

TOWN OF NEEDHAM ANNUAL REPORT



1711—2014
NEEDHAM,
MASSACHUSETTS



COVER AND BACK PHOTOS:

This year we celebrate the Needham Town Common and its statues, located in front of the Town Hall. Cover photos are stock inventory and back cover is curtesy of Mike Logan from the Needham Parks & Forestry Department.

**This 2014 Annual Report is Dedicated to
Ford Peckham**

Ford Peckham was born in Springfield, Massachusetts. While his family moved frequently due to his father's job, his family settled in Needham in 1954, when Ford was in the 6th grade. Sixty-one years later, he still resides in Needham.



Ford graduated from Catholic Memorial High School in 1961, part of the first graduating class, where he played hockey for the first two years that Catholic Memorial had a hockey team. He graduated from Stonehill College with a B.S. in Economics and received his Masters in Economics from Northeastern University.

After graduating from Northeastern, he worked for the United States Treasury in Financial Institution Regulations. He worked for 31 years then took early retirement. In his retirement years, Ford went to work for the Needham Golf Club. Although he doesn't play golf, he truly enjoys taking care of the property, mowing the fairways and sometimes the rough. He reports that watching the golfers is also a fun pastime, especially on Tuesdays when the Golf Course is open to the public.

Ford states that the best thing he ever did was join the Finance Committee (1996-1999); he was one of the last three appointments made by then Moderator Richard Melick. It was when he was having his picture taken for the Finance Committee's Annual Report submission that he met Jane Howard. Their first date was a college hockey game, and Ford describes it as the first night of the best ten years of his life.

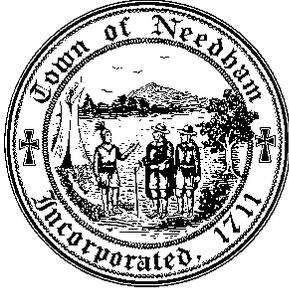
Ford is a consummate baseball fan and loves the Toronto Blue Jays. He enjoys walking and reading mysteries, current events and WWII History. He doesn't subscribe to cable television at his home, preferring to enjoy British mysteries on public television. Most of all, he is an avid supporter of Northeastern Hockey and opines that "they were robbed of the Beanpot this year".

Ford has served the Town in numerous ways, including on the Traffic Management Advisory Committee, the Finance Committee, the Cable Advisory Television Committee, the Commissioners of Trust Funds, the Electric Utility Deregulation Study Committee, and the DPW Fleet Study Committee. Ford's civic memberships include ten years of service with the Exchange Club, where he worked on the Child Abuse Prevention Program, coaching CYO Baseball for St. Bartholomew's, and working the election polls at Newman School for several years.

Ford has been a Town Meeting Member since 1995, except for the years 2007 and 2008. When asked about his impressions of serving for 20 years as a Town Meeting Member, Ford replies that there is a wealth of knowledge and experience among his fellow Town Meeting members that, for unknown reasons, doesn't get expressed. He urges his fellow Town Meeting Members to express their thoughts. It doesn't matter which side of the issue they speak to, as long as they speak!

TABLE OF CONTENTS		Page
Message from Board of Selectmen		1
Community Profile		2
GENERAL GOVERNMENT		
Board of Registrars / Town Clerk		5
Board of Selectmen / Town Manager		11
Commissioner of Trust Funds		13
Department of Finance		14
Finance Committee		22
Legal Department		28
Needham Contributory Retirement System		29
Personnel Board		30
PLANNING & COMMUNITY DEVELOPMENT		
Conservation		35
Council of Economic Advisors		37
Planning		38
Zoning Board of Appeals		44
PUBLIC SAFETY		
Building Department		49
Fire Department		51
Police Department		53
EDUCATION		
Future School Needs Committee		59
Minuteman Regional Vocational Technical School District		63
Needham Public Schools		67
HUMAN SERVICES		
Council on Aging		81
Public Health		85
West Suburban Veterans Services District		106
Youth Services		109
PUBLIC WORKS		
Department of Public Works		119
PUBLIC FACILITIES		
Public Facilities – Construction		125
Public Facilities – Operations		131

TABLE OF CONTENTS		Page
COMMUNITY SERVICES		
Commission on Disabilities		139
Community Preservation Committee		142
Golf Club Advisory Committee		143
Human Rights Committee		145
Needham Historical Commission		149
Needham Free Public Library		151
Needham Housing Authority		157
Park and Recreation		162
OTHER		
County of Norfolk		169
Metropolitan Area Planning Council – Three Rivers Interlocal Council (TRIC)		170
Norfolk County Registry of Deeds		176
Norfolk County Mosquito Control District		178
TOWN OFFICIALS		181
TOWN MEETING MEMBERS		187
TOWN OF NEEDHAM RETIREE INFORMATION		191
IN MEMORIAM		191
APPENDICES		
General Fund Balance Sheet		A
Statement of Net Position		B
Statement of Budget Appropriations and Expenditures for the General Fund		C
Statement of Budget Appropriations for RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund		D
Schedule of Trust Funds		E
Tax Rate Recapitulation		F



A Message from the Board of Selectmen

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 2014.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2016 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 2016-2020 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2016 through 2020. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2016 – 2020 Capital Improvement Plan is also available on the Town's website. The warrant for the 2015 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2016. The warrant also includes a summary table of the Town's current debt obligations.

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

~ Community Profile ~

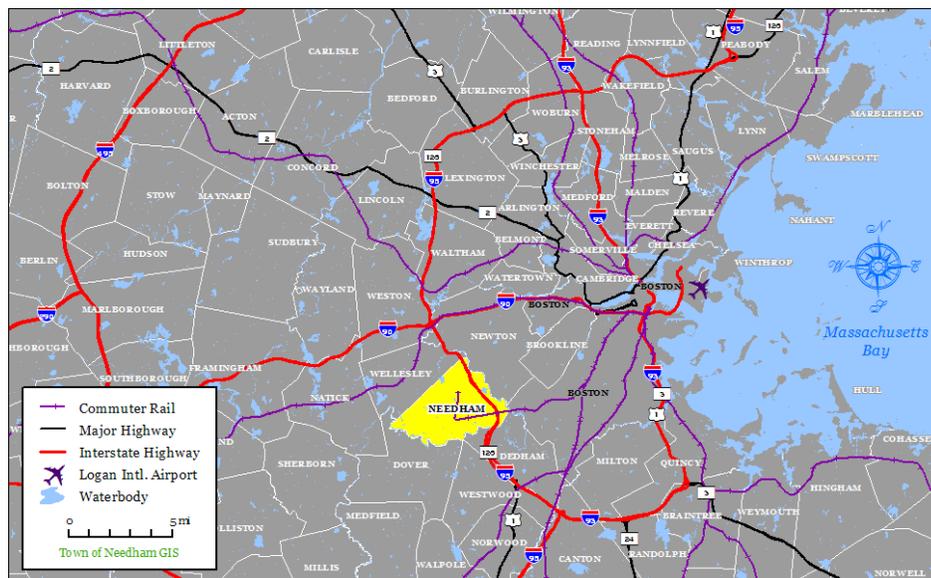
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood 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. The town has a total area of 12.70 square miles and a total land area of 12.61 square miles.

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.

Needham was incorporated in 1711 and has experienced numerous changes over its history. Early settlers relied primarily on agriculture and grazing plus some winter lumbering with orchards and tanneries as supplements in the 1700s. Saw and gristmills were opened along the Charles through the 18th century. Extension of the rail and land speculation encouraged settlement, and the town saw the growth of industrial employment and production at the same time during the mid-19th century. Needham manufacturers made knit goods, underwear, hats, shoes and silk, although attempts to cultivate silk worms were short-lived.

Land speculation, housing development and knitted underwear continued to be the foundation of Needham's economy into the 20th century, with the famous William Carter Corporation prominent in the children's knitwear industry. The construction of Route 128 in 1931 opened portions of the town to development as part of the high-tech highway in the post-World War II electronic industrial boom. The creation of one of the nation's first industrial parks in 1950, the later addition of high technology firms, the improvement of access to Route 128 and Boston, and Needham's fine schools and public services have contributed to the Town's emergence as one of the more desirable suburbs of Boston.

While Needham has developed over the years, population figures have remained relatively stable since the 1970s, ranging from 29,748 in 1970 to 27,901 in 1980 to 27,557 in 1990 to 28,911 in 2000 to 28,886 in 2010 (source: U.S. Census).



GENERAL GOVERNMENT

SECTION CONTENTS:

- Board of Registrars / Town Clerk
- Board of Selectmen / Town Manager
- Commissioner of Trust Funds
- Department of Finance
 - Assessors
 - Accounting
 - Information Technology
 - Parking Clerk
 - Treasurer / Collector
- Finance Committee
- Legal Department
- Needham Contributory Retirement System
- Personnel Board



NEEDHAM TOWN HALL - 1471 HIGHLAND AVENUE

TOWN CLERK



*Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk*

*Sharon L. Tedesco, Dept. Specialist
Kevin T. Pendergast, Dept. Assistant
Joyce M. Carlezon, Part-time
Marie Crimmins, Part-time*

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, 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. Fairly new is the State Ethics

Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law as well as instruction on how to complete the mandatory online training requirements biannually. Another part of this legislation, the revision of the Open Meeting Law, provides that municipal clerks are now required 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 almost 31,000!

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the Town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. Luckily, the Needham Town Manager's Office has taken over this process.

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 Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on

the first Monday in May according to Needham's Town Charter. Fiscal Year 2014 was a much quieter year than Fiscal Year 2013! Instead of **seven** elections, **three** Special Town Meetings, and **one** Annual Town Meeting, we had **one** Fall Special Town Meeting, **one** Annual Town Election, **one** Annual Town Meeting and **one** Special Town Meeting in the Spring. The following is a comparison of the number of elections and town meetings in Fiscal Year 2013 and 2014:

FISCAL YEAR 2013

- | | |
|--|--|
| ✚ State Primary – Thursday,
September 6, 2012 | ✚ Annual Town Election – Tuesday,
April 9, 2013 |
| ✚ Special Town Meeting – Monday,
October 29, 2012 | ✚ Special State Primary – Tuesday,
April 30, 2013 |
| ✚ State Election – Tuesday,
November 6, 2012 | ✚ Annual Town Meeting – Monday,
May 6, 2013 |
| ✚ Special Town Election – Tuesday,
November 6, 2012 | ✚ Special Town Meeting – Monday,
May 13, 2013 |
| ✚ Special Town Meeting – Monday,
December 3, 2013 | ✚ Special State Election – Tuesday,
June 25, 2013 |
| | ✚ Special Town Election – Tuesday,
June 25, 2013 |

FISCAL YEAR 2014

- | | |
|--|--|
| ✚ Special Town Meeting – Monday,
November 4, 2013 | ✚ Annual Town Meeting – Monday,
May 5, 2014 |
| ✚ Annual Town Election – Tuesday,
April 8, 2014 | ✚ Special Town Meeting – Monday,
May 12, 2014 |

The Special Town Meeting of November 4, 2013 disposed of 23 articles in one session; the Annual Town Election passed two ballot questions in addition to the election of Town Officers. The Annual Town Meeting beginning May 5, 2014 disposed of 43 articles in three sessions; and the Special Town Meeting of May 12, 2014 held within the Annual Town Meeting disposed of 3 articles.

FY2014 HIGHLIGHTS

The Special Town Meeting of November 4, 2013 approved 22 of 23 articles including two zoning by-law amendments and three general by-law amendments. The Annual Town Election on Tuesday, April 8, 2014 passed Ballot Question #1 to allow the sale of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons by a vote of 4,414 Yes to 828 No. Ballot Question #2, a general override for the School Department in the amount of \$ 1,548,410, passed by a vote of 2,984 Yes to 2,307 No. The Annual Town Meeting approved 36 of 43 articles including four Zoning By-Law amendments and three General By-Law amendments. Under Article 11 Town Meeting approved the FY2015 Operating Budget in the amount of \$129,242,307. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$150,943,170. An additional \$1,652,200 was authorized for borrowing which includes rescinding prior borrowing authorization in the amount of \$47,800. The Special Town Meeting of May 12, 2014 approved two of the three articles. The Zoning and General By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

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

VITAL STATISTICS

	<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	
<u>Births to Residents:</u>							
7/1/13 - 12/31/13	141	126	149	132	164	161	
1/1/14 - 6/30/14	<u>134</u>	<u>153</u>	<u>149</u>	<u>129</u>	<u>126</u>	<u>134</u>	
Total Births:	275	279	298	261	290	295	
Deaths: Residents							
7/1/13 - 12/31/13	116	112	125	117	139	106	
1/1/14 - 6/30/14	<u>134</u>	<u>113</u>	<u>183</u>	<u>126</u>	<u>122</u>	<u>124</u>	
	250	225	308	243	261	230	
Deaths: Non-Residents							
7/1/13 - 12/31/13	143	85	73	124	114	114	
1/1/14 - 6/30/14	<u>123</u>	<u>137</u>	<u>117</u>	<u>111</u>	<u>150</u>	<u>147</u>	
	266	222	190	235	264	261	
Total Deaths:	516	447	498	478	525	491	
Marriages:							
7/1/13 - 12/31/13	45	49	51	69	50	57	
1/1/14 - 6/30/14	44	<u>33</u>	<u>30</u>	<u>31</u>	<u>26</u>	<u>43</u>	
Total Marriages:	89	82	81	100	76	100	
Dog Licenses Issued:							
7/1/13- 6/30/14		<u>FY14</u>	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>
Male & Female Dogs @ \$15/\$25		193	145	238	164	169	150
Spayed & Neutered Dogs @ \$10/\$20		2782	2552	2513	2591	2361	2423
Kennels @ \$ 25/\$50		42	43	45	42	41	37
Kennels @ \$ 50/\$75		9	8	9	7	7	7
Kennels @ \$100.		0	0	0	0	1	1
Hearing Dogs - No Charge		2	0	0	0	1	0
Seeing Eye Dogs - No Charge		0	1	1	0	1	3
Transfers @ \$1.00		0	7	5	3	3	13
Prior Years' Licenses (67 @ \$10)		67	17	30	28	19	25
Prior Years' Licenses (9 @ \$15)		9					
Replacement Licenses @ \$1.00		<u>19</u>	<u>21</u>	<u>16</u>	<u>31</u>	<u>17</u>	<u>24</u>
TOTAL		3123	2794	2857	2866	2619	2684

*The Board of Selectmen voted to increase the dog license fees effective January 1, 2014. The second dollar amount in each category represents the new fee.

FISCAL YEAR REVENUES PAID TO TOWN TREASURER

Fiscal Year	2014	2013	2012	2011	2010
Passports	\$0	\$0	0	3,650.00	5,550.00
General Fees	\$104,885.10	\$100,086.90	82,911.30	113,498.42	97,816.73
Liquor Licenses	\$96,630.00	\$75,805.00	74,724.00	70,095.00	84,470.00
Other Licenses	\$24,387.00	\$20,498.00	19,823.00	21,192.00	20,662.00
Dog Licenses	\$61,635.00	\$29,368.00	30,731.00	30,089.00	27,840.00
Fish & Game	\$0	\$0	34.25	141.70	210.15
	\$287,537.10	\$225,757.90	\$208,223.55	\$238,576.12	\$236,548.88
SOS, UCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$287,537.10	\$225,757.90	\$208,223.55	\$238,576.12	\$236,548.88
Fish & Game Paid to State	\$0	\$0	\$605.25	\$2,487.50	\$4,006.50
TOTAL	\$287,537.10	\$225,757.90	\$208,828.80	\$241,063.62	\$240,555.38

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 a.m. until 5:00 p.m. Monday through Friday and from 7:30 p.m. to 9:00 p.m. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 p.m. to 9:00 p.m. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

John W. Day, Chairman

Barbara B. Doyle

Mary J. McCarthy (Retired 3/1/13)

Ann M. Cosgrove (3/19/13 to 6/30/15)

Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The Board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham's Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. We welcomed Ann M. Cosgrove as the newest member of the Board of Registrars.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists,

certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The Board of Selectmen voted to change five of the ten polling locations effective with the April 8, 2014 Annual Town Election. The polling places have been designated as follows:

- | | |
|---|--|
| Precinct A - Center at the Heights | Precinct F - Needham High School - Gymnasium |
| Precinct B - Center at the Heights | Precinct G - Needham High School - Gymnasium |
| Precinct C - Newman School - Gymnasium | Precinct H - Broadmeadow School Performance Ctr |
| Precinct D - Newman School - Gymnasium | Precinct I - William Mitchell School - Gymnasium |
| Precinct E - Broadmeadow School Performance Ctr | Precinct J - William Mitchell School - Gymnasium |

FY2014 HIGHLIGHTS

The Board of Registrars conducted only one election in Fiscal Year 2014 compared to seven elections in Fiscal Year 2013 – the Annual Town Election, Tuesday, April 8, 2014. As mentioned earlier in this report, there were two ballot questions both of which passed. The following is the voter turnout and percentage of the registered voters in Needham for the Annual Town Election is as follows:

Annual Town Election	April 8, 2014	5,328 or 26.52%
-----------------------------	----------------------	------------------------

The Annual Town Listing of Residents was conducted by mail again this year and for the first time in many years, included all vacant homes. 70% returned the census forms over a four month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms and we'd like to see an even greater return in 2015.

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 residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,015 plus 703 inactive voters. 2014 Population for the Town of Needham includes 30,647 residents plus 703 inactive voters for a total of 31,351. The registered voters were comprised of 6,664 Democrats, 2,489 Republicans, 10,827 Unenrolled, and 34 miscellaneous political designations. 703 inactive voters brought the total number of registered voters to 20,718.

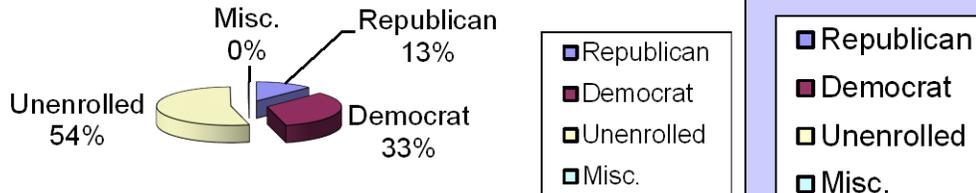
ANNUAL TOWN CENSUS POPULATION

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

* Includes Inactive Voters beginning in fiscal year 1999

The 2010 Federal Census was conducted in April, 2010 with a stated population for the Town of Needham of 28,886. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. The Local Elections Districts Review Commission has approved the town's federal census numbers and this became effective on December 31, 2011. Subsequently, the Town's voters were notified of their new polling locations and all Representative Town Meeting members ran for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term.

**Town of Needham
Registered Voters as of January 2014**



BOARD OF SELECTMEN / TOWN MANAGER

BOARD OF SELECTMEN

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

*Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town
Manager/Operations
Elizabeth Dennis, Director of Human Resources*

DEPARTMENT STAFF

OFFICE OF THE TOWN MANAGER
*Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Lorraine Lederhos, Department Assistant*

HUMAN RESOURCES

*Sophie Grintchenko, HR Administrator
Ellen Reulbach, Administrative Assistant*

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board’s meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town’s official web site www.needhamma.gov.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management

assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2014 IN REVIEW

Selectmen Organization

In April 2014, Matthew D. Borrelli and Marianne B. Cooley were re-elected to three-year terms on the Board of Selectmen. Following the annual Town election, the Board re-organized with John A. Bulian as Chairman, Maurice P. Handel as Vice Chairman, and Matthew D. Borrelli as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Board of Selectmen annual reviews its goals and objectives for the year. Progress toward community goals in FY2014 included the following:

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

- The Senior Center was relocated from Pickering Street to its new facility on Hillside Avenue and is now known as the Center at the Heights.
- The Board supported a Statement of Interest and feasibility appropriation for the Hillside School, and planning for that project is underway under the direction of the Permanent Public Building Committee.
- The Town acquired the 66-70 Chestnut Street property for future expansion of the Public Safety building.
- The Board appointed a Facility Working Group to oversee the development of a Facility Master Plan of the Town's structures.

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

- Construction for the Lincoln/School Street parking lots was completed and the number of accessible parking spaces has increased in the downtown area.
- The Streetscape Committee presented its draft recommendations – the design of the project will be accomplished in 2015.
- Monthly meetings were held with the Board and the Mayor of Newton to discuss common transportation and economic development strategies.
- A referendum was approved allowing the sale of all alcoholic beverages in restaurants with fewer than 100 seats.
- A “pianos in the park” concept was piloted, with two pianos being decorated by local artists then placed in common areas for residents to play. A third piano is planned for FY2015.

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

- Six articles relating to the siting of a solar installation at the Recycling and Transfer Station were passed at the November 2013 Special Town Meeting.

- The Integrated Pest Management Policy was approved and shared for implementation.
- The Town participated in a program to promote and implement solar options for residents. The program was a success with over 100 households signing up for this cost effective and environmentally friendly program.

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

- Town Meeting authorized a lease between the Town and the MBTA for use of the railroad property between Needham Junction and the Dover Town line. The Bay Colony Rail Trail Association has committed to raising private funds to help the Town construct the trail in 2015.
- An off-leash dog area was created at the Nike site as a pilot program. A private group raised \$20,000 towards the project.
- The Town, in cooperation with a private fundraising group, reconstructed Greene’s Field and installed a brand new play structure.

Maintain and Enhance the Town’s Financial Sustainability

- Town Meeting approved an RTS sustainability initiative that eliminated the sticker fee and funded the operation with a larger share of recurring revenue.
- An actuarial analysis was completed indicating that The Town’s Other Post Employment Benefit (OPEB) Liability is 25% funded – a significant accomplishment.
- The Town maintained its AAA bond rating.

COMMISSIONERS OF TRUST FUNDS

Heydon Traub, Vice-Chairman (appointed to serve April 2012 to April 2015)
Joseph P. Scalia, Chairman (elected to serve April 2013 to April 2016)
Barry Coffman, Secretary (elected to serve April 2014 to April 2017)

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.

In 2009 and again in 2011, Needham COTF formally updated our endowment investment policy for Trust Funds, 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 80 trusts. About 50% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About a quarter of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 25% 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 \$2.5 million at the end of fiscal year 2004, to about \$6.6 million at the end of fiscal 2014.

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 6%-8% 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.

DEPARTMENT OF FINANCE

*David Davison, Assistant Town Manager/Director of Finance; **Accounting:** Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Terry Caruso, Accounts Payable Administrative Specialist; Lisa McDonough, Department Specialist; Suzanna Patch, Payroll Administrative Specialist; **Assessing:** Hoyt B. Davis, Jr., Director of Assessing; Nancy Martin, Administrative Coordinator; Karen Rogers, Department Specialist; Stanley Winston, Data Collector; vacant, Assistant Administrative Assessor; **Information Technology Center (ITC):** Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Gabi Gutierrez, Applications Administrator Matthew Tocchio, Network Manager; vacant, Technology Support Technician **Office of the Parking Clerk:** Tom Leary, Parking Clerk **Procurement:** Tatiana Swanson, Finance and Procurement Coordinator; **Treasurer/Collector:** Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Department Assistant*

2; Caren Goldberg, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Marie Northup, Department Specialist; vacant, Department Specialist.

DEPARTMENT DESCRIPTION

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

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$124 million general fund budget, \$24 million in special revenue, \$16 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

The Department also saw the retirement of Chikako Park from Town service in April 2014. Chikako worked with the Town in the Assessing Office since 1993. Most recently she worked as the Assistant Administrative Assessor. She reviewed and updated property record data and inspected residential units after they were sold to update the Town database on property condition and assessments. Another department employee, Dawn Stiller who was a Department Specialist in the Treasurer/Collector's Office moved to the Health Department in a promotional opportunity for her as the Administrative Coordinator in March 2014. Another department employee, who served in a part-time capacity in the Treasurer/Collector Office for a number of years, Gordon McMorrow's duties were expanded to full time to provide support and assistance in the Assessing Office. His concentration will be the on extensive mailings made by the office, data entry, tracking MLS listings and collation of the numerous income and expense data from commercial properties that flow into the office annually. This was a result of a planned reorganization within the Assessing Office which will redistribute responsibilities within the office and change the make-up of other positions in the office. These changes will occur in fiscal year 2015. Two new members joined the Department of Finance in fiscal year 2014, Terry Caruso, as the Accounts Payable Administrative Specialist for accounting and Caren Goldberg as the part-time Department Specialist in the Treasurer/Collector Office. Terry Caruso was hired in

June 2014 to fill the vacancy caused when Suzanna Patch moved into the payroll position in the same office. Caren Goldberg was hired in March 2014 to fill a long term vacancy. We welcome Caren and Terry to the Department, and wish Chikako and Dawn well with their future endeavors.

FY2014 HIGHLIGHTS

Most budgeted appropriations occur at the Annual Town Meeting which is held in May prior to the start of the fiscal year. Subsequent appropriations and line item amendments are made at a Special Town Meeting usually held in the fall. Often the need for the subsequent actions are known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action was needed. Another action that occurs in May is a Special Town Meeting to act on other requests for budget line item transfers of the fiscal year budget that was coming to a close and sometimes the reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The General Fund operating budget for fiscal year 2014 that was approved at the 2013 Annual Town Meeting was \$123,630,136. The budget was amended at the November 2013 Special Town Meeting and line item transfers were approved at the May 2014 Special Town Meeting which resulted in a final amended General Fund operating budget of \$124,101,249. This represented a net change of 0.4% from the original budget.

Fiscal year 2014 year-end saw General Fund receipts in excess of budget of \$3.1 million, and budget returns of \$2.5 million. General Fund revenues in excess of budget were higher for fiscal year 2014 than fiscal year 2013 which had approximately \$2.8 million more, but the budget returns for fiscal year 2014 were lower than the fiscal year 2013 budget return of approximately \$2.7 million.

Actual fiscal year 2014 property tax receipts collected by the end of the year totaled \$105,364,396 which was 5.7% more than the prior year. Motor vehicle excise tax reflected the solid local auto sales year and generated \$4.9 million in tax receipts, a 6.6% increase over the prior year. Total revenue in license and permit activity was approximately \$1.0 million in excess of budget, and was \$250,000 more than fiscal year 2013. Revenue from penalties, interest, and other taxes was more than \$540,000 in excess of budget. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 85% of the total General Fund surplus. The Town received a total of \$9,677,266 in Cherry Sheet Aid from the Commonwealth for fiscal year 2014, an increase of \$465,081 from fiscal year 2013.

The General Fund operating budget returned \$2,463,826 or approximately 2.0% of the total appropriation. The Town saw savings in the group health insurance programs with a budget surplus of more than \$570,000 or 5.7% of budget. The Town transferred \$500,000 of this savings to the Town's Other Post-Employment Benefits (OPEB) fund as advance payment on the unfunded liability. The budgetary reserve fund returned \$590,157 as demand on the reserve was lower than expected. The Town also realized a budgetary return of \$192,627 from the unemployment budget as the amount of claims paid remained low. Town departments returned a total of \$1,413,076 or approximately 1.6% of the total amended departmental budgets. The highest turn back amount was from the Public Facilities Department in the amount of \$339,075 of which approximately two-thirds of the amount was salary and wage returns due to vacancies. The Needham Public Schools returned \$322,124 or approximately 0.6% of the original school budget of \$53,995,587. The public safety departments returned a total of \$310,962. The Finance

Department returned \$166,829 which was due in part by lower than expected outside professional service costs and some long term vacancies. The other 17 departmental budgets returned in total \$274,086 or appropriately 2.5% of their combined amended budget for fiscal year 2014.

The Town's General Fund unassigned balance decreased by \$1,904,880 (this compares to an increase of \$4,303,315 in the unassigned balance from 2012 to 2013) from \$15,150,157 in fiscal year 2013 to \$13,245,277 in fiscal year 2014. This was not unexpected. As noted last year, a major contributing factor to the fiscal year 2013 General Fund year-end balance being higher was due to the lower "Free Cash" amount certified by the Massachusetts Department of Revenue from the fiscal year 2012 results. Free Cash is essentially the portion of the General Fund year-end balance that the Department of Revenue considers available for use by the Town in the following fiscal year. The Free Cash certified from fiscal year 2012 and was usable in fiscal year 2013 was \$2,153,808; the amount certified from the fiscal year 2013 results and was available for use in fiscal year 2014 was \$10,133,912. The Town, recognizing that the delay in certifying all the funds that could have been certified from 2012, and knowing that the total amount that was certified from 2013 for use in 2014 was exceptionally high, made plans to ensure that the total amount of Free Cash would not be seen and treated as though it was recurring. The \$10 million plus that was certified for use in 2014 was the result of two years of activity and some large one-time receipts. Most of the funds were used for capital investment and additional reserves. The Town appropriated \$5,032,357 for various capital projects, including \$2,729,276 for modular classrooms at the Mitchell School and \$650,000 for a study in partnership with the Massachusetts School Building Authority (MSBA) in anticipation of the replacement of the Hillside School. The Town also appropriated \$566,530 to its Athletic Facility Improvement Stabilization Fund, an additional \$307,677 towards its OPEB liabilities, and \$75,000 to its fiscal 2014 budgetary reserve fund. The balance of \$10,133,912 (\$4,152,348) was appropriated at the 2014 Annual Town Meeting of which \$1,650,088 was used to fund the fiscal 2015 operating budget; \$2,467,260 was used to fund cash capital investment, and \$35,000 was used to fund a one-time special appropriation article.

The Town continued its study of school building improvement options, particularly the replacement of the Hillside elementary school, and then a renovation and or expansion of the Mitchell elementary and the Pollard middle schools. The Board of Selectmen has indicated that a question will not be put forward to the voters for either the Hillside or Mitchell schools without financial assistance from the Massachusetts School Building Authority. The gross cost estimated for the two elementary schools is more than \$100 million.

The Town made no draw against any of its appropriated stabilization accounts: Athletic Facility Improvement Fund, Capital Improvement Fund, Capital Facility Fund, and General Stabilization Fund, and it appropriated \$40,695 to the Athletic Facility Improvement Fund at the May 2014 Annual Town Meeting.

ACCOUNTING OFFICE – The Accounting Office processed a total of 54,152 paychecks/direct deposits during this year. The Office reviewed and processed 29,347 invoices from vendors for payment. The Office reviewed and processed 1,232 expense reimbursements to school and town employees. The Office reviewed and processed 340 contracts. The Office reviewed and approved 2,084 purchase orders and 736 purchase order revisions. The purchase orders are broken down by department as follows:

Function	Number of Purchase Orders
Building Department	7
Commission on Disabilities	3
Department of Public Works	727
Finance Committee	1
Finance Department	200
Fire Department	107
Health and Human Services	120
Memorial Park	1
Municipal Lighting Program	4
Municipal Parking Program	9
Other Functions	18
Park & Recreation Department	107
Planning and Community Development	40
Police Department	115
Public Facilities	403
Public Library	92
Town Clerk & Board of Registrars	28
Town Counsel	13
Town Manager	89
Total	2,084

The Accounting Office is also responsible for posting all cash receipts received, performing outside departmental audits and reconciliations needed for our yearly audit. They also have federal and state reporting requirements such as 941, W2's, Free Cash & Schedule A that all have stringent deadlines.

ASSESSING OFFICE - The Assessing 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 county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual classification public hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Department which added new value to the property. All these inspections were completed prior to June 30, 2014. This is the statutory deadline for the collection of New Growth for the following fiscal year.

A great deal of the time and effort of the entire staff was dedicated to gearing up for the fiscal year 2015 state mandated triennial revaluation cycle. This involved detailed studies of all real estate sales taking place in calendar year 2013. Special emphasis was placed on reviewing sales of land over the last several years to determine the extent of increase in various neighborhoods of the selling prices of “teardown” lots. Collection of as much information as possible in the areas of commercial rental rates, vacancy rates and building maintenance expenses was also a key focus of the staff.

Fiscal year 2014 was highlighted by the completion or advancement of several projects in the industrial park that have been sparked by the new zoning regulations passed by Town meeting in recent years. The Marriott Residence Inn opened its doors in October 2014 and the Cabot Street data center project set about filling the space in their new facility. The passage of Needham’s first ever tax incentive financing (TIF) agreement by Town Meeting in fiscal year 2013 precipitated the start of construction of Needham’s largest commercial office building at over 280,000 square feet. The new facility, which is scheduled to open in mid-2015, will be occupied by the travel service company Trip Advisor. A multi-story parking facility is also rising next to Trip Advisor’s new world headquarters. The project will also include major upgrades to the infrastructure of the newly christened Needham Crossing office park.

Type of Property	FY2012	FY2013	FY2014
Single Family	8,331	8,353	8,364
Condominium	784	781	791
Two Family	269	273	255
Three Family	16	15	15
Four + Family	25	25	24
Other Property	5	5	5
Vacant Land	174	172	167
Chapter Land	13	13	13
Mixed Use	24	22	23
Commercial	373	382	398
Industrial	43	43	42
Personal Property	587	622	643
Total Taxable Value	\$7,833,149,550	\$7,923,989,930	\$8,068,832,995
Value Including Exempt Property	\$8,444,116,870	\$8,544,320,450	\$8,697,374,290

INFORMATION TECHNOLOGY CENTER - Throughout fiscal year 2014, the Information Technology Center (ITC) has continued to support the growing needs of the Town departments. Department managers continued to request that more employees have access to hardware and software, raising the number of Information Technology Users (ITU) to approximately 350 with upwards of 450 physical devices being supported. The ITUs are spread out across the principal Town Buildings (Town Hall, Public Safety, Public Service Administration Building, and the Center at the Heights) and also include members from School Administration. In fiscal year 2014 the ITC started working with the public safety departments as they began the transition to a new Computer Aided Dispatch (CAD). This project involved many hours working with Public Safety personnel to better understand their needs for updated hardware and applications and by

the end of the transition period, the ITC will complete its most complicated work thus far. During this same period, the ITC also began to support the Center at the Heights computer lab which was an increase of 25 additional devices operating through a separate network. The ITC finalized the first phase of moving the Needham Channel on the Town's fiber network (Town Hall, Public Service Administration Building, and Broadmeadow Elementary School) and has begun working out the logistics for the second phase (Needham Free Public Library, Center at the Heights). The ITC staff also worked with Department of Public Facilities on the preliminary technology needs for the reconstructed St. Mary Water Pump Station as well as began the movement towards a more mobile workforce. Public Safety, specifically the Needham Police Department, has been using mobile devices in patrol cars, and with the new CAD applications, Needham Fire Department will also be using mobile devices in several pieces of equipment. Other divisions within the Department of Public Works (DPW) have also been working at moving towards a more mobile workforce and the ITC, in coordination with DPW Administration, has been working out how the different divisions will use mobile devices and which applications will be used on those devices.

