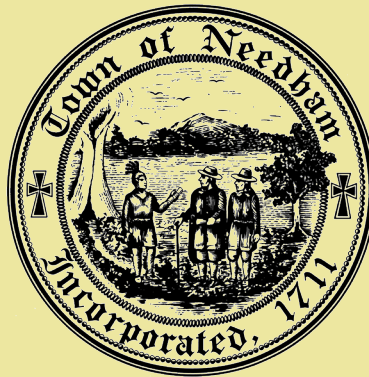


ANNUAL REPORT TOWN OF NEEDHAM



1711



2021



100 Years of Memorial Park

Cover: Images:

Top: The Needham Merchants semi-pro football squad lined up on the football field at Memorial Park, - 1930s

Bottom: Volunteers razing Richwagen's Hill during the creation of Memorial Park—1921

Back Cover: July 4th, 2001, featuring a display of giant American Flags arranged by the Exchange Club

All photos courtesy of the Needham History Center & Museum. Many thanks to the Center and Museum's Executive Director, Gloria Greis, PhD for her ceaseless support and assistance in embedding the Town's history into our Annual Reports.

2021 Needham Annual Town Report

Dedicated to Maurice “Moe” Handel



Community – Mission – Service. These core values are at the foundation of Maurice “Moe” Handel’s ongoing career in public service.

Raised across the Town-line in the Newton village of Waban, Moe graduated from Newton High School before pursuing an undergraduate education at Pennsylvania Military College. In addition to a bachelor’s degree, he earned a commission as an officer in the United States Army. Following a tour of duty as an Intelligence Officer stationed on the West Germany – Czechoslovakia border, Moe returned to the United States where he pursued a master’s degree in regional planning from Cornell.

While at Cornell, he met and married Elizabeth Hurd, now Handel, a Gloucester native and Master of Fine Arts student in creative writing. After earning their degrees, the couple moved to Pittsburgh in 1969 where Moe began work in the planning field. While in Pittsburgh, he decided to change the direction of his career and enrolled in the Master of Public Health program at the University of Pittsburgh. After graduating, Moe embarked on a three-decade career in healthcare and hospital administration. His wife, Elizabeth also changed careers and became a physician while in Pittsburgh. In 1987, Moe and Elizabeth moved to Needham after he accepted a new role at Newton-Wellesley Hospital.

Moe has long been active in the community. He began his public career with an appointed role on the Downtown Design Partnership and eventual election to the Planning Board.

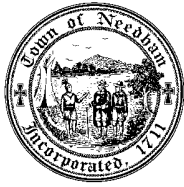
In addition to planning, Moe worked for the preservation of Needham’s historic structures. He was a driving force behind the preservation and relocation of the old School House to its current location at the Newman School, personally leading the caravan of vehicles transporting the building down Central Avenue.

His dedication to the Town’s history also served as a motivating force behind his decision to serve on the Select Board, after years of lobbying to refurbish Town Hall auditorium, and re-establish an indoor meeting space worthy of the community. While on the Board, he and his colleagues, alongside Town management, achieved the Town Hall renovation, inclusive of the beautifully restored public meeting hall now used for government meetings and community functions.

Following his service on the Select Board, Moe has remained active in civic life both in Town and in service of the Commonwealth. He serves as the Town’s appointee to the Metropolitan Area Planning Council and represents that body on the Executive Committee of the MWRA Advisory Committee. A current Town Meeting Member, Moe can be found encouraging former colleagues, neighbors, friends, and fellow residents to support the community they love through mission-centered public service. He has been an active member of the Needham Exchange Club for over 25 years, a longtime member of the Needham History Center and Museum, and has been a member the North Hill Board of Trustees since 2015.

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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 2021.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2023 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 2023-2027 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 2023 through 2027. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2023 – 2027 Capital Improvement Plan is also available on the Town's website. The warrant for the 2022 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 2023. 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 residents, 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 can find information on current opportunities and the applicant interest form here: <https://needhamma.gov/1652/Volunteer-Opportunities>.



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, Department Sepcialist
Kevin T. Pendergast, Department Specialist
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 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. Responsibilities include records management, registration and certification of vital statistics including birth, marriage, and death records, serving as Burial Agent, voter registration, dog licensing, renewal of the Storage of Flammables, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions and certification, and the most complex - those relating to Elections and Town Meeting. The Town Clerk is also the Chief Records Access Officer under the Public Records Law effective January 1, 2017. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials as well as all members of boards and committees, with an annual summary of the Conflict-of-Interest Law, instructions on how to complete the mandatory online ethics 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!

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.

The number of Town Meetings and elections varies from one fiscal year to the next, ranging from one Town Meeting and one Election (rarely only one) 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 2021 had three elections compared to two elections in Fiscal Year 2020 - the State Primary scheduled for Tuesday, September 1, 2020, the State Election scheduled for Tuesday, November 3, 2020, and the Annual Town Election scheduled for Tuesday, April 13, 2021. The Special Town Meeting scheduled for Saturday, May 1, 2021, and the Annual Town Meeting scheduled for Monday, May 3, 2021, were held again this year at the Memorial Park parking lot. With the COVID-19 pandemic still a major concern everywhere, the Legislature passed major election regulations prior to the State Primary and State Election including Early Voting in-person and by mail. The State Elections Division mailed Early Vote-By-Mail postcards to every voter in

2021 Needham Annual Report

Massachusetts. Needham mailed out approximately 15,000 Early Vote ballots for the State Election, conducted Early Voting in-person, counted additional ballots that arrived by mail after the close of polls on November 3 up until Friday, November 6, 2020, at 5:00 PM in a legally posted public meeting, and Needham was one of the communities selected by the State to hold a hand count of Precinct A in conjunction with revised election regulations. A fall Special Town Meeting was held on Monday October 4, 2020. The following is a comparison of the number of elections and town meetings in Fiscal Years 2020 and 2021:

Fiscal Year 2021

- State Primary - Tuesday, September 1, 2020
- Special Town Meeting – Sunday October 4, 2020
- State Election – Tuesday, November 3, 2020
- Annual Town Election – Tuesday, April 13, 2021
- Special Town Meeting – Saturday, May 1, 2021
- Annual Town Meeting – Monday, May 3, 2021

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 State Primary of Tuesday, September 1, 2020, had a total vote cast of 11,545 or 48.70% of 23,686 Registered Voters consisting of 10,352 Democrats, 1,172 Republicans, 19 Libertarians, and 2 Green Rainbow. The Special Town Meeting of October 4, 2020, disposed of 17 articles in one session. The State Election of Tuesday, November 3, 2020, had a total vote cast of 20,263 or 84.48% of 23,892 Registered Voters (includes 1109 Inactive Voters). The Total vote cast included 16,307 Early and Absentee ballots, 3,762 precinct ballots and 155 UOCAVA ballots by voters living outside the United States. In addition to these totals are 54 ballots returned from November 3, 2020, to November 6, 2020, less 15 in the results of the hand count audit of Precinct A on November 10, 2020.

FY2021 HIGHLIGHTS

The COVID-19 pandemic continued into Fiscal Year 2021 with many challenges trying to meet the needs of our residents and prepare for the spring Annual Town Election and the coming 2020 fall 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 2020 Presidential Primary and again for the fall State Elections. The Town Clerk's Office applied for and received several grants for the Early Voting.

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 made sense for one department to issue both burial permits and 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 received funding from the Community Preservation Committee for the electronic marriage records which we hope to begin in the near future.

The Special Town Meeting of October 4, 2020, approved two Zoning By-Law amendments; the Special Town Meeting of May 1, 2021, approved one General By-Law amendment; and the Annual Town Meeting approved two zoning By-Law Amendments – Highway Commercial 1 Zoning District and Map change to Highway Commercial 1. Under Article 20 the Special Town Meeting approved the FY2022 Operating Budget in the amount of \$195,800,817. 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>FY2021</u>	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>	<u>FY2016</u>
Births to Residents:						
7/1/20 - 12/31/20	126	144	122	133	125	140
1/1/21 - 6/30/21	<u>146</u>	<u>131</u>	<u>149</u>	<u>131</u>	<u>115</u>	<u>123</u>
Total Births:	272	275	271	264	240	263
Deaths: Residents						
7/1/20 - 12/31/20	113	111	122	112	125	124
1/1/21 - 6/30/21	<u>119</u>	<u>198</u>	<u>130</u>	<u>145</u>	<u>163</u>	<u>155</u>
Residents:	232	309	252	257	288	279
Deaths: Non-Residents						
7/1/20 - 12/31/20	126	105	154	148	152	141
1/1/21 - 6/30/21	<u>113</u>	<u>100</u>	<u>138</u>	<u>154</u>	<u>154</u>	<u>121</u>
Non-Residents:	239	205	292	302	306	262
Total Deaths:	471	600	457	549	590	585
Total Marriages:						
7/1/20 - 12/31/20	111	52	34	58	51	52
1/1/21 - 6/30/21	<u>45</u>	<u>54</u>	<u>29</u>	<u>22</u>	<u>43</u>	<u>17</u>
Total Marriages:	156	106	63	80	94	69

Dog Licenses Issued:

	FY21	FY20	FY19	FY18	FY17	FY16
* Male & Female Dogs @ \$25	315	199	221	193	171	205
* Spayed & Neutered Dogs @ \$20	2,766	2,504	984	2,710	2,842	3,062
* Kennels @ \$ 50	1	2	2	2	5	7
* Kennels @ \$ 75	2	2	2	2	3	2
* Kennels @ \$150.	0	0	1	1	0	1
Hearing Dogs - No Charge	0	0	0	0	0	0
Seeing Eye Dogs - No Charge	0	0	0	2	2	2
Transfers @ \$1.00	3	2	3	4	6	7
Prior Years' Licenses (77 @ \$20)	144	28	57	43	20	32
Prior Years' Licenses (3 @ \$25)	6	2	6	3	2	2
Prior Years' Licenses (0 @ \$10)	0	0	0	0	0	0
Replacement Licenses (16 @ \$1.00)	8	<u>16</u>	<u>17</u>	<u>26</u>	<u>22</u>	<u>27</u>

Total **3,245** **2,755** **3,293** **2,986** **3,073** **3,345**

* 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	2021	2020	2019	2018	2017
General Fees	93,933.05	102,239.99	119,895.75	115,000.70	127,835.10
Liquor Licenses	53,121.00	106,569.61	94,785.10	96,376.07	92,580.00
Other Licenses	24,842.50	19,554.00	25,917.00	27,654.00	24,612.00
Dog Licenses	65,756.00	55,933.00	66,915.00	60,390.00	62,068.00
Sub Total	\$237,652.55	\$284,296.60	\$307,512.85	\$299,431.77	\$307,095.10
Accrued Interest	0	0	0	0	\$968.32
Public Record Request	0	0	0	0	\$137.50
TOTAL	\$237,652.55	\$284,296.60	\$307,512.85	\$299,431.77	\$308,200.92

* Note: The reduction in revenues from FY2020 to FY2021 are a result of the Town Manager's Office taking over the Liquor and Other Licenses with a new permitting program.

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 prior to the COVID-19 pandemic 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
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 contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Registrar Barbara B. Doyle retired and 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. On August 6, 2020 the Select Board voted to relocate Precincts E and H to the Needham Golf Club, 49 Green Street. 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 - Needham Golf Club, 49 Green Street
Precinct D - Newman School - Gymnasium	Precinct I - Town Hall – Powers Hall
Precinct E – Needham Golf Club, 49 Green Street	Precinct J - Town Hall – Powers Hall

FY2021 Highlights:

In Fiscal Year 2021 the Board of Registrars conducted three elections – the State Primary on Tuesday, September 1, 2020, the State Election on Tuesday, November 3, 2020, and the Annual Town Election scheduled for Tuesday, April 13, 2021. Voter turnout for the 2020 State Primary and State Election included absentee ballots, Early Vote in-person and by mail ballots, and . UOCAVA ballots (emailed to voters living outside the United States).

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 voices heard!

State Primary ~ Tuesday, Sept. 20, 2020 ~ 11,545 or 48.70% of 23,686 Registered Voters

State Election – Tuesday, Nov. 3, 2020 ~20,263 or 84.48% of 23,892 Registered Voters

**Annual Town Election ~ Tuesday, April 13, 2021 ~ 5,697 or 23.90% of 23,839
Registered Voters**

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 NextPet 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 2022.

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. The 844 inactive voters brought the total number of registered voters to 23,866.

Annual Town Census Population

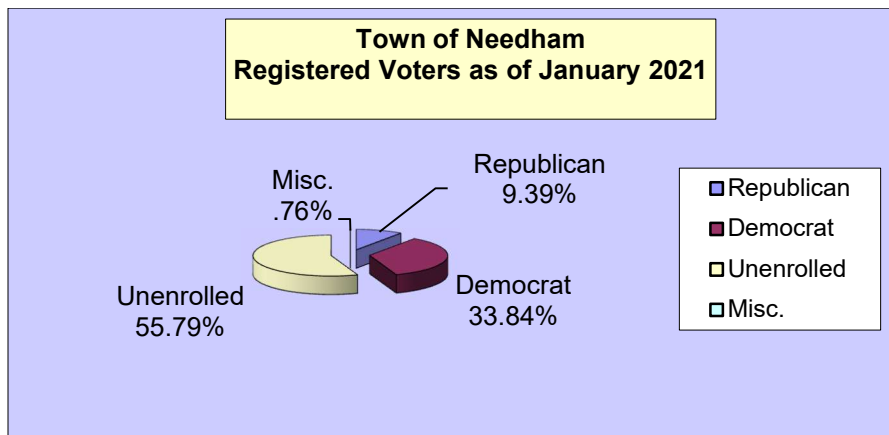
ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	-----	28,568
1991	18,284	-----	28,470
1992	18,092	-----	28,134
1993	18,504	-----	28,074
1994	17,703	-----	28,384
1995	18,212	-----	28,740
1996	18,490	-----	29,156
1997	19,306	-----	29,340
1998	19,514	-----	29,925
ALL	VOTERS + INACTIVE VOTERS	RESIDENTS	* ALL

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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	31,951	33,172
2021	23,919	1,163	31,736	32,899

* 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 12, 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

Matthew D. Borrelli, Chair, Marianne B. Cooley, Vice-Chair, Daniel P. Matthews, Clerk, Lakshmi Balachandra (elected 2021), Marcus Nelson (elected 2021), John A. Bulian, Chair (outgoing 2021), Maurice P. Handel (outgoing 2021)

Office of the Town Manager Staff

Kate Fitzpatrick, Town Manager, Katie King, Assistant Town Manager/Operations, Cyndi Roy Gonzalez, Public Information Officer, Amy Haelsen, Economic Development Manager (position moved to Office of the Town Manager 2020), Sandy Cincotta, Support Services Manager (outgoing 2021), Nikki Witham, Department Specialist (outgoing 2021), Kristin Scoble Department Specialist (hired 2021), Louise Kempt, Department Assistant

Human Resources Staff

Rachel Glisper, Director of Human Resources (outgoing 2021), Chuck Murphy Romboletti, Assistant Director of Human Resources, Sybil Moore, Benefits Administrator, Ellen Reulbach, Administrative Assistant

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 during FY2021 began at 6:00 p.m. at Town Hall and via Zoom due to the COVID-19 pandemic and as authorized by an emergency order enacted by the Governor. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

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.

FY2021 in Review

Select Board Organization

In April 2021, Lakshmi Balachandra and Marcus Nelson were elected to three-year terms on the Select Board. Following the annual Town election, the Board re-organized with Matthew Borrelli as Chair, Marianne Cooley as Vice Chair, and Lakshmi Balachandra 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 FY2021 included the following:

- **Temporary Goal – Manage the Town’s Response to the COVID-19 Pandemic**

Town staff continued working hand in hand with Federal, State, and local partners, as well as with Town departments (most notably Health and Human Services and Needham Public Schools) to coordinate the Town’s actions related to COVID-19. Town Meetings were moved to outdoor venues, board and committee meetings moved to virtual settings, economic development programs such as outdoor dining programs were established and implemented, and temporary staff were onboarded to facilitate the testing and vaccination of Needham residents.

- **Foster a productive dialogue about racism in Needham and produce actionable strategies to ensure Needham is a welcoming and inclusive community, and that all residents of Needham are safe and free from racism, discrimination, and hate**

The Town established the Needham United Against Racism Initiative (NUARI) Working Group which developed and charted the path for implementation of focus areas to advance racial equity to include board and commissions, community interactions, policing, schools, and staff.

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

The Select Board identified the Ridge Hill buildings demolition, a DPW facility on Dedham Avenue, the greater Ridge Hill/Nike site, and progress on the two ongoing public safety building projects as priorities for funding and monitoring.

- **Expand energy efficient and environmental y sound operations for the Town and its residents and businesses**

The Board continued initiatives to both put in place a broader climate resiliency effort and to study solar opportunities for parking lot structures. Further, the Board re-embarked on a study with Needham Public Schools regarding the potential for organics recycling that was stalled by COVID-19.

Future Initiatives

The Board began studying initiatives to include the creation of a Town street naming policy, review of snow removal processes in business districts, options for a public/private partnership ice rink, alternative transit options in Needham, and the potential for information kiosks in Needham Center.

The Board also identified the following Guiding 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.

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- 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.
- 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.

Statistics

	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Number of Licenses Issued	119	143	179	174	190	155	156	169
All Alcohol	20	19	19	20	19	16	16	15
Club	3	3	3	3	3	3	3	3
Wine & Malt	1	1	1	1	2	2	2	3
Package Stores	7	6	6	6	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	6	7	8	6	5	5	5	5
Common Victuallers	55	57	58	56	59	55	56	56
Innkeeper	2	2	2	2	2	2	2	2
Lodging	2	2	2	2	2	2	2	2
Sunday Entertainment	4	6	7	5	6	5	3	5
Weekday Entertainment	5	10	11	8	9	7	5	4
Bowling Alley	1	0*	1	1	1	1	1	1
Livery	0	0*	3	2	2	2	2	2
Pool Table	1	0*	1	1	1	1	1	1
Sale of Second Hand Goods	5	0*	8	8	8	9	8	10
Special Permit (24 hour food service)	1	0*	1	1	1	1	1	1
Mobile Food Trucks	0	0*	8	10	1	2	2	N/A
One-Day Special Liquor Permit Issued	3	27	37	39	61	34	39	51
* = Spring Licenses were extended past June 30, 2020 due to COVID-19. Mobile Food Truck program suspended due to COVID-19)								

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Activity	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Number of ATM Articles	8	33	52	53	65	52	50	46
Number of STM Articles	62	10	21	27	24	27	16	26
Number of SB Meetings	38	36	40	39	38	31	31	34
Number of New Appointments Processed	19	12	53	37	37	13	22	37
Number of Reappointments Processed	145	18	32	48	50	46	35	63
Number of Grant of Location Public Hearings	11	28	17	35	24	23	23	26
Number of Liquor Related Public Hearings	6	45	13	16	10	7	7	6
Number of Other Public Hearings Conducted	10	10	15	28	14	13	13	13
Number of Block Parties Granted	5	48	51	57	57	60	50	51
Number of Road Events Granted	6	14	13	13	17	7	16	19

Passports	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Number of Passports Accepted	116	176	237	239	228	205	247	194
Revenue - Execution Charges	\$4,060	\$6,160	\$8,295	\$6,535	\$5,700	\$5,125	\$6,175	\$4,850

Powers Hall Usage	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
Total # Meetings/Events	5	83	92	123	107	95	65	104
Municipal Events	5	57	72	108	90	83	49	85
Public Events	0	16	20	15	17	12	16	19
Fees	\$0	\$4,917	\$9,032	\$11,286	\$9,179	\$7,871	\$11,814	\$11,224

*Powers Hall closed for events from March 2020 through June 2021

COMMISSIONERS OF TRUST FUNDS

Daniel Burns, Vice-Chairman (appointed to serve until April 2023)
Joseph P. Scalia, Chairman (elected to serve April 2019 to April 2022)
Heydon Traub, Secretary (elected to serve April 2021 to April 2024)

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 84 trusts. About 60% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 19% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 21% 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 \$3.8 million at the end of fiscal year 2011, to about \$9.1 million at the end of Fiscal Year 2021.

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.

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; Lisa McDonough, Administrative Analyst; Nikki Witham, Administrative Specialist (accounts payable);* **Assessing:** *Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; Karen Rogers, Finance Assistant;* **Information Technology Center:** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator; vacant, Technology Support Technician; vacant, Computer Operator;* **Office of the Parking Clerk:** *John Kraemer, 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, Office Assistant; Vicki Cyriac, Finance Assistant; Jill Seaman, Finance Assistant; vacant, Office Assistant.*

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 myriad 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 \$190 million general fund budget, \$20 million in special revenue, \$13 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 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

Fiscal year 2021 was a time of change in the Finance Department. Undoubtably the COVID-19 Pandemic may have contributed as employees reassessed their personal and work lives and consequently the Finance Department saw several employees leave for retirement, family, a

different career, or a promotional opportunity. In August 2020, Carol Gordon-Johnson who was the Administrative Specialist in the accounting division left for opportunities outside of the Town. Nikki Witham, who worked in the Office of the Town Manager, transferred to the position in accounting in February 2021. Lisa McDonough's work assignments in the accounting office increased as did the complexity of the tasks she became responsible which led to a reclassification of her position to an Administrative Analyst effective in November 2020. James McMorro, a Department Assistant 1 who worked for both the Treasury and Assessing divisions retired from service in June 2021. In May 2021, Steve Freeman, a longtime employee of the Information Technology Center, who was the Computer Operator for the Town for more than 37 years, retired. The ITC also saw the departure of James Donovan, the Technology Support Technician who left the Town's employ in June 2021 for a new opportunity in another community. Both positions in ITC were vacant at the end of the fiscal year. John Kraemer, a retired Police Lieutenant from the Needham Police Department accepted the part-time position of Parking Clerk in November 2020. He replaced Paul Sammarco who served as the Town's Parking Clerk for several years after he had retired from the Needham Police Department. Tatiana Swanson, who was the Finance and Procurement Coordinator hired to directly assist the Assistant Town Manager/Director of Finance, was notified that she was selected to become the Town's new Assistant Director of Human Resources starting in fiscal year 2022. Lastly, Hoyt Davis, the Town's Director of Assessing announced that he would be retiring from the position soon after the start of the new fiscal year. Mr. Davis had worked for the Town's assessing division since 1992, and was the head of the division since 2004. We welcome John Kraemer and Nikki Witham to the Finance Department, congratulate Lisa McDonough and Tatiana Swanson on their promotions, and wish Hoyt "Chip" Davis, James Donovan, Steve Freeman, Carol Gordon-Johnson, James "Gordon" McMorro, and Paul Sammarco well with their future endeavors.

FISCAL YEAR 2021 HIGHLIGHTS

The Town's Human Resources Department hired a consulting firm which conducted an analysis of the Town's compensation and classification plan for many positions. The project took a few years to complete. The study recommended and the Town implemented a plan that will consolidate some job titles, change some position titles, update job descriptions, and use an evaluation matrix to classify positions based on several criteria, such as experience, skills, education, scope of responsibility, complexity of the work, and health and safety conditions. This resulted with several changes which took effect on July 1, 2021. Position titles in the Finance Department such as Department Specialists, Department Assistant 2, Department Assistant 1 have been updated to Finance Assistant and Office Assistant. The position of Finance and Procurement Coordinator will be retitled as a Procurement Officer, and the responsibilities will be updated with greater emphasis on public purchasing.

The COVID-19 Pandemic negatively impacted fiscal year 2021 revenues, but the combination of proactive steps taken by the Town to reduce expenses, lowering local receipt estimates, and securing Federal and State funds to help defray many of the costs incurred due to the COVID-19 response and for the temporary changes in the method of delivering certain services resulted in a better financial picture than would have otherwise been possible. The cost of providing basic services increased, due to difficulties in hiring personnel, both by the Town and businesses, supply chain

interruptions, reduced manufacturing, and longer wait times for the delivery of goods and materials used in the repair, maintenance and construction of public facilities, public works, and utilities.

During fiscal year 2021, the Town realized revenue in excess of budget of \$3.9 million and realized budget returns of \$6.2 million. General Fund revenue in excess of budget was comparable to the fiscal year 2020 results. The \$6.2 million budget return was lower than the fiscal year 2020 return of approximately \$7.6 million. The revenue surplus was attributable adjustments the made to the revenue estimates in recognition that COVID-19 restrictions and business closures would likely result in lower receipts in several key categories. The actual local receipts in several categories for the year were lower than the prior year. The budget return, although a lower percentage of budget return than fiscal year 2020, was a higher percentage of return than some recent years because some larger than usual budget return was reflective of the steps the Town took to reduce spending in anticipation of declining revenue because 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.

Motor vehicle excise tax revenue was down 9.7% from prior year's actual receipts (\$5,129,306 for fiscal year 2021 vs \$5,679,213 for fiscal year 2020) and was lower than the actual receipts for fiscal year 2019 (\$6,138,951) and for fiscal year 2018 (\$5,910,555). The margin between budgeted and actual revenue was at the lowest spread in many years. The actual receipts for fiscal year 2021 were \$0.13 million over budget, which compares to \$0.48 million for fiscal year 2020. The fiscal year 2019 spread was \$1.24 million and \$1.16 million for fiscal year 2018.

Revenue generated from other taxes, penalties, and payments in lieu of tax (PILOT) was approximately \$0.54 million over the budget for fiscal year 2021 which compares to \$0.34 million over the budget for fiscal year 2020. The higher surplus over budget for fiscal year 2021 was not due to more income, but rather a much lower budget target as local receipt estimates were adjusted downward because of the retraction in the economy because of COVID-19. Comparing the actual revenue from those sources for fiscal year 2021 to fiscal year 2020 shows an overall decline in receipts of \$768,565 (\$1,282,028 for fiscal year 2021 compared to \$2,050,593 for fiscal year 2020).

Revenue from licenses and permits declined approximately 13.2%. The total permit income for fiscal year 2021 was \$2,068,299 compared to \$2,381,660 for fiscal year 2020 and \$2,590,858 for fiscal year 2019.

Overall total actual General Fund revenue for fiscal year 2021 (\$189,851,379) was \$10,395,622 more than the total for fiscal year 2020 (\$179,455,757). The increase was due to the growth in property taxes with \$11.31 million more in fiscal year 2021. The increase resulted from the high New Growth tax revenue, and a higher amount of excluded debt which was added to the tax levy, for projects previously approved by the voters of Needham. The total General Fund revenue surplus for fiscal year 2021 was \$3,862,816 which was slightly less (\$30,089) than the \$3,892,905 surplus for fiscal year 2020. The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 24.3% of the total General Fund surplus for fiscal year 2021, down from the 32.6% that these sources comprised in fiscal year 2020.

The General Fund appropriated operating budget, excluding county and state assessments and other amounts to be provided, accounts for most of the expenditures, returned \$6,199,880 or approximately 3.3% of the operating budget appropriation; the return for fiscal year 2020 was \$7,634,782 or approximately 4.3% of the appropriation for that year. The budgetary reserve fund (reserve fund) returned \$1,685,981 which represents 27.2% of the total General Fund operating budget return for fiscal year 2021 and was the highest dollar amount returned. The reserve fund budget amount returned was less than fiscal year 2020 reserve fund budget return (\$1,851,500), which was 24.3% of the total return in that year. The \$1,685,981 return of the reserve fund budget represents approximately 81% of the original voted reserve fund budget of \$2,077,091. There were three draws on the reserve fund during fiscal year 2021. The first was \$12,614 to contribute to the COVID-19 expenses that the Minutemen Regional School incurred. The second transfer request that was approved was \$2,389 for property and casualty insurance expenses that came in over budget for the fiscal year. The third was the transfer to cover snow and ice removal expenses above the base budget. The base budget for snow and ice removal was \$424,604 which required a \$376,107 transfer from the budgetary reserve fund to cover the total expense of \$800,711. The Town usually incurs expenses for snow and ice removal that exceed the annual budgeted amount, and the overage is covered by a transfer from the reserve fund.

The second highest dollar turnback was from the Needham Public Schools in the amount of \$1,084,860, which compares to the \$455,091 return for fiscal year 2020. The appropriated school budget for fiscal year 2021 was \$80,735,089. The budget return represents just 1.3% of the budget, but accounts for 17.5% of the total General Fund budget return. The School Department received several grants from the State to alleviate COVID-19 related expenses being incurred by the district as it had to conduct remote learning for many of the students during the entire school year. Those funds from the State, plus some lower operating expenses such as school transportation and school food services which were not utilized as much because many students stayed at home, and hence did not need those services, resulted in the higher turnback.

The Police Department had the third highest budget turnback returning \$790,732 or 10.2% of its budget which compares to \$471,630 or 6.6% of its fiscal year 2020 budget. Approximately 88% of the return (\$699,514) was from salary and wages. The department has been experiencing an ongoing higher vacancy rate as positions have been turning over more often during the last few years, and a backlog in the hiring process, which was only more difficult to navigate with COVID-19 restrictions, has made it difficult to keep all the positions filled for the entire year. The operating expense line returned \$70,091 of which most was attributed to lower fuel expenses during the fiscal year as energy prices, especially gasoline, were much lower due to the slowdown in the economy and less travel in general by the public which lowered the demand for fuel. The balance (\$21,127) was from the operating capital appropriation budget. The cost for replacement vehicles was less than the estimates provided a year earlier. The department budget turnback represented approximately 12.8% of the total General Fund budget return.

The Needham Electric, Light & Gas Program expense line turnback \$391,816 or 10% of the fiscal year 2021 budget. This compares to the \$659,653 (17.6%) turnback from the fiscal year 2020 budget. Energy use in the public buildings was higher, which was in part due to measures taken by the Building Maintenance division to increase the flow of air through the buildings, especially the

school buildings, to reduce the presence of the COVID-19 virus. However, the Town realized significant energy use reduction with the streetlights because of the changeover to LED lighting the Town had initiated. This resulted in electric cost savings which represents approximately 25% of the total return. Overall, the \$391,816 budget return represents 6.3% of the total General Fund budget return and was the fourth highest dollar return.

The fifth highest budget dollar return came from the library, with a return of \$214,143 or 10.6% of the fiscal year 2021 budget. The salary and wage expense line returned \$208,934 or approximately 98% of the total return. The high return was due to restrictions on use of the library that were in place for all the fiscal year. Patrons were able to reserve and pickup books and materials from the library at the curb but could not enter the facility. The hours of operations were also reduced for the year. Consequently, the need for part-time and temporary employees was less, so the wage expense was lower for the year.

The other 17 departmental budgets returned in total \$1,107,277 or 2.9% of their combined amended budgets for the year. The Townwide expense budgets (excluding the budgetary reserve fund and electric, light & gas program) returned a combined \$925,072 or approximately 1.7% of their related total amended budgets, which compares to the same budgets last year returning \$1,697,307 or approximately 3.3% of their related total amended budgets.

The State certified \$16,665,406 available as Free Cash for fiscal year 2021 of which the Town appropriated \$11,526,630.28 of that amount during the May 1, 2021 Special Town Meeting. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow the Town to appropriate. The Town appropriated \$3,527,570 of Free Cash to the fiscal year 2022 operating budget.

The Town allocated \$6,246,653 of the Free Cash for capital equipment and projects. The Free Cash appropriated for capital included \$2,639,000 for public roads and related infrastructure improvements, \$480,000 for the site improvements at the Town's Recycling and Transfer Station property, \$213,100 for improvements to the Broadmeadow School technology room, \$125,000 for preliminary work to improve the water quality at Walker Pond, and \$16,000 to fund designs to improve the heating system at the former Hillside School building. A total of \$454,000 of Free Cash was appropriated to fund a portion of three projects that were primarily funded by CPA funds, redesign of the Town Common, designs for the renovation of McCloud Field, and sediment removal from the abandoned Town reservoir water body. Free Cash was also used to fund capital equipment which included \$1,135,084 in core fleet and special equipment, \$565,914 in cash capital equipment, furnishings and technology for the Needham Public Schools, \$316,055 for fire personnel self-contained breathing apparatus and personal protective wear gear, police mobile devices, and the purchase of monitor/defibrillators. \$60,000 was appropriated for an assessment of the auditorium theatrical sound and lighting systems at some of the school buildings. \$56,000 will be used for the purchase and installation of an electronic permanent message board, and \$86,500 was directed to other General Fund cash capital investments in equipment and technology 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.

The Town appropriated \$1,000,000 of Free Cash for its ongoing public facilities maintenance program and \$150,000 for fleet refurbishment so that the Town can extend the life of vehicles and specialty equipment that otherwise would need to be replaced. The Town appropriated Free Cash to fund various studies and outside consultants which includes \$75,000 for services for the Town's network and internet control systems, \$60,000 for the Planning and Community Development Department, \$50,000 for professional consulting services for the Town's Public Health Department for health-related studies, and \$30,000 to cover the technical and professional services costs to decommission the Rosemary Dam. The Town also appropriated \$50,000 to fund a grant program for low-cost repair projects that would allow citizens to continue living in their homes. Town Meeting also approved payment of an unpaid bill from a prior fiscal year which \$407.28 of Free Cash was used.

Free Cash was also used to fund the Town's workers' compensation reserve pool in the amount of \$337,000. The \$5,138,775.72 balance of Free Cash was allowed to roll over to the next fiscal year.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2021 reports:

1. Chart of Actual Expenditure (Uses) and Actual Revenue (Sources)
2. General Fund Balance Sheet
3. Total Governmental Funds Combined Balance Sheet
4. Total Governmental Funds Revenues, Expenditures, and Changes in Fund Balances
5. Statement of Net Position for Sewer and Water Enterprise Funds
6. Statement of Revenues, Expenses and Changes in Net Position for Sewer and Water Enterprise Funds
7. Statement of Cash Flows for Sewer and Water Enterprise Funds
8. Reconciliation of Operating Income to Net Cash Provided by Operating Activities for Sewer and Water Enterprise Funds
9. Schedule of Trust Funds
10. Statement of Budget Appropriations and Expenditures
 - a. General Fund
 - b. Sewer Enterprise Fund
 - c. Water Enterprise Fund
 - d. Community Preservation Administrative Budget
11. Tax Rate Recapitulation as Approved by the Department of Revenue for Fiscal Year 2021

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. All those reports have stringent deadlines.

The office staff processed a total of 54,737 paychecks/direct deposits during fiscal year 2021 which compares to the 56,931 processed during fiscal year 2020. The staff reviewed and processed 29,122 invoices from vendors for payment, 784 expense reimbursements, and 279 contracts which compares respectively for fiscal year 2020 of 31,465 invoices, 1,091 reimbursements, and 319 contracts. The office also reviewed and processed 2,399 encumbrance requests plus an additional 749 revision requests during the fiscal year which compared to 2,401 and 1,208 respectively during fiscal year 2020. The declines in number of transactions were attributable to COVID-19. The Needham Public School Department was operating primarily remote and school instruction was remote for most all students during the year. During fiscal year 2021 the number of school purchase orders decreased by 950 from fiscal year 2020. This had a rippling effect on the number of invoices processed. The number of paychecks and expense reimbursements declined because the COVID-19 restrictions resulted in fewer activities during the summer months. The restrictions put into effect reduced the number of individuals hired for summer programs and activities. Also, because the School Department did not have in-person learning for most of the school year, the number school related activities that may have necessitated expense reimbursements did not happen.

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Encumbrances	FY2019	FY2020	FY2021
Building Department	10	10	6
Building Design and Construction Department	139	139	60
Commission on Disabilities	2	2	-
Department of Public Works	1,233	1,091	1,260
Finance Committee	3	2	3
Finance Department	241	227	186
Fire Department	120	121	113
Health and Human Services	228	286	249
Historical Commission	-	1	-
Memorial Park	1	-	1
Municipal Parking Program	15	14	15
Other Functions	50	31	19
Park & Recreation Department	141	124	117
Planning and Community Development	29	34	24
Police Department	156	135	149
Public Library	89	77	86
Town Clerk & Board of Registrars	28	31	35
Town Counsel	11	7	8
Town Manager	69	69	68
Total	2,565	2,401	2,399

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 commercial sales market was basically dormant throughout the pandemic as evidenced by the minimal number of sales that took place. The residential side of the ledger was dramatically different in calendar year 2021, however. The number of sales jumped nearly 20% over the prior year, while the sales prices increased by nearly 10% for the third consecutive year. In prior years, a sale price of \$2,000,000 would cause a ripple throughout the office. In 2021, there were several weeks where they outnumbered the \$1,000,000 sales. Sales of less than seven-figures are almost invariably land or condominium sales to this point in the year.

We continued with aspects of the COVID-19 strategy developed previously for gathering sales information, since onsite visiting opportunities were still somewhat limited. The accuracy of our data on properties that changed hands in 2020 is essential to the statistical analysis that needs to be

submitted to the Department of Revenue annually. 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 2020 sale price.

The office's collection of building permit information for the calculation of the very important New Growth number for the Department of Revenue, while still somewhat COVID-19 limited by the inability to conduct as many, in person, onsite inspections as we would have liked, went very well. The expanded use of the vendor we engaged last year to carry out "no touch" measurements of New Construction and Addition projects, was enhanced significantly over last year. Previously, the vendor had collected the data and turned it over to our staff for entry into the Tyler IAS CAMA system. To their credit, at no extra expense to the Town, the vendor refined their ability to enter a large portion of the collected data directly into our system. This allowed our staff to concentrate on collecting detailed interior listing information through some onsite inspections. Where interior inspections were not practical, the Building Department's vastly improved Open.Gov website was able to provide far more detailed information on the interior makeup of projects in progress than the Govern system previously employed.

The effects of the pandemic semi-shutdown on some commercial properties appears not to have been overly severe at least as far as calendar year 2020 was concerned. Some property owners did report "COVID Concessions" in their annual Income and Expense filings, but most reported rent collections that were in line with the leases that they had in place. Whether some tenants will suffer long term downturns that will cause them to be unable to meet their obligations to the landlords going forward remains to be seen. The possibility also remains that tenants may require less office space after seeing the practicality of a semi-remote workforce going forward.

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, the division also includes a Computer Operator who functions primarily in support of the Treasurer and Accounting offices assisting with Revenue and Payroll processes.

During the year the ITC continued its support of technology hardware, software, services, and systems for the Town Departments which includes public safety 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 ITC staff. This growth has put continued pressure on the ITC because though the number of ITUs and Town buildings supported by the ITC, which has stayed with the same level of FTEs. Additional staffing as mentioned previously should help with supporting the demands across the different Town Buildings. There are currently twelve staffed Town buildings. As in previous year some 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. Aside from public safety personnel using mobile devices in their vehicles, departments like the Public Works water, sewer, and drains and building maintenance divisions have procured software in fiscal year 2021 to build out into fiscal year 2022 asset and inventory management. A continued driver of remote user support throughout fiscal year 2020 was the COVID-19 crisis. Because of this, the ITC had to maintain a more robust online presence so that departments could continue to support the Town's needs. Finding and deploying hardware was a constant struggle and ensuring the security of hardware and access to the Town's network became a priority.

A project that involved the Network Manager was developing more robust levels of security around the Town's network. With more and more malware events occurring across the Commonwealth and the country it became important to develop systems of protection. The most basic level of protection is employee training which happened with support from the Executive Office of Technology Services and Security (EOTSS) through their Cybersecurity Awareness Grant Program. This involved four assignments with multiple modules that were to be completed by the staff as well as four rounds of phishing email challenges. These challenges tempted the employees to open and click links which when clicked brought the employee to a web site letting them know they had been involved in a phishing email challenge. The ITC also initiated and began the implementation of a multi-layered system of security. This consists of layers comprising cloud based, appliance based, and software-based security with eventual use of two-factor authentication and network monitoring. The department also generates multiple snap shots of data throughout the day and stores these snap shots both locally and remotely. The last level of security has been the ongoing removal of Microsoft Windows 7 operating system desktops and laptops, scheduled to last through fiscal year 2021, and which involves the Technology Support Technician. This has taken longer than hoped because of working the removal and replacement process within the daily work requests.

The largest growth of ITUs in fiscal year 2021 has been the addition of Fire Department personnel in the new Fire Station 1 of the Public Safety Building as well as Fire Station 2. In the old Fire Stations, there was limited use of technology but with the coordination of the Fire Chief the access to technology by the Fire Department has become universal. Other systems based on older technology within the Fire Department that had been maintained by Fire staff, such as alarms and bells as well as dispatch communication, are now on technology requiring switches and IP addressing. This requires more of the Network Manager's time to maintain. This has put added stress on the department's Network Manager who is often contacted after hours and on weekends when there are issues with these systems. The new Fire Stations are substantially larger than the previous buildings and have required additional time and energy to maintain. Also, during fiscal

year 2021 the Network Manager was involved in the design and implementation of technology during the construction phase of the Police Department. This involved daily meetings with project managers, construction managers, and vendors.

Continuing from the previous fiscal year was the increased usage of the online permitting application Viewpoint Cloud. Initially kicked off in March of 2020, the available permits have grown from a handful of the most used permits to forty. The Applications Administrator has worked and developed online permits not only for the Building Department but also the Department of Public Works, the Health Department, and the Town Manager's Office. At the end of fiscal year 2021, the Applications Administrator began working with the Planning and Community Development Office planning the steps they need to have for online permitting. Since its inception, over 7300 online permits have been completed with almost 3700 currently active. The Application Administrator has also worked with the Department of Public Works on database development for a time clock system as well as continued support of the Town's Employee Portal and other desktop office applications. The GIS Administrator has been working with multiple divisions within the Department of Public Works developing and working with third parties using the Town's GIS data. During fiscal year 2021 the GIS Administrator spent a significant amount of time coordinating assessing data between the Massachusetts Department of Revenue, MassIT, and Tyler Technologies. This effort has helped all these entities as well as the GIS Administrator ensure that assessing data is accurately used for multiple purposes. Some of these include 911 accuracy which is directly tied to 911 grant monies from the State and distributed to the Police Department and abutters lists that are run through the Massachusetts Department of Revenue supported Tyler Technology's online assessing application iAS.

ITC 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 as 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 conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds with the necessary repairs.

The past year was quieter than recent years, with the COVID-19 related restrictions and social distancing practices, many businesses and offices had reduced hours of operation or were closed to the public entirely. Parking enforcement was scaled back for most of the fiscal year because of health safety concerns for the parking enforcement personnel and the demand for parking was limited. Enforcement of handicapped and safety violations (e.g., parking in front of a fire hydrant or on a cross walk) did continue through the year. The office also had a change in the Parking Clerk. Paul Sammarco, after several years of service, opted to retire from the position. Paul agreed and helped with the transition issues that were complicated due to COVID-19.

	FY2020	FY2021
Parking Tickets	8,596	1,457
Appeals	751	225

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.

Activity	FY2019	FY2020	FY2021
Purchase Orders Reviewed	2,382	2,166	2,230
Contracts Drafted	74	85	292
Contracts Reviewed	341	308	352

The increase in the number of contracts drafted during Fiscal Year 2021 was not due to increased contracting activity, but rather the Finance Department has been directly assisting Town departments in selecting the proper contract type and sending them to vendors for execution.

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 2021 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 \$23,223 in the Town's insurance premium through the insurance rewards program.

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 2021 started out with a "soft opening" of the Town Hall. With limited access to in person inquiries, telephone calls increased dramatically. The staff continued to meet the service needs of the public. Transitioning back similar to the way things were before was welcome to some and disappointing to others. One staff person was allowed to come in and individual taxpayers had to schedule an appointment. We continued to encourage residents to take advantage of the drop box in front of Town Hall, mail their payments or pay their water and sewer and excise bills online. Technology provided residents and taxpayers a way to communicate with office staff. The office eventually became fully staffed, although several employees continued to work from home. Everyone became proficient with Zoom, which became the preferred meeting format. Direct interaction with the public was discouraged. COVID-19 protocols became the law of the land. During this entire time the Treasurer/Collector's office kept the bills going out and revenue coming in.

During Fiscal Year 2021, the Treasurer/Collector office issued, 41,545 Real Estate bills including approximately 250 demand bills, 2,429 Personal Property Tax bills, 28,921 Motor Vehicle Excise Tax bills and in conjunctions with the Water and Sewer Department issued 44,079 Water and Sewer bills.

Real Estate Tax Collections	\$161.2 million
Motor Vehicle & Other Excise	\$ 5.1 million
Personal Property Tax Collection	\$ 7.8 million
CPA Surcharges	\$ 2.8 million
Other Billed Revenue	\$ 1.1 million
Ambulance Receipts	\$ 1.1 million

During Fiscal Year 2021 the Treasurer assisted the Building Department and other departments with the implementation of the new online permitting software which allows those seeking permits for various purposes can obtain these permits via the Town's website. This will be expanded to include the Planning and Development Department.

The Treasurer assisted with implementation of new software, PC Scale, for the Recycling and Transfer Station (RTS) which allows for a more efficient collection and billing system at the RTS and the Treasurer's office.

The Treasurer assisted with the implementation of new registration software, MyRec at the Park and Recreation department. This will be also utilized by the Aging Services and the Youth and Family Services

The Treasurer also worked with the Health Department to make available online access to donate to various gift funds such as the Gift of Warmth and the Domestic Action Fund.

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 551 grants for a total of \$235,650. In fiscal year 2021, donations to the fund were \$21,225. 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 288 grants for a total of \$276,671.

Both the Taxation Fund and the Property Tax Assistance Fund application and award process were impacted by the pandemic. Residents were still hesitant to submit applications, the Center at the Heights remained closed and was only able to provide limited assistance. This 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. Although the pandemic limited the availability of hours volunteers did assist with the delivery of fruits and vegetables to seniors. 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.

The new Assessing software was totally implemented and was used to value all properties in the creation of the fiscal year 2021 real and personal property tax bills. 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 impact of the pandemic had a lingering effect in every area of the Treasurer's Department from interest rates to the ability to borrow. In fiscal year 2021, General Fund interest decreased from

\$864,163 received during fiscal year 2020 to \$228,969 during fiscal year 2021. The Federal Reserve maintained 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 works with a third-party provider to offer electronic payment options to the Town’s vendors. The goal is to eliminate the many expense checks processed and sent to vendors. This has cut down on the printing, mailing, and stuffing of many expense checks. Once it is fully marketed, 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 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 11.5% for fiscal year 2021.

During fiscal year 2021, the Treasurer issued Bond Anticipation Notes for \$3,530,485 and \$21,000,000 in bonds which included a premium of \$2,488,930.50. 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. Because of this change, we were able to use \$1,583,000 of the premium to reduce the amount of principal borrowed. 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. We also refunded \$5,455,000 of several bond issues from 2006, 2008 and 2009 debt issues of which we were able to utilize \$669,039 from the premium received on that transaction. The balance of the premium was used to pay debt issuance costs.

The Treasurer/Collector will be involved in the selection of new a new billing and collections software. All billed receipts once received, reviewed, and reconciled as well as non-billed revenue such as state aid, grants and miscellaneous fines and fees are turned over to the Treasurer. These receipts must be tracked and accounted for and each taxpayer’s account whether real estate tax, water and sewer usage charges, motor vehicle excise, general billing or personal property tax must be updated and maintained. The new software must be able to accommodate all of the Town’s needs.

FINANCE COMMITTEE

Members

Carol Smith-Fachetti, Chair, Joshua Levy, Vice Chair, Richard Lunetta, Louise Miller, Barry Coffman, Garrett Parker, John Connelly, Richard Reilly, Tom Jacob, James Healy

Staff

Louise Mizgerd, Analyst

Mission

Under the Needham By-Laws, the Finance Committee has two primary charges. 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 significance, the Finance Committee makes recommendations to Town Meeting on capital requests and any 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.

FY2021 Highlights

COVID-19: Much of the focus of fiscal year 2021 was dominated by the COVID-19 pandemic. Impressively, the Town continued to offer most services, and staff adjusted by working remotely or in shifts or finding other ways to get work done safely. While many Town buildings were closed and much staff was working remotely, the Town provided all significant services, particularly Public Safety, Public Works, and Schools, including those that require in-person activities. Buildings that continued to be occupied needed upgraded ventilation and enhanced surface cleaning. Town staff was very creative at finding ways to provide services safely or to pivot to providing different services to help people get the information and services they needed during the crisis. The Finance Committee kept in close contact with Town and School administrators to make sure that there were the necessary funds to keep the Town safe and functional. All Town departments were able to live within their FY21 budgets by holding back on spending and hiring as much as possible, and using those savings along with grant funding for any new or unexpected expenses.

Capital Projects

- **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.
- **Boston Children's' Zoning (Fall STM):** The Finance Committee gave careful consideration to the proposed new medical facility to confirm it would not place an unreasonable burden on Town infrastructure and that the new use would be fiscally beneficial of the Town.
- **Emery Grover Building:** The Finance Committee reviewed the feasibility report and the options for renovating or replacing the Emery Grover Building which currently houses School Administration. The Finance Committee advocated for careful consideration of lower cost alternatives including moving School Administration to other Town-owned locations or long-term leasing.
- **Parcel Acquisition:** The Finance Committee analyzed the possible property acquisition being considered by the Select Board as a strategic purchase. Although it was a unique opportunity, the Finance Committee posited that the cost was too high to justify the purchase absent a more clear and present need.
- **School Facilities Master Plan:** The Finance Committee discussed the findings of the report and the options. The Finance Committee recommended full consideration of the needs balanced against the costs, and the effects that timing would have on the costs of each project as well as the related costs. Delaying projects could increase costs due to inflation and further maintenance costs, but may also provide savings or additional opportunities for outside funding. Also, the Finance Committee felt it was important to consider financing School facilities projects within the context of a Town-wide financing plan.
- **Zoning:** The Finance Committee spent considerable time reviewing proposed zoning changes in the Highway/Commercial 1 district, and the related fiscal impact analysis and traffic report. Although the analyses were updated, due to the unusual circumstances of the ongoing global pandemic, new traffic data could not be obtained, and the fiscal impacts were difficult to ascertain. Thus, the Finance Committee felt it did not have significant information to offer a substantive recommendation to Town Meeting.

Operating Budget Recommendation for FY2022

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 FY 2022 budget in late 2019. The budget process took place with the same timelines and in the midst of the global pandemic,

Revenue

Although the COVID-19 pandemic had significant implications on the ways the Town provided services, the Town continued to perform its core services throughout fiscal year 2021. Town staff was creative about redirecting resources and applying grant funds to keep as closely to the budget as possible. The Finance Committee's budget recommendation took into consideration the Town's various functions, and was based on expectations of how operations would be continuing in fiscal year 2022 and beyond. Some aspects would be "normal" and some changed. The Town's initial revenue projections for FY 2022, which served as the basis for creating the FY 2022 spending plan, included modest increases over adjusted FY 2021 amounts. More than 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. Needham's property tax revenue is generally strong and reliable, and provides the Town more protection than if it were more heavily reliant on other revenue sources. The projected local receipts were projected to decrease in FY 2022 due to the fact that most sources, including hotel and meals taxes, and license and permit fees, were projected to be either flat or decreasing due to the expected rate of local economic activity and also to be intentionally conservative and protect against unexpected fluctuations in revenue. The Town also relied on conservative estimates for state aid, including a large decrease in unrestricted general government aid (UGGA) since it was based on preliminary estimates from the state and the state budget was far from being finalized. School aid, a significant source of state aid, was projected to remain flat. These estimates are adjusted as there is a better understanding of how the actual numbers will play out. For FY 2022 expenses, the plan was to reduce reliance on reserves if revenue was adjusted upward. The Finance Committee continued to move cautiously during the FY 2022 budget process, as the COVID-19 pandemic remained a serious concern.

Budget Process

The Finance Committee continued its typical schedule of starting the budget process in December 2020, when it began review of the spending requests submitted by each Town department as well as the School Superintendent's budget request. Each board or committee with a separate budget also submitted a spending request.

The Finance Committee held hearings in December 2020, as well as January and February 2021 to review the budget request of each Town department, board, and committee. As every year, in preparation of a budget recommendation for FY 2022, 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 26, 2021. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2022 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' FY 2022 spending requests overall were carefully considered and conscious of the need for fiscal discipline. The Finance Committee requires careful vetting of new positions or programs before recommending that they be funded in the annual operating budget.

FY2022 Operating Budget Highlights

The Finance Committee developed the FY 2022 budget during the period of December 2020 through February 2021 and voted its final recommendation on March 3, 2021. This was accomplished during a global pandemic that affected almost everything in our lives. The Finance Committee's recommended budget for FY 2022 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. Due to significant grant funding, the operating budget did not need to include much funding for short-term needs relating to the pandemic. To the extent departments found new ways to provide services that were anticipated to continue, the budget included such changes. 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, increased modestly in the FY 2022 budget. The largest component of the increase was in Retirement Assessments, which funds the Town's pension plans. Other notable increases were in the Casualty, Liability and Property and Self-Insurance line due to the increase in premiums as well as the number of buildings insured, and in the Classification, Performance and Settlements

(which funds salary increases during the fiscal year) due to the number of collective bargaining agreements that did not have settled agreements. That line funds salary increases during the fiscal year.

Department Budgets

The budgets for various 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 added staff positions or new expenses. There were five unions without bargaining agreements for FY 2022, so the operating budget did not include cost-of-living increases in the salaries for positions covered by those unions, through step increases and longevity pay was included. The funding for any potential increases was included in Townwide Expenses, as discussed above. Anticipated expenses for temporary Covid-related needs were segregated from the operating budget to be funded from other sources. The notable increases in the FY 2022 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 recommended funding the Public Information Officer position for two years through a warrant article rather than the operating budget in order to have a chance to assess the need for the position outside of the context the pandemic. The Finance Committee recognized the need, but also recommended funding contracted Clinical Health services in the Police Department through a warrant article in order to provide an opportunity to evaluation if the contracted service is the best approach. The FY 2022 recommended budget reduced the staffing in the Building Design and Construction department by 2 positions as the workload declines. One of the positions was reassigned to DPW because of the changing workload and the other position anticipated a retirement after the first quarter of FY 2022. A new cooperative program was also funded to provide experience and training to students in vocational schools, which is anticipated to help recruit early-career trades people. The Finance Committee did not recommend funding a requested new Fleet parts manager position because there was not sufficient justification. The Finance Committee deferred funding of a requested reference librarian who would also focus on communications issues. The Library was anticipating a leadership change in FY 2022, and was transitioning some services in the wake of the pandemic. The Finance Committee's recommended budget did provide funding for staff positions for the Rosemary Pool to meet safety standards and manage increasing demand at the facility. . 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 FY 2022 increased due to an increase in enrollment, which is based on a rolling average, and higher costs related to the Minuteman District's capital building project.

- **Needham Public Schools:** The School Department budget makes up over 63% of the FY 2022 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 Superintendent's and the School Committee's requested budget for FY 2022. The budget included increases due to contractual salary increases, higher projected enrollment, and increased need for student support services, including special education. It is notable that although enrollment projections were higher than for FY 2021, enrollment decreased significantly during the first year of the COVID-19 pandemic, and was not expected to reach pre-pandemic levels in FY 2022. There was a projected increase in the need for student support services and special education in the wake of the pandemic, requiring an increase of 4.8 FTEs and additional out-of-district tuition funding in the FY 2022 budget. 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 has had a substantial effect on the School Department's operations. The Schools were required to provide equipment and implement safety precautions in order to be able to run in order to run remote learning academy, support hybrid learners and provide a safe environment for in-person classes. There were significant additional costs that had been addressed through federal aid. The FY 2022 budget was based on "normal" conditions, though the School Department did develop a projection of additional \$3.2 million of funding that would be needed if the same restrictions were implemented. Those funds were not included in the FY 2022 operating budget. The Finance Committee has been continually worked with the School Department and School Committee, as well as the Town Manager and Select Board to see that funds were provided to provide the best known safety measures in the Schools, and so that learning opportunities could be maximized, without undue financial burden on the School budget.

Cash Capital Spending Recommendations for FY 2022

The Finance Committee received the Town's Capital Improvement Plan for FY 2022 – FY 2026 released in early January 2021. 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 paid according to the debt schedules, and thus predictable for the following year. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher-than-projected revenue in a prior year, and thus fluctuates. Based on initial estimated, the Town's planned to allocate \$12.5 million from free cash for FY 2022 cash capital needs. The General Fund cash capital warrant article for FY 2022 accounted for approximately \$4 million of free cash and covered various annual or one-time expenses including the fleet replacement program, School technology, furniture replacement, property improvements at the RTS, repurposing space for a classroom at Broadmeadow, and public safety equipment. Two projects from this article, for a feasibility study at Pollard and the demolition of buildings at Ridge Hill, amounting to over \$900K, were deferred at the urging of the Finance Committee until the needs and amounts could be further considered. Free Cash was also used to fund financial

warrant articles for various programs including the public facilities maintenance program, public health consulting, and the property tax assistance and small repair grant programs. Other expenses funded with free cash include the funding the NPDES pollution control requirements and fleet refurbishment.

Future Opportunities and Challenges

The Finance Committee continues to monitor the Town's budget and finances in order to gain an understanding of the long-term effects of the pandemic. There have been substantial amounts of aid provided through various federal programs, including the CARES Act, and ARPA (American Rescue Plan Act) that have helped the Town to continue to provide the high level of services expected from our citizens and to maintain and even improve our facilities. We will need to keep an eye on the long term effects of the pandemic on revenue. Fortunately, the Town relies most heavily on property taxes, which have remained solid. The Town has been very careful with spending during the course of the pandemic, so free cash has remained at healthy levels. However, there have been decreases in local receipts as economic activities on which they are based slowed down during the height of the pandemic. State aid is also subject to fluctuation, and has slowed in areas, but has not decreased.

The Finance Committee continues to closely monitor the costs associated with the significant capital projects in the Facilities Master Plan. The financing plan was only starting to take shape in FY 2021, with more concrete numbers and discussions to be held in FY 2022 as the Town prioritizes the upcoming needs. The Committee remains aware that 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 carefully considers the tax burden placed on residents by these new projects, and understands the importance of maintaining the Town's favorable credit rating and strong financial condition.

Conclusion

The Finance Committee recommended a budget for FY 2022 that was balanced and fiscally sound, and designed to provide the funding needed to continue to provide the Town's more important services. Once again, the Finance Committee did not seek to tailor the budget to the shifting needs under the pandemic, but did take a cautious approach. The budget included funding that was anticipated to meet 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 disciplined and kept the budget sustainable, and has also set aside sufficient reserves to provide the resiliency to protect itself from fluctuating revenue or expenses 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 meetings 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.

LEGAL SERVICES

Purpose:

Legal Services, provided by attorneys from the law firm Miyares-Harrington, delivers legal support to all Town Departments, attends all sessions of Town Meeting, and meets as needed with the Select Board and other boards, committees, and commissions. Attorneys serving as Town Counsel draft and approve contracts when required, represent the Town in the courts and before administrative agencies, and assist in the drafting of legislation, by-laws, and regulations. When appropriate, the Town hires specialist outside counsel to handle matters that require specialized representation.

FY2021 Highlights:

During fiscal year 2021, 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, suits filed against the Town, actions relative to COVID-19, and other similar items. 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 FY2021, public records requests, included permitting, COVID-19, and suits filed against the Town.

The Town engaged and worked with specialized outside counsel in matters such as labor relations and collective bargaining, cable television licensing, environmental and energy-related matters, affordable housing, zoning and permitting, real estate, civil rights, and bond issuance.

FY2022 Forecast

In fiscal year 2022, the Town will continue to utilize the services of contract counsel for primary and specialty needs.

MODERATOR

Michael K. Fee, Town Moderator

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 who are certain 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 2021 Highlights

Our Town Meeting continued to meet and discharge its duties despite the persistence of the COVID-19 pandemic. For centuries Needham Town Meeting convened indoors to conduct the town's most important business. As the nation, the Commonwealth and Needham locked down, and against a backdrop of laws, procedures and traditions that were designed for indoor, in-person town meetings held on predictable dates, we relied on the experience we gained from holding an outdoor Annual Town Meeting in June 2020, to safely but effectively continue the over 300-year tradition of self-government in Needham. I am proud to say that through the efforts of many and the cooperation and perseverance of our Town Meeting Members, we accomplished this goal in Fiscal Year (FY) 2021.

- Our Town Meeting convened outdoors at the Memorial Park parking lot in the shadow of Needham High School on three occasions: a Special Town Meeting was held a Sunday afternoon, October 4, 2020, a Special Town Meeting was held on Saturday May 1 and our Annual Town Meeting was held two days later, on the evening of May 3, 2021.
- The October 2020 Special Town Meeting tackled a 17-article Warrant that was eventually reduced in size, but included important matters such as the appropriation of funds for a variety of town expenses, zoning changes for the Avery Square Overlay District, appropriations requested by the Community Preservation Committee and a Citizen's Petition that presented a non-binding resolution calling for the study of racism in Needham.

- Each year, during our Annual Town Meeting, we take a recess to hold a Special Town Meeting. In May 2021, for the first time we held a separate Special Town Meeting on Saturday, May 1, 2020, that was followed by the Annual Town Meeting on Monday evening. To take advantage of daylight and time, more business than usual was placed in the 50-Article Special Town Meeting Warrant. Motions under many of the Articles were adopted by unanimous consent, but over the course of approximately four hours, Town Meeting chose to discuss and vote on a number of Articles, including requests for funding for new police union contracts, funding for a new position at the Planning Board and a Public Information Officer for the town. Other actions included votes on amending the FY21 Operating Budget and enacting the \$132 million FY22 Operating Budget. Special Town Meeting also appropriated an additional \$1.7 million for the ongoing public safety buildings construction project, and the adopted a resolution offered by the Select Board on behalf of Needham Unite Against Racism.
- The Warrant for the Annual Town Meeting held on May 3 contained eight articles. Most time was spent in a proposal from the Planning Board to Amend the Needham Zoning By-Laws to add a Highway Commercial 1 Zoning District at the location adjacent to Route 128 where Muzi Ford and Chevrolet, as well as WCVB-TV are located. Various amendments were offered but the main motion carried by the required two-thirds vote on a counted vote of 168-37.
- Once again for all meetings 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 process worked well and enabled us to have Town Meeting Members view the presentations and materials in advance and if they wished, submit questions prior to Town Meeting.
- In Fiscal Year 2021, the Town of Needham website continued to be an invaluable resource for Town Meeting Members.
- In April 2021, prior to the Special and Annual Town Meetings we held in May, I released a revised version of my Needham Town Meeting Handbook. The Handbook was distributed to newly elected and existing Town Meeting members and was posted on the Town's website.
<https://www.needhamma.gov/DocumentCenter/View/4133/Town-Meeting-Handbook--Revised-2021?bidId=> Town Meeting members expressed to me their appreciation for this resource.
- On April 19, 2021, I worked with the Needham League of Women Voters to resume our traditional New Town Meeting Member Orientation. Due to the COVID-19 pandemic, this meeting had not been held in 2020. We held the orientation via Zoom and it was well attended. It provided the perfect opportunity to introduce newly elected members to the Needham Town Meeting Handbook.

- 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 effective outdoor representative Special and Annual Town Meetings 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 2021. I personally pay for any expenses I incur, such as the preparation of the Needham town Meeting Handbook, educational materials for new Town Meeting Members, and the dues I must pay to belong to the Massachusetts Moderators Association. When meetings are not held remotely I pay for my own travel to various Moderators Association meetings.

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 2021. 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

Mrs. Evelyn Poness, Chair

Ms. Sandra Cincotta

Mr. John Krawiecki

Mr. Robert Mearls

Mr. Robert Papetti

Staff

Jacob Cole, Administrator

Elizabeth Milch, Retirement Specialist

Martin Feeney, Accounting Specialist

MISSION

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.

The Needham Contributory Retirement System, continues in its success and determination to maintain the highest levels of operational efficiency, security, transparency and integrity. We have strong redundancies in place to safely and securely protect and store vital data for each member and retiree. Data and is saved in three different locations: the Pension Technology Group's encrypted website and servers; Needham's encrypted IT servers; and the Retirement Office's electronic backup storage memory files. This has greatly reduced the paper footprint of paper files and physical on-site storage space. Electronically storing data is also more secure via password authentication to access the data, especially compared to physical files in a banker's box in a locked storage room on-site or off-site.

The Needham Contributory Retirement System was able to fully service the Town's members and retirees throughout the COVID-19 Pandemic. The Retirement Office continued to conduct in-person meetings with proper physical distance, masks, and hand sanitizer. The Retirement Office Staff was pro-active with protecting themselves and their members, at all times, and are fully vaccinated. The Retirement Office staff also met the member and retiree on the member or retiree's comfort level. The Office staff conducted meetings also via phone call, emails, and Zoom video conference calls when needed. The Office staff always offered and continue to offer these various options to all its members and retirees. We are here to serve our members, retirees and their families when needed—especially in the event of an unfortunate death transition.

The Needham Contributory Retirement System continues educating members about the retirement process and best timelines. Members are permitted to bring their spouse or a loved one(s) to the

meeting as well. Again, these meetings are often in-person but also have been conducted via the Zoom video conference platform.

For those members that do not meet the retirement age and service time criteria, members may request a refund of their funds less 20% for federal taxes; or for their funds be rolled over to a qualified IRA account. If a member is hired before April 1, 2012, they are eligible for a retirement allowance if they have attained age 55 with 10 years of service. If a member is hired after April 1, 2012, they are eligible for a retirement allowance if they have attained age 60 with 10 years of service.

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 qualified school teachers. Qualified school teachers fall under and contribute to the Mass Teachers' Retirement System.

Current active members contribute 9% of their regular compensation + an additional 2% of earnings greater than \$30K. Part-time employees working 20 hours or more each week are eligible for membership into the Needham Contributory Retirement System. Part-time employees that do not work at least 20 hours per week, must contribute to Social Security and not the Retirement System because they are not eligible for membership.

The Needham Contributory Retirement System & Board, entrusts PRIM (The Pension Reserves Investment Management firm, <https://www.mapension.com/>), with the management, strategy and investing of the Retirement Systems funds. In 1985, the Needham Contributory Retirement Board voted to join the Pension Reserves Investment Management firm. Approximately 85% of the Commonwealth's municipalities also utilize PRIM. As of June 30, 2021, the ending fund balance stood at \$220M up from \$170M the year before.

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 in FY21. The new Funding Schedule consists of a 6.50% investment return rate with a funding schedule end or fulfillment date of 2033. This 6.50% is more in-line with the Market and other retirement systems in the Commonwealth. The old Funding Schedule had a rate of return of 7.25% with a funding schedule end date of 2030.

Lastly, the Needham Contributory Retirement Staff would like to thank the Needham Contributory Retirement Board for their strong leadership and help throughout the year. Our Board has many long-serving dedicated members who have served the Town and its constituents for many years from the Fire Department, to the Treasurer's Office to the Town Manager's Office. The Board also has a member and peer that served the private sector in finance, banking and business.

I also would like to thank my staff and Human Resources for all their great support, work and collaboration.

PRIM Executive Director and Chief Investment Officer Michael G. Trotsky, CFA provided the following information to the PRIM Board at its February 17, 2022, meeting:

Executive Director and Chief Investment Officer Report

The December quarterly results, up 5.4% net and 1.4% above benchmark, capped another outstanding and record-setting year. For the calendar year ending December 31, 2021, the PRIT Fund was up 20.6% gross or 20.1% net of all fees; that was the fourth largest return in PRIM's entire history. The fund ended the year at a record \$104 billion. The 2021 return outperformed the benchmark by more than 8% net of fees, or \$7 billion, the strongest outperformance in our entire history, surpassing the previous record of 4% outperformance set in 1999. Our return for the year was in the very top decile of our peer group.

Private Equity, Real Estate, and Global equities had very strong returns. Private Equity up 64%, Real Estate up 27%, and Global Equities up 18%, while Fixed Income was essentially flat, net of fees, for the year. We would expect this result for bonds in a rising interest rate environment. All asset classes outperformed their respective benchmarks for the year and during this challenging year, the PRIM staff remained very productive, deploying more than \$7.6 billion in new investments, another record.

The longer-term results also strengthened. The 3-, 5-, and 10-year PRIT Fund returns of 16.1%, 12.4%, and 10.5%, are well above benchmark and the state's actuarial rate of return, which is currently 7% and well above our long-term average returns. These results - all time periods - are also at the top of our peer group. We are proud that over the past 10 years, the investment gain totaled \$70.6 billion and was \$12 billion above a benchmark return. We believe this is an indication that our staff and our managers are adding significant value for our fund's 300,000+ beneficiaries and for the Massachusetts taxpayers. In fact, we have a saying around the halls of PRIM: to the extent PRIM is successful, we are the taxpayers' friend – not to mention the retirees' friend. We are proud that we have added more than \$70 billion to the pension fund and outperformed our benchmark by more than \$12 billion over the last decade. It has been an extremely gratifying body of work.

We want to stop short of making any projections about the future, but we do believe a word of caution is in order because it is part of our job to set realistic expectations. We offer this with the appropriate amount of humility; please remember our core investment philosophies: 1) nobody can predict the future, so we don't try, and 2) nobody can predict the direction of the markets, so we don't try. Instead, we engineer a portfolio with components that will perform well in a variety of market environments.

It would be unreasonable to assume that the returns over the next 10 years can be as impressive as the last 10 years for two primary reasons: 1) markets have appreciated far more quickly than the underlying growth of the economy, and that cannot last indefinitely, and 2) we are exiting a 30-year investing environment with the dominant backdrop of falling interest rates and loose monetary policy and entering an environment where interest rates and inflation are now rising, monetary policy is tightening, and labor markets and population growth are falling. It seems like a regime change, but only time can confirm that.

We look forward to the Board taking up the Treasurer's plan to both create an ESG Committee and adopt a new climate change related proxy voting policy. The Treasurer is passionate about each of these important and timely topics with the goal to keep PRIM out in front of major trends in the industry.

We believe the new committee will build on the important work we have been doing over the years internally and with our partners in the MIT Sloan School's Aggregate Confusion Project to become more impactful; to use the power of PRIM to advocate for important change. Our job, and we know the Treasurer shares our view, is to ensure that we become more impactful while also maintaining or improving the Fund's historically strong return, risk, and cost profile. Only a fully funded pension system can guarantee retirement security for our 300,000 beneficiaries; their future, their retirements, their golden years, depend on PRIM's investment success. The taxpayer of Massachusetts also relies on PRIM's continued investment success.

Markets

With 2021 results in the rear-view mirror, volatility has returned, and returns have been negative so far in 2022. The S&P is down approximately 6% for the year, developed international markets are down 3.6%, and emerging markets are flat. Diversified bonds are down 4.6% as interest rates continue to rise. The ten-year Treasury Bond Markets are yielding more than 2%, a multi-year high (May 2019). The markets have struggled with the Omicron surge, labor shortages, supply chain shortages, and an associated 40-year high inflation reading of 7.5% in January, not to mention continued geopolitical tensions as well as our own domestic tensions. Market volatility as measured by the VIX surged from 17.2 at the beginning of the year, to an intraday high of 36 in January, well above its average. The Federal Reserve left the target range for its federal funds rate unchanged for now at 0-0.25% during its January meeting. However, they indicated a desire to raise the target range beginning in March as inflation is currently running well above 2.0% and the labor market is very strong; the unemployment rate was reported at a mere 3.9% recently. Market futures are indicating that the Fed will raise rates four or five times in 2022. The prospect of an increasingly hawkish Fed, combined with some mixed economic data likely caused by the Omicron spike, and some softening of corporate earnings is alarming to market participants.

PRIT Fund Performance

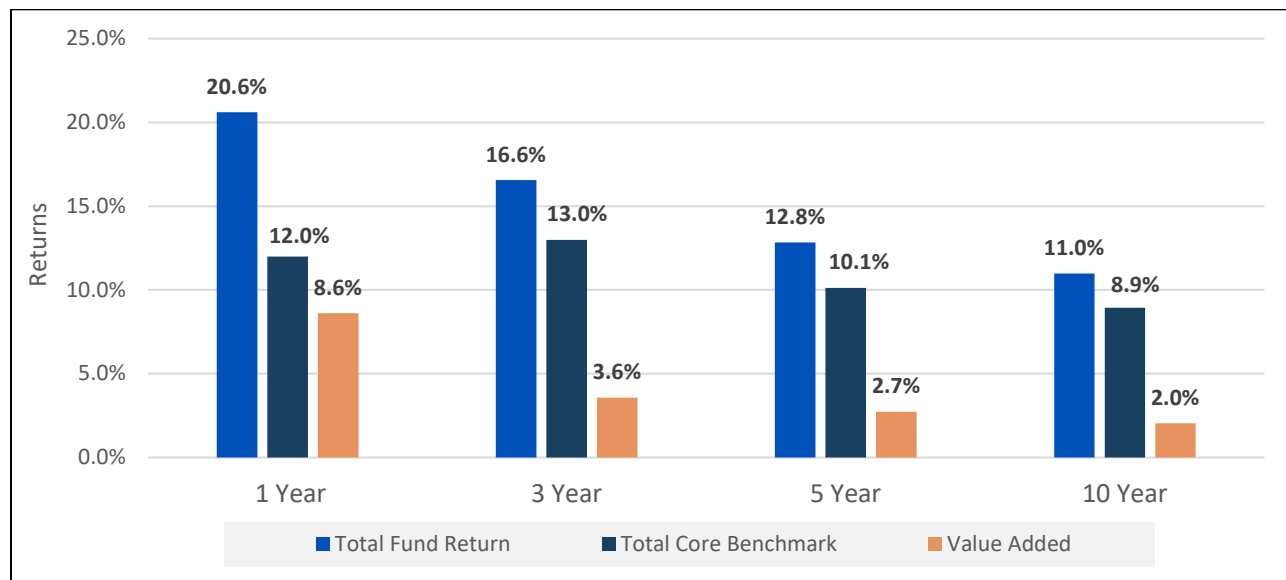
For the one-year ended December 31, 2021, the PRIT Fund was up 20.6%, (20.1% net), outperforming the total core benchmark of 12.0% by 862 basis points (812 bps net).

- This performance equates to an investment gain of \$17.4 billion, net of fees.
- This outperformance equates to \$7.0 billion of value above the benchmark return, net of fees.
- Net total inflows from contributions for the one-year ended December 31, 2021, were approximately \$21 million.

The following charts summarize the PRIT Fund performance for the calendar year ended December 31, 2021.

Total PRIT Fund Returns

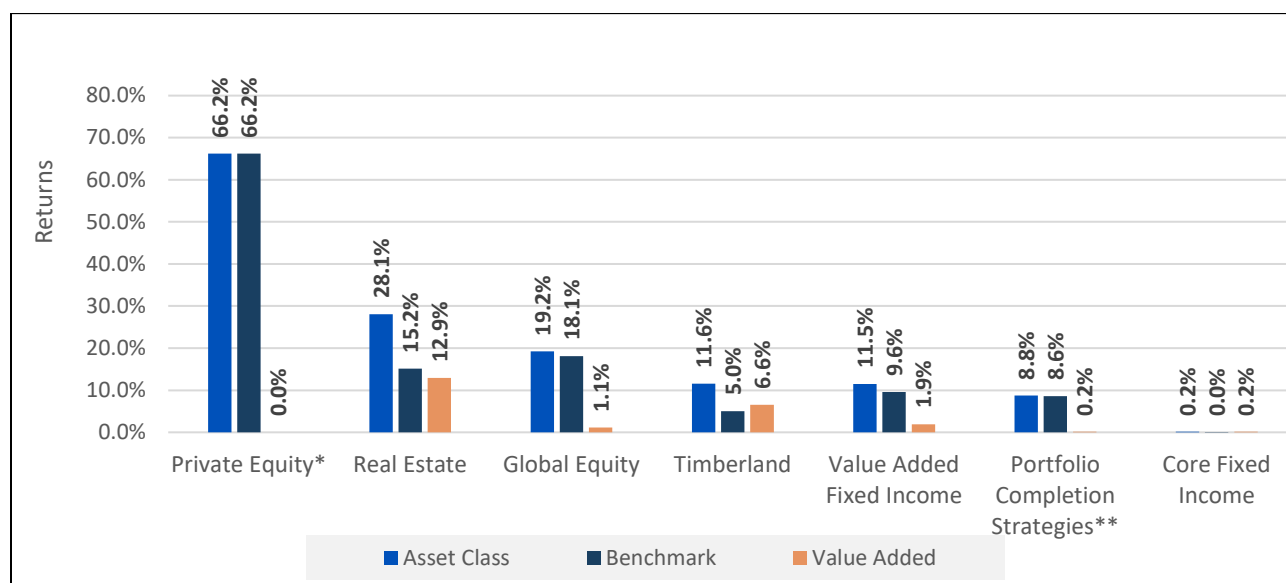
(Gross of Fees) Annualized Returns as of December 31, 2021



Source: BNY Mellon. Totals may not add due to rounding. Total Core Benchmark includes private equity benchmark.

PRIT Performance by Asset Class

(Gross of Fees) Annualized Returns as of December 31, 2021



Source: BNY Mellon. Totals may not add due to rounding. *Benchmark is actual performance. **Hedge Fund returns are net of fees.

PRIT Fund Annualized Returns By Asset Class

(Gross of Fees) as of December 31, 2021

1 Year	3 Year	5 Year	10 Year
PRIVATE EQUITY 66.2%	PRIVATE EQUITY 33.2%	PRIVATE EQUITY 29.6%	PRIVATE EQUITY 23.4%
REAL ESTATE 28.1%	GLOBAL EQUITY 20.7%	GLOBAL EQUITY 14.7%	GLOBAL EQUITY 12.3%
GLOBAL EQUITY 19.2%	REAL ESTATE 12.9%	REAL ESTATE 10.6%	REAL ESTATE 11.2%
TIMBER 11.6%	VALUE-ADDED FIXED INCOME 8.5%	VALUE-ADDED FIXED INCOME 7.2%	VALUE-ADDED FIXED INCOME 6.2%
VALUE-ADDED FIXED INCOME 11.5%	CORE FIXED INCOME 7.7%	CORE FIXED INCOME 5.5%	TIMBER 6.0%
PCS 8.8%	PCS 5.7%	TIMBER 5.3%	PCS 5.1%
CORE FIXED INCOME 0.2%	TIMBER 5.2%	PCS 4.6%	CORE FIXED INCOME 4.7%

Source: BNY Mellon.

Organizational Updates

New Employee

Renee LeFevre joined in January as PRIM's Chief Legal Officer. She will also serve on our executive management team and will report directly to Michael Trotsky. Renee joins PRIM from the Boston Planning and Development Agency (BPDA), which is made up of the Boston Redevelopment Authority, Economic Development Industrial Corporation of Boston, and the Mayor's Office of Workforce Development. Renee was with the agency since 2000 and became General Counsel in December 2014. At BPDA, Renee managed a 10-person legal department and outside counsel handling all legal issues including compliance on open meeting laws, public records requests, ethics, conflicts of interest and disclosures under Massachusetts General Laws. She also was responsible for legal matters pertaining to development proposals, public hearings, disposition of property, procurement, budget, personnel, and more.

Renee's professional associations include serving as Vice President on the Board of Directors for the Boston Local Development Corporation (BLDC), member of The Abstract Club, CREW (Commercial Real Estate Women Network Boston), and the Boston Bar Association. Renee is a recipient of GET Connected 50 Most Influential Attorneys of Color and the Henry L. Shattuck Public Service Award. Renee is a graduate of the University of California at Berkeley and Boston College Law School.

Intern

Charlotte Wang, joined the PCS team as an intern reporting to Bill Li, PRIM's Director of Portfolio Completion Strategies. She is currently a senior at Brandeis University majoring in Mathematics and Economics. Because of her academic excellence, Brandeis has slotted her into a fast-track master's program at their International Business school.

Recent Recognition

Jennifer Cole, PRIM's Manager of Client Reporting and Cash Management, recently celebrated 20 years at PRIM. Jennifer joined PRIM in 2002 as a Staff Accountant and over the years was promoted to Financial Analyst, Senior Financial Analyst and then Manager of Client Reporting and Cash Management. Jennifer is responsible for managing all cash needs for all PRIM clients. She handles all contribution and redemption activity, ensuring these transactions are processed correctly, and she plays a critical role in processing all PRIT Fund purchase and sale transactions on the first business day of every month. Jennifer has helped plan and manage PRIM's successful client conferences, she always delivers the highest level of customer service to our clients, our Operations team, and our entire organization. Jennifer is highly regarded by clients and colleagues who often commend her work ethic, accuracy, professionalism, and dedication.

Liu Liu, Investment Analyst on the Portfolio Completion Strategies team, has recently earned both the CFA and CAIA charters after passing each of the rigorous multi-year exams and also after accumulating the requisite work experience. In her work at PRIM, Liu has enhanced our portfolio analytics. She is responsible for the hedge fund replication program, which has been a consistent outperformer, as well as China equity strategies. Liu joined PRIM in September 2018 on a permanent basis as an Investment Analyst after spending 18 months as an intern working in PRIM's Strategy team. Liu received her master's degree in finance from the Brandeis International Business School and earned her bachelor's degree in finance from Shanghai Jiao Tong University in China.

PRIM Board Actions

Private Equity

Follow-on Investment Recommendation: Thoma Bravo XV, L.P., Thoma Bravo Discover IV, L.P., and Thoma Bravo Explore II, L.P.

The PRIM Board approved a commitment of up to \$275 million to Thoma Bravo Fund XV, L.P. ("Fund XV"), up to \$150 million to Thoma Bravo Discover Fund IV, L.P. ("Discover Fund IV"), and up to \$150 million to Thoma Bravo Explore Fund II, L.P. ("Explore Fund II"). PRIM has invested in fourteen prior Thoma Bravo, LLC ("Thoma Bravo") funds since 2000. Thoma Bravo is a sector specialist private equity group focusing on investing in businesses that provide application, infrastructure, or security software products or technology enabled services.

Follow-on Investment Recommendation: Chequers XVIII, SLP.

The PRIM Board approved a commitment of up to €80 million to Chequers Capital XVIII, SLP. ("Fund XVIII" or "Chequers XVIII"). Chequers will target lower middle market buyouts primarily in France, Italy, and Germany in the asset light industrials and B2B services and distribution sectors. PRIM has invested in three prior Chequers Capital ("Chequers") funds. Chequers is led by nine senior investment professionals with an average tenure of 16 years at the firm.

Follow-on Investment Recommendation: Polaris Growth II, L.P.

The PRIM Board approved a commitment of up to \$40 million to Polaris Growth Fund II, L.P. ("Fund II" or "Growth Fund II"). In 2018, PRIM made its first investment in Polaris Growth Fund I, the firm's first dedicated growth stage fund led by Bryce Youngren, who had led this strategy within the Polaris Venture Funds for 16 years. Fund II will continue to target buyouts of lower middle-market software and technology enabled services companies in North America.

Follow-on Investment Recommendation: JMI Equity Fund XI, L.P.

The PRIM Board approved a commitment of up to \$100 million to JMI Equity Fund XI, L.P. ("Fund XI" or "JMI XI"). JMI will target growth-stage North America-based companies that provide software and

technology-enabled services. PRIM has invested in two prior JMI Equity (“JMI”) funds. JMI is led by nine senior investment professionals with an average tenure of 17 years at the firm.

Follow-on Investment Recommendation: Advent GPE X, L.P.

The PRIM Board approved a commitment of up to \$350 million to Advent International GPE X, L.P. (“GPE X” or “Fund X”). PRIM has invested in eight prior Advent International (“Advent”) funds since 1989. Advent’s senior team has worked together for an average of 14 years. Advent Global Private Equity (“GPE”) funds target buyouts in North America, Europe, and Asia in the Business & Financial Services; Healthcare; Industrial; Retail, Consumer & Leisure; and Technology sectors.

Follow-on Investment Recommendation: USV 2022, L.P. and USV Opportunity 2022 L.P.

The PRIM Board approved a commitment of up to \$22 million to USV 2022, L.P. (“USV 2022”) and up to \$32 million to USV Opportunity 2022, L.P. (“Opportunity 2022”). PRIM has invested in eleven prior Union Square Ventures (“USV”) funds since 2004. USV’s senior team has worked together for over eleven years. USV makes seed, early- and late-stage venture capital investments in technology companies.

Commitment Summary

PRIM Private Equity 2021 Investment Summary (in millions)	
*Denotes existing PRIM relationship	
Partnership	PRIT Commitment
Approved at the February 24th Board Meeting	
JMI Equity Fund X*	\$80
Thomas H. Lee Equity Fund IX*	\$200
Approved at the May 26th Board Meeting	
Hellman & Friedman Capital Partners X*	\$350
TA Associates XIV*	\$335
TA Select Opportunities Fund II*	\$100
Providence Strategic Growth V*	\$175
Insight Venture Partners XII*	\$150
Insight Partners XII Buyout Annex Fund*	\$50
Insight Partners Fund X Follow-on Fund*	\$75
Quad-C Partners X*	\$150
Thompson Street Fund VI*	\$150
Flagship Pioneering Fund VII*	\$30
Approved as Interim Recommendations on June 15th	
Nordic Capital Evolution Fund*	\$94 (€80)
Index Ventures XI*	\$20
Index Ventures Growth VI*	\$50
Approved at the August 17th Board Meeting	
Tidemark Fund I, L.P.	\$75
Trident IX, L.P.*	\$150
Approved at the December 2nd Board Meeting	
Georgian Alignment Fund II, L.P.*	\$50
Georgian Growth Fund VI, L.P.*	\$100
GTCR Strategic Growth Fund*	\$100
Spark Capital Fund VII, L.P.*	\$14
Spark Capital Growth Fund IV, L.P.*	\$28
Total	\$2,432
2021 Investment Plan	\$2,100 - \$2,700

Strategy Group

Research - Asset Allocation Recommendation

The PRIM Board approved the 2022 asset allocation recommendation. The 2022 asset allocation recommendation represents no major changes to the prior year's recommendation. It includes a 1% increase in the Private Equity target range and a 1% decrease in the Global Equities target range.

Finance and Administration

Proxy Voting Guidelines

The PRIM Board approved the 2022 enhancements to PRIM's Custom Proxy Voting Guidelines proposed by Treasurer Deborah B. Goldberg. The proposed climate change related enhancement is as follows:

Sustainability and Climate Change

- **Climate Change/Greenhouse Gas Emissions**

- Vote AGAINST directors at companies targeted by the Climate Action 100+, and vote CASE-BY-CASE on directors at companies not included on the Climate Action 100+ action list, that have failed to align their business plans with the goals of limiting global warming to 1.5 degrees Celsius, as set forth in the Paris Climate Agreement, and/or that have failed to establish a plan to achieve net zero emissions by 2050.

Environmental, Social and Governance (ESG) Update

The PRIM Board approved the recommendation that the Board establish an Environmental, Social, and Governance (ESG) Committee, for the purpose of advising the Board on ESG-related matters and to engage Funston Advisory Services LLC, on a limited scope engagement, to assist with developing a proposal for the ESG Committee's structure and charter.

The Client Services team will continue to meet with the retirement boards of PRIM's member retirement systems throughout the year. To schedule a visit, please contact Francesco at fdaniele@mapension.com, Laura at Istrickland@mapension.com, Emily at egreen@mapension.com, or call 617-946-8401. We look forward to seeing you soon.

CONSERVATION COMMISSION

Members

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 Board of Selectmen 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.

FY 2021 Activities and Accomplishments

Over the course of Fiscal Year 2021, the Commission once again saw a steady flow of applications, similar to the numbers seen in Fiscal Year 2019. There was a noticeable decline of applications in Fiscal Year 2020 (the beginning of COVID-19 pandemic). The Conservation staff continued to 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 stayed strong with twenty-five (25) issued in Fiscal Year 2021. In the past, before the Administrative Approval mechanism was in place, many of these smaller projects would have gone before the Commission as Requests for Determination of Applicability and Notice of Intent filings requiring

the issuance of Permits. During FY2021, the Conservation Commission continued to hold their meetings remotely, met formally a total of twenty-one (21) times and held a total of thirty-two (32) public hearings.

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	23
Request to Amend Order of Conditions ¹	1
Request for Determination of Applicability ¹	8
Abbreviated Notice of Resource Area Delineation ¹	1
Extension Permit ¹	3
Emergency Certification	0
Certificate of Compliance	31
Minor Modification Request	1
Enforcement Order	1
Trail Maintenance Notification Form	1
DPW Generic Permit Activity Notification Form	0
Administrative Approval	25
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing.

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 thirty-five (35) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities and provides 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 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 FY2021, one (1) project required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

Accomplishments

Due to the COVID-19 pandemic that overtook the country in March of 2020, Town offices remained closed to the public until July 1, 2021. Prior to the re-opening, priorities continued to gear towards communication with the public regarding everything from general wetland inquiries to assisting them through the Permit process. After the uncertainty and confusion that came with the beginning of the pandemic, the Commission and staff quickly adapted and worked together to create new strategies to ensure customer service never faltered. Staff were careful to stay up to date regarding any State and/or Federal Regulation changes due to the pandemic and relay them to the Commission in a timely manner. The Commission and staff continued hosting remote meetings and have gotten

all the permits issued to Applicants within the historical time frame. Staff has continued to conduct site visits as necessary.

Once the majority of the staff were back working in the office as opposed to only remotely and the town buildings open to the public again, it was important to get the Planning & Community Development offices re-organized and back to pre-COVID-19 conditions. This has been an on-going group effort.

Due to COVID-19, the majority of the Conservation Commission and staff goals for the Fiscal Year 2020 were left incomplete or postponed. With conditions similar during Fiscal Year 2021, the focus of staff and Commission efforts continued to be on customer service and less on working towards long term goals.

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

The Conservation Specialist worked closely with an Eagle Scout candidate on his chosen project to construct an ADA Accessible picnic table and install it at the Needham Accessible Reservoir Trail (NART) under very strict guidelines from scout leaders. In addition, the Scout lay base material in the area of the picnic table and installed native, high wildlife value shrubs to enhance the location (see photo below). He later installed a metal commemorative plaque to the picnic table.





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 and continued to meet via Zoom with the start time of 7:00 p.m. All Needham citizens are invited to attend.

COUNCIL OF ECONOMIC ADVISORS

Members

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, and Michael Wilcox

Staff

Amy Haelsen, Economic Development Manager

The Council of Economic Advisors (CEA) 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.

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 a member of the Planning Board. The CEA is staffed by the town's Economic Development Manager. In FY 2021, this position was moved from the Planning and Community Development Department to the Select Board under the Town Manager. In August 2020, Amy Haelsen began her position at the Town's new Economic Development Manager. Amy brought to Needham extensive experience working with the business community in Dedham for thirteen years. As the Executive Director of the Town's Main Street organization, she worked closely with local officials, volunteers, and community groups on a variety of issues related to strengthening the vitality of the downtown including public infrastructure projects to improve pedestrian safety and traffic, parking, business recruitment and retention efforts, as well as community events and promotions. In this new capacity with the Town of Needham, she continues to work closely with the staff in the Community Development Department on a variety of areas as they relate to supporting Needham's existing and prospective businesses.



FY2021 Highlights

In early 2021, the CEA was reconstituted to create three sub-committees to focus on its priority areas which include small businesses, redevelopment and business opportunities, and cluster-based economic development. Members of the council agreed that this will allow the CEA to have a bigger impact on the group's ability to support the business community. The full CEA began meeting on a quarterly basis while the three sub-committees each met monthly to advance the priorities of their respective areas.

- COVID-19: Throughout the latter half of 2020 and for the remainder of the fiscal year, the CEA continued to focus on identifying short-term solutions to support the business community in the midst of economic uncertainty. The CEA's 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 for increased outdoor dining for Needham restaurants, for curbside pickup spots for retailers, for free two-hour on-street parking in Needham Center and Needham Heights and promoted a shop local campaign.



- Boston College Field Project: In the spring of 2021, Amy Haelsen worked with a team of six undergraduate students at Boston College Carroll School of Management, enrolled in the "Field Projects in Real Estate" course, on a project to explore future possibilities for a commercial district in Needham. The group prepared a comprehensive feasibility study for the Town which evaluated various highest and best use development ideas for multiple sites totaling 28 acres in the Mixed Use 128 Zoning District, an area bounded by the Charles River, Highland Avenue, Freemont Street and Route 128.



The goal of the project was to produce a comprehensive real estate development plan

that addressed identified community needs, profitable real estate development ideas and integrated with the immediate surrounding uses of the sites and serve as a catalyst for on-going community economic development. The scope of the work included extensive data collection and analysis, interviews with local businesses, local government officials, property owners, managers and leasing agents, experts in planning, traffic management and property design, focus groups with local stakeholders, and reviewing similar development ideas implemented in other suburban communities to gain more knowledge which was applied to the subject study area. Due to the pandemic, the majority of the students' work was done virtually, including the high-level and professional quality presentation they made to the CEA and the community in early May. Their final report, which included suggestions on how to better utilize the great natural resource of the Charles River, also shared ideas such as adding senior housing, public performing arts space, and commercial space for restaurants and the growing life sciences sector. Their final report is valuable tool that will be used by the Town as it explores future redevelopment opportunities in the Mixed Use 128 district.

PLANNING BOARD

Members

Paul S. Alpert, Chairman

Adam Block, Vice-Chairman

Natasha Espada

Jeanne S. McKnight

Martin Jacobs

Staff

Lee Newman, Director of Planning and Community Development

Alexandra Clee, Assistant Planner

Karen Sunnarborg, Community Housing Specialist

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)

FY2021 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. 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. 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. Additionally, a Recording Secretary position was added to the Department to support the regulatory function of the Design Review Board. Lastly, on September 14, 2021 the Personnel Board approved the retitle and reclassification of the Administrative Specialist for the Zoning Board of Appeals to a Zoning Specialist to adequately meet the professional and administrative demands of the ZBA. 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 the COVID-19 pandemic, the Planning and Community Development Department transitioned 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 Zoning Board of Appeals (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 were 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 which had long been the least formal in its meeting format was moved to electronic filing and staffing consistent with the remainder of the division. Although it was a challenging 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. In July of 2021, the Department moved to providing on-site staff coverage across its all its divisions during normal business hours. Operational improvements accomplished during the most active part of the pandemic such as electronic permitting and remote meetings with applicants and other Departments have continued. Further all Boards which the Department serves namely the Planning Board, Conservation Commission, Board of Appeals and Design Review Board continue to meet under the Zoom meeting format.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY2021 processed thirteen (13) applications as "Major Projects" under the Site Plan Review By-Law. This represented a decrease in the number of applications filed over prior pre-pandemic fiscal years where filings had historically averaged 20 filings per year. Permitting activity for FY2022 however is expected to increase to historical levels. In addition, the Board reviewed and approved two (2) 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, the Board of Appeals referred thirty-seven (37) applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals were warranted.

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 two of the three studied criteria. During the affected timeline 13 new Special Permit applications and 2 Subdivision applications were processed. Public hearings were held on average within 30 days of application receipt, decisions were issued within 9 days of the close of the public hearing, with written decisions filed with the Town Clerk within 9 days of permit issuance. Although the goal of recording all decisions with the Town Clerk within 5 days of permit issuance was not met (9 day average actual) this delay was due to pandemic related issues which are not anticipated to continue into FY 2022. Total average time required to process an application was 56 days with a minimum of 20 days and a maximum of 87 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. Construction of the hotel and retail space remains to be completed under the project.

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 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 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. Further, the Department and Planning Board are coordinating with the BI Deaconess Needham hospital as it finalizes its master plan for the hospital's Needham campus and considers redevelopment opportunities along the Chestnut Street corridor.

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 funding from the Town's General Fund to introduce a new Small Repair Grant Program. The 2021 Annual Town Meeting appropriated an additional \$50,000 in funding to continue program benefits for eligible Needham residents. The Small Repair Grant Program provides financial assistance to low-and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is currently available per participant, and applications are evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older or have a disability with incomes at or below 80% of area median income. Grants are awarded during two funding rounds per year. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO2 detectors, weather stripping, bathroom grab board, raised toilets, hand-held shower heads, among others.

All of the funding from the 2020 fiscal year appropriation was encumbered with 13 initial participants, however, one participant dropped out due to limited capacity to follow through on the work and another ultimately did not require the full amount of the awarded grant. Consequently, almost \$6,000 was folded over to support 2022 fiscal year applicants.

The Town of Needham introduced the Emergency Rental Assistance Program (ERAP) in the 2021 fiscal year to provide temporary financial support for qualifying Needham renters who had suffered a reduction in income due to the pandemic. Town Meeting approved \$120,000 in funding from Community Preservation Funds on October 4, 2020, and an additional \$50,000 in funds were secured as part of the Massachusetts Covid-19 Relief Fund through the Foundation for Metro West.

Through a Request for Proposals (RFP) process, the Town selected the regional non-profit housing organization, Metro West Collaborative Development (Metro West CD), as the Program Administrator. Metro West CD proposed an administrative fee of \$450 per participant to support its program oversight, including an additional \$50 per participant for any recertification work related to potential extensions of benefits. The Program included the following major provisions:

- Provide up to six months of rental assistance, paid directly to landlords, at 50% of rent and a monthly cap of \$1,500.
- Participants must have a total household income at or below 80% of area median income for the Boston-Cambridge-Quincy area adjusted for household size, the limits of which are included in the following table.

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Household Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
Income Limit @ 80% AMI	\$70,750	\$80,850	\$90,950	\$101,150	\$109,150	\$117,250

- Applicants also had to demonstrate reduced income due to COVID-19.
- Qualifying households living in any private rental unit, including Chapter 40B rental units, would be eligible for assistance.
- Households currently receiving government-funded rental assistance such as Section 8, MRVP or RAFT were not eligible. Households living in public housing or in units subsidized with Project Based Section 8 were also not eligible.

The Program supported a total of 23 households and committed a total of \$147,756 in benefits. It also involved the expenditure of \$10,394.50 in funds to cover administrative costs for Metro West CD's operations resulting in a total of \$158,150 out of the total \$170,000 allocated. This left a balance of \$11,850 that can be returned to the Town's Community Preservation Fund. There remains the potential that up to \$100,000 of CPA funds committed and expended for payment assistance may be reimbursed to the Town, and ultimately the Community Preservation Fund, through the federal CARES Act.

Other Planning Studies

Planning Studies currently underway and recently completed are as follows:

Affordable Housing Plan: The Town of Needham has not had an approved Housing Plan in place since 2007, although it has made considerable progress in producing affordable housing since then, adding 894 new affordable units and surpassing the state affordability goal of 10%. Despite reaching this threshold, the Town recognizes that significant unmet housing needs remain in the community, particularly in the context of unprecedented housing prices and the pandemic. Consequently, the Planning Board has determined that it will revisit its housing agenda by obtaining updated documentation on the local housing dynamic and will prepare a Housing Plan to strategically address identified priority housing needs.

The preparation of this Housing Plan will use a similar process to that established for the 2007 Affordable Housing Plan. First, the Planning Board will appoint a Working Group of representatives from appropriate boards and committees to work with staff from the Planning and Community Development Department in overseeing community outreach and preparing the document. The composition of the Working Group for the 2007 Plan included 2 representatives of the Planning Board, 2 from the Needham Housing Authority, 2 from the Select Board, 2 at-large members, as well as a representative from the Board of Health, Council on Aging, Finance Committee and Parks and Recreation Commission. For the 2021 Plan the composition of the Working Group will include 2 representatives of the Planning Board, 2 from the Select Board, 2 at-large members, as well as a representative from the Housing Authority, Board of Health, School Committee, Community Preservation Committee, Council on Aging, Finance Committee and Zoning Board of Appeals.

Second, the planning process will incorporate an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. This process will include the following major components: (1) Interviews with housing stakeholders including representatives of the Needham Housing Authority, Council on Aging, League of Women Voters, Equal Justice Needham, etc. (2) Community workshops that include small breakout group activities that engage participants in a local visioning process on housing, allowing residents to weigh-in on key questions related to housing challenges, goals, and priority actions. (3) A community housing survey to obtain input on local needs and key approaches to address these needs. (4) A final community-wide meeting to present the Plan and obtain further input.

Key components of the Plan would include the following: (1) An Executive Summary that highlights the key takeaways from the Plan. (2) A list of community housing goals that would include the results of the visioning process as part of the first community housing workshop. (3) A Housing Needs Assessment that provides documentation on key indicators of need. (4) A Strategic Action Plan that includes the actions that the Town will pursue to promote greater housing diversity and affordability including the timeline for implementation and responsible entities. (5) A list of local and regional housing organizations and entities. (6) A glossary of housing terms. (7) A summary of housing-related regulations and resources. This planning effort is scheduled to begin in September of 2021 and to conclude in October of 2022.

Land Use and Zoning Study for the Industrial-1 and Industrial Districts: The Land Use and Zoning Study for the Industrial-1 and Industrial Districts was successfully completed in May of 2021 with the adoption of the Highway Commercial 1 Zoning District and the rezoning of the Muzi Ford and Channel 5 properties into that district. In response to input received at the October 2019 Special Town Meeting (Concerns with the overall density profile, traffic impact, use profile and lack of sustainable development principles were noted by Town Meeting members), 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 Highway Commercial 1 Zoning 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 Highway Commercial 1 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 then 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 were then prepared which initiative was then expressed in the regulatory framework detailed in zoning articles presented to and adopted by the May 2021 Annual Town Meeting. Briefly, the following six adjustments were made from the 2019 rezoning proposal to the adopted 2021 proposal as follows: (1) The overall density of development within the district was further reduced. Specifically, the as-of-right floor area ratio (FAR) has been reduced from 1.0 to .70 and the special permit FAR has been reduced from 1.75 to 1.35. (2) The maximum building height within the district has been reduced by one story for both the as-of-right and special permit

condition. (3) The building setback distance along Gould Street and Highland Avenue has been increased from 20 feet to 50 feet. The noted 50-foot setback area is required to be a landscaped buffer area designed to screen the development from the street. (4) The required open space on the lot has been increased from 20 percent to 25 percent. (5) Permitted uses within the district have been expanded to include multi-family dwellings with an affordable housing requirement of 12.5 percent. (6) The special permit criteria for permit issuance has been expanded to include green building standards. With the rezoning, in time, this area should attract significant high value redevelopment consistent with the Town's land use objectives, which will be overseen by the Planning Board under its site plan review and special permit obligation. Detail of the zoning articles is presented below in the Fiscal Year 2021 Zoning Initiatives as Article 5 and Article 6.

Rezoning Initiatives

In Fiscal Year 2021 four major zoning initiatives as described below were adopted by Town Meeting. Articles 3 and 4 were presented at the October 2020 Special Town Meeting. Articles 5 and 6 were presented at the May 2021 Annual Town Meeting.

Article 3. Amend Zoning By-law - Avery Square Overlay District

Articles 3 and 4 are Zoning By-law amendments that are intended to facilitate the redevelopment of the currently vacant Carter Mill Building at the corner of Highland Avenue and West Street. The Carter factory and mill was established at that site beginning around 1865, and, for the next 125 years until approximately 1990, the factory and mill operated at that location. The building has become a well-known landmark in Needham.

In 1993, the building was approved for the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home. In 1995, a small portion of the building was also approved for medical office use. In 2017, Avery Crossing and Avery Manor were closed, as well as the medical offices, and the building has remained vacant since that time. The Bylaw amendments will allow the empty Carter Mill building to be renovated to create a senior housing community (155 units are proposed), including age restricted Independent Living apartments (72 units proposed), Assisted Living apartments (55 units proposed), and Memory Care units (28 units proposed). Accordingly, Article 3 proposes to create the Avery Square Overlay District ("ASOD") and lays out the regulatory framework for the new overlay district, while Article 4 describes its geographic boundaries. The boundaries of the ASOD match the boundaries of property on which the former Carter Mill building sits, except at the southern end of the property, where the overlay district boundary matches the boundary of the Avery Square Business District. The overlay district's key provisions are summarized below.

- **Permitted Uses**

The ASOD Article lists the uses that are allowed as-of-right or by special permit. The use schedule largely mirrors that of the underlying Avery Square Business District with the following additional uses allowed by special permit: Assisted Living and/or Alzheimer's/Memory Loss Facilities; Independent Living Apartments; and Mixed-use buildings containing, as primary uses, such uses as are allowed by special permit or by right in the Avery Square Overlay District or the Avery

Square Business District, as well as accessory uses subordinate to and customarily incidental to the primary uses.

The ASOD Article specifies that the Planning Board will be the Special Permit Granting Authority for all such special permits.

- **Allowable Building Height, Number of Stories, and Building Bulk**

The maximum allowable building height (including mechanical structures such as HVAC equipment) in the ASOD is 44 feet. The building may include, but not exceed, four (4) stories, all of which may be occupied. At present, the building includes three stories, all of which were occupied while the Avery Crossing Assisted Living Facility and Avery Manor Nursing Home were in operation. The maximum floor area ratio ("FAR") in the ASOD is 1.1.

- **Restrictions on the 4th Story**

Under the Article, the total floor area of any fourth-floor addition to the existing building may not exceed thirty-five percent (35%) of the total roof area of the existing building. For the fourth story, minimum setback requirements, measured from the façade(s) of the building, are as follows: from the eastern facade of the building (facing Highland Ave), fifteen (15) feet; from the northern façade of the building (closest to and facing West Street), one hundred and ten (110) feet; from the western facade of the building, zero (0) feet; from the southern facade of the building, thirty-five (35) feet. No fourth story setback from the north-facing building façade would be required with respect to any portion of any building that is set back from West Street at least two hundred (200) feet. The minimum setbacks and limit on the percentage of the existing footprint of the building that can be used for a fourth story will reduce the visual impact of the fourth story.

- **Affordable Housing**

In the ASOD Warrant Article, twelve and one-half percent (12.5%) of the Independent Living Apartments must be affordable units. Fractions are rounded up to the nearest whole number. There is no affordable housing requirement for Assisted Living and Alzheimer's/Memory Loss Facilities.

Article 4. Amend Zoning By-Law – Map Change to Avery Square Overlay District

This article describes the geographical boundaries of the new Avery Square Overlay District, which is bounded on the north by West Street; on the east by Highland Avenue; on the south by the northern and western boundaries of the property located at 1049 Highland Avenue and the northern boundary of the property located at 95 Dana Place; and on the west by the MBTA commuter railroad right-of-way.

Article 5. Amend Zoning By-law – Highway Commercial 1

Article 5 proposes to create the Highway Commercial 1 District and lays out the regulatory framework for the new overlay district.

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- **Schedule of Uses**

First the article details the uses allowed by right and those by special permit in the new Highway Commercial 1 Zoning District. Key changes to the use listing include allowing up to 240 units of multi family dwelling units; allowing greater retail by special permit for more than 5,750 sq. ft. and less than 10,000 sq. ft. (current limit 5700 sq. ft.); allowing grocery stores of up to 10,000 square feet by special permit; clarifying medical services allowed by right and by special permit (as was done in the Needham Crossing zoning); standardizing the medical laboratory and research and development defined uses; allowing by right more than one use and more than one building on a lot; changing theaters, bowling alleys, skating rinks, billiard rooms and similar commercial amusement or entertainment places from by right to special permit; deleting indoor movie theaters from allowed uses; precluding single family detached dwellings from allowed uses; and precluding certain industrial uses in the district including, inter alia, commercial garages, contractor's yards, lumber or fuel establishments, medical clinics, and previously allowed warehousing, manufacturing and industrial services. The purpose of the use changes are: (1) to ensure that uses allowed by right or by special permit will maximize the economic value of redevelopment to the Town; (2) to ensure that the permitted uses within the district are consistent with the Town's land use goals for this gateway location and the Highland Avenue Corridor; and (3) to subject certain uses presently allowed by right to the special permit process so that they may be properly vetted by the permit granting authority as to impacts and mitigation.

- **Dimensional and Density Requirements**

Second the article creates the dimensional requirements for the new Highway Commercial 1 zone. The article establishes height restrictions for the district based upon measured distance from Gould Street and Highland Avenue. For the as-of-right circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 35 feet and 2 ½ stories and beyond 200 feet to a maximum height of 56 feet and 4 stories. For the special permit circumstance development within 200 feet of Gould Street and 200 feet of Highland Avenue would be limited to a maximum height of 42 feet and 3 stories and beyond 200 feet to a maximum height of 70 feet and 5 stories. (The current zoning allows 30 feet or two stories.) The article further changes the front setback to 5 feet for all roadways internal to the site such as TV Place. This 5-foot front setback is applicable across the district unless the building height exceeds 35 feet, in which case the front setback increases to 15 feet, or the building sits on Highland Avenue or Gould Street, where a 50-foot landscaped vegetative buffer is proposed or along the layout of Route 95/128 where a 20-foot landscaped vegetative buffer is proposed. (Current front setback is 20 feet except along Gould and Highland where a 50-foot building setback and landscape buffer is imposed.) The side and rear setback change to 10 feet unless the building height exceeds 35 feet, in which case the setback is increased to 20 feet for all side and rear setbacks not abutting the MBTA right-of-way. (The current side setback is 20 feet, and the current rear setback is 10 feet).

Third the article creates a maximum lot coverage requirement of 65% and an open space requirement of a minimum of 25%. (The current zoning contains no such requirements.) Changes are also made to the maximum FAR; a maximum FAR by right would be .70; the FAR may be increased up to 1.35 by special permit provided certain findings are made. The amendment clearly sets out the specific factors which will allow the exercise of the Board's special permit granting authority. The proposed zoning also sets out the maximum uninterrupted façade length that is

allowed—200'. (The current zoning allows a FAR of only 0.5 and in very limited special circumstances 0.65-0.75.)

Finally, the new zoning restricts the bulk, height, and location of a parking garage, even if it is for an as-of-right development. A parking garage may not exceed 44 feet in height, may not have a building footprint in excess of 42,000 square feet nor may it be located within 250 feet of Highland Avenue or within 200 feet of Gould Street. Notwithstanding the above, the maximum height of a parking garage may be increased to 55 feet by Special Permit from the Planning Board.

Article 6. Amend Zoning By-Law – Map Change to Highway Commercial 1

This article describes the geographical area proposed to be placed in the new Highway Commercial 1 zoning district. The affected area is generally bounded on the north by the Massachusetts Transit Authority (M.B.T.A.) commuter railroad right-of-way, on the east by the Circumferential Highway, known as Route 128/95, on the south by Highland Avenue and on the west by Gould Street. The subject land was previously located in the Industrial 1 zoning district.

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, the Land Use and Zoning Plan for the Needham Crossing Business Center and the now in progress Affordable Housing Plan. 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

Members

Jon D. Schneider, Chair

Jonathan D. Tamkin, Vice Chair

Howard S. Goldman, Member

Kathy Lind Berardi, Associate Member

Peter Friedenberg, Associate Member

Staff

Daphne M. Collins, Zoning 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. 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 Board of Selectmen, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2021 Statistics

The Board of Appeals conducted thirty-two (32) public hearings and listened to four (4) informal/administrative matters. The Board of Appeals received twenty-nine (29) applications – twenty-eight (28) relating to Special Permits, and three (3) involving Variances. The Board issued twenty-seven (27) Decisions in FY 2021. Two applications were withdrawn. The informal/administrative matters consisted of a permit renewal for the temporary sale of Christmas Trees; the adoption of the NUARI (Needham United Against Racism Initiative) vision statement; a Plan Substitution to an existing Special Permit at 260-262 Rosemary Street; and an amendment to the ZBA Application Process to require a consultation with the Building Commissioner prior to an application submission.

The FY2021 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; Parking Waivers; Additional Garages and Alterations to Non-Conforming Structures.

In FY 2021, the Board of Appeals collected \$8,300 in application fees.

Highlights

5 TV Place: The Board granted a Special Permit Amendment to Hearst Station Inc. to allow the WCVB-TV to operate either a Bell Jet Ranger 206 or Eurocopter-Airbus AS350 helicopter.



WCVB-TV Eurocopter – Airbus AS350

Accessory Dwelling Units (ADU): In the second year after the adoption of the ADU By-Law the Board granted six Special Permits allowing the construction of ADUs. 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.



1625 Great Plain Avenue (ADU under construction at left)

1545 Central Avenue: The Board granted a Special Permit to the Needham Pool and Racquet Club to allow the first paddle courts in Needham. The Board held a Site Visit in the evening at

the Wellesley Country Club to observe games being played at two paddle courts where eight players were engaged in paddle tennis. In addition, the Board members listened to the game from a distance of 360 feet to simulate the approximate distance of the closest resident to the proposed courts to have an understanding of the sound impact.



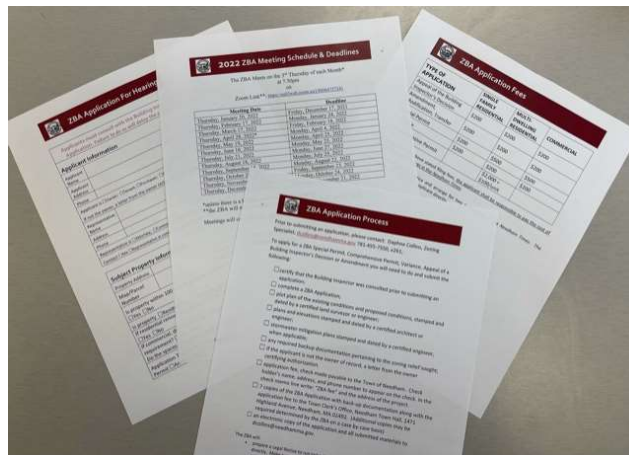
Needham's First Paddle Courts, Needham Pool and Racquet Club, 1545 Central Avenue

The Board granted Special Permits for small businesses who sought to launch new enterprises or modify an existing business. Cookie Monstah at 1257 Highland Avenue opened to great anticipation; and Bakers' Best Inc. at 150 Gould Street expanded its business to allow for take-out.



Cookie Monstah, 1257 Highland Avenue

As a result of reviewing the application process, the Board took the opportunity to update all its application materials to provide design uniformity and clarity. These materials are available electronically and on the Board website.



ZBA Updated Documents

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

Cyril R. Kavanagh, Assistant Plumbing & Gas Inspector

Scott W. Chisholm, Wiring Inspector

Michael DeRubeis, Assistant 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 places 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 codes for public safety, ingress and egress.

Personnel Changes

The Building Department hired one part-time Assistant Plumbing & Gas Inspector and one part-time Assistant Wiring Inspector at the beginning of FY2021.

FY2021 Highlights

- 4,412 permits issued
- \$1,885,000.00 collected in fees
- 6,810 inspections performed, *plus* emergency calls from Police and Fire
- \$167,914,000.00 spent by Needham property owners to construct or remodel
- Major Projects:
 - Fire Station I, Public Safety Headquarters and Fire Station II
 - 140 Kendrick Street spent over \$9,000,000 in renovations
 - 865 Central Avenue/ North Hill residential dwelling unit renovations

Activity Compared with Recent Years: Number of Permits

	FY2018	FY2019	FY2020	FY2021
New Single-Family Dwellings	84	74	78	70
New Two-Family Dwellings	9	9	13	5
New Multi-Family Dwellings	0	0	0	0
New Non-Residential Buildings	5	3	2	0
Accessory Dwelling Units			2	3
Demolitions - Residential	90	84	77	69
Demolitions – Non-Residential	3	3	3	0

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.

FY2021 Highlights

- In April, 2021, after a 34-year career of dedicated service to the Town of Needham, Deborah Bonanno retired, as Director of Administrative Services.
- In late summer of 2020, Fire Administration and Station One personnel moved into the New Fire Headquarters portion of the now completed Public Safety building. This building has improved safety features designed with the long-term health and safety of all department personnel in the forefront. The designs include “Hot” and “Cold” zones which keep contaminated equipment, apparatus, and bunker gear away from where day to day work and living spaces. In addition, the new building has a state-of-the-art bunker gear contaminant extractor and drying cabinet, along with an SCBA and small equipment washer to aid department in aspiration of reducing the instances of occupational cancer. Training was provided to all personnel on the proper use of this equipment which will help keep them healthier throughout the decades to come.



- The department took delivery of a new E-One Typhoon Fire Engine (Engine 2) as part of our fleet replacement program. Greenwood Fire Apparatus followed delivery with

training for all firefighting personnel on the vehicle's various features, mechanisms, and functions.

- Department personnel also received training on other new equipment, including electric battery powered Amkus Jaws of Life tools, Paratech stabilization struts and Multi Force air lifting bags. This equipment will better assist firefighters in the field to stabilize vehicles and extricate victims of motor vehicle accidents and other instances where people might be trapped.
- The hard-wired Fire Alarm system, which had been used throughout town for over 100 years, has now been fully converted to a radio alarm system for all Town Buildings and some private concerns. This system is superior at withstanding the challenges presented by New England weather than the original hard-wired system, which often was interrupted by falling trees and limbs requiring costly repairs.
- As with the entire community, the department continued to face the huge challenges presented by COVID19. The pandemic affected every aspect of our department and the services we deliver. Paramedics and EMT's were faced daily with the challenge of responding to ill patients, while taking additional safety precautions to keep them and the people we responded to healthy and safe.
- To help ease the burden of isolation due to the stay-at-home orders, the department participated in numerous birthday and other milestone events with drive-by parades. This truly helped to lift the spirits of young and old alike during lock downs.
- The department entered the third and final year of the SAFER grant received from FEMA. This grant has enabled the Department to institute a second full time Advanced Life Support ambulance out of Station Two in Needham Heights. This and the additional personnel allow us to meet initial response criteria as developed by the National Fire Protection Association.
- The Department responded to 3,707 emergency incidents of which 1,923 were EMS related. Fire Inspection and Prevention responded to 1,975 calls for service. These overall numbers were down due to the COVID pandemic and the associated lockdown periods, which resulted in fewer athletic injuries, auto accidents and other incidents along with suspended construction and home sales.
- Emergency Management supported the Town's response to COVID-19 by activating and training the Needham Emergency Operations Center and working with the Massachusetts Emergency Management Agency to acquire 1,300 N95 masks, 2,000 surgical masks, and 800 gowns for the Needham Fire Department Emergency Medical Services.
- Michael Lethin was hired as the Emergency Management Administrator in August 2020. He had previously worked as a fulltime Emergency Manager in the Massachusetts Air National Guard and been a public health preparedness intern at the Boston Public Health Commission.

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:

- 53 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 FY2021

- Sergeant Thomas McNiff retired with 26 years and 4 months of dedicated service.
- Detective Paul Droney retired with 37 years of dedicated service.
- Officer David Eldridge III retired with 33 years and 5 months of dedicated service.
- Officer Karl Harmon retired with 34 years and 4 months of dedicated service.
- Officer Austin Broderick joined the Needham Police Department upon graduating the Reading Police Academy.
- Officer Justin Young joined the Needham Police Department upon graduating the Reading Police Academy.
- Brandon Johnson was hired as a Public Safety Dispatcher.
- Crossing Guard Maryanne Parlato retired with 28 years of dedicated service.
- Michael O'Neal was hired as a crossing guard.
- Kimberly Kidders-Montoya joined the Department (in partnership with the Dedham Police Department) as a Law Enforcement Clinical Support through Riverside Community Care.

Department Assignments FY2021

- Lieutenant Christopher Baker was promoted to the rank of Deputy Chief
- Officer Adrienne Anderson was assigned to the Detective Division.
- Officer Nicole McMahon was assigned as a School Resource Officer
- Officer Kelley Scolponeti was named the new Community Service Officer
- Officer Steve Kelly was certified and assigned as a Department car seat technician.
- 25 child safety seats were installed by Officers Kelly and DeSimone. Due to Covid restrictions this was halted during a portion of the year.

The Department continued to adjust to policing during the Covid 19 Pandemic. Officers adjusted their practices when possible to protect the health and safety of the public and of each other.

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.

Chief Schlittler was presented with the ‘Chief Hector Pelletier Award’ from the Jimmy Fund. The award is for outstanding service to the Jimmy Fund.

Officer David Forte received the “Commendation for Excellence in CIT” award from the Norfolk County CIT-TTAC in recognition of Officer Forte’s contributions to the department and community in the principles of the CIT (Crisis Intervention Training) Model, in providing compassionate and informed service to the Town of Needham.

Officer Rocket, a golden retriever, passed his final exam becoming a fully certified Resource Dog. 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.



Technology & Projects FY2021

- Needham Police installed the Milo Interactive Simulation Training Range. The MILO Range has interactive scenarios for use of force, tactical judgment training, and firearms training systems. MILO offers scenario-based police training that requires the trainee to choose the appropriate tactic, whether that requires the use of a weapon or not.
- 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 Department, through a grant, purchased seven Lidar Speed Radars. Lidar speed guns are used by the police to measure the speed of vehicles for speed limit enforcement purposes.
- Kimberly Kidders-Montoya joined the Department as a Law Enforcement Clinical Support through Riverside Community Care. Prior to working at Riverside, Kim worked as a therapist for the past three years with children, adolescents, and their families in DCF, and DMH care throughout the state of Massachusetts. Kim worked with our Community Outreach Officer and provided officers with clinical oversight to the support services.
- 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 years 911 call center volume. During FY 2021 the Department was allocated \$98,451. The Department was also allocated \$34,441 in 911 and Emergency Medical Dispatch training. The Department was also allocated \$14,225 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 once again 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.
- The Department was able to resume the successful Junior Police Academy. 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.

FY2021 Activity compared with recent years

Category	FY2019	FY2020	FY2021
Calls for Service	49027	48930	44387
Incident Reports	1425	1554	2173
Larceny	164	105	112
Vandalism	64	38	50
Breaking and Entering	11	23	15
Assaults	32	75	54
Drug Violations	28	21	23
Operating under the Influence	26	21	17
Adult Arrests and Complaints	287	342	211
Juvenile Arrests & Complaints/Diversion	8	11	6
Traffic Violations	4897	4344	2360
Accidents Reported	424	381	330

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 decreased from the previous fiscal year.
- Reported assaults decreased this year from 75 to 54.
- Adult arrests and complaints decreased from the previous year. Juvenile arrests and complaints also decreased.
- In FY 2021, due to the pandemic, the Department did not bill 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 928 pounds of unwanted medication in FY2021.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Edward A. Bouquillon PhD, Superintendent-Director

Return to In-Person Learning

Minuteman Regional Vocational Technical School District provides high quality career and technical education (CTE) that is the choice of increasing numbers of students from our nine member towns. After a full school year of hybrid learning, Minuteman students returned to school in-person on August 28, 2021. All are grateful for the return to in-person instruction that is essential for CTE and the attainment of competencies and skills that support career entry and post-secondary success.

In-District Enrollment Continues to Increase

Minuteman began the 2021-22 year by welcoming 195 new ninth-grade students, its largest freshman class in more than 20 years. Ninety-six percent (or 188) of freshmen reside in one of Minuteman's nine member towns. Across grades 9-12, member enrollment is 82%; in 2017-18, member enrollment was 59%. There are 31 students from Needham attending Minuteman this school year compared with 27 in FY21, 24 in FY20, and 21 in FY19.

Presently, 655 students are enrolled at Minuteman, exceeding the 628-student design enrollment of the new school. The Minuteman School Committee is actively pursuing cost effective strategies to expand the enrollment capacity of the campus to 800 students. The goal is to accomplish this by the fall of 2023 with no additional borrowing.

In 2015, Minuteman had 336 member-town students compared to 538 in 2021 – a 60% increase. Applications from our member towns have increased each year for the past four years. At the time this report was filed, on in late February 2022, Minuteman had received 303 member-town applications for approximately 175 freshman slots for FY23, representing an increase of more than 30% in member-town applications over four years. Needham applications are up again at this point in the process.

With the shift in enrollment to almost all member-town students, there is a parallel decrease in the non-member student tuition and capital fee revenue received. For the past 30 years, Minuteman has used this revenue to reduce member town assessments. With the current member town enrollment trend, Minuteman projects that non-member revenue will not exist by FY25. The FY23 budget reflects the first year of this three-year transition to member towns fully funding the operations and debt obligations of the district.

Capacity-building projects include the expansion of the Metal Fabrication/Welding lab on an existing foundation; and the renovation of the East Campus building to accommodate the Veterinary Assisting/Animal Science clinic and training area. As appropriate, our students in the trade areas are using these expansions as program projects.

Expanding Pathway Programming to Meet Student, Industry Needs

To meet rising student interest and occupational demand, Minuteman launched an Animal Science program in the fall of 2021. Open this year to ninth graders who will major in the program for four years once selected, Animal Science provides students with practical hands-on skills in veterinary clinics and hospitals. Students will receive industry-recognized credentials, which allow them to obtain entry-level jobs upon high school graduation or continue their education to pursue a technical or professional career.

Veterinary medicine is one of the fastest-growing industries in America. According to the U.S. Bureau of Labor Statistics, employment opportunities will grow 16% by 2029; compared with 4% across all industries. During the pandemic, 20% of all households acquired a new dog or cat, according to the ASPCA.

Minuteman continues to meet workforce development needs through its adult evening programming, offered through Minuteman Technical Institute (MTI). With support from the Commonwealth's Career Technical Initiative, MTI continues to provide programming in carpentry, CNC (computer numeric control) machine operation, and bio/medical laboratory technician training. In June 2021, MTI graduated a carpentry class of all women, which was held in collaboration with the North Atlantic States Regional Council of Carpenters (NASRCC) of Boston. Member town post-secondary students receive a reduced tuition.

Athletics, Facilities Usage Expanding

The first of three new synthetic turf athletic fields opened in October 2021 to host football games and other sports on the Minuteman campus. The fields are located at the site of the old school building, which was torn down following the opening of the new, state-of-the-art building in 2019. The first field that opened is a multi-sport synthetic turf field with an adjacent competitive running track. In April of 2022 the baseball/multipurpose and softball fields will be ready for play. All fields are lighted to expand utilization and enhance field rental revenues.

Minuteman had been without home fields for five years. Minuteman will no longer need to rent athletic spaces and will see reduced transportation costs. Minuteman recently hired a Facilities/Event Coordinator to focus on renting facilities and increasing revenue by hosting mission-compatible outside groups and organizations.

Accomplishments and Highlights

Minuteman High School alumni are well known for their college and career success after graduation – and the Class of 2021 was no exception. Since graduation, 98% of recent graduates reported enrolling in college/university or employed. Of that total, 67% were in a two- or four-year college/university, and 23% were employed in their trade of study.

There were six Needham graduates from the Class of 2021:

Samuel J. Danna, a Metal Fabrication and Welding major.

Cameron W. Hebert, a Plumbing major. Hebert received the Digital Federal Credit Union Award and is working as a plumber apprentice for United Mechanical of Wakefield.

Drew A. Humberstone, a Horticulture and Plant Science major. Humberstone received five scholarships from Minuteman and will attend University of Northwest Ohio to study technology.

Christopher T. Lesanto, an Automotive Technology major. Lesanto is employed at an automotive repair center.

Peter T. Lilja, an Automotive Technology major. Lilja will attend Massachusetts Maritime Academy to study emergency management.

Matthew F. McIntyre, a Plumbing major. McIntyre received the John and Abigail Adams Scholarship and the President's Award for Outstanding Academic Achievement. McIntyre is working as a plumber apprentice with Doug Anderson Plumbing and Heating of Chelmsford and will attend night school to continue studying plumbing and heating.



NEEDHAM PUBLIC SCHOOLS

School Committee

Connie S. Barr, Chair

Matthew J. Spengler, Vice-Chair

Michael J. Greis

Elizabeth Lee

Andrea Longo Carter

Michael O'Brien

Aaron M. Pressman

Superintendent

Dan Gutekanst

Mission, Values, and Goals

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

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 2020-2021 school year Needham enrolled 5486 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 71 out of district students. The enrollment breaks down as follows:

Preschool	50
Elementary	2468
Middle School	1295
High School	1673
Out of District Special Education Placements	71

2021 Performance Report

In September, the Needham Public Schools published an annual Performance Report, which was mailed to every Needham residence. The 2021 Performance Report is also posted to our website: www.needham.k12.ma.us. The district's 2021 Performance Report highlights a number of significant achievements during the 2020-2021 school year along with information on student data and comparisons to comparable communities. The entire publication is available to view on the Needham Public Schools website www.needham.k12.ma.us under: [News & Updates](#).



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Timothy Muir McDonald, Director

The Needham Department of Health and Human Services has four divisions: Aging Services, Public Health, Youth & Family Services, and Veteran's Services.

The work of Health and Human Services during fiscal year 2021 was completely shaped by COVID-19. Aging Services and Youth & Family Services provided almost all services remotely; there were many deliveries of meals and supplies to older adults and families with children; and outdoor activities were organized when possible. Public Health staff were either working directly on COVID-19 prevention and response or holding remote workshops and meetings while carrying on with essential inspections and meal delivery.

AGING SERVICES DIVISION

Council on Aging

Colleen Schaller, Chair, Penny Grossman, MEd, MBA, Vice Chair, Ed Cosgrove, PhD, Carol deLemos, MSW, Dan Goldberg, Helen Gregory, Susan Mullaney, Sandra Prinn, Ted Prorock, Lianne Reich, Mary Elizabeth Weadock, MSW, MS, Kathy Whitney

Staff

LaTanya Steele, MPA, Director of Aging Services, Danielle Arenda, Administrative Assistant, Michael Bear, Van Driver, Dylan Copley, Van Driver, Kerrie Cusack, MSW, LICSW, Social Worker, Steven DeCosta, Van Driver, Stacey Fallon, Administrative Office Support Specialist, Jen Garf, Program Assistant, 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, Jill McGovern, CMC, Clinician (started in FY 2022), 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, Annie Toth, Administrative Assistant, Tom Watson, Building Monitor, 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.

Through the entirety of FY2021, the CATH building was closed to the public due to COVID-19, but Aging Services staff remained productive. Aging Services staff, in conjunction with community partners, offered remote support through recreational, educational and psychosocial programs as well a comprehensive food delivery program. Though the CATH building remained closed, Aging Services continued to offer innovative and accessible programs to serve the needs of older adults in the community.

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 the extreme physical, social, and emotional health risks that result from social isolation.

When, in March 2020, the coronavirus forced the sudden closure of CATH, Aging Services staff immediately reformatted the delivery of services essential for healthy aging. All in-person programs were held virtually, and Aging Services Staff partnered with other community organizations, such as the Needham Community Council and BID-Needham, to offer new and innovative programs.



By FY2021, Aging Services staff and older adults in Needham began adjusting to a new ‘normal,’ and Aging Services remote programming and supports grew. Though Aging Services vans were no longer able to transport people due to COVID-19, grant funding allowed the Division to offer older adults free individual transportation for essential trips to within a 20-mile radius via a local taxi service. Aging Services staff developed and promoted new delivery-based programs such as daily meal deliveries; weekly recreational bag deliveries; weekly delivery of fresh produce; Sunday Supper Club, a weekly delivery of a prepared meal from Volante Farms paired with a Zoom conversation date; and a weekly bag of groceries from Trader Joes. Aging Services also received a grant from the MetroWest Health Foundation to expand the Tablets and Tutors program in partnership with the Needham Community Council. This program supplies older adults in Needham with a free electronic tablet, assistance accessing subsidized internet services if needed, and technology tutoring provided by staff and dedicated volunteers. These programs not only offered tangible resources to older adults in Needham, but also reduced isolation by fostering an ongoing connection to the CATH.

Wonderful Wednesdays Halloween themed Gift Bag!

In the first full fiscal year of COVID-19, Aging Services staff and volunteers continued providing vital services and remained connected with older adults in Needham.

Program Highlights

- Aging Services launched a social work internship program with Boston University School of Social Work. The Aging Services Social Work Unit continued to provide case management and counseling to older adults in Needham. Services in FY2021 were primarily focused on the mental health needs of the community as incidence of anxiety

and depression increased in older adults, who are among the highest risk groups in this pandemic. In FY2021, the Social Work Unit served 481 individuals and logged 4,838 interactions, a significant increase from the previous fiscal year.

- 49 volunteers supported the Aging Services Division, with 1,742 hours. Volunteers shifted from providing coverage at CATH (assisting in the gift shop, front desk, and kitchen), to providing contact-free deliveries of essential items, check-in calls, vaccine appointment registrations, technology assistance, and more.
- The Programming Unit offered 308 sessions or events via virtual formats and saw total attendance of 5,871 across all sessions (this number includes individuals who attended more than one session). Programs included exercise classes (with equipment delivered to the home in some cases), concerts, discussion groups, and more. Because all programs were remote and free, tracking attendance proved challenging. However, the Programming staff developed innovative systems to both track and promote programs.
- In December 2020, the Aging Services Division received a grant from the Metropolitan Area Planning Council. This funding allowed Aging Services to partner with JFK taxi and offer free taxi rides to older adults in Needham for essential trips to medical and vaccine appointments, grocery stores, and pharmacies. Through March 2021, this partnership provided transportation to 306 people for a total of 721 trips. The Aging Services Division transportation team, with the support of volunteers, also delivered 21,138 meals, 2,662 bags of fresh produce, 2,033 bags of groceries, 1,913 bags of recreational items, and 560 prepared meals for the Sunday Supper Club.
- SHINE (Serving Health Information Needs of Everyone) is a free service that provides health insurance counseling for Medicare beneficiaries and their caregivers. The MetroWest SHINE program had over 3,742 remote appointments during the FY 2021 Medicare open enrollment period (October-December 2020).



Resident receives lunch and grocery deliveries

PUBLIC HEALTH DIVISION

Board of Health

Kathleen Ward Brown, ScD, Chair, Edward Cosgrove, PhD, Stephen Epstein, MD, MPP, Christina S. Mathews, MPH, Robert A. Partridge, MD, MPH, Vice Chair

Staff

Taleb Abdelrahim, MS – Emergency Management Support, Diana Acosta, MPH, REHS/RS – Environmental Health Agent, Hanna Burnett, MPH, RN – Public Health Nurse, Isabella Caruso, MPH – COVID-19 Contact Tracer, Monica DeWinter, MPH – Program Support Assistant III, Maryanne Dinell – Traveling Meals Program Coordinator, Maureen Doherty – Administrative Office Specialist, Kerry Dunnell, MSW – Special Assignment Support, Mary Fountaine, MSN,

RN – COVID-19 Public Health Nurse, Jessica Fuchs, MPH – COVID-19 Contact Tracer, Tara Gurge, MS, RS – Assistant Director for Community & Environmental Health, Christine Kenney, RN – On-call Public Health Nurse
Michael Lethin, MS – Emergency Management Administrator, Jane Lischewski – Administrative Office Specialist, Jane Lockhart, RN – On-call Public Health Nurse, Angela MacDonnell – Program Support Assistant III, Elaine Mahoney, RN – On-call Public Health Nurse, Tracy Mahoney, RN – On-call Public Health Nurse, Amy McInerney, MPH – COVID-19 Contact Tracer, Megan Moffett, RN – On-call Public Health Nurse, Karen Mullen, MBA – Program Support Assistant III, Shauna O'Brien, RN – On-call Public Health Nurse, Eileen O'Connell, RN – On-call Public Health Nurse, Susan Orsillo, RN – On-call Public Health Nurse, Monica Pancare, CP-FS – Part-time Environmental Health Agent, Alison Paquette, RN – On-call Public Health Nurse, Carol Read, M.Ed, CAGS, CPS – Substance Abuse Prevention Collaborative (SAPC) Coordinator, Lynn Schoeff, M.Ed – Professional Technical Support Specialist Karen Shannon, CPS – Substance Prevention Alliance of Needham (SPAN) Program Coordinator, Dawn Stiller – Administrative Analyst, Hannah Whitehead, MPH – Part-time Epidemiologist, Tiffany Zike, MPH, RN – Assistant Director for Public Health Nursing & Behavioral Health

Mission

The Needham Public Health Division 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 Division is to prevent disease, promote health, and protect the health and social well-being of the residents of Needham, especially the most vulnerable. The staff of the Public Health Division 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.

Public Health in FY2021

When the Town's emergency management system was activated in March 2020, the Public Health Division assumed the primary role in the COVID-19 response. Timothy Muir McDonald, Director of Health & Human Services, served as Incident Commander, with Tiffany Zike, Assistant Director of Public Health for Nursing & Behavioral Health, as the Operations Chief. Those first few months of the pandemic was enormously challenging as staff ramped up the response while they were learning about the new virus. Along with contact tracing and case management, public messaging and guidance for the Town and local businesses began at this time and did not abate during FY 2021. Outbreaks and growing numbers of infected and sick people continued through the winter. When the vaccines were finally available in January 2021, the course of the Needham Public Health response changed. In addition to ongoing contact tracing, a mass vaccination campaign began. The Needham Public Health role continued

changing over time, as the Governor and the Mass Department of Health and Human Services adjusted their approaches to managing the pandemic.

In the 2020 Annual Report, the Public Health Division reported about its response during those first four months of the pandemic. That COVID-19 would define the Division's work for at least the following two years was unimaginable when the last annual report was written. Yet, while this document reports on FY2021, it is being written well into FY2022, while the world is still grappling with this extended pandemic.

In the face of the ongoing health emergency, Public Health has developed new ways to provide essential services, as the following pages show.

Public Health Nursing

Summary of Service

The Public Health Nursing Unit provides health education, advocates for the health of Needham residents and workers, 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 continued at monumental proportions through FY2021 with COVID-19.

Impact of COVID-19

COVID-19 remained a factor in local public health through FY2021. It continued to have a large impact on residents and Needham Public Health. The Public Health Nursing Unit continued its efforts in 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. In FY2021 there was a great increase in interest for flu vaccine and the nurses provided over 1200 doses to Needham residents. FY2021 also saw the introduction of COVID-19 vaccines and standing up emergency dispensing sites, which was a large part of the focus in the second half of the fiscal year.

Response to the pandemic:

Communicable disease tracking, overwhelmingly for COVID-19, presented a significant demand on the nursing team. This included monitoring for disease clusters in the community and in business, and helping to educate residents, staff, and the community at large about quarantine and isolation. The Public Health Nursing Unit also provided education about the COVID-19 disease, how it spreads, how to stop it, and how to prevent infection.

COVID case investigations continued to be a high priority of the nursing unit. Throughout FY2021, the demand for case investigations rose, at times



Moderna vaccine supply

exponentially. A team of contact tracers came on board in early FY2021 to help manage the investigations. There were 1,698 cases of COVID-19 and over 1,400 contact case investigations in FY2021. FY2021 also saw close collaboration between Needham Public Health Nursing and Needham Public School Nursing.

These two teams worked together to monitor and investigate COVID-19 cases among Needham school-aged children. The public health nurses worked closely with all public and private schools to help maintain safe learning environments and case investigation. These public health efforts also included day cares and adult congregate living centers.

Planning for COVID-19 vaccination distribution began in early fall of 2020 and involved many town departments to help make it flow as easily as possible. Tiffany Zike, the Assistant Director for Public Health Nursing and Behavioral Health, worked as the Emergency Dispensing Site Director for vaccine distribution in Needham. The Public Health response team included Taleb Abdelrahim, Kristin Scoble, Hanna Burnett, and Mary Fountaine, along with many Medical Reserve Corp (MRC) volunteers. The Needham Fire Dept, part-time nurses, and many other town employees and residents came together to make sure that vaccinations were available to all who were eligible.

The first COVID-19 vaccination clinic was held on January 11, 2021 and was open to first responders and medical workers from Needham. Needham Public Health Nursing also supported Dover and Medfield in helping to vaccinate their first responders. From January 2021 to June 30, 2021, Needham Public Health held clinics on 37 days and administered over 7,000 vaccinations to residents in over 200 towns and cities. Approximately 600 MRC volunteers provided over 4,500 hours supporting the clinics.

As more of the population became vaccinated, there were many shifts in protocols, causing staff to adapt appropriately. As protocols changed, the Public Health Nursing staff was able to return to some regular nursing duties such as certifying summer camps, attending task force meetings, and it allowed the unit to host student nurses again.



COVID-19 vaccination clinic

Substance Use Prevention

The Substance Prevention Alliance of Needham (SPAN) uses 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 in making 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. Evidence from Needham Youth & Family Services indicates an increase in youth seeking counseling 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, increased substance use accompanies youth mental health challenges.

When the schools closed in March 2020, the prevention programs that are typically offered during prom and graduation season were cancelled. A need for education and resources for youth and their families remained great and SPAN responded by reaching the community via virtual events and videos including:

- September 2020 – SPAN partnered with SALSA to produce an educational video for parents, *Insights on a Teen's Life*, which was shared with the Needham High School parent community.
- February 2021 - SPAN in partnership with the Needham Public Schools, launched the Vaping Cessation Program, a free, voluntary, and confidential resource available to all Needham High School students and administered by the Needham High School Health Office.



Medication Take Back Day, April 2021

- February 2021 - SPAN and Beth Israel Deaconess Needham Hospital hosted a webinar, *Navigating Screen Time, Digital Socializing and Parenting during COVID-19*, for 170 parents and community members.

- Spring 2021 - SPAN partnered with Natick 180 to host two virtual events, *Cannabis and the Teen Brain* and *The Tipping Point: When Youth Use Becomes Addiction*.

- In October 2020 and April 2021 SPAN partnered with the Needham Police Department to host two, in-person Drug Take-

Back Days for the community. The collection of unused and expired medications assists in the fight against the opioid epidemic by reducing the misuse of prescription medication. Between the Take Back Days and medication collected at the kiosk in the

Police Department lobby during the course of the year, there is a monthly average of over 50 pounds of medication collected.

Students Advocating for Life without Substance Abuse (SALSA) is 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 them how to resist peer pressure. Each year SALSA peer leaders present to over 400 eighth grade students in small group settings. The youth prevention advocates also educate their peers, partner with SPAN, build leadership and presentation skills, and advocate for policy change at the state and federal level.

The 2020-21 school year was SALSA's strongest to date. More than 200 Needham High School SALSA members contributed a record 1,350 hours of service in the community, both virtually and in person.

In November 2020, the students participated in the Massachusetts Youth Power Summit, joining high school students from across the state to connect, train, and strategize ways to make a difference in Needham and in Massachusetts.

In February 2021, two SALSA students attended the Leadership Forum of the Community Anti-Drug Coalitions of America to learn the latest strategies to fight substance misuse and to hear from experts and policymakers with a full day dedicated to Capitol Hill events. The forum brings



SALSA with Norfolk County DA

together 3,000 participants from anti-drug coalitions, government, youth groups, addiction treatment, research, education, law enforcement and faith communities.

In April, Needham youth met with U.S Representative Jake Auchincloss' staff, State Representative Denise Garlick, and Senator Michael Rush to advocate for a federal ban on flavored tobacco.

SALSA advocates received a \$1,500 prize from Norfolk County District Attorney Michael Morrissey's office in recognition of their strong leadership and prevention work in Needham.

Substance Abuse Prevention Collaborative

The Massachusetts Department of Public Health, Substance Abuse Prevention Collaborative (SAPC) regional grant was awarded to Needham in 2015 providing \$100,000 annually over six years to prevent 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 to shift community norms on alcohol use and to reduce underage access to alcohol.

During the COVID-19 pandemic shutdown SAPC, prevention efforts focused primarily on youth outreach and support to mitigate the impacts of social isolation. SAPC staff met virtually and outdoors in person with over 60 high school students from four towns, building youth connections and promoting engagement in two prosocial group projects: which also served to educate community members on youth experiences.

- *SAPC's PhotoVoice; Hear Their Voices*, engaged 57 teens in a visual research project using photography to portray the impact of alcohol norms and use in their towns. (See the feature on the Needham Channel News: <https://www.needhamchannel.org/2020/10/under-the-influence/>.)
- *Promoting Health Together* project facilitated discussions and education on the mental and physiological experiences related to isolation. Encouraging peer-to-peer sharing and identifying positive coping strategies to enhance mental health and wellness. There were 34 youth that participated in six weekly meetings.



As the SAPC grant completed its final year in FY 2021, the towns of Needham, Dedham, Walpole, and Westwood applied for, and were awarded, the MassCall3 grant in June 2021. This grant will provide \$125,000 per year for continued regional work on youth substance use prevention.

The Traveling Meals Program

The Traveling Meals Program was started in 1977. Its purpose is to offer to homebound Needham residents a two-meal package that provides for their daily nutritional needs. Volunteers within the 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.

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-Leahy Healthcare, the program continued to run smoothly. All volunteers used proper personal protective gear to ensure that COVID guidelines were in place. The Traveling Meals program manager was thrilled that all the same volunteers continued to offer their services and strong commitment throughout the second year of the on-going pandemic and was very grateful for their continued service.

- Over 9,472 two-meal packages were delivered to more than 80 residents by 36 committed volunteers in FY2021.
- The fundraising committee, The Friends of Needham Board of Health and Traveling Meals, paid \$9,400 to provide meals for elderly and disabled Needham residents in need. Private donations were collected from residents wishing to provide financial assistance added to the Traveling Meals Program by residents wishing to provide financial assistance, combined with the help of Beth Israel Deaconess-Leahy Healthcare.



Traveling Meals volunteers

VETERANS' SERVICES DIVISION

Sarada Kalpee, Director of the West Suburban Veterans District

Nancy Blanchard, Deputy Director of the West Suburban Veterans District

William Topham, Care of Graves

Purpose

The West Suburban Veterans' Services District (W.S.V.S.D.) includes the Towns of Wayland, Needham, Wellesley, Westwood and Weston. Director Sarada Kalpee and Deputy Director, Nancy Blanchard are the Veteran Service Officers for the district. They continue to work with their resident veterans and their families within the district to assist them in receiving entitled benefits and services that they deserve in accordance with the provisions of MGL Chapter 115. The district office also assists veterans and their spouses in negotiating the challenging bureaucratic procedures that are associated with the state and federal government by providing assistance for applying to the VA Health Care system and VA benefits applications for disability and pension claims.

During FY2021, \$10,766.19 was expended in public assistance for Needham resident veterans and their families. These expenses were dispersed in accordance with MGL c115. Veterans returning from Afghanistan, Iraq, and other combat areas from around the globe will require encouragement, guidance, and assistance in their transformation back to civilian life. In addition, aging veterans may require greater assistance with their healthcare benefits and other needs.

West Suburban Veterans District

The West Suburban Veterans' Services District is anticipating an exciting year working with veterans, their families, and the entire Needham community. Needham Office Hours are held on Thursday's from 9:00 a.m. to 11:30 a.m. at the Center at the Heights and then 12:00 p.m to 4:00 p.m at Needham Town Hall. Our main office is in Wellesley and we can schedule an appointment at your convenience at any of the office locations or a home visit if needed.

Please feel free to contact us at O: (781)489-7509 C: (781)850-5504, or email skalpee@westsuburbanveterans.com or nblanchard@westsuburbanveterans.com.

YOUTH & FAMILY SERVICES

Youth Commission

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

Staff

Sara Shine, MSW, LICSW, Director, Emily Ambeau, MSW, LCSW, Ben Aronson, MA, LMHC, Megan Carleton, LMHC, Katy Colthart, MSW, LICSW, Sarah Magaril, LMHC, Kristin Scoble, Carolyn Tracey, MS, LMHC, Christine Weitzel, MSW, LCSW

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.

- **Individual, Family and Group Counseling:** The masters level clinicians at Youth & Family Services are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drug or alcohol use, stress, anxiety, and other mental health concerns. As part of these clinical services, Youth & Family services also offers specialty programs such as our 15-hour Substance Abuse Awareness Program and a 10-hour Behavioral Intervention Program. In FY2021, 1322 hours of counseling were provided to Needham youth and their families. In addition to direct service, clinicians attend treatment meetings and provide consultation, advocacy and outreach for residents and family members. Besides individual and family counseling, group counseling is offered in the community and in the school setting. This past year therapeutic groups included social skills, coping skills, art therapy, wellness, self-esteem, substance use, LGBTQ+ support, and parent support groups.
- **Community Crisis Response:** Over the past decade, the Needham community has grappled with critical youth issues such as loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, and families. Services included individual meetings, group sessions, and through supportive information and materials. In FY2021, with COVID-19 ongoing, the Division supported

families in crisis by providing short term counseling, assessments and recommendations for ongoing family support. Youth & Family Services also provided support following tragedies that affected the larger community. The Division was active in groups such as the Needham Coalition for Suicide Prevention and the Substance Abuse Prevention Alliance of Needham (SPAN).

- **Graduate and Undergraduate Internship Program:** In FY2021, Needham Youth & Family Services hosted two clinical interns, one from Leslie College and one from Boston College School of Social Work, who provided individual, family, and group counseling, and extensive work on the Peer Tutor Program. An intern with the Summer College Internship Program provided support for summer programs as well as helping to prepare for fall programs. During FY2021, interns provided 950 hours of service to the Needham community.

Program Highlights

- **Youth Mental Health First Aid** is an 8-hour training that teaches adults how to identify, understand, and respond to signs of mental illness and substance abuse disorders in youth. Youth & Family Services began offering this program in January 2019, with the goal of giving adults who work with youth the skills they need to reach out and provide initial support to adolescents and young adults who may be developing mental health or substance use problems, and to help connect them to the appropriate care. During the pandemic, staff members were trained to provide the content in a virtual setting. There were 36 community members who participated in Youth Mental Health First Aid in FY2021.
- **VIP and Peer Tutor Programs:** Needham Youth & Family Services offers two programs that pair high school students with younger children in elementary and middle school. The VIP (*Valuable Interactions among Peers*) program enjoyed its seventh year of operation. In this program, a high school “Big VIP” meets weekly with a younger child (“Little VIP”), playing games, doing enrichment activities and building a meaningful relationship. In FY2021, 14 high school students provided a total of 350 volunteer hours. The Peer Tutor Program matches a high school student with another student in need of educational tutoring and educational guidance. Over the past year, the Peer Tutor Program matched 40 pairs of students, and collectively provided 1,025 hours of support to younger students. Both of these programs ran remotely during FY2021.

- **Volunteers Around Needham:** In this program youth ages 13 to 17 work as part of a team providing community service to non-profit organizations in Needham. This program was run remotely in FY2021, but still allowed 50 youth to create videos to teach skills like piano and cooking, clean up parks and playgrounds, organize a donation drive for a local animal shelter, and make cards for patients at nursing homes and hospitals.



**Community cleanup for Volunteers
Around Needham**

- **Needham Unplugged:** The 20th annual Needham Unplugged was an awareness campaign to remind families and residents to “unplug their electronics and plug into” each other. A calendar for the month of March outlined activities that did not require electricity and emphasized person-to-person interaction and health. After the shutdown was announced in early 2020, Youth & Family Services joined with the YMCA, the Aging Services Division, Park and Recreation, and the Needham Public Library to build a calendar with socially distanced activities. Activities included make your own pizza night, making sidewalk chalk drawings, building blanket tents, and learning how to play new games. This calendar was published monthly from April through August.



**Mural project on the Bay Colony Rail
Trail**

- Youth & Family Services organized a community art mural project, during which residents designed and painted a mural on a fence that has been covered by graffiti for several years. The theme focused on social justice and unity. Youth & Family Services worked with over 100 community members, students, and local artist to complete this project. The participants ranged in age from 2-78.

- Patrick and Patricia Forde Good Person Memorial Award:** The Patrick and Patricia Forde Good Person award was established to honor Needham resident and community activist Patrick Forde who passed away in 2005. Patrick was a person who cared deeply about Needham and about youth and families. The award was started by Patrick's wife, Patricia (who has since passed away as well), to honor a local volunteer who helps to make Needham a better place to live. This year Hilary Hanson Bruel won the award. Hilary uses graphic design, along with her passion for effective communication, to help local organizations communicate clearly with the public. Hilary joined the Special Education Parent Advisory Council (SEPAC), where she helped to redesign the website and helped them communicate SEPAC's mission and goals to the public, Hilary played a similar role as the co-chair of Citizens for Needham Schools, an advocacy group that keeps the wider Needham community informed about School Committee goals, activities, and policies. Hilary is also a member of the Needham Art Association. At every opportunity, she has helped residents access supports already in place that, without her, they may not know about or understand.
- Youth & Family Services responded to increased mental health needs by presenting at community forums. *Parenting In a Crisis* was presented in collaboration with a local mental health professional and the Needham Community Council. The presentation addressed anxiety, isolation, depression, and how parents can respond. Another presentation, in collaboration with Engaging Minds, focused on teaching executive function skills so students are better able to achieve their academic goals. Youth & Family Services also presented to the First Baptist Church of Needham on mental health during the pandemic. Over 257 people were engaged in these community presentations.
- Youth & Family Services ran a Cyber Wellness Workshop for middle school students about how to safely use the internet and social media. This was important during the pandemic when many people were isolated and wanting connections with friends and family. 153 Students attended this workshop.
- Get Connected Needham* is a resource list that directs residents to services. Youth & Family Services was part of a larger town group that created and regularly updated the list. This list can be found on the COVID-19 page of the Town's website and on the Public Health website.
- Youth & Family Services is part of community collaborations, including the Youth Resource Network and the Community Crisis Intervention Team. Youth & Family Services leads a Vaping Task Force and started a Chapter 84, both aimed at reducing



nicotine use in youth. Other groups include the Domestic Violence Action Team and the Substance Use Prevention Alliance of Needham.

- In FY2021, Needham Youth & Family Services has received grants and donations from the following organizations: High Rock Church, The Needham Clergy Association, The MetroWest Health Foundation, Needham Community Council, and many other local businesses and private citizens.

DEPARTMENT OF PUBLIC WORKS

Carys Lustig, Director of Public Works

Robert A. Lewis, Assistant Director of Public Works

Anthony L. DeGaizo, 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 & Drains 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 stormwater, solid waste disposal and recycling, route 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.

FY2021 Highlights

DPW Administration

In FY2021, the retirement of its longtime Director, the Administrative Division transitioned multiple staff into leadership roles. To enhance and upgrade the lighting in multiple schools to LEDs, the Administrative Division oversaw the administration of the Green Communities Designation Grant. The Administration Division received a grant for the installation of parklets in the Downtown to provide additional outdoor seating in the warmer months. Throughout the pandemic the Administrative Division helped coordinate COVID-19 related responses and applying for state and federal reimbursements. The Division continued its work to upgrade communication systems by implementing a new time clock system and began the work to implement a new work order system.

Engineering Division

The Engineering Division is responsible for engineering oversight of all assets within the Town of Needham from design to construction.

In FY2021 the Engineering Division:

- Inspected 387 Street/Sidewalk Occupancy and Excavation permits
- Completed 341 building permit reviews
- Completed 23 project reviews for the Planning Board and 24 project reviews for Zoning Board of Appeals
- Completed 11 traffic count studies

- Prepared 5 traffic regulations
- Completed design and layout of Beaufort Avenue/Perry Park Traffic Improvements
- Continued Construction of Areas 1 and 3 stormwater improvements at the RTS
- Continued Building structural renovations for the Transfer Station at RTS
- Completed Design and Started construction of the Walker Lane Sewer Extension
- Completed Construction of the Highland Ave and West Street Drainage Improvements
- Completed Construction LED upgrades of Town owned Decorative Street Lights
- Continued Construction of Town Wide Inflow/Infiltration removal
- Continued Design of the 16-inch water main for Marked Tree Road and Central Avenue
- Continued the Construction of the Fisher Street Trail Head parking area
- Continued Route 128 Sewer Interceptor Feasibility Study

Highway Division

The Highway Division is responsible for the construction, rehabilitation and maintenance and repair of all roads, sidewalk, surface drainage and traffic systems. Our core goal is to provide safer travel for all users for all modes of travel in the most economical manner. The Division is implementing traffic calming techniques, complete street and shared street design and construction methods and are actively pursuing Federal and State funds to support these goals. Additionally, the Highway Division develops strategies to manage all snow and Ice operations.

In FY2021 the Highway Division:

- Rehabilitated 43,731 square yards of roadway
- Preserved 82,156 square yards of pavement
- Rehabilitated and repaired 16,700 feet of grass berm
- Reconstructed 6,680 feet of sidewalk
- Installed 26 wheelchair accessible ramps
- Installed 23,100 feet of curbing
 - 15,240 feet of asphalt curbing
 - 7,860 feet of granite curbing
- Maintained 43 traffic signal and pedestrian crossing systems
- Performed and coordinated snow and ice operations for 17 snow events resulting in 55 total inches of snow

Water, Sewer, and Drains Division

The Water, Sewer and Drains Division serves the Town of Needham by providing water, wastewater, and stormwater services. The primary mission for the Division is to plan for, operate, and maintain both the infrastructure and the organization necessary to provide high quality drinking water. The standards upheld by the Water, Sewer, and Drains Division provide a reliable water supply for all properties in Needham and protects the Town's watersheds.

In FY2021 the Water, Sewer, and Drains Division:

- Produced 1,184,965, 338 billion gallons of water
 - Charles River Water Treatment Plant – 864,299,338 million gallons of water
 - MWRA – 320,666,000 million gallons of water
- Repaired 14 water pipe leaks, including 13 water main breaks and 1 water service leaks.

- Replaced or repaired approximately 300 feet of drainpipe on 2 streets
- Responded to 31 water and 35 sewer emergency calls (after normal business hours)
- Replaced and installed 482 of 15,508 water meters throughout town
- Replaced 10 water service lines, including 4 lead-lined water service pipes
- Replace 6 iron water services lines
- Removed and replaced approximately 1,000 feet of water main pipe on 2 streets
- Installed 6 new fire hydrants
- Outlined by the NPDES program, replaced 11 catch basins, and completed bi-annual street sweeping initiatives to prevent accumulation of debris in catch basins that drain into the Charles River Watershed
- Inspected 32,719 feet of sewer mains and 29,050 feet of drain lines utilizing CCTV
- Cleaned and flushed 52,112 feet of sewer mains and 29,687 feet of drain lines

Solid Waste and Recycling Division

The Solid Waste and Recycle Division provides residents with recycling and waste disposal services for the Town of Needham including pay-as-you-throw, bulky waste, contracted recyclables, brush, grass and leaves, and compost.

During FY2021 the Recycle and Transfer Station had several projects take place that will continue to support the needs of the Town. The main project was the improvements to the transfer station building that replaced the floor and installation of new structural supports. This improvement facilitated the need for temporary waste tipping and storage areas to manage the inflow of bulky waste, and alternative routes were established for use. These new tipping areas included an interlocking concrete block bin constructed adjacent to the scrap metal pile, and two 40-yard open top containers placed adjacent to the scale for unloading of small trucks and passenger vehicles.

RTS staff cleared the Area 1 project site, requiring the stockpiling and loading of more than 1,000 cubic yards of compost tailings into contractor tri-axle trailers, while also hauling to Ridge Hill more than 800 cubic yards of ground mulch. Staff also provided direct support to the contractor (Flynn Enterprises) by moving to the materials processing area more than 800 cubic yards of waste clay excavate that had been stockpiled in the compost area. All told, RTS staff directly supported moving more than 4,200 cubic yards of organic and non-organic materials directly related to the Areas 1 and 3 Stormwater Management capital projects.

With many residents home throughout the pandemic, there was a large increase in bulky waste drop offs that lead to additional daily roll-off trips.

In FY2021 the Solid Waste and Recycling Division:

- Processed 9,720 tons (8.6% increase) of pay-as-you-throw, municipal and bulky waste trash tonnages
- Processed 2,382 tons (3% decrease) of contracted recyclables
- Delivered 619 mattresses to Lowell for recycling
- Disposed of 660 tons of scrap metal to Framingham Salvage for recycling
- Processed for recycling more than 13,000 cubic yards of brush, grass, and leaves
- Screened more than 5,600 cubic yards of compost

- Directly supported the award of \$18,700 to the town from the MA DEP's Recycling Dividend Program
- Completed a new RTS signage plan for the facility.

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 aids 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.

In FY2021 the Town moved to a green diesel fuel option to reduce both the carbon footprint of the Town and reduce the use of petroleum products. Another revenue generating activity the Fleet Division had was refurbishing an older Town vehicle to a dedicated Snow Fighter. This had a 50% cost savings when compared to purchasing a vehicle specifically for this purpose.

In FY2021 the Fleet Division:

- Completed 849 repairs to various Town vehicles in house
- 4 Fleet Staff members became ERA 609 Certified to improve upon the services that can be offered by the Fleet Division
- Oversaw the consumption of 114,185 gallons of fuel for Town vehicles, inclusive of the 43, 833 gallons of new biofuel.

Parks and Forestry

The Parks and Forestry Division provides for the care and maintenance of public shade trees on parkland and school property, conducts the annual tree planting and replacement program on public ways and setback planting on private property, maintains parks and athletic fields, provides support for athletic and recreational programs, and maintains grounds at Ridge Hill Reservation for outdoor passive recreation.

In FY2021 the Parks and Forestry Division:

- Deployed 4 parklets to improve and invest in outdoor dining.
- Performed plantings with Needham Soccer Club at Memorial Park and at Riverside Park with volunteers and Eversource, Weston Nurseries, Hartney Graymont to celebrate Arbor Day and community service
- Collaborated with Park and Recreation to hand out seedlings
- Hosted an Arbor Day celebration with Mitchell Elementary 2nd Graders
- Responded to hundreds of workorders due to 7 large wind events that effected down trees.
- Performed drainage and field improvements to McLeod diamond utilizing innovative techniques to reduce field flooding issues.

Building Maintenance Division

The Building Maintenance Divisions provides scheduled and routine maintenance to all town and school buildings and manages rentals in school gyms and auditoriums and is responsible for all town custodial and interior trade work operations.

In FY2021 the Building Maintenance Division:

- Performed retro commissioning of the schools and complete various HVAC upgrades and repairs throughout the school buildings over the course of the year. These repairs include repairs to heating units, RTUs, exhaust fans, boilers, condensate tanks, VFDs, compressors, and more. Quarterly filters changes continued to be executed. Additionally, there were several HVAC programming upgrades.
- Completed large-scale projects to repair mixing valves at NHS, repairs on the Library elevator, major roof repairs at multiple schools and town buildings, and replace fire safety control panels at multiple schools.
- Helped coordinate pavement markings and fence repairs at multiple schools and town buildings.
- Completed over 2,300 work orders in support of repairs and maintenance of all Town facilities.

BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

Permanent Public Building Committee

Stuart Chandler, Chairman, Richard Creem, Vice Chair , Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein , Gene Voloshin

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

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.

FY2021 COVID-19 Pandemic

The department has continued its work thru the COVID-19 Pandemic. The PPBC continued to meet virtually starting in March 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. The emergency order was set to expire on June 15, 2021 but was extended thru April 2022.

Two of the Building Design and Construction project managers worked continually over the summer of 2020 and one project manager has continued through the year with the Building Maintenance Division to assist with recommissioning of all schools to bring the air exchanges and ventilation issues in line with current mandated guidelines and addressing deficiencies.

The pandemic affected two projects starting in April 2020. The remaining punch-list items for the Sunita L. Williams School were delayed and drawn out but are now complete. The Public Safety Complex & Fire Station 2 project was more significantly affected financially by observing COVID-19 cleaning protocols, an initial short delay in schedule, as well as impacts associated with supply chain deliveries and manpower availability.

FY2021 Highlights

The following is a summary of completed or ongoing projects the PPBC has overseen and the Building Design and Construction Department managed during FY2021 (July 2020 to June 2021). These projects were initiated during the period of FY2013 thru FY2020.

<u>Project Name:</u>	Sunita L. Williams (Hillside) Elementary School
<u>Project Status:</u>	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. Final Audit by the MSBA was completed in June 2021.

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.

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Project Name: **Rosemary Recreation Complex**
Project Status: 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. Adjustments to the pool operating components as well as minor corrective work to pool structural work have now been completed.

Project Name: **Public Safety Complex & Fire Station #2**
Project Status: Ongoing
Authorization: \$70,385,000
Budget Status: On Budget with Supplement approved in May 2021 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
- At the May 2021 Special Town Meeting, Article 37: Appropriate for Public Safety Buildings Construction was approved in the amount of \$1,400,000

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) method of project delivery was chosen. 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 planned first phase is construction of the new Fire Station and the planned 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. Then, the old building will be demolished, and the new Police Station will be built. The planned 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.

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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 the Police Department moved into the Hillside School in August 2020.

The new Fire Station HQ on Chestnut Street reached substantial completion in August 2020 at which time staff and equipment moved 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 months, which delayed construction progress. The demolition of the existing Police/Fire HQ building, allowing Phase 2 of the project to commence, started in September 2020.

With the advent of the COVID-19 pandemic, the carpenters union ceased work on the project on April 6, 2020 for several weeks, which delayed this critical path activity and in turn delayed 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, has since operated under a COVID-19 protocol. This slow-down impacted the schedule and resulted in increased costs by observing COVID-19 cleaning protocols.

At the May 2021 Special Town Meeting an additional \$1,400,000 was appropriated for the project to restore the contingency balance depleted by unforeseen COVID-19 related expenses incurred and by expenses to remove contaminated soil found at the Fire Station 2 while excavating for foundations. This additional amount will enable continuation of work to proceed, keeping the project within the established timetables.

Work on the Fire Station 2 and the Public Safety Complex Phase 2 Police Department is continuing and making good progress. 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.

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

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- 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 must 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 now been resolved as have all the remaining punch list items.

<u>Project Name:</u>	DPW Central Ave Storage Facility/Jack Cogswell Storage Building
<u>Project Status:</u>	Complete with exception of determination on Solar Array as well as acceptance of Conservation Commission Order of Conditions
<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. As part of the project in excess of 10,000 cubic feet of rock had to be blasted and removed from the site. 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 added to the project scope and is now installed.

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 on the roof of the building. The building was designed to accept the added structural 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 of 2020. 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.

An evaluation is underway to determine whether placement of a solar array atop the roof of the building should be included as part of the project. An application for the Solar *Massachusetts* Renewable Target (*SMART*) was submitted in June 2021. Consensus and support is necessary among different boards before proceeding with a solar array at the site.

The final inspection for the Conservation Order of Conditions is scheduled for the fall of 2021. Approval for the consolidation of all parcels included at the RTS by the Land Court (as required by the Planning Board special permit) is also expected in the fall of 2021.

<u>Project Name:</u>	Mitchell Modular Classrooms
<u>Project Status:</u>	Complete with exception of acceptance of Conservation Commission Order of Conditions
<u>Authorization:</u>	\$2,190,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	Triumph Modular, Inc.

- At the May 2018 Annual Town Meeting, Article 6: Appropriate for Mitchell Modular

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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 for this project following the recommendations of 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 to 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 and Planning Board.

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.

The final inspection for the Conservation Order of Conditions is scheduled for the fall of 2021.

<u>Project Name:</u>	Emery Grover Building Feasibility Study
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$130,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Bargmann Hendrie + Archetype, Inc.
<u>Owners Project Mgr.:</u>	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 confirm the program of spaces and explore whether a functional school administration building could be created on the existing or another site. The study examines the constraints from the National Register of Historical Building designation and the options for renovating and adding to the existing building. Programing was confirmed and included a large

conference room and room for the school technology department. Multiple alternate site options were explored. The study began in April 2019 and was completed in June 2020.

Several different options were narrowed down to three preferred 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. Ongoing review for temporary space at either the Hillside School or leased space is continuing.

<u>Project Name:</u>	Master School Plan Study
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$190,000
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	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 Elementary and Middle school buildings (except Sunita Williams ES) 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 developed 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 made 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 and address overcrowding issues at High Rock 6th Grade Center. The final report was presented to the PPBC and School Committee in November 2020.

Project Name: **Ridge Hill Demolition Feasibility Study**
Project Status: Complete
Authorization: \$25,000
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2019 Annual Town Meeting, Article 13: Appropriate for Ridge Hill/Nike Site Consulting & Feasibility Study was approved in the amount of \$50,000. \$25,000 is designated for the Ridge Hill Study under the direction of the Town Manager and \$25,000 for the Nike Site Study under the direction of the Conservation Commission.

The Town Manager asked the BD&C department to oversee the feasibility study for the demolition of the manor house and garage. Dore & Whittier Architects, Inc. was asked to submit a proposal to conduct the study, which was accepted. The feasibility study for the demolition of the manor house and garage began in August 2020 and was completed in November 2020. The estimated cost to demolish the buildings was \$756,891. Funds for demolition work were going to be requested at the May 2021 Annual Town Meeting however the article was withdrawn until further assessment can be done.

Project Name: **Electric Vehicle Charging Stations**
Project Status: Ongoing
Authorization: DPW Budget
Architect: Horizon Solutions (design/build)
Owners Project Mgr.: Building Design & Construction Dept.

The DPW Director asked the BD&C department to help research the addition of eight electric vehicle charging station at three locations. A senior project manager was tasked with coordinating the grant funded program called The Massachusetts Electric Vehicle Incentive Program (Mass EVIP). The Town intends to place the charging stations in three public parking lots, at PSAB, downtown and Rosemary Recreation Center.

Looking Forward

Upcoming future and continuing projects include construction and completion of the Public Safety Complex & Fire Station #2, and follow-on work associated with the Emery Grover Building Study and the School Master Plan Study. The demolition of the Ridge Hill mansion and garage will be overseen by the Committee and BD&CD during FY2022.

Support for the School Department includes -detailed design for the renovations to the Emery Grover Building with improvements to the Hillside School to provide temporary swing space for school administration during construction. In addition, school projects anticipated include Mitchell Elementary School rebuild and Pollard Middle School addition and renovation with the potential addition or minor renovations to the High Rock School. Other studies included in the five-year capital plan that will become PPBC projects include:

- Auditorium Theatrical Sound and lighting systems needs assessment (NHS, Newman & Pollard)
- Pollard Locker Room replacement
- Pollard Air Conditioning study
- Eliot School and Broadmeadow School RTU replacement
- Library Space Planning (expanded teen study area)
- DPW Feasibility Study update

The above projects are included as part of the most recent Facilities Master Plan completed in 2014, the Emery Grover Building Feasibility Study completed in June 2020 and the School Master Plan study completed in November 2020. The Town established a Facility Financing Working Group in June 2021 to look at how the suggested work identified in the studies would be financed, and the long-term schedule for these building projects.

The PPBC has had discussions regarding Net Zero construction. A net zero building has three components: 1) energy efficient envelope and building systems, 2) electric heat pumps (ground source or air source) and 3) on and/or off-site renewable energy. The goal is to move away from using fossil fuels transitioning to renewable energy. The Select Board has defined a Goal for FY2022 to establish a Climate Action Plan to be developed by a new Climate Action Plan Committee tasked to define a climate plan for Needham that is consistent with the Commonwealth's 2050 Roadmap to Decarbonization.

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 Town's infrastructure.

NEEDHAM COMMISSION ON DISABILITIES

Corine Burke, co-chair, Jeanie Martin, co-chair, Carol Thomas, secretary, Tatiana Swanson, treasurer and ADA liaison, and members: Debbi Heller, Mani Iyer, Barbara Moss, and Dale Wise. Liaison to the School Committee is Julie Muse-Fisher; Needham Police Department Community Service Officers are Karl Harmon and Kelly Scolponeti; 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 persons with disabilities; 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, 2021. COVID-19 update: Meetings were held on-line via Zoom.

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

\$15.42 expense for NCOD co-chair to attend the training “Boards and Commissions: Know your Responsibilities” provided by the Office of Inspector General for Board and Commission members.

FY2021 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 people with disabilities.
- Advised town officials and local businesses regarding the number and dimensions of accessible parking spaces, of proper signage required for accessible parking spaces and building access in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations. This included the parking garage at 272 Chestnut, DeFazio parking lot, Cabot Street sidewalks and parking, BID Healthcare sidewalks and parking, signage at the YMCA, CVS parking, Walgreen’s parking and Bertucci’s parking.
- Responded to advocacy calls on a variety of concerns including waiting in line at Trader Joe’s for a person with a disability, help getting a Covid vaccine, problems with a landlord regarding access to a building, problems with making modifications to improve access in public housing, access at Rosemary Street Office Park, blocked curb cut and

malfunctioning automatic door at the library and concerns from a resident regarding excessive truck idling and overuse of chemicals in town.

- Members of NCOD met with concerned resident, representatives from Needham Board of Health, Health and Human Services, Department of Public Works and Highway Superintendent, to address problems of excessive truck idling and pesticide use in the Town of Needham.
- Continued to make available accessible parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- 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 accessible 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.
- Guest speakers included a representative from the Council on Aging regarding handling advocacy calls and providing social work resources; and the Town of Needham Public Information Officer regarding improving disbursement of NCOD information to the town.
- Received weekly e-mail updates from the Disability Policy Consortium on a wide variety of disability issues.
- Worked with the Town Manager to establish a plan for maintaining accessibility on sidewalks and building access points for outdoor dining.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Attended MOD quarterly meetings via Zoom. Issues included working through the pandemic, guidelines for outdoor dining, and an update of available resources.
- An NCOD member gave a presentation at the Needham Diversity Initiative Summit held in October 2020. He shared his experiences as a person with visual and hearing impairments.
- Evaluated the Town of Needham's website for accessibility and took steps to improve it.
- Created a new procedure and intake form on the NCOD website so residents can more easily share their concerns.
- Consulted the Park and Recreation Department regarding a missing handrail at the Needham Accessible Reservoir Trail.
- Met with the architect for the Wyeth House renovations regarding variance requests.
- Worked with the Police Department liaison to update the information regarding current accessible parking spots in Needham.
- NCOD members complied with the Commonwealth of Massachusetts requirements by completing on-line ethics training.

FY2022 Forecast/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 assess the effectiveness of existing signage and markings for accessible parking.
- To continue to inform non-compliant business property owners of regulations regarding proper accessible parking signage and offer properly worded accessible 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 accessible parking spaces through a program that tickets violators.
- To assess the degree of accessibility at playgrounds and town owned fields in Needham.
- To continue to participate in the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from accessible parking fines for the specific benefit of persons with disabilities in the community.
- To continue to evaluate the NCOD website in order to make it as accessible as possible.
- 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, with a focus on establishing a presence on social media platforms.
- 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.

COMMUNITY PRESERVATION COMMITTEE

Members:

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

Appointed by:

Town Moderator
Conservation Commission
Planning Board
Select Board
Select Board
Historical Commission
ark and Recreation Commission
Housing Authority
Town Moderator

Staff

Cecilia Simchak, Staff Liaison
Kristen Wright, Recording Secretary

The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund. 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.

In FY2021, the Community Preservation conducted the following activities:

- Throughout FY2021 the Community Preservation Committee (CPC) remained remote to conduct all CPC business and all meetings were made available on the Town’s YouTube channel.
- All applications that were originally submitted for the Annual Town Meeting of 2020 were postponed for funding consideration until the Special Town Meeting held in October 2020.
- A public hearing was held on September 8, 2020 via Zoom.
- The Needham Community Preservation fund received its state distribution of \$754,080 from the Commonwealth in November 2020 which is a 28.63% match to local collection.
- The Town collected \$2,837,768 in FY’21 through the local surcharge.
- At the October 2020 Special Town Meeting the following projects were funded utilizing CPA funding:
 - Fund the Emergency Rental Assistance Program in the amount of \$120,000
 - Preserve and Restore the First Baptist Church in the amount of \$90,200
 - Preserve the First Parish Church steeple in the amount of \$50,000
 - Fund the Needham Community Farm Growing Bed Expansion in the amount of \$6,200
 - Fund the Design of Claxton Field Lights & Diamond Skin Renovation in the amount of \$101,500
- At the May 2021 Special Town Meeting the following projects were funded utilizing CPA funding:
 - Preservation of Town Marriage Records in the amount of \$25,000
 - Construction of the Fisher Street Trailhead in the amount of \$15,000
 - Resurface the DeFazio Track in the amount of

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- Design for McLeod Field Renovation in the amount of
- Design for Trail Identification in the amount of \$6,000
- Design for Reservoir Sediment Removal in the amount of \$262,000
- Increase the Community Housing Fund from a 11% appropriation to a 22% appropriate for an additional appropriation of \$11,935

GOLF CLUB ADVISORY COMMITTEE

Daniel Dain (Chair), Paul Brockman, Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Chris Gerstel. Long-time member Roy Cramer resigned from the Committee in 2021.

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.

FY2021 Highlights

- The Committee met with Club President Rick Zimbone and Club Vice President Bob Ernst twice during 2021, on May 17 and November 15. Due to the pandemic, the May meeting was held remotely; the November meeting was in-person at Town Hall.
- 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, 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 2021 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.

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- 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.

HISTORICAL COMMISSION

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

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:

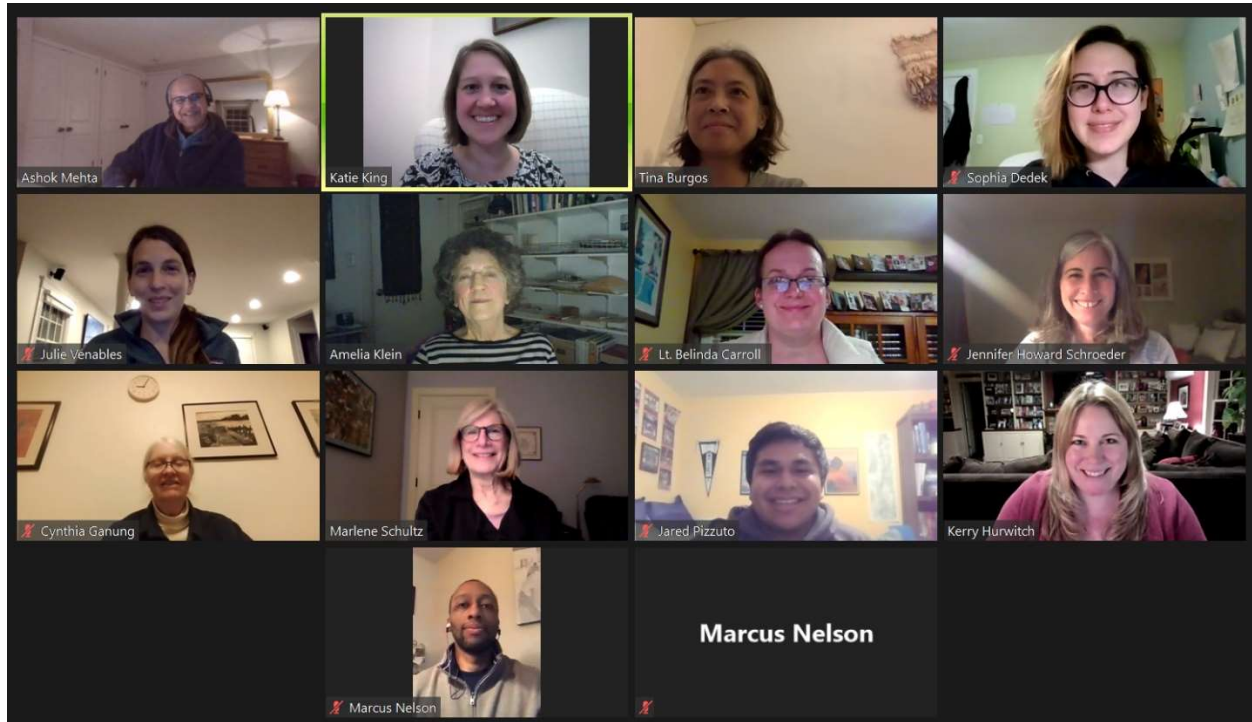
- Assisting residents in obtaining historical information about the town
- Reviewing proposed demolition projects in accordance with the demolition delay by-law (2.11.5)
- Working with the town in the evaluation of the future use of historic buildings

FY 2021 Highlights

- Supported First Parish and First Baptist Church projects after meeting with liaisons from the Community Preservation Committee.
- Supported the renovation proposal for Emery Grover Building after discussion with Dr. Dan Gutekanst, Superintendent of Needham Public Schools.
- Supported Town Clerk's request to Community Preservation Committee to digitize marriage records back to 1711.
- Reviewed updated streetscapes plan.
- Revisited the process for demolition of a property on the inventory. The application for demolition must be received before the Commission acts.
- Approved the plan for the NC Wyeth Research Library which provides reasonable accessibility while minimizing damage to the historic house and the plan for renovation on a private residence.
- Discussed the process for establishing a Local Historic District and reviewed peer towns' criteria and experience.
- Considered ways to make NUARI part of the Commission's work, including greater diversity in recruiting, and a more inclusive definition of "historic" when choosing sites for the Needham Historic Inventory.
- Initiatives in Process
 - Continue to develop a plan for a Local Historic District.
 - Reviewing Inventory listings to incorporate a more diverse and inclusive history into the records.

NEEDHAM HUMAN RIGHTS COMMITTEE

Tina Burgos (Chair), Ashok Mehta, Belinda Carroll (liaison – NPD), Jared Pizzuto (NHS), Sophia Dedek (NHS), Jennifer Howard Schroeder, Cynthia Ganung, Marlene Schultz, Kerry Hurwitch, Bud Shram, Katie King (liaison), Julie Venables, Amelia Klein, Marcus Nelson



Charge (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

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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. During the pandemic, virtual meetings have been conducted via Zoom. These meetings were recorded and are available for viewing on the YouTube channel. Meetings are open to the public and all meeting dates and agendas are posted on the Town website 48 hours prior to the meeting. 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 2021:

Needham Diversity Summit November 15, 2020, ZOOM Conference

REGISTER NOW!

Needham Diversity Initiative's 9th Annual Diversity Summit is going VIRTUAL!

November 15th / 12pm-5pm / Zoom

This year's theme is "Hate Has No Home Here - Beyond the Yard Signs"



2020 Presenter Highlights



Grab T with Nikki Turpin: Director of Diversity, Equity and Inclusion at Chapel Hill-Chauncy Hall. Nikki joins us to discuss how to support racial justice, diversity and activism beyond the yard signs/ includes a 20 min audience Q&A.

PLUS+

HEAR Needham leaders, residents & students share their diverse journeys, **ATTEND** 8+ interactive, breakout sessions on topical issues and what's next in activism, **BE INSPIRED** by multimedia video & musical presentations and MORE.

The Needham Diversity Summit is a wonderful event that brings together community leaders, friends, neighbors, and students to explore, foster, strengthen, and celebrate Needham's diversity – of socioeconomic status, race, sexual orientation, gender identity and expression, religion, ethnic identity, age and ability.

Registration to this virtual Summit is FREE at
Needham Diversity Summit 9.0 - HATE HAS NO HOME HERE - Beyond the Yard Signs

For questions email info@needhamdiversity.org

“Hate Has No Home Here - Beyond the Yard Signs” Although the event was virtual, many people thought it was the best Summit yet and found the experience engaging. The keynote speaker, panels and presenters were highly rated. The interactive break-out rooms were also highlighted by participants. Attendees felt engaged and many expressed the need to become involved in actions. The NHRC was a co-sponsor of the event. NHRC members served on the Diversity Summit Planning Committee and promoted the Diversity Summit through media sources and outreach. NHRC members also participated in workshop sessions, an integral part of the Diversity Summit program.

***At My Neighbor’s Table Series
Zoom Conferences***



Oct. 18, 2020 - What Kind Of Communities Do We Want To Live In?

December 13, 2020 - What Would Our Communities Look Like If We Valued Essential Workers?

Mar. 21, 2021 – Fault Lines: Grappling with segregation in our schools

The At My Neighbor’s Table events adhere to the principal that all people - regardless of social, economic or health status; gender, religion, national, racial or ethnic identity; sexual orientation, political affiliation, age, or physical ability - are deserving of respect and equity within communities. Through the process of dialogue, they create conversations that bring people together in collective learning and inquiry. The conversations foster respectful sharing, listening, and discussion about equity in our communities. Two members of the NHRC serve on the AMNT planning committee, one member chairing the Committee. Three virtual events were presented during the Fiscal Year 2021.

***Annual Martin Luther King, Jr. Day Celebration
Jan. 18, 2021
ZOOM Conference***

"In the end, we will remember not the words of our enemies but the silence of our friends."

Join us for
Needham's Celebration and Observance of

Martin Luther King, Jr. Day

Monday, January 18, 2021

On Zoom

10:00 AM – 11:30 AM

Zoom Link will open at 9:45 AM

Free Registration At:

<https://www.eventbrite.com/e/needham-2021-dr-martin-luther-king-jr-day-celebration-tickets-1336108940621>

For more information visit:

www.NeedhamDiversity.org

Sponsored by the following Needham organizations:

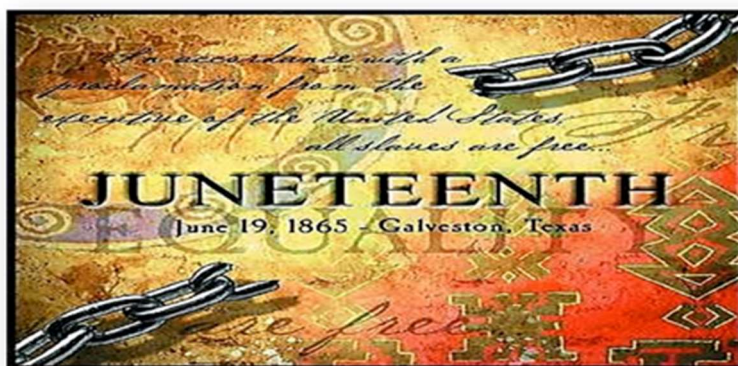
- Diversity Initiative
- Interfaith Clergy Association
- Human Rights Committee
- Public Schools and its METCO Program



This annual family friendly event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. NHRC is an on-going sponsor of the community celebration of the life and legacy of MLK Jr. The event is hosted by the Needham Diversity Initiative. Other sponsors were the Needham Interfaith Clergy Association, and the Needham Public Schools and their METCO program. This program (virtual) was rated highly by the 350+ attendees. Performer Guy Peartree portrayed the life of MLK, Jr. in the context of the civil rights movement. The program honored the

contributions of Black people in our community and heard how residents are responding to racial injustice. Two members of NHRC serve on the board of NDI. NHRC participated in the event and promoted the MLK Day celebration through media sources.

Juneteenth *June 1-19, 2021*



2021 was the first year the Needham Human Rights Committee planned and executed a formal event for Juneteenth. Due to COVID-19, we were limited to celebrating virtually. Beginning on June 1, we launched a series of Facebook posts to educate, inform, and connect with the Needham community and beyond. The celebration culminated on June 19th with a video of Marcus Nelson speaking on the significance of the Juneteenth holiday (below).

Juneteenth is a remembrance of the date in 1865 — 2½ years after Abraham Lincoln signed the Emancipation Proclamation — when a Union general arrived in Galveston and informed Texas residents that enslaved Black people had been freed, prompting the release of tens of thousands still in bondage.

Commemorating Juneteenth is an important acknowledgment of the sacrifice of formerly enslaved Black people in this country, and a reminder of the ongoing racial justice work needed for the promise of freedom to be a reality for all of us. It's a day we commemorate the end of

slavery and we honor the Black community's role fighting for their rights and making us a better nation.

Across the country, hundreds of people, of all races, nationalities and religions join hands to acknowledge the painful history and lasting systemic impact of slavery and racial injustice in the United States. Juneteenth is an opportunity to recommit ourselves to the goal of creating a more equal and just society.

In 2020, Massachusetts Governor Charlie Baker proclaimed June 19th to be an official state holiday. The Needham Human Rights Committee recognizes this important holiday of independence in its continued resolve to bring about equality for all citizens of our community. We ask that you join us in observance of this pivotal moment in American history.

(NHRC statement read by select Board member Marcus Nelson in commemoration of Juneteenth.)

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 Unites Against Racism Initiative

During the summer of 2020, the Needham Select Board launched the Needham Unites Against Racism Initiative (NUARI) in an effort to establish a framework for the community to discuss difficult issues related to racism and create strategies for dismantling systemic racism and making Needham a more inclusive and welcoming community for all. The Select Board appointed two members of the Needham Human Rights Committee to sit on this working group: Marcus Nelson and Jennifer Howard Schroeder, along with invited members of the community. NUARI met 16 times over zoom in fiscal year 2021, held community listening sessions and produced a Vision Statement, Guiding Principles and Intentional Practices which were then promulgated to all Town Committees, Departments, and community organizations for their consideration and endorsement.

<https://www.needhamma.gov/DocumentCenter/View/23259/NUARI-Vision-Guiding-Principles-and-Intentional-Practices-Adopted?bidId=>

Needham Free Public Library

The Needham Human Rights Committee continued its partnership with the Needham Diversity Initiative and the Trustees of the Needham Free Public Library in offering the community opportunities to build connections through books. The Diversity and Discussion Book Club continued to meet, hosting two exciting zoom meetings featuring the authors of the selected books.

An American Marriage by Tayari Jones - January 27, 2021. Facilitated by NDI member Gretchen Cook-Anderson, Ms. Jones shared her inspiration and insights about this important book about a marriage disrupted by the wrongful conviction of a young, Black man.

Don't Ask Me Where I'm From by Jennifer De Leon - April 22, 2021. Facilitated by NDI member Jenn Scheck-Kahn, Ms. De Leon joined the discussion to

explore the life of a young high school student of color who lives in Boston but attends school in a nearby, very white suburb through the METCO program.

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. Select Board member Dan Matthews asked for the Committee's feedback on the 40B Housing Guidelines document that was distributed. After discussion it was decided that a subcommittee of three members would review it and write a statement to be sent to the Select Board, viewing it from a human rights perspective.

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. 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 member of NHRC serves on the 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.

Indigenous Peoples Day Two Needham Public School students requested guidance from NHRC to create a petition to change the name of Columbus Day to Indigenous Peoples Day in the official NPS calendar. Two NHRC members served on a planning committee along with Needham Diversity Initiative members. The students presented their idea to the Select Board and were advised to develop a proposal based on research. The planning committee worked with the students to develop their petition. The students' petition was presented at a School Committee meeting on April 27, 2021.

Voices in Unity Organized by Joanne Allen-Willoughby, director of the Needham METCO program, VIU brings together anti-racist and anti-bias groups in Needham to find ways they can support one another, and to develop a common language

and understanding. The group meets monthly. Meetings are facilitated by Dr. Willoughby along with Dr. Gary Bailey, director at Simmons College. NHRC members participate in the meetings and share its mission to collectively work with the Town of Needham to combat systemic racism.

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.

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 three community inter-faith virtual conferences: At My Neighbor's Table Series.

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.

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.

Town Vigils



Needham Interfaith Trans Day of Remembrance Vigil - Nov. 11, 2020

This vigil was a time to remember Trans and gender non-conforming people who were killed in hate crimes over the past year. It was led by some members of the Needham Interfaith Clergy, and OUT MetroWest. NHRC was a cosponsor of the annual vigil – a powerful experience and an effective way to reach out to the community.

Stop the Hate - Vigil to support AAPI neighbors - March 20, 2021

NHRC was a co-sponsor of the vigil held on the Town Common. The vigil was planned by many community groups in response to killings in Georgia of people of Asian descent. The goal of the vigil was to both mourn those losses and acknowledge the significant rise in hate crimes committed against the Asian American and Pacific Islander communities.

Community Observance of George Floyd's Murder - May 31, 2021

Needham residents gathered while maintaining physical distance along Highland Avenue for a silent vigil in peaceful support of the protests. Mae Hardebeck, a Needham High School graduate and Needham Times reporter, stated: *Although thankfully we have not experienced any police brutality in our community, Needham is not a perfect "bubble:" anti-blackness and racism affect Needham residents on a daily basis in subtle ways, such as micro-aggressions and a lack of racial diversity that operates as de facto segregation. Racism doesn't simply exist on an individual level where we can cast members as either "racist" or "not racist" based on their actions or thoughts, but rather as a complex system in which all of us participate, whether we choose to or not.* NHRC was a co-sponsor of the vigil held on the Town Common.

Rapid Response and Resilience Training Workshops - 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. Needham residents, Town officials, members of the business community, and others attended a 3-session workshop intended to help formalize our community's response to hate speech and other acts of discrimination. The workshop was held online, via Zoom, on consecutive Tuesdays, November 17, November 24, and December 1, from 8:00 am – 10:30 am each day. All invitees were asked to participate only if they could commit to attending all 3 sessions.

The workshop brought together diverse interests and viewpoints to work to identify ways we can effectively prevent and respond to incidents of hate and discrimination against those who live, work and pass through Needham. The workshop was planned and co-hosted by the Select Board, the Needham Diversity Initiative, and the Needham Human Rights Committee.

The workshop was facilitated by Over Zero, a non-profit based in Washington, DC. Through trainings and workshops, Over Zero partners with community leaders, civil society, and researchers throughout the U.S. and internationally; its focus is on harnessing the power of communication to prevent, resist and rise above identity-based violence and other forms of group-targeted harm.

Attendees of the workshop received an overview of the dynamics of hate; examined recent events in the community; participated in simulations to help inform how and when to respond to hate incidents; and prepare and plan for future events. The workshop was intended to be the start of a conversation with additional work occurring after the event. Participants:

- learned about the growing frequency of identity-based violence and group-targeted harm;
- assessed the impact of past events and assessed the risks for future events in Needham;
- explored the continuum of possible responses and identified possible strategies for Needham; and
- identified potential meaningful steps forward.

Development of a NHRC Complaint Process

The Committee began work on drafting a discrimination complaint process for the Town. Drake Pussey, co-chair of the Arlington Human Rights Commission, was invited to the February meeting to present the AHRC complaint process to the NHRC, which was a robust and an interesting model for the Committee. Two members of the Select Board joined the meeting for the presentation. The Committee was very impressed with the depth and breadth of how Arlington is handling complaints and it gave the Committee the impetus to move forward. A sub-committee was appointed to begin drafting a process for NHRC.

*Needham Human Rights Committee
Statements*



April, 2021 - Derek Chauvin Verdict

To members of our Needham Community: The members of the Needham Human Rights Committee extend their deepest sympathy to the family of Mr. Floyd and hope that his loved ones can begin to heal from this tragic and senseless loss.

The long-standing history of systemic racism in our country has created a society in which Blacks are devalued and marginalized. The guilty verdict of Derek Chauvin not only serves accountability for the killing of George Floyd, but it is a long overdue step toward justice for Black Americans.

The Needham Human Rights Committee will continue its work toward racial equity and will endeavor to “actively engage with those who feel the impact of racism most directly, seeking their input, guidance, and honoring the wisdom of experience.” -Needham Unite Against Racism Initiative

In accordance with our purpose, we strive to reaffirm the worth and dignity of every human being. Our hope is to facilitate healing and the creation of a world grounded in community building and transformative change.

Signed the Members of the Human Rights Committee

April, 2021 - April 13, 2021 Town Election

The Needham Human Rights Committee would like to congratulate Lakshmi Balachandra and Marcus Nelson on their historic election wins for Select Board members. As the first people of color to be elected to the Board, we are excited to collaborate with this diverse body to continue our mission of making Needham a more inclusive and welcoming place for all who reside, work and visit our community. The significant increase in civic engagement in this election demonstrates exciting opportunities for progress in executing NUARI's (Needham United Against Racism Initiative) recently adopted Mission statement:

Needham will be a community free of racism, racial bias, prejudice, and discrimination. Our residents, schools, businesses, organizations, and government will work together to identify barriers to racial equity and create solutions, opportunities, resources, and support for removing them.

For the first time in the history of Needham, we are experiencing what NUARI named as guiding principle 1(a): people of color will see others of color in leadership roles in government, business, the school system, and civic groups.

The business of advocating for human rights in Needham is deeply enhanced by having many different perspectives represented in analyzing any situation. Today we have more voices than ever at the table to do this work. The Needham Human Rights Committee is eager to continue to join forces with the Select Board to amplify community concerns and protect human rights.

We also want to extend our gratitude to Maurice Handel and John Bulian for their support and allyship during their tenures. Their commitment to furthering human rights initiatives has always been appreciated and will truly be missed.

Signed the Members of the Human Rights Committee

NEEDHAM FREE PUBLIC LIBRARY

Board Of Trustees

Robert A. Petitt, Chair, Kathleen M. Cahill, Jay M. Fialkov, Anna Giraldo-Kerr, Richard C. Hardy, Thomas M. Harkins, Carol J. Thomas

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Ann C. MacFate, Director, Demetrios A. Kyriakis, Assistant Director, Diane T. Brown, Technical Services Supervisor, Paula A. Dugan, Children's Supervisor, Sarah Breen, Reference Supervisor, Deborah A. Lovett, Circulation Supervisor, Danielle K. Tawa, Technology Specialist/Archivist, Gay Ellen Dennett, Reference Librarian/Program Specialist Robin Flynn, Reference Librarian/AV Specialist, Erin G. Bassett, Reference Librarian/ Young Adult Specialist, Veronica L. McCarthy, Children's Librarian, 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, Kathleen Keleher, Ammie Long, Leigh R. Rudikoff

Part-Time Children's Staff:

Lucia S. Dolan, Gina L. Favata, 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, Carol M. Daniels, Julia M. Hass, Judith G. Johnson, Samuel Korstvedt, Janet S. Krawiecki, Deborah J. Reardon, Sebastien B. Sulser, Danielle Szende, Nancy D. Teich, Joan P. True

Custodial Staff

Angel R. Lopez, Jeffrey Jacquart, Jader Ribiero, Mario Padilla

Authority

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.

FY2021 Highlights

Fiscal Year 2021 was affected by COVID-19 from start to finish. It may seem so long ago, but it was an incredibly trying year for everyone in many ways, though there were certainly bright spots, too. The Library found ways to serve and connect throughout the year. We provided curbside pickup, printing services, lent out Chromebooks, WiFi hotspots. We hosted programs galore, mostly virtual! We made and distributed craft bags for all ages and STEM kits for children. We recommitted ourselves to Diversity, Equity, and Inclusion efforts. We excitedly prepared to reopen! Thank you for getting through 2020 with us. We hope we brought a bit more joy into your homes. If you missed any of our programs, most were recorded and can be found on YouTube. Here's a snapshot of what we did throughout the year:

Summer Highlights

- We provided Curbside Pickup services and began circulating Chromebooks. This service took enormous effort to run smoothly, but it provided a connection to our patrons, and comfort during uncertain times. Thank you to staff who made this service happen, and to the patrons who faithfully utilized it!
- The Library Board of Trustees approved their Commitment to Equity and Inclusion Resolution. Read it here: www.needhamlibrary.org/trustees-commitment/
- Our Children's Summer Reading program had 283 children register.
- We received a Summer Learning Grant from the Mass Board of Library Commissioners which helped fund Storywalks, crafts, and STEM kits.
- We began offering virtual programs for children and Tweens: preschool music programs, book clubs, Escape Rooms, and Baby Signs classes.
- Reference Supervisor, Stefanie Claydon, left her position at the end of August.



Fall Highlights

- Sarah Breen was promoted to Reference Supervisor as of October 19.
- We began lending WiFi Hotspots.
- The Library cosponsored the Needham Diversity Initiative's 9th Annual Diversity Summit: "Hate Has No Home Here—Beyond the Yard Signs".
- We partnered with Parks and Rec to have Storywalks at the Rail Trail and Mills Field.
- We partnered with King Arthur Baking Company to provide 50 kits for a bread making program. Over 150 people participated in this extremely fun, first-in-the-country event!
- Our Teen Librarian, Erin Bassett, ran the Teen and Adult Craft and Chat virtual program.



Winter Highlights

- We made two big changes to remove barriers to access at our library: we dissolved the Rental Collection which removed fees to borrow. Next, the Library Trustees voted to remove fines and we became officially Fine Free in February!
- Ann MacFate announced her intention to retire before the end of 2021, after 65 years of service!
- As part of the Trustees' McIver Series, the Library hosted a virtual panel with Rev. Catie Scudera and Gloria Greis about slavery in Massachusetts and in Needham, as well as hosting Verónica Robles' All Women Mariachi Band.
- The Diversity and Discussion book group read *An American Marriage* by Tayari Jones and hosted the author for a discussion.
- We began to feature virtual only exhibitions of art on our website.
- We hosted a virtual Winter Social in December for patrons to chat with staff.
- We officially began providing printed documents for patrons upon request.
- Our Children's Supervisor, Paula Dugan, received a Cares Act Grant from the Massachusetts Board of Library Commissioners.
- We participated in our first Winter Reading Challenge through Beanstack and reached our goal of 5,000 hours read!
- Our new website vendor, Stirling Brandworks, distributed an electronic survey to determine what library users wanted on the new website. Over 900 people responded!

Spring Highlights

- In April, the Diversity and Discussion book group read *Don't Ask Me Where I'm From* by and hosted author Jennifer De Leon.
- Paula Dugan and Erin Bassett, presented "Bake for Good," a program about our events with King Arthur Baking Company at the Mass Library Association virtual conference.
- Chinese Friends of Needham provided a virtual program "Saluting the AAPI Pioneers in STEAM" and an AAPI virtual story time.
- The Children's Summer Reading program offered a combination of live, in-person outdoor programs as well as many online events.
- Our AV Librarian, Robin Flynn, shifted DVDs so patrons can more easily find TV Series and Playaways. Patrons have loved this change!
- We reopened to the public on Tuesday, June 1st, 2021. Many programs returned to in-person events, and we have been so happy to see you all ever since!



Strategic Plan Highlights

The conclusion of the 2017-2027 strategic plan marked the end of an unprecedented period of change and progress for the Needham Free Public Library. The ambitious plan, launched in July, 2016, was the result of input from more than 800 community members, 50 library staff members and the Library Board of Trustees. Long- and short-range goals were designed to move the library forward in an ever-evolving world of new technologies, changing demographics, and competing economic priorities.



Guided by the plan, the Library made meaningful progress in creating a welcoming and more diverse environment, advanced the use of new technologies, and expanded services for teens and pre-teens. While not every goal was met, much was accomplished in six key areas. The library will soon embark on the planning process for its next strategic plan.

See the full Strategic Plan FY 2017 - FY 2021 and a summary of the goals accomplished on the Needham Free Public Library website: https://needhamlibrary.org/strategic_plan/

FY2022 FORECAST:

Director Ann MacFate will retire on November 2, 2021. The Library thanks her for her service and contributions to the community of Needham.

The Library will continue to provide excellent services, programs, and information to our patrons as we enter our “new normal”. We look forward to hybrid programming, and eventually returning to in-person programming indoors. We expect that downloadable books, magazines, films, and music will continue to increase in popularity, but the use of physical materials will remain the most popular library service.

We look forward to launching our wonderful new website in the summer, and to welcoming a new Director in the fall. We will also begin our new Strategic Planning process!

Donations to the Library

During FY2021, the library was not able to host volunteers inside the library. The Friends organized a book donation drive which occurred out of the trunks of cars in the parking lot on January 23, 2021. They held two “pop up” sales outside on April 10, 2021 and May 15, 2021. All the sales were very well attended! Many people volunteered to provide free programming to our residents during the year, for which we are enormously thankful! 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

2021 Needham Annual Report

materials, and young adult collection development. Other people, clubs, groups, and organizations that made significant donations to the library in FY2021 include:

- Needham Council for Arts and Culture (formerly Needham Cultural Council)
- Volante Farms
- Yoga instructor Lyn Jekowsky
- Family Access of Newton
- Riverside Early Intervention
- Om Paithankar of Dedham High School
- Lisa Giancola of Langione Dance
- Faith Ponger is Tucker the Dog
- Nini Apostolicas of Noble & Greenough School

We are so thankful to the artists who allowed us to showcase their work on our website while our building was closed. It provided something to look forward to for many residents! 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. Your generosity impacts our collections as well as our residents. Thank you!

FY2021 Statistics	Total
<i>Physical Materials Circulation</i>	247,656
<i>Electronic Content* Downloads</i>	101,682
Total Circulation	349,338
Total Curbside Circulation (included in the Total Circulation number above)	212,640
Reference Questions	23,982
Library Programs	422
Attendance	7,945
<i>*(eBooks, digital audiobooks, movies, magazines)</i>	

PARK AND RECREATION COMMISSION

Cynthia J. Chaston, Chair

Christopher J. Gerstel, Vice Chair

Michelle S. Geddes, Member

Dina Hannigan, Member

Bruce Williams, Member

Staff

Stacey Mulroy, Director

Fabien Desrouleaux, 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.

FY2021 HIGHLIGHTS

- Adopted NUARI principles.
- In May 2021, the department hired Fabien Desrouleaux as the Assistant Director of Park & Recreation. Fabien comes to us from Florida and has been an exciting and energetic addition to our team.
- At the end of FY2021 we were able to run near-normal programming. We ran summer programming at Cricket Field, Newman Elementary, Eliot Elementary, and Needham High.
- At the Elliot School, the Department collaborated with the school's Summer Bridges program for the first time.

- 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

- 2021 pool season was also able to operate in near-normal conditions.
- There were 33,358 visits to the pools, averaging 491 visits per day
- Swim lessons returned and were filled to capacity. We also held adaptive swim lessons.
- 110 Swimmer took part in Swim Team. The team won the league championships.
- The Department offered summer pool programs by revolving fund fees, generating \$60,000 in revenue.
- Kids Night Out returned.

Economic Benefits

- The Commission waived \$4,000 of Summer Program fees for Needham individuals and families in need of assistance and \$10,000 for pool memberships and \$6,500 for our year-round programs, to enable all to have access to recreation and leisure activities.
- The Department offered year-round programs by revolving fund fees, generating \$286,000 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.

Community Benefits

- The DeFazio Track was resurfaced.
- Many of our events returned, including Pumpkin painting, Spooky Walk & Turkey Hunt.
- We hosted a booth at the Annual Harvest Fair
- Department continues work with DPW Building Maintenance on plans to replace water bubblers at our parks and facilities, with a strong emphasis on water fillers.
- Department provided regular social media updates through Facebook, Instagram, and Twitter
- 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 is bringing back and revamping our Trail Steward program
- 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

- Promoted discussions and awareness on concussion awareness in youth sports. Suggested and hopefully requiring all youth sports organizations require concussion training recommended by the CDC, <https://www.cdc.gov/headsup/youthsports/index.html>
- Lowered a swing at Mitchell to accommodate a student with dwarfism.
- Worked in collaboration with the NHS-Post Grad program and hired interns to work at the RRC.

NEEDHAM HOUSING AUTHORITY*Reginald C. Foster, Chair**Eleanor Evans, Vice-Chair**Ed Scheideler, Treasurer**Penny Kirk**Janice Bennett, Tenant Commissioner*

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 456 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
120	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. Three of the five are elected by the voters of Needham. A tenant-commissioner is appointed by the Select Board from nominations provided by the local tenant's organization. One member is appointed by the Governor. At its May Annual Meeting, the Board elects its officers: Chair, Vice-Chair, and Treasurer. The Executive Director of the NHA serves as Secretary.

In Spring 2021 Janice Bennett was elected to Board and currently serves as tenant-commissioner. 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

In 2021, the NHA Executive Director was Angie Medeiros. Cheryl Gosmon joined as Assistant Executive Director on February 28, 2022. They supervise 6 administrative and 5 maintenance staff. Ms. Medeiros resigned effective May 6, 2022, and a search for a new executive director is underway as of this writing.

The NHA is subject to a collective bargaining agreement with the 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 residents 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 & 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 operate on a calendar fiscal year basis. For FY2021, the Authority's total operating revenue was \$4,400,278 and its total operating expenditures were \$4,052,888. The Authority made \$117,335 of capital investments and accomplished \$136,774. in other improvements to our properties.

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. The administrative staff was forced to work from home. Third-party services to residents were substantially curtailed or suspended. The Board moved its monthly meetings onto the Zoom video conferencing platform.

Other FY2021 Highlights

- Working with State and Federal authorities, a major cleanup and quality improvement of Authority records was accomplished. Administrative procedures were reviewed and upgraded.
- NHA successfully brought in Section 8 voucher program management back in house, with a beneficial effect on NHA's finances. Previously NHA had outsourced this responsibility to the Dedham Housing Authority.

- 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, including a new Grievance Policy and new an updated Admissions & Continued Occupancy Policy.
- Reginald C. Foster was appointed the Authority's representative to the Community Preservation Committee.
- Ed Scheideler was appointed the Authority's representative to the Needham Housing Plan Working Group.
- A new robocall system was tested and implemented. It has substantially improved and streamlined communications with our tenants.
- An overhaul and updating of the NHA website 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.
- In October 2021 NHA implemented its first annual resident survey. 54 surveys were returned. Overall, 79.9% of the respondents indicated that they were Highly Satisfied or Satisfied. The survey identified a number of areas for improvement and will be repeated in October 2022.
- All State and Federal property inspections received a passing score.
- The Authority initiated an emergency process to deal with the onset of the COVID-19 pandemic in March, 2020. This process was continued throughout 2021.

Modernization & Redevelopment Initiative

In July 2021, NHA launched the Modernization and Redevelopment Initiative (MRI), a 5–10-year program to systematically modernize and/or redevelop all of NHA's aging housing units. The Cambridge Housing Authority was engaged to be the NHA development consultant/partner for the MRI. In December 2021, NHA submitted several CPA funding applications for approval at the 2022 Spring Town Meeting. The first MRI phases will focus on the modernization of our Seabeds and Cooks developments, the redevelopment of our High Rock Estates units, and creating schematic design for the redevelopment of our Linden and Chambers properties.

Waitlist

The average wait time for a one-bedroom unit is two to five years. The two, three, and the four-bedroom waitlist 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 little assistance with activities of daily living. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

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 Captain Robert Cook Drive Community Room. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers and 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 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.

Public Safety Department

The Public Safety Department wrapped up its work by the end of 2021 and has been suspended. The Needham Housing Authority will continue its relationship with the Needham Police Department and HUD Federal Agents to help with criminal investigations. keeping up with crimes in the areas and making new friends in the law enforcement communities.

Contact Information

In March 2022 the NHA administrative office was relocated from 28 Captain Robert Cook Drive to 21 Highland Circle 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).

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

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)

Mission

The role of the Traffic Management Advisory Committee (TMAC) is to evaluate petitions concerning traffic safety on Needham's public ways, to make safety improvement and enforcement recommendations to the Select Board, and to generally promote public education about these issues. The Committee's overarching goal is to ensure the safety of pedestrians, motorists, and bicyclists. TMAC's responsibilities include: 1) Providing a forum for community members to seek input on and assistance with traffic safety concerns that they have identified in Town; 2) Developing and recommending interventions or new approaches to address these concerns; 3) Monitoring the effectiveness of any changes while communicating these results to the Select Board to better inform their decisions; 4) Reviewing existing policies and procedures to ensure their continued efficacy, coordination with other programs, and clearly communicated objectives; and 5) Making recommendations to the Select Board to implement significant changes to existing programs that require political, procedural, and/or budgetary action.

The Committee is comprised of a combination of Town officials and residents. It meets on the second Wednesday of every month, with occasional breaks due to Town Meeting or other scheduling conflicts. The agenda items for each meeting are determined in advance through petitions submitted by community members on the Town website, which detail their concerns and any suggestions for improvement. These petitions are reviewed by TMAC members prior to the meeting. At the meeting, each resident is invited to summarize their petition and engage in a discussion about the relevant issues with TMAC members. Each item is considered for 15-20 minutes. When necessary and feasible, TMAC will then vote on recommended actions. The meeting agendas, minutes, and a list of updates on these recommended actions are made available online (including the results of any speed studies).

FY2021 Highlights

Over the course of FY2021, TMAC met 8 times and addressed 35 matters. All of the meetings were held remotely on Zoom due to ongoing COVID-19 concerns and the extension of emergency public meeting laws. Despite the remote format, the Committee was able to successfully maintain its regular order, continuing to hear petitions from residents and to vote on interventions to address their concerns. Committee members and residents became more comfortable with remote meeting technology, allowing for more efficient meetings and an increased use of screen-sharing to better illustrate problems petitioners had observed.

Although some petitions focused on overlapping issues, the main concerns presented to TMAC involved crosswalk safety and motor vehicles speeding on neighborhood streets. Additional issues raised included safety (both for pedestrians and vehicles) at some of the Town's intersections, inadequate lighting impacting pedestrian and vehicle safety, and a lack of adequate and visible signage. TMAC also heard from residents requesting parking and road use restrictions (e.g. hour of day parking and traffic restrictions).

When appropriate, TMAC approved remedies such as relocating and/or improving signage, installing speed tabs and pedestrian signals, making traffic signal adjustments, updating line

markings/painting on roads, and recommending increased enforcement. Approximately six speed/type/count traffic studies were conducted, and on multiple occasions the DPW Engineering or Highway divisions performed additional research at the request of TMAC to better understand historical context or the conditions in a specific area. Of note, many of the petitions were related to a perceived increase of volume on secondary and tertiary roads, attributed to the increased use of GPS/navigation apps that reroute vehicles through residential neighborhoods to avoid traffic.

Notable Personnel Changes

There were a couple of other notable changes during FY2021: Traffic Engineer Bob Wilson created a Master List of agenda item updates, tracking how recommended actions from meeting petitions were progressing (traffic studies, sign installations, etc.). This historical record also allowed the committee to avoid duplicative petitions about concerns at the same few problem areas. Committee member Seth Bauer was elected to the Vice-Chair position, and Carys Lustig was officially hired as the new Director of Public Works after filling in for several months as Interim Director following Rick Merson's retirement (the Director of DPW is often involved in higher-level TMAC matters through the Engineering and Highway Divisions). By the end of FY2021 the committee membership had remained intact with no vacancies.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

The COVID-19 pandemic continued to impact all of us in 2021. While many sectors of our economy were still negatively affected by the pandemic, the Norfolk County real estate economy in 2021 remained not only viable but was one of the strongest in a decade.

I am pleased to report the Norfolk County Registry of Deeds continued to remain open and operational for the recording of land documents every work day throughout this continuing pandemic. The Registry of Deeds building opened to the general public on June 7. Registry personnel are again processing in-person recordings while vigilantly maintaining Covid related protocols. The use of electronic recording for our institutional users such as banks, law firms and title companies increased dramatically. In addition to electronic recording, users had the option to submit documents via regular mail, Federal Express or by placing documents in our drop-off box located just outside our main entrance at 649 High Street, Dedham, MA.

I am particularly proud of our staff who continued to work diligently throughout these difficult times. In February, our employees were recognized as “Every Day Heroes” by D’Angelo Grilled Sandwiches. This recognition program honors groups of individuals who stand out in their community during the COVID-19 pandemic. The unsung heroes for 2021 were members of the Registry of Deeds Information Technology Department. The behind the scenes efforts of our Chief Information Officer and Network Administrator made certain that Registry employees could socially distance from one another and perform their jobs, some remotely for the first part of the year, all the while ensuring that each and every real estate document received by the Registry was safe, secure, and accessible to all members of the public. In addition to supporting the internal work and staff of the Registry, our IT Department acted as lifelines to members of the real estate bar and real estate community whose reliance on technology had never been greater or more essential.

The results of these efforts was a highly active 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 thankful to our partners in the real estate community and most importantly the citizens of Needham and all 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 suffered a setback when a fire broke out in the building on a February weekend. We lost some IT equipment, supplies and microfilm but all of our records are intact and remain backed-up. We were open for business on the following Monday morning.

The Registry of Deeds is the principal office for real property records in Norfolk County and operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002. 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, real estate attorneys, genealogists and others with a need for land record information. More information can be found on our website – www.norfolkdeeds.org.

2021 Registry Achievements

- Cyber Security issues and incidents, especially those involving municipalities, remained topical and captured the thoughts and dominated the efforts of the Registry of Deeds Information Technology Team. The IT team doubled their training and education of staff and employees concerning the perils of phishing, spoofing, and Trojan Horses to minimize potential risks to information security. The IT Department acquired an incident response server and multiple computers so that in the event of a cyber-attack the offline server and computers could be activated thwarting cyber attackers from sabotaging Registry operations.
- 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 2021, *the Registry collected approximately \$82 million dollars in revenue.*
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2022, we will continue to advocate for filed legislation that accomplish 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 2,500.* The Registry is approaching 80% 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 70%.
- In 2021 we hit a milestone of recording our *40,000th Registry of Deeds book.* At the end of 2021 we were at Book 40210. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.
- In calendar year 2021, the Registry processed over *13,000 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.
- Despite the ongoing COVID-19 pandemic, the Registry was able to restart some of its community outreach programs. We expect that in 2022 we will be able to visit each of the Norfolk County communities for office hours and continue 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 were grateful to be able to resume our Annual Holiday Food Drive and Toys for Tots campaigns in 2021.

Needham Real Estate Activity Report: January 1, 2021 – December 31, 2021

There was a 7% increase in documents recorded at the Norfolk County Registry of Deeds for Needham in 2021, resulting in an increase of 606 documents from 8,502 to 9,108.

The total volume of real estate sales in Needham during 2021 was \$917,667,741, a substantial increase of 49% from 2020. The average sale price of homes and commercial property was up 36%. The average sale price in 2021 was \$1,741,096.

The number of mortgages recorded (2,552) on Needham properties in 2021 was down 2% from the previous year. However, total mortgage indebtedness increased 27% to \$1,723,966,170 during the same period.

There were no foreclosure deeds filed in Needham during 2021, and none in 2020, as well. Homestead activity increased 10% in Needham during 2021 with 610 homesteads filed compared to 555 in 2020.

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.

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds



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:	10 samples submitted, No isolations in 2021
Requests for service:	112

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	0 culverts
Drainage ditches checked/hand cleaned	100 feet
Intensive hand clean/brushing*	0 feet
Brushing for mechanical WM access	0 feet
Mechanical water management	0 feet
Tires collected	0

** 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)	0 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	15.5 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,679 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

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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	2,815 acres
Barrier applications on municipal property	0

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Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Elected	Board of Assessors	Stanley Winston 2022
Elected	Board of Assessors	Arthur Tzouros 2023
Elected	Board of Assessors	Barry Pollack 2024
Elected	Board of Health	Edward V. Cosgrove 2023
Elected	Board of Health	Stephen P. Epstein 2022
Elected	Board of Health	Kathleen Ward Brown 2024
Elected	Board of Health	Christina Matthews 2022
Elected	Board of Health	Robert Partridge 2024
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 2024
Elected	Constables	Paul F. Hunt 2023
Elected	Constables	Richard Graham 2023
Elected	Housing Authority	Eleanor Evans 2024
Elected	Housing Authority	Penelope Kirk 2023
Elected	Housing Authority	Karen Sue Hughey 2021 (Term Exp.) Janice Bennett 2026
Elected	Housing Authority	Edward Scheideler 2025
Gubernatorial Appointment	Housing Authority	Reginald Foster 2021
Elected	Moderator	Michael K. Fee 2022
Elected	Park & Recreation Commission	Cynthia Chaston 2022

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Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Bruce Williams 2023
Elected	Park & Recreation Commission	Michelle Geddes 2022
Elected	Park & Recreation Commission	Christopher Gerstel 2024
Elected	Park & Recreation Commission	Dina Hannigan 2024
Elected	Planning Board	Paul Alpert 2025
Elected	Planning Board	Ted Owens 2021 (Term Exp) Natasha Espada 2026
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 (Term Exp) Elizabeth Ann Lee 2024
Elected	School Committee	Andrea Longo Carter 2022
Elected	School Committee	Michael Greis 2023
Elected	School Committee	Susan Neckes 2021 (Term Exp) Michael O'Brien 2024
Elected	School Committee	Matthew Spengler 2023
Elected	School Committee	Aaron Pressman 2022
Elected	Select Board	John A. Bulian 2021 (Term Exp) Lakshmi Balachandra 2024
Elected	Select Board	Matthew D. Borrelli 2023
Elected	Select Board	Marianne B. Cooley 2023
Elected	Select Board	Maurice P. Handel 2021 (Term Exp) Marcus Nelson 2024

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Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Elected	Select Board	Daniel P. Matthews 2022
Elected	Town Clerk	Theodora K. Eaton 2022
Elected	Trustees of Memorial Park	Mark Forbes 2024
Elected	Trustees of Memorial Park	John Gallelo 2023
Elected	Trustees of Memorial Park	James Healy 2022 (Resigned) Michael Fraini 2022
Elected	Trustees of Memorial Park	Charles J. Mangine 2022
Elected	Trustees of Memorial Park	William J. Topham 2024
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 2023
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	Affordable Housing Trust Fund	Avery Newton 2022
Appointed by Select Board	Board of Appeals	Kathleen Lind Berardi 2023
Appointed by Select Board	Board of Appeals	Peter Friedenbergl 2022
Appointed by Select Board	Board of Appeals	Howard S. Goldman 2023
Appointed by Select Board	Board of Appeals	Jon D. Schneider 2022

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Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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
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	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 2023
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 2023
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 2023
Appointed by Select Board	Council of Economic Advisors	William Day 2023

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Council of Economic Advisors	Lise Elcock 2021
Appointed by Select Board	Council of Economic Advisors	Maurice P. Handel 2023
Appointed by Select Board	Council of Economic Advisors	Bob Hentschel 2022
Appointed by Select Board	Council of Economic Advisors	Stuart Agler 2021
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 2021
Appointed by Select Board	Council of Economic Advisors	Tina Burgos 2023
Appointed by Select Board	Council of Economic Advisors	Matt Talcoff 2023
Appointed by Select Board	Council of Economic Advisors	Michael Wilcox 2022
Appointed by Select Board	Needham Council on Arts and Culture	Sharon Breitbart 2022
Appointed by Select Board	Needham Council on Arts and Culture	Catherine B. Nanda 2023
Appointed by Select Board	Needham Council on Arts and Culture	Samantha Hoff 2023
Appointed by Select Board	Needham Council on Arts and Culture	Gail Lustig 2022
Appointed by Select Board	Needham Council on Arts and Culture	Monique Harrington 2023
Appointed by Select Board	Needham Council on Arts and Culture	Bala Muthukaruppan 2023
Appointed by Select Board	Needham Council on Arts and Culture	Joni Schockett 2023
Appointed by Select Board	Needham Council on Arts and Culture	Cathy Freedberg 2021
Appointed by Select Board	Needham Council on Arts and Culture	Julia Gould 2021

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham Council on Arts and Culture	Yael Halpern 2021
Appointed by Select Board	Needham Council on Arts and Culture	Anne McCaffrey 2021
Appointed by Select Board	Needham Council on Arts and Culture	Elizabeth Cook 2021
Appointed by Select Board	Needham Council on Arts and Culture	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
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 2023
Appointed by Select Board	Golf Course Advisory Committee	Paul Brockmann 2023
Appointed by Select Board	Historical Commission	Laura Dorfman 2022
Appointed by Select Board	Historical Commission	Don Lankiewicz 2022
Appointed by Select Board	Historical Commission	Rose Doherty 2023
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 2022
Appointed by Select Board	Human Rights Committee	Tracy McKay 2022 (Resigned) Sophia Dedek 2022
Appointed by Select Board	Human Rights Committee	Cynthia Ganung 2022

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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	Marcus Nelson 2023 (Resigned 2021)
Appointed by Select Board	Human Rights Committee	Albert "Bud" Schram 2023
Appointed by Select Board	Human Rights Committee	Jennifer Howard Schroeder 2021
Appointed by Select Board	Human Rights Committee	Marlene Schultz 2023
Appointed by Select Board	Human Rights Committee	Tina Burgos 2023
Appointed by Select Board	Human Rights Committee	Julie Venables 2023
Appointed by Select Board	Human Rights Committee	Jared Pizzuto 2021
Appointed by Select Board	MBTA Advisory Board	Duncan Allen 2023
Appointed by Select Board	Metropolitan Area Planning Council	Maurice Handel 2021
Appointed by Select Board	Metropolitan Area Planning Council	Lee Newman 2022
Appointed by Select Board	MWRA Advisory Board	John Cosgrove 2023
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Bill Dermody 2022
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 2023

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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 2023
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2023
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 2022
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White 2023
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Ashley Scheufele 2022
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 2023
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marianne Cooley 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Matthew Borrelli 2021

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Sue Neckes 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Jennifer Howard Schroeder 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marcus Nelson 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Jay Spencer 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Ramin Abrishamian 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Vivian Hsu 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Natasha Espada 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Olutoyin Fayemi 2021
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Oluwatoni Ajayi 2021
Appointed by Select Board	Norfolk County Advisory Board	Ron Furman 2021
Appointed by Select Board	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2023
Appointed by Select Board	Property Tax Assistance Committee	Jonathan Robbins 2024
Appointed by Select Board	Property Tax Assistance Committee	Patrick Wrenn 2024
Appointed by Select Board	Property Tax Assistance Committee	Evelyn Poness (ex-officio)
Appointed by Select Board	Rail Trail Advisory Committee	John Bulian 2023
Appointed by Select Board	Rail Trail Advisory Committee	Stacey Mulroy (ex-officio)

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Rail Trail Advisory Committee	Christopher Gerstel 2022
Appointed by Select Board	Rail Trail Advisory Committee	James Goldstein 2023
Appointed by Select Board	Rail Trail Advisory Committee	Dmitry Gorenburg 2023
Appointed by Select Board	Rail Trail Advisory Committee	Gerry Koss 2023
Appointed by Select Board	Rail Trail Advisory Committee	Edward Olsen (ex officio)
Appointed by Select Board	Regional Transportation Advisory Council	Rhain Hoyland 2023
Appointed by Select Board	Regional Transportation Advisory Council	David Montgomery 2023
Appointed by Select Board	Registrars of Voters	Ann Cosgrove 2021
Appointed by Select Board	Registrars of Voters	Elizabeth Kaponya 2023
Appointed by Select Board	Registrars of Voters	Katherine Jacques 2024
Appointed by Select Board	Registrars of Voters	Theodora K. Eaton (ex officio)
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 2023
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2021
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Wells Blanchard 2021
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2021
Appointed by Select Board	Taxation Aid Committee	Patrick Wrenn 2024
Appointed by Select Board	Taxation Aid Committee	Helen Newton 2024
Appointed by Select Board	Taxation Aid Committee	Richard Zimbone 2022 (Resigned) Jonathan Robbins 2022
Appointed by Select Board	Taxation Aid Committee	Evelyn Poness (ex-officio)

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Technology Advisory Board	David Davison (ex-officio)
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 (ex officio)
Appointed by Select Board	Technology Advisory Board	Kevin Deisz 2022
Appointed by Select Board	Technology Advisory Board	Roger MacDonald (ex officio)
Appointed by Select Board	Technology Advisory Board	Michael Mathias 2023
Appointed by Select Board	Technology Advisory Board	Carl Rubin 2023
Appointed by Select Board	Traffic Management Advisory Committee	Anthony DelGaizo 2021
Appointed by Select Board	Traffic Management Advisory Committee	John McGrath 2023
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 2023
Appointed by Select Board	Traffic Management Advisory Committee	Rebecca Tarantino 2022
Appointed by Select Board	Traffic Management Advisory Committee	Justin McCullen 2023
Appointed by Select Board	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2023
Appointed by Select Board	Water & Sewer Rate Structure Committee	Tom Loughran 2022
Appointed by Select Board	Water & Sewer Rate Structure Committee	Harold Burger 2023

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
Appointed by Select Board	Water & Sewer Rate Structure Committee	Steve Rosenstock 2023
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	James Healy
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	Joseph Barnes (<i>Select Board</i>)
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore (<i>Moderator</i>)

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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 (<i>Town Manager</i>)
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>)
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Robert Papetti (<i>by vote of employees and retirees</i>)
Mixed Appointing Authority	Council on Aging	Vacant (<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>)

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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>)
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 (ex officio)
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>)

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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	Atina Collin (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Joshua Tuttleman (<i>Supt of Schools</i>)
Mixed Appointing Authority	Youth Commission	Adreinne Anderson (<i>Police Department</i>)
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	Katie King
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

2021 Needham Annual Report

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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 (<i>thru 2021</i>) Carys Lustig (<i>start 2021</i>)
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
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	Stacey Mulroy
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

Method	July 2020 - June 2021 Board/Committee	Member / Term Expiration
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
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

REPRESENTATIVE TOWN MEETING

(Excerpt from Town of Needham Charter)

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

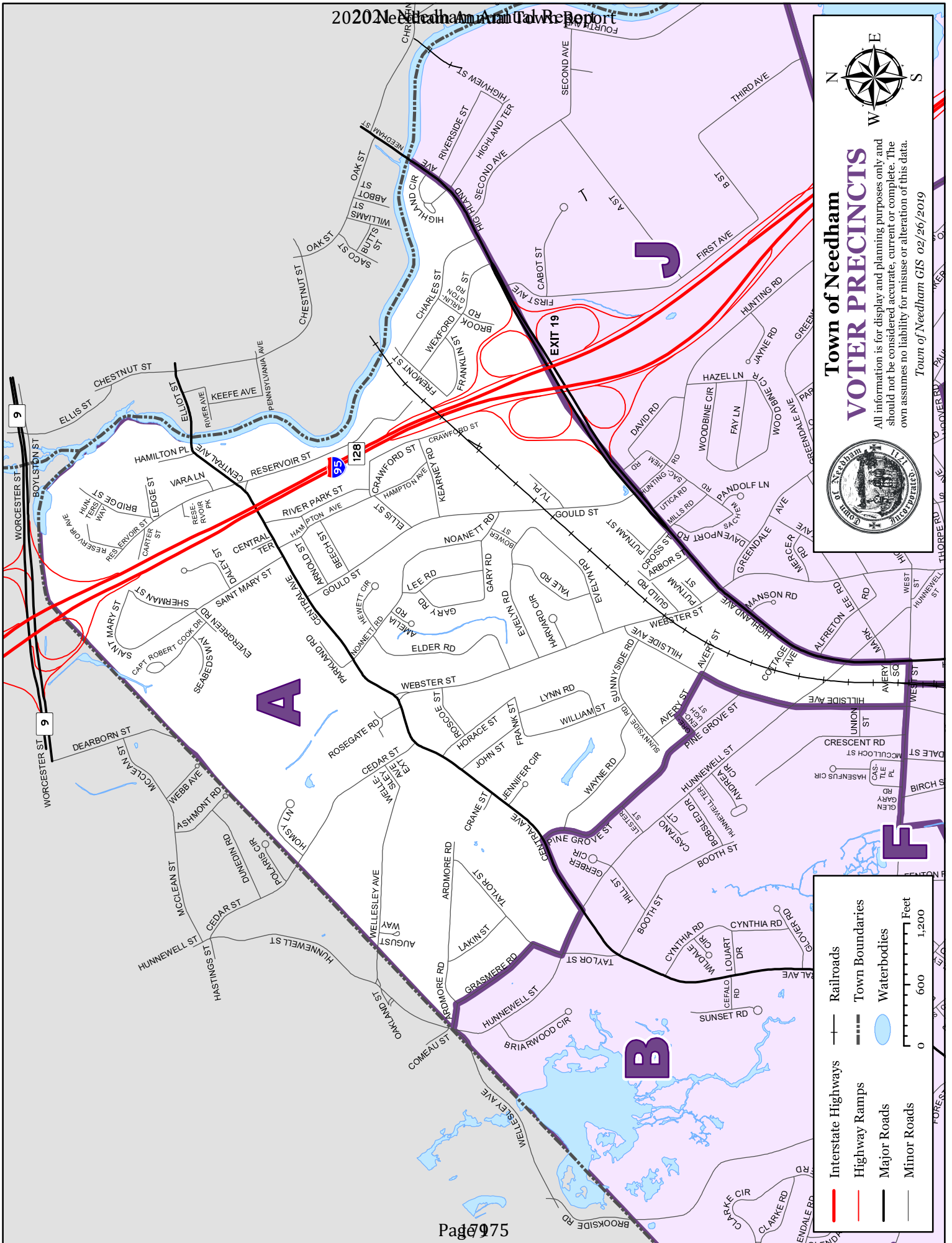
(Excerpt from Town of Needham Charter)

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.

2021 Needham Annual Report

TOWN MEETING MEMBERS AT LARGE

2021	Alpert, Chair, Planning Board	Paul S.	116 Pine Street
2021	Balachandra, Clerk, Select Board	Lakshmi	86 Plymouth Road
2021	Barr, Chair, School Committee	Constance S.	205 Edgewater Drive
2021	Borrelli, Member, Chair, Select Board	Matthew D.	1175 Great Plain Avenue
2021	Chaston, Chair, Park & Recreation Comm.	Cynthia J.	119 Fox Hill Road
2021	Cooley, Vice Chair, Select Board	Marianne B.	85 High Street
2021	Eaton, Town Clerk	Theodora K.	51 Bonwood Road
2021	Fee, Moderator	Michael K.	137 Fox Hill Road
2021	Gallelo, Chair, Memorial Park Trust	John S.	30 Howland Street
2021	Matthews, Member, Select Board	Daniel P.	31 Rosemary Street
2021	Nelson, Member, Select Board	Marcus A.	40 Howland Street
2021	Partridge, Chair, Board of Health	Robert A.	38 Sutton Road
2021	Petitt, Chair, Trustees of Public Library	Robert A.	80 Robinwood Avenue
2021	Winston, Chair, Board of Assessors	Stanley	108 Sachem Road



Town of Needham
VOTER PRECINCTS

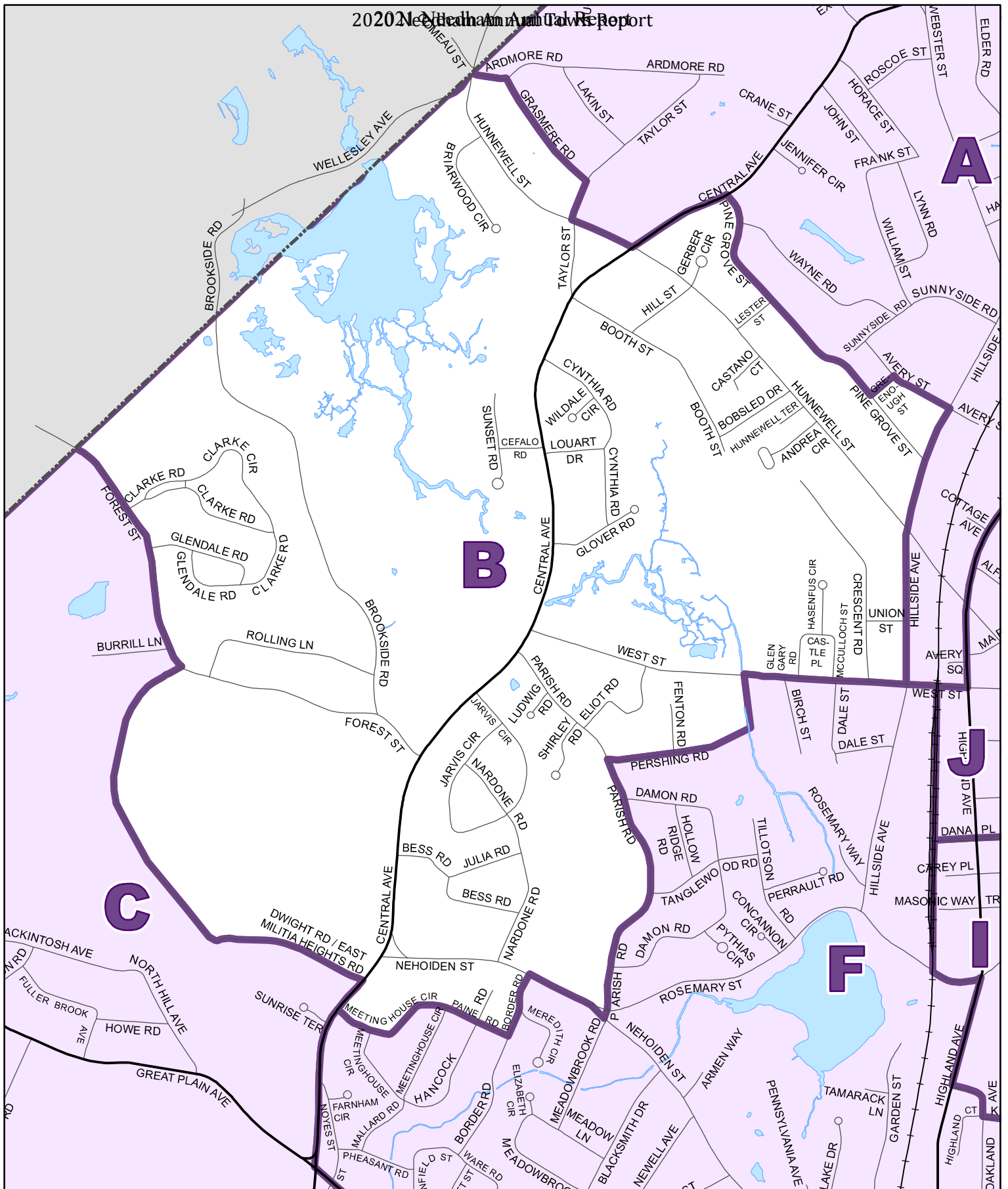
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Town of Needham GIS 02/26/2019



2021 Needham Annual Report

PRECINCT A			
Term Expiration	Last Name	First Name/MI	Street Address
2022	Brown	Lance R.	18 Webster Street
2022	Herrick	Walter D.	131 Pine Grove Street
2022	Hotchkiss	John D.	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
2023	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
2024	Bailey	Erik J.	64 Hillside Avenue
2024	Cooper	Emily R.	56 Lee Road
2024	Creem	Richard S.	12 Gary Road
2024	Diodato	John F.	7 William Street
2024	Garlick	Alexander R.	58 Webster Street
2024	Krechmer	Heather	44 Yale Roadf
2024	Miller	Rachel B.	33 William Street
2024	Sargent	Elizabeth M.	43 Webster Street



- 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 of Needham GIS 02/26/2019



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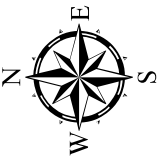
PRECINCT B			
Term Expiration	Last Name	First Name/MI	Street Address
2022	Agler	Stuart B.	30 Parish Road
2022	Doyle	William G.	208 Forest Street
2022	Frankenthaler	John J.	33 Brookside Road
2022	Jacob	Thomas M.	67 Clarke Road
2022	Markell	Lori A.	62 Cynthia Road
2022	Mawhinney	Christine A.	44 Jarvis Circle
2022	Rovner	Gerald C.	48 Cynthia Road
2022	Von Herder	Dorothea	208 Hunnewell Street
2023	Grimes	Elizabeth J.	12 Clarke Road
2023	Harris	David C.	94 Cynthia Road
2023	Hayden	Cifford O.	12 Crescent Road
2023	Kurkjian	Catherine E.	43 Briarwood Circle
2023	Moody	Richard B.	22 Parish Road
2023	Rooney	Jodi L.	617 Central Avenue
2023	Rosenstock	Steven M.	44 Bess Road
2023	Snow	Carl M.	50 Sunset Road
2024	Alwart	Kathleen K.	51 Grasmere Road
2024	Bloom	Elizabeth M.	30 Nehoiden Street
2024	Borrelli	Marianna	651 Central Avenue
2024	Dorfman	Laura W.	66 Jarvis Circle
2024	Dorfman	Mark N.	66 Jarvis Circle
2024	Nicols	Kim M.	12 Crescent Road
2024	Pyle	Margot C.	865 Central Avenue #G-402
2024	Toran	Sarah A.	945 Central Avenue

Town of Needham

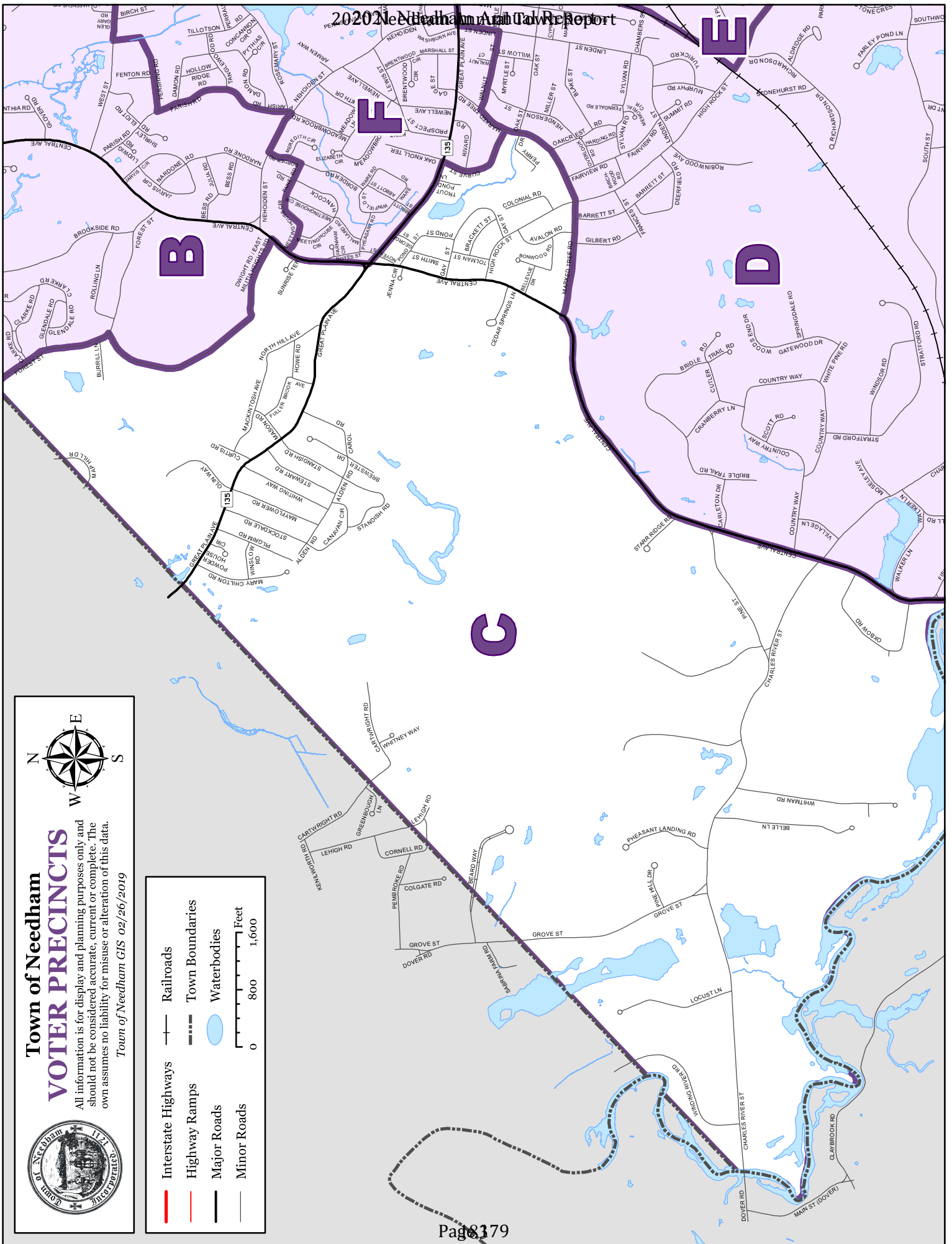
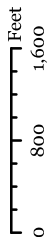
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Town of Needham GIS 02/26/2019

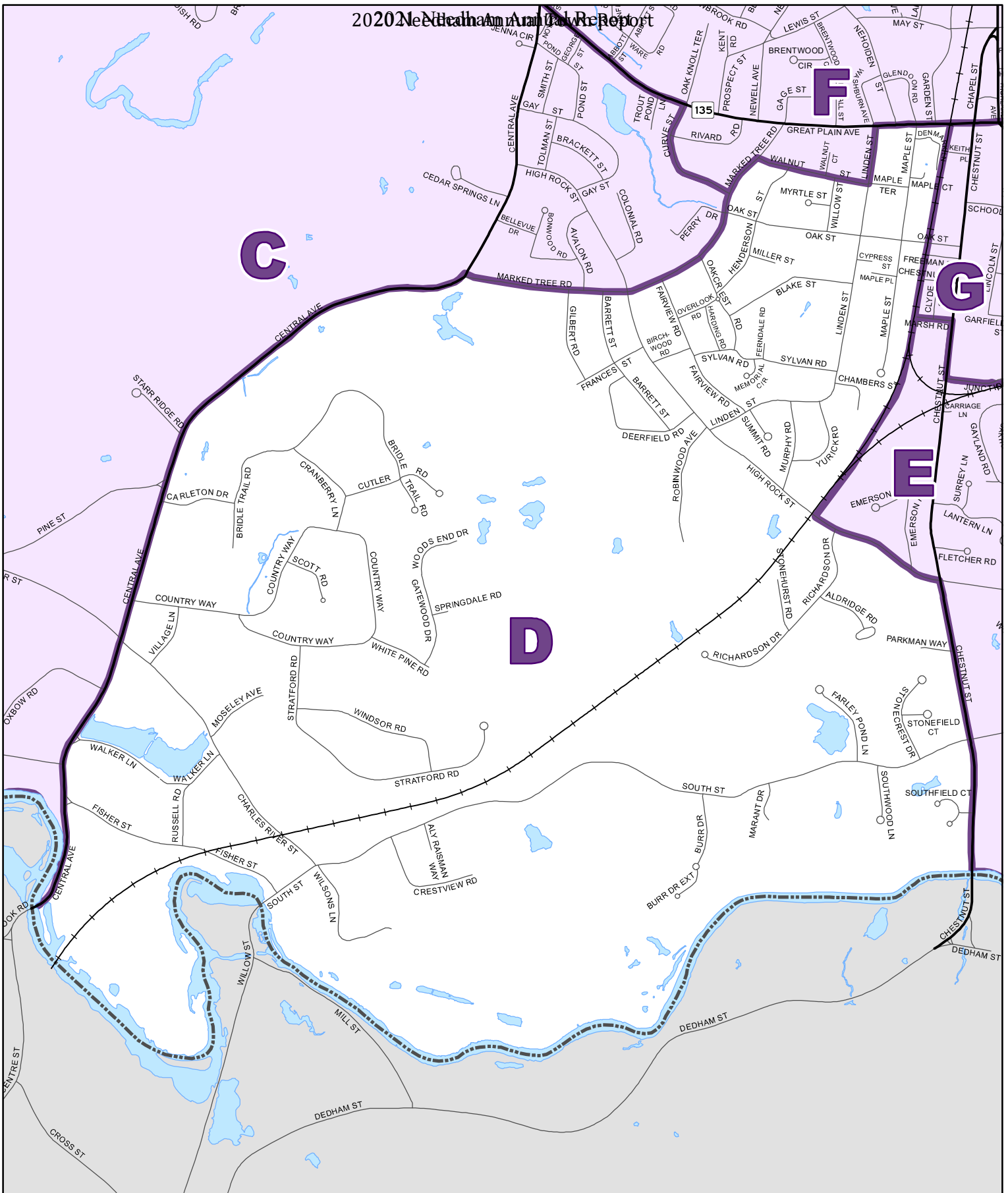


- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies



2021 Needham Annual Report

PRECINCT C			
2022	Agualimpia	Carlos	7 Jenna Circle
2022	Carter	Andrea E. L.	18 Colonial Road
2022	Goldberg	Lois R.	76 Brewster Drive
2022	Haslip	John H.	43 Whitman Road
2022	Isenberg	Paul D.	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
2023	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
2023	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
2024	Alpert	Paul S.	116 Pine Street
2024	Barnes	Joseph P.	589 High Rock Street
2024	Cox, Jr.	Gilbert W.	49 Colonial Road
2024	Levy	Joshua W.	1606 Great Plain Avenue
2024	Neckes	Susan B.	36 Gay Street
2024	O'Brien	Michael E.	1600 Great Plain Avenue
2024	Owens	Ted	54 Whitman Road
2024	Tillotson	Paul B.	21 Howe Road



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- 0 1,000 2,000 Feet



Town of Needham VOTER PRECINCTS

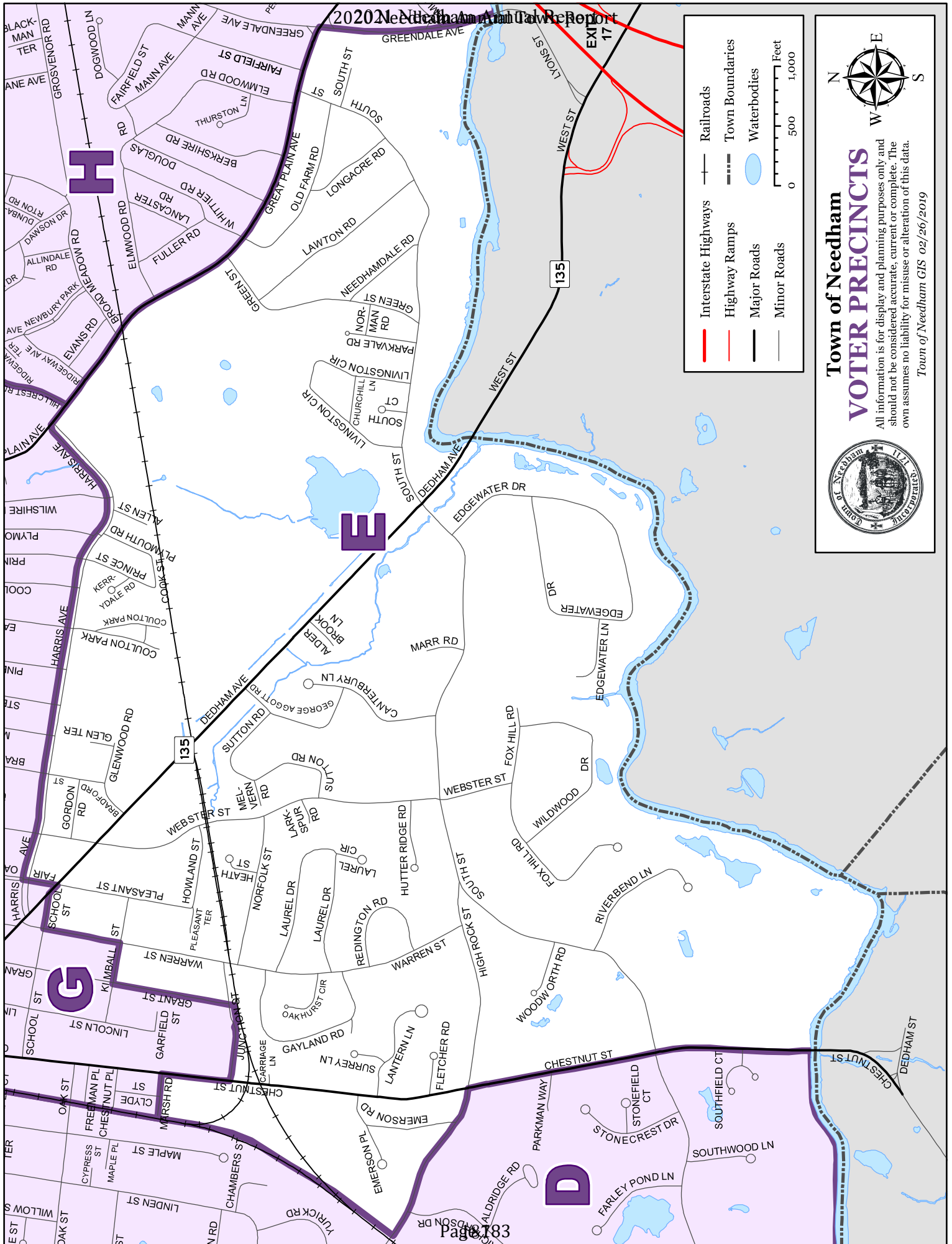
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Town of Needham GIS 02/26/2019



2021 Needham Annual Report

PRECINCT D			
2022	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
2023	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
2023	McCullen	Justin D.	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
2024	Clarke	Holly Anne	1652 Central Avenue
2024	D'Addesio	Kathryn L.	110 Linden Street
2024	Der Marderosian	Ann	800 South Street
2024	Eisenhut	Bruce T.	106 Marked Tree Road
2024	Foster	Reginald C.	898 South Street
2024	Lewis	Kathleen M.	17 Maple Street
2024	Navales	Emma	82 Deerfield Road
2024	Patey	Carol L. B.	32 Linden Street



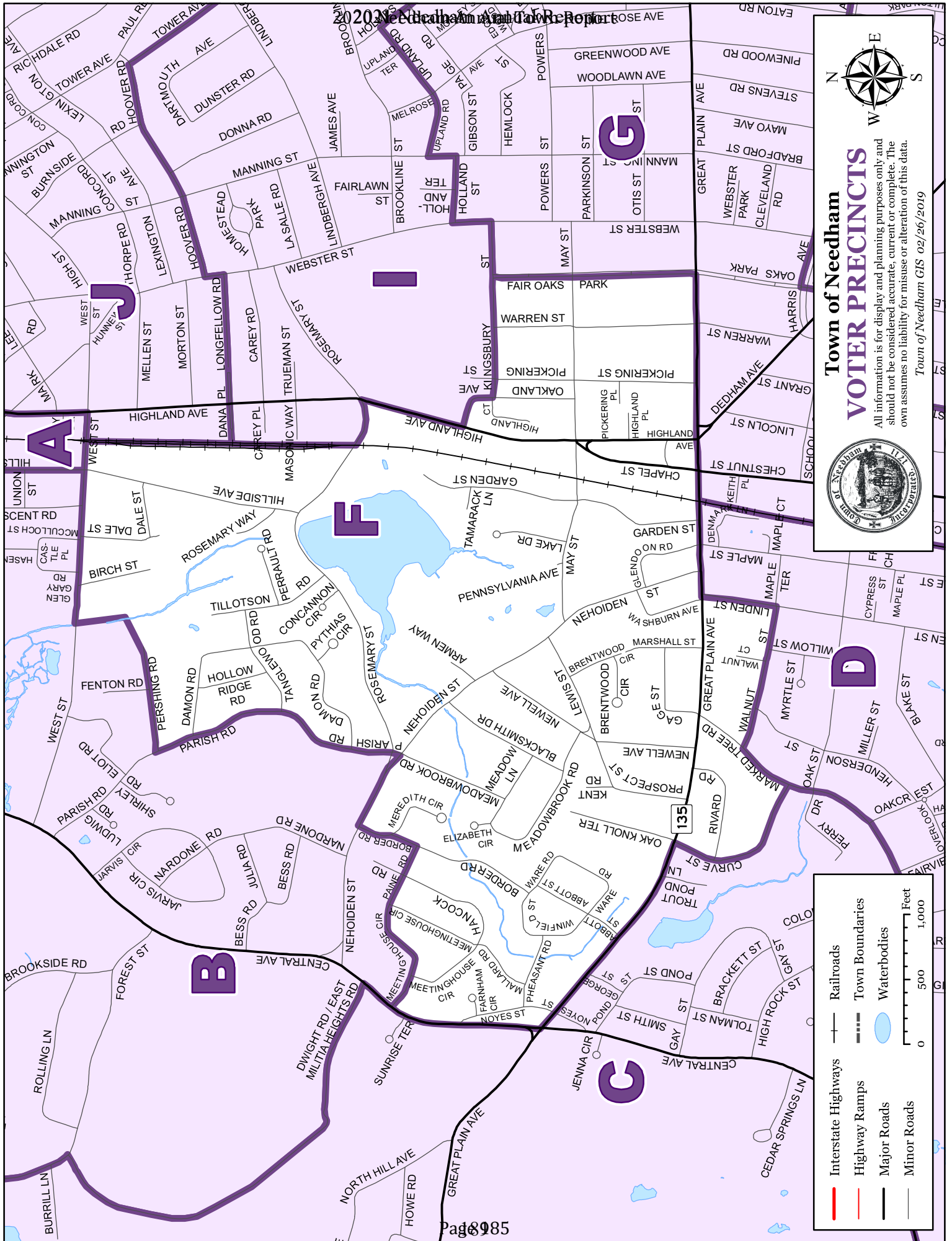
Town of Needham VOTER PRECINCTS

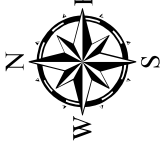
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2021 Needham Annual Report

PRECINCT E			
2022	Cosgrove III	Edward V.	17 Laurel Drive
2022	Hurley	Amy	154 South Street
2022	LaFace	Keith M.	504 Chestnut Street
2022	McLellan	Bonnie L.	521 Chestnut Street
2022	Rubin	Marc R.	41 Woodworth Road
2022	Ruth	Ronald W.	248 Warren Street
2022	Seidel	Victor P.	56 Green Street
2022	Siegenthaler	Paul A.	1049 Webster Street
2023	Braman	Robert R.	76 Lawton Road
2023	Brandish	Philip E.	44 Pleasant Street
2023	Cohenno	Peter R.	481 Chestnut Street
2023	Crowell	Theodore M.	39 Lawton Road
2023	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
2024	Barr	Constance S.	205 Edgewater Drive
2024	Chaston	Cynthia J.	119 Fox Hill Road
2024	Cook-Anderson	Gretchen R.	276 Dedham Avenue
2024	Cosgrove	Ann M.	17 Laurel Drive
2024	Fachetti	Carol A.	187 South Street
2024	Murray	Philip R.	453 Warren Street
2024	Paulson	William J.	111 Sutton Road
2024	Robey	Philip V.	12 Fletcher Road



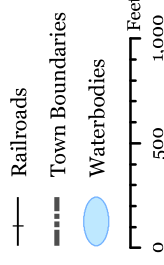


Town of Needham

VOTER PRECINCTS

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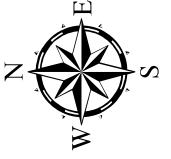
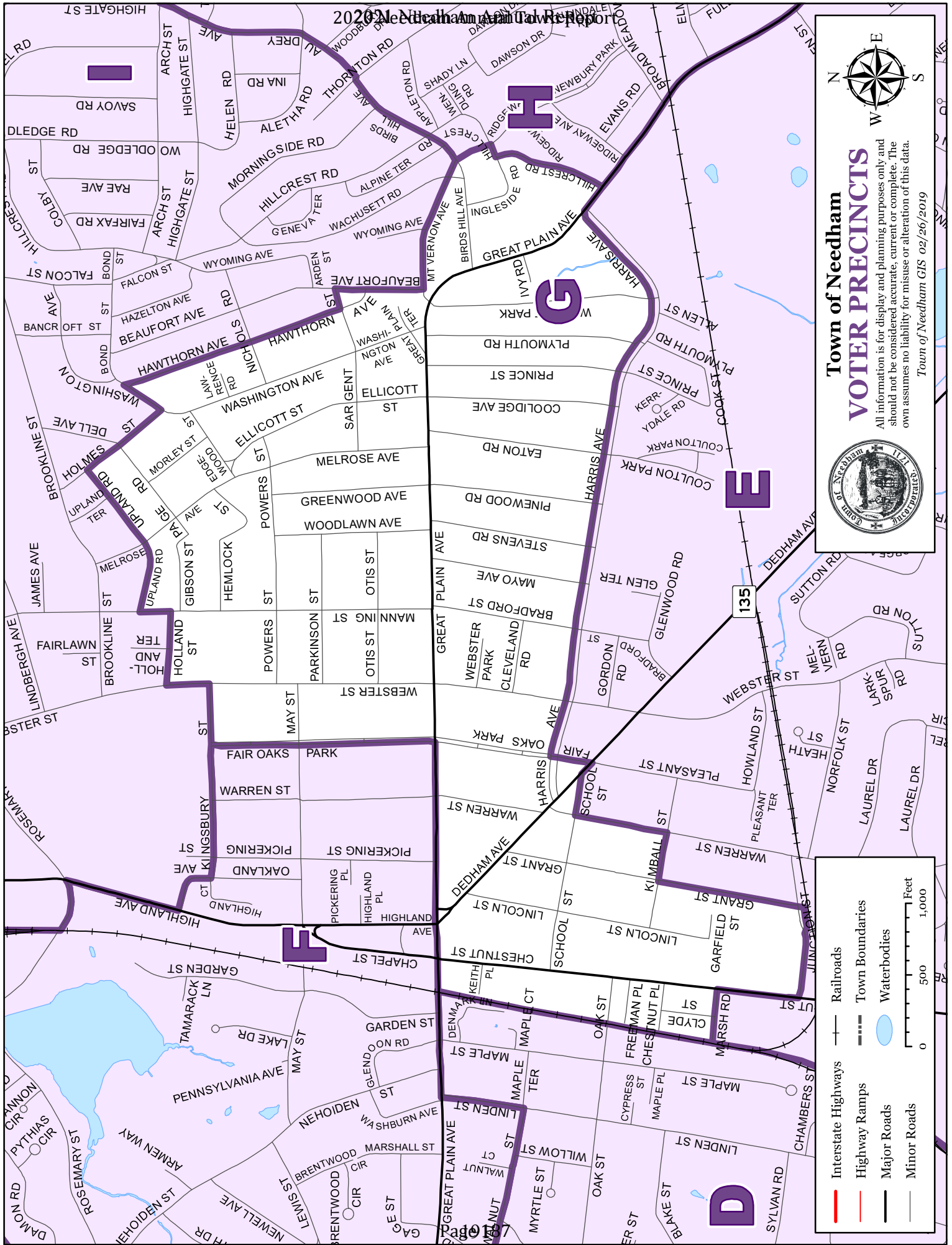
Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies

Feet

0 500 1,000

2021 Needham Annual Report

PRECINCT F			
2022	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 F.	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
2023	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
2023	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
2024	Borrelli	Alison S.	1175 Great Plain Avenue
2024	Connelly	John P.	67 May Street
2024	Davis	Gail E.	233 Nehoiden Street
2024	Davis	Richard W.	233 Nehoiden Street
2024	Lee	Elizabeth Anne	42 Blacksmith Drive
2024	McCabe	Joseph	93 Garden Street
2024	Sexton	Jennifer S.	62 Newell Avenue
2024	Zoppo	William A.	330 Nehoiden Street

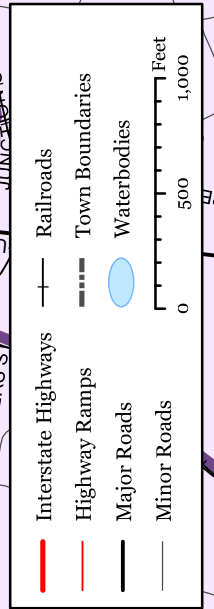


Town of Needham
VOTER PRECINCTS

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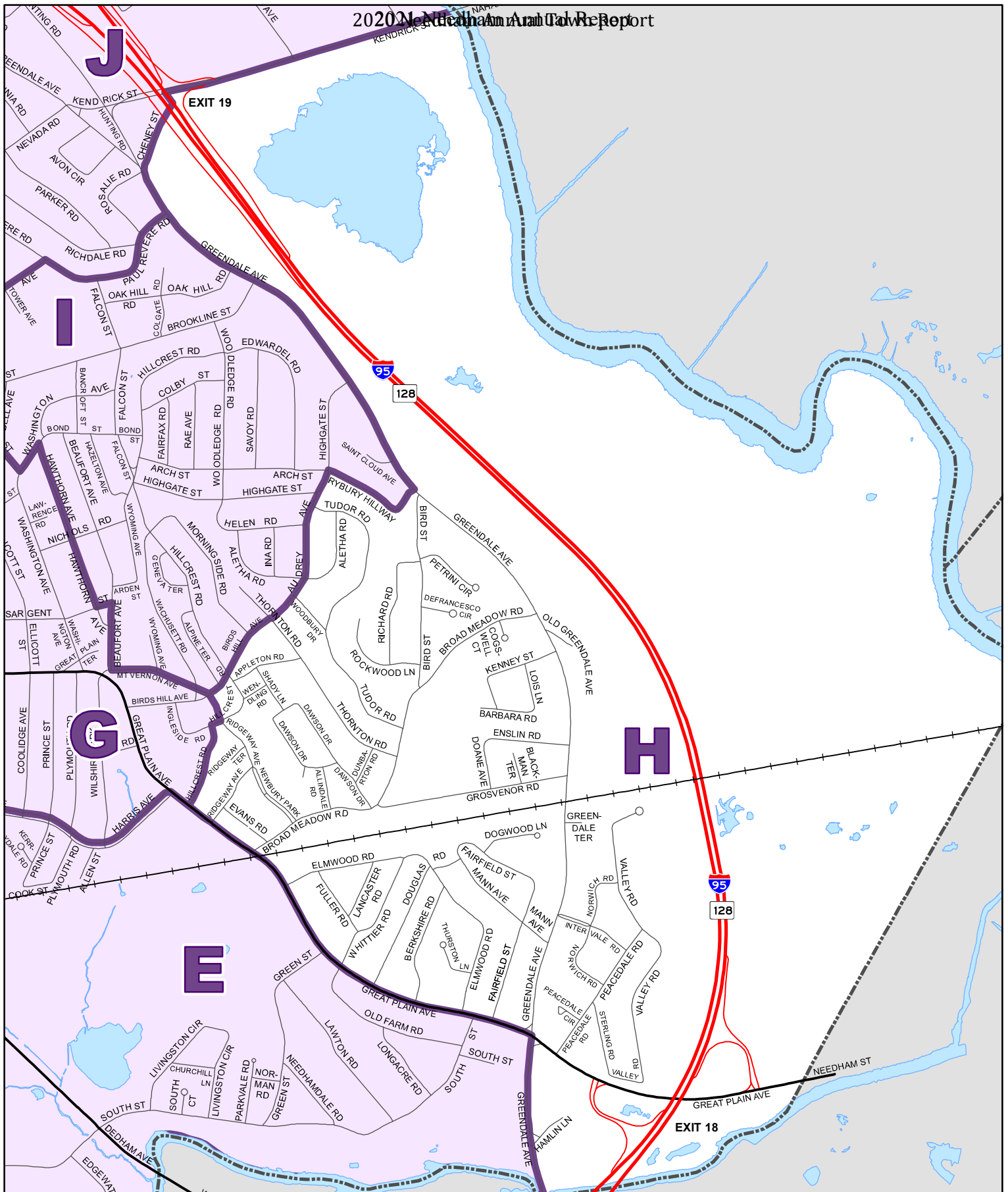


Town of Needham GIS 02/26/2019



2021 Needham Annual Report

PRECINCT G			
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	Dirks	David	674 Webster Street
2022	Distler	Michael A.	122 Washington Avenue
2022	Fernandez	Robert J.	19 Bradford Street
2022	Freundlich	Kenneth B.	54 Bradford Street
2023	Dermody	Robert J.	162 Fair Oaks Park
2023	Dowd	Catherine R.	778 Great Plain Avenue
2023	Frail	Heidi R.	29 Powers Street
2023	Frail	Stephen A.	2 Powers Street
2023	Skatrud	Alisa M.	49 Sargent Street
2023	Smart, Jr.	Robert T.	25 Mayo Avenue
2023	Tacelli	Patrick W.	179 Harris Avenue
2023	Theran	Sally Ann	121 Grant Street
2024	Buell	Jennifer L.	53 Pinewood Road
2024	Harkins	Thomas M.	24 May Street
2024	Hays	Abigail J.	54 Coolidge Avenue
2024	Karlin	Jessica Z.	30 Wilshire Park
2024	McCaffrey	Maureen T.	285 Manning Street
2024	McGarvey	Susan B.	66 Upland Road
2024	Thomas	Christopher G.	130 Warren Street
2024	Welby	Susan	857 Webster Street



- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
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 - Waterbodies
- 0 800 1,600 Feet



Town of Needham VOTER PRECINCTS

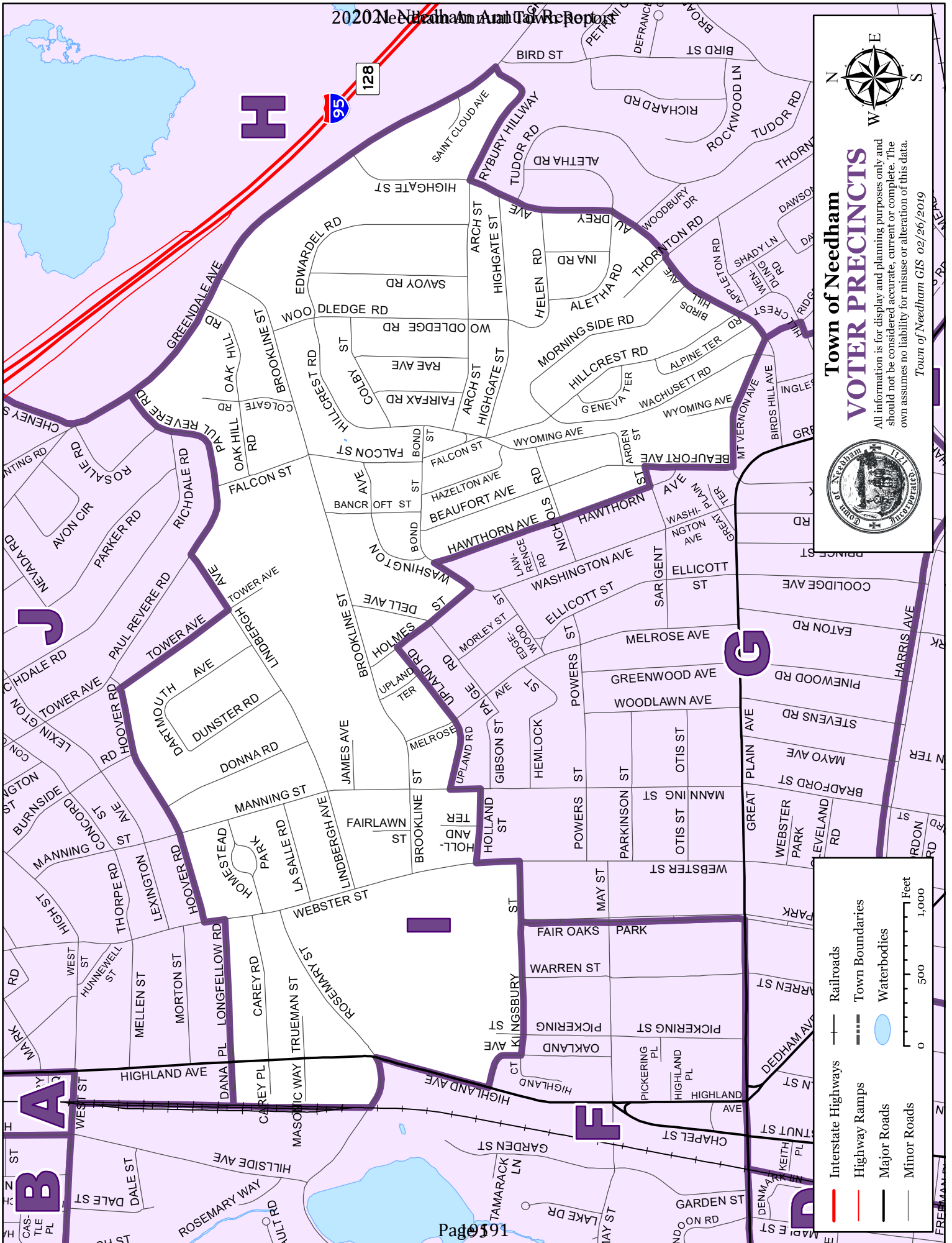
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Town of Needham GIS 02/26/2019



2021 Needham Annual Report

PRECINCT H			
2022	Barzilay	Ilan	77 Thornton Road
2022	Bruel	Hilary H.	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
2023	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
2023	Mullen	Eileen M.	20 Dunbarton Road
2023	Olive	Peter R.	133 Thornton Road
2023	Reilly	Richard M.	15 Whittier Road
2023	Zimbone	Richard A.	10 Woodbury Drive
2024	Brinkhaus	Heinz R.	10 Lancaster Road
2024	Bulian	John A.	86 Peacedale Road
2024	Cruickshank	M. Patricia	64 Elmwood Road
2024	Feigenbaum	Lynn Sara	80 Richard Road
2024	Handler	Elizabeth P.	317 Great Plain Avenue
2024	Knickle-Tierney	Kimberly	206 Broad Meadow Road
2024	Moller	Marsha B.	160 Dawson Drive
2024	Tierney	Kevin F.	206 Broad Meadow Road



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 02/26/2019



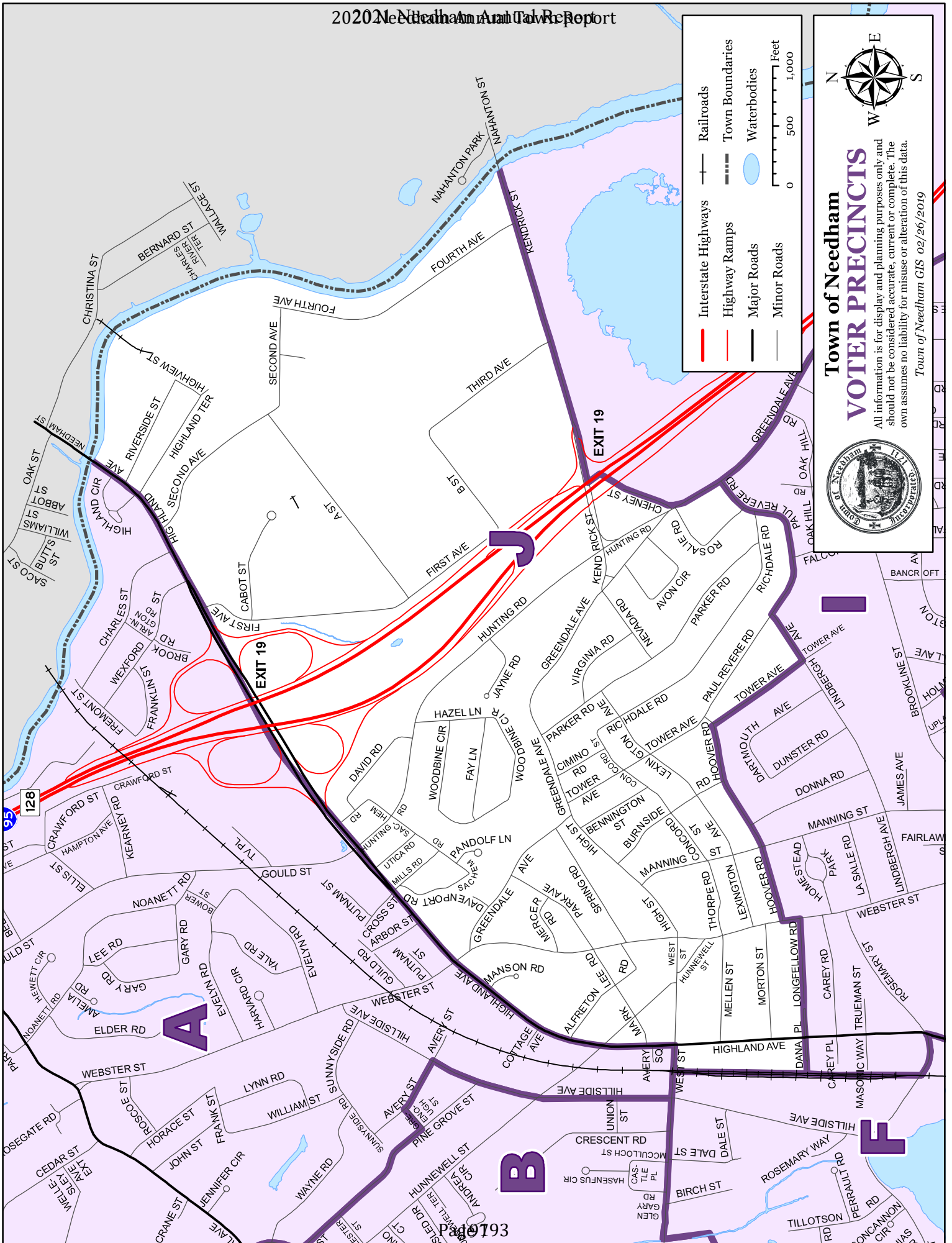
Legend:

- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies

Scale: 0, 500, 1,000 Feet

2021 Needham Annual Report

PRECINCT I			
2022	Centola	Michael	12 Hoover road
2022	Crocker	Artie R.	17 Fairlawn Street
2022	Ecsedy	Claire D.	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
2023	Bagshaw	Lisa D.	41 Dartmouth Avenue
2023	Ecsedy	David J.	20 Holland Terrace
2023	Kahn-Boesel	Jill C.	44 Brookline Street
2023	Kent	William C.	8 James Avenue
2023	Matthews	Joseph S.	31 Rosemary Street
2023	Mollerus	Kristin L.	139 Brookline Street
2023	Murphy	Lorraine M.	59 Beaufort Avenue
2023	Supple	David P.	58 Helen Road
2024	Atallah	Peter D.	18 Lindbergh Avenue
2024	Escalante	David J.	103 Woodledge Road
2024	Gallo	John L.	298 Brookline Street
2024	Mertz	Catherine W.	67 Rybury Hillway
2024	Robey III	Paul	38 Brookline Street
2024	Sockol	Lois F.	611 Greendale Avenue
2024	Weinstock	Rachel A.	30 Homestead Park
2024	Young	Rebecca A.	1072 Highland Avenue



Town of Needham VOTER PRECINCTS



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Town of Needham GIS 02/26/2019

2021 Needham Annual Report

PRECINCT J			
2022	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 S.	19 West Street
2022	Urwitz	Carol I.	164 Greendale Avenue
2023	Bonasia	James S.	174 Tower Avenue
2023	Chandler	Stuart B.	123 Paul Revere Road
2023	Eilberg	Lauren	32 Mark Lee Road
2023	Mathias	Michael M.	354 Webster Street
2023	Murphy	Jane B.	760 Highland Avenue #17
2023	Pollock	Barry S.	15 Pandolf Lane
2023	Sherman	Daniel	566 Hunnewell Street
2023	Whitney	Debra A.	36 Hunting Road
2024	Berlin	Joan K.	67 Parker Road
2024	Cherbuliez	Lisa	17 Lindbergh Avenue
2024	Dermody	William R.	12 Concord Street
2024	Greis	Michael J.	384 Webster Street
2024	Kaponya	Elizabeth N.	27 Highland Terrace
2024	McCourt	Christine S.	181 Richdale Road
2024	Mullin	Donna M	131 Paul Revere Road
2024	Mulno	Glenn A.	40 Morton Street



FY2021 RETIREEES

Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
SCH	Rains, Susan	7/1/2020	16 years 4 months	POL	Eldridge 3 rd , David	1/30/2021	33 years 0 months
POL	Droney, Paul	8/1/2020	37 years 2 months	POL	Harmon, Karl	1/30/2021	34 years 3 months
SCH	Langille, Karen	8/1/2020	10 years 11 months	POL	McNiff, Thomas	1/30/2021	32 years 9 months
WAT	Mailman, David	8/19/2020	11 years 8 months	MBM	Fosberg, Jerry	4/3/2021	36 years 10 months
SCH	Fisch, Priscilla	8/30/2020	30 years 2 months	FIR	Bonanno, Deborah	4/25/2021	33 years 7 months
SCH	Kalish, Susan	9/1/2020	20 years 0 months	DPW	Bottomley, Bradford	5/1/2021	10 years 1 months
SCH	French, Christine	9/26/2020	15 years 10 months	SCH	Carney, Nanci	5/8/2021	19 years 6 months
SCH	Bowler, Barbara	10/1/2020	17 years 11 months	TWN	Freeman, Steven	5/30/2021	37 years 1 months
DPW	Merson, Richard	10/1/2020	48 years 7 months	SCH	Simpson, Bonnie	6/19/2021	20 years 3 months
DPW	Ferreri, Luciano	10/9/2020	28 years 0 months	TWN	McMorrow, James	6/26/2021	15 years 0 months
NHA	Capone, Carolyn	12/31/2020	13 years 8 months				

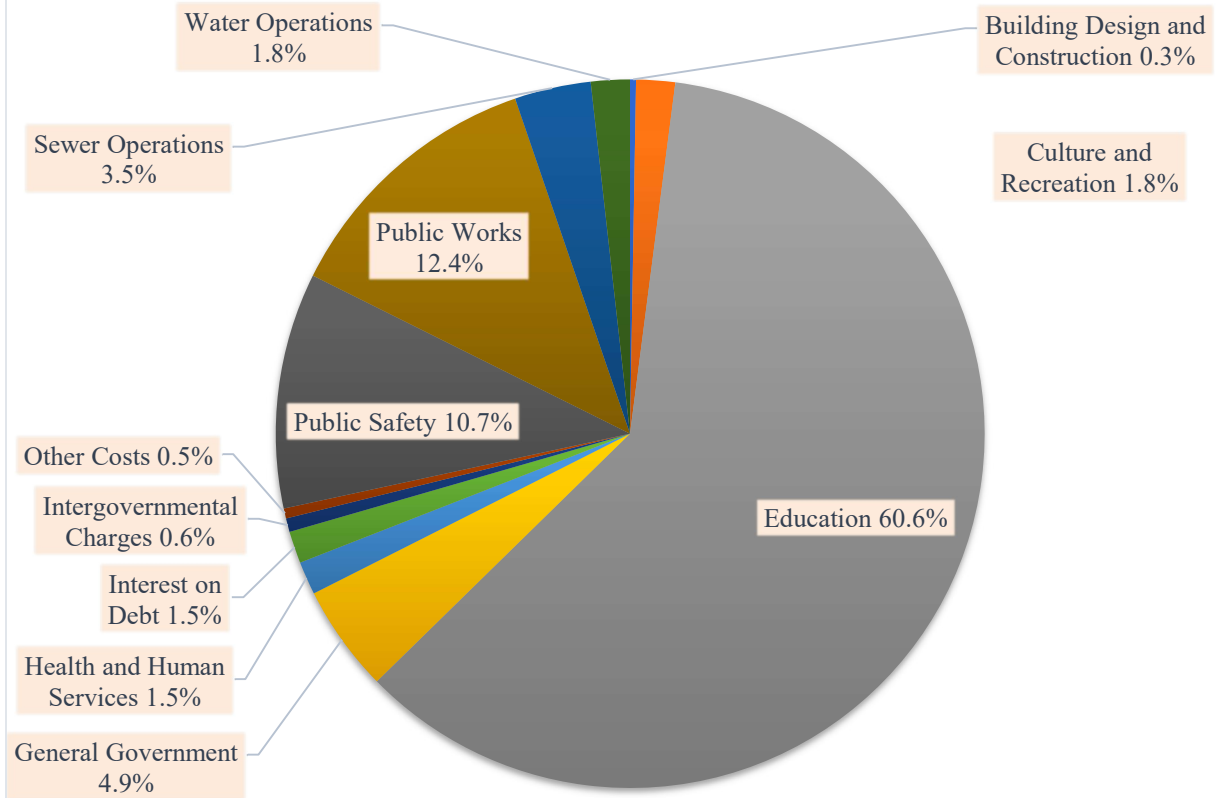


FY2021

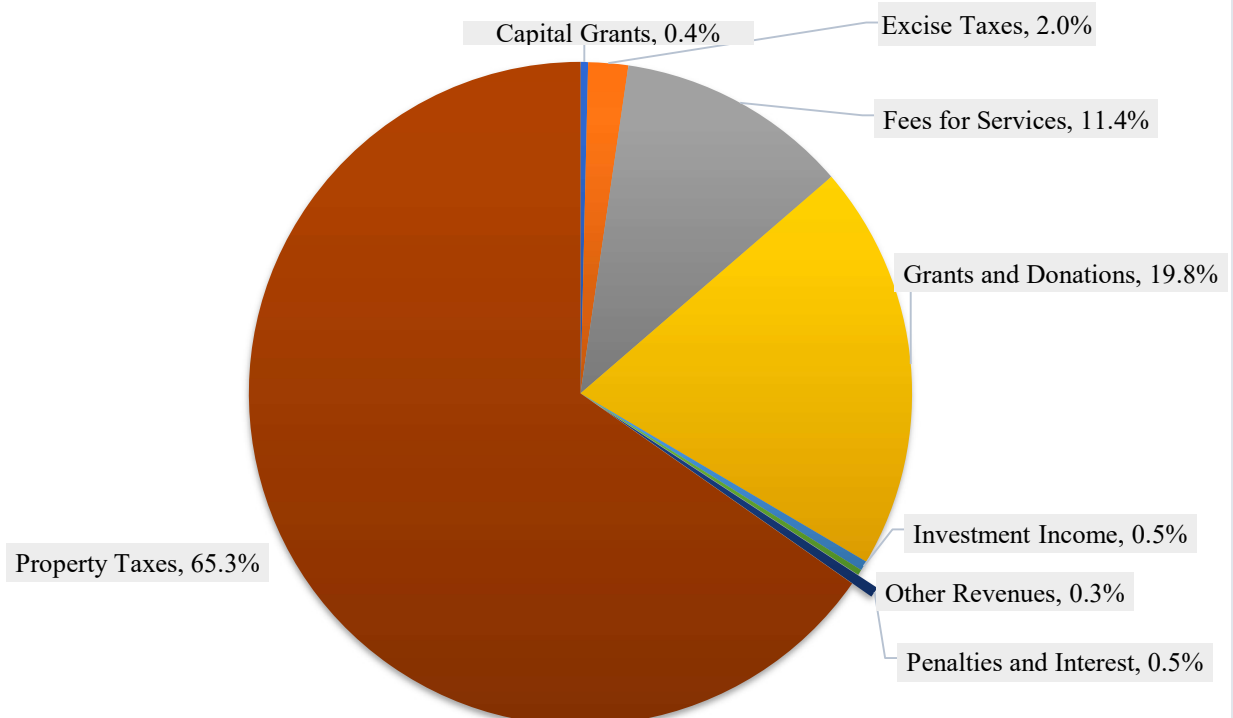
Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
HOS	Brosman, Elizabeth	18 years 7 months	SCH	Michi, Priscilla	10 years 4 months
FIR	Buckley, Paul	32 years 7 months	DPW	Pearsall, Herbert	32 years 4 months
HOS	Cahill, Genilde	20 years 11 months	SCH	Pearson, Mary Louise	21 years 8 months
SCH	Converse, Shirley	26 years 11 months	HOS	Quiroga, Jaime	6 years 9 months
POL	Douglas, Arthur	32 years 6 months	TWN	Robbins, Barbara	10 years 9 months
SCH	Gross, Eleanor	16 years 11 months	SCH	Tatakis, Lola	20 years 9 months
FIR	Kelly, John	26 years 10 months	DPW	Tedesco, Jeanne	33 years 5 months

APPENDICES

Expenditure Categories



Revenue Sources



2021 Needham Annual Report

**General Fund
Balance Sheet
Year Ended June 30, 2021**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$53,791,959
Investments	\$6,901,850
Receivables:	
Property Taxes	\$4,264,234
Excises	\$605,661
Departmental	\$1,275,414
Intergovernmental	\$1,390,296
Other	<u>\$74,899</u>
Total Assets	<u><u>\$68,304,313</u></u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$1,911,699
Accrued Liabilities	\$4,927,660
Due to Other Governments	\$0
Anticipation Notes Payable	\$0
Refunds Payable	\$543,666
Other Liabilities	<u>\$1,170,159</u>
Total Liabilities	\$8,553,184
Unavailable Revenue	\$7,103,852
Taxes Paid in Advance	<u>\$270,472</u>
Deferred Inflows of Resources	\$7,374,324
<u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$733,044
Committed	\$9,264,695
Assigned	\$14,316,012
Unassigned	<u>\$28,063,054</u>
Total Fund Balance	\$52,376,805
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u><u>\$68,304,313</u></u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2021**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$80,211,176
Investments	\$18,466,415
Receivables:	
Property Taxes	\$4,283,513
Excises	\$605,661
Departmental	\$1,648,351
Intergovernmental	\$1,695,683
Other	\$74,899
Deposits	<u>\$0</u>
Total Assets	<u><u>\$106,985,698</u></u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$6,810,727
Unearned Revenue	\$3,013,307
Accrued Liabilities	\$5,069,816
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$543,666
Anticipation Notes Payable	\$0
Other Liabilities	<u>\$1,519,985</u>
Total Liabilities	\$16,957,501
Deferred Inflows of Resources	\$7,733,249
<u>FUND BALANCES</u>	
Non-spendable	\$188,478
Restricted	\$23,422,517
Committed	\$17,211,847
Assigned	\$14,316,012
Unassigned	<u>\$27,156,094</u>
Total Fund Balance	\$82,294,948
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u><u>\$106,985,698</u></u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2021

<u>Revenues</u>	
Property Taxes	\$164,489,112
Excise Taxes	\$5,129,306
Penalties, Interest and Other Taxes	\$1,288,231
Charges for Services	\$8,307,982
Departmental	\$1,141,220
Licenses and Permits	\$2,068,299
Intergovernmental	\$36,838,667
Investment Income	\$1,160,702
Fines and Forfeitures	\$60,974
Contributions	\$794,229
Other	<u>\$640,602</u>
Total Revenues	\$221,919,324
<u>Expenditures</u>	
General Government	\$9,728,143
Public Safety	\$24,099,222
Education	\$120,284,557
Public Works	\$25,408,231
Building Design & Construction	\$576,958
Health and Human Services	\$3,210,043
Culture and Recreation	\$3,672,017
Employee Benefits	\$1,062,733
Other Current Expenditures	\$667,584
Capital Outlay	\$25,695,689
Debt Service	\$17,999,560
Intergovernmental	<u>\$1,521,825</u>
Total Expenditures	\$233,926,562
Revenues to Expenditures	(\$12,007,238)
<u>Other Financing Sources and Uses</u>	
Issuance of Bonds & Refunded Debt	\$24,075,000
Bond Premium	\$2,280,000
Transfers In	\$10,139,065
Refunding Escrow	(\$5,355,000)
Transfers Out	<u>(\$9,155,483)</u>
Total Other Financing Sources and Uses	\$21,983,582
Net Change in Fund Balances	\$9,976,344
Fund Balances at Beginning of Year	\$72,318,604
Fund Balances at End of Year	<u>\$82,294,948</u>

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Short-term	\$5,124,668	\$8,344,399
Investments		
Receivables	\$2,742,302	\$2,143,709
Intergovernmental	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$7,866,970	\$10,488,108
Noncurrent Assets:		
Land and Construction in Progress	\$2,569,426	\$1,551,340
Other Capital Assets, Net of Accumulated Depreciation	<u>\$22,963,734</u>	<u>\$30,768,889</u>
Total Noncurrent Assets	\$25,533,160	\$32,320,229
Total Assets	\$33,400,130	\$42,808,337
Deferred Outflows	<u>\$373,980</u>	<u>\$390,360</u>
Total Assets and Deferred Outflows	\$33,774,110	\$43,198,697
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts Payable	\$79,045	\$84,370
Accrued Payroll	\$0	\$0
Accrued Liabilities	\$32,056	\$42,455
Retainage Payable	\$0	\$0
Refunds Payable	\$135,095	\$21,772
Notes Payable	\$0	\$0
Other Liabilities	\$0	\$0
Current Portion of Long-term Liabilities:		
Bonds Payable	\$509,816	\$603,169
Compensated Absences	<u>\$161,863</u>	<u>\$145,376</u>
Total Current Liabilities	\$917,875	\$897,142

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities		
Net Pension Liability	\$1,077,978	\$1,665,966
Net OPEB Liability	\$623,254	\$236,593
Bonds Payable, Net of Current Portion	<u>\$4,036,372</u>	<u>\$4,177,377</u>
Total Noncurrent Liabilities	\$5,737,604	\$6,079,936
 Total Liabilities	 \$6,655,479	 \$6,977,078
Deferred Inflows	<u>\$354,485</u>	<u>\$365,549</u>
	\$7,009,964	\$7,342,627
 <u>NET POSITION</u>		
Invested in Capital Assets, Net of Related Debt	\$20,986,972	\$27,539,683
Unrestricted	<u>\$5,777,174</u>	<u>\$8,316,387</u>
Total Net Assets	\$26,764,146	\$35,856,070
 Total Assets and Deferred Outflows	 <u>\$33,774,110</u>	 <u>\$43,198,697</u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>		
Charges for Services	\$9,398,107	\$7,499,699
Other Current Assets	<u>\$0</u>	<u>\$1,105</u>
Total Operating Revenue	\$9,398,107	\$7,500,804
<u>Operating Expenses</u>		
Personnel Services	\$655,530	\$606,987
Non-Personnel Services	\$377,335	\$1,120,274
Depreciation	\$992,362	\$1,407,286
Intergovernmental Assets	<u>\$6,399,895</u>	<u>\$1,122,902</u>
Total Operating Expenses	\$8,425,122	\$4,257,449
Operating Income (Loss)	\$972,985	\$3,243,355
<u>Non-operating Revenues and Expenses</u>		
Intergovernmental Revenue	\$496	\$0
Investment Income	\$7,289	\$15,345
Other Revenue	\$0	
Interest Expense	<u>(\$94,179)</u>	<u>(\$112,710)</u>
Net Non-operating Revenue/Expense	(\$86,394)	(\$97,365)
Income (Loss) Before Transfers	\$886,591	\$3,145,990
Capital Contribution	\$0	\$0
Transfers In	\$544,698	\$0
Transfers Out	<u>(\$465,865)</u>	<u>(\$1,062,415)</u>
Net Transfers	\$78,833	(\$1,062,415)
Change in Net Position	\$965,424	\$2,083,575
Net Position at Beginning of Year	\$25,798,722	\$33,772,525
Net Position at End of Year	<u>\$26,764,146</u>	<u>\$35,856,100</u>

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>		
Receipts from Customers and Users	\$9,489,360	\$7,434,207
Employer Contributions	\$0	\$0
Payment of Utility Assessments	(\$6,399,895)	(\$1,122,902)
Payments to Vendors and Contractors	(\$320,713)	(\$1,233,946)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$886,911)</u>	<u>(\$1,170,852)</u>
Net Cash Operating Activities	\$1,881,841	\$3,906,507
<u>Noncapital Financing Activities</u>		
Operating Grants Received	\$496	\$0
Transfers from Other Funds	\$544,698	\$0
Transfers to Other Funds	<u>(\$465,865)</u>	<u>(\$1,062,415)</u>
Net Cash Noncapital Financing Activities	\$79,329	(\$1,062,415)
<u>Capital Financing Activities</u>		
Acquisition and Construction of Capital Assets	(\$828,276)	(\$186,101)
Non Operating Revenue	\$0	\$0
Proceeds from Notes	\$0	\$0
Proceeds from Bonds	\$0	\$0
Principal Payments on Loans	(\$543,648)	(\$732,380)
Paydowns of Notes	\$0	\$0
Capital Contribution	\$0	\$0
Interest Expense	<u>(\$94,178)</u>	<u>(\$112,710)</u>
Net Cash Capital Financing Activities	(\$1,466,102)	(\$1,031,191)

**Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2021**

	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>		
Investment Income	<u>\$7,289</u>	<u>\$15,345</u>
Net Cash Investment Activities	\$7,289	\$15,345
 Net Change in Cash	 \$502,357	 \$1,828,246
 Cash and Investments Beginning of Year	 \$4,622,311	 \$6,516,153
 Cash and Investments End of Year	 <u>\$5,124,668</u>	 <u>\$8,344,399</u>

Enterprise Funds
Reconciliation of Operating Income to Net Cash Provided by Operating
Activities
Year Ended June 30, 2021

	<u>Sewer</u>	<u>Water</u>
Operating Income	\$972,985	\$3,243,325
<u>Adjustments</u>		
Depreciation	\$992,362	\$1,407,286
<u>Changes in Assets, Liabilities and Deferred Flows</u>		
User Fees	\$115,942	(\$65,658)
Deferred Outflows	\$180,528	\$337,835
Accounts Payable	\$56,623	(\$113,671)
Accrued Liabilities	\$6,546	\$16,415
Refunds Payable	(\$24,690)	(\$910)
Compensated Absences	(\$33,434)	(\$6,655)
Net Pension Liability	(\$245,962)	(\$380,123)
Net OPEB Liability	(\$251,611)	(\$590,008)
Deferred Inflows	\$112,552	\$58,671
	\$0	\$0
Net Cash Provided by Operating Activities	<u>\$1,881,841</u>	<u>\$3,906,507</u>

2021 Needham Annual Report

Trust Funds Year Ended June 30, 2021

Fund	July 1, 2020	Receipts	Disbursements & Adjustments	June 30, 2021
Anita M. Reinke Memorial Scholarship	12,691.74	811.46	500.00	13,003.20
Arthur and Cecilia Bailey Scholarship	56,862.48	3,635.52	2,270.00	58,228.00
Centennial Football Scholarship	599.72	38.33	0.00	638.05
Charles and Bernice Siegel Memorial Fund	262,814.18	16,803.07	10,000.00	269,617.25
Chloe Malast Memorial Scholarship	18,914.87	1,209.34	750.00	19,374.21
Class of 1979 Scholarship	55.29	3.55	0.00	58.84
Class of 1980 Scholarship	7,325.43	468.37	1,000.00	6,793.80
C. J. Cullen III Memorial Scholarship	48,509.67	3,101.48	0.00	51,611.15
Dana F. Burke Scholarship	5,150.73	329.33	500.00	4,980.06
De Fazio Family Memorial Scholarship	18,069.36	1,155.26	700.00	18,524.62
Derwood Newman Memorial	38,466.55	2,459.37	0.00	40,925.92
Dr. Lee Allan Memorial	4,201.67	268.63	0.00	4,470.30
Dwight School (Pollard School)	58,745.86	3,755.92	0.00	62,501.78
Edward J. Stewart 13 Club Scholarship	120.49	7.69	0.00	128.18
Edith Wildman Fund	623,479.63	39,862.30	24,900.00	638,441.93
Adrienne Garrido Memorial Scholarship	32,176.97	3,429.68	2,500.00	33,106.65
Elizabeth Handley	48,518.69	3,102.06	1,940.00	49,680.75
Elizabeth May Music Trust	244,155.98	15,610.16	0.00	259,766.14
Frederick Barstow Scholarship	285,586.43	18,259.03	18,000.00	285,845.46
Frederick Harris Scholarship	35,713.52	2,283.37	2,000.00	35,996.89
George Morse Memorial Scholarship	278,667.89	17,816.70	6,200.00	290,284.59
George F. Skinner	2,630.21	168.15	1,200.00	1,598.36
High School Sports Endowment	44,673.45	2,856.21	0.00	47,529.66
Igor Guralnik & Keith Flueckiger	22.64	1.44	0.00	24.08
Joan W. Swartz Memorial Scholarship	91.64	5.86	0.00	97.50
John Akers	346,791.62	22,086.32	12,500.00	356,377.94
John C. Wood (High School Library)	19,947.87	1,254.64	1,297.06	19,905.45
Joseph Paulini Scholarship	4,347.34	277.96	0.00	4,625.30
Kyle Shapiro Scholarship	7.70	0.53	0.00	8.23
Leo F. Richards Jr. Scholarship	7.75	0.53	0.00	8.28
Linda Barnes Scholarship	288.92	18.48	0.00	307.40
Lizzie and Reuben Grossman Scholarship	112.56	1,507.19	1,500.00	119.75
Mark R., Beane Memorial Scholarship	45,490.10	2,908.42	1,800.00	46,598.52
Mark Oberle Memorial Scholarship	16,085.56	1,028.42	625.00	16,488.98
Martin Luther King Scholarship	6,762.25	1,482.35	270.00	7,974.60
Minot Mac Donald (Carter School Library)	14,215.21	892.45	477.45	14,630.21
Miriam Kronish Scholarship	5,088.19	325.33	200.00	5,213.52
Miriam Kronish Excellence in Educ	43,698.51	2,793.87	0.00	46,492.38
Nate Tavalone Scholarship	10,130.65	947.70	380.00	10,698.35

2021 Needham Annual Report

Trust Funds Year Ended June 30, 2021

Fund	July 1, 2020	Receipts	Disbursements & Adjustments	June 30, 2021
New Century Club Scholarship	16,136.16	1,031.66	645.00	16,522.82
Nina Pansuk Scholarship	181,482.76	10,736.44	5,000.00	187,219.20
Peter Eloranta Chemistry Award Scholarship	17,409.19	1,113.07	650.00	17,872.26
Peter Eloranta Scholarship	118,269.79	7,561.56	4,700.00	121,131.35
Rebecca H. Perry Memorial Scholarship	331,678.59	21,205.93	8,000.00	344,884.52
Richard Jensen, Sr. Memorial Scholarship	4,140.41	264.73	0.00	4,405.14
Robert and Elizabeth Gardner Scholarship	179,812.88	53,740.80	20,000.00	213,553.68
Robert Burke Fitzgerald	133,898.85	8,560.84	5,350.00	137,109.69
Ruth Ann B. Simmons MD Memorial Scholarship	14,919.11	953.87	1,500.00	14,372.98
Scott Marino Memorial Scholarship	7,235.45	462.62	1,000.00	6,698.07
Stacy Neilson Memorial Fund (Soccer Team)	26,051.83	1,665.63	1,000.00	26,717.46
Students Need Arts Trust Fund	86.88	5.23	0.00	92.11
Timothy P. Flanagan Memorial Scholarship	1,852.06	118.42	500.00	1,470.48
Richard Tod Greenleaf III Memorial	797.59	563.83	1,000.00	361.42
William G. Moseley Scholarship	28,379.59	1,814.77	935.00	29,259.36
William L. Sweet Scholarship	986,304.23	63,920.55	29,250.00	1,020,974.78
William T. Burke Memorial Scholarship	258.59	16.50	0.00	275.09
Subtotal School	\$4,689,933.28	\$346,702.92	\$171,039.51	\$4,865,596.69

2021 Needham Annual Report

Trust Funds Year Ended June 30, 2021

Fund	July 1, 2020	Receipts	Disbursements & Adjustments	June 30, 2021
Arthur W. & Barbara S. Hatch Fund	358,955.89	22,592.58	14,117.06	367,431.41
Bosworth Library Trust Fund	10,031.45	641.38	0.00	10,672.83
Charles Fredic Clifford Henderson Library 10% Trust	181,221.67	11,529.55	1,065.49	191,685.73
Cora Proctor Thurston Fund	16,850.20	1,050.86	495.85	17,405.21
Harold Street Trust	33,380.78	2,134.19	0.00	35,514.97
Helen DE M. Dunn Library Trust Fund	1,197.18	76.53	0.00	1,273.71
Karl L. Nutter Library Trust Fund	3,244.90	207.46	0.00	3,452.36
Laura G. Willgoose Library Trust Fund	183,439.70	11,716.64	254.00	194,902.34
Library Permanent Donation Fund	123,408.44	73,656.55	74,014.12	123,050.87
Lois Carley Children's Library Trust	14,495.41	898.91	521.36	14,872.96
Martha Barr Library Trust Fund	4,642.81	296.83	0.00	4,939.64
Myra S. Greenwood Library Trust Fund	104,511.34	6,681.94	0.00	111,193.28
Roger S. Corliss Fund	8,779.61	561.34	0.00	9,340.95
William Carter Fund	48,382.58	3,093.34	487.95	50,987.97
William H. Wye Library Fund	2,370.30	151.54	0.00	2,521.84
Kathleen F and Dr Thomas H Weller Trust Fund	8,627.59	551.62	0.00	9,179.21
Subtotal Library	\$1,103,539.85	\$135,841.26	\$90,955.83	\$1,148,425.28
350th Needham Birthday Celebration	7,680.07	491.03	0.00	8,171.10
400th Needham Birthday Celebration	5,125.35	327.68	0.00	5,453.03
Community Revitalization Maintenance 10% Trust	87.29	7,911.16	7,586.23	412.22
Community Revitalization Trust	279.69	10,558.11	9,581.41	1,256.39
Council on Aging Permanent Donation	208,304.63	13,317.99	0.00	221,622.62
Domestic Violence Trust	306,375.42	19,588.18	12,500.00	313,463.60
Esther Lyford Trust	14,622.38	934.88	0.00	15,557.26
Green Field Improvement Association Fund	8,032.31	513.55	0.00	8,545.86
John B. Tolman Trust (Library/ Temperance Organization)	164,962.92	10,546.95	2,920.00	172,589.87
Mary Virginia E. Hill (Animal Welfare) Fund	19,203.65	1,227.79	0.00	20,431.44
Needham Cemetery Grand Army Lot Perpetual Care Fund	13,185.96	843.05	0.00	14,029.01
Needham Military Band	154.27	5.76	0.00	160.03
Park & Recreation (Park Beautification) Fund	19,692.98	1,259.07	0.00	20,952.05
Rebecca Perry Park Trust Fund	39,557.23	2,529.10	0.00	42,086.33
Robert & Marcia Carleton Memorial Trust Fund	137,195.10	8,771.62	0.00	145,966.72
Robert & Marcia Carleton Pavilion Fund	41,936.36	2,681.20	0.00	44,617.56
Skate Park Trust Fund	3,432.25	219.43	0.00	3,651.68
Subtotal Other Funds	\$989,827.86	\$81,726.55	\$32,587.64	\$1,038,966.77
TOTAL	\$6,783,300.99	\$564,270.73	\$294,582.98	\$7,052,988.74

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide	\$62,597,155		(\$1,087,714)	\$61,509,441	(\$57,917,426.81)	(\$589,145.71)	(\$58,506,572.52)	\$3,002,868.48
10 Select Board and the Office of the Town Manager	\$1,096,503		\$13,253	\$1,109,756	(\$1,065,461.23)	(\$2,140.53)	(\$1,067,601.76)	\$42,154.24
11 Office of the Town Clerk	\$457,429		\$6,302	\$463,731	(\$448,698.55)	(\$4,010.00)	(\$452,708.55)	\$11,022.45
12 Legal Services	\$329,140			\$329,140	(\$309,630.59)	(\$15,692.50)	(\$325,323.09)	\$3,816.91
13 Finance Department	\$3,477,743		\$31,110	\$3,508,853	(\$3,332,942.32)	(\$74,625.60)	(\$3,407,567.92)	\$101,285.68
14 Finance Committee	\$39,922		\$1,155	\$41,077	(\$40,137.85)		(\$40,137.85)	\$939.85
15 Planning and Community Development Department	\$616,651		\$6,294	\$622,945	(\$567,578.20)	(\$5,195.09)	(\$572,773.29)	\$50,171.81
16 Police Department	\$7,440,850		\$292,770	\$7,733,620	(\$6,897,321.76)	(\$45,565.94)	(\$6,942,887.70)	\$790,732.90
17 Fire Department	\$8,810,841		\$206,090	\$9,016,931	(\$8,757,381.13)	(\$68,733.33)	(\$8,826,114.46)	\$190,816.24
18 Building Department	\$795,800		\$16,478	\$812,278	(\$659,554.93)	(\$142.09)	(\$659,697.02)	\$152,580.98
19 Minuteman Regional High School Assessment	\$1,099,935		\$12,614	\$1,112,549	(\$1,112,548.55)		(\$1,112,548.55)	\$0.45
20 Needham Public Schools	\$80,735,089			\$80,735,089	(\$77,788,139.01)	(\$1,862,090.10)	(\$79,650,229.11)	\$1,084,859.89
21 Building Design and Construction Department	\$544,659		\$12,957	\$557,616	(\$469,292.27)	(\$3,693.85)	(\$472,986.12)	\$84,629.88
22 Department of Public Works	\$16,840,578		\$433,449	\$17,274,027	(\$16,258,334.20)	(\$877,484.87)	(\$17,135,819.07)	\$138,207.93
23 Municipal Parking Program	\$130,522			\$130,522	(\$122,373.67)	(\$5,899.88)	(\$128,273.55)	\$2,248.45
24 Health and Human Services Department	\$2,297,153		\$25,056	\$2,322,209	(\$2,155,808.24)	(\$19,356.48)	(\$2,175,164.72)	\$147,044.28

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
25 Commission on Disabilities	\$2,050			\$2,050	(\$1,515.42)		(\$1,515.42)	\$534.58
26 Historical Commission	\$1,050			\$1,050				\$1,050.00
27 Needham Public Library	\$1,986,020		\$27,895	\$2,013,915	(\$1,775,803.61)	(\$23,968.84)	(\$1,799,772.45)	\$214,142.55
28 Park and Recreation Department	\$947,970		\$2,291	\$950,261	(\$738,639.37)	(\$30,846.99)	(\$769,486.36)	\$180,774.64
29 Memorial Park Trustees	\$750			\$750	(\$729.75)	(\$20.25)	(\$750.00)	
2021 Needham Annual Report								
Subtotal	\$127,650,655		\$1,087,714	\$128,738,369	(\$122,501,890.65)	(\$3,039,466.34)	(\$125,541,356.99)	\$3,197,012.51
A-15								
Townwide & Departments	\$190,247,810			\$190,247,810	(\$180,419,317.46)	(\$3,628,612.05)	(\$184,047,929.51)	\$6,199,880.29

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide Expense Budgets								
1 Casualty, Liability, Property & Self-Insurance Program	\$665,795		\$2,389	\$668,184	(\$667,584.00)		(\$667,584.00)	\$600.00
2 Debt Service	\$21,111,388			\$21,111,388	(\$21,091,658.39)		(\$21,091,658.39)	\$19,729.61
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$16,128,308			\$16,128,308	(\$15,852,607.26)	(\$72,524.67)	(\$15,925,131.93)	\$203,176.07
4 Needham Electric, Light & Gas Program	\$3,901,384			\$3,901,384	(\$2,992,947.16)	(\$516,621.04)	(\$3,509,568.20)	\$391,815.89
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$7,197,713			\$7,197,713	(\$7,197,713.00)		(\$7,197,713.00)	\$0
6 Retirement Assessments	\$9,513,643			\$9,513,643	(\$9,368,084.00)		(\$9,368,084.00)	\$145,559.40
7 Workers Compensation	\$746,833			\$746,833	(\$746,833.00)		(\$746,833.00)	\$0
8 Classification Performance & Settlements	\$1,255,000		(\$698,993)	\$556,007				\$556,007.40
9 Reserve Fund	\$2,077,091		(\$391,110)	\$1,685,981				\$1,685,981.00
Total	\$62,597,155		(\$1,087,714)	\$61,509,441	(\$57,917,426.81)	(\$589,145.71)	(\$58,506,572.52)	\$3,002,868.48
Select Board and the Office of the Town Manager								
10A Salary & Wages	\$942,708		\$13,253	\$955,961	(\$937,843.45)		(\$937,843.45)	\$18,117.55
10B Expenses	\$153,795			\$153,795	(\$127,617.78)	(\$2,140.53)	(\$129,758.31)	\$24,036.69
Total	\$1,096,503		\$13,253	\$1,109,756	(\$1,065,461.23)	(\$2,140.53)	(\$1,067,601.76)	\$42,154.24
Office of the Town Clerk								
11A Salary & Wages	\$391,124		\$6,302	\$397,426	(\$397,426.00)		(\$397,426.00)	\$0
11B Expenses	\$66,305			\$66,305	(\$51,272.55)	(\$4,010.00)	(\$55,282.55)	\$11,022.45
Total	\$457,429		\$6,302	\$463,731	(\$448,698.55)	(\$4,010.00)	(\$452,708.55)	\$11,022.45

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Legal Services								
12A Salary & Wages	\$75,140	(\$75,140)						
12B Expenses	\$254,000	\$75,140		\$329,140	(\$309,630.59)	(\$15,692.50)	(\$325,323.09)	\$3,816.91
Total	\$329,140			\$329,140	(\$309,630.59)	(\$15,692.50)	(\$325,323.09)	\$3,816.91
Finance Department								
13A Salary & Wages	\$2,100,223		\$31,110	\$2,131,333	(\$2,041,299.83)		(\$2,041,299.83)	\$90,033.17
13B Expenses	\$1,282,520			\$1,282,520	(\$1,198,393.91)	(\$74,625.60)	(\$1,273,019.51)	\$9,500.49
13C Capital	\$95,000			\$95,000	(\$93,248.58)		(\$93,248.58)	\$1,751.42
Total	\$3,477,743		\$31,110	\$3,508,853	(\$3,332,942.32)	(\$74,625.60)	(\$3,407,567.92)	\$101,285.91
Finance Committee								
14A Salary & Wages	\$38,522		\$1,155	\$39,677	(\$39,676.96)		(\$39,676.96)	\$0.44
14B Expenses	\$1,400			\$1,400	(\$460.89)		(\$460.89)	\$939.11
Total	\$39,922		\$1,155	\$41,077	(\$40,137.85)		(\$40,137.85)	\$939.55
Planning and Community Development Department								
15A Salary & Wages	\$582,251		\$6,294	\$588,545	(\$544,413.96)		(\$544,413.96)	\$44,131.24
15B Expenses	\$34,400			\$34,400	(\$23,164.24)	(\$5,195.09)	(\$28,359.33)	\$6,040.67
Total	\$616,651		\$6,294	\$622,945	(\$567,578.20)	(\$5,195.09)	(\$572,773.29)	\$50,171.71
Police Department								
16A Salary & Wages	\$6,752,022		\$292,770	\$7,044,792	(\$6,345,278.29)		(\$6,345,278.29)	\$699,513.71
16B Expenses	\$404,312			\$404,312	(\$288,655.11)	(\$45,565.94)	(\$334,221.05)	\$70,090.95
16C Capital	\$284,516			\$284,516	(\$263,388.36)		(\$263,388.36)	\$21,127.64
Total	\$7,440,850		\$292,770	\$7,733,620	(\$6,897,321.76)	(\$45,565.94)	(\$6,942,887.70)	\$790,732.30
Fire Department								
17A Salary & Wages	\$8,378,394		\$206,090	\$8,584,484	(\$8,469,677.95)		(\$8,469,677.95)	\$114,806.05
17B Expenses	\$407,464			\$407,464	(\$270,364.18)	(\$68,072.33)	(\$338,436.51)	\$69,027.49
17C Capital	\$24,983			\$24,983	(\$17,339.00)	(\$661.00)	(\$18,000.00)	\$6,983.00
Total	\$8,810,841		\$206,090	\$9,016,931	(\$8,757,381.13)	(\$68,733.33)	(\$8,826,114.46)	\$190,816.54

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Building Department								
18A Salary & Wages	\$744,760		\$16,478	\$761,238	(\$647,418.28)		(\$647,418.28)	\$113,819.72
18B Expenses	\$51,040			\$51,040	(\$12,136.65)	(\$142.09)	(\$12,278.74)	\$38,761.26
Total	\$795,800		\$16,478	\$812,278	(\$659,554.93)	(\$142.09)	(\$659,697.02)	\$152,580.98
Minuteman Regional High School Assessment								
19 Assessment	\$1,099,935		\$12,614	\$1,112,549	(\$1,112,548.55)		(\$1,112,548.55)	\$0.45
Total	\$1,099,935		\$12,614	\$1,112,549	(\$1,112,548.55)		(\$1,112,548.55)	\$0.45
Needham Public Schools								
20 Needham Public School Budget	\$80,735,089			\$80,735,089	(\$77,788,139.01)	(\$1,862,090.10)	(\$79,650,229.11)	\$1,084,859.99
Total	\$80,735,089			\$80,735,089	(\$77,788,139.01)	(\$1,862,090.10)	(\$79,650,229.11)	\$1,084,859.99
Building Design and Construction Department								
21A Salary & Wages	\$525,164		\$12,957	\$538,121	(\$461,925.08)		(\$461,925.08)	\$76,195.92
21B Expenses	\$19,495			\$19,495	(\$7,367.19)	(\$3,693.85)	(\$11,061.04)	\$8,433.66
Total	\$544,659		\$12,957	\$557,616	(\$469,292.27)	(\$3,693.85)	(\$472,986.12)	\$84,629.58
Department of Public Works								
22A Salary & Wages	\$9,228,146	(\$225,000)	\$57,342	\$9,060,488	(\$9,013,507.96)		(\$9,013,507.96)	\$46,980.54
22B Expenses	\$7,037,810	\$225,000		\$7,262,810	(\$6,306,459.45)	(\$865,810.87)	(\$7,172,270.32)	\$90,539.68
22C Capital	\$150,018			\$150,018	(\$137,656.02)	(\$11,674.00)	(\$149,330.02)	\$687.98
22D Other	\$424,604		\$376,107	\$800,711	(\$800,710.77)		(\$800,710.77)	\$0.23
Total	\$16,840,578		\$433,449	\$17,274,027	(\$16,258,334.20)	(\$877,484.87)	(\$17,135,819.07)	\$138,207.93
Municipal Parking Program								
23 Program	\$130,522			\$130,522	(\$122,373.67)	(\$5,899.88)	(\$128,273.55)	\$2,248.45
Total	\$130,522			\$130,522	(\$122,373.67)	(\$5,899.88)	(\$128,273.55)	\$2,248.45
Health and Human Services Department								
24A Salary & Wages	\$1,842,113		\$25,056	\$1,867,169	(\$1,815,796.83)		(\$1,815,796.83)	\$51,372.17
24B Expenses	\$455,040			\$455,040	(\$340,011.41)	(\$19,356.48)	(\$359,367.89)	\$95,672.11
Total	\$2,297,153		\$25,056	\$2,322,209	(\$2,155,808.24)	(\$19,356.48)	(\$2,175,164.72)	\$147,044.28

2021
Needham Annual Report

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Commission on Disabilities								
25A Salary & Wages	\$1,500			\$1,500	(\$1,500.00)		(\$1,500.00)	
25B Expenses	\$550			\$550	(\$15.42)		(\$15.42)	\$534.58
Total	\$2,050			\$2,050	(\$1,515.42)		(\$1,515.42)	\$534.58
Historical Commission								
26A Salary & Wages								
26B Expenses	\$1,050			\$1,050				\$1,050.00
Total	\$1,050			\$1,050				\$1,050.00
Needham Public Library								
27A Salary & Wages	\$1,613,880		\$27,895	\$1,641,775	(\$1,432,840.92)		(\$1,432,840.92)	\$208,934.85
27B Expenses	\$372,140			\$372,140	(\$342,962.69)	(\$23,968.84)	(\$366,931.53)	\$5,208.77
Total	\$1,986,020		\$27,895	\$2,013,915	(\$1,775,803.61)	(\$23,968.84)	(\$1,799,772.45)	\$214,142.85
Park and Recreation Department								
28A Salary & Wages	\$805,365	(\$50,000)	\$2,291	\$757,656	(\$583,469.58)		(\$583,469.58)	\$174,186.22
28B Expenses	\$142,605	\$50,000		\$192,605	(\$155,169.79)	(\$30,846.99)	(\$186,016.78)	\$6,588.22
Total	\$947,970		\$2,291	\$950,261	(\$738,639.37)	(\$30,846.99)	(\$769,486.36)	\$180,774.64
Memorial Park Trustees								
29A Salary & Wages				\$750	(\$729.75)	(\$20.25)	(\$750.00)	
29B Expenses	\$750			\$750	(\$729.75)	(\$20.25)	(\$750.00)	
Total	\$750			\$750	(\$729.75)	(\$20.25)	(\$750.00)	
Department Budget Total	\$127,650,655		\$1,087,714	\$128,738,369	(\$122,501,890.65)	(\$3,039,466.34)	(\$125,541,356.99)	\$3,197,012.01
Total Operating Budget	\$190,247,810			\$190,247,810	(\$180,419,317.46)	(\$3,628,612.05)	(\$184,047,929.51)	\$6,199,880.49

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$1,054,938			\$1,054,938	-\$890,210.20		-\$890,210.20	\$164,727.80
201B Expenses	\$462,447			\$462,447	-\$356,961.99	-\$52,961.84	-\$409,923.83	\$52,523.17
201C Capital	\$45,000			\$45,000	-\$24,035.00	-\$20,965.00	-\$45,000.00	
201D MWRA Assessment	\$6,399,895			\$6,399,895	-\$6,399,895.00		-\$6,399,895.00	
201E Debt Service	\$900,000			\$900,000	-\$645,376.95		-\$645,376.95	\$254,623.05
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,897,280			\$8,835,757	-\$8,316,479.14	-\$73,926.84	-\$8,390,405.98	\$506,874.02

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,360,541			\$1,360,541	-\$1,187,266.67		-\$1,187,266.67	\$173,274.33
301B Expenses	\$1,269,070			\$1,269,070	-\$927,492.40	-\$58,634.69	-\$986,127.09	\$282,942.91
301C Capital	\$15,000			\$15,000	-\$15,000.00		-\$15,000.00	
301D MWRA Assessment	\$1,126,226			\$1,126,226	-\$1,122,902.00		-\$1,122,902.00	\$3,324.00
301E Debt Service	\$1,250,000			\$1,250,000	-\$1,242,824.32		-\$1,242,824.32	\$7,175.68
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$5,095,837			\$5,095,837	-\$4,495,485.39	-\$58,634.69	-\$4,554,120.08	\$541,716.92

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2021

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	-\$15,497.04	-\$1,539.99	-\$17,037.03	\$64,962.97
Total Operating Budget	\$82,000			\$82,000	-\$15,497.04	-\$1,539.99	-\$17,037.03	\$64,962.97

TAX RATE RECAPITULATION

Fiscal Year 2021

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from page 2, IIe)	\$ 216,100,971.61
Ib. Total estimated receipts and other revenue sources (from page 2, IIle)	53,662,170.50
Ic. Tax Levy (Ia minus Ib)	\$ 162,438,801.11
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	76.9233	124,953,286.29	9,589,166,123.00	13.03	124,946,834.58
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	16.3207	26,511,149.41	1,030,129,606.00	25.74	26,515,536.06
Net of Exempt					
Industrial	1.9498	3,167,231.74	123,073,050.00	25.74	3,167,900.31
SUBTOTAL	95.1938		10,742,368,779.00		154,630,270.95
Personal	4.8062	7,807,133.66	303,361,700.00	25.74	7,808,530.16
TOTAL	100.0000		11,045,730,479.00		162,438,801.11

MUST EQUAL 1C

Assessors

Stanley Winston, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/11/2020 8:39 AM

Comment:

Walter F. McDonough, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/11/2020 2:54 PM

Comment:

Arthur Tzouros, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/11/2020 3:16 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/15/2020
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

NOTE : The information was Approved on 12/15/2020

TAX RATE RECAPITULATION

Fiscal Year 2021

Jane Jane Handy

TAX RATE RECAPITULATION

Fiscal Year 2021

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		212,871,579.50
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)	48,609.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	275,595.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		336,704.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,485,423.00
Ild. Allowance for abatements and exemptions (overlay)		1,407,265.11
Ile. Total amount to be raised (Total Ila through Ild)		216,100,971.61

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	13,000,178.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		13,695,326.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	11,310,310.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	15,603,067.00	
4. Community Preservation Funds (See Schedule A-4)	3,698,048.00	
TOTAL IIIb		30,611,425.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	7,862,472.50	
2. Other available funds (page 4, col (d))	1,492,947.00	
TOTAL IIIc		9,355,419.50
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2020	0.00	
1b. Free cash..appropriated on or after July 1, 2020	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)		53,662,170.50

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)		216,100,971.61
b. Total estimated receipts and other revenue sources (from IIIe)	53,662,170.50	
c. Total real and personal property tax levy (from Ic)	162,438,801.11	
d. Total receipts from all sources (total IVb plus IVc)		216,100,971.61

NOTE : The information was Approved on 12/15/2020

TAX RATE RECAPITULATION

Fiscal Year 2021

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2020	(b) Estimated Receipts Fiscal 2021
==> 1.	MOTOR VEHICLE EXCISE	5,679,213.47	5,000,000.00
2.	OTHER EXCISE		
==>	a.Meals	499,167.31	180,000.00
==>	b.Room	1,185,706.21	200,000.00
==>	c.Other	0.00	0.00
==>	d.Cannabis	0.00	0.00
==> 3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	272,718.79	270,000.00
==> 4.	PAYMENTS IN LIEU OF TAXES	93,000.00	90,000.00
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	1,108,098.58	950,000.00
9.	OTHER CHARGES FOR SERVICES	1,889,262.11	1,825,000.00
10.	FEES	215,503.27	125,000.00
	a.Cannabis Impact Fee	135,685.23	0.00
	b.Community Impact Fee Short Term Rentals	0.00	0.00
11.	RENTALS	114,739.19	100,000.00
12.	DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13.	DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14.	DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15.	DEPARTMENTAL REVENUE - RECREATION	358,649.00	70,000.00
16.	OTHER DEPARTMENTAL REVENUE	575,385.29	385,000.00
17.	LICENSES AND PERMITS	2,381,660.11	1,800,000.00
18.	SPECIAL ASSESSMENTS	914.20	0.00
==> 19.	FINES AND FORFEITS	234,548.66	50,000.00
==> 20.	INVESTMENT INCOME	834,162.96	264,710.00
==> 21.	MEDICAID REIMBURSEMENT	67,187.97	0.00
==> 22.	MISCELLANEOUS RECURRING (UPLOAD REQUIRED)	7,967.11	600.00
23.	MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED)	404,780.90	0.00
24.	Totals	16,058,350.36	11,310,310.00

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 | 12/14/2020 8:55 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.

==> Written documentation should be submitted to support increases/ decreases of FY 2021 estimated receipts to FY 2020 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/15/2020

TAX RATE RECAPITULATION
Fiscal Year 2021

		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)	
06/08/2020	2021	209,451,450.00	185,764,698.00	7,856,186.00	596,057.00	0.00	13,809,509.00	1,425,000.00	1,386,100.00	676,700.00	
06/08/2020	2020	6,286.50	0.00	6,286.50	0.00	0.00	0.00	0.00	0.00	0.00	
10/04/2020	2021	3,413,843.00	56,000.00	0.00	896,890.00	0.00	463,500.00	1,997,453.00	0.00	0.00	
	Total	212,871,579.50	185,820,698.00	7,862,472.50	1,492,947.00	0.00	14,273,009.00	3,422,453.00			

A

* Enter the fiscal year to which the appropriation relates.

** 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.

Clerk

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 | 12/9/2020 11:46 AM

Comment:

NOTE : The information was Approved on 12/15/2020

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Meeting in the Middle – Needham's Memorial Park

Gloria Greis, PhD , Executive Director of the Needham History Center and Museum

The line is now fading, but long-term Needham residents still remember when Rosemary Street formed the “boundary” between Needham Center and Needham Heights. Needham in 1850 was not that much different from Needham in 1711. Most Needhamites were farmers, or worked in the trades that supported a small farming community. The town and church were centered on the intersection of Nehoiden Street and Central Avenue to be near the coach roads – the main travel arteries of the time. The rest of Needham was thinly settled – mostly woodlots and pastureland, except for where it was too swampy to farm much at all. Highlandville (Needham Heights) was similar, sparsely settled and with the same farms and pastures as the Center.

Everything changed after 1850. In 1853, the railroad came to Needham, in part to transport gravel to Boston to fill the Back Bay. Stations were built at Highlandville and in the empty pastureland of the Great Plain. Once the railroad was built, businesses and homes were increasingly drawn away from the old center on Nehoiden Street and toward the convenience and activity of the two train stations. Also in the 1850s, Needham saw its first significant influx of immigrants since the 1700s. Irish Catholics escaping the Famine flocked to the Boston area and surrounding towns. English knitters from the Midlands, displaced by the growing industrialization of the English textile industry, also came to this area. Many of these families settled in Highlandville. As the knitters set up their own businesses and then expanded their mills, the need for labor grew, and the Irish and English, and later the Italian and Polish immigrants found work and settled in the neighborhood.

The new industries and immigrants transformed the Heights economy from farms to manufacturing, and created a new political and social culture that was very different from the old Yankee culture of the Center. The two sections took on different characters that reflected their differing histories. The Heights was more diverse in nationality and religion, and industrial rather than agricultural. Neighborhood enclaves were based on nationality. The local game was cricket rather than baseball.

However, despite any differences, the construction of Memorial Park in 1921 was an act of unity, a sharing of grief and memory. Needham had just recovered from the twin traumas of World War I and the influenza epidemic. The town was more fortunate than many, suffering relatively few losses from either event. Nevertheless, it had been two generations – the Civil War – since Needham had faced such tragedy. The site chosen for the park was also symbolic – Richwagen's Hill on Highland Avenue, just midway between the Center Common and the Heights Common.

April 19, 1921, was declared “Memorial Park Community Day;” it was not a coincidence that the date was the anniversary of the Battle of Lexington and Concord. Two parades set off with music and fanfare – one from the Center, and one from the Heights – to meet in the middle at Richwagen's Hill. Alarms and bells in town called the workers to action at 7:00 AM.

The parade from the Square was led by the Needham Military Band, the one from the Heights by the Boy Scout Fife and Drum Corps. 1700 people (one-third of the town) volunteered to work, bringing every available wheelbarrow and shovel, tractor and horse. Over the course of the day, this huge volunteer workforce cut back the sloping hill to create a level field. Veterans of the War wore their old uniforms. The Women's Relief Corps set up a camp kitchen in the field across the street (now Sudbury Farms' parking lot) to feed the workers.

A large boulder found during the digging was set up for the bronze memorial plaque. The new Memorial Park was dedicated “To Those of Needham who Served their Country in the World War, 1917-1918, and in Memory of Those Who Died in Service.” In 1995, additional monuments were dedicated in honor of Needhamites who served in the country's other wars.

In the century since it was built, Memorial Park has been the site of town gatherings, concerts, celebrations, fireworks, sledding runs, and carnivals. After 1930, it became the location for the high school's sports fields. And every Memorial Day, we still pause there to honor those who died in service to our country. For 100 years, Memorial Park has been our park, playing field, and gathering place. Created by the community to honor its heroes – figuratively and literally at the center of Needham.



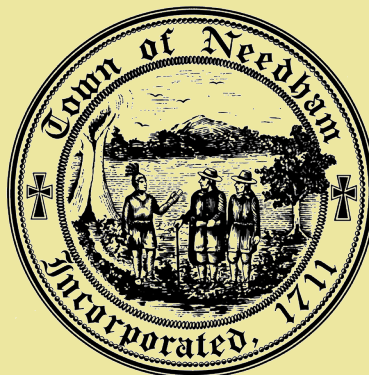
Above: 1,700 Needham volunteers used their shovels, wheelbarrows, steam shovels, tractors and plows to level Richwagen's Hill and create Memorial Park in honor of the Town's World War I veterans and casualties.

Below: The Women's Relief Corps set up a camp kitchen in what is now the Sudbury Farms parking lot, to feed the volunteers who built Memorial Park a lunch of beans, hot dogs, bread, cheese, pickles, pies, donuts, and coffee. The Library is in the background.





1711



2021