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Vol. 1.

ANNUAL REPORT

1711 – 2022

TOWN OF NEEDHAM



Remembering Print Journalism in Needham

The Needham Chronicle

AND WELLESLEY ADVERTISER.

Vol. 1.

Needham, Saturday, November 28, 1874.

No. 1.

THE NEEDHAM CHRONICLE

SATURDAY, NOV. 28, 1874.

NEEDHAM.

WELLESLEY.

GRANTVILLE.

Cover Image

Mastheads from the first issues of the *Needham Chronicle* and the *Needham Globe*. The Chronicle originally incorporated the Wellesley Advertiser, but in May 1881, after Wellesley split from Needham, it dropped the longer name and became just the *Needham Chronicle*.

Photo Courtesy of the Needham History Center and Museum

2022 Needham Annual Town Report

Dedicated to Dan Matthews



A son of the “Kennedy Generation”, Dan Matthews has embodied President Kennedy’s call to public service to the benefit of his neighbors, community, and country. Throughout a career spanning nearly fifty-years in elected office, Dan has placed those values at the core of his public life.

Raised on Highgate Street, Dan is a proud Alumnus of Harris, Pollard, and Needham High Schools. Following his graduation from Northwestern University in Illinois, Dan returned to Needham to attend Boston College Law School. He was elected as a Town Meeting Member in 1974 – a position he has held continuously since – and earned a seat on the School Committee in 1976 (all while working on a law degree and at Calvert’s). Dan became active in politics and policy, including successfully leading the effort to change Needham’s then-ban against political lawn signs.

After admission to the bar in 1977, Dan practiced law as a generalist based out of Needham until 2023. Dan met his first wife, Catherine Wong – an emergency room physician, and for several years a Town Meeting Member – and together they raised their three children: John, Joseph, and Mary, in Needham. In 2004, Cathy passed away following a second severe bout with cancer. Dan met, and in 2011, married, Genevieve Hammond, a career public school educator.

Dan left the School Committee in 1989. But his commitment to public education continued – Dan was a key supporter of Needham Public School operations and facilities needs, and more recently, reconstruction of the Minuteman Regional Vocational Technical High School. In 1995, Dan was elected by his neighbors the Select Board.

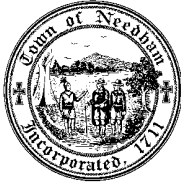
Serving on the Select Board from 1995 through 2022, Dan helped steer the Board and Needham through a time of economic growth, change, and challenges. In addition to supporting major investments in schools, maintenance, and public facilities, transition to the Town Manager form of government, and facing the COVID epidemic, Dan helped Needham advance affordable housing, diversity, and race equity. A champion for civility and working across ideological differences, Dan’s service on the Select Board was characterized by commitment to principle.

In addition to legal practice, he also served over the years on the State Alcoholic Beverages Control Commission, at the Norfolk County Registry of Deeds, and as Norfolk County’s Executive Director, and in volunteer roles with the Massachusetts Select Boards Association, Massachusetts Municipal Association, and State Local Government Advisory Committee. His time on the ABCC was reflected in careful stewardship of voter-approved alcohol licensing in Needham while on the Select Board.

To this day, Dan remains active in local government and public service. In addition to serving in Town Meeting, Dan is a trusted resource for Town officials and neighbors alike, never shying away from challenges, and still willing to ask what he can do for his community.

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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 2022.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2024 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 2024-2028 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 years 2024 through 2028. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2024 – 2028 Capital Improvement Plan is also available on the Town's website. The warrant for the 2023 Annual Town Meeting will also be available online when published. It provides interested residents with the items that will be debated at the Town Meeting. The warrant will also include the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2024. The warrant will also include 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 sq mi

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: 32,091
(2020 Census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2022 Tax Rate:

\$13.41 Residential

\$26.50 Commercial

FY2022 Average Single-Family Home Value: \$1,016,185

FY2022 Average Single Family Home Tax Bill: \$13,627

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

Kevin T. Pendergast, Department Specialist

Kalin M. Mitov, Finance Specialist

Joyce M. Carlezon, Pt.

PURPOSE:

Historically, the position of Town Clerk dates to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments. The Town Clerk is also the Chief Records Access Officer under the Public Records Law effective January 1, 2017. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, Burial Agent, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict-of-Interest Law, instructions on how to complete the mandatory online training requirements biannually, and dissemination of the Open Meeting Law. Part of this legislation, the revision of the Open Meeting Law, requires municipal clerks to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of over 33,000 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 and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July 2000 until May 2011 the Town Clerk's Office served as the local Passport Agency for the U. S. Department of State. The U. S. Department of State determined that offices in which birth certificates are issued could no longer serve as a Passport Agency. The Needham Town Manager's Office has taken over this process as a service to our residents.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Select Board). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May under the Town of Needham's Charter. Fiscal Year 2022 had only two elections opposed to three elections in Fiscal Year 2021 - the Special Town Election scheduled for Tuesday, December 7, 2021 and the Annual Town Election scheduled for Tuesday, April 12,

2022. A fall Special Town Meeting was held on Monday October 28, 2019. The following is a comparison of the number of elections and town meetings in Fiscal Year 2021 and 2022:

Fiscal Year 2022

- Special Town Meeting – Monday, October 25, 2021
- Special Town Election – Tuesday, December 7, 2021
- Annual Town Election – Tuesday, April 12, 2022
- Annual Town Meeting – Monday, May 2, 2022
- Special Town Meeting – Monday, May 9, 2022

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

The Special Town Meeting of October 25, 2021, disposed of 12 articles in one session. The Special Town Election of Tuesday, December 7, 2021 to elect a member of the Select Board to fill the vacancy created by the resignation of Lakshmi Balachandra until April 9, 2024, had a total vote cast of 3,221 or 13.426% of Registered voters which included absentee ballots. The Annual Town Election for the election of Town Officers and Town Meeting Members, had a total vote cast of 2,879 or 11.77% of the 23,996 Registered voters. The Annual Town Meeting and the Special Town Meeting within the Annual scheduled for the May 2 and 9, 2022 disposed of 41 and 4 Articles respectively.

FY2022 HIGHLIGHTS:

The Spring and Summer of 2022 turned in the year of the COVID-19 pandemic and was a real challenge trying to meet the needs of our residents and prepare for the two spring elections and the coming 2022 State Primary and State Election. The State Elections division of the Secretary of the Commonwealth required Early Voting by mail and in person for the first time for the Presidential Primary. The Town Clerk's Office subsequently received a surprise check in the amount of \$3,039 in February 2021 for the mandated Early Voting for this 2020 Presidential Primary – a much needed reimbursement for the partial costs associated with this mandate.

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

marriage records project was passed under Article 25 by unanimous consent at the Saturday May 1, 2021, Annual Town Meeting.

The Special Town Meeting of October 25, 2021, approved two Zoning By-Law amendments. The Annual Town Meeting approved three General By-Law amendments and one Town Charter amendment. Article 37 amends the General By-Law under Section 1.9 (Election of Officers) by changing the number of elected members of the Needham Housing Authority from four members to three members. Article 38 seeks to amend the Town Charter by authorizing the Select Board to petition the General Court, in compliance with Clause (1), Section 8 of Article XXXIX of the Amendments of the Constitution, to approve legislation to change the elected number of the Needham Housing Authority members from four members to three members. The Zoning and General By-law amendments of all Town Meetings were subsequently approved by the Attorney General. The Town Charter amendment was approved by the Senate and House of Representatives and signed by the Governor on November 28, 2022. Under Article 10 Town Meeting approved the FY2023 Operating Budget in the amount of \$206,020,137. Total appropriations including the Fiscal Year 2023 Operating Budget approved at the Annual Town Meeting totaled **\$242,204,436**.

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

VITAL STATISTICS

	<u>FY2022</u>	<u>FY2021</u>	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>
<u>Births to Residents:</u>						
7/1/21- 12/31/21	119	126	144	122	133	125
1/1/22 - 6/30/22	<u>131</u>	<u>146</u>	<u>131</u>	<u>149</u>	<u>131</u>	<u>115</u>
Total Births:	250	272	275	271	264	240

Deaths: Residents

7/1/21 - 12/31/21	119	113	111	122	112	125
1/1/22 - 6/30/22	<u>109</u>	<u>119</u>	<u>198</u>	<u>130</u>	<u>145</u>	<u>163</u>
Residents:	228	232	309	252	257	288

Deaths: Non-Residents

7/1/21 - 12/31/21	112	126	105	154	148	152
1/1/22 - 6/30/22	<u>104</u>	<u>113</u>	<u>100</u>	<u>154</u>	<u>154</u>	<u>154</u>
Non-Residents:	216	239	205	302	302	306

Total Deaths:	444	471	600	590	549	590
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Marriages:

7/1/21 - 12/31/21	64	111	52	34	58	51
1/1/22 - 6/30/22	<u>25</u>	<u>45</u>	<u>54</u>	<u>29</u>	<u>22</u>	<u>43</u>
Total Marriages:	89	156	106	63	80	94

Dog Licenses Issued:

7/1/2020- 6/30/21

	FY22	FY21	FY20	FY19	FY18	FY17
* Male & Female Dogs @ \$25	303	315	199	221	193	171
* Spayed & Neutered Dogs @ \$20	3,011	2,766	2,504	984	2,710	2,842
* Kennels @ \$ 50	2	1	2	2	2	5
* Kennels @ \$ 75	2	2	2	2	2	3
* Kennels @ \$150.	0	0	0	1	1	0
Hearing Dogs - No Charge	0	0	0	0	0	0
Seeing Eye Dogs - No Charge	0	0	0	0	2	2
Transfers @ \$1.00	5	3	2	3	4	6
Prior Years' Licenses (77 @ \$20)	62	77	28	57	43	20
Prior Years' Licenses (3 @ \$25)	4	3	2	6	3	2
Prior Years' Licenses (0 @ \$10)	0	0	0	0	0	0
Replacement Licenses (16 @ \$1.00)	10	8	<u>16</u>	<u>17</u>	<u>26</u>	<u>22</u>

TOTAL	3,399	3,175	2,755	3,293	2,986	3,073
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* 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
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Fiscal Year	2022	2021	2020	2019	2018
General Fees	\$99,355.97	\$96,933.05	\$102,239.99	\$119,895.75	\$115,000.70
Liquor Licenses	0	\$53,121.00	\$106,569.61	\$94,785.10	\$96,376.07
Other Licenses	\$19,116.00	\$24,842.50	\$19,554.00	\$25,917.00	\$27,654.00
Dog Licenses	\$70,040.00	\$65,756.00	\$55,933.00	\$55,915.00	\$60,390.00
Sub Total	\$188,511.97	\$237,652.55	\$284,296.60	\$307,512.858	\$299,431.77
Accrued Interest	0	0	0	0	0
Public Record Request	0	0	0	0	0
TOTAL	\$188,511.97	\$237,652.55	\$284,296.60	\$307,512.85	\$299,431.77

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. The Town Hall has returned to its 8:30 A.M. – 5:00 P.M. schedule. Please check with the Town Clerk's Office for special evening hours.

BOARD OF REGISTRARS*Ann M. Cosgrove, Chair**Katherine P. Jacques**Vacancy**Theodora K. Eaton***PURPOSE:**

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

Our second long time Registrar, Barbara B. Doyle, also 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. Unfortunately, Elizabeth had to resign due to a legal conflict with serving as Chairman of the Needham Republican Town Committee. The Select Board will need to appoint a Republican Registrar to fill this vacancy.

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.

There have been no changes in the polling locations since August 6, 2020. The current polling places have been designated as follows:

Precinct A – Center at the Heights	Precinct F – Rosemary Recreation Complex
Precinct B – Center at the Heights	Precinct G – Rosemary Recreation Complex
Precinct C – Newman School Gymnasium	Precinct H – Needham Golf Club, 49 Green
Precinct D – Newman School Gymnasium	Precinct I – Town Hall – Powers Hall
Precinct E – Needham Golf Club, 49 Green	Precinct J – Town Hall – Powers Hall

FY2022 HIGHLIGHTS

In Fiscal Year 2022 the Board of Registrars conducted two elections – the Special Town Election on Tuesday, December 7, 2021, and the Annual Town Election on Tuesday, April 12, 2022. Both local elections had an extremely poor voter turnout. As the saying goes..... Government starts at the local level and stronger voter participation is encouraged. Make your voice heard!

**Special Town Election ~ Tuesday, December 7, 2021 ~ 3,221 or 13.426% of 23,686
Registered Voters**

**Annual Town Election ~ Tuesday, April 12, 2022 ~ 5,879 or 11.77% of the 23,996
Registered Voters**

The Annual Town Listing of Residents was conducted by mail again this year. Approximately 50% of the census forms were returned over a four-month period. We reviewed the addresses that had not responded and sent out follow-up requests. Once again, the Annual Census included a request for Veteran status. The dog license application was also included with instructions on how to license your dog on the new Online Pet Registration program. Unfortunately, the dog program vendor failed to fulfill his contract and we had to find a new vendor which took some time. 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. To accomplish this, we need each household to send in their census forms. Hopefully the return will be greater in 2023.

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 22,439 plus 1,542 inactive voters which equals 23,981 voters. The 2022 population for the Town of Needham includes 31,848 residents plus 1,542 inactive voters for total of 33,390. The registered voters were comprised of 7,946 Democrats, 2,111 Republicans, 13,750 Unenrolled, and 174 miscellaneous political designations.

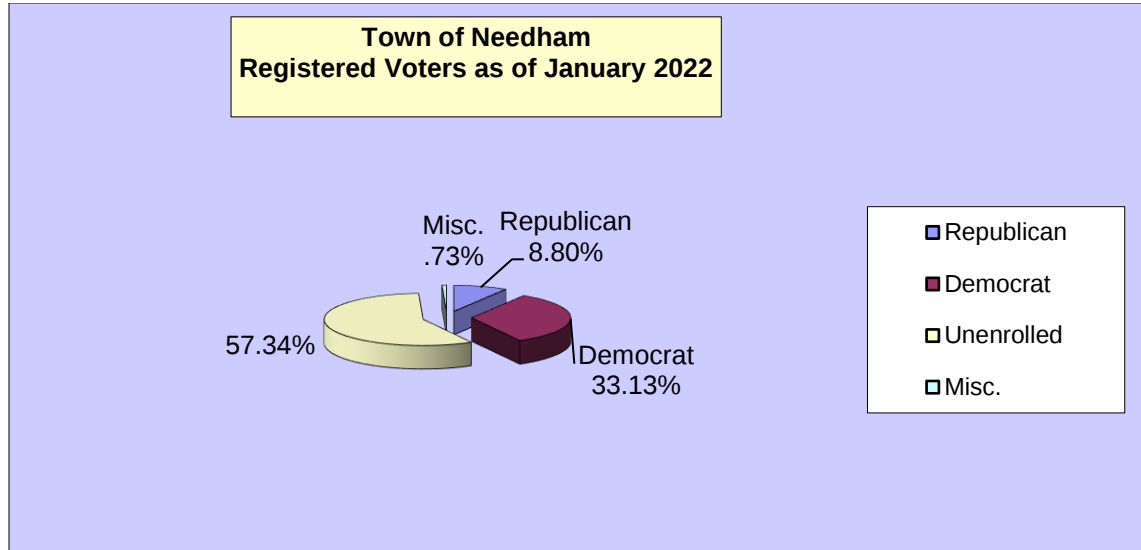
ANNUAL TOWN CENSUS POPULATION

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
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233
2018	20,880	1,156	31,329	32,485
2019	21,493	1,196	31,599	32,795
2020	23,022	844	32,328	33,172
2021	23,919	1,163	31,736	32,899
2022	22,439	1,542	31,848	33,390

* Includes Inactive Voters beginning in fiscal year 1999

The 2020 Federal Census was conducted beginning in April 2020 and finalized in early 2022. With the completion of the 2020 Federal Census, all Town Meeting Members were required to run for election in the revised precincts in the April 12, 2022, Annual Town Election. Those Town Meeting members who received 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

Marianne B. Cooley, Chair, Marcus Nelson, Vice-Chair, Kevin Keane, Clerk (elected 2021), Matthew D. Borrelli, Heidi Frail (elected 2022), Daniel P. Matthews, (outgoing 2022), Lakshmi Balachandra, Clerk (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, Myles Tucker, Support Services Manager (2021), Kristin Scoble Department Specialist, Louise Kempt,

Department Assistant

Human Resources Staff

Chuck Murphy Romboletti, Director of Human Resources (2021), Tatiana Swanson, Assistant Director of Human Resources (2021), Sybil Moore, Benefits Administrator (outgoing 2021), Justine Hunt Benefits Administrator (2022), 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 FY2022 continued to begin at 6:00 p.m. at Town Hall and via Zoom due to the COVID-19 pandemic, as authorized by an emergency order enacted by the Governor and later law passed by the General Court. 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.

FY2022 in Review

Select Board Organization

In September 2021, Lakshmi Balachandra resigned her seat on the Select Board and her role as Clerk. Marcus Nelson was subsequently elected Clerk by his fellow Board members. To fill the seat vacated by Ms. Balachandra, the Board called a special election for December 7th, 2021, in which Kevin Keane was elected to serve the remainder of the term expiring in April 2024. Board member Dan Matthews chose not to pursue an additional term of office and Heidi Frail was elected to in the 2022 annual Town election. Following this election, the Board re-organized with Marianne Cooley as Chair, Marcus Nelson as Vice Chair, and Kevin Keane 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 FY2022 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 staff and elected bodies coordinated the full reopening of Town Facilities and schools, all while dealing with the onset of the Omicron variant of the virus. The Town continued to leverage government and other aid to support government response and economic recovery in both the short- and long-term.

- **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 continued holding Needham United Against Racism Initiative (NUARI) Working Group meetings, to include the establishment of two sub-groups to study education and practice. Town staff began diversity, equity, and inclusion with trained facilitators, and departments – to include public safety departments – continued to review processes and procedures to incorporate these concepts into practice.

- **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 advocated for funding the renovation the Emery Grover School Administration Building, which the 2022 Annual Town Meeting approved. Further, FY2022 saw the completion and dedication of Fire Station 2 and the new Public Safety Headquarters Building. The Board also continued to advocate for the prioritization of demolition of the Ridge Hill buildings, establishment of a DPW facility on Dedham Avenue, development of the greater Ridge Hill/Nike site, and progress towards a master school building plan as priorities for funding and monitoring.

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

The Board established the Climate Action Plan Committee in October 2021 to study the path forward for the Town to establish a climate action plan. Through this committee and its immediate outputs, the Town began to take steps to evaluate the potential to participate in Municipal Aggregation for residential energy supply.

Future Initiatives

The Board began studying initiatives to include the funding for community art programming, establishment of a multi-model rail trail corridor between neighboring towns, actions relative to tree preservation, alternative transit options in Needham, and sidewalk plowing strategies.

Statistics

Activity	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15
Number of ATM Articles	41	8	33	52	53	65	52	50
Number of STM Articles	16	62	10	21	27	24	27	16
Number of SB Meetings	35	38	36	40	39	38	31	31
Number of New Appointments Processed	56	19	12	53	37	37	13	22
Number of Reappointments Processed	73	145	18	32	48	50	46	35
Number of Grant of Location Public Hearings	19	11	28	17	35	24	23	23
Number of Liquor Related Public Hearings	11	6	45	13	16	10	7	7
Number of Other Public Hearings Conducted	21	10	10	15	28	14	13	13
Number of Block Parties Granted	40	5	48	51	57	57	60	50
Number of Road Events Granted	20	6	14	13	13	17	7	16

Passports	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15
Number of Passports Accepted	361	116	176	237	239	228	205	247
Revenue - Execution Charges	\$12,635	\$4,060	\$6,160	\$8,295	\$6,535	\$5,700	\$5,125	\$6,175

Powers Hall Usage	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15
Total # Meetings/Events	81	5	83	92	123	107	95	65
Municipal Events	81	5	57	72	108	90	83	49
Public Events	0	0	16	20	15	17	12	16
Fees	\$0	\$0	\$4,917	\$9,032	\$11,286	\$9,179	\$7,871	\$11,814
*Powers Hall closed for public events from March 2020 through May 2022								

COMMISSIONERS OF TRUST FUNDS

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

Joseph P. Scalia, Chairman (elected to serve April 2022 to April 2025)

Heydon Traub, Secretary (elected to serve April 2021 to April 2024)

FY2022 in Review

The mission of the 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 94 trusts. About 66% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 15% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 19% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of \$5.2 million at the end of fiscal year 2012, to about \$9.2 million at the end of fiscal 2022.

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. The Commissioners 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.

The Commissioners 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, Management 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:** vacant, Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; Karen Rogers, Finance Assistant; Stanley Winston, Professional/Technical Support Specialist; **Information Technology Center:** Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator; Dennis Mulligan, Technology Support Technician; vacant, Computer Operator; **Office of the Parking Clerk:** John Kraemer, Parking Clerk; **Procurement:** vacant, Finance and Procurement Coordinator; **Treasurer/Collector:** Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Office Assistant; Christine Collins, Finance Assistant; vacant, Finance Assistant; Kyle Fraine, 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 the 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 \$200 million general fund budget, \$24 million in special revenue, \$14 million in enterprise funds (water and wastewater), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes 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

FY2022 was another year that foretold major changes ahead. Long-time Treasurer/Collector, Evelyn Poness announced that she would be retiring from her position that she has held since 1987. Evelyn has had a long career with Needham, starting work with Needham Contributory Retirement, then the Finance Department, then onto her hire as the Treasurer/Collector. Evelyn was the first woman appointed to hold this position. The Treasurer/Collector's office also saw the departure of Jill Seaman in October 2021 and Vicki Cyriac in February 2022, both left for opportunities outside of the Town. Kristin Bent, who has worked for the Treasurer/Collector's office since July 2006, was notified that she was selected to become the new water and sewer billing person for the Department of Public Works starting in July 2022. This was a promotional opportunity for Ms. Bent. In August 2021, Hoyt "Chip" Davis, who had provided notice of his pending retirement last year, did retire. However, Chip agreed to stay on in a part-time capacity to assist with transition and to ensure the Town's annual filing with the Department of Revenue went forward. In October 2021, Dennis Mulligan was hired for the Technology Support Technician position which was vacated last year. In January 2022, Christine Collins and Kyle Fraine were hired and joined the Treasurer/Collector's office; Ms. Collins was hired into the Finance Assistant position, and Mr. Fraine was hired into the Office Assistant position. The Department also welcome back a former retired member of the Assessing Office, Stanley Winston, who took on the part-time position of Professional/Technical Support Specialist which helped the Department to keep current on data collection and review. We welcome Christine Collins, Kyle Fraine, and Dennis Mulligan to the Finance Department, congratulate Kristin Bent on her promotion, thank Chip Davis and Stanley Winston for coming back to support the Assessing Office, and wish Evelyn Poness, Vicki Cyriac, and Jill Seaman well with their future endeavors.

FY2022 Highlights

The economy improved even quicker than anticipated as COVID restrictions were lifted, many who were vaccinated or confident in their perception of self-immunity returned to the workplaces, restaurants, traveling, attending public events, and with some regulatory and self-selected lifestyle changes contributed to the recovery. The Town's local receipts much improved over FY2021 and many were comparable to pre-COVID activity, property tax collections remained strong. Some local receipts such as food and leisure related (meals and room excise) were up significantly- 120% over FY2021, a sign that indeed public is resuming life after COVID or perhaps in spite of COVID. Most of the Town's governmental operations were operating at capacity. All the schools were open for in person teaching. However, turnover and the filling of vacant positions has been a challenge and was a primary reason not all services were accessible, and may portend what the next couple of years may be. The cost of providing basic services continued to increase, limitations on the availability of goods and supplies was a common refrain from vendors, pressures on wages grew, and concerns with inflation persisted.

During FY2022, the Town realized revenue in excess of budget of \$7.9 million and realized budget returns of \$7.7 million. General Fund revenue in excess of budget was \$4 million higher than FY2021. The \$7.7 million budget return was higher than the FY2021 return of approximately \$6.2 million. General Fund revenue in excess of budget was higher primarily due to increased business

activity and the cautionary approach taken with revenue estimates for the fiscal year in recognition that concerns about COVID could slow the recovery. The budget return was also higher than the prior year by \$1.5 million. Most of the increase was the result of a higher budget return of more than \$2 million from Needham Public Schools. The School Department budget return represented 2.4% of its final budget (\$83,653,397). The return was approximately one million more than the return for FY2021 (\$1,084,860). The budget return for FY2022 was 3.9% of budget which compares to a return of 3.3% for FY2021.

Motor vehicle excise tax revenue was up 13.8% from prior year's actual receipts (\$5,837,070 for FY2022 vs \$5,129,306 for FY2021) and was higher than the actual receipts for FY2020 (\$5,679,213) but was lower than the actual receipts for FY2019 (\$6,138,951). The margin between budgeted and actual revenue was the highest it has been in many years, which was due to a combination of lowering the budget estimate out of concern that COVID would reduce demand for vehicles and the fact that demand did not decrease, but rather increased. There also has been an increase in the purchase/lease of hybrid and electric vehicles which have a higher cost which generates more excise revenue. The actual receipts for FY2022 were \$1.84 million over budget, which compares to \$0.13 million for FY2021. The actual receipts for FY2020 were \$0.48 million over budget and the FY2019 spread was \$1.24 million.

Revenue generated from other taxes, penalties, and payments in lieu of tax (PILOT) was approximately \$1.2 million over the budget for FY2022 which compares to \$0.54 million over the budget for FY2021. The increase in revenue resulted from a stronger economy; meal and room excise revenue were higher with increased restaurant activity and increased hotel occupancy. Notable was the hotel room excise revenue, for FY2021 it was \$313,986 and FY2022 it was \$914,419, a threefold increase. However, the room excise for FY2022 was lower than the \$1,185,706 received during FY2020. The meals excise revenue for FY2022 was \$501,341 compared to \$329,495 for FY2021, and the \$499,167 received for FY2020. The combination of the room and meals excise produced \$1,415,760 in receipts, an increase of 120% over the FY2021 total of \$643,481. Actual receipts from penalties (\$515,391) and PILOT (\$147,913) were also higher but comparable to FY2021 respectively \$499,343 and \$139,204, together a 3.9% increase.

Total permit income for FY2022 was \$2,771,497 compared to \$2,068,299 for FY2021 and \$2,381,660 for FY2020. Construction activity in Needham has remained solid during the course of COVID-related restrictions, and had yet to slow by the end of the fiscal year. Revenue was 34% higher than FY2021 and compared to FY2020 was 16% higher.

Overall total actual General Fund revenue for FY2022 (\$200,435,775) was \$10,584,396 more than the total for FY2021 (\$189,851,379). The increase was due to the growth in property taxes with \$8.76 million more collected during FY2022. The increase resulted from the high New Growth tax revenue, and collections on unpaid taxes outstanding from the prior fiscal years. The total for excluded debt, which is added to the tax levy, for projects previously approved by the voters of Needham declined for the first time in five years. The total General Fund revenue surplus for FY2022 was \$7,867,639 which was more (\$4,004,823) than the \$3,862,816 surplus for FY2021.

The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 52.8% of the total General Fund surplus for FY2022, up from the 24.3% that these sources comprised in FY2021, and the 32.6% in FY2020.

The General Fund appropriated operating budget, excluding county and state assessments and other amounts to be provided, accounting for most of the expenditures, returned \$7,658,330 or approximately 3.9% of the operating budget appropriation; the return for FY2021 was \$6,199,880 or approximately 3.3% of the appropriation for that year.

Needham Public Schools returned \$2,045,756, which compares to \$1,084,860 returned for FY2021. The school budget, inclusive of a \$50,000 reserve fund transfer, for FY2022 was \$83,653,397. The budget return represents just 2.4% of the budget, but accounts for 26.7% of the total General Fund budget return. The School Department received extra funding from the State for residual costs related to COVID and special education spending. The school department also had a number of vacancies during the year which resulted in a larger budget return than usual.

The second highest dollar turnback was from the Group Health Insurance, Employee Benefits & Administrative budget in the amount of \$1,684,205, which was 10.2% of the budget. The return represents 22.0% of the total operating budget return for the year. The return resulted because the number of active health plans were down, due to the number of vacancies in the school and town departments, more employees than anticipated remain in high deductible health plans, and health insurance premium increases were less than forecasted.

The budgetary reserve fund (reserve fund) returned \$1,304,254 which represents 17.0% of the total General Fund operating budget return for FY2022. The reserve fund budget amount returned was less than FY2021 reserve fund budget return (\$1,685,981), which was 27.2% of the total return in that year. The \$1,304,254 return of the reserve fund budget represents approximately 63% of the original voted reserve fund budget of \$2,077,091. There were four draws on the reserve fund during FY2022. The first was \$50,000 to the school department for additional services requested of the consultant hired to for a feasibility study on construction options. The second transfer was for \$17,720 to the Town Clerk budget to defray expenses incurred for a special election held to fill a select board vacancy. The third transfer was for \$370,000 to the fire department for higher shift coverage costs. The fourth was the transfer to cover snow and ice removal expenses above the base budget. The base budget for snow and ice removal was \$428,850 which was supplemented by a \$335,117 transfer from the reserve fund for a total available budget of \$763,967 to cover expenses. The actual expense for the year was \$727,028. 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 snow and ice removal expense for FY2021 was \$800,711, and the expense for FY2020 was \$405,172. It was a mild winter season during FY2020 and was the first year since FY2012 that the total expense was less than budgeted and did not require a reserve fund transfer.

The Police Department had the fourth highest budget turnback returning \$679,269 or 8.7% of its budget which compares to \$790,732 or 10.2% of its FY2021 budget. Approximately 92% of the

turn back (\$626,921) was from salary and wages. The department continued to experience an ongoing higher vacancy rate as positions have turned over more often during the last few years. The challenges to filling the positions include a logjam with the civil service system, the difficulty to recruiting and retaining officers because of increased sense of public negativity towards the police profession nationally, and the lead time required for officers to be trained and certified. The operating expense line returned \$41,049 of which most was also attributed to the vacancies so fewer uniforms and other personal equipment for the officers had to be purchased. The balance (\$11,299) was from operating capital line. The department budget turnback represented approximately 8.9% of the total General Fund budget return.

The fifth highest budget dollar return came from the Department of Public Works, with a return of \$577,929 or 3.2% of the FY2022 budget. This compares to the \$138,208 returned from the fiscal 2021 budget, or 0.8% of the budget. The salary and wage expense line returned \$320,896 or approximately 56% of the total return. The combination of the expense and operating capital budget returned \$220,094 (38% of the total), and the balance of \$36,939 was from the snow and ice expense line which was not needed for those expenses. The total return from DPW represents 7.5% of the total operating budget return for the year

The other twenty-four (24) townwide expense and departmental budgets returned in total \$1,366,917 or 2.0% of their combined amended budgets for the year. However, the Needham Electric, Light & Gas Program budget ran a deficit (\$95,149) because of the increased energy cost, and additional power consumption to run air handling equipment more often in the public buildings to satisfy the COVID mitigation recommendations for public schools. Excluding the deficit, the budget return would have been \$1,462,066 or 2.1% of the related budgets. The same twenty-four budgets last year returned \$2,296,923 or 3.4% of their combined amended budgets for the year.

The total General Fund balance for FY2022 was higher than FY2021. Fund balance was \$56.3 million for fiscal 2022 compared to \$52.4 million for fiscal 2021, a 7.4% change. The unassigned portion of the General Fund increased from the prior fiscal year with a balance of \$29.4 million for FY2022 compared to \$28.1 million for FY2021. Starting with the FY2021 report, the unassigned portion includes the general stabilization fund (\$4,550,111). The State certified \$16,952,126 available as Free Cash for FY2022 of which the Town appropriated \$14,644,455 of that amount. Free Cash is the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow the Town to appropriate. The Free Cash certified for the prior year was \$16,665,406.

The Town allocated \$10,475,329 of the Free Cash for capital equipment and projects for FY2023. The Free Cash appropriated for capital included \$4,001,000 for public roads and related infrastructure improvements, \$817,750 for design and engineering services for new roof top units at the Broadmeadow and Eliot schools, \$763,015 for improvement to the locker rooms at the Pollard Middle School, \$275,000 for heating repairs and upgrades at the Hillside building, \$47,500 for the site improvements at the Town's Recycling and Transfer Station property, and \$27,000 for design work to install a permanent generator at the Center at the Heights (senior center). The Town also

appropriated \$2,250,000 of the Free Cash towards the Emery Grover renovation and addition project. The project funding came from various sources, in addition to the Free Cash, \$1,000,000 was from Overlay Surplus, \$2,000,000 was from CPA Free Cash, and the balance (\$14,150,000) is from debt financing supported by the General Fund (\$10.15 million) and the CPA Fund (\$4 million) for a total appropriation of \$19,400,000.

Free Cash was also used to fund capital equipment which included \$1,124,335 in core fleet and special equipment, \$515,275 in cash capital equipment, furnishings and technology for the Needham Public Schools, and \$135,000 to the purchase of “Bigbelly” trash receptacles which will be placed as designated high use areas in town. Funding of \$53,174 was provided for fire personal protective wear gear, and \$25,000 for replacement of office furniture at the various town offices. The Town also appropriated funds for technology related systems and equipment, including \$120,000 to update the Town’s Geographic Information System, \$50,000 for public safety mobile devices, \$50,000 for public works mobile devices, and \$26,280 for the Needham Public Library.

The balance of \$195,000 of Free Cash for capital was appropriated for three studies. A space utilization study of the senior center was approved for \$75,000, a library space planning study for \$60,000, and \$60,000 for a feasibility study for the public works facilities were approved as well.

The Town also allocated \$3,625,000 of Free Cash to the FY2023 operating budget. The Town’s use of Free Cash for funding the subsequent fiscal year operating budget (FY2023) was in line with management’s guidance of not more than two percent of the previous year’s (FY2021) final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less. Two percent of the FY2021 operating budget excluding the budgetary reserve fund was \$3,763,414; the related budgetary return was \$4,787,338, which was less than the prior year turnback of \$5,783,282. An additional \$12,000 was appropriated for unpaid bills of the previous year. The amount of Free Cash appropriated for budget related purposes was \$3,637,000.

The Town appropriated \$50,000 to fund a grant program for low-cost repair projects that would allow citizens to continue living in their homes. Free Cash was also used to fund the Town’s workers’ compensation reserve pool in the amount of \$130,000, and \$300,000 was appropriated to the newly authorized public safety employee injured on duty fund. The \$2,307,671 balance in Free Cash was closed out at year end to fund balance. Management continues to recommend that the Free Cash certified be directed to cash capital investment, formal reserves, and other non-recurring expenses and that a limited amount be used for ongoing operating budget expenses. The Select Board has endorsed this best practice.

The Town approved several capital projects to be funded in part or fully by debt. At the May 2021 Annual Town Meeting debt authorizations for the Public Safety building projects, sewer system improvements, and water main replacements were approved. The PPBC identified additional costs for the public safety building projects related to safety measures put into place to prevent the spread of COVID at the construction site, and removal of contaminated soil to meet current environmental standards and regulations. Soil contamination was found at Fire Station 2 while excavating

foundations. The supplemental appropriation was \$1,400,000. Town Meeting approved a \$363,000 debt authorization for the rehabilitation and replacement of a sewer interceptor located near Greendale Avenue/Cheney Street area. to Great Plain Avenue. The Water and Sewer Department has been replacing lead lined water service connections across town with new pipes for several years, which Town Meeting authorized another \$1,000,000 to be financed by debt for this purpose. At the October 2021 Special Town Meeting, a \$1,475,000 debt authorization was approved to fund design and engineering services for the renovation and reconstruction of the Emery Grover Building which houses the Needham Public Schools administrative offices. As previously noted, the Town also approved the funding for the reconstruction and addition of the Emery Grover Building at the May 2022 Annual Town Meeting in the amount of \$19,400,000 of which \$14,150,000 was fund debt financing. The construction project is likely to take up to 24 months to complete. The school administrative staff will be housed at the Hillside building during construction.

Submitted as part of the Annual Town Report and can be found in the appendices are the following FY2022 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 FY2022

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.

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 office staff did a stellar job of filling the “vacuum” that was created by the retirement of the Director of Assessing, as the position remained vacant through the end of the fiscal year. The FY2022 actual bills were issued on time as the annual tax rate certification by Department of Revenue went smoothly.

Further relaxation of the COVID restrictions brought about a more “normal” working environment in the Assessor’s Office this past year. The staff was well along in the process of getting acclimated to the new assessment software when remote shifts were initiated; being back in the office has enabled everyone to get back into the “community learning experience” in working with the Tyler IAS CAMA package. Staff members being able to ask a co-worker one cube over, as opposed to emailing a question and awaiting a response, is a lot more conducive to a shorter learning curve. One issue that arose is the fact that the application support person from the Massachusetts Information Technology retired after an extended leave, requiring us to be reliant on Tyler Support staff, who can be slower to respond to issues that arise.

The commercial sales market, basically dormant throughout the pandemic, as evidenced by the minimum number of commercial sales that took place, was static again during FY2022. The residential side of the ledger was dramatically different during 2021/22. The number of sales is on track to exceed the prior year, while the sales prices increased by nearly 12% year over year. In prior years, a sale price of \$2,000,000 would cause a ripple throughout the office. During 2021/22

there were several weeks where they outnumbered the \$1,000,000 sales. Sales of less than seven figures were invariably land or condominium sales that year.

We continued with aspects of the COVID inspection strategy developed previously, for gathering sales information since onsite visiting opportunities were limited. The accuracy of the data on properties that changed hands during calendar 2021/22 is essential to the statical analysis that is 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 2021 sale price.

The collection of building permit information for the calculation of the very important property tax New Growth value for the Department of Revenue, while still somewhat 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 hired last year to conduct “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, and at no extra expense to the Town, the vendor refined their ability to enter a large portion of the collected data directly into the Town’s 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 previous application employed. Open sources such as MLS listings were also utilized.

The effects of the pandemic semi-shutdown on some commercial properties appeared not to have been overly severe, at least as far as calendar year 2021 was concerned. Some property owners continued to 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 experiencing the practicality of a semi-remote workforce.

Information Technology Center (ITC)

Along with the Director, MIS the division a Network Manager who coordinates network engineering, security, and appliance support across multiple buildings and departments, including Public Safety, often requiring 24x7 support. The Applications Administrator supports enterprise applications, such as the General Ledger and the current revenue and miscellaneous billing application. The application administrator position also supports the Town’s web site, online permitting, as well as assisting departments in selection and implementation of department specific applications. An additional Application Administrator position was funded at the 2022 Annual Town Meeting for FY2023 to assist with the implementation of the newly procured billing applications. The application administrators, in conjunction with the Technology Support Technician, allow 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, imaging, and distribution of desktops, laptops, network and desktop peripherals, and cell phones. The position also works with departments to understand departmental technology needs and convey those desires to the Director. 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, mapping, and asset inventory projects as well as preparing infrastructure updates, flight imagery, geospatial data collection, and support of the Town's online GIS presence.

Throughout the year the ITC has continued its support of technology hardware, software, services, and systems for Town Departments including both the Police and Fire Departments. With the Public Safety buildings coming fully online over the past year there was a significant increase in the number of users added, all in the effort to increase communication and the opportunity for education within the buildings. This along with general year-over-year increases in the number of Information Technology Users (ITU) throughout the Town has increased the daily demand for services from the ITC staff. This growth has put continued pressure on the staff because of the number of ITUs and Town buildings supported. As in previous years, some of the pressure on the ITC 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 divisions, and the Building Maintenance division, have procured software asset and inventory management tools which have been used to success out in the field. ITC supports and recommends that all departments look at their processes to determine if they can be updated to online application with the idea to make work more efficient as well as to help maintain the retention of data and information that is often lost when long term employed staff leave or retire.

The ITC, through projects overseen by the Network Manager, has worked to bolster the Town security at multiple levels. At the highest level, the ITC has engaged in a cloud-based process and application to manage and filter data, emails, and web traffic prior to accessing our network. The ITC also manages and monitors data as it is accessing the network and web traffic to determine the validity of web sites. Also, part of the continued plan is the implementation during FY2023 of two factors of authentication at multiple levels of access. The most basic level of protection is employee training which has happened over multiple years with support from the Executive Office of Technology Services and Security (EOTSS) through their Cybersecurity Awareness Grant Program. This most recent training, which went from January 2022 through May 2022, involved two assignments with multiple modules that were to be completed by the staff as well as four rounds of phishing email challenges. The ITC also initiated and began the implementation of a multi-layered system of security. As back of the backup of data the ITC 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, which involves the Technology Support Technician. There are a handful of devices with the Windows 7 operating system still in operation mainly because of timing the removal and replacement process within the daily work requests.

The ITC has continued to support 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 over forty. The Applications Administrator worked on and developed online permits not only for the Building Department but also the Department of Public Works, the Health Department, and the Office of the Town Manager. The next steps include the expansion of the online permitting process with the Planning and Community Development Office. Since its inception, over 9,500 online permits have been completed with over 3,900 currently active. The Application Administrator also worked with the Department of Public Works on database development for a time clock system. The General Ledger was transitioned to an online presence which required a significant amount of time from the Application Administrator during the last few months of FY2022. This transition included a new Employee Portal as well as an option for a Retiree Access portal which allows former employees access to prior records. Because of the GIS Administrator's effort and work with the Massachusetts Department of Revenue, MassIT, and Tyler Technologies during FY2022 they were able to assist the Town Assessor's effort to get the parcel buffer tool working for mailing/abutters lists in the new property record card application. This effort also helped with 911 accuracy which is directly tied to 911 grant monies from the State and distributed to the Police Department. The assessor's data and abutters list are run through the Massachusetts Department of Revenue supported Tyler Technology's online assessing application IAS and can be found on the Assessor's web page on the Town web site.

Office of the 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 the installation of signs, meters, repairs, and maintains both 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 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 investigative and resolving disputes is in place. Inspections of existing parking meters are conducted and meters needing repairs are reported to the Department of Public Works Highway Division which responds with the necessary repairs.

	FY2020	FY2021	FY2022
Parking Tickets	8,596	1,457	4,095
Appeals	751	225	312
Appeal %	8.7%	15.4%	7.6%

During FY2021 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. Enforcement of handicapped and safety violations (e.g., parking in front of a fire hydrant or on a crosswalk) did continue. But as FY2022 progressed and people returned to the shops and businesses, regular monitoring of parking compliance became necessary. The number of issued violations increased from 1,457 to 4,095, 181% increased, but much less than FY2020. COVID-19 restrictions began in mid-March 2020 (last quarter of FY2020) and were in place most all of FY2021, and began to be eased during FY2022.

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 the other departments. The Finance and Procurement Coordinator position, which provides day-to-day assistance to Town departments and monitors procurement activity, was vacant for the entire year. Those responsibilities were done by the Assistant Town Manager/Director of Finance.

Activity	FY2020	FY2021	FY2022
Requisitions Reviewed	2,166	2,230	2,295
Contracts Reviewed	308	352	316

Treasurer/Collector

The Town of Needham Treasurer Collector's office has a staff of four. The Treasurer/ Collector is charged with providing sufficient funds to meet Town expenditures and issue all debt as authorized approved by the Select Board. To facilitate this the 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. It is incumbent upon the Collector to make sure all billing is done timely and accurately. The Collector Maintains a record of all accounts and pursues any that become delinquent utilizing all statutory methods to assure collections.

The office receives and invests all Town revenues including various grants, awards, and state aid. 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.

The Treasurer is custodian of and serves as administrator to the Trust Fund Commissioners. Elected by the residents of the town, the three-member board oversees the investment and disbursement of approximately 90 trust funds valuing approximately \$9.0 million.

The impact of COVID was still being felt during FY2022. Three of the four staff either retired or resigned for various reasons, leaving the office with just one experienced staff person. The office was able to fill two of the three positions fairly quickly and although workflow was disrupted significantly, we were able to maintain the timely billing and collection processes and meet all statutory deadlines.

Real Estate Tax Collections	\$160.2 million
Motor Vehicle & Other Excise	\$ 5.9 million
Personal Property Tax Collection	\$ 10.3 million
CPA Surcharges	\$ 2.9 million
Other Billed Revenue	\$ 1.9 million
Ambulance Receipts	\$ 1.2 million

During FY2022, the Treasurer/Collector office issued, 41,581 real estate tax bills including approximately 250 demand bills; 2,434 personal property tax bills; 29,695 motor vehicle excise bills and in conjunctions with the Water and Sewer Department issued 43,374 utility bills.

During FY2022, the Treasurer worked with the Planning and Development Department and the Conservation Commission to expand the use of the new online permitting software by securing a third-party payment processor. This provides residents with the ability to apply for and obtain permits online with the goal of making it an easier and more efficient way to apply and pay for a permit.

The Treasurer assisted with finalizing the implementation of the updated PC Scale software for the Recycling and Transfer Station (RTS) which allows for a more streamline billing and collection process at the RTS and the Treasurer's office.

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

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, the Domestic Action Fund and in FY2022 the Youth and Family Services crisis 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 577 grants for a total of \$258,750. In FY2022, donations to the fund were 16,235. 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. A similarly structured committee administers this program. Since its inception the Property Tax Assistance committee has awarded 316 grants for a total of \$332,632. In FY2022, we saw an increase in applications to the funds and as a result we were able to provide 28 Needham Households with an average of \$2,824 towards their real estate property taxes as compared to 18 awards for FY2021.

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 impact of the pandemic had a lingering effect in every area of the Treasurer's Department from interest rates to the ability to borrow. General Fund interest income decreased from \$228,969 received during FY2021 to \$174,739 during FY2022. The safety of Town funds is of utmost importance. To further protect public funds, the Town continues to require that Town deposits be 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 in accordance with state statute.

The Treasurer's office collaborates 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.

During FY2022, the Treasurer issued Bond Anticipation Notes for \$2,761,000 and \$10,850,000 in bonds which included a premium of \$1,553,239.75 exclusive of the underwriter's discount of \$12,704.35. 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 \$735,000 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.

During FY2022, the Town issued a Request for Proposal for a new billing and collection software program. The Treasurer/Collector was heavily involved in the review and selection of a new provider. The implementation process will start in FY2023. 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

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

Staff

Louise Mizgerd, Analyst

Mission

The Finance Committee has two primary responsibilities under town by-laws: to develop a balanced budget for the subsequent fiscal year to recommend to Town Meeting for its consideration and vote, and to make recommendations to Town Meeting on capital requests and any issues with financial implications. The Finance Committee executes these duties through open discussion and applying 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. Members of the Finance Committee are appointed by the Town Meeting Moderator.

The Finance Committee works closely with the Town Manager, School Superintendent, Select Board and School Committee each year to recommend a balanced budget to Town Meeting that meets the changing operational 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 critical to developing a balanced budget. The budget 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’s Committee’s duty to make recommendations on warrant articles with financial implications is met by meeting with proponents and interested parties to understand the effects of enacting the proposed article. 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.

FY2022 Highlights

Capital Projects

- **Emery Grover Building:** The Finance Committee remained concerned about the costs of the proposed project to reconstruct the Emery Grover Building which houses School Administration. The Committee also felt that the Emery Grover project should not be prioritized ahead of having a financing plan in place that also accounts for the Mitchell and Pollard school building projects. Recognizing that the Emery Grover Building was beyond its useful life, the Finance Committee advocated for further exploration of immediate, lower cost alternatives including moving School Administration to the former Hillside School or securing a long-term lease for office space. In October 2021, the

Finance Committee supported funding design for the move of School Administration to Hillside, but did not yet support the design costs for the Emery Grover renovation.

- **Parcel Acquisition:** On December 1, 2021 the Finance Committee analyzed a new potential property acquisition that was being considered by the Select Board as a potential opportunity for additional conservation land or recreational open space. The Finance Committee was concerned about the cost (then estimated at \$18M) and whether it was an appropriate use of limited funding.
- **School Facilities Master Plan:** The Finance Committee approved a reserve fund transfer of \$50,000 to explore additional options after the initial report provided options that would exceed the Town's debt limits over several years. The Finance Committee continued to advocate in favor of full consideration of the needs balanced against the cost to taxpayers, while recognizing the effects of project timing. On the one hand, delaying projects may incur additional maintenance costs for older buildings and inflationary pressures for new construction. On the other hand, spreading costs over time can lessen the impact on taxpayers during a given year. Also, the Finance Committee stressed that it is always important to consider financing School facilities projects within the context of a Town-wide financing plan.
- **Solar Panels:** The Finance Committee discussed the plan to construct solar panels as an additional phase to the roof of the Jack Cogswell Building at the RTS. The Town originally planned to either borrow additional project funds or use borrowing appropriations remaining after the core project had wrapped up under budget. Under that proposal, the Town would have owned the solar panels and would have been responsible for their maintenance, and the Town would have recouped all costs for from the additional work in 11 years. At the Finance Committee's suggestion, the Town worked with a developer which ended up saving the Town not only construction costs, but also the ongoing costs and risks associated with solar panel maintenance, repair, and obsolescence. The Finance Committee then supported the revised project, which is expected to provide all of the electricity needed to power the Cogswell Building and provide most if not all of the electricity for other RTS buildings.
- **Public Safety Project:** The Finance Committee continued to review the budget as the construction of Fire Station 2 and the Police/Fire headquarters entered its final phase.

Other Financial Matters

- **Economic development:** The Finance Committee supported warrant articles to provide opportunities for additional alcohol licenses and provide additional outdoor seating, which were expected to provide flexibility to better support local businesses.

- **ARPA Funds:** The Town was allotted approximately \$9 million in funds from the federal government under the American Rescue Plan Act. The Finance Committee discussed the potential uses for these funds with the Select Board, who is charged with allocating grant funds. The Finance Committee supported for COVID-related costs for the Public Health Department, and also some technology and mental health costs. The Finance Committee strongly supported the use of ARPA funds for water and sewer upgrades not only because of the critical needs, but also because the funds have a deadline, and it was important to have a plan to make use of the full amount of available funds.

Operating Budget Recommendation for FY2023

The Finance Committee has the responsibility of developing an annual operating budget for the following year to be recommended to Town Meeting. Each Finance Committee member dedicates countless hours to developing a fair and equitable budget to recommend to Town Meeting. The Finance Committee began its work on the FY2023 budget in late fall of 2021. The budget process took place with the usual annual timelines despite the increased uncertainty under the pandemic.

Revenue

Though the COVID-19 pandemic continued to cast a shadow, much of the Town's operations were closer to normal during fiscal year 2022, and much more business was conducted in person. Revenue for FY2022 was strong despite the lingering presence of the pandemic, as the overall economy appeared to rebound well. Property taxes remained strong as property values remained high and commercial owners had to make few concessions in rent to tenants. New growth was strong due to upgrades in natural gas transmission lines that led to increased commercial personal property taxes, and also due to a steady rate of new home construction. State aid remained strong. Local receipts were lower than some previous years, but that was projected and thus did not cause a shortfall in expected revenue.

The Finance Committee's FY2023 budget recommendation was based on expectations of how operations would be conducted in fiscal year 2023 and beyond, taking into consideration current events. Some parts of Town business would be back to pre-pandemic norms, and other aspects would be different. The Town's initial revenue projections for FY2023, which served as the basis for creating the FY2023 spending plan, were conservative and included only modest increases over adjusted FY2022 amounts. More than 80% of the Town's annual revenue comes from property taxes. Property tax is determined using the tax base from the prior year, adding an allowance for new growth, as well as for funds to be collected for excluded debt. Needham's property tax revenue is generally strong and reliable and provides the Town more protection against unexpected fluctuations than if it were more heavily reliant on other revenue sources. The projected local receipts were projected to increase significantly in FY2023 due to the fact that the projected receipts for FY2022 were low in the aftermath of the pandemic-related economic slowdown. The Town also used conservative estimates for state aid, including both unrestricted general government aid (UGGA) and Chapter 70 school aid which were based on the preliminary

estimates from the state that were available during the budgeting process. These estimates are subject to adjustment after the fiscal year is underway and there is a better understanding of what the levels of actual revenue will be.

Budget Process

The Finance Committee continued its typical schedule of starting the budget process in December 2021, 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 2021, as well as in January, February, and March 2022 to review the budget request of each Town department, board, and committee with management of each department. As every year, in preparation of a budget recommendation for FY2023, 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 in late January 2022. As mandated by law, the Town Manager's executive budget included a bottom-line recommendation for the School Department's FY2023 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 initiated a pilot program to analyze certain department budget requests using a priority-based budgeting approach as part of the FY2023 budget process. The goal is to link all spending requests with a stated goal or function of that department. While this approach takes more time and effort for the department and the Finance Committee liaisons, the Committee felt that it could be an important exercise to ensure that funds are being directed in the most beneficial way. The Finance Committee found that the department managers' FY2023 spending requests overall were carefully considered and conscious of the need for fiscal discipline. The Finance Committee consistently requires careful vetting of new staff or programs before recommending that they be funded in the annual operating budget.

Lastly, over the course of several discussions, the Finance Committee determined that approved spending requests that are likely to recur year-over-year ought to be included within an operating budget of the Town rather than funded through a standalone Warrant article. Three such requests were initially proposed for funding through standalone Warrant articles, but the Finance Committee instead integrated the requests into one of the Town's operating budgets: the Diversity, Equity & Inclusion program and funding for the Needham Council on Arts and Culture were integrated into the General Fund operating budget, while the NPDES compliance costs were integrated into the Sewer Enterprise Fund operating budget.

FY 2023 Operating Budget Highlights

The Finance Committee developed the FY2023 budget during the period of December 2021 through March 2022 and voted its final recommendation on March 9, 2022. The Finance Committee supported an amendment to its own recommended budget, passed by Town Meeting, to increase the funds to be applied to the Retiree Insurance and Insurance Liability Fund line. This was a way to use some of the extraordinary Free Cash to decrease an unfunded liability, which will reduce long term costs.

The Finance Committee's recommended budget for FY2023 was fiscally prudent while providing sufficient funding to maintain level services in most Town operations while also allowing for carefully planned and vetted expansion of some worthy programs and services. As in FY2022, federal grants provided funding for expenses most directly related to the pandemic, so to the extent COVID-related costs were expected, those costs were not included in the FY2023 budget. As noted above, there were also substantial federal grant funding available for infrastructure and some other one-time expenses which will keep some departments busy, but not add to annual operating costs. The discussion below describes the Finance Committee's considerations during the budget process.

Townwide Expenses

Townwide Expenses, which are the costs incurred by the Town or spread across a number of departments, increased in the FY2023 budget. The largest component of the increase is due to

rising costs for insurance and employee benefits, and also to an increase in the number of benefited positions. There are also funds set aside in Townwide Expenses to provide funding for salary increases during the fiscal year, that were not yet known due to the collective bargaining agreements that did not have settled agreements at the time the budget recommendation was voted. Those amounts could be shifted by the Town Manager 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. In the Finance Committee's voted FY2023 budget, there were three unions without settled bargaining agreements. Potential cost of living increases for these unions were included in Townwide Expenses. Various increases in the FY2023 budget included funding for a new Equity, Inclusion and Diversity program, as well as resources for expanding mental health programs and for infrastructure maintenance and repair. The Finance Committee carefully reviews each request for additional staff and encourages efficiencies where possible. The Finance Committee keeps in mind that any increases in staffing affect not only salary costs, but also benefits and retirement costs.

Public Education:

- **Minuteman Regional Vocational Technical School:** The Town remains committed to participate as part of the Minuteman district. The annual assessment increased, based on expected enrollment and the Town's portion of the district's capital building project.
- **Needham Public Schools:** The School Department budget makes up over 40% of the FY2023 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 FY2023. The budget included increases due to contractual salary increases, higher projected enrollment, and increased need for student support services, including special education. Enrollment decreased significantly during the pandemic and was not expected to reach pre-pandemic levels in the near future. However, there are lingering effects of remote learning and a resulting increased need for student support services and special education, which had required some additional staffing. Certain costs attributable to the pandemic have been covered by grant funding, but some longer-term needs may become part of ongoing operations. The Finance Committee will continue to carefully review new programs and staffing requests, as well as the enrollment projections, and encourages a goal of keeping budget increases to be within the Town's rate of revenue growth.

The Finance Committee remains committed to developing an annual budget that meets the needs of its residents, while being financially sustainable. The FY2023 budget included funding that was anticipated to meet the spending needs for each department for the year. The Finance Committee has the legal authority to transfer funds from the Reserve Fund to other budget lines to cover unforeseen or extraordinary costs over the course of the fiscal year. The Town has also set aside 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, Select Board, 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 restraint and long-term planning will help the Town to maintain its readiness for the challenges that lie ahead.

Capital Spending Recommendations for FY2023

The Finance Committee received the Town's Capital Improvement Plan for FY2023 – FY2027 released in early January 2022. 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 are predictable for the following year. Under the Town's debt policy, long-term debt is used for capital improvements that are too expensive to be financed with current revenue. Town Meeting voted to approve of new debt in FY 23 for the reconstruction of the Emery Grover Building. 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 is typically used for used for one-time needs or boosting reserves. Based on initial estimates, the Town's planned to allocate Free Cash in FY2023 to fund the annual General Fund cash capital warrant article covering various annual or one-time expenses such as the fleet replacement program, School technology replacement and traffic improvements. Free Cash was also approved to fund financial warrant articles for various programs including the public facilities maintenance program, the property tax assistance and small repair grant programs, the DPW complex feasibility study and the Pollard School locker room improvements.

Future Opportunities and Challenges

The Finance Committee continues to examine the Town's budget and finances as operations settle into a new routine in the wake of the worst of the pandemic. It is not yet clear when the long term effects on workplaces will be better understood. The Finance Committee is also closely monitoring the costs associated with the numerous large upcoming projects in the Facilities Master Plan. The facilities financing plan began to take shape in FY2022, with more concrete numbers and discussions being held in FY2023 as the Town sought to prioritize its various 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 for both expanded services and for maintenance). The costs associated with expanding infrastructure and operations are being

compounded by high inflation and increasing interest rates, as well as increased energy costs. The Finance Committee is ever mindful the tax burden for residents due to these new projects and recognizes the importance of maintaining the Town's favorable credit rating and strong financial condition.

Conclusion

The Finance Committee recommended a budget for FY2023 that was balanced, fiscally sound, and designed to provide the funding needed to continue to provide the Town's more important services. The Committee also kept a close eye on capital plans and associated costs.

The Finance Committee deliberates the operating and capital budgets and other issues with fiscal implications to the Town fairly and openly at all times. The Committee meets on select Wednesdays from September through June, and occasionally during the summer. The meetings and agendas are posted with the Town Clerk at Town Hall and placed on the main calendar on the Town's website. Most meetings are in person and are often available to view electronically. The public is welcome and encouraged to attend any meeting, and the Committee begins every meeting with an invitation for comments from the public. The Committee seeks to ensure that its independent and objective recommendations help keep Needham well-prepared to meet present and future needs.

LEGAL SERVICES

Purpose:

Legal Services, primarily 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 in its role as Adjunct Town Counsel. Attorneys serving as in this capacity 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.

FY2022 Highlights:

During fiscal year 2022, Town Counsel provided advice and assistance to Town officials on matters related to public records, contracts, licenses, and leases, TIF agreements, alcohol licensing, Board of Health matters, 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 FY2022 included: public records requests; permitting; COVID-19 related programming; land acquisition; 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.

FY2023 Forecast

In fiscal year 2023, the Town will continue to utilize the services of contract counsel for primary and specialty needs. The Select Board intends to initiate a formal appointment process for Town Counsel in the Fall of 2022.

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. These are certain elected officials – including the Moderator – and chairs of certain elected boards in our town. Under Massachusetts law and Section 14 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 important committees. As appointees of the Moderator, these individuals -- or entire committees -- represent the Legislative Branch of our Town government (Town Meeting) and thus serve an critical function in our municipal-level system of checks and balances. The Moderator appoints the Finance Committee, the Personnel Board, as well as members of the Community Preservation Committee, the Youth Commission Board and the Transportation Committee.

I was most grateful to be reelected as Town Moderator in April 2022, for another three-year term. I appreciate the confidence the citizens of Needham place in me to serve as their Moderator.

Fiscal Year 2022 Highlights

During Fiscal Year 2022, Town Meeting returned to its traditional venue, Powers Hall. This was a welcome development after the emergency measures we implemented during the public health emergency forced our Town Meeting to convene outdoors.

- Our Town Meeting convened twice in Fiscal Year 2022, first in a Special Town Meeting held on October 25, 2021, and then Annual Town Meeting convened on May 2, 2022, which also included a Special Town Meeting.
- The October 2021 Special Town Meeting tackled a 12-article Warrant that contained measures involving appropriations, zoning and some non-binding resolutions offered through citizen petition.

- The Annual Town Meeting met on May 2, 2022, in Powers Hall and considered a 40-article Warrant. Once again, Town Meeting exercised its powers to debate, consider, and vote on a variety of measures. These included the \$225,000,000 FY 2023 Operating Budget, various other appropriations, such as funds for the demolition of the manor home at Ridge Hill Reservation, the renovation of the High School tennis courts and the expenditure of \$19,400,000 for the reconstruction for the Emery Grover School Administration Building.
- Within the 2022 Annual Town Meeting, we also held a Special Town Meeting. This Special Town Meeting was convened on May 9, 2022. The Warrant for the Special Town Meeting contained four articles, three of which concerned the ratification of police and fire department collective bargaining agreements, and one was a Home Rule Petition relating to exempting the Needham Police Department from civil service.
- Once again building on some of the innovations we were forced to implement during the pandemic, the sponsors of articles and commenting officials -- such as the Finance Committee and the Select Board -- pre-recorded (on YouTube video) their remarks in advance of Town Meeting and posted them on the Town of Needham Website. Supporting documents and materials which in the past have been distributed at Town Meeting were also posted to the website in advance. These same personnel also provided live reminder remarks at each meeting to ensure that all Town Meeting Members heard a consistent presentation on each article. Lively discussion and debate followed.
- In Fiscal Year 2021, the Town of Needham website continued to be an invaluable resource for Town Meeting Members.
- We continued to distribute the Revised Version (April 2021) 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=> Many Town Meeting members expressed to me their appreciation for this resource.
- On April 25, 2022, I worked with the Needham League of Women Voters to hold and extremely well attended New Town Meeting Member Orientation in person at the Center on the Heights. The Orientation preceded the Warrant Meetings hosted by the League.
- 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 during the pandemic.

- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2022. I personally pay for any expenses I incur, such as the preparation of the Needham Town Meeting Handbook, educational materials for new Town Meeting Member Orientation, 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 Community Preservation Act Committee, The Transportation 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 2022. 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

Sandra Cincotta, Chair

John Krawiecki

Robert Mearls

Robert Papetti

Michelle Vaillancourt

Staff

Jacob Cole, Administrator

Elizabeth Milch, Retirement Specialist

Martin Feeney, Accounting Specialist

MISSION

Instituted in 1937, The Needham Contributory 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 customer service to our retirees, active employees, and inactive employees. Along with being a support and aid to our members, we simultaneously place a premium on 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 system. This has greatly reduced the paper footprint of paper files and physical on-site storage space.

The Needham Contributory Retirement System considers it an honor to meet with members to discuss the retirement process, options and answer all the questions they may have. Members are permitted to bring their spouse or a loved one(s) to the meeting as well. We meet the needs of our members by hosting in-person office meetings, Zoom video call meetings during and after hours when needed.

For those members that do not meet the retirement eligibility, we likewise present their options to them. These options include leaving their money on account until further notice, requesting a refund or a rollover of their funds to an approved Individual Retirement Account (IRA).

Some members also leave for another municipal job. For those members, we work in conjunction with the retirement system the member is going to fall under and we facilitate a transfer of their time and funds from Needham Contributory Retirement System to the new town's retirement system for the member. This ensures the member keeps building up their pension towards retirement because once the transfer process, the member's time and money from Needham continues to grow in their new position in the town from which they were hired and transferred.

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 considered by law a contributory defined benefit plan covering all town employees deemed eligible by law, with the exception of qualified schoolteachers. Qualified schoolteachers fall under and contribute to the Mass Teachers' Retirement System. Without exception, the Mass Teachers' Retirement System, Needham Contributory Retirement System, and any of the other 100+ retirement systems in the Commonwealth, are all governed by Chapter 32 of Mass General Law and PERAC (Public Employee Retirement Administration Commission).

Members hired after July 1, 1996, contribute 9% of their regular compensation + an additional 2% of earnings greater than \$30K towards their retirement. 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, are not eligible for membership and thus contribute to Social Security. Per Chapter 32, seasonal, temporary, or contracted individuals are exempt from membership in all retirement systems in the Commonwealth.

Since 1985, the Needham Contributory Retirement Board, entrusts PRIM (The Pension Reserves Investment Management Board and Firm (<https://www.mapension.com/>), with the management, strategy and investing of the Needham Contributory Retirement System's two hundred million plus funds. PRIM is a proven leader in the financial investments field. Approximately 85% of the Commonwealth's municipalities also have hired and utilize PRIM.

The Town of Needham 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. The Needham Retirement Board actively manages the funding Schedule which has us on pace to be 100% fully funded by the year 2033. The Needham Contributory Retirement System is outpacing many other towns in the Commonwealth.

The Needham Contributory Retirement Board and Staff would like to offer special thanks to Evelyn Poness for her years of dedicated and tireless service as Town Treasurer, and for chairing the Needham Contributory Retirement Board. Evelyn Poness served the Town for over 40 years in various roles most notably as Town Treasurer. She also served on the Retirement Board since 1987, most of which was as Madam Chair. The Needham Retirement Board and Staff wish her the very best in retirement.

With the departure of Evelyn Poness, the Retirement Board voted to have long-time Board Member, Ms. Sandra Cincotta serve as the Retirement Board Chair. To fill the Board seat vacated by Sandra Cincotta, the Town appointed Michelle Vaillancourt to the Board. Michelle is a welcomed addition and continues to serve as the Town Accountant.

The Needham Contributory Retirement Board consists of five Board Members. The Retirement Board Members serve terms of three years. The Town may appoint or re-appoint, two Board Members every three years. Two Board Members are elected and the fifth Board Member cannot be a former employee or retiree and is elected by the other four Board Members. Within this construct, in Massachusetts, a municipality's administration and employees have an equal part. The third part or fifth board member is a counterweight ensuring the balance of power is kept in check and not usurped.

I also would like to thank my staff, Human Resources that we work in strong collaboration with, our vendors and legal counsel for all their great support, hard work and diligence serving the retirees and employees of the Town.



PRIM Executive Director and Chief Investment Officer Michael G. Trotsky, CFA provided the following information to the PRIM Board at its February 16, 2023, meeting:

Executive Director and Chief Investment Officer Report

We are pleased that the PRIT Fund was up 4% for the December quarter, following three straight quarters of market declines, and the gains have continued into the first quarter of 2023. Returns were negative during the 12-month period ending December 2022 as equity and bond indices were down globally: domestic equities were down 18%, developed international equities were down 14.5%, and emerging equities were down 20%. Normally, we would expect bonds to offer protection from a selloff in equities, but bonds were also down substantially in calendar 2022, down approximately 13%. A 60/40 mix of stocks and bonds was down 16.2%, but the PRIT Fund fared better, down 11.2% net of fees. The loss in calendar year 2022 followed a very strong calendar year 2021. Calendar year 2021 returns were the fourth largest returns ever, and the outperformance of 8% net of fees relative to our benchmark in 2021 was the strongest outperformance in PRIM's entire history.

The PRIT Fund has performed well over the last several years while the financial markets and global economies responded to several disruptive situations. PRIM does not control geopolitical events, slowing economic growth worldwide, monetary policy responses, wars, viruses, supply chain shortages, or the behavior of other investors. We are market takers, and the only thing we can control is the design and composition of the PRIT Fund. We have carefully engineered a diversified portfolio with components that will perform well in a variety of market environments, and we are also very focused on controlling our costs. Our history of strong performance in both strong and weak markets is an indication that our portfolio is well constructed in terms of risk, return, and cost – PRIM's philosophical three pillars of investment. Our alternatives, specifically Hedge Funds, Private Equity, Timberland, and Real Estate helped anchor the PRIT Fund in this very stormy environment, an investment period when both public equities and bonds were down significantly in all markets around the globe.

The silver lining in turbulent markets is that selloffs create attractive buying opportunities. The PRIM team was busy during the year evaluating opportunities and deploying approximately \$5.7 billion in new investments. Another silver lining is that some of the uncertainties are beginning to resolve. Namely, inflation appears to have peaked, the Fed is beginning to taper interest rate increases, and the economy is still growing. For the quarter so far, which includes all of January and half of February, equity markets are up between 6 and 10% globally, with Europe and China leading the way, and bonds are up approximately 2%. We hope the positive trends continue.

The main risks going forward are familiar: that inflation spikes again or remains too high, business spending or corporate earnings could weaken more than anticipated, and unemployment or wages could spike. Any of those conditions could result in an economic slowdown that turns into a severe recession, one that is worse than the current consensus expectations. That scenario would be a headwind for financial markets. There are many moving pieces in the global economy and in the world's geopolitical situation, we can't control any of that, but we do believe the PRIT Fund is well constructed to perform relatively well in any environment.

Customary for this Board cycle, asset allocation recommendations are approved, and annual plans are discussed. The annual plans are consistent with prior years, but this year each functional area includes plans to support the newly formed ESG committee. We believe the ESG Committee will build on the important work we have been doing internally and with our partners in the MIT Sloan School's Aggregate Confusion Project. We are excited to get started with the new committee and have reached out to the new Committee members to schedule our customary on-boarding briefings. We expect The ESG Committee's first meeting will occur at the next Board cycle.

On asset allocation, the Investment Committee approved the recommendation to continue our multi-year effort to gradually increase the PRIT Fund's allocation to Private Equity. Maintaining a consistent pace of Private Equity commitments has been a key contributor to our long term success. We have observed throughout our history that some of our highest performing Private Equity vintage years originate during volatile times like this, when other investors may be cutting their commitments for a variety of reasons. Our Private Equity partners have the proven ability to wait for valuations to become attractive to deploy capital, and investors who provide capital in difficult environments benefit when valuations are cheapest. We have learned that 80% of our peers are currently 4-6% above their ranges for Private Equity, but at 17.7% of PRIT Fund assets, Private Equity is within the current range, and we have room to continue our commitment pace. PRIM's Private Equity team carefully models commitment pacing each year, and the fact that we are still within our range when most others are not, is testimony to the robustness of PRIM's very disciplined process. The recommended increase of 1% to Private Equity continues a multi-year trend consistent with PRIM's asset allocation research findings and will provide extra headroom to maintain an adequate commitment pace.

PRIT Fund Performance

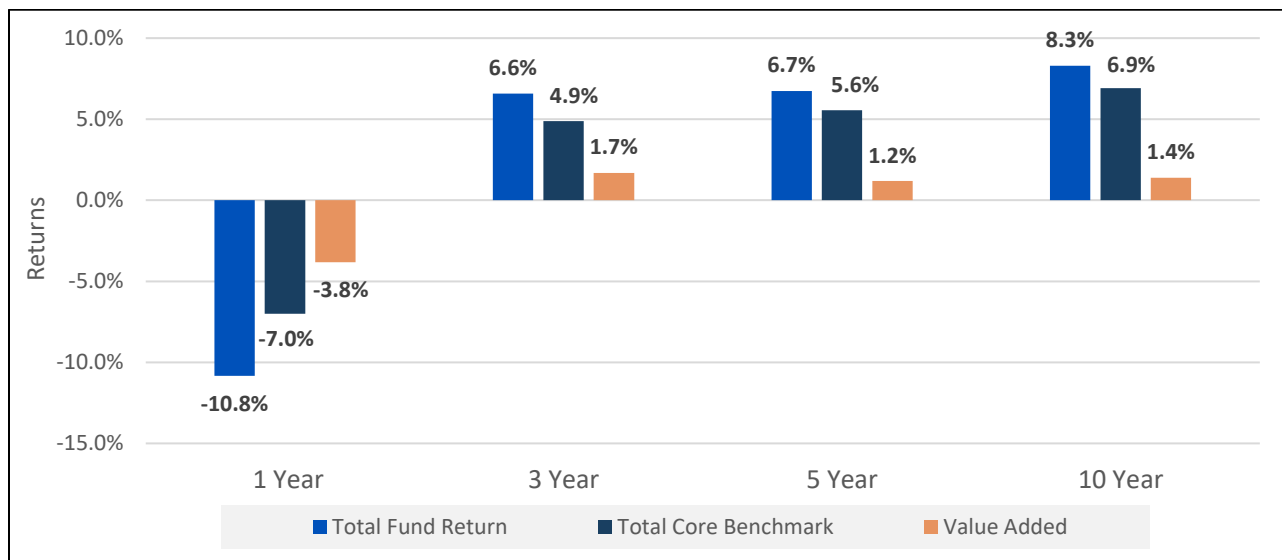
For the one-year ended December 31, 2022, the PRIT Fund was down -10.8%, (-11.2% net), underperforming the total core benchmark of -7.0% by 382 basis points (422 bps net).

- This performance equates to an investment loss of \$11.6 billion, net of fees.
- This underperformance equates to \$4.4 billion of value below the benchmark return, net of fees.
- Net total outflows to pay benefits for the one-year ended December 31, 2022, were approximately \$738 million.

The following charts summarize the PRIT Fund performance for the one year ended December 31, 2022.

Total PRIT Fund Returns

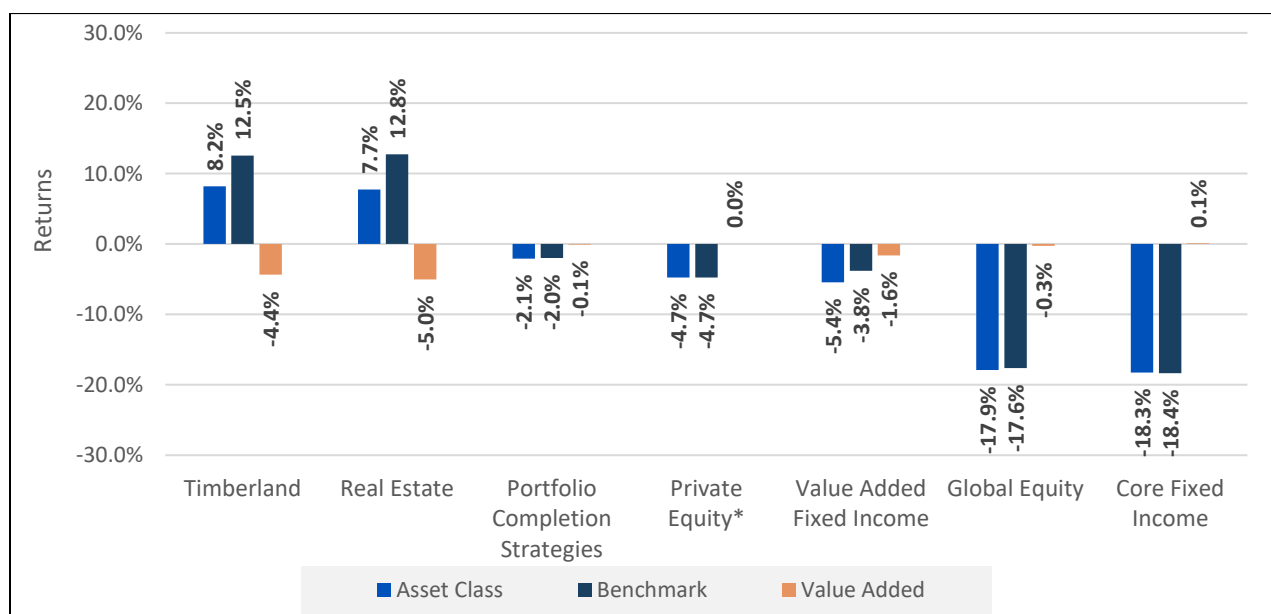
Annualized Returns as of December 31, 2022 (Gross of Fees)



Source: BNY Mellon. Total Core Benchmark includes private equity benchmark.

PRIT Asset Class Performance Summary

One Year ended December 31, 2022 (Gross of Fees)



Source: BNY Mellon. Totals may not add due to rounding. *Benchmark is actual performance.

PRIT Fund Annualized Returns By Asset Class

(December 31, 2022 - Gross of Fees)

1 Year	3 Year	5 Year	10 Year
TIMBER 8.2%	PRIVATE EQUITY 26.0%	PRIVATE EQUITY 22.9%	PRIVATE EQUITY 21.0%
REAL ESTATE 7.7%	REAL ESTATE 11.7%	REAL ESTATE 10.4%	REAL ESTATE 10.6%
PCS (2.1%)	TIMBER 7.7%	TIMBER 5.3%	GLOBAL EQUITY 8.3%
PRIVATE EQUITY (4.7%)	GLOBAL EQUITY 4.3%	GLOBAL EQUITY 5.3%	TIMBER 6.1%
VALUE-ADDED FIXED INCOME (5.4%)	VALUE-ADDED FIXED INCOME 3.3%	VALUE-ADDED FIXED INCOME 3.9%	VALUE-ADDED FIXED INCOME 4.2%
GLOBAL EQUITY (17.9%)	PCS 2.4%	PCS 2.5%	PCS 4.1%
CORE FIXED INCOME (18.3%)	CORE FIXED INCOME (2.8%)	CORE FIXED INCOME 0.3%	CORE FIXED INCOME 2.0%

Source: BNY Mellon. Returns as of December 31, 2022

Organizational Updates

Pengtuan Wu joined the Research team in January as an Investment Officer reporting to Maria Garrahan. Pengtuan holds a Master of Science degree in Mathematical Finance from Rutgers University, and before coming to PRIM was a principal quantitative developer at Fidelity Investments. At Fidelity he led the development of the centralized factor engine in addition to many other quantitative research initiatives.

Tianyi Shi joined the Research team in February as an Investment Analyst reporting to Maria Garrahan. Tianyi joined PRIM as a Research intern in May 2022 and has worked within multiple areas of Research, all while finishing her degree at Boston University. Tianyi graduated from Boston University in December 2022 with a Master of Science degree in Mathematical Finance & Financial Technology. She also has a bachelor's degree in Financial Engineering. We are delighted that she chose PRIM to start her very promising career.

PRIM deployed more than \$2.8 billion to diverse managers in 2022 as part of the **FUTURE Initiative**, bringing the total to more than \$9 billion. In December 2022, PRIM received the Commonwealth's "Equity in Governance Award" for its efforts in this area. PRIM also designated more than \$340 million to 15 emerging-diverse managers as part of a \$1 billion program specifically designed to reduce barriers between the PRIT Fund and emerging-diverse managers. This progress was reported to the state legislature as a requirement of the Investment Equity legislation, the legislation championed by the Treasurer more than two years ago. As reported by Pensions and Investments, this puts PRIM at the very top of the heap compared to other pension funds, 7th in the nation in capital deployed with diverse managers, far above our rank in size.

PRIM Board Actions

Asset Allocation Recommendation

The PRIM Board approved the 2023 asset allocation recommendation. The 2023 asset allocation recommendation represents a minor change to the prior year's recommendation. The recommendation includes a 1% increase in the Private Equity target range (12%- 18% to 13%-19%) and a corresponding 1% decrease in the Global Equities target range (33%- 43% to 32%-42%). The small increase in the Private Equity range is aligned with PRIM's multi-year effort to slowly increase the allocation to Private Equity.

Hedge Fund Benchmarking Recommendation

The PRIM Board approved the following benchmark recommendation for Stable Value and Directional Hedge Funds (collectively, "Direct Hedge Funds"), and PAAMCO.

1. Change the Total Core Benchmark for Stable Value Hedge Funds and PAAMCO to SOFR + 200 bps;
2. Change the Total Core Benchmark for Directional Hedge Funds to 50% MSCI ACWI + 50% SOFR; and
3. Change the Implementation Benchmark for Direct Hedge Funds to value-weighted manager benchmarks.

These new Total Core Benchmarks for the Direct Hedge Funds and PAAMCO portfolios are more representative of the public market exposure or opportunity cost of investing in a comparable public market alternative, while the Implementation Benchmark represents a secondary benchmark to measure the efficacy of the implementation decision on how these managers perform versus their strategy peers.

Public Markets

Public Markets Advisory Services RFP

The PRIM Board selected Meketa Investment Group to provide Public Markets advisory services to PRIM.

Other Credit Opportunities – New Investment Recommendation: Biopharma Credit Investments V

The PRIM Board approved a commitment of up to \$150 million to Biopharma Credit Investments V (the "Fund") as part of the Other Credit Opportunities ("OCO") allocation. The Fund is an evergreen strategy, managed by Pharmakon, that invests in life sciences companies. The strategy focuses on senior secured loans backed by one or more FDA-approved product.

Private Equity

Follow-on Investment Recommendation: Hellman & Friedman Capital Partners XI, L.P.

The PRIM Board approved a commitment of up to \$300 million to Hellman & Friedman Capital Partners Fund XI, L.P. PRIM has invested in eight prior Hellman & Friedman Capital Partners ("H&F") funds since 1995. H&F's senior team of 22 partners has an average tenure of 16 years at the firm. H&F targets buyouts of large businesses in North America and Europe in the technology/software, financial services, business & information services, healthcare, and consumer services & retail sectors.

Follow-on Investment Recommendation: GTCR Fund XIV, L.P.

The PRIM Board approved a commitment of up to \$285 million to GTCR Fund XIV, L.P. PRIM has invested in twelve prior GTCR funds since 1987. GTCR has a stable and highly experienced team and a strong and consistent track record. GTCR invests primarily in middle-market companies in the U.S. across four main industries: Technology, Media & Telecommunications; Financial Services & Technology; Healthcare; and Growth Business Services.

Follow-on Investment Recommendation: TA XV, L.P. and TA Select Opportunities Fund III, L.P.

The PRIM Board approved commitments of up to \$335 million to TA XV, L.P. and up to \$35 million to TA Select Opportunities Fund III, L.P. PRIM has invested in nine prior TA Associates ("TA") funds since 1997. TA's senior team has worked together for over 18 years. TA targets middle-market growth companies

located in North America, Europe, and Asia operating in the technology, healthcare, financial services, consumer, and business services sectors.

Finance and Administration

Proxy Voting Guidelines

The Prim Board approved ISS' 2023 Benchmark Policy Updates and the 2023 enhancements to PRIM's Custom Proxy Voting Guidelines proposed by Treasurer Deborah B. Goldberg as follows:

Access to Reproductive Healthcare:

- Vote FOR shareholder proposals that require companies to provide access to the full range of reproductive healthcare, including, but not limited to, policies that provide for employees that must travel to access care.

Access to Parental Leave:

- Vote FOR shareholder proposals that require companies to provide comprehensive paid parental leave.

Disclosure: Political Giving:

- Vote FOR shareholder resolutions that request companies to provide greater disclosure of corporate campaign financing.
- Vote FOR shareholder resolutions that request companies to disclose any and all corporate expenditures for advertising in support of, or in opposition to, any political candidate, issue, and/or ballot referendum, including contributions to political candidates, political action committees, 501(c)(3, 4, and 5) organizations or any other expenditure which may be used to influence an election.
- Vote FOR shareholder resolutions that call on the board to establish corporate political giving guidelines and internal reporting provisions or controls.
- Vote AGAINST shareholder resolutions that seek shareholder input to corporate political giving policies or on the contributions themselves.
- Vote AGAINST shareholder resolutions seeking an advisory vote on political contributions.

Consent Agenda

In April of 2014, the Board approved the implementation of a consent agenda to best utilize Board meeting time to focus on deliberation on the most substantive matters. A consent agenda is a meeting practice whereby routine and other non-controversial voting items that do not require discussion are presented and approved as a single agenda item in a single motion.

The PRIM Board approved the following consent agenda items:

- Acceptance of the State Auditor's Examination Report for the Period July 1, 2019 – January 15, 2022.
- Approval of the issuance of an RFP for Investment Performance Reporting Services.

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.



FY2022 RETIREEES

Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
SCH	Dugan, Ruth	7/1/2021	20 years 8 months	LIB	MacFate, Ann	11/3/2021	63 years 4 months
SCH	Griffin, Ruth	7/1/2021	17 years 7 months	SCH	Henry, Sheila	11/6/2021	14 years 9 months
SCH	McElhinney, Linda	7/1/2021	20 years 9 months	DPW	Oakes, Judith	11/13/2021	31 years 5 months
SCH	McGowan, Marianne	7/1/2021	14 years 1 month	TWN	Popper, Steven	11/20/2021	18 years 3 months
SCH	Tuck, Judith	7/1/2021	11 years 4 months	DPW	Porreca, Alan	12/18/2021	13 years 5 months
TWN	Cincotta, Sandra	7/6/2021	18 years 9 months	LIB	Browne, Diane	1/8/2022	40 years 7 months
TWN	Davis, Hoyt	7/31/2021	28 years 9 months	DPW	Branson, David	2/1/2022	10 years 0 months
SCH	Ahrens, Tracy	8/13/2021	18 years 11 months	HOS	Delorie, Lauren	3/1/2022	10 years 5 months
FIR	Wade, Jeffrey	8/23/2021	32 years 10 months	TWN	Dinell, Maryanne	4/1/2022	28 years 0 months
SCH	Jaime, Cynthia	9/1/2021	22 years 11 months	NHA	Trundley, Bryan	4/20/2022	10 years 1 month
MBM	Huynh, Simon	9/11/2021	11 years 2 months	SCH	Mulhern, Karen	5/1/2022	13 years 11 months
DPW	Moran, William	9/25/2021	16 years 3 months	SCH	Negoshian, Deborah	5/1/2022	25 years 8 months
NHA	Pladsen, John	10/1/2021	13 years 0 months	SCH	Saidel, Margaret	5/1/2022	11 years 7 months

DPW	Fitzgerald, Terrence	5/28/2022	36 years 6 months	SCH	McTernan, Karen	6/23/2022	12 years 9 months
SCH	Burke, Corine	6/1/2022	12 years 7 months	SCH	St. Bernard, Anne	6/23/2022	23 years 2 months
SCH	Cullen, Laura	6/23/2022	17 years 6 months	SCH	Blomberg, Jane	6/30/2022	26 years 9 months
SCH	Fagan, Gerard	6/23/2022	14 years 1 month	MBM	Driscoll, David	6/30/2022	35 years 0 months



FY2022

Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
SCH	Baker, Victoria	18 years 9 months	FIR	Kane, Matthew	29 years 9 months
DPW	Bielski, Walter	25 years 4 months	DPW	MacEwen, Robert	39 years 3 months
POL	Bolio, Bruce	34 years 6 months	DPW	Mann, Edward	29 years 8 months
SCH	Borrelli, Florence	34 years 10 months	MBM	Miller, Delbert	21 years 0 months
TWN	Burke, Robert	38 years 4 months	HOS	Murawski, Mary	20 years 5 months
MBM	Curran, Paul	19 years 9 months	HOS	Quirk, Dorothy	19 years 0 months
DPW	Curry, Cheryl	1 year 8 months	MBM	Rainville, Leo	22 years 7 months
DPW	DelGaizo, Anthony	30 years 0 months	HOS	Randall, Albert	25 years 0 months
SCH	Gallant, Katherine	8 years 9 months	HOS	Smith, Constance	16 years 7 months
TWN	Hilton, Jean	18 years 3 months	FIR	Steeves, Ernest	33 years 10 months

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 2022

Performance Factors

The following Table 3 reflects the number of permit application filings and requests received by the Conservation Commission in each of the last three fiscal years. Over the course of Fiscal Year 2022, the Commission once again saw a steady flow of applications. 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 eighteen (18) issued in Fiscal Year 2022. In the past, before the Administrative Approval mechanism was in place, many of these small projects would have gone before the Commission as Requests for Determination of Applicability and Notice of Intent filings requiring the issuance of Permits. During FY2022, the Conservation Commission met formally a total of twenty-two (22) times and held a total of twenty-seven (27) public hearings.

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-two (32) 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 FY2022, two (2) unpermitted projects required the issuance of an Enforcement Order to restore or protect wetland resource areas.

Table 3: Conservation Commission Public Hearings, State & Bylaw Fees, Enforcement Fines

Fiscal Year	Number of Public Hearings	Total Fees Collected (WPA & Town Bylaw)	Town Portion of State WPA Fee	Enforcement Order Fines Collected
FY2020	16	\$8,750	\$ 2,500.00	\$2,200
FY2021	32	\$4,470	\$ 6,395.00	\$1,100
FY2022	27	\$8,055	\$ 3,105.00	0

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	18
Request to Amend Order of Conditions ¹	2
Request for Determination of Applicability ¹	4
Abbreviated Notice of Resource Area Delineation ¹	0
Extension Permit ¹	3
Emergency Certification	1
Certificate of Compliance	22
Minor Modification Request	5
Enforcement Order	2
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	1
Administrative Approval	18
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing.

ACCOMPLISHMENTS

FY2022 Accomplishments

Although continuing to meet remotely, Conservation staff have been preparing for when the Conservation Commission goes back to in-person meetings. The Town has determined that going forward, a hybrid meeting platform would make the meetings more readily available for the public to attend and participate. Conservation staff have been taking advantage of the educational opportunities provided by the Town on the most up to date technology so when the Commission goes back to in-person meetings including the remote meeting capability, we will be ready to assist the transition.

Conservation staff and the Conservation Commission have been working with the Engineering and Water & Sewer Divisions on the Walker Pond Stormwater Improvements initiative which was first envisioned by Tony DelGaizo, the long-serving Town Engineer as part of the charge of 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 to research and then implement practices to improve stormwater quality before it discharges into water bodies.

The Conservation Specialist worked closely with an Eagle Scout candidate on his chosen project to create a canoe launch and storage rack area on the St. Sebastian’s campus. The candidate was required to file for a permit from the Conservation Commission as part of the project thereby giving him the benefit of learning the process and gaining experience advocating for his proposed project before a Town board.

Conservation staff have been collaborating with Park & Recreation staff to get the long defunct Trails Advisory Committee back up and active. Staff from both departments met several times in FY2022 to going over existing Committee materials and revising and updating them for use by the newly formed Committee. The decision was made to have the Trails Advisory Committee help oversee the outreach effort to re-ignite the Trail Steward Program.

As part of the Conservation staff public outreach initiative, Conservation staff led a group of English Language Learners (ELL) on an invasive species identification walk of the Amity Path where they had the chance to mingle with other English Language Learners and practice their English language skills while enjoying nature.

Conservation staff with the support of the Conservation Commission have been learning about the plight of our native pollinators and how we can actively make a difference. One initiative has been promoting the installation of pollinator seed mixes as part of restoration of disturbed areas as a result of Town projects and in locations of resource area improvements such as the Walker Pond Watershed. The Commission has been educating the public about the benefits of pollinator gardens on their own properties.

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), Adam Block (Chair), Stuart Agler, Tina Burgos, William Day, Virginia Fleisher, Jeremy Halpern, Liz Hay, Robert Hentschel, Adam Meixner, Rick Putprush, Mathew Talcoff and Michael Wilcox.

Staff

Amy Haelsen, Economic Development Manager

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

FY2021-2022 Highlights

Following the early 2021 reconstitution of the CEA to create three sub-committees, the Council continued its work under the new format to focus on its priority areas - small businesses, redevelopment and business opportunities, and cluster-based economic development. The work of the subcommittees included the ongoing review of the Town's zoning bylaws to identify any areas that could be updated to encourage new business opportunities, refining the Town's business inventory list to better understand and support the composition of Needham's various industries, and identifying ways to support the small business community. The restructuring has allowed the CEA to have a bigger impact on the group's ability to support the business community. The full CEA met on a quarterly basis while the three sub-committees each met more frequently to advance the priorities of their respective areas.



Covid-19 –

Throughout the latter half of 2021 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. Support included sharing timely information on various state and

federal funding opportunities, related online resources, and technical assistance available to business. The CEA fully supported the warrant article sponsored by the Planning Board, which was adopted at the October 2021 Special Town Meeting, to allow for permanent outside dining for Needham restaurants. This was a big step towards providing restaurants the opportunity to recoup some of the losses they incurred throughout the pandemic and bring more vibrancy to Needham Center.



Once again, the CEA made a request to the Select Board for free two-hour on-street parking in Needham Center and Needham Heights from Thanksgiving weekend through the end of December to encourage residents and visitors to support local businesses.

At the request of the Economic Development Manager, the Select Board approved the creation of the Small Business Recovery Grant Program to provide grants of up to \$10,000 to qualifying small businesses in town which experienced financial hardship as a result of the pandemic. As a result, forty two Needham businesses received a total of \$387,500 in grants to be used to cover overhead costs, Covid-19 prevention, digital adaptation and employee retention and recruitment. These grants were funded through the American Rescue Plan Act (ARPA)

funds received by the Town intended to mitigate impacts from Covid-19.

PLANNING BOARD

Members

Adam Block, Chairman

Jeanne S. McKnight, Vice-Chairman

Paul S. Alpert

Artie Crocker

Natasha Espada

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)

FY 2022 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 functions 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. The Planning Board resumed in-person meetings in July of 2022 under the hybrid format. 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 FY2022 processed twenty (20) applications as "Major Projects" under the Site Plan Review By-Law. This represented an increase of 7 applications filed over the pandemic fiscal year of 2021 where filings totaled 13 applications. Permitting activity for FY2022 returned to pre-pandemic levels of 20 applications per year and is expected to remain at the historic level moving forward. In addition, the Board reviewed and approved one (1) subdivision plan, and four (4) 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. The Board of Appeals referred twenty-six (26) 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 one of the three studied criteria in FY2022. During the affected timeline 20 new Special Permit applications and 1 Subdivision application were processed. Public hearings were held on average within 33 days of application receipt, decisions were issued within 33 days of the close of the public hearing, with written decisions filed with the Town Clerk within 6 days of permit issuance. Although the goal of issuing the Special Permit Decision or Subdivision Decision within two weeks of the close of the public hearing (16 day average actual) and of recording all decisions with the Town Clerk within 5 days of permit issuance was not met (6 day average actual) this delay was due to one outlier project permit which when excluded from the review indicates decisions were issued within 10 days of the close of the public hearing, with written decisions filed with the Town Clerk within 5 days of permit issuance. Total average time required to process an application was 69 days with a minimum of 14 days and a maximum of 292 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 were 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. Construction of the Pediatric Medical Facility is expected to commence during the spring of 2023.

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.

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.

MBTA Multi-Family Zoning Districts Guidelines under Section 3A of the Zoning Act

In January 2021, Governor Baker signed Chapter 358 of the Acts of 2020 into law, which requires each MBTA community to have “a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right.” The statute requires that: (1) the housing cannot have age-restrictions and must be suitable for families with children; (2) the zoning must allow for at least 15 units per acre; (3) the district must be within 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station; and (4) non-compliant communities will be ineligible to receive state funds from the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program.

The Massachusetts Department of Housing and Community Development (DHCD), in consultation with the MBTA and MassDOT, is responsible for establishing guidelines for implementation and determining if communities are compliant. This legislation is part of a broader effort to encourage transit-oriented development and address the state's housing shortage, in terms of both the number of units and types of housing stock available.

In August 2022 DHCD released a set of guidelines for how communities can comply with this new multi-family zoning requirement. The DHCD guidelines classify Needham as a commuter rail community which requires that the Town zone to permit a housing unit capacity equivalent to 15% of the Town's total number of existing housing units. As the Town's 2020 Census count was 11,891 housing units, Needham's minimum unit capacity of 15% is 1,784 units.

The guidelines further detail a timeline for compliance. By January 31, 2023, Needham must submit a proposed action plan, including a timeline for any planning studies, community outreach activities, or other actions to create a compliant zoning district. By December 31, 2024, compliant zoning must be adopted by the Town or continued funding under the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program will no longer be available to the community. Development of the action plan and associated compliant zoning remains a high priority for the Department.

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 and 2022 Annual Town Meetings each 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.

To date, a total of \$108,328 has been committed under the program. This leaves a current balance of \$41,672 available on which an additional funding round is anticipated for January 2023. The Department plans to submit a further request for \$50,000 in funding for the Small Repair Grant Program from the Town's General Fund for the 2024 fiscal year.

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.

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 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 is revisiting its housing agenda by obtaining updated documentation on the local housing dynamic and is preparing a Housing Plan to strategically address identified priority housing needs.

The preparation of the Housing Plan is using a similar process to that established for the 2007 Affordable Housing Plan. First, 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 has been appointed. The composition of the Working Group includes 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, and Finance Committee.

Second, the planning process established incorporates an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. This process includes 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 will 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 study began in September of 2021 and is expected to conclude in December of 2022.

Rezoning Initiatives

In Fiscal Year 2022 two zoning initiatives as described below were adopted by Town Meeting. Both articles were presented at the October 2021 Special Town Meeting.

Article 4. Amend Zoning By-law – Outdoor Dining

Under current zoning rules, the Planning Board may permit seasonal temporary outdoor seating at restaurants with waiter or waitress service on private property and the Select Board may permit such use on public property. This is implemented through an expedited permitting process (minor site plan review) where the outdoor seating meets the following criteria: (1) The outdoor seating is provided during the temporary outdoor seating season defined as April 1 thru October 31; (2) The outdoor seating is not located on a designated or required landscape area, parking lot, or driveway aisle; (3) The outdoor seating is not located on a parking space within a public way; and (4) The outdoor seating does not increase the restaurants overall seating capacity by more than thirty percent. Restaurants seeking outdoor seating outside of these criteria must currently seek a formal special permit from the Planning Board for seating located on private property. No authority is currently provided to the Select Board to deviate from the above-noted rules on public property.

This article will now extend the circumstances under which the Planning Board and Select Board may authorize seasonal temporary outdoor seating. First, the article extends to all eat-in restaurants

the expedited permitting process (minor site plan review) currently only afforded to restaurants with waiter or waitress service. Second, the article grants to the Select Board the discretion to approve the use of a parking space located either in a municipal parking lot or within a public way for outdoor seating where the Select Board finds, after holding a public hearing, that pedestrian and vehicular circulation and parking for patrons of restaurants, retail establishments and service establishments in the vicinity of the outdoor seating, will be adequately provided for. Third, the article grants to the Select Board the discretion to allow outdoor seating outside of the normal temporary outdoor seating season of April 1 thru October 31. The intent of these modifications is to enable the outdoor seating protocols that were put in place during the pandemic and which are now not permissible under the current regulatory scheme.

Article 5. Amend Zoning By-Law – Chestnut Street Business District Front Setback

This article is a technical correction to the zoning by-law designed to clarify historic interpretation and practice as relates the front yard setback requirement for lots located within the Chestnut Street Business District. In 1990 when the Chestnut Street Business District was created the front yard setback requirement for the District was established at ten (10) feet for all buildings except for those located along both sides of Chestnut Street where a front yard setback of twenty (20) feet was required. This was the recommendation for the Chestnut Street Business District contained in the 1989 Needham Center Planning Study. The amendment offered above now clarifies the front yard setback requirement of ten (10) feet for all lots fronting on Keith Place, Oak Street, Chestnut Place, Clyde Street, Marsh Road, and Junction Street in the Chestnut Street Business District consistent with the recommendations of the 1989 Needham Center Planning Study.

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. Securing compliance with the MBTA Multi-Family Zoning Districts Guidelines under Section 3A of the Zoning Act required by December of 2024 is additionally a key 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.

DESIGN REVIEW BOARD

Mark Gluesing, Chair
Deborah Robinson, Vice Chair
Susan Opton, Member
Chad Reilly, Member
Stephen Tanner, Member
Robert Dermody, Alternative Member
Len Karan, Alternative Member

Staff
Elisa Litchman, Administrative Specialist
Rana Mana-Doerfer, Recording Secretary

Purpose

The Design Review Board serves the community by reviewing the design of all new commercial structures and outdoor uses, exterior additions, exterior alterations, and exterior changes in all areas as specified in section 7.7.2.2 of the Zoning By-Laws. They review requests for all sign permits, as required under Article XIX of the Needham General By-Laws. Applications that are submitted to the Board are generally initiated by businesses, developers and sign companies. Projects under review by the Planning Board such as major site plan projects, and minor site plan projects are also reviewed by the Design Review Board. They provide comments and recommendations for consideration by the Planning Board in their decisions. The DRB reviews applications for retaining walls under review by the Zoning Board of Appeals, and provides comments and recommendations. Appeals to the Sign-By-Law and special permits as allowed in the General By-Laws are reviewed with a public hearing before the Design Review Board.

The Design Review Board (DRB) consists of five regular members and two alternate members. Three regular members are appointed by the Planning Board where one such regular member is either qualified in the art or design profession and the second regular member is either qualified in fine arts or landscape design. Two regular members and two alternate members are appointed by the Select Board where one such regular member is either qualified in the art or design profession and the second regular member has a retail business in the town. The Board is required to meet monthly, and generally meets two times a month.

The Planning Department provides a recording secretary to attend the DRB meetings and compile meeting minutes to comply with requirements of the Massachusetts Open Meeting Law. With the use of Zoom since June 2020 the recording secretary has been able to produce the minutes for all meetings and in the case where she could not attend, she was able to access the Zoom recordings.

In FY2022, the DRB met formally a total of seventeen (17) times and held a total of five (5) public hearings for special permits. The Board conducted site plan reviews for nine (9) projects that were being heard by the Planning Board and in one case, the Zoning Board of Appeals. The DRB provided their comments and recommendations to those boards for consideration. The site plan

reviews that were presented and discussed at the DRB meetings were diverse and some very significant. Of the nine site plan reviews seven were for: a redevelopment parcel at 1688 Central Avenue for a daycare facility, 0 Olin Way for the construction of a batting cage building at Babson College, the renovation of the school administration building at 1330 Highland Avenue, the redevelopment of 557 Highland Avenue, the former Muzi Ford site, a rooftop deck at 140 Kendrick Street owned by Boston Properties, the Town Common renovation project, and the redevelopment of 100 West Street for use as an assisted living facility. Projects undergoing submission to the Planning Board do not pay a DRB fee. During FY2022, the DRB collected a total of \$1,822 in fees in fulfilling its regulatory function as noted below.

Table: Design Review Board Meetings, Public Hearings & Fees

Fiscal Year (July 1 - June 30)	Number of DRB Meetings	Number of Public Hearings (Special Permit)	By-Law Fees Collected	# of Applications Reviewed	Site Plan Reviews
FY 2019	21	3	\$2,750.00	71	6
FY 2020	16	6	\$1,671.00	55	2
FY 2021	19	7	\$3,172.00	69	8*
FY 2022	17	5	\$1,822.00	58	9*

*One of the site plan reviews was for a ZBA case.

In March of FY 2022 the DRB also assisted local restaurant businesses in their option to continue providing outdoor dining following the end of the Covid emergency declaration and for the period beginning in the spring of 2022. Outdoor dining had been allowed on an interim basis during the Covid pandemic 2020 to support the local businesses however, after the governor's order relaxing restrictions with regard to outdoor dining expired, Needham restaurants were not allowed to continue to provide such outdoor dining absent a formal approval through either the Planning Board for seating located on private property or Select Board for seating located on public property. During this period, the Design Review Board reviewed four (4) outdoor dining applications that restaurants submitted to the Planning Board. Restaurants provided photos of the proposed seating, décor, lighting, for the Board to review. All four were approved.

In addition to the restaurants in town, the DRB assisted in the government sponsored Pop-up retail shop program in town. This program has helped local landlords to secure rent for set periods when their storefronts have been empty. Amy Haelsen, the Economic Development Manager assisted commercial space landlords in town by working with businesses wanting to lease space for the months of July and August. The DRB and staff support developed a process to review these short-term signs. Several storefronts were occupied successfully for the few months. If the business decides to stay longer, they are required to propose more permanent signage to the DRB.

Finally, the Board had a change in its membership. In December 2021 Nelson Hammer, a longtime member with valuable expertise in landscape design/architecture and extensive knowledge of plants, their growth rates, shapes and color, resigned from the Board. In February 2022 Susan Opton, also a landscape designer was appointed to the Board to fill the vacancy.

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

Nikolaos M. Ligris, 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.

FY2022 Statistics

The Board of Appeals conducted twenty-eight (28) public hearings and listened to six (6) informal/administrative matters. The Board of Appeals received twenty-three (23) applications – twenty-one (21) relating to special permits, one (1) involving a variance, and one (1) appeal of a building inspector decision. The Board issued twenty-three (23) decisions in FY 2022.

Informal/administrative matters included a permit renewal for the temporary sale of Christmas Trees; presentation by the Needham Platform Tennis Club as to their operations; discussion of whether to meet in person or continue meeting remotely; In Memoriam for Anthony DelGaizo, Town Engineer; and the adoption of the vision statement for racial equity.

The FY2022 Decisions reflect a wide range of matters: residential use; commercial use; a renovation of a public building; expansion of a religious use; demolition and reconstruction of two-family units and single-family residences; parking waivers; additional garages; and alterations to non-conforming structures. The Decisions authorized the expansion of two nursery schools, the relocation of a ballet school, the opening of a new private school to teach coding and an adult day health program.

In FY 2022, the Board of Appeals collected \$6,700 in application fees.

Highlights

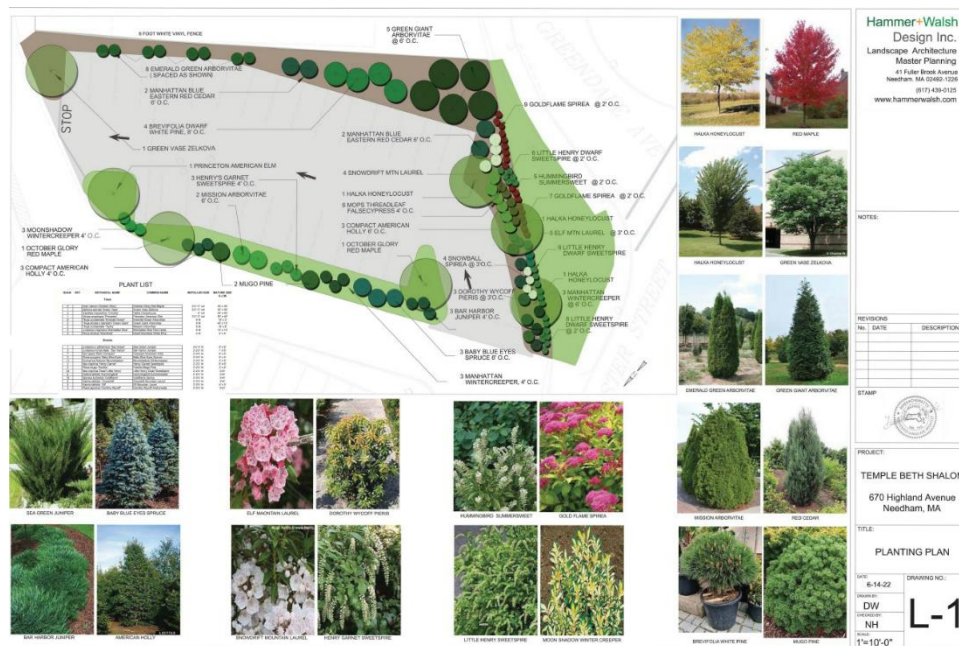


Kathy Lind Berardi, Associate Member Resigns. The Board bid farewell to Ms. Berardi after serving for ten years on the Zoning Board of Appeals. At her last meeting in December the Board presented her with a Proclamation recognizing her commitment and contributions to the betterment of Needham through her participation in over 250 Board Decisions made during her tenure.



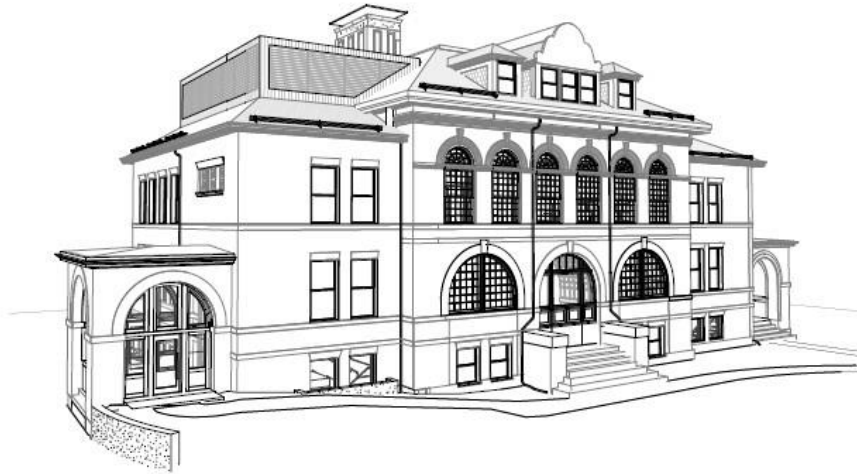
Nikolaos M. Ligris Appointed as New Associated Member. In January 2022, the Board welcomed the Select Board's newly appointed member Nik Ligris to fill the vacancy created by the departure of Ms. Berardi. Mr. Ligris is a transactional real estate attorney.

Temple Beth Shalom - 670 Highland Avenue. The Board granted an Amendment to a Special Permit issued in 2015 to permit religious, educational and day care uses on two acquired abutting properties at 284 Webster Street and 28 Greendale Avenue. 284 Webster Street is to be demolished and reconstructed as a parking area; 28 Greendale Avenue's existing single family and garage are proposed to be adapted for religious education purposes. The Board listened to concerns raised by the neighborhood; various conditions were incorporated into the Decision. Waivers to the parking number and parking design were also granted.



670 Highland Avenue - Landscape Plan, Hammer + Walsh Design, Inc.

Emery Grover Building – 1330 Highland Avenue. The Board granted a Special Permit to the Town of Needham Permanent Public Building Committee to allow the change, extension, alteration, enlargement, or reconstruction of a preexisting non-conforming building and to waive the required number of parking spaces and parking design requirements. This Decision authorized a full “core and shell” renovation of the Emery Grover Building, a National Registered Historic Place, built in 1898, to allow its continued use by the Needham School Administration.



Northwest Exterior

1330 Highland Avenue - Proposed Elevation, Bargmann Hendrie + Archetype, Inc.

Tippet House - 970 South Street – The Board granted a Special Permit to Southpoint, Inc, a not-for profit, to allow the renovation and repurpose of the Tippet House to be used as a professional educational center, whose mission is to counter burnout in healthcare workers and first responders through transformative educational coursework. The facility would include living quarters in the upper floors. The renovations are limited to interior changes with minor exterior alterations. No expansion of the structure, no additional floor space and no additional buildings or structures are proposed to this 5.8-acre lot.

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

Eric Woods, 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 Wiring Inspector; This Inspector resigned after a few months of service.

FY2022 Highlights

- 4,688 permits issued
- \$2,531,894,00 collected in fees
- 9,054 inspections performed, *plus* emergency calls from Police and Fire
- Major Projects:
 - Completion of Fire Station I, Public Safety Headquarters, and Fire Station II
 - St. Sebastian's School major mechanical upgrades for classrooms and hockey rink
 - Commercial renovations
 - 140 Kendrick Street
 - 189A Street
 - 117 Kendrick Street
 - 9 B Street
 - Heather Lane Subdivision lots released

Activity Compared with Recent Years: Number of Permits

	FY2019	FY2020	FY2021	FY2022
New Single-Family Dwellings	74	78	70	93
New Two-Family Dwellings	9	13	5	2
New Multi-Family Dwellings	0	0	0	1/ 8 Unit
New Non-Residential Buildings	3	2	0	0
Accessory Dwelling Units		2	3	0
Demolitions - Residential	84	77	69	91
Demolitions – Non-Residential	3	3	0	3

NEEDHAM FIRE DEPARTMENT

Thomas M. Conroy, 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.

FY2022 Highlights

- With the relaxing of COVID-19 restrictions, the Fire Department resumed in-person meetings, daily training in groups and station tours, to mention a few, all while still exercising precautions to prevent the spread of the virus.
- In July, the annual 4th of July parade returned on a slightly smaller scale than previous years. The Fire Department participated as always along with members and apparatus from surrounding Towns and we were glad to be a part of it again.
- Jeff Wade retired in August of 2021 after almost 33 years of services.
- Ernest A Steeves passed away in October 2021 RIP. Having retired from the Department as Deputy Chief of Operations, Ernest worked as a part time office specialist in the administration office.
- In November the Muzi Ford and Chevrolet dealerships ceased operations after 90 years in business. Bullfinch purchased the property with the view for development on the site. The Fire Department worked closely with the new owners to coordinate the safe demolition of the existing structure on the 9.4acre property.
- In November, personnel, vehicles and equipment all moved into the new building for Station 2 on Highland Ave. This state-of-the-art building completes the Fire Departments vision of having safe buildings on both sides of Town.
- The 19th century historical bell which was made in 1887 by Blake Bell Company of Boston is displayed prominently above the entrance of the building. Over the years, this bell served as a school bell and fire alarm for the Chrles River area of Town.
- Having been halted in 2020, we once again had the Blue Tree lighting in Town and the event was kicked off by the arrival of Santa Claus on a Needham Fire Truck.
- Five new Fire Fighters/Paramedics: Brendan Sullivan, Ryan LeBlanc, David Maloof, Michael Trevisone and Daniel Helbach, were hired to fill vacancies on the Department.
- Anne-Marie Condon was hired in January 2022 as the Fire Business Manager.
- In February Harvey's Hardware succumbed to an electrical fire in the basement of the building to which the Fire Department had a rapid and intense response. This mainstay in Town for almost 70 years has since closed much to the regret of the community.
- In February, the Fire Department was joined by the Police Department when they moved into their new headquarters in the joint Public Safety building.
- The department took delivery of a new ambulance (Rescue 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.



- The Department responded to 4,009 emergency incidents of which 2,613 were EMS related with 2,230 transports. Of these transports, 107 were mutual aid related assisting our partners in surrounding towns. Fire Inspection and Prevention responded to 1,009 calls for service. These overall numbers were up by 28% from the same period last year due to the easing of the COVID pandemic and the associated lockdown periods, which resulted in an increase in athletic injuries, auto accidents and other incidents.
- Among the incidents the Department responded to, was a destructive house fire on Aletha Road. Many firefighters from surrounding departments also responded to the scene and although there was heavy damage to the home, there were no injuries as a result of the incident.
- Department personnel received several training sessions. Some included:
 - Multi gas meters and hydrogen cyanide meters. These meters are used to detect dangerous levels of gases to protect workers in any environment by assessing the four main gases Oxygen (O₂), Carbon Monoxide (CO), Hydrogen Sulfide (H₂S), Methane (CH₄), or other combustible gases. This training was funded by a grant from the Department of Fire Services
 - The SCBA maze (Drager Maze) was on-site at station 2 in January. Personnel had the opportunity to train on a configured maze where firefighters move through tubes to maintain their skills to navigate low-profile, dark smoke-filled environments all while maintaining their air consumption while using SCBA. This is a very valuable training where personnel are in direct contact with an instructor in a control room. It is funded by the Mass Fire Academy.
 - Another Mass Fire Academy funded training is the live fire training where trainees run through multiple scenarios with movable wall panels and many props to learn how to combat kitchen, bedroom and living room fires. Scenarios include moving hose lines up and down through a structure while wearing full personal protective equipment.
 - Lieutenants Ceurvels and Fandrey went to class and upon train-the-trainer certification, trained the groups on Fire Dynamics Lab, Basement Fire Dollhouse,

Basement Fire Attack with Limited Access, Water Mapping, Size-up and Thermal Imaging, Live Basement Fire Evolutions.

- Ice rescue where firefighters received training to operations level on ice rescue, be it a person or an animal. This training was carried out while wearing cold weather suits and using a state-of-the-art ice sled.
- Firefighters took part in many charitable fundraising events including The Boot Drive for Muscle Dystrophy Association, the sale of t-shirts for Breast Cancer awareness and The Big Climb for the Leukemia and Lymphoma Society. All these efforts helped to raise money for important causes in our community.
- Emergency Management led the Local Emergency Planning Committee in the development of Needham's first Hazard and Vulnerability Assessment since 2017. The Hazard and Vulnerability Assessment enables better preparedness and allocation of planning, training, and capital resources, by providing Town leadership with a defined list of the highest relative risks facing Needham.
- Emergency Management led Town and outside partners in a table-top exercise of a hazardous materials release scenario at the Recycling and Transfer Station, increasing inter-agency coordination and identifying areas for improvement.
- In June of 2022, the new Public Safety Headquarters along with Fire Station 2 received their formal dedication. The ceremony celebrated the culmination of years of work by the Town and support from the community to construct facilities that are modern, welcoming and safe for our public safety employees.



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 FY2022

- Detective Adrienne Anderson resigned after 7 years of service.
- Officer Sean Bardol transferred to Needham Police from Boston Police.
- Stacy Poutas was hired in the Records Division
- Kelsey Cournoyer was hired as a Crime Analyst.
- Christine Mooney was hired as a Public Safety Dispatcher.
- Crossing Guard Georgina Ruetenik retired.
- Susan Robertson was hired as a Crossing Guard.
- Kelsey Burke joined the Department (in partnership with the Dedham Police Department) as a Law Enforcement Clinical Support through Riverside Community Care.

DEPARTMENT ASSIGNMENTS FY2022

- Officer RJ Poirier was assigned to the Detective Division.
- Officer Joseph Brienze was assigned as a School Resource Officer

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

Officer Rocket, a certified Community Service Dog, continued to be 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 FY2022

- On February 22, 2022 the Department moved in to the new Public Safety Building from temporary headquarters at Hillside Elementary School. The project took approximately two years from the move out of the old building on School Street to the new building on Chestnut Street. The new building was dedicated on June 30th. There was a large crowd in attendance and tours of the new building were conducted. The Department is very thankful to everyone who made this new building possible, especially the residents of Needham.
- Sworn officers of the Department completed various trainings to comply with the Massachusetts Police Training Council (MPTC) Annual In-Service Training requirements. The trainings included Responding to Emergencies Involving the Mentally Ill, Cultural Competency, CPR and 1st Responder, Mass Gatherings, Legal Updates, De-Escalation / Use of Force, Human Trafficking, Mental Wellness, Critical Incident Stress Management, and Suicide Prevention. Officers also completed Firearms Training utilizing the indoor range in the new Public Safety Building. Officers also recertified in Taser Certification.
- 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 sent 6 officers to Crisis Intervention Training

(CIT) bringing the Department's total number of CIT trained officers to 26. Approximately 56% of current sworn staff have attended 40 hours of training geared toward better response to calls involving persons suffering from mental illness.

- Also, officers that work most closely with local youth attended School Resource Officer Certification Training, Juvenile Law Update, and the Annual New England School Safety Conference.



- Officers received Fair and Impartial Policing training. The training discusses how implicit biases can impact well-intentioned individuals outside their conscious awareness. Officers also participated in the ADL Fair, Equitable and Inclusive Policing Initiative Program. This was a four-part training series. The courses were: History of Racial Profiling, Conducting a Risk Assessment for Religious Institutions, Building Community Trust Through Engagement, and Domestic Terrorism.
- 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.
- Kelsey Burke joined the Department as a Law Enforcement Clinical Support through Riverside Community Care. Kelsey 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 2022 the Department was allocated \$98,451. The Department also utilized 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 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” resuming in person gatherings. The meets were done via zoom during covid. 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 continued 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.

FY2022 ACTIVITY (COMPARED WITH RECENT YEARS)

Category	FY2020	FY2021	FY2022
Calls for Service	48930	44387	43744
Incident Reports	1554	2173	1753
Larceny	105	112	118
Vandalism	38	50	96
Breaking and Entering	23	15	30
Assaults	75	54	75
Drug Violations	21	23	12
Operating under the Influence	21	17	24
Adult Arrests and Complaints	342	211	213
Traffic Violations	4344	2360	1702
Accidents Reported	381	330	416

The distribution of illicit drugs in Town continues to be a major concern of the Police Department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged

with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships. Department representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases increased from the previous year.
- Reported assaults increased this year from 54 to 75.
- Adult arrests and complaints increased from the previous year.
- 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 798 pounds of unwanted medication in FY2022.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Edward A. Bouquillon PhD, Superintendent-Director

Expanding Future-Ready Programming

Minuteman continues to expand its new Animal Science career major that launched in the fall of 2021. Veterinary medicine is one of the fastest-growing industries in America with employment opportunities growing 16% by 2029, according to the U.S. Bureau of Labor Statistics. With program advisory partners such as Blue Pearl Pet Hospital and Zoo New England, students receive both classroom and hands-on field training.

Athletics Expansion

The entire athletic complex, located at the former site of the old school building, is a state-of-the-art addition to the Minuteman campus. The multisport field includes an adjacent competitive running track. Two additional fields host a baseball complex with a multipurpose field, as well as a softball complex with an additional multisport field.

Minuteman has capitalized on rental opportunities with the new outdoor sports facilities, which are regularly used by the Boston Bolts, Leslie University, and other organizations.

Positive Student Outcomes

Each year for the past several years, about two-thirds of Minuteman graduates entered college/university and about one-third entered employment in their fields of study. Every student is required to graduate with at least one industry-recognized credential to demonstrate proficiency and/or certification to future employers; most students obtain multiple credentials.

Class of 2022 graduates enrolled in many distinguished higher education institutions, including Arizona State University, Bentley University, Clemson College, Colorado State, Emerson College, Johnson & Wales, Merrimack College, Regis College, Rochester Institute of Technology, Texas A&M, Tufts University, and many others.

Needham Student Success

There were four Needham graduates in the Class of 2022:

- Henry Blackburn studied Biotechnology and is attending Rochester Institute of Technology. He worked at the Abcam biotechnology company in Waltham through the Cooperative Education Program his senior year. Henry was a member of National Honor Society, received three scholarships, and two credentials in the biotechnology field.
- Danieliz Calderon studied Culinary Arts and is attending Mass Bay Community College. She received the Digital Credit Union Scholarship and two industry-recognized credentials: OSHA-10 General Safety and Health, and American Heart Association CPR.
- Matthew Gately studied Automotive Technology, received the Automotive Technology Scholarship and four automotive industry credentials.

- Evan Long studied Electrical Wiring and began working as an electrical apprentice for IBEW Local 103 in Boston immediately after graduation. Long was a member of the National Honor Society, received two scholarships and two construction-industry credentials.

District Budget

The approved District Operating and Capital Budget for Fiscal Year 2023 is \$29 million, a 4.96% increase over the previous year. Needham's share is \$1,367,739, which is an increase from the previous year (of \$137,452) and includes operating, capital, and debt assessments.



NEEDHAM PUBLIC SCHOOLS

School Committee

Matthew J. Spengler, Chair

Andrea Longo Carter, Vice-Chair

Michael J. Greis

Elizabeth Lee

Michael O'Brien

Alisa Skatrud

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 2021-2022 school year Needham enrolled 5526 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 74 out of district students. The enrollment breaks down as follows:

Preschool	74
Elementary	2497
Middle School	1278
High School	1677
Out of District Special Education Placements	92

2022 Performance Report

In September, the Needham Public Schools published an annual Performance Report, which was mailed to every Needham residence. The 2022 Performance Report is also posted to our website: www.needham.k12.ma.us. The district's 2022 Performance Report highlights a number of significant achievements during the 2021-2022 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 on the district homepage [under News and 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.

In fiscal year 2022 the Divisions continued responding and adjusting to COVID-19 while gradually resuming usual services. Aging Services began offering in-person and hybrid services, welcoming older adults back to the Center at the Heights. Youth & Family Services also returned to in-person services in the schools and in the community. Public Health staff continued to provide consultation to Town departments, schools, and local businesses regarding COVID-19, continued some virtual programming, and resumed many in-person activities.

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; Kate Robey; Kathy Whitney.

Staff

LaTanya Steele, MPA, Director of Aging Services; Annie Toth, Administrative Assistant; Michael Bear, Van Driver; Dylan Copley, Van Driver; Kerrie Cusack, MSW, LICSW, Social Worker; Steven DeCosta, Van Driver Jennifer Garf, Program Assistant; Emiliana Gomes, S.H.I.N.E. Assistant Program Coordinator; Stephan Grably, Transportation Program Coordinator; Michelle Gucciardi, S.H.I.N.E Program Coordinator; Aicha Kelley, Assistant Director of Programming and Transportation; Jill McGovern, CMC, Clinician; Maryanne Messenger, Van Driver; Yustil Meija, Senior Custodian; Jessica Moss, MSW, LICSW, Assistant Director of Counseling and Volunteers; Katie Pisano, Program Assistant; Jessica Rice, MSW, Clinician; Nathalie Steeves, Program Assistant; Annie Toth, Administrative Assistant; Tom Watson, Building Monitor.

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 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, their loved ones, and to others in extreme circumstances.

In FY 2022, the Center at the Heights reopened to a new way of engaging the community. After surveys and interviews of participants, it became apparent that remote programming was here to stay. Some participants found it was more convenient, groups could accommodate more people

without spatial constraints, and some people enjoyed participating in physical activity while being able to shut video off for privacy. Aging Services staff members have been very creative in getting new faces walking through the door or participating virtually. The transportation unit has broadened its mission to meet a new service model, and now, as well as transporting older adults to and from the Center, on trips, and on shopping excursions, also delivers free meals each day to people's homes.

Volunteers have always played a central role at the Center at the Heights. Like the staff in Aging Services, the breadth of the volunteer role has also grown. Volunteers have returned to assisting in the kitchen, managing the front desk, and staffing the gift shop. But now they also play a vital role in the addressing food insecurity by delivering free daily meals in the community.

Older adults have been disproportionately affected by the COVID-19 pandemic, though the depth of impact on the physical, mental, and socio-emotional health of older adults is still to be understood. However, the Aging Services Division has successfully pivoted to a hybrid service model and is now reaching a broader audience than ever. Aging Services is connecting with those who wish to stay engaged remotely, and with those who have returned to in-person programming and support.

Program Highlights

- The Social Services Unit continued to provide case management and counseling to older adults in Needham. With the reopening of the Center at the Heights, Aging Services social workers resumed in-person individual and group support services, both in the office as well as in the homes of homebound older adults. Services in FY2022 remained focused on the mental health needs of the community and included a short-term therapy offering to offset the shortage of available mental health services in the community at large. In FY2022, the Social Work Unit served 381 individuals and logged 3,820 interactions.
- The Aging Services Social Services unit, in partnership with the Youth & Family Services Division, received a grant from the Metro-West Health Foundation to finance professional clinical consultation services for Town of Needham clinicians. With increased mental health needs observed in the community, this service provides a vital support to Needham's own clinicians as they work to serve the community.
- To promote a socially inclusive environment with equal opportunity and respect for everyone, Aging Services emphasizes cultural diversity in its programming. Cultural and educational events, and informational resources helped to create a safe space for people to learn and to share concerns.



Frank enjoys Wednesday Waffle Day

- Fifty-seven volunteers supported the Aging Services Division, with 1,992 hours, an increase from the previous fiscal year. Volunteers resumed vital in-person support including assisting in the gift shop, managing the front desk, and helping serve food in the Café. Volunteers also continued to provide essential support in delivering daily lunches in the community.

- The Programming Unit transitioned to a hybrid model of in-person and remote programming, serving many more individuals than in previous years. Programs included exercise classes, cooking demonstrations, educational sessions, card games, music programs, and more. From January through June 2022, there were 15,502 attendees (this number includes individuals who attended more than one session). Many people were only able to access Aging Services programs due to the remote option. A collaboration with the Needham Community Council's Tablets and Tutors program, which distributes free electronic tablets and tutoring, assisted in making this possible.



Tom receives a meal delivery

- Understanding the pandemic's ongoing negative effects on food security for older adults, the Aging Services Division continued its home delivered meals program in addition to reopening as a congregate meal site. With the help of dedicated staff and volunteers, Aging Services Division delivered approximately 15,460 meals to the homes of older adults in Needham at no cost to the recipient.

- 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 8,238 appointments during FY 2022, including 4,478 appointments during the Medicare open enrollment period from October to December 2021. During FY 2022, SHINE offered both in-person and remote appointments. In June 2022, the Town of Needham was awarded a contract to continue administering the MetroWest SHINE program through FY 2025.

PUBLIC HEALTH DIVISION

Board of Health

Edward Cosgrove, PhD, Chair; Kathleen Ward Brown, ScD, Clerk; Stephen Epstein, MD, MPP; Tejal Gandhi, MD, MPH, Vice Chair; , Robert A. Partridge, MD, MPH

Staff

Taleb Abdelrahim, MS – Emergency Management Support; Roland Abuntori, REHS/RS – Environmental Health Agent; Diana Acosta, MPH, REHS/RS – Shared Public Health Services Manager; Michaela Bucca – part-time Contact Tracer; 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; Elissa Dockstader – Student Intern IV; Mary Fountaine, MSN, RN – Public Health Nurse; Tara Gurge, MS, RS – Assistant Director for Community & Environmental Health; Rebecca Hall, MBA – Traveling Meals Program Coordinator; Jazmine Hurley – Program Support Assistant III; Christine Kenney, RN – On-call Public Health Nurse; Jessica Kent – Environmental Health Agent; Michael Lethin, MS – Emergency Management Administrator; Jane Lischewski – Administrative Office Specialist; Ally Littlefield, MS – Environmental Health Agent; 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; Julie McCarthy, MS – Epidemiologist; Cindi Melanson, MPH – Special Assignment Support; Megan Moffett, RN – On-call Public Health Nurse; Karen Mullen, MBA – part-time 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 – Environmental Health Agent; Alison Paquette, RN – On-call Public Health Nurse; Carol Read, M.Ed, CAGS, CPS – Substance Abuse Prevention Collaborative Coordinator; Lynn Schoeff, M.Ed – Professional Technical Support Specialist; Karen Shannon, CPS – Substance Prevention Alliance of Needham Program Coordinator; Thaleia Stampoulidou-Rocha – Environmental Health Agent; Dawn Stiller – Administrative Analyst; Kendy Valbrun – Contact Tracer; 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 five units in the Public Health Division: Environmental Health, Public Health Nursing, Substance Use Prevention, Traveling Meals, and Shared Services.

Environmental Health

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



Ally Littlefield and Amir Sedhom at the Needham Farmers Market.

Environmental Health is continuing to see an increase in mental health issues associated with hoarding and unsanitary housing conditions and have assisted the Needham Police Department on housing concerns.

Program Highlights:

- The second annual *Nutritionally Needham* took place in the Fall of 2021. The program raises awareness of the connection between food choices, health, and the environment. The program was launched at the Needham Fall Harvest Fair. Needham Public Health Staff and Colin Boisvert, Director of Needham Public Schools Nutrition, presented cooking demonstrations, taste testing, and recipes highlighting the town's farm-fresh produce.
- Needham was awarded two grants from the Food and Drug Administration to assist with the completion of the FDA Voluntary National Retail Food Regulatory Program Standards. Through these grants, Needham has been improving its food safety inspection program.
- A Master of Public Health intern who joined Environmental Health in May 2022, has been helping Needham develop a toolkit for a Certificate of Excellence program for restaurants.
- In FY 2022, health agents conducted over 746 inspections, reviews, and responses to complaints; 538 permits and licenses were issued.



Colin Boisvert, Tara Gurge, and Ally Littlefield at the Needham Harvest Fair.

- In November 2021, Environmental Health hosted a Zoom series (now available on YouTube) focused on food safety basics for restaurants.

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.

Impact of COVID-19

COVID-19 remained a factor in local public health through FY2022. Many changes throughout the year required adjusting strategies for prevention and response. Needham Public Health Nurses continued to work with the community, including businesses, to address prevention and other concerns. An essential partnership between Needham Public School Nursing and Public Health Nursing facilitated monitoring and investigating COVID 19 cases among Needham school-aged children. The public health nurses continued to work closely with all public and private schools to help maintain safe learning environments and case investigation. The nurses also worked with day care and adult congregate living centers.



Food boxes provided to families in need

Vaccinations continued during FY2022, the focus on boosters and modifying outreach as different age groups (12-18, and then 5-11 years old) became eligible for vaccines

Reintroduction of Nursing Services

During FY2022, Public Health Nursing brought back some in-person services (blood pressure clinics, CPR classes, other training) that had been on hold during much of the COVID-19 pandemic.

The Domestic Violence Action Committee (DVAC), co-chaired by Public Health Nursing and the Needham Police Department, received a grant from Beth Israel Deaconess Needham for a community awareness program. The group also collected 30 Mother's Day gift bags from generous community members, provided several families with resources for holiday meals.

New Services

Public Health Nursing initiated a Narcan program to train people about how to use Narcan (a medication used to counteract opioid overdoses) and provide Narcan at no cost to training participants. This effort was supported by a grant from Beth Israel Deaconess Needham Hospital

Needham Public Health Nursing was also able to start COVID-19 molecular testing, thanks to a grant from MetroWest Health Foundation.

Shared Public Health Services

The Needham Public Health Division led the formation of a coalition of Needham, Dover, and Medfield Health Departments with the purpose of sharing some services among the three towns to improve local capacity. This coalition, called the Charles River Public Health District, was supported in FY22 with two grants from the MA Department of Public Health totaling \$290,000.

By pooling resources, functions, and expertise, Needham, Dover, and Medfield will be able to improve compliance with their statutory and regulatory mandates and expand contact tracing for COVID-19 cases. The part-time staff provide site reviews, inspections, and enforcement for environmental health and contact tracers provide up-to-date guidance on isolation and quarantine.

Substance Use Prevention

The Substance Prevention Alliance of Needham (SPAN) uses a collaborative and data-driven approach to reduce alcohol, marijuana, and other drug use among Needham youth. Through community education and strategic action, SPAN focuses on supporting youth in making healthy choices by working to decrease risk and increase the protective factors associated with adolescent substance use.

Summary of services

Using the Strategic Prevention Framework (a national model), SPAN engages community members to plan, implement, and evaluate these prevention programs.

SPAN received \$50,000 from the Substance Abuse and Mental Health Services Administration to prevent and reduce alcohol use among youth and young adults ages 12-20. Under the grant, SPAN and the Needham Police Department resumed alcohol compliance checks and provided in-person training to Needham alcohol licensees on responsible beverage service and sales.

The need for education and resources for youth and their families remained great and SPAN responded with virtual and in-person events and messaging campaigns including:

- Fall 2021 – The SPAN Community Action Team launched a campaign about the dangers of driving impaired by cannabis use. The campaign consisted of social media messages targeted to youth and young adults including the impact of cannabis on the brain while driving, and videos featuring Needham youth and Officer Rocket, Needham’s certified community resource dog.

Winter 2022 – The SPAN Parent Action Team launched T.A.L.K. (*Talking About Life with your Kids*), a social media campaign intended to help parents engage their children in conversations to build trust and keep lines of communication open.

- Spring 2022 - SPAN hosted a virtual presentation with former New Hampshire Supreme Court Chief Justice John Broderick, *Changing the Culture Around Mental Illness*.

- SPAN partnered with Needham Park and Recreation to host Spring Fest for 7th and 8th grade students, a free afternoon event held at Pollard Middle School. The event drew over 100 students to enjoy fun, healthy activities led by Needham High SALSA students and adult volunteers.
- In October 2021 and April 2022, SPAN worked with the Needham Police to host two Drug Take-Back Days to collect unused and expired medications.



Medication Take Back Day, April 2022

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.



SALSA peer leaders

During the 2021-22 school year more than 200 Needham High School SALSA members contributed a record 1,460 hours of service in the community.

SALSA won the Norfolk County “Team Rival” Peer Leadership Challenge, raising awareness about youth substance use prevention. Each year, SALSA peer leaders partner with other schools and the District Attorney’s office to promote healthy choices among youth. This year marks the 7th straight year that Needham has won the Norfolk County Peer Leadership award.

Mass CALL3 Prevention Partners (formerly, Substance Abuse Prevention Collaborative)

In June 2021, Needham was awarded an eight-year annual grant of \$125,000 from the Massachusetts Department of Public Health, to manage a regional prevention project. The project, called the Massachusetts Collaborative for Action, Leadership, and Learning (MassCALL3), includes Dedham, Walpole, and Westwood.

The program has two goals: build community engagement and prevention capacity; and prevent and reduce underage use of nicotine, alcohol, and marijuana. All work is guided by the

MassCALL3 mission and includes a commitment to apply an equity lens to prevention. During FY22, the MassCALL3 Prevention Partners team worked with a consultant to incorporate diversity, equity, and inclusion into strategic planning. Prioritizing equity in prevention expanded community involvement and informed data collection in stakeholder interviews and focus groups. The data collected in the four towns identify risk and protective factors related to underage substance use and inform the development of a regional strategic plan to reach youth and their families.

In June 2022, the MassCall3 Prevention Partners sponsored a three-session workshop on diversity, equity, and inclusion for their regional partners.

The Traveling Meals Program

The Traveling Meals Program was started in 1977 to provide meals to homebound Needham residents. Volunteers delivers two-meal packages to participants' homes. These visits often act as a safety check as they may be the only contact a program participant will have that day.

Thanks to loyal and dedicated volunteers and Beth Israel Deaconess-Leahy Healthcare, the program continues to run smoothly. All volunteers used proper personal protective gear to ensure that COVID guidelines were in place. All the same volunteers continued to commit their time and energy throughout the third year of the on-going pandemic.

- Over 9,582 two-meal packages were delivered to more than 50 residents by 27 committed volunteers and community business partners in FY2022.
- The fundraising committee, *The Friends of Needham Board of Health and Traveling Meals*, paid \$5,000 to provide meals for elderly and disabled Needham residents in need. A \$1,000 donation was made at the recommendation of the Darshana Thakore Family Fund by Fidelity Charitable. Traveling Meals is thankful for the continued partnership with, and help from, 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
Jason Kravetz, Care of Graves

Purpose

The West Suburban Veterans' Services District includes the Towns of Needham, Wayland, 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 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 FY2022, substantial funding 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 who 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. Please check by phone for specific availability and to make an appointment.

The 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 the office (781)489-7509, or by cellphone (781)850-5504, or email skalpee@westsuburbanveterans.com or nblanchard@westsuburbanveterans.com.

YOUTH & FAMILY SERVICES

Youth Commission

Julie Stevens – Chair, Susan Patkin – Vice Chair, Adrienne Anderson, David Bookston, Arina Collin, Kevin Keane, Nicole McMahon, Jill Mullaney, Karen Mullen

Staff

Sara Shine, MSW, LICSW, Director; Emily Ambeau, MSW, LCSW; Megan Carleton, LMHC; Alyssa Cellucci; Katy Colthart, MSW, LICSW; Kelsey Nichols, LCSW; Kristin Scoble; Hannah Stein, LICSW; Carolyn Tracey, MS, LMHC; Christine Weitzel, MSW, LCSW; Ellen Whirley, 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 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 arts, and parenting support. The Division offers webinars, workshops, trainings, employment assistance, and enrichment activities for children and adolescents.

- **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. In FY2022, staff provided 1120 hours of counseling to Needham youth and families. Clinicians also attend treatment meetings and provide consultation, advocacy and outreach for residents and family members. In summer 2021, a parenting group series addressed topics including anxiety, depression, substance use, LGBTQIA+ support, and social media use. Youth & Family staff also ran well-attended groups in-school for middle school and high school students and offered therapeutic support at High Rock School.

New in FY 22, Youth & Family Services worked closely with a local therapist, Tova Speter, to provide workshops centered on mindfulness and expressive arts. Ms. Speter has over 20 years of experience working at the intersection of arts and healing.

- **Community Crisis Response:** Over the past decade, the Needham community has grappled with critical youth issues such as accidental death, loss, and suicide. Youth & Family Services has responded by reaching out to individuals, families, and local organizations to augment other clinical support for these tragedies. In FY2022, Youth & Family Services continued to address ongoing recovery from pandemic-related isolation, anxiety, and social disruption. The Division had more of a presence in many schools, working closely with school department staff. Youth & Family staff continued active

involvement with the Needham Coalition for Suicide Prevention and the Substance Abuse Prevention Alliance of Needham (SPAN).

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 use disorders in youth. The program teaches adults skills to reach out and provide initial support to adolescents who may be developing mental health or substance use problems, and to help connect them to the appropriate care. There were 34 community members who participated in Youth Mental Health First Aid in FY2022.
- **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 sets weekly meetings between a high school student and a younger child, playing games, doing enrichment activities, and building a meaningful relationship. In FY2022, nineteen high school students provided a total of 570 volunteer hours. The Peer Tutor Program matches a high school student with another student for tutoring and educational guidance. Over the past year, the Peer Tutor Program matched forty-four pairs of students.

- **Volunteers Around Needham:**
In this program youth ages 12 to 17, provide community service to non-profit organizations in Needham. This program was back in-person in FY2022 after running virtually due to the pandemic. Thirty-five youth volunteered at sites including the Center at the Heights, Park and Recreation, Needham Parks and Forestry, and the Needham Community Farm.



Volunteers Around Needham

- **Needham Unplugged:** The Annual Needham Unplugged is an awareness campaign to remind families and residents to “unplug their electronics and plug into each other”. A calendar for March listed electronic-free activities and emphasized person-to-person interaction and health. Partners included the YMCA, Park and Recreation, and the Needham Public Library, Needham House of Pizza, Nicholas’ House of Pizza, and Hearth Pizzeria, to create a dynamic calendar. Activities included make your own pizza night, family game night, stained glass crafting, and family swim.



Lisa Tedeschi Vergara

- **Patrick and Patricia Forde Good Person Memorial Award:**

The Patrick and Patricia Forde Good Person Award recognizes a local volunteer who helps to make Needham a better place to live. In FY22, the award winner was Lisa Tedeschi Vergara, an inspirational community member who has dedicated her life to promote literacy through inspiring art, spreading kindness, and involving the community.

- **More Community Collaboration:** Youth & Family Services Division leads a Vaping Task Force and started a “Chapter 84,” both aimed at reducing nicotine use in youth. Youth & Family staff also participate in the Domestic Violence Action Team, the Community Crisis Intervention Team, and the Community Resource meeting.

- **Community Presentations:** In FY22, Youth & Family Services provided the following presentations.
 - *Executive function*, presented by Engaging Minds.
 - *Mental health trends, signs of mental health challenges, and how to respond to mental health need* at Needham Speaks in collaborations with Temple Aliya and Equal Justice Needham.
 - Hosted John Halligan, author of *Ryan’s Story*, in collaboration with the Needham Exchange Club. Mr. Halligan’s presentations focused on bullying, social media, and suicide prevention.
 - *Screen Time and Anxiety*, presented by Dr. Patricia Conrod, Matt Miles, and Joe Clement. Youth & Family Services worked with the Becca Schmill Foundation and Beth Israel Deaconess Needham Hospital to arrange for this presentation.
- In FY22, Youth & Family Services Division had much staff change and created a new and vibrant team. New staff brought expertise in trauma, substance use, anxiety, and depression. The Division arranged for additional staff training to best manage the increase in acuity of mental health needs.
- In FY2022, Needham Youth & Family Services received almost \$10,000 in grants and donations from the following organizations: High Rock Church, The Needham Clergy Association, The MetroWest Health Foundation, Needham Community Council, 100 Women Who Care of Needham, 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/Thomas Ryder, 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

Michael J. Retzky, 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.

FY2022 Highlights

DPW Administration

The Administration Division saw the retirement of two key personnel, leading to a reorganization of responsibilities within the Division. Due to the market instability, the pricing of many services and supplies have increased, leading to the need to go out to bid more frequently. With the reorganization, the Administration Division worked to continue to perform more public outreach and communication over the last year including community meetings, more presentations to the Select Board and increased outreach through the newsletter. The division

also identified projects that are eligible for ARPA and researched new grant opportunities as they became available.

In FY2022, the Administration Division:

- Published 63 bids
- Executed 138 contracts
- Coordinated the hiring and promotion of 19 employees including external and internal hiring
- Acquired \$80,210.64 in grant funding through the Shared Streets and Spaces Program for a ride on tractor and a stand-on sidewalk snow vehicle
- Oversaw the use of outside funding in the amount of \$400,361.24 from the Winter Recovery Assistance Program (WRAP).
- Utilized Complete Streets funding in the amount of \$399,999,
- Continued to secure both Chapter 90 funds and Green Communities Grant Funding.

Engineering Division

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

In FY2022 the Engineering Division:

- Inspected 443 Street/Sidewalk Occupancy and Excavation Permits.
- Completed 473 Building permit reviews.
- Completed 33 project reviews for the Planning Board and project reviews for Zoning Board of Appeals.
- Review of impacts of the proposed Highland Ave Science Center (Muzzy property)
- Completed 5 traffic count studies.
- Prepared 4 traffic regulations.
- Design and construction inspected RTS Loading ramps
- Completed Walker Lane Sewer Extension construction and preparation of the betterments.
- Street Acceptance plans created for Hutter Ridge Road.
- Completed Canoe Launch Design.
- Evaluation of the Central Avenue/Center Street Bridge.
- Prepared plans for future realignment of Kendrick Street post 128 add a lane project.
- Survey Layout for curbing on Central Avenue, Harris Avenue
- Completed construction LED upgrades of Town owned Decorative Street Lights.
- Surveyed and developed drainage improvement designs in various areas.
- Completed RTS Stormwater Improvements Area 1&3
- Completed RTS Transfer Building Improvements

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 FY2022 the Highway Division:

- Rehabilitated 30,314 square yards of roadway
- Preserved 94,626 square yards of pavement
- Rehabilitated and repaired 14,660 feet of grass berm
- Reconstructed 6,107 feet of sidewalk
- Installed 31 wheelchair accessible ramps
- Installed 21,158 feet of curbing
 - 15,308 feet of asphalt curbing
 - 5,850 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 53.9 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 FY2022 the Water, Sewer, and Drains Division:

- Produced **1,198,319,918** billion gallons of water
 - Charles River Water Treatment Plant – **980,700,918** million gallons of water
 - MWRA – **217,619,000** million gallons of water
- Repaired 9 water pipe leaks, including 5 water main breaks and 4 water service leaks.
- Performed unidirectional water main and hydrant flushing through-out our water distribution system
- Replaced, repaired and /or installed approximately 400 feet of storm drainpipe on 2 streets

- Responded to 37 water and 21 sewer emergency calls (after normal business hours)
- Replaced and/or installed 561 of 15,628 water meters throughout town
- Replaced / renewed 157 water service lines, including 147 from the water main to the property line including lead goosenecks & 10 lead-lined water service pipes.
- Removed, relocated & replaced approximately 350 feet of water main pipe on 1 street.
- Repaired and / or replaced and installed 12 fire hydrants
- Cleaned approximately 3,650 storm drain catch basins during our town-wide catch basin cleaning program.
- Outlined by the NPDES program, replaced and or repaired 8 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 31,962 feet of sewer mains and 36,208 feet of drain lines utilizing CCTV
- Cleaned and flushed 70,320 feet of sewer mains and 36,808 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 household trash, bulky waste, contracted recyclables, brush, grass and leaves, and compost.

Two major site projects were completed in FY22 including a more durable surface in the fall leaf collection and Town snow dump area and pavement improvements to the stormwater area nearest the salt shed. FY22 saw the return of the swap shop and the RTS began accepting residential food waste drop-off.



In FY2022 the Solid Waste and Recycling Division:

- Transitioned to a new scale software to streamline the billing process at the RTS.
- Consolidated the contracted hauling of trash and recycling to provide more efficient operations and quicker response times for moving material.
- Processed 10,260 tons (5% increase) of pay-as-you-throw, municipal and bulky waste trash tonnages
- Processed 2,085 tons (12% decrease) of contracted recyclables
- Delivered 548 mattresses to Lowell for recycling
- Recycled 62 tons of TV's and electronics
- Processed over 1,000 air conditioners, refrigerators, and dehumidifiers to safely capture the refrigerant (fluorinated hydrocarbons) which causes ozone depletion.
- Started to accept textile recycling again (stopped during the pandemic) and collected 33 tons
- Disposed of 810 tons of scrap metal to Framingham Salvage for recycling

Fleet Division



The Fleet Division provides maintenance and repairs on 249 vehicles and pieces of 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 department 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.

FY2022 was about adaptability for the Fleet Division and our customers. Fleet had to find creative ways to deliver essential services while experiencing unprecedented supply chain shortages. These efforts increased the demand on administrative resources for the division and Public Works as a whole. We continue to strive in providing mission ready fleet to our customer divisions and community they serve.

In FY2022 the Fleet Division:

- Managed the Town's Fuel Depot which dispensed 111,137 total gallons of fuel (68,352 gallons gasoline & 42,784 gallons diesel).
- Performed \$334,748 in maintenance and repairs to the fleet.
- Top 10 Services Performed:
 1. Periodic Maintenance Service (PM)
 2. Electrical / Electronics Repair & Scan Tool Diagnostics
 3. State Inspections / Certifications
 4. Tire / Wheel
 5. Wipers / Mirrors / Glass
 6. Snowplow Repair/Maintenance.
 7. Hydraulic Repair
 8. Salter / Spreader Repair/Maintenance
 9. Brake Service
 10. Engine & Emissions Repair

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 FY2022 the Parks and Forestry Division:

- Deployed 1 double parklet along GPA at Greene's field & 3 tented areas (Needham Bank Plaza, Town Common, & Greene's Field) to improve and invest in outdoor dining



- Performed an Elm tree planting with Needham Exchange Club at Fire Station 2 to celebrate Arbor Day and community service
- Collaborated with Park and Recreation to hand out tree seedlings for Arbor Day
- Hosted an Arbor Day celebration with our State Representative Denise Garlick, school staff and Broadmeadow Elementary School 2nd Graders
- Responded to hundreds of workorders reported through See Click Fix
- Performed drainage and field improvements to Claxton 1 & 2 diamonds utilizing innovative techniques to reduce field flooding issues

Building Maintenance Division

The Building Maintenance Division 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 FY2022 the Building Maintenance Division:

- Performed various HVAC upgrades and repairs throughout town and school buildings. These include repairs to RTUs, motors, pumps, boilers, heating units, exhaust fans, condensate tanks, VFDs, Liebert units, compressors, hot water heating coils, heating pipes, ductwork and more. Coordinated installation of 66 new portable/window AC units. Duct cleaning and quarterly filters changes continued to be executed. Additionally, there were several HVAC programming upgrades.
- Completed large-scale projects at multiple town and school buildings to repair roofs, replace flooring, repair siding, convert tech rooms to classrooms, replace window shades, refinish wood floors, replace windows, conduct major repairs and programming updates to elevators, conduct updates to fire safety control panels, replace several heat detectors, install backflow preventers, coordinate mixing valve replacements, install water bottle fillers, conduct overhead door repairs, repair exterior parking lot lighting, transition buildings to LED lighting, conduct electrical switchgear upgrades, install period product dispensers, and more.
- Helped coordinate crack seal repairs and pavement markings at multiple town and school buildings.
- Completed over 3,100 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, Lynne Deninger, George Kent,
Roy Schifilliti, Irwin Silverstein, Gene Voloshin*

Staff

*Hank Haff, Director of Design & Construction, Ken Sargent, Senior Project Manager,
Kathryn Copley, Administrative Specialist
Steven Popper, former Director of Design and Construction Retired in Nov. 2021*

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. During FY 2022 the Department downsized from six to three staff. The Director, Steven Popper retired, one project manager transferred to the Building Maintenance Division (BMD) and another project manager became Needham's Superintendent of Water, Sewer & Drains. 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 has been meeting virtually since 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. This 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. It was again extended thru March 2023.

Two of the Building Design and Construction project managers worked continually over the summer of 2020 and one project manager has continued full time with the Building Maintenance Division to assist with recommissioning of all schools and town buildings 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. Supply chain issues are ongoing.

FY2022 Highlights

The following is a summary of completed or ongoing projects the PPBC has overseen, and the Building Design and Construction Department managed during FY2022 (July 2021 to June 2022). These projects were initiated during the period of FY2015 thru FY2022.

<u>Project Name:</u>	Public Safety Complex & Fire Station #2
<u>Project Status:</u>	Substantially Complete
<u>Authorization:</u>	\$71,785,000
<u>Budget Status:</u>	On Budget with Supplement approved in May 2021 for COVID-19 related costs and remediation for contaminated soils found during construction
<u>Architect:</u>	Kaestle Boos Associates, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor (CMR):</u>	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 was construction of the new Fire Station and the planned second phase was the demolition of the old Fire/Police Station and construction of the new Police Station. Once the new Fire Station HQ on Chestnut Street was complete the fire department moved into the new building and the police department moved into modified temporary facilities at the Hillside Elementary School site. Then, the old building was demolished, and the new Police Station was built. The planned demolition and reconstruction of Fire Station #2 on Highland Avenue occurred within the same overall time frame with operations relocated to temporary facilities having been constructed at the Hillside School site.

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

The start of Phase 1 construction on the new Fire Station HQ on Chestnut Street began in March 2019 with the demolition of the buildings at 43 Lincoln Street and 66 Chestnut Street. Temporary swing space was designed for the Hillside Elementary School site for the Phase 2 Police Station portion of construction and for the Fire Station #2 construction. The Fire Station #2 staff moved into the temporary facility in January 2020 and 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, then 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 enabled the work to proceed, keeping the project within the established timetables.

Work on the Fire Station 2 was substantially complete on November 8, 2021, and the Fire Station 2 staff moved in on the same day. The Public Safety Complex Phase 2 Police Department reached substantial completion on February 18, 2022, and Police Department staff moved in on February 22, 2022.

The Dedications for the Public Safety Complex and Fire Station 2 were held on June 30, 2022.

<u>Project Name:</u>	DPW Central Ave Storage Facility/Jack Cogswell Storage Building
<u>Project Status:</u>	Complete except for a PPA contract for the proposed Solar Array
<u>Authorization:</u>	\$7,765,000
<u>Budget Status:</u>	Under Budget
<u>Architect:</u>	Weston & Sampson Engineers, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	Seaver Construction, Inc.

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

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

To maximize the potential benefit to the Town an application for the Solar Massachusetts Renewable Target (SMART) credits was submitted in June 2021 and accepted into Block #5 as a 144kW AC generation unit. The application for a Net Metering – Interconnection Services Agreement (ICA) was made in September 2020 and the Work Order was issued by Eversource in March 2021. At the October 2021 Special Town Meeting “Article #8 Authorize Solar Installation at Jack Cogswell Building”, was approved to authorize the Select Board to lease the rooftop to a solar energy provider. This power purchase agreement (PPA) is being negotiated with Solect Energy with the assistance of Beacon Integrated Solutions.

The final inspection for the Conservation Order of Conditions was completed in 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) was expected in the fall of 2021 but was delayed until April 2022.

The Department of Public Utilities (DPU) “single parcel rule” is delaying the solar project however, pending State climate legislation should supersede the current restrictions enabling the solar installation to proceed in FY2023.

<u>Project Name:</u>	Emery Grover Building Feasibility Study/ Design/ Construction
<u>Project Status:</u>	Design & Construction
<u>Authorization:</u>	\$21,035,000
<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

- School Department supplemental funding of \$30,000 was provided for additional studies
- At the October 2021 Special Town Meeting, Article 7: Appropriate for Emery Grover Building Design was approved in the amount of \$1,475,000
- At the May 2022 Annual Town Meeting, Article 21: Appropriate for Emery Grover Construction was approved in the amount of \$19,400,000

A Request for Proposals was issued in January 2019. Bargmann Hendrie + Archetype, Inc., (BH+A) was selected as the Architect 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 alternate town site. The study examined the constraints from the 1987 National Register of Historical Places 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. A preferred option was selected with a three-story wing added to the back of the building. Detailed review of the cost estimates, resulted in “value engineering” that reduced the total program area from 34,717sf to 21,108sf to reflect a more efficient use of the shared space, construction of common work areas, and relocation of the educational technology/ head end function to other school buildings. This enabled the school administration to fit within the existing four floors of the historic Emery Grover Building. The final design also included temporary use of the Hillside Elementary School as swing space for the school administration personnel during construction.

The Hillside School renovation bid documents were issued on March 24, 2022, Filed Sub-Bids were received on April 7, 2022, and the General Contractor bids were received on April 24, 2022. J.J. Cardosi, Inc. of Riverside, RI was the low bidder and the contract for \$1,277,000 was awarded by the PPBC on April 26, 2022 pending Town Meeting funding. Construction started in May and is projected to be completed by December 2022 so the school administration can move during the winter break.

The Emery Grover Renovation 60% Construction Documents were issued on March 31, 2022, and updated cost estimates are underway to confirm the appropriate contingency funding level for construction. COVID pandemic and other international factors have manifested in cost escalation, supply chain disruptions, labor shortages and inflation in the construction market which are affecting all construction cost estimates which may require further contingency funding for the project. Bid Documents should be ready by August 2022 with Bids due in September in advance of the October 2022 – Special Town Meeting.

If all goes according to the current schedule construction on the Emery Grover Building will start in January 2023 and be complete by May 2024 for re-occupancy during the summer of 2024.

<u>Project Name:</u>	Master School Plan Study
<u>Project Status:</u>	Complete
<u>Authorization:</u>	\$240,000
<u>Budget Status:</u>	On Budget

Architect: Dore + Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2018 Annual Town Meeting, Article 32: Appropriate for General Fund Cash Capital Pollard Phased Improvement Feasibility Study was approved in the amount of \$65,000
- At the May 2019 Annual Town Meeting, Article 37: Appropriate for General Fund Cash Capital School Master Plan Supplement in the amount of \$125,000
- A Reserve Fund Transfer was made of \$50,000 from the Finance Committee in August of 2021- for further refinement of the Options

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 construction, renovation and maintenance 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 preferred scenarios out of the seven originally investigated. These four preferred options addressed the most pressing problems in a timely fashion 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.

In August 2021 D+W responded to the Town's request to revisit the options to determine if the cost of the options were more feasible if the timelines were extended. Also, an additional "Status Quo" Option "E" was studied which maintained the current grade configuration and assumed that the Mitchell School project went first followed by Pollard, and High Rock and finishing in 2053 with additions to the Eliot school and assumed that all projects involved MSBA participation.

The School Committee voted a preferred Option "D" which starts with an addition and renovation of the Pollard Middle School (as a Town funded grade 6-8th grade project). Once Pollard is complete Mitchell School students would move to High Rock for temporary accommodation and then the Mitchell school would be reconstructed as a 3-section. This Option "D" would be the least expensive and most rapid to address the issues at Mitchell with completion by Sept 2034. A financing plan is still being studied to determine which approach is fundable within the Towns debt limits.

Project Name: Ridge Hill Demolition Feasibility Study
Project Status: Re-bidding Fall 2022
Authorization: \$625,506
Budget Status: On Budget- Value Engineering in process for re-bidding

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.
- At the October 2021 Special Town Meeting, Article 06- Appropriate for Ridge Hill Buildings Demolition was approved for \$603,091.

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.

The project team completed a “value engineering” (VE) analysis which reduced the estimated cost to \$603,091 with contingency. This amount was funded at the October 2021 Special Town Meeting. In April 2022 demolition bid documents were issued and bids received in May 2022. Only three bids were submitted, and all were too high to award the contract. Further VE options will be reviewed with plans to ask for further funding and a re-bid of the project in the fall of 2022. It is anticipated that greater competition might lead to lower bids if the timing is delayed so not to compete with summer school projects in the eastern Massachusetts construction market.

Project Name: Auditorium Theatrical Sound & Light Systems Needs Assessment
Project Status: RFQ to be re-issued in September 2022
Authorization: \$60,000
Budget Status: On Budget
Architect: TBD
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2021 Annual Town Meeting, Article 35: Appropriate for Auditorium Theatrical Sound & Light Systems Needs Assessment was approved in the amount of \$60,000.

The goal of the **Theater Sound and Light Study of Select School Buildings** is to develop a detailed feasibility plan for updating the theatrical sound and lighting systems in the Pollard, Newman, and Needham High School Auditoriums. The design effort should include a condition assessment of the audio/visual equipment in each venue, incorporate feedback from constituent users (staff, students, community theater members), assess the impact of new theatrical sound and lighting equipment on associated building systems (electrical, heating/ventilation, technology) and auditorium structures, and make recommendations for required upgrades at each location. The plan should reflect the district’s vision for each venue and incorporate a phased implementation approach that prioritizes the projects in sequence, reflecting constituent priorities and needs. The final product should include a detailed design plan, project timetable and cost estimates.

A request for qualifications (RFQ) was advertise in June 2022 with an Architect leading the team, however no submissions were received. Design services will be sought again in the fall of 2022 with a Sound & Light Designer as the project team lead.

Project Name: Center at the Height Space Utilization Study (CATH)
Project Status: Ongoing – RFQ release anticipated Summer 2022
Authorization: \$75,000
Architect: TBD
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2022 Annual Town Meeting, Article 23: Appropriate for Center at the Heights Space Utilization Study was approved in the amount of \$75,000.

The goal of the Center at The Heights Space Utilization Study is to assess the existing operations and review the utilization of the rooms and their function within the building, identify overcrowding problems and areas that are underutilized. Topics to be studied include options for reallocating spaces to a different use, usage of the rooftop deck, adding to the building to reduce overcrowding, enhancing schedules, providing alternate accessible entrances, and expanding parking. The final product should include a detailed report with a facility assessment, recommendations for modifications, feasibility design plans, project timetable with priorities, phasing, and cost estimates. Design services will be sought in the summer of 2022.

Project Name: Roof Top Unit Replacement (Broadmeadow & Eliot Schools)
Project Status: Ongoing - RFQ release anticipated Summer 2022
Authorization: \$817,750
Architect: TBD
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2022 Annual Town Meeting, Article 23: Appropriate for Roof Top Unit Replacement (Broadmeadow & Eliot Schools) was approved in the amount of \$817,750.

The goal of this study is to determine the best path forward for the Town of Needham to replace/upgrade the 20-year-old RTUs at two elementary schools. The current units are past the end of their useful life. The Schematic Design study must assess a minimum of two options and compare multiple variables of cost, energy code requirements, goals for the decarbonization of municipal buildings, construction phasing and logistics. The final product should include a detailed report recommending a preferred option with a project schedule, schematic design, construction cost estimates, operating cost estimates, energy assessments, phasing, and a decision matrix used to help the PPBC select a preferred option. This study must also consider the Massachusetts -2050 Roadmap to Decarbonization, and the Town of Needham's Climate Action Plan (currently in process) within the decision matrix. Design services will be sought in the summer of 2022.

Project Name: Library Space Utilization Study
Project Status: Ongoing- RFQ release anticipated Winter 2022
Authorization: \$60,000
Architect: TBD

Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2022 Annual Town Meeting, Article 26: Appropriate for Library Space Utilization Study was approved in the amount of \$60,000.

The goal of the Library Space Utilization Study is to determine if the library's interior space can be better arranged to respond to the issues, concerns, opportunities, and constraints of the Library Strategic Plan. Library operations, collections, catalogue, and reference systems have undergone many changes with the transitions in technology and publishing during the past 17 years when the Needham Public Library was most recently renovated. Design services will be sought in the fall of 2022.

Project Name: DPW Complex Feasibility Study
Project Status: Ongoing- RFQ release anticipated Spring 2023
Authorization: \$60,000
Architect: TBD
Owners Project Mgr.: Building Design & Construction Dept.

- At the May 2022 Annual Town Meeting, Article 27: Appropriate for DPW Complex Feasibility Study was approved in the amount of \$60,000.

The goal of the study is to determine the most efficient use of DPW facilities and recommend further action. This Study will lead to a master plan to implement needed upgrades to existing facilities and generate additional capital improvement requests. Both the DPW Garage at 470 Dedham Ave and the Daley Building are past the end of their useful life and in need of upgrades in order to better accommodate DPW staff and support their daily operations. It is anticipated that design services will be sought in the early spring 2023.

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 public parking locations. A senior project manager was tasked with coordinating the grant funded program called the Massachusetts Electric Vehicle Incentive Program (Mass EVIP). The Town planned to place the charging stations in three public parking lots, at PSAB, downtown and Rosemary Recreation Center. The Applications were submitted in February of 2021 to Eversource for the "Make Ready Program". MassDEP approvals for funding through MassEVIP were approved in April 2022. Needham Planning and Conservation approvals were received in June 2021. Construction of the dual EV charging stations at Rosemary Recreation Center and 0 Chestnut Street lots were completed in September & October 2021. Construction of the two dual charging stations at 500 Dedham Ave has been delayed. Eversource redesigned the electrical transformer location, which required updated planning approval and grant of location by the Select Board. Additional funding for the Make Ready

Program has been delayed, which delays this project – now estimated for construction in Spring 2023.

Looking Forward

Upcoming future and continuing projects to be overseen by the PPBC and BD&CD during FY2023 include:

- Completion and closeout of the Public Safety Complex & Fire Station #2,
- Construction completion of the Hillside School for temporary use by School Administration, and coordinating the move of School Administration out of EG into Hillside temporary offices planned for December 2022,
- Emery Grover Renovations bidding, added funding (as needed), for start of construction in January 2023,
- Re-bidding of the Ridge Hill Demolition project to tear down the mansion and garage with the start of demolition in the winter of 2022- for completion in Spring 2023,

Additional support for the School Department includes - Other studies included in the five-year capital plan that will become PPBC projects such as:

- School Master Plan – refinement of options, and estimated project cost to assist the Town's Finance Director to develop a viable finance plan so the Town can decide on the best path forward on the Mitchell Elementary School and Pollard Middle School projects. Assist the School Department to prepare a Statement of Interest (SOI) to the MSBA.
- Theater Sound and Lighting in Select Schools -needs assessment & Feasibility Study (for the Needham High School, Newman & Pollard)- develop cost estimates and schedule for funding and implementation.
- Rooftop Unit Replacement at the Eliot School and Broadmeadow School. Complete Feasibility and Schematic Design, refine the cost estimate and schedule for construction.

Support for the Town Manager including working with the following Town Departments and committees:

- Needham Public Library, Board of Trustees – Library Space Utilization Study, cost estimates, prioritization, and schedule for projects.
- Department of Public Health & Senior Center – Center at the Heights (CATH) Space Utilization Study- Complete Feasibility, cost estimates and schedule for a project budget.
- Department of Public Works – DPW Complex Feasibility Study

Climate Action Plan Committee

The Select Board defined a Goal for FY2022 to establish a Climate Action Plan to be developed by a new Climate Action Plan Committee (CAPC) tasked to define a climate plan for Needham that is consistent with the Commonwealth's 2050 Roadmap to Decarbonization. To develop this plan the Select Board has formed a CAPC of concerned citizens with expertise in the field of sustainability and requested them to develop the Climate Action Plan. The new Director of BD&CD and the department's Administrative Specialist have volunteered to support this advisory committee.

PPBC has had prior discussions regarding Net Zero construction. A net zero building has three components: 1) energy efficient envelope and building systems, 2) energy efficient 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. While the municipal buildings are a small contributor to the town's greenhouse gas (GHG) emissions, the Town plays an important role in setting the framework for the residents, businesses and non-profits and leading-by-example to achieve these goals and reduce climate change.

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

NEEDHAM COMMISSION ON DISABILITIES

Jeanie Martin, co-chair, Corine Burke, co-chair (7/21 to 5/22), Carol Thomas, secretary (7/21 to 5/22) and co-chair (5/22 to present), Tatiana Swanson, treasurer and ADA liaison, and members Debbi Heller, Alexa Moore, Karen Morales, Barbara Moss, and Felix Zemel. Liaison to the School Committee is Julie Muse-Fisher; Needham Police Department Community Service Officer is 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 disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents. There is currently one vacancy on NCOD. We are currently seeking applications for this vacancy.

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

The NCOD annual budget is \$550. There is a remaining balance of \$6.86. The expenses were as follows:

- \$139.64: Refreshments for NCOD Retirement Party (Dale Wise, Corine Burke, Mani Iyer, Elaine Saunders)
- \$139: Plaques for retiring members (Corine Burke and DaleWise)
- \$264.50 - Braille Plaque for Mani Iyer

Additionally, the Town liaison for the NCOD received a \$1500 stipend.

FY 2022 HIGHLIGHTS

Advising

- 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 persons with disabilities.
- Advised town officials and local businesses regarding the number and dimensions of accessible parking spaces, of proper signage required for HP spaces and building access in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations. This included concerns at CVS, Needham Cooperative Bank, Dunkin Donuts, 245 Rosemary Park, Mitchell School and the Needham Public Library.
- Provided a letter of support for 3 out of 4 variances requested by the architect for the Wyeth House renovations.
- Continued to evaluate the Town of Needham's website for accessibility and took steps to improve it.

Advocacy Calls

- Responded to advocacy calls on a variety of matters including a Needham landlord concerned about possible abuse of a disabled resident by an aide, the blocking of the curb cut at the rear entrance to the library, a family in need of support following surgery and a resident who was suffering from the noise of excessive truck idling near her home. NCOD was able to provide the resident with noise-cancelling headphones through the Be Kind Needham program.

Accessible Parking

- 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. One sign was sold to The James Pub & Provisions.
- Worked with the Police Department liaison to update the information regarding current accessible parking spots in Needham.

Grants

- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from accessible parking violations.) The grant application can be found on NCOD website. A grant was

approved for the Intensive Learning Center at Needham High School to purchase equipment and furniture.

Community Service/Education

- Continued to distribute the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers. Brochures were also made available at the Needham Harvest Fair.
- Guest speakers included a representative from the Office of Consumer Affairs about Holiday Fraud Protection, a representative from the Disabled Persons Protection Commission about investigating abuse by caregivers, and a representative from the Needham Health Department about Healthy Aging in Needham.
- Received weekly e-mail updates from the Disability Policy Consortium on a wide variety of issues pertaining to persons with disabilities.
- NCOD members served as representatives to the Local Emergency Planning Committee and to the Needham Diversity Initiative to ensure that accessibility issues are addressed.
- Remained informed about regulations and issues concerning persons with disabilities through subscriptions to publications, newsletters and through the public media.

NCOD Committee Development & Support

- Provided an in-depth orientation to new NCOD members.
- Held a celebration to honor retiring NCOD members.
- Used various social media sites to inform the community about vacancies on NCOD as well as about the availability of grants from accessible parking fines.

Partnership with MOD

- Attended MOD quarterly meetings via Zoom. Issues included updates on Assistive Technology, Emergency Preparedness programs, Client Assistance programs, Municipal grants, and Level Up to Equality webinars. Representatives from other CODs in Massachusetts also presented their recent projects to improve building and programmatic access.
- The Town of Needham applied for and was awarded a grant from MOD to conduct a Self Evaluation and Transition Plan. Two consultants on this project met with NCOD to get input from the commission and to describe their work in progress.

Park & Recreation Partnership

- Representatives from MetroWest Center for Independent Living came to Needham to assist NCOD in evaluating accessibility and safety concerns at Perry Park.
- Worked with the Park and Recreation Department to evaluate the accessibility and safety of all town playgrounds and fields. Also, developed a survey regarding these concerns to be distributed to residents.

FY 2023 FORECAST/GOALS

Advising

- 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 the Park and Recreation Department to develop a plan and raise funds for improving the accessibility and safety of all playgrounds and fields.
- To continue to work with the consultants on the Town's Self Evaluation and Transition Plan in order to achieve a high level of accessibility in all Needham buildings and programs.
- To continue to participate in the Local Emergency Planning Committee to promote awareness of issues for persons with disabilities.
- 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.

ADA Compliance

- 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.

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.

Grant Program

- To continue 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.

Community Education

- 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 larger 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 and to continue to use social media and other venues to advertise vacancies on NCOD.

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
Jeanne McKnight
Joseph Barnes
Robert Dermody
Laura Dorfman
Chris Gerstel
Reginald Foster
Rick Zimbone

Appointed by:

Moderator
Conservation Commission
Planning Board
Select Board
Select Board
Historical Commission
Park 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 FY2022, the Community Preservation conducted the following activities:

- Throughout FY2022 the Community Preservation Committee (CPC) continued conducting meetings in a hybrid manner and all meetings were made available on the Town’s YouTube channel.
- A total of 12 applications were received for the FY2023 funding cycle. Of the 12 submitted, 5 applications were submitted to Town Meeting for funding.
- A public hearing was held on March 16 at the Public Service Administration Building in the Charles River Room and via Zoom.
- The Needham Community Preservation fund received its state distribution of \$1,112,652 from the Commonwealth in November 2021 which is a 39.4% match to local collection.
- The Town collected \$2,955,000 in FY2022 through the local surcharge.
- At the May 2022 Town Meeting the following projects were funded utilizing CPA funding:
 - Fund the Needham Housing Authority Pre-Development Linden Chambers housing project in the amount of \$1,386,000.
 - Fund a property survey for the Needham Housing Authority at the High Rock Estates in the amount of \$81,978.
 - Fund the construction of growing beds at the Needham Community Farm in the amount of \$200,000.
 - Fund the design and engineering costs associated with the reconstruction of the High School Tennis Courts in the amount of \$50,000.
 - Fund the historic renovation of the Emery Grover Building in the amount of \$2,000,000.
 - Increase the Community Housing Fund from a 11% appropriation to a 22% appropriate for an additional appropriation of \$404,700

GOLF CLUB ADVISORY COMMITTEE

Daniel Dain, Chair, Paul Brockman, Jack Heavy, Richard Reilly, Jon Schneider, Chris Gerstel, Victor Seidel

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.

FY2022 Highlights

- The Committee met with Club President Bob Ernst and Club Vice President Hans Hagen twice during 2021, on April 25 and November 14, 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 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 2022 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors.

HISTORICAL COMMISSION

Laura Dorfman Chair; Don Lankiewicz, Vice Chair; Gloria Greis, Secretary; Rose A. Doherty; Jeffrey Heller; Joe Morrell; Leah Wolkovitch-Quarty

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.

Functions

- Assist residents in obtaining historical information about the town
- Review proposed demolition projects in accordance with the demolition delay by-law (2.11.5)
- Work with the Town in the evaluation of the future use of historic buildings

FY 2022 Highlights

- John Minchen-Frederick L. Broadley House at 28 Wyoming Avenue: Voted "historically significant" and conducted a public hearing at which the Commission voted that the property was "preferably preserved" and worthy of a delay period of 6 months to allow consideration of alternatives to demolition.
- Thomas Kingsbury House at 284 Webster Street: Voted "historically significant" and conducted a public hearing at which the Commission voted that the property was not "preferably preserved" because the property was too damaged, and a demolition delay was waived.
- Galen Orr House at 1019 Central Avenue: Voted "historically significant" and conducted a public hearing at which the Commission voted that the property was not "preferably preserved" because the property was too damaged, and a demolition delay was waived.
- Rufus Mills House at 764 Central Avenue: Voted a barn structure adjacent to house was not "historically significant" and waived a demolition delay.
- Adopted the Commission's statement regarding racial equity for the Town of Needham in terms of greater diversity in Commission membership and in designating historic properties in the town.
- Met with Jenn Doherty, the Local Government Programs Coordinator of the Massachusetts Historical Commission, to the process for creating a Local Historic District.
- Advanced the creation of the town's first Local Historic District by recommending to the Select Board the appointment of a study committee responsible for investigating the desirability of establishing such a district.
- A member of the Historical Commission represents the Commission as a designated member of the Community Preservation Committee.

NEEDHAM HUMAN RIGHTS COMMITTEE

Tina Burgos (Chair), Lt. Belinda Carroll (liaison – NPD), Cynthia Ganung, Kerry Hurwitch, Katie King (liaison-SB), Amelia Klein, Rinaz Mala, Finn McKeon (NHS), Jennifer Howard Schroeder, Marlene Schultz, Bud Schram, Julie Venables, Emme Ward (NHS)



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

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.

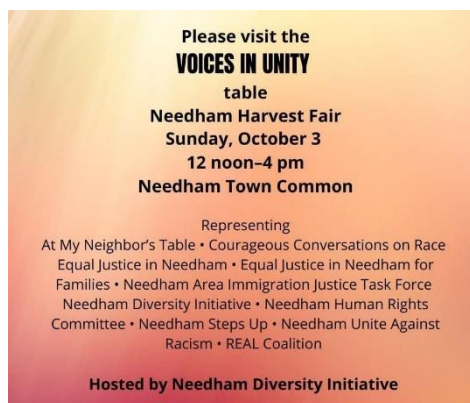
Meetings

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. The Zoom 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. (Contact: www.needhamma.gov/humanrights)

Community Education

Organizing and sponsoring community events and educational forums related to human rights play a major role in the work of the NHRC. Following are highlights for the Fiscal Year 2022:

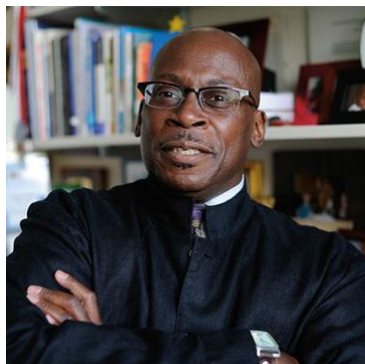
Needham Harvest Fair October 3, 2021 Town Common



The annual Needham Harvest Fair is organized by the Charles River Regional Chamber (formally the Newton-Needham Regional Chamber) in collaboration with the Town of Needham. An exhibit at the Fair, developed and hosted by the Needham Diversity Initiative, highlighted the mission and initiatives of social justice/action groups in Needham. The title of the exhibit was *Voices in Unity*. The NHRC was a co-sponsor of the exhibit and joined other participating groups to inform the community about its work and its role as an official Town committee. The Fair provided a welcoming community setting in which to connect with Needham residents. (*Voices in Unity* video, produced by Equal Justice Needham, available at: <https://youtu.be/GuH34pT7iJg> - Click: *Browse YouTube*)

***Diversity Summit
November 14, 2021
ZOOM Conference***

The Needham Diversity Summit is an annual 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. This year's theme was *Voices in Unity*.



The keynote speaker was Dr. Gary Bailey, a Professor of Practice at Simmons School of Social Work and at the Simmons School of Nursing. In addition Needham leaders, residents & students shared their diverse journeys, followed by interactive breakout sessions on topical issues and what's next in activism. The program concluded with inspirational multimedia video & musical presentations. The Needham Human Rights Committee has been a co-sponsor of this important event for many years. NHRC members served on the Diversity Summit Planning Committee. Participants in the Diversity Summit program included a Select Board member, Needham Police Chief, representative of NUARI, State Senator, State Representative, and chair of the Needham Human Rights Committee. (Zoom recording of the 2021 Diversity Summit can be found at <https://www.needhamdiversity.org/>)

***Annual Martin Luther King, Jr. Day Celebration
Jan. 17, 2022
ZOOM Conference***

"Much of the power of our Freedom Movement in the United States has come from this music. It has strengthened us with its sweet rhythms when courage began to fail. It has calmed us with its rich harmonies when spirits were down."

Join us for
Needham's Celebration and Observance of

Martin Luther King, Jr. Day

Monday, January 17, 2022

On Zoom

10:30 AM– 11:30 AM

Zoom Link will open at 10:15 AM

Free Registration: [Here](#)

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, life and achievement of Dr. Martin Luther King, Jr. The event is hosted by the Needham Diversity Initiative. NHRC is an on-going sponsor of the community celebration. Other sponsors were the Needham Interfaith Clergy Association, and the Needham Public Schools and their METCO program. Two members of

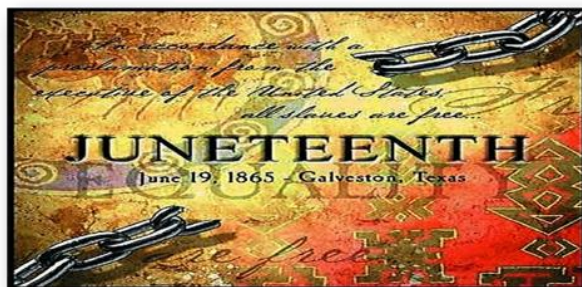
NHRC serve on the board of NDI. This year's program presented a musical celebration of Dr. King's legacy featuring local artists and groups. In Dr. King's words: "Much of the power of our Freedom Movement in the United States has come from this music. It has strengthened us with its sweet rhythms when courage began to fail. It has calmed us with its rich harmonies when spirits were down." Jonathan King, a diversity, equity and inclusion practitioner, was the keynote speaker. Featured guest Brother Dennis Slaughter, Director of Music at the Parkway Church in Milton, directed the Boston Community Gospel Choir. (Zoom recording of 2022 MLK Day celebration available at <https://www.needhamdiversity.org/>)

At My Neighbor's Table Series
Jan. 23, 2022
Zoom Conference



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, AMNT program developers 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. The title (and focus) of the 2022 event was *Leaning into Challenging Conversations: How to Listen, What to Say, How to Say It*. Liora Norwich, Executive Director at Network for Social Justice, was the guest presenter and facilitator. Ms. Norwich worked in Israel and Palestine to advance social justice and civic engagement through integrated community development initiatives with local partners and international organizations. The interactive workshop focused on meaningful conversation and active listening, and provided a framework for engaging in dialogue across difference.

Juneteenth
June 1-19, 2022



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. 2022 was the second year the Needham Human Rights Committee planned and executed a formal event for Juneteenth to recognize and celebrate this pivotal holiday of independence. This year the Needham Diversity Initiative collaborated with the Committee to plan events. Due to COVID-19, events were celebrated virtually. Beginning on June 1, NHRC launched a series of daily Facebook posts featuring activities, events, and resources leading up to June 19. In commemoration, a statement was shared with the Needham community:

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. *(Previously recorded by Select Board member Marcus Nelson and posted on the NHRC Facebook page)*

Race Amity Day
June 12, 2022
Amity Path

Needham Celebrates

Race Amity Day

Sunday • June 12th • 4-6pm

Rain or Shine

Free Music & Food & Festivities

Amity Path at Needham Reservoir
500 Dedham Avenue, Needham

Co-Sponsors

Needham Diversity Initiative
Needham Human Rights Committee



Amity means friendship. Race Amity Day is a celebration of the tradition of cross-cultural and cross-racial partnership and collaboration. It occurs on the second Sunday in June. The Commonwealth of Massachusetts declared Race Amity Day an official holiday in 2015, thanks to the efforts of Rep. Denise Garlick of Needham. Cities and towns of Massachusetts are encouraged to recognize Race Amity Day in some meaningful way. The purpose of Race Amity Day is to:

- Develop forums and initiatives to advance cross-racial and cross-cultural amity that impact the public discourse on race
- Overcome racial prejudice through association, amity, and collaboration.
- Encourage and advocate for cross racial/cross cultural friendships

These objectives were met in the 2022 Needham Race Amity Day celebration through activities designed to create a community gathering: sharing food, organizing play activities for young children, and entertainment. The NHRC was a co-sponsor of the event which was hosted by the Needham Diversity Initiative. The multi-racial audience was inspired by musical guests West of Willow Band and the Interfaith Coalition Singers. Attendees strolled together on the Needham Amity Path, while children & families engaged in rock painting.





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 collaborate with 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 (former NHRC member) and Jennifer Howard Schroeder, along with invited members of the community.

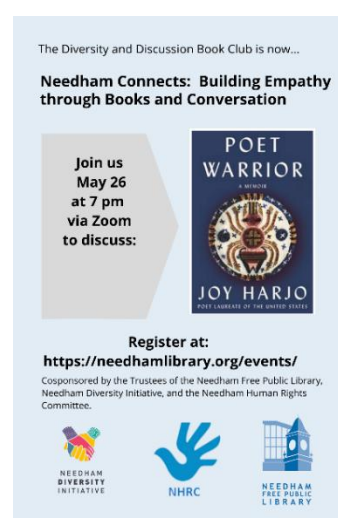
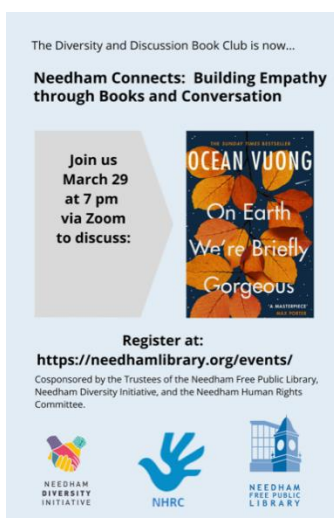
NUARI's efforts led to the planning of a three-part community conversation on race and policing, called *Connections: Cops and Community*, all three moderated by Needham resident Chad Williams, Professor of History and African and African American Studies at Brandeis University.

1. The first session in March of 2022 introduced by NHRC members Tina Burgos and Marcus Nelson gathered three panelists: Needham Police Officer Anthony Frongillo, covering the history of policing in the United States; Gloria Greis, Executive Director, Needham History Center & Museum, speaking about the history of policing in Needham; and Police Chief John Schlittler, discussing current policing in Needham.
2. The second session, in May 2022 “Exploring the Role and Impact of School Resource Officers,” focused on youth and police interactions, with a particular focus on School Resource Officers. Participants heard from UMass Boston McCormack Graduate School Professor Mark Warren about the history of School Resource Officers, how their roles have evolved over time, and current data on outcomes and racial impacts. Needham School Resource Officer RJ Poirier shared an overview of his role in the Needham Public Schools, and the Needham Police Department’s philosophy, partnerships, and approach to working with youth. The event concluded following small break-out groups for discussion and reflection.
3. The third and final session in June 2022 began with a compelling appearance by M. Quinten Williams, founder and CEO of Dedication to Community, a national non-profit that helps improve understanding and build relationships in communities through healing reconciliation, and unity. Several officers from the Needham Police Department participated in small group discussions with Needham residents to answer a question posed by Mr. Williams: What is the most pressing issue related to policing and community? Mr. Williams suggested a critical path forward for Needham: listen, learn, understand, acknowledge, act, trust, heal, and reconcile.

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. Previously called The Diversity and Discussion Book Club, the discussion series was renamed *Needham Connects: Building Empathy*

through Books and Conversations. NHRC members participated in a book selection process, promoted the series through social media, and attended book discussions. *Needham Connects* hosted three zoom discussions of selected books. (Zoom recordings of book discussions available on YouTube)



Media Sources

The NHRC has developed close links with local media sources. 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-sponsored 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. The News You Need(ham) e-newsletter has been an important source for publicizing the work of the Committee to Town residents.

Needham Public Schools

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. 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 representatives who serve on the Committee provide 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 A committee was formed in 2020 when two Needham Public High 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. NHRC members serve on the planning committee along with Needham Diversity Initiative members. Since the School Committee voted to make the change in the NPS calendar, the IPD committee has contemplated its role with a focus on

Indigenous Peoples Day celebration. The IPD committee is in the process of developing a clear vision of what its future goals will be, and is considering teaming up with other groups in town to execute these goals. The planning committee is seeking students who are interested in Indigenous Peoples Day movements to serve on the IPD committee.

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 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, League of Women Voters, 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 a community inter-faith virtual conference as part of the At My Neighbor's Table Series.

Needham Immigration Justice Task Force

Two members of the NHRC serve on the Immigration Justice Task Force and have been important links 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.

Beth Israel Deaconess Needham Hospital

Non-profit hospitals are required to conduct an assessment every 3 years and develop an implementation strategy that will address the needs of the communities they serve. A representative from Beth Israel Deaconess Needham met with the NHRC and invited the Committee to participate in a *Community Health Needs Assessment* to identify and prioritize health-related and social needs of those served by the hospital. Two members of NHRC participated in a virtual Community Listening Session organized by BIDN. Attendees reviewed

gaps and barriers as well as resources and existing assets related to: Mental Health, Community Connections and Information Sharing, and Social Detriments of Health. Emphasis was on diverse populations and those experiencing inequities. The session highlighted social factors that impacted access to health care, such as education, geography, social-economic status, and race. NHRC provided BIDN staff with a list of key advocacy groups and organizations in Needham that could provide assistance and/or support for diverse populations and newcomers to Needham needing support. (2022 BIDN *Community Health Needs Assessment* can be found at: [Community Benefits \(bidneedham.org\)](https://bidneedham.org))

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. Members of NHRC have committed to attending monthly meetings and reporting information relevant to the mission of the Committee.

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.

Vigil in Support of Ukrainian People – Mar. 2, 2022 More than 100 people attended a prayer vigil for Ukraine organized by the Interfaith Clergy Association. The NHRC was a sponsor of the vigil. During the vigil, chimes were struck 25 times, each representing a region of Ukraine and Crimea. Members of the Ukrainian American community in Needham shared their personal stories and asked for donations of medical supplies and other essentials to be shipped to the Ukraine. <https://hometownweekly.net/needham/ukraine-vigil-held-outside-town-hall/>

Celebration and Commemoration



Trans Gender Day of Remembrance – Nov. 13, 2021 On Transgender Day of Remembrance, the world pauses to remember the lives of the many transgender, non-binary, and gender non-conforming persons killed in acts of targeted, transphobic violence. Transgender, non-binary, and gender non-conforming persons have always been a part of our families, cultures, and nations. History teaches us that gender diversity is not new and that the strongest societies celebrate the intellectual and cultural contributions and creativity that come from diversity. As we mourn the transgender, non-binary, and gender non-conforming persons who have paid the ultimate price for others' hatred, we honor their memory by continuing the fight for a world free of transphobic and gender-based violence and discrimination. [US Dept. of State] The NHRC is an on-going sponsor of the Trans Gender Day of Remembrance, and strives to raise awareness of issues the transgender community faces through education and advocacy activities.

PRIDE Month



June is PRIDE MONTH, a time when events are held all across the country to celebrate and support the LGBTQ community. The month-long celebration is a call for greater unity, visibility and equality for the LGBTQ community. It is observed in June to honor the anniversary of the Stonewall Uprising, a touchstone event in LGBTQ history that laid the foundation for PRIDE. This year a NHRC Youth Subcommittee of High School students in Needham spearheaded an initiative to create a PRIDE display. A “Wishing Tree” was put up in Town Hall displaying messages, solicited from Needham residents, of solidarity and educational and historical information about the LGBTQ movement.



Needham Resilience 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. On May 17, 2018, NHRC organized an open community forum to discuss types of efforts or programs that would enhance Needham's ability to respond to incidents of hate and bias that happen in the Town. Since that time, the Town has moved forward in developing a formal, town-wide process referred to as the Needham Resilience Network (NRN). The NRN was launched in March 2022. Following are excerpts published in Hometown Weekly that provide an overview of NRN:

On the first Thursday of every month, leaders from a diverse set of stakeholder and identity groups in Needham come together to get to know each other as individuals, share and listen to each other's perspectives, build trust, and acquire skills in communicating around differences.

The group consists of representatives from Needham's faith, identity, school, civic, service, healthcare, and business communities. Town leaders, including a representative from the Select Board, the Town Manager, the Head of Public Health, the Superintendent of Schools, and the Needham Police Chief, participate with ex-officio status. As the NRN explores local issues, its leaders will act as liaisons to their communities, collecting their communities' stories and perspectives for discussion within the NRN and bringing information from the NRN back to their communities. A member of the NHRC is a participant in the group meetings. To learn more about the work of the NRN, visit www.nrnma.org or contact info@nrnma.org.

Development of a NHRC Complaint Process

The NHRC Committee began work in 2021 on creating a discrimination complaint process for the Town. A sub-committee was appointed to begin drafting a process which would be presented to the Select Board, clarifying NHRC responsibilities in the process. The sub-committee developed a narrative explaining who the protected classes are, provided some examples of possible scenarios, and included a restorative justice component. The goal of this process is to provide a place where people, who believe that their human or civil rights have been violated, can lodge complaints. The process will service all who live, work, and travel through the Town of Needham.

Under this discrimination complaint process the NHRC will:

- Be a place for people to be heard
- Facilitate discussions between an aggrieved person and the other party
- Increase understanding between people of different perspectives
- Work with community members involved in an incident to understand the intent versus the impact of their actions
- Recommend changes to the Select Board for Town policies or programs

The sub-committee has held on-going meetings with the Select Board chairs and Town Counsel to formulate a workable solution in order to comply with the Open Meeting Law. The Committee agreed that they would need to be trained in how to handle these kinds of complaints, and what types of language would be appropriate. The sub-committee is pursuing professional resources to provide training sessions in how to recognize human rights violations, active listening, and effective facilitation.

Needham Human Rights Committee Statements



War in Ukraine March 25, 2022

The Needham Human Rights Committee strongly condemns the war in Ukraine and hopes for a swift end to the senseless violence that is being perpetrated against Ukrainian citizens. Unfortunately, one of the consequences of this upheaval is that anti-Russian bias is appearing in our community and region. Biases – whether unintentional or not – are based on stereotypes that lead to rash decisions or discriminatory practices against people of a particular ethnicity, gender, race or social group. Social media and news reports are encouraging their neighbors to take negative action toward anyone who is “Russian” or affiliated with “Russians”, such as boycotting businesses that sell Russian products, initiating bans against Russian arts and culture, or targeting Russians living in local communities.

Our State officials have cautioned that biases or unsupported assumptions can be harmful, such as “shutting down some Russian immigrant family that’s been here in Massachusetts for years and runs a business that may have some sort of Russian overtone.” Anti-Russian bias in the

media affects children, who according to studies develop biases at a surprisingly young age. A NHRC colleague who immigrated to Needham from Syria gave a striking example of how her children were approached by classmates who asked them “Do you belong to ISIS?”

As your Human Rights Committee, our work aims to build bridges of understanding as we advocate for the human rights of all in our town. During this troubling and uncertain time, we are guided by the Preamble of the Universal Declaration of Human Rights:

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people.

Anti-Semitic Rhetoric

June 16, 2022

Recently, many Jewish organizations in Massachusetts have been the focus of hate through an online published list which contains harmful anti-Semitic rhetoric. Specifically, the aim of the Mapping Project is to “dismantle” and “disrupt” the entities that are targeted on this list.

Given this, the Needham Human Rights Committee declares that we stand in solidarity and support of the Jewish community, as hate, in all forms, does not belong in our communities.

NEEDHAM FREE PUBLIC LIBRARY

Board Of Trustees

Robert A. Petitt, Chair, Kathleen M. Cahill, Jay M. Fialkov, Anna Giraldo-Kerr, Erhardt Graeff (appointed June 2022), Richard C. Hardy (until March 2022), Thomas M. Harkins, Carol J.

Thomas

Staff

Kimberly Hewitt, Director; Demetrios Kyriakis, Assistant Director; Ran Cronin, Technical Services Supervisor; Paula Dugan, Children's Supervisor; Sarah Breen, Reference Supervisor; Deborah Lovett, Circulation Supervisor; Danielle Tawa, Technology Specialist/Archivist; Gay

Ellen Dennett, Reference Librarian/Program Specialist;

Robin Flynn, Reference Librarian/Digital Media Specialist; Erin Bassett, Reference Librarian/Young Adult Specialist; Veronica McCarthy, Children's Librarian; Carolin Davis,

Assistant Children's Librarian; Manuela LaCount, Assistant Cataloger; Karen Donaghey,

Library Assistant; Lu-Ann Caron-Leslie, Library Assistant

Part-Time Reference Staff:

Jeffrey R. Arnold, Meghan L. Cericola, Ammie Long, Leigh R. Rudikoff

Part-Time Children's Staff:

Lucia S. Dolan, Gina L. Favata, Elise R. Katz, Courtney Trudeau, Molly MacDougald

Administrative Assistant

Jenna A. White

Part-Time Library Assistants

Sandra J. Bedigan, Chelsea E. Brown, Charlotte R. Buxton, Phyllis J. Cashman, Carol M. Daniels, Grace L. Falcone, Julia M. Hass, Kevin M. Kwok, Jill M. Meyers, Kimberly R. Regan,

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.

FY2022 Highlights

In Fiscal Year 2022, the library experienced a lively and active year with a change in leadership, increased programming, increased borrowing, and the launch of a new website! The Library began offering in-person programming while continuing to provide hybrid programming throughout the year. Use of downloadable books, magazines, films, and music remained very popular. Use of physical materials returned to and then exceeded pre-pandemic levels.

The library's new website launched in July 2021 with 106,113 visits in its first year! Thank you to the Trustees of the Needham Free Public Library, Library Foundation of Needham, and the Friends of the Needham Public Library for their advocacy efforts and the financial support to secure the new website.

In the fall of 2021, the Town of Needham and the Trustees of the Needham Free Public Library coordinated to hire a new director after Ann MacFate's retirement after 60+ years of service. The new director, Kim Hewitt, began in November 2021.

Summer Highlights

- The library's new website launched in July of 2021.
- 845 children registered for our Summer Reading Program! Our 2021 summer reading program, "Tales and Trails," hosted the following events: a Stuffie Sleepover, where kids dropped off their stuffed animals for a night at the library; Animal Adventures showed us a variety of animals from chinchillas to alligators; and Wingmasters Birds of Prey showed off an owl!



- 50 patrons participated in the Tweens/Teens Summer Reading Program and read 590 books. 42 patrons participated in the Adult Summer Reading Program and read 226 books.
- The Children's Department collaborated with Jodi Levin from Communities United on a scavenger hunt at the Mills Field Storywalk.

- Updated light fixtures made the Children's Room brighter!
- The Town of Needham began the search for a new library director.

Fall Highlights

- Ann MacFate retired from her role as Library Director on November 2, 2021.
- Kim Hewitt began her role as Library Director on November 8, 2021.
- The library offered hybrid programs for the first time since COVID began.
- The library subscribed to WSJ.com, this resource offers patrons full access to the Wall Street Journal from home.
- The library added 15 more hotspots to our collection for patron use (for a total of 20), and deployed several additional public computers.

Winter Highlights

- Move at Libraries newsletter featured our Storywalk at DeFazio Park (a collaboration with Newton non-profit Family ACCESS).
- Diane Browne, head of Technical Services, resigned after ten years of service.
- The library added Chromebooks and laptops for public use which proved to be very useful when our wireless infrastructure went down after a power outage!
- The Diversity and Discussion Book Club became Needham Connects: Building Empathy through Books & Conversation. At their first meeting, held January 27, 2022 on Zoom, the group discussed the book *So You Want to Talk About Race* by Ijeoma Oluo. This event was co-sponsored by the Trustees of the Needham Free Public Library, the Needham Diversity Initiative, and the Needham Human Rights Committee.
- The library collaborated with the Town of Needham's Youth & Family Services department, the Park and Recreation Department, and the Needham Exchange Club for a March 2022 series of events providing parents and students opportunities to discuss bullying, cyberbullying, and teen depression. Hosted by John Halligan.
- In collaboration with Cyndi Roy Gonzalez, Needham's Public Information Officer, the library polled residents about their interest in a Library of Things collection.

Spring Highlights

- The library collected 106 PJ's for the Annual Boston Bruins PJ Drive in March.
- The library started offering one-on-one tech help to patrons.
- The library held our first in-service staff training day on April 1, 2022.
- Ran Cronin started as the Head of Technical Services.
- Young Adult Specialist Erin Bassett hosted "Jumpstart Your Financial Future," a series of Financial Literacy workshops with the Babson Financial Literacy Project.
- Erin also hosted very well-attended AP Exam Study Sessions in collaboration with Needham High School. Officer Rocket and Cabrina the Therapy Dog made some appearances to help students de-stress!

- The library held a Family Information Fair where representatives from Family ACCESS, WIC, YMCA, Needham Community Farms, and the library were in attendance to answer questions and provide information on their organizations to patrons.
- The library evaluated and began updating our World Languages section.
- The library reorganized the World Cinema collection to promote accessibility through cataloging and display changes.
- In June, the library installed our new wireless system, and upgraded its speed as well!
- Digital Commonwealth began the process of digitizing our Needham High School yearbooks (now available at <https://archive.org/details/needhamfreepubliclibrary>).
- For National Poetry Month in April, the library distributed poems at each service desk.

FY2023 Forecast

The library will complete a new 5-year Strategic Plan and embark upon a Space Planning Study in FY2023. The library looks forward to unveiling new collections such as the Library of Things, video games, and graphic novels for adults.

Donations to the Library

During FY2022, volunteers donated 1,695 hours of their time to support the library. Thank you so much for all your time! Volunteers assisted with running the STEAM Center, shelf-reading, pulling lists to assist in collection maintenance, shifting materials, and re-labeling specific collections.

The Friends organized the first in-person book sale since COVID began and it was very well attended! The Friends of the Library paid for subscriptions to international magazines; museum passes; adult and children's library programs; popular books; playaways; DVDs; audio books; young adult books, graphic novels, and audiobooks; the electronic bulletin boards; and World Language books. The Library Foundation of Needham provided funds for many of the library's programs, adult audiovisual materials, and young adult collection development. Other organizations, groups, clubs, and individuals that made significant contributions to the library in FY2021 include:

- Needham Council for Arts and Culture (formerly Needham Cultural Council)
- Volante Farms
- Family ACCESS of Newton
- Riverside Early Intervention
- Lisa Giancola of Langione Dance
- Faith Ponger and Tucker the Dog
- Needham Garden Club
- Dedham Savings Bank
- French Press
- Needham Bowlaway
- Abbott's Frozen Custard
- Fidelity Bank of Needham
- Needham Diversity Initiative
- Needham Human Rights Committee

- Needham Community Farm
- Needham Exchange Club

Thank you also to the many individuals who gave memorial and honorable donations to the library during FY2022. The Trustees and library staff are grateful to everyone who gave to the library. Your generosity allows the library to continue to meet the needs of residents. Thank you!

The library would like to acknowledge the many years of substantial contributions of Trustee Richard Hardy, who passed away in March 2022. We lost a true friend and advocate.

FY22 Statistics	Total
Physical Materials Circulation	441,965
<i>Electronic Content Downloads*</i>	94,941
Total Circulation	536,906
New Library Card Registrations	1,724
Entered Library	186,551
Study Room Use	2,664
Computer Use	14,247
Questions Answered	29,157
Program Attendance Total	7,779

**ebooks, digital audiobooks, downloadable movies and magazines*

PARK AND RECREATION COMMISSION

Cynthia J. Chaston, Member

Christopher J. Gerstel, Chair

Michelle S. Geddes, Vice-Chair

Dina Hannigan, Member

Frederica Lalonde, Member

Staff

Stacey Mulroy, Director

Fabian Desrouleaux, Assistant Director

Chris Burnham, Recreation Supervisor

Derek Moreau, 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.

FY2022 HIGHLIGHTS

- At the end of FY2021 and beginning of FY2022, we ran summer programming at Newman Elementary, Eliot Elementary, Needham High & Sunita, bringing in \$55,000 in revenue.
- At the Elliot School, the Department continued their collaboration with the school's Summer Bridges program for the second year in a row.
- In addition, at Sunita Williams, the Department collaborated with the School's ESY program, offering fun, outdoor, camp-like experiences for children in the ESY program after their required summer educational requirements.

- 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

- The 2022 pool season was also able to operate in near-normal conditions.
- The pool opened in mid-June and stayed open through the end of August.
- There were 30,539 visits to the pools, averaging 462 visits per day
- Swim lessons returned once again and were filled to near-capacity. We were also able to conduct adaptive and adult swim lessons.
- 118 Swimmer took part in Swim Team.
- Tot Time returned this summer, but had minimal participation, mostly due to colder temperatures.
- The Department offered summer pool programs by revolving fund fees, generating over \$160,000 in revenue.
- The ice cream stand pulled in over \$12,000 in revenue. The top selling item was the Strawberry Shortcake Bar!

Economic Benefits

- The Commission waived \$40,000 of Summer Program fees for Needham individuals and families in need of assistance and \$65,000 for pool memberships and programming. In addition, the Department was able to offer \$1,500 in financial aid 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 \$255,000 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 Department put additional efforts into the maintenance, safety and accessibility of our parks and playgrounds. The Director achieved a certification as a CPSI, Certified Playground Safety Instructor in order to help facilitate this effort.
- Many events returned, including Pumpkin painting, Spooky Walk & Turkey Hunt.

- The Department hosted a booth at the Annual Harvest Fair
- 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 the 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, requiring all youth sports organizations require concussion training recommended by the CDC, <https://www.cdc.gov/headsup/youthsports/index.html>
- Continued to collaborate 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 74 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 459 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
123	Federal Section 8 Housing Choice Vouchers	Various local locations	Various

The Needham Housing Authority Board of Commissioners is made up of five members. Three of the five are elected by the voters of Needham. A resident-commissioner is appointed by the Select Board from nominations provided by the local tenant's organization. One member is appointed by the Governor. The Board elects officers, Chairperson, Vice Chairperson, and Treasurer at its Annual Meeting in May. The Executive Director of the NHA serves as Secretary. All Commissioners are residents of the Town.

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

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

Staffing

The NHA is staffed by an Executive Director. In 2022 due to a vacancy in that position Steve Merritt, (a recent retired LHA executive director and Needham resident) was hired as the Interim Executive Director while a search for a permanent director was undertaken. Cheryl Gosmon serves as the Assistant Executive Director. Ms. Gosmon will transition into the role of Executive Director in early 2023. They supervise 6 administrative and 5 maintenance staff.

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 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 U.S. Department of Housing and Urban Development, (HUD), for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority is not part of the Town's budget and receives no funds from the town for its operational expenses. The NHA is eligible for funding from the Community Preservation Fund and has worked with that committee for awards that will allow for the planning of a redevelopment program.

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 FY 2022, the Authority's total operating revenue was \$4,341,110 and its total operating expenditures were \$4,604,346. The Authority made \$236,766 of non-routine and capital investments to our properties.

COVID-19 Pandemic

Like all other organizations in the country, the Authority was still dealing with issues brought on by the COVID-19 pandemic. The Board held its monthly meetings both in person and cast in hybrid mode on the Zoom platform.

Other FY2022 Highlights

- The NHA relocated its administrative office from the community building at Cook's Bridge to an office building at 21 Highland Circle. This allowed the Community Building to be repurposed to its original form as a community room for the Cook's Bridge Community. The previous office space is now home to the Cook's Bridge After School Program.
- 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.
- All State and Federal property inspections received a passing score.

Preservation & Redevelopment Initiative (PRI)

In July 2021, NHA launched the Modernization and Redevelopment Initiative (MRI), a 5–10-year program to systematically modernize and/or redevelop all NHA's aging housing units. The Cambridge Housing Authority was engaged to be the NHA development consultant/partner for the MRI. The Needham CPA committee and Town Meeting have awarded several grants from the CPA Housing funds to start up this process.

The first PRI phases will focus on the creating schematic design for the redevelopment of our Linden and Chambers properties. In December the NHA contracted with Bargmann, Hendrie, & Archetype to perform a 12 month – 18 month planning process for the redevelopment. That work started in January 2023.

Repositioning of our Seabeds and Cooks developments will be in process at the same time frame.

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, the Needham Police Department, The Center at the Heights, the Needham Health Department, Needham High School, the High Rock School, the Elliot School, Cradles to Crayons, Toys for Tots, the Needham Community Farm, Noble and Greenough School, Needham Park and Recreation, Olin College, and the Kalmia Garden 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 their 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 Department is growing. Currently we have one Resident Service Coordinator, Laurie Blake, who joined the NHA in August. Ms. Blake hit the ground running as she made or solidified relationships with many of the partners listed previously. She assists families and seniors residing in our communities by connecting them to area service agencies and resources.

Beginning in 2023, we will be adding a ROSS Grant Service Coordinator to serve residents in our federal properties. This is the result of a three-year grant from the U.S. Department of HUD. We have also received notice that the NHA is the recipient of a Family Self Sufficiency Grant from HUD. These added positions will have an immense positive impact on our residents.

Our 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. The Cooks After School is supervised by Jessica Reese. 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.

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.

Contact Information

In March 2022 the NHA administrative office was relocated from our old building to 21 Highland Circle in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: office@needhamhousing.org. The office is open Monday through Thursday from 8:00am until 4:00pm, on Fridays from 8:00am – 1:00pm.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

Justin McCullen (Chair), Seth Bauer (Vice Chair), Tony Del Gaizo (Town Engineer), Tom Ryder (Town Engineer), Rhain Hoyland (Highway Superintendent), Lt. John McGrath (Needham Police Department), Donna Mullin, Suzanne Stein, Rebecca Tarantino, Barry McNeilly, 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).

FY2022 Highlights

Over the course of FY2022, TMAC met 7 times and addressed 17 matters. All but the last of the meetings were held remotely on Zoom due to ongoing COVID-19 concerns and the extension of emergency public meeting laws. Continuing in a remote format for the second full year, 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 had become more comfortable with remote meeting technology, allowing for more efficient meetings and widespread use of screen-sharing to better illustrate problems petitioners had observed. The return to in-person meetings came in June of 2022, with the committee excited to once again be able to welcome petitioners to meet with them face to face. However, meetings also continued to livestream on Zoom for the benefit of the public and their remote participation.

Although some petitions focused on overlapping issues, the main concerns presented to TMAC involved motor vehicles speeding on neighborhood streets, crosswalk safety, and a desire to see more signage in problem areas. Additional issues raised included safety (both for pedestrians and

vehicles) at some of the Town's intersections and inadequate visibility impacting pedestrian and vehicle safety. 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, painting and modifying pavement markings (including for crosswalks), and recommending increased enforcement of speeding and parking laws. At least one speed/type/count traffic study was 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.

There was also a growing focus in FY2022 on longer-term solutions to traffic concerns involving street geometry, intersection design, and other permanent traffic calming measures. As a result, DPW often gave updates on projects that were being considered for inclusion in their capital plans related to the areas in question.

Notable Personnel Changes

There were a couple of other notable changes during FY2022: Longtime Town Engineer and TMAC member Tony Del Gaizo passed away unexpectedly, leaving Bob Wilson as the representative of the Engineering Division of DPW until Tom Ryder's promotion to Town Engineer and full TMAC member in the summer of 2022. Barry McNeilly was appointed to the committee, but Vice-Chair Seth Bauer and member Suzanne Stein stepped down soon afterwards. By the end of FY2022 the committee membership had reduced to seven with two vacancies to be filled.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

As the impact of the Covid-19 pandemic lessened in 2022, the Norfolk Registry of Deeds was able to fully resume normal operations and increase its community outreach efforts. I am particularly proud of our staff, who worked diligently throughout the pandemic and enabled the Registry to remain open and operational for the recording of land documents every work day from the onset of the pandemic in 2020.

The year 2022 saw some changes in the Registry's operations, some positive, some not. Despite the increase in the Registry's reliance on its information technology structure due to, among other things, a marked increase in the electronic filing of documents, the Norfolk County Commissioners decided to consolidate the Registry IT staff with the County and eliminate the direct report, on-site Registry IT Department.

I greatly appreciate the voices and efforts of so many attorneys, real estate brokers, assessors, engineers, trade organizations, and just regular citizens, many from Needham, who were concerned about the title to their homes in trying to keep the Registry IT Department as it had been for over 35 years. You have to accept decisions and I and my Registry senior staff are cooperating with the County to envision a plan that will not negatively impact Registry operations and services due to the elimination of its on-site direct report to the Register, a Registry IT staff.

The Registry operates under my supervision and management as the elected Register. I have held the position since 2002. In continuous operation for nearly two hundred and twenty-four years, dating back to President George Washington's administration, the Registry's mission has remained the same: to maintain and provide for accurate, reliable, and accessible land records to all residents and businesses of Norfolk County. The modernization initiatives implemented during my administration have created a sound business operation oriented toward quality customer service at the Norfolk Registry of Deeds.

2022 Norfolk County Registry of Deeds Achievements

- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101, Monday through Friday, between the hours of 8:30AM to 4:30PM.
- In calendar year 2022, the Registry collected approximately \$67.3 million dollars in revenue. Out of that money, more than \$57.4 million was apportioned to the Commonwealth and more than \$9.9 million was disbursed to Norfolk County in the form of deeds excise taxes and recording fees and surcharges. There was collected \$5,635,350 pursuant to the Community Preservation Act (CPA).
The Registry of Deeds continues to address legislative issues to benefit consumers. In 2023, we will continue to advocate for filed legislation that accomplish mortgage transparency by

requiring mortgage assignments be recorded at the appropriate Registry of Deeds in a timely manner.

- This year saw a record number of electronic recording filers, approximately 2,600. The Registry recorded more than 83,000 documents electronically, accounting for nearly 80% of all recorded land records.
- Norfolk Registry of Deeds was the first registry in Massachusetts to electronically record 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. Initially, the percentage of registered land documents recorded electronically was 15%. The percentage of registered land documents recorded via electronic recording has now grown to over 70%.
- In 2022, we shelved Registry of Deeds Book 40401. At the end of 2022, we were processing the documents for Book 41000. These books house land records dating back to 1793 and are available for public research. For the sake of security and redundancy, we store our documents in three different ways: hard copy, electronically, and by microfiche.
- In calendar year 2022, the Registry processed over 11,200 Homestead applications. The law, Mass General Law Chapter 188, 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, the 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. Nearly 2,000 Norfolk County residents have signed up for this free service. For more information, please see our website at: www.norfolkdeeds.org.
- The Registry was able to fully resume its various community outreach programs. In 2022 we continued our partnerships with, among others, Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System and InnerCity Weightlifting with our 'Suits for Success' program, and with the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. Our Annual Holiday Food Drive continues to

support several food pantries in Norfolk County and our Christmas Toys for Tots campaign in partnership with the United States Marine Corps. was again a success.

Needham Real Estate Activity Report January 1, 2022 – December 31, 2022

During 2022, Needham real estate activity saw an increase in total sales volume and in the average sales price.

There was a significant decrease in the number of documents recorded at the Norfolk County Registry of Deeds for Needham in 2022; a decrease of 3,393 documents from 9,108 to 5,715.

The total volume of real estate sales in Needham during 2022 was \$ 1,171,287,539, a 28% increase from 2021. The average sale price of homes and commercial property was up 38% in Needham. The average sale price was \$ 2,395,271.

The number of mortgages recorded (1,148) on Needham properties in 2022 was down 55% from the previous year. The total mortgage indebtedness decreased 29% to \$ 1,226,557,371 during the same period.

There were no foreclosure deeds filed in Needham during 2022, the same as the previous year. However, the total number of notices to foreclose was 4, up 2 from last year.

Homestead activity decreased by 10% in Needham during 2022, with 548 homesteads filed compared to 610 in 2021.

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:	12 samples submitted, No isolations in 2022
Requests for service:	110

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	25 culverts
Drainage ditches checked/hand cleaned	415 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)	29.3 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	0.8 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,808 basins
Abandoned/unopened pool or other manmade structures treated	0

Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks	2,418 acres
Barrier applications on municipal property	0

Method	Board/Committee	Member as of June 30, 2022
Elected	Board of Assessors	Walter McDonough
Elected	Board of Assessors	Arthur Tzouros
Elected	Board of Assessors	Barry Pollack
Elected	Board of Health	Edward V. Cosgrove
Elected	Board of Health	Stephen P. Epstein
Elected	Board of Health	Kathleen Ward Brown
Elected	Board of Health	Tejal Gandhi
Elected	Board of Health	Robert Partridge
Elected	Commissioners of Trust Funds	Daniel Burns
Elected	Commissioners of Trust Funds	Joseph P. Scalia
Elected	Commissioners of Trust Funds	Heydon David Traub
Elected	Constables	Paul F. Hunt
Elected	Constables	Richard Graham
Elected	Housing Authority	Eleanor Evans
Elected	Housing Authority	Penelope Kirk
Elected	Housing Authority	Janice Bennett
Elected	Housing Authority	Edward Scheideler
Gubernatorial Appointment	Housing Authority	Reginald Foster
Elected	Moderator	Michael K. Fee
Elected	Park & Recreation Commission	Cynthia Chaston
Elected	Park & Recreation Commission	Frederica Lalonde

Method	Board/Committee	Member as of June 30, 2022
Elected	Park & Recreation Commission	Michelle Geddes
Elected	Park & Recreation Commission	Christopher Gerstel
Elected	Park & Recreation Commission	Dina Hannigan
Elected	Planning Board	Paul Alpert
Elected	Planning Board	Natasha Espada
Elected	Planning Board	Adam Block
Elected	Planning Board	Artie Crocker
Elected	Planning Board	Jeanne S. McKnight
Elected	School Committee	Connie Barr
Elected	School Committee	Elizabeth Ann Lee
Elected	School Committee	Andrea Longo Carter
Elected	School Committee	Michael Greis
Elected	School Committee	Michael O'Brien
Elected	School Committee	Matthew Spengler
Elected	School Committee	Alisa Skatrud
Elected	Select Board	Kevin Keane
Elected	Select Board	Matthew D. Borrelli
Elected	Select Board	Marianne B. Cooley
Elected	Select Board	Marcus Nelson
Elected	Select Board	Heidi Frail
Elected	Town Clerk	Theodora K. Eaton

Method	Board/Committee	Member as of June 30, 2022
Elected	Trustees of Memorial Park	Mark Forbes
Elected	Trustees of Memorial Park	John Gallelo
Elected	Trustees of Memorial Park	Michael Fraini
Elected	Trustees of Memorial Park	Charles J. Mangine
Elected	Trustees of Memorial Park	Matthew L. Ching
Elected	Trustees of Memorial Park	Marianne B. Cooley (ex officio)
Elected	Trustees of Public Library	Anna Giraldo Kerr
Elected	Trustees of Public Library	Jay Fialkov
Elected	Trustees of Public Library	Kay Cahill
Elected	Trustees of Public Library	Erhardt Graeff
Elected	Trustees of Public Library	Thomas M. Harkins
Elected	Trustees of Public Library	Robert Petitt
Elected	Trustees of Public Library	Carol Jean Thomas
Appointed by Select Board	Town Manager	Kate Fitzpatrick
Appointed by Select Board	Affordable Housing Trust Fund	Avery Newton
Appointed by Select Board	Board of Appeals	Nikolaos Ligris
Appointed by Select Board	Board of Appeals	Peter Friedenberg
Appointed by Select Board	Board of Appeals	Howard S. Goldman
Appointed by Select Board	Board of Appeals	Jon D. Schneider
Appointed by Select Board	Board of Appeals	Jonathan D. Tamkin
Appointed by Select Board	Commission on Disabilities	Vacant

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Commission on Disabilities	Carol E. Thomas
Appointed by Select Board	Commission on Disabilities	Debbi Heller
Appointed by Select Board	Commission on Disabilities	Alexa Moore
Appointed by Select Board	Commission on Disabilities	Jeanie Martin
Appointed by Select Board	Commission on Disabilities	Barbara Moss
Appointed by Select Board	Commission on Disabilities	Felix Zemel
Appointed by Select Board	Commission on Disabilities	Karen Morales
Appointed by Select Board	Commission on Disabilities	Tatiana Swanson
Appointed by Select Board	Conservation Commission	Janet C Bernardo
Appointed by Select Board	Conservation Commission	Dave Herer
Appointed by Select Board	Conservation Commission	Peter Oehlkers
Appointed by Select Board	Conservation Commission	Sue Barber
Appointed by Select Board	Conservation Commission	Vacant
Appointed by Select Board	Conservation Commission	Stephen Farr
Appointed by Select Board	Conservation Commission	Alison G. Richardson
Appointed by Select Board	Council of Economic Advisors	Dylan Attia
Appointed by Select Board	Council of Economic Advisors	Adam Block
Appointed by Select Board	Council of Economic Advisors	Vacant
Appointed by Select Board	Council of Economic Advisors	William Day
Appointed by Select Board	Council of Economic Advisors	Lise Elcock
Appointed by Select Board	Council of Economic Advisors	Vacant

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Council of Economic Advisors	Bob Hentschel
Appointed by Select Board	Council of Economic Advisors	Stuart Agler
Appointed by Select Board	Council of Economic Advisors	Richard Putprush
Appointed by Select Board	Council of Economic Advisors	Virginia Fleisher
Appointed by Select Board	Council of Economic Advisors	Anne Marie Dowd
Appointed by Select Board	Council of Economic Advisors	Adam Meixner
Appointed by Select Board	Council of Economic Advisors	Tina Burgos
Appointed by Select Board	Council of Economic Advisors	Matt Talcoff
Appointed by Select Board	Council of Economic Advisors	Michael Wilcox
Appointed by Select Board	Needham Council on Arts and Culture	Sharon Breitbart
Appointed by Select Board	Needham Council on Arts and Culture	Catherine B. Nanda
Appointed by Select Board	Needham Council on Arts and Culture	Samantha Hoff
Appointed by Select Board	Needham Council on Arts and Culture	Gail Lustig
Appointed by Select Board	Needham Council on Arts and Culture	Vacant
Appointed by Select Board	Needham Council on Arts and Culture	Bala Muthukaruppan
Appointed by Select Board	Needham Council on Arts and Culture	Joni Schockett
Appointed by Select Board	Needham Council on Arts and Culture	Corinne Rhode
Appointed by Select Board	Needham Council on Arts and Culture	Julia Gould
Appointed by Select Board	Needham Council on Arts and Culture	Dennis Zhang
Appointed by Select Board	Needham Council on Arts and Culture	Anne McCaffrey
Appointed by Select Board	Needham Council on Arts and Culture	Elizabeth Cook

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Needham Council on Arts and Culture	Elizabeth Millane
Appointed by Select Board	Golf Course Advisory Committee	Victor Seidel
Appointed by Select Board	Golf Course Advisory Committee	Daniel Dain
Appointed by Select Board	Golf Course Advisory Committee	Jack Heavey
Appointed by Select Board	Golf Course Advisory Committee	Richard M. Reilly
Appointed by Select Board	Golf Course Advisory Committee	Christopher Gerstel
Appointed by Select Board	Golf Course Advisory Committee	Jon Schneider
Appointed by Select Board	Golf Course Advisory Committee	Paul Brockmann
Appointed by Select Board	Historical Commission	Laura Dorfman
Appointed by Select Board	Historical Commission	Don Lankiewicz
Appointed by Select Board	Historical Commission	Rose Doherty
Appointed by Select Board	Historical Commission	Gloria P. Greis
Appointed by Select Board	Historical Commission	Vacant
Appointed by Select Board	Historical Commission	Jeffrey Heller
Appointed by Select Board	Historical Commission	Vacant
Appointed by Select Board	Human Rights Committee	Emerson Ward
Appointed by Select Board	Human Rights Committee	Cynthia Ganung
Appointed by Select Board	Human Rights Committee	Kerry Hurwitch
Appointed by Select Board	Human Rights Committee	Amelia Klein
Appointed by Select Board	Human Rights Committee	Rinaz Mala Mohamed
Appointed by Select Board	Human Rights Committee	Nathaniel Hyman

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Human Rights Committee	Albert "Bud" Schram
Appointed by Select Board	Human Rights Committee	Jennifer Howard Schroeder
Appointed by Select Board	Human Rights Committee	Marlene Schultz
Appointed by Select Board	Human Rights Committee	Tina Burgos
Appointed by Select Board	Human Rights Committee	Lisa Mesicek
Appointed by Select Board	Human Rights Committee	Finlay McKeon
Appointed by Select Board	MBTA Advisory Board	Duncan Allen
Appointed by Select Board	Metropolitan Area Planning Council	Maurice Handel
Appointed by Select Board	Metropolitan Area Planning Council	Lee Newman
Appointed by Select Board	MWRA Advisory Board	John Terry
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Marcus Hughes
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Eric Valentino
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Jessica Batsevitsky
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Bill Dermody
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Greis
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Tom Loughran
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Michael Fraini
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Richard Dollase
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz
Appointed by Select Board	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marianne Cooley
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marcus Nelson
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Sue Neckes
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Jennifer Howard Schroeder
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Marcus Nelson
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Jay Spencer
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Ramin Abrishamian

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Vivian Hsu
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Natasha Espada
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Olutoyin Fayemi
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Oluwatoni Ajayi
Appointed by Select Board	Norfolk County Advisory Board	Paul Brown
Appointed by Select Board	Property Tax Assistance Committee	Jill C. Kahn-Boesel
Appointed by Select Board	Property Tax Assistance Committee	Jonathan Robbins
Appointed by Select Board	Property Tax Assistance Committee	Patrick Wrenn
Appointed by Select Board	Property Tax Assistance Committee	Helen Newton
Appointed by Select Board	Property Tax Assistance Committee	Evelyn Poness (ex-officio)
Appointed by Select Board	Rail Trail Advisory Committee	John Bulian
Appointed by Select Board	Rail Trail Advisory Committee	Stacey Mulroy (ex-officio)
Appointed by Select Board	Rail Trail Advisory Committee	Christopher Gerstel
Appointed by Select Board	Rail Trail Advisory Committee	James Goldstein
Appointed by Select Board	Rail Trail Advisory Committee	Dmitry Gorenburg
Appointed by Select Board	Rail Trail Advisory Committee	Gerry Koss
Appointed by Select Board	Rail Trail Advisory Committee	Edward Olsen (ex officio)
Appointed by Select Board	Regional Transportation Advisory Council	Rhain Hoyland
Appointed by Select Board	Regional Transportation Advisory Council	David Montgomery
Appointed by Select Board	Registrars of Voters	Ann Cosgrove

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Registrars of Voters	Vacant
Appointed by Select Board	Registrars of Voters	Katherine Jacques
Appointed by Select Board	Registrars of Voters	Theodora K. Eaton (ex officio)
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	William Connors
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	David Ecsedy
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Jeffrey D. Heller
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Wells Blanchard
Appointed by Select Board	Solid Waste and Recycling Advisory Committee	Jeffrey P. Heller
Appointed by Select Board	Taxation Aid Committee	Patrick Wrenn
Appointed by Select Board	Taxation Aid Committee	Helen Newton
Appointed by Select Board	Taxation Aid Committee	Jonathan Robbins
Appointed by Select Board	Taxation Aid Committee	Evelyn Poness (ex-officio)
Appointed by Select Board	Technology Advisory Board	David Davison (ex-officio)
Appointed by Select Board	Technology Advisory Board	Kerry Hurwitch
Appointed by Select Board	Technology Advisory Board	Matthew Howell
Appointed by Select Board	Technology Advisory Board	Ann Gulati (ex officio)
Appointed by Select Board	Technology Advisory Board	Kevin Deisz
Appointed by Select Board	Technology Advisory Board	Roger MacDonald (ex officio)
Appointed by Select Board	Technology Advisory Board	Michael Mathias
Appointed by Select Board	Technology Advisory Board	Carl Rubin
Appointed by Select Board	Traffic Management Advisory Committee	Thomas Ryder

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Traffic Management Advisory Committee	John McGrath
Appointed by Select Board	Traffic Management Advisory Committee	Vacant
Appointed by Select Board	Traffic Management Advisory Committee	Rhain Hoyland
Appointed by Select Board	Traffic Management Advisory Committee	Donna Mullin
Appointed by Select Board	Traffic Management Advisory Committee	Vacant
Appointed by Select Board	Traffic Management Advisory Committee	Barry McNeilly
Appointed by Select Board	Traffic Management Advisory Committee	Justin McCullen
Appointed by Select Board	Transportation Planning and Review Committee	Marianne Cooley
Appointed by Select Board	Transportation Planning and Review Committee	Kevin Keane
Appointed by Select Board	Transportation Planning and Review Committee	Vacant
Appointed by Select Board	Transportation Planning and Review Committee	Dmitry Gorenburg
Appointed by Select Board	Transportation Planning and Review Committee	Justin McCullen
Appointed by Select Board	Transportation Planning and Review Committee	Adam Block
Appointed by Select Board	Transportation Planning and Review Committee	Duncan Allen
Appointed by Select Board	Transportation Planning and Review Committee	David Montgomery
Appointed by Select Board	Transportation Planning and Review Committee	Robert Rossi
Appointed by Select Board	Transportation Planning and Review Committee	Douglas Palmer
Appointed by Select Board	Transportation Planning and Review Committee	Keith La Face
Appointed by Select Board	Water & Sewer Rate Structure Committee	John Terry
Appointed by Select Board	Water & Sewer Rate Structure Committee	Tom Loughran
Appointed by Select Board	Water & Sewer Rate Structure Committee	Harold Burger

Method	Board/Committee	Member as of June 30, 2022
Appointed by Select Board	Water & Sewer Rate Structure Committee	Vacant
Appointed by Select Board	Water & Sewer Rate Structure Committee	John Tallarico
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	Jeanne McKnight (Planning Board)
Mixed Appointing Authority	Community Preservation Committee	Laura Dorfman (Historical Commission)
Mixed Appointing Authority	Community Preservation Committee	Joseph Barnes (Select Board)
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore (Moderator)
Mixed Appointing Authority	Community Preservation Committee	Richard Zimbone (Moderator)

Method	Board/Committee	Member as of June 30, 2022
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel (Park & Recreation)
Mixed Appointing Authority	Community Preservation Committee	Reginald Foster (Housing Authority)
Mixed Appointing Authority	Community Preservation Committee	Vacant (Conservation Commission)
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody (Select Board)
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta (Town Manager)
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki (by vote of employees and retirees)
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls (by members of the Retirement Board)
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Robert Papetti (by vote of employees and retirees)
Mixed Appointing Authority	Council on Aging	kathy Whitney (Select Board)
Mixed Appointing Authority	Council on Aging	Ed Cosgrove (Select Board)
Mixed Appointing Authority	Council on Aging	Carol deLemos (Select Board)
Mixed Appointing Authority	Council on Aging	Susan Mullaney (Select Board)
Mixed Appointing Authority	Council on Aging	Daniel Goldberg (Select Board)
Mixed Appointing Authority	Council on Aging	Helen Gregory (School Committee)
Mixed Appointing Authority	Council on Aging	Penny Grossman (Park & Recreation)
Mixed Appointing Authority	Council on Aging	Sandra Prinn (Housing Authority)
Mixed Appointing Authority	Council on Aging	Ted Prorok (Library)
Mixed Appointing Authority	Council on Aging	Kate Robey (Select Board)
Mixed Appointing Authority	Council on Aging	Lianne Relich (Select Board)
Mixed Appointing Authority	Council on Aging	Colleen Schaller (Board of Health)

Method	Board/Committee	Member as of June 30, 2022
Mixed Appointing Authority	Design Review Board	Len Karan (alternate) (Select Board)
Mixed Appointing Authority	Design Review Board	Robert Dermody (Select Board)
Mixed Appointing Authority	Design Review Board	Nelson Hammer (Planning Board)
Mixed Appointing Authority	Design Review Board	Mark Gluesing (Select Board)
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. (alternate) (Select Board)
Mixed Appointing Authority	Design Review Board	Deborah Robinson (Planning Board)
Mixed Appointing Authority	Design Review Board	Stephen Tanner (Planning Board)
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Lynne Deninger
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Henry Haff (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 (Select Board)
Mixed Appointing Authority	Transportation Committee	Richard Creem (Select Board)
Mixed Appointing Authority	Transportation Committee	Justin McCullen (Planning Board)
Mixed Appointing Authority	Transportation Committee	David Montgomery (Moderator)
Mixed Appointing Authority	Transportation Committee	Stephen McKnight (Planning)
Mixed Appointing Authority	Transportation Committee	Denise Garlick (ex officio)

Method	Board/Committee	Member as of June 30, 2022
Mixed Appointing Authority	Youth Commission	David Bookston (School Committee)
Mixed Appointing Authority	Youth Commission	Karen Mullen (Park & Recreation)
Mixed Appointing Authority	Youth Commission	Massiel Gallardo (Select Board)
Mixed Appointing Authority	Youth Commission	Susan Patkin (Moderator)
Mixed Appointing Authority	Youth Commission	Arina Collin (Supt of Schools)
Mixed Appointing Authority	Youth Commission	Jill Mullaney (Supt of Schools)
Mixed Appointing Authority	Youth Commission	Nicole McMahon (Police Department)
Mixed Appointing Authority	Youth Commission	Julie Stevens (Finance Committee)
Appointed by Town Manager	Administrative Assessor	Vacant
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	Vacant
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	Chuck Murphy-Rombolletti
Appointed by Town Manager	Director of Information Technology	Roger MacDonald
Appointed by Town Manager	Director, Building Design & Construction Department	Henry Haff
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	Carys Lustig

Method	Board/Committee	Member as of June 30, 2022
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	Tara Gurge
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	Kim Hewitt
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	Michael Retzky
Appointed by Town Manager	Town Accountant	Michelle Vaillancourt
Appointed by Town Manager	Town Engineer	Thomas Ryder
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Jason Kravetz

Method	Board/Committee	Member as of June 30, 2022
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.

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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.

TOWN MEETING MEMBERS AT LARGE

2022	Fee, Moderator	Michael K.	137 Fox Hill Road
2022	Frail, Member, Select Board	Heidi R	29 Powers Street
2022	Cooley, Chair, Select Board	Marianne B.	85 High Street
2022	Nelson, Vice Chair, Select Board	Marcus	12 Bobsled Drive
2022	Tzouros, Chair, Board of Assessors	Arthur	60 Locust lane
2022	Partridge, Chair, Board of Health	Robert A.	38 Sutton Road
2022	Allison, Chair, Trustees of Public Library	Kathleen Cahill	200 South Street
2022	Gerstel, Chair, Park & Recreation Commission	Christopher J.	184 Maple Street
2022	Block, Chair, Planning Board	Adam J.	103 High Rock Street
2022	Spengler, Chair, School Committee	Matthew J.	75 Hoover Road
2022	Gallelo, Chair, Memorial Park Trustees	John S.	30 Howland Street
2022	Eaton, Town Clerk	Theodora K.	51 Bonwood Road
2022	Keane, Clerk, Select Board	Kevin J.	88 Lexington Avenue
2022	Borrelli, Member, Member, Select Board	Matthew D.	1175 Great Plain Avenue

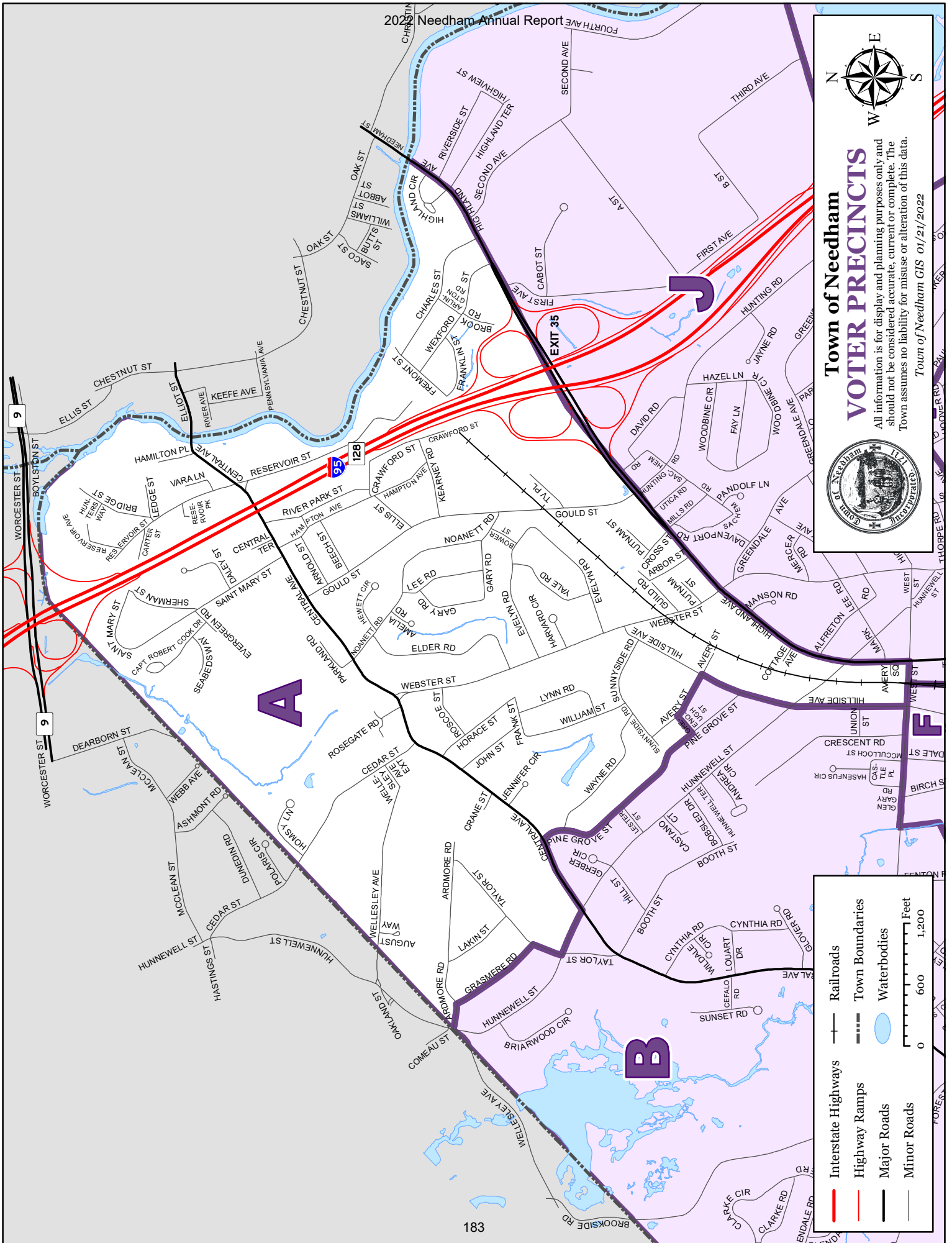


Town of Needham VOTER PRECINCTS



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Town of Needham GIS 01/21/2022

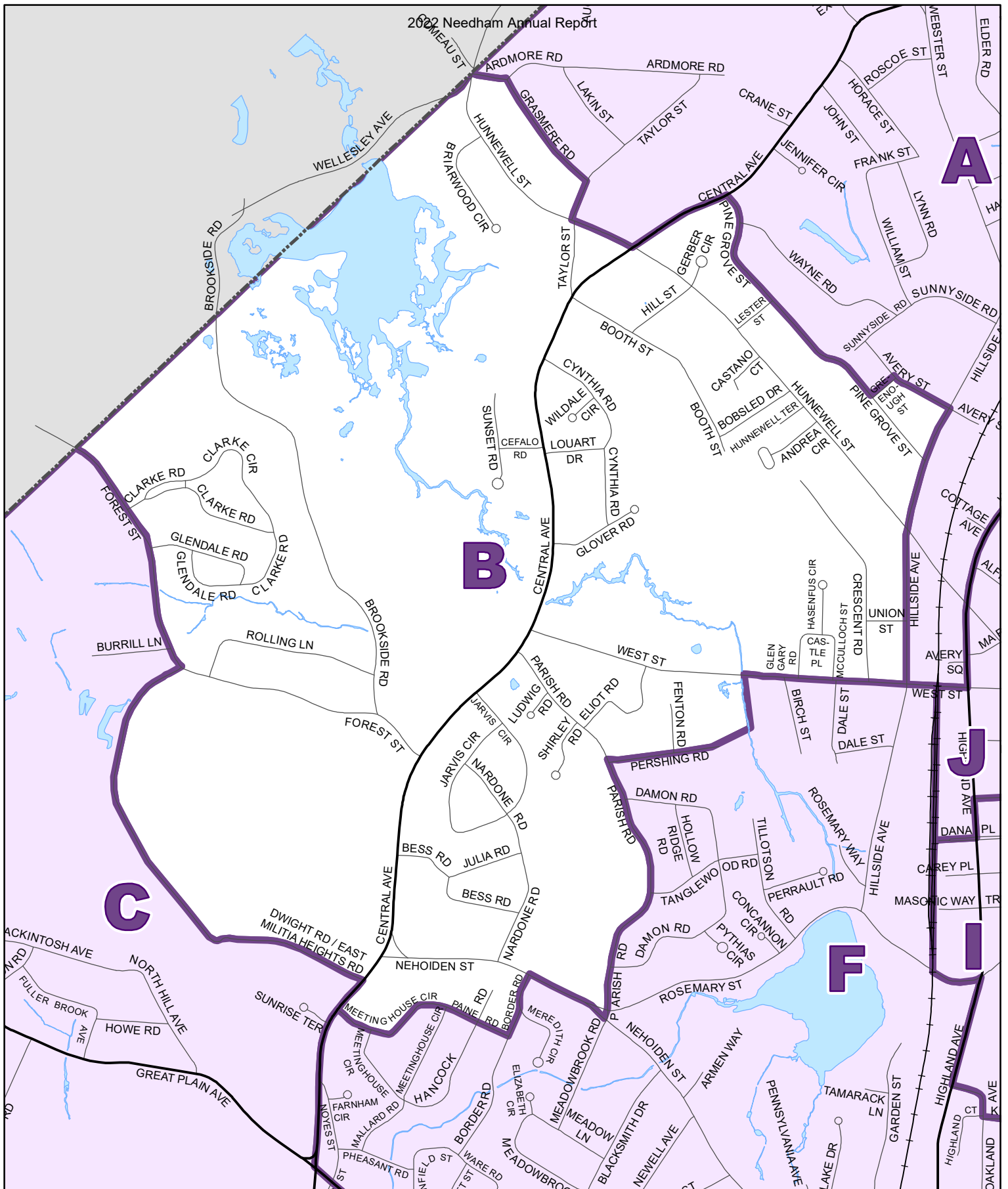


Interstate Highways	Railroads
Highway Ramps	Town Boundaries
Major Roads	Waterbodies
Minor Roads	

Feet

0 600 1,200

PRECINCT A			
Term Expiration	Last Name	First Name/MI	Street Address
2023	Hart, Jr.	Samuel	154 Hillside Avenue #1
2023	Genova	John D.	11 Jennifer Circle
2023	Diodato	John F.	7 William Street
2023	Spector	Rhonda K.	79 Sunnyside Road
2023	O'Brien, Jr.	Norman F.	59 Webster Street
2023	Hart	Elizabeth M.	154 Hillside Avenue #1
2023	Sterling	Nicholas P.	60 Webster Street
2023	Herrick	Walter D.	131 Pine Grove Street
2024	Brown	Lance R.	18 Webster Street
2024	Cooper	Emily Rose	56 Lee Road
2024	Krechmer	Heather	44 Yale Road
2024	MacKintosh	Brian M.	50 John Street
2024	Silverstein	Irwin	44 Reservoir Avenue
2024	Keane-Hazzard	Mary E.	198 Webster Street
2024	Shapiro	Karen	48 Taylor Street
2024	Sargent	James F.	43 Webster Street
2025	Serinsky	Sharon P.	23 Wayne Road
2025	Miller	Michael S.	33 William Street
2025	Creem	Richard S.	12 Gary Road
2025	Miller	Rachel B.	33 William Street
2025	Bailey	Erik J.	64 Hillside Avenue
2025	Sargent	Elizabeth M.	43 Webster Street
2025	Dangel	Robert S.	28 Hewett Circle
2025	Scheck-Kahn	Jennifer C.	17 Wayne Road



- 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 01/21/2022



PRECINCT B			
Term Expiration	Last Name	First Name/MI	Street Address
2023	Borrelli	Marianna	651 Central Avenue
2023	Alwart	Kathleen Krey	51 Grasmere Road
2023	Jacob	Thomas M.	67 Clarke Road
2023	Levy	Sara R.	61 Briarwood Circle
2023	Agler	Stuart B.	30 Parish Road
2023	Dorfinan	Mark N.	66 Jarvis Circle
2023	Bernstein	Orr Y.	4 Jarvis Circle
2023	Kurkjian	Catherine E.	43 Briarwood Circle
2024	Rovner	Gerald C.	48 Cynthia Road
2024	Bernstein	Abby B.	4 Jarvis Circle
2024	Daya-Daly	Joan M.	28 Sunset Road
2024	Grimes	Elizabeth Jane	12 Clarke Road
2024	Mawhinney	Christine A.	44 Jarvis Circle
2024	Toran	Sarah Ann	945 Central Avenue
2024	Pressman	Eric G.	33 Andrea Circle
2024	Hayden	Cifford Owen	12 Crescent Road
2025	Freedberg	Cathy M.	112 Jarvis Circle
2025	Dernburg	Judith	865 Central Avenue #A416
2025	Benfield	Peter B.	865 Central Avenue #I402
2025	Dorfinan	Laura W.	66 Jarvis Circle
2025	Nicols	Kim Marie	12 Crescent Road
2025	King	William B.	865 Central Avenue #H501
2025	Blom	Wendy Z.	89 Parish Road
2025	Childs	Jean W.	865 Central Avenue #A519

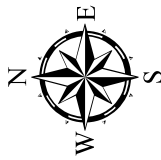


Town of Needham

VOTER PRECINCTS

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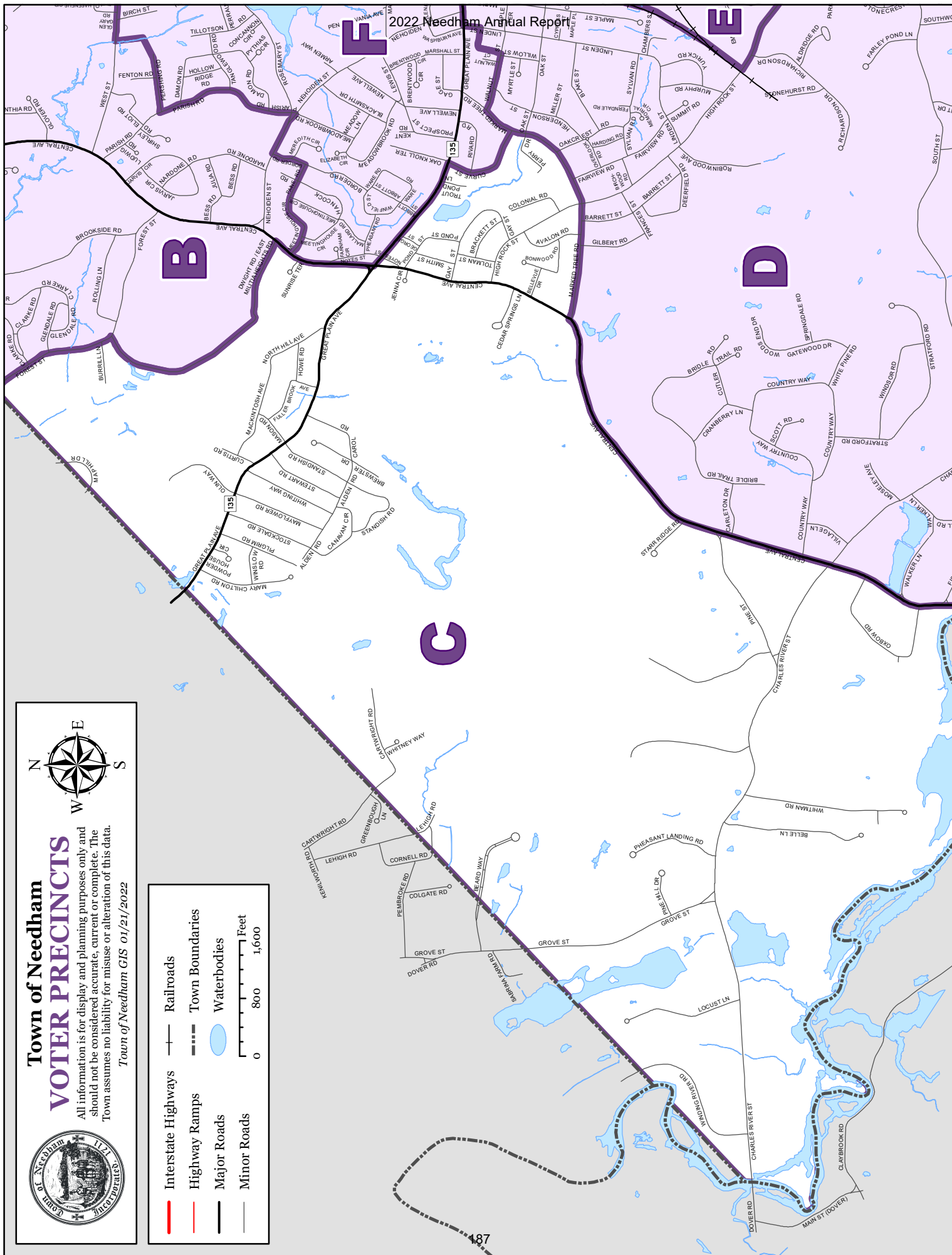
Town of Needham GIS 01/21/2022



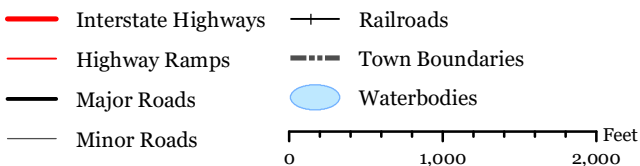
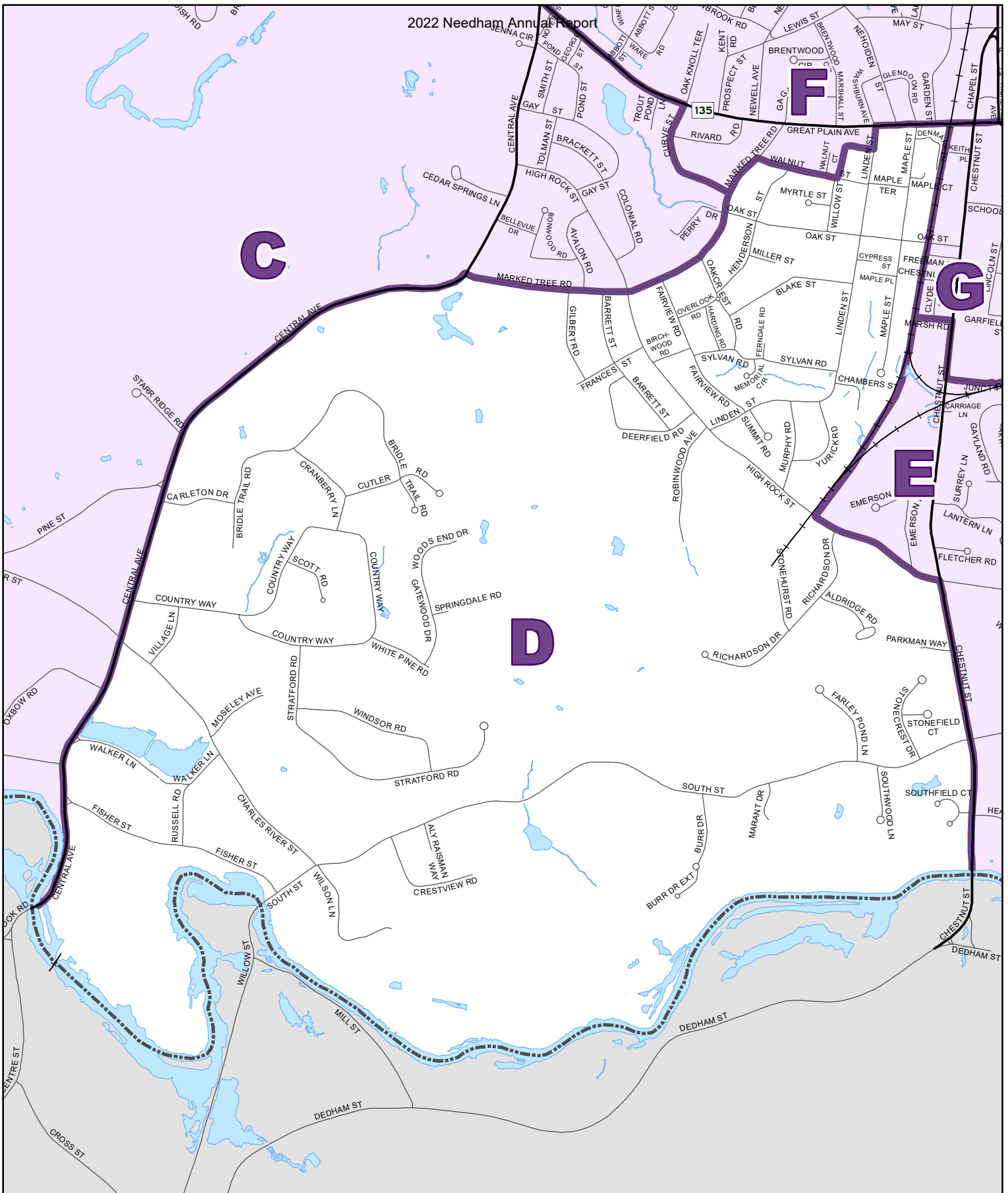
- Interstate Highways
- Highway Ramps
- Major Roads
- Minor Roads
- Railroads
- Town Boundaries
- Waterbodies

0 800 1,600 Feet

2022 Needham Annual Report



PRECINCT C			
2023	Gluesing	Mark J.	48 Mackintosh Avenue
2023	Masterman	James D.	53 Canavan Circle
2023	Isenberg	Paul David	44 Stewart Road
2023	Goldberg	Lois R.	76 Brewster Drive
2023	Tillotson	Paul B.	21 Howe Road
2023	Vincent	Joshua J.	1476 Great Plain Avenue
2023	Agualimpia	Carlos	7 Jenna Circle
2023	Haslip	John H.	43 Whitman Road
2024	Landau	R. Cynthia	57 Pine Street
2024	Alpert	Peter A.	108 Locust Lane
2024	Cox, Jr.	Gilbert W.	49 Colonial Road
2024	Waber	Rebecca	15 Powder House Circle
2024	Cox	David R.	8 Whiting Way
2024	Zappala	Lisa W.	379 Charles River Street
2024	Quinlan	Edward M.	100 Gay Street
2024	Neckes	Susan B.	36 Gay Street
2025	Barnes	Joseph P.	589 High Rock Street
2025	Alpert	Paul S.	116 Pine Street
2025	Owens	Ted	54 Whitman Road
2025	Callanan	Paula R.	1699 Great Plain Avenue
2025	Miller	Louise L.	5 North Hill Avenue
2025	Carter	Andrea E. Longo	18 Colonial Road
2025	Levy	Joshua W.	1606 Great Plain Avenue
2025	O'Brien	Michael E.	1600 Great Plain Avenue



Town of Needham VOTER PRECINCTS

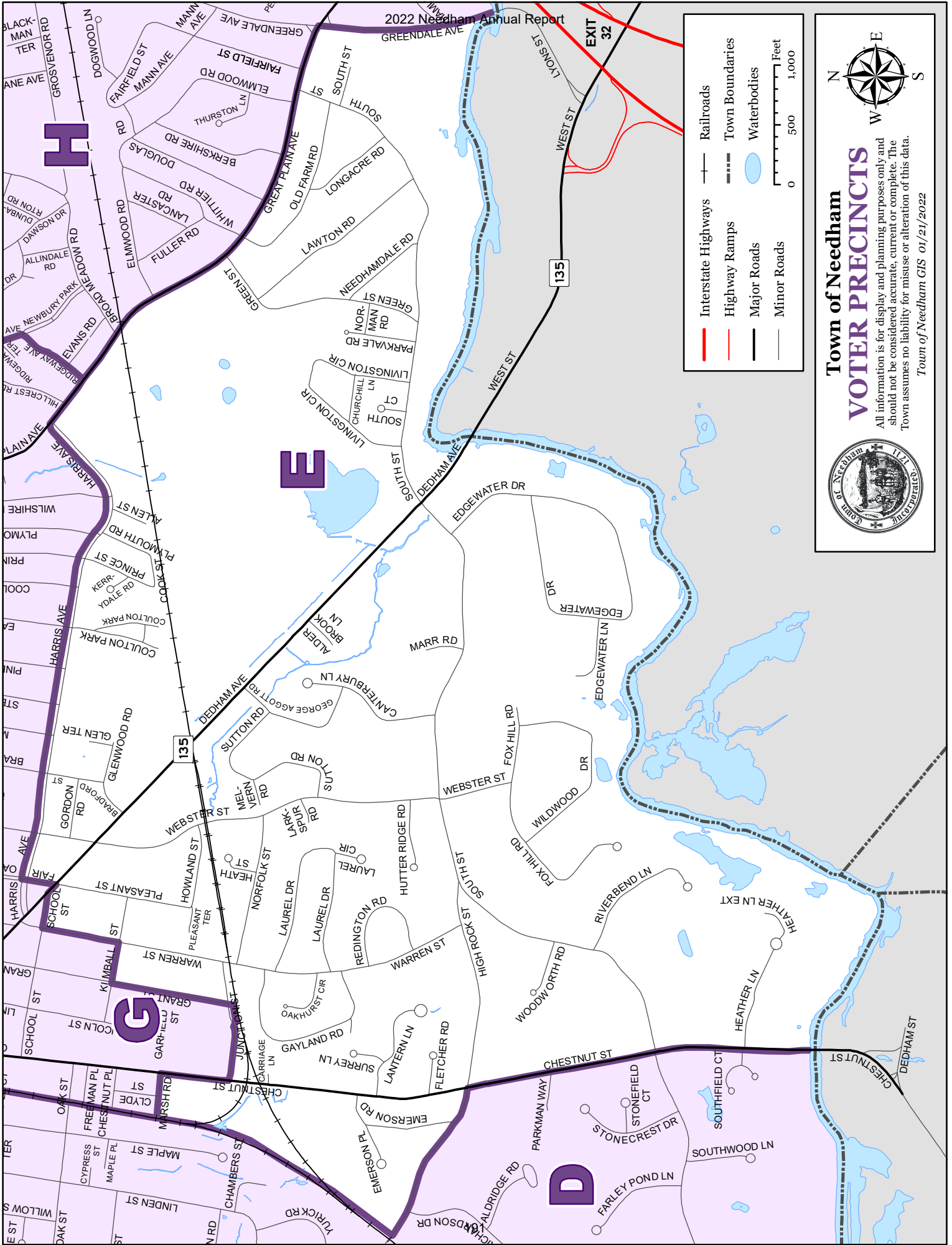
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Town of Needham GIS 01/21/2022



PRECINCT D

2023	Soisson	Thomas F.	128 Maple Street
2023	Blauer	Alexandra Rose	59 Robinwood Avenue
2023	Giraldo-Kerr	Anna	42 Moseley Avenue
2023	Foster	Reginald C.	898 South Street
2023	Conturie	Cynthia L.	96 Robinwood Avenue
2023	Calton	Karen L.	387 High Rock Street
2023	Lunetta	Richard J.	182 Marked Tree Road
2023	Petitt	Robert A.	80 Robinwood Avenue
2024	Mock	Steven E.	268 Marked Tree Road
2024	Baum	Janet K.	1 Southfield Court
2024	DeSimone	Dorothy H.	40 Linden Street
2024	Leghorn	Joseph J.	40 Linden Street
2024	D'Addesio	Kathryn L.	110 Linden Street
2024	Abruzese	Joseph	30 Bridle Trail Road
2024	Navales	Emma	82 Deerfield Road
2024	Patey	Carol L. B.	32 Linden Street
2025	McCullen	Justin Douglas	22 Miller Street
2025	Clarke	Holly Anne	1652 Central Avenue
2025	Soma	Janis M.	106 Marked Tree Road
2025	Chao	Jeremy J.	96 Maple Street
2025	Rauch	Evan F.	224 Country Way
2025	Abruzese	Margaret	30 Bridle Trail Road
2025	Pressman	Aaron M.	1012 South Street
2025	Eisenhut	Bruce T.	106 Marked Tree Road

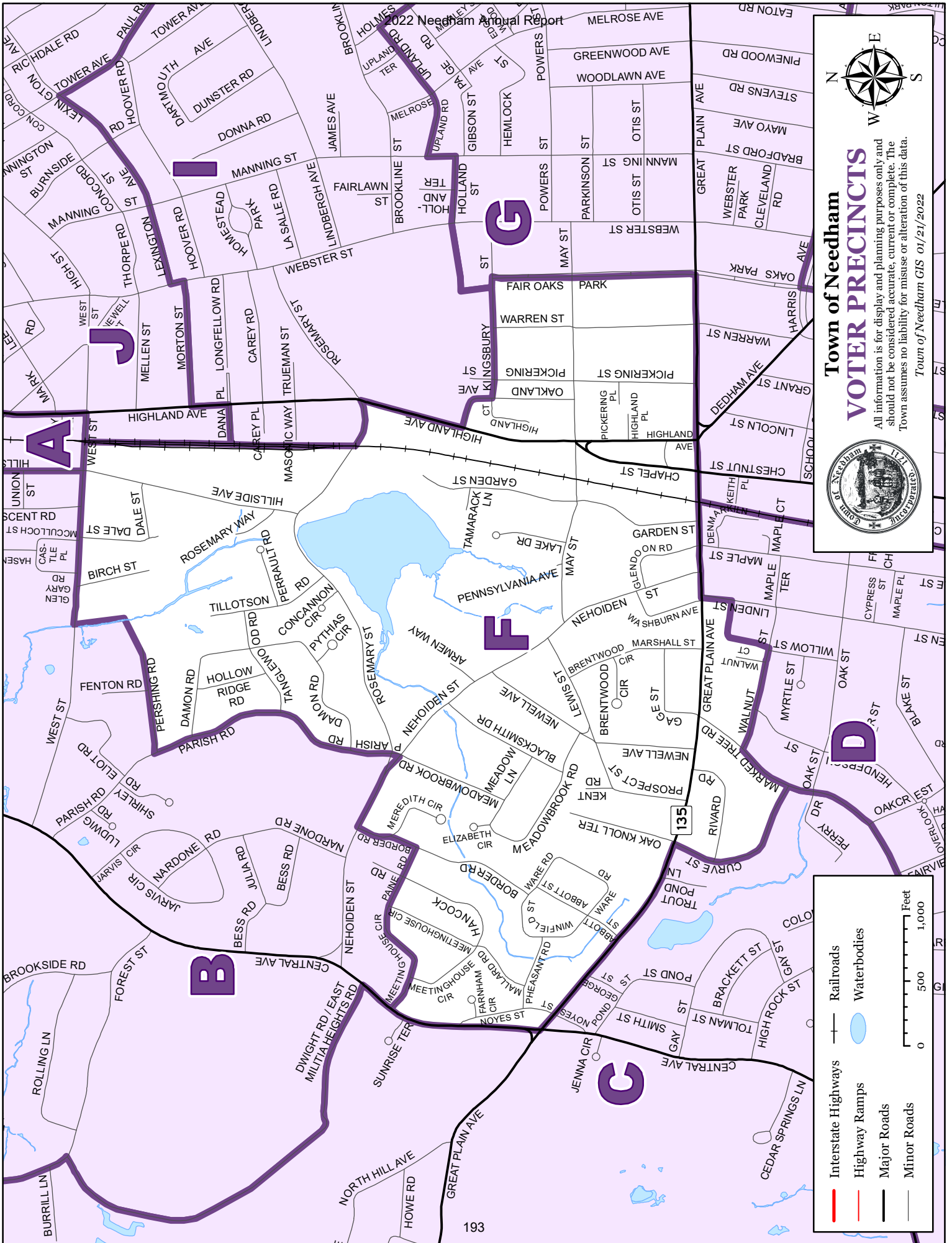


Town of Needham VOTER PRECINCTS

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Town of Needham GIS 01/21/2022

PRECINCT E			
2023	Cohenno	Peter Robert	481 Chestnut Street
2023	Murray	Philip R.	453 Warren Street
2023	Block	Adam J.	103 High Rock Street
2023	Braman	Robert R.	76 Lawton Road
2023	Peckham	Ford H.	26 Lawton Road
2023	Ruth	Ronald W.	248 Warren Street
2023	Niden	Michael L.	178 South Street
2023	Mahr	Julia Dale	124 Edgewater Drive
2024	Wizer	Andrea J.	7 Emerson Road
2024	Wolfe	Cynthia J.	191 Fox Hill Road
2024	Paulson	William J.	111 Sutton Road
2024	Cosgrove III	Edward V.	17 Laurel Drive
2024	O'Neil	Peter J.	198 Fair Oaks Park
2024	Siegenthaler	Paul A.	1049 Webster Street
2024	LaFace	Keith M.	504 Chestnut Street
2024	Hurley	Amy	130 South Street
2025	Barr	Constance S.	205 Edgewater Drive
2025	Cosgrove	Ann M.	17 Laurel Drive
2025	Chaston	Cynthia J.	119 Fox Hill Road
2025	Robey	Philip V.	12 Fletcher Road
2025	Weinograd	Kate Ellen	153 Plymouth Road
2025	Fachetti	Carol A.	187 South Street
2025	McLellan	Bonnie L.	521 Chestnut Street
2025	Yanofsky	Jill	111 High Rock Street



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 01/21/2022



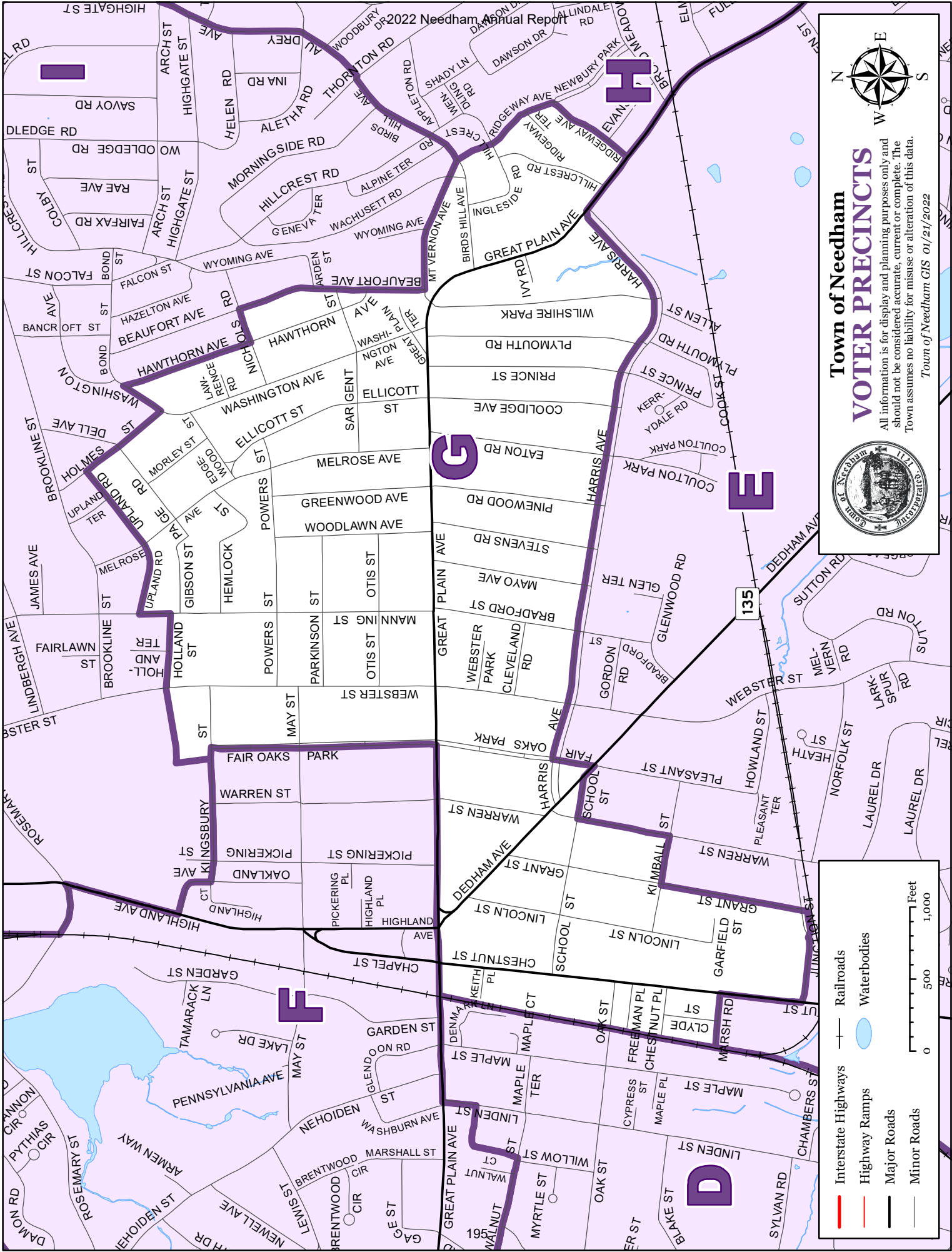
Legend

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

Feet
0 500 1,000

PRECINCT F

2023	Heller	Jeffrey D.	1092 Central Avenue
2023	Jacques	Katherine P.	41 Hancock Road
2023	McCafferty	Dennis Francis	3 Meadowbrook Road
2023	Connelly	John P.	67 May Street
2023	Friedman	Jeffrey M.	28 Perrault Road, #1
2023	MacMahon	Mary Anne	89 Warren Street
2023	Cohen	Lawrence J.	77 Warren Street
2023	Ajamian	Gary Robert	47 Meetinghouse Circle
2024	Davis	Richard W.	233 Nehoiden Street
2024	Sexton	Jennifer S.	62 Newell Avenue
2024	Dornbusch	Stephen L.	51 Damon Road
2024	Goldin	Rochelle E.	68 Warren Street
2024	Lee	Elizabeth Anne	42 Blacksmith Drive
2024	McCabe	Joseph	93 Garden Street
2024	Kalish	Leslie A.	48 Lake Drive
2024	Zaff	Adam S.	134 Damon Road
2025	McKnight	Jeanne S.	100 Rosemary Way #336
2025	Price	Karen N.	48 Lake Drive
2025	Davis	Gail E.	233 Nehoiden Street
2025	Borrelli	Alison S.	1175 Great Plain Avenue
2025	Glazier	Robyn E.	59 Walnut Street
2025	Fox	Doug H.	43 Marked Tree Road
2025	Zoppo	William A.	330 Nehoiden Street
2025	Coffman	Barry J.	837 Great Plain Avenue



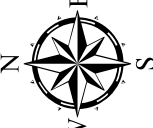


Town of Needham

VOTER PRECINCTS

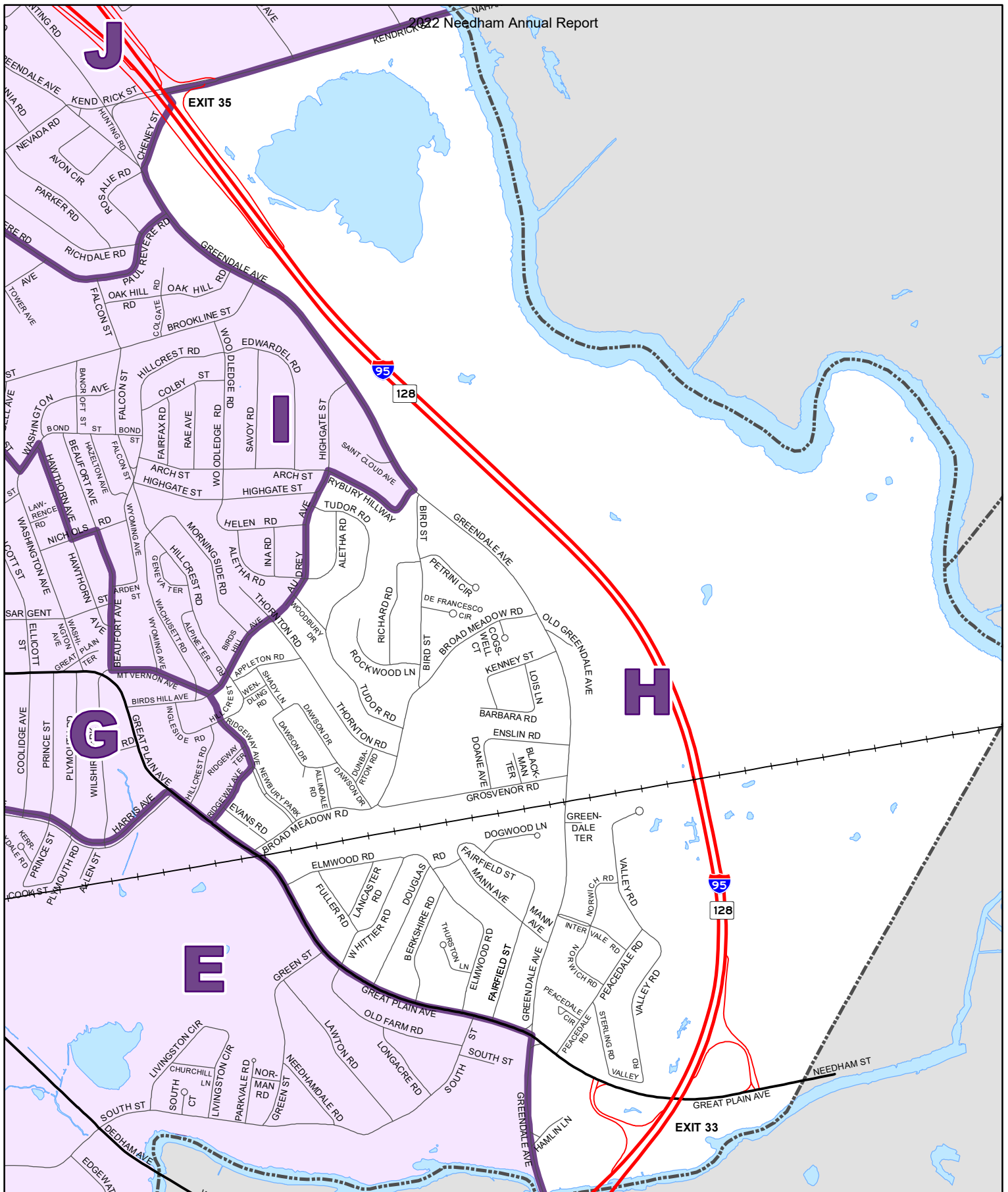
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Town of Needham GIS 01/21/2022



PRECINCT G

2023	Buell	Jennifer Lewis	53 Pinewood Road
2023	Fernandez	Robert John	19 Bradford Street
2023	Distler	Michael A.	122 Washington Avenue
2023	Tacelli	Patrick Weston	179 Harris Avenue
2023	Thomas	Christopher G.	130 Warren Street
2023	Freundlich	Kenneth B.	54 Bradford Street
2023	Beacham, Jr.	Peter W.	249 Harris Avenue
2023	Crawford	Michael J.	213 Warren Street
2024	Ochalla	Josephine Luppino	657 Webster Street
2024	DeMeis	Richard	126 Powers Street
2024	Dirks	David	674 Webster Street
2024	Walker	Karen L.	13 Webster Park
2024	Skatrud	Alisa M.	49 Sargent Street
2024	Hays	Abigail Jones	54 Coolidge Avenue
2024	Dowd	Catherine Reid	778 Great Plain Avenue
2024	McGarvey	Susan B.	66 Upland Road
2025	Smart, Jr.	Robert T.	25 Mayo Avenue
2025	Harkins	Thomas M.	24 May Street
2025	Welby	Susan	857 Webster Street
2025	Crimmings	John D.	32 Plymouth Road
2025	Frail	Stephen Anthony	29 Powers Street
2025	Flanagan	James D.	863 Webster Street
2025	McCaffrey	Maureen T.	285 Manning Street
2025	Dermody	Robert J.	162 Fair Oaks Park



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



Town of Needham VOTER PRECINCTS

All information is for display and planning purposes only and should not be considered accurate, current or complete. The Town assumes no liability for misuse or alteration of this data.

Town of Needham GIS 01/21/2022

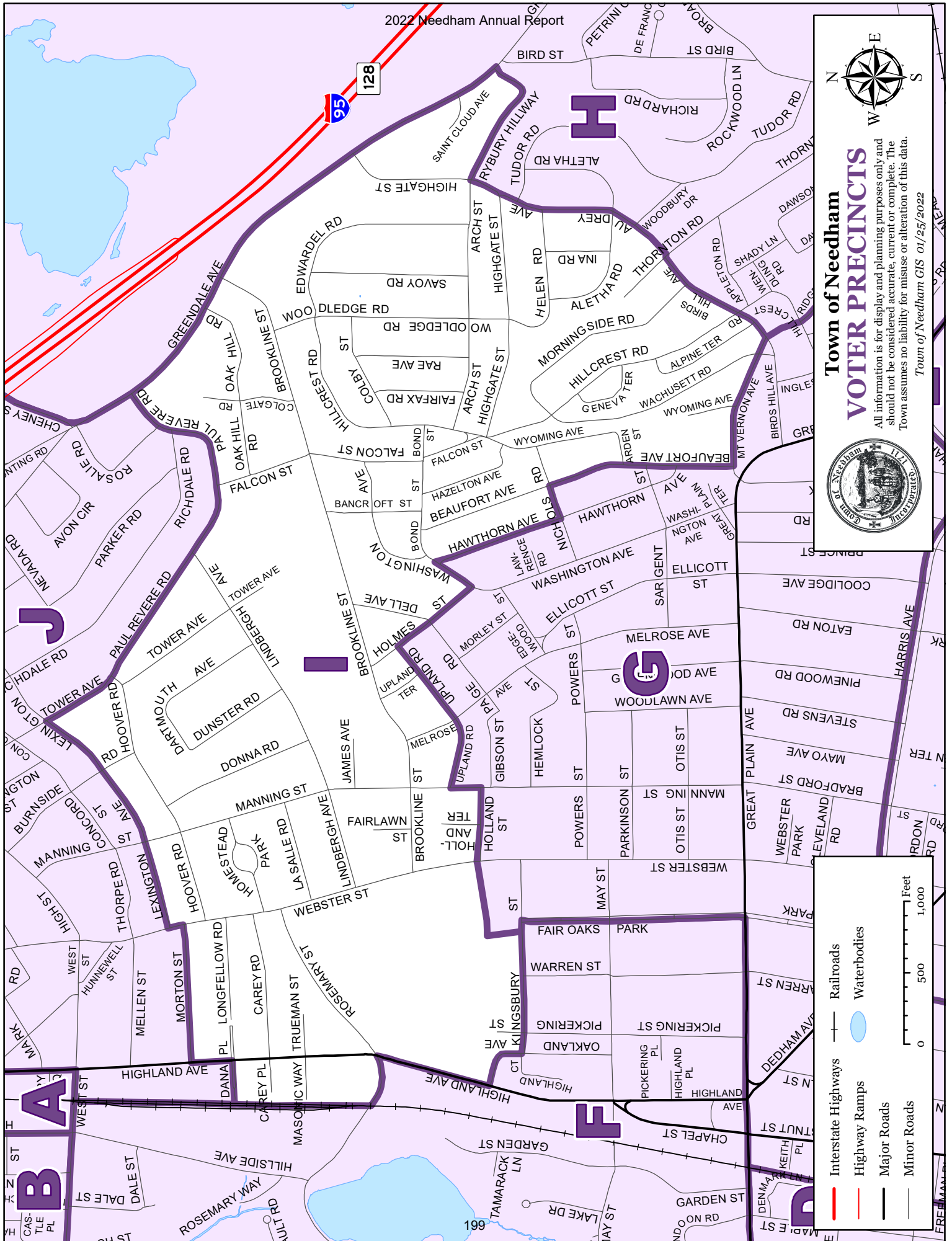


PRECINCT H

2023	Feigenbaum	Lynn Sara	80 Richard Road
2023	Gillogley	Thomas Edward	4 Wendling Road
2023	Lee	Kumrae Helbig	349 Great Plain Avenue
2023	Kardok	Michael C.	55 Berkshire Road
2023	Orscheln	Eileen K.	67 Whittier Road
2023	Wixon	Amy M.	92 Grosvenor Road
2023	Kingston	John A.	70 Grosvenor Road
2023	Carter	Molly Kastory	136 Tudor Road
2024	Barzilay	Ilan	77 Thornton Road
2024	Tierney	Kevin F.	206 Broad Meadow Road
2024	Knickle-Tierney	Kimberly	206 Broad Meadow Road
2024	Zimbone	Richard A.	10 Woodbury Drive
2024	Cosentino	Julia Satti	265 Great Plain Avenue
2024	McCarthy	Nancy E.	29 Sterling Road
2024	Diener	Michael A.	30 Kenney Street
2024	Han	Karen E.	34 Grosvenor Road
2025	Reilly	Richard M.	15 Whittier Road
2025	Bulian	John A.	86 Peacedale Road
2025	Bruel	Hilary Hanson	87 Thornton Road
2025	Mullen	Eileen M.	20 Dunbarton Road
2025	Cruickshank	M. Patricia	64 Elmwood Road
2025	Olive	Peter R.	133 Thornton Road
2025	Brinkhaus	Heinz R.	10 Lancaster Road
2025	Handler	Elizabeth P.	317 Great Plain Avenue

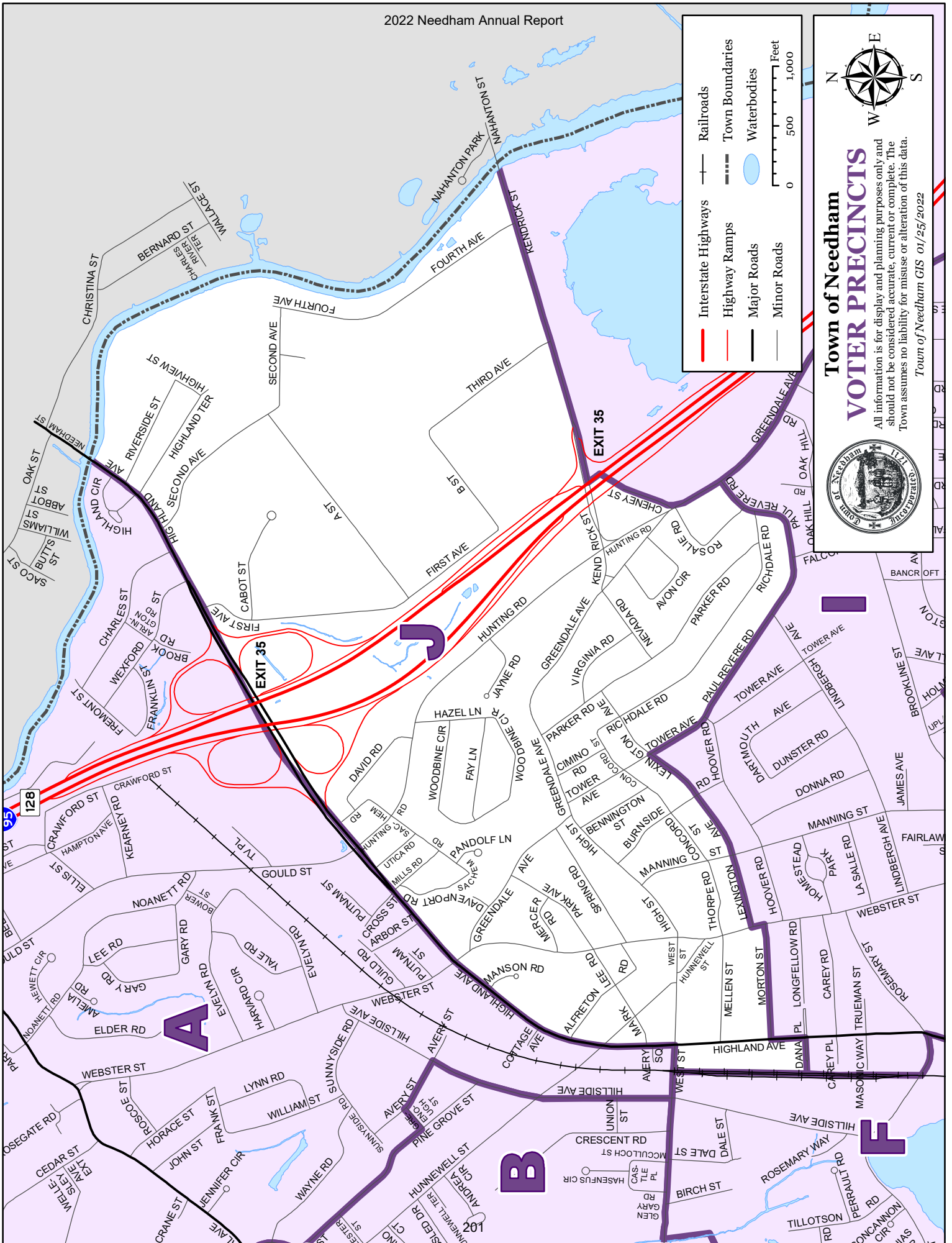


Town of Needham GIS 01/25/2022



PRECINCT I

2023	Bonasia	James S.	174 Tower Avenue
2023	Mulno	Glenn Alan	40 Morton Street
2023	Golden	Joel S.	22 Edwardel Road
2023	Pingitore	Peter J.	146 Hillcrest Road
2023	Mollerus	Kristin L.	139 Brookline Street
2023	Ecsedy	Claire Dee	20 Holland Terrace
2023	Kent	William Christoph	8 James Avenue
2023	Supple	David Paul	58 Helen Road
2024	Cherbuliez	Lisa	17 Lindbergh Avenue
2024	Weinstock	Rachel Ann	30 Homestead Park
2024	Young	Rebecca A.	1072 Highland Avenue
2024	Kahn-Boesel	Jill C.	44 Brookline Street
2024	Escalante	David J.	103 Woodledge Road
2024	Murphy	Lorraine M.	59 Beaufort Avenue
2024	Weinstein	Anne W.	3 Carey Road
2024	Matthews	Joseph S.	31 Rosemary Street
2025	Sockol	Lois F.	611 Greendale Avenue
2025	Mertz	Catherine W.	67 Rybury Hillway
2025	Matthews	Daniel P.	31 Rosemary Street
2025	Robey III	Paul	38 Brookline Street
2025	Mertz III	Oscar E.	67 Rybury Hillway
2025	Handel	Maurice	3 Rosemary Street
2025	Atallah	Peter D.	18 Lindbergh Avenue
2025	Crocker	Artie R.	17 Fairlawn Street



Legend:

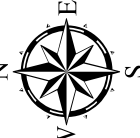
- Interstate Highways
- Highway Ramps
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- Railroads
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- Waterbodies

Scale: 0, 500, 1,000 Feet

Town of Needham
VOTER PRECINCTS

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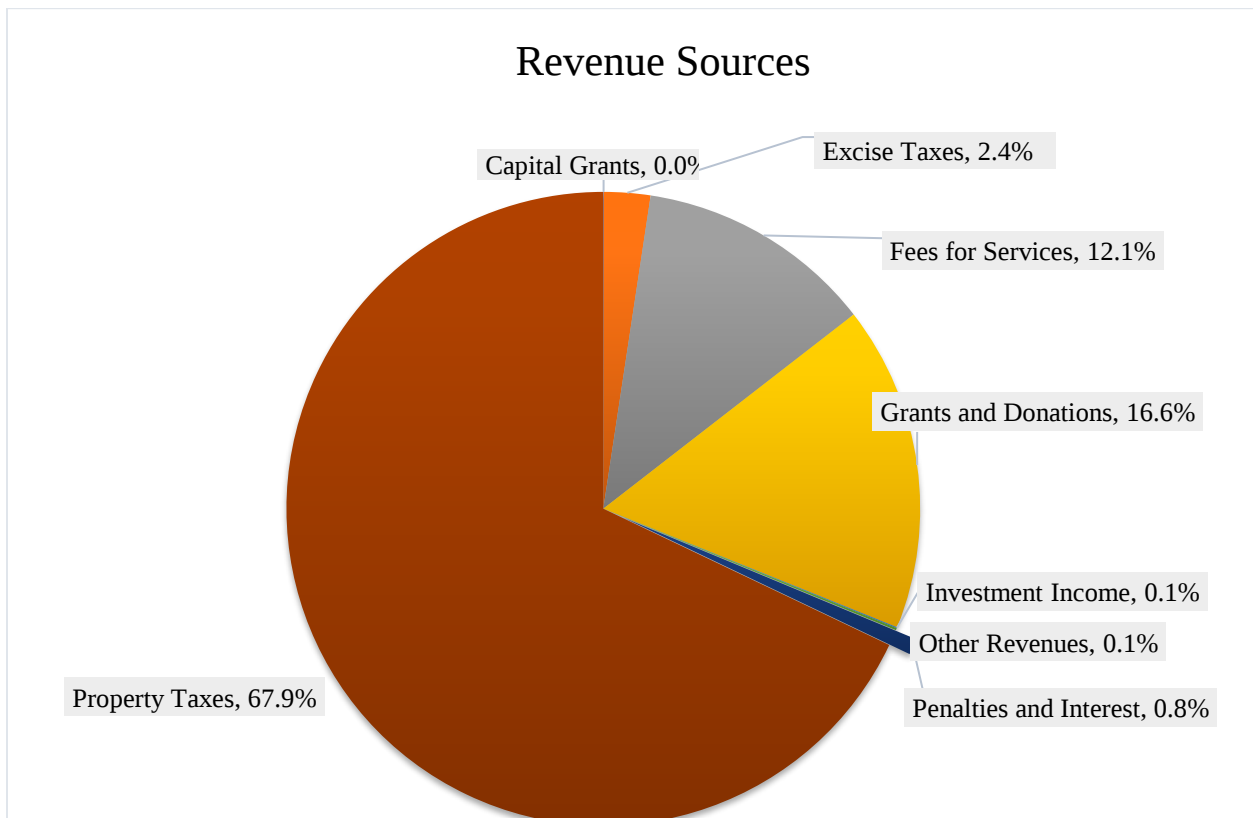
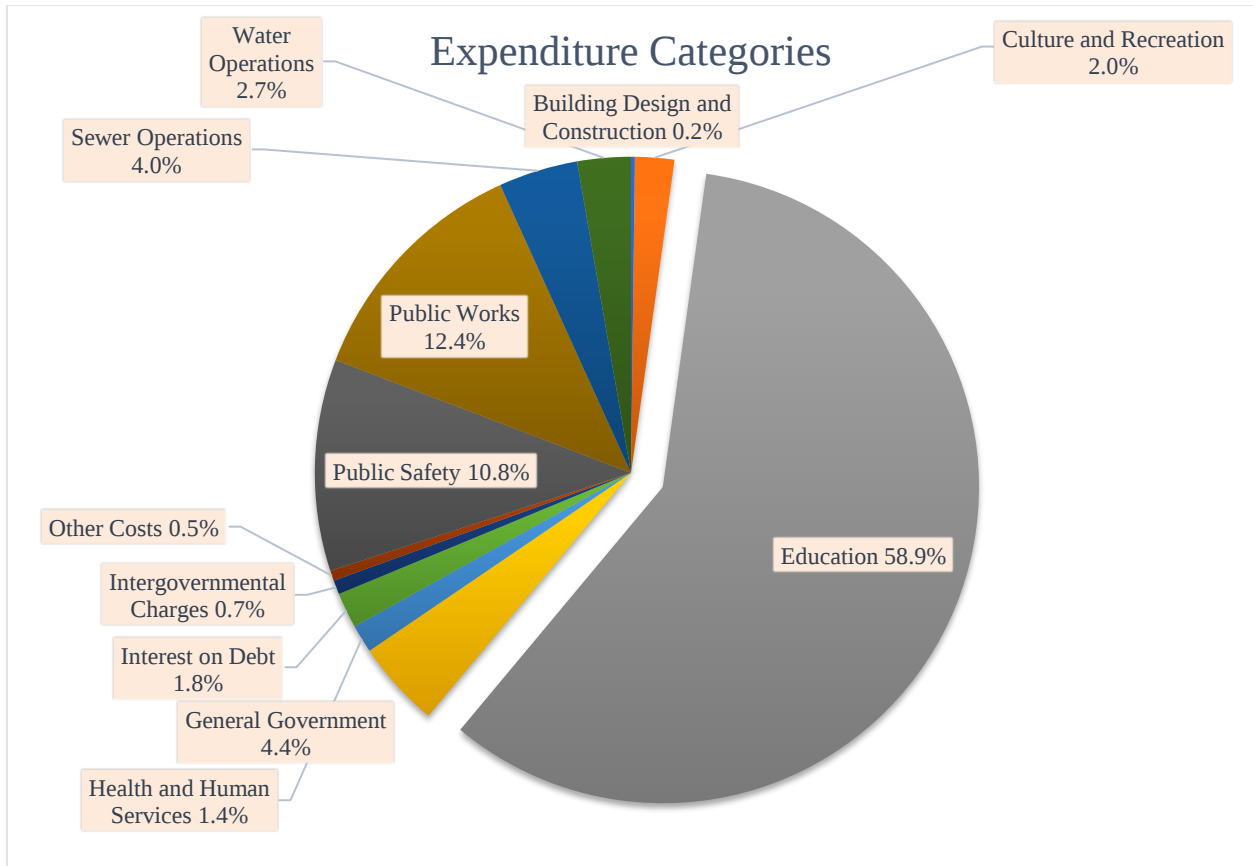
Town of Needham GIS 01/25/2022



PRECINCT J

2023	Murphy	Jane B.	760 Highland Avenue #17
2023	Arrieta-Ruetenik	Georgina A.	236 Greendale Abene
2023	Soper	Lauren	32 Mark Lee Road
2023	Ruetenik	James R.	236 Greendale Avenue
2023	Soper	Wesley S.	32 Mark Lee Road
2023	Chandler	Stuart B.	123 Paul Revere Road
2023	Ragin	Henry G.	25 Bennington Street
2023	Montgomery	David P.	361 Webster Street
2024	Mullin	Donna M.	131 Paul Revere Road
2024	Mathias	Michael M.	354 Webster Street
2024	Deutsch	Robert E.	14 Highview Street
2024	Kent	George F.	184 Richdale Road
2024	Whitney	Debra A.	36 Hunting Road
2024	Kaponya	Elizabeth Nicole	27 Highland Terrace
2024	McCourt	Christine S.	181 Richdale Road
2024	Urwitz	Carol I.	164 Greendale Avenue
2025	Epstein	Janice S.	75 Highland Terrace
2025	Dermody	William R.	12 Concord Street
2025	Greis	Michael J.	384 Webster Street
2025	Pollack	Barry S.	15 Pandolf Lane
2025	Dickerman	Paula E.	20 Burnside Road
2025	Gore	Priya	28 Thorpe Road
2025	Lalonde	Frederica S.	38 Bennington Street
2025	Charbonnier	Holly	94 Sachem Road

Financial Reports



**General Fund
Balance Sheet
Year Ended June 30, 2022**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$53,173,820
Investments	\$12,359,560
Receivables:	
Property Taxes	\$4,669,916
Excises	\$901,181
Departmental	\$1,412,396
Intergovernmental	\$695,148
Other	<u>\$202,543</u>
Total Assets	<u>\$73,414,564</u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$2,408,220
Accrued Liabilities	\$5,328,081
Due to Other Governments	\$0
Anticipation Notes Payable	\$0
Refunds Payable	\$683,964
Other Liabilities	<u>\$1,354,199</u>
Total Liabilities	\$9,774,464
Unavailable Revenue	\$7,037,464
Taxes Paid in Advance	<u>\$254,277</u>
Deferred Inflows of Resources	\$7,291,741
<u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$733,044
Committed	\$9,881,008
Assigned	\$16,350,767
Unassigned	<u>\$29,383,540</u>
Total Fund Balance	\$56,348,359
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u>\$73,414,564</u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2022**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$83,073,369
Investments	\$23,666,165
Receivables:	
Property Taxes	\$4,700,066
Excises	\$901,181
Departmental	\$1,746,247
Intergovernmental	\$1,269,305
Other	\$202,543
Deposits	<u>\$0</u>
Total Assets	<u>\$115,558,876</u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$3,569,822
Unearned Revenue	\$2,609,048
Accrued Liabilities	\$5,442,146
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$683,964
Anticipation Notes Payable	\$0
Other Liabilities	<u>\$1,480,653</u>
Total Liabilities	\$13,785,633
Deferred Inflows of Resources	\$8,227,863
<u>FUND BALANCES</u>	
Non-spendable	\$113,326
Restricted	\$41,872,065
Committed	\$9,881,008
Assigned	\$16,350,767
Unassigned	<u>\$25,328,214</u>
Total Fund Balance	\$93,545,380
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$115,558,876</u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2022

Revenues

Property Taxes	\$173,338,695
Excise Taxes	\$5,837,070
Penalties, Interest and Other Taxes	\$2,084,530
Charges for Services	\$9,870,757
Departmental	\$1,236,064
Licenses and Permits	\$2,771,497
Intergovernmental	\$59,358,036
Investment Income	\$106,240
Fines and Forfeitures	\$102,347
Contributions	\$348,106
Other	<u>\$363,913</u>
Total Revenues	\$255,417,255

Expenditures

General Government	\$8,831,537
Public Safety	\$24,988,063
Education	\$146,225,802
Public Works	\$26,259,286
Building Design & Construction	\$336,197
Health and Human Services	\$3,322,652
Culture and Recreation	\$4,286,107
Employee Benefits	\$897,640
Other Current Expenditures	\$715,777
Capital Outlay	\$19,827,669
Debt Service	\$18,152,497
Intergovernmental	<u>\$1,572,207</u>
Total Expenditures	\$255,415,434

Revenues to Expenditures	\$1,821
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Other Financing Sources and Uses

Issuance of Bonds & Refunded Debt	\$9,970,000
Bond Premium	\$734,564
Transfers In	\$20,436,671
Refunding Escrow	\$0
Transfers Out	<u>(\$19,892,624)</u>
Total Other Financing Sources and Uses	\$11,248,611

Net Change in Fund Balances	\$11,250,432
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Fund Balances at Beginning of Year	\$82,294,948
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Fund Balances at End of Year	<u>\$93,545,380</u>
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Enterprise Funds
Statement of Net Position
Year Ended June 30, 2022

	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Short-term	\$4,916,593	\$8,696,483
Investments		
Receivables	\$3,425,574	\$3,278,541
Intergovernmental	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$8,342,167	\$11,975,024
Noncurrent Assets:		
Land and Construction in Progress	\$2,677,371	\$741,982
Other Capital Assets, Net of Accumulated Depreciation	<u>\$21,998,518</u>	<u>\$30,594,699</u>
Total Noncurrent Assets	\$24,675,889	\$31,336,681
Total Assets	\$33,018,056	\$43,311,705
Deferred Outflows	<u>\$444,137</u>	<u>\$265,706</u>
Total Assets and Deferred Outflows	\$33,462,193	\$43,577,411
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts Payable	\$53,155	\$115,213
Accrued Payroll	\$0	\$0
Accrued Liabilities	\$35,251	\$36,005
Retainage Payable	\$0	\$0
Refunds Payable	\$151,771	\$21,736
Notes Payable	\$0	\$0
Other Liabilities	\$0	\$0
Current Portion of Long-term Liabilities:		
Bonds Payable	\$520,117	\$598,974
Compensated Absences	<u>\$152,791</u>	<u>\$117,000</u>
Total Current Liabilities	\$913,085	\$888,928

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2022

	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities		
Net Pension Liability	\$662,970	\$1,024,590
Net OPEB Liability	\$793,129	\$693,704
Bonds Payable, Net of Current Portion	<u>\$3,661,256</u>	<u>\$3,578,403</u>
Total Noncurrent Liabilities	\$5,117,355	\$5,296,697
 Total Liabilities	 \$6,030,440	 \$6,185,625
Deferred Inflows	<u>\$622,763</u>	<u>\$905,511</u>
	\$6,653,203	\$7,091,136
 <u>NET POSITION</u>		
Invested in Capital Assets, Net of Related Debt	\$20,396,932	\$27,159,305
Unrestricted	<u>\$6,412,058</u>	<u>\$9,326,970</u>
Total Net Assets	\$26,808,990	\$36,486,275
 Total Assets and Deferred Outflows	 <u>\$33,462,193</u>	 <u>\$43,577,411</u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2022

	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>		
Charges for Services	\$8,869,263	\$7,491,165
Other Current Assets	<u>\$0</u>	<u>\$0</u>
Total Operating Revenue	\$8,869,263	\$7,491,165
<u>Operating Expenses</u>		
Personnel Services	\$834,784	\$1,680,988
Non-Personnel Services	\$351,766	\$1,083,053
Depreciation	\$974,587	\$1,444,720
Intergovernmental Assets	<u>\$6,614,690</u>	<u>\$1,670,433</u>
Total Operating Expenses	\$8,775,827	\$5,879,194
Operating Income (Loss)	\$93,436	\$1,611,971
<u>Non-operating Revenues and Expenses</u>		
Intergovernmental Revenue	\$0	\$0
Investment Income	\$8,442	\$14,172
Other Revenue	\$5,000	
Interest Expense	<u>(\$80,876)</u>	<u>(\$96,049)</u>
Net Non-operating Revenue/Expense	(\$67,434)	(\$81,877)
Income (Loss) Before Transfers	\$26,002	\$1,530,094
Capital Contribution	\$0	\$0
Transfers In	\$526,368	\$0
Transfers Out	<u>(\$507,526)</u>	<u>(\$899,889)</u>
Net Transfers	\$18,842	(\$899,889)
Change in Net Position	\$44,844	\$630,205
Net Position at Beginning of Year	\$26,764,146	\$35,856,070
Net Position at End of Year	<u>\$26,808,990</u>	<u>\$36,486,275</u>

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2022

	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>		
Receipts from Customers and Users	\$8,202,667	\$6,354,578
Employer Contributions	\$0	\$0
Payment of Utility Assessments	(\$6,614,690)	(\$1,670,433)
Payments to Vendors and Contractors	(\$377,654)	(\$1,052,208)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$948,021)</u>	<u>(\$1,235,463)</u>
Net Cash Operating Activities	\$262,302	\$2,396,474
<u>Noncapital Financing Activities</u>		
Operating Grants Received	\$0	\$0
Transfers from Other Funds	\$526,368	\$0
Transfers to Other Funds	<u>(\$507,526)</u>	<u>(\$899,889)</u>
Net Cash Noncapital Financing Activities	\$18,842	(\$899,889)
<u>Capital Financing Activities</u>		
Acquisition and Construction of Capital Assets	(\$51,969)	(\$461,171)
Non Operating Revenue	\$0	\$0
Proceeds from Notes	\$0	\$0
Proceeds from Bonds	\$0	\$0
Principal Payments on Loans	(\$364,815)	(\$601,450)
Paydowns of Notes	\$0	\$0
Capital Contribution	\$0	\$0
Interest Expense	<u>(\$80,876)</u>	<u>(\$96,049)</u>
Net Cash Capital Financing Activities	(\$497,660)	(\$1,158,670)

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2022

	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>		
Investment Income	<u>\$8,442</u>	<u>\$14,172</u>
Net Cash Investment Activities	\$8,442	\$14,172
 Net Change in Cash	 (\$208,074)	 \$352,087
 Cash and Investments Beginning of Year	 \$5,124,668	 \$8,344,399
 Cash and Investments End of Year	 <u>\$4,916,594</u>	 <u>\$8,696,486</u>

Enterprise Funds
Reconciliation of Operating Income to Net Cash Provided by Operating
Activities
Year Ended June 30, 2022

	<u>Sewer</u>	<u>Water</u>
Operating Income	\$93,436	\$1,611,971
<u>Adjustments</u>		
Depreciation	\$974,587	\$1,444,720
<u>Changes in Assets, Liabilities and Deferred Flows</u>		
User Fees	(\$683,272)	(\$1,136,550)
Deferred Outflows	(\$70,157)	\$124,654
Accounts Payable	(\$25,889)	\$30,845
Accrued Liabilities	\$3,195	(\$6,450)
Refunds Payable	\$16,676	(\$36)
Compensated Absences	(\$9,072)	(\$28,376)
Net Pension Liability	(\$415,008)	(\$641,376)
Net OPEB Liability	\$109,527	\$457,111
Deferred Inflows	\$268,278	\$539,962
	\$0	\$0
Net Cash Provided by Operating Activities	<u>\$262,301</u>	<u>\$2,396,475</u>

Trust Funds
Year Ended June 30, 2022

Fund	June 30, 2021 Balance	Posted Capital Gains/Losses	Revenue	Expenses & Adjustments	June 30, 2022 Balance
Adrienne Garrido Memorial Scholarship	\$33,106.65	\$7,248.20	\$964.96	(\$2,500.00)	\$38,819.81
Anita M. Reinke Memorial Scholarship	\$13,003.20	\$2,698.04	\$376.49	(\$500.00)	\$15,577.73
Arthur and Cecilia Bailey Scholarship	\$58,228.00	\$12,091.29	\$1,686.08	(\$2,300.00)	\$69,705.37
C. J. Cullen III Memorial Scholarship	\$51,611.15	\$10,095.94	\$1,483.92	(\$2,000.00)	\$61,191.01
Centennial Football Scholarship	\$638.05	\$221.49	\$14.27	(\$638.05)	\$235.76
Charles and Bernice Siegel Memorial Fund	\$269,617.25	\$55,829.39	\$7,804.45	(\$10,750.00)	\$322,501.09
Chloe Malast Memorial Scholarship	\$19,374.21	\$4,017.72	\$586.13	(\$750.00)	\$23,228.06
Class of 1979 Scholarship	\$58.84			(\$58.84)	
Class of 1980 Scholarship	\$6,793.80	\$1,427.06	\$2,208.74	(\$1,000.00)	\$9,429.60
Dana F. Burke Scholarship	\$4,980.06	\$1,128.60	\$145.80	(\$200.00)	\$6,054.46
De Fazio Family Memorial Scholarship	\$18,524.62	\$3,506.26	\$5,589.45	(\$700.00)	\$26,920.33
Derwood Newman Memorial	\$40,925.92	\$8,005.73	\$1,176.72		\$50,108.37
Dr. Lee Allan Memorial	\$4,470.30	\$874.46	\$128.54		\$5,473.30
Dwight School (Pollard School)	\$62,501.78	\$12,226.32	\$1,797.05		\$76,525.15
Edith Wildman Fund	\$638,441.93	\$132,578.67	\$18,486.96	(\$25,500.00)	\$764,007.56
Edward J. Stewart 13 Club Scholarship	\$128.18			(\$128.18)	
Elizabeth Handley	\$49,680.75	\$10,317.41	\$1,438.60	(\$2,000.00)	\$59,436.76
Elizabeth May Music Trust	\$259,766.14	\$50,814.26	\$7,468.84		\$318,049.24
Frederick Barstow Scholarship	\$285,845.46	\$61,474.34	\$8,312.91	(\$9,000.00)	\$346,632.71
Frederick Harris Scholarship	\$35,996.89	\$7,659.16	\$1,045.44	(\$4,000.00)	\$40,701.49
George F. Skinner	\$1,598.36	\$683.22	\$52.25	(\$1,200.00)	\$1,133.83
George Morse Memorial Scholarship	\$290,284.59	\$58,698.76	\$8,378.77	(\$6,200.00)	\$351,162.12
High School Sports Endowment	\$47,529.66	\$9,297.54	\$1,366.58		\$58,193.78
Igor Guralnik & Keith Flueckiger	\$24.08	\$8.32	\$0.14	(\$32.54)	
Joan W. Swartz Memorial Scholarship	\$97.50			(\$97.50)	
John Akers	\$356,377.94	\$72,801.11	\$10,298.98	(\$3,000.00)	\$436,478.03
John C. Wood (High School Library)	\$19,905.45	\$4,108.04	\$575.94	(\$711.83)	\$23,877.60
Joseph Paulini Scholarship	\$4,625.30	\$904.78	\$133.01		\$5,663.09
Kyle Shapiro Scholarship	\$8.23	\$2.84	\$0.04	(\$11.11)	
Leo F. Richards Jr. Scholarship	\$8.28			(\$8.28)	
Linda Barnes Scholarship	\$307.40	\$106.29	\$1.74	(\$415.43)	
Lizzie and Reuben Grossman Scholarship	\$119.75	\$23.42	\$1,503.46	(\$1,500.00)	\$146.63
Mark Oberle Memorial Scholarship	\$16,488.98	\$3,418.51	\$477.38	(\$650.00)	\$19,734.87
Mark R., Beane Memorial Scholarship	\$46,598.52	\$9,671.24	\$3,149.23	(\$1,800.00)	\$57,618.99
Martin Luther King Scholarship	\$7,974.60	\$1,201.91	\$2,830.16	(\$300.00)	\$11,706.67
Minot Mac Donald (Carter School Library)	\$14,630.21	\$2,861.90	\$420.65		\$17,912.76
Miriam Kronish Excellence in Educ	\$46,492.38	\$9,094.62	\$1,336.74		\$56,923.74
Miriam Kronish Scholarship	\$5,213.52	\$1,240.26	\$144.84	(\$1,700.00)	\$4,898.62
Nate Tavalone Scholarship	\$10,698.35	\$2,084.10	\$738.34	(\$425.00)	\$13,095.79
New Century Club Scholarship	\$16,522.82	\$3,431.30	\$478.45	(\$645.00)	\$19,787.57
Nina Pansuk Scholarship	\$187,219.20	\$32,052.59	\$5,305.44	(\$5,000.00)	\$219,577.23
Peter Eloranta Chemistry Award Scholarship	\$17,872.26	\$3,696.82	\$517.26	(\$650.00)	\$21,436.34
Peter Eloranta Scholarship	\$121,131.35	\$25,103.46	\$3,511.95	(\$4,390.00)	\$145,356.76
Rebecca H. Perry Memorial Scholarship	\$344,884.52	\$69,935.20	\$9,958.07	(\$13,800.00)	\$410,977.79
Richard Jensen, Sr. Memorial Scholarship	\$4,405.14	\$861.71	\$126.67		\$5,393.52
Richard Tod Greenleaf III Memorial	\$361.42	\$379.51	\$15.63	(\$371.39)	\$385.17
Robert and Elizabeth Gardner Scholarship	\$213,553.68	\$40,832.56	\$52,626.36	(\$20,000.00)	\$287,012.60
Robert Burke Fitzgerald	\$137,109.69	\$28,472.89	\$3,970.22	(\$5,450.00)	\$164,102.80
Ruth Ann B. Simmons MD Memorial Scholarship	\$14,372.98	\$3,274.79	\$421.10	(\$1,500.00)	\$16,568.87
Scott Marino Memorial Scholarship	\$6,698.07	\$1,619.05	\$197.81	(\$1,000.00)	\$7,514.93
Stacy Neilson Memorial Fund (Soccer Team)	\$26,717.46	\$5,383.62	\$1,779.81	(\$1,000.00)	\$32,880.89
Superintendent Impact Fund			\$5,008.15	(\$710.73)	\$4,297.42
Timothy P. Flanagan Memorial Scholarship	\$1,470.48	\$442.05	\$44.88	(\$1,400.74)	\$556.67
William L. Sweet Scholarship	\$1,020,974.78	\$213,730.64	\$29,592.81	(\$45,375.00)	\$1,218,923.23
William G. Moseley Scholarship	\$29,259.36	\$6,011.91	\$846.15	(\$1,100.00)	\$35,017.42

2022 Needham Annual Report

Trust Funds
Year Ended June 30, 2022

Fund	June 30, 2021 Balance	Posted Capital Gains/Losses	Revenue	Expenses & Adjustments	June 30, 2022 Balance
William T. Burke Memorial Scholarship	\$275.09	\$53.50	\$7.91		\$336.50
Subtotal School	\$4,865,504.58	\$993,702.80	\$206,532.27	(\$182,469.62)	\$5,883,270.03
Ann MacFate Visually Impaired Fund			\$16,405.05	(\$2,447.18)	\$13,957.87
Arthur W. & Barbara S. Hatch Fund	\$367,431.41	\$74,695.62	\$10,511.61	(\$7,244.76)	\$445,393.88
Bosworth Library Trust Fund	\$10,672.83	\$2,087.76	\$306.87		\$13,067.46
Charles Fredic Clifford Henderson Library 10% Trust	\$191,685.73	\$37,496.69	\$5,511.37		\$234,693.79
Cora Proctor Thurston Fund	\$17,405.21	\$3,404.72	\$500.43		\$21,310.36
Harold Street Trust	\$35,514.97	\$6,947.29	\$1,021.12		\$43,483.38
Helen DE M. Dunn Library Trust Fund	\$1,273.71	\$249.17	\$36.63		\$1,559.51
Karl L. Nutter Library Trust Fund	\$3,452.36	\$675.34	\$99.25		\$4,226.95
Kathleen F and Dr Thomas H Weller Trust Fund	\$9,179.21	\$1,912.27	\$259.00	(\$783.98)	\$10,566.50
Laura G. Willgoose Library Trust Fund	\$194,902.34	\$38,192.73	\$5,593.22	(\$2,512.43)	\$236,175.86
Library Permanent Donation Fund	\$123,050.87	\$34,557.33	\$47,877.63	(\$48,884.95)	\$156,600.88
Lois Carley Children's Library Trust	\$14,872.96	\$2,909.39	\$427.64	(\$173.77)	\$18,036.22
Martha Barr Library Trust Fund	\$4,939.64	\$966.27	\$142.02		\$6,047.93
Myra S. Greenwood Library Trust Fund	\$111,193.28	\$21,751.12	\$3,197.05		\$136,141.45
Roger S. Corliss Fund	\$9,340.95	\$1,827.24	\$268.56		\$11,436.75
William Carter Fund	\$50,987.97	\$10,194.13	\$1,465.88	(\$658.76)	\$61,989.22
William H. Wye Library Fund	\$2,521.84	\$493.31	\$72.52		\$3,087.67
Subtotal Library	\$1,148,425.28	\$238,360.38	\$93,695.85	(\$62,705.83)	\$1,417,775.68
350th Needham Birthday Celebration	\$8,171.10	\$1,598.39	\$234.93		\$10,004.42
400th Needham Birthday Celebration	\$5,453.03	\$1,066.70	\$156.78		\$6,676.51
Community Revitalization Maintenance 10% Trust	\$412.22	\$12.43	\$10,995.24	(\$8,800.00)	\$2,619.89
Community Revitalization Trust	\$1,256.39	\$187.81	\$12,707.39	(\$11,514.50)	\$2,637.09
Council on Aging Permanent Donation	\$221,622.62	\$43,352.81	\$6,372.13		\$271,347.56
Domestic Violence Trust	\$313,463.60	\$65,245.15	\$9,067.58	(\$1,100.00)	\$386,676.33
Esther Lyford Trust	\$15,557.26	\$3,043.24	\$447.32		\$19,047.82
Green Field Improvement Association Fund	\$8,545.86	\$1,671.69	\$245.71		\$10,463.26
John B. Tolman Trust (Library/Temperance Organization)	\$172,589.87	\$34,662.97	\$4,977.61	(\$1,000.00)	\$211,230.45
Mary Virginia E. Hill (Animal Welfare) Fund	\$20,431.44	\$3,996.71	\$587.44		\$25,015.59
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$14,029.01	\$2,922.22	\$375.02	(\$3,200.00)	\$14,126.25
Needham Military Band	\$160.03		\$3.76	(\$18.11)	\$145.68
Park & Recreation (Park Beautification) Fund	\$20,952.05	\$4,098.54	\$602.42		\$25,653.01
Rebecca Perry Park Trust Fund	\$42,086.33	\$8,232.74	\$1,210.06		\$51,529.13
Robert & Marcia Carleton Memorial Trust Fund	\$145,966.72	\$28,553.33	\$4,196.85		\$178,716.90
Robert & Marcia Carleton Pavilion Fund	\$44,617.56	\$8,727.88	\$1,282.86		\$54,628.30
Skate Park Trust Fund	\$3,651.68	\$714.31	\$104.99		\$4,470.98
Students Need Arts Trust Fund	\$92.11	\$11.47	\$2.49		\$106.07
Subtotal Other Funds	\$1,039,058.88	\$208,098.39	\$53,570.58	(\$25,632.61)	\$1,275,095.24
TOTAL	\$7,052,988.74	\$1,440,161.57	\$353,798.70	(\$270,808.06)	\$8,576,140.95

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide	\$63,450,696		-\$1,594,712	\$61,855,984	-\$58,267,658.33	-\$492,804.58	-\$58,760,462.91	\$3,095,521.09
10 Select Board and the Office of the Town Manager	\$1,225,090		\$7,802	\$1,232,892	-\$1,148,957.71	-\$9,287.68	-\$1,158,245.39	\$74,646.61
11 Office of the Town Clerk	\$427,622		\$21,260	\$448,882	-\$415,964.37	-\$11,093.00	-\$427,057.37	\$21,824.63
12 Legal Services	\$329,140			\$329,140	-\$272,689.05		-\$272,689.05	\$56,450.95
13 Finance Department	\$3,472,110		\$33,627	\$3,505,737	-\$2,925,314.29	-\$169,897.76	-\$3,095,212.05	\$410,528.95
14 Finance Committee	\$41,082		\$456	\$41,538	-\$40,508.27		-\$40,508.27	\$1,028.73
15 Planning and Community Development Department	\$525,642		\$3,212	\$528,854	-\$503,553.34	-\$5,382.98	-\$508,936.32	\$19,912.68
16 Police Department	\$7,480,435		\$310,492	\$7,790,927	-\$6,945,075.26	-\$166,582.86	-\$7,111,658.12	\$679,268.88
17 Fire Department	\$9,399,298		\$671,268	\$10,070,566	-\$9,949,724.67	-\$47,885.44	-\$9,997,610.11	\$72,955.89
18 Building Department	\$824,285		\$15,297	\$839,582	-\$758,842.18		-\$758,842.18	\$80,739.82
19 Minuteman Regional High School Assessment	\$1,230,287			\$1,230,287	-\$1,230,287.00		-\$1,230,287.00	
20 Needham Public Schools	\$83,603,397		\$50,000	\$83,653,397	-\$80,156,527.57	-\$1,451,113.87	-\$81,607,641.44	\$2,045,755.56
21 Building Design and Construction Department	\$391,112		\$1,175	\$392,287	-\$293,757.63	-\$1,166.68	-\$294,924.31	\$97,362.69
22 Department of Public Works	\$17,610,638		\$423,314	\$18,033,952	-\$16,699,045.95	-\$756,976.58	-\$17,456,022.53	\$577,929.47
23 Municipal Parking Program	\$134,592			\$134,592	-\$96,836.22	-\$34,267.10	-\$131,103.32	\$3,488.68
24 Health and Human Services Department	\$2,353,387		\$15,484	\$2,368,871	-\$2,225,208.89	-\$14,584.20	-\$2,239,793.09	\$129,077.91

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

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	-\$2,043.14		-\$2,043.14	\$6.86
26 Historical Commission	\$1,050			\$1,050		-\$60.00	-\$60.00	\$990.00
27 Needham Public Library	\$2,031,682		\$23,594	\$2,055,276	-\$2,002,214.42	-\$3,335.75	-\$2,005,550.17	\$49,725.83
28 Park and Recreation Department	\$1,171,472		\$17,731	\$1,189,203	-\$889,648.10	-\$59,468.72	-\$949,116.82	\$240,086.18
29 Memorial Park Trustees	\$750			\$750				\$750.00
Departments	\$132,255,121		\$1,594,712	\$133,849,833	-\$126,556,198.06	-\$2,731,102.62	-\$129,287,300.68	\$4,562,533.32
Townwide & Departments	\$195,705,817			\$195,705,817	-\$184,823,856.39	-\$3,223,907.20	-\$188,047,763.59	\$7,658,055.41

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

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	\$758,900			\$758,900	-\$735,094.00	-\$7,500.00	-\$742,594.00	\$16,306.00
2 Debt Service	\$20,764,142			\$20,764,142	-\$20,754,996.62		-\$20,754,996.62	\$9,145.38
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$16,462,059			\$16,462,059	-\$14,691,082.68	-\$86,771.65	-\$14,777,854.33	\$1,684,204.67
4 Needham Electric, Light & Gas Program	\$3,858,097			\$3,858,097	-\$3,554,713.03	-\$398,532.93	-\$3,953,245.96	-\$95,148.96
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$7,426,237			\$7,426,237	-\$7,426,237.00		-\$7,426,237.00	
6 Retirement Assessments	\$10,417,439			\$10,417,439	-\$10,276,804.00		-\$10,276,804.00	\$140,635.00
7 Workers Compensation	\$828,731			\$828,731	-\$828,731.00		-\$828,731.00	
8 Classification Performance & Settlements	\$858,000		-\$821,875	\$36,125				\$36,125.00
9 Reserve Fund	\$2,077,091		-\$772,837	\$1,304,254				\$1,304,254.00
Total	\$63,450,696		-\$1,594,712	\$61,855,984	-\$58,267,658.33	-\$492,804.58	-\$58,760,462.91	\$3,095,521.09

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Select Board and the Office of the Town Manager								
10A Salary & Wages	\$1,032,571		\$7,802	\$1,040,373	-\$1,004,172.98		-\$1,004,172.98	\$36,200.02
10B Expenses	\$192,519			\$192,519	-\$144,784.73	-\$9,287.68	-\$154,072.41	\$38,446.59
Total	\$1,225,090		\$7,802	\$1,232,892	-\$1,148,957.71	-\$9,287.68	-\$1,158,245.39	\$74,646.61
Office of the Town Clerk								
11A Salary & Wages	\$364,097		\$15,540	\$379,637	-\$371,629.53		-\$371,629.53	\$8,007.47
11B Expenses	\$63,525		\$5,720	\$69,245	-\$44,334.84	-\$11,093.00	-\$55,427.84	\$13,817.16
Total	\$427,622		\$21,260	\$448,882	-\$415,964.37	-\$11,093.00	-\$427,057.37	\$21,824.63
Legal Services								
12A Salary & Wages								
12B Expenses	\$329,140			\$329,140	-\$272,689.05		-\$272,689.05	\$56,450.95
Total	\$329,140			\$329,140	-\$272,689.05		-\$272,689.05	\$56,450.95
Finance Department								
13A Salary & Wages	\$2,147,570		\$33,627	\$2,181,197	-\$1,904,969.00		-\$1,904,969.00	\$276,228.00
13B Expenses	\$1,324,540			\$1,324,540	-\$1,020,345.29	-\$169,897.76	-\$1,190,243.05	\$134,296.95
Other								
Total	\$3,472,110		\$33,627	\$3,505,737	-\$2,925,314.29	-\$169,897.76	-\$3,095,212.05	\$410,524.95
Finance Committee								
14A Salary & Wages	\$39,682		\$456	\$40,138	-\$40,138.27		-\$40,138.27	-\$0.27
14B Expenses	\$1,400			\$1,400	-\$370.00		-\$370.00	\$1,030.00
Total	\$41,082		\$456	\$41,538	-\$40,508.27		-\$40,508.27	\$1,029.73
Planning and Community Development Department								
15A Salary & Wages	\$491,192		\$3,212	\$494,404	-\$493,083.71		-\$493,083.71	\$1,320.29
15B Expenses	\$34,450			\$34,450	-\$10,469.63	-\$5,382.98	-\$15,852.61	\$18,597.39
Total	\$525,642		\$3,212	\$528,854	-\$503,553.34	-\$5,382.98	-\$508,936.32	\$19,917.68

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Police Department								
16A Salary & Wages	\$6,952,629		\$310,492	\$7,263,121	-\$6,636,200.26		-\$6,636,200.26	\$626,920.74
16B Expenses	\$414,650			\$414,650	-\$308,875.00	-\$64,726.05	-\$373,601.05	\$41,048.95
16C Capital	\$113,156			\$113,156		-\$101,856.81	-\$101,856.81	\$11,299.19
Total	\$7,480,435		\$310,492	\$7,790,927	-\$6,945,075.26	-\$166,582.86	-\$7,111,658.12	\$679,268.88
Fire Department								
17A Salary & Wages	\$8,965,335		\$671,268	\$9,636,603	-\$9,614,854.58		-\$9,614,854.58	\$21,748.42
17B Expenses	\$401,179			\$401,179	-\$318,468.09	-\$38,779.44	-\$357,247.53	\$43,931.47
17C Capital	\$32,784			\$32,784	-\$16,402.00	-\$9,106.00	-\$25,508.00	\$7,276.00
Total	\$9,399,298		\$671,268	\$10,070,566	-\$9,949,724.67	-\$47,885.44	-\$9,997,610.11	\$72,955.89
Building Department								
18A Salary & Wages	\$773,245		\$15,297	\$788,542	-\$733,766.01		-\$733,766.01	\$54,775.99
18B Expenses	\$51,040			\$51,040	-\$25,076.17		-\$25,076.17	\$25,964.83
Total	\$824,285		\$15,297	\$839,582	-\$758,842.18		-\$758,842.18	\$80,739.82
Minuteman Regional High School Assessment								
19 Assessment	\$1,230,287			\$1,230,287	-\$1,230,287.00		-\$1,230,287.00	
Total	\$1,230,287			\$1,230,287	-\$1,230,287.00		-\$1,230,287.00	
Needham Public Schools								
20 Needham Public School Budget	\$83,603,397		\$50,000	\$83,653,397	-\$80,156,527.57	-\$1,451,113.87	-\$81,607,641.44	\$2,045,755.56
Total	\$83,603,397		\$50,000	\$83,653,397	-\$80,156,527.57	-\$1,451,113.87	-\$81,607,641.44	\$2,045,755.56
Building Design and Construction Department								
21A Salary & Wages	\$375,937		\$1,175	\$377,112	-\$289,201.28		-\$289,201.28	\$87,910.72
21B Expenses	\$15,175			\$15,175	-\$4,556.35	-\$1,166.68	-\$5,723.03	\$9,451.97
Total	\$391,112		\$1,175	\$392,287	-\$293,757.63	-\$1,166.68	-\$294,924.31	\$97,362.69

Needham Annual Report

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Department of Public Works								
22A Salary & Wages	\$9,651,898		\$88,197	\$9,740,095	-\$9,419,198.81		-\$9,419,198.81	\$320,896.19
22B Expenses	\$7,351,890			\$7,351,890	-\$6,521,985.43	-\$617,084.66	-\$7,139,070.09	\$212,819.91
22C Capital	\$178,000			\$178,000	-\$30,834.10	-\$139,891.92	-\$170,726.02	\$7,273.98
22D Snow and Ice	\$428,850		\$335,117	\$763,967	-\$727,027.61		-\$727,027.61	\$36,939.39
Total	\$17,610,638		\$423,314	\$18,033,952	-\$16,699,045.95	-\$756,976.58	-\$17,456,022.53	\$577,929.47
Municipal Parking Program								
23 Other	\$134,592			\$134,592	-\$96,836.22	-\$34,267.10	-\$131,103.32	\$3,488.68
Total	\$134,592			\$134,592	-\$96,836.22	-\$34,267.10	-\$131,103.32	\$3,488.68
Health and Human Services Department								
24A Salary & Wages	\$1,930,899		\$15,484	\$1,946,383	-\$1,864,780.20		-\$1,864,780.20	\$81,603.80
24B Expenses	\$422,488			\$422,488	-\$360,428.69	-\$14,584.20	-\$375,012.89	\$47,475.11
Total	\$2,353,387		\$15,484	\$2,368,871	-\$2,225,208.89	-\$14,584.20	-\$2,239,793.09	\$129,075.91
Commission on Disabilities								
25A Salary & Wages	\$1,500			\$1,500	-\$1,500.00		-\$1,500.00	
25B Expenses	\$550			\$550	-\$543.14		-\$543.14	\$6.86
Total	\$2,050			\$2,050	-\$2,043.14		-\$2,043.14	\$6.86
Historical Commission								
26A Salary & Wages								
26B Expenses	\$1,050			\$1,050		-\$60.00	-\$60.00	\$990.00
Total	\$1,050			\$1,050		-\$60.00	-\$60.00	\$990.00
Needham Public Library								
27A Salary & Wages	\$1,657,051		\$23,594	\$1,680,645	-\$1,632,992.31		-\$1,632,992.31	\$47,652.69
27B Expenses	\$374,631			\$374,631	-\$369,222.11	-\$3,335.75	-\$372,557.86	\$2,073.14
Total	\$2,031,682		\$23,594	\$2,055,276	-\$2,002,214.42	-\$3,335.75	-\$2,005,550.17	\$49,725.83

Needham
Financial Report

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Park and Recreation Department								
28A Salary & Wages	\$949,272		\$17,731	\$967,003	-\$742,718.33		-\$742,718.33	\$224,284.67
28B Expenses	\$222,200			\$222,200	-\$146,929.77	-\$59,468.72	-\$206,398.49	\$15,801.51
Total	\$1,171,472		\$17,731	\$1,189,203	-\$889,648.10	-\$59,468.72	-\$949,116.82	\$240,086.18
Memorial Park Trustees								
29A Salary & Wages	\$750			\$750				\$750.00
29B Expenses	\$750			\$750				\$750.00
Department Budget Total	\$132,255,121		\$1,594,712	\$133,849,833	-\$126,556,198.06	-\$2,731,102.62	-\$129,287,300.68	\$4,562,532.32
Total Operating Budget	\$195,705,817			\$195,705,817	-\$184,823,856.39	-\$3,223,907.20	-\$188,047,763.59	\$7,658,052.41

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$1,029,212	\$12,521		\$1,041,733	-\$887,688.13		-\$887,688.13	\$154,044.87
201B Expenses	\$513,076			\$513,076	-\$345,977.49	-\$91,237.44	-\$437,214.93	\$75,861.07
201C Capital	\$51,000			\$51,000		-\$44,600.00	-\$44,600.00	\$6,400.00
201D MWRA Assessment	\$6,662,310	-\$47,620		\$6,614,690	-\$6,614,690.00		-\$6,614,690.00	
201E Debt Service	\$610,000			\$610,000	-\$603,692.88		-\$603,692.88	\$6,307.12
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,900,598	-\$35,099		\$8,835,757	-\$8,452,048.50	-\$135,837.44	-\$8,587,885.94	\$277,613.06

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,413,248	\$44,161		\$1,457,409	-\$1,229,012.89		-\$1,229,012.89	\$228,396.11
301B Expenses	\$1,294,764			\$1,294,764	-\$1,002,905.97	-\$123,158.59	-\$1,126,064.56	\$168,699.44
301C Capital	\$40,000			\$40,000	-\$28,715.00		-\$28,715.00	\$11,285.00
301D MWRA Assessment	\$1,677,742	-\$7,309		\$1,670,433	-\$1,670,433.00		-\$1,670,433.00	
301E Debt Service	\$1,250,000			\$1,250,000	-\$849,217.98		-\$849,217.98	\$400,782.02
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$5,750,754	\$36,852		\$5,787,606	-\$4,780,284.84	-\$123,158.59	-\$4,903,443.43	\$884,162.57

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2022

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	-\$12,635.46	-\$1,169.37	-\$13,804.83	\$68,195.17
<u>Total Operating Budget</u>	<u>\$82,000</u>			<u>\$82,000</u>	<u>-\$12,635.46</u>	<u>-\$1,169.37</u>	<u>-\$13,804.83</u>	<u>\$68,195.17</u>

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from page 2, IIe)	\$ 230,433,723.90
Ib. Total estimated receipts and other revenue sources (from page 2, IIle)	59,599,824.84
Ic. Tax Levy (Ia minus Ib)	\$ 170,833,899.06
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	76.7859	131,176,346.90	9,811,162,018.00	13.37	131,175,236.18
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	15.3218	26,174,828.35	990,367,136.00	26.43	26,175,403.40
Net of Exempt					
Industrial	1.8744	3,202,110.60	121,163,350.00	26.43	3,202,347.34
SUBTOTAL	93.9821		10,922,692,504.00		160,552,986.92
Personal	6.0179	10,280,613.21	388,986,460.00	26.43	10,280,912.14
TOTAL	100.0000		11,311,678,964.00		170,833,899.06

MUST EQUAL 1C

Assessors

Barry S. Pollack, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/2/2021 2:11 PM

Comment:

Arthur Tzouros, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/2/2021 8:33 AM

Comment:

Stanley Winston, Assessor , Needham , cdavis@needhamma.gov 781-455-7500 | 12/2/2021 7:59 AM

Comment:

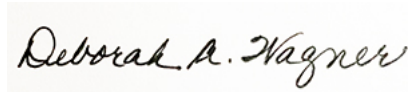
Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/13/2021
Approved: Andrew Nelson
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/13/2021

TAX RATE RECAPITULATION

Fiscal Year 2022

A handwritten signature in black ink, reading "Deborah A. Wagner", is centered within a light gray rectangular box.

TAX RATE RECAPITULATION
Fiscal Year 2022

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(g) from page 4)		225,645,369.84
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. Retained Earnings Deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	49,583.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	591,367.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		653,450.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,581,893.00
Ild. Allowance for abatements and exemptions (overlay)		2,553,011.06
Ile. Total amount to be raised (Total Ila through Ild)		230,433,723.90

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	13,266,683.00	
2. Massachusetts school building authority payments	695,148.00	
TOTAL IIIa		13,961,831.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	10,375,000.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	16,888,045.66	
4. Community Preservation Funds (See Schedule A-4)	5,523,522.00	
TOTAL IIIb		32,786,567.66
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	11,526,630.28	
2. Other available funds (page 4, col (d))	1,324,795.90	
TOTAL IIIc		12,851,426.18
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2021	0.00	
1b. Free cash..appropriated on or after July 1, 2021	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)		59,599,824.84

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

a. Total amount to be raised (from Ile)		230,433,723.90
b. Total estimated receipts and other revenue sources (from IIIe)	59,599,824.84	
c. Total real and personal property tax levy (from Ic)	170,833,899.06	
d. Total receipts from all sources (total IVb plus IVc)		230,433,723.90

NOTE : The information was Approved on 12/13/2021

TAX RATE RECAPITULATION
Fiscal Year 2022

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2021	(b) Estimated Receipts Fiscal 2022
==> 1.	MOTOR VEHICLE EXCISE	5,129,305.69	4,000,000.00
2.	OTHER EXCISE		
==>	a.Meals	329,495.04	250,000.00
==>	b.Room	313,986.07	250,000.00
==>	c.Other	0.00	0.00
==>	d.Cannabis	0.00	0.00
==> 3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	499,342.88	270,000.00
==> 4.	PAYMENTS IN LIEU OF TAXES	139,203.67	110,000.00
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	1,448,569.51	950,000.00
9.	OTHER CHARGES FOR SERVICES	2,435,241.80	1,825,000.00
10.	FEES	142,090.58	110,000.00
	a.Cannabis Impact Fee	263,487.84	210,000.00
	b.Community Impact Fee Short Term Rentals	0.00	0.00
11.	RENTALS	265,618.61	160,000.00
12.	DEPARTMENTAL REVENUE - SCHOOLS	8,507.00	0.00
13.	DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14.	DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15.	DEPARTMENTAL REVENUE - RECREATION	196,578.00	70,000.00
16.	OTHER DEPARTMENTAL REVENUE	461,491.02	370,000.00
17.	LICENSES AND PERMITS	2,068,298.60	1,650,000.00
18.	SPECIAL ASSESSMENTS	363.10	0.00
==> 19.	FINES AND FORFEITS	60,973.82	0.00
==> 20.	INVESTMENT INCOME	228,969.42	150,000.00
==> 21.	MEDICAID REIMBURSEMENT	2,318.83	0.00
==> 22.	MISCELLANEOUS RECURRING (UPLOAD REQUIRED)	3,281.65	0.00
23.	MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED)	592,701.41	0.00
24.	Totals	14,589,824.54	10,375,000.00

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 | 12/7/2021 1:33 PM

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 2022 estimated receipts to FY 2021 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/13/2021

TAX RATE RECAPITULATION
Fiscal Year 2022

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)		
05/01/2021	2022	224,352,886.00	192,199,183.00	11,526,223.00	221,176.00	0.00	15,474,149.00	4,932,155.00	1,386,100.00	2,763,000.00		
05/01/2021	2021	5,135.94	0.00	407.28	0.00	0.00	4,728.66	0.00	0.00	0.00		
10/25/2021	2022	1,287,347.90	181,975.00	0.00	1,103,619.90	0.00	1,753.00	0.00	0.00	1,475,000.00		
Total		225,645,369.84	192,381,158.00	11,526,630.28	1,324,795.90	0.00	15,480,630.66	4,932,155.00		Need		

* 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 | 12/6/2021 12:45 PM

Comment:

NOTE : The information was Approved on 12/13/2021

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The Last Needham Newspaper

Gloria Polizzotti Greis, Executive Director, Needham History Center & Museum

It was announced in May 2022 that there would no longer be a print edition of the *Needham Times*, and that thereafter the paper would only be available as a digital subscription. This followed an announcement in late February that the local papers in this area were being recast as regional, rather than strictly local, resources. This was a business model that Gannett, the company that owns the Times, had been implementing throughout its nationwide portfolio of local papers. Even so, for Needham it meant that, after 148 years, there would no longer be a local newspaper.

Needham got its first local paper when publisher George Southworth moved here from Stoughton and published the first issue of his new paper, *The Needham Chronicle and Wellesley Advertiser* on November 28, 1874. At the time, Wellesley was still part of Needham, though the ‘separatist’ name of ‘Wellesley’ was becoming more frequently used in those parts. The Chronicle was a weekly, and cost five cents. Southworth was 23 years old when he started the Chronicle; he edited it for 50 years, before handing it off to his son. There was little fanfare in the first issue to mark the paper as a new venture, except for a brief editorial inside: “*We shall endeavor to supply the long-expressed want of a local paper, in which shall be found an interesting collection of home matter... [and] a creditable representation of home interests.*”

The Chronicle had a set format. News was mainly on the front and back pages, set off in sections by the parts of town – Needham Notes, Highlandville Happenings, Grantville Gleanings, etc. Ads for local businesses were arranged around the edges. Since there was not all that much news – even after you included the social notes, the family visits, etc – the inside pages were generally prepackaged content, known as “patent insides.” Patent insides were newspaper sheets that were pre-printed on one side with ads, comic snippets, poetry, short stories, and interesting news from around the country or Foreign Parts. The local publisher bought the sheets from a supplier, and then printed his own newspaper on the other side – hence, local news on the first and last pages, boilerplate inside. This practice was common for small papers throughout the late 19th and early 20th centuries. The Chronicle used patent insides for several decades.

Southworth was the paper’s owner, publisher, printer, and principal writer and the Chronicle was very much a reflection of his interests and opinions – opinions that he was not at all averse to publishing. The notion of “Fair and Balanced” was not a factor in newspaper publishing in the 19th century – if you wanted a different opinion, you read a different newspaper. As Needham historian George Kuhn Clarke noted in 1911, “*The Chronicle... has at times been involved in the storms of local politics, representing opposing factions, or parties, and much has been printed that cannot be accepted by the historian as fair or impartial.*”

That said, the Chronicle was the mainstay of the Needham news scene and kept the residents informed about the businesses, events, and politics in town. There were several attempts at publishing a rival paper, but none were very successful. Printer and attorney William Moseley launched the *Needham Globe* in 1878; he produced three

monthly issues (August 1st, September 1st, and October 1st) and then folded. The Needham History Center has a copy of the first issue, and apart from local ads, it is all “patent” content. John Emmons published Vol. 1, No. 1 (and only) of the *Needham News* on Friday, June 19, 1883. Bowers and Brown, Printers, were well-positioned to make a success of their new paper, the *Needham Enterprise*, when the Odd Fellows Building fire on May 13, 1887 destroyed their equipment, presses, and stock. Southworth kindly let them use the Chronicle press to publish their one and only issue on May 18, 1887 – a report on the fire that put them out of business. In 1894, William Howard, publisher of the *Natick Citizen*, extended his efforts to Needham and published the *Needham Recorder*. The Recorder lasted for several decades, but because it was essentially a re-purposed version of the Citizen, it did not gain much attention. The Recorder also published at least one issue of *Yours Truly*, a humor quarterly, around 1910 (“*The price of liberty is eternal vigilance. The price of this paper is five cents. You are at perfect liberty, without much vigilance, to buy a copy.*”)

The 20th century saw additional papers. The *Needham Reporter* debuted in 1975 and, apparently, lasted for just under a year. The *Needham News* resurfaced in 1926, and was also short-lived. And of course, the *Needham Times*, which began publication in 1932.

The Needham Chronicle and the Needham Times, both weeklies, continued on as rivals for the next 60 years. Each had a slightly different emphasis, and each had its partisans. In 1997, the Community Newspaper Company purchased the Chronicle, and renamed it the *Needham TAB*, adding Needham to its stable of local papers. The TAB and the Times ran separately a few years, until they were merged into a single paper under the name of the *Needham Times* in May 2001. This merger actually enlarged the paper for a while, with the greater resources of Community News used to expand local coverage and add local features.

The local papers arrived on Needham’s driveways every week. The editorials, agree or not, were written by local editors about local issues. People read them. A political campaign could not succeed without at least one of those quarter-page ads that listed the names of all of the supporters (alphabetical for easy finding, or random to make people read the list? A crucial strategic question). Political endorsement letters to the Editor were carefully scheduled to spread out over the campaign period and to beat the two-week pre-election moratorium. The Police Report was read in its entirety. And all week the town talked about Bob Larsen’s editorial cartoon, and the current controversy brewing in that weekly tragi-comedy, the Speak-Out Line.

The Speak-Out Line may not have been a journalistic high point, but it did have a way of capturing what was top of mind that week and stimulating community conversation. Taken together, the papers assembled the necessary information about town government, social and civic organizations, school sports, events, celebrations, and all of the other information that makes a town work. After the national syndicates took over, those functions began to diminish rapidly as the new owners sought to cut costs, reduced page counts, and laid off local staffers. Now, instead of Local News, the Needham Times’ new online format reports on a mix of towns throughout eastern MA.

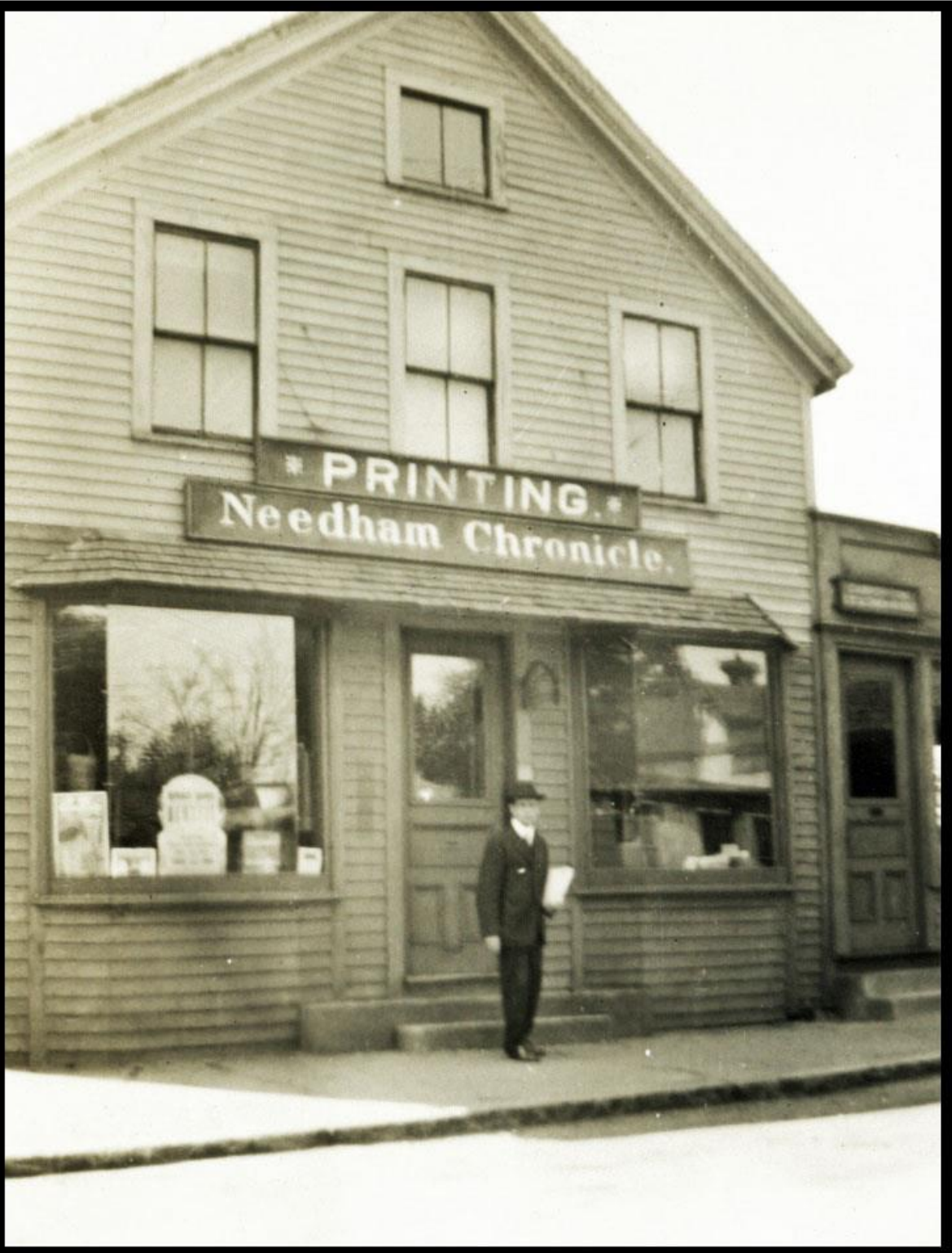
Instead of municipal reporting, it emphasizes “Community Engagement,” described as *“not [focusing] on talking to officials or attending meetings, not on budgets and reports, but on talking to the actual people in our neighborhoods.”* We all love the people in our neighborhoods, but we can talk to them ourselves. What we need from the News is an accurate report about what the Select Board or the School Committee or Town Meeting is doing, and how it will affect our taxes, our schools, and our property.

The *Washington Post* famously changed its motto to “Democracy Dies in Darkness” – democracy cannot function in the absence of reliable and thorough information. But I like better the way that Eileen McNamara made the same point in a 2022 essay in the *Boston Globe*, about how her father took the time every day to read the newspaper in the interval between his two jobs: ***“...my father’s example taught me that reporting the news is a public service to hard-working people, carving out time in harried lives to attend to the responsibilities of citizenship in our fragile democracy.”*** That is the essential value of local news.

Back Cover Image

The brand-new *Needham Chronicle*'s office on Chapel Street in 1874 (now the location of Tin Rabbit). The person in front may be George Southworth.

Photo Courtesy of the Needham History Center and Museum



1711 – 2022