The ITC at any point is working with almost every department on any level of request or project as well as their own internal departmental projects. These requests or projects can take as little as 10 minutes or several days to help the users. Some of these are items such as continued movement to online payment options, forms and billing support, assisting with new parking ticket software, implementing an FTP site for large file transfers, Geographic Information Systems data layer development and upkeep, water meter reading device upgrades, data center upgrades, Outlook Exchange upgrade, finalize transition of primary servers to the virtual environment, and the Infinite Visions Employee Web Portal roll out.

OFFICE OF PARKING CLERK - The on-street and municipal parking activities lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs installation of signs and meters and repairs and maintains equipment and parking lots. Through the Treasurer/Collector's office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the Office of the Parking Clerk.

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

During fiscal year 2014, the Board of Selectmen approved changes in violation types and applicable fines were implemented. The method of ticket issuance was upgraded to include the use of handheld devices by enforcement attendants and police officers. Device issued tickets comprised approximately 25% of all tickets issued during the fiscal year. The replacement of older style parking meters was completed during the year. A majority of the newly installed parking meters regulate two parking spaces, reducing the overall number of meter stanchions. During the year the number of permit parking spaces and time-restricted parking spaces was increased in the downtown and Needham Heights areas.

	FY2012	FY2013	FY2014
Tickets	4,699	4,231	4,131
Appeals	250	236	326
Appeal %	5.3%	5.6%	7.9%

TREASURER/COLLECTOR OFFICE - The Treasurer/Collector Office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options. The Treasurer earned \$77,523 in interest income for the General Fund during fiscal year 2014, which is down from 2013 which saw \$84,803. Interest rates had fallen to some of the lowest levels in recent history and have remained essentially flat for over five years. The outlook for fiscal year 2015 is a leveling off of interest income as interest rates continue to remain below one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2014 the Treasurer/Collector assisted, thanks to the generosity of Needham residents, in the award of \$12,000 in property tax relief to the elderly and disabled to 27 Needham households. The property tax assistance appropriation of \$15,025 was awarded to 25 Needham households.

The Treasurer issued \$11,117,000 in long term debt and \$6,868,300 in short term debt. Needham submits financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2014 was \$101,636,574.

The Treasurer/Collector ensures that all bills, i.e. real estate, personal property, excise, water and sewer are billed timely and in accordance with state statutes. The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. The recession has not had a significant impact on collections. During FY2014, approximately \$112.1 million in billed revenue flowed through the Treasurer/Collector Office. The collection rate for all receivables billed through the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

- Real Estate Tax Collections \$101.0 million
- Motor Vehicle and other Excise \$ 4.9 million
- Personal Property Tax Collection \$ 3.9 million
- CPA Surcharges \$ 1.8 million
- Delinquent and Deferred Tax Collections \$ 0.4 million
- Ambulance Bills \$ 0.6 million

	FY2012	FY2013	FY2014
Sewer and Water Bills Issued	45,507	45,632	45,634
Real & Personal Property Tax Bills Issued	42,720	42,817	42,704
Motor Vehicle Excise Bills Issued	28,111	28,784	28,613
RTS Sticker Applications	9,123	9,123	8,698

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2014 reports:

1. General Fund Balance Sheet
2. Statement of Net Position for each of the three enterprise funds
3. Statement of Budget Appropriations and Expenditures
 - a. General Fund
 - b. Solid Waste Enterprise Fund
 - c. Sewer Enterprise Fund
 - d. Water Enterprise Fund
 - e. Community Preservation Administrative budget
4. Schedule of Trust Funds
5. Tax Rate Recapitulation as Approved by the Department of Revenue

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.

FINANCE COMMITTEE

Richard Lunetta, Chair
John Connelly, Vice Chair
Richard S. Creem
James Flinton
Louise Miller
Richard Reilly
Lisa Zappala
Rick Zimbone
Louise Mizgerd, Executive Secretary

MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law

to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” Massachusetts General Laws, Chapter 39, Section 16.

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

FY2014 HIGHLIGHTS

SOLAR PHOTOVOLTAIC PROJECT

In the fall of 2013, the Finance Committee focused on the review of the proposed installation of photovoltaic solar equipment on public land at the Recycling and Transfer Station. Under the proposed project, the Town would lease the land to a private developer that would finance, install, and maintain the project. The Town would receive payments in lieu of taxes, lease payments, and net metering credits that would give the Town credit for power produced. The project was estimated to have significant financial benefit over 20 year. Because the state had set caps on the amount of net metering benefits available to municipalities, the project was time sensitive. The Town's project was especially advantageous because of the slope and orientation of the property. The Finance Committee explored whether the Town would gain from handling the project in-house. However, the Committee determined that the Town did not have the necessary technical expertise and should not shoulder the additional risk that would be required to take on the project. The Finance Committee was assured that there was sufficient insurance and bonding requirements to protect the Town during the project and at the end of the useful life of the program. The Finance Committee supported the project, which was approved at the Fall 2013 Special Town Meeting. Construction on the project was expected to be completed during FY2015.

FREE CASH

As many will recall, in FY2013, there was a significant decrease in the amount of Free Cash that was certified and available for allocation. The term "Free Cash" represents the funds that are unused and unencumbered at the end of the fiscal year, including revenue in excess of estimates and unspent funds in budget lines. After the close of each fiscal year, the amount of excess funds must be certified by the state Department of Revenue before it is available for appropriation by Town Meeting. Because the Town's budgeting method is conservative, there is a consistent level of Free Cash each year that can be considered recurring and therefore can be prudently used for operating needs. The Town's usual practice is to use the recurring portion of Free Cash for operating expenses for the following year, and also to use some of Free Cash to fund cash capital needs.

Because there had been a delay in the Town's receipt of certain funds expected in FY2013, some funds that were originally expected to be certified in FY2013 were not captured until the certification process in FY2014. Therefore, some cash capital items for FY2014 were deferred. Items that needed the earliest in the year funding were given priority. As expected, an extraordinarily high amount of Free Cash was certified in FY2014, representing almost 2 years' worth of Free Cash. Because of the usual circumstances surrounding the certification of Free

Cash in FY2013, the Town used some of the Free Cash certified in FY2014 to fund cash capital items for FY2014 that had been deferred. Therefore, there was a cash capital article in the Fall 2013 Special Town Meeting warrant to appropriate for items that would usually have been considered at the previous annual Town Meeting. Even after allocating a significant amount of Free Cash for FY2014 capital needs, there was sufficient FY2014 Free Cash to be used to fund a portion of the FY2015 Operating Budget, and also to fund FY2015 warrant articles and cash capital needs.

OPERATING BUDGET RECOMMENDATION FOR FY2015

The Finance Committee began the budgeting process in an environment of slowly improving economic conditions. Property taxes, local receipts and state aid were all projected to increase in FY2015. Because most General Fund receipts come from property taxes, Needham continued to maintain its high level of services despite some difficult recent years with decreases in government aid and grant funding. The Finance Committee sought to recommend a balanced budget for FY2015 that would provide funding for the high level of services that the residents of Needham expect, as well as meeting the infrastructure needs. Because of improving economic conditions, some expanded services could be considered. The Finance Committee began its budget process in December 2013, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review.

The Finance Committee held hearings to review the budget request of each the Town department, board, and committee. As every year, in preparation of a budget recommendation for FY2015, the Finance Committee:

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

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 in all departments
- Evaluate requests for new or additional services and expenditures

The Finance Committee received the Town Manager's executive budget and revenue estimates submitted on January 28, 2014. As is mandated, the Town Manager's executive budget included a single bottom line recommendation for the School Department's FY2015 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

In budgeting for FY2015, managers were again asked to submit budget requests for level services where possible, and for expanded services where there is a demonstrated need or goal. Managers were asked not to simply inflate the lines previous budget, but to base their budget requests on known obligations or projections based on actual experience. They were also expected to make sure that expenses are properly categorized, so that budget requests are aligned with the expenses.

The Finance Committee found that spending requests overall were carefully considered and mindful of the need for fiscal restraint. The Finance Committee notes that personnel costs remain a significant part of the budget, and commends the Town Manager's efforts to restrain those costs, particularly legacy costs, where possible. The Committee also lauds the continuing progress made toward funding outstanding pension and OPEB liabilities. The Committee encourages the Town to seek ways to constrain certain escalating costs to ensure sustainability going forward.

The Finance Committee carefully reviewed and considered both the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town departments, and the School Committee's voted budget that was developed in accordance with its own priorities and needs with input from the School Administration. The Finance Committee worked cooperatively with the Town Manager, the Finance Director, and other members of the Town Administration, as well as with the Superintendent of Schools and the School Committee, to balance the needs of the various municipal departments with the schools' needs.

The Finance Committee had detailed discussions and worked diligently to prepare a draft preliminary balanced budget recommendation that would serve the Town for FY2015 and for the long term. The Finance Committee's initial draft budget was submitted to the Town Manager on February 21, 2014. In March 2014, the Finance Committee submitted its final recommended balanced budget and report which were included in the 2014 Annual Town Meeting Warrant.

The Finance Committee's FY2015 budget recommendation provided level services in most areas, plus some additional funding for increased services. The FY2015 budget funded additional hours for an accounting administrator in the Finance Department. The salary costs for this increase were offset by some reductions of other expenses within the department budget. The Finance Committee recommended an increase in the Police Department budget to expand the civilian coverage of 911 call service to 24 hours. This increase will be offset in part by the savings of no longer needing 911 call training for all officers, and will also free up the patrol officers who were covering the midnight dispatching shifts. The Finance Committee's budget also provided funding for a part-time social worker in the Youth Services division of the Human Services Department. The Youth Services budget had been increasing services for many years with the same size staff, and a level-funded budget. This small staffing increase was deemed vital to continue to provide much-needed counselling services. The Finance Committee's budget included additional funding in the Park and Recreation budget to fund playground maintenance. That work was previously funded on an overtime basis by the Department of Public Works. This shift should provide better service and safety for the Town's playgrounds. The Finance Committee's budget makes progress toward closing the structural gap in the Fire Department's overtime budget. The Finance Committee has been using an incremental approach to resolving that shortfall.

The Finance Committee generally maintains that funding for recurring costs, such as salaries, should be included in the operating budget and should not rely on outside or one-time funding sources. Reliance on other funding sources is not a sustainable strategy, and could lead to loss of important services. The Finance Committee therefore supports moving the funding of some positions in the Library budget to the operating budget instead of relying on state aid to fund wages. However, the Finance Committee did not recommend funding any additional positions in the Library operating budget in FY2015 because the Library's budget increase is sufficient to meet state certification requirements, and the Town's state aid account currently has sufficient funding for the positions.

The Finance Committee has resisted increasing departmental budgets for contingencies or to protect in case of higher than expected costs. The Finance Committee recommended a Reserve Fund of \$1,464,490, which was specifically designated for extraordinary or unforeseen expenditures. Any department may request that the Finance Committee approve of a transfer of funds from the Reserve Fund to meet these extraordinary or unforeseen expenditures. In recent years, the Reserve Fund has been used to cover costs such as extraordinary snow and ice removal expenses, unanticipated legal costs, and the cost of an unexpected state special election. Ultimately, the FY2015 budget recommended by the Finance Committee to Town Meeting was balanced and fiscally sound, reflecting improved efficiencies and services.

SCHOOL DEPARTMENT BUDGET / PROPOSITION 2 ½ OVERRIDE

The School Department's proposed budget for FY2015 included a supplement that included an extended school day for middle and elementary Schools as well as additional time for teacher meetings and staff for enrichment programs at the high school level. Public safety positions were also added to maintain pedestrian and traffic safety during the new school start times. The Finance Committee reviewed both the base budget request for the School Department and the supplement in great detail. Finance Committee liaisons met numerous times with liaisons from the School Committee and School Administration over the fall and winter months to ensure that the requested supplementary budget was reasonable and appropriate to meet the stated goals, and that there was no alternate source of funding for any of the items. After a long and cooperative process, the supplementary budget was placed on the ballot for a town-wide vote. The voters supported the override, allowing the Town to assess additional property taxes to cover the costs of the School Departments supplementary budget. At the Annual Town Meeting, the Finance Committee increased its budget recommendation to include the Schools' supplementary budget, funded by the Proposition 2 ½ override. This additional amount becomes a permanent part of the tax base for future years.

CASH CAPITAL SPENDING RECOMMENDATIONS FOR FY2015

The Finance Committee received the Town's Capital Improvement Plan for FY2014 – FY2018 on January 7, 2014. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: Free Cash, debt within the tax levy, and excluded debt. As described above, Free Cash is a source of funds generated from unspent appropriations or revenue that is higher than projections in a previous year. \$2,467,260 from Free Cash was allocated for FY2015 cash capital needs. This level of funding was sufficient to cover the Town's highest priority cash capital needs. The General Fund cash capital expenses in FY2015 primarily included recurring requests for on-going programs and replacement schedules, such as ongoing public facility

maintenance and repairs, basic public safety upgrades, smaller infrastructure needs and planned vehicle replacements.

FUTURE CHALLENGES

During FY2014, the economy seemed to be moving in the direction of steady but slow improvement. The Finance Committee projected increases in FY2015 for all three major sources of Town revenue: property taxes, state aid, and local receipts. The Finance Committee remains hopeful that property taxes will continue to grow steadily due to new growth adds to the tax base. The demand for Town services has continued to increase, particularly in the schools. The Finance Committee urges the Town to pay close attention to staffing needs, as personnel costs are the prime driver of the Town's costs. The Finance Committee encourages the Town to continue to assess which services are dependent on external funding and to incorporate the services that are integral to the Town into the annual operating budget when practicable. The Town has made notable progress toward funding OPEB liabilities, and continues to add to reserves when possible, which will help keep the Town financially strong.

The Town began work on a new facilities master plan in FY2014 to prioritize and plan upcoming building projects. There are a number of large capital projects being considered including new or upgraded schools, municipal buildings, and recreational facilities. At the fall 2013 Special Town Meeting, the Town acquired additional property that will be strategic in the plan to upgrade and expand the Public Safety building. The Town also began working with the MSBA in FY2014 to begin the process of upgrading or replacing the Hillside School and the Mitchell School. The School Department began discussing the need for some changes at the High School to meet growing enrollment and programmatic needs. The Town also began examining options for renovating or replacing the Rosemary Pool. As these projects begin to take shape, careful financial planning will be critical.

In order to maintain the growing infrastructure and a consistent level of services without burdening future generations, the Town remains committed to achieving sustainability in its budgeting. The goal is to balance the Town's current needs with the goal of long-term sustainability. The Finance Committee adheres to a policy that operating budgets should be funded with recurring sources of revenue, while non-recurring revenues should be spent on one-time capital expenditures and reserve deposits.

The Finance Committee remains committed to working with the Town Manager, Board of Selectmen, School Committee, School Superintendent and staff, Town Administration, and Department Managers in order to encourage careful long-term planning. The Finance Committee believes that long-term planning efforts can help prepare for any challenges that may lie ahead.

The Finance Committee deliberates the operating and capital budgets fairly and openly at all times. The Committee meets most Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings are posted with the Town Clerk at Town Hall. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours in arriving at a budget that is a fair and equitable to recommend to Town Meeting. The Committee further believes that its independent and objective recommendations help make Needham a desirable place to live.

LEGAL DEPARTMENT

David S. Tobin, Legal Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal services to all of the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY2014 HIGHLIGHTS

During FY2014, commencing July 1, 2013 and ending June 30, 2014, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following. 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 Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition, disposition and rental of town owned land. The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

The Legal Department engaged and worked with outside counsel to represent the town in the following matters:

- Labor relations
- Cable Television
- Environmental matters
- Affordable Housing
- Solar Power

FY2015 FORECAST

In fiscal year 2015, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board

Evelyn Poness, Chair
Kate Fitzpatrick
John Krawiecki
Robert Mearls
Thomas Welch

Department Staff

Juanita Hearn, Administrator
Mary Gerber, Administrative Assistant

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of \$130.6 million. The five members include 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. The Board meets on the

second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of \$9.7million since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pension costs. The Board has accepted a new actuarial study as of January 1, 2012. Needham's pension obligation will be 100% funded by the year 2030.

PERSONNEL BOARD

*Patricia Forde, Chairman
Joseph Herlihy
Vivian Hsu
Richard Lunetta*

Human Resources Department
*Elizabeth Dennis, Director
Sophie Grintchenko, Human
Resources Administrator
Ellen Reulbach, Administrative
Assistant
Chuck Murphy-Romboletti,
Management Fellow*

PURPOSE/MISSION/AUTHORITY

The Personnel Board is a five-member Board appointed by the Town Moderator. The Personnel Board advises the executive branch on strategic human resources and collective bargaining matters. In its duties, the Board is assisted by the Human Resources Department. The Board works closely with the Town Manager during the development of the classification and compensation plans, personnel policies, and making recommendations to Town Meeting as it deems appropriate. The Personnel Board adopts and amends personnel policies on an ongoing basis.

FY2014 ACCOMPLISHMENTS AND ACTIVITIES

Review and Approval

- Classification:
 - Creation of Fleet Supervisor position title; formerly Garage and Equipment Supervisor; no change in classification; Department of Public Works
 - Creation of new position title – Community Housing Specialist; part-time position; Planning and Economic Development Department
 - Creation of new position title – Senior Building Monitor/AV Technician; part-time position; primarily used by the Town Manager’s Office for Town Meeting
 - Creation of Senior Project Manager for Design and Construction position title; formerly Project Manager; one grade upgrade in classification; Public Facilities Department, Design and Construction Division
 - Review of revised Director of Design and Construction position description; no change in classification; Public Facilities Department, Design and Construction Division
 - Creation of Director of Assessing position title; formerly Administrative Assessor; no change in classification; Assessing Division
 - Creation of Technology Support Technician position title; formerly Financial System Application Manager; two grade downgrade in classification; Information Technology Center
 - Creation of Field Assessor position title; formerly Data Collector; two grade upgrade in classification; Assessing Division
 - Creation of Assistant Director of Assessing position title – formerly Assistant Administrative Assessor union position; reclassified to non-represented position; Assessing Division
- Compensation:
 - FY 2015 compensation schedule for non-represented employees (full-time and part-time) and related listing of position titles (Schedule A and Schedule C)
 - NIPEA (DPW Union) Memorandum of Agreement – costs associated with successor contract
 - Established and voted salary for Elected Officials for FY 2015

- Personnel Policies:
 - Policy # 106: Pre-employment Physicals
 - Policy # 316: Personal Leave
 - Policy # 405: Membership in Professional Associations
 - Policy # 409: Smoking in the Workplace
 - Policy # 509: Vehicle Use
 - Policy # 510: Travel Expense Reimbursement
 - Policy #512: Management Compensation System – includes the creation of employment contracts for specific positions within town employment
- 2013 Annual Report

GRIEVANCE LEVEL 3 APPEAL

Heard and adjudicated a Level 3 grievance appeal from the Building Custodian and Tradesman Association, Local 1116, relative to a one-day suspension.

PLANNING & COMMUNITY DEVELOPMENT

SECTION CONTENTS:

- Conservation
- Council of Economic Advisors
- Planning
- Zoning Board of Appeals

**PUBLIC SERVICES
ADMINISTRATION BUILDING –
500 DEDHAM AVENUE**



RIDGE HILL – 463 Charles River Street

CONSERVATION COMMISSION

Lisa Standley, Chair
Paul Alpert, Vice-Chair
Janet Bernardo
Artie Crocker
Stephen Farr
Peter Oehlkers
Sharon Soltzberg

PURPOSE

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

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

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

FY2014 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. During FY2014, the Conservation Commission met formally a total of twenty-two (22) times and held a total of sixty-seven (67) public hearings (refer to Table 1). In January of 2014, the Town hired Matthew Varrell as the new, full-time Director of Conservation.

Table 1: FY 2014 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent ¹	44
Request to Amend Order of Conditions ¹	3
Request for Determination of Applicability ¹	16
Abbreviated Notice of Resource Area Delineation ¹	4
Extension Permit	0
Emergency Certification	0
Certificate of Compliance	26
Minor Modification Request	14
Enforcement Order	10

Type of Application Filing/Request	Number
Trail Maintenance Notification Form	4
DPW Generic Permit Activity Notification Form	1
Exemption Letter	7
Conservation Restriction	0
Notice of Non-significance	0
TOTAL	129

¹Filing involved a public hearing

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled forty (40) 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 FY2014, ten (10) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.



In its role as land manager, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan. In cooperation with the Trails Advisory Group (TAG), the Conservation Commission has continued to make progress over the last year in implementing the priorities of the Master Plan including installing trail signs and kiosks, continuing the trail steward program, and improving trail maintenance. With the use of approved Community Preservation Act funding, Conservation Commission staff participated in preparing the Request for Proposal for the design of an improved trail at the Needham Reservoir (to meet Americans with Disabilities Act requirements). Design is anticipated to be completed in FY2015. The construction of the fully designed Fuller Trail Boardwalk is anticipated to occur in FY2015, using CPA funding. The Commission continues to partner with Eagle Scouts Award applicants and the Town of Needham Forestry Department to maintain and improve trails on Conservation lands.



Skunk cabbage flowers emerging in spring at Ridge Hill (photo by Maury Eldridge).

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

COUNCIL OF ECONOMIC ADVISORS

Matthew Talcoff (Chair)

Glen Cammarano

Maurice Handel

Thomas Jacob

Janet O'Connor

Martin Jacobs

Robert Hentschel

Michael Wilcox

Bruce Herman

Elizabeth Grimes

Bill Day

Brian Nadler

Matthew Borrelli

Peter Atallah

Rick Putprush

Devra Bailin, Economic Development

Director, serves as staff to the CEA.

PURPOSE

The CEA was established by the Needham Board of Selectmen (“BOS”) to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

FY2014 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to NEBC use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting. Construction of this game changer is underway.

The CEA through its NEBC Branding and Marketing Subcommittee obtained private funding (accepted by the BOS as a gift) last year to hire a consultant to assist the CEA with the renaming and branding of the NEBC. After the CEA’s recommended name of “Needham Crossing” was approved by the BOS, the CEA continued its branding work and provided logo design recommendations to the BOS, which were adopted. The CEA, utilizing the new name and logo, obtained designs for five existing sign locations to be resurfaced and new branding installed.

Continuing its efforts to increase Needham’s visibility along Route 128, the CEA has studied and proposed changes to the Mixed Use-128 district to allow residential development in the district. Community meetings supported the concept of true mixed use development in this zone and draft zoning and preliminary fiscal impact analysis was completed by the Economic Development Department. Efforts to obtain professional input to support this work are ongoing.

The CEA has made the streamlining of permitting a priority. Through its Downtown Subcommittee the CEA continues to work with the Planning Department and the Planning Board to implement additional changes to create a less cumbersome permitting process. Three of those

initiatives were adopted last year, including simplifying façade modifications in the Downtown (leaving the review to the Design Review Board only), increased thresholds for site plan review and for permitting relating to preexisting nonconforming parking lots, and simplifying the process of permitting of signs and allowing greater flexibility in signage as of right.

The CEA also established as a priority the support of the Discover Needham Local First campaign initiated by the Needham Business Association to support independent locally-owned businesses in Needham. The CEA's application for participation in the Babson College Management Consulting Field Experience Program to create a marketing plan for the Downtown was application was accepted and the Economic Development Director worked with the Babson students to complete the project in December of 2013. The CEA reviewed and proposed implementation of certain changes and reapplied with the MCFE program for another team of students to refine the plan.

The CEA through its Industrial Zoning District Subcommittee held public meetings and discussed zoning changes to up-zone certain areas along Route 128, which are critical areas of economic development now constrained by restrictive zoning. Draft zoning was discussed but the CEA is awaiting funding to formalize build-out, traffic and elevation impacts to the areas in question.

The Economic Development Department has worked closely with various organizations, including the Needham Business Association, Newton Needham Chamber of Commerce, N² Innovation Corridor initiatives, 128 Business Council and Needham Merchants Association to promote economic development throughout Needham. Those relationships have increased Needham's profile as an economic desirable area to develop.

PLANNING DEPARTMENT

PLANNING BOARD

Bruce T. Eisenhut, Chairman
Sam Bass Warner, Vice-Chairman
Martin Jacobs
Jeanne S. McKnight
Elizabeth J. Grimes

DEPARTMENT STAFF

*Lee Newman, Director of Planning and
Community Development*
Alexandra Clee, Assistant Planner
Karen Sunnarborg, Community Housing Specialist
Devra Bailin, Director of Economic Development

PURPOSE

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

Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

- **Review and Approval/Disapproval of**
 - Approval-Not-Required (ANR) Plans
 - Preliminary Subdivision Plans

- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications
 - * This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.
- **Review and Advisory Reports on**
 - Site Plans of certain smaller developments (minor projects)
 - Applications to the Board of Appeals for variances and special permits
 - Petitions for acceptance/discontinuance of public ways
- **Initiation, Development, 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)**

FY2014 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 this 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. We believe that the reorganization has been successful in improving operational efficiency, interdepartmental coordination and thus has enhanced service delivery to Needham’s constituents. Finally in Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town’s Community Housing Plan.

PERMITTING

In its capacity as a special permit granting authority, the Planning Board in FY 2014 processed 18 new applications as “Major Projects” under the Site Plan Review By-Law and issued 13 amendments on previously approved “Major Projects”. In addition, the Board reviewed and

approved 3 subdivision plans and a total of 5 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 42 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.

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 Certificate of Action; 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 for all three studied criteria in Fiscal Year 2014. During the affected time line 18 new Special Permit applications and 3 Subdivision applications were processed. Public hearings were held on average within 30 days of application receipt, decisions were issued within 6 days of the close of the public hearing, with written decisions filed with the Town Clerk within 5 days of permit issuance. Total average time required to process an application was 46 days with a minimum of 27 days and a maximum of 86 days.

NEEDHAM CROSSING BUSINESS CENTER PLANNING

A planning study focusing on the Needham Crossing Business Center (NCBC) was initiated in Fiscal Year 2011. The 215-acre NCBC is the economic powerhouse of the Town of Needham. In Fiscal Year 2010, the NCBC provided 57 percent of all tax revenue that came from commercially and industrially classified properties in Needham. The study’s objective was to identify a balanced plan appropriate to: (1) expanding the type of allowable uses and mix of commercial uses within the NCBC so that the park can respond to market demands and fulfill its development potential; (2) expanding the allowable amount of retail and/or other consumer uses and/or restaurant uses on the first floor of multi-floor developments; (3) analyzing which, if any, existing dimensional controls are restraining development, either prohibiting it altogether on smaller lots or not providing sufficient financial incentive to encourage development; and (4) assessing what the traffic and other impacts are of various levels of different uses and/or mix of uses and/or regulatory changes increasing the density of development so that a proper balance can be reached between appropriate fiscal incentives and acceptable levels of impacts on our community. The first phase of the study was completed in FY2011 and recommended changes in the use profile for the park including the expansion of the allowed mix of retail, restaurant and consumer services on the first floor of multi story buildings and the clarification of certain permitted medical uses. Said zoning changes were presented to and adopted by the May 2011 Annual Town Meeting. Phase 2 of the study which relates to dimensional changes was not complete at the time of the May 2011 Annual Town Meeting. Accordingly, the Planning Board advised Town Meeting that it would be back in the fall of 2011 with respect to the NCBC recommended dimensional zoning changes. Said changes were presented to and adopted by Town Meeting in the fall of 2011 and removed dimensional requirements that were providing impediments to development in the NCBC. The

changes included reductions in front yard setback and open space requirements along with increases in permitted maximum lot coverage, height and floor area ratio standards. Said adjustments permit greater flexibility, especially when coupled with a general provision granting discretion to the Planning Board to relax dimensional requirements (except height) up to 25% after making specific findings as to the propriety of the waivers as to a particular project and location.

The strategy noted above for the NCBC district has proved successful. In April of 2012, the Planning Board approved the first major redevelopment project in the district namely the Marriot Residence Inn, a hotel comprising approximately 89,740 square feet and containing 128 guest units, approximately 13,240 square feet of conference/function space, a guest dining area, lounge/bar, indoor pool, exercise room and other hotel amenities, parking for 140 vehicles, landscaping and associated improvements. The hotel was completed in September 2013 and is now fully occupied. Also approved in September 2013 were four office/research and development buildings having a total square footage of 740,000 square feet, two parking garages (Garage A to contain 580 parking spaces; Garage B to contain 2,040 parking spaces) the latter to be constructed in phases, 114 surface parking spaces and associated infrastructure, improvements and landscaping. Construction of the first building with tenancy planned for Trip Advisor began in October 2013. Occupancy is anticipated for August of 2015.

To support the redevelopment of the NCBC district and provide the required infrastructure, the Department continues to work closely with the City of Newton in relation to the Needham Street/Highland Avenue corridor project, as well as with respect to mass transit uses of the abandoned MBTA rail bed at that locale. We anticipate working together on grants to explore the feasibility of the latter and on pressing for completion of plans for and funding of improvements along the corridor of the former.

NEEDHAM CENTER PLANNING

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in FY2009. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process achieved two primary objectives: 1) developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. Warrant articles for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009. Construction of the first mixed-use building authorized under the new Needham Center Overlay District was initiated at 36-58 Dedham Avenue in June of 2013. The building comprises 3+1 stories and will have a finished height of 48 feet. The first floor of the building comprising 2,379 square feet will be utilized for retail purposes and the second, third and fourth floors comprising 17,068 square feet will be utilized as dwelling units. The development will include ten residential units with one of those units designated as affordable. Implementation of the Needham Center Plan and its

recommended next steps agenda remains one of the primary goals and functions of the Department.

In furtherance of the recommendations contained within the Needham Center Planning effort the Department provided staff support during FY 2014 to the Downtown Streetscape Working Group charged with developing streetscape concepts for the Needham Center area. The one year effort led to the development of a Streetscape Master Plan that will serve as a comprehensive guide for future streetscape improvements in the Needham Center area. The plan addresses all of the physical elements within the streetscape and includes: sidewalks and crosswalks; street design, including lane width and surface treatments; traffic signals; lighting; street trees and grates; public art; street furniture, including benches and trash receptacles; signage; on-street parking and bus stops. The plan provides a block-by-block examination for the study area with specific design recommendations, along with phasing options and cost estimates. It is anticipated that the plan will be implemented in phases as Chapter 90 funding permits leading to a remake of sections of Great Plain Avenue, Highland Avenue, Chestnut Street, Dedham Avenue, and Chapel Street over the next decade.

Rezoning Initiatives

In Fiscal Year 2014 the Planning Board offered two major zoning initiatives as follows: (1) Developed the By-Law for a Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District at the Town of Needham Recycling and Transfer Station. As relates to this effort, two articles were offered. The first laid out the regulatory framework for the new overlay district while the second described its geographic boundaries. The by-law provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in the by-law apply to the construction, operation, maintenance and/or repair, and/or modification and/or removal of such Large-Scale Ground-Mounted Solar Photovoltaic Installations. Permitting for the project was completed by the Planning Board in March of 2014 with construction of the facility anticipated to begin in the spring of 2015. (2) Developed the By-Law for the Medical Marijuana Overlay District. As relates to this effort, two zoning articles were prepared and offered. The first outlined the regulatory framework for a new overlay district while the second described its geographic boundaries. The zoning amendment took the following approach: 1) identified the overlay districts in which the Registered Medical Marijuana Dispensary use would be allowed; 2) established that the use would only be allowed by special permit from the Planning Board; 3) described the submittal requirements to be included in an RMD application; and 4) established the special permit criteria unique to this use that would be utilized in the review of a given proposal. The amendment limited a Registered Medical Marijuana Dispensary to the Mixed Use-128 District and the portion of the Highland Commercial-128 District located north of Highland Avenue and west of Second Avenue, since they are commercial districts with access to the regional roadway network. Finally, a third article was prepared to extend the zoning moratorium on any application for a medical marijuana treatment center through December 31, 2014. This third alternative was offered to allow the Town time to develop an alternative regulatory response to the new use in the event that the Medical Marijuana Overlay District was not adopted by Town Meeting. Only, the third option was adopted by Town Meeting. Presently, The Town through its Planning Board and Board of Selectmen are reviewing alternative regulatory approaches for a medical marijuana treatment

center with a revised regulatory approach anticipated to be presented at the May 2015 Annual Town Meeting.

OTHER PLANNING STUDIES

Planning Studies currently underway are as follows:

REVIEW OF LARGE HOUSE ZONING

Data indicates that the demolition of older, smaller, and less expensive homes has become the principal source of lots for the construction of new single-family houses. The purpose of the study is to develop a vision for the residential areas of the Town and to consider whether zoning or other land use controls are desired, warranted and potentially advantageous in Needham.

PREPARATION OF A HOUSING PRODUCTION PLAN FOR NEEDHAM

The Housing Production Plan Program was introduced in December 2002 with the intention of providing municipalities with greater local control over housing development. Under the Program, cities and towns were required to prepare and adopt a Housing Plan that demonstrated the production of an increase of 0.75% over one year or 1.5% over two-years of its year-round housing stock eligible for inclusion in the Subsidized Housing Inventory. If DHCD certified that the locality had complied with its annual goals or met two-year goals, the Town could, through its Zoning Board of Appeals, potentially deny what it considered inappropriate comprehensive permit applications for one or two-years, respectively. Changes to Chapter 40B established some new rules in 2011. Annual goals changed from 0.75% of the community's year-round housing stock to 0.50%, meaning that Needham will now have to produce at least 55 affordable units in a calendar year to become "certified" through 2020, still a serious challenge. Using the strategies identified in the 40B Guidelines, as well as prioritized housing needs identified in Town's Affordable Housing Plan, Needham's Housing production goals are presently being developed by the Department.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham, Wayland and Watertown. HUD allocated approximately \$1 million to the consortium for the development of low and moderate-income housing in Fiscal Year 2013. As anticipated FY2009 through FY2013 consortium funds (\$280,000) were allocated to the Charles River Center for the construction of a group home at 1285 South Street. The home serves individuals with development disabilities. Construction of this new group home was completed in December of 2013.

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. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the department continues to work with Major Needham Crossing Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the NCBC District and securing its implementation remains a high departmental priority.

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

ZONING BOARD OF APPEALS

ZONING BOARD OF APPEALS

Jon D. Schneider, Chairman

Jonathan D. Tamkin, Vice Chairman

Howard S. Goldman, Member

Kathy Lind Berardi, Associate Member

Peter Friedenber, Associate Member

DEPARTMENT STAFF

Sheila Page, Administrative Specialist

PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board are initiated by residents or businesses seeking relief under the Town's Zoning By-laws.

Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the 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.

FY2014 STATISTICS

The Board of Appeals met thirteen (13) times in FY 2014. During those meetings the Board conducted sixty (60) hearings and listened to five (5) informal matters. The Board of Appeals received forty (40) applications relating to Special Permits; two (2) of which were withdrawn and four (4) of which were requests to transfer existing Special Permits. In addition, there was one (1) Appeal of a Building Inspector's Decision, one (1) application for a Variance and eight (8) amendments for existing Comprehensive Permits under Chapter 40B.

As a result of these new cases and the open cases carried over from the previous year, the Board issued fifty-one (51) Decisions in FY 2014. The number of hearings exceeds the number of

applications because several cases required multiple hearings. The Greendale Mews 40B Comprehensive Permit required eight (8) hearings that began May 2013 and continued until December 2014. The developer has appealed the decision.

In FY 2014, the Board of Appeals collected \$12,100 in application fees. The fees in FY 2014 are substantially less than fees in FY 2013 because there were no new applications for 40B Comprehensive Permits.



PUBLIC SAFETY

SECTION CONTENTS:

- Building Department
- Fire Department
- Police Department



**FIRE DEPARTMENT
88 CHESTNUT STREET**



**POLICE DEPARTMENT
99 SCHOOL STREET**

BUILDING DEPARTMENT

David A. Roche, Building Commissioner
Stephen A. O'Neill, Asst. Building Commissioner
Lawrence E. Lench, Local Building Inspector
Henry L. Fontaine, Local Building Inspector
William A. Kinsman, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
Christina D. Hooper, Administrative Specialist
Adrienne A. Banks, Department Assistant
Manuel W. Rodriguez, Department Assistant

PURPOSE

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

The Building Department is responsible for reviewing applications and plans to construct, alter

and demolish any building or structure, for compliance with:

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

The Massachusetts State Building Code also requires this department to inspect public buildings in town for public safety. There are:

- 13 places of worship
- 16 day care sites
- Several state group homes
- Several nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- 8 public schools
- 4 private schools
- One college including dormitory buildings
- 982 apartment units
- 375 hotel units
- Approximately 45 other places of assembly and restaurants

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

FY2014 PERSONNEL CHANGES

- Assistant Building Commissioner, Stephen O'Neill, retired June 27, 2014 after serving the Town for almost 14 years.

FY2014 HIGHLIGHTS

- **5,019** permits issued
- **\$1,975,200** collected in fees

- **9,941** inspections performed, plus emergency calls from Police and Fire.
- **\$166,510,982.00** spent by Needham property owners to construct or remodel
- **1,840,669** square feet of construction to buildings and structures
- **Major Projects:** Trip Advisor consisting of a 6 story office building and a 7 story parking garage. One 4 story mixed use structure; new Town Pumping Station. Greendale Ave.'s 20 unit 40B project, consisting of 12 single family units and 4 duplex units. Certificates of Occupancy issued for major projects include Beth Israel Hospital and North Hill.

Activity Compared With Recent Years: Number of Permits / Fees Collected

	2011	2012	2013	2014
Building	1386/\$955,193	1431/\$1,348,237	1415/\$1,205,525	1406/\$1,622,105
Plumbing	817/\$58,156	920/\$79,893	987/\$77,585	1021/\$77,205
Gas	463/\$19,420	691/\$27,913	874/\$33,033	782/\$32,799
Wiring	1160/\$127,387	1234/\$160,639	1387/\$208,892	1465/\$171,138
Sheet Metal	42/\$7,216	400/\$57,223	280/\$52,157	275/\$54,366
Signs	21/\$1,525	30/\$2,525	63/\$5,275	60/4,325
Swimming Pools	7/\$1,050	6/\$900	6/\$900	10/\$1,500
Weights & Measures	\$9,410.50	State Contract	State Contract	State Contract
Miscellaneous Fees	\$26,816	\$15,758	\$15,586	\$11,762
Totals	3,896/\$1,206,173.50	4,712/\$1,693,088	5012/\$1,598,953	5019/\$1,975,200

	2011	2012	2013	2014
New Single Family Dwellings	67	75	61	98
New Two Family Dwellings	5	10	10	34
New Multi-Family			1	2
New Non-residential Buildings	3	5	6	2
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	942	1006	946	656
Add/Alter Existing Non-residential	108	178	191	124
Demolish or Relocate	101	108	68res./4com.	92res./2com.

FIRE DEPARTMENT

Dennis X. Condon, Fire Chief

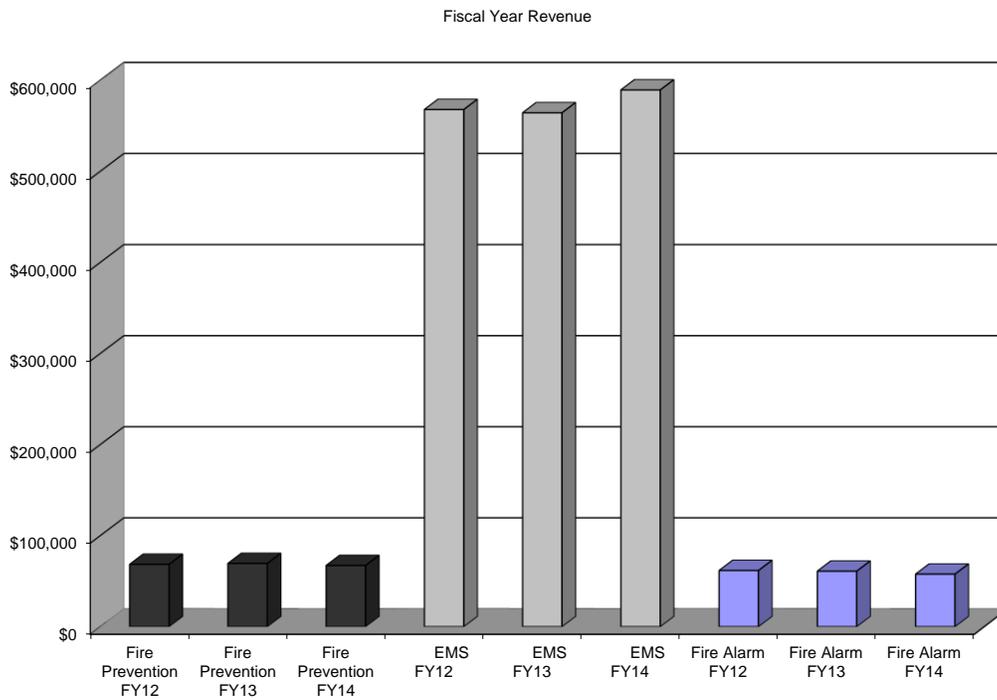
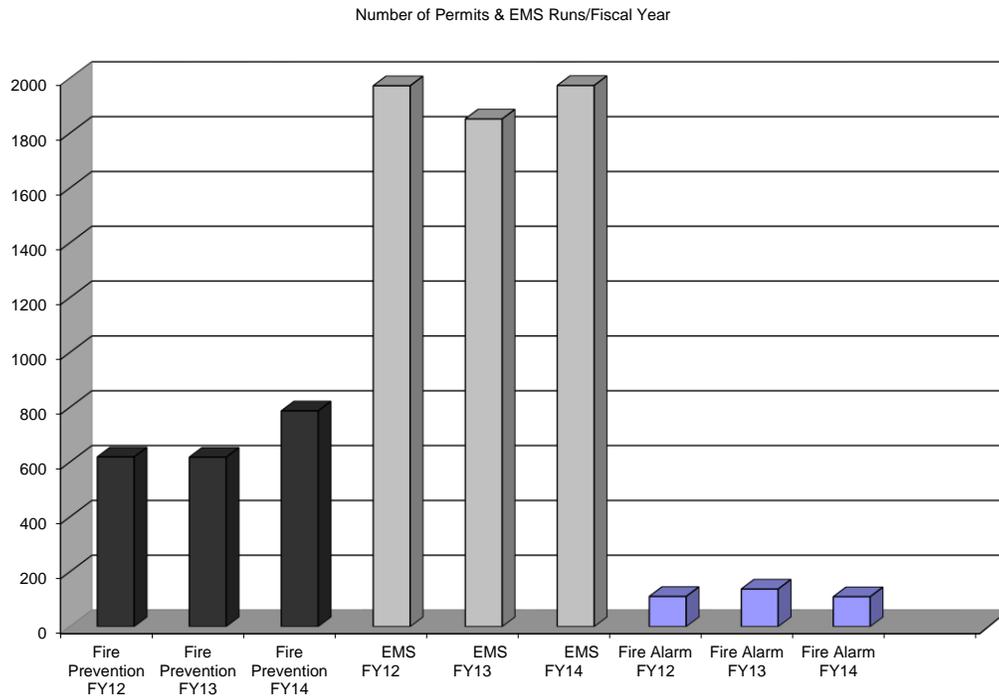
PURPOSE

To provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education, in the most cost-effective manner possible.

FY2014 HIGHLIGHTS

- The department went through numerous personnel changes including several retirements: Administrative Assistant Bonnie A. Montgomery, Deputy Fire Chief Barry Carloni, Superintendent of Fire Alarm Raymond E. Bigelow, and Firefighter Michael Wright.
- Fire Captain Dennis Condon was promoted to Deputy Fire Chief in January 2014 and Lieutenant John Krawiecki was promoted to Fire Captain in February 2014.
- Shawn Donovan was appointed Acting Fire Inspector in February 2014.
- Firefighters Jeffrey Cote and Brian Stark were both promoted to Fire Lieutenant in March 2014.
- In March two new Firefighters were hired: Neil Sullivan and Nicholas Giorgio.
- A new Quint (combination ladder/pumper) manufactured by KME was put into service in April.
- The department was awarded funding in the amount of \$4,686. for the Student Awareness of Fire Education grant. The grant program is a state initiative aimed at providing fire safety education primarily in Grades Pre-K through Grade 12. In addition to the classroom education, the department participated in school fairs, career days, Boy/Girl Scout meetings and other extracurricular activities.
- The department offered some specialized training programs throughout the year including: training presented by the Massachusetts Firefighting Academy on community risks and challenges associated with gasoline/ethanol blended fuels; training from Bulldog Fire Apparatus, a distributor of KME, on the new Engine 3; and, training from Fire Tech and Safety on Amkus tool techniques, as well as instruction on the use of the new Rescue Struts on Engine 3 and the new airbags on Rescue 1.
- In conjunction with the Beth Israel Deaconess Hospital, the department presented training on the Mass Decontamination Unit.
- A specialist from Riverside Community Care presented a program on suicide prevention for firefighters.
- In-house training included EMT/Paramedic Refresher, monthly EMT meetings/rounds and building tours of the new Marriott Residence Inn, Center at the Heights, and BID Needham Hospital Cancer Wing.
- Our Emergency Medical Services program underwent some changes as Massachusetts adopted National standards for EMS certification. The adoption of National standards is an effort in part to standardize what is required and the way EMS operates around the country.

As part of the change to National certification, training was received on new stroke protocols. With a change to National standards, more protocol training will be mandated in the future.



POLICE DEPARTMENT

Philip E. Droney, Chief of Police

PURPOSE

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

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

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

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

POLICE DEPARTMENT STAFFING

During the year the full time staff included a total of fifty-five employees. They included:

- 49 sworn police officers
- 3 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the Department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY2014

- Motorcycle Officer James Krawiecki retired after 33 plus years of service.
- Detective Joseph O'Brien Sr retired after 31 plus years of service.

DEPARTMENT ASSIGNMENTS FY2014

- 402 child safety seats were installed by Officer James Treggiari during the year.
- Officer Karl Harmon served as Community Service Officer
- Officer R. Vincent Springer served as School Resource Officer.
- Officer Catherine McCullough was assigned as the Juvenile Court Prosecutor.
- Officer Michael Schlittler was assigned to the Detective Bureau.
- Officers Anthony Frongillo, Vincent Turco and Ryan O'Leary were assigned to the mountain bike patrol.
- Officer Ed Baiyates was assigned to the police motorcycle for traffic enforcement.

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

TECHNOLOGY & PROJECTS FY2014

- The Police Department began the process of transitioning over to a new public safety computer aided dispatch and records management system. Training and development continues to be provided to ensure proficiency with the new software. The Department’s goal is to improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.
- The Department, in collaboration with the Norfolk County District Attorney’s Office, equipped all marked police vehicles with Nasal Narcan. Narcan is a medication that is used to reverse the effects of an opiate overdose.
- The Department received the AAA Southern New England recognition award marking six years with no pedestrian fatalities. The award also recognized the Departments commitment to traffic safety.
- The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on several safety initiatives. These included lock-down drills, reviewing school crisis plans, critical incident training, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety.
- The Department received reimbursement funding under the State 911, Department of Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous years 911 call center volume. During FY 2014 the Department was allocated \$57,891.
- The Department also received federal grant funding through the Massachusetts Highway Safety Department to conduct high-visibility traffic enforcement. The enforcement mobilizations targeted drunk driving, aggressive drivers and seat belt use. In FY 2014, the Department received \$3,759 through the grant.
- For the eighth year in a row the Police Department participated in the International City Manager’s Association (ICMA) Center for Performance Measurement data collection study. This project allowed the department to evaluate fiscal year activities against those of prior years, and also to compare our agency with other police departments across a wide range of criteria that is common to law enforcement agencies.

FY2014 Activity compared with recent years

Category	FY2012	FY2013	FY2014
Calls for Service	33595	32584	34368
Incident Reports	1809	1569	1729
Larceny	234	197	140
Vandalism	66	48	54
Breaking and Entering	43	54	24
Assaults	30	29	39

Drug Violations	14	14	12
Civil Marijuana Violations	30	28	13
Operating under the Influence	28	21	20
Adult Arrests and Complaints	378	341	317
Juvenile Arrests & Complaints	27	28	41
Traffic Violations	4056	2931	3491
Accidents Reported	436	407	424

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.

In the spring of 2014, Needham Police investigated and arrested several individuals involved in the trafficking and distribution of Opiate drugs in the Town. The arrest of these individuals had a significant impact on the street level availability of these drugs in town. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships.

- The number of reported breaking and entering cases decreased from the previous fiscal year.
- Reported assaults increased this year from 29 to 39.
- Adult arrests and complaints decreased from the previous year while juvenile arrests and complaints increased.
- In FY 2014 the Department received \$17,950.00 in false alarm fees.

In an effort 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 773 pounds of unwanted medication in FY 2014.



EDUCATION

SECTION CONTENTS:

- Future School Needs Committee
- Minuteman Regional High School
- Needham Public Schools



MITCHELL SCHOOL – 187 BROOKLINE ST



HIGH SCHOOL – 609 WEBSTER ST



HIGH ROCK SCHOOL – 77 FERNDALE RD



ELIOT SCHOOL – 135 WELLESLEY AVE



SCHOOL ADMIN - 1330 HIGHLAND AVE

FUTURE SCHOOL NEEDS COMMITTEE

*David Coelho, Chairman, appointed by Selectmen
 Susan Neckes, appointed by School Committee
 Ann DerMarderosian, appointed by Finance Committee
 Marjorie Margolis, appointed by Moderator*

Each year the Future School Needs (FSN) Committee projects school enrollment for the next ten years. The goal of the projections is to both reflect an accurate picture of the next

year's enrollment and determine general trends over the longer term. Historically, accurately projecting the number of students who will enter kindergarten has been the most difficult part of the projection. For the coming school year 2015-2016 the total school enrollment estimate is 5,453 students.

BIRTH TRENDS

The birth data reflects reported births from July 1 to June 30 of each year. The reported births in the July 1, 2013 to June 30, 2014 timeframe were 275. This is an decrease of about 1.4% from the prior year's 279. We used a six-year average from 2009-2014 to estimate future assumed births (282 per year) for the birth years 2014/15 to 2018/19. Significant changes in births affect our projections and we monitor this each year.

ACCURACY OF PRIOR YEAR PROJECTIONS

Last year we projected total enrollment of 5,482 students for the 2014-2015 school year. Actual October 1, 2014 enrollment is 5457 -- a variance of 25 students. This represents a 0.46 % overstatement in our projection. The chart below shows the Committee's projection results for the past 15 years.

FSN ENROLLMENT PROJECTION TO ACTUAL SCHOOL ENROLLMENT

Year	Projected	Actual	Variance Proj. to Actual	% Understated/(overstated)
2014	5,482	5,457	25	(0.46%)
2013	5,469	5,447	22	(0.40%)
2012	5,399	5,390	9	(0.17%)
2011	5,402	5,360	42	(0.78%)
2010	5,258	5,301	-43	0.82%
2009	5,143	5,238	-95	1.85%
2008	5,034	5,059	-25	0.50%
2007	5,060	5,003	57	(1.13%)

Year	Projected	Actual	Variance Proj. to Actual	% Understated/(overstated)
2006	5,013	4,979	34	(0.68%)
2005	4,915	4,879	36	(0.73%)
2004	4,780	4,838	-58	1.21%
2003	4,611	4,667	-56	1.21%
2002	4,513	4,565	-52	1.15%
2001	4,417	4,439	-22	0.50%
2000	4,411	4,374	37	(0.84%)

(Percent understated reflects Actual/Projected in percentage terms.)

The past fifteen years of projections show that FSN usually projects annual enrollment for the next year within 2.0%. In 10 of the last 15 years the projections were within 1.0%. Since the revised kindergarten methodology was adopted 17 years ago (see below), only once (in 1998, the first year of the census method) was the projection off by more than 2.0%. We always need to keep in mind that these projections are **estimates** and in any given year there could be as much as a 3.0% (or greater) variance.

Public kindergarten attendance increased significantly from the projected 93.0%, to approximately 94.4% for the class who entered in 2013, and an expected 94.9% of all eligible kindergartners entering in the class 2014 identified in the census. However, the census data for this class increased less than expected, and the result is the overall projection was overstated by 7 students. The public kindergarten percentage had been fairly consistent around 90% for the past 6 of the last 8 years. For the coming year we have again used a factor of 93% to take this increase into account. We expect it is unlikely that we would sustain a rate in this 94% - 95% range over the longer term.

In grades 1, 5, 6, 7 and 9 the variance was between 12 and 22 students. We traditionally see variance in grades 5, 6 and 9, and these differences represent grades that are transition grades, impacted by students moving to private school, vocational schools, or out of the district. The grade 1 variance, 22 students, is more unusual as the variances are usually in the single digits historically. This may be a result of an improving economic and housing situation as this corresponds to an increase in the census count for students in the grade 1 age group by 24.

GENERAL METHODOLOGY

Projections for grades 1-12 are determined based on the average of retention factors for each grade for the past five years. A retention factor is the enrollment in a given grade this year divided by the enrollment for the preceding grade last year. A retention factor greater than one

indicates there are more children in a grade this year than were in the preceding grade last year. For example, the current retention factor for first grade is 1.1059, which equals 449 (first grade enrollment for 14/15 school year) divided by 406 (Kindergarten enrollment for 13/14 school year). This factor is averaged with the factors from the prior four years to produce the average retention factor this year for first grade of 1.0679. Please note that for this year's projection report we have broken out the High Rock grade 6 enrollments from the overall middle school enrollment numbers.

CENSUS DATA AND KINDERGARTEN METHODOLOGY

We start with analyzing the annual town census data. The methodology uses the annual census to track pre-school age children in town to help estimate the number who will be kindergarten eligible each year. We then estimate the percentage that will attend public school upon entering kindergarten. Until 2005, there was a clear increasing trend of public kindergarten attendance (91% in 2004, 89% in 2003, 85% in 2002, 80% in 2001 and 77% in 2000). Five years ago we believed this trend might be topping out. The figures were 89% for 2005, 90% in 2006 and 85% in both 2007 and 2008. However, the figure for 2009 jumped to 92%, and the figure for 2010 was 89% and 91% in 2011. As mentioned earlier, the projected attendance figure for this year is approximately 95%, which follows the prior year's 94% rate. This year we used a figure of 93.0% this year for the 15/16 Kindergarten projections. We track the census data through January 1 of the year following the entrance of kindergarten (we assume for this purpose that the number of children in a grade will be the same on a given September and the following January. The accuracy of the overall projections is based largely on the accuracy of kindergarten. The following table demonstrates our kindergarten results over the past 15 years.

Historical Kindergarten Projection to Actual			
Year	Projected	Actual	Proj.-Actual
2014	372	365	7
2013	415	406	9
2012	384	414	-30
2011	408	398	10
2010	386	363	23
2009	404	423	-19
2008	385	399	-14
2007	410	380	30
2006	447	456	-9
2005	405	414	-9

2004	422	433	-11
2003	366	394	-28
2002	347	383	-36
2001	337	339	-2
2000	346	346	0

There are several items that should be pointed out from the above chart. First, kindergarten is extremely difficult to estimate and the results can vary significantly from year to year. It is difficult to be consistently within 10 students. When a trend begins or changes, our figures will tend to lag for several years before catching up.

Our methodology reflects the best estimate for the projected number of children eligible for kindergarten in September 2014. To do this we used our estimate of 93.0 % for public kindergarten enrollment and a METCO kindergarten enrollment of 12 students (the current METCO kindergarten enrollment). We assumed that the children eligible for kindergarten in September 2015 would increase to 399 (an increase from the current level of 375 as of 1/1/14). This estimate is based on our analysis of town census data (net in-migration) over the past five years at the pre-school ages. Assuming 93.0% of the 399 attend public school and there are 12 METCO kindergartners, there would be 384 kindergartners in 2015 ($399 \times .930 + 12 = 384$). Another calculation is done using the higher range of in-migration estimate which produces another 2015 kindergarten projection of 387. For the overall projection we use a mid-point of 386 students. A similar calculation is used against base birth rates and census data to project kindergarten for 2016 and 2017.

For years beyond 2017/18, we used a factor of 1.30 times the number of births to estimate the number of kindergarten students. This factor is based on an approximation using the actual and estimated ratios from 2009 through 2015 and is the same figure as used in last year's projection.

EFFECT OF ALTERNATIVE KINDERGARTEN AND FUTURE BIRTH ASSUMPTIONS

The assumed values for kindergarten enrollment each year have a significant impact on the long-term projections. We become less confident of our kindergarten estimates (and correspondingly our total estimates) as we move further away from the January 1, 2014 data. By the time we reach the kindergarten estimate for the school year 2020/2021 and beyond, the children have not yet been born and our calculation is based entirely on estimates of future births. In addition to our best estimate projection, we are providing low-end and high-end projections based on alternative assumptions. These projections are intended to show a reasonable range in future years (both above and below our estimate), but there is no guarantee that the actual enrollments in any year will be within the low and high estimates.

For alternative kindergarten assumptions, we assumed low-end enrollment would be 15 students less than the figures on our spreadsheet for school years beginning in 2015, 2016, and 2016. We assumed it would be 20 students lower than expected in 2018 and beyond. For the high-end

assumption, we assumed enrollment would be 15 students greater than the figures on our spreadsheet for the school years beginning in 2015, 2016 and 2017 and 20 students greater than expected in 2018 and beyond.

The range for kindergarten was coupled with birth assumptions after fiscal year 2014 of 262 children each year (low-end) and 302 children each year (high-end). This was determined as a difference of 20 (plus or minus) from the estimated births beyond fiscal year 2014 of 282.

The Committee welcomes any comments regarding these projections.

<h2 style="margin: 0;">MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT</h2>

Jeffrey Stulin – Needham Representative to the Minuteman Regional School Committee
Edward Bouquillon, PhD – Superintendent-Director

MINUTEMAN MISSION AND PURPOSE

Minuteman High School is a four-year, public high school in Lexington, Massachusetts, founded in the Career and Technical Education tradition. Minuteman serves the member towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a revolution in learning, preparing every student for success in college, industry and life.

Minuteman is governed by a 16-member School Committee which sets policy for the district. Each town has one representative on the committee. Needham’s representative is Jeffrey Stulin.

NEEDHAM ENROLLMENT

As of October 1, 2014, 22 high school students and two (2) post-graduate students from Needham were enrolled at Minuteman.

2014 Needham Graduates and Awards		
Graduate	Program	Awards
William Bedigan	Horticulture	
Ian Boisvert	Culinary Arts / Baking	President’s Education Award Outstanding Academic Achievement
Andrew Flueckiger	Graphic Communications	Minuteman Players Drama Club Award

Cameron Foley	Carpentry	
Owen Francis	Drafting	
Sam Lyman	Graphic Communications	President's Education Award Outstanding Academic Achievement, Academic Achievement Award (Financial Literacy/Entrepreneur)
Drew Montague	Metal Fabrication & Joining Technology	
Jillian O'Brien	Health Assisting	
Rupert Simpson	Carpentry	John and Abigail Adams Scholarship Award, President's Education Award Outstanding Academic Achievement

MINUTEMAN HALF-DAY PROGRAM

Minuteman offers a unique program allowing juniors and seniors who have passed the MCAS to enroll on a half day-every day basis in a career major. This allows a student to graduate from another high school within the Minuteman district and receive a competency certificate from Minuteman.

POST-GRADUATE AND CONTINUING EDUCATION PROGRAMS

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high-demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

CAREER AND TECHNICAL OFFERINGS

Minuteman currently offers 19 career majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation.

The District School Committee endorsed a new Educational Program Plan for the school which identified two potential new programs: Multi-Media Engineering and Advanced Manufacturing.

ACADEMIC PROGRAM OFFERINGS

Minuteman offers Advanced Placement courses in English Literature and Composition. During 2014, the school added Calculus A-B. Due to the career and technical emphasis in their program, Minuteman students also have enjoyed success on Advanced Placement tests in Environmental Technology.

CAPITAL PROJECT

Minuteman has received an extension to continue the work of the Feasibility Study as authorized in June 2010. In conducting this study, the professional team, including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working

closely with the School Building Committee and the Massachusetts School Building Authority (MSBA). Through this process the Minuteman School Committee has approved a target design enrollment of 628 students and approved a new Educational Program Plan that will embrace an academy concept housing two career academies. These academies will aim to integrate career and technical education with academic subjects to create a truly cohesive learning experience for Minuteman students. Under the current Feasibility Study agreement, Minuteman plans to bring a proposed building project before area Town Meetings in 2016 for approval.

REGIONAL AGREEMENT

The revised Regional Agreement has currently been approved by 10 member communities. The article will be on the Town Meeting warrant of the remaining six towns in the spring.

MINUTEMAN IN THE COMMUNITY

Students and staff from Minuteman work on public service projects in the community. As examples, the school is working with Habitat for Humanity in Wayland and with LexHab in Lexington to create more affordable housing.

The school also offers a wide variety of services, including hairdressing and auto repairs, to residents of the district. Our restaurant is also open to the public.

THE MINUTEMAN EXPERIENCE

Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or another one of our many career majors.

Our teachers and staff encourage students to:

- **Believe in Yourself.** Students graduate from Minuteman with an enduring confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, or how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college, and the industry certifications and acumen to succeed in business, affording every graduate a unique flexibility to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman—instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

SkillsUSA

SkillsUSA, in partnership with business and industry, provides opportunities for members to

develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition. SkillsUSA Massachusetts programs include local and state competitions in which students demonstrate occupational and leadership skills.

STUDENT ACCESS, PARTICIPATION AND SUPPORT

An Executive Function initiative was launched in 2010. Study skills, pre-reading strategies, and time management training help students to develop habits and techniques to improve their planning and organization skills.

Minuteman continues to support a full-time Reading Specialist who consults with academic and CTE teachers to implement a school-wide reading program.

The Special Education Department provides services so that all students succeed. The department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among colleges and universities.

NEEDHAM PUBLIC SCHOOLS



NEEDHAM SCHOOL COMMITTEE

Michael Greis, Chair
Connie Barr, Vice-Chair
Joseph Barnes
Heidi Black
Susan Neckes
Kim Marie Nicols
Aaron Pressman

CENTRAL ADMINISTRATION

Daniel E. Gutekanst, Superintendent of Schools
Christine Brumbach, Director of Student Development
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Program Development and Implementation
Anne Gulati, Director of Financial Operations

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 services.

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 any one community to provide by itself.

During the 2013-2014 school year Needham enrolled 5523 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 63 out of district students. The enrollment breaks down as follows:

Preschool	84
Elementary	2559
Middle School	1298
High School	1582
Out of District Special Education Placements	63

PRINCIPALS

Emily Gaberman	Broadmeadow School	Jessica Peterson	Newman School
Roderick MacNeal, Jr.	John Eliot School	Jessica Downey	High Rock School
Michael Kascak	Hillside School	Lisa Chen	Pollard Middle School
Michael Schwinden	William Mitchell School	Jonathan Pizzi	Needham High School

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

The School Committee reviews the goals and the progress toward the goals yearly. The Needham Public Schools support educational innovation, promote 21st century skills, and empower our young people and the adults who serve them. The current district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us

SYSTEM-WIDE GOALS



Goal One: Advance Standards Based Learning

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.



Goal 1: Highlights from our schools:

- Elementary Level:** Math Coaches were a new addition for the 2013-2014 school year; they supported, consulted, modeled lessons, and assisted teachers in all aspects of math instruction and curriculum implementation. Also in 2013-2014, standards-based report

cards were implemented for our first graders, and a parent brochure on the new progress report was developed for grades 1-5 that describes student proficiency in the various disciplines. http://rwd1.needham.k12.ma.us/program_dev/New_Progress_Report

- **Middle School:** The emphasis for the 2013-2014 Middle School year was on collecting evidence of student writing across the disciplines and increasing use of nonfiction texts in classroom instruction. In sixth grade, the English Language Arts department integrated a new unit using nonfiction books. The Social Studies department used high quality *National Geographic* texts and introduced “historical thinking” skills. An author, James Deem, visited the High Rock School and explained the process of researching and writing nonfiction text. In the Science curriculum, teachers used “Articles of the Week” to reinforce literacy skills. In the 7th and 8th grade at Pollard, the curriculum moved all students to become more concrete and critical thinkers of the text. A standardized reading comprehension test called GRADE was given to students in grade 7, and an oral reading fluency assessment was given to all students in grades 7 and 8. In Pollard’s Fine and Performing Arts department, reading and writing were used in evaluating and analyzing art, for music program notes, and for concert reflections.



Interdisciplinary Learning Initiative at Needham High School

The Needham High School Interdisciplinary Learning Team is an advisory body consisting of teachers, administrators, and members of the Needham Education Foundation grants subcommittee, working together to review the progress and chart the future course for interdisciplinary teaching and learning in the Needham Public Schools. Based upon the successful launching of the new interdisciplinary course, “The Greater Boston Project,” the tremendous levels of educator engagement, and the clear and innovative vision, the Needham Education Foundation is continuing its support of this initiative.

In the 2013-2014 school year, the new course incorporated skills from the disciplines of English, History, and Math to explore how individuals and groups worked through history to effect change. Fifty Needham High School seniors participated in the pilot program, looked at various historical moments through a variety of lenses – population, government, economy, education, arts, leisure – and considered how these have molded what Greater Boston has become today.

- **High School:** Our High School is expanding options for differentiated instruction through an interdisciplinary learning initiative. Needham High School is adding certain course offerings while restoring others. For example, in the 2013-2014 school year, the History and Social Sciences department continued to offer an oversubscribed section of African American Studies & Contemporary Issues, as well as sections of AP Psychology. Likewise the English department had two new sections of AP Literature, and the Math department offered for the first time a fully subscribed section of Robotics.

There are significant gains achieved from the High School's extra-curricular programs, too. As a result of being on the Needham High School Speech and Debate Team, students' writing, speaking, thinking, listening, and research skills improve markedly. In the 2013-2014 school year, the team finished 8th in the state at the Speech and Congress Championship.

- **Special Education** and general education staff are collaborating more on curriculum and instructional matters to target learning appropriately for all students. Response to Intervention or RTI is the method of academic intervention used to provide early, systematic assistance to children who are having difficulty learning. RTI seeks to prevent academic failure through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children who continue to have difficulty.
- **STEAM** (Science, Technology, Engineering, Arts, Math) incorporation into curriculum at all grade levels. The District subscribes to a hands-on, inquiry-based approach to teaching these subjects. In the 2013-2014 school year, the Needham Science Center introduced a program for students interested in visual patterns, hands-on construction and collaborative design work in a new afterschool STEAM class for 4th to 6th graders. At the High School, a one-semester hands-on course involved students in the engineering design process through robotics. These High School students learned about mechanical design, software design, and electrical components, as well as actuators and sensors, and how to effectively use them when building a robot. Likewise, at Hillside School, the successful parent-driven *Let's Build* program gave every student the chance to explore and delve into an engineering challenge. And at the Mitchell School, Olin College students engaged 3rd graders in learning the foundations in a program called *Engineering Discovery*.



- **Fine and Performing Arts:** Needham students develop skills in, and understanding of, the process for creative problem solving. They work towards mastery of art techniques. They also learn to recognize and appreciate a wide variety of art styles and strive for artistic excellence. Their progress over the 2013-2014 school year is evident in the significant numbers of performances, exhibits, and awards. One example is the Boston Globe Scholastic Art Awards where forty Needham High School and 15 Pollard Middle School students received recognition in a competition with thousands of other artists from

schools across the state—and four Needham students received the highest level as Gold Key winners.



- Pollard Middle School sent a record number of students to audition and participate in the Junior District Music Festival in March 2014 for spots in highly advanced ensembles comprised of students from the surrounding 50 towns in Eastern Massachusetts. The High School Music department held a music education trip for the High School Chorus, Concert Chorale, String Orchestra, Concert Band, Symphonic Band, and Jazz Ensemble with over 200 students. They performed at a fine concert hall in Quebec, the Espace Hyerion, and participated in an exchange concert at a local school.



Goal Two: Develop social, emotional, wellness, and citizenship skills

To ensure students develop the knowledge and skills that empower healthy, resilient, and culturally proficient global citizens who commit to act with integrity, respect, and compassion.

Our District has Social and Emotional Learning programs as the foundation and vehicle to deliver instruction on important mental health topics.

Goal 2: Highlights from our schools:

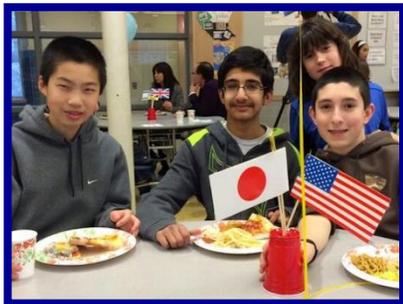
- At the Elementary and Middle School levels, Responsive Classroom and Advisory are in place and the Second Step program, Experiential Education, and Health Classes provide direct instruction in decision-making, self-management, social communication and problem-solving skills.
- At the High School, the four-year Health Education program and the Extended Homeroom program serve as opportunities for students to regularly engage with a teacher to develop skills that help build resiliency. We have a unified approach to delivering an anti-bullying curriculum with every teacher involved in helping our bullying prevention work to be part of the school culture. In March 2014, several Needham High School students shared their personal stories during the High School’s “Own Your Peace/Piece” assembly—an initiative focused on building student activism, voice, resiliency, and a broad sense of community and respect. In another grassroots effort, students conducted one thousand interviews to capture quotes for a Peace Sculpture which will integrate text and design in promoting good mental health and proactive community involvement.
- A Wellness Program Review was completed in the 2013-2014 school year and indicates some key strengths and recommendations regarding the curriculum, instruction, assessment, and administrative practices in the current program and the direction to take over the next three to five years. The Wellness curriculum is based on a six-dimensional wellness model (social, emotional, physical, intellectual, spiritual, and occupational/leisure). Most recently, the Wellness curriculum integrated “positive self talk” from sports psychology.
- A METCO Program Review also was completed in the 2013-2014 school year. The METCO program provides the opportunity for children from racially imbalanced schools in Boston and Needham to learn together in an integrated public school setting. METCO increases the diversity and reduces racial isolation so that students from different backgrounds can learn from each other in meaningful ways. Needham has 155 students in the METCO program with 68 in the Elementary School, 49 in the Middle Schools, and 38 in our High School. The proportion of METCO student enrollments in Needham High School upper level courses has increased over the past years and 83% of the graduates have attended college. Students at all levels report successes, challenges, and pride in being METCO students and benefit from school-based instructional supports provided before and after school.



- We became sensitized from the METCO Program Review about cultural proficiency. As a District, we are committed to developing competencies to understand and effectively address matters of diversity, racism, ethnocentrism, and bias in the context of the pluralistic communities in which we live.
- Community Service Learning integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Each of our schools has implemented at least one curriculum-based service learning experience in the 2013-2014 school year.



- Global competence refers to the acquisition of in-depth knowledge and understanding of international issues, an appreciation of and ability to learn and work with people from diverse linguistic and cultural backgrounds, proficiency in a foreign language, and skills to function productively in an interdependent world community. In 2013-2014, Needham students participated in our fourth exchange with students in China—living with exchange partners and going to their school.



- Interscholastic and Club Athletic Programs in Needham focus on the total physical, social, emotional and mental development of all students who participate. In 2013-2014, there were over 1600 High School participants in thirty-four Varsity Interscholastic Programs and eight new Club Sports Programs. Needham High School Athletics had an outstanding year—recognized by the Bay State Conference with the awarding of the BSC Carey Division All-Sport Award. Noteworthy, too, is the receipt of an MIAA Sportsmanship Award. In addition to the High School Athletic Programs, Middle School Sports Programs expanded in the 2013-2014 school year with hundreds of students participating in each of the following: Cross Country, Field Hockey, Track and Field, and Basketball.



We are building and carrying out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs. The budget includes an operational override approved by the voters on April 8, 2014 to fund innovation and extended learning in the Needham Public Schools.



Goal Three: Ensure infrastructure supports district values and learning goals

To build and carry out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs.

Goal 3: Highlights from our schools:

- Funding is critical for technology. The Needham Public Schools require a robust technology infrastructure with appropriate hardware and services, information systems, and software. We are working on developing a sustainable technology plan that addresses 21st century skills, assistive technology requirements, and modern administrative systems to fulfill the Department of Elementary and Secondary Education requirements.

- Beyond the operating budget, we rely on grants wherever possible, and offer fee-based programs for extracurricular activities and non-mandated services. In FY14, grant funding was \$2,609,050, which was \$32,665 more than the amount received in the previous year.
- The School Department collected approximately \$5.6 million in fee revenues from 48 different fee-based programs last year. Some of the largest fee-based programs are: Food Services, Kindergarten After School Program (KASE), Transportation, Athletics, Fee-Based Arts Instruction, Adult Education, and the Preschool program.



- **Extended School Day and New Programming:** In April 2014, Needham voters stepped up to support the community's students and schools by passing an override to extend the school day and provide new and innovative programming. At the Elementary level, students will be receiving expanded and new programming in Physical Education/Wellness, STEAM (Science, Technology, Engineering, Arts, Math), and Spanish (which will begin in first grade). Middle School students will receive an additional ten minutes of instruction per day in existing programs, which is thirty hours of instruction. This additional time allows High Rock and Pollard Schools to meet minimum standards of 990 hours to be recognized as secondary schools by the Department of Elementary and Secondary Education. The High School schedule will remain unchanged.
- **Construction Initiatives for Hillside and Mitchell Schools:** Two major construction initiatives involving our oldest and most crowded elementary schools are underway.



Hillside is in need of significant improvements to meet current building, energy, and handicap accessibility codes. Many of the building components have reached the end of their useful life. On November 20, 2013, the Massachusetts School Building Authority

(MSBA) voted to invite the Hillside Elementary School into the MSBA's Eligibility Period.

The Mitchell School's enrollment increased 22% since 2005. Four modular classrooms were approved by the Town to help relieve overcrowding and program constraints. These modulars will open in September 2014.

- Our highly qualified faculty and staff are the lifeblood of the Needham Public Schools. We have a student-to-teacher ratio of 15.5 to 1 in FY14. Needham began implementation of the new educator evaluation system in the 2013-2014 school year as required by regulations promulgated by the Department of Elementary and Secondary Education. Our Human Resources department hired almost seventy new teachers in preparation for the 2014-2015 school year. All of the new teachers, including the five new Elementary Spanish teachers, bring a combination of great experience, solid academic credentials, energy, and a fresh perspective to teaching and learning.

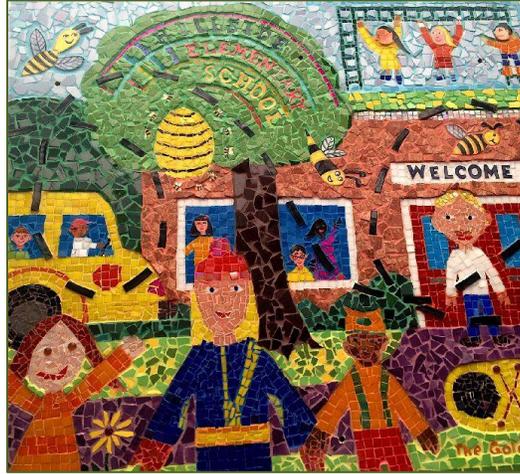


We are proud of the progress made in the 2013-2014 school year and look forward to the many opportunities and challenges that lie ahead—including appropriate school space, technology that meets the needs of our staff and our students, and more time for innovation and extended learning.



PERFORMANCE REPORT

In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2014 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is primarily focused on our progress toward the three District Goals. The entire publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.



HEALTH & HUMAN SERVICES

SECTION CONTENTS:

- Council on Aging
- Public Health
- West Suburban Veterans Services District
- Youth Services



COUNCIL ON AGING – 300 HILLSIDE AVENUE

COUNCIL ON AGING

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Joan DeFinis, Program Coordinator
Barbara Falla, Social Worker
Penny Gordon, Transportation/Volunteer Program Coordinator
Dorene Nemeth, S.H.I.N.E. Program Director
Kathy Worhach, S.H.I.N.E. Assistant Program Coordinator
Clif Holbrook, Building Monitor
Fred Bowen, Van Driver
Elwyn Cotter, Van Driver
Michael O'Toole, Van Driver

MISSION AND PURPOSE

In the 1950's, Dorothea Willgoose, M.D., a forward thinking resident, realized that the older adult population of Needham had unmet health, housing and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. As a proactive community Needham was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts. Various community partners such as the YMCA shared space with the department over the years until we officially opened our doors at the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979. In 1971 the town's role as a pioneer in providing programs and services

specifically geared toward the needs of older adults was recognized as a model for the nation. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant.

For 56 years our mission has consistently been to respond to the needs of older residents' by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth. We have fulfilled our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town.

The Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20th in the nation, to achieve national accreditation in 1999 and is only one of a handful of Centers in the Nation to have gone through the process three times. The COA (Council on Aging) offers programs and services five days a week at the center where the professional staff has oversight. The Council on Aging consists of the Executive Director, the Assistant Director, a Program Coordinator with responsibility for program development and scheduling, the Transportation and Volunteer Program Coordinator, the Social Work Department, the S.H.I.N.E. program (Serving the Health and Information Needs of Everyone), van drivers and many active volunteers, all of

whom contribute to the fulfillment of the department mission and goals. The program hours are Monday-Friday 9:00a.m.- 4:00 p.m. with office hours from 8:30-5 p.m.

The Senior Center is the focal point for aging service issues in our community and acts as a gateway to information and services that support and enable a multigenerational group (ages ranging from 60 to over 100) to maintain health, independence and highest level of functioning in many aspects of life. Some of the services and programs provided to meet our goals include, but are not limited to: outreach and counseling services, advocacy, transportation, a food shopping program, weekday lunch, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a setting that creates opportunities for socialization, independent activities and learning opportunities.

In October 2013 the Council on Aging moved to the much anticipated and long awaited new home The Center at The Heights at 300 Hillside Avenue. After twenty years of studying the need for larger and more appropriate space, looking for the right site, receiving the funding and developing the design that would address present needs while accommodating future growth, the staff were settling into their new offices and working to finalize environmental and program details. The building is a testimony to all who understood the need and helped to make this happen. In October of 1979 folks marched from the space in Town Hall to more spacious accommodations at 83 Pickering Street. Thirty-four years later to the month we moved on once again to an environment that better addresses the needs of today and our continued mission. This move forward is an example of our belief to always think outside of the box, think a head and address the aging service issues of the present day while projecting into the future. Some of the Highlights of the past year illustrate this fact.

FY2014 HIGHLIGHTS

- As projected we began to welcome programs to the Center the first week of November. During that week we hosted approximately 19 programs and by the end of the month we had welcomed at least 25 regular programs, a Hearing Screening, an evidenced based program, helped the Friends (FONE) launch a Trip and were glad to host the Springwell lunch program once again.
- Expansion of our programs continued and in June 2014 we hosted approximately 55 programs and support groups, many which met weekly and included special offerings.
- Increase in Program Registration was significant in our first full year at the Center: For example our Line Dancing Class increased 48%; Senior Strength 50%; Zumba 53%; in May 2014 28 folks completed our Fitness Room Orientation, 19 more in June and by November of 2014 114 had completed orientation with approximately 50 of those people being new to the Council on Aging or to program participation.
- The meal count for our Congregate Meal Program increased from 260 in November of 2012 when still located at the Stephen Palmer Center to 480 meals served in November of 2014 a 54% increase.
- The SHINE program served 6499 clients in our 22 Town area providing an annual regional savings of \$4,707,919. To Needham clients alone the savings calculation was \$239,054.
- 8514 rides were provided through our transportation program. 2606 rides were related

to food shopping which is offered three days a week morning and afternoon as well as an additional Friday trip monthly. Some of our shoppers need assistance in the store, some require a ride to and from only, and some need assistance with bag carrying which is available during all of our grocery shopping trips. 5908 van trips were related to transporting participants to and from the Center for programs and services to include a five-day a week luncheon program provided by Springwell in our Café area. Without our transportation services some of our riders would not be able to participate in a much needed noon time meal which can serve as the most nutritious meal they have on that day.

- During FY14 work continued on a proposed reorganization of the division. The Associate Director position was reclassified to an Assistant Executive Director position, which is in keeping with job functions and responsibilities compatible with other Town jobs of similar nature.
- In FY14 we completed and published a revised Center Handbook made available to Center participants.
- Wi-Fi was made available throughout the building in January 2014, our Lobby screen was up and running in February, and in April we worked with our IT consultants and our MIS Department to ensure that four computers and a copy machine were made available for public use.
- In April we had a formal Dedication although there had been multiple opportunities for residents to tour the building even before we were open for programming, and specifically at an open house held in December where we estimate that over 300 attended.
- Our roof deck opened in the spring as well as our Fitness Center which was a wonderful addition to our many fitness offerings and our belief that our programs and services are geared to promoting health and wellness of the individual spiritually, emotionally, financially and physically. The pilot program for our fitness room was developed and ready to be rolled out in May with funding and qualified staff hired for this phase secured.
- Throughout the year we continued to update our Resource Directory with an expected completion in the fall of 2014 and plan to make it available on our website.
- A new initiative is being pursued to more adequately address snow removal needs of our residents and a roll out of our Screened Home Contractor program continues.

FUNDING FY2014

Funding for the Council on Aging and the many services and programs that we offer comes from varied sources. In FY14 the Town continued to fund part or all of some salaried positions and allocated a sum to purchase services and expenses. As an adjunct to town funding the Council on Aging received funds through the State Formula Grant which continued to support some professional staff hours and expenses up to \$51,984. The Needham Council on Aging continued to administrate the SHINE Grant (Serving the Health Information of Everyone) for 22 cities and towns in the MetroWest region. The funding received, over \$94,000, was used to pay for the part time positions of the Shine Program Director and Assistant Director who provided supervision and oversight for 50 volunteers and also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget and in the case of SHINE the federal budget for the Administration for Community Living under the Department of Health and Human Services.

Present and future funding for the SHINE program continues to be a major concern that we closely monitor, and we have been proactive with the Massachusetts Executive Office of Elder Affairs and our State Legislators to work towards more secure funding. We have seen our numbers increase from 3635 contacts in FY08 to over 6000 in FY 14 and anticipate further growth in as SHINE Counselors take a major role in counseling those Medicare / Medicaid clients (dually eligible) who are now being offered insurance options (Integrated Care Organizations) that were not available in the past.

The division is extremely grateful to the continued financial support of the Friends of the Center at the Heights. Additional support for our programs and services comes through the Senior Community Service Employment Program (SCSEP) as the Council on Aging acts as a host agency. SCSEP is funded under Title V of the Older Americans Act for the purpose of promoting useful part-time opportunities in community service activities for unemployed low-income persons who are age 55 and older. This helps to foster individual economic self-sufficiency and to assist a person in transitioning to unsubsidized employment.

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. We work closely with many Town Departments to include but not limited to the Youth Commission, Health Department, Needham Public Schools, Park and Recreation, the Library, Public Facilities, Police and Fire Department and participate in various committees such as the Domestic Action Violence Committee, the Needham Coalition for Suicide Prevention, the Housing Committee and Triad, which is a partnership between law enforcement, older adults and community groups that promotes older adult safety.

Building and maintaining relationships with other organizations and agencies helps us in our ability to access services and resources for our participants and residents. A good working knowledge of our community partners enhances our ability to provide more thoughtful and thorough information and referral which is a key in providing case management. Community Organizations to include but not limited to the Needham Community Council, Avery Crossings/Avery Manor, Avita, Briarwood, North Hill, Wingate, BIDC, are only a handful of the almost 100 that were identified when we submitted information during our last reaccreditation process. They and others have helped to sponsor our events and offered space in which to hold programs and groups that might otherwise not have had a place to meet or the finances necessary to make it happen. Without our relationship with organizations such as AARP, the Arthritis Foundation, Springwell, VNA Care Network, Charles River ARC, the YMCA and the Needham Schools and Needham Community Education, we would not have been able to offer free tax counseling, and legal assistance, a congregate meal site, a blood pressure clinic twice a month, food shopping assistance, and some evidenced based programs such as Diabetes Self Management and Powerful Tools for Caregivers.

PUBLIC HEALTH

Needham Health Department

Timothy Muir McDonald, MPA, Director
Donna Carmichael, R.N., Public Health Nurse
Anne Clark, M.P.H., Public Health Program Coordinator
Maryanne Dinell, Traveling Meals Coordinator
Tara Gurge, R.S., M.S., Environmental Health Agent
Brian Flynn, R.S., Environmental Health Agent
Danielle Landry, Animal Inspector
Karen Mullen, M.B.A., Substance Abuse Coordinator
Alison Paquette, R.N., Public Health Nurse
Carol Read, M.Ed., CAGS, Substance Abuse Senior Program Coordinator
Dawn Stiller, Administrative Coordinator



Elected Board of Health Members

Edward V. Cosgrove, Ph.D
Stephen Epstein, M.D.
Jane Fogg, M.D, Chairperson



Prevent. Promote. Protect.

MISSION

The Needham Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Department is to prevent disease, promote health and protect the public health and social well being of the citizens of Needham, especially the most vulnerable.

FY2014 HIGHLIGHTS

- On a budget of \$486,890.07 an additional \$293,044 was received during the year including \$188,467 in grants and donations and \$104,577 in permits and fees.
- Currently the Health Department Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Needham Coalition for Youth Substance Abuse Prevention, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- The Public Health Department is spending more hours assessing, counseling, coordinating and referring Needham residents in need of Mental Health Services. The need in all age groups is increasing.
- InterFace, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Health Department and the Public School Guidance Department.

- The Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control.
- The Health Department initiated concussion awareness to youth sports teams and parents within the community. We continue education outreach to parents, sports teams and coaches through speaking engagements and dispersing educational materials from the Center for Disease Control.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain 12 Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 55 municipal employees are trained and certified in American Heart CPR/AED's in addition to Schools, Fire and Police personnel.
- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.
- The Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) and the Needham Police Department participated in the 3rd and 4th biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010.
- Medication disposal: 24 hours a day, 7 days a week in the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the *MedReturn* disposal unit. http://www.medreturn.com/_images/MedReturn-spec-sheet.pdf.
- 5th Quarter substance free, evening social events, held in the Needham High School cafeteria after NHS sporting events featuring pizza, music, foosball and ping pong are attended by over 200 Needham High Students. The NCYSAP has raised over \$10,000 from community businesses, fraternal organizations, parent groups, and residents to support the ongoing 5th Quarter Program. <http://needham.patch.com/announcements/nhs-teens-enjoy-friday-night-5th-quarter#photo-7828754>
- The Needham Coalition for Youth Substance Abuse Prevention hosted the 5th Annual Community Forum entitled *Substance Use, Addiction, and the Hope and the Realities of Recovery*. This program featured Dr. John Kelly, the Director of Addiction Recovery Management Services at Mass General Hospital, and included Needham Selectman Matt Borrelli as a featured speaker.
- *AlcoholEDU*, an on-line alcohol prevention and education program for high school students. Through collaboration with the NHS Health and Wellness Department and the NCYSAP over 400 9th grade students participate in the interactive SAMHSA, NREPP recognized evidence- based program.
- 441 retail/food service inspections conducted on 154 establishments. There were also 90 temporary food permits issued. Every food establishment was inspected routinely at least

every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 19 food complaints investigated.

- Mobile Food licenses are up from last year, from 7 to 8 (the highest amount of mobile food permits in 5 years).
- Continued permitting grease waste haulers in town (an additional 26 haulers permits).
- Started inspecting and permitting trash haulers (an additional 24 trash hauler permits).
- 53 general nuisance complaints and housing complaints investigated and resolved.
- 63 employees who sell tobacco products in 11 tobacco vendors viewed the Health Department video on tobacco regulations and procedures to sell. Three compliance checks were completed on all tobacco vendors with 4 sales to a minor.
- 190 communicable diseases reported and investigated.
- Over 1219 immunizations were administered in FY 14. More than 1,100 persons participated in the seasonal flu immunization clinics.
- More than 900 persons consulted the Public Health Nurses for wellness visits. The nurses also provided services for over 600 employees throughout the Town.
- The Traveling Meals Program delivered over 8,450 meals and volunteers provided approximately 2,000 hours of service to pack and deliver the meals.
- There were 54 pets placed under quarantine by the Animal Control Officer.

GRANTS AWARDED AND DONATIONS RECEIVED

- \$125,000 The Needham Coalition for Youth Substance Abuse is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program, for \$125,000 per year, supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department.
- \$8,143 CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.
- \$7,500 National Association of City and County Health Agencies (NACCHO) development grant to fund Medical Reserve Corps trainings and to fund a part time coordinator position.
- \$7,459 Norfolk County 7 (NC-7) grant awarded to fund local emergency planning and signage for the county. This included development of plans and procedures addressing how Medical Reserves Corp. and public health will work together for planning during states of emergency.
- \$110,747 Human Service grants and donations from state organizations, community organizations and churches to assist needy residents in obtaining fuel, medical

care, emergency food, and other emergency assistance as needed. Many residents moved down to 200% of poverty and were eligible for Federal Funds during these hard economic towns.

- \$29,962 Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
- \$16,235 FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Health Department programs and initiatives.
- \$575 Donations – Memorial donations for Traveling Meals
- \$30,000 Volunteer Services provided over 2,000 hours (approximately equal to over \$30,000 in salary) to pack and deliver meals to clients on the Traveling Meals Program.
- \$1,860 Medical supplies donated to the Health Department by Beth Israel Deaconess Hospital Needham for clinical activities.
- \$8,000 Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.
- \$655 Community Donations for the Needham Coalition for Suicide Prevention
- \$2,000 Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

EMERGENCY PREPAREDNESS

Increasing concern for emergency preparedness 24/7, emergent and re-emergent diseases, and new environmental regulations require that the Health Department sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as: H1N1, Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies and Tuberculosis, reaffirm the need for strong oversight by the Health Department and prompt investigation of all disease reports. These threats require greatly increased coordination between town departments and local communities. Because of the threat of bioterrorism, the department will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns. Activities during the past year include:

- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Sub-Region 3 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly Norfolk County 7 (NC7) communication drills completed.
- Passed Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment.
- Participate in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance.
- Medical Reserve Corp Emergency Notification Drill provided to Needham members. 170 contacted in under 8 minutes using Town Swift Reach Emergency Notification System. Four MRC Trainings were provided locally. Multiple regional trainings were provided as well with many members taking advantage of these trainings as well. Review/update Safety and Emergency Guidelines and exercises for Municipal Employees coordinated with Fire and Police for all employees at the PSAB Building. The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns and participated in regional and sub-regional exercises. Health Director is a member of the 4B Executive Board. Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills. The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet bi-monthly with town departments, local hospital, businesses, the media, and residents. All staff trained as defined by Homeland Security in Incident Command and National Incident System 100, 200, 300, 400, and 700.
- The Needham Medical Reserve Corp has expanded to 170 volunteers in Needham and to over 1,000 in Norfolk County-7 (NC-7; Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- Drafted informational sheet to be included with Dog licenses to inform and educate pet owners on having an emergency plan and kit for their pets.

PUBLIC HEALTH NURSING

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. Provide residents and town employees with education and the opportunity to adopt healthier lifestyles through:

- Wellness Clinics/Blood Pressure checks, Nutritional and other health related counseling
- Education on communicable disease, personal illnesses and disease prevention

The Needham Health Department provides community outreach through speaking engagements with community groups. Outreach is provided to the local hospital through our coalitions and committee work and speaking engagements with Medical Staff during Grand Rounds. Outreach is increasing with our town employees through seasonal trainings and education such as mosquito and tick borne diseases as well as “How to Stay Healthy” education sent via email. Eight Health Matters articles were published along with four Public Service Announcements and Four Needham Cable news interviews with regards to health education and program promotion.

The focus of these programs is to keep our community updated and educated on the constant changes in Public Health. The Public Health Nurses also serve on several local committees; Co chair of the Needham Domestic Violence Action Committee, and member of the Beth Israel Deaconess Infectious Disease Committee, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee as well as the Needham Housing Task Force.

The Public Health Nurses license and conduct health and safety evaluations for 8 summer camps and 1 tanning parlor within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.

The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 170 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency health situations such as dispensing medication or vaccinating the Needham population. Multiple Trainings are coordinated and facilitated through the Public Health Nurses with five local trainings provided and multiple other regional trainings available to them throughout the region.

COMMUNICABLE DISEASE

The following communicable disease statistics represent those reported in the last three years, along with some of the screening programs and activities performed during the year:

	FY12	FY13	FY14
Babesiosis	4	2	1
Campylobacter	7	14	13
Cryptosporidia	1	4	0
E-Coli	1	0	0
Ehrlichiosis/HGA	0	3	2
Enterovirus	2	0	1
Giardiasis	9	4	2
Hepatitis B	3	5	6
Hepatitis C	10*	6*	13
Flu	--	90	54
Listeriosis	--	--	1
Lyme Disease	37	53	80

	FY12	FY13	FY14
Mumps	0	1	2
Noro Virus	4	2	0
Pertussis	0	0	0
Salmonellosis	7	7	3
Shigella	1	1	1
Strep A (GAS)	2	2	0
Strep Group B	1	4	1
Strep Pneumonia (Inv.)	7	2	1
Tuberculosis	1	0	0
Varicella	8	13	6
Vibrio	0	0	2
West Nile Virus	0	0	1
TOTAL	108	214	190

*Newly released state data – chronic cases

SCREENING PROGRAMS

	FY12	FY13	FY14
Employee Wellness	1052	1178	825
Employee Education/Training (351 employees)	9	10	8
Police Weight Screening	37	22	31
Wellness Office Visits	505	539	528
Wellness Clinics - Visits	226	233	200

IMMUNIZATIONS

	FY12	FY13	FY14
Influenza Doses Administered	1206	1300	1137
Other Immunizations Administered	45	46	60

LICENSED FACILITIES

	FY12	FY13	FY14
Day Camps	9	8	8
Inspections	25	18	29
Tanning Parlors	1	1	1
Inspections	3	3	5

HUMAN SERVICE

SENIOR SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past 13 years of the program, over 645 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE’s goal is to keep Needham’s elders living safely in their homes.

FEDERAL FUEL ASSISTANCE PROGRAMS

The Salvation Army Program, “Gift of Warmth” and “FRIENDS” Programs assist those Needham residents who meet specific financial criteria, with payment towards heating and electric bills. Federal Food Stamps for Senior Citizens and disabled individuals only, are available to qualified Needham Residents. The Health Department is the local service unit for Needham.

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY12	FY13	FY14
Coordinate Local Assistance (families)*	119	122	130
Federal Energy Assistance (families)	166	166	158
Salvation Army (families)	14	14	4

*Funds/services contributed by local human service agencies and houses of worship

ANIMAL INSPECTIONS

Animals Quarantined for Exposure to Potentially Rabid Animals

	FY12	FY13	FY14
Cats (45-day quarantine)	14	11	11
Cats (6-month quarantine)	6	4	4
Dogs (45-day quarantine)	9	7	11
Dogs (6 month quarantine)	2	0	0
Cat/Human	0	0	0
Dog/Human	14	12	15

	FY12	FY13	FY14
Dog/Dog	2	6	12
Bat/ Human Exposure	8	9	9
Wild Animal/Human Exposure	0	2	1

ENVIRONMENTAL HEALTH

Environmental Health activities are determined by legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs & the Farmers Market, etc.)

The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations and repairs. They also conduct the following: Inspect Chapter II sanitary housing units, review subdivision plans (for off-street drainage bond release requests); and follow-up on a variety of complaints (food/nuisance/housing/tobacco). They review the following: New and renovated food establishment design plans; additions/ renovations to homes on septic systems; new or upgraded pool design plans for semi-public pools; notification of demolition applications; septic hauler/installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits along with conducting inspections and quarantine animals as needed. Tobacco compliance checks are conducted every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental emergencies (i.e. oil leaks, etc.).

Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable slots, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to actively serve on committees in town. They continue to be involved in a variety of seminars and on-going training sessions, which include certification renewals (i.e. ServSafe Food Training, Soil Evaluator, Certified Pool Operator, Housing Inspector, etc.) to remain apprised of today's public health issues and to review the most up to date code requirements.

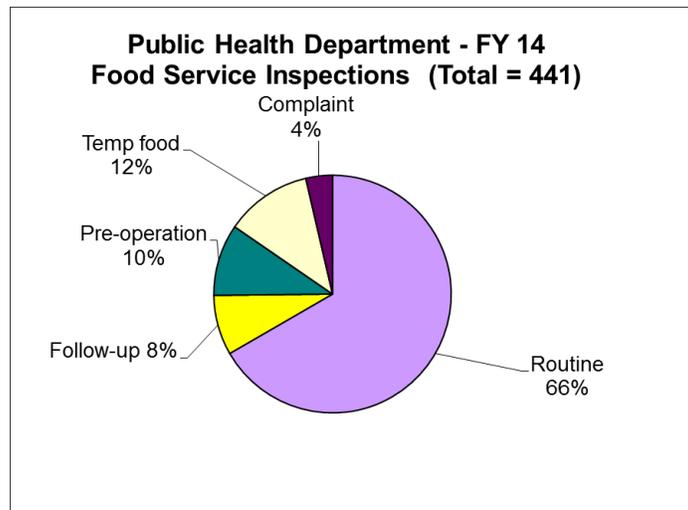
INSPECTIONS AND REVIEWS

The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

	FY12	FY13	FY14
Carbonated Beverages:	1	1	1
Food service: inspections, routine & complaints:	534	536	515
Trans Fat regulation follow-ups:	227	241	265
Chap. II housing inspections/follow-ups:	30	27	15
General nuisance complaint follow-ups:	56	42	42
Title V septic system inspections, plan reviews, and home additions & misc:	138	163	135
Title V septic systems installations:	4	9	6
Subdivision field inspections/plan reviews:	2	11	8
Swimming pool inspections:	15	15	12
Suspect food borne illness reports submitted to state:	1	0	0
Demolition reviews:	88	85	117
Tobacco compliance: Checks, complaints and inspections:	62	68	78
Hotel permits:	1	1	2

LICENSES AND PERMITS

	FY12	FY13	FY14
Animal Permits:	9	12	14
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	143	157	166
One-Day & Temporary Event Permits:	97	85	90
Mobile Food Licenses:	5	7	8
Septage/Grease Hauler Permits:	12	11	26
Sharps Hauler		2	2
Subsurface Sewage Installer Permits:	8	12	9
Tobacco Sales Permits:	10	11	12
Caterers:	3	3	4
Disposal of sharps permits:	6	7	8
Well Permits			8
Trash/Waste Hauler Permits			24
Funeral Directors' Licenses:	3	3	3
Burial Permits:	303	399	460



PUBLIC HEALTH PROGRAM COORDINATOR

The Public Health Program Coordinator focused on emergency preparedness activities, communication and media outreach, coalition organization, and assisting the Director with special projects.

Emergency Preparedness:

Sept 2013, the coordinator participated as the MRC Public Health rep. in an EP drill centered on the fictional emergency of a chemical spill at a local dry cleaner. Training focused on how to set up and manage the outdoor decontamination unit. Approximately 10-15 BID Needham employees also participated. The coordinator played the role of a victim in the actual drill. Triage, movement through the decontamination tent, safety and radiation contamination stations were set up and reviewed. Hot wash followed the drill. Need to stress the importance of staying in your assigned station and proper Triage.

Monthly attendance at 4B meetings focused on Emergency Management and Preparedness.

Basic ICS 100 b - Incident Command System principles training received- June 2014.

Perform periodic radio drills to test the Town Hall Emergency Radios

Communication and Media Outreach:

SEPT- Took over management of article schedule, creation, editing and submission of articles to Needham Times/Home Town Weekly. Solicit input from colleagues, review by Director, and timely submissions.

OCT/NOV- set up and publicized for our annual influenza clinics. The clinics were well received and well attended.

Press releases and media outreach for National Depression Screening Day (OCT 7th), DSM-5 workshop (Oct 25), and the Craig Miller speaker presentation (Oct 29).

Various press releases issued throughout the year, in support of our coalition work.

April-Promotion of National Public Health Week with daily public health practice emails to all coalition members and Town of Needham employees.

MAY-set up and publicized “Understanding and Treating the Complex Puzzle of Non-Suicidal Self-Injury” presented by Dr. Barent Walsh, from The Bridge of Central MA, at Needham Public Library.

Special Projects:

Wrote and submitted CHNA grant (Local mini-grants for \$1,000) for continued support of SALSA project. The grant was approved at the Oct 16 2013 CHNA meeting.

In October, I researched and reviewed Cambridge, Brookline, Boston and Massachusetts State Medicinal Marijuana Regulations to create a draft version for consideration by the Town of Needham.

OCT 2013- May 2014: Concussion in Youth Sports Survey question creation, modification, consensus and launch; modified & re-launched; all answers tailed and reviewed with Board of Health and Recreation Commission.

Created an online version of the concussion survey and sent it out to Needham’s Park & Recreation list of sports coaches/directors. The survey remained open through 28 FEB 2014. Several participants failed to respond to the survey, due to changes in coaching staff/email changes. I re-verified all email addresses and contacts and re-launched the survey through March to ensure full participation. In April/May, I analyzed the results and debriefed the Board and Health and Parks and Recreation department on the results.

JAN- Researched activities and information to provide for Needham’s Go Red for Women day on FEB 14. Ordered exercise bands, downloaded exercises to provide as hand outs. We provided healthy recipes featuring red ingredients as well. Created mock-Family Tree charts to provide as handouts so that people would be inspired to ask and learn about their family history, including cardiac history. I attended the event at the Center at the Heights and was interviewed by Needham Cable TV at the event.

Coalition Work:

JAN-JUNE: DVAC- Attended and Coordinated meeting minutes each month. Organized and created DVAC Cable TV series- focusing on abuse awareness. March taping focused on Elder Abuse. April Evans and Gretchen Hahn from Springwell Protective Services were interviewed. March 5, the coordinator, Gretchen Hahn, April Evans and Marc Mandel at the Needham Cable station to discuss logistics of creating and taping a show on Elder Abuse and the services Springwell provides. March 24, we met again and taped the show. Show was played on Needham Cable Channel throughout April 2014.

CHNA 18- Joined Steering Committee- Spring 2014- March

Program Development Updates:

- NNHBS staff will continue to participate in community meetings in Needham including the Housing Work Group, Domestic Violence Action Committee, and the Needham Suicide Prevention Coalition. This year, we also began attending the Newton Substance Abuse Prevention Coalition and are very excited to join that initiative as well.
- In April, clinician Jean Greiff assisted with the Domestic Violence Action Committee's awareness raising campaign in Needham. She helped place items in businesses around town that were designed to draw attention to the issue of domestic violence, as well as raise funds for the group toward future endeavors.
- Riverside NNHBS, in conjunction with the Riverside Trauma Center, provided postvention services to local residents, businesses, and town employees following the Boston Marathon bombings and subsequent lockdown in April. Through individual outreach and phone support, staff provided counseling and support to locals affected by the events surrounding the bombings.

THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 43rd year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.

This Program is available to Needham residents that are housebound and meet the following criteria:

1. Living alone in their home with lack of support of family or homemaker services.
2. Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
3. Do not have transportation - unable to drive.
4. Needs the assistance of the Program for a minimum of 2 weeks

This year, July 1, 2013 through June 30, 2014, our dedicated and committed volunteers packed and delivered 8,450 meals (2 Meal Packages)

Beth Israel Deaconess Hospital Needham prepared these meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter.

Donations from the "FRIENDS" of the Needham Board of Health and Traveling Meals Program (a fundraising committee), along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 52 of our Needham residents needing assistance.

SUBSTANCE ABUSE PREVENTION & EDUCATION

Needham Coalition for Youth Substance Abuse Prevention ~ NCYSAP

Vision ~ Needham is a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit.

Mission ~ the Coalition incorporates a collaborative, community based and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action we will decrease the risk factors associated with substance abuse and increase the protective factors that are shown to enhance the health and safety of youth.

Strategic Prevention ~ Research shows that the cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of a community including: parents, youth, business leaders, law enforcement, school and public service officials, health care professionals, faith-based organizations, media, youth serving representatives, state and local government agencies, social service providers and other community representatives. The NCYSAP, guided by a five person *Leadership Team*, is funded by the federal Drug Free Communities (DFC) grant program sponsored by The White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). <http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program>

The DFC grant program supports over 700 community coalitions across the United States working to reduce substance use among youth and strengthen collaboration among community groups through a comprehensive program based on SAMHSA's Strategic Prevention Framework (SPF). