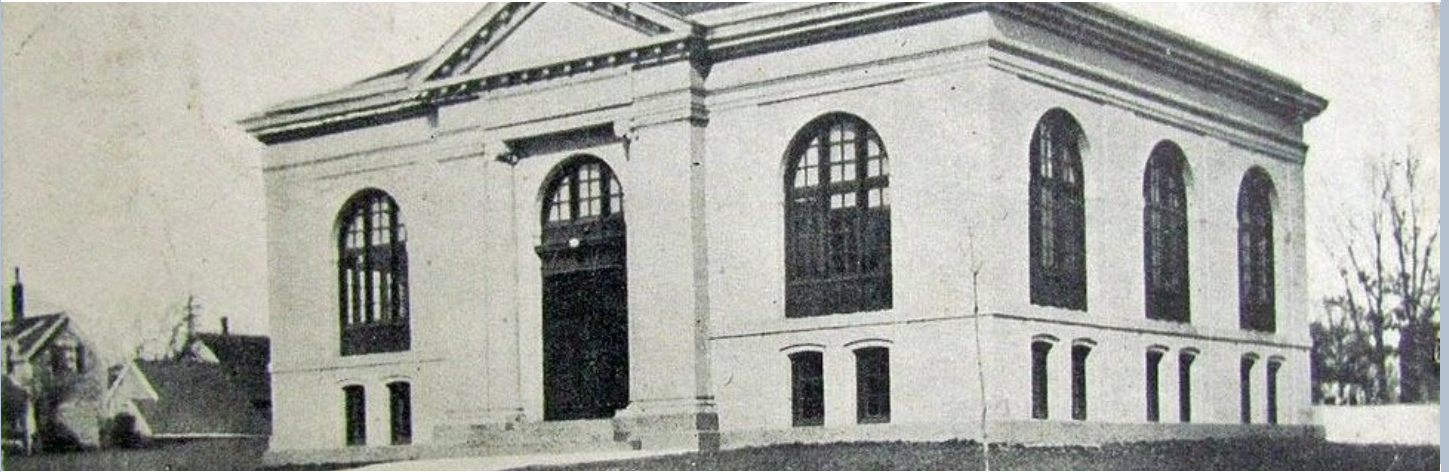
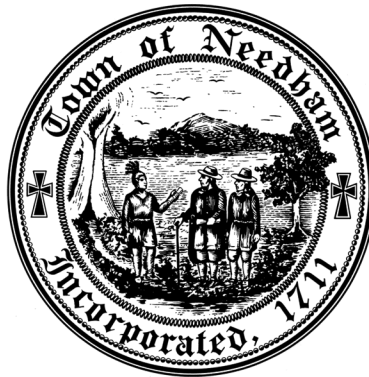


Annual Report Town of Needham



1711



2023



Celebrating the Needham Free Public Library

Cover Images:

Top: The former Needham Free Public Library building located on Mellen St—1910

Bottom: The current Needham Free Public Library

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



2023 Needham Annual Town Report Dedicated to Ann MacFate

From the moment she moved to Needham, Ann MacFate and the Needham Free Public Library have been an inseparable pair.

Decades after riding her bicycle to the library with her sister to pull their first Town library cards, Ann is still a presence at the library, bookending a 65-year career of professional public service as a dedicated volunteer.

Ann moved to Needham from Roslindale as a child. Starting off junior high school at the Emery Grover Building, she soon matriculated to the (then under construction) Needham High School and was elated to find out that the new school would have its own library. First under the tutelage of School Librarian Mildred Wagner and later Public Library Director Vivian McIver, Ann honed her life-long passion (having played “library” rather than “house” as a young child) into a skill that saw her through a journey from shelving books to serving as Director of the Needham Free Public Library.

Much like how today’s high school students are carried by gravity’s force downhill from the High School to the Library, Ann too found her way down through Memorial Park to the Public Library. While still an NHS student, she was hired as a Library Page, charged with dusting desks and chairs swiftly before her classmates arrived at the conclusion of their school day.

After graduating, Ann started immediately working at the Circulation Desk, learning the ropes of not just her department, but of others up to and including administration. Early in her career, she realized that she would need to earn college degrees to continue her professional development and advancement. She then spent nearly an uninterrupted decade of evening classes at Northeastern University and Simmons College where she earned her bachelor and master degrees.

Throughout her career at the Needham Free Public Library, Ann led her department through a number of changes, including two full-scale and several smaller renovations and expansions; transition from paper and analog processes to computer-based library systems; and the establishment of the Minuteman Library Network. Although accommodating the technological advancements was not easy, Ann found that keeping the Library up to modern standards was essential to increasing accessibility to the library’s services.

Toward the close of her professional career, Ann steered the Library through the COVID-19 pandemic, ensuring that the community had access to library services in the face of unprecedented challenges. She viewed this difficult time as one where the library could “help to our best.”

Today, Ann continues to serve both the Library and the Town, by filing reserved materials in the Library’s Circulation Department, donating large-print books, and assisting with Town elections. At her retirement ceremony, library staff, the Friends of the Library, and the Library Foundation established a trust fund in her name that now helps fund additional resources for visually challenged readers. Ann remains a staple in Town, always seeking new ways to continue serving her neighbors.

TABLE OF CONTENTS	
Message from the Select Board	3
Community Profile	4
General Government	
Town Clerk / Board of Registrars	5
Select Board / Town Manager	14
Commissioners of Trust Funds	17
Finance Department	19
Finance Committee	31
Legal Services	40
Moderator	41
Needham Contributory Retirement System	43
Planning & Community Development	
Conservation Commission	54
Planning Board	59
Design Review Board	69
Zoning Board of Appeals	72
Building Department	75
Public Safety	
Fire Department	77
Police Department	81
Education	
Minuteman Regional Vocational Technical School District	85
Needham Public Schools	88
Health & Human Services	
Needham Aging Services Division	90
Needham Public Health Division	94
West Suburban Veterans' Services District	101
Youth and Family Services	102
Public Works	
Department of Public Works	106
Building Design & Construction	
Building Design & Construction Department	113

TABLE OF CONTENTS	
COMMUNITY SERVICES	
Commission on Disabilities	120
Community Preservation Committee	126
Golf Club Advisory Committee	127
Needham Historical Commission	128
Needham Human Rights Committee	129
Needham Free Public Library	146
Park and Recreation Commission	153
Needham Housing Authority	156
Traffic Management Advisory Committee	160
COUNTY AGENCIES	
Norfolk County Registry of Deeds	162
Norfolk County Mosquito Control District	165
TOWN OFFICIALS	
Elected and Appointed Officials	167
Town Meeting Members	185
FINANCIAL REPORTS	
Financial Reports	208
HISTORICAL NARRATIVE	
The Needham Free Public Library and 50th Anniversary of the Friends of the Needham Public Library	240



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 2023.

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 is also available online. 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 also includes a summary table of the Town's current debt obligations.

The Select Board and Town Manager wish to thank the Town staff and the many residents, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well managed, civic-minded community. At the end of this Annual Report, you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Select Board can find information on current opportunities and the applicant interest form here: <https://needhamma.gov/1652/Volunteer-Opportunities>.



Name: Town of Needham

Incorporated: 1711

Total Area: 12.61 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

FY2023 Tax Rate:
\$13.04 Residential
\$25.56 Commercial

FY2023 Average Single-Family Home Value: \$ 1,197,575

FY2023 Average Single Family Home Tax Bill: \$15,609

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 – Finance Specialist
Kalin M. Mitov – Finance Specialist
Joyce M. Carlezon – Pt.
A. Marie Crimmins – 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, recording all official business conducted at Town Meetings and elections and providing 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 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 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 2023 had three elections

opposed to two elections in Fiscal Year 2022—the State Primary on Tuesday, September 6, 2022, the State Election on Tuesday, November 8, 2022, and the Annual Town Election on Tuesday April 11, 2023. The following is a comparison of the number of elections and town meetings in Fiscal Year 2022 and 2023:

Fiscal Year 2023

- | | |
|--|---|
| • State Primary – Tuesday,
September 6, 2022 | • Annual Town Election – Tuesday,
April 11, 2023 |
| • Special Town Meeting – Monday,
October 24, 2022 | • Annual Town Meeting – Monday,
May 1, 2023 |
| • State Election – Tuesday,
November 8, 2022 | • Special Town Meeting – Monday,
May 8, 2023 |

Fiscal Year 2022

- | | |
|---|--|
| • Special Town Meeting – Monday
October 30, 2022 | • Annual Town Meeting – Monday,
May 1, 2023 |
| • Annual Town Election – Tuesday,
April 11, 2023 | |

The State Primary of September 6, 2022, had a total vote cast of 6,398 or 26.65% of the 24,012 Registered Voters which included 5,264 Democrat votes and 1,134 Republican votes.

The Special Town Meeting of October 24, 2022, disposed of 14 articles in one session.

The State Election of November 8, 2022, had a total vote of 15,498 or 64.33% of the 24,091 Registered Voters which includes precincts votes, early, and absentee Ballots and 27 UOCAVA ballots from outside the United States. Added to these totals are 83 votes from ballots postmarked by November 8, 2022, and received by 5:00 PM Saturday, November 12, 2022. These ballots were tallied in a public meeting of the Board of Registrars on Monday, November 21, 2022.

The Annual Town Election of April 11, 2023, had a total vote cast of 3,502 or 14.57% of the 24,041 Registered Voters.

The Annual Town Meeting and the Special Town Meeting within the Annual scheduled for the May 1 and 8, 2023 disposed of 40 and 13 Articles respectively.

FY2023 HIGHLIGHTS

Fiscal Year 2023 was a busy year with three elections under the new Election Laws passed in June 2022, along with two Special Town Meetings and the Annual Town Meeting. I would like to publicly say thank you to my staff, all my election workers, and everyone who helped with our Fall 2022 Elections. The new Voters Act passed by the Legislature in June 2022 entailed many new voter requirements and options. We would love our legislators to work together with the election officials to increase voter participation and still make it possible for election officials to conduct these elections efficiently and effectively. For our November State Election, Needham processed over 9,600 vote-by-mail ballots and had over 1,500 early vote in-person voters over a two-week period. Those numbers equaled almost 40% of our 24,091 registered voters. We

conducted Advance Removal and Deposit over a three-day period, making it easier for our precinct workers on Election Day. We also conducted a public hearing to count the 83 ballots that were postmarked by November 8th and received up to 5 PM on November 12th. It was amazing that on Election Day, 840 ballots were dropped off either at the Town Hall in person or in the red drop box. Total voter turn-out was 15,498 or 64.33%.

The Summer months are usually time for catching up in the Town Clerk's Office, but once we completed the Annual Town Meeting in May 2023, we started receiving hundreds of State petitions to certify. Upon receiving the total number of required signatures, those petitions may become ballot questions to be placed on the 2024 State Election ballot.

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 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. This became official in August 2023 with the complete digitization of the town's original marriage certificates from 1919 through 2000. This will allow us to move from typing certified copies by hand to providing our residents with computerized certificates for their legal documents. The office staff will enter all original marriage certificates from 2001 forward into the laserfiche program.

The Special Town Meeting of October 24, 2022, approved by unanimous vote one Zoning By-Law amendment-Schedule of Use Regulations Brew Pub and Microbrewery. The Annual Town Meeting approved three General By-Law amendments. Article 37 amends Non-Criminal Dispositions, Article 38 amends the Transportation Committee, Section 2.7.1, and Article 39 adds a new section 3.1.2 entitled Plastic Bags to the General By-Laws. These Zoning and General By-Law amendments were subsequently approved by the Attorney General. The Special Town Meeting of May 8, 2023 approved one General By-Law amendment by replacing the words "Personnel By-Law" with the words "Human Resources Advisory Committee". This Article is dependent on the passage of the Home Rule Petition under Article 8 which amends the Town Charter. We are currently waiting for approval from the State Legislature. Article 10 Town Meeting approved the FY2024 Operating Budget in the amount of \$214,275,097. Total appropriations including the Fiscal Year 2024 Operating Budget approved at the Annual Town Meeting totaled **\$250,377,252**.

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

VITAL STATISTICS						
	<u>FY2023</u>	<u>FY2022</u>	<u>FY2021</u>	<u>FY2020</u>	<u>FY2019</u>	<u>FY2018</u>
<u>Births to Residents:</u>						
7/1/22 - 12/31/22	154	119	126	144	122	133
1/1/23 - 6/30/23	<u>103</u>	<u>131</u>	<u>146</u>	<u>131</u>	<u>149</u>	<u>131</u>
Total Births:	257	250	272	275	271	264
Deaths: Residents						
7/1/22 - 12/31/22	111	119	113	111	122	112
1/1/23 - 6/30/23	<u>136</u>	<u>109</u>	<u>119</u>	<u>198</u>	<u>130</u>	<u>145</u>
Residents:	247	228	232	309	252	257
Deaths: Non-Residents						
07/01/22 - 12/31/22	117	112	126	105	154	148
01/01/23 - 6/30/23	<u>100</u>	<u>104</u>	<u>113</u>	<u>100</u>	<u>154</u>	<u>154</u>
Non-Residents:	217	216	239	205	308	302
Total Deaths:	464	444	471	514	560	559
Marriages:						
07/01/22 - 12/31/22	56	64	111	52	34	58
01/01/23 - 06/30/23	<u>33</u>	<u>25</u>	<u>45</u>	<u>54</u>	<u>29</u>	<u>22</u>
Total Marriages:	89	89	156	106	63	80
Dog Licenses Issued:						
7/1/2022- 6/30/2023	FY23	FY22	FY21	FY20	FY19	FY18
* Male & Female Dogs @ \$25	224	303	315	199	221	193
* Spayed & Neutered Dogs @ \$20	2,951	3,011	2,766	2,504	2,984	2,710
* Kennels @ \$ 50	4	2	1	2	2	2
* Kennels @ \$ 75	4	2	2	2	2	2
* Kennels @ \$150	0	0	0	0	1	1
Hearing Dogs - No Charge	0	0	0	0	0	0
Seeing Eye Dogs - No Charge	0	0	0	0	0	2
Transfers @ \$1	2	5	3	2	3	4
Prior Years' Licenses (124 @ \$20)	124	62	77	28	57	43
Prior Years' Licenses (15 @ \$25)	15	4	3	2	6	3
Replacement Licenses (11 @ \$11)	11	10	8	16	17	26
TOTAL	3,335	3,399	3,175	2,755	3,293	2,986

Fiscal Year Revenues Paid to Town Treasurer
--

Fiscal Year	2023	2022	2021	2020	2019
General Fees	\$112,312.35	\$99,355.97	\$96,933.05	\$102,239.99	\$119,895.75
Liquor Licenses	\$0.00	\$0.00	\$53,121.00	\$106,569.61	\$94,785.10
Other Licenses	\$5,435.50	\$19,116.00	\$24,842.50	\$19,554.00	\$25,917.00
Dog Licenses	\$66,618.00	\$70,040.00	\$65,756.00	\$55,933.00	\$55,915.00
Sub Total	\$184,365.85	\$188,511.97	\$237,652.55	\$284,296.60	\$307,512.85
Accrued Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Record Request	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$184,365.85	\$188,511.97	\$237,652.55	\$284,296.60	\$307,512.77

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. - 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. - 9:00 P.M. on the third Tuesday evening. After the COVID-19 pandemic, Town Hall 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
Theodora K. Eaton – Town Clerk
Katherine P. Jacques
Vacancy

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. Subsequently, the Select Board appointed two new Democratic Registrars - Ann M. Cosgrove and Katherine P. Jacques. Both have quickly become welcome members to the Board.

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 carry 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
Precinct D - Newman School - Gymnasium	Precinct I - Town Hall - Powers Hall
Precinct E - Needham Golf Club	Precinct J - Town Hall - Powers Hall

FY2023 HIGHLIGHTS

In Fiscal Year 2023, the Board of Registrars conducted three elections – the State Primary, the State Election and the Annual Town Election. Government starts at the local level and stronger voter participation is encouraged. Make your voice heard!

State Primary ~ Tuesday, September 6, 2022 ~ 6,398 or 26.65% of the 24,012 Voters
State Election ~ Tuesday, November 8, 2022 ~ 15,498 or 64.33% of the 24,091 Voters
Annual Town Election ~ Tuesday April 11, 2023 ~ 3,502 or 14.57% of the 24,041 Voters

The Annual Town Listing of Residents was conducted by mail again this year. Approximately 52% of the census forms including the Multi-Dwelling Listings were returned over a four-month period. We reviewed the addresses that had not responded to 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. After the former dog licensing program failed to fulfill the annual contract, we found another vendor, Stellar Associates, who proved to be a positive experience for both our dog owners and the licensing staff in the Town Clerk's Office. 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 2024.

2023 School Reports

	<u>TOTAL</u>
School Age Report – Under 5 years of Age by 8/31/2023	1,077
School Age Report – Between 5 & 17 years of Age by 8/31/2023	5,288
School Age Report – Under 21 Years of Age by 8/31/2023	8,025

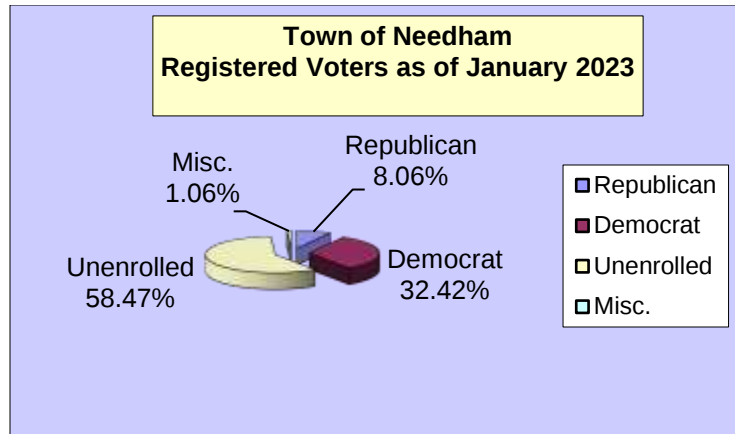
Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residency were reinstated; those voters who responded with notification of a residence outside of Needham were removed 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 other changes in voting status. Upon completion of the annual census, the total number of registered voters was 22,426 plus 1,713 inactive voters which equals 24,139 voters. The 2023 population for the Town of Needham includes 31,385 residents plus 1,713 inactive voters for a total of 33,098. The registered voters were comprised of 7,826 Democrats, 1,945 Republicans, 14,113 Unenrolled, and 255 miscellaneous political designations.

ANNUAL TOWN CENSUS POPULATION

2023 Needham Annual Report

YEAR	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
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
2023	22,426	1,713	31,385	33,098

* Includes Inactive Voters beginning in fiscal year 1999



SELECT BOARD / OFFICE OF THE TOWN MANAGER

Select Board

Marianne B. Cooley – Chair; Kevin Keane – Vice-Chair; Heidi Frail – Clerk; Marcus Nelson; Cathy Dowd (elected 2023); Matthew D. Borrelli (outgoing 2023)

Office of the Town Manager Staff

Kate Fitzpatrick – Town Manager; Katie King – Deputy Town Manager/Director of Operations; Cyndi Roy Gonzalez – Public Information Officer (outgoing 2023); Amy Haelsen – Economic Development Manager; Myles Tucker – Support Services Manager; Emily Meyer – Department Specialist (incoming 2023); Kristin Scoble – Department Specialist (outgoing 2023), Louise Kempt – Office Assistant

Human Resources Staff

Chuck Murphy Romboletti – Director of Human Resources; Tatiana Swanson – Assistant Director of Human Resources; Justine Hunt – Benefits Administrator; Ellen Reulbach – Administrative Assistant



Chair
Marianne B. Cooley (2026)



Vice-Chair
Kevin J. Keane (2024)



Clerk
Heidi R. Frail (2025)

Member
Marcus A. Nelson (2024)



Member
Catherine Reid Dowd (2026)



Purpose

The Select Board, as established by the Town Charter, 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, in December when they are held on the first and third Tuesdays to account for winter holidays, and in April when the Board's meetings are scheduled around the annual municipal election.

The Select Board appoints a Town Manager, who is responsible for the administration of the day-to-day operations of the Town. The Office of the Town Manager manages executive and operational support for the Town Manager, departments, residents, and businesses. The Director

of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards, and Committees. The Deputy Town Manager/Director of Operations, the Deputy Town Manager/Director of Finance, and the Director of Human Resources 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.

FY2023 Accomplishments

- **Select Board Organization**

Board member Matt Borrelli chose not to pursue an additional term of office and Cathy Dowd was elected to in the 2023 Annual Town Election, in which Chair Marianne Cooley was also reelected to another three-year term. Following this election, the Board re-organized with Marianne Cooley again as Chair, after Marcus Nelson declined nomination to serve as Chair. The Board also voted to elect Kevin Keane as its Vice Chair and Heidi Frail as its Clerk.

- **Progress Toward Board Goals for the Community**

The Select Board reviews its goals and objectives for the year annually, which gives direction for the Town Manager to guide Town staff as they conduct operation and day-to-day activities.

- **Goal #1: Livable** – Needham plans for and invests in safe, well-maintained, and attractive buildings and infrastructure that accommodate a diverse set of community needs
- **Goal #2: Economically Vital** – Needham has the economic opportunities and resources for residents and businesses to thrive in our community
- **Goal #3: Accessible & Connected** – Needham has a multi-modal transportation system that gets people where they want to go, when they want to get there, safely, and cost-effectively
- **Goal #4: Healthy and Socially Thriving** – Needham residents enjoy high levels of physical and mental well-being and abundant recreational, cultural, and educational opportunities in an environment where human rights are respected, diversity is celebrated, and neighbors feel connected
- **Goal #5: Safe** – Needham is a welcoming and inclusive community that fosters personal and community safety and ensures that all residents are secure and cared for during emergencies and natural disasters
- **Goal #6: Responsibly Governed** – Needham provides excellent customer experience, responsibly manages the Town's assets, and makes data-driven decisions that are also informed by community engagement

- **Office of the Town Manager Activities**

The Office of the Town Manager, in addition to supporting Town leadership, assists Town departments, boards, committees, community organizations, and residents. Staff works on efforts as varied as:

- assisting with Town Meeting;

- generating Select Board agendas;
- facilitating appointment and reappointment of board and committee members;
- issuing certain licenses via a public hearing process;
- processing block party requests;
- accepting Department of State passport applications; and
- managing Powers Hall and other Town Hall facilities for municipal and local non-profit use.

Data on the quantity of certain tasks completed by the Office of the Town Manager can be found annually in the Office's [proposed budget](#).

The Future

The Office of the Select Board and Town Manager will continue to work towards strategic and operational initiatives that advance Select Board policy goals. As the Town emerges from the pandemic into new civic and employment environments, the Town's policymakers and professional managers continue to assess the needs of Needham residents. One such challenge and opportunity is the continued prioritization of consistent, clear communication with residents, business owners, and staff. To this end, the 2023 Operating Budget, as approved at the 2023 Annual Town Meeting, permanently funded the Director of Communication and Community Outreach, a descendent of the previously warrant article funded Public Information Officer position. Further, staff will continue to support boards and committees through other multi-year objectives related to compliance with the MBTA Communities Law, oversight of community housing programs, and climate-related projects to include municipal energy aggregation.

COMMISSIONERS OF TRUST FUNDS

Daniel Burns, Vice-Chairman (elected to serve April 2023 to April 2026)

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

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

FY2023 in Review

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

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

The COTF currently has oversight of 93 trusts. About 65% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 16% 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 \$5.8 million at the end of FY2013, to about \$10.3 million at the end of FY2023.

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

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

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

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

FINANCE DEPARTMENT

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: Melissa Motta, Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; vacant, Finance Assistant; Stanley Winston, Professional/Technical Support Specialist; Information Technology Center: vacant, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; vacant, Network Manager; Pamela Bright, Applications Administrator; Terry Wolfson, Applications Administrator; Pierre Bertrand, Technology Support Technician; Dennis Mulligan, Technology Support Technician; Office of the Parking Clerk: John Kraemer, Parking Clerk; Procurement: vacant, Finance and Procurement Coordinator; Treasurer/Collector: Veronica Harvey, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kara Pierre-Charles, Office Assistant; Christine Collins, Finance Assistant; Caroline Maggiacomo, 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 a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day-to-day management of the Town's finances including the \$210 million general fund budget, \$25 million in special revenue, \$15 million in enterprise funds (water and wastewater), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

Personnel Changes

Fiscal year 2023 saw many changes in staffing. Evelyn Poness announced last year that she would retire as the Treasurer/Collector in September 2022 after serving in the position for over five decades. She gave the Town several months' notice so that a search for a new Treasurer/Collector

could commerce and hire before she retired. Even with the advance notice it took the Town nearly a year to hire a new Treasurer/Collector. Veronica Harvey was hired and began work for Needham in February 2023. During the time between when Ms. Poness retired, and Ms. Harvey was hired, Diane Ryan, the Town's Assistant Treasurer/Collector, was the acting Treasurer/Collector. The Treasurer/Collector's office welcomed Kara Pierre-Charles, who was hired in July 2022 as one of the two Office Assistants and Caroline Maggiacomo was hired in September 2022 as a Finance Assistant. The Town also hired a new Director of Assessing, M Motta who began work in July 2022. The position had been vacant since August 2021 when Hoyt "Chip" Davis, retired. The Assessing office also saw the departure of Karen Rogers who retired in May 2023. Ms. Rogers had worked previously in the Treasurer/Collector's office before moving to the Assessing Office. Karen had worked for the Town for more than 25 years. But Ms. Rogers was not retiring full-time, as she signed on to work on an as needed basis for the Health and Human Services Department. The Information Technology Center saw many changes during the fiscal year. In July 2022, Pamela Bright was hired as one of the Applications Administrators. This position was created and funded for FY2023 to support the growing number of applications and service demands and upon the department. The Information Technology Center saw the departure of two long-time employees, Matthew Tocchio, the Network Manager in December 2022 and the following month, Roger MacDonald, the Town's Director of Management Information Systems. Mr. Tocchio worked in various capacities during his nearly 19 years of service, provided assistance to the Building Design and Construction Department with technology purchases for new public buildings most recently the Public Safety Building complex which houses the police department and fire headquarters, station one. Mr. MacDonald was hired in 2000 as the Town's GIS/Database Administrator which effectively brought the GIS operation in-house. The GIS has become a go-to resource and tool for many departments, committees, boards, and citizens. A few years later Roger MacDonald was promoted to Director of MIS. In January 2023, Pierre Bertrand was hired to fill the vacant Technology Support Technician position. We welcome Pierre Bertrand, Pamela Bright, Veronica Harvey, Caroline Maggiacomo, M "Melissa" Motta, and Kara Pierre-Charles to the Finance Department, and wish Roger MacDonald, Evelyn Poness, Karen Rogers, and Matthew Tocchio well with their future endeavors.

FY2023 Highlights

During FY2023, the Town realized revenue in excess of budget of \$13.3 million and realized budget returns of \$8.3 million. General Fund revenue in excess of budget was \$5.4 million higher than FY2022. The \$8.3 million budget return was higher than the FY2022 return of \$7.7 million. General Fund revenue in excess of budget was higher primarily due to significant building activity in town which produced strong property tax collections, and increased motor vehicle excise. The FY2023 budget return was also higher than the prior year by \$0.6 million primarily due to the greater percentage turnback from the operating budget. The operating budget return for FY2023 was 4.0% of the final operating budget which compares to a return of 3.9% for FY2022.

Motor vehicle excise tax revenue was up 16.2% from the prior year's actual receipts (\$6,779,778 for FY2023 vs \$5,837,070 for FY2022). Sales of new vehicles remained strong during 2022 and 2023 which contributed to the increased excise tax revenue for the fiscal year. The number of

registered electric vehicles garaged in Needham continues to grow and the sticker prices for those vehicles generally are higher than comparable diesel/gas powered vehicles. The higher the sticker price the greater the excise revenue. The actual motor vehicle excise receipts for FY2023 were \$2.08 million over budget, which compares to \$1.84 million for FY2022.

Revenue generated from other taxes, penalties, and payments in lieu of tax (PILOT) was approximately \$1.7 million over the budget for FY2023 which compares to \$1.2 million over the budget for FY2022. The increase in revenue resulted from a combination of a return to normalcy in the hospitality industry here in Needham and higher collections on overdue accounts. Meals excise revenue for FY2023 was \$599,284 compared to \$501,341 for the prior year. Hotel room excise revenue was \$1,368,285 for the year, up from the \$914,419 received during FY2022. The combination of the room and meals excise produced \$1,967,568 for the Town during FY2023 an increase of 39% over the prior year (\$1,415,760). Actual receipts from penalties (\$877,076) were much higher than the prior year as collections on prior year outstanding taxes improved. The amount paid during FY2022 was \$515,391. Payment in lieu of taxes (PILOT) declined by \$44,053 from \$147,913 during FY2022 to \$103,860 during FY2023. The decline was primarily a timing issue in the receipt of payments. The combined collections of penalties and PILOT for the fiscal year were \$980,935, a 47.9% increase.

Total permit income for FY2023 was \$5,099,527 compared to \$2,771,497 for FY2022. Residential construction permit activity continued to be solid and numerous, and the Children's Hospital new ambulatory surgery center which will be built in Needham, obtained the building permit in February 2023. The building permit for that project was more than \$1.8 million. Licenses and permits income was 84% higher than FY2022.

Overall total actual General Fund revenue for FY2023 (\$217,144,004) was \$16,708,229 more than the total for the prior fiscal year (\$200,435,775). The increase was due to the growth in property taxes with \$8.7 million more in FY2023. 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 second year in a row. This will continue because all the projects funded by debt exclusion have been completed and no additional borrowing is required. The excluded debt payments will decline each year, unless and until the Town approves a new project to be financed by excluded debt. The total General Fund revenue surplus for FY2023 was \$13,288,451 which was more (\$5,420,812) than the \$7,867,639 surplus for FY2022. The combination of motor vehicle excise revenue permit and license revenue, and other local tax receipts contributed approximately 52.1% of the total General Fund surplus for FY2023, down from the 52.8% that these sources comprised in FY2022.

The General Fund appropriated operating budget, excluding county and state assessments and other amounts to be provided, accounts for most of the expenditures, returned \$8,279,721 or approximately 4.0% of the operating budget appropriation; the return for FY2022 was \$7,658,330 or approximately 3.9% of the appropriation for that year.

Needham Public Schools returned \$2,427,599, which compares to \$2,045,756 returned for FY2022. The return was \$381,844 more than the return for FY2022. The budget return was higher due to employee turnover savings and unused operational reserves in the supply and service accounts. The turnover salary savings reflected the nationwide labor shortage for teaching assistants, substitutes, administrative support personnel, van/bus drivers and cafeteria staff, which made hiring and retaining those positions difficult. At various points during the year, the number of vacant positions ranged between 20 and 30, with some school department divisions experiencing continuous turnover and/or prolonged position vacancies. The budget returns in the non-salary accounts generally represented unused budgetary reserves, which had been set aside at the beginning of the fiscal year to support unanticipated enrollment and student support service needs, academic interventions, and ongoing COVID testing/PPE expenses. The budget return represents just 2.8% of the final school budget of \$87,277,798 but accounted for 29.3% of the total General Fund budget return.

The employee benefits budget return of \$2,298,849 was 13.3% of its final budget (\$17,255,396). The return was \$614,645 more than the prior year. The higher budget return was due to a lower increase in health insurance premiums than was anticipated, changes employees made with their health insurance selection due to the exit of one of the insurance providers, and lower unemployment costs. The number of active plans for FY2023 was slightly less than the prior year. FY2022 there were 853 plans and FY2023 there were 850. The return represents 27.8% of the total operating budget return for the year.

The budgetary reserve fund (Reserve Fund) returned \$1,178,848 which represents 14.2% of the total General Fund operating budget return for FY2023. The reserve fund budget amount returned was less than FY2022 reserve fund budget return (\$1,304,254), which was 17.0% of the total return in that year. The \$1,178,848 return of the reserve fund budget represents approximately 57.4% of the original voted reserve fund budget of \$2,052,091. There were three draws on the reserve fund during FY2023. The first was \$105,180 to the finance department's information technology center division which saw the departure of key personnel that required the Town to procure outside professional services to service critical network and technology systems and provide afterhours support for public safety. The second transfer was for \$40,000 to supplement the legal service budget to cover anticipated additional costs in connection with of the defense of the Planning Board's decision on a building project. The third transfer was for \$638,063 to the Needham electric light and gas program budget which due to the market and regulatory price increases during the year for electric and natural gas exceeded the amount budgeted for those expenses. As previously noted, there was also a Town Meeting line item transfer of \$90,000 from the Reserve Fund to the Classification Performance & Settlements in May 2023.

The Department of Public Works had the fourth highest budget turnback returning \$471,633 or 2.5% of its budget which compares to \$577,929 or 3.2% of its FY2022 budget. Approximately 81% of the turn back (\$384,122) was from salary and wages. This was largely due to the amount of time it took to fill vacant positions during the year. The balance of the turnback (\$87,511) was

a combination of expenses and operating capital. The department was not able to complete the purchase of capital equipment items before the end of the fiscal year, so it had to return the funds (\$33,100) budgeted for that purpose. The \$54,411 in returned budgeted expenses was the residual balance appropriated for contractors, services, materials, supplies, and other expenses for the fiscal year. This was 0.7% of the \$8,167,639 budgeted. The department budget turnback represented approximately 5.7% of the total operating budget return.

The fifth highest budget dollar return came from the Fire Department, with a return of \$306,723 of its \$10,465,195 final budget for FY2023. This represents 2.9% of the final budget. Most of the turnback (94%) was related to salary and wages (\$289,036). Although there was a transfer to the budget to pay the cost for the new collective bargaining agreement approved during the year, the department had several vacancies during the year which account for most of the return. The combination of the expense and operating capital budget returned \$17,687 (6%) of the total return for the year. The Fire Department's return represents 3.7% of the total operating budget return for the year.

The other twenty-six (26) townwide-expense and departmental budgets returned in total \$1,596,068 or 2.3% of their combined amended budgets for the year. However, the general fund debt budget was exceeded by \$5,627 because the Town paid more principal down than the supplemental appropriation covered. Excluding the deficit, these budgets would have returned \$1,601,695 or 2.3% of the related budgets. The Town added two new budget lines for FY2023. The first was for funding expenses relating to Injury on Duty benefits for public safety employees. The Town established a Special Injury Leave Indemnity Fund, which receives its funding from that appropriation's residual balance. The second budget is for the Needham Council for Arts and Culture (NCAC) to support community-based projects and activities in the performing and visual arts, humanities, and interpretive sciences. Last year the twenty-four budgets returned \$1,366,917 or 2.0% of their combined amended budgets for the year.

The total General Fund balance for FY2023 was higher than FY2022. Fund balance was \$64.6 million for FY2023 compared to \$56.3 million for FY2022, approximately a 14.7% change. The unassigned portion of the General Fund increased from the prior fiscal year with a balance of \$36.3 million for FY2023 compared to \$29.4 million for FY2022. Starting with the FY2021 report, the unassigned portion includes the general stabilization fund. The State certified \$17,356,938 available as Free Cash for FY2023 of which the Town appropriated \$14,522,850 of that amount. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow the Town to appropriate. The Free Cash certified for the prior year was \$16,952,126.

The Town allocated \$9,236,607.00 of the Free Cash for capital equipment and projects for FY2024. The Free Cash appropriated for capital included \$1,310,000 for renovations to McCloud Field, \$260,000 to evaluate watershed area number four including known flooding areas to advise on a phosphorous control plan, and will design improvements previously identified in watershed area number two, \$250,000 to install a permanent generator at the Center at the Heights (senior

center), \$250,000 for energy efficiency upgrades in Town facilities, \$135,000 for ventilation repairs to the tipping and loading areas of the Recycling and Transfer Station building, and \$55,000 for the replacement of video projection equipment in the Rosemary Recreation Complex (RRC). The Town also appropriated \$2,050,000 of the Free Cash for public roads and related infrastructure improvements with an additional \$581,500 from Overlay Surplus. The Town also funded a study in the amount of \$35,000 from Free Cash to explore the feasibility of an action sports park.

Free Cash was also used to fund capital equipment which included \$4,035,263 in core fleet and special equipment, which includes the replacement of the fire ladder truck. The funding for the ladder truck also relied on an additional \$700,000 from Overlay Surplus for a total estimated cost of \$2,000,000. The Town appropriated \$555,129 from Free Cash for capital equipment, furnishings, and technology for the Needham Public Schools, \$130,000 for network switches in municipal buildings, \$50,000 for a telephone system replacement, and \$40,000 for office and meeting room furniture replacements in Town Hall and other administrative offices in town. Free Cash was also appropriated \$30,185 for the purchase of defibrillator/monitor systems for the ambulances and \$51,030 for personal protective gear for fire personnel.

The Town also allocated \$3,597,105 of Free Cash to the FY2024 operating budget. The Town's use of Free Cash for funding the subsequent fiscal year operating budget (2024) was in line with management's guidance of not more than two percent of the previous year's (2022) final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less. Two percent of the FY2022 operating budget excluding the budgetary reserve fund was \$3,874,475; the related budgetary return was \$7,099,273, which was more than the prior year turnback of \$6,354,076.

The Town adopted Massachusetts General Laws chapter 44, section 53F¾ which created a special revenue fund to set aside, and reserve monies received from the cable providers in accordance with the cable franchise agreements to be spent for Public, Educational, and Governmental (PEG) programming and access. These monies will become available for those purposes after a Town Meeting appropriation. However, in order to provide funds to the local Cable Channel for FY2024, the Town appropriation was from Free Cash in the amount of \$671,850.

The Town also appropriated \$300,000 toward the Town's facility maintenance program, \$250,000 for the Town's compensated absence fund, \$150,000 for the refurbishments of certain high value fleet vehicles to extend the useful life, and \$100,000 for surveying of Town-owned property.

The Town established an Opioid Settlement Stabilization Fund (OSSF) to deposit monies that will be received over a number of years as a result of a nationwide settlement with opioid distributors. These funds must be used on programming and strategies for opioid use disorder prevention, harm reduction, treatment, and recovery under the terms of the legal settlement. The OSSF allows the Town to reserve the funds for future appropriation by Town Meeting and to track the use of the monies more easily. However, \$217,288 was received prior to the creation of the OSSF so in accordance with State law the funds were credited to the General Fund. The Town appropriated

\$217,288 from Free Cash to credit to the fund to offset the amount that had to be credited to the General Fund. The \$2,834,088 balance in Free Cash was closed out at year end to fund balance.

Town Meeting voted to authorize the Select Board to borrow up to \$9,000,000 to replace the roof top units (RTUs) at the Broadmeadow and Eliot Schools. This project is anticipated to take two years to complete. Funds will be borrowed as needed for the work to be done. The Town also approved a debt authorization of \$4,000,000 plus \$2,500,000 from cash to fund improvements to the Town's water distribution system in the areas of South Street, Charles River Street, and Chestnut Street.

The Select Board also established a rate schedule for stormwater infrastructure improvements which will become effective during FY2024. The fee will be billed through the Town's water and sewer billing system. Under Article 35 of the May 2023 Annual Town Meeting, the Town voted to establish a stormwater stabilization fund and to authorize 100% of the related fees be deposited directly in the fund. These monies are reserved for future appropriation for stormwater related capital improvements.

The Town procured a new revenue and billing system which will have all the major receivables (motor vehicle excise, property taxes, water and sewer, and general billing) converting from an on premise system to a cloud based environment. Motor vehicle excise billing went live in April 2023 and property tax billing became effective with FY2024. The water and sewer billing application will be rolled out during the next fiscal year. The Town has also upgraded its meter reading applications because the prior version will not be compatible with the new billing software because the Town had to use an older system to work with the legacy billing system.

Submitted as part of the Annual Town Report and can be found in the appendices are the following FY2023 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 Net Position for Internal Service Fund
7. Statement of Revenues, Expenses and Changes in Net Position for Sewer and Water Enterprise Funds
8. Statement of Revenues, Expenses and Changes in Net Position for Internal Service Fund
9. Statement of Cash Flows for Sewer and Water Enterprise Funds
10. Statement of Cash Flows for Internal Service Fund
11. Reconciliation of Operating Income to Net Cash Provided by Operating Activities for Sewer and Water Enterprise Funds
12. Schedule of Trust Funds
13. Statement of Budget Appropriations and Expenditures
 - a. General Fund

- b. Sewer Enterprise Fund
 - c. Water Enterprise Fund
 - d. Community Preservation Administrative Budget
14. Tax Rate Recapitulation as Approved by the Department of Revenue for FY2023

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

Accounting Office

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

The office staff processed a total of 58,104 paychecks/direct deposits during FY2023 which compares to the 56,285 processed in FY2022. The staff reviewed and processed 34,244 invoices from vendors for payment, 864 expense reimbursements and 340 contracts in FY2023, compared to 32,293 invoices for payment in FY2022, 822 expense reimbursements, and 285 contracts. The office also reviewed and processed 2,765 encumbrance requests plus an additional 697 revision requests during the fiscal year which compared to 2,995 and 1,076 respectively during FY2022.

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 assessing staff needed to do extra reviews of individual valuation data with the implementation of the newly acquired billing and collection software application from Quality Data Service, Inc (QDS) for real and personal property taxes. The staff needed to verify the data twice to ensure

that the information migrated from the mass appraisal systems to the billing application and that the data from the prior fiscal year converted successfully from CentralSquare to QDS.

Information Technology Center (ITC)

The Town funded an additional Applications Administrator position for FY2023, and the Human Resources Department worked with the department to reevaluate the computer operator position and was determined that the needs of the Town called for another Technology Support Technician position. The position was created, and the computer operator position was eliminated in order to fund the technology support position. FY2023 the Town began the process of implementing a new billing and collection system that will replace the system that has been in place for thirty years. The project is anticipated to take 24 months to complete. After the departure of the Director of MIS and the Network Manager, the Town has enlisted the assistance of outside vendors and the Needham Public Schools IT Department to manage the day-to-day network and security issues while the Town looks at options to move forward. The Town and School Department hired a consulting firm to review IT activities and make a report. This work will be completed in the next fiscal year.

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 investigations 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. The number of violations issued during FY2023 decreased significantly from 4,095 down to 2,853. The level of enforcement was less as the Town had a number of vacancies during the year which required the Police Department to rein in enforcement because of the lack of persons available to do the work. The percentage of tickets appealed remained consistent to the prior year at 7.6%.

	FY2021	FY2022	FY2023
Parking Tickets	1,457	4,095	2,853
Appeals	225	312	218
Appeal %	15.4%	7.6%	7.6%

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	FY2021	FY2022	FY2023
Requisitions Reviewed	2,230	2,295	2,765
Procurement Numbers Assigned		339	298
Contracts Reviewed	352	316	326

With the increased use of online purchasing through the State procurement site COMMBUYS and Amazon for governments, the number of purchase orders increased from 2,295 reviewed during FY2022 to 2,765 for FY2023. The number of contracts reviewed, many drafted by Finance, increased by 10 from FY2022 with 326 contracts for FY2023. We have tracked the number of planned procurements by assigning a procurement ID which would become the contract number if a contract were executed. The procurement ID does not necessarily mean a formal procurement was conducted, but rather the process of investigating the product or service to be procured has ensured which requires time and assistance from Finance to the department seeking to procure. The number decreased by 41 which may reflect that more low dollar purchasing is being done online through the State and Amazon procurement sites.

Treasurer/Collector

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 use of approximately 90 trust funds valuing approximately \$9.0 million.

Collection	Amount
Real Estate Tax Collections	\$165.9 Million
Motor Vehicle & Trailer Excise Collections	\$6.8 Million
Personal Property Tax Collections	\$9.7 Million
CPA Surcharge Collections	\$3.1 Million
Other Bill Revenue Collections	\$1.5 Million
Ambulance Receipts	\$1.4 Million

During FY2023, the Treasurer/Collector office issued 40,981 real estate tax bills; 2,545 personal property tax bills; 29,180 motor vehicle excise bills and in conjunction with the Water and Sewer Department issued 44,740 utility bills.

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 609 grants for a total of \$270,863. During FY2023, donations to the fund were \$12,410.84. 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 349 grants for a total of \$382,632. During FY2023, the Committee reviewed 36 applications and found 33 were eligible for an award. The median award was \$1,300 for FY2023.

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. At the 2014 Annual Town Meeting, the body voted to establish the Veteran's Property Tax Program which will be similar to the Property Tax Work off program but is for eligible veterans.

During FY2023, the Treasurer issued two Bond Anticipation Notes (BANS) one in the amount of \$2,940,000 with a net interest cost of 4.63% and a second in the amount of \$3,060,000 with net interest cost of 3.77%. The first Ban was paid in full on June 30, 2023. The second BAN was carried forward to FY2024 with a due date of October 2023.

The Treasurer/Collector was greatly involved in the review and selection of a new billing and collection software provider. Quality Data Services, Inc (QDS) was the selected vendor. Committed receipts must be tracked and accounted for and each customer'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 software must be able to accommodate all these needs. The Town moved forward with the implementation of the selected billing and collection software all while doing the day-to-day activities without any additional staff. This was extra challenging because of the vacancies in the department, changes and departure of staff in information technology division, changes with treasurer/collector staff who are not familiar with the legalities of billing as a municipality and the software itself. The project timeline was much longer because the prior Treasurer had retired, and a new Treasurer was not hired until February 2023.

The Town began billing motor vehicle and trailer excise tax in April 2023. The rollout of the excise billing was rather straight forward but the migration and validation of prior year data was time intensive. There were delays with starting the billing because of the different vendors that the Town works with each needed to validate and test the new bill format. This included the bill printing vendor, the lockbox service provider, and the online payment option providers. During the spring of 2023, the department working with the assessing division, had to learn to use the real and personal property billing functions of the new software, and worked to be able to produce the FY2024 preliminary tax bills with the new system. Again, as with the motor vehicle excise, the movement of prior years' tax data was time intensive. The billing through QDS required that all the prior history and open account information was readable so that the Town would be able to continue producing municipal lien certificates (MLC). This is a very critical function as a regular course of business as, residents, businesses, banks and mortgage companies, and buyers of real estate need to have the information that appears in the MLC to know if there are any open charges against the property that may lead to a lien against the property. The MLC must show current taxes, taxes and fees of the immediate past two fiscal years, whether that are any betterments, a tax title, deferred taxes, current and outstanding water and sewer charges, a general legal description of the parcel and assessed value.

FINANCE COMMITTEE

John Connelly – Chair

Louise Miller – Vice Chair

Karen Calton

Barry Coffman

Carli Hairston

James Healy

Joshua Levy

Richard Reilly

Carol Smith-Fachetti

Staff

Louise Mizgerd – Analyst

Purpose

The Finance Committee has two primary responsibilities under Town by-laws: first, to develop a balanced budget for the subsequent fiscal year to recommend to Town Meeting for its consideration and vote, and second, to make recommendations to Town Meeting regarding capital requests and any issues with financial implications. The by-laws provide the Finance Committee with broad access to all facts, figures, records and other information relating to all Town officers, agents or employees as it carries out these responsibilities. The Finance Committee executes its duties through open deliberations and by 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. There are nine members of the Finance Committee, all appointed by the Town Moderator.

The Finance Committee works closely with the Town Manager, School Superintendent, Select Board and School Committee each year to prepare a balanced budget to recommend to the Annual Town Meeting. This budget must meet the changing operational needs of the Town while also being fiscally prudent and sustainable. 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. These questions are critical since requested expenditures typically exceed projected revenue, and setting a balanced budget is required by State law. Each fall, the Finance Committee begins its process of preparing the budget for the following fiscal year. This budget process spans more than six months and includes meetings with leadership of each department and each board or committee that has its own budget, as well as site visits, research, and analysis. The Finance Committee votes on a draft budget that it submits to the Town Manager in February, followed by a final budget to be included in the Annual Town Meeting warrant. The Finance Committee’s budget represents the Finance Committee’s recommended budget on behalf of the citizens of the Town. The Finance’s Committee also votes recommendations on each warrant article that it finds to have financial implications for the Town after meeting with the proponents and any interested parties to determine the effects of enacting the proposed article. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can properly maintain its infrastructure and preserve and also enhance the essential services which benefit its residents.

FY2023 Highlights

Capital Projects

During FY2023, the Finance Committee continued to call for the Town to develop an attainable financing plan with a clear set of priorities before moving forward with major capital projects as the best approach to meeting the Town's needs in an affordable way. Some of the more significant capital projects and plans that the Finance Committee considered were as follows:

Emery Grover Building: The Town requested supplemental funding for the Emery Grover renovation and reconstruction project at the October Special Town Meeting due to the rising cost of construction. Construction costs increased due to inflation, a tight labor market, and supply chain issues. At the Finance Committee's request, the Town held off on determining the final requested funding amount until shortly before Town meeting so that there would be actual bids to consider and there would be more known costs and therefore less need for contingency funding.

Foster Property Acquisition: The Select Board proposed that the Town enter into an agreement that would allow a developer to build clustered housing on the property known as the "Foster Property". The proposed plan would also provide for a portion of land as a buffer around the development, and would allow the Town to purchase 25 acres for conservation or for open space and recreation with access to the Charles River for \$2.5 million. The Finance Committee was concerned about where the acquisition would fall within the Town's priorities, and how the planned project will affect the Town's infrastructure. The Finance Committee felt there should be a better understanding of the financial impact of this expenditure in light of the fact that the Town had a number of significant capital building projects on the horizon. The Committee was also concerned that the process, which involved making a funding decision outside of the annual cycle, would not allow Town Meeting to weigh this expenditure against other important needs.

Town Facility Financing Plan Update: The Finance Committee advocated for developing a plan for major capital projects that would not only clarify and prioritize the Town's needs, but would be cognizant of the available debt capacity. In December 2022, The Town released an updated plan for financing the anticipated upcoming major capital projects, based on the Select Board's priorities and the School Committee's master plan for school buildings. The Finance Committee expressed concern that the school master plan proposed to undertake one of the school projects without seeking funding and support from the Massachusetts School Building Authority. The Finance Committee also expressed concern about the fact that the facility financing plan as set forth would require a number of years where the Town's financing costs would exceed the Town's own debt management policies. The Finance Committee stressed the importance of being mindful of the tax burden of the proposed plan on town residents.

Quiet Zone: The Town sought funding to design a "Quiet Zone" at various railroad/street crossings which would provide other safety measures such as lights and gates in order to

decrease the need for loud horns. The Finance Committee was concerned about potential legal ramifications as well as whether there was sufficient debt capacity given the number of other high priority planned capital projects. The Town planned to reconsider the project another year.

Other Financial Matters

Stabilization Funds: In consultation with the Town Finance Director, the Finance Committee considered target funding levels for the Town's various Stabilization Funds. These funds have been established over the years in order to protect the Town's finances. They serve as reserves for saving money for known large projects or as emergency funds to provide a source for significant unexpected expenditures that do not have another funding source. They are designed to cover costs needed for issues such as major unexpected facility repairs or replacement of damaged equipment. The Finance Committee recommended target funding levels that are tied to the purposes of the various funds. For example, since the stated purpose of the Capital Facility Fund is to provide emergency funding for improvements, maintenance or repairs to existing Town capital facilities, the target funding level would be 1% of the current insured value of Town buildings. The recommended target for the Capital Improvement Fund, which has a purpose of funding needed capital equipment needs, would be the cost of two of the most expensive pieces of capital equipment, such as a ladder truck and a fire engine, and the recommended target of the Athletic Improvement Fund is the cost of replacing the synthetic turf fields.

Climate Action Plan: The Finance Committee discussed the proposed Climate Action Plan. While the Committee supported environmental protection, it was concerned about spending obligations that may come with such a plan and getting a clear understanding of what federal funds may be available for projects.

Rising Energy Costs: Energy costs increased significantly over the course of FY 2023, and these increases were expected to outpace the budget. Despite a warmer than usual winter, energy usage also increased due to the Town's larger facilities and more complex building systems. By the end of FY 2023, a Reserve Fund transfer was needed to address the shortage in the energy budget in Townwide Expenses, and it was anticipated that the FY 2024 budget may also face a shortfall if energy costs continued to increase at the same rate.

Operating Budget Recommendation for FY2024

The Finance Committee is responsible for developing an annual operating budget for the following year that it recommends at the Annual Town Meeting. Each Finance Committee member dedicates countless hours to developing a fair and equitable budget that will serve the best interests of the Town. The Finance Committee began its work on the FY 2024 budget in late fall of 2022.

Revenue

The Town's revenue projections for FY 2024 remained strong. Property taxes were expected to remain robust for another year. Property tax as a revenue source did not falter even during the pandemic years despite the uncertainties of that period. The projected amount of New Growth remained solid for FY 2024, though the increase appeared modest compared to the significant bump in New Growth during FY 2023 due to significant public utilities upgrades that year. While the COVID-19 pandemic persisted during most of FY 2023, the Town's operations were close to normal during fiscal year 2023, and most Town business and meetings were conducted in person.

The Finance Committee's FY 2024 budget recommendation was based on expectations of how operations would be conducted in fiscal year 2024, most of which would be the post-pandemic normal, which meant that some services would be provided just as they were before the pandemic, and other services would be provided in new or different ways, or might be expanded or contracted. The Town's initial revenue projections for FY 2024, which served as the basis for creating the FY 2024 spending plan, were conservative and included only modest increases over the adjusted FY 2023 revenue levels. Close to 80% of the Town's projected annual revenue comes from property taxes. Property tax is determined using the tax base from the prior year, adding an allowance for new growth, and also adding the amount that will be collected for excluded debt. Needham's property tax revenue remains consistently strong and reliable, and affords the Town more protection against unexpected fluctuations than if the Town were to rely more significantly on other revenue sources. The Town's local receipts were projected to increase fairly significantly in FY 2024 due to the fact that these receipts were still rebounding from the pandemic-related economic slowdown. The Town used conservative estimates for state aid, including both unrestricted general government aid (UGGA) and Chapter 70 school aid, based on the preliminary estimates from the state that were available during the budgeting process. These estimates are often adjusted after the fiscal year is underway when that state budget is in place and there is a better understanding of what the levels of actual revenue will be. The state budget for FY 2024 was on a later schedule than usual since there was a newly elected governor, creating a bit more uncertainty.

FY 2024 Budget Process

The Finance Committee started its annual budget process in December 2022 when the Town departments, the School Superintendent and various boards and committees submitted budget requests as required under the Town by-laws. The Committee conducted a careful review of these spending requests. The Finance Committee members each serve as liaisons to several departments. The liaisons met with department managers to review that department's budget submission in detail. The Finance Committee then held hearings from December 2022 through March 2023 to review the budget request of each Town department, board, and committee with the leadership of that group. In the course of the development of a budget recommendation for FY 2024, 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 all operational and capital needs;
- Held budget hearings with each department; and
- Deliberated each request in depth.

The Finance Committee is required to develop a balanced budget to recommend to Town Meeting each May. 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 controlling increases in staffing levels. Once a position is included in the operating budget, it tends to be included yearly thereafter. Many new positions are initiated with grant funding to provide a service for a limited time. The Finance Committee holds the decision whether to fund a previously grant-funded position within the operating budget to the same level of scrutiny as a proposal to fund a new position providing a new service within the operating budget. The Committee considers the anticipated need being met, and also the costs, including both salary and benefits, as well as whether there are space and equipment requirements that can be met.

The Finance Committee received the Town Manager's executive budget and revenue estimates that were released in late January 2023. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY 2024 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January 2023.

The Finance Committee carefully considered each department manager's FY 2024 spending request and was impressed at the level of thoroughness and creativity, combined with a demonstrated understanding of the need for fiscal discipline. The Town's overall spending plan was well within the projected revenue growth and was sustainable going forward.

FY 2023 Operating Budget Highlights

The Finance Committee developed the FY 2023 budget during the fall and winter of 2022-2023 and voted its final recommendation on March 1, 2023. The Finance Committee's recommended budget for FY 2023 was fiscally prudent while providing sufficient funding to maintain level services in most Town operations and also allowing for carefully planned and vetted expansion of some worthy programs and services. The Committee considered each budget request on its merits, and also within the context of the anticipated capital needs and related increased spending anticipated in near future. Finance Committee continues to seek to ensure that the tax burden on

residents is not higher than necessary. Education costs continue to increase as there has been a growth in student needs in the aftermath of the pandemic and a corresponding need for additional staff. The cost of special education tuitions also jumped up. The budget included salary increases for staff for performance as well as general cost-of-living increases, particularly important due to rising inflation.

Townwide Expenses

Townwide Expenses, which are the costs incurred by the Town or spread across a number of departments, increased only slightly overall in the FY 2024 budget. This was due in large part to the fact that there was a significant decrease in the Debt Service line combined with a small decrease in the Reserve Fund that counterbalanced the increases in other lines. The largest component of the increase in Townwide expenses was due to rising costs within the Needham Electric, Light and Gas Program. Energy costs increased quickly and more substantially than expected in FY2023. It was unclear whether the rate of increase of energy costs would continue. If the budgeted amount were to prove insufficient, the Finance Committee can move funds from the Reserve Fund to cover a deficiency. The budget for insurance and employee benefits and the costs of funding retirement benefits were increasing due to health insurance costs increases as well as an increase in the number of benefited positions. Townwide Expenses also include funds aside to provide funding for salary increases which would be available to cover salary increases for Fire union employees that did not have a settled agreement at the time the budget recommendation was voted. Those amounts can 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 for employees and to cover increased expenses due to annual inflation. The largest increases typically occur where there are added staff positions or new expenses. The Finance Committee keeps in mind that any increases in staffing levels typically affect not only salary costs, but also benefits and retirement costs. The FY 2024 budget included funding for the salary of the Public Information Officer after a successful pilot program, as well as additional salary costs for the Community Housing Specialist department whose salary had been partially funded through CPA funds, plus additional resources to expand certain mental health programs and services. As it does with every request, the Finance Committee carefully reviewed each request for additional staff, and encouraged efficiencies, or pooling or redirection of resources, in order to reduce the need for adding new positions when possible. For example, when this budget was prepared, the Town's technology department was in transition after the departure of management staff. Rather than immediately hire a replacement for this important function, the Town took the opportunity to consider whether there should be a different approach to its technology services, and if there should be more coordination of the technology needs of the Town departments with the Schools.

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 a 4-year rolling average of enrollment of Needham students 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 FY 2024 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 to review the details of the Superintendent's budget request to ask questions, gather further information, and provide feedback. The School Committee made its own recommendation based on the Superintendent's request. The Finance Committee recommended fully funding the bottom line of the School Committee's recommended budget for FY 2024. The budget included increases due to contractual salary increases, higher projected enrollment, and increased need for student support services, including special education. School 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 social distancing that have resulted in an increased need for staffing for student support services including not only special education, but also additional services to address socio-emotional issues and needs related to disrupted learning. Certain costs attributable to the pandemic had been covered by grant funding, but there are some longer term needs that may need to become part of ongoing operations, at least for the foreseeable future. The Finance Committee will continue to carefully review new programs and staffing requests, as well as the enrollment projections, and encourage the 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 for the Town of Needham that meets the needs of its residents, while being financially sustainable. The FY 2024 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 during 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 FY2024

The Finance Committee received the Town's Capital Improvement Plan for FY 2024 – FY 2026 released in early January 2023. 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. 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 one-time needs or boosting reserves. There was a significant level of free cash carried over from FY 2022 that was available for appropriation in FY 2023 due to the fact that the Town held back on non-critical spending during pandemic years, and many pandemic-related expenses were covered by federal aid. The Town had restrained spending to be sure to have funding for unexpected needs that might not have a funding source, which left funding for significant cash capital expenditures in FY 2023. The Town was able to cover not only its first and second tier cash capital items, but also to fund two significant costs: the Quint Ladder Truck and the McLeod Field Improvements with cash instead of debt. This would ease some of the strain on the debt capacity going forward.

Future Opportunities and Challenges

The Finance Committee continues to monitor the Town's budget and finances as the Town has come through the period of marked uncertainty that persisted during the peak of the pandemic now seems to be in a phase where we can focus on longer term needs and goals. There are certainly long-term effects of the pandemic that remain, particularly with respect to education and public health, and we have established some new routines and programs to address those needs. The Finance Committee is 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 FY 2022, with more concrete numbers and discussions being held in FY 2023 and FY 2024 as the Town sought to prioritize its various upcoming needs and abide by its debt policies. The School Department filed a Statement of Interest with the Massachusetts School Building Authority, a first step to partnering with that agency which can lead to a significant funding opportunity for renovating or replacing one of our school buildings. 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 both 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 of 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 FY 2024 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 sought to deliberate and discuss 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, and are open for the public to attend. Most meetings are in person and are often available to view electronically. The public, particularly Town Meeting

Members, are encouraged to attend any meeting. The Committee begins most every meeting with an invitation for comments from residents. The Finance Committee held an information session with Town Meeting Members in October of 2023 to help explain the Committee's role in the budgetary process as well as in Town government in general. The Finance Committee seeks to be open and transparent in its actions and to ensure that its independent and objective recommendations help keep Needham well-prepared to meet present and future financial 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 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.

FY2023 Highlights:

In September 2023, the Select Board formally appointed Miyares-Harrington as Town Counsel.

During FY2023, 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, Planning Board support, suits filed against the Town, 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.

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, and bond issuance.

FY2024 Forecast

In FY2024, the Town will continue to utilize the services of contract counsel for primary and specialty needs.

MODERATOR

Michael K. Fee, Town Moderator

Mission

The Town Moderator is a volunteer elected official who presides over the Needham Town Meeting. Our town meeting is a representative town meeting, a "citizen legislature" comprised of 250 "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, Needham 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. The 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 in some cases 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 and others.

Fiscal Year 2023 Highlights

During Fiscal Year 2023, Town Meeting met in James Hugh Powers Hall to conduct three town meetings:

- A Special Town Meeting was held on October 24, 2022
- An Annual Town Meeting convened on May 1, 2023
- During one session of the the May Annual Town Meeting, a Special Town Meeting was held.

In Fiscal Year 2023, the Town of Needham website continued to be an invaluable resource for Town Meeting Members. We moved away from the pre-recorded presentations we had implemented during the pandemic, however, and used the website for the posting of summary materials in advance. At town meeting, proponents of main motions under articles made live presentations to town meeting and engaged in discussion and debate with the members.

With the assistance of the Town Clerk, I 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 10, 2023, I planned and hosted a meeting at the Broadmeadow School Performance Center entitled "Needham Town Meeting: People, Process and Purpose." The Needham Public Schools kindly donated the space and AV equipment for this meeting. The keynote presenter at the meeting was Professor Arthur Brooks of the Harvard Business School. I asked Professor Brooks, a Needham resident, best-selling author and world-renowned speaker, to speak to town meeting members and residents about the importance of civility and respectful engagement in out public discourse. He graciously accepted the invitation and made a stirring presentation.

Professor Brooks’ presentation was followed by my presentation on the purpose of town meeting, the volunteers who play important roles at town meeting and the importance of engaging in respectful dialog on town meeting floor and in community meetings and interactions that lead up to town meeting. The slides from my presentation are available on the Town Meeting page of the Town of Needham website:

<https://www.needhamma.gov/DocumentCenter/View/45641/Needham-Town-Meeting-Presentation-with-Town-Moderator-April-2023?bidId=>

On April 24, 2023, I worked with the Needham League of Women Voters to hold an extremely well attended orientation for New Town Meeting Members at the Center on the Heights. The Orientation preceded the Warrant Meetings hosted by the League that same night.

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.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2023. I personally pay for any expenses I incur, such as the preparation of the Needham Town Meeting Handbook, educational materials I use for new Town Meeting Member Orientation, and the dues I pay to belong to the Massachusetts Moderators Association. 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 Human Resources Advisory Committee (formerly known as the Personnel Board) and members of several other boards and committees, including the Community Preservation Act Committee, The Transportation Committee, and the Youth Commission Board. I am proud of the residents I appointed in Fiscal Year 2023 and prior, who served their fellow citizens in various positions during Fiscal Year 2023. 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 their 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 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.

The Board and Staff would like to thank the Town for their collaboration and support, and our members for their service to the Town and its constituents.

Respectfully Submitted,

Jacob Cole, Administrator

Enc.
PRIM's 4th Quarter Annual Report
Deaths
Retirements

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PRIM Board Quarterly Update

Fourth Quarter 2023

2023 Needham Annual Report



PRIM Executive Director and Chief Investment Officer Michael G. Trotsky, CFA provided the following information to the PRIM Board at its February 15, 2024 meeting:

Executive Director and Chief Investment Officer Report

The PRIT Fund returns surged during the December quarter and performed strongly for the full calendar year 2023. For the December quarter, the PRIT Fund was up 6.2% gross (6.1% net) and for calendar year 2023 the PRIT Fund was up 11.4% gross (11.0% net). This return equates to a net investment gain of \$10 billion, and the PRIT Fund reached \$101 billion in assets at the end of December 2023.

In the December quarter of 2022, financial markets were just beginning to rebound from a double-digit downturn. The consensus view of economists and market pundits at the time was that the economy would dip into a mild recession in calendar 2023. That did not occur; instead, the economy continued to grow; inflation fell; bond yields peaked; and the markets took off. The S&P 500 returned more than 26% and bonds returned more than 5% in calendar 2023; nobody would have predicted these strong returns a year ago. Once again, these outcomes support PRIM's core investment beliefs: Nobody can predict the future, so we don't try, and nobody can predict the direction of the financial markets, so we don't try.

It is important to emphasize PRIM doesn't alter asset allocations based on economic or market forecasts. Instead, we construct a well-diversified long-term portfolio with components that will perform well in a variety of market environments, and we are laser focused on controlling costs. We modestly adjust the portfolio each year using our internally developed asset allocation tools to improve the probability of achieving our mandate of funding the pension liability.

At the February 2023 Board meeting, we made very small adjustments to our long-term strategic allocation, and similarly this year's recommendation is also modest: a 1% increase in the Value-Added Fixed Income target range to 6%-12% with a focus on Other Credit Opportunities (OCO), and a 1% decrease in the Global Equities target range to 31%-41% funded from Developed Markets. These small changes increase the probability of achieving our investment objectives. The OCO allocation seeks unique exposures to credit sectors with returns targeted in the low double-digit range.

We also have discussed the fact that market downturns often create attractive investment opportunities. Throughout the downturn in the markets in 2022, the PRIM team deployed approximately \$5.7 billion in new investments which was enabled by our carefully planned commitment pacing models. We were investing steadily while other peers were pulling back. With the strong market returns during calendar 2023, that turned out to be very good timing. We continue to find attractive opportunities.

The world is full of difficult challenges, but the markets have been very strong mainly because of several factors: bond yields have peaked; inflation is trending downward; the economy has avoided a recession; employment remains strong; the Fed has stopped raising rates, and corporate earnings have remained healthy. We remain cautiously optimistic, but also acknowledge that risks remain. The main risks going forward are familiar: that inflation spikes again or remains too high; business spending or corporate earnings could weaken, or other unanticipated conditions could emerge that result in an economic slowdown or disruptions that impact 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 well in any environment.

PRIT Fund Performance

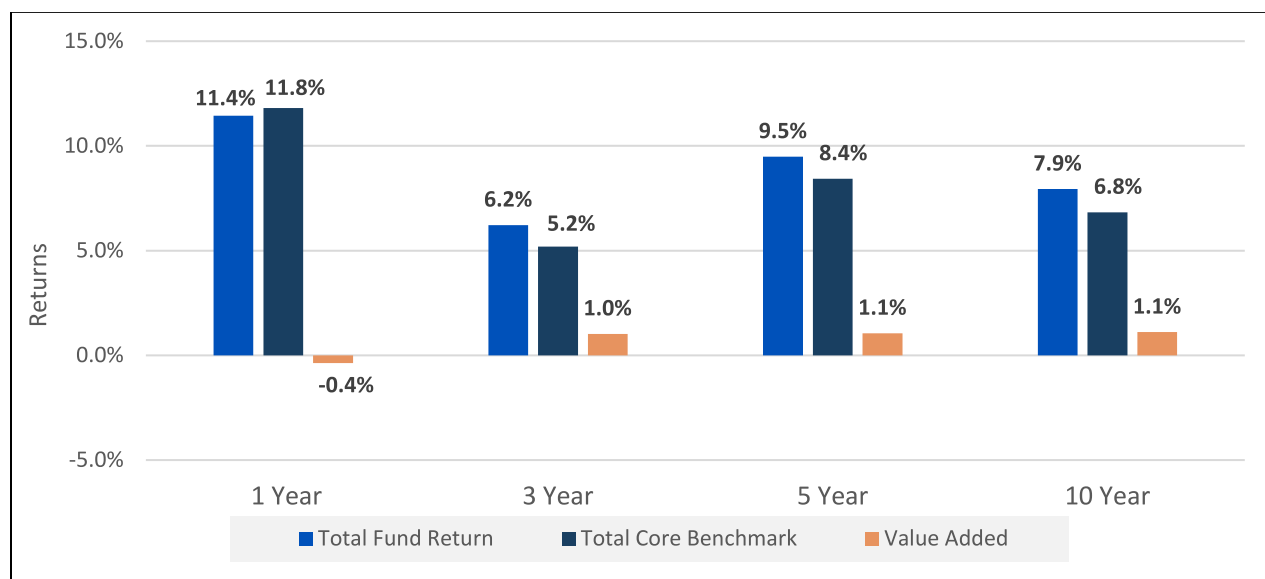
For the one-year ended December 31, 2023, the PRIT Fund was up 11.4%, (11.0% net), underperforming the total core benchmark of 11.8% by 37 basis points (84 bps net).

- This performance equates to an investment gain of \$10.0 billion, net of fees.
- This underperformance equates to \$770 million of value below the benchmark return, net of fees.
- Net total outflows to pay benefits for the one-year ended December 31, 2023 were approximately \$992 million.

The following charts summarize the PRIT Fund performance for the one-year ended December 31, 2023.

Total PRIT Fund Returns

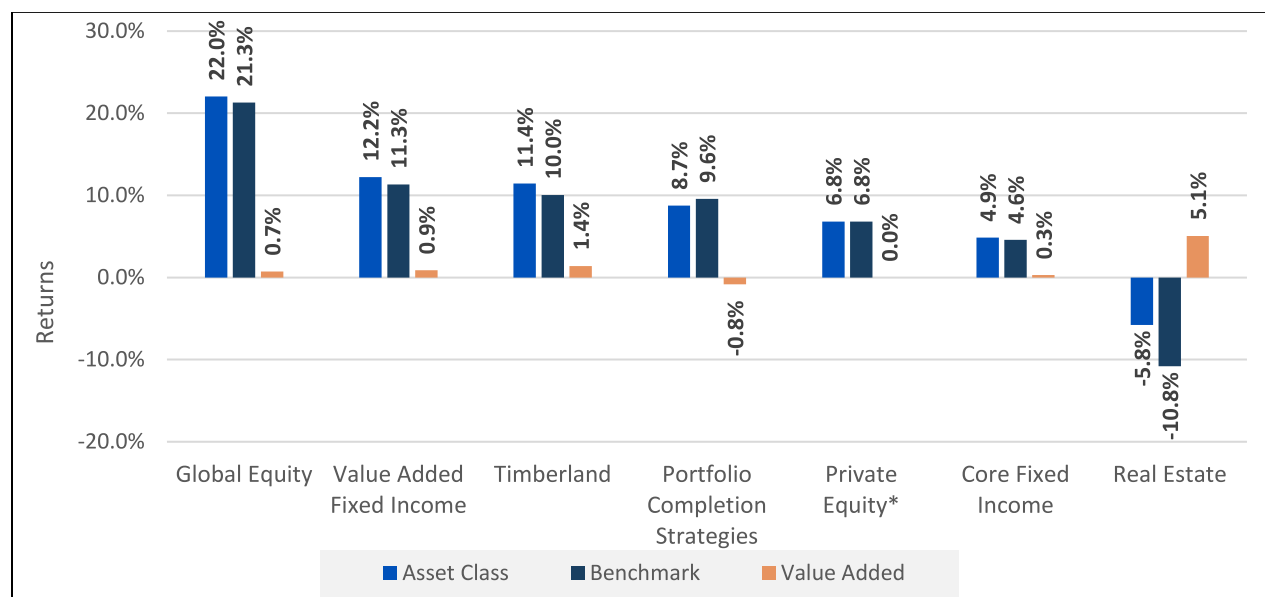
Annualized Returns as of December 31, 2023 (Gross of Fees)



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

PRIT Asset Class Performance Summary

One Year ended December 31, 2023 (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, 2023 - Gross of Fees)

1 Year	3 Year	5 Year	10 Year
GLOBAL EQUITY 22.0%	PRIVATE EQUITY 19.2%	PRIVATE EQUITY 19.2%	PRIVATE EQUITY 19.5%
VALUE-ADDED FIXED INCOME 12.2%	TIMBER 10.4%	GLOBAL EQUITY 12.0%	REAL ESTATE 8.8%
TIMBER 11.4%	REAL ESTATE 9.1%	REAL ESTATE 7.9%	GLOBAL EQUITY 8.2%
PCS 8.7%	GLOBAL EQUITY 6.1%	TIMBER 7.0%	TIMBER 6.3%
PRIVATE EQUITY 6.8%	VALUE-ADDED FIXED INCOME 5.8%	VALUE-ADDED FIXED INCOME 6.3%	VALUE-ADDED FIXED INCOME 5.0%
CORE FIXED INCOME 4.9%	PCS 5.0%	PCS 4.7%	PCS 3.7%
REAL ESTATE (5.8%)	CORE FIXED INCOME (5.0%)	CORE FIXED INCOME 1.4%	CORE FIXED INCOME 2.8%

Source: BNY Mellon. Returns as of December 31, 2023

Organizational Updates

PRIM Board Members **Theresa McGoldrick** and **Dennis Naughton** were both re-elected to their seats. They have been thoughtful and engaged Board members, and we thank them for their continued service on the PRIM Board. Theresa represents the Massachusetts State Employees' Retirement System (MSERS) and her term's duration is three years. Dennis represents the Massachusetts Teachers' Retirement System (MTRS) and his term's duration is four years.

Since the last Board meeting, we hired one new employee and promoted four outstanding individuals on the PRIM staff. We look forward to their continued success.

Raluca Zelinschi joined the Real Estate and Timberland team in February as an Investment Officer reporting to John La Cara. Raluca will work with John on the private and public real estate portfolios and timberland investments. Before joining PRIM, Raluca was an Associate Director of Portfolio Management at Intercontinental Real Estate, where she worked on a \$3 billion private real estate portfolio invested across various sectors and geographies. She also has prior experience at STAG Industrial and AEW Capital Management. Raluca holds a Master of Arts degree in International Economics and Finance from the Brandeis International Business School, is a graduate of Whittier College, and is a CFA Charter holder.

Tim Doyle was promoted to Investment Officer on the Private Equity team. He joined the team as an Investment Analyst in February of 2022. Prior to PRIM, Tim spent three years at Cambridge Associates, first as an Investment Associate and then he was promoted to Team Leader and eventually to Senior Investment Associate in their Pension Practice. Previously, he was an Investment Analyst at Mass General Brigham Investment Office. Tim has made a significant contribution to new manager underwritings and has taken over leading manager coverage responsibilities at PRIM. Tim's contributions to the team's market mapping and proactive sourcing efforts have been outstanding. Tim holds a Bachelor of Science in Finance from Boston College.

Eliza Haynes was promoted to Investment Officer on the Private Equity team. She joined PRIM as an Investment Analyst on the team in September of 2020. Eliza graduated from Holy Cross and had interned in their Investment Office. Upon graduation, she was hired as an Investment Fellow at the Investment Office and worked there for more than two years. During her three plus years at PRIM, Eliza's contributions have been impactful. She has contributed to and led the evaluation of many private equity funds and co-investment opportunities. In 2023, Eliza received the Treasurer's citation for outstanding performance. Eliza is also leading the design and implementation of PRIM's GP-led secondary investment strategy and process.

John La Cara, Senior Investment Officer on the Real Estate and Timberland team was promoted to Senior Investment Officer and Director of Listed Real Estate and Debt Capital Markets. John joined the Real Estate and Timberland team as an Investment Officer in 2008 and was promoted to Senior Investment Officer in 2016. John's contributions are extensive. His responsibilities include oversight of private real estate and private timberland investments across various regions, property types and investment vehicles. Additionally, John manages the listed real estate investment mandates (REITS) and the private real estate leverage program, which has issued more than \$2 billion in innovative and low-cost debt facilities since 2013. Prior to PRIM, John held positions at Fidelity Investments, New England Securities, and Citizens Financial Group. John holds a Master of Science degree in Investment Management from the Boston University School of Management and is a graduate of Lesley University.

Joy Seth was promoted to Senior Investment Officer on the Portfolio Completion Strategies team. He joined PRIM in March of 2020 as an Investment Officer. Joy pursued his undergraduate degree from the University of Texas, Austin, and graduate degree from the University of Washington. He started his career as a Software Engineer at Microsoft. He then worked for the Employees Retirement System of Texas as a

Senior Investment Analyst and was there for almost seven years before joining PRIM. Joy is a CFA Charter holder. During the past four years, Joy has grown to be a vital member of the team. He has become a key strategist covering Stable Value Hedge Funds; he developed PRIM's industry-leading Digital Platform by automating analytics and designing our internally designed back testing tools; and he has emerged as a thought leader in technology topics, hosting seminars to demystify complex concepts for PRIM colleagues. He actively contributes to the FUTURE Initiative by searching and vetting emerging diverse fund managers. He also dedicates significant effort to recruiting and mentoring interns from diverse backgrounds.

Colleen Nulty, Corporate Accountant, successfully completed the CFA Investment Foundations exam.

PRIM Board Actions

Asset Allocation Recommendation

The PRIM Board approved the 2024 asset allocation recommendation of a 1% increase in the Value-Added Fixed Income target range (5%- 11% to 6%-12%) and a corresponding 1% decrease in the Global Equities target range (32%-42% to 31%-41%). The small increase in the Value-Added Fixed Income will be focused on increasing Other Credit Opportunities.

Public Markets

New Investment Recommendation: Economic Index Associates

The PRIM Board approved an initial investment of up to \$500 million to the Economic Index Associates IFED-LG Index ("Index") through RhumbLine Advisers. The Index is a U.S. large capitalization, rules-based, replicable, and transparent index.

Portfolio Completion Strategies

New Investment Recommendation: FourSixThree SMA

The PRIM Board approved an initial investment of up to \$175 million to FourSixThree Capital, to be invested through a PRIM separately managed account. FourSixThree provides an opportunistic special situations strategy managed by a talented and motivated senior team. FourSixThree will be added to the Portfolio Completion Strategies (PCS) co-investment program in accordance with the Board-approved PCS and OCO co-investment guidelines in assessing opportunities.

Private Equity

Follow-on Investment Recommendation: Spark Capital VIII, L.P. & Spark Capital Growth V, L.P.

The PRIM Board approved a commitment of up to \$17 million to Spark Capital VIII, L.P. and a commitment of up to \$34 million to Spark Capital Growth V, L.P. Spark Capital makes venture capital investments in seed, early, and growth stage companies across a variety of sectors. PRIM has invested in eleven prior Spark funds since 2005.

Follow-on Investment Recommendation: Flagship Pioneering Fund VIII, L.P.

The PRIM Board approved a commitment of up to \$60 million to Flagship Pioneering Fund VIII, L.P. PRIM has invested in eight prior Flagship Pioneering, Inc. ("Flagship") funds since 2004. Flagship employs an incubation model to launch seed and early-stage companies in the biotechnology, health technology, and agricultural technology markets.

Stewardship and Sustainability

PRIM's Stewardship Policy Statement

The PRIM Board approved the Stewardship Policy Statement which lays out the objectives and principles to ensure that PRIM's responsible stewardship efforts are rooted in fiduciary duty and commitment to long-term value creation.

2024 Proxy Voting Guidelines

The PRIM Board approved the 2024 Custom Proxy Voting Guidelines. The recommended proxy voting enhancements are designed to clarify PRIM's rationale, set clear expectations, and enhance PRIM's impact on key issues.

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



FY2023 RETIREEES

Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
SCH	Ackerley, Jeanne	6/24/23	16 years 7 months	FIR	Sullivan, Jr. Edward	5/1/23	23 years 1 month
SCH	Campbell, Lonni	6/24/23	12 years 9 months	SCH	Keller, Linda	6/24/23	23 years 8 months
SCH	Cerrato, Christine	7/22/22	23 years 2 months	SCH	Langley, Dana	1/1/23	12 years 4 months
SCH	Ciavattone, Carmela	6/16/23	22 years 9 months	DPW	Logan, Daniel	7/20/22	31 years 5 months
TWN	Cohen, Michael	9/1/22	14 years 0 months	SCH	Maloney, Edward	9/25/22	10 years 0 months
FIR	Condon, Dennis	7/5/22	35 years 9 months	SCH	Patsio, Carol	7/17/22	23 years 0 months
MBM	Foster, Eddie	7/17/22	10 years 0 months	TWN	Poness, Evelyn	9/3/22	42 years 3 months
TWN	Gordon, Penny	12/1/22	26 years 10 months	TWN	Roche, David	6/30/23	25 years 6 months
MBM	Griffin, George	6/30/23	30 years 5 months	TWN	Rogers, Karen	6/1/23	25 years 2 months
SCH	Hanks, Susan	6/16/23	24 years 8 months	MBM	Griffin, Niki	4/21/23	35 years 2 months
SCH	Hilliard, Maureen	12/1/22	12 years 4 months	SCH	Santucci, Mirella	3/31/23	13 years 9 months



FY2023

Dept	Retiree	Date of Passing	Years of Service	Dept	Retiree	Date of Passing	Years of Service
WAT	Ames, Kenneth	1/18/23	35 years 10 months	SCH	Kellner, Ines	10/12/22	20 years 6 months
SEW	Aylsworth, John	8/4/22	25 years 2 months	FIR	Mason, David	1/6/23	18 years 1 month
HOS	Boden, Jeanne	2/4/23	33 years 0 months	SCH	Milliken, Nancy	9/13/22	22 years 8 months
SCH	Daley, Marion	1/13/23	13 years 5 months	POL	Morris, Jr. Warren	1/10/23	20 years 7 months
FIR	Deiulio, Alfred	9/20/22	33 years 4 months	HOS	Myers, Rose	3/14/23	24 years 11 months
TWN	Diette, Rita	8/6/22	11 years 2 months	TWN	Pandolf, Sara	1/20/23	18 years 11 months
SCH	Fitzgerald, Barbara	9/8/22	11 years 5 months	LIB	Steeves, Cheryl	1/19/23	11 years 2 months
HOS	Giannangelo, Josephine	2/26/23	14 years 9 months	FIR	Waugh, George	8/30/22	32 years 0 months
FIR	Hopkins, Alan	8/16/22	32 years 0 months	FIR	Welch, Thomas	3/5/23	35 years 10 months
FIR	Jimenez, Robert	11/25/22	20 years 1 month				

CONSERVATION COMMISSION

Members

Janet Bernardo – Chair (resigned April 2023)

Dave Herer – Chair (Chair beginning May 2023)

Sue Barber

Reade Everett

Fred Moder

Peter Oehlkers – Vice Chair

Alison Richardson

Polina Safran

Staff

Debbie Anderson – Director of Conservation

Clayton Hutchinson – Conservation Specialist

Elisa Litchman – Administrative Specialist

PURPOSE

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

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation.
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases.
- Educating the public about the importance of protecting wetlands and other open space.
- 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 Specialist.

FY 2023

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 2023, 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. There were fewer projects that were able to be approved as Administrative Approvals generally because the majority of the projects reviewed involved work that required a Permit. Nine (9) Administrative Approvals

were issued in Fiscal Year 2023. 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 FY2023, the Conservation Commission met formally a total of twenty (20) times and held a total of twenty-six (26) 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 twenty (20) 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 FY2023, 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
FY2021	32	\$4,470	\$ 6,395.00	\$1,100
FY2022	27	\$8,055	\$ 3,105.00	0
FY2023	26	\$10,715	\$4,765.00	0

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent ¹	18
Request to Amend Order of Conditions ¹	1
Request for Determination of Applicability ¹	6*
Abbreviated Notice of Resource Area Delineation ¹	1

Extension Permit ¹	3
Emergency Certification	0
Certificate of Compliance	15
Minor Modification Request	2
Enforcement Order	2
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	1
Administrative Approval	9
Conservation Restriction	0
Notice of Non-significance	0

¹Filing involved a public hearing

*One application withdrawn

ACCOMPLISHMENTS

FY2023 Accomplishments

The Conservation Commission and staff continued hosting remote meetings during this time period. The Conservation Commission has had several discussions regarding moving forward with a hybrid format for meetings but the general consensus has been to stay remote for the foreseeable future as long as the Government allows the opportunity.

There have been several new members added to the Conservation Commission over the Fiscal Year. Several long-serving members have stepped down including the long-standing Chair, Janet Carter Bernardo. Janet was on the Commission for 20-years with several years as the role of Chair. While the contributions and history of the retired members will be missed, the new members, including the new Chair David Herer, bring new energy, insights and interests forward. One of the projects the Commission has been working on is revising the Commission's "Guidelines for Tree Removal" document in order to provide clarification of expectations when trees are removed in the Commission's jurisdiction in a written format.

In conjunction with the Engineering Department and the Town's NPDES Permit, the Conservation Department purchased an educational interactive Stormwater Model. The Town will get credit for the educational component created by staff educating the public on Stormwater and what they can do at a personal and Town level about Stormwater. Staff have already given a presentation to one of the local garden clubs and also had the model set up at the Harvest Fair. Staff anticipate connecting with the local schools and other entities to provide them with the program. Staff are also working to put together a Webinar with the Stormwater Model that other Town Departments can share with the public.



Clay Hutchinson, Conservation Specialist – Harvest Fair with Stormwater Model

The Conservation Department staff played an invaluable role in restarting the Trails Advisory Committee, which had been on hiatus for several years due to staffing issues in the Park & Recreation Department. The newly formed Committee made up of members from several Town Departments, Conservation Commission members and Park & Recreation Commission members met several times over the Fiscal Year and had productive discussions. One of the charges of the Committee will be to re-invigorate the Trail Steward Program, train the volunteers, and oversee them.

Conservation staff continued to install trail cameras to capture wildlife usage of the various Conservation-owned properties. As many members of the public have discovered while out exploring nature on these beautiful properties during the pandemic, the variety of species making Needham their home is quite surprising, including bears! There are a number of amazing photographers that share the photos they take of Needham wildlife and landscape on various platforms including the Needham Wildlife page on Facebook.

Conservation staff booked several public presentations over the Fiscal Year on topics including Gardening for Wildlife, an in-person Butterfly & Dragonfly walk around the reservoir, a vernal pool presentation and a fun presentation around Halloween that included live animals such as snakes and tarantulas that the audience could touch and hold. This was especially popular with the kids.



Joy Marzolf, Naturalist and Educator of “The Joys of Nature” at the reservoir giving a talk on Butterflies, Dragonflies and Damselflies to the public.

The Commission generally meets the second and fourth Thursday of each month and continues to meet via Zoom with the start time of 7:00 p.m. All Needham citizens are invited to attend.

PLANNING BOARD

Members

Adam Block – Chairman
Natasha Espada – Vice-Chairman
Paul S. Alpert
Artie Crocker
Jeanne S. McKnight

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:

- Subdivision 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 2023 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 Community 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

The Planning Board returned to in-person meetings at the August 2022 bi-monthly meeting after meeting remotely on Zoom since March 2020. The in-person meetings were hybrid with livestream broadcast on Zoom and on The Needham Channel.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY2023 processed sixteen (16) applications as “Major Projects” under the Site Plan Review By Law. 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 plans met minimum frontage requirements. The Board of Appeals referred twenty-one (21) 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 where warranted.

During the fiscal year, the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board’s action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application, to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing, and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met in two of the three studied criteria in FY2023. During the affected timeline 16 new Special Permit applications and 1 Subdivision application were processed. Public hearings were held on average within 35 days of application receipt, decisions were issued within 26 days of the close of the public hearing, with written decisions filed with the Town Clerk within 3 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 (26-day average actual) was not met, this delay was due to one outlier project permit which when excluded from the review indicates decisions were issued within 20 days of the close of the public hearing. The total average time required to process an application was 79 days with a minimum of 30 days and a maximum of 260 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. Boston Children's Hospital is seeking to construct Building 1 as an approximately 224,000 square foot Pediatric Medical Facility, to complete the construction of Garage B by adding 530 parking spaces and to construct an interim surface parking lot with 105 spaces at 37 A Street. Building 2 and Building 4 are expected to be constructed later and the approved use is currently expected to remain office as set forth in the existing special permit. The special permit amendment for this project was issued by the Planning Board in January 2021. The building permit for the project was issued in February 2023. Construction is currently underway with occupancy anticipated for late 2025.

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 SharkNinja 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 permitted under G.L. c. 40B 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. 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 right-of-way 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 land use 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 Beth Israel Deaconess Hospital Needham as it finalizes its master plan for the hospital's Needham campus and considers redevelopment opportunities along the Chestnut Street corridor. Finally, the Department and Planning Board participated in the Needham Center and Needham Heights Parking Study completed by Stantec in March of 2023. The study included a view of the Needham Zoning By-Law parking standards as currently applied to Needham Center and Needham Heights. Recommendations on adjustments to the current Needham Zoning By-Law parking requirements to enable a more effective parking management program are currently under review.

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 Executive Office of Housing and Livable Communities (EOHLC) formerly known as the 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 to address the state's housing shortage, in terms of both the number of units and types of housing stock available.

In August 2023 EOHLC released a set of guidelines for how communities can comply with this new multi-family zoning requirement. The EOHLC guidelines classify Needham as a commuter rail community which requires that the Town implement zoning 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. On January 23, 2023, Needham submitted its Action Plan to the Executive Office of Housing and Livable Communities. On March 24, 2023, EOHLIC approved Needham's Action Plan and granted the Town Interim Compliance until the due date for District Compliance of December 31, 2024.

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, 2022 and 2023 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.

All program funds appropriated to date have been committed with a total of 60 residents served over the life of the program. The Department of Planning and Community Development has submitted a request for \$50,000 in funding for the Small Repair Grant Program from the Town's General Fund for the 2025 fiscal year.

Other Planning Studies

Planning studies currently underway are as follows:

MBTA Communities Planning Study under M.G.L. c. 40A Section 3A

In January 2021, Governor Baker signed Chapter 358 of the Acts of 2020 into law. The new M.G.L. c. 40A Section 3A, requires that an MBTA community have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria set forth in the statute. Needham is subject to the new zoning requirements as a “commuter rail community.” The Town must adopt the new multi-family zoning by December 2024 to achieve compliance with Section 3A requirements. The Executive Office of Housing and Livable Communities approved Needham’s Action Plan, and the Town, through the process of preparing a Housing Plan last year, has identified potential opportunities for creating the required new zoning. The Town has secured consultant services as a means for testing these approaches through EOHLC’s compliance model, which is the primary tool for measuring a zoning district for such compliance. Additionally, the Town is reviewing alternative options for consideration based on the compliance model analysis.

Key components of the planning effort include the preparation of build out and fiscal impact analyses for the different development scenarios that are reviewed through the EOHLC compliance model, development of conceptual visualizations for those scenarios, identification of regulatory approaches for implementation either through modification of existing zoning parameters or implementation of a concept for a new district, and the drafting of proposed zoning by-law amendments, including proposed amendments to the zoning map, that allow multi-family housing by right in compliance with M.G.L. c. 40A, Section 3A. Additionally design recommendations pertaining to building placement and orientation, building mass and form, facades and parking placement for the selected zoning approach will be prepared. Lastly, a feasibility study that documents that a reasonable variety of multi-family housing types can be feasibly developed using at least two alternative affordability percentage thresholds, to be determined by the Housing Needham (HONE) Advisory Group, which are a higher percentage than the 10% maximum included under the Section 3A Guidelines will be prepared. The Town must submit this report to EOHLC for approval.

The preparation of a plan compliant with the MBTA Communities Act guidelines is using a similar planning process to that established for other planning efforts in Needham. First, to support the new zoning, the Town established a Housing Needham (HONE) Advisory Group that will lead the community engagement process and advise the Select Board and Planning Board on proposed zoning to bring to Town Meeting in 2024, informed by their individual expertise, group deliberations, and feedback received from the public. The composition of the Housing Needham (HONE) Advisory Group includes 2 representatives of the Planning Board, 2 from the Select Board, 1 from the Finance Committee, a Land Use Attorney, a Real Estate Developer, a Renter, and a Citizen at Large.

Second, the planning process established incorporates an inclusive public process to engage local leaders and residents in the process of establishing local housing priorities. Three Town-wide meetings are part of this planning process (meetings were held November 9, 2023, January 18, 2024, and a third is scheduled for March 28, 2024.) At the Town-wide workshop held on November 9, 2023, an overview of the MBTA Communities Act was presented to the community and the approximately 300 participants (in person and online) participated at stations to give feedback on key zoning density levers by district. At the second Town-wide meeting held on January 18, 2024, three MBTA compliant zoning scenarios with varying land area and unit capacity were presented for public input, a survey was issued to solicit feedback on scenario preferences, boundaries and unit capacity, and an open public comment session was held. Over 300 persons participated in this second Town-wide meeting (in person and online) with 595 survey responses received. A third Town-wide workshop is planned for March 28, 2024. Informed by input received at the first and second Town-wide community meetings, two compliant zoning scenarios will be advanced to include a build-out analysis, a fiscal impact analysis, 3D modeling and a zoning implementation strategy. These models will include a base model scenario which achieves compliance at the minimum standard required to secure MBTA Communities Act compliance with a second scenario prepared at a higher housing production goal. Based on comments and recommendations received at this final Town-wide meeting, the two options will be further adjusted to incorporate public feedback received and the final recommendations and zoning implementation strategy will be issued by the HONE committee.

This planning study began in September of 2023 and is expected to conclude in April of 2024.

Rezoning Initiatives

In Fiscal Year 2023 four zoning initiatives as described below were adopted by Town Meeting. Article 8 was presented at the October 2022 Special Town Meeting. Articles 19, 20 and 21 were presented at the May 2023 Annual Town Meeting.

Article 8. Amend Zoning By-Law – Brew Pub and Microbrewery

This article provides for the establishment of Brew Pubs and Microbreweries within Needham. The 2022 Needham Zoning By-Law did not have any provisions for Brew Pubs or Microbreweries and because the noted uses were not specifically identified as permissible, they were prohibited. Accordingly, this zoning amendment introduced Brew Pubs and Microbreweries as permitted uses in Needham taking the following approach: 1) defined the terms “Brew Pub” and “Microbrewery”; 2) identified the zoning districts in which a Brew Pub and/or Microbrewery would be allowed; and 3) established that a Brew Pub and Microbrewery would only be allowed by special permit either from the Planning Board or the Zoning Board of Appeals.

Article 19. Amend Zoning By-Law – Accessory Dwelling Units

This article provides for the following changes to the current use and permitting framework of the By-Law as relates Accessory Dwelling Units (ADUs): (1) Allows ADUs in a single-family dwelling by-right rather than by Special Permit, while still requiring that the building and design guidelines contained in the current by-law be met. ADUs located in a single-family dwelling will continue to be required to meet all zoning dimensional requirements for a single-family home as

specified in the underlying zoning district. (2) Expands the residency requirements of an ADU as contained in the definition of “Caregiver” to include “an adult employed by an Owner to provide childcare to one or more of an Owner’s Family members” for use by example of a Nanny or Au-Pair, etc. (3) Expands the residency requirements of an ADU as contained in the definition of “Family” to include “a grandparent, aunt or uncle”. (4) Allows a homeowner to rent the ADU with a minimum 6-month written lease, subject to owner occupancy of the property. The minimum 6-month lease term is designed to prevent short-term high frequency leases. (5) Increases the size limit for an ADU from a maximum of 850 square feet of living space to a maximum of 900 square feet of living space.

Additionally, the article establishes occupancy and enforcement standards. The initial occupancy permit shall remain in force provided that (1) there is no violation of any provision of this Zoning By-Law or the Massachusetts State Building Code or the conditions of any Special Permit, variance or other zoning relief applicable to the premises, and (2) that ownership of the premises is not changed unless, in anticipation of a change in ownership, the prospective owner files an acknowledgement that the unit to be occupied by said prospective owner shall be said owner’s primary residence and evidence that the other unit is to be occupied by a Family member, Caretaker or Lessee of the prospective owner, and such acknowledgement and evidence is satisfactory to the Building Commissioner, and (3) the Owner files with the Building Commissioner in the month of January of each year after the anniversary of the issuance of the occupancy permit, a certification that the unit occupied by the Owner continues to be said Owner’s primary residence, together with evidence that the other unit is occupied by a Family member, Caretaker or Lessee of the Owner and a copy of any current lease, and such certification and evidence is satisfactory to the Building Commissioner. Furthermore, at any time upon written request from the Building Commissioner, the Owner will provide evidence that the ADU and the principal dwelling unit are being occupied in accordance with the by-law. In the event the Owner fails to comply with the above requirements the Building Commissioner within thirty (30) days of a written request may revoke the occupancy permit for the ADU.

Article 20. Amend Zoning By-Law – Corrective Zoning Amendments

Over the years, Town Meeting has approved numerous inserts and other changes to the Zoning By-Law. Unfortunately, when those changes occurred, not all references were changed as required. This article updates the reference made to Section 3.15 Accessory Dwelling Units to Section 3.16 Accessory Dwelling Units. Additionally, the article updates the title of “Building Inspector” to “Building Commissioner” as currently used and as it appears throughout the Zoning By-Law. Lastly, the reference to the ITE Parking Generation Manual is updated from “2nd Edition” to “the most recent edition”.

Article 21. Amend Zoning By-Law – Single Residence B and General Residence Side Setback

This article clarifies the side yard setback requirement in the Single Residence B and General Residence districts for both conforming lots and lots that have less than 80 feet of frontage as adopted by Town Meeting in May of 2017. The goal of the amendment is to ensure that a 2-foot offset is provided after 32 linear feet of sidewall at the side yard irrespective of whether a building’s placement is at the district’s minimum side yard setback requirement or a distance in excess of said requirement. Such was the intent when the original article implementing this provision was presented in May of 2017 to Town Meeting with the policy goal of reducing some

of the negative effects of building massing along the sideline. Accordingly, the amendment makes clear that the above-noted 2-foot off-set provision, designed to break-up building massing along the sideline, is to be applied universally irrespective of a building's placement at a distance in excess of a district's minimum side yard setback requirement.

Future Challenges

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the Needham Crossing Business Center. 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

Members

Mark Gluesing – Chair

Robert Dermody – Vice Chair & Alternative Member

Steve Dornbusch – Member

Susan Opton – Member

Felix Zemel – Alternative Member

Staff

Elisa Litchman – Administrative Specialist

Kristan Patenaude – 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 Design Review 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. They review applications for retaining walls under review by the Zoning Board of Appeals and provide comments and recommendations. Appeals to the Sign-By-Law and special permits as allowed in the General By-Laws are reviewed at 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 DRB 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. In October 2022, we hired a new recording secretary as our previous one had to step down due to a job promotion. With the use of Zoom 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 FY2023, the DRB met formally a total of fourteen (14) times and held a total of six (6) public hearings for special permits. The Board conducted site plan reviews for eight (8) projects that were being heard by the Planning Board and in two cases, 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. The nine site plans considered included: 1) a new stand-alone ATM building at the Needham Bank, 2) the full renovation of the Roche Brothers supermarket and parking lot, 3) a solar canopy roof over the garage at 140 Kendrick Street owned by Boston Properties, 4) a renovation of the exterior, interior and site improvements at 9 B Street, the Coca-Cola facility, 5) the redevelopment of 557 Highland Avenue, the former Muzi Ford site, 6) the redevelopment of the property at 40 & 50 Central Avenue a mixed use building with retail on the first floor and 15 residential units on the upper floors, parking and other site improvements, 7) the proposal to add a third floor to the Wingate building at 589 Highland Avenue, adding 22 residential units and 8) another solar canopy project at Olin College was reviewed as well. The revised landscaping plan for 9 B Street required a second site plan review for that property. Both the Roche Brothers and the Olin College projects were reviewed for the Zoning Board of Appeals. The Design Review Board informally reviewed a couple of other projects presented regarding potential redevelopments. Projects undergoing submission to the Planning Board do not pay a DRB fee. During FY2023, the DRB collected a total of \$2,762.00 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*
FY 2023	14	6	\$2,762.00	52	8*

*Two of the site plan reviews were for ZBA cases.

In March of FY2023, 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 three (3) 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 three were approved.

The Building Department's utilization of the Viewpoint Cloud program for permitting continued (since it was instituted in spring of 2020) whereby after attending a DRB meeting applicants for signage submit their Design Review Board approvals electronically through VPC. This submission then requires the Administrative Specialist to add specific notes regarding the application and DRB approvals. To date, the process runs smoothly, however, DRB applications such as façade changes have not yet been added to the VPC program. VPC is not yet complete in maintaining all DRB approvals. The hope is to add this component to VPC soon.

In the spring of 2023, the DRB reviewed an application for public artwork in Needham Heights. The Needham Council for Arts & Culture applied to the Board for an exterior wall mural design located at 922 Highland Avenue and West Street. The mural, “Blossom” by Ryan “Arcy” Christensen portrays pansies, the official flower of Needham and measures 70’ x 20’. The Board was very positive about this addition to town.



Finally, the Board had some changes in its membership. In October 2022 Steve Tanner, a longtime DRB member with valuable expertise in sign design and installation, resigned from the Board. In January 2023, Steve Dornbusch was appointed by the Planning Board to fill the vacancy. Chad Reilly, another member and architect, resigned and by June, the Board filled his position with Felix Zemel. Before the conclusion of FY2023, two other members of the Board resigned from their positions; Deborah Robinson had been appointed by the Planning Board and Len Karan had been appointed by the Select Board. The search for two new members continues.

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.

FY2023 Statistics

The Board of Appeals met 11 times this fiscal year and conducted 21 public hearings and listened to 9 informal/administrative matters. The Board of Appeals received 21 applications all relating to special permits. The Board issued 20 decisions in FY 2023. One application withdrew. Informal/administrative matters included a permit renewal for the temporary sale of Christmas Trees; a status update on the Board's Application process moving from a paper one to ViewPoint Cloud, the Town's an online process; the Chair updated the members on the Planning Board's Zoning Amendment proposals for third car garages and Accessory Dwelling Units (ADUs); a discussion of the Board's Decision writing process; and a vote to return to in-person meetings with livestreaming on Zoom. The Board met in person in June for the first time since February 2020.

The FY2023 Decisions reflect a wide range of matters: residential use; commercial use; a renovation of a Town playing field; ADUs, parking waivers; additional garages and alterations to non-conforming structures. The Decisions also authorized the expansion of existing childcare facilities.

In FY2023, the Board of Appeals collected \$5,500 in application fees.

Highlights

Franklin W. Olin College of Engineering – 1000 Olin Way. The Board granted a Special Permit Amendment to allow the installation of five solar array carport structures over the main parking lot at the college. The panels will offset 15% of Olin’s annual electrical load. There was no change to the lot’s number of parking spaces.



Rendering of proposed solar array, ENGIE Distributed Solar and Storage. The vertical supports will be painted in “Olin Blue.”

John McCleod Baseball Field – 470 Dedham Avenue. The Board granted a Special Permit Amendment to permit the installation of four field light poles associated with the conversion and renovation of the John McCleod baseball field into a premier softball field with dugouts for both teams, foul pole, pitching tunnels, batting cage and lighting for night games. Providing a softball field with amenities found in the boys’ baseball fields to address the growing girls’ softball program had wide community support. Underway in summer of 2023, this most southern field at



the DeFazio Recreational Complex is expected to be complete for the 2024 softball spring season. *(photo by Daphne Collins)*

Roche Brothers – 377 Chestnut Street – The Board granted a Special Permit to allow a major renovation with a new two-story front entrance, reconstruction of a mezzanine and redesign of the parking lot of this popular Needham supermarket. The proposed redesign will eliminate two curb

cuts onto Chestnut streets to improve the circulation of the lot and will eliminate two parking spaces to increase landscaping at the site.



Renovation renderings of 377 Chestnut Street, Plan B Retail Design and Project

BUILDING DEPARTMENT

Joe Prondak, Building Commissioner (Incoming)

Dave Roche, Building Commissioner (Outgoing)

Erik J. Tardif, Assistant Building Commissioner

Bernie Ashley, Local Building Inspector

Jim F. Grover, Local Building Inspector

Larry V. Di Bona, Plumbing & Gas Inspector

Cyril Kavanagh, Plumbing and 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, renovate, alter or 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
- Massachusetts Energy 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

After 11 years of dedicated service to the Town, Building Commissioner Dave Roche chose to retire. Dave's last day of service was June 30, 2023.

Joe Prondak was chosen by the Town to fill the position of Building Commissioner. Joe began on June 22, 2023.

FY2023 Highlights

- 4,151 permits issued
- \$4,835,389.00 collected in fees
- 7,201 inspections performed, *plus* emergency calls from Police and Fire
- Major Projects:
 - Children's Hospital began construction.
 - Renovation of the Coca Cola facility as a major distribution center for the Northeast continues.
 - The buildings at 117 and 140 Kendrick continue with extensive renovations creating innovative workspaces and adapting to a new work environment.

Activity Compared with Recent Years: Number of Permits

	FY2020	FY2021	FY2022	FY2023
New Single-Family Dwellings	78	70	93	67
New Two-Family Dwellings	13	5	2	2
New Multi-Family Dwellings	0	0	1/ 8 Unit	1 / 16 Unit
New Non-Residential Buildings	2	0	0	1
Accessory Dwelling Units	2	3	0	2
Demolitions - Residential	77	69	91	64
Demolitions – Non-Residential	3	0	3	0

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.

FY2023 Accomplishments

Chief Tom Conroy took over the leadership of the Fire Department on July 5th, following the retirement of Chief Dennis Condon on July 4th, 2022.

Tom has been a member of the Needham Fire Department since 1993. He was officially sworn in by the Town Clerk as the Town of Needham's new Fire Chief. Tom has served as a deputy chief since 2007, overseeing operations at both of the Town's fire stations. Among his priorities is a focus on training, ensuring firefighters and personnel have a strong understanding of the foundations of safe and successful fire work and an awareness of changing trends and other critical skills.



In July, the annual 4th of July parade returned to a pre-pandemic scale and was once again led by the Fire Department as always, along with members and apparatus from surrounding Towns. We were glad to see it back to full swing again.

EMS Administrator, Eddie Sullivan retired in May after 11 years of service. Jonathan Steeves was assigned as the new EMS Administrator and left his post at Station 2 to take up residence at headquarters.

Retired Fire Fighter Al Hopkins passed away in August 2022 RIP.

Retired Fire Fighter Al DeJulio passed away in September 2022 RIP.

Jonathon Yule was appointed to the State Hazmat team in August 2022.

Throughout the year, Needham Firefighters took part in the following community focused efforts which included many worthy causes: Fill the boot for muscular dystrophy association; Toys for Tots, picture with Santa; and the Blue Tree lighting.

In March 2023, we recognized 12 members with longstanding membership and service who celebrated significant work anniversaries this year and last. Congratulations to the following individuals and thank you for your service to the Town:

Deputy Chief of Operations Donald Anastasi	35	years
Firefighter Mark Ricker	35	years
Firefighter Chris Carson	30	years
Chief Thomas Conroy	30	years
Firefighter Shawn Donovan	30	years
Firefighter Darryl MacGray	30	years
Inspector Ernest Steeves, Jr.	30	years
Firefighter Charles Woodman	30	years
Lieutenant Jeff Cote	20	years
Firefighter Sean Irving	20	years
Firefighter Jason Pierce	20 years	



Three new Fire Fighters/Paramedics: Alexa Tierney, John Wescott and Greg Pease, were hired to fill vacancies in the Department. Alexa Tierney graduated as a member of Class #303 from the Massachusetts Fire Academy and began working on a shift right away. In January 2023 John Wescott and Greg Pease began working as medics prior to attending the academy in Stow from Feb 27 – May 5. Upon graduation from the academy in Boston, they both were assigned to working groups and have hit the ground running.

The Department responded to 4,313 emergency incidents of which 2,833 were EMS related with 2,215 transports. Of these transports, 285 were mutual aid related assisting our partners in surrounding towns. Fire Inspection and Prevention responded to 893 calls for service.

Department personnel received several training sessions. Some included:

- Asher Training: In August of 2022, ahead of the start of the new school year, Needham Fire and Police participated in a days-long Active Shooter/Hostile Event Response (ASHER) Training to help prepare first responders in the event of an active shooter incident in a school. The training included real-world scenarios, whereby police and paramedics would respond to an active shooter threat, triage, and treat the injured and further protect the lives and safety of students, staff, and each other. The training was conducted at the Sunita Williams School and is part of Chief Conroy's efforts to provide regular and frequent training opportunities for all members of the departments. Tactical PPE, EMS techniques, extrication strategies and coordinated efforts with NPD were the focal points of this training.
- Electrical vehicle training via MF: Mass Fire Academy Instructors came out to headquarters to present a training class focused on electric vehicles. The first half of the training consisted of a general overview of the characteristics of EV's and the potential hazards associated with them. The second portion of the training discussed strategies for mitigating the potential hazards EV's present when they are involved in accidents or fire. Isolating and disabling the batteries to prevent electrical hazards and slowing down thermal runaway of the batteries was the emphasis of this training.
- Eversource: Eversource has a training division that offers natural gas and electrical emergency training to first responders. We were able to have them out to our headquarters on 2 different occasions to present their courses on responding to electrical and natural gas emergencies. The properties and dangers of natural gas and electricity were discussed as well as identifying hazards, scene safety, safety zones and perimeters, gas monitoring and coordinating efforts with Eversource employees to control emergencies and protect the community.
- Training in an acquired residential structure: The Department was able to acquire a residential structure to train in prior to its demolition. This gave all Fire personnel the opportunity to train on multiple firefighting skills. A smoke machine was used to simulate a smoke filled, low visibility environment. This environment allowed crews to run hose line advancement and search and rescue evolutions in conditions that simulated those that would be found in a structure fire. Crews also had the opportunity to use saws to open the roof to simulate vertical ventilation, review wood frame construction and perform overhaul techniques to simulate looking for fire extension.



Emergency Management held its first functional exercise at the new location of the Emergency Operations Center in the Public Safety Headquarters.

Emergency Management led Town and outside partners in an active shooter table-top exercise. This brought together representatives from the Towns of Needham and Wellesley, as well as Olin, Babson and Wellesley Colleges.

The Comprehensive Emergency management plan was substantially revised in December 2022.

The Future

We are working towards making our frontline engines ALS ready in an effort to reduce any potential delay in critical care.

We hope to secure the Student Awareness of Fire Education grant which is made available through the State. This would provide fire safety education to school aged children. Specially trained firefighters would provide this interactive learning experience.

We are planning to ensure annual cancer screening for all members of the Department. This will be alongside health and workout regimes to help prevent injuries on the job.

We are implementing a plan to offer EMT certification to high school students who would like to participate in the workforce right after graduation.

We plan to hold an annual open house at the fire station to encourage transparency and communication between our staff and the community.

We will continue our visits to the senior center for presentations on fire safety and EMS in order to answer questions of those who may not have technology at their fingertips. I believe the interaction between our staff and senior members of the community is invaluable.

We will continue to be involved in community events like the harvest fair, Blue Tree lighting, the 4th of July parade and other civic events that may arise.

We will continue our efforts to recruit and retain quality candidates and adhere to the DEI goals of the Town of Needham.

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's 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 19 traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY2023

- Andrew Tamkin, Jose Palomino, and Dan Connor graduated from the Randolph Police Academy and joined the Needham Police Department as Full-time Officers.
- Lilian Sears and Michael Wilson were hired as Public Safety Dispatchers.
- Administrative Civilian Stacy Poutas resigned from the Records Division.
- Christine Mooney and Anthony Salgado resigned as Public Safety Dispatchers.
- Aleah Donahue was hired as an Administrative Civilian in the Records Division.
- Charles Heintz was hired as a crossing guard.
- Needham Officer James Carroll transferred to the Sandwich Police Department.

The Department introduced its newest recruit, Ghost, who is a 8.5 month old Gerberian Shepsky. Ghost joined the Department in November of 2022 when he was rescued from an amazing German Shepard shelter in Tennessee where he and seven others were born. At 11 weeks he came North to begin his training as a dual-purpose dog. Ghost spent the first few months of his life at Golden Opportunities in Walpole, where his big brother Rocket is from, and he started learning the ins and outs of being a comfort dog. When Ghost was 6 months old, he started his

second facet of training, and what his primary role with the Needham Police will be: Search and Rescue. Ghost completed a ten-week program run by the Department of Correction for friendly find dogs. Ghost will also undergo selection for explosive detection when he gets a little older. Ghost is on Instagram @ Good.Boy Ghost. Ghost will be partnered with Officer Frongillo, a 12-year Veteran of the Needham Police Department, and a Search and Rescue Manager for a regional team that covers approximately 20% of the State.

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 FY2023

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 Legal Updates, Digital Evidence, Trauma Informed Policing, Officer Response to Interpersonal Violence, Duty to Intervene, Hate Crimes, and CPR. 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 4 officers to Crisis Intervention Training (CIT) bringing the Department's total number of CIT trained officers to 30. 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.
- 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.

- Emily Turnbull 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.
- 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.
- Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous year's 911 call center volume. During FY 2023 the Department was allocated \$98,451.
- The Department was awarded Through the Highway Safety Mobilization Grant \$34,377. Mobilizations take place at various times throughout the year to make the roadways safer. Officers participate in various mobilizations: Drive Sober or Get Pulled Over, Distracted Driving, Click it or Ticket and Speed enforcement. In addition, this year, safety flags were purchased with part of the grant money for our Community Service Officer to distribute at the 3rd Grade Bike Rodeos. We also utilized part of the grant to have another officer trained as a Certified Child Passenger Safety Technician.
- The Department through the State 911 Training and EMD Grant was awarded \$42,913. The Training and EMD Grant assists with the cost associated with the 16 hours of Continuing Education training that all certified 911 operators need annually. The Grant also helps to defray the costs associated with the 9-1-1 system. For calendar year 2022, Needham Police received a total of 6,416 911 calls (Wired: 2,614; Wireless: 3,788; 911 Text: 14).
- The Department also participated in the Patrick Leahy Bulletproof Vest Partnership (BVP) grant. The reimburses up to 50 percent of the cost of body armor vests purchased for law enforcement officers. The remaining 50 percent is reimbursed through the state. Every new officer is issued a bulletproof vest and veteran officers have their vests replaced every 5 years. The Department sought reimbursement from the federal government in the amount of \$6,712.50 this fiscal year.
- 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.

FY2023 Activity compared with recent years

Category	FY2021	FY2022	FY2023
Calls for Service	44387	43744	45710
Incident Reports	2173	1753	1776
Larceny	112	118	193
Vandalism	50	96	49
Breaking and Entering	15	30	17
Assaults	54	75	68
Drug Violations	23	12	7
Operating under the Influence	17	24	17
Adult Arrests and Complaints	211	213	270
Traffic Violations	2360	1702	1914
Accidents Reported	330	416	457

The distribution of illicit drugs in Town continues to be a major concern of the Police Department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships. Department representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases decreased from the previous year.
- Reported assaults decreased this year from 75 to 68.
- Adult arrests and complaints increased from the previous year.
- The Department Car Seat Technicians installed and inspected 101 car seats.
- 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 879 pounds of unwanted medication in FY 2023.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Kevin Mahoney, Interim Superintendent

Minuteman High School

Minuteman High School is an award-winning public regional career technical education high school that integrates academic and technical learning. As an accredited member of the New England Association of Schools and Colleges (NEASC), Minuteman challenges all students to aspire to their full potential, accelerate their learning, and achieve success in the 21st-century global community. Minuteman offers 19 career technical majors, 14 sports teams, and 20 clubs and activities.

Located in Lincoln in a new state-of-the-art facility, Minuteman's member towns are Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow.

Needham is a member town, so its students may apply to attend Minuteman. The application process begins in the fall and is completed by early spring of the following year.

Minuteman student enrollment

According to the official October 1, 2023, figures, total student enrollment was 649, including 93% from the member towns. Needham students include 17 freshmen, 11 sophomores, 10 juniors, and 8 seniors. The school is accommodating more students than the building was designed for, and demand continues to exceed capacity. The district continues to find scheduling and classroom space solutions to accommodate the increased enrollment.

Minuteman Students Bring Home the Gold in SkillsUSA

In June 2023, nine Minuteman students and four faculty members traveled to Atlanta, Georgia to compete in the SkillsUSA National Leadership and Skills Conference. SkillsUSA is a national group that strives to teach workplace, personal, and technical skills to students of all levels across the country to prepare them to be outstanding citizens, contributing to the community and the workplace. Minuteman has had a continually active SkillsUSA chapter for decades as Minuteman is a 100% SkillsUSA participation school. 54 students competed at the state level and 9 advanced to the national competition in the 2022-23 school year. For the second year in a row, Minuteman won the national gold medal in the Career Pathways Showcase: Natural Resources, Agriculture, and Food. Minuteman came in 9th in the nation for their Entrepreneurial presentation.

Juniors and Seniors out on Co-op

Juniors and Seniors at Minuteman are eligible for co-op, working at job sites within the scope of their career majors. 100 students were out on co-op during the school year of 2022-23. Five of those students reside in Needham. These students were working for the following businesses: KinderCare Needham, Rennscot, A9 Green, Bright View Senior Living, and Razor Tools.

Notable Grant Funding for Minuteman High School

Minuteman Regional Vocational Technical School District received a Massachusetts Skills Capital grant for \$354,000 for Metal Fabrication & Joining Technologies. The school will train students in high-demand metal fabrication and joining technologies occupations. The school will expand and deepen its curriculum, add industry-recognized credentials, increase secondary enrollment in existing programs, and offer post-secondary opportunities for adults enrolled in the Minuteman Technical Institute (MTI).

Minuteman Regional Vocational Technical High School received \$500,000 in funding from a Massachusetts Skills Capital grant to provide the high school with technology and equipment to support expanding the Animal Science/Veterinary Science vocational program through which students gain industry-recognized credentials and hands-on learning with state-of-the-art training tools.

MTI Continues to See Success

Minuteman Technical Institute (MTI) offers 10-month and 15-week courses in various career trades for adults seeking technical skills in a new, high-demand profession. The 2022-23 year brought growth through the Governor's Career Tech Institute Expansion, and since FY 2021 MTI has been awarded just over \$3,000,000.

Through new and continued partnerships with MassHire, North Atlantic States Carpenters Training Fund, AET Labs, Rolls Royce Naval, and the International Facilities Management Association to name a few, MTI collaborates and develops programming to meet workforce demands.

MTI students gain recognized industry credentials in OSHA and Hot Works and hours toward state licenses. A partnership with IFMA (International Facility Management Association) has led to the development of a Facilities Management program and directly addresses the need in the greater Boston area for certified Facilities Managers.

As of January 2023, MTI ran eight of its nine programs and was at 74% capacity, the highest since COVID-19. 22% of the students are female and 88% are male.

100% of MTI Cosmetology program students who sit for the State Board of Cosmetology and Barbering, Cosmetology exam pass on the first attempt. 98% of MTI Welding students who take the American Welding Society certification tests pass on their first attempt. 97% of the MTI Carpentry Pre-Apprentice program students are employed upon completion of the program and are retained beyond their first 30 days.

Minuteman Seniors are off to college and work

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.

The class of 2023 had a graduation rate of 100%, with 64% of students heading to either a two-year or four-year college and 36% heading into planned apprenticeships, trade school, military, or joining the workforce. The graduating class of 2023 are attending schools such as Clark University, WPI, MIT, Emerson, The New School, Johnson and Wales University, Maine College of Art, UMass Amherst, Regis College, McGill University, DePaul University, University of Colorado, and many more. The class of 2023 Needham graduates included: Andrew Eldridge, Emma Heckman, Charles Bruel, Ella-Lucinda Zuckermann, Lucas Monaghan, Peter Olsen, and Anna Mulliez.

Athletics Fields

The heart of the Minuteman campus, the cutting-edge athletic complex, situated on the former site of the old school building, stands as a testament to the commitment to fostering excellence in sports. The facility boasts a state-of-the-art multisport field accompanied by a competitive running track and two additional fields that cater to both baseball and softball complexes, with an extra multisport field for versatile activities.

Not only does this facility enhance the Minuteman experience for the students, but it has also become a sought-after venue for various sports organizations. The revenue generated from athletic field rentals during the 22-23 school year reached an impressive \$266,738, underscoring Minuteman's success in creating a dynamic space that not only serves our educational community but also contributes significantly to our financial sustainability and ability to help community sports organizations secure safe field time. Our fields are regularly used by well-regarded organizations like the Boston Bolts, Lesley University, and others, highlighting Minuteman's growing presence in the regional sports landscape.

District Budget

The approved district operating and capital budget for fiscal year 2024 is \$30,316,325, a 4.50% increase over the previous year. Needham's share is \$1,640,461, which is an increase from the previous year (of \$272,722) and includes operating, capital, and debt assessments. The preliminary district operating and capital budget for fiscal year 2025 is \$31,517,219, a 3.96% increase over the previous year. Needham's share is \$1,823,777, which is an increase from the previous year (of \$183,316) and includes operating, capital, and debt assessments.



NEEDHAM PUBLIC SCHOOLS

School Committee

Andrea Longo Carter, Chair

Elizabeth Lee, Vice-Chair

Connie Barr

Michael J. Greis

Michael O'Brien

Alisa Skatrud

Matthew Spengler

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.

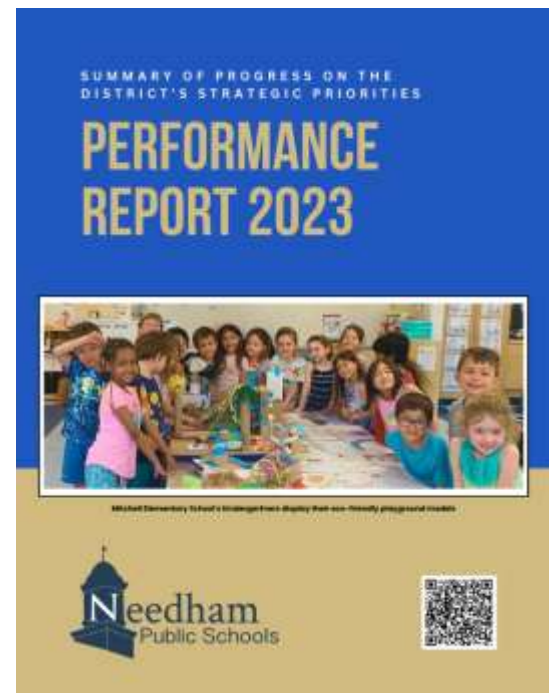
Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative, consortiums of surrounding school districts 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 2022-2023 school year Needham enrolled 5533 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 89 out of district students. The enrollment breaks down as follows:

Preschool	85
Elementary	2531
Middle School	1264
High School	1653
Out of District Special Education Placements	89

2023 Performance Report

In September, the Needham Public Schools published an annual Performance Report, which was mailed to every Needham residence. The 2023 Performance Report is also posted to our website: www.needham.k12.ma.us. The district's 2023 Performance Report highlights a number of significant achievements during the 2022-2023 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 FY2023, 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 Prorok; Lianne Reich; Kate Robey; Kathy Whitney.

Staff

LaTanya Steele, MPA, Director of Aging Services; David Fawley, Van Driver; Dylan Copley, Van Driver; Kerrie Cusack, MSW, LICSW, Clinician; Steven DeCosta Van Driver; Alan McDuffie, Van Driver; Isabelle Dick, MSW, LCSW, Clinician; Jennifer Garf, Program Assistant; Emiliana Gomes, SHINE Assistant Program Coordinator; Stephan Grably, Transportation Program Coordinator; Michelle Gucciardi, SHINE Program Coordinator; Aicha Kelley, Assistant Director of Programming and Transportation; Deborah Marcus, Van Driver; Karen Marchilonis, Administrative Office Support Specialist; 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; case management and counseling services; transportation; entertainment; information and referral services; educational programs; the fitness center; health and wellness programming; and volunteer opportunities. The Aging Services Division provides the resources and support that are essential to healthy aging.

FY23 included ongoing efforts to engage and support older adults in Needham. The Social Services Department prioritized mental health needs by offering a free short-term individual counseling program, in addition to continuing to provide ongoing case management and

information and referral services. The Programming Department offered new and innovative programs in-person, remote, and via hybrid platforms. All were filled to capacity. Offerings included ‘LaBlast,’ a Latin inspired cardio dance class, community dinners on the beautiful deck, mindfulness and meditation classes, and more. The Transportation Department has expanded, with a fleet of four vehicles as well as a grant-funded partnership with a local taxi company to provide transportation to and from the Center, shopping trips, and medical appointments. With the support of dedicated volunteers, the Transportation Department also continues to deliver an average of 250 meals per week. These services prove to be critical, as highlighted by the 2023 Needham Healthy Aging Assessment conducted by Needham’s Department of Health and Human Services, which highlights lack of transportation resources as a major concern among older adults.

Volunteers have always played a central role for the Aging Services Division and from the smooth operations at the Center at the Heights (CATH). Volunteers provide essential operational support to Aging Services staff as well as an opportunity for engagement with community members. Volunteers assist in the kitchen, manage the front desk, staff the gift shop, deliver meals, and assist in special programming. The Aging Services Division is grateful for such community support which is an essential component in offering the breadth of services.

As the impacts of COVID-19, a pandemic that disproportionately impacted older adults, appear to wane, Aging Services Division has successfully pivoted to a hybrid model of service. The Center at the Heights is bustling with vibrant older adults and staff committed to providing the support and engagement opportunities critical to healthy aging.



Summer BBQ with Needham Rotary Club

Program Highlights

- The Social Services Unit continued to provide case management and counseling to older adults in Needham. Social Workers offer in-person individual and group support services, both in the office as well as in the homes of homebound older adults. Services in FY2023 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 FY2023, the Social Work Unit served 490 individuals and logged 4,201 interactions.
- For the second year in a row the Aging Services Division, 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 vital support to Needham’s own clinicians.

- Through a grant from MassDevelopment, the Aging Services Division's Transportation Department resumed its medical taxi ride program, offering free transportation for older Needham residents to medical appointments within an 8-mile radius.
- To promote a socially inclusive environment with equal opportunity and respect for everyone, Aging Services emphasizes cultural diversity in its programming. The Executive Director, LaTanya Steele facilitates a Diversity, Equity and Inclusion book club. Cultural and educational events, and informational resources helped to create a safe environment for people to learn and to share concerns.
- Fifty-one volunteers supported the Aging Services Division, with 1,774 hours of service. Volunteers provide vital in-person support including assisting in the gift shop, delivering meals, managing the front desk, and serving food in the Café.
- The Programming Unit continued to use a hybrid model for programming, serving many more individuals than in previous years. Programs included health and wellness classes, cooking demonstrations, educational lectures, card games, music programs, and more. Special highlights for programming include a presentation from famed meteorologist Harvey Leonard, a pizza tasting contest highlighting local businesses, and a visit from Master Illusionist Lyn Dilles. The Aging Services Division continued collaborating with the Needham Community Council's Tech and Tutors program, which distributes free electronic tablets and tutoring to Needham residents and is an essential resource for those who choose to participate in remote programming.
- In partnership with Springwell Elder Services, the Aging Services Division continued to provide home delivered meals program in addition to serving as a congregate meal site. With the help of dedicated staff and volunteers, Aging Services delivered 12,923 meals to the homes of 119 older adults at no cost to the recipient. The meals are paid for by the MA Executive Office of Elder Affairs.
- SHINE (Serving Health Insurance Needs of Everyone) is a free service that provides health insurance counseling for Medicare beneficiaries and their caregivers. The MetroWest SHINE program had over 8,246 appointments during FY 2023, including 4,475 appointments during the Medicare open enrollment period from October to December 2022. During FY 2023, SHINE offered both in-person and remote appointments.



Officer Rocket joins in on our weekly BINGO game

PUBLIC HEALTH DIVISION

Board of Health

Edward V. Cosgrove, PhD, Chair; Kathleen Ward Brown, ScD, Clerk; Stephen K. Epstein, MD, MPP; Tejal K. 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; Virginia Chacon-Lopez, MSN, RN – Public Health Nurse; Lydia Cunningham, MPH, CHES – Substance Use Prevention Coordinator; Monica DeWinter, MPH – Program Support Assistant III; 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; James Lawrence-Archer – Administrative Office Specialist; 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; Karen Mullen, MBA – part-time Program Support Assistant III; Susan Orsillo, RN – On-call Public Health Nurse; Monica Pancare, CP-FS – Environmental Health Agent; Sainath Palani, MPH – Environmental Health Agent; Alison Paquette, RN – On-call Public Health Nurse; Carol Read, M.Ed, CAGS, CPS – Substance Use Prevention Coordinator; Karen Rogers – Administrative Office Specialist; 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; Vanessa Wronski, MHA – Program Support Assistant III ; Tiffany Zike Benoit, 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 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, including, but not limited to food service; tobacco sales; residential housing; the medical marijuana treatment center; construction activities (demolition, septic system upgrades, and well installations); waste hauling; bodywork; and public swimming pools. The team licenses mobile food vendors and conducts inspections of temporary food events, including the annual seasonal Needham Farmers Market. Environmental Health agents work closely with Massachusetts Departments of Public Health, Professional Licensure, Environmental Protection, and Agricultural Resource. The Environmental Health Unit coordinates with other Town departments, especially the Town Manager's Office, Building, Engineering, Public Works, Water & Sewer, Planning, Zoning, Police, Fire, and Animal Control.



Sainath Palani, Environmental Health Agent, conducting a residential septic system installation inspection.

Environmental Health is continuing to see an increase in mental health issues associated with hoarding and unsanitary housing conditions and has assisted the Needham Police and Fire Departments with challenging housing concerns. Health agents have also seen an increase in pest activity in certain areas in town including in parking lots which abut food establishments, and in areas along the MBTA train tracks. Environmental Health monitors and works with pest control services to ensure that those active areas are managed.

Program Highlights

- The Food and Drug Administration (FDA) recognizes that the goal of retail food regulatory programs is to reduce or eliminate the risk and occurrence of foodborne illnesses and deaths from food produced at the retail level. The Environmental team has aligned with the FDA and, since 2017, has worked towards adopting each of the nine Voluntary FDA Retail Food Program Standards. In FY23, the Public Health Division achieved two of those standards, having completed rigorous staff training and evaluation, and adopting the FDA food inspection format.



The Environmental Health Team continues to adopt and maintain the nine FDA Voluntary National Retail Food Regulatory Program Standards

The Environmental Health team made significant progress toward adoption of two other FDA standards with the adoption of a strict food code enforcement policy and ongoing outreach and training of food permit holders. This fiscal year, the Environmental Health team was again awarded two grants from the National Environmental Health Association and the Food and Drug Administration to assist with the completion of the nine FDA Voluntary National Retail Food Regulatory Program Standards. Through these grants, Needham has been improving its food safety inspection program and is able to align with the FDA to work towards reducing and eliminating the risk of foodborne illnesses at our permitted retail food establishments.



*Ecom Lu, summer intern, at opening day of the
Needham Farmers Market in May 2022*

- The Food Safety Excellence Program was developed in FY23 and is being rolled out in summer and fall 2023. The program includes strict enforcement of federal standards, clearly defined consequences for violations, and restaurant grading with a certificate of excellence awarded to those restaurants that consistently meet standards.
- In FY 2023, health agents conducted over 980 inspections, reviews, and responses to food safety, housing, tobacco, and nuisance complaints; 347 permits and licenses were issued.
- In October and November 2022, Environmental Health staff hosted four Food Establishment Food Safety trainings via Zoom (subsequently available on YouTube) which focused on food safety basics for restaurants and the most common violations noted on food establishment inspection reports. For one of these trainings, Environmental Health worked with a bilingual trainer and hosted a virtual training in Spanish for food establishment staff.
- The annual Food Advisory Board meeting was held in fall 2022 via Zoom. This advisory board is made up of representatives of Town departments, community partners, nursing homes, corporate food companies, restaurants, retail food establishments, and interested residents.

Epidemiology

The Epidemiology Unit collects and analyzes data on health and disease in Needham, which is used to guide program development and evaluation, to apply for funding, and to shape public education campaigns. The epidemiologist works closely with Public Health nurses to monitor trends in communicable diseases and collects public health data from community partners, including other town departments and local hospitals.

In FY23, the epidemiologist focused largely on the Public Health Division's efforts towards Public Health Accreditation by working on the Division's first Community Health Assessment

and Community Health Improvement Plan. This entailed collecting demographic and health data for the town and identifying health priorities for the Public Health Division to focus on for the next five years.

The epidemiologist also worked closely with other units within the Division, collaborating with nursing to install sunscreen dispensers in popular recreational spaces around town and with Environmental Health on launching Nutritionally Needham, a monthlong healthy eating campaign.

Public Health Nursing

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. Services also include public health emergency management including the Medical Reserve Core.

Summary of Services

Vaccinations

Vaccinations continued during FY2023 with the focus on COVID-19 boosters and outreach to different age groups. Needham Public Health Division continued to adjust to the changing vaccination requirements throughout the year including providing vaccinations for all ages. The Public Health Nurses were able to find new ways and locations to provide influenza vaccinations to all residents, especially some of the most vulnerable.

New Services

During FY2023 the nursing team worked with IMPACT Melanoma to provide free sunscreen dispensers to residents at some of Needham's community settings.

Public Health Nursing also provided free COVID-19 molecular testing to Needham residents thanks to a grant from the MetroWest Health Foundation.

Educational Efforts

FY2023 educational efforts by the nursing team included increasing the number of CPR classes to residents; training volunteers to provide classes for Matter of Balance classes, thus increasing availability; and providing domestic violence training to community groups and residents through the Domestic Violence Action Committee (co-chaired by a Needham Public Health Nurse). Other educational efforts included MRC training about shelters and housing pets at shelters, and presentations at the Massachusetts Health Officers Association conference.



CPR class at the Harvest Fair, October 2022

Public Health Excellence Shared Services Programs



The Public Health Excellence Shared Services and the Regional Public Health Field Training programs are two related grant funded programs hosted by Needham Public Health. The first, known as the Charles River Health District, is a shared services coalition of the communities of Needham, Dover, Medfield, and Sherborn. The second is the North Central & MetroWest Field Training Hub. These programs, funded by the Massachusetts Department of Public Health, are elements of a statewide initiative to improve local public health capacity, increase compliance with local public health performance standards, and expand public health services. The current focus is on meeting the mandates for seven subject areas in MA statute and regulations (*Administration, Community Sanitation, Disease Control and Prevention, Environmental Protection, Food Protection, Housing, and Tobacco Use Prevention*).

The North Central & MetroWest Field Training Hub is one of ten field training hubs in the Commonwealth, each of which will coordinate and provide standardized training for local public health environmental health staff in multiple shared service arrangements.

The Charles River Public Health District employs an equity lens in all its work, including training plans and hiring practices. Health district staff provide environmental health site reviews, inspections, and enforcement in the coalition communities.

Program Highlights

The Needham Public Health Division led the formation of a coalition of Needham, Dover, and Medfield health departments in FY22. (Note: the Town of Sherborn joined the coalition in FY 23, and the communities agreed to name their group the Charles River Health District.)

The newly formed health district engaged in a strategic planning process (Spring 2023) facilitated by Regina Villa Associates to explore the future of public health shared services among the communities. The process included stakeholder interviews and monthly sessions with a working group comprised of representatives from each community.

A consultant with expertise in Title V, the MA regulation that governs the construction and maintenance of septic systems and the transport of septic-system waste, was retained to teach program inspectors how to conduct Title V septic plan reviews.

The four communities drafted and signed a memorandum of understanding in June 2023, began discussions about hiring a public health nurse who would serve Dover and Sherborn, and contracted with a company to use their food and environmental safety inspection platform. As a result, all four communities will use the same inspection forms and practices.

Needham was awarded a contract to be a field training hub serving thirty-nine communities in the North Central and MetroWest areas, including Dover, Medfield, Needham, and Sherborn.

These training hubs coordinate course offerings by MDPH central trainers and provide intensive field training following completion of those courses.

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.

Under a federal grant from the Substance Abuse and Mental Health Services Administration, SPAN provided in-person training to Needham alcohol licensees on responsible beverage service and sales. SPAN and Needham Police also continued conducting compliance checks with licensees, where underage individuals are enlisted to try to purchase alcohol to test whether servers are checking identification and refusing to serve minors.

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:

- August 2022 - The first *Needham International Overdose Awareness Day vigil*, held on Wednesday, August 31 drew over 100 people. The event included a display of 2,290 flags representing the MA lives lost to opioid-related overdoses in 2021. SPAN served along with other Town departments who worked on this event under the leadership of the Becca Schmill Foundation. The Select Board declared August 31 as Needham Overdose Awareness Day.
- November 2022 - SPAN hosted a presentation of the results of the 2022 Needham Parent Survey. This survey is administered biennially to parents of students in grades 6 – 12 to assess their attitudes, beliefs, and perceptions about youth substance use and wellness. This data complements the substance use data provided by the MetroWest Adolescent Health Survey and informs SPAN's prevention work.
- January 2023 - SPAN launched *Positive Community Norms*, a poster campaign intended to reduce youth misperceptions about peer use of substances. The campaign posters use data from the Metro West Adolescent Health Survey to show that most high school students choose not to use substances.
- May 2023 - SPAN, in partnership with the Needham High School PTC, hosted *Social Host: What Parents Need to Know to Keep Kids Safe* and the *Hidden in Plain Sight* exhibit. Parents and community members heard presentations from law enforcement and

a legal expert to understand the MA Social Host Law and how they can be pro-active in preventing underage access to alcohol. A pediatrician shared recommendations to parents for talking with their teens and children about the physical, mental, and legal risks of underage alcohol use.

Students Advocating Life without Substance Abuse (SALSA) is a health advocacy club at Needham High School. SALSA members make a personal connection with Pollard Middle School students in the classroom when they teach them how to resist peer pressure. Throughout the school year SALSA peer leaders present to over 400 eighth grade students in small group settings. These youth prevention advocates also educate their peers, partner with SPAN, build presentation and leadership skills, and advocate for policy change at the local, state, and federal level. During the 2022-23 school year more than 150 Needham High School SALSA members contributed 1,350 hours of service in the community.



SALSA at Needham High School Club Fair, June 2023

During the 2022-23 school year, three SALSA leaders identified the need for peer-to-peer mental health advocacy in Needham. They wrote a grant and received funding to hire two advisors to launch a new Wellness Club at Pollard Middle School focused on Mental Health. Middle school students will be trained as role models for strong mental health and teach elementary school students healthy coping skills. Needham High School SALSA leaders will partner with the middle schoolers as they learn the presentation and leadership skills they will use in the classroom when speaking to younger students. The goal is for the new Wellness club at Pollard Middle School to be sustained going forward to encourage positive mental health among youth.

MassCALL3 Prevention Partners

In June 2021, Needham was awarded an eight-year annual grant of \$125,000 from the Massachusetts Department of Public Health's Bureau of Substance Addiction Services, to manage a regional prevention initiative. The award was increased to \$250,000 annually for FY23, FY24, and FY25. The grant, called the Massachusetts Collaborative for Action, Leadership, and Learning 3 (MassCALL3), includes Dedham, Walpole, and Westwood.

MassCALL3 applies an equity lens to prevention work. Its two main goals are to build community engagement and prevention capacity; and to prevent and reduce underage use of nicotine, alcohol, and marijuana. During FY23, the MassCALL3 Prevention Partners team worked with a consultant to incorporate diversity, equity, and inclusion into strategic planning and sponsored a three-session DEI workshop for all regional partners. Prioritizing equity has

expanded community involvement and informed data collection in stakeholder interviews and focus groups.

In April 2023, in the context of Alcohol Awareness Month, staff facilitated a Needham Community Forum featuring esteemed researchers, scientists, and professors. The event included information on adolescent brain development, alcohol regulations, state and local data, and more.

In May and June of 2023, staff facilitated three strategic planning meetings. Data analysis and feedback from over 30 participants across the four-town region has resulted in the creation of a plan to minimize the risk factors and increase the protective factors known to support youth to navigate away from high-risk behaviors.

The Traveling Meals Program

The Traveling Meals Program was started in 1977 to provide meals to homebound Needham residents. Volunteers deliver 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 through the end of the public health emergency in May 2023. The majority of volunteers returned from the previous year to commit their time and energy to Traveling Meals clients.

- 10,515 two-meal packages were delivered to more than 80 residents by 28 committed volunteers and community business partners in FY2023. This represents an increase of 9.7% in meals delivered from FY 2022.
- The fundraising committee, *The Friends of Needham Board of Health and Traveling Meals*, paid over \$3,700 to provide meals for elderly and disabled Needham residents in need. 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
TJ Tedeschi, Deputy Director of the West Suburban Veterans District
Jay Kravetz, Care of Veterans Graves

Purpose

The West Suburban Veterans' Services District includes the Towns of Needham, Wayland, Wellesley, Westwood, and Weston. Director Sarada Kalpee, former Deputy Director Nancy Blanchard, and new Deputy Director TJ Tedeschi 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 FY2023, 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, as schedules do change, 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, David Bookston, Jill Mullaney, Karen Mullen, Massiel Gallardo, William Holland, Joseph Brienze

Staff

Sara Shine, MSW, LICSW, Director; Megan Carleton, LMHC; Alyssa Cellucci; Kelsey Nichols, LCSW; Hannah Stein, LICSW; Christine Weitzel, MSW, LCSW; Ellen Whirley, LCSW; Grace Burnham, Intern

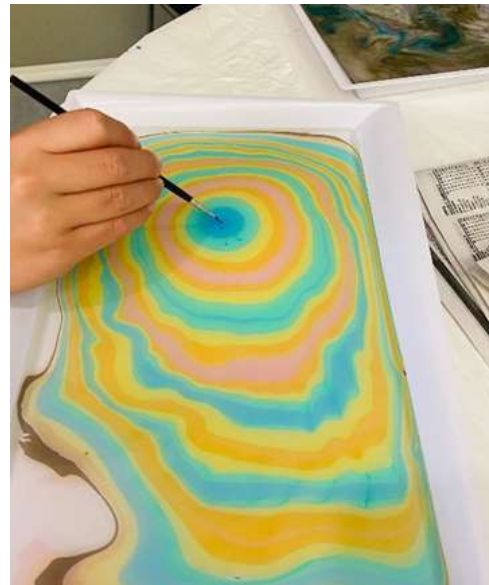
Mission

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, training, employment assistance, and enrichment activities for children and adolescents.

- **Individual, Family, and Group Counseling:** Masters level clinicians 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 FY2023, staff provided 1346 hours of counseling to Needham youth and families. Clinicians also attend treatment meetings and provide consultation, advocacy, and outreach for residents and family members. Due to a long waitlist for individual services, staff have offered increased group counseling so more young people can receive support while waiting for individual treatment. There were multiple groups for elementary, middle, and high school youth; specific groups such as one focusing on grief for youth who had lost a close family member; and a group for youth new to the area after living in a violent country or escaping war. Youth & Family Services also worked closely with a local expressive art therapist, Tova Speter, on three workshops for youth and parents. These workshops focused on expression, self-care, coping and connection.



Meditative marbling workshop for teens

- **Community Crisis Response:** Over the past decade, the Needham community has grappled with critical youth issues such as suicide, loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, families, and local organizations to provide clinical support for these challenges. Services included individual meetings, group sessions, and supportive information and materials. Youth & Family Services has continued outreach and continued to assess the mental health needs of the community. Division staff continued to work closely with the public schools to address the mental health concerns of students. Youth & Family staff also continued involvement with community partners, including identifying gaps in services and needed areas of support.

Program Highlights

- **VIP and Peer Tutor Programs:** Needham Youth & Family Services offers two programs that pair high school students with children in elementary and middle school. The VIP program (*Valuable Interactions among Peers*) sets weekly meetings between a high school student and a younger child to build a meaningful relationship through playing games and doing enrichment activities. In FY2023, twenty-five high school students provided a total of 475 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 has matched 28 pairs of students.
- **Volunteers Around Needham:** In this program, youth aged 12 to 17, provide community service to non-profit organizations in Needham. The program has expanded to run during school vacation weeks and to include middle school students. Sixty youth volunteered at Circle of Hope, Needham Parks and Forestry, Needham Fire Station, Needham Community Council, the Charles River Center, and the Needham Community Farm. Youth & Family Services has also started a volunteer relationship with Newbridge on the Charles, a retirement community. Through this partnership, students earn 30 volunteer hours needed for graduation while supporting these organizations with various tasks such as organizing supplies, helping children with developmental disabilities, farming, washing fire trucks, and field maintenance



Volunteers Around Needham at the Fire Station

- **Needham Unplugged:** Needham Unplugged is an annual 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, the Needham

Public Library, Needham House of Pizza, Nicholas' House of Pizza, and Hearth Pizzeria, resulting in a dynamic calendar. Activities included make your own pizza night, family game night, stained glass crafting, and family swim.



Jean Higgins

- **The Patrick and Patricia Forde Good Person Memorial Award** recognizes a local volunteer who helps to make Needham a better place to live. Jean Higgins, an inspirational community member, was the FY23 awardee. Jean exemplifies service as the founder and administrator of “Be-Kind Needham,” a Facebook group dedicated to providing critical assistance to local families and individuals in need.

- **Family Playgroups** is a new program that started in FY23. Youth & Family Services worked closely with Family Access Community Connections on a playgroup for parents and their young babies. The playgroup helps new parents connect and, with the support of clinical

staff, discuss stressors and coping, as depression can be significant when a new baby is born. The playgroup also provides a social environment for young children.

- **SHOP (Students Helping Older People)** is an intergenerational program that was started in FY23. Students were paired with older adults to make connections and help the older adults with their grocery shopping.
- **Community Mural Project** - Youth & Family Services organized another Community Mural Project, this one under the tunnel between DeFazio field and Pollard Middle School. Over 150 community members were part of this project which also connected families to Youth & Family Services.
- **Family Nights** – Youth & Family Services has started to host multiple family nights per year. Family nights provide opportunities to connect residents with staff while engaging in a night of arts and crafts, games, food, and prizes. These evenings have been very well attended and there has consistently been a waiting list.
- **Educational Workshops** – Several staff members teach Youth Mental Health First Aid, a class to help adults learn to identify, understand, and respond to mental health challenges, substance misuse, and crisis situations. These classes are free to the community. In FY23 four staff members became trainers in Teen Mental Health First Aid, which teaches teens how to respond to peers who may be experiencing a mental health challenge. In addition, two staff members have been trained in *Question, Persuade, Refer*, which is a proven training for community members to recognize the warning signs of suicide and intervene effectively.

- **More Community Collaboration:** Youth & Family Services maintains membership in several community groups including the Youth Resource Network and the Community Crisis Intervention Team. Other groups include, the Domestic Violence Action Committee, the Homelessness Prevention Committee, the Online Safety Coalition, the Community Health Resource Group, International Overdose Awareness Day Committee, Chapter 84, and the Substance Prevention Alliance of Needham, where Division staff sit on the steering committee and action committees.
- **Community Presentations:** The Division has been focused on getting information out to the public. Staff have participated in various community presentations including:
 - A presentation on executive function presented by Engaging Minds.
 - In collaboration with the Needham Exchange Club, the Division hosted John Halligan, author of “Ryan’s Story.” Mr. Halligan presented to 75 individuals (both youth and families) about bullying, social media use, and suicide prevention.
 - Dr. Chris Willard, Harvard Medical School Faculty, author, psychologist, and consultant, presented on Mindful Resiliency in the “New Normal.” This presentation focused on the most common mental health challenges that youth are facing (including depression, anxiety, addiction, self-harm, and body image concerns) and strategies to support youth.
 - Dr. Mitch Abblett, a Wellesley psychologist, presented on “the Mindful Path to Unwinding Anxiety for Kids and Teens.” He addressed the epidemic of anxiety and its impact on youth, and he guided the group through specific mindfulness-based tools for helping with anxiety.
- In FY2023, Needham Youth & Family Services received \$11,750 in funds to help support programming. MetroWest Health Foundation provided a grant for \$9,500, and \$2,000 came from donations from High Rock Church and the Forde Family.

DEPARTMENT OF PUBLIC WORKS

Administration Division: Carys Lustig - Director of Public Works; Shane Mark - Assistant Director of Public Works; Cecilia Simchak - Director of Finance & Administration for Public Services; Kristen Wright - Management Analyst; Tyler Gabrielski - Management Analyst; Jennifer Casey - Administrative Specialist; Ashley Ellis - Administrative Specialist; Niki Rumbos - Office Assistant; Maria Papantoniou - Administrative Assistant; Kristin Bent - Finance Assistant; Melanie Meagher-Beaton - Project Manager; Kimberly Donovan - Compliance Coordinator; Vladimir Kan - Administrative Analyst

Building Maintenance Division: Barry Dulong - Director of Building Maintenance; Shannon Nelligan - Assistant Director of Building Maintenance; Wayne Whisler - Building Maintenance Supervisor; George Connolly - Building Maintenance Supervisor; Kevin St. Peter - HVAC Supervisor; Thomas Harrington - Carpenter; Paul Commiskey - Craftswoman; Kevin Fleming - Craftswoman; Mario Padilla - Craftswoman; Sean Rego - Electrician; Trevor Cromack - HVAC Technician; John Gass - HVAC Technician; Guy Meyitang - HVAC Technician; Jon Mooar - Plumber; Thomas Radosta - Plumber; Ariel Arias - Sr. Custodian; Duncan Brock - Sr. Custodian; Helen Castaneda - Sr. Custodian; Jonathan Ernst - Sr. Custodian; Richard Franks - Sr. Custodian; George Griffin - Sr. Custodian; Juan Lamarche - Sr. Custodian; Francis Lara - Sr. Custodian; Angel Lopez - Sr. Custodian; Yustil Mejia - Sr. Custodian; Marco Menezes - Sr. Custodian; Anthony Mitchell - Sr. Custodian; Richard Pettenati - Sr. Custodian; Ariel Pimentel - Sr. Custodian; Andres Riascos - Sr. Custodian; Mark Slade - Sr. Custodian; Patrick Thornton - Sr. Custodian; Greg Balzarini - Custodian; Joao Cantuo Braganca Neto - Custodian; Gumerinda De Paz Sagastume - Custodian; Todd Desmarais - Custodian; John Dunn - Custodian; Miles Dupont - Custodian; Sheila Ernst - Custodian; John Feola - Custodian; Sean Fitzgerald - Custodian; Eleno Garcia - Custodian; Jeffrey Jacquart - Custodian; Rory Kazarian - Custodian; Gregory Kerr - Custodian; Jeffrey Lara - Custodian; Cristina Martinez Javier - Custodian; Kathryn Mejia - Custodian; Rafael Mejia-Feliz - Custodian; Mario Padilla Grijalva - Custodian; Angel Pena - Custodian; Ruddy Pierre - Custodian; Jean Rene - Custodian; Jacob Reynolds - Custodian; Jader Ribeiro - Custodian; Damaris Rodriguez - Custodian; William Semchenko - Custodian

Engineering Division: Thomas Ryder - Town Engineer; Justin Savignano - Assistant Town Engineer; Ardian Rrapi - Project Manager; Thomas Sarno - Senior Autocad Technician; Sailong Lei - Autocad Technician; Paul Ciesluk - Civil Engineer; Robert Wilson - Civil Engineer; Garrison Copley - Survey Party Chief; David Kelly - Survey Party Chief; Jonathan Zarrella - Engineering Aide

Fleet Services Division: John Regan - Fleet Supervisor; George O'Garro - Master Mechanic; Michael Gaipo - Equipment Mechanic; John Howley - Equipment Mechanic; Paul Rossi - Equipment Mechanic

Highway Division: Rhainhardt Hoyland - Highway Superintendent; Erik Lannigan - Highway Assistant Superintendent; Harold Gallagher - Working Foreman; David Sullivan - Working Foreman; Derek Brigante - Public Works Technician; Dominic Alessio - Heavy Motor Equipment Operator; John Buchanan - Heavy Motor Equipment Operator; Theodore Casey - Heavy Motor Equipment Operator; Shaun Maloney - Heavy Motor Equipment Operator; Gustavo Miranda - Heavy Motor Equipment Operator; Brian Tosi - Heavy Motor Equipment Operator; Keith Williams - Heavy Motor Equipment Operator; Craig Kyle Beauregard - Craftswoman; Christopher Gaipo - Laborer

Parks & Forestry Division: Edward Olsen - Parks & Forestry Superintendent; Kevin Naughton - Parks & Forestry Assistant Superintendent; Michael Logan - Working Foreman; Douglas Mangine - Working Foreman; Kyle Mack - Heavy Motor Equipment Operator; Jerry Brothers - Craftswoman; Zachariah Duffield - Craftswoman; Kenneth Petipas - Craftswoman; Steven Thomas - Craftswoman; David Venini - Craftswoman; Merrill Marchand - Arborist; Tobin Zwicker - Arborist; Sean Arnao - Laborer; Mark Hoeffler - Laborer

Recycling and Solid Waste Division: Greg Smith – Recycling & Solid Waste Superintendent (outgoing 2023), Matthew DeMarrais - Recycling & Solid Waste Superintendent (incoming 2023); Justin MacGregor – Recycling & Solid Waste Assistant Superintendent; Christopher Willis – Working Foreman; Brian Eadie – Scalehouse Attendant; David Newcomb – Heavy Motor Equipment Operator; Rosevaldo Severo-daSilva – Heavy Motor Equipment Operator; Michael Shea - Heavy Motor Equipment Operator; Nemesio Rosa – Laborer; Ariel Belmont daSilva - Laborer

Water, Sewer & Drains Division: Michael J. Retzky - Water, Sewer & Drains Superintendent; Thomas Joyce – Water, Sewer & Drains Assistant Superintendent, Stephen Cusick – Water Treatment Facility Manager; Paul Reynolds – Chief Wastewater Operator; William Kallenberg – Working Foreman; Nigel Manuel – Jackson – Working Foreman (outgoing 2023); Jody Doherty – Working Foreman (incoming 2023); Gerald Sharpe – Working Foreman; Frank Fahy – Public Works Inspector; Nigel Dwarika – Public Works Technician; Anthony Lake – Water Treatment Operator; Kevin Maher – Water Treatment Operator; Thomas Roycroft – Wastewater Operator; Fabricio Freire – Heavy Motor Equipment Operator; Leandro Gomes – Heavy Motor Equipment Operator; Richard Costello – Craftsworker; William Bedigan – Craftsworker; Andrew Desimone – Craftsworker; Michael Fleet – Craftsworker; Anthony Harris – Craftsworker; Gregory Hurley – Craftsworker; Matthew Medeiros – Craftsworker; Darnell Robinson – Craftsworker; Bryce Howard – Laborer; Eric Tolland - Laborer



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.

FY2023 Highlights

DPW Administration

The Administration Division provides budgetary, administrative, personnel, invoice processing, and customer service support for all divisions within Public Works.

In FY2023, the Administration Division:

- Published 45 bids
- Executed 161 contracts
- Coordinated the hiring and promotion of 34 employees including external and internal hiring
- Oversaw the use of operating, operating capital, enterprise, and capital funding for the department.
- Implemented Phase 1 of a consolidated work order system
- Worked on the implementation of a new space permitting software for both internal and external users.

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 FY2023 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. Duct cleaning and quarterly filters changes continued to be executed. Additionally, there were several HVAC programming and platform upgrades including upgrading BMS system at Library to StruxureWare, replaced 2 firetube boilers at High School with high efficiency condensing boilers, and replaced large volume domestic hot water heater at Mitchell with high efficiency condensing heater.
- Completed large-scale projects at multiple town and school buildings to repair roofs, replace flooring, repair siding, replace window shades, refinish wood floors, replace broken window glass, conduct major repairs and programming updates to elevators and BMS. conduct updates to fire safety control panels, replace several heat and smoke 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 lactation pods, and more.
- Helped coordinate crack seal repairs and pavement markings at multiple town and school buildings.
- Completed 100's of work orders and PM's in support of repairs and maintenance of all Town facilities.

Engineering Division

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

In FY2023 the Engineering Division:

- Inspected 378 Street/Sidewalk Occupancy and Excavation Permits
- Completed 537 Building permit reviews
- Completed 27 project reviews for the Planning Board and 20 project reviews for Zoning Board of Appeals
- Completed 9 traffic count studies
- Prepared 6 traffic regulations
- Completed construction of the Highland Ave and West Street Drainage Improvements, the Route 128 Sewer Interceptor construction for access improvements, the 128 Sewer Interceptor Evaluation and started Design of sewer rehabilitation, the of Bennington Water main replacement
- Continued construction of the 16-inch water main for Marked Tree Road and Central Avenue, Drainage Concord at Burnside Relief Drain Phase I, the Rosemary 16-Water Main at the Dam, the Lake Drive Pump Station reconstruction, and the Town Hall Common;
- Continued design of South Street 16-inch water main, the design for Walker Pond Category 3 drainage improvements, the analysis of Town drainage systems
- Continued Survey of town wide owned parcel surveys;
- Completed Fisher Street Trail guard rail and parking area
- Completed construction of the Walker Pond Category 1 Drainage Improvements, Areas 1 and 3 stormwater improvements at the RTS, the Walker Lane Sewer Extension, and the Wide Inflow/Infiltration removal

Fleet Division



The Fleet Division provides maintenance and repairs on over 250 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.

In FY2023 the Fleet Division:

- Managed the Town's Fuel Depot which dispensed 105,059 total gallons of fuel (68,339 gallons gasoline & 36,720 gallons diesel).
- Performed \$528,388 in maintenance and repairs to the fleet.
 - Top 10 Services Performed: `
 1. Periodic Maintenance Service (PM)
 2. State Inspections / Certifications
 3. Electrical / Electronic Repair & Scan Tool Diagnostics

4. Tire / Wheel
5. Snowplow Repair/Maintenance.
6. Hydraulic Repair
7. Brake Service
8. Wipers / Mirrors / Glass
9. Salter / Spreader Repair/Maintenance
10. Engine & Emissions Repair

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 is actively pursuing Federal and State funds to support these goals. Additionally, the Highway Division develops strategies to manage all snow and Ice operations.



In FY2023 the Highway Division:

- Rehabilitated 57,016 square yards of roadway
- Preserved 50,440 square yards of pavement
- Rehabilitated and repaired 40,000 feet of grass berm
- Reconstructed 10,637 feet of sidewalk
- Installed 22 wheelchair accessible ramps
- Installed 20,879 feet of curbing
 - 12,161 feet of asphalt curbing
 - 8,718 feet of granite curbing
- Maintained 48 traffic signal and pedestrian crossing systems
- Performed and coordinated snow and ice operations for 15 snow events resulting in 15.75 total inches of snow

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 FY2023 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

- Collaborated with Park and Recreation to hand out tree seedlings for Arbor Day
- Hosted an Arbor Day celebration with our school staff at Newman Elementary and Eliot Elementary school handing out saplings. Eversource planted red maple trees along the rail trail parking lot. Hartney Greymont and Eversource also helped out at Riverside Park pruning and planting.
- Responded to hundreds of workorders reported through See Click Fix
- Started design for McLeod field Renovation
- Managed town common renovation project

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.

In FY2023 the Solid Waste and Recycling Division:

- Processed 9160 tons of Pay-As-You-Throw, municipal and bulky waste trash tonnages
- Processed 1908 tons of contracted recyclables
- Diverted 223 tons of food waste from the trash stream, from RTS and schools
- Added five new schools to the food-waste diversion program
- Delivered 937 mattresses (58% increase) to Lowell for recycling
- Recycled 49 tons of TV's and electronics
- Processed over 890 air conditioners, refrigerators, and dehumidifiers to safely capture the refrigerant (fluorinated hydrocarbons) which causes ozone depletion.
- Collected 67 tons textile recycling
- Recycled 675 tons of scrap metal to Framingham Salvage for recycling
- Disposed of 466 car and truck tires
- Commercial leaves and grass collected totaled over 620 tons
- Sold 893 yards of screened compost and provided free compost for residents



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 protect the Town's watersheds.

In FY2023 the Water, Sewer, and Drains Division:

- Produced **1,299,871,104** billion gallons of water
 - Charles River Water Treatment Facility **897,138,104** million gallons of water
 - MWRA – **402,733,000** million gallons of water
- Conducted full sanitary and security inspections on both water storage tanks (Birds Hill & Dunster Rd).
- Wells 1A and 3A at the Charles River Water Treatment facility were re-developed (Cleaned) to help restore their original capacity.
- Repaired water pipe leaks, including water main breaks and water service leaks.
- Performed unidirectional water main and hydrant flushing through-out our water distribution system
- Responded to many water and sewer emergency calls (after normal business hours)
- Replaced and installed water meters throughout town
- Replaced and renewed water service lines, lead goosenecks & lead-lined water service pipes.
- 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 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 sewer mains and drain lines utilizing CCTV
- Cleaned and flushed sewer mains and drain lines

BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

Permanent Public Building Committee

*Stuart Chandler, Chair, 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*

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 Town Facility planning, design, and construction projects. 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.

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 currently fulfills the requirement for OPMs on Town building projects.

FY2023 Highlights

The following is a summary of completed or ongoing projects the PPBC has overseen, and the Building Design and Construction Department managed during FY2023 (July 2022 to June 2023). These projects were initiated during the period of FY2016 through FY2023.

<u>Project Name:</u>	DPW Central Ave Storage Facility/Jack Cogswell Storage Building
<u>Project Status:</u>	Substantially Complete-2019-(Power Purchase Agreement (PPA) pending)
<u>Authorization:</u>	\$7,765,000 (ATM 2017 Art. 45 & ATM 2018 Art.35)
<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.

The project included a consolidated Public Works seasonal storage facility at the RTS on Central Avenue. Approximately 14,000 square feet of storage space was required to fulfill DPW programming needs as determined by the 2016 DPW feasibility study. Approval for the consolidation of all parcels included at the RTS by the Land Court (as required by the Planning Board special permit) was delayed until April 2022.

The Department of Public Utilities (DPU) “single parcel rule” is delaying the solar PPA project. State climate legislation was signed by the Baker Administration in 2022 which should supersede the current restrictions enabling the solar installation to proceed, but the DPU continues to hold hearings on the modification of this rule.

The consolidation of all the parcels was completed and the final certificate of occupancy was received on July 8, 2022. The task of entering into a future power purchase agreement (PPA) has

been taken over by the Public Works Department. The remaining available balance of \$2,218,000 was rescinded at the October 2022 Special Town Meeting.

Project Name: Emery Grover Building Feasibility Study/ Design/ Construction
Project Status: Under Construction
Authorization: \$23,760,000 (ATM 2018 Art.11 & STM 2021 Art.7 & ATM 2022 Art.21)
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr.: Building Design & Construction Dept.
Contractor Hillside: J.J. Cardosi, Inc.
Contractor E.G.: M. O'Connor Contracting Inc. _

- At the October 2022 Special Town Meeting, Article 10: Appropriate for Every Grover Renovations Supplement was approved in the amount of \$2,725,000.

The Hillside School renovation was completed in December 2022 and the contents of the school administration building were moved into the Hillside School Building and staff occupied the building in early January 2023.

Bid documents were available on September 1, 2022 with Bids received on October 7, 2022 in advance of the October 2022 – Special Town Meeting. M. O'Connor Contracting, Inc. of W. Roxbury, MA was awarded the contract.

Additional funds of \$2,725,000 were appropriated at the October 2022 Special Town Meeting (Article 10) to maintain an appropriate level for the contingency.

The Contractor mobilized on site in January 2023. Found conditions discovered during the interior demolition phase have resulted in comprehensive regrouting and reconstruction of the interior brick walls. Contingency funds are being used to address these issues. This is impacting the schedule construction. Substantial completion is now scheduled for late summer 2024 for re-occupancy during the fall of 2024.

Project Name: Master School Plan Study
Project Status: Complete -2020 with refinements Ongoing
Authorization: \$240,000 (ATM 2018-Art.32 & ATM 2019-Art.37 & RFT-Aug. 2021)
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

The School Committee originally 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 was prepared to determine which approach is fundable within the Towns debt limits.

The School Department prepared Statements of Interest (SOI) for the Pollard Middle School and the Mitchell Elementary School which were submitted to the MSBA in April 2023 for possible teaming and funding opportunities. It is anticipated that the Town will be notified in December of 2023 whether the District will be invited into the Eligibility Phase.

One of the goals of the School Master Planning is that Pollard would be the first project and Mitchell would be the second. This would make sure that the construction would not impact more than one generation of school students. If Mitchell were done first, those children might be at Pollard when that project is under construction.

The School Committee subsequently voted Options C & D as the most educationally sound and overall, least expensive path forward. This includes a renovation and addition of Pollard, converts High Rock to an elementary school and reconstructs Mitchell. The estimated total cost range is \$334.2M to 349.2M. This option avoids building a costly (\$40M) temporary swing space if Mitchell were to go first.

<u>Project Name:</u>	Ridge Hill Demolition Feasibility Study
<u>Project Status:</u>	Substantially Complete- 2023 (pending meadow growth in 2024)
<u>Authorization:</u>	\$625,506 (ATM 2019-Art.13)
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Dore & Whittier Architects, Inc.
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.
<u>Contractor:</u>	S&R Corporation

The BD&C department oversaw the feasibility study for the demolition of the manor house and garage. Dore & Whittier Architects, Inc. completed the feasibility study for the demolition of the manor house and garage in November 2020. The estimated cost to demolish the buildings was \$756,891.

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 came in over budget.

The project was rebid in September 2022 and the contract was awarded to S&R Corporation for \$402,990. The demolition of the building started in January 2023 and was completed in March 2023. Hydroseeding of the area was done in May 2023. The one-year warranty for the hydroseeding will end in May 2024.

<u>Project Name:</u>	Auditorium Theatrical Sound & Light Systems Needs Assessment
<u>Project Status:</u>	Feasibility Study Complete- future phases pending funding.
<u>Authorization:</u>	\$60,000 (ATM 2021-Art.35)
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Hewshott International LLC
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.

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 includes a condition assessment of the audio/visual equipment in each venue, incorporates feedback from constituent users (staff, students, community theater members), assesses the impact of new theatrical sound and lighting equipment on associated building systems (electrical, heating/ventilation, technology) and auditorium structures, and makes recommendations for required upgrades at each location. The plan reflects the district's vision for each venue and incorporates a phased implementation approach that prioritizes the projects in sequence, reflecting constituent priorities and needs. The final product includes a detailed design plan, project timetable and cost estimates.

The final report was completed in May 2023. Three types of upgrades were identified as needed. These are Safety and Compliance (SAC) deficiencies, Theatrical System Upgrades (TSU) and non-theatrical Architectural Lighting (AL) upgrades. There are two SAC phases, four TSU phases and one AL phase. SAC1 is being done immediately and SAC2 should be done within a year. TCU1 items should be done once funding is secured, TSU2 should be done within two years of TSU1, TSU3 within five years of TSU2. TSU4 are optional enhancements. AL1 can be done at any time.

The estimated benchmark cost for SAC1, SAC2, TSU1, TSU2 and TSU3 for the Newman School is \$1,143,926, for the Pollard Middle School is \$1,073,675 and the High School is \$1,256,006 with a grand total of \$3,473,606 in today's dollars (2023).

The identified Safety and Compliance, SAC1, issues were done at the Pollard Middle School over the April 2023 school vacation. The SAC1 work is anticipated to be done over the summer of 2023 at the High School and Newman School with reserve fund transfer (RFT) funding from the Finance Committee to the School Department. The remaining work will be done as funds become available. Replacement of select theater curtains with Inherently Flame Retardant (IFR) fabric is anticipated to be done during FY2024 for curtains that were not replaced or treated during FY2023.

<u>Project Name:</u>	Center at the Height Space Utilization Study (CATH)
<u>Project Status:</u>	Feasibility Study Complete – Future phases pending funding
<u>Authorization:</u>	\$75,000 (ATM 2023-Art.-23)
<u>Architect:</u>	Bargmann Hendrie + Archetype, Inc. (BH+A)
<u>Owners Project Mgr.:</u>	Building Design & Construction Dept.

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 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 includes a detailed report with a facility assessment, recommendations for modifications, feasibility design plans, project timetable with priorities, phasing, and cost estimates. Detailed Design services will follow once funding is secured.

The Final Report was completed in May 2023. Several alternates with 2023 cost estimates were identified and listed in order of priority:

Alternate 1:	Convert Residential Kitchen to Commercial Kitchen	\$920,000
Alternate 2:	Swap Locations of Fitness Room and Game Room	\$263,000
Alternate 3A:	Vestibule Addition	\$297,800
Alternate 3B:	Add accessible Parking (lease from MBTA)	NA
Alternate 4:	Renovate Basement for Program Room	\$743,000
Alternate 5:	Furnish Roof Deck	\$177,700
Alternate 6:	Café Lounge	\$578,000
Alternate 7:	Office Reconfiguration	\$ 19,000
A phased approach for the various elements will be considered with future funding.		

Project Name: Roof Top Unit Replacement (Broadmeadow & Eliot Schools)
Project Status: Ongoing
Authorization: \$9,817,750 (ATM 2022 Art. 23 & ATM 2023 Art. 27)
Architect: GGD Consulting Engineers, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

Funding was received at the May 2023 ATM for the RTU Replacement at Eliot and Broadmeadow schools. Eliot School will be done first. GGD Consulting Engineers have completed design development. DD cost estimate updates were available at the end of May. It is anticipated that bids will go out this summer and the project will be awarded in September to allow for long lead equipment procurement. The Eliot School equipment will be installed in the summer of 2024. The Broadmeadow School detailed design will start in the fall of 2023, be bid in the Spring of 2024 to be installed in the summer of 2025.

Project Name: Library Space Utilization Study
Project Status: Ongoing
Authorization: \$60,000 (ATM 2022 Art.26)
Architect: Utile, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

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.

The final report will be completed in the summer of 2023. Four options are being studied. A phased approach for key areas is being considered including the teen/tween areas, Children's Area, reference desk and computer terminals, study and meeting rooms and the circulation desk. Future phase renovation projects will be scheduled according to future funding.

Project Name: DPW Complex Feasibility Study
Project Status: Ongoing
Authorization: \$60,000 (ATM 2022 Art. 27)
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr.: Building Design & Construction Dept.

The goal of the study is to determine the programmatic needs of the DPW, assess existing aging facilities, study potential groupings of divisions, define a priority for replacement needs, review how improvements can help bring the DPW into compliance with current NPDES requirements, study “test-fits” on various sites, and develop a prioritized program for future phased renovation and construction of DPW facilities. This Study will lead to a master plan with feasibility stage cost estimates 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 to better accommodate DPW staff and support their daily operations. The recycle transfer station (RTS) also requires renovations and repairs. The final report is anticipated to be completed in the fall of 2023.

Project Name: Electric Vehicle Charging Stations
Project Status: Complete
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 stations 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. 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 was delayed while MassDEP requested additional funding for the Make Ready Program. The EV charging stations adjacent to the Public Services Administration Building (PSAB) were completed in April 2023.

Looking Forward

Upcoming future and continuing projects to be overseen by the PPBC and BD&CD during FY2024 include:

- Completion of Emery Grover Renovations in Fall 2024, FF&E and IT purchasing and installation, MEP commissioning and project closeout.
- Rooftop Unit Replacement at the Eliot School and Broadmeadow School. Design, bidding, construction oversight for Phase #1- Eliot School and Phase #2- Broadmeadow School. Bid and award construction contract to start RTU Replacement at Eliot School and the design, bidding, and construction at the Broadmeadow School.
- MSBA decision on SOI for the Pollard and Mitchell Schools will determine the best path forward on the Pollard Middle School and Mitchell Elementary School projects. If selected the BD&CD will assist the School Department and Town to prepare the responses necessary during the Eligibility Phase.
- Theater Sound and Lighting in Select Schools -needs assessment & Feasibility Study (for the Needham High School, Newman & Pollard)- Assist the School Department and Building Maintenance Department to bid and oversee the future phases of the SAC and TSU improvements pending funding.

- Needham Public Library, Board of Trustees – Library Space Utilization Study, cost estimates, prioritization, and schedule for future projects.
- Department of Public Health & Senior Center – Center at the Heights (CATH) Space Utilization Study- Assist with oversight of detailed design, bidding and construction of future phases pending funding.
- Department of Public Works – DPW Complex Feasibility Study- completion of the feasibility study and as needed the future design, bidding and construction oversight of future phases pending funding.
- Climate Action Plan Committee – two BD&CD staff members are working to support the committee and assist with the completion of the Climate Action Roadmap. A Sustainability Manager will be hired during FY2024 to move this forward.

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

Members

Jeanie Martin – Co-chair

Carol Thomas – Co-chair

Tatiana Swanson – Treasurer and ADA Liaison

Alexa Moore – Secretary

Debbi Heller

Karen Morales

Barbara Moss

Felix Zemel

Maureen Callahan

Staff

Julie Muse-Fisher – Liaison to the School Committee

Kelly Scolponeti – Needham Police Department Community Service Officer

David Correia – Consultant from MetroWest Center for Independent Living

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 was \$550. The only expense in FY2023 was as follows:

- \$70.00 - Plaque for retiring member Debbie Heller.

FY 2023 HIGHLIGHTS

Advising

- Worked in conjunction with the MetroWest 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 Dunkin Donuts, the Pollard School, the Sunita Williams School and Panera.

Advocacy Calls

- Responded to advocacy calls on a variety of matters including a Needham resident with noise sensitivity who is concerned about noise pollution and who was offered firearms-grade earplugs from the Needham Police Department, limited access at the entrance to Landry Bicycle, lack of sidewalks on Forest Street, groundwater problems causing icy driveways and sidewalks in the winter, snow removal assistance, and a request that local businesses utilize closed captioning on their screens and monitors.

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.

Worked with the Police Department liaison to update the information regarding current accessible parking spots in Needham.

Received information from the Architectural Access Board regarding accessible parking violations at You Do It Electronics and the Charles River YMCA.

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 furniture and equipment to expand the Intensive Learning Center at Pollard. A grant was approved to purchase three lightweight wheelchairs for the Needham Community Council medical loan closet.

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.
- A Needham resident articulated a need to expand transportation services for those with various disabilities, including those with intellectual disabilities, who do not drive, and

require transportation within the Town of Needham. At age 22, individuals who previously received transportation services under youth programs no longer qualify for them. There are adult agencies and work programs that are considered independent, group supported, community-based or day services. With the exception of independent work programs, transportation for these adults is covered by the Department of Developmental Services (DDS). Although The Ride and The Ride Flex offer subsidized or free transportation, service is limited in purpose, requires additional time, and can be unreliable, which makes it an unsuitable option for scheduled transportation to and from work.

They shared a possible model for consideration that exists in the Town of Sudbury. Sudbury created a transportation committee, which established four different community transportation programs. “Go Sudbury! Uber” provides door-to-door rides (not wheelchair accessible), 7 days/week, 24 hours/day within a 25-mile radius. To qualify, riders must be 60+, 18+ with a disability that limits driving, active military/veteran, 18+ with financial need, or an essential worker in need of a ride. Transportation use cases include non-urgent medical appointments, work, shopping, or to access community resources. Rates are subsidized and riders pay between \$3 - \$15, depending on trip mileage, and rides are limited to 20 one-way rides per month.

They asked for feedback from the NCOD on this program, and what possible next steps might be to put something similar in place in Needham.

Tatiana contacted HHS, the aging division and the transportation associate director to share information about this unmet need and explore whether anything can be offered. Each respective party cited a few initial challenges, such as a current shortage of van drivers to meet the needs of the aging population alone, and the lack of data available to help contextualize the scope of this need. They also recommended exploring options via Uber and Lyft, though that would also require exploring opportunities for funding subsidies. Tatiana suggested evaluating census data to help quantify the number of 21+ individuals with disabilities, although that may not help quantify how many would use this service. Karen suggested we review census data, or perhaps survey our own connections to understand whether other services exist. It was also suggested to follow up with the resident who raised this request to inquire whether she has suggestions for collecting this data. If the need is quite small, perhaps the aging division extends the service to these individuals in an equal opportunity manner.

- Guest speakers included Katie Kling, Assistant Town Manager & Amy Haelsen, Economic Development Manager, who presented an update in September on outdoor dining and accessibility planning for next summer.

Sandra Robinson and Suzanne Baker joined the meeting in December to provide NCOD with an overview of programs offered by the [Needham Community Council](#) (NCC), which has been serving the town for 93 years. They shared a video that described the various programs the NCC offers.

Robert Schlager (President, Bulfinch Properties) and Mark DiOrio (General Counsel) joined in January to share accessibility plans for the new Muzi site, 557 Highland.

Henry Haff, Director of Design and Construction, joined in February, and Deborah Robinson, Bargmann of Hendrie + Archetype, Inc., joined in February to share updates about the Emery Grover renovations.

Joseph Prondak, new Needham Building Commissioner, joined our June meeting to introduce himself and learn about the working relationship between NCOD and his office. David Roche, former Commissioner, also attended and shared examples of prior collaborative efforts with NCOD. Joe was an ADA coordinator when working in Milton and has direct experience with building access regulations and practices.

- 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

- Held a celebration to honor long-serving NCOD members, Dale Wise and Debbi Heller, who passed away. Dale was honored with a donation from NCOD members to the Northeast Sled Hockey League and Debbi was honored with a donation to MS in her honor by NCOD members.
- Improved our use of 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 Disability Employment, Emergency Preparedness Programs, Client Assistance programs, Municipal grants, Reasonable Accommodations, Service Animals, and Autism Training 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

- NCOD Members Karen Morales Babs Moss, Tatiana Swanson and Karen attended a Parks and Rec meeting in December, where the NCOD was asked to help with market research about accessible features that should be considered in playground design. In conducting this research, Karen identified an organization called [Unlimited Play](#), which helps municipalities create truly inclusive playgrounds at a minimal fee of 10K. Their services include market research, fundraising support and preferred pricing with vendors such as Little Tykes. Karen shared this possible resource with Stacey Mulroy, Director of

Park & Recreation. Stacey is evaluating this potential partnership, which may replace the proposed survey in perhaps a more affordable and comprehensive manner.

FY 2024 FORECAST/GOALS

Advising

- Work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, 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.
- 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.
- 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.
- Participate in the Local Emergency Planning Committee to promote awareness of issues for persons with disabilities.
- Work to evaluate the NCOD website in order to make it as accessible as possible.
- Be a resource to the Needham Diversity Initiative and to participate in their annual Diversity Summit.
- Work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- Work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- Pursue the idea of giving recognition to "disability friendly" businesses in Needham to help promote support for people with disabilities.
- Continue to promote autism awareness.

ADA Compliance

- 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

- 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.
- Work with the Needham Police to enforce proper usage of accessible parking spaces through a program that tickets violators.

Grant Program

- 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

- Distribute the NCOD brochures throughout the Town of Needham. Review and update the brochure in the coming fiscal year.
- 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.
- Promote registration of persons with disabilities in the Rave 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- 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.
- Continue to explore expanding transportation options for persons with disabilities.

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:

Joseph Barnes, Co-Chair, Select Board Appointee

Laura Dorfman, Co-Chair, Historical Commission Appointee

Jeanne McKnight, Planning Board Appointee

Reginald Foster, Needham Housing Authority Appointee

Dave Herer, Conservation Commission Appointee

James Rosenbaum, Park & Recreation Department Appointee

Maureen Callahan, Select Board Appointee

Town Moderator Appointment Pending

Town Moderator Appointment Pending

Staff

Cecilia Simchak, Staff Liaison

Lauren Spinney, Administrative Coordinator

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 adopt the legislation in November 2004.

In FY2023, the Community Preservation Committee (CPC) conducted the following activities:

- The CPC continued to conduct meetings in a hybrid manner throughout FY2023. Recordings of all meetings were made available on the Town’s YouTube channel.
- The CPC received a total of four applications for the FY2024 funding cycle. Of the four applications submitted, two were recommended to Town Meeting for funding.
- The CPC adopted an updated CPA Plan following a comprehensive review process that included input from stakeholder boards and commissions as well as the public.
- The CPC held a public hearing on March 15, 2023 at the Charles River Room, Public Service Administration Building, and via Zoom, regarding the FY2024 applications and the updated CPA Plan.
- The CPC hired a part-time Administrative Coordinator to support the Committee.
- The Needham Community Preservation Fund received its state distribution of \$1,131,787 from the Commonwealth in November 2022 which was a 20% match to local collection.
- The Town collected \$3,130,359 in FY2023 through the local surcharge.
- At the May 2023 Town Meeting, the following appropriations were made utilizing CPA funds:
 - Fund the Needham Housing Authority’s Seabeds Cook Preservation Project in the amount of \$241,052;
 - Fund the design costs associated with construction of the DeFazio playground in the amount of \$35,000; and
 - Increased the Community Housing appropriation from 11% to 22% for a total appropriation of \$955,633.

GOLF CLUB ADVISORY COMMITTEE

Daniel Dain, Chair, Jack Heavy, Richard Reilly, Jon Schneider, Chris Gerstel, Victor Seidel, Waleed Ezzat, Jorge Calzada, Paul Brockman (outgoing), Patrick McKiernan (incoming)

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.

FY2023 Highlights

- The Committee met with Club President Bob Ernst and Club Vice President Hans Hagen twice during 2023, on April 24 and November 13, 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 Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported generally few issues with neighbors, other than a noisy kitchen fan that the client is trying to address.

HISTORICAL COMMISSION

*Gloria Greis, Chair; Joe Morrell, Vice Chair & Secretary; Megan Anderson; Marshall Davis;
Laura Dorfman; Jeffrey Heller; 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 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 2023 Highlights

- Advanced the creation of the town's first Local Historic District by participating in the Study Committee appointed by the Select Board. The Study Committee is responsible for investigating the desirability of establishing such a district. The final report of this committee has been included in the 2024 May Town Meeting Warrant.
- A member of the Historical Commission represents the Commission on the Needham Branding and Town Seal Committee.
- A member of the Historical Commission represents the Commission as a designated member of the Community Preservation Committee.
- The Historical Commission adopted a Code of Conduct as suggested by the Select Board.
- The Historical Commission consulted with the project architect and supervisor about design features included in the renovation of the Emery Grover Building.

NEEDHAM HUMAN RIGHTS COMMITTEE

<i>Tina Burgos (Chair)</i>	<i>Finn McKeon (NHS)</i>
<i>Belinda Carroll (liaison – NPD)</i>	<i>Rinaz Mala</i>
<i>Cynthia Ganung</i>	<i>Lisa Mesicek</i>
<i>Kerry Hurwitch</i>	<i>Jennifer Schroeder</i>
<i>Nathaniel Hyman</i>	<i>Marlene Schultz</i>
<i>Katie King (liaison-SB)</i>	<i>Bud Schram</i>
<i>Amelia Klein</i>	<i>Emee Ward (NHS)</i>



CHARGE

Human Rights Committee

Approved August 12, 2008

Created in 1995 by the Select Board, the mission of the Needham 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 were conducted via Zoom. The Zoom meetings were recorded and are available for viewing on the YouTube channel. Currently, in-person meetings have resumed. 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:

Needham.hrc@gmail.com.

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 2023:

Needham Harvest Fair October 2, 2022



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 in 2021, available at:

<https://youtu.be/GuH34pT7iJg> - Click: *Browse YouTube*)

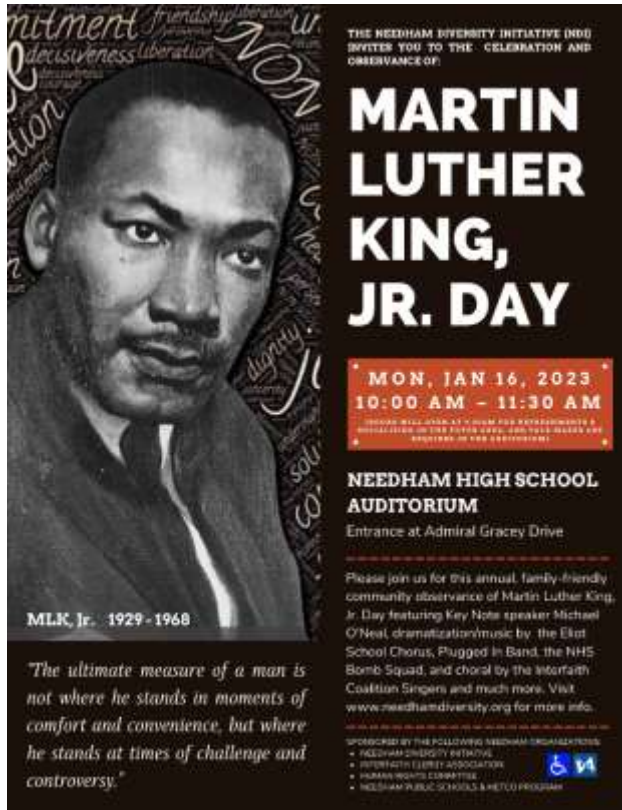
***Diversity Summit
November 6, 2022
Pollard Middle School***

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. After two years of remote programming due to COVID, the Summit was offered in person with a remote option. This year's theme was *Building Our Future Together: Act for Justice*. Professor Chad Williams, Professor of History and African and African American Studies at Brandeis University, and chair of the African and African American Studies Department was the featured speaker.

A special segment of the program highlighted the voices of Needham's young activists who are students at Needham High School. Interactive breakout sessions were held and focused on specific topics: *Supporting Trans Friends & Family*; *Critical Race Theory (CRT)*; *White Supremacy and Parenting*; *Power Through Advocacy*; *Food Justice*, and *Facing History in Our Town*. The CRT session was facilitated by NHRC members and NPS Superintendent Dr. Dan Gutekanst. The Needham Human Rights Committee has been a co-sponsor of this important event for many years. (Zoom recording of the 2022 Diversity Summit can be found at [NDS 2022 - YouTube](#))



Annual Martin Luther King, Jr. Day Celebration
Jan. 16, 2023
Needham High School



The annual family friendly event celebrates the legacy, life and achievement of Dr. Martin Luther King, Jr. and 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. Musical guests included the Interfaith Coalition Singers in

addition to the Plugged in Teen Band and the Eliot School Chorus.





*Needham Multicultural Festival
March 19, 2023
Powers Hall*



“Powers Hall was packed on Sunday, March 19th, as the Needham Human Rights Committee and Needham Diversity Initiative teamed up to present a Multicultural Festival. The event

featured food, performances and information about twenty different countries worldwide, and if the local reaction was enough to gauge its success, it marked the start of a new town tradition.” The hall was filled with 24 tables, each hosted by a “Culture Team”. Each exhibit represented a family in Needham. Tables and basic materials such as flags, signage and posters showcased individual cultures. In addition, table hosts provided crafting and other activities, prepared ethnic food, and held on-stage performances to showcase their culture. Performers included children and adults. Visitors roamed around the different tables, learned from and about their neighbors, and created a “passport” keepsake to remember all the interesting people they met!

The idea of hosting a Town multicultural event was proposed and spearheaded by Rinaz Mala, a member of the NHRC. A planning committee conducted a Town survey to seek diverse populations who live in - and are an integral part of – Needham, and invited respondents to showcase their cultures at the event.

The sponsors of the Needham Multicultural Festival express gratitude to the Needham Channel for their video coverage of the event. Following are reactions from the public;

This event was a reminder that we can come together to celebrate our differences and that allows us to be aware of our similarities. I hope this event can be held every year!

I attended the first multicultural festival today and hope it will be an annual event. I enjoyed watching the performances, trying new foods and meeting neighbors. Who knew there were 10 Peruvians living in Needham?

Honestly THE best event I’ve been to be hosted by the town.

It was a feel good kind of celebration.

My husband said that one person told him that if she hadn’t put together a table she would never have known that there were 10 other families who have her background and that she now has a whole new cohort of folks to connect with.



Here is a link to a video produced by the Needham Channel featuring highlights of the Needham Multicultural Festival. [Traveling Around the World While Staying In Town - The Needham Channel](#)

***Race Amity Day
June 11, 2023
Amity Path***

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.



The Commonwealth of Massachusetts cities and towns 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 2023 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. Guest performer Tascha Jeunet is a Parisian singer-songwriter who enjoys singing in English, French, and Creole. She is a graduate of the Berklee School of Music and

performed with her band. Attendees strolled together on the Needham Amity Path, while children & families engaged in a craft activity decorating window-cling mandalas. Video – [Welcoming Diversity in Needham - The Needham Channel](#)





Juneteenth
June 19, 2023



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. In commemoration, the NHRC issued a statement that is shared with the Needham community each year:

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)*

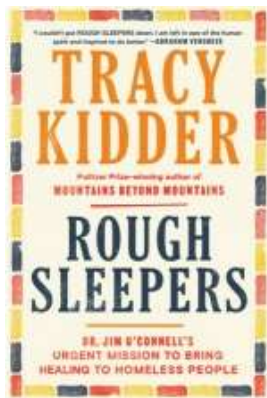
The Select Board approved having the observance of Juneteenth become a town wide event in 2023.

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 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)

A highlight of the 2023 discussion series was the book *Rough Sleepers* by Pulitzer Prize-winning author Tracy Kidder. The author followed the critical work of Dr. Jim O’Connell and the Boston Healthcare for the Homeless Program which Jim O’Connell helped to establish. As a result of the initiative of a NHRC member, *Jim O’Connell joined the discussion group as a guest speaker* and shared his experiences, helping attendees better understand the journeys of individuals who “choose” to sleep “rough,” meaning without shelter. Jim O’Connell stated: “The only contact our patients have with the rest of humanity is us.”



Tracy Kidder and Dr. Tim O’Connell



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 following news organizations have responded to press releases and published lead articles about committee-sponsored events in a timely fashion, and have been an important source for publicizing the work of the Committee to Town residents: The News from the Town of Needham ([News you Need\(ham\)](#)), [Needham Channel](#), [Needham Observer](#), and [Hometown Weekly](#). Additionally, the NHRC launched its own Facebook page to publicize events and promote understanding of human rights issues in the community.

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 served 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 in the Town of Needham.

NCE – Needham Community Education A course entitled *What is Critical Race Theory Anyway, and Why are So Many People Suddenly Talking about It?* was offered in the fall semester. The course was developed in collaboration with the Needham Diversity Initiative, Needham Human Rights Committee, Equal Justice Needham, League of Women Voters-Needham, and Needham Unite Against Racism Initiative. The four-session series examined the ongoing tension between the concepts of race consciousness and color blindness, and how these concepts illuminate or hinder the ongoing American dialogue about race.

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 Interfaith 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 INTERFAITH CLERGY ASSOCIATION One member of the NHRC is an active member of the Needham Interfaith 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 several events organized by members of the Association.

Needham Memorial for Enslaved and Indigenous Peoples Facilitated by the First Parish Unitarian-Universalist Church, a town-wide committee was organized to take actions in the Town of Needham to honor Native Americans and their heritage. The Massachusetts Natick Praying Indians were an integral part of the committee's deliberations, along with Select Board members, the Needham Historical Society, the Needham Community Farm, and the NHRC. A member of the NHRC participated in the memorial group as a communicator with the Massachusetts Natick Praying Indians and served as a liaison to the Committee.

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.

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 HUMAN RIGHTS COALITION (MAHRC) The Massachusetts Human Rights Coalition 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. Through contact with MAHRC resources, two professional development activities were held for NHRC members.



Network for Social Justice. NHRC members participated in a workshop on Nov. 19, 2022 conducted by the Network for Social Justice. The NSJ provides training in advancing dialogue and learning to build community capacity to advance racial and social justice work and facilitate on-going conversations around difficult topics.

Anti-Defamation League. Calum Farley, investigative researcher at ADL’s Center on Extremism, reported on “*The landscape of Extremism in New England.*” The public Zoom presentation was recorded at the April 27, 2023 NHRC meeting. The purpose of the presentation was to educate communities on local right-wing extremist groups and to create awareness of the tactics and symbols used by these groups. Specific examples of anti-Semitism in the US and Massachusetts were highlighted. The presentation can be viewed at: [Human Rights Committee 04/27/2023 - YouTube](#)

COMMUNITY OUTREACH AND 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. A RACIAL EQUITY STATEMENT FOR THE TOWN OF NEEDHAM serves as a framework for actions taken by the Committee.

Interfaith Transgender Day of Remembrance Memorial Vigil - Nov. 20, 2022 The community vigil took place on the front lawn of First Parish in Needham. The event was led by participating members and congregations of the Needham Interfaith Clergy Association. “We will solemnly remember trans and gender non-conforming people who were killed in hate crimes in the past year, and rededicate ourselves to the work of anti-transphobia.” The NHRC was a sponsor of the TDOR vigil, and voted to continue to support TDOR vigils in coming years.

Needham Resilience Network 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 entire NHRC attended a workshop on Nov. 19, 2022 (organized by the Network for Social Justice) to develop skills in how to handle these kinds of complaints and to learn what types of language would be appropriate. The Committee is pursuing on-going professional resources to provide training in how to recognize human rights violations, active listening, and effective facilitation of a formal complaint process.

***Needham Human Rights Committee
Statements***



The Needham Human Rights Committee joins calls for community conversations to examine how Needham neighbors can better respond to and prevent future incidents of racial harassment at our schools and in our Town.

June 27, 2023

Few things trigger action more than watching a child be bullied or hurt by another. Observing someone misuse power to intimidate, harass, and belittle someone else touches an innate sense of injustice in all of us. When the person misusing the power is an elementary school student, the observation should stop us in our tracks. The central question need not be focused on the motivations of a child who is learning how to use their words, but on what norms our community creates and endorses that allows for this kind of experimentation. In times like these, we need to be looking at not just at what the kids are doing—but at what the adults around them are doing to personify our best intended values.

Individual acts of racism can have long term effects on the person targeted by the perpetrator and on the broader community as well. The Needham Human Rights Committee stands with the Chinese Friends of Needham in calling on our greater community to recognize the urgency of addressing the impact of incidents of bias happening in our schools. Further, while recognizing the Needham Public Schools have been intentionally working hard at improving equity and inclusion across the district through the REAL Coalition, we support the call for creating and implementing better tools to help us know whether the existing protocols and policies are working not just to hold individual students accountable, but in mitigating the pain caused to the

community. Because the schools mirror the broader community of Needham, incidents of racially targeted harassment at schools tell us we have a lot more work to do as a Town.

In March 2021, the Needham Unites Against Racism Initiative (NUARI) promulgated a vision statement for the Town: *Needham will be a community free of racism, racial bias, prejudice and discrimination. Our residents, schools, businesses, organizations and government will work together to identify barriers to racial equity and create solutions, opportunities, resources and support for removing them.* In that spirit, the Needham Human Rights Committee will be working this summer to coordinate plans with our partner community organizations and Town officials to sponsor a new round of community conversations on race focused on our schools. Our goal is to facilitate an open dialogue around understanding the incidence and impact of acts of hate in school, the existing protocols and practices within the district, as well as how the broader Needham community can be engaged in teaching each other (young and old) how to prevent incidents in the future.

Want to be involved? Contact the Needham Human Rights Committee at needham.hrc@gmail.com.

NEEDHAM FREE PUBLIC LIBRARY

Board Of Trustees

Kathleen M. Cahill, Chair; Jay M. Fialkov, Anna Giraldo-Kerr, Erhardt Graeff, Thomas M. Harkins, Carol J. Thomas, Robert A. Petitt

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; Jenna A. White, Administrative Assistant; Gay Ellen Dennett, Reference Librarian/Program Specialist; Robin Flynn, Reference Librarian/Digital Media Specialist; Erin Bassett, Reference Librarian/Young Adult Specialist; Veronica Amorim, 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, Jacqueline C. Bateman, Meghan L. Cericola, Ammie Long, Bethan Steward

Part-Time Children's Staff:

Lucia S. Dolan, Gina L. Favata, Elise R. Katz, Jennifer L. Power, Anne M. Thie

Part-Time Library Assistants

Mimi F. Aziz, Anna S. Baynton, Sandra J. Bedigan, Autumn E. Brown, Charlotte R. Buxton, Carol M. Daniels, Grace L. Falcone, Eliot T. Fumante, Kevin M. Kwok, Jill M. Meyers, Kimberly R. Regan, Nancy D. Teich, Joan P. True

Custodial Staff

Angel R. Lopez, Jeffrey Jacquart, Jader Ribiero

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.

FY2023 Highlights

In Fiscal Year 2023, the library offered several new collections. The Library of Things and video game collections have been very popular with patrons since they launched. A new Graphic Novel Collection for Adults was also created in November 2022. The library also began offering an Express collection to provide access to new best sellers without having to wait on a list. These Express items are not able to be requested and do not allow renewals.

In the fall of 2022, the Trustees of the Needham Free Public Library coordinated with director Kim Hewitt to hire a strategic planning consultant and finalized the Library's new five-year plan in Spring of 2023. The plan can be viewed on our website at www.needhamlibrary.org/strategic_plan. The library embarked upon a Space Utilization Feasibility Study to re-imagine the interior use of the space.

Summer Highlights

- Children's had a grand total of 1,025 combined registrations for Read Beyond the Beaten Path and the 1st Lady and Blades Summer Reading Challenge. The Summer 2022 theme, Beyond the Beaten Path, was all about camping and nature.
- Children's provided 50 programs in July and August with 1,634 people in attendance. The MA Audubon Society led families on a nature walk around Rosemary Pond. Kids learned how to play a Ukulele with Julie Stepanek, learned about water safety from Goldfish Swim School, learned how to identify plants and discover animals and insects with Mastermind Adventurers, and they learned about wilderness survival skills from Matt Gabriel. They were wowed by a smudging ceremony and Native American drumming and dance program performed by members of Humble Spirit Inter-Tribal Medicine Drum. They were delighted by a Stuffie Sleepover, created by Gina Favata, where kids dropped off their stuffed animals for a night at the library. At the end of the summer, they were awed by Mike Bent's camping themed magic show, Adventure is Out There as the finale.
- The Young Adult Summer Reading program (for Grades 6-12), had the same theme. The 5 in-person events saw 82 attendees and varied from gaming programs to crafternoons and a paint afternoon with artist Chelsea Brown. There were also 3 virtual programs for this age group, a set of Craft and Chat programs with 15 attendees. There were a total of 51 registered tweens and teens who participated in the reading portion of the summer reading program (reading a recorded total of 557 books).
- Young Adult Specialist Erin Bassett offered 4 different Take and Make kits which were enjoyed by 77 Tween and Teen patrons. Kits included Boredom Buster Bags, DIY Wind Sock kits, Sand Art in a Bottle, and an Outdoorsperson kit.
- The Adult Summer Reading Program had 67 registrants and over 400 books were read. There were 5 in-person programs: an Artist Reception for Stacey S. Hamilton, a talk by

City Planner Jeff Speck on “The Future of the Suburbs,” a series of musicals shown in the Community Room, and a paint afternoon with artist Chelsea Brown. There were also 2 Take and Make Kit activities (a Patriotic Clothespin Wreath and a Mod Podge Coasters craft kit). Overall, 79 Adults participated in these various activities.

Fall Highlights

- The library launched the Library of Things collection which introduced many new and exciting non-traditional library materials to our patrons. The collection includes items ranging from knitting needles and yarn winders, to a Cricut, drone, and camping tent. The collection has received a lot of love and we are excited to keep growing our collection.
- The library continued to expand our World Languages section.
- The library and Board of Library Trustees hired a consultant, Kelly Linehan, to facilitate the development of our new strategic plan. Kelly held focus groups, compiled results of our community survey, and developed the drafts of our strategic plan.
- Erin Bassett held the first annual town wide writing contest: The Needham Community Writing Contest in collaboration with several school librarians. Short story fiction and poetry submissions were accepted from Pre-K to Grade 12 on the theme of Belonging. Submissions were judged by local authors and teachers for a prize, presented at a grand awards ceremony on December 8, 2022. Over 100 people attended the ceremony, and 57 students submitted pieces. A series of programs to support this endeavor were held: a kickoff event to inspire writing, a writing session, an author visit from local Mexican American author Francisco X. Stork, and a Publishing Panel with local authors and publishing industry professionals to answer questions from attendees about all aspects of the publishing and writing process.
- The New Adult Graphic Novel Collection was developed and introduced.
- Local Historian Bob Begin presented “Two Stories of Bunker Hill” in September.
- Children’s started a series of bilingual Spanish & English storytimes presented by teachers from Pine Village pre-school.
- The Children’s Department organized a Family Information Fair in September. Hugh Hanley provided musical entertainment while families wandered from table to table collecting give-aways and information about programs and services offered to Needham Families by several organizations including Family ACCESS, WIC, HeadStart, Needham Community Farm, Early Intervention and of course, the library.
- The library joined several other area libraries to present Metrowest Reads: Thank You, Mr. Nixon by Gish Jen and participated in various events in support of this regional program. This event was supported by Needham Connects, Needham Diversity Initiative, and the Needham Human Rights Committee.
- The Trustees held a McIver Series program “A Family Fiesta!” with Veronica Robles and Friends.

- Children's started a Crazy 8's Math Club to help children learn math concepts, a series of Raising a Reader programs with Family Access to encourage caregivers to read at home to their child.
- The Children's Department's Goat Yoga program was a huge hit with patrons. Held in Memorial Park, yoga instructor Lyn Jekowsky led a family yoga class while goats from Chip In Farm crawled under and climbed on patrons in yoga poses.
- Paula Dugan arranged for the library to participate in the Town's Spooky Walk for the first time. Children visited several locations downtown including a table from the Library to receive Halloween treats.
- The Friends of the Needham Free Public Library sponsored a program showing award-winning documentary short "Pony Boys," covering the 1967 journey of two young boys from Needham who hitched their pet Shetland pony King to a cart and drive 350 miles over 27 days to the Expo '67 world's fair in Montreal – on their own – at 5 m.p.h. Director Eric Stange of Spy Pond Productions told how he was inspired to make the film, joined by "pony boys" Jeff and Tony Whittemore, who now live in Arlington and Webster, respectively, as well as composer John Kusiak, who wrote the score.
- The Library Foundation of Needham cosponsored a program with Needham author Matt Robinson - Lions, Tigers, and Bulldogs on the legends and lore of Ivy League schools. They also sponsored a program on Women in World Jazz, featuring music from different cultures in diverse styles by a multi-generational performing ensemble which celebrates history, equality and hope, and a Dichroic Glass Pendant Workshop led by Deenie Pacik Guiliano.
- Paula Dugan ran a series of Tools for Tiny Hands playgroups designed to develop the fine motor skills necessary for school for children ages 2-5 before they start school. Kits of supplies were given out so families could continue the activities at home and instructions were provided in several languages.

Winter Highlights

- The library, in coordination with the Permanent Public Building Committee, began the process of hiring an architecture firm to facilitate our feasibility study.
- 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.
- Children's Librarian Veronica McCarthy started a Girls Who Code Club.
- Senegalese dancer, Abdou Sarr, provided families with an impressive demonstration of West African Dance and drumming as part of our Black History Month offerings.
- The library's Doodle Club kicked off. Coloring materials are supplied in the Young Adult Room on 2 Saturdays each month. This coloring program was spurred by a young

patron's* request and easily provided to Ages 10 and up. *Thank you to Administrative Assistant Jenna White's children.

Spring Highlights

- The Library Board of Trustees approved the final draft of the 2023-2027 Strategic Plan for the Library, providing direction and aspirations for the next 5 years.
- The library began offering an Express collection to provide access to new best sellers without having to wait on a list. These Express items are not able to be requested and do not allow renewals.
- The library collected 273 sets of pajamas for the Annual Boston Bruins PJ Drive in March.
- The library held our second in-service staff training day on March 31, 2022.
- Paula Dugan arranged to hatch live chicks in the Children's Room in March. Fertilized eggs, incubator and supplies were delivered from Hatch-a-Chicken. Danielle Tawa set up a webcam so children could watch the eggs hatch in the Children's Room or on the library web page. Once the chicks hatched, they caused a great deal of excitement as children could ask to hold the chicks. The event also brought a good deal of media coverage from The Needham Channel and Hometown Weekly.



- The Children's Department hosted The Pineapple Project, a show for children about self-acceptance, in June for Pride Month.
- Needham Connects read *Under The Skin: The Hidden Toll of Racism on American Lives and on the Health of Our Nation* by Linda Villarosa. Olin College also chose this book for their campus-wide read during the same month and allowed Needham Residents to attend virtually their event with Linda Villarosa.
- Children's Librarian Anne Thie started a Budding Bookworms infant storytime.

- Erin Bassett hosted artist Chelsea Brown for a successful in-person paint afternoon for Tweens and Teens over April's school vacation.
- Erin hosted "Jumpstart Your Financial Future," a series of Financial Literacy workshops for young adults with the Babson Financial Literacy Project. She also hosted several well-attended AP Exam Study Sessions in collaboration with Needham High School. Officer Rocket came by to help students study and de-stress.
- Children's Librarian Lucia Dolan organized a program with Needham Community Farm. Children planted two pea plants: one to keep and one to share as an act of kindness.
- Lucia Dolan created a Graphic Novel Workshop for children ages 8 and up with cartoonist Jonathan Todd.
- The library reorganized the Books on CD and Playaway sections to allow patrons to browse audio versions of materials more easily.
- For National Poetry Month in April, the library distributed poems at each service desk.
- Updated light fixtures near the Children's Desk made the space more welcoming!

FY2024 Forecast

The library is looking forward to completing a DEI Audit of our print collections, planning more ways to be in the community providing outreach services, continuing to expand our World Languages and Language Learning collections, the completion of our space utilization feasibility study, and finding new and exciting ways to serve the residents of Needham.

Donations to the Library

During FY2023, volunteers donated over 3,750 hours of their time to support the library. Thank you so much for your commitment to the success of our library! Your time is greatly appreciated.

The Friends celebrated their 50th anniversary by hosting Doris Kearns Goodwin on April 26 in association with the Library Foundation of Needham, which celebrated its 20th anniversary. The Friends also held several successful book sales in support of the library. 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, World Language books; and audiobooks. The Library Foundation of Needham provided funds for replacing patron seating in the Wyeth and Bosworth rooms, 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 FY2023 include:

Needham Council for Arts and Culture
Mary Wolf-Falin and Berry the Dog
Faith Ponger and Tucker the Dog
Ann Stoma and Sophie the Dog
Sandy Swartz and Gabby the Dog
Fidelity Bank of Needham
McDonald's of Needham
Needham Diversity Initiative
Needham Human Rights Committee

Needham Community Farm
 Needham Exchange Club
 Needham Garden Club
 Dedham Savings Bank
 Ms Emily from the Charles River Ballet Academy
 International Chinese Reading Association
 The Rashi School
 Needham Dance Theater
 Little Labcoats
 Pine Village Preschool
 Bach to Rock
 Family ACCESS of Newton
 Irina Furman
 Volante Farms
 Lisa Giancola of Langione Dance
 Equal Justice for Needham for Families
 Massachusetts Educational Financing Authority
 Bonnie Pandya & Sunita Williams

Thank you also to the many individuals who gave memorial and honorable donations to the library during FY2023. 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!

FY23 Statistics	Total
Physical Materials Circulation	442,632
<i>Electronic Content Downloads*</i>	135,788
Total Circulation	578,420
Newly Registered Borrowers	1,620
Entered Library	237,165
Study Room Use	4,540
Computer Use	20,565
Questions Answered	34,185
Program Attendance Total (includes zoom views within a week of posting)	14,292

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

PARK AND RECREATION COMMISSION

Cynthia J. Chaston, Member

Christopher J. Gerstel, Chair

Michelle S. Geddes, Vice-Chair

Dina Hannigan, Member

James Rosenbaum, Member

Staff

Stacey Mulroy, Director

Hannah Corrigan, Assistant Director

Chris Burnham, Recreation Supervisor

Vacant, Administrative Specialist

Vacant, 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.

FY2023 HIGHLIGHTS

- During FY2023, the Department transitioned their summer programs to certified Summer Camps. This transition was mostly paperwork heavy, as the department had been operating their summer programs according to the guidelines of camps. Now, it operated a Massachusetts State Certified Camp.
- At the end of FY2022 and beginning of FY2023, we ran Summer Camps at Newman Elementary, Eliot Elementary, Needham High School & Sunita Williams Elementary, bringing in \$270,117 in registrations.

- At Newman, the Department continued their collaboration with the school's Summer Bridges & ESY programs for the third year in a row, offering fun, outdoor, camp-like experiences for children 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 2023 pool season was also able to operate in the “most normal conditions” since COVID.
- The pool opened in mid-June and stayed open through the end of August.
- There were 29,402 total visits to the pools, averaging 467 visits per day
- 371 swimmers participated in our American Red Cross Learn-to-Swim program. This number includes our adaptive and adult swim lessons. Lessons brought in over \$40,000 in registrations.
- 110 swimmers participated in the Needham Sharks Summer Swim Team.
- The Department offered summer pool programs by revolving fund fees, generating over

Economic Benefits

- The Commission waived \$41,000 of Summer Camp fees for Needham individuals and families in need of assistance and \$67,000 for pool memberships and programming. In addition, the Department was able to offer \$2,500 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 \$275,000 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 X.
- 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 Edwards, Vice-Chair**Ed Scheideler, Treasurer**Penny Kirk, Commissioner**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 75 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	Unit Type
152	State (Ch.667) – Elderly/disabled	Linden St. & Chambers St.	Studio apartments
8	State (Ch.689) Special Needs	Great Plain Ave.	Community Residence
46	Federal -- Elderly/disabled	Seabeds Way	1 BR apartments
30	Federal Family	Captain Robert Cook	2, 3 & 4 BR townhouses
60	Federal Family	High Rock Estates	2-3 BR bungalows
20	Project-Based Vouchers - Section 8	High Rock Homes (Rentals)	2-3 BR townhouses
20	Mixed Finance (including Needham CPA funds)	High Rock Homes Homeownership-Condo	2-3 BR townhouses
123	Federal Section 8 Housing Choice Vouchers	Various local locations	Private sector rentals

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 ex-officio. 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>. On April 9, 2024 Eleanor Evans retired as Commissioner and Jim Flanagan was elected by Town voters to assume the seat.

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

Staffing

The NHA is led by an Executive Director, Cheryl Gosmon. After service as Assistant Executive Director for a year, Ms. Gosmon transitioned to the role of Executive Director in February 2023. Ms. Gosmon supervises 13 full-time staff: 6 administrative, 4 maintenance, 3 resident services coordinators; and a part-time afterschool program coordinator during the school year.

The NHA hired an Assistant Executive Director, Margarita Morales, who joined the NHA in October 2023. Ms. Morales has an background in working with public housing officials and residents, and state legislators.

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 to serve its residents to preserving the existing affordable housing stock as a public resource for decades to come, and to creating additional new units of affordable housing in Needham. 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 Executive Office of Housing and Livable Communities (EOHLC), formerly 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 Town's Community Preservation Fund and has worked with the Community Preservation Committee for awards that will allow for the planning of a redevelopment program, the preservation of existing affordable housing units and the construction of new affordable units.

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 2023, the Authority's total revenue was \$6,076,201 and total operating expenses was \$3,700,512.

FY2023 Highlights

- The NHA hired a new Executive Director, Cheryl Gosmon.
- The NHA celebrated its 75 Year Anniversary of service to the Town of Needham
- The NHA hired two additional Service Coordinators: Family Self-Sufficiency (FSS) and Resident Opportunity Self-Sufficiency Service Coordinator (ROSS-SC).
- 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 10-15 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 Community Preservation committee and Town Meeting have awarded several grants from the CPA Housing funds to support the PRI .

In 2023, the first PRI projects have been focusing on:

- The creation of a schematic design for the redevelopment of our Linden and Chambers properties. In December, 2022 the NHA contracted with Bargmann, Hendrie, & Archetype (BH+A_ to provide designer/engineering for the redevelopment. The project kicked off in January 2023. At the end of the year, the Authority presented to the Town Planning Board a proposed project to redevelop our 72 Linden Street studio units into 136 replacement units, 128 one bedroom and 8 two bedroom.
- Preservation and modernization of our 76 units at Seabeds and Cook. A second BH+A team was hired to provide designer/engineering services for this effort and the project kicked off in September 2024.

Repositioning of our federally subsidized developments will be in process at the same time frame. Moving the source of subsidy from the original public housing program to the more generous Section 8 public housing program. Once implemented, this "repositioning" will result in the Authority receiving a substantial increase in its annual subsidy revenue, which will help fund the two projects referenced above.

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, Babson College, Olin College, Needham Park and Recreation, Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers 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, we currently have three Resident Service Coordinators: Laurie Blake, who joined the NHA in August 2022, Elena Choy, Family Self-

Sufficiency (FSS) Coordinator, who joined the NHA in July of 2023 and Elizabeth Fay, Resident Opportunity and Self-Sufficiency Service Coordinator (ROSS-SC) who joined the NHA in October 2023.

Our Resident Service Coordinator, Laurie Blake 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.

Contact Information

The NHA administrative office is located at 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 7:30am until 4:00pm, on Fridays from 7:30am – 1:00pm.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

*Justin McCullen (Chair), Tom Ryder (Town Engineer), Rhain Hoyland (Highway Superintendent), Lt. John McGrath (Needham Police Department), Donna Mullin, Rebecca Tarantino, Barry McNeilly, Guus Driessen, Bob Ciccolo
Bob Wilson (Traffic Engineer & Technical Advisor), Daphne Collins (Recording Secretary), Dale Michaud (Recording Secretary), Tyler Gabrielski (Committee Liaison)*

Mission

The role of the Traffic Management Advisory Committee (TMAC, since renamed) 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).

FY2023 Highlights

Over the course of FY2023, TMAC met 11 times and addressed 33 matters. After two years of remote meetings due to the COVID-19 pandemic, the Committee returned to regular in-person meetings, with a remote option for members and petitioners who could not otherwise attend. Meetings also continued to be livestreamed on Zoom for the benefit of the public. Meetings were held at the Public Services Administration Building, as they were prior to the pandemic, until January 2023, at which point they were moved to the Public Safety Building. This move allowed the committee more space for resident participants as well as a seating configuration more suited for presentations and public engagement.

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 through traffic exclusions).

When appropriate, TMAC approved remedies such as installing new and/or improving existing signage, painting new and upgrading existing pavement markings (including for crosswalks), putting out road barriers to protect pedestrians, and recommending increased enforcement of speeding and parking laws. At least five speed/type/count traffic studies were conducted, and on multiple occasions the DPW Engineering or Highway divisions performed additional research at the request of TMAC to better understand historical context or the conditions in a specific area. Of note, many of the petitions were related to a perceived increase of volume on secondary and tertiary roads, attributed to the increased use of GPS/navigation apps that reroute vehicles through residential neighborhoods to avoid traffic. The committee also saw an increase in requests for Rectangular Rapid-Flashing Beacons (RRFBs) to make pedestrian crossings safer. The committee decided to advocate for a commensurate increase in their budget to accommodate these requests, as the RRFB systems are more costly than typical non-powered signage.

FY2023 continued a trend in which resident petitions and committee recommendations focused on longer-term solutions to traffic concerns, involving street geometry, intersection design, and permanent traffic calming measures such as curb extensions and lane narrowing. 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. Construction measures intended to address concerns brought by resident petitions were considered for inclusion in the capital plan as parts of larger projects. Infrastructure changes such as these were considered to be prerequisites before other requested improvements could be made safe, such as new crosswalks.

Notable Personnel Changes

There were a couple of other notable changes during FY2023: Guus Driessen and Bob Ciccolo were appointed to the committee at the start of the fiscal year in July 2022, but Bob Ciccolo stepped down by Summer 2023. Longtime Recording Secretary Daphne Collins retired from her role and was replaced by Dale Michaud, who had been performing similar duties for other Town committees. By the end of FY2023 the committee membership had reduced to eight with one vacancy to be filled.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

This year saw some significant milestones and achievements for the Norfolk County Registry of Deeds. We were proud to release our third volume of Notable Lands Records, titled “We Remember Our Veterans,” in honor of the veterans of Norfolk County. Also, The Registry, in partnership with Quincy Access Television, achieved national recognition by winning the “Best of Experimental Access Center Professional” award at the 2023 Hometown Media Awards.

The release of the “We Remember Our Veterans” booklet was commemorated with an open house with keynote speaker Secretary of Veteran Service Jon Santiago. The third edition of Notable Lands Records is a tribute to the brave men and women of Norfolk County, from the Revolutionary War to present-day peacekeepers. The booklet features detailed stories of veterans all throughout the 28 communities that make up Norfolk County, including U.S. Army Sergeant Peter Campbell Powers and U.S. Navy, Astronaut Sunita L. Williams both from **Needham**.

The “Best of Experimental Access Center Professional” award is given to individuals or teams who have demonstrated exceptional creativity, innovation, and impact in their work and was presented by the Alliance for Community Media Foundation for the segment “History Comes Alive, Norwood Town Hall,” an extension of a History Comes Alive land record project at the Norfolk County Registry of Deeds.

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 2023, **the Registry collected approximately \$51.2 million dollars in revenue.** Out of that money, more than \$45.7 million was apportioned to the Commonwealth and more than \$5.4 million was disbursed to Norfolk County in the form of deeds excise taxes and recording fees and surcharges. Of that money in accordance with M.G.L. Ch. 64D Sect. 12(a) not less than 40 per cent shall be disbursed and expended for the automation, modernization and operation of the registries of deeds. There was collected \$4,363,400 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 2,750**. The Registry recorded more than **74,500 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 73%. This technology alone brought in close to \$44 million.
- In 2023, we shelved Registry of Deeds Book 41575. At the end of 2023, we were processing the documents for Book 41583. 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 2023, the Registry processed nearly **9,700 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. Over 2,000 Norfolk County residents have signed up for this free service. For more information, please see our website at: www.norfolkdeeds.org.
- In 2023 we continued our partnerships with, among others, Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the Veterans Affairs Boston Healthcare System Voluntary Service Program, Circle of Hope in Needham, United Parish's Thrifty Threads, St.

Vincent de Paul in Plainville, St. Francis House in Boston, Suits and Smiles in Jamaica Plain, InnerCity Weightlifting and New Life Furniture Bank of Massachusetts in Walpole to assist those who are in need of clothing as well as 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 2023, **Needham** real estate activity saw a decrease in the total number of deeds and number of mortgages recorded.

There was a significant decrease in the number of documents recorded at the Norfolk County Registry of Deeds for **Needham** in 2023; a decrease of 1,373 documents from 5,715 to 4,342.

The total volume of real estate sales in **Needham** during 2023 was \$621,873,768, a 47% decrease from 2022. The average sale price of homes and commercial property in **Needham** was \$1,566,432.67 a 35% decrease from 2022.

The number of mortgages recorded (677) on **Needham** properties in 2023 was down 41% from the previous year. Also, total mortgage indebtedness decreased 55% to \$549,480,724 during the same period.

There was 1 foreclosure deed filed in **Needham** during 2023, 1 more than the number recorded the previous year. The total number of notices to foreclose was 8, which was 1 more than the number last year.

Homestead activity decreased by 35% in **Needham** during 2023, with 513 homesteads filed compared to 548 in 2022.

Finally, our objective at the Registry will always be to maintain, secure, accurate, and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell
Norfolk County Register of Deeds



NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

Surveillance

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	10 samples submitted, No isolations in 2022
Requests for service:	112

Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	33 culverts
Drainage ditches checked/hand cleaned	12,825 feet
Intensive hand clean/brushing*	0 feet
Brushing for mechanical WM access	0 feet
Mechanical water management	0 feet
Tires collected	2

** 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)	32.9 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	2.0 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	2,203 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	3,165 acres
Barrier applications on municipal property	0

Method	Board/Committee	Member as of June 30, 2023
Elected	Board of Assessors	John Bulian
Elected	Board of Assessors	Arthur Tzouros
Elected	Board of Assessors	Michael Niden
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	James Rosenbaum

Method	Board/Committee	Member as of June 30, 2023
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	Catherine Dowd
Elected	Select Board	Marianne 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, 2023
Elected	Trustees of Memorial Park	William Topham
Elected	Trustees of Memorial Park	John Gallelo
Elected	Trustees of Memorial Park	Michael Fraini
Elected	Trustees of Memorial Park	William Dermody
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	Meghan Small
Elected	Trustees of Public Library	Robert Petitt
Elected	Trustees of Public Library	Michael O'Neal
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	Climate Action Plan Committee	Marianne Cooley

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Climate Action Plan Committee	Kevin Keane
Appointed by Select Board	Climate Action Plan Committee	Fred Moder
Appointed by Select Board	Climate Action Plan Committee	Artie Crocker
Appointed by Select Board	Climate Action Plan Committee	Rachel Bright
Appointed by Select Board	Climate Action Plan Committee	Paul Dellaripa
Appointed by Select Board	Climate Action Plan Committee	Stephen Frail
Appointed by Select Board	Climate Action Plan Committee	Kamryn Doerr
Appointed by Select Board	Climate Action Plan Committee	Nick Hill
Appointed by Select Board	Commission on Disabilities	Lynn Rodman
Appointed by Select Board	Commission on Disabilities	Jeanie Martin
Appointed by Select Board	Commission on Disabilities	Tatiana Swanson
Appointed by Select Board	Commission on Disabilities	Alexa Moore
Appointed by Select Board	Commission on Disabilities	Felix Zemel
Appointed by Select Board	Commission on Disabilities	Maureen Callahan
Appointed by Select Board	Commission on Disabilities	Barbara Moss
Appointed by Select Board	Commission on Disabilities	Carol E. Thomas
Appointed by Select Board	Commission on Disabilities	Karen Morales
Appointed by Select Board	Conservation Commission	Reade Everett
Appointed by Select Board	Conservation Commission	Dave Herer
Appointed by Select Board	Conservation Commission	Peter Oehlkers
Appointed by Select Board	Conservation Commission	Sue Barber

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Conservation Commission	Polina Safran
Appointed by Select Board	Conservation Commission	Fred Moder
Appointed by Select Board	Conservation Commission	Alison G. Richardson
Appointed by Select Board	Council of Economic Advisors	Jeremy Halpern
Appointed by Select Board	Council of Economic Advisors	Daniel Goodman
Appointed by Select Board	Council of Economic Advisors	Bob Hentschel
Appointed by Select Board	Council of Economic Advisors	Richard Putprush
Appointed by Select Board	Council of Economic Advisors	Michael Wilcox
Appointed by Select Board	Council of Economic Advisors	Vacant
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	Heidi Frail
Appointed by Select Board	Council of Economic Advisors	Mathew D. Talcoff
Appointed by Select Board	Council of Economic Advisors	Vacant
Appointed by Select Board	Council of Economic Advisors	Adam Block
Appointed by Select Board	Council of Economic Advisors	Stuart Alger
Appointed by Select Board	Council of Economic Advisors	Lise Elcock
Appointed by Select Board	Council of Economic Advisors	Adam T. Meixner
Appointed by Select Board	Golf Course Advisory Committee	Jorge Calzada
Appointed by Select Board	Golf Course Advisory Committee	Waleed Ezzat
Appointed by Select Board	Golf Course Advisory Committee	Richard M. Reilly

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Golf Course Advisory Committee	Patrick McKiernan
Appointed by Select Board	Golf Course Advisory Committee	Vacant
Appointed by Select Board	Golf Course Advisory Committee	Victor Seidel
Appointed by Select Board	Golf Course Advisory Committee	Daniel Dain
Appointed by Select Board	Historical Commission	Joe Morrell
Appointed by Select Board	Historical Commission	Laura W. Dorfman
Appointed by Select Board	Historical Commission	Leah Wilkovich-Quarty
Appointed by Select Board	Historical Commission	Don Lankiewicz
Appointed by Select Board	Historical Commission	Marshall Davis
Appointed by Select Board	Historical Commission	Gloria Greis
Appointed by Select Board	Historical Commission	Jeffrey Heller
Appointed by Select Board	Human Rights Committee	Jennifer Howard Schroeder
Appointed by Select Board	Human Rights Committee	Cynthia A Ganung
Appointed by Select Board	Human Rights Committee	Kerry Hurwitch
Appointed by Select Board	Human Rights Committee	Vacant
Appointed by Select Board	Human Rights Committee	Albert Bud Schram
Appointed by Select Board	Human Rights Committee	Marlene Schultz
Appointed by Select Board	Human Rights Committee	Vacant
Appointed by Select Board	Human Rights Committee	Tina Burgos
Appointed by Select Board	Human Rights Committee	Amelia Klein
Appointed by Select Board	Human Rights Committee	Rinaz Mala Mohamed

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Human Rights Committee	Emerson Ward
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	Catherine Dowd
Appointed by Select Board	Minuteman School Committee Representative	Jeff Stulin
Appointed by Select Board	Mobility Planning and Coordination Committee	Timothy Bulger
Appointed by Select Board	Mobility Planning and Coordination Committee	Paul Molta
Appointed by Select Board	Mobility Planning and Coordination Committee	Moe Handel
Appointed by Select Board	Mobility Planning and Coordination Committee	Duncan Allen
Appointed by Select Board	Mobility Planning and Coordination Committee	Vacant
Appointed by Select Board	Mobility Planning and Coordination Committee	Justin McCullen
Appointed by Select Board	Mobility Planning and Coordination Committee	Vacant
Appointed by Select Board	Mobility Planning and Coordination Committee	Carys Lustig
Appointed by Select Board	Mobility Planning and Coordination Committee	Alex Clee
Appointed by Select Board	MWRA Advisory Board	John Terry
Appointed by Select Board	MWRA Advisory Board	Michael Retzky
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Marcus Hughes
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Vacant
Appointed by Select Board	Needham Community Revitalization Trust Fund Committee (NCRTF)	Vacant

Method	Board/Committee	Member as of June 30, 2023
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
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)	Vipul Bhushan
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 Council on Arts and Culture	Amy Lam
Appointed by Select Board	Needham Council on Arts and Culture	Topher Cox

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Needham Council on Arts and Culture	Kavita Deodhar
Appointed by Select Board	Needham Council on Arts and Culture	Wendy Segal
Appointed by Select Board	Needham Council on Arts and Culture	Joni Schockett
Appointed by Select Board	Needham Council on Arts and Culture	Abby Bernstein
Appointed by Select Board	Needham Council on Arts and Culture	Manya Hughes
Appointed by Select Board	Needham Council on Arts and Culture	Christine Mawhinney
Appointed by Select Board	Needham Council on Arts and Culture	Heather Simmons
Appointed by Select Board	Needham Council on Arts and Culture	Elizabeth Cook
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	Stephen Dornbusch
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Vacant
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Vacant
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Liz Lee
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

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Needham United Against Racism Working Group (NUARI)	Ramin Abrishamian
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	Victoria Harvey
Appointed by Select Board	Quiet Zone Working Group	John Connolly
Appointed by Select Board	Quiet Zone Working Group	Marianne Cooley
Appointed by Select Board	Quiet Zone Working Group	Duncan Allen
Appointed by Select Board	Quiet Zone Working Group	Justin McCullen
Appointed by Select Board	Quiet Zone Working Group	Lars Unhjem
Appointed by Select Board	Quiet Zone Working Group	Kate Fitzpatrick
Appointed by Select Board	Rail Trail Advisory Committee	John Bulian
Appointed by Select Board	Rail Trail Advisory Committee	Stacey Mulroy

Method	Board/Committee	Member as of June 30, 2023
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	Shane Mark
Appointed by Select Board	Regional Transportation Advisory Council	David Montgomery
Appointed by Select Board	Registrars of Voters	Ann Cosgrove
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
Appointed by Select Board	Single Parcel Historic District Study Committee	Moe Handel
Appointed by Select Board	Single Parcel Historic District Study Committee	Gloria Greis
Appointed by Select Board	Single Parcel Historic District Study Committee	Don Lankiewicz
Appointed by Select Board	Single Parcel Historic District Study Committee	Adam Block
Appointed by Select Board	Single Parcel Historic District Study Committee	Robert Dermody
Appointed by Select Board	Single Parcel Historic District Study Committee	Alison Borrelli
Appointed by Select Board	Single Parcel Historic District Study Committee	Kimberly McCollum
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

Method	Board/Committee	Member as of June 30, 2023
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	Victoria Harvey
Appointed by Select Board	Technology Advisory Board	David Davison
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
Appointed by Select Board	Technology Advisory Board	Kevin Deisz
Appointed by Select Board	Technology Advisory Board	Vacant
Appointed by Select Board	Technology Advisory Board	Michael Mathias
Appointed by Select Board	Technology Advisory Board	Carl Rubin
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	Vacant
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	Vacant
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	Vacant
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	Vacant
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	Vacant
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	Katie King
Appointed by Select Board	Town-Financed Community Housing Oversight Committee	David Davison

Method	Board/Committee	Member as of June 30, 2023
Appointed by Select Board	Transportation Safety Committee	Thomas Ryder
Appointed by Select Board	Transportation Safety Committee	John McGrath
Appointed by Select Board	Transportation Safety Committee	Vacant
Appointed by Select Board	Transportation Safety Committee	Rhain Hoyland
Appointed by Select Board	Transportation Safety Committee	Donna Mullin
Appointed by Select Board	Transportation Safety Committee	Vacant
Appointed by Select Board	Transportation Safety Committee	Barry McNeilly
Appointed by Select Board	Transportation Safety Committee	Justin McCullen
Appointed by Select Board	Water & Sewer Rate Structure Committee	John Terry
Appointed by Select Board	Water & Sewer Rate Structure Committee	Vacant
Appointed by Select Board	Water & Sewer Rate Structure Committee	Harold Burger
Appointed by Select Board	Water & Sewer Rate Structure Committee	Matthew Zollner
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	Paul O'Connor
Appointed by Moderator	Finance Committee	James Healy
Appointed by Moderator	Finance Committee	Karen Calton
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Carli Hariston

Method	Board/Committee	Member as of June 30, 2023
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)
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	Vacant (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	Victoria Harvey
Mixed Appointing Authority	Contributory Retirement Board	Robert Papetti (by vote of employees and retirees)
Mixed Appointing Authority	Council on Aging	Kathy Whitney (Select Board)

Method	Board/Committee	Member as of June 30, 2023
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)
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	Felix Zemel (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

Method	Board/Committee	Member as of June 30, 2023
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	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	Melissa Motta
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	Shane Mark
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	Building Commissioner	David Roche
Appointed by Town Manager	Director of Emergency Management	Tom Conroy

Method	Board/Committee	Member as of June 30, 2023
Appointed by Town Manager	Director of Human Resources	Chuck Murphy-Rombolletti
Appointed by Town Manager	Director of Information Technology	Vacant
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
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	Tom Conroy
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	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

Method	Board/Committee	Member as of June 30, 2023
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	Victoria Harvey
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Jason Kravetz
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Cheryl Gosmon
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

REPRESENTATIVE TOWN MEETING

(Excerpt from Town of Needham Charter)

Section 4. Representative Town Meeting Continued. There shall continue to be in the town the form of representative town government by limited town meetings, all as more fully hereinafter set forth.

Section 5. Establishment of Town Meeting Precincts. After the acceptance of this charter act by the town, as hereinafter provided, the division of the town into ten voting precincts shall continue until redivided pursuant to this section. The selectmen, in exercising their authority to divide the territory of the town into voting precincts, shall make such division as will provide not more than ten precincts each of which contains approximately the same number of inhabitants. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The precincts shall be established so as to consist of compact and contiguous territory and bounded, so far as possible, by the center line of known streets and ways or by other well-defined limits. Their boundaries shall be reviewed and, if need be, revised by the Board of Selectmen, based on the most recent federal census, in the second January following the taking of said census, conformable to the requirements of sections one through ten of chapter fifty-four of the general laws. In any year when so directed by a vote of a town meeting, their boundaries shall be reviewed and if need be, revised by the Board of Selectmen in conformity to said sections one through ten of chapter fifty-four. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The selectmen shall, within twenty days after any establishment or revision of the precincts, but not later than January thirty-first of that year, file a report of their doings with the town clerk, the registrars of voters and the assessors with a map or maps or description of the precincts and the names and residences of the registered voters therein. The selectmen shall also cause to be posted at the town hall a map or maps or description of the precincts as established or revised from time to time, with the names and residences of the registered voters therein. They shall also cause to be posted in at least one public place in each precinct a map or description of that precinct with the names and residences of the registered voters therein. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The division of the town into precincts and any revision of such precincts shall take effect upon the date of the filing of the report thereof by the selectmen with the town clerk. Whenever the precincts are established or revised, the town clerk shall forthwith give written notice thereof to the state secretary, stating the number and designation of the precincts.

Meetings of the registered voters of the several precincts for elections, for primaries and for voting upon any question to be submitted to all the registered voters of the town shall be held on the same day and at the same hour and at such place or places within the town as the selectmen shall in the warrant for such meeting direct.

TOWN MEETING MEMBERS

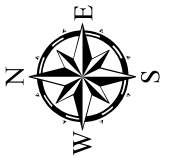
AT-LARGE TOWN MEETING MEMBER

(Excerpt from Town of Needham Charter)

Section 7. Town Meeting Members at Large. Any representative town meeting held under the provisions of this act, except as otherwise provided herein, shall be limited to the voters elected under section six, together with the following elected officers designated as town meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the general court from the town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the town, except the housing authority and the commissioners of trust funds.

PRECINCT A

Term Expiration	Last Name	First Name/MI
2024	Brown	Lance R.
2024	Cooper	Emily Rose
2024	Krechmer	Heather
2024	MacKintosh	Brian M.
2024	Silverstein	Irwin
2024	Keane-Hazzard	Mary E.
2024	Shapiro	Karen
2024	Sargent	James F.
2025	Serinsky	Sharon P.
2025	Miller	Michael S.
2025	Creem	Richard S.
2025	Miller	Rachel B.
2025	Bailey	Erik J.
2025	Sargent	Elizabeth M.
2025	Dangel	Robert S.
2025	Scheck-Kahn	Jennifer C.
2026	Hart, Jr.	Samuel
2026	Genova	John D.
2026	Oppenheim	Dorothy C.
2026	Spector	Rhonda K.
2026	O'Brien, Jr.	Norman F.
2026	Spector	Benjamin
2026	Sterling	Nicholas P.
2026	Herrick	Walter D.



Town of Needham VOTER PRECINCTS

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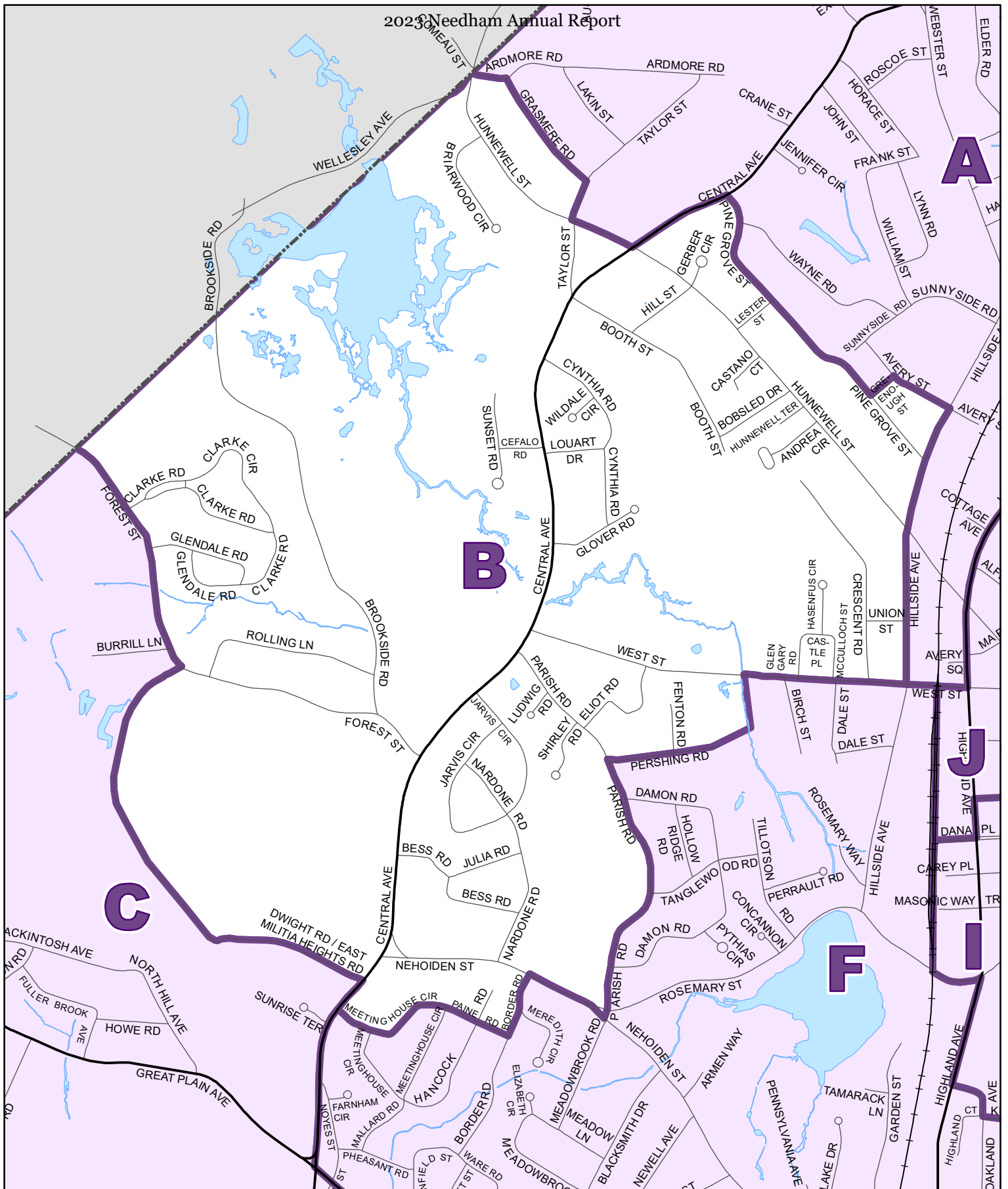
Town of Needham GIS 01/21/2022



-
- Legend:
- Interstate Highways
 - Highway Ramps
 - Major Roads
 - Minor Roads
 - Railroads
 - Town Boundaries
 - Waterbodies
- Scale: 0, 600, 1,200 Feet

PRECINCT B

Term Expiration	Last Name	First Name/MI
2024	Rovner	Gerald C.
2024	Bernstein	Abby B.
2024	Daya-Daly	Joan M.
2024	Grimes	Elizabeth Jane
2024	Mawhinney	Christine A.
2024	Toran	Sarah Ann
2024	Pressman	Eric G.
2024	Hayden	Cifford Owen
2025	Freedberg	Cathy M.
2025	Dernburg	Judith
2025	Benfield	Peter B.
2025	Dorfman	Laura W.
2025	Nicols	Kim Marie
2025	King	William B.
2025	Blom	Wendy Z.
2025	Childs	Jean W.
2026	Borrelli	Marianna
2023	DeRiemer	Thomas
2026	Jacob	Thomas M.
2026	Levy	Sara R.
2026	Agler	Stuart B.
2026	Dorfman	Mark N.
2026	Bernstein	Orr Y.
2026	Gelsthorpe	Albert Edward



- 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 C

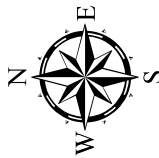
2024	Landau	R. Cynthia
2024	Alpert	Peter A.
2024	Cox, Jr.	Gilbert W.
2024	Waber	Rebecca
2024	Cox	David R.
2024	Zappala	Lisa W.
2024	Quinlan	Edward M.
2024	Neckes	Susan B.
2025	Barnes	Joseph P.
2025	Alpert	Paul S.
2025	Owens	Ted
2025	Callanan	Paula R.
2025	Miller	Louise L.
2025	Carter	Andrea E. Longo
2025	Levy	Joshua W.
2025	O'Brien	Michael E.
2026	Gluesing	Mark J.
2026	Masterman	James D.
2026	Isenberg	Paul David
2026	Berlinsky	Irene
2026	Tillotson	Paul B.
2026	Dannenberg	Andrea Rose
2026	Agualimpia	Carlos
2026	Langford	Elizabeth Ann

Town of Needham

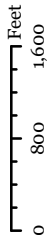
VOTER PRECINCTS

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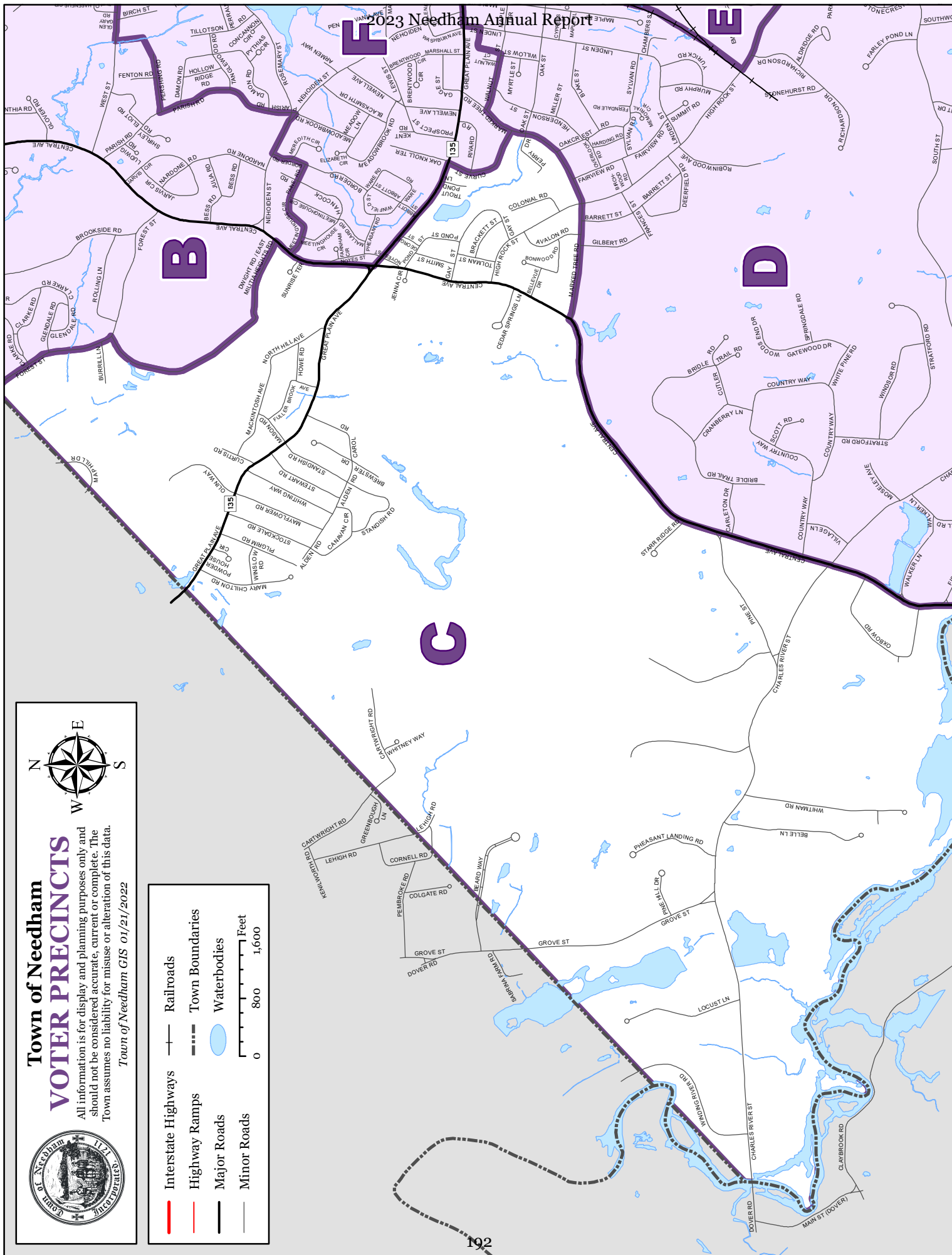
Town of Needham GIS 01/21/2022



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

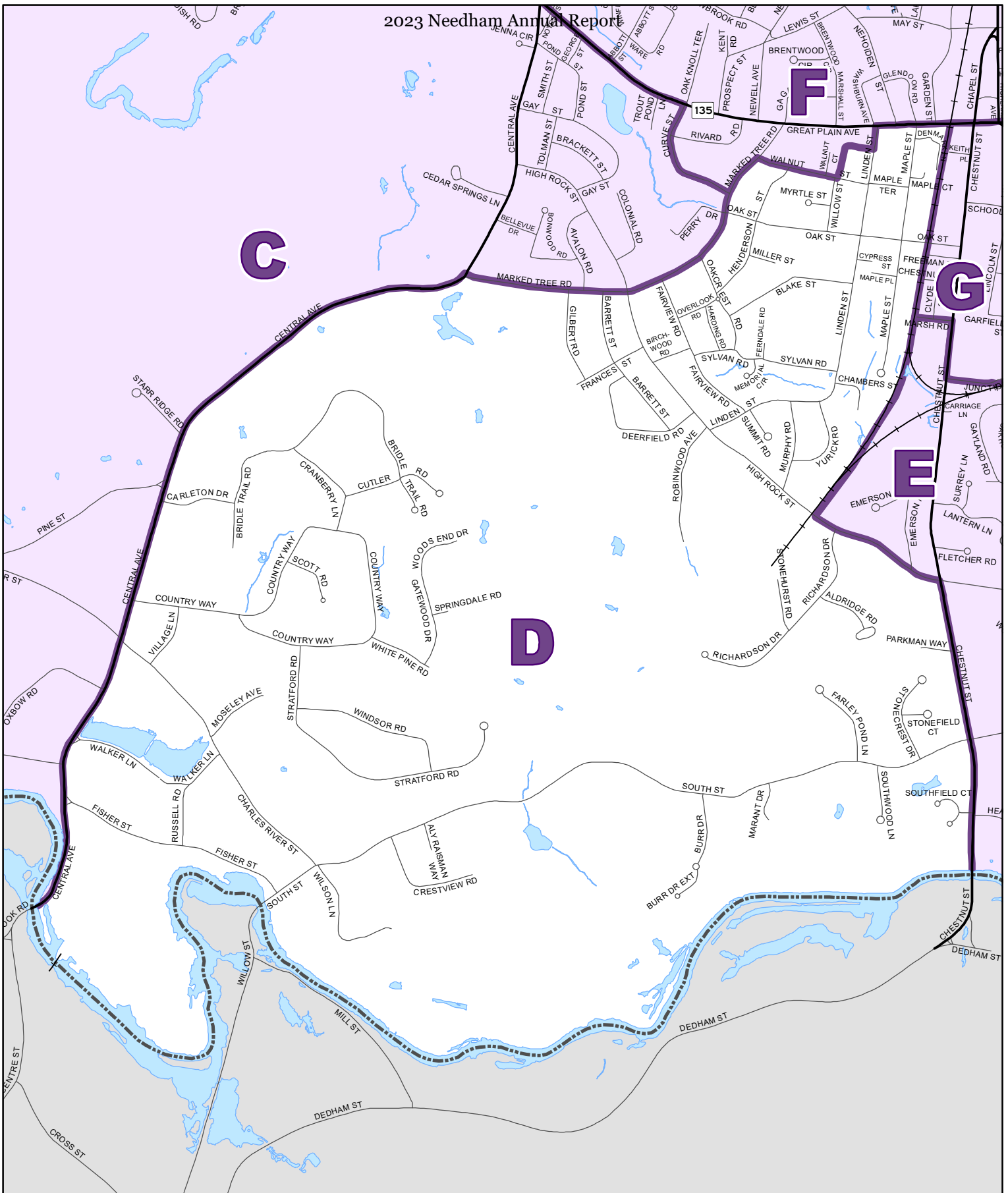


2023 Needham Annual Report



PRECINCT D

2024	Mock	Steven E.
2024	Baum	Janet K.
2024	DeSimone	Dorothy H.
2024	Leghorn	Joseph J.
2024	D'Addesio	Kathryn L.
2024	Abruzese	Joseph
2024	Navales	Emma
2024	Patey	Carol L. B.
2025	McCullen	Justin Douglas
2025	Clarke	Holly Anne
2025	Soma	Janis M.
2025	Chao	Jeremy J.
2025	Rauch	Evan F.
2025	Abruzese	Margaret
2025	Pressman	Aaron M.
2025	Eisenhut	Bruce T.
2026	Gertsel	Christopher
2026	Blauer	Alexandra Rose
2026	Giraldo-Kerr	Anna
2026	Foster	Reginald C.
2026	Linzmeyer	Kate
2026	Calton	Karen L.
2026	Lunetta	Richard J.
2026	Petitt	Robert A.



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



Town of Needham VOTER PRECINCTS

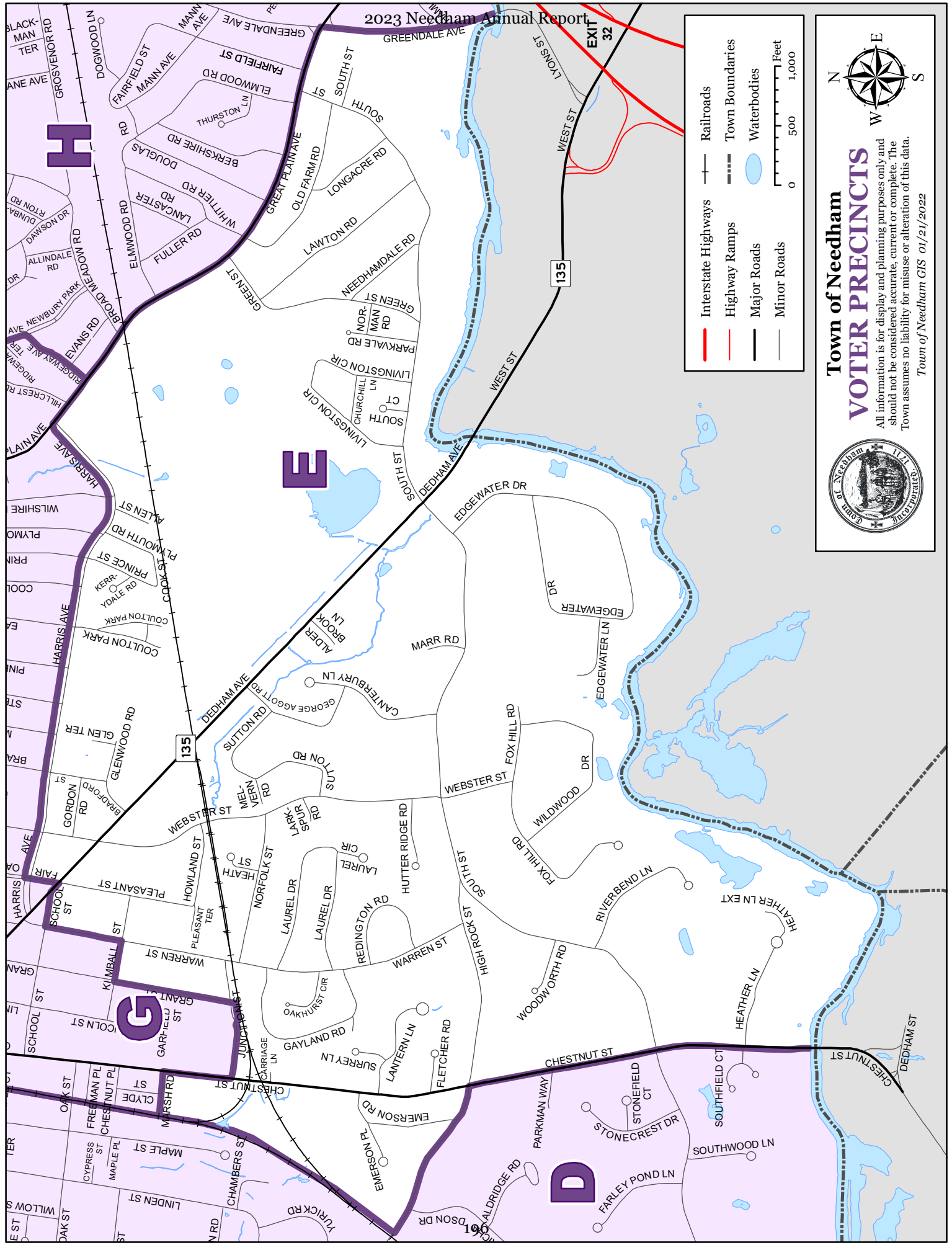
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Town of Needham GIS 01/21/2022



PRECINCT E

2024	Wizer	Andrea J.
2024	Wolfe	Cynthia J.
2024	Paulson	William J.
2024	Cosgrove III	Edward V.
2024	O'Neil	Peter J.
2024	Siegenthaler	Paul A.
2024	LaFace	Keith M.
2024	Hurley	Amy
2025	Barr	Constance S.
2025	Cosgrove	Ann M.
2025	Chaston	Cynthia J.
2025	Robey	Philip V.
2025	Weinograd	Kate Ellen
2025	Fachetti	Carol A.
2025	McLellan	Bonnie L.
2025	Yanofsky	Jill
2026	Cahill Allison	Kathleen
2026	Murray	Philip R.
2026	Block	Adam J.
2026	Braman	Robert R.
2026	Peckham	Ford H.
2026	Ruth	Ronald W.
2026	Niden	Michael L.
2026	Mahr	Julia Dale



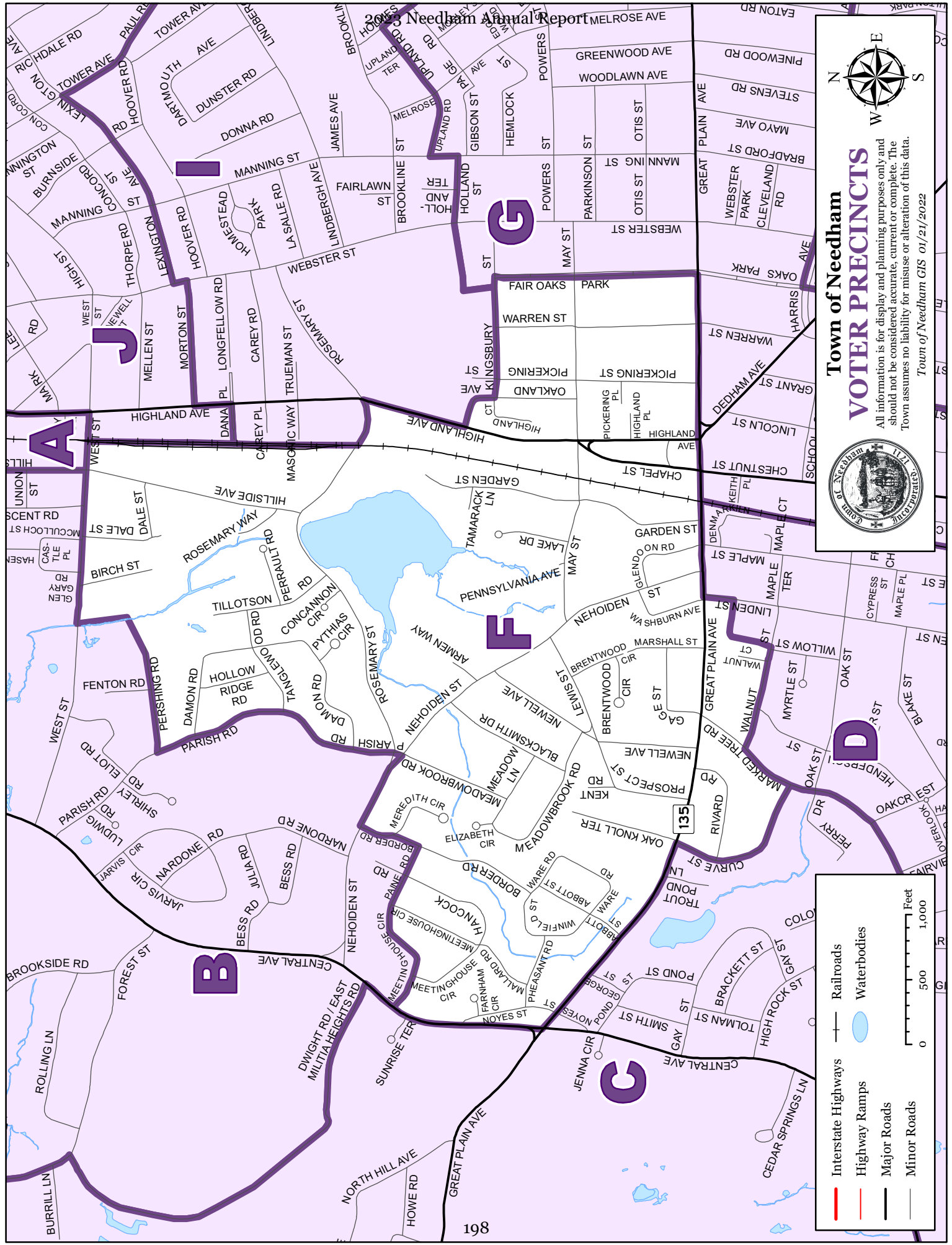
Town of Needham VOTER PRECINCTS

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Town of Needham GIS 01/21/2022

PRECINCT F

2024	Davis	Richard W.
2024	Sexton	Jennifer S.
2024	Dornbusch	Stephen L.
2024	Goldin	Rochelle E.
2024	Lee	Elizabeth Anne
2024	McCabe	Joseph
2024	Kalish	Leslie A.
2024	Zaff	Adam S.
2025	McKnight	Jeanne S.
2025	Price	Karen N.
2025	Davis	Gail E.
2025	Borrelli	Alison S.
2025	Glazier	Robyn E.
2025	Fox	Doug H.
2025	Zoppo	William A.
2025	Coffman	Barry J.
2026	Unhjem	Lars Mark
2026	Jacques	Katherine P.
2026	McCafferty	Dennis Francis
2026	Connelly	John P.
2026	Hegarty Jr	F. Timothy
2026	MacMahon	Mary Anne
2026	Cohen	Lawrence J.
2026	Ajamian	Gary Robert



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 01/21/2022



Legend

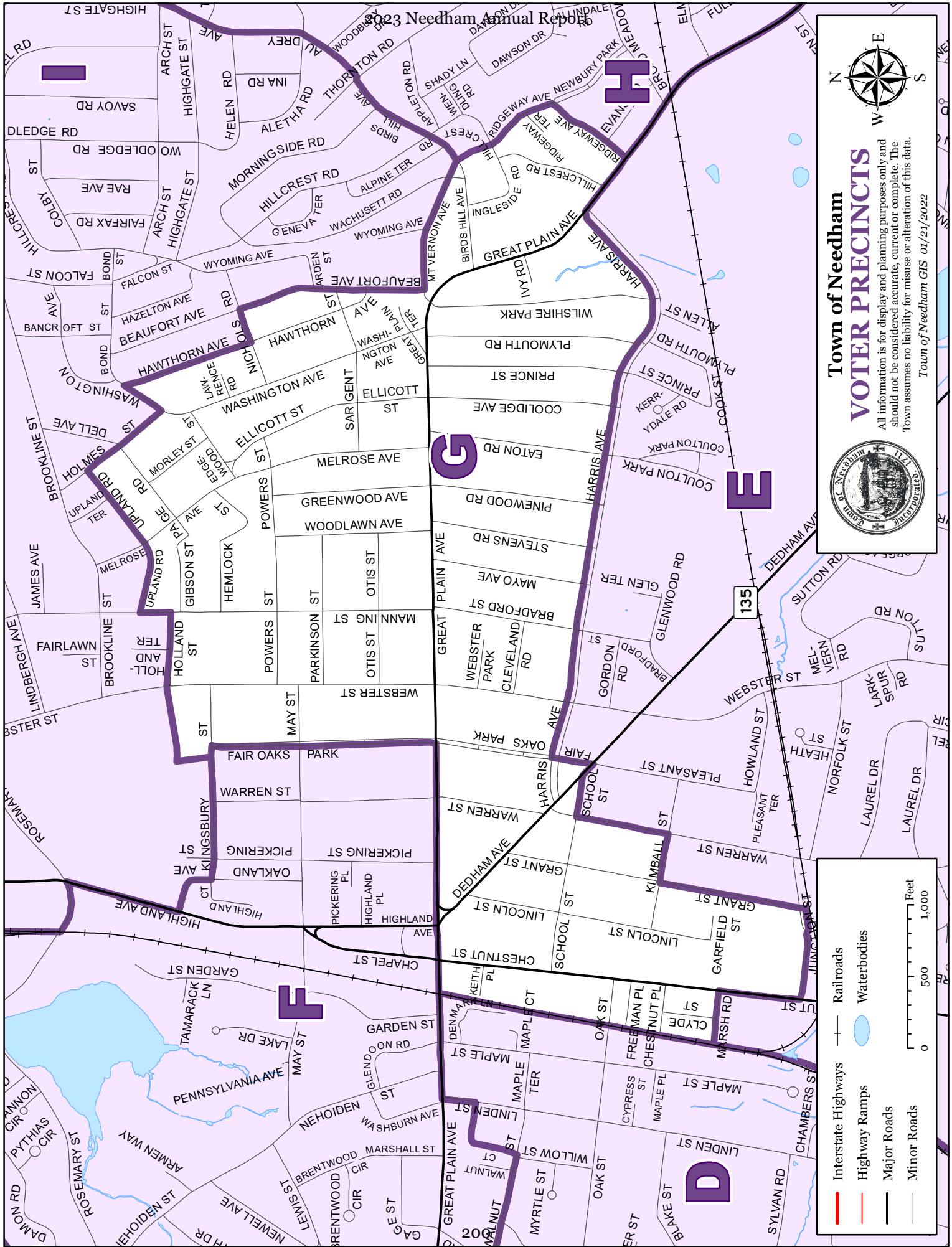
- Interstate Highways
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- Minor Roads
- Railroads
- Waterbodies

Scale

0 500 1,000 Feet

PRECINCT G

2024	Ochalla	Josephine Luppino
2024	DeMeis	Richard
2024	Dirks	David
2024	Walker	Karen L
2024	Skatrud	Alisa M.
2024	Hays	Abigail Jones
2024	Dowd	Catherine Reid
2024	McGarvey	Susan B.
2025	Smart, Jr.	Robert T.
2025	Harkins	Thomas M.
2025	Welby	Susan
2025	Crimmings	John D.
2025	Frail	Stephen Anthony
2025	Flanagan	James D.
2025	McCaffrey	Maureen T.
2025	Dermody	Robert J.
2026	Buell	Jennifer Lewis
2026	Fernandez	Robert John
2026	Fox	Marshall Edward
2026	Tacelli	Patrick Weston
2026	Thomas	Christopher G.
2026	Freundlich	Kenneth B.
2026	Geraci	Jennifer L.
2026	Hughes	Marcus Jonathan



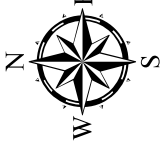


Town of Needham

VOTER PRECINCTS

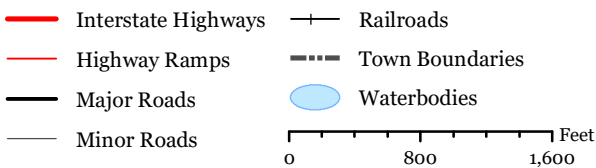
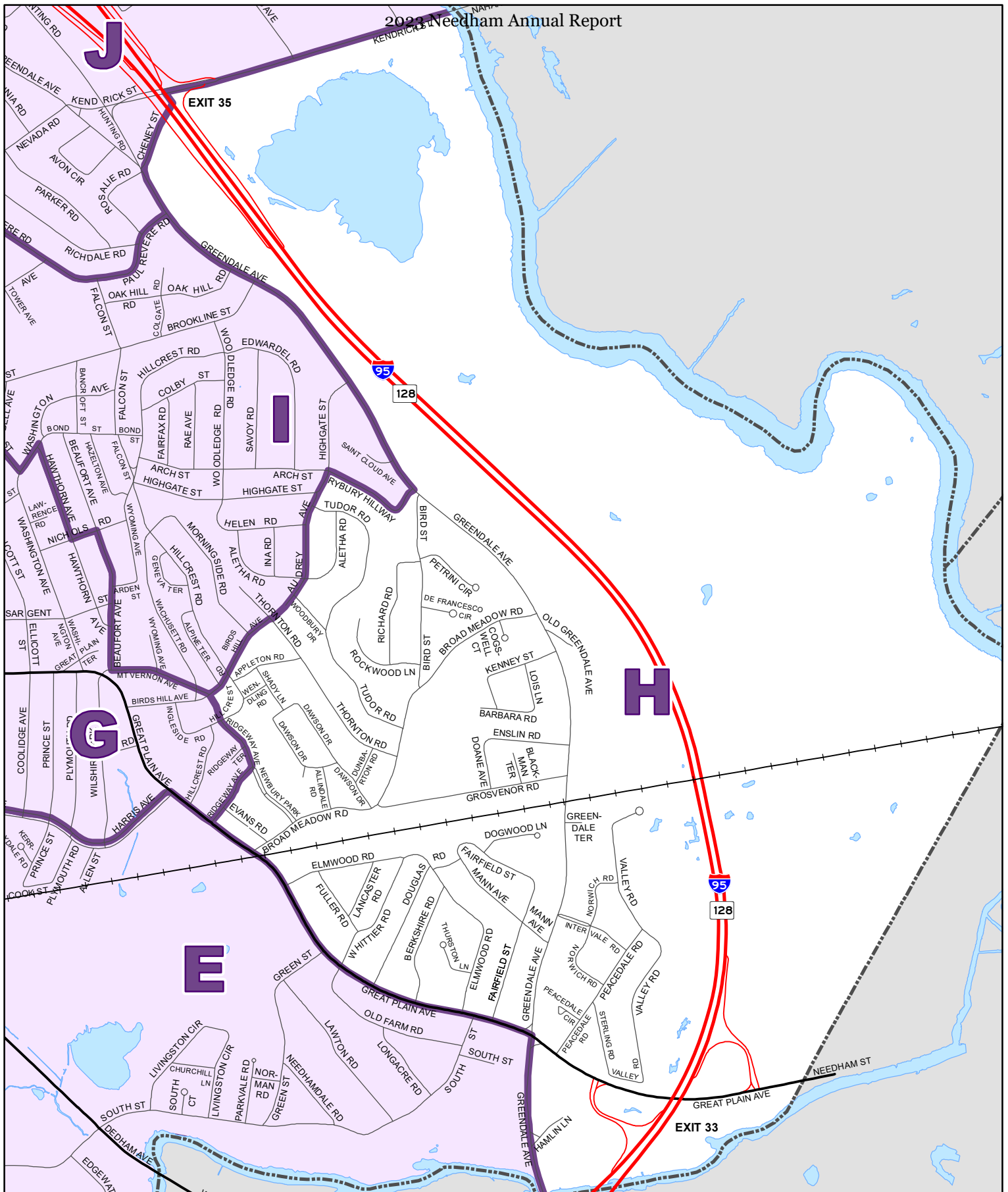
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Town of Needham GIS 01/21/2022



PRECINCT H

2024	Barzilay	Ilan
2024	Tierney	Kevin F.
2024	Knickle-Tierney	Kimberly
2024	Zimbone	Richard A.
2024	Cosentino	Julia Satti
2024	McCarthy	Nancy E.
2024	Diener	Michael A.
2024	Han	Karen E.
2025	Reilly	Richard M.
2025	Bulian	John A.
2025	Bruel	Hilary Hanson
2025	Mullen	Eileen M.
2025	Cruickshank	M. Patricia
2025	Olive	Peter R.
2025	Brinkhaus	Heinz R.
2025	Handler	Elizabeth P.
2026	Feigenbaum	Lynn Sara
2026	Gillogley	Thomas Edward
2026	Lee	Kumrae Helbig
2026	Kardok	Michael C.
2026	Orscheln	Eileen K.
2026	Wixon	Amy M.
2026	Dunn Jr.	Gregory John
2026	Carter	Molly Kastory



Town of Needham VOTER PRECINCTS

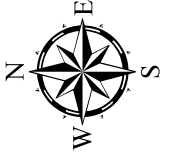
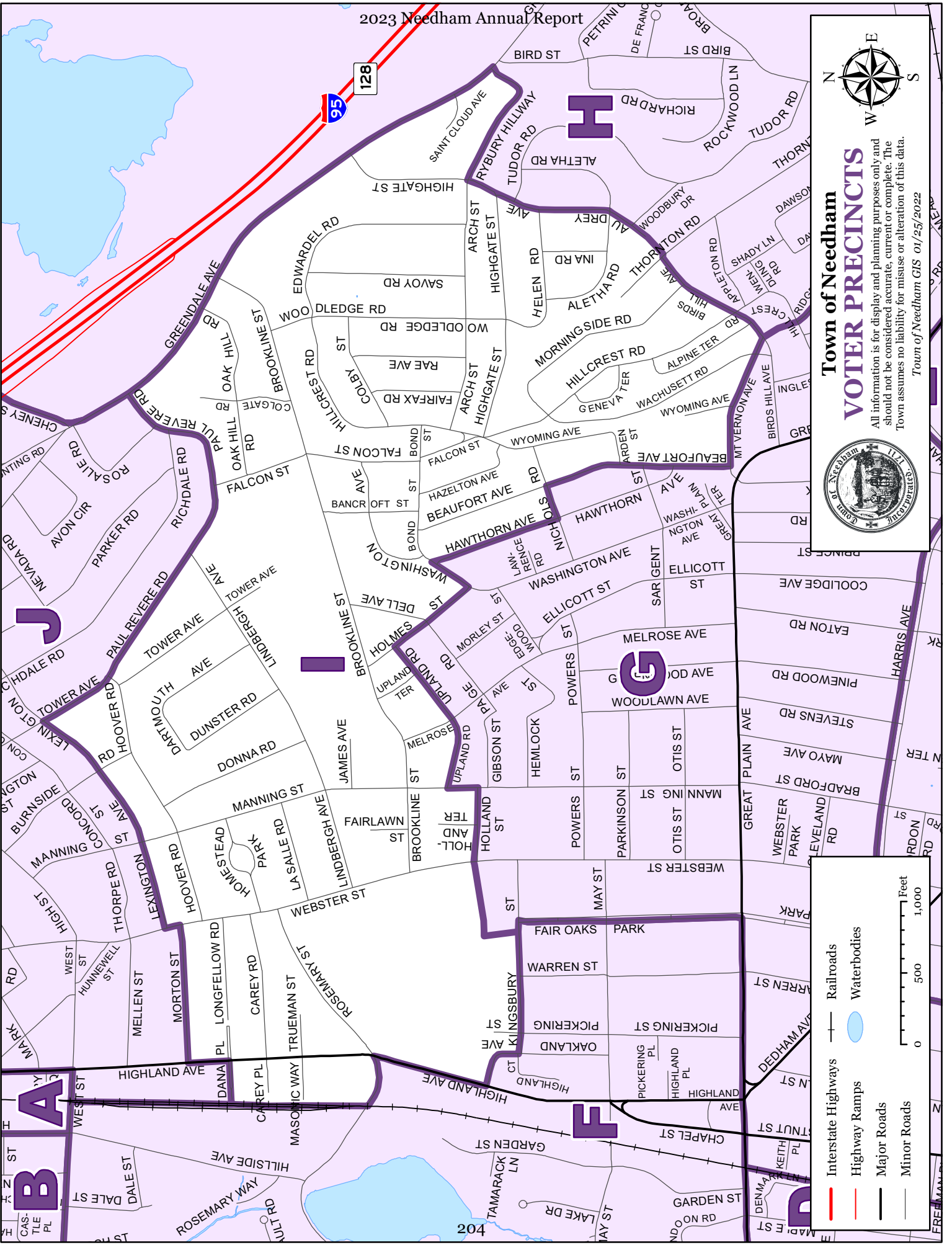
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Town of Needham GIS 01/21/2022



PRECINCT I

2024	Cherbuliez	Lisa
2024	Weinstock	Rachel Ann
2024	Young	Rebecca A.
2024	Kahn-Boesel	Jill C.
2024	Escalante	David J.
2024	Murphy	Lorraine M.
2024	Weinstein	Anne W.
2024	Matthews	Joseph S.
2025	Sockol	Lois F.
2025	Mertz	Catherine W.
2025	Matthews	Daniel P.
2025	Robey III	Paul
2025	Mertz III	Oscar E.
2025	Handel	Maurice
2025	Atallah	Peter D.
2025	Crocker	Artie R.
2026	Bonasia	James S.
2026	Mulno	Glenn Alan
2026	Golden	Joel S.
2026	Pingitore	Peter J.
2026	Handel	Elizabeth
2026	Ecsedy	Claire Dee
2026	Terry	John A.
2026	Supple	David Paul



Town of Needham
VOTER PRECINCTS

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Town of Needham GIS 01/25/2022



Legend

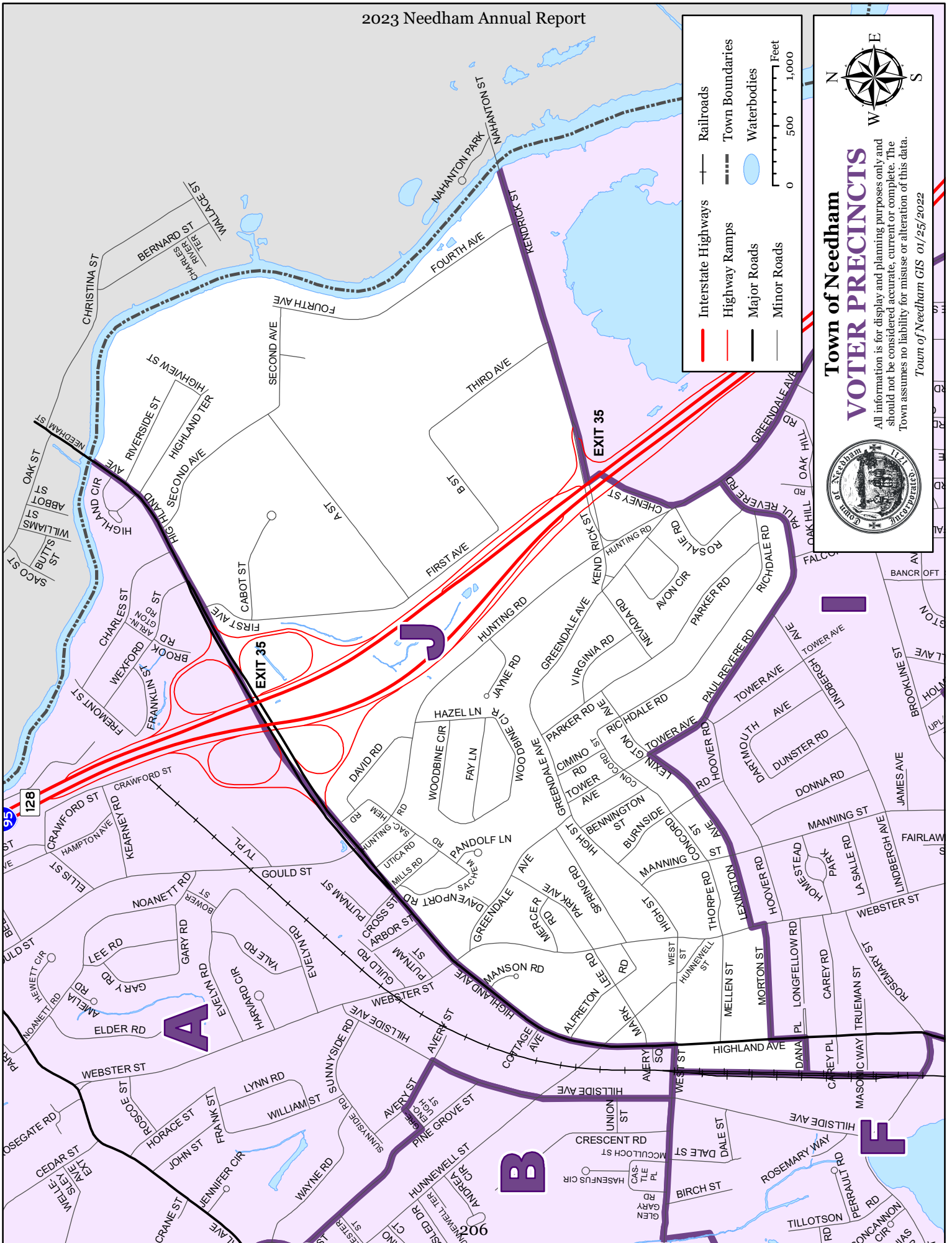
- Interstate Highways (thick red line)
- Highway Ramps (red line)
- Major Roads (black line)
- Minor Roads (thin black line)
- Railroads (black line with cross-ticks)
- Waterbodies (light blue area)

Scale

0 500 1,000 Feet

PRECINCT J

2024	Mullin	Donna M
2024	Mathias	Michael M.
2024	Deutsch	Robert E.
2024	Kent	George F.
2024	Whitney	Debra A.
2024	Kaponya	Elizabeth Nicole
2024	McCourt	Christine S.
2024	Urwitz	Carol I.
2025	Epstein	Janice S.
2025	Dermody	William R.
2025	Greis	Michael J.
2025	Pollack	Barry S.
2025	Dickerman	Paula E
2025	Gore	Priya
2025	Lalonde	Frederica
2025	Charbonnier	Holly
2026	Murphy	Jane B.
2026	Arrieta-Ruetenik	Georgina A.
2026	Soper	Lauren
2026	Ruetenik	James R.
2026	Granadillo	Sidonie Mia Xavier
2026	Murphy	Lorraine M.
2026	Ragin	Henry G.
2026	Montgomery	David P.



Town of Needham VOTER PRECINCTS



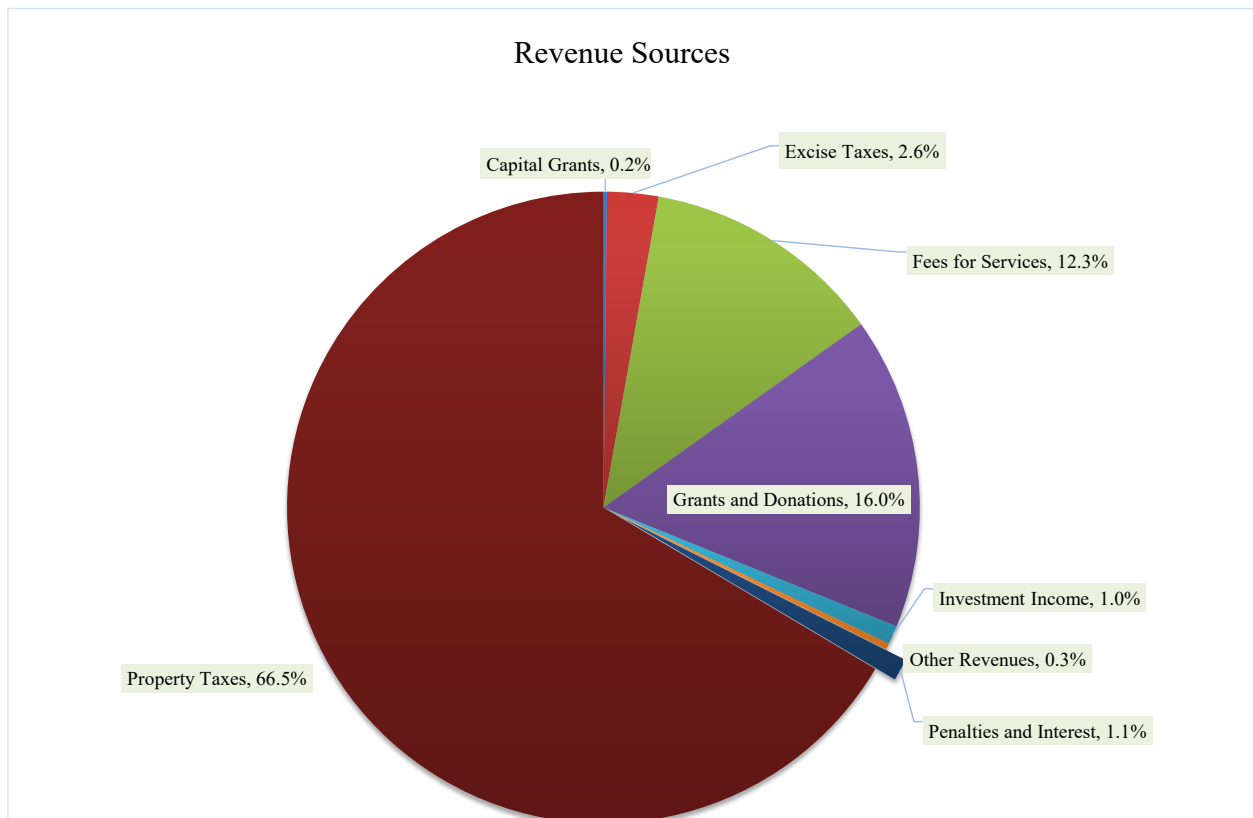
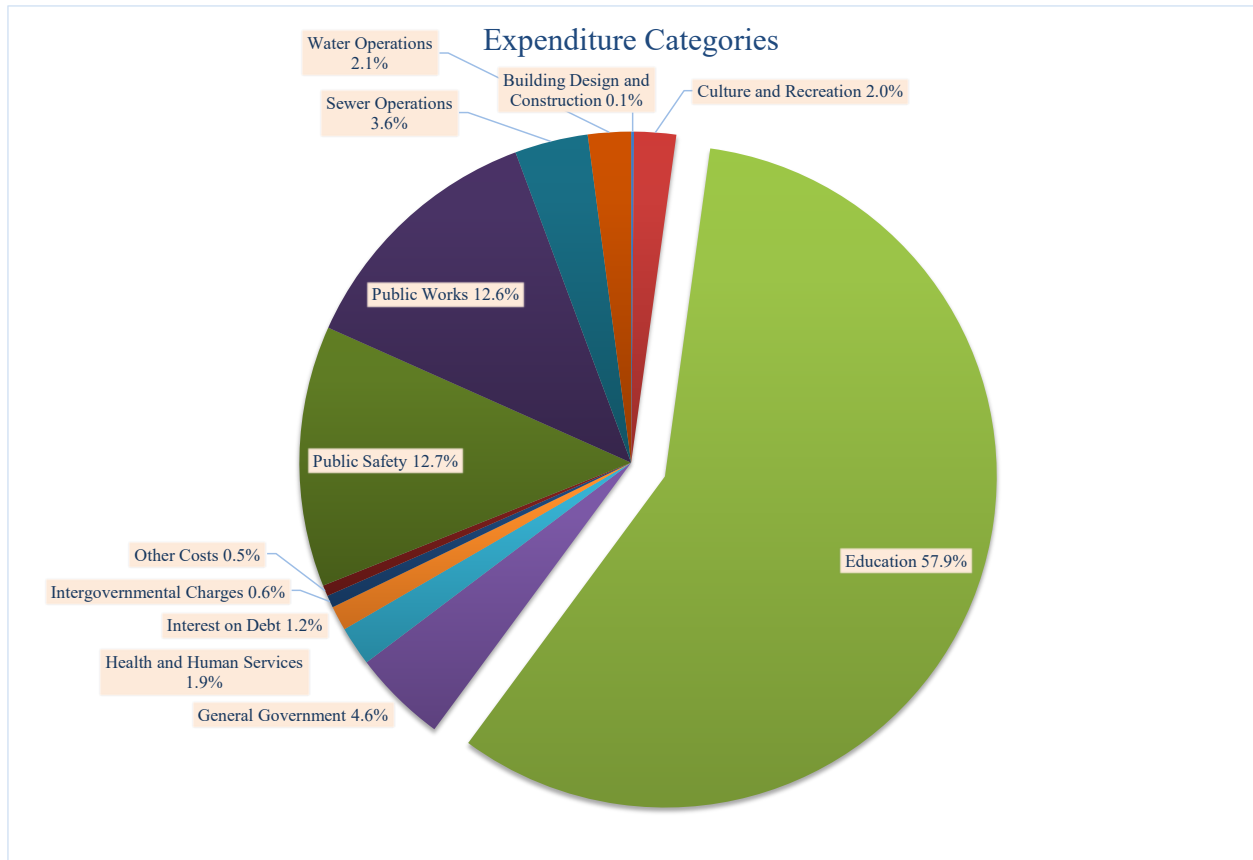
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Town of Needham GIS 01/25/2022

TOWN MEETING MEMBERS AT LARGE

2023	Fee, Moderator	Michael K.
2023	Nelson, Member, Select Board	Marcus
2023	Cooley, Chair, Select Board	Marianne
2023	Keane, Vice Chair, Select Board	Kevin
2023	Bulian, Chair, Board of Assessors	John
2023	Ghandi, Chair, Board of Health	Tejal
2023	Fialkov, Chair, Trustees of Public Library	Jay
2023	Gerstel, Chair, Park & Recreation Commission	Christopher
2023	Block, Chair, Planning Board	Adam
2023	Longo Carter, Chair, School Committee	Andrea
2023	Gallelo, Chair, Memorial Park Trustees	John S.
2023	Eaton, Town Clerk	Theodora K.
2023	Frail, Clerk, Select Board	Heidi
2023	Dowd, Member, Select Board	Catherine

Financial Reports



**General Fund
Balance Sheet
Year Ended June 30, 2023**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$60,141,601
Investments	\$11,619,850
 Receivables:	
Property Taxes	\$3,693,372
Excises	\$924,652
Departmental	\$1,419,548
Intergovernmental	\$0
Other	<u>\$179,285</u>
Total Assets	<u><u>\$77,978,308</u></u>
 <u>LIABILITIES</u>	
Warrants and Accounts Payable	\$1,681,933
Accrued Liabilities	\$4,961,968
Due to Other Governments	\$0
Anticipation Notes Payable	\$0
Refunds Payable	\$77,916
Other Liabilities	<u>\$1,218,675</u>
Total Liabilities	\$7,940,492
 Unavailable Revenue	 \$5,354,141
Taxes Paid in Advance	<u>\$79,326</u>
Deferred Inflows of Resources	\$5,433,467
 <u>FUND BALANCES</u>	
Non-spendable	\$0
Restricted	\$565,811
Committed	\$10,923,038
Assigned	\$16,772,776
Unassigned	<u>\$36,342,724</u>
Total Fund Balance	\$64,604,349
 Total Liabilities, Deferred Inflows of Resources, and Fund Balance	 <u><u>\$77,978,308</u></u>

**Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2023**

	<u>General</u>
<u>ASSETS</u>	
Cash and Short-term Investments	\$95,111,136
Investments	\$22,918,949
Receivables:	
Property Taxes	\$3,735,582
Excises	\$924,652
Departmental	\$2,013,760
Intergovernmental	\$222,323
Other	\$179,285
Deposits	<u>\$0</u>
Total Assets	<u><u>\$125,105,687</u></u>
<u>LIABILITIES</u>	
Warrants and Accounts Payable	\$4,251,437
Unearned Revenue	\$3,957,960
Accrued Liabilities	\$5,002,607
Due to Other Governments	\$0
Taxes Collected in Advance	\$0
Refunds Payable	\$77,916
Anticipation Notes Payable	\$420,000
Other Liabilities	<u>\$1,351,650</u>
Total Liabilities	\$15,061,570
Deferred Inflows of Resources	\$6,290,416
<u>FUND BALANCES</u>	
Non-spendable	\$204,780
Restricted	\$25,454,625
Committed	\$26,749,668
Assigned	\$16,772,776
Unassigned	<u>\$34,571,852</u>
Total Fund Balance	\$103,753,701
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u><u>\$125,105,687</u></u>

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2023

Revenues

Property Taxes	\$182,232,260
Excise Taxes	\$6,779,778
Penalties, Interest and Other Taxes	\$2,954,691
Charges for Services	\$11,196,424
Departmental	\$932,565
Licenses and Permits	\$5,099,563
Intergovernmental	\$44,551,183
Investment Income	\$2,593,799
Fines and Forfeitures	\$101,457
Contributions	\$428,790
Other	<u>\$854,308</u>
Total Revenues	\$257,724,818

Expenditures

General Government	\$11,682,888
Public Safety	\$26,241,643
Education	\$136,614,918
Public Works	\$27,949,640
Building Design & Construction	\$223,038
Health and Human Services	\$4,531,666
Culture and Recreation	\$4,568,241
Employee Benefits	\$823,474
Other Current Expenditures	\$802,155
Capital Outlay	\$14,197,463
Debt Service	\$17,991,943
Intergovernmental	<u>\$1,555,971</u>
Total Expenditures	\$247,183,040
Revenues to Expenditures	\$10,541,778

Other Financing Sources and Uses

Issuance of Bonds & Refunded Debt	\$0
Bond Premium	\$0
Transfers In	\$16,809,533
Refunding Escrow	\$0
Transfers Out	<u>(\$17,142,990)</u>
Total Other Financing Sources and Uses	(\$333,457)
Net Change in Fund Balances	\$10,208,321
Fund Balances at Beginning of Year	\$93,545,380
Fund Balances at End of Year	<u>\$103,753,701</u>

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2023

	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>		
Current Assets:		
Cash and Short-term Investments	\$5,550,648	\$10,408,970
Receivables	\$3,104,983	\$2,828,605
Intergovernmental	\$0	\$0
Other Current Assets	<u>\$0</u>	<u>\$0</u>
Total Current Assets	\$8,655,631	\$13,237,575
Noncurrent Assets:		
Land non-depreciable and Construction in Progress	\$3,515,988	\$4,848,305
Other Capital Assets, Net of Accumulated Depreciation	<u>\$21,121,386</u>	<u>\$28,730,393</u>
Total Noncurrent Assets	\$24,637,374	\$33,578,698
Total Assets	\$33,293,005	\$46,816,273
Deferred Outflows	<u>\$431,041</u>	<u>\$601,065</u>
Total Assets and Deferred Outflows	\$33,724,046	\$47,417,338
<u>LIABILITIES</u>		
Current Liabilities:		
Accounts Payable	\$731,898	\$747,355
Accrued Payroll	\$0	\$0
Accrued Liabilities	\$185,599	\$39,663
Retainage Payable	\$0	\$0
Refunds Payable	\$0	\$0
Notes Payable	\$0	\$2,640,000
Other Liabilities	\$0	\$0
Current Portion of Long-term Liabilities:		
Bonds Payable	\$420,644	\$484,795
Compensated Absences	<u>\$0</u>	<u>\$0</u>
Total Current Liabilities	\$1,338,141	\$3,911,813

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2023

	<u>Sewer</u>	<u>Water</u>
Noncurrent Liabilities		
Net Pension Liability	\$1,260,104	\$1,947,434
Net OPEB Liability	\$559,113	\$477,064
Compensated Absences	\$158,671	\$116,665
Bonds Payable, Net of Current Portion	<u>\$3,240,612</u>	<u>\$3,093,608</u>
Total Noncurrent Liabilities	\$5,218,500	\$5,634,771
 Total Liabilities	 \$6,556,641	 \$9,546,584
Deferred Inflows	<u>\$142,721</u>	<u>\$187,933</u>
	\$6,699,362	\$9,734,517
 <u>NET POSITION</u>		
Invested in Capital Assets, Net of Related Debt	\$21,064,715	\$30,000,295
Unrestricted	<u>\$5,959,969</u>	<u>\$7,682,526</u>
Total Net Assets	\$27,024,684	\$37,682,821
 Total Assets and Deferred Outflows	 <u>\$33,724,046</u>	 <u>\$47,417,338</u>

**Internal Service Fund
Statement of Net Position
Year Ended June 30, 2023**

	<u>Governmental</u> <u>Activities</u>
<u>ASSETS</u>	
Current Assets:	
Cash and Short-term	
Investments	\$2,671,325
Receivables	\$0
Total Current Assets	\$2,671,325
Noncurrent Assets:	
Other Capital Assets	<u>\$0</u>
Total Noncurrent Assets	\$0
Total Assets	<u>\$2,671,325</u>
<u>LIABILITIES</u>	
Current Liabilities:	
Accounts Payable	\$65,486
Accrued Payroll	\$0
Accrued Liabilities	\$548,316
Other Liabilities	\$0
Total Current Liabilities	\$613,802
Noncurrent Liabilities	
Noncurrent Liabilities	\$0
Total Noncurrent Liabilities	\$0
Total Liabilities	<u>\$613,802</u>
<u>NET POSITION</u>	
Unrestricted	<u>\$2,057,523</u>
Total Net Assets	<u><u>\$2,057,523</u></u>

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2023

	<u>Sewer</u>	<u>Water</u>
<u>Operating Revenues</u>		
Charges for Services	\$9,127,092	\$7,042,499
Other	<u>\$0</u>	<u>\$3,262</u>
Total Operating Revenue	\$9,127,092	\$7,045,761
 <u>Operating Expenses</u>		
Personnel Services	\$909,083	\$804,988
Non-Personnel Services	\$535,524	\$1,159,403
Depreciation	\$970,113	\$1,904,291
Intergovernmental Assets	<u>\$6,760,857</u>	<u>\$1,464,186</u>
Total Operating Expenses	\$9,175,577	\$5,332,868
 Operating Income (Loss)	(\$48,485)	\$1,712,893
 <u>Non-operating Revenues and Expenses</u>		
Intergovernmental Revenue	\$0	\$0
Investment Income	\$9,995	\$0
Other Revenue	\$379	\$0
Interest Expense	<u>(\$80,498)</u>	<u>(\$85,501)</u>
Net Non-operating Revenue/Expense	(\$70,124)	(\$85,501)
 Income (Loss) Before Transfers	(\$118,609)	\$1,627,392
 Capital Contribution	\$0	\$0
Transfers In	\$835,251	\$284,721
Transfers Out	<u>(\$500,948)</u>	<u>(\$715,567)</u>
Net Transfers	\$334,303	(\$430,846)
 Change in Net Position	\$215,694	\$1,196,546
 Net Position at Beginning of Year	\$26,808,990	\$36,486,275
Net Position at End of Year	<u>\$27,024,684</u>	<u>\$37,682,821</u>

Internal Service Fund
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2023

	<u>Governmental Activities</u>
<u>Operating Revenues</u>	
Charges for Services	\$0
Other	<u>\$1,025,839</u>
Total Operating Revenue	\$1,025,839
 <u>Operating Expenses</u>	
Personnel Services	\$784,487
Non-Personnel Services	\$0
Depreciation	\$0
Intergovernmental Assets	<u>\$0</u>
Total Operating Expenses	\$784,487
 Operating Income (Loss)	 \$241,352
 <u>Non-operating Revenues and Expenses</u>	
Intergovernmental Revenue	\$0
Investment Income	\$0
Other Revenue	\$0
Interest Expense	<u>\$0</u>
Net Non-operating Revenue/Expense	\$0
 Income (Loss) Before Transfers	 \$241,352
 Contributions	 \$0
Transfers In	\$430,000
Transfers Out	<u>\$0</u>
Net Transfers	\$430,000
 Change in Net Position	 \$671,352
 Net Position at Beginning of Year	 \$1,386,171
Net Position at End of Year	<u><u>\$2,057,523</u></u>

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2023

	<u>Sewer</u>	<u>Water</u>
<u>Operating Activities</u>		
Receipts from Customers and Users	\$9,295,912	\$7,495,697
Employer Contributions	\$0	\$0
Payment of Utility Assessments	(\$6,760,857)	(\$1,464,186)
Payments to Vendors and Contractors	(\$23,698)	(\$527,261)
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$1,020,804)</u>	<u>(\$1,170,134)</u>
Net Cash Operating Activities	\$1,490,553	\$4,334,116
<u>Noncapital Financing Activities</u>		
Operating Grants Received	\$0	\$0
Transfers from Other Funds	\$835,251	\$284,721
Transfers to Other Funds	<u>(\$500,948)</u>	<u>(\$715,567)</u>
Net Cash Noncapital Financing Activities	\$334,303	(\$430,846)
<u>Capital Financing Activities</u>		
Acquisition and Construction of Capital Assets	(\$600,560)	(\$4,146,308)
Non Operating Revenue	\$379	\$0
Proceeds from Notes	\$0	\$2,640,000
Proceeds from Bonds	\$0	\$0
Principal Payments on Loans	(\$520,117)	(\$598,974)
Paydowns of Notes	\$0	\$0
Capital Contribution	\$0	\$0
Interest Expense	<u>(\$80,498)</u>	<u>(\$85,501)</u>
Net Cash Capital Financing Activities	(\$1,200,796)	(\$2,190,783)

**Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2023**

	<u>Sewer</u>	<u>Water</u>
<u>Investment Activities</u>		
Investment Income	<u>\$9,995</u>	<u>\$0</u>
Net Cash Investment Activities	\$9,995	\$0
Net Change in Cash	\$634,055	\$1,712,487
Cash and Investments Beginning of Year	\$4,916,593	\$8,696,483
Cash and Investments End of Year	<u>\$5,550,648</u>	<u>\$10,408,970</u>

**Internal Service Funds
Statement of Cash Flows
Year Ended June 30, 2023**

	<u>Governmental Activities</u>
<u>Operating Activities</u>	
Employer Contributions	\$1,025,839
Payments to Vendors and Contractors	\$0
Payment of Employee Salaries, Benefits, and Related Activities	<u>(\$724,667)</u>
Net Cash Operating Activities	\$301,172
 <u>Noncapital Financing Activities</u>	
Transfers from Other Funds	\$430,000
Transfers to Other Funds	<u>\$0</u>
Net Cash Noncapital Financing Activities	\$430,000
 <u>Investment Activities</u>	
Investment Income	<u>\$0</u>
Net Cash Investment Activities	\$0
 Net Change in Cash	\$731,172
 Cash and Investments Beginning of Year	\$1,940,153
 Cash and Investments End of Year	<u>\$2,671,325</u>
 Reconciliation of Operating Income to Net Cash Provided by Operating Activities	
Operating Income	\$241,352
 <u>Changes in Assets, Liabilities and Deferred Flows</u>	
Deferred Outflows	\$0
Accounts Payable	\$65,486
Accrued Liabilities	(\$5,666)
Refunds Payable	\$0
Deferred Inflows	\$0
	\$0
Net Cash Provided by Operating Activities	<u>\$301,172</u>

Enterprise Funds
Reconciliation of Operating Income to Net Cash Provided by Operating
Activities
Year Ended June 30, 2023

	<u>Sewer</u>	<u>Water</u>
Operating Income	(\$48,485)	\$1,712,893
<u>Adjustments</u>		
Depreciation	\$970,113	\$1,904,291
<u>Changes in Assets, Liabilities and Deferred Flows</u>		
User Fees	\$320,591	\$449,936
Deferred Outflows	\$13,096	(\$335,359)
Accounts Payable	\$347,705	\$632,142
Accrued Liabilities	\$150,348	(\$18,078)
Refunds Payable	(\$151,771)	\$0
Compensated Absences	\$5,880	(\$335)
Net Pension Liability	\$597,134	\$922,844
Net OPEB Liability	(\$234,016)	(\$216,640)
Deferred Inflows	(\$480,042)	(\$717,578)
	\$0	\$0
Net Cash Provided by Operating Activities	<u>\$1,490,553</u>	<u>\$4,334,116</u>

Trust Funds
Year Ended June 30, 2023

Fund	June 30, 2022	Receipts	Expenses & Adjustments	June 30, 2023
Adrienne Garrido Memorial Scholarship	38,819.81	4,936.14	-2,500.00	41,255.95
Anita M. Reinke Memorial Scholarship	15,577.73	1,980.76	-600.00	16,958.49
Arthur and Cecilia Bailey Scholarship	69,705.37	8,863.38	-2,800.00	75,768.75
C. J. Cullen III Memorial Scholarship	61,191.01	7,780.72	-2,400.00	66,571.73
Centennial Football Scholarship	235.76	29.97		265.73
Charles and Bernice Siegel Memorial Fund	322,501.09	41,007.58	-12,900.00	350,608.67
Chloe Malast Memorial Scholarship	23,228.06	4,752.76	-900.00	27,080.82
Class of 1980 Scholarship	9,429.60	2,391.30	-500.00	11,320.90
Dan Matthews 68 Good Government Scholarship	0.00	31,133.82	-1,000.00	30,133.82
Dana F. Burke Scholarship	6,054.46	769.87	-300.00	6,524.33
De Fazio Family Memorial Scholarship	26,920.33	5,496.54	-1,100.00	31,316.87
Derwood Newman Memorial	50,108.37	6,371.52		56,479.89
Dr. Lee Allan Memorial	5,473.30	695.95		6,169.25
Dwight School (Pollard School)	76,525.15	9,730.54		86,255.69
Edith Wildman Fund	764,007.56	97,147.23	-30,600.00	830,554.79
Elizabeth Handley	59,436.76	7,557.65	-2,400.00	64,594.41
Elizabeth May Music Trust	318,049.24	40,441.50		358,490.74
Frederick Barstow Scholarship	346,632.71	42,345.17	-27,000.00	361,977.88
Frederick Harris Scholarship	40,701.49	5,175.39	-4,000.00	41,876.88
George F. Skinner	1,133.83	144.19	-1,232.72	45.30
George Morse Memorial Scholarship	351,162.12	44,651.95	-14,000.00	381,814.07
High School Sports Endowment	58,193.78	7,399.60	-1,540.00	64,053.38
John Akers	436,478.03	54,057.91	-18,000.00	472,535.94
John C. Wood (High School Library)	23,877.60	3,025.75	-920.99	25,982.36
Joseph Paulini Scholarship	5,663.09	720.08		6,383.17
Lizzie and Reuben Grossman Scholarship	146.63	1,518.66	-1,500.00	165.29
Mark Oberle Memorial Scholarship	19,734.87	2,509.39	-800.00	21,444.26
Mark R., Beane Memorial Scholarship	57,618.99	7,326.54	-2,300.00	62,645.53
Martha Gaudet Remsen Memorial Scholarship	0.00	12,448.05	-1,000.00	11,448.05
Martin Luther King Scholarship	11,706.67	1,488.58	-500.00	12,695.25
Minot Mac Donald (Carter School Library)	17,912.76	2,262.23	-679.05	19,495.94
Miriam Kronish Excellence in Educ	56,923.74	1,785.19		58,708.93
Miriam Kronish Scholarship	4,898.62	6,075.81	-1,604.00	9,370.43
Nate Tavalone Scholarship	13,095.79	1,665.18	-500.00	14,260.97
New Century Club Scholarship	19,787.57	2,516.07	-800.00	21,503.64
Nina Pansuk Scholarship	219,577.23	27,920.30	-30,000.00	217,497.53
Peter Eloranta Chemistry Award Scholarship	21,436.34	2,725.74	-900.00	23,262.08
Peter Eloranta Scholarship	145,356.76	19,109.69	-5,800.00	158,666.45
Rebecca H. Perry Memorial Scholarship	410,977.79	52,419.34	-16,400.00	446,997.13
Richard Jensen, Sr. Memorial Scholarship	5,393.52	685.81		6,079.33

Trust Funds
Year Ended June 30, 2023

Fund	June 30, 2022	Receipts	Expenses & Adjustments	June 30, 2023
Richard Tod Greenleaf III Memorial	385.17	48.98		434.15
Robert and Elizabeth Gardner Scholarship	287,012.60	74,040.05	-20,000.00	341,052.65
Robert Burke Fitzgerald	164,102.80	20,866.45	-6,600.00	178,369.25
Ruth Ann B. Simmons MD Memorial Scholarship	16,568.87	2,106.81	-1,500.00	17,175.68
Scott Marino Memorial Scholarship	7,514.93	955.54	-1,000.00	7,470.47
Stacy Neilson Memorial Fund (Soccer Team)	32,880.89	4,180.97	-1,300.00	35,761.86
Superintendent Impact Fund	4,297.42	546.44	-500.00	4,343.86
Timothy P. Flanagan Memorial Scholarship	556.67	70.76	-605.21	22.22
Willaim L. Sweet Scholarship	1,218,923.23	154,991.93	-54,175.00	1,319,740.16
William G. Moseley Scholarship	35,017.42	4,452.63	-1,400.00	38,070.05
William T. Burke Memorial Scholarship	336.50	42.80		379.30
Subtotal School	5,883,270.03	833,367.21	-274,556.97	6,442,080.27
Ann MacFate Visually Impaired Fund	13,957.87	7,236.88		21,194.75
Arthur W. & Barbara S. Hatch Fund	445,393.88	55,141.30	-14,171.34	486,363.84
Bosworth Library Trust Fund	13,067.46	1,661.58		14,729.04
Charles Fredic Clifford Henderson Library 10% Trust	234,693.79	29,842.44		264,536.23
Cora Proctor Thurston Fund	21,310.36	2,643.14	-346.08	23,607.42
Harold Street Trust	43,483.38	5,529.14		49,012.52
Helen DE M. Dunn Library Trust Fund	1,559.51	198.27		1,757.78
Karl L. Nutter Library Trust Fund	4,226.95	537.50		4,764.45
Kathleen F and Dr Thomas H Weller Trust Fund	10,566.50	1,325.22	-198.71	11,693.01
Laura G. Willgoose Library Trust Fund	236,175.86	29,795.72	-4,395.40	261,576.18
Library Permanent Donation Fund	156,600.88	49,588.74	-41,252.76	164,936.86
Lois Carley Children's Library Trust	18,036.22	2,256.89	-193.25	20,099.86
Martha Barr Library Trust Fund	6,047.93	769.03		6,816.96
Myra S. Greenwood Library Trust Fund	136,141.45	17,311.03		153,452.48
Roger S. Corliss Fund	11,436.75	1,454.25		12,891.00
William Carter Fund	61,989.22	7,762.69	-1,293.75	68,458.16
William H. Wye Library Fund	3,087.67	392.62		3,480.29
Subtotal Library	1,417,775.68	213,446.44	-61,851.29	1,569,370.83

Trust Funds
Year Ended June 30, 2023

Fund	June 30, 2022	Receipts	Expenses & Adjustments	June 30, 2023
350th Needham Birthday Celebration	10,004.42	1,272.13		11,276.55
400th Needham Birthday Celebration	6,676.51	848.97		7,525.48
Community Revitalization Maintenance 10% Trust	2,619.89	5,217.87	-10,000.00	-2,162.24
Community Revitalization Trust	2,637.09	15,303.90	-6,337.63	11,603.36
Council on Aging Permanent Donation	271,347.56	34,503.14		305,850.70
Domestic Violence Trust	386,676.33	49,167.76		435,844.09
Esther Lyford Trust	19,047.82	2,422.02		21,469.84
Green Field Improvement Association Fund	10,463.26	1,330.45		11,793.71
John B. Tolman Trust (Library/Temperance Organizatic	211,230.45	26,803.84	-1,500.00	236,534.29
Mary Virginia E. Hill (Animal Welfare) Fund	25,015.59	3,180.84		28,196.43
Needham Cemetery Grand Army Lot Perpetual Care Fu	14,126.25	1,796.23	-1,600.00	14,322.48
Needham Military Band	145.68	18.53		164.21
Park & Recreation (Park Beautification) Fund	25,653.01	3,261.91		28,914.92
Rebecca Perry Park Trust Fund	51,529.13	6,552.16		58,081.29
Robert & Marcia Carleton Memorial Trust Fund	178,716.90	22,724.73		201,441.63
Robert & Marcia Carleton Pavilion Fund	54,628.30	6,946.26		61,574.56
Skate Park Trust Fund	4,470.98	568.50		5,039.48
Students Need Arts Trust Fund	106.07	13.50		119.57
Subtotal Other Funds	1,275,095.24	181,932.74	-19,437.63	1,437,590.35
TOTAL	8,576,140.95	1,228,746.39	-355,845.89	9,449,041.45

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide Expenses	\$66,928,277	\$168,023	-\$1,547,177	\$65,549,123	-\$61,318,783.55	-\$391,586.20	-\$61,710,369.75	\$3,838,753.25
Select Board and the Office of the Town Manager	\$1,315,405		\$25,053	\$1,340,458	-\$1,242,396.65	-\$29,789.99	-\$1,272,186.64	\$68,271.36
Office of the Town Clerk	\$488,266		\$4,471	\$492,737	-\$469,522.75	-\$15,656.63	-\$485,179.38	\$7,557.62
Legal Services	\$329,140		\$40,000	\$369,140	-\$328,481.65	-\$5,841.00	-\$334,322.65	\$34,817.35
Finance Department	\$3,742,142		\$128,499	\$3,870,641	-\$3,392,414.44	-\$217,684.32	-\$3,610,098.76	\$260,542.24
Finance Committee	\$43,364		\$1,498	\$44,862	-\$44,325.57		-\$44,325.57	\$536.43
Planning and Community Development Department	\$552,799		\$6,939	\$559,738	-\$505,758.06	-\$1,584.18	-\$507,342.24	\$52,395.76
Police Department	\$7,901,280		\$424,215	\$8,325,495	-\$7,753,568.61	-\$347,860.01	-\$8,101,428.62	\$224,066.38
Fire Department	\$9,884,326		\$580,869	\$10,465,195	-\$10,126,571.79	-\$31,900.60	-\$10,158,472.39	\$306,722.61
Building Department	\$848,757		\$5,386	\$854,143	-\$814,977.62	-\$10,436.50	-\$825,414.12	\$28,728.88
Minuteman Regional High School Assessment	\$1,367,739			\$1,367,739	-\$1,367,739.00		-\$1,367,739.00	
Needham Public Schools	\$87,277,798			\$87,277,798	-\$83,881,317.97	-\$968,880.66	-\$84,850,198.63	\$2,427,599.37
Building Design and Construction Department	\$357,564			\$357,564	-\$222,824.95	-\$488.00	-\$223,312.95	\$134,251.05
Department of Public Works	\$18,987,257		\$209,477	\$19,196,734	-\$17,630,882.50	-\$1,094,218.20	-\$18,725,100.70	\$471,633.30
Municipal Parking Program	\$151,818			\$151,818	-\$96,925.63	-\$23,768.51	-\$120,694.14	\$31,123.86
Health and Human Services Department	\$2,420,292		\$37,786	\$2,458,078	-\$2,346,800.30	-\$34,354.78	-\$2,381,155.08	\$76,922.92
Commission on Disabilities	\$2,050			\$2,050	-\$1,570.00		-\$1,570.00	\$480.00
Historical Commission	\$1,050			\$1,050				\$1,050.00

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Needham Public Library	\$2,116,799		\$40,258	\$2,157,057	-\$2,028,448.28	-\$1,166.92	-\$2,029,615.20	\$127,441.80
Park and Recreation Department	\$1,294,964		\$42,726	\$1,337,690	-\$1,110,265.87	-\$41,347.42	-\$1,151,613.29	\$186,076.71
Memorial Park Trustees	\$750			\$750				\$750.00
Needham Council for Arts and Culture	\$8,300			\$8,300	-\$8,300.00		-\$8,300.00	
Townwide & Departments	\$206,020,137	\$168,023		\$206,188,160	-\$194,691,875.19	-\$3,216,563.92	-\$197,908,439.11	\$8,279,720.89
Townwide Expense Budgets								
1 Casualty, Liability, Property & Self-Insurance Program	\$834,262			\$834,262	-\$802,154.94		-\$802,154.94	\$32,107.06
2 Debt Service	\$20,198,294	\$168,023		\$20,366,317	-\$20,371,943.52		-\$20,371,943.52	-\$5,626.52
3 Group Health Insurance, Employee Benefits & Administrative Costs	\$17,255,396			\$17,255,396	-\$14,953,460.42	-\$3,086.33	-\$14,956,546.75	\$2,298,849.25
4 Needham Electric, Light & Gas Program	\$4,121,023		\$638,063	\$4,759,086	-\$4,200,208.67	-\$388,499.87	-\$4,588,708.54	\$170,377.46
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$8,844,474			\$8,844,474	-\$8,844,474.00		-\$8,844,474.00	
6 Retirement Assessments	\$11,407,096			\$11,407,096	-\$11,263,367.00		-\$11,263,367.00	\$143,729.00
7 Workers Compensation	\$732,070			\$732,070	-\$732,070.00		-\$732,070.00	
8 Injury on Duty & 111F	\$151,105			\$151,105	-\$151,105.00		-\$151,105.00	
9 Classification Performance & Settlements	\$1,332,466	\$90,000	-\$1,401,997	\$20,469				\$20,469.00
10 Reserve Fund	\$2,052,091	-\$90,000	-\$783,243	\$1,178,848				\$1,178,848.00
Townwide Expense Total	\$66,928,277	\$168,023	-\$1,547,177	\$65,549,123	-\$61,318,783.55	-\$391,586.20	-\$61,710,369.75	\$3,838,753.25

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

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								
11A Salary & Wages	\$1,060,329		\$25,053	\$1,085,382	-\$1,078,077.40		-\$1,078,077.40	\$7,304.60
11B Expenses	\$255,076			\$255,076	-\$164,319.25	-\$29,789.99	-\$194,109.24	\$60,966.76
Total	\$1,315,405		\$25,053	\$1,340,458	-\$1,242,396.65	-\$29,789.99	-\$1,272,186.64	\$68,271.36
Office of the Town Clerk								
12A Salary & Wages	\$406,546		\$4,471	\$411,017	-\$411,017.00		-\$411,017.00	
12B Expenses	\$81,720			\$81,720	-\$58,505.75	-\$15,656.63	-\$74,162.38	\$7,557.62
Total	\$488,266		\$4,471	\$492,737	-\$469,522.75	-\$15,656.63	-\$485,179.38	\$7,557.62
Legal Services								
13A Salary & Wages	\$329,140		\$40,000	\$369,140	-\$328,481.65	-\$5,841.00	-\$334,322.65	\$34,817.35
13B Expenses	\$329,140		\$40,000	\$369,140	-\$328,481.65	-\$5,841.00	-\$334,322.65	\$34,817.35
Total	\$658,280		\$80,000	\$738,280	-\$656,963.30	-\$11,682.00	-\$668,645.30	\$69,634.70
Finance Department								
14A Salary & Wages	\$2,315,869		\$23,319	\$2,339,188	-\$2,163,587.29		-\$2,163,587.29	\$175,600.71
14B Expenses	\$1,331,273		\$105,180	\$1,436,453	-\$1,147,924.17	-\$212,069.16	-\$1,359,993.33	\$76,459.67
14C Capital	\$95,000			\$95,000	-\$80,902.98	-\$5,615.16	-\$86,518.14	\$8,481.86
Total	\$3,742,142		\$128,499	\$3,870,641	-\$3,392,414.44	-\$217,684.32	-\$3,610,098.76	\$260,542.24
Finance Committee								
15A Salary & Wages	\$41,904		\$1,498	\$43,402	-\$43,401.79		-\$43,401.79	\$0.21
15B Expenses	\$1,460			\$1,460	-\$923.78		-\$923.78	\$536.22
Total	\$43,364		\$1,498	\$44,862	-\$44,325.57		-\$44,325.57	\$536.43
Planning and Community Development Department								
16A Salary & Wages	\$515,949		\$6,939	\$522,888	-\$489,656.30		-\$489,656.30	\$33,231.70
16B Expenses	\$36,850			\$36,850	-\$16,101.76	-\$1,584.18	-\$17,685.94	\$19,164.06
Total	\$552,799		\$6,939	\$559,738	-\$505,758.06	-\$1,584.18	-\$507,342.24	\$52,395.76

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Police Department								
17A Salary & Wages	\$7,135,569		\$424,215	\$7,559,784	-\$7,408,228.09		-\$7,408,228.09	\$151,555.91
17B Expenses	\$507,827			\$507,827	-\$340,380.52	-\$95,502.61	-\$435,883.13	\$71,943.87
17C Capital	\$257,884			\$257,884	-\$4,960.00	-\$252,357.40	-\$257,317.40	\$566.60
Total	\$7,901,280		\$424,215	\$8,325,495	-\$7,753,568.61	-\$347,860.01	-\$8,101,428.62	\$224,066.38
Fire Department								
18A Salary & Wages	\$9,403,525		\$580,869	\$9,984,394	-\$9,695,358.48		-\$9,695,358.48	\$289,035.52
18B Expenses	\$445,467			\$445,467	-\$395,889.31	-\$31,890.60	-\$427,779.91	\$17,687.09
18C Capital	\$35,334			\$35,334	-\$35,324.00	-\$10.00	-\$35,334.00	
Total	\$9,884,326		\$580,869	\$10,465,195	-\$10,126,571.79	-\$31,900.60	-\$10,158,472.39	\$306,722.61
Building Department								
19A Salary & Wages	\$797,717		\$5,386	\$803,103	-\$792,086.54		-\$792,086.54	\$11,016.46
19B Expenses	\$51,040			\$51,040	-\$22,891.08	-\$10,436.50	-\$33,327.58	\$17,712.42
Total	\$848,757		\$5,386	\$854,143	-\$814,977.62	-\$10,436.50	-\$825,414.12	\$28,728.88
Minuteman Regional High School Assessment								
20 Assessment	\$1,367,739			\$1,367,739	-\$1,367,739.00		-\$1,367,739.00	
Total	\$1,367,739			\$1,367,739	-\$1,367,739.00		-\$1,367,739.00	
Needham Public Schools								
21 Needham Public School Budget	\$87,277,798			\$87,277,798	-\$83,881,317.97	-\$968,880.66	-\$84,850,198.63	\$2,427,599.37
Total	\$87,277,798			\$87,277,798	-\$83,881,317.97	-\$968,880.66	-\$84,850,198.63	\$2,427,599.37
Building Design and Construction Department								
22A Salary & Wages	\$342,389			\$342,389	-\$216,364.06		-\$216,364.06	\$126,024.94
22B Expenses	\$15,175			\$15,175	-\$6,460.89	-\$488.00	-\$6,948.89	\$8,226.11
Total	\$357,564			\$357,564	-\$222,824.95	-\$488.00	-\$223,312.95	\$134,251.05

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Department of Public Works								
23A Salary & Wages	\$10,270,980		\$209,477	\$10,480,457	-\$10,096,334.52		-\$10,096,334.52	\$384,122.48
23B Expenses	\$8,167,639			\$8,167,639	-\$7,019,010.32	-\$1,094,218.20	-\$8,113,228.52	\$54,410.48
23C Capital	\$115,499			\$115,499	-\$82,398.66		-\$82,398.66	\$33,100.34
23D Other	\$433,139			\$433,139	-\$433,139.00		-\$433,139.00	
Total	\$18,987,257		\$209,477	\$19,196,734	-\$17,630,882.50	-\$1,094,218.20	-\$18,725,100.70	\$471,633.30
Municipal Parking Program								
24 Municipal Parking Program	\$151,818			\$151,818	-\$96,925.63	-\$23,768.51	-\$120,694.14	\$31,123.86
Total	\$151,818			\$151,818	-\$96,925.63	-\$23,768.51	-\$120,694.14	\$31,123.86
Health and Human Services Department								
25A Salary & Wages	\$1,985,557		\$37,786	\$2,023,343	-\$1,978,085.43		-\$1,978,085.43	\$45,257.57
25B Expenses	\$434,735			\$434,735	-\$368,714.87	-\$34,354.78	-\$403,069.65	\$31,665.35
Total	\$2,420,292		\$37,786	\$2,458,078	-\$2,346,800.30	-\$34,354.78	-\$2,381,155.08	\$76,922.92
Commission on Disabilities								
26A Salary & Wages	\$1,500			\$1,500	-\$1,500.00		-\$1,500.00	
26B Expenses	\$550			\$550	-\$70.00		-\$70.00	\$480.00
Total	\$2,050			\$2,050	-\$1,570.00		-\$1,570.00	\$480.00
Historical Commission								
27 Historical Commission	\$1,050			\$1,050				\$1,050.00
Total	\$1,050			\$1,050				\$1,050.00
Needham Public Library								
28A Salary & Wages	\$1,725,936		\$40,258	\$1,766,194	-\$1,639,394.10		-\$1,639,394.10	\$126,799.90
28B Expenses	\$390,863			\$390,863	-\$389,054.18	-\$1,166.92	-\$390,221.10	\$641.90
Total	\$2,116,799		\$40,258	\$2,157,057	-\$2,028,448.28	-\$1,166.92	-\$2,029,615.20	\$127,441.80
Park and Recreation Department								
29A Salary & Wages	\$1,031,628		\$42,726	\$1,074,354	-\$940,775.63	-\$4,000.00	-\$944,775.63	\$129,578.37
29B Expenses	\$263,336			\$263,336	-\$169,490.24	-\$37,347.42	-\$206,837.66	\$56,498.34
Total	\$1,294,964		\$42,726	\$1,337,690	-\$1,110,265.87	-\$41,347.42	-\$1,151,613.29	\$186,076.71

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Memorial Park Trustees								
30 Memorial Park Trustees	\$750			\$750				\$750.00
Total	\$750			\$750				\$750.00
Needham Council for Arts and Culture								
31 Needham Council for Arts and Culture	\$8,300			\$8,300	-\$8,300.00		-\$8,300.00	
Total	\$8,300			\$8,300	-\$8,300.00		-\$8,300.00	
Total Operating Budget	\$206,020,137	\$168,023		\$206,188,160	-\$194,691,875.19	-\$3,216,563.92	-\$197,908,439.11	\$8,279,720.89

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$1,080,247			\$1,080,247	-\$1,003,176.63		-\$1,003,176.63	\$77,070.37
201B Expenses	\$770,691			\$770,691	-\$504,837.56	-\$75,779.85	-\$580,617.41	\$190,073.59
201C Capital	\$51,000			\$51,000		-\$49,950.00	-\$49,950.00	\$1,050.00
201D MWRA Assessment	\$6,822,134			\$6,822,134				
201E Debt Service	\$610,000			\$610,000				
202 Reserve Fund	\$35,000			\$35,000				
							-\$6,760,857.00	
				\$6,760,857	-\$6,760,857.00		-\$6,760,857.00	
				\$610,000	-\$606,349.51		-\$606,349.51	\$3,650.49
				\$35,000				\$35,000.00
Total Operating Budget	\$9,369,072			\$9,369,072	-\$8,875,220.70	-\$125,729.85	-\$9,000,950.55	\$306,844.45

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,492,528			\$1,492,528	-\$1,141,588.56		-\$1,141,588.56	\$361,717.44
301B Expenses	\$1,361,349			\$1,361,349	-\$1,244,004.71	-\$111,147.04	-\$1,355,151.75	\$6,197.25
301C Capital								
301D MWRA Assessment	\$1,464,186			\$1,464,186	-\$1,464,186.00		-\$1,464,186.00	
301E Debt Service	\$1,250,000			\$1,250,000	-\$1,244,475.11		-\$1,244,475.11	\$5,524.89
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$5,643,063			\$5,643,063	-\$5,094,254.38	-\$111,147.04	-\$5,205,401.42	\$448,439.58

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2023

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000.00	-\$10,159.32		-\$10,159.32	\$71,840.68
Total Operating Budget	\$82,000			\$82,000.00	-\$10,159.32		-\$10,159.32	\$71,840.68

TAX RATE RECAPITULATION

Fiscal Year 2023

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from page 2, IIe)	\$ 248,775,776.45
Ib. Total estimated receipts and other revenue sources (from page 2, IIIe)	69,882,862.40
Ic. Tax Levy (Ia minus Ib)	\$ 178,892,914.05
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	78.1105	139,734,149.63	10,715,862,649.00	13.04	139,734,848.94
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	14.6617	26,228,742.38	1,026,136,613.00	25.56	26,228,051.83
Net of Exempt					
Industrial	1.7920	3,205,761.02	125,420,724.00	25.56	3,205,753.71
SUBTOTAL	94.5642		11,867,419,986.00		169,168,654.48
Personal	5.4358	9,724,261.02	380,448,340.00	25.56	9,724,259.57
TOTAL	100.0000		12,247,868,326.00		178,892,914.05

MUST EQUAL 1C

Signatures
Assessors
Melissa Motta, Director , Needham , mmotta@needhamma.gov 781-455-7500 12/6/2022 7:27 PM
Comment:
Arthur Tzouros, Assessor , Needham , atzouros@needhamma.gov 781-455-7500 12/7/2022 9:22 AM
Comment:
Barry S. Pollack, Assessor , Needham , bpollack@needhamma.gov 781-455-7500 12/6/2022 8:12 PM
Comment:

Documents
Documents have been uploaded.

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

Reviewed By: Amy Handfield

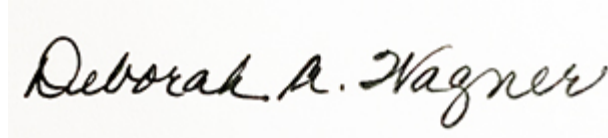
Date: 12/14/2022

Approved: Andrew Nelson

Director of Accounts: Deborah A. Wagner

TAX RATE RECAPITULATION

Fiscal Year 2023

A handwritten signature in black ink on a light beige rectangular background. The signature reads "Deborah A. Wagner" in a cursive script.

TAX RATE RECAPITULATION**Fiscal Year 2023****II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(g) from page 4)		244,168,129.40
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)	59,641.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	336,834.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		408,975.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)		1,588,201.00
Ild. Allowance for abatements and exemptions (overlay)		2,610,471.05
Ile. Total amount to be raised (Total Ila through Ild)		248,775,776.45

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	14,525,939.00	
2. Massachusetts school building authority payments	695,150.00	
TOTAL IIIa		15,221,089.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	12,411,662.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	15,959,434.00	
4. Community Preservation Funds (See Schedule A-4)	7,733,902.00	
TOTAL IIIb		36,104,998.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	14,644,455.00	
2. Other available funds (page 4, col (d))	3,912,320.40	
TOTAL IIIc		18,556,775.40
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2022	0.00	
1b. Free cash..appropriated on or after July 1, 2022	0.00	

TAX RATE RECAPITULATION

Fiscal Year 2023

2.	Municipal light surplus	0.00	
3.	Other source :	0.00	
	TOTAL III d		0.00
III e.	Total estimated receipts and other revenue sources		69,882,862.40
	(Total III a through III d)		
IV.	Summary of total amount to be raised and total receipts from all sources		
a.	Total amount to be raised (from II e)		248,775,776.45
b.	Total estimated receipts and other revenue sources (from III e)	69,882,862.40	
c.	Total real and personal property tax levy (from I c)	178,892,914.05	
d.	Total receipts from all sources (total IV b plus IV c)		248,775,776.45

TAX RATE RECAPITULATION

Fiscal Year 2023

LOCAL RECEIPTS NOT ALLOCATED *

		Receipt Type Description	(a) Actual Receipts Fiscal 2022	(b) Estimated Receipts Fiscal 2023	Percentage Change
==>	1.	MOTOR VEHICLE EXCISE	5,837,070.03	4,700,000.00	-19.48
	2.	OTHER EXCISE			
==>		a.Meals	501,340.61	350,000.00	-30.19
==>		b.Room	914,419.16	550,000.00	-39.85
==>		c.Other	0.00	0.00	0.00
==>		d.Cannabis	0.00	0.00	0.00
==>	3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	515,391.73	270,000.00	-47.61
==>	4.	PAYMENTS IN LIEU OF TAXES	147,912.60	110,000.00	-25.63
	5.	CHARGES FOR SERVICES - WATER	0.00	0.00	0.00
	6.	CHARGES FOR SERVICES - SEWER	0.00	0.00	0.00
	7.	CHARGES FOR SERVICES - HOSPITAL	0.00	0.00	0.00
	8.	CHARGES FOR SERVICES - SOLID WASTE FEES	1,189,409.77	1,000,000.00	-15.92
	9.	OTHER CHARGES FOR SERVICES	2,245,676.38	1,900,000.00	-15.39
	10.	FEES	191,581.77	155,000.00	-19.09
		a.Cannabis Impact Fee	228,025.04	0.00	-100.00
		b.Community Impact Fee Short Term Rentals	0.00	0.00	0.00
	11.	RENTALS	208,202.34	175,000.00	-15.95
	12.	DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00	0.00
	13.	DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00	0.00
	14.	DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00	0.00
	15.	DEPARTMENTAL REVENUE - RECREATION	236,391.67	195,000.00	-17.51
	16.	OTHER DEPARTMENTAL REVENUE	600,976.15	485,000.00	-19.30
	17.	LICENSES AND PERMITS			
		a.Building Permits	2,508,019.57	1,700,000.00	-32.22
		b.Other licenses and permits	263,477.90	220,000.00	-16.50
	18.	SPECIAL ASSESSMENTS	0.00	0.00	0.00
==>	19.	FINES AND FORFEITS	110,191.43	0.00	-100.00
==>	20.	INVESTMENT INCOME	194,651.43	250,000.00	28.43
==>	21.	MEDICAID REIMBURSEMENT	1,641.85	0.00	-100.00
==>	22.	MISCELLANEOUS RECURRING	3,296.10	0.00	-100.00
	23.	MISCELLANEOUS NON-RECURRING	319,368.82	351,662.00	10.11
	24.	Totals	16,217,044.35	12,411,662.00	-23.47

Signatures

TAX RATE RECAPITULATION

Fiscal Year 2023

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant , Needham , mvaillancourt@needhamma.gov 781-455-7500 | 12/5/2022 4:46 PM

Comment:

Documents

No documents have been uploaded.

* 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.The Recap Page 3 Support form must be submitted to support increases / decreases of estimated receipts to actual receipts.

==> The Recap Page 3 Support form must be submitted to support increases/ decreases of FY 2023 estimated receipts to FY 2022 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).The Recap Page 3 Support form must be submitted to list each receipt type included in rows 22 and 23, Miscellaneous Recurring and Non-Recurring.

TAX RATE RECAPITULATION

Fiscal Year 2023

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)	
05/02/2022	2022	12,000.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/02/2022	2023	228,170,963.00	202,526,105.00	3,950,000.00	1,167,328.00	0.00	15,130,462.00	5,397,068.00	1,386,100.00	0.00	
05/04/2022	2023	14,021,473.00	33,533.00	10,682,455.00	1,305,485.00	0.00	0.00	2,000,000.00	0.00	14,150,000.00	
10/24/2022	2023	1,963,693.40	574,685.00	0.00	1,439,507.40	0.00	-50,499.00	0.00	0.00	3,795,000.00	
10/24/2022	2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,218,000.00	
Total		244,168,129.40	203,134,323.00	14,644,455.00	3,912,320.40	0.00	15,079,963.00	7,397,068.00			

* 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 | 12/7/2022 9:23 AM

Comment:

Documents

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The Needham Public Library

The Proprietors of the Needham Library formed in 1796 as an association to provide the townspeople with books. Each member paid \$3.00 to join, and an annual fee of twenty-five cents was put aside for additional books. Over the years there were several other private or subscription libraries, open to those who could pay the fees.

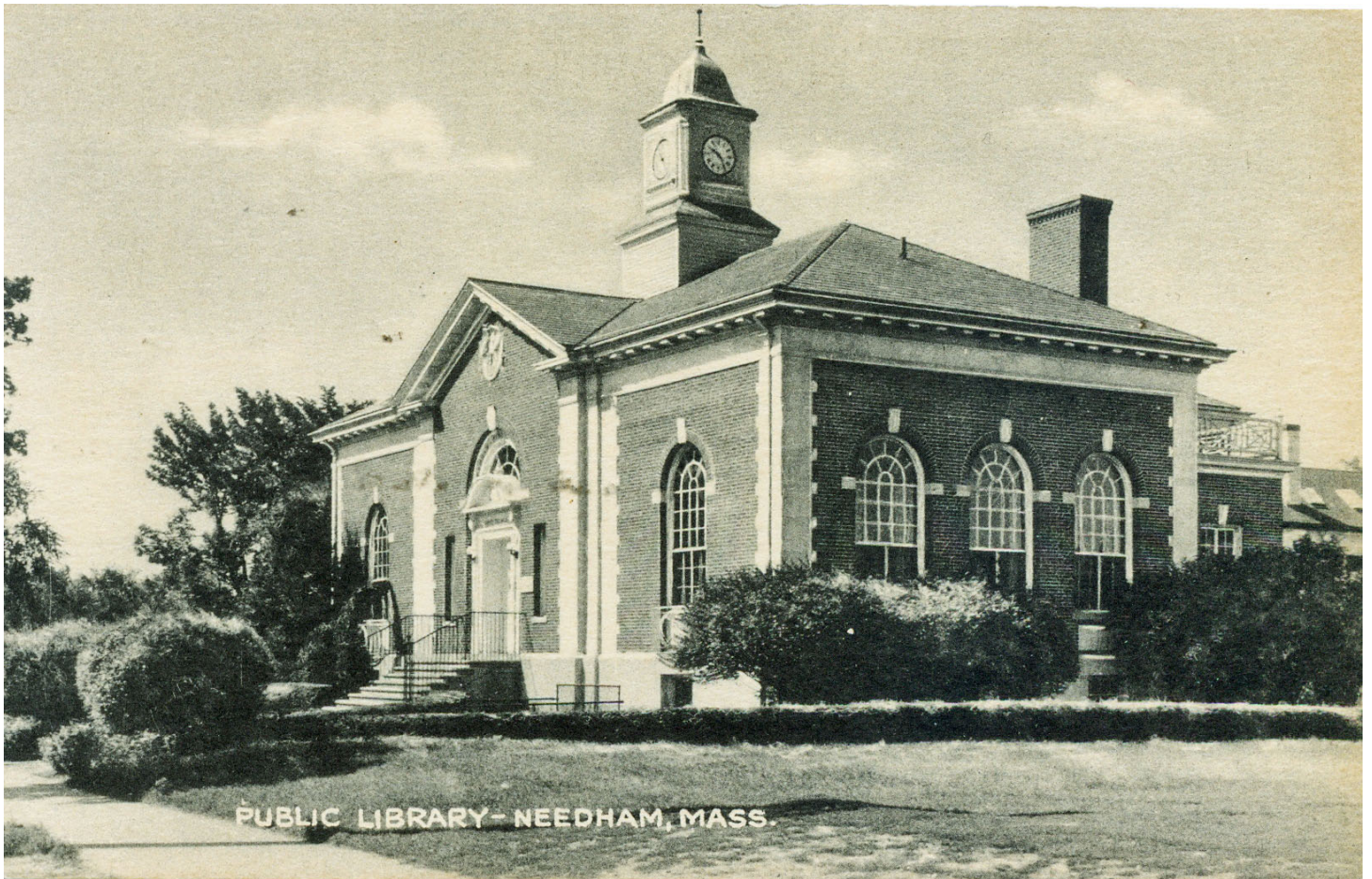
In 1888 Town Meeting voted to establish a free public library, open to everyone; it was to be funded by the dog tax. The Free Public Library was first located in a rented room above a store on Great Plain Avenue, moving to a larger space in the Emery Grover Building in 1898, and then to the Town Hall in 1908. Lack of space, however, was a constant problem, and larger quarters were needed.

Proposals were made to build the Public Library its own building, but this effort stalled over expenditure in 1904. To solve this problem, Needham manufacturer and philanthropist William Carter, and Andrew Carnegie (a self-educated man, and strong supporter of the free public library movement) built a library building on land donated by Carter at the corner of Mellen Street and Highland Avenue. Residents of Needham Center, however, were not entirely pleased that the town's first Library was located in the Heights, so they continued to use the Town Hall rooms in preference to using a library in the Heights. So, within 10 years the money was found to build a new building. William Carter gave the town land on Rosemary Street (the traditional "boundary" between the two parts of town), and everyone was satisfied with the location.

Carter retained the Mellen Street building for use as a business office. It later became a bank, and was torn down in the 1930s when the block was redeveloped for its current retail use.

The Needham Free Public Library is supported not only by the residents of Needham, but also by several community groups to include the Library Foundation of Needham and the Friends of the Needham Public Library. 2023 marked the 50th anniversary of the Friends of the Needham Public Library. The milestone was capped by a lecture on libraries and democracy by author Doris Kearns Goodwin which was held in James Hugh Powers Hall in April of 2023.

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Above: The Needham Free Public Library at its current location on Highland Avenue, circa 1940.

Below: The Library with a then-new addition (removed in the early 2000s renovation), seen in 1976 at the Bicentennial.



