgage payments, and a rent deferral from the Town, the Club finished the season financially stable.

HISTORICAL COMMISSION

Gloria Greis, Chair ; Rose Doherty, Vice Chair; Jeffrey Heller, Secretary; Don Lankiewicz; Laura Dorfman; Dylan Attia; Rick Hardy

PURPOSE

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The commission conducts research to identify places of historic or archeological value, and seeks to coordinate the activities of unofficial bodies organized for similar purposes. The commission communicates with the Select Board about recommendations as to the whether an asset should be certified as an historical or archeological landmark.

The functions of the Historical Commission include:

- Assisting residents in obtaining historical information about the town
- Reviewing proposed demolition projects in accordance with the demolition delay by-law (2.11.5)
- Working with the town in the evaluation of the future use of historic buildings

FY2020 HIGHLIGHTS

- **Delays related to COVID emergency** – following its regular meeting on 24 February 2020, the Historical Commission did not meet again until 29 June (remote meeting), and then not until 14 September. COVID restrictions on both meetings and business activity limited the number of issues that required our discussion during that time.
- **Succession of Officers** – Following the plan approved by the Commission in FY2019 for the annual rotation of officers, the Chair for FY2020 is Gloria Greis, with Rose Doherty serving as Vice-Chair, and Jeff Heller serving as Secretary. Officer terms begin with the resumption of the meeting schedule each September.
- **Community Preservation Committee**
 - **First Baptist Church** – The Historical Commission met with representatives of the First Baptist Church in Needham regarding their re-submission of a revised application to the CPC for renovation funding. The Church had made an unsuccessful request to fund renovations and repairs to its historic structure's façade in FY2019. The Commission recognized the church building as a historic asset to the town, as attested by its inclusion in both the Needham Historic

- Inventory and the Massachusetts Register of Historic Places, and the proposed project was consistent with the Commission's goal of historic preservation.
- **First Parish Church** – the Commission reviewed the proposal to the CPC for renovation funding from the First Parish in Needham. The Commission recognized the church building as a historic asset to the town, as attested by its inclusion in both the Needham Historic Inventory and the Massachusetts Register of Historic Places, and the proposed project was consistent with the Commission's goal of historic preservation.
 - **Request by the Town Clerk** to scan the post-1900 marriage records for access and preservation. This is part of an ongoing records preservation project by the Town Clerk. The Commission recognized these records as an historic asset to the town, and the proposed project was consistent with the Commission's goal of historic preservation.
- **Emery Grover Renovation** – The Commission heard presentations from the project planners (Bargman Hendrie + Archetype), and from Dr Daniel Gutekanst, Superintendent of Schools regarding options for the renovation of the Emery Grover Building for ongoing use as the School Department offices. The Commission had previously voiced its support for the options that preserved the building and its historic façade. These were information meeting to update the Commission on the progress of the study. The Commission has a representative in this planning group.
 - **Draft Letter to Historic Home Owners, Assessor's Notification of Sales** – Acknowledging that owners of homes on the Needham Inventory are not always aware of the home's historic status, especially if the house has recently changed hands, the Commission drafted a letter to be sent to all owners/new owners informing them of the house's Inventory status and its implications under Needham bylaw 2.11.5 (demolition delay bylaw). Needham's Assessor has agreed to provide the Commission with a quarterly transaction report, so that we can identify sales of historic houses and notify the owner.
 - **Other Committees and Commissions** - Members of the Historical Commission represented the Commission as a designated member of the Community Preservation Committee (Laura Dorfman), the Downtown Streetscapes Working Group (Gloria Greis), the Town Common Working Group (Don Lankiewicz), and the town's committee to study the feasibility of renovating the Emery Grover Building (Gloria Greis).
 - **Initiatives in Process**
 - A review of the town's demolition delay bylaw (2.11.5) and a consideration of Local Historic Districts as a way to improve the process of historic preservation.
 - Completion of the third review of homes for potential addition to the Historic Inventory, and an informational event for owners of historic houses in Needham (on the Inventory or not) to raise awareness/appreciation for the town's historic assets.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

Members: Justin McCullen (Chair) Seth Bauer (Vice Chair), Tony Del Gaizo (Town Engineer), Rhain Hoyland (Highway Superintendent), Lt. John McGrath (Needham Police Department), Donna Mullin, Suzanne Stein, Rebecca Tarantino, Bob Wilson (Traffic engineer & technical advisor to the TMAC)

The role of the TMAC is to evaluate and make recommendations to the Select Board about public education, enforcement, and improvement of the safety of the public ways in Needham for vehicle, pedestrian, and bicycling traffic. The goal is to enhance the safety of pedestrians, motorists, and bicyclists. Responsibilities include 1) Provide a forum for citizens to seek input on pedestrian, motoring, and bicycling traffic issues; 2) Develop and recommend approaches to enhancing safety issues, including new approaches that will correct or ameliorate existing problems; 3) Monitor the effectiveness of changes or modifications, and share evaluations with the Select Board; 4) review existing policies and procedures to ensure effective communication, coordination, and continuation of sound traffic and transportation programs; 5) Recommend to the Select Board proposals for implementing significant changes to existing programs needing policy, procedural, and/or budgetary action. The Committee is comprised of a combination of Town officials and citizens.

TMAC meets monthly, on the second Wednesday, with occasional postponements due to scheduling conflicts or other factors. The agenda for each meeting is established in advance by petitions submitted to the Town manager's office, detailing their safety issue and suggestions for improvement. These are reviewed by TMAC members prior to the meeting. At the meeting, each petitioner is invited to summarize their concern and engage in discussion of the relevant issues with TMAC members, for about 15 minutes. When feasible, TMAC will vote on recommended actions. Minutes of the meetings, as well as updates on recommended actions, are made available online.

FY2020 HIGHLIGHTS

Over the course of FY2020, TMAC met 8 times (7 in person and 1 zoom meeting due to COVID with March and April 2020 meetings that were cancelled in the initial spring surge) and addressed 37 matters. The Committee worked hard to adjust - with the key support from the town manager's office - to switch from an in person meeting format to a virtual zoom environment. Despite the pandemic, the TMAC (both the resident volunteers and the town staff) was able to successfully establish a regular cadence and agenda to continue to hear petitions and make decisions from residents and business owners.

Although many petitions raised overlapping issues, the main issues presented to TMAC involve crosswalk safety and concerns about the speed of motor vehicles on neighborhood streets. Additional issues raised included safety (both for pedestrians and vehicles) at some of the Town intersections, inadequate lighting impacting pedestrian and vehicle safety, and lack of adequate and visible signage. TMAC also heard from residents requesting parking and road use restrictions. (i.e truck exclusion, hour of day vehicle restriction). When appropriate, TMAC approved remedies such as relocating and/or improving signage, installing speed tabs, updating

markings/painting on roads, and recommending increased enforcement. Approximately eight speed/type/count traffic studies were approved, and on some occasions Engineering or the Highway division decided to conduct additional research at request of TMAC to better understand a specific set of problems. Of note, many of the petitions dealt with an increase of volume on secondary and tertiary roads that has been attributed to the increased use of GPS/Google Maps and Waze apps that constantly reroute vehicles through neighborhoods to reduce traffic.

Also during FY2020, the Town received the final recommendations from GPI, the consultant hired by the Town of Needham to conduct a town-wide pedestrian safety audit during FY2019. Near the end of the fiscal year, long time TMAC chairman and member, Stephen DeLisi left the committee and Justin McCullen was elected Chair. In addition Richard Merson, long time Director of Needham DPW, retired from the Needham Department of Public Works. The TMAC has 2 open positions and is actively seeking replacements through the current and incoming Select Board Vice Chair.

The TMAC also began to make available online a summary listing of speed study results.

NEEDHAM COMMISSION ON DISABILITIES

Elaine Saunders, co-chair, Jeanie Martin, co-chair, Carole Thomas, secretary, Tatiana Swanson, treasurer and ADA liaison, and members Corine Burke, Debbi Heller, Mani Iyer, Barbara Moss, and Dale Wise.

Liaison to the School Committee is Julie Muse-Fisher; Needham Police Department Community Service Officer is Karl Harmon; Consultant from MetroWest Center for Independent Living is Paul Spooner.

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July and August, and if needed there is a meeting in December. NCOD has the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents. There is one vacancy on NCOD as of June 30, 2020.

COVID-19 update: No meetings were held in March, April or May of 2020 due to Covid-19. Meetings resumed on-line via Zoom in June.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.

- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

BUDGET

In FY2020 NCOD had no expenses to report.

FY2020 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living and the Massachusetts Office on Disability (MOD) on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations including Needham High School, the Williams School and the Needham Public Library.
- Responded to advocacy calls on a variety of concerns including renovating a historical home in an accessible manner, need for improved accessible doors at the Kendrick apartments, installing an accessible bathtub and waiting in line at Trader Joe's for a person with a disability.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Provided information to the Town of Wilbraham regarding the use of handicapped parking fines for the issuing of grants.
- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from handicapped parking violations.) The grant application can be found on NCOD website. Grants included an honorarium for a speaker at the Needham Diversity Initiative and equipment and furniture for the Intensive Learning Center at Pollard Middle School.
- Continued to distribute the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Performed a walk-through of the Williams School, the Memorial Field House and the Jack Cogswell Building to assess compliance with state and federal accessibility codes.

- Guest speakers from the Massachusetts Office of Consumer Affairs and Business Regulation provided information on Identity Theft and Fraud Protection.
- Received weekly e-mail updates from the Disability Policy Consortium on a wide variety of disability issues.
- Consulted with local restaurants to ensure safe and accessible seating and accessible pathways in outdoor eating areas.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed and also attended a MEMA conference.
- Applied for a grant through MOD to update the Town of Needham's ADA Transition Plan.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Continued to sponsor a weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.
- Attended a Disability Summit sponsored by MOD in September 2019. Issues included accessible transit infrastructure, block grants and accessible polling places.
- Provided informational brochures about NCOD to the Needham Diversity Initiative Summit held in November 2019.
- Evaluated the Town of Needham's website for accessibility.
- A member of NCOD participated in the Needham Education Foundation's (NEF) Annual Spelling Bee. NCOD encouraged NEF to make the Spelling Bee more accessible by providing an auditory correct spelling of the word.
- NCOD members complied with the Commonwealth of Massachusetts requirements by completing on-line ethics training.

FY2021 FORECAST AND GOALS

- To continue to work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, the Park and Recreation Department and other pertinent Town of Needham departments in an advisory capacity to ensure compliance with MAAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.

- To continue to work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To continue to work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To continue to participate in the Downtown Streetscape Committee and the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from handicapped parking fines for the specific benefit of persons with disabilities in the community.
- To continue to advocate for the NEF Spelling Bee to provide an auditory correct spelling of the word.
- To continue to be a resource to the Needham Diversity Initiative and to participate in their annual Diversity Summit.
- To continue to work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the updated NCOD brochures throughout the Town of Needham.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to persons with disabilities.
- To continue to promote registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to attend NCOD meetings which are publicly posted.

For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

NEEDHAM HUMAN RIGHTS COMMITTEE

Cynthia Ganung, Ashok Mehta, Sophia Dedek (NHS), Jared Pizzuto (NHS), Kerry Hurwitch, Bud Shram, Amelia Klein, Jennifer Howard Schroeder (Co-Chair), Belinda Carroll (liaison – NPD), Marlene Schultz, Christina Mathews (Co-Chair), Julie Venables



CHARGE

Human Rights Committee

Approved August 12, 2008

Created in 1995 by the Select Board, the mission of the Human Rights Committee is to address matters pertaining to human and civil rights and problems related to thereto that may arise in the Town.

The charge of the Committee is to:

1. Advocate appreciation and respect for human and civil rights in our Town (Education);
2. Organize and/or recommend community events to constructively promote respect for human and civil rights in our Town (Community Outreach);
3. Provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices in response to issues that challenge the human and/or civil rights of any individual or group in our Town (Community Response)

NHRC LOGO



The NHRC logo design, which is universally recognized, combines the shape of a hand with that of a bird (dove). It was created by an international committee for the promotion and protection of human rights.

MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Select Board.

The Committee shall consist of 12 members. When practicable, the Committee should include representatives or designees of the Needham Police Department and the Needham Public School Department (ex officio and non-voting), the Needham Commission on Disabilities, and the Needham Housing Authority. Membership should also include a representative of the local clergy, a senior citizen, a tenant of the Needham Housing Authority, a realtor, and a Needham High School student.

MEETINGS

Human Rights Committee meetings are usually held the *third Thursday* of each month at Needham Town Hall, Highland Room, 7:30-9:00 pm. Meetings are open to the public and all meeting dates and agendas are posted on the Town website. On occasion, guest speakers are invited by the Committee to share their expertise in the area of human rights. Guest speakers play an important role as resources for planning future NHRC events. The Committee welcomes all Needham residents who are interested in human rights to attend a meeting and to learn about the work of the Committee.

COMMUNITY EDUCATION

Organizing and sponsoring community events and educational forums related to human rights plays a major role in the work of the NHRC. Following are highlights for the Fiscal Year 2020:

Free At Last!

Friday November 15th
7:00-9:00 pm
The Center At The Heights
300 Hillside Ave. Needham
FREE

- * 22 years spent in prison for a crime he did not commit
- * Join our discussion about wrongful convictions in Massachusetts, the continued role of racial bias in our criminal justice system
- * Learn about the critical work of the New England Innocence Project

RSVP for this free event @
<https://seanellisfreeatlast.app.rsvpify.com/>

SPONSORED BY:
NEW ENGLAND INNOCENCE PROJECT
NHRC
Needham Diversity Initiative

Hear Sean's incredible story, then celebrate his freedom with a dessert reception!

Free At Last: Wrongful Conviction of Needham Student Sean Ellis November 15, 2019 Center at the Heights

The NHRC teamed up with the New England Innocence Project and the Needham Diversity Initiative to bring Sean Ellis, a former Needham student back to Needham to tell his story of his wrongful arrest and exoneration 22 years later. Mr. Ellis generously shared his very personal perspective and experiences, bringing to light the great injustices created when racial bias permeates our criminal justice system. Mr. Ellis shared the stage with

Northeastern University Law professor and New England Innocence Project board member Stephanie Hartung. *"You just can't stand silent, because once you stand silent - I believe you embolden the proponents of racism."* – Sean Ellis

Needham Diversity Summit 2019

November 16, 2019

Pollard Middle School



The theme of the 8th Needham Diversity Summit was ***"Restoring the Rhythm of Life"***. NHRC was a co-sponsor and had a display at the program. It was attended by over 150 people and described as a very powerful and inspiring day. This annual event brings together community leaders, neighbors, friends and students to join in conversations to support the goals of exploring, fostering, strengthening and celebrating Needham's diversity of race, ethnic identity, religion, sexual orientation, gender, gender identity & expression, socioeconomic status, ability and age. The program included a panel discussion by Needham residents, music by local groups and break-out sessions. Highlights of the summit included the presentations by keynote speaker Judge John T. Broderick, Jr. *"Changing the Culture of Mental Health: It's Way Past Time"* and by Dr. Nichole Argo Ben Itzhak, Project Over Zero, *"Getting Back on Track after Trauma - how does a community respond to words or acts of hate?"* The NHRC facilitated the attendance of several Needham town government leaders

to Dr. Argo Ben Itzhak's breakout session to learn about how communities organize to respond to hate incidents.

Needham Transgender Day of Remembrance Vigil

November 20, 2019

First Parish in Needham, Unitarian-Universalist Church

The Needham Human Rights committee was one of the sponsors of this interfaith service to honor and mourn transgender and gender non-conforming people whose lives had been lost to anti transgender violence the past year in the US. The International Transgender Day of Remembrance began as a candlelight vigil in San Francisco in 1968 to commemorate the life of Rita Hester, an African-American trans woman who was murdered in nearby Allston. NHRC member Cynthia Ganung, who is also a member of the Needham Clergy Association, participated in the vigil as a reader of names of people whose lives were lost as a result of anti-trans violence.

Human Trafficking Awareness

January 9, 2020

Powers Hall

NHRC co-sponsored with Needham PATH (People against Human Trafficking) an anti-human trafficking event in Powers Hall. Billed as a community conversation, there were two short films

about sex trafficking and a keynote speaker. There was a brief film from the Blue Awareness Campaign of the Department of Homeland Security that addressed the vulnerability of young high school girls. This was followed by a short-animated film entitled “I am Little Red” that addressed the bold tactics which sex traffickers typically use to lure vulnerable teenagers. The event closed with a very active question and answer period that followed a very emotional and impassioned speech by Cheri Crider, a survivor who escaped commercial exploitation close to 40 years ago. There was a very engaged audience that included several girls from the Needham High School who were driven to form an anti-human trafficking club at the high school as a result of the event.

Annual Martin Luther King, Jr. Day Celebration

January 20, 2020

Pollard Middle School

"There is little hope for us until we become tough-minded enough to break loose from the shackles of prejudice, half-truths, and downright ignorance."

Join us for
Needham's Celebration and Observance of
Martin Luther King, Jr. Day
Monday, January 20, 2020
Pollard Middle School Auditorium
200 Harris Ave, Needham
10:00 AM - 12:00 PM
Doors open at 9:30 AM
Refreshments will be served

Snow Date: Sunday, January 26, 2020
1:00 - 3:00 PM

Sponsored by the following Needham organizations:

- Diversity Initiative
- Interfaith Clergy Association
- Human Rights Committee
- Public Schools and its METCO Program

This program is supported in part by a grant from the Needham Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.

www.needhamdiversity.org



NHRC was a co-sponsor along with the Needham Diversity Initiative, the Needham Interfaith Clergy Association, and the Needham Public Schools and their METCO program for the event. This year's MLK Day program was an inspiring celebration of the life and legacy of Martin Luther King Jr. Over 300 people came together for a spirited program with music, dance, poetry and reflections. There was a diverse group of performers and attendees, including many families, children and youth. NHRC members organized and provided refreshments and attended the program.

Conversations at My Neighbor's Table Potluck Series

February 9, 2020

Temple Beth Shalom



The seventh of a series of potluck conversation dinners focused on the theme: ***Restorative Justice: What it is and how it can work*** - including ways it is being used in Needham. Special Guests were Dr. Rachel King, Title IX Coordinator, Institutional Planning, Curry College; Dr. Jennifer Balboni, Professor of Criminal Justice, Curry College; and Officer Adrienne Anderson, Needham Public Schools Resource Officer. The event provided attendees with opportunities for discussion and dialogue within small groups, who then shared their ideas with the entire audience and

made suggestions for a follow-up potluck event. Sponsored by: Temple Beth Shalom, First Parish in Needham Unitarian Universalist, Bahá'í Community of Needham, Christ Episcopal Church, Congregational Church of Needham, Presbyterian Church in Needham, Needham Diversity Initiative, Needham Human Rights Committee and Cooperative Metropolitan Ministries.

Conversations at My Neighbor's Table Potluck Series

June 24, 2020

Via Zoom



Unpacking Structural Racism: Exploring and Deconstructing White Privilege and Power was the topic for the June 24, 2020 event co-sponsored by the Needham Human Rights Committee and other groups in town. It was the 8th program presented by the group and the first one on Zoom. The program explored the racist structure of our society so we could better understand how racism affects each of us. Through conversation, we generated steps to take to create anti-racist structural changes.

COMMUNITY OUTREACH

In pursuing its mission, the NHRC seeks opportunities to collaborate - and develop on-going relationships - with groups in the Needham Community. Following are examples of ways the NHRC has made efforts to reach out to both official and non-official Town Committees and organizations.

- **NEEDHAM FREE PUBLIC LIBRARY** Started in May 2018, the NHRC continued to co-sponsor and plan regular book discussion meetings in collaboration with the Trustees of the Needham Free Public Library and Diversity Initiative. The goal of this effort is to create a shared reading experience for community members to explore stories representing a wide variety of perspectives. Books are selected intentionally to make readers think about putting themselves in another's shoes and to link our shared humanity through engaging discussion.

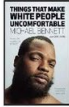
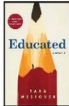
Diversity and Discussion Book Club

Co-sponsored by the Trustees of the Needham Free Public Library, Needham Diversity Initiative, and the Needham Human Rights Committee

2019-2020 program

Diversity and Discussion Book Club

Cosponsored by the Trustees of the Needham Free Public Library, Needham Diversity Initiative, and the Needham Human Rights Committee

- September 12, 2019
Things that Make White People Uncomfortable
by Michael Bennett 
- October 16, 2019
 **The 57 Bus: A True Story of Two Teenagers and the Crime That Changed Their Lives**
by Dashka Slater
- November 14, 2019*
It wasn't Me
by Dana Alison Levy 
- January 9, 2020
 **We Are Here to Stay**
by Susan Kuklin
- March 12, 2020
The Body Papers
by Grace Talusan 
- May 14, 2020
 **Hotel on the Corner of Bitter and Sweet**
by Jamie Ford
- June 10, 2020
Educated: A Memoir
by Tara Westover 

All discussions start at 7:30 PM in the Community Room

*Will be held at the Pollard Middle School

Due to the COVID -19 pandemic, March 12 discussion was postponed to May 16 (held via Zoom with the author in attendance) and the May 14 discussion was cancelled. On June 10, 2020, the NHRC lead the book discussion via Zoom.

- **NEEDHAM HOUSING AUTHORITY** Members of the NHRC have had on-going conversations with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The Committee's goal is to learn about the needs of residents living in NHA units, and how well residents of Needham public housing are integrated into the Community. The Committee continues to seek candidates who are residents of the Needham Housing Authority to serve on the NHRC, and has collaborated with NHA officials in promoting resident representation on the Committee.

WESTMETRO FOCUS GROUP ON IMPEDIMENTS TO FAIR HOUSING

The HOME Investment Partnerships Program, the largest Federal block grant to State and local governments, is designed exclusively to create affordable housing for low-income households. Needham is part of a local consortium of towns that collectively receives funding to provide affordable housing in the Town. In order to be eligible for funding, the

Town prepares a Regional Analysis of Impediments Plan related to fair housing issues. A representative of the NHRC participated in a virtual focus group to discuss Needham's efforts/impediments to "Fair Housing" on April 7, 2020. The NHRC offered to play a role in assessing residents' needs by examining how NHA residents are educated about their rights regarding fair housing, in collaboration with the NHA director. This is an example of efforts the NHRC makes to collaborate with other Town Committees.

- **MEDIA SOURCES** The NHRC has developed close links with the local media. Direct contact with editors and journalists in the past has helped the Committee promote its events and generate interest in human rights. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion. The Needham Times on occasion has highlighted the NHRC in guest columns. The Committee continues to reach out to the NT by meeting the staff, learning how and when to send press releases and calendar listings, and how to present a story about their work. Additionally, the NHRC launched its own Facebook page to publicize events and promote understanding of human rights issues in the community.
- **NEEDHAM PUBLIC SCHOOLS** Members of the Committee continued to meet with the Superintendent and Needham Public School officials and staff to discuss ways to collaborate and to share resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. Dr. Gutekanst has attended many NHRC meetings and has kept the Committee informed about major initiatives and activities in the NPS, particularly updates related to the Needham Equity Report. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups.

REAL Coalition A co-chair of the NHRC has served as a member of a School District-wide team: Race, Equity, Access & Leadership (REAL), whose purpose is to lead the work and conversations around equity in the Needham Public Schools and classrooms. The NHRC is a partner of the Coalition.

NPS Metrowest Grant Mr. Tom Denton, Guidance Counselor, Needham High School, had contacted Ashok back in 2018. He was seeking support for his application from the NHRC for a grant from Metrowest Health Foundation. His proposal was for addressing racial climate in Needham High School. Specifically, the grant money was for training student leaders in Courageous Conversations and to help students develop the skills and empathy to create an environment that would be more respectful and welcoming to the diversity of students in Needham. After careful consideration, the NHRC offered to collaborate with Mr. Denton and sent a letter of recommendation for his proposal to Metrowest Health Foundation. The Metrowest Foundation funded Mr. Denton's Racial Equity grant for 2019. After another supporting letter of recommendation from the NHRC, the grant was renewed for 2020.

- **NEEDHAM COUNCIL ON AGING** The co-chairs of the NHRC have corresponded with the Executive Director of the Council on Aging to plan events at the Center at the Heights to accommodate the needs of older adults. The Director has been supportive in helping the Committee reserve dates and space at the Center to host key events. The Center staff members have generously given their time and energy in organizing and facilitating event activities.
- **NEEDHAM DIVERSITY INITIATIVE, Inc.** The Needham Diversity Initiative (NDI) is a grass-roots, community organization of individuals who live, work, study - or whose children study - in Needham. Many are educators and have been involved with diversity training in the past (e.g., via their profession or membership in Needham's Human Rights Committee, Needham Clergy Association, or Immigration Justice Task Force). The NDI organizes on-going events, workshops, and community forums which provide opportunities for residents of Needham to learn about the diverse populations within their community, to examine diversity issues, and to build diverse coalitions. Two members of the NHRC serve on the Board of the Needham Diversity Initiative. The NHRC has been an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration. The NHRC has co-sponsored many of the events organized by the NDI during the past year. (See Sponsored Community Events section.)
- **NEEDHAM CLERGY ASSOCIATION** One member of the NHRC is an active member of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have supported and attended public events organized by each group. This past year, the NHRC was a co-sponsor of two community potluck conversations held at Temple Beth Shalom. (See Community Education section.)
- **NEEDHAM IMMIGRATION JUSTICE TASK FORCE** One member of the NHRC is a member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.
- **NEEDHAM FREE PUBLIC LIBRARY** In October 2016, the Needham Public Library Trustees and a Board Member presented information to the NHRC about the Library's desire to promote respect for diversity in the town through programming and educational forums. The Needham Human Rights Committee, along with the Needham Diversity Initiative, has been an on-going cosponsor of the Library Book Forum series since 2018 featuring special guest discussion leaders and Pollard Middle School students. NHRC members led several of the discussion groups.

HUMAN RIGHTS RESOURCE GROUPS

The NHRC has kept informed about human rights issues by connecting to regional organizations and groups who serve as resources to the Committee. These resources enhance the work of the Committee in planning educational forums, and in responding to issues that challenge the human rights of any individual or group in the Needham Community.

- **MASSACHUSETTS ASSOCIATION OF HUMAN RIGHTS AND RELATIONS COMMISSIONS (MAHRC)** The Massachusetts Association of Human Rights and Relations Commissions is an organization of municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level. The mission of MAHRC is to provide local and statewide leadership in the areas of human rights and intergroup relationships. MAHRC accomplishes this charge by promoting networking initiatives, developing educational strategies and model programs; and serving as a resource for new and existing human rights and relations commissions.

COMMUNITY RESPONSE

In meeting its charge to provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices, the Needham Human Rights Committee has supported community efforts that promote inclusivity, and has participated in community initiatives in response to acts of hate and bias.

Needham Community Response Network

As part of its mission to protect the human rights of all Needham residents, the Needham Human Rights committee has provided advice and assistance to the town and has participated in community initiatives in response to acts of hate and bias. The NHRC has been interested in developing a Community Response Network to respond to acts of bias and hate in Needham.

June 2019 – February 2020 The NHRC partnered with the Needham Diversity Initiative to further explore ways to bridge communication between groups, and amongst members of the broader community. NHRC members met with a representative from Over Zero, an organization that works within communities to build “relational infrastructure.” NHRC shared their findings with Town leadership and proposed a “community response network” for communication, including key Needham stakeholders. A series of intensive meetings were held with Kate Fitzpatrick, the Town Manager and Select Board members to create a plan for moving forward with a model that would best suit Needham in formalizing our community’s response to hate speech and other acts of discrimination. . In February 2020, the Town of Needham sent invitations to a vast number of leaders in Needham, representing many different points of view and positions within town.

The workshop was planned for Friday, March 27, 8:30-4:30 pm at the Needham Free Library, co-hosted by the Select Board, the Needham Diversity Initiative, and the Needham Human Rights Committee. The workshop would be facilitated by Over Zero. “Attendees of the workshop will receive an overview of the dynamics of hate; briefly examine recent events in the community;

participate in contextually informed simulations that will illumine how and when to respond to hate incidents; and prepare and plan for future events. The workshop is intended to be the start of a conversation with additional work occurring post-event. Unfortunately (due to the COVID-19 pandemic) the March 27 workshop was postponed to a later date.



***Statement of the Needham Human Rights Committee
June 2, 2020***

To our Needham Community –

We are brokenhearted after witnessing the cruel police killing of George Floyd in Minneapolis, Minnesota in this ongoing plague of police violence that has devalued black lives. George Floyd's cries for breath, for help, for his mama have forced all of us to think more about what we are called to do – to hasten the coming of the day where no one else has to endure the crushing pain of racism and hatred.

To our black brothers and sisters, we stand with you and we grieve with you. You have endured the trauma and terror of this kind of violence for far too long. For those of us who are not black, we cannot fully understand your pain, but know that we are here with you. We will continue to try our best to be an ally.

So many of us are feeling angry and helpless about these issues that feel so much bigger than us. Our hope lies in each of us who are willing to act for meaningful change, and to see our role in impacting systemic racism. At the same time, we recognize that anti-racism work starts with honest self-reflection to identify those areas in our own belief systems and actions that result in inequity and indifference. This internal work includes an obligation to educate ourselves about how and when racism began in our country, including how its manifestations have morphed and adapted through the centuries.

As your Human Rights Committee, our work aims to build bridges of understanding as we advocate for the human rights of all in our town. We hope that this groundswell of awareness will lead to meaningful action. Our community needs your presence and your voice.

In the days to come, we will share resources for learning and action on our website and Facebook page.

In solidarity,

The Needham Human Rights Committee

Cynthia Ganung
Kerry Hurwitch
Amelia Klein
Christina Mathews, Co-Chair
Ashok Mehta
Jared Pizzuto
Bud Schram
Jennifer Howard-Schroeder, Co-Chair
Marlene Schulz
Julie Venables

NEEDHAM HOUSING AUTHORITY

Reginald C. Foster, Chair; Karen Hughey, Vice Chair; Eleanor Evans, Treasurer; Penny Kirk; Ed Schiedeler; Angie Medeiros, Executive Director

Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents. For over 70 years, the Authority has faithfully served the Town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 436 units of affordable housing for the Town of Needham, as follows:

Units	Funding Program	Location	Bedroom Size
152	State (Ch.667) -- Elderly/disabled	Linden St. & Chambers St.	Studios
8	State (Ch.689) Special Needs	Great Plain Ave.	Community Residence
46	Federal -- Elderly/disabled	Seabeds Way	1 BRs
30	Federal Family	Captain Robert Cook	2, 3 & 4 BRs
60	Federal Family	High Rock Estates	2-3 BRs
20	Project-Based Vouchers - Section 8	High Rock Homes (Rentals)	2-3 BRs
20	Mixed Finance (including Needham CPA funds)	High Rock Homes Homeownership-Condo	2-3 BRs
100	Federal Section 8 Housing Choice Vouchers	Various local locations	Various

Oversight of the Needham Housing Authority is provided by a five member Board of Commissioners. Four of the five are elected by the voters of Needham. One member is appointed by the Governor. At it's May Annual Meeting, the Board elects its officers: Chair, Vice-Chair and Treasurer. The Executive Director of the NHA serves as Secretary.

In Spring 2020 Commissioners Peter Pingatore and Scott Brightman retired from the Board, after serving 12 years and 5 years respectively. Eleanor Evans and Ed Scheideler were elected to replace them. All Commissioners are residents of the Town of Needham.

The Commissioners' terms are staggered, and may be found on the Town website at: <https://www.needhamma.gov/1207/Needham-Housing-Authority>

More information about the NHA may be found at: <https://www.needhamhousing.org>

STAFFING

The current NHA Executive Director is Angie Medeiros. She supervises 6 administrative and 5 maintenance staff.

The NHA is subject to a collective bargaining agreement with Massachusetts Public Employee Council on behalf of the Public Employees Local Union 272 of the Laborers International Union of North America, AFL-CIO. The union represents all non-management employees.

The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. The Board and staff members regularly attend seminars and training programs to enhance their professional effectiveness.

FINANCIAL AND BUDGET INFORMATION

Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. The Authority's financial statements are prepared by Milne, Shaw & Robillard, P. C., certified Public Accountants, and operates on a calendar fiscal year basis. For FY 2020, the Authority's total operating receipts were \$2,844,399 and its total operating expenditures were \$2,430,902, include Covid-19 CARES Act receipts. The Authority made \$117,335 of capital investments and accomplished \$136,774.41 in other improvements to our properties. A total of \$3,000,910 of operating subsidy was received from the Commonwealth and Federal governments. The Authority's operating reserve is \$1,698,684

COVID-19 PANDEMIC

Like all other organizations in the country, the Authority was substantially impacted by the Covid-19 pandemic. Extraordinary cleaning and other maintenance measures were implemented. Administrative staff were forced to work from home for substantial parts of the Spring and Summer. Third party services to residents were substantially curtailed or suspended. The Board moved its monthly meetings onto Zoom.

OTHER FY2020 HIGHLIGHTS

- Working with State and Federal authorities, a major cleanup and quality improvement of Authority records was accomplished. Administrative procedures were reviewed and upgraded.
- A new Resident Services/Public Safety Coordinator was hired.
- An unused building was cleared out to be repurposed for new uses.
- Three new picnic tables were procured for Linden/Chambers.
- A major project to upgrade windows at Capt. Robert Cook was accomplished.

- Substantial improvements to the Authority's policies procedures were achieved, include a new Grievance Policy and new an updated Admissions & Continued Occupancy Policy.
- Penny Kirk was appointed the Authority's representative to the Community Preservation Committee.
- A new robo-call system was tested and implemented. It has substantially improved and streamlined communications with our tenants.
- An overhaul and updating of the NHA web site was initiated. A new phone system was also installed. Official eMail accounts were established for all Commissioners.
- Recommendations from the Needham Department of Public Health survey were received and acted upon.
- All State and Federal property inspections received a passing score.
- On March 16, 2020 the Authority initiated emergency process do deal with the onset of the Covid-19 pandemic.
- In May 2020, an extremely generous donation of meals for all NHA residents was made by Chef Mike's, a local restaurant on Highland Ave.

WAIT LIST

The average wait time for a one-bedroom unit is one to two years. The two- and three bedroom list was reopened, and the wait for four bedrooms is over 5 years.

COMMUNITY PARTNERSHIPS

The Authority works in collaboration with many local organizations and businesses including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School the Needham Community Farm, Noble and Greenough School, Needham Park and Recreation Department, the Linux Club, and the Kalmia Club, and several churches and synagogues. These important partnerships provide residents with additional services and opportunities.

Care Connections, a cooperative venture with Springwell and Needham Housing Authority provides support for senior and disabled residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at Linden/Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, at-home meal delivery and other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

Some of these services were suspended or suffered periodic interruptions during the Covid-19 pandemic, and will be resume as soon as possible.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. The Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche

Brothers, and Muzi Motors provide some of the funding for this program. The Needham Community Farm provides fresh fruits and vegetables to residents through their Mobile Market Delivery service during the summer months. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood.

Some of these services were suspended or suffered periodic interruptions during the Covid-19 pandemic and will be resume as soon as possible.

PUBLIC SAFETY DEPARTMENT

On June 10, 2020, the Needham Housing Authority (NHA) Public Safety Department (PSD) was created at the request of Angie Medeiros, the Executive Director (ED). Public Safety Consultant on a part-time basis.

PSD investigates any issues relating to fraud, unauthorized occupants (UO), or safety for the NHA developments. PSD is responsible for exploring all criminal activities, internal affairs investigations, fraud, and theft in all Needham Housing Authority property. Also, serve as the liaison between the NHA and all law enforcement agencies concerning all inquiries at all Needham Housing Authority properties.

The NHA has establish connections with the Needham Police Department and HUD Federal Agents to open a line of communications between the agencies. Work closely with local law enforcement organizations to apprehend known criminals in NHA developments and provide assistance on criminal investigations. We accomplished this by staying in touch with the separate agencies and being on the same page and attending area task force meetings, keeping up with crimes in the areas, and making new friends in the law enforcement communities.

CONTACT INFORMATION

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: mcelestin@needhamhousing.org. The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M. (The office is closed to the public on Fridays). During the Covid-19 pandemic, in-person visits are by appointment only.

NEEDHAM FREE PUBLIC LIBRARY

BOARD OF TRUSTEES: Carol J. Thomas, Chair; Kathleen M. Cahill; Jay M. Fialkov; Anna Giraldo-Kerr; Richard C. Hardy; Thomas M. Harkins; Robert A. Pettit

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

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

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

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

MISSION STATEMENT

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

LIBRARY STAFF

Ann C. MacFate, Director; Demetri A. Kyriakis, Assistant Director; Diane T. Browne, Technical Services Supervisor; Paula A. Dugan, Children's Supervisor; Stefanie L. Claydon, Reference Supervisor; Danielle K. Tawa, Technology Specialist / Archivist; Gay Ellen Dennett, Reference Librarian / Program Specialist; Sarah N. Breen, Reference Librarian / AV Specialist; Erin G. Bassett, Reference Librarian / Young Adult Specialist; Veronica L. McCarthy, Children's Librarian; Deborah A. Lovett, Circulation Supervisor; Carolin S. Davis, Assistant Children's Librarian; Manuela R. LaCount, Assistant Cataloger; Karen H. Donaghey, Library Assistant; Lu-Ann M. Caron-Leslie, Library Assistant

Part-Time Reference Staff: Jeffrey R. Arnold; Anne C. Johnson; Ammie Long; Leigh R. Rudikoff

Part-Time Children's Staff: Lucia S. Dolan; Jessica B. Dymont; Steven A. Fowler; Elise R. Katz; Marianne R. Sorensen

Part-Time Administrative Assistant: Jenna A. White Part-Time Library Assistants: Sandra J. Bedigan; Annalisa Bishop; Chelsea E. Brown; Charlotte R. Buxton; Phyllis J. Cashman; Meghan L. Cericola; Julia M. Hass; Judith G. Johnson; Janet S. Krawiecki; James H. Lawrence-Archer; Deborah J. Reardon; Sebastien B. Sulser; Nancy D. Teich; Joan P. True Custodial Staff: Angel R. Lopez; Jeffrey Jacquart; Mario Padilla

FY2020 HIGHLIGHTS:

JULY

- The Needham Select Board honored retired trustees Rose Doherty and Lois Bacon
- NASA Solar System Ambassador Piyush Khopkar presented "Mission to Mars," as an introduction to the children's Summer Reading Program "A Universe of Stories."

- 895 children signed up for the Children's Summer Reading Club "A Universe of Stories." 53 'twens/teens and 52 adults also signed up to participate in summer reading clubs
- The monthly book display celebrated the 50th anniversary of the moon landing.

AUGUST

- Children's Summer Reading activities included a Blast Off With Books Magic Show, a Cosmic Juggling Show, and Alien Balloon Hats & Balloon Twisting.
- The Children's Book Venturers Group read *Hilo*, *The Boy Who Crashed to Earth*.
- Many newspapers featured a picture of an alien vessel that landed in Needham Center.

SEPTEMBER

- The popular afternoon and evening book discussion groups resumed, with the afternoon group reading *Pachinko* by Min Jin Lee and the evening group reading *The Shadow of the Wind* by Carlos Ruiz Zafon.
- The Diversity and Discussion Book Club reviewed *Things That Make White People Uncomfortable* by Michael Bennett
- The Library Foundation of Needham sponsored Bob Begin's program, "The Rescue of the Squalus," a submarine that sunk during a test dive off the coast of Portsmouth, New Hampshire.
- The Friends of the Library held a super-successful three-day fall book sale.
- The Young Adult Department held a Teen/'Tween Back to School/De-Stresser Crafternoon

OCTOBER

- The One Book One Community Read for FY2020 was *The Art Forger* by B.A. Shapiro who discussed her book with a large appreciative audience.
- As a complement to *The Art Forger* the library held a screening of the movie *Stolen* which presented the story of the infamous March 1990 Isabella Stewart Gardner Museum robbery
- Rana Chudnofsky of the Benson-Henry Mind Body Institute discussed, demonstrated, and led an audience in experiencing the Relaxation Response.
- Felting with Chelsea, a craft program for Teens and 'Twens, featured pumpkin-making for Halloween.
- The International Chinese Reading Association presented Chinese Storytime for ages 2 -5
- Annie the Therapy Dog helped children build their reading confidence

Public Library

The Needham Free Public Library successfully transitioned to a curbside pick-up model and expanded to 51 hours/week, operating late Monday evenings and all day on Saturday. Staff work continuously to meet the high demand, fulfilling all book requests within two hours, with circulation increasing each month. Reference Librarians offer recommendations to those who are not sure exactly what they want, the Children's staff have hosted virtual programs and daily activities, and the Young Adult Librarian runs weekly Craft and Chats, among other programs.

NOVEMBER

- The Massachusetts Board of Library Commissioners certified the library for FY2020.
- November featured movies for everyone:

Children—*Frozen—Singalong Version*
Aladdin—2019 Version
Teens and ‘Tweens—*Maleficent*
Adults—*The Monuments Men*

DECEMBER

- 1,326 people enjoyed six New Year’s Needham children’s programs—two programs each of, Magician Scott Jameson, *Vanessa Trien and the Jumping Monkeys*, and *Storyteller Diane Edgecomb*
- The Young Adult Department presented the movie *Elf*, as an interactive Teen/’Tween happening
- In collaboration with Needham Senior High School the Young Adult Department provided study space in the library’s Community Room for students studying for the AP U.S. History exam. Teachers and friends provided help.
- The library staff received emergency procedures training that focused on the library building.

JANUARY

- The League of Woman Voters of Needham and the Needham Free Public Library presented the film, *One Woman, One Vote*, the first of six films in the “Women Take Action Series.”
- The library trustees’ annual McIver Lecture Series opening program featured “Glassworks! The Art of Stained Glass,” with Elizabeth Fox
- Needham author Doug Most presented a lecture based on his book, *The Race Underground: Boston, New York, and the Incredible Rivalry That Built America’s First Subway*. His lecture was followed the next evening by a showing of the documentary, *American Experience—The Race Underground*.
- The library sponsored a Game Day for ‘Tweens and Up, as part of a monthly Gaming Hour Program.
- The Needham Domestic Violence Action Committee and the Needham Free Public Library sponsored a One Book Event Book Discussion that featured the book *No Visible Bruises: What We Don’t Know About Domestic Violence Can Kill Us* by Rachel Louise Snyder.
- The library installed a new server for its computer services.

FEBRUARY

- The Friends of the Library sponsored a three-session jazz lecture series with WGBH’s Erick Jackson, celebrated host of *Eric in the Evening*.
- The Minuteman Library Network library directors unanimously approved Olin College’s membership application.

MARCH

- More than 3,400 people enjoyed the more than fifty pieces of art in mixed mediums (presented by talented Needham High School students) and the complementing, fantastic floral interpretations (presented by members of the Temple Beth Shalom Garden Club, the Needham Garden Club, and the Kalmia Garden Club) at the annual Needham Art in

Bloom show.

- A partnership with the Rotary Club produced a collection of 268 pairs of pajamas, for the annual Boston Bruins/Massachusetts Board of Library Commissioners Pajama Drive that benefits Cradles to Crayons and the Mass. Department of Children and Families Wonder Fund.
- On Friday, March 13, 2020, due to the COVID-19 Pandemic and following the guidance of the Town Manager and the Needham Public Health Department, the library closed its doors to the public, and the staff began the task of determining how it could serve the community remotely. The staff published instructions on the library website on how to access the library's many online resources, including:
 - Creative Bug—offers more than 1,000 video classes in drawing, painting, sewing, quilting, knitting, crocheting, jewelry making, and more
 - Kanopy—allows watching 30,000 movies and TV shows for free
 - RB Digital—provides unlimited access to magazines and newspapers
 - Universal Class—online education experience
 - Artist Works for Libraries—music and artistic instructional videos
 - Lynda.com—online learning in business, technology, and creative skills
 - Mango & Pronunciator—equips people to have conversational abilities in the world's languages
 - America's News—news and information on the local, state, regional, and national levels
 - NoveList Plus—readers' advisory for fiction and nonfiction
 - Tumble Book Library—animated talking picture books which teach children the joy of reading
 - OverDrive collections—provides ebooks and audiobooks
 - Hoopla—ebooks, audiobooks, music, movies, TV showsThe Children's Department staff made it possible to access books, videos, games, educational resources, numerous activities, and online storytimes
- The public was able to leave telephone messages for the staff and receive a callback. The reference and children's staff provided answers to everyone's queries.
- The library staff began working remotely

APRIL/MAY

- A Zoom account was acquired, providing both the staff and the trustees to hold meetings
- The library staff continued to work and meet remotely
- The staff was able to take advantage of many remote learning educational opportunities

JUNE

- On June 1, the library opened for curbside service that permitted people to call the library and request items that would be put in a bag with their name on it and placed on a table near the parking lot entrance for pickup.
- Use of the library's downloadable materials programs increased by 25% in FY2020.
- During FY2020, 13,714 children attended a record 410 programs in the Children's Department.

- In FY2020 the library sent 43,107 items to other libraries to fill requests and other libraries sent 46,899 items to Needham to fill patron requests.

FY2021 FORECAST

Thanks to the Friends of the Needham Public Library and The Library Foundation of Needham, the library will launch a new website that will be dynamic and feature intuitive access to library services and events. Downloadable books, magazines, films, and music will continue to increase in popularity; however, use of print materials will continue to remain as the most popular library service. The library will continue to experiment with a variety of databases, in order to offer citizens the information that they seek.

DONATIONS TO THE LIBRARY

During FY2020, ten people volunteered 618 hours of service to the library. Volunteers mended the library's books, filed reserved items on the shelves at the Circulation Desk, dusted and straightened the library's shelves, put returned materials back on the shelves, and assisted in the Children's Room STEAM program. The Library Trustees and members of the Friends of the Library and the Library Foundation of Needham worked many hours presenting programs, book sales, and other special events. Additionally, the Friends of the Library paid for subscriptions to international magazines; museum passes; adult and children's library programs; popular books; playaways; DVDs; audio books; young adult books, graphic novels, and audiobooks; the electronic bulletin boards; and World language books. The Library Foundation of Needham provided funds for many of the library's programs, adult audiovisual materials, young adult collection development, an MDS Easy Scan Pro, and many items for the Children's STEAM Center. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters at the Highland Avenue entrance. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. . The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. Other people, clubs, groups, and organizations that made significant donations to the library in FY2020 include:

The Needham High School Anime Club
Needham Cultural Council
Volante Farms
Kids' Storytime in Chinese
Yoga instructor Lyn Jekowsky
Babson College Kappa Kappa Gamma Sorority
Family Access of Newton
Riverside Early Intervention
People and Pets

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring

donations to the library during FY2020. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY2018	FY2019	FY2020
Memorials and Cash Donations	\$62,513	\$63,439	\$64,730
Value of books, DVDs, etc. donated	\$11,772	\$10,001	\$7,878

DEPARTMENTAL STATISTICS

	FY2018	FY2019	FY2020
<i>Adult Department:</i>			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	289,324	297,212	249,856
Items loaned to other libraries	61,189	64,536	43,107
Items borrowed from other libraries	63,559	65,331	46,899
Total money returned to Town from fines, fees, lost books, etc.	\$39,177.31	\$35,195.62	\$28,168.33
<i>Reference Department:</i>			
Reference questions answered	19,412	19,714	15,803
Directional questions answered	8,240	7,797	5,437
Number of people using Genealogy Room	73	68	49
Number of people using Study Rooms	7,818	7,015	5,149
Remote Access	227,576	189,743	101,900
<i>Children's Department:</i>			
Circulation (books, DVDs, CDs, periodicals)	203,070	213,123	170,888
Reference questions answered	17,894	16,542	12,842
Story times and other programs	456	508	410
Attendance at programs	15,993	18,056	13,714
<i>Technical Services Department:</i>			
Adult books added to collection	20,951	8,979	6,718
Adult books withdrawn	10,182	14,587	3,402
Children's books added to collection	4,785	3,718	2,955
Children's books withdrawn	6,084	6,635	3,291
Audio items added	1,317	1,269	1,940
Audio items withdrawn	1,608	2,296	1,173
Visual items added	412	2,315	1,604
Visual items withdrawn	321	1,927	2,846
Total Collection	184,696	175,532	178,037

MISCELLANEOUS STATISTICS

Number of registered borrowers	17,894	19,460	19,050
Total hours open	3,469	3,466	2,618
Attendance	315,377	309,931	223,161
Number of Community Room Bookings	600	544	503

PARK AND RECREATION COMMISSION

Christopher J. Gerstel, Chairman; Cynthia J. Chaston, Vice Chairman; David C. DiCicco, Member; Michelle S. Geddes, Member; Matthew M. Toolan, Member

Park and Recreation Department Staff: Stacey Mulroy, Director; Angela O'Connor, Assistant Director; Chris Burnham, Recreation Supervisor; Kristen Wright, Administrative Specialist; Kim Parsons, Administrative Assistant

MISSION

The Needham Park and Recreation Commission and Department provides year-round recreation opportunities and leisure services for Needham residents of all ages. The goal is to provide opportunities that are safe and fun and promote healthy living. Park and Recreation is proud of the benefits that recreation and parks provide to our community, including environmental, economic, community and personal benefits.

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages the Rosemary Recreation Complex as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY2020 HIGHLIGHTS

- In January 2020, the Department's long-time director, Patty Carey retired. The following month our new director, Stacey Mulroy joined the Department.
- In March, as COVID hit and everyone moved to working remotely, the Department pivoted and joined the town's COVID task force to collaborate on ways to keep our community, staff, and residents safe and engaged.
- In collaboration with other departments, we offered Activity Bags, Shine-On Needham, Chalk Your Walk, a Town-Wide Cleanup, a Drive-In Movie, and an Arbor Day Celebration,



complete with tree sapling pick-ups. In addition, we were able to offer many virtual programs such as Coding, Drama, and virtual scavenger hunts.



- At the end of FY20 we began preparing to open the pools and our summer programs for the summer season to begin in July 2020.
- The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.
- The National Recreation and Park Association has conducted research on three core principles that include *Conservation*: protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness*: leading the community to improved health and wellness through parks and recreation; and *Social Equity*: ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs, and facilities.

ROSEMARY RECREATION COMPLEX PROGRAMMING

In the Fall of 2019, we completed our first full pool season. Attendance was staggeringly high, with more than 550 patrons per day and just under 50,000 over the course of the 2019 pool season.



ECONOMIC BENEFITS

- The Commission waived \$2,500 of Summer Program fees for Needham individuals and families in need of assistance and \$13,000 for pool memberships and \$6,300 for our year-round programs, to enable all to have access to recreation and leisure activities.
- The Department offered programs by revolving fund fees, generating \$193,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees.
- The Commission conducts an annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs.
- The Department assists with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse.
- Our CPC projects that were up for the May 2020 Town Meeting were moved to the October 2020 Town Meeting. These projects were Claxton Field design funds, Trail Identification as well as the DeFazio Track resurfacing.

COMMUNITY BENEFITS

- The Needham Accessible Reservoir Trail was an extremely popular destination through all four seasons, but especially during the COVID restrictions. The half-mile loop has two fishing docks, a bridge to connect the trail at the stream, and an accessible trail with specialized stone dust, boardwalks, and concrete.
- The Bay Colony Rail Trail was also active, with residents regularly using the trail throughout the year. Future projects include the Fisher Street Trail Head for FY21 that include the addition of parking and a small picnic area.
- The final new trail in Needham, is now ready at the Sunita Williams School.
- The Department continued to work with DPW Parks and Forestry on research and specifications for new synthetic turf pads and carpets at DeFazio Park and Memorial Park, installed in September 2019.
- Part-time playground maintenance specialist performed weekly maintenance tasks at each site.
- Department continues work with DPW Building Maintenance on plans to replace water bubblers at our parks and facilities, with an emphasis on water fillers.
- Department provided regular social media updates through Facebook, Instagram, and Twitter
- Department participated in monthly emergency management meetings
- Department served on the Youth Resource Network to help address specific needs of school-age youth and families that reside and/or attend public schools in Needham.

ENVIRONMENTAL BENEFITS

- Department serves on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act.
- Department is continuing work on revamping Trail Steward program due to the overturning staff in FY20.
- Department participates in trail clean-up projects in the spring and fall, with more than 1,000 pounds of trash picked up, and works with community groups to do clean-up projects throughout the year.



- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continue to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. The Town is continuing with the Bill Belly program to help mediate our trash issues, as well as reaching out and working with neighboring colleges to increase awareness and help with our continuous and growing trash problems.

PERSONAL BENEFITS

- Department is part of national campaign to get “Kids into Nature.” Many of the department’s programs feature outdoor components.
- Promoted discussions and awareness on concussion awareness in youth sports. Suggested all youth sports organizations require concussion training recommended by the CDC, <https://www.cdc.gov/headsup/youthsports/index.html>
- Worked with YMCA and Youth Services on annual “Needham Unplugged”, including two additional months of Unplugged calendars during COVID to keep families engaged, having fun and off their screens.
- Hosted Spooky Walk in partnership with local business along with annual turkey hunt.
- In the Fall of 2019, prior to COVID, we were able to offer our full program brochure including tennis, early release days, kids’ night out, senior exercise and yoga, adult tennis, and adult yoga.

Park & Recreation

Park and Recreation welcomed the community back to the Pools at the Rosemary Recreation Complex serving 254 lap swimmers and 343 families assigned to their own designated pods or lanes to enjoy the pools safely during the COVID-19 pandemic. The Department ran modified youth programs, and recreational opportunities throughout the year including tennis, coding, nature walks, trail walks, 5K virtual trail runs, arts, and yoga. Park and Recreation worked closely with youth sports organizations and permitted field users to ensure compliance with state and local health requirements.

**March 2020—19th Annual
Needham Unplugged**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1  Patriote Day Presentation 1:00 PM Needham History Center	2  Dr. Seuss Day! READ A DR. SEUSS BOOK	3  Make a house compliment jar	4  EARLY RELEASE Park & Recreation K-5: Altitude Avon 6-8: Boda Song needhamunplugged.org	5  TIE DYE a t-shirt or a pair of socks needhamunplugged.org	6  KIDS NIGHT OUT @ Rosemary Rec Complex 5:30 - 9:00 Pizza, Game, Movie needhamunplugged.org	7  Family GAME NIGHT
8  Family Zumba at the Y! 380 Chestnut St. 12:15-1:15PM	9  NO SOCIAL MEDIA	10  Bake something from scratch	11  WRITE LETTERS TO THE TROOPS	12  WARNING NO HOMEWORK ALLOWED	13  Friday the 13th Create a Spooky Stranger Have with Friends	14  CAMP OUT IN YOUR LIVING ROOM
15  Print off pictures from your phone to make a collage	16  FAMILY SEN MAKERS 5:30-7:30PM T-SHIRT DECORATING needhamunplugged.org	17  SEARCH FOR FOOT OF GOLD	18  EARLY RELEASE Park & Recreation K-5: Land's Lake Farm 6-8: Rock On Adventure needhamunplugged.org	19  Check out books from the Library Open 9am-9pm	20  Plant a Flower, First Day of Spring	21  Make ICE CREAM SUNDAES for Dessert!
22  Take a trip to Boston and explore the city BOSTON	23  Donate your spare change	24  Learn about your family tree	25  MAKE BREAKFAST FOR DINNER AS A FAMILY	26  CLEAN OUT CLOSETS AND DONATE TOYS & CLOTHES	27  Plugged In Night of Music Rosemary Rec Complex 6:30 - 9:30	28  Family Swap Meet 2:30 - 3:30PM 863 Great Plain Ave.
29  Take a hike along the 30 miles of trails in Needham	30  Create an at home pizza parlor!	31  NATIONAL CRAYON DAY Draw a family picture	NEEDHAM UNPLUGGED IS AN AWARENESS CAMPAIGN AND A REMINDER THAT THERE IS MORE TO LIFE THAN WHAT IS ON THE OTHER SIDE OF THE PLUG. THE ACTIVITIES ABOVE EMPHASIZE PERSON-TO-PERSON INTERACTION, HEALTH, AND WELLNESS AND ARE FOR ALL NEEDHAM STUDENTS AND FAMILIES. FOR MORE INFORMATION, PLEASE CONTACT NEEDHAM YOUTH & FAMILY SERVICES AT 781-455-7500 EXT. 267 OR ONLINE AT WWW.NEEDHAMMA.GOV/YOUTH/			

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

2020 was an extraordinary year in all our lives. The COVID-19 pandemic impacted all of us. Certainly, some were impacted worse than others. Lives were disrupted with some losing loved ones, small businesses scaled back or in worse case scenarios closed for good. While many sectors of our economy were impacted by the pandemic, I am pleased to report the Norfolk County real estate economy was able to remain viable following the COVID-19 state of emergency declared by Governor Baker on March 10, 2020.

Since the beginning of the pandemic, I am proud to report the Norfolk County Registry of Deeds was able to remain open operationally for the recording of land documents. While the Registry of Deeds building was closed to the general public, Registry personnel were able to continue recording land documents. We utilized social distancing, split work shifts, remote access, and used our disaster recovery site to record documents. We also utilized electronic recording for our institutional users such as banks, law firms and title companies. In addition to electronic recording, users had the option to submit documents via regular mail, Federal Express or placing documents in our drop-off box located just outside our main entrance at 649 High Street, Dedham, MA.

The results of these efforts were a viable Norfolk County real estate market benefitting sellers and buyers of real estate, lending institutions, the real estate legal community and all others with a vested interest in the local real estate economy. By keeping the Norfolk County Registry of Deeds open, recording fees collected were forwarded to the state and county helping to pay for important public initiatives including education, health care, and police and fire expenses. We are so thankful to our partners in the real estate community and most importantly the citizens of Norfolk County. Their patience with us has been critical to the Registry of Deeds being able to continue its core mission of recording land documents in a safe and secure environment.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002.

2020 REGISTRY ACHIEVEMENTS

- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a

mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101, Monday through Friday between the hours of 8:30AM to 4:30PM.

- In calendar year 2020, **the Registry collected approximately \$60 million in revenue.**
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2021, we will again file legislation to advocate for mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, **approximately 2,150.** The Registry is approaching 75% of its recorded land recordings being done electronically.
- Norfolk Registry of Deeds was the first registry in Massachusetts to record electronically registered land documents. This started in the Land Court section of the Registry of Deeds in 2017 and was crucial in remaining operational during the coronavirus pandemic. At the onset of the pandemic, 25% of the registered land documents recorded were done via electronic recording which has grown now to 60%.
- In 2020 we hit a record high of recording our **38,221 Registry of Deeds book.** For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In calendar year 2020, the Registry processed over **10,000 Homestead applications.** The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- Our website includes a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website www.norfolkdeeds.org routinely updates the public on such news as real estate statistics, answers to frequently asked questions, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service allows any county resident to opt in to this free notification service and be alerted when any land document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org. Currently, over 1,380 Norfolk County residents are signed up for this program.

- Due to the ongoing COVID-19 pandemic, the Registry was forced to suspend its community outreach programs. We are hopeful that in 2021 we will be able to visit each of the Norfolk County communities for office hours and renew our partnerships with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and InnerCity Weightlifting on our 'Suits for Success' program, and New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. We also look forward to renewing our Annual Holiday Food Drive and Toys for Tots campaigns in 2021.

NEEDHAM REAL ESTATE ACTIVITY REPORT JANUARY 1, 2020 – DECEMBER 31, 2020

During 2020, **Needham** real estate activity saw increases in both total sales volume and average sales price.

There was a 31% increase in documents recorded at the Norfolk County Registry of Deeds for **Needham** in 2020, resulting in an increase of 2,028 documents from 6,477 to 8,505.

The total volume of real estate sales in **Needham** during 2020 was \$616,030,808, a 1% increase from 2019. The average sale price of homes and commercial property was also up 10% in **Needham**. The average sale was \$1,278,072.

The number of mortgages recorded (2,590) on **Needham** properties in 2020 was up 66% from the previous year. Also, total mortgage indebtedness increased 7% to \$1,362,187,119 during the same period.

There were 0 foreclosure deeds filed in **Needham** during 2020, the same number filed the previous year.

Homestead activity decreased 5% in **Needham** during 2020 with 555 homesteads filed compared to 584 in 2019.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.



2020 Needham Annual Town Report

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

SURVEILLANCE

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	19 samples submitted, 3 WNV isolations in 2020
Requests for service:	157

WATER MANAGEMENT

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	38 culverts
Drainage ditches checked/hand cleaned	20,255 feet
Intensive hand clean/brushing*	1,710 feet
Brushing for mechanical WM access	0
Mechanical water management	0 feet
Tires collected	3

* Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.

LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications	(April)	13.0 acres
Summer aerial larvicide applications	(May – August)	0 acres
Larval control - briquette & granular applications by hand		8.3 acres
Rain basin treatments – briquettes by hand (West Nile virus control)		1,697 basins
Abandoned/unopened pool or other manmade structures treated		1

ADULT CONTROL

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks	2,510 acres
Barrier applications on municipal property	0

2020 Needham Annual Town Report

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Elected	Board of Assessors	Stanley Winston 2022
Elected	Board of Assessors	Paul Dawson 2020 (<i>thru 4/13/2020</i>) Arthur Tzouros (<i>elected 4/14/2020</i>)
Elected	Board of Assessors	Walter F. McDonough 2021
Elected	Board of Health	Edward V. Cosgrove, Ph.D. 2020
Elected	Board of Health	Stephen P. Epstein 2022
Elected	Board of Health	Kathleen Ward Brown (2021)
Elected	Board of Health	Christina Matthews 2022
Elected	Board of Health	Robert Partridge 2022
Elected	Commissioners of Trust Funds	Daniel Burns 2023
Elected	Commissioners of Trust Funds	Joseph P. Scalia 2022
Elected	Commissioners of Trust Funds	Heydon David Traub 2021
Elected	Constables	Paul F. Hunt 2020
Elected	Constables	Charles G. Wright 2020
Elected	Housing Authority	Eleanor Evans (<i>elected 4/14/2020</i>)
Elected	Housing Authority	Penelope Kirk 2023
Elected	Housing Authority	Karen Sue Hughey 2021
Elected	Housing Authority	Edward Scheideler (<i>elected 4/14/2020</i>)
Elected	Housing Authority	Reginald Foster 5/7/2021(<i>State Appointee</i>)
Elected	Moderator	Michael K. Fee 2022
Elected	Park & Recreation Commission	Cynthia Chaston 2022
Elected	Park & Recreation Commission	Bruce Williams 2023

2020 Needham Annual Town Report

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Michelle Geddes 2022
Elected	Park & Recreation Commission	Christopher Gerstel 2021
Elected	Park & Recreation Commission	Matt Toolan 2020
Elected	Planning Board	Paul Alpert 2023
Elected	Planning Board	Ted Owens 2021
Elected	Planning Board	Adam Block 2023
Elected	Planning Board	Martin Jacobs 2022
Elected	Planning Board	Jeanne S. McKnight 2024
Elected	School Committee	Connie Barr 2022
Elected	School Committee	Heidi Black 2021
Elected	School Committee	Andrea Longo Carter 2022
Elected	School Committee	Michael Greis 2020
Elected	School Committee	Susan Neckes 2021
Elected	School Committee	Matthew Spengler 2020
Elected	School Committee	Aaron Pressman 2022
Elected	Select Board	John A. Bulian 2021
Elected	Select Board	Matthew D. Borrelli 2020
Elected	Select Board	Marianne B. Cooley 2020
Elected	Select Board	Maurice P. Handel 2021
Elected	Select Board	Daniel P. Matthews 2022
Elected	Town Clerk	Theodora K. Eaton 2022

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Elected	Trustees of Memorial Park	Mark Forbes 2021
Elected	Trustees of Memorial Park	John Gallelo 2020
Elected	Trustees of Memorial Park	James Healy 2022
Elected	Trustees of Memorial Park	Charles J. Mangine 2022
Elected	Trustees of Memorial Park	William J. Topham 2021
Elected	Trustees of Public Library	Anna Giraldo Kerr 2024
Elected	Trustees of Public Library	Jay Fialkov 2024
Elected	Trustees of Public Library	Kay Cahill 2022
Elected	Trustees of Public Library	Richard Hardy 2020
Elected	Trustees of Public Library	Thomas M. Harkins 2023
Elected	Trustees of Public Library	Robert Petitt 2022
Elected	Trustees of Public Library	Carol Jean Thomas 2023
Appointed by Select Board	Town Manager	Kate Fitzpatrick 2022
Appointed by Select Board	Board of Appeals	Kathleen Lind Berardi 2020
Appointed by Select Board	Board of Appeals	Peter Friedenberg 2022
Appointed by Select Board	Board of Appeals	Howard S. Goldman 2020
Appointed by Select Board	Board of Appeals	Jon D. Schneider 2022
Appointed by Select Board	Board of Appeals	Jonathan D. Tamkin 2021
Appointed by Select Board	Commission on Disabilities	Carol E. Thomas 2021
Appointed by Select Board	Commission on Disabilities	Debbi Heller 2021
Appointed by Select Board	Commission on Disabilities	Mani Iyer 2021

2020 Needham Annual Town Report

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Commission on Disabilities	Jeanie Martin 2022
Appointed by Select Board	Commission on Disabilities	Barbara Moss 2021
Appointed by Select Board	Commission on Disabilities	Vacant
Appointed by Select Board	Commission on Disabilities	Colin (Dale) T. Wise 2022
Appointed by Select Board	Commission on Disabilities	Corine Burke 2022
Appointed by Select Board	Commission on Disabilities	Tatiana Swanson 2022
Appointed by Select Board	Conservation Commission	Sue Barber 2020
Appointed by Select Board	Conservation Commission	Janet Bernardo 2022
Appointed by Select Board	Conservation Commission	Artie Crocker 2022
Appointed by Select Board	Conservation Commission	Stephen Farr 2021
Appointed by Select Board	Conservation Commission	Peter Oehlkers 2022
Appointed by Select Board	Conservation Commission	William Murphy 2020
Appointed by Select Board	Conservation Commission	Alison G. Richardson 2021
Appointed by Select Board	Council of Economic Advisors	David Montgomery 2021
Appointed by Select Board	Council of Economic Advisors	Adam Block 2021
Appointed by Select Board	Council of Economic Advisors	Glen Cammarano 2020
Appointed by Select Board	Council of Economic Advisors	William Day 2020
Appointed by Select Board	Council of Economic Advisors	Ted Owens 2021
Appointed by Select Board	Council of Economic Advisors	Maurice P. Handel 2020
Appointed by Select Board	Council of Economic Advisors	Bob Hentschel 2022
Appointed by Select Board	Council of Economic Advisors	Stuart Agler 2021

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Council of Economic Advisors	Richard Putprush 2022
Appointed by Select Board	Council of Economic Advisors	Virginia Fleisher 2022
Appointed by Select Board	Council of Economic Advisors	Anne Marie Dowd 2021
Appointed by Select Board	Council of Economic Advisors	Adam Meixner 2020
Appointed by Select Board	Council of Economic Advisors	Tina Burgos 2020
Appointed by Select Board	Council of Economic Advisors	Matt Talcoff 2020
Appointed by Select Board	Council of Economic Advisors	Michael Wilcox 2022
Appointed by Select Board	Cultural Council	Sharon Breitbart 2022
Appointed by Select Board	Cultural Council	Catherine B. Nanda 2020
Appointed by Select Board	Cultural Council	Ronald Lowry 2020
Appointed by Select Board	Cultural Council	Gail Lustig 2022
Appointed by Select Board	Cultural Council	Kristen Mazzocchi 2020
Appointed by Select Board	Cultural Council	Elise Miller 2020
Appointed by Select Board	Cultural Council	Cathy Freedberg 2021
Appointed by Select Board	Cultural Council	Julia Gould 2021
Appointed by Select Board	Cultural Council	Yael Halpern 2021
Appointed by Select Board	Cultural Council	Anne McCaffrey 2021
Appointed by Select Board	Cultural Council	Elizabeth Cook 2021
Appointed by Select Board	Cultural Council	Elizabeth Millane 2021
Appointed by Select Board	Golf Course Advisory Committee	Roy Cramer 2021
Appointed by Select Board	Golf Course Advisory Committee	Daniel Dain 2021

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Golf Course Advisory Committee	Jack Heavey 2022
Appointed by Select Board	Golf Course Advisory Committee	Richard M. Reilly 2022
Appointed by Select Board	Golf Course Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Golf Course Advisory Committee	Jon Schneider 2020
Appointed by Select Board	Golf Course Advisory Committee	MaryGrace Summergrad 2020
Appointed by Select Board	Historical Commission	Laura Dorfman (<i>appointed 9/10/2019</i>)
Appointed by Select Board	Historical Commission	Don Lankiewicz 2022
Appointed by Select Board	Historical Commission	Rose Doherty 2020
Appointed by Select Board	Historical Commission	Gloria P. Greis 2021
Appointed by Select Board	Historical Commission	Richard C. Hardy 2022
Appointed by Select Board	Historical Commission	Jeffrey Heller 2021
Appointed by Select Board	Historical Commission	Dylan Attia (<i>appointed 10/16/2019</i>)
Appointed by Select Board	Human Rights Committee	Tracy McKay 2022
Appointed by Select Board	Human Rights Committee	Cynthia Ganung 2022
Appointed by Select Board	Human Rights Committee	Kerry Hurwitch 2022
Appointed by Select Board	Human Rights Committee	Amelia Klein 2021
Appointed by Select Board	Human Rights Committee	Ashok Mehta 2021
Appointed by Select Board	Human Rights Committee	Nadaa B. Ali 2020
Appointed by Select Board	Human Rights Committee	Albert "Bud" Schram 2020
Appointed by Select Board	Human Rights Committee	Jennifer Howard Schroeder 2021
Appointed by Select Board	Human Rights Committee	Marlene Schultz 2020

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Human Rights Committee	Christina Matthews 2020
Appointed by Select Board	Human Rights Committee	Julie Venables 2020
Appointed by Select Board	Human Rights Committee	Jared Pizzuto 2021
Appointed by Select Board	MBTA Advisory Board	Vacant
Appointed by Select Board	Metropolitan Area Planning Council	Maurice Handel 2021
Appointed by Select Board	Metropolitan Area Planning Council	Lee Newman 2022 <i>(alternate)</i>
Appointed by Select Board	MWRA Advisory Board	John Cosgrove 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Bill Dermody <i>(appointed 8/20/2019)</i>
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2021
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2021
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2022
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Fraini 2022
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Richard Dollase 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2020
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Marcus Hughes <i>(appointed 10/16/2019)</i>

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White 2020
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Ashley Scheufele (<i>appointed 8/20/2019</i>)
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Kate Carter 2021
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2020
Appointed by Select Board	Norfolk County Advisory Board	Ron Furman 2020
Appointed by Select Board	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2020
Appointed by Select Board	Property Tax Assistance Committee	Elizabeth Handler 2020
Appointed by Select Board	Property Tax Assistance Committee	Richard Zimbone 2020
Appointed by Select Board	Property Tax Assistance Committee	Evelyn Poness (<i>ex-officio</i>)
Appointed by Select Board	Rail Trail Advisory Committee	John Bulian 2020
Appointed by Select Board	Rail Trail Advisory Committee	Patricia Carey
Appointed by Select Board	Rail Trail Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Rail Trail Advisory Committee	James Goldstein 2020
Appointed by Select Board	Rail Trail Advisory Committee	Dmitry Gorenburg 2020
Appointed by Select Board	Rail Trail Advisory Committee	Gerry Koss 2020
Appointed by Select Board	Rail Trail Advisory Committee	Edward Olsen

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Regional Transportation Advisory Council	Rhain Hoyland 2020
Appointed by Select Board	Regional Transportation Advisory Council	David Montgomery 2020
Appointed by Select Board	Registrars of Voters	Ann Cosgrove 2021
Appointed by Select Board	Registrars of Voters	John W. Day 2019
Appointed by Select Board	Registrars of Voters	Barbara B. Doyle 2020
Appointed by Select Board	Registrars of Voters	Theodora K. Eaton (<i>ex-officio</i>)
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	William Connors 2022
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	David Ecsedy 2020
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2021
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2021
Appointed by Select Board	Taxation Aid Committee	Elizabeth Handler 2020
Appointed by Select Board	Taxation Aid Committee	Helen Newton 2022
Appointed by Select Board	Taxation Aid Committee	Richard Zimbone 2022
Appointed by Select Board	Taxation Aid Committee	Evelyn Poness (<i>ex-officio</i>)
Appointed by Select Board	Technology Advisory Board	David Davison (<i>ex-officio</i>)
Appointed by Select Board	Technology Advisory Board	Kerry Hurwitch 2022
Appointed by Select Board	Technology Advisory Board	Matthew Howell 2022
Appointed by Select Board	Technology Advisory Board	Ann Gulati (<i>ex officio</i>)
Appointed by Select Board	Technology Advisory Board	Kevin Deisz (<i>appointed 8/20/2019</i>)
Appointed by Select Board	Technology Advisory Board	Roger MacDonald (<i>ex-officio</i>)

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Select Board	Technology Advisory Board	Michael Mathias 2020
Appointed by Select Board	Technology Advisory Board	Carl Rubin 2020
Appointed by Select Board	Traffic Management Advisory Committee	Anthony DelGaizo 2021
Appointed by Select Board	Traffic Management Advisory Committee	Stephen Delisi 2021
Appointed by Select Board	Traffic Management Advisory Committee	John McGrath 2020
Appointed by Select Board	Traffic Management Advisory Committee	Suzanne Stein 2022
Appointed by Select Board	Traffic Management Advisory Committee	Rhain Hoyland 2021
Appointed by Select Board	Traffic Management Advisory Committee	Donna Mullin 2022
Appointed by Select Board	Traffic Management Advisory Committee	Seth Bauer 2020
Appointed by Select Board	Traffic Management Advisory Committee	Rebecca Tarantino 2022
Appointed by Select Board	Traffic Management Advisory Committee	Justin McCullen (2020)
Appointed by Select Board	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2020
Appointed by Select Board	Water & Sewer Rate Structure Committee	Tom Loughran 2022
Appointed by Select Board	Water & Sewer Rate Structure Committee	Vacant
Appointed by Select Board	Water & Sewer Rate Structure Committee	Steve Rosenstock 2020
Appointed by Select Board	Water & Sewer Rate Structure Committee	John Tallarico 2022
Appointed by Moderator	Finance Committee	Barry Coffman
Appointed by Moderator	Finance Committee	John Connelly
Appointed by Moderator	Finance Committee	Carol Smith-Fachetti
Appointed by Moderator	Finance Committee	Tom Jacob
Appointed by Moderator	Finance Committee	Vacant

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Moderator	Finance Committee	Richard Lunetta
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Richard Reilly
Appointed by Moderator	Finance Committee	Joshua W. Levy
Appointed by Moderator	Personnel Board	Vacant
Appointed by Moderator	Personnel Board	Joseph Herlihy
Appointed by Moderator	Personnel Board	Vivian Hsu
Appointed by Moderator	Personnel Board	Richard Lunetta
Appointed by Moderator	Personnel Board	Vacant
Mixed Appointing Authority	Community Preservation Committee	Paul Alpert (<i>Planning Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Robert Boder (<i>Historical Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Joe Barnes (<i>Select Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore (<i>Moderator</i>)
Mixed Appointing Authority	Community Preservation Committee	Richard Zimbone (<i>Moderator</i>)
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel (<i>Park & Recreation</i>)
Mixed Appointing Authority	Community Preservation Committee	Penny Kirk (<i>Housing Authority</i>)
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker (<i>Conservation Commission</i>)
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody (<i>Select Board</i>)
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki (<i>by vote of employees and retirees</i>)
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls (<i>by members of the Retirement Board</i>)

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Thomas A. Welch, II <i>(by vote of employees and retirees)</i>
Mixed Appointing Authority	Council on Aging	Gary Crossen <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Ed Cosgrove <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Carol deLemos <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Susan Mullaney <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Daniel Goldberg <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Helen Gregory <i>(School Committee)</i>
Mixed Appointing Authority	Council on Aging	Penny Grossman <i>(Park & Recreation)</i>
Mixed Appointing Authority	Council on Aging	Sandra Prinn <i>(Housing Authority)</i>
Mixed Appointing Authority	Council on Aging	Vacant <i>(Library)</i>
Mixed Appointing Authority	Council on Aging	Mary Elizabeth Weadock <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Lianne Relich <i>(Select Board)</i>
Mixed Appointing Authority	Council on Aging	Colleen Schaller <i>(Board of Health)</i>
Mixed Appointing Authority	Design Review Board	Vacant (alternate) <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Robert Dermody <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Nelson Hammer <i>(Planning Board)</i>
Mixed Appointing Authority	Design Review Board	Mark Gluesing <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. (alternate) <i>(Select Board)</i>
Mixed Appointing Authority	Design Review Board	Deborah Robinson <i>(Planning Board)</i>
Mixed Appointing Authority	Design Review Board	Stephen Tanner <i>(Planning Board)</i>

2020 Needham Annual Town Report

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Natasha Espada
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Stephen Popper, <i>Dir. Building Design & Construction Department</i>
Mixed Appointing Authority	Permanent Public Building Committee	Gene Voloshin
Mixed Appointing Authority	Permanent Public Building Committee	Roy Schiffiliti
Mixed Appointing Authority	Permanent Public Building Committee	Richard Creem
Mixed Appointing Authority	Permanent Public Building Committee	Irwin Silverstein
Mixed Appointing Authority	Transportation Committee	Duncan Allen (<i>Select Board</i>)
Mixed Appointing Authority	Transportation Committee	Richard Creem (<i>Select Board</i>)
Mixed Appointing Authority	Transportation Committee	Justin McCullen (<i>Planning Board</i>)
Mixed Appointing Authority	Transportation Committee	David Montgomery (<i>Moderator</i>)
Mixed Appointing Authority	Transportation Committee	Stephen McKnight (<i>Planning</i>)
Mixed Appointing Authority	Transportation Committee	Denise Garlick (<i>ex-officio</i>)
Mixed Appointing Authority	Youth Commission	David Bookston (<i>School Committee</i>)
Mixed Appointing Authority	Youth Commission	Karen Mullen (<i>Park & Recreation</i>)
Mixed Appointing Authority	Youth Commission	Kevin Keane (<i>Select Board</i>)
Mixed Appointing Authority	Youth Commission	Susan Patkin (<i>Moderator</i>)
Mixed Appointing Authority	Youth Commission	Jack Cruickshank (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Shayan Raza (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Vincent Springer (<i>Police Department</i>)

2020 Needham Annual Town Report

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Youth Commission	Julie Stevens (<i>Finance Committee</i>)
Appointed by Town Manager	Administrative Assessor	Hoyt Davis
Appointed by Town Manager	Assistant Town Clerk	Helen Atkinson
Appointed by Town Manager	Animal Control Officer	David Parsons
Appointed by Town Manager	Assistant Director of Public Works	Robert Lewis
Appointed by Town Manager	Assistant Town Manager/Finance Director	David Davison
Appointed by Town Manager	Assistant Town Manager/Director of Operations	Christopher Coleman (<i>thru 11/19/19</i>) Katie King (<i>6/1/2020</i>)
Appointed by Town Manager	Director of Emergency Management	Dennis Condon
Appointed by Town Manager	Director of Human Resources	Rachel Glisper
Appointed by Town Manager	Director of Information Technology	Roger MacDonald
Appointed by Town Manager	Director, Building Design & Construction Department	Steven Popper
Appointed by Town Manager	Director, Building Maintenance Division	Barry DuLong
Appointed by Town Manager	Director of Public Health	Timothy McDonald
Appointed by Town Manager	Director of Public Works	Richard Merson
Appointed by Town Manager	Director, West Suburban Veterans Services	Sarada Kalpee
Appointed by Town Manager	Director of Youth & Family Services	Sara Shine
Appointed by Town Manager	Environmental Health Agent	Diana Acosta
Appointed by Town Manager	Director of Aging Services	LaTanya Steele
Appointed by Town Manager	Fire Chief/Superintendent of Fire Alarms	Dennis Condon
Appointed by Town Manager	Inspector of Buildings	David Roche
Appointed by Town Manager	Inspector of Plumbing and Gas	Larry DiBona

2020 Needham Annual Town Report

Method	July 2019 - June 2020 Board/Committee	Member / Term Expiration
Appointed by Town Manager	Inspector of Wiring	Scott Chisholm
Appointed by Town Manager	Library Director	Ann MacFate
Appointed by Town Manager	Park and Recreation Director	Patricia M. Carey (<i>thru Jan 2020</i>) Stacey Mulroy (<i>Feb 2020</i>)
Appointed by Town Manager	Planning Director	Lee Newman
Appointed by Town Manager	Police Chief / Keeper of the Lockup	John Schlittler
Appointed by Town Manager	Supervisor, Garage & Equipment	John Regan
Appointed by Town Manager	Superintendent, Highway	Rhainhardt Hoyland
Appointed by Town Manager	Superintendent, Parks & Forestry / Tree Warden	Edward Olsen
Appointed by Town Manager	Superintendent, Water and Sewer	Sean Harrington
Appointed by Town Manager	Town Accountant	Michelle Vaillancourt
Appointed by Town Manager	Town Engineer	Anthony DelGaizo
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Angie Medeiros, Executive Director
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

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REPRESENTATIVE TOWN MEETING

(EXCERPTED FROM TOWN OF NEEDHAM CHARTER)

PART 2.

REPRESENTATIVE TOWN MEETING

Section 4. Representative Town Meeting Continued. There shall continue to be in the town the form of representative town government by limited town meetings, all as more fully hereinafter set forth.

Section 5. Establishment of Town Meeting Precincts. After the acceptance of this charter act by the town, as hereinafter provided, the division of the town into ten voting precincts shall continue until redivided pursuant to this section. The selectmen, in exercising their authority to divide the territory of the town into voting precincts, shall make such division as will provide not more than ten precincts each of which contains approximately the same number of inhabitants. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The precincts shall be established so as to consist of compact and contiguous territory and bounded, so far as possible, by the center line of known streets and ways or by other well-defined limits. Their boundaries shall be reviewed and, if need be, revised by the Board of Selectmen, based on the most recent federal census, in the second January following the taking of said census, conformable to the requirements of sections one through ten of chapter fifty-four of the general laws. In any year when so directed by a vote of a town meeting, their boundaries shall be reviewed and if need be, revised by the Board of Selectmen in conformity to said sections one through ten of chapter fifty-four. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The selectmen shall, within twenty days after any establishment or revision of the precincts, but not later than January thirty-first of that year, file a report of their doings with the town clerk, the registrars of voters and the assessors with a map or maps or description of the precincts and the names and residences of the registered voters therein. The selectmen shall also cause to be posted at the town hall a map or maps or description of the precincts as established or revised from time to time, with the names and residences of the registered voters therein. They shall also cause to be posted in at least one public place in each precinct a map or description of that precinct with the names and residences of the registered voters therein. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The division of the town into precincts and any revision of such precincts shall take effect upon the date of the filing of the report thereof by the selectmen with the town clerk. Whenever the precincts are established or revised, the town clerk shall forthwith give written notice thereof to the state secretary, stating the number and designation of the precincts.

Meetings of the registered voters of the several precincts for elections, for primaries and for voting upon any question to be submitted to all the registered voters of the town shall be held on the same day and at the same hour and at such place or places within the town as the selectmen shall in the warrant for such meeting direct.

Town Meeting Members

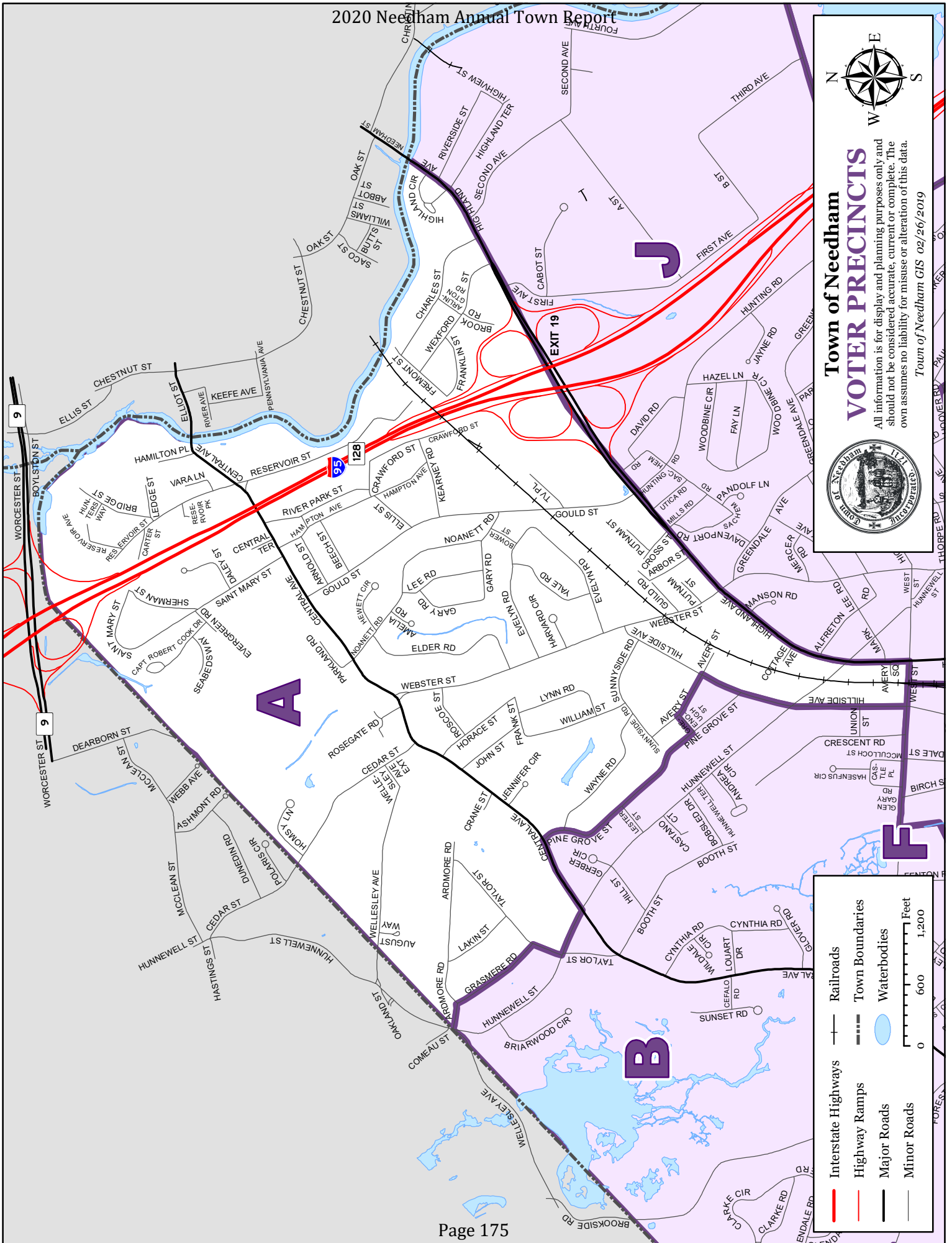
AT-LARGE TOWN MEETING MEMBER

(EXCERPTED FROM TOWN OF NEEDHAM CHARTER)

Section 7. Town Meeting Members at Large. Any representative town meeting held under the provisions of this act, except as otherwise provided herein, shall be limited to the voters elected under section six, together with the following elected officers designated as town meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the general court from the town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the town, except the housing authority and the commissioners of trust funds.

2020 AT-LARGE TOWN MEETING MEMBERS

Matthew D. Borrelli	Vice Chair, Select Board
John A. Bulian	Select Board
Marianne B. Cooley	Clerk, Select Board
Maurice P. Handel	Chair, Select Board
Daniel P. Matthews	Select Board
Aaron M. Pressman	Chair, School Committee
Paul E. Dawson	Chair, Board of Assessors
Theodora K. Eaton	Town Clerk
Robert A. Partridge	Chair, Board of Health
Michael K. Fee	Moderator
John S. Gallelo	Chair, Memorial Park Trustees
Carol Jean Thomas	Chair, Trustees of Public Library
Jeanne McKnight	Chair, Planning Board
Christopher J. Gerstel	Chair, Park & Recreation Commission



Town of Needham **VOTER PRECINCTS**



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Town of Needham GIS 02/26/2019

	Interstate Highways		Railroads
	Highway Ramps		Town Boundaries
	Major Roads		Waterbodies
	Minor Roads		

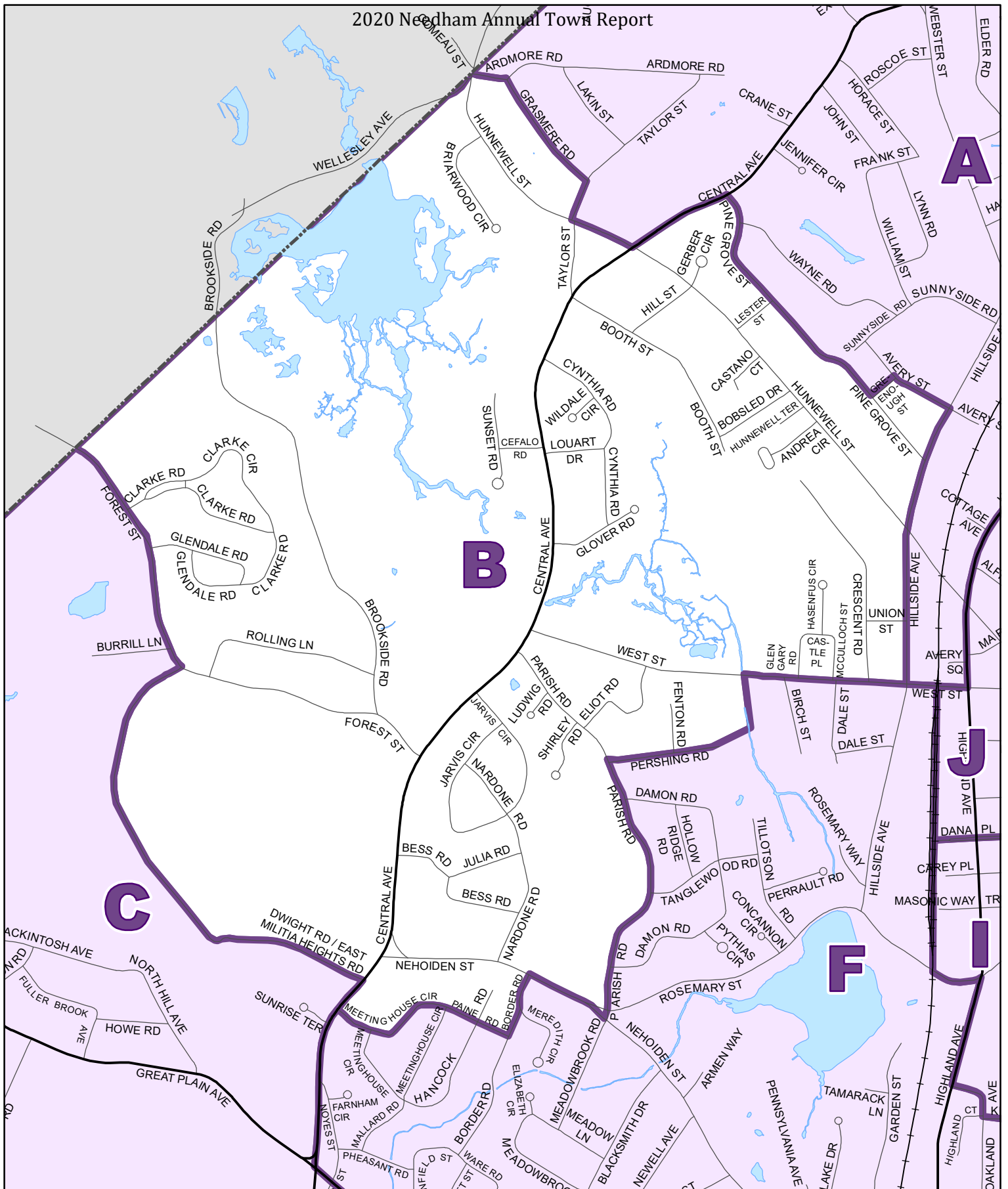
Feet

0 600 1,200

TOWN MEETING MEMBERS

PRECINCT A

Last Name	First Name	Address	Expiration
Bailey	Erik J.	64 Hillside Avenue	2021
Cooper	Emily Rose	56 Lee Road	2021
Creem	Richard S.	12 Gary Road	2021
Diodato	John F.	7 William Street	2021
Gatto	Patrick	58 Webster Street	2021
Gratz	Donald B.	330 Central Avenue	2021
Miller	Rachel B.	33 William Street	2021
Sargent	Elizabeth M.	43 Webster Street	2021
Brown	Lance R.	18 Webster Street	2022
Herrick	Walter D.	131 Pine Grove Street	2022
Hotchkiss	John Downey	42 Webster Street	2022
Miller	Michael S.	33 William Street	2022
Scheck-Kahn	Jennifer C.	17 Wayne Road	2022
Serinsky	Sharon P.	23 Wayne Road	2022
Silverstein	Irwin	44 Reservoir Avenue	2022
Silverstein	Nina	44 Reservoir Avenue	2022
Davidson	Alan J.	26 Elder Road	2023
Genova	John D.	11 Jennifer Circle	2023
Gosmon	Cheryl A.	209 St. Mary Street	2023
Keane-Hazzard	Mary E.	198 Webster Street	2023
O'Brien, Jr.	Norman F.	59 Webster Street	2023
Sargent	James F.	43 Webster Street	2023
Shapiro	Karen	48 Taylor Street	2023
Sterling	Nicholas P.	60 Webster Street	2023



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- 0 500 1,000 Feet



Town of Needham VOTER PRECINCTS

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TOWN MEETING MEMBERS

PRECINCT B

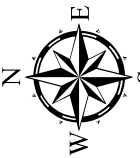
Last Name	First Name	Address	Expiration
Block	Adam J.	848 Central Avenue	2021
Bloom	Elizabeth M.	30 Nehoiden Street	2021
Borrelli	Marianna	651 Central Avenue	2021
Nicols	Kim Marie	12 Crescent Road	2021
Pyle	Margot Copelan	865 Central Avenue #G-402	2021
Shapiro	Stacie M.	12 Pine Grove Street	2021
Toran	Sarah Ann	945 Central Avenue	2021
Walter	Martin L. B	865 Central Avenue F407	2021
Agler	Stuart B.	30 Parish Road	2022
Doyle	William G.	208 Forest Street	2022
Frankenthaler	John J.	33 Brookside Road	2022
Jacob	Thomas M.	67 Clarke Road	2022
Markell	Lori A.	62 Cynthia Road	2022
Mawhinney	Christine A.	44 Jarvis Circle	2022
Rovner	Gerald C.	48 Cynthia Road	2022
Von Herder	Dorothea	208 Hunnewell Street	2022
Grimes	Elizabeth Jane	12 Clarke Road	2023
Harris	David C.	94 Cynthia Road	2023
Hayden	Cifford Owen	12 Crescent Road	2023
Kurkjian	Catherine E.	43 Briarwood Circle	2023
Moody	Richard B.	22 Parish Road	2023
Rooney	Jodi Lynn	617 Central Avenue	2023
Rosenstock	Steven M.	44 Bess Road	2023
Snow	Carl Matthew	50 Sunset Road	2023

Town of Needham

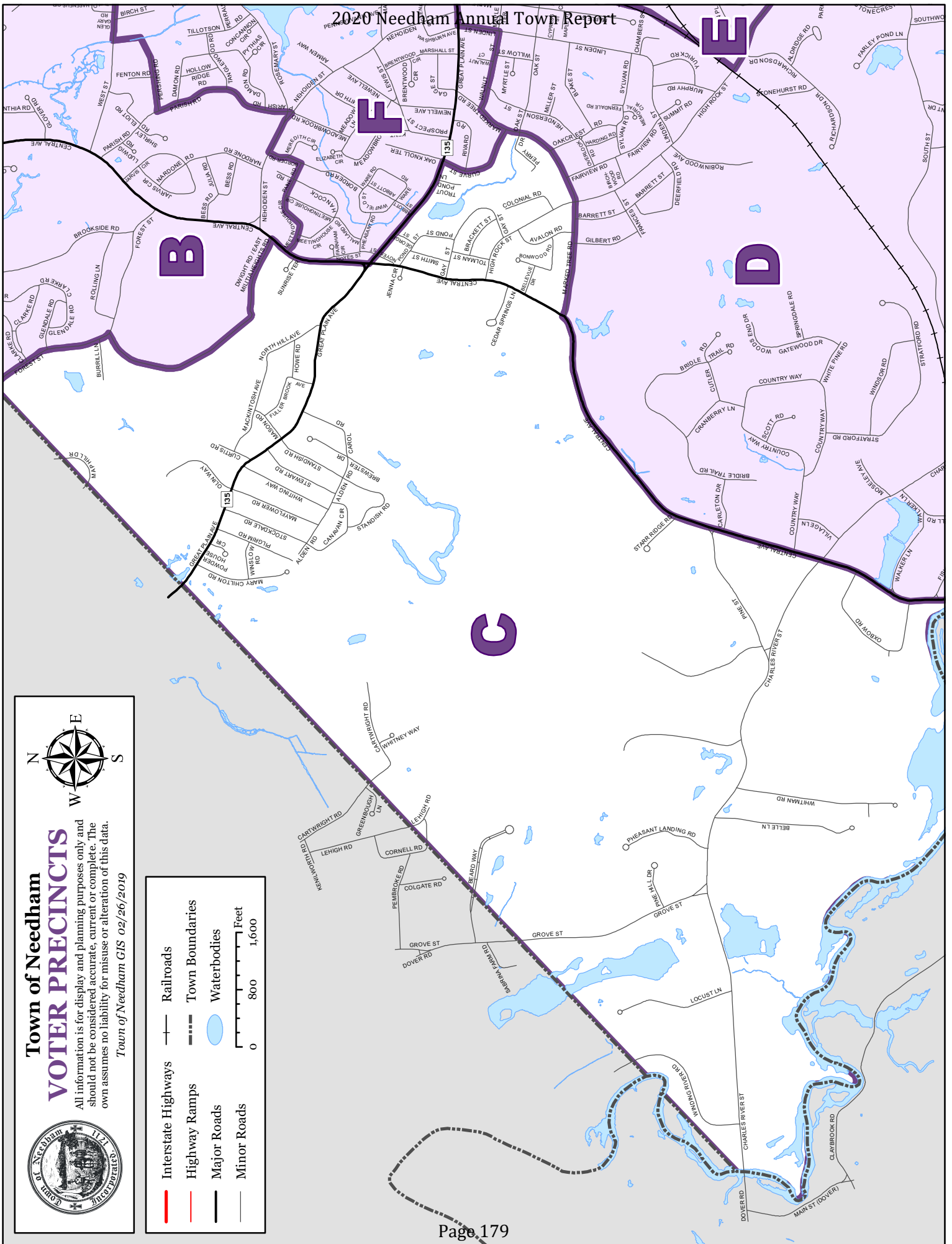
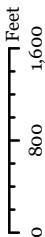
VOTER PRECINCTS

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Town of Needham GIS 02/26/2019



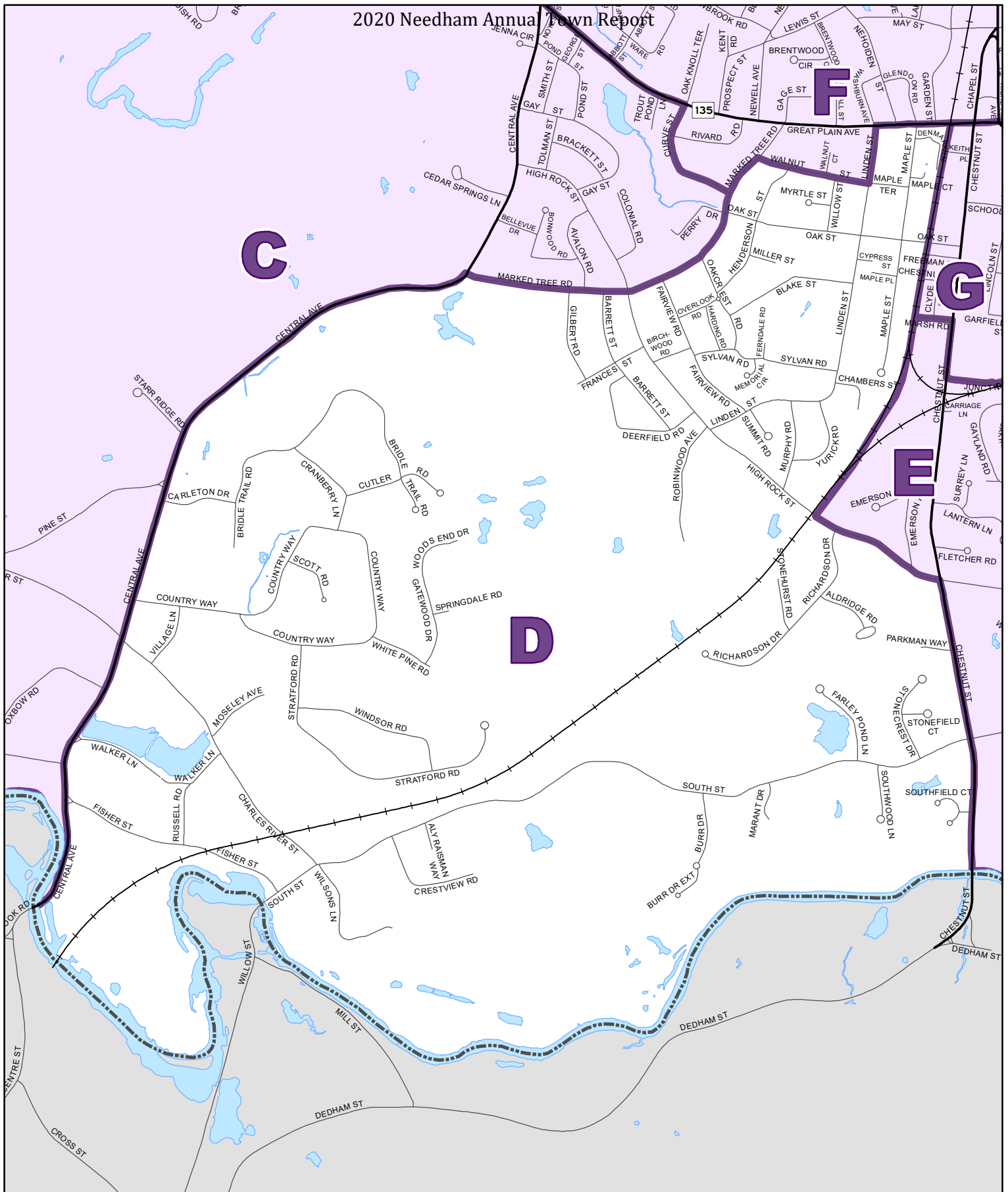
- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies



TOWN MEETING MEMBERS

PRECINCT C

Last Name	First Name	Address	Expiration
Alpert	Paul S.	116 Pine Street	2021
Barnes	Joseph P.	589 High Rock Street	2021
Cox, Jr.	Gilbert W.	49 Colonial Road	2021
Levy	Joshua W.	1606 Great Plain Avenue	2021
Neckes	Susan B.	36 Gay Street	2021
O'Brien	Michael E.	1600 Great Plain Avenue	2021
Owens	Ted	54 Whitman Road	2021
Tillotson	Paul B.	21 Howe Road	2021
Agualimpia	Carlos	7 Jenna Circle	2022
Carter	Andrea E. Longo	18 Colonial Road	2022
Goldberg	Lois R.	76 Brewster Drive	2022
Haslip	John H.	43 Whitman Road	2022
Isenberg	Paul David	44 Stewart Road	2022
Landau	R. Cynthia	57 Pine Street	2022
Vincent	Joshua J.	1476 Great Plain Avenue	2022
Zappala	Lisa W.	379 Charles River Street	2022
Alpert	Peter A.	108 Locust Lane	2023
Barnett	Bruce S.	249 Marked Tree Road	2023
Callanan	Paula R.	1699 Great Plain Avenue	2023
Cox	David R.	8 Whiting Way	2021
Gluesing	Mark J.	48 Mackintosh Avenue	2023
Masterman	James D.	53 Canavan Circle	2023
Miller	Louise L.	5 North Hill Avenue	2023
Waber	Rebecca	15 Powder House Circle	2023



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- 0 1,000 2,000 Feet



Town of Needham VOTER PRECINCTS

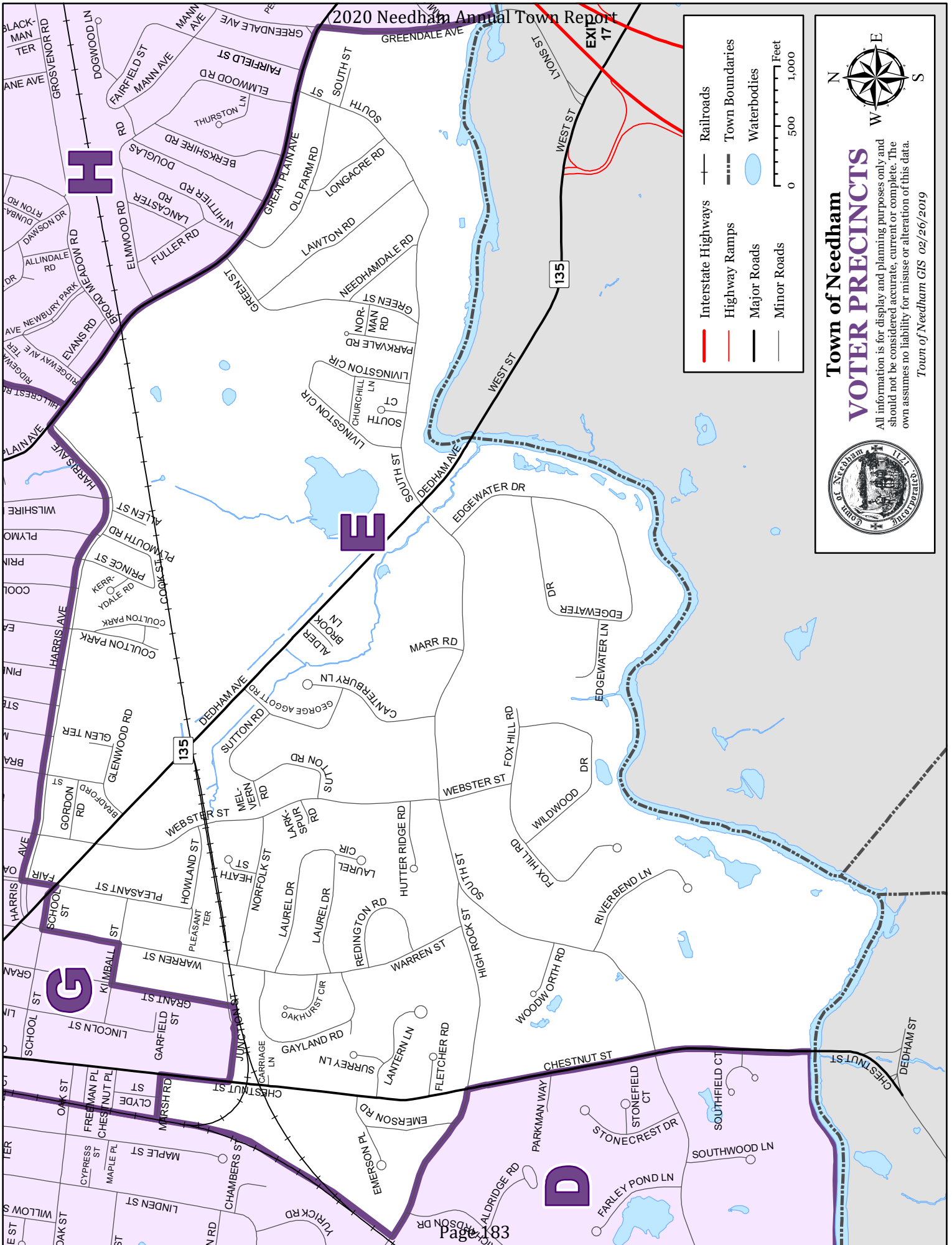
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TOWN MEETING MEMBERS

PRECINCT D

Last Name	First Name	Address	Expiration
Clarke	Holly Anne	1652 Central Avenue	2021
Cramer	Roy A.	1796 Central Avenue	2021
D'Addesio	Kathryn L.	110 Linden Street	2021
Der Marderosian	Ann	800 South Street	2021
Eisenhut	Bruce T.	106 Marked Tree Road	2021
Foster	Reginald C.	898 South Street	2021
Lewis	Kathleen M.	17 Maple Street	2021
Navales	Emma	82 Deerfield Road	2021
Baum	Janet K.	1 Southfield Court	2022
Calton	Karen L.	57 Oak Street	2022
Gerstel	Christopher J.	184 Maple Street	2022
Leghorn	Joseph J.	40 Linden Street	2022
Petitt	Robert A.	80 Robinwood Avenue	2022
Pressman	Aaron M.	1012 South Street	2022
Rauch	Evan F.	224 Country Way	2022
Tedoldi	M. Kathleen	13 Maple Street	2022
Conturie	Cynthia L.	96 Robinwood Avenue	2023
DeSimone	Dorothy H.	40 Linden Street	2023
Donald	Ross M.	25 Chambers Street Unit H	2023
Lunetta	Richard J.	182 Marked Tree Road	2021
McCullen	Justin DouglaS	22 Miller Street	2023
McNeill	Gary B.	54 Deerfield Road	2023
Mock	Steven E.	268 Marked Tree Road	2023
Soisson	Thomas F.	128 Maple Street	2023



Town of Needham VOTER PRECINCTS

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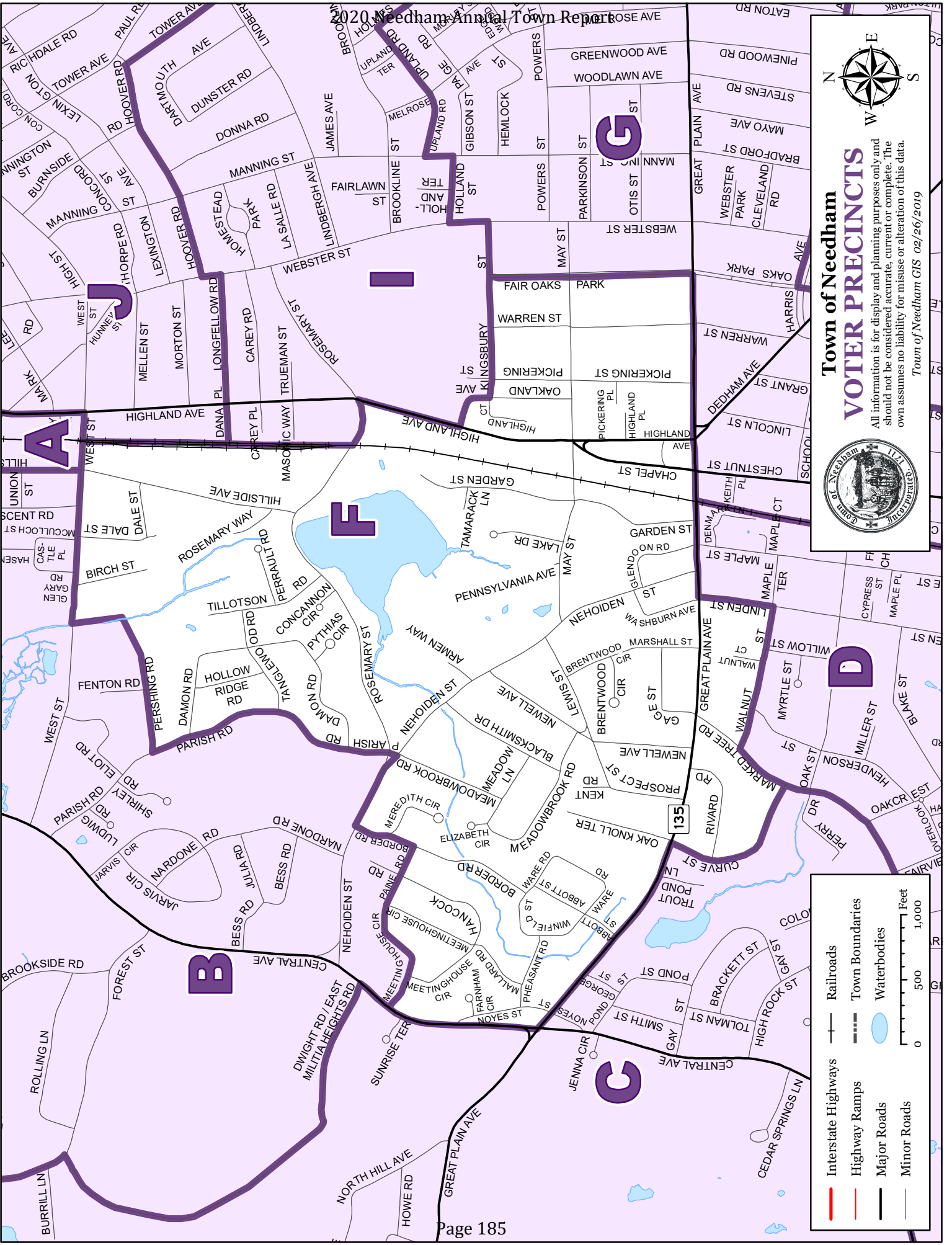


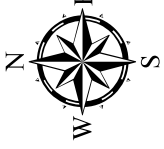
Town of Needham GIS 02/26/2019

TOWN MEETING MEMBERS

PRECINCT E

Last Name	First Name	Address	Expiration
Barr	Constance S.	205 Edgewater Drive	2021
Chaston	Cynthia J.	119 Fox Hill Road	2021
Cosgrove	Ann M.	17 Laurel Drive	2021
Fachetti	Carol A.	187 South Street	2021
Murray	Philip R.	453 Warren Street	2021
Paulson	William J.	111 Sutton Road	2021
Peckham	Ford H.	26 Lawton Road	2021
Robey	Philip V.	12 Fletcher Road	2021
Blakelock	David K.	217 Edgewater Drive	2022
Cosgrove III	Edward V.	17 Laurel Drive	2022
Hurley	Amy	154 South Street	2022
LaFace	Keith M.	504 Chestnut Street	2022
Rubin	Marc R.	41 Woodworth Road	2022
Ruth	Ronald W.	248 Warren Street	2022
Seidel	Victor Paul	56 Green Street	2022
Siegenthaler	Paul A.	1049 Webster Street	2022
Braman	Robert R.	76 Lawton Road	2023
Brandish	Philip Edward	44 Pleasant Street	2023
Cohenno	Peter Robert	481 Chestnut Street	2023
Crowell	Theodore M.	39 Lawton Road	2021
Durda	Paul J.	149 Laurel Drive	2023
Francesconi	Irene M.	5 George Aggott Road	2023
Stevens	Julie E.	18 George Aggott Road	2023
Wolfe	Cynthia J.	191 Fox Hill Road	2023





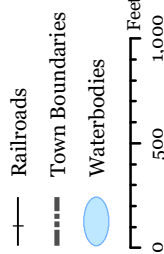
Town of Needham

VOTER PRECINCTS

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Town of Needham GIS 02/26/2019



Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies

Feet

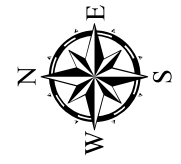
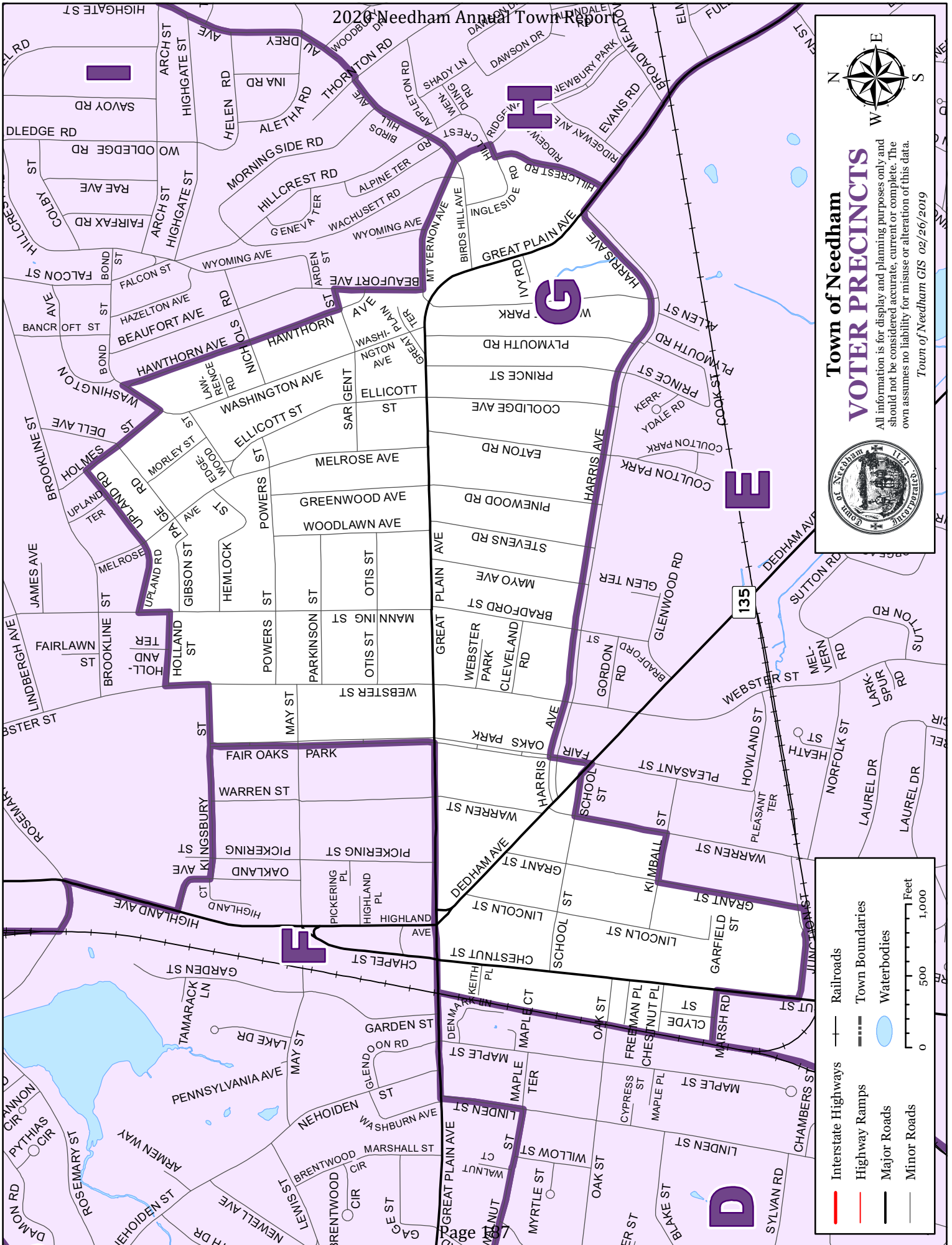
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TOWN MEETING MEMBERS

PRECINCT F

Last Name	First Name	Address	Expiration
Borrelli	Alison S.	1175 Great Plain Avenue	2021
Connelly	John P.	67 May Street	2021
Davis	Gail E.	233 Nehoiden Street	2021
Davis	Richard W.	233 Nehoiden Street	2021
McCabe	Joseph	93 Garden Street	2021
Sexton	Jennifer S.	62 Newell Avenue	2021
Winnick	Deborah S.	12 Mallard Road	2021
Zoppo	William A.	330 Nehoiden Street	2021
Coffman	Barry J.	837 Great Plain Avenue	2022
Heller	Jeffrey D.	1092 Central Avenue	2022
Kalish	Leslie A.	48 Lake Drive	2022
Kirk	Susan C.	100 Warren Street	2022
McCafferty	Dennis Francis	3 Meadowbrook Road	2022
McKnight	Jeanne S.	100 Rosemary Way #336	2022
Okerman	William J.	100 Meetinghouse Circle	2022
Price	Karen N.	48 Lake Drive	2022
Cohen	Lawrence J.	77 Warren Street	2023
Fox	Doug H.	43 Marked Tree Road	2023
Friedman	Jeffrey M.	28 Perrault Road, #1	2023
Goldin	Rochelle E.	68 Warren Street	2021
Kirk	John P.	100 Warren Street	2023
MacMahon	Mary Anne	89 Warren Street	2023
Scheideler	Edward C.	100 Rosemary Way, #219	2023
Zaff	Adam S.	134 Damon Road	2023

2020 Needham Annual Town Report



Town of Needham
VOTER PRECINCTS
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 Town of Needham GIS 02/26/2019



Interstate Highways

Highway Ramps

Major Roads

Minor Roads

Railroads

Town Boundaries

Waterbodies

Feet

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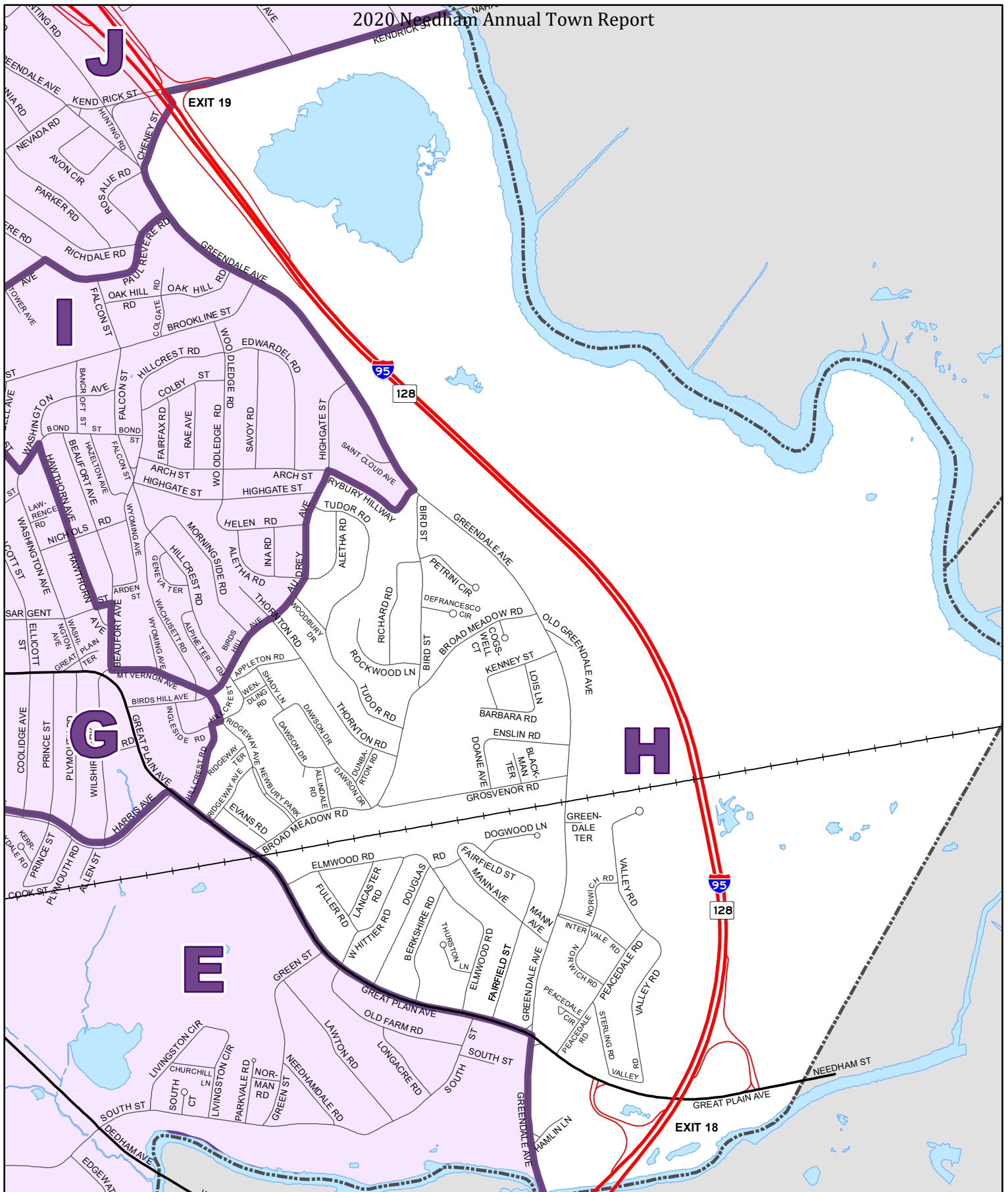
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TOWN MEETING MEMBERS

PRECINCT G

Last Name	First Name	Address	Expiration
Abbott	Susan W.	60 Otis Street	2021
Dirks	David	674 Webster Street	2021
Gallagher	Fran	692 Great Plain Avenue	2021
Harkins	Thomas M.	24 May Street	2021
Kane	Matthew A.	28 Bradford Street	2021
McCaffrey	Maureen T.	285 Manning Street	2021
McGarvey	Susan B.	66 Upland Road	2021
Welby	Susan	857 Webster Street	2021
Balachandra	Lakshmi	86 Plymouth Road	2022
Beacham	Colleen O.	249 Harris Avenue	2022
Beacham, Jr.	Peter W.	249 Harris Avenue	2022
Crawford	Michael J.	213 Warren Street	2022
Crimmings	John D.	32 Plymouth Road	2022
Distler	Michael A.	122 Washington Avenue	2022
Fernandez	Robert John	19 Bradford Street	2022
Freundlich	Kenneth B.	54 Bradford Street	2022
Dermody	Robert J.	162 Fair Oaks Park	2023
Dowd	Catherine Reid	778 Great Plain Avenue	2023
Frail	Stephen Antony	2 Powers Street	2023
Frail	Heidi R.	29 Powers Street	2021
Skatrud	Alisa M.	49 Sargent Street	2023
Smart, Jr.	Robert T.	25 Mayo Avenue	2023
Tacelli	Patrick Weston	179 Harris Avenue	2023
Theran	Sally Ann	121 Grant Street	2023



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- 0 800 1,600 Feet



Town of Needham VOTER PRECINCTS

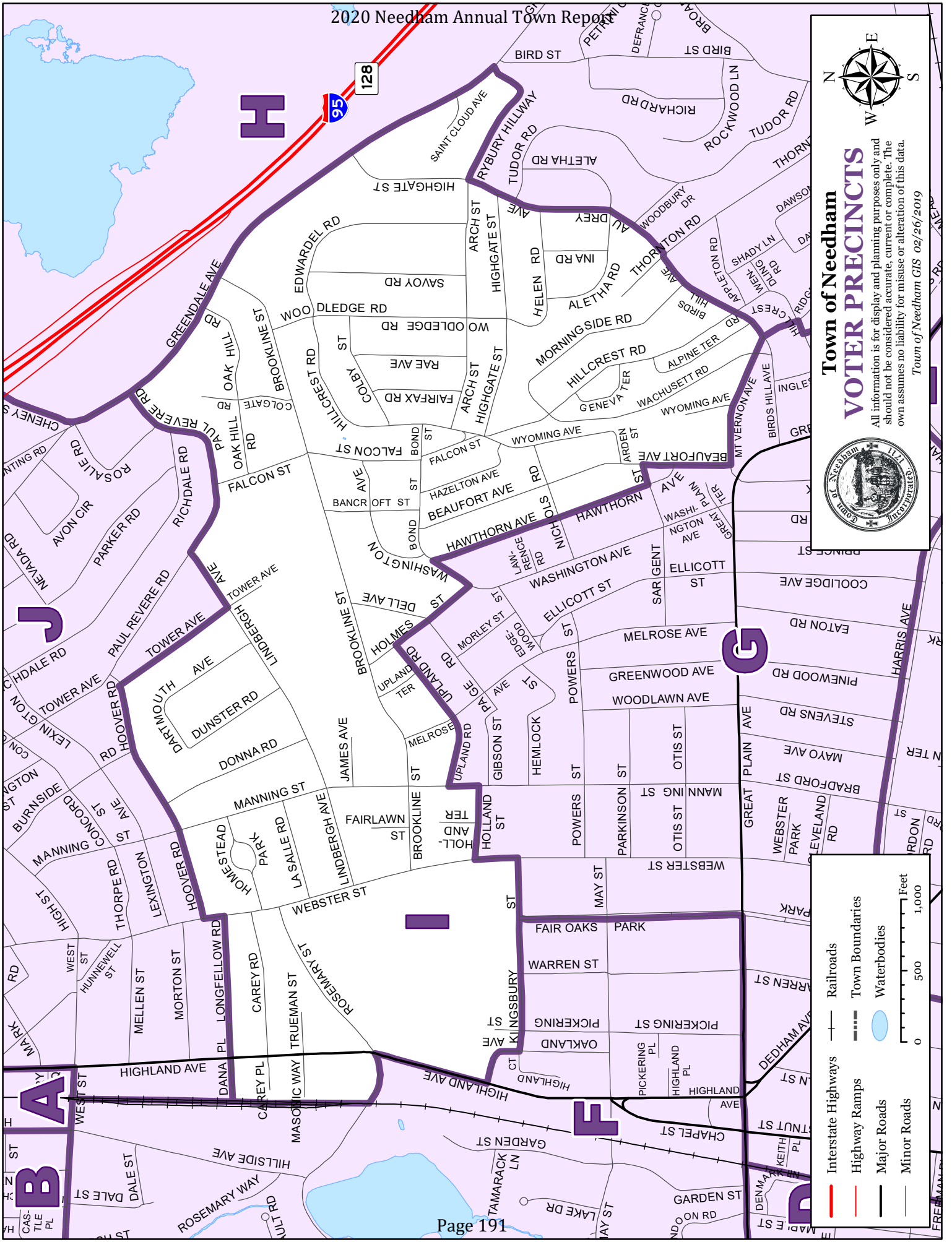
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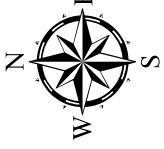


TOWN MEETING MEMBERS

PRECINCT H

Last Name	First Name	Address	Expiration
Brinkhaus	Heinz R.	10 Lancaster Road	2021
Cruickshank	M. Patricia	64 Elmwood Road	2021
Feigenbaum	Lynn Sara	80 Richard Road	2021
Handler	Elizabeth P.	317 Great Plain Avenue	2021
Knickle-Tierney	Kimberly	206 Broad Meadow Road	2021
Milligan	Paul T.	224 Elmwood Road	2021
Moller	Marsha B.	160 Dawson Drive	2021
Tierney	Kevin F.	206 Broad Meadow Road	2021
Barzilay	Ilan	77 Thornton Road	2022
Bruel	Hilary Hanson	87 Thornton Road	2022
Carter	Molly Kastory	136 Tudor Road	2022
Diener	Michael A.	30 Kenney Street	2022
Han	Karen E.	34 Grosvenor Road	2022
Kingston	John A.	70 Grosvenor Road	2022
Orscheln	Eileen K.	67 Whittier Road	2022
Wixon	Amy M.	92 Grosvenor Road	2022
Cosentino	Julia Satti	265 Great Plain Avenue	2023
Gillogley	Thomas Edward	4 Wendling Road	2023
Kardok	Michael C.	55 Berkshire Road	2023
McCarthy	Nancy E.	29 Sterling Road	2021
Mullen	Eileen M.	20 Dunbarten Road	2023
Olive	Peter R.	133 Thornton Road	2023
Reilly	Richard M.	15 Whittier Road	2023
Zimbone	Richard A.	10 Woodbury Drive	2023



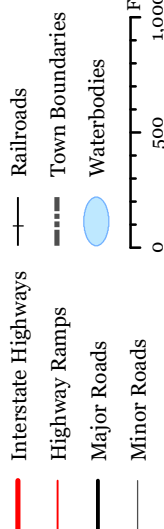


Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 02/26/2019





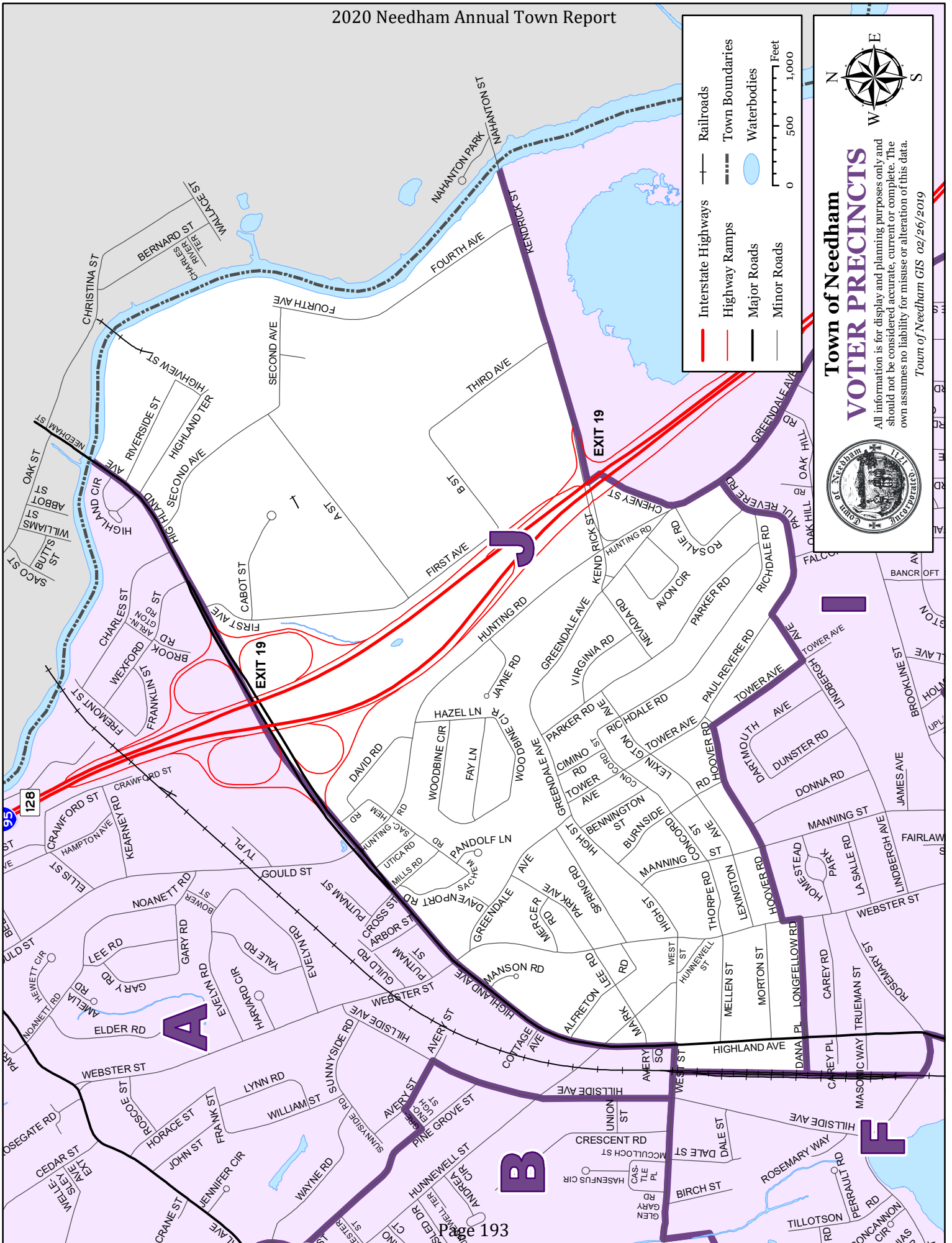
Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies

Feet
0
500
1,000

TOWN MEETING MEMBERS

PRECINCT I

Last Name	First Name	Address	Expiration
Alberding	Evelyn C.	376 Hillcrest Road	2021
Atallah	Peter D.	18 Lindbergh Avenue	2021
Escalante	David J.	103 Woodledge Road	2021
Gallo	John L.	298 Brookline Street	2021
Robey III	Paul	38 Brookline Street	2021
Sockol	Ron	611 Greendale Avenue	2021
Sockol	Lois F.	611 Greendale Avenue	2021
Weinstock	Rachel Ann	30 Homestead Park	2021
Centola	Michael	12 Hoover road	2022
Crocker	Artie R.	17 Fairlawn Street	2022
Ecsedy	Claire Dee	20 Holland Terrace	2022
Golden	Joel S.	22 Edwardel Road	2022
Ochalla	Josephine	657 Webster Street	2022
Pingitore	Peter J.	146 Hillcrest Road	2022
Weinstein	Anne W.	3 Carey Road	2022
Whitney	Kathleen D.	75 Kingsbury Street	2022
Bagshaw	Lisa Dannibal	41 Dartmouth Avenue	2023
Ecsedy	David J.	20 Holland Terrace	2023
Kahn-Boesel	Jill C.	44 Brookline Street	2023
Kent	William Christopher	8 James Avenue	2021
Matthews	Joseph S.	31 Rosemary Street	2023
Mollerus	Kristin L.	139 Brookline Street	2023
Murphy	Lorraine M.	59 Beaufort Avenue	2023
Supple	David Paul	58 Helen Road	2023



TOWN MEETING MEMBERS

PRECINCT J

Last Name	First Name	Address	Expiration
Arrieta-Ruetenik	Georgina A.	236 Greendale Avenue	2021
Berlin	Joan K.	67 Parker Road	2021
Cherbuliez	Lisa	17 Lindbergh Avenue	2021
Dermody	William R.	12 Concord Street	2021
Greis	Michael J.	384 Webster Street	2021
Kaponya	Elizabeth Nicole	27 Highland Terrace	2021
McCourt	Christine S.	181 Richdale Road	2021
Mullin	Donna M	131 Paul Revere Road	2021
Deutsch	Robert E.	14 Highview Street	2022
Epstein	Janice S.	75 Highland Terrace	2022
Keane	Kevin J.	88 Lexington Avenue	2022
Kent	George F.	184 Richdale Road	2022
Montgomery	David P.	361 Webster Street	2022
Mooney	Christopher	41 Lexington Avenue	2022
Panov	Peter Sergey	19 West Street	2022
Urwitz	Carol I.	164 Greendale Avenue	2022
Pollock	Barry S.	15 Pandolf Lane	2023
Bonasia	James S.	174 Tower Avenue	2023
Chandler	Stuart B.	123 Paul Revere Road	2023
Eilberg	Laluren	32 Mark Lee Road	2021
Mathias	Michael M.	354 Webster Street	2023
Murphy	Jane B.	760 Highland Avenue #17	2023
Sherman	Daniel	566 Hunnewell Street	2023
Whitney	Debra A.	36 Hunting Road	2023

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FY2020 RETIREEES

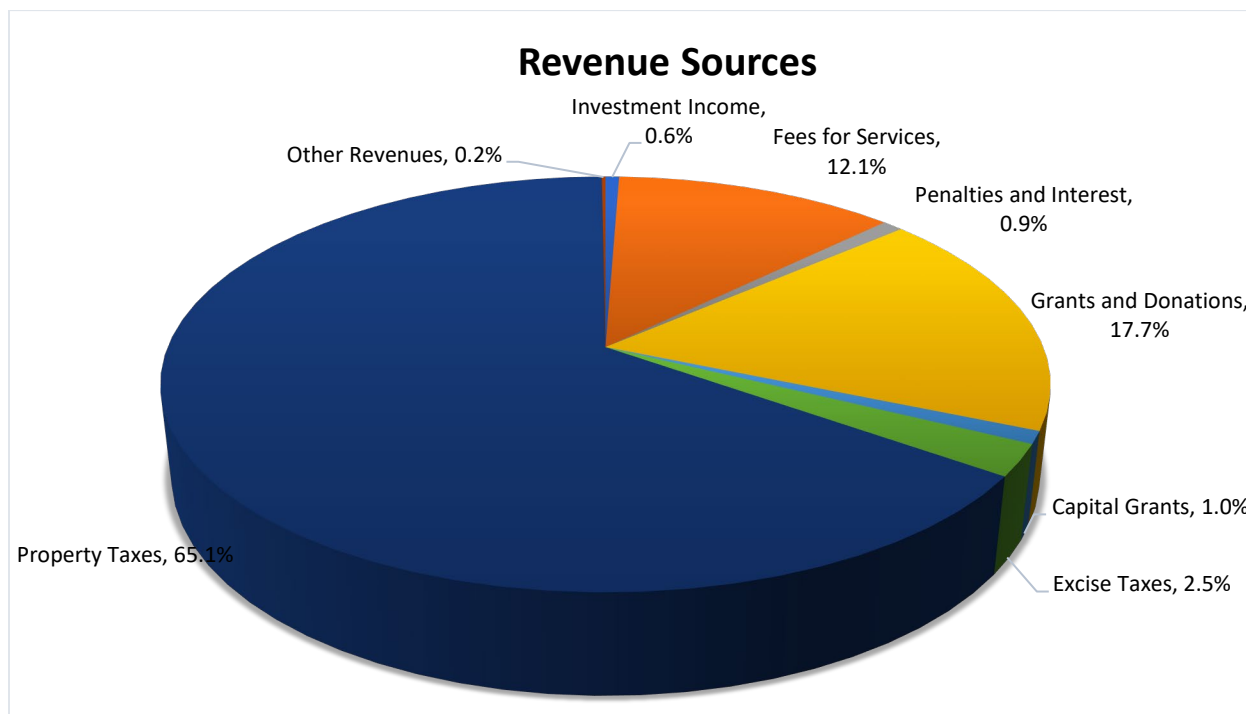
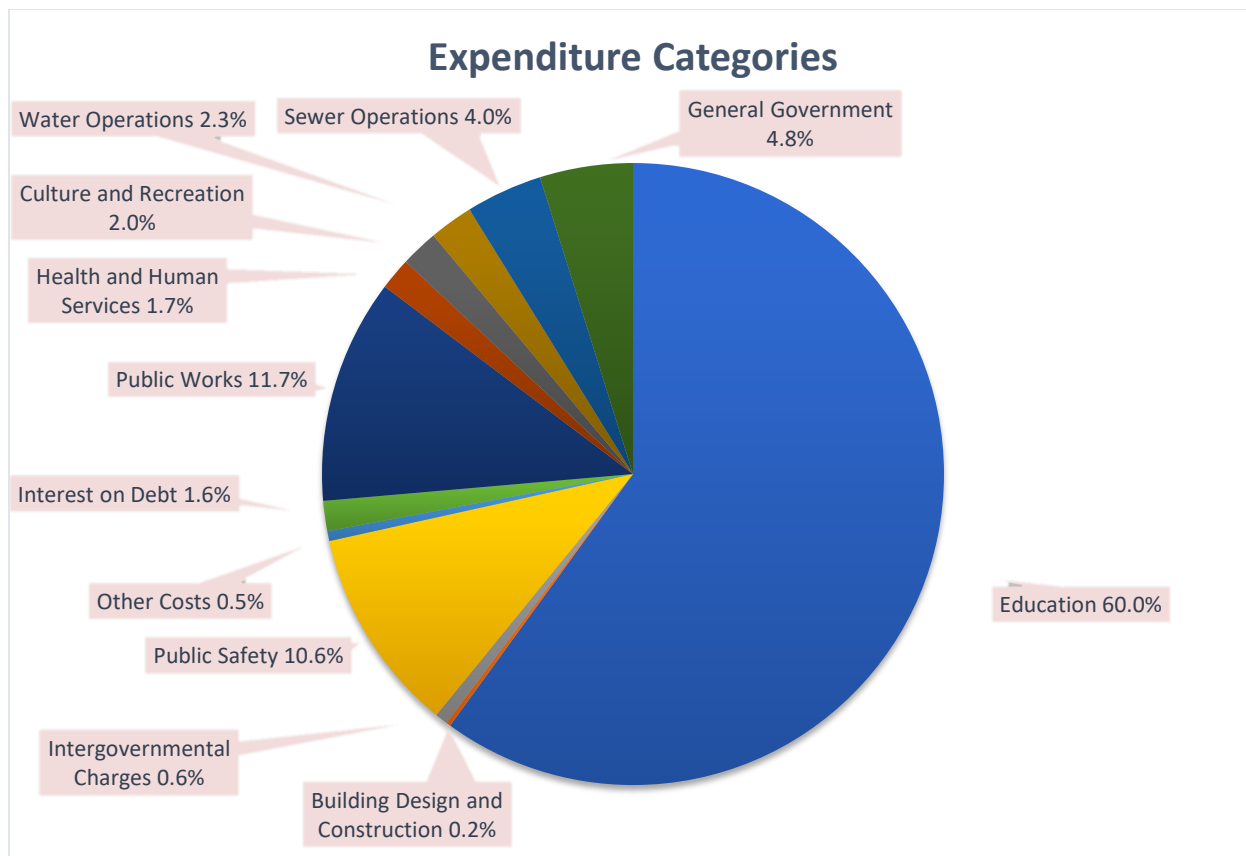
Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
FIR	Cosgrove, Peter	1/29/2020	34 years 5 months	TWN	Carmichael, Donna	6/5/2020	15 years 1 month
SCH	Hurley, Sheila	2/1/2020	19 years 5 months	SCH	Perry, Rosa	6/20/2020	19 years 8 months
FRI	Campbell, Bryan	2/2/2020	33 years 9 months	SCH	Feller, Michael	8/3/2019	10 years 1 month
FIR	Hasenfus, Kenneth	3/17/2020	33 years 6 months	SCH	Carell, Kathleen	8/10/2019	19 years 3 months
SCH	Carroll, Kimberley	4/13/2020	14 years 9 months	SCH	Tedeschi, Steven	9/7/2019	31 years 0 months
TWN	Carey, Patricia	5/23/2020	31 years 10 months	SCH	Conti, Alfred	9/28/2019	16 years 0 months



FY2020

Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
HOS	Anderson, Jane A.	15 years 4 months	MBM	MacKinnon, Edwin E.	32 years 4 months
SCH	Barnes, Virginia S.	10 years 8 months	HOS	Mayo, Maralyn	10 years 11 months
FIR	Bielski, Francis T.	16 years 5 months	FIR	Montgomery, Bonnie A.	30 years 1 month
SCH	Bottero, Frances S.	21 years 7 months	FIR	Orne Jr., Charles A.	43 years 2 months
POL	Casavant, Sarah M.	17 years 8 months	SCH	Safford, Karen H.	18 years 8 months
SCH	Cusick, Jean	19 years 10 months	MBM	Scahill, David L.	16 years 5 months
LIB	D'Amico, Nancy B.	21 years 11 months	SCH	Schneider, Richard E.	15 years 8 months
DPW	Dalton, James M.	17 years 9 months	MBM	Sutherland, Eric	14 years 4 months
POL	Forbes, Charles A.	26 years 6 months	SCH	Thornton, Andrea W.	13 years 5 months
SCH	Krueger, Gloria	28 years 9 months	SCH	Whetham, Catherine M.	10 years 6 months

APPENDICES



**General Fund
Balance Sheet
Year Ended June 30, 2020**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$44,593,304
Investments	\$9,417,500
 Receivables:	
Property Taxes	\$4,765,333
Excises	\$1,149,336
Departmental	\$1,112,160
Intergovernmental	\$2,085,444
Other	<u>\$56,273</u>
Total Assets	<u>\$63,179,350</u>
 <u>LIABILITIES</u>	
Warrants and Accounts Payable	\$1,654,589
Accrued Liabilities	\$3,892,671
Due to Other Governments	\$0
Anticipation Notes Payable	\$0
Refunds Payable	\$562,856
Other Liabilities	<u>\$174,309</u>
Total Liabilities	\$6,284,425
 Unavailable Revenue	 \$8,014,308
Taxes Paid in Advance	<u>\$211,138</u>
Deferred Inflows of Resources	\$8,225,446
 <u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$792,826
Committed	\$7,370,979
Assigned	\$11,673,908
Unassigned	<u>\$28,831,766</u>
Total Fund Balance	\$48,669,479
 Total Liabilities, Deferred Inflows of Resources, and Fund Balance	 <u>\$63,179,350</u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2020**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$70,591,405
Investments	\$15,659,272
Receivables:	
Property Taxes	\$4,801,911
Excises	\$1,149,336
Departmental	\$1,143,044
Intergovernmental	\$2,448,180
Other	\$56,273
Deposits	<u>\$182,226</u>
Total Assets	<u><u>\$96,031,647</u></u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$7,493,056
Unearned Revenue	\$1,138,317
Accrued Liabilities	\$3,982,527
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$562,856
Anticipation Notes Payable	\$1,200,000
Other Liabilities	<u>\$175,924</u>
Total Liabilities	\$14,552,680
Deferred Inflows of Resources	\$8,655,644
<u>FUND BALANCES</u>	
Non-spendable	\$188,478
Restricted	\$18,945,127
Committed	\$15,036,418
Assigned	\$11,673,908
Unassigned	<u>\$26,979,392</u>
Total Fund Balance	\$72,823,323
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u><u>\$96,031,647</u></u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2020

Revenues

Property Taxes	\$152,958,851
Excise Taxes	\$5,679,213
Penalties, Interest and Other Taxes	\$2,053,611
Charges for Services	\$8,443,094
Departmental	\$1,585,175
Licenses and Permits	\$2,376,998
Intergovernmental	\$32,870,012
Investment Income	\$1,329,452
Fines and Forfeitures	\$239,211
Contributions	\$435,663
Other	<u>\$475,633</u>
Total Revenues	\$208,446,913

Expenditures

General Government	\$8,792,135
Public Safety	\$21,544,396
Education	\$113,462,724
Public Works	\$21,467,431
Maintenance	\$800,273
Health and Human Services	\$3,426,749
Culture and Recreation	\$3,775,996
Employee Benefits	\$790,253
Other Current Expenditures	\$608,251
Capital Outlay	\$43,009,755
Debt Service	\$13,439,101
Intergovernmental	<u>\$1,445,490</u>
Total Expenditures	\$232,562,554
Revenues to Expenditures	(\$24,115,641)

Other Financing Sources and Uses

Issuance of Refunded Debt	\$52,603,000
Bond Premium	\$5,677,295
Transfers In	\$18,788,405
Refunding Escrow	(\$5,908,925)
Transfers Out	<u>(\$18,277,078)</u>
Total Other Financing Sources and Uses	\$52,882,697
Net Change in Fund Balances	\$28,767,056
Fund Balances at Beginning of Year	\$44,056,267
Fund Balances at End of Year	<u>\$72,823,323</u>

**Enterprise Funds
Statement of Net Position
Year Ended June 30, 2020**

	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Short-term Investments	\$4,622,312	\$6,516,153
Receivables	\$2,858,244	\$2,078,050
Intergovernmental	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$7,480,556	\$8,594,203
Noncurrent Assets:		
Land and Construction in Progress	\$2,194,350	\$1,863,972
Other Capital Assets, Net of Accumulated Depreciation	<u>\$23,502,896</u>	<u>\$31,677,443</u>
Total Noncurrent Assets	\$25,697,246	\$33,541,415
Total Assets	\$33,177,802	\$42,135,618
Deferred Outflows	<u>\$554,508</u>	<u>\$728,195</u>
Total Assets and Deferred Outflows	\$33,732,310	\$42,863,813
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts Payable	\$22,422	\$198,041
Accrued Payroll	\$25,510	\$26,040
Accrued Liabilities	\$0	\$0
Retainage Payable	\$0	\$0
Refunds Payable	\$159,785	\$22,682
Notes Payable	\$0	\$0
Other Liabilities	\$0	\$0
Current Portion of Long-term Liabilities:		
Bonds Payable	\$543,649	\$632,379
Compensated Absences	<u>\$195,297</u>	<u>\$152,031</u>
Total Current Liabilities	\$946,663	\$1,031,173

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2020

	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities		
Net Pension Liability	\$1,323,940	\$2,046,089
Net OPEB Liability	\$814,517	\$769,582
Bonds Payable, Net of Current Portion	<u>\$4,546,187</u>	<u>\$4,880,547</u>
Total Noncurrent Liabilities	\$6,684,644	\$7,696,218
 Total Liabilities	 \$7,631,307	 \$8,727,391
Deferred Inflows	<u>\$241,933</u>	<u>\$306,878</u>
	\$7,873,240	\$9,034,269
 <u>NET POSITION</u>		
Invested in Capital Assets, Net of Related Debt	\$20,607,411	\$28,034,367
Unrestricted	<u>\$5,251,659</u>	<u>\$5,795,177</u>
Total Net Assets	\$25,859,070	\$33,829,544
 Total Assets and Deferred Outflows	 <u>\$33,732,310</u>	 <u>\$42,863,813</u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2020

	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>		
Charges for Services	\$9,201,404	\$6,568,810
Other Current Assets	<u>\$0</u>	<u>\$2,614</u>
Total Operating Revenue	\$9,201,404	\$6,571,424
 <u>Operating Expenses</u>		
Personnel Services	\$1,077,910	\$1,218,865
Non-Personnel Services	\$337,603	\$944,772
Depreciation	\$962,216	\$1,385,014
Intergovernmental Assets	<u>\$6,388,680</u>	<u>\$1,412,327</u>
Total Operating Expenses	\$8,766,409	\$4,960,978
 Operating Income (Loss)	\$434,995	\$1,610,446
 <u>Non-operating Revenues and Expenses</u>		
Intergovernmental Revenue	\$0	\$0
Investment Income	\$22,192	\$35,013
Other Revenue	\$0	
Interest Expense	<u>(\$116,481)</u>	<u>(\$131,223)</u>
Net Non-operating Revenue/Expense	(\$94,289)	(\$96,210)
 Income (Loss) Before Transfers	\$340,706	\$1,514,236
 Capital Contribution	\$360,000	\$0
Transfers In	\$530,467	\$0
Transfers Out	<u>(\$472,345)</u>	<u>(\$853,155)</u>
Net Transfers	\$418,122	(\$853,155)
 Change in Net Position	\$758,828	\$661,081
 Net Position at Beginning of Year	\$25,100,242	\$33,168,463
Net Position at End of Year	<u>\$25,859,070</u>	<u>\$33,829,544</u>

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2020

	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>		
Receipts from Customers and Users	\$9,104,998	\$6,268,408
Employer Contributions	\$0	\$0
Payment of Utility Assessments	(\$6,388,680)	(\$1,412,327)
Payments to Vendors and Contractors	(\$332,840)	(\$783,006)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$939,252)</u>	<u>(\$1,126,984)</u>
Net Cash Operating Activities	\$1,444,226	\$2,946,091
<u>Noncapital Financing Activities</u>		
Operating Grants Received	\$0	\$0
Transfers from Other Funds	\$530,467	\$0
Transfers to Other Funds	<u>(\$472,345)</u>	<u>(\$853,155)</u>
Net Cash Noncapital Financing Activities	\$58,122	(\$853,155)
<u>Capital Financing Activities</u>		
Acquisition and Construction of Capital Assets	(\$1,832,105)	(\$730,686)
Non Operating Revenue	\$0	\$0
Proceeds from Notes	\$0	\$0
Proceeds from Bonds	\$486,000	\$0
Principal Payments on Loans	(\$787,613)	(\$686,606)
Paydowns of Notes	\$0	(\$360,000)
Capital Contribution	\$0	\$0
Interest Expense	<u>(\$116,481)</u>	<u>(\$131,223)</u>
Net Cash Capital Financing Activities	(\$2,250,199)	(\$1,908,515)

**Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2020**

	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>		
Investment Income	<u>\$22,192</u>	<u>\$35,013</u>
Net Cash Investment Activities	\$22,192	\$35,013
 Net Change in Cash	 (\$725,659)	 \$219,434
 Cash and Investments Beginning of Year	 \$5,347,971	 \$6,296,719
 Cash and Investments End of Year	 <u><u>\$4,622,312</u></u>	 <u><u>\$6,516,153</u></u>

Enterprise Funds
Reconciliation of Operating Income to Net Cash Provided by Operating
Activities
Year Ended June 30, 2020

	<u>Sewer</u>	<u>Water</u>
Operating Income	\$434,995	\$1,610,446
<u>Adjustments</u>		
Depreciation	\$962,216	\$1,385,014
<u>Changes in Assets, Liabilities and Deferred Flows</u>		
User Fees	(\$163,553)	(\$303,140)
Deferred Outflows	(\$130,344)	(\$168,961)
Accounts Payable	\$4,765	\$161,766
Accrued Liabilities	\$4,868	\$6,022
Refunds Payable	\$67,146	\$123
Compensated Absences	\$16,549	\$16,267
Net Pension Liability	\$87,921	\$135,878
Net OPEB Liability	\$74,503	(\$31,624)
Deferred Inflows	\$85,160	\$134,300
	\$0	\$0
Net Cash Provided by Operating Activities	<u>\$1,444,226</u>	<u>\$2,946,091</u>

Trust Funds
Year Ended June 30, 2020

Fund	July 1, 2019	Receipts	Disbursements & Adjustments	June 30, 2020
Anita M. Reinke Memorial Scholarship	12,661.82	529.92	500.00	12,691.74
Arthur and Cecilia Bailey Scholarship	56,689.95	2,372.53	2,200.00	56,862.48
Centennial Football Scholarship	575.63	24.09		599.72
Charles and Bernice Siegel Memorial Fund	253,792.73	10,621.45	1,600.00	262,814.18
Chloe Malast Memorial Scholarship	\$18,874.93	\$789.94	\$750.00	\$18,914.87
Class of 1979 Scholarship	\$53.07	\$2.22		\$55.29
Class of 1980 Scholarship	\$7,511.09	\$314.34	\$500.00	\$7,325.43
C. J. Cullen III Memorial Scholarship	\$48,192.78	\$2,016.89	\$1,700.00	\$48,509.67
Dana F. Burke Scholarship	\$5,231.79	\$218.94	\$300.00	\$5,150.73
De Fazio Family Memorial Scholarship	\$18,015.41	\$753.95	\$700.00	\$18,069.36
Derwood Newman Memorial	\$36,921.35	\$1,545.20		\$38,466.55
Dr. Lee Allan Memorial	\$4,032.89	\$168.78		\$4,201.67
Dwight School (Pollard School)	\$56,386.05	\$2,359.81		\$58,745.86
Edward J. Stewart 13 Club Scholarship	\$115.64	\$4.85		\$120.49
Edith Wildman Fund	\$621,950.61	\$26,029.02	\$24,500.00	\$623,479.63
Adrienne Garrido Memorial Scholarship	\$32,101.41	\$1,350.56	\$1,275.00	\$32,176.97
Elizabeth Handley	\$48,393.39	\$2,025.30	\$1,900.00	\$48,518.69
Elizabeth May Music Trust	\$234,348.28	\$9,807.70		\$244,155.98
Frederick Barstow Scholarship	\$300,328.78	\$12,257.65	\$27,000.00	\$285,586.43
Frederick Harris Scholarship	\$36,198.58	\$1,514.94	\$2,000.00	\$35,713.52
George Morse Memorial Scholarship	\$273,232.86	\$11,435.03	\$6,000.00	\$278,667.89
George F. Skinner	\$778.01	\$3,052.20	\$1,200.00	\$2,630.21
High School Sports Endowment	\$42,878.92	\$1,794.53		\$44,673.45
Igor Guralnik & Keith Flueckiger	\$21.73	\$0.91		\$22.64
Joan W. Swartz Memorial Scholarship	\$87.96	\$3.68		\$91.64
John Akers	\$347,507.60	\$14,284.02	\$15,000.00	\$346,791.62
John C. Wood (High School Library)	\$19,146.56	\$801.31		\$19,947.87
Joseph Paulini Scholarship	\$4,172.71	\$174.63		\$4,347.34
Kyle Shapiro Scholarship	\$7.37	\$0.33		\$7.70
Leo F. Richards Jr. Scholarship	\$7.42	\$0.33		\$7.75
Linda Barnes Scholarship	\$277.31	\$11.61		\$288.92
Lizzie and Reuben Grossman Scholarship	\$108.03	\$1,504.53	\$1,500.00	\$112.56
Mark R., Beane Memorial Scholarship	\$42,830.89	\$4,359.21	\$1,700.00	\$45,490.10
Mark Oberle Mermorial Scholarship	\$15,437.51	\$1,148.05	\$500.00	\$16,085.56
Martin Luther King Scholarship	\$6,249.25	\$763.00	\$250.00	\$6,762.25
Minot Mac Donald (Carter School Library)	\$13,644.20	\$571.01		\$14,215.21
Miriam Kronish Scholarship	\$6,726.99	\$276.20	\$1,915.00	\$5,088.19
Miriam Kronish Excellence in Educ	\$41,943.14	\$1,755.37		\$43,698.51
Nate Tavalone Scholarship	\$10,098.04	\$422.61	\$390.00	\$10,130.65
New Century Club Scholarship	\$16,102.27	\$673.89	\$640.00	\$16,136.16
Nina Pansuk Scholarship	\$178,679.84	\$7,802.92	\$5,000.00	\$181,482.76
Peter Eloranta Chemistry Award Scholarship	\$17,333.73	\$725.46	\$650.00	\$17,409.19

Trust Funds
Year Ended June 30, 2020

Fund	July 1, 2019	Receipts	Disbursements & Adjustments	June 30, 2020
Peter Eloranta Scholarship	\$118,043.06	\$4,926.73	\$4,700.00	\$118,269.79
Rebecca H. Perry Memorial Scholarship	\$326,033.77	\$13,644.82	\$8,000.00	\$331,678.59
Richard Jensen, Sr. Memorial Scholarship	\$3,974.08	\$166.33		\$4,140.41
Robert and Elizabeth Gardner Scholarship	\$164,234.85	\$35,578.03	\$20,000.00	\$179,812.88
Robert Burke Fitzgerald	\$133,511.29	\$5,587.56	\$5,200.00	\$133,898.85
Ruth Ann B. Simmons MD Memorial Scholarship	\$15,279.65	\$639.46	\$1,000.00	\$14,919.11
Scott Marino Memorial Scholarship	\$7,904.62	\$330.83	\$1,000.00	\$7,235.45
Stacy Neilson Memorial Fund (Soccer Team)	\$25,965.15	\$1,086.68	\$1,000.00	\$26,051.83
Students Need Arts Trust Fund	\$83.03	\$3.85		\$86.88
Timothy P. Flanagan Memorial Scholarship	\$2,737.49	\$114.57	\$1,000.00	\$1,852.06
Richard Tod Greenleaf III Memorial	\$1,725.39	\$72.20	\$1,000.00	\$797.59
William G. Moseley Scholarship	\$28,127.43	\$1,177.16	\$925.00	\$28,379.59
William L. Sweet Scholarship	\$987,957.32	\$41,346.91	\$43,000.00	\$986,304.23
William T. Burke Memorial Scholarship	\$248.22	\$10.37		\$258.59
Subtotal School	\$4,645,473.87	\$230,954.41	\$186,495.00	\$4,689,933.28
Arthur W. & Barbara S. Hatch Fund	\$358,848.79	\$14,941.54	\$14,834.44	\$358,955.89
Bosworth Library Trust Fund	\$9,628.48	\$402.97		\$10,031.45
Charles Fredic Clifford Henderson Library 10% Trust	\$174,352.35	\$7,296.82	\$427.50	\$181,221.67
Cora Proctor Thurston Fund	\$16,173.33	\$676.87		\$16,850.20
Harold Street Trust	\$32,039.86	\$1,340.92		\$33,380.78
Helen DE M. Dunn Library Trust Fund	\$1,149.10	\$48.08		\$1,197.18
Karl L. Nutter Library Trust Fund	\$3,119.71	\$125.19		\$3,244.90
Laura G. Willgoose Library Trust Fund	\$181,646.00	\$7,522.05	\$5,728.35	\$183,439.70
Library Permanent Donation Fund	\$120,035.09	\$69,049.16	\$65,675.81	\$123,408.44
Lois Carley Children's Library Trust	\$14,490.50	\$586.32	\$581.41	\$14,495.41
Martha Barr Library Trust Fund	\$4,456.31	\$186.50		\$4,642.81
Myra S. Greenwood Library Trust Fund	\$100,313.13	\$4,198.21		\$104,511.34
Roger S. Corliss Fund	\$8,674.30	\$362.31	\$257.00	\$8,779.61
William Carter Fund	\$47,056.59	\$1,969.37	\$643.38	\$48,382.58
William H. Wye Library Fund	\$2,275.11	\$95.19		\$2,370.30
Kathleen F and Dr Thomas H Weller Trust Fund	\$8,281.04	\$346.55		\$8,627.59
Subtotal Library	\$1,082,539.69	\$109,148.05	\$88,147.89	\$1,103,539.85
350th Needham Birthday Celebration	\$7,371.56	\$308.51		\$7,680.07
400th Needham Birthday Celebration	\$4,919.45	\$205.90		\$5,125.35
Community Revitalization Maintenance 10% Trust	\$8.96	\$6,753.73	\$6,675.40	\$87.29
Community Revitalization Trust	\$1,606.30	\$5,726.44	\$7,053.05	\$279.69
Council on Aging Permanent Donation	\$199,937.10	\$8,367.53		\$208,304.63
Domestic Violence Trust	\$294,068.38	\$12,307.04		\$306,375.42
Esther Lyford Trust	\$14,035.01	\$587.37		\$14,622.38

Trust Funds
Year Ended June 30, 2020

Fund	July 1, 2019	Receipts	Disbursements & Adjustments	June 30, 2020
Green Field Improvement Association Fund	\$7,709.65	\$322.66		\$8,032.31
John B. Tolman Trust	\$158,336.41	\$6,626.51		\$164,962.92
Mary Virginia E. Hill Fund	\$18,482.07	\$721.58		\$19,203.65
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$14,096.04	\$589.92	\$1,500.00	\$13,185.96
Needham Military Band	\$154.27	\$0.00		\$154.27
Park & Recreation Fund	\$18,800.47	\$892.51		\$19,692.98
Rebecca Perry Park Trust Fund	\$37,968.23	\$1,589.00		\$39,557.23
Robert & Marcia Carleton Memorial Trust Fund	\$131,684.01	\$5,511.09		\$137,195.10
Robert & Marcia Carleton Pavilion Fund	\$40,251.79	\$1,684.57		\$41,936.36
Skate Park Trust Fund	\$3,294.36	\$137.89		\$3,432.25
Subtotal Other Funds	\$952,724.06	\$52,332.25	\$15,228.45	\$989,827.86
TOTAL	\$6,680,737.62	\$392,434.71	\$289,871.34	\$6,783,300.99

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide	\$57,963,970		(\$605,317)	\$57,358,653	(\$52,407,688)	(\$742,505)	(\$53,150,193.10)	4,208,459.90
Select Board and the Office of the Town Manager	\$1,045,004		\$13,063	\$1,058,067	(\$974,447)	(\$6,186)	(\$980,632.87)	77,434.13
Town Clerk and Board of Registrars	\$413,597		\$6,617	\$420,214	(\$393,431)	(\$12,547)	(\$405,977.54)	14,236.46
Town Counsel	\$329,140			\$329,140	(\$203,180)	(\$92,047)	(\$295,226.94)	33,913.06
Finance Department	\$3,138,865		\$26,081	\$3,164,946	(\$2,964,155)	(\$46,422)	(\$3,010,576.79)	154,369.21
Finance Committee	\$39,892		\$136	\$40,028	(\$38,927)		(\$38,926.51)	1,101.49
Planning and Community Development Department	\$587,795		\$36,236	\$624,031	(\$490,729)	(\$1,114)	(\$491,843.84)	132,187.16
Police Department	\$7,050,521		\$119,613	\$7,170,134	(\$6,656,280)	(\$42,224)	(\$6,698,503.84)	471,630.16
Fire Department	\$8,665,619		\$172,905	\$8,838,524	(\$8,686,412)	(\$55,420)	(\$8,741,832.31)	96,691.69
Building Department	\$779,086		\$14,534	\$793,620	(\$685,400)	(\$6,748)	(\$692,147.95)	101,472.05
Minuteman Regional High School Assessment	\$1,084,783			\$1,084,783	(\$1,084,783)		(\$1,084,783.00)	
Needham Public Schools	\$76,005,765			\$76,005,765	(\$74,398,671)	(\$1,152,004)	(\$75,550,674.41)	455,090.59
Building Design and Construction Department	\$526,812		\$10,727	\$537,539	(\$311,455)	(\$2,367)	(\$313,821.83)	223,717.17
Department of Public Works	\$15,808,247		\$54,258	\$15,862,505	(\$13,457,907)	(\$1,050,499)	(\$14,508,405.50)	1,354,099.50
Municipal Parking Program	\$116,464			\$116,464	(\$91,661)	(\$8,144)	(\$99,804.47)	16,659.53
Health and Human Services Department	\$2,048,582		\$31,390	\$2,079,972	(\$1,873,118)	(\$16,366)	(\$1,889,484.25)	190,487.75
Commission on Disabilities	\$2,050			\$2,050	(\$1,500)	(\$475)	(\$1,975.00)	75.00

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Historical Commission	\$1,050			\$1,050	(\$55)		(\$55.20)	994.80
Needham Public Library	\$1,821,544		\$98,384	\$1,919,928	(\$1,843,237)	(\$24,867)	(\$1,868,104.12)	51,823.88
Park and Recreation Department	\$830,470		\$21,373	\$851,843	(\$741,625)	(\$60,630)	(\$802,254.27)	49,588.73
Memorial Park Trustees	\$750			\$750				750.00
Subtotal	\$120,296,036		\$605,317	\$120,901,353	(\$114,896,972)	(\$2,578,059)	(\$117,475,030.64)	3,426,322.36
Townwide & Departments	\$178,260,006			\$178,260,006	(\$167,304,660)	(\$3,320,564)	(\$170,625,223.74)	7,634,782.26
Townwide Expense Budgets								
1 Casualty, Liability, Property & Self-Insurance Program	\$626,790			\$626,790	(\$588,251)	(\$20,000)	(\$608,251.00)	18,539.00
2 Debt Service	\$19,038,470			\$19,038,470	(\$19,052,139)		(\$19,052,138.89)	(13,668.89)
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$15,533,760			\$15,533,760	(\$13,941,450)	(\$271,267)	(\$14,212,716.40)	1,321,043.60
4 Needham Electric, Light & Gas Program	\$3,746,587			\$3,746,587	(\$2,635,695)	(\$451,238)	(\$3,086,933.81)	659,653.19
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$6,906,705			\$6,906,705	(\$6,906,705)		(\$6,906,705.00)	
6 Retirement Assessments	\$8,688,258			\$8,688,258	(\$8,577,048)		(\$8,577,048.00)	111,210.00
7 Workers Compensation	\$706,400			\$706,400	(\$706,400)		(\$706,400.00)	
8 Classification Performance & Settlements	\$835,500		(\$575,317)	\$260,183				260,183.00
9 Reserve Fund	\$1,881,500		(\$30,000)	\$1,851,500				1,851,500.00
Total	\$57,963,970		(\$605,317)	\$57,358,653	(\$52,407,688.21)	(\$742,504.89)	(\$53,150,193.10)	4,208,459.90

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Select Board and the Office of the Town Manager								
10A Salary & Wages	\$902,135		\$13,063	\$915,198	(\$878,947)		(\$878,947.22)	36,250.78
10B Expenses	\$142,869			\$142,869	(\$95,500)	(\$6,186)	(\$101,685.65)	41,183.35
Total	\$1,045,004		\$13,063	\$1,058,067	(\$974,447)	(\$6,186)	(\$980,632.87)	77,434.13
Town Clerk and Board of Registrars								
11A Salary & Wages	\$359,747		\$6,617	\$366,364	(\$353,740)		(\$353,739.98)	12,624.02
11B Expenses	\$53,850			\$53,850	(\$39,691)	(\$12,547)	(\$52,237.56)	1,612.44
Total	\$413,597		\$6,617	\$420,214	(\$393,431)	(\$12,547)	(\$405,977.54)	14,236.46
Town Counsel								
12A Salary & Wages	\$75,140			\$75,140	(\$73,695)		(\$73,695.00)	1,445.00
12B Expenses	\$254,000			\$254,000	(\$129,485)	(\$92,047)	(\$221,531.94)	32,468.06
Total	\$329,140			\$329,140	(\$203,180)	(\$92,047)	(\$295,226.94)	33,913.06
Finance Department								
13A Salary & Wages	\$2,015,110		\$26,081	\$2,041,191	(\$1,963,870)		(\$1,963,869.59)	77,321.41
13B Expenses	\$1,043,755			\$1,043,755	(\$920,297)	(\$46,422)	(\$966,718.93)	77,036.07
13C Capital	\$80,000			\$80,000	(\$79,988)		(\$79,988.27)	11.73
Total	\$3,138,865		\$26,081	\$3,164,946	(\$2,964,155)	(\$46,422)	(\$3,010,576.79)	154,369.21
Finance Committee								
14A Salary & Wages	\$38,532		\$136	\$38,668	(\$38,374)		(\$38,373.92)	294.08
14B Expenses	\$1,360			\$1,360	(\$553)		(\$552.59)	807.41
Total	\$39,892		\$136	\$40,028	(\$38,927)		(\$38,926.51)	1,101.49
Planning and Community Development Department								
15A Salary & Wages	\$554,745		\$6,236	\$560,981	(\$476,482)		(\$476,481.53)	84,499.47
15B Expenses	\$33,050		\$30,000	\$63,050	(\$14,248)	(\$1,114)	(\$15,362.31)	47,687.69
Total	\$587,795		\$36,236	\$624,031	(\$490,729)	(\$1,114)	(\$491,843.84)	132,187.16

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Police Department								
16A Salary & Wages	\$6,536,805		\$119,613	\$6,656,418	(\$6,312,666)		(\$6,312,666.40)	343,751.60
16B Expenses	\$380,733			\$380,733	(\$237,394)	(\$19,144)	(\$256,537.82)	124,195.18
16C Capital	\$132,983			\$132,983	(\$106,219)	(\$23,080)	(\$129,299.62)	3,683.38
Total	\$7,050,521		\$119,613	\$7,170,134	(\$6,656,280)	(\$42,224)	(\$6,698,503.84)	471,630.16
Fire Department								
17A Salary & Wages	\$8,275,489		\$172,905	\$8,448,394	(\$8,370,953)		(\$8,370,952.69)	77,441.31
17B Expenses	\$390,130			\$390,130	(\$315,459)	(\$55,420)	(\$370,879.62)	19,250.38
17C Capital								
Total	\$8,665,619		\$172,905	\$8,838,524	(\$8,686,412)	(\$55,420)	(\$8,741,832.31)	96,691.69
Building Department								
18A Salary & Wages	\$728,046		\$14,534	\$742,580	(\$651,353)		(\$651,352.64)	91,227.36
18B Expenses	\$51,040			\$51,040	(\$34,048)	(\$6,748)	(\$40,795.31)	10,244.69
Total	\$779,086		\$14,534	\$793,620	(\$685,400)	(\$6,748)	(\$692,147.95)	101,472.05
Minuteman Regional High School Assessment								
19 Assessment	\$1,084,783			\$1,084,783	(\$1,084,783)		(\$1,084,783.00)	
Total	\$1,084,783			\$1,084,783	(\$1,084,783)		(\$1,084,783.00)	
Needham Public Schools								
20 School Budget	\$76,005,765			\$76,005,765	(\$74,398,671)	(\$1,152,004)	(\$75,550,674.41)	455,090.59
Total	\$76,005,765			\$76,005,765	(\$74,398,671)	(\$1,152,004)	(\$75,550,674.41)	455,090.59
Building Design and Construction Department								
21A Salary & Wages	\$507,317		\$10,727	\$518,044	(\$303,454)		(\$303,453.73)	214,590.27
21B Expenses	\$19,495			\$19,495	(\$8,001)	(\$2,367)	(\$10,368.10)	9,126.90
Total	\$526,812		\$10,727	\$537,539	(\$311,455)	(\$2,367)	(\$313,821.83)	223,717.17

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Department of Public Works								
22A Salary & Wages	\$8,809,530		\$54,258	\$8,863,788	(\$8,395,747)		(\$8,395,746.98)	468,041.02
22B Expenses	\$6,441,822			\$6,441,822	(\$4,607,838)	(\$984,000)	(\$5,591,837.95)	849,984.05
22C Capital	\$136,500			\$136,500	(\$49,150)	(\$66,499)	(\$115,649.00)	20,851.00
22D Snow & Ice	\$420,395			\$420,395	(\$405,172)		(\$405,171.57)	15,223.43
Total	\$15,808,247		\$54,258	\$15,862,505	(\$13,457,907)	(\$1,050,499)	(\$14,508,405.50)	1,354,099.50
Municipal Parking Program								
23 Program	\$116,464			\$116,464	(\$91,661)	(\$8,144)	(\$99,804.47)	16,659.53
Total	\$116,464			\$116,464	(\$91,661)	(\$8,144)	(\$99,804.47)	16,659.53
Health and Human Services Department								
24A Salary & Wages	\$1,659,308		\$31,390	\$1,690,698	(\$1,591,264)		(\$1,591,264.42)	99,433.58
24B Expenses	\$389,274			\$389,274	(\$281,854)	(\$16,366)	(\$298,219.83)	91,054.17
Total	\$2,048,582		\$31,390	\$2,079,972	(\$1,873,118)	(\$16,366)	(\$1,889,484.25)	190,487.75
Commission on Disabilities								
25A Salary & Wages	\$1,500			\$1,500	(\$1,500)		(\$1,500.00)	
25B Expenses	\$550			\$550		(\$475)	(\$475.00)	75.00
Total	\$2,050			\$2,050	(\$1,500)	(\$475)	(\$1,975.00)	75.00
Historical Commission								
26A Salary & Wages								
26B Expenses	\$1,050			\$1,050	(\$55)		(\$55.20)	994.80
Total	\$1,050			\$1,050	(\$55)		(\$55.20)	994.80
Needham Public Library								
27A Salary & Wages	\$1,459,859		\$98,384	\$1,558,243	(\$1,543,422)		(\$1,543,421.79)	14,821.21
27B Expenses	\$361,685			\$361,685	(\$299,815)	(\$24,867)	(\$324,682.33)	37,002.67
Total	\$1,821,544		\$98,384	\$1,919,928	(\$1,843,237)	(\$24,867)	(\$1,868,104.12)	51,823.88

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Park and Recreation Department								
28A Salary & Wages	\$694,205		\$21,373	\$715,578	(\$673,162)		(\$673,161.79)	42,416.21
28B Expenses	\$136,265			\$136,265	(\$68,463)	(\$60,630)	(\$129,092.48)	7,172.52
Total	\$830,470		\$21,373	\$851,843	(\$741,625)	(\$60,630)	(\$802,254.27)	49,588.73
Memorial Park Trustees								
29A Salary & Wages								
29B Expenses	\$750			\$750				750.00
Total	\$750			\$750				750.00
Department Budget Total	\$120,296,036		\$605,317	\$120,901,353	(\$114,896,972)	(\$2,578,059)	(\$117,475,031)	\$3,426,322
Total Operating Budget	\$178,260,006			\$178,260,006	(\$167,304,660)	(\$3,320,564)	(\$170,625,223.74)	7,634,782.26

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$1,028,667			\$1,028,667	-\$941,001.24		-\$941,001.24	\$87,665.76
201B Expenses	\$451,947			\$451,947	-\$269,501.81	-\$70,475.47	-\$339,977.28	\$111,969.72
201C Capital	\$50,000			\$50,000	-\$38,414.05		-\$38,414.05	\$11,585.95
201D MWRA Assessment	\$6,460,637	-\$61,523		\$6,399,114	-\$6,388,679.68		-\$6,388,679.68	\$10,434.32
201E Debt Service	\$900,000			\$900,000	-\$904,094.74		-\$904,094.74	-\$4,094.74
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,926,251	-\$61,523		\$8,864,728	-\$8,541,691.52	-\$70,475.47	-\$8,612,166.99	\$252,561.01

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,331,359			\$1,331,359	-\$1,133,005.43		-\$1,133,005.43	\$198,353.57
301B Expenses	\$1,209,762			\$1,209,762	-\$966,108.96	-\$198,629.72	-\$1,164,738.68	\$45,023.32
301C Capital	\$15,000			\$15,000	-\$15,000.00		-\$15,000.00	
301D MWRA Assessment	\$1,413,150	-\$441		\$1,412,709	-\$1,412,327.00		-\$1,412,327.00	\$382.00
301E Debt Service	\$1,250,000			\$1,250,000	-\$1,177,829.44		-\$1,177,829.44	\$72,170.56
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$5,294,271	-\$441		\$5,293,830	-\$4,704,270.83	-\$198,629.72	-\$4,902,900.55	\$390,929.45

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2020

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$10,868.44	-\$539.99	-\$11,408.43	\$70,591.57
Total Operating Budget	\$82,000			\$82,000	-\$10,868.44	-\$539.99	-\$11,408.43	\$70,591.57

TAX RATE RECAPITULATION
Fiscal Year 2020

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from page 2, IIe)	\$ 213,294,417.45
Ib. Total estimated receipts and other revenue sources (from page 2, IIle)	61,744,680.70
Ic. Tax Levy (Ia minus Ib)	\$ 151,549,736.75
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	77.6898	117,738,687.38	9,426,422,597.00	12.49	117,736,018.24
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	15.5531	23,570,682.11	960,182,252.00	24.55	23,572,474.29
Net of Exempt					
Industrial	2.0615	3,124,197.82	127,270,944.00	24.55	3,124,501.68
SUBTOTAL	95.3044		10,513,875,793.00		144,432,994.21
Personal	4.6956	7,116,169.44	289,887,680.00	24.55	7,116,742.54
TOTAL	100.0000		10,803,763,473.00		151,549,736.75

MUST EQUAL 1C

Assessors

Paul E. Dawson, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/3/2019 6:30 PM

Comment:

Stanley Winston, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/3/2019 6:13 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/06/2019
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

Mary Jane Handy

TAX RATE RECAPITULATION

Fiscal Year 2020

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		209,348,681.70
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	12,500.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final Awards	0.00	
4. Total overlay deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	39,494.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	157,282.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		209,276.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,444,320.00
Ild. Allowance for abatements and exemptions (overlay)		2,292,139.75
Ile. Total amount to be raised (Total Ila through Ild)		213,294,417.45

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	12,440,601.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		13,135,749.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	13,209,000.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	16,876,578.00	
4. Community Preservation Funds (See Schedule A-4)	4,306,287.00	
TOTAL IIIb		34,391,865.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	10,337,871.00	
2. Other available funds (page 4, col (d))	3,879,195.70	
TOTAL IIIc		14,217,066.70
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2019	0.00	
1b. Free cash..appropriated on or after July 1, 2019	0.00	
2. Municipal light surplus	0.00	
3. Other source :	0.00	
TOTAL IIId		0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		61,744,680.70

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		213,294,417.45
b. Total estimated receipts and other revenue sources (from IIIe)	61,744,680.70	
c. Total real and personal property tax levy (from Ic)	151,549,736.75	
d. Total receipts from all sources (total IVb plus IVc)		213,294,417.45

TAX RATE RECAPITULATION
Fiscal Year 2020

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2019	(b) Estimated Receipts Fiscal 2020
==> 1.	MOTOR VEHICLE EXCISE	6,138,950.57	5,200,000.00
2.	OTHER EXCISE		
==>	a.Meals	543,388.69	435,000.00
==>	b.Room	1,357,712.53	1,000,000.00
==>	c.Other	0.00	0.00
==>	d.Cannabis	0.00	0.00
==> 3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	397,594.33	225,000.00
==> 4.	PAYMENTS IN LIEU OF TAXES	110,088.28	50,000.00
5.	CHARGES FOR SERVICES - WATER	0.00	0.00
6.	CHARGES FOR SERVICES - SEWER	0.00	0.00
7.	CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8.	CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	795,050.00
9.	OTHER CHARGES FOR SERVICES	2,285,166.94	1,818,000.00
10.	FEES	246,976.24	184,800.00
	a.Cannabis Impact Fee	100,000.00	0.00
	b.Community Impact Fee Short Term Rentals	0.00	0.00
11.	RENTALS	190,392.56	160,000.00
12.	DEPARTMENTAL REVENUE - SCHOOLS	15,212.20	12,000.00
13.	DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14.	DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15.	DEPARTMENTAL REVENUE - RECREATION	518,004.00	410,000.00
16.	OTHER DEPARTMENTAL REVENUE	381,601.37	432,050.00
17.	LICENSES AND PERMITS	2,590,857.60	1,934,000.00
18.	SPECIAL ASSESSMENTS	1,277.30	500.00
==> 19.	FINES AND FORFEITS	205,399.03	152,000.00
==> 20.	INVESTMENT INCOME	979,648.93	400,000.00
==> 21.	MEDICAID REIMBURSEMENT	180,672.28	0.00
==> 22.	MISCELLANEOUS RECURRING (UPLOAD REQUIRED)	885.04	600.00
23.	MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED)	282,955.95	0.00
24.	Totals	16,526,783.84	13,209,000.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2020 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant , Needham , mvaillancourt@needhamma.gov 781-455-7500 | 12/5/2019 9:24 AM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

TAX RATE RECAPITULATION

Fiscal Year 2020

==> Written documentation should be submitted to support increases/ decreases of FY 2020 estimated receipts to FY 2019 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

TAX RATE RECAPITULATION
Fiscal Year 2020

APPROPRIATIONS									AUTHORIZATIONS	
									MEMO ONLY	
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)
01/22/2019	2019	630,000.00	0.00	630,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/06/2019	2020	196,757,146.50	175,356,532.00	2,919,619.00	1,117,636.50	0.00	15,613,042.00	1,750,317.00	1,386,100.00	5,300,000.00
05/08/2019	2020	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00
05/13/2019	2020	11,731,440.00	75,000.00	6,788,252.00	2,619,500.00	0.00	0.00	2,248,688.00	0.00	0.00
10/28/2019	2020	80,095.20	0.00	0.00	142,059.20	0.00	-61,964.00	0.00	0.00	0.00
Total		209,348,681.70	175,431,532.00	10,337,871.00	3,879,195.70	0.00	15,551,078.00	4,149,005.00		

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2019 or fiscal 2020.
** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.
Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.
*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.
Theodora K. Eaton, Town Clerk , Needham , Teaton@needhamma.gov 781-455-7500 | 12/5/2019 9:26 AM

Comment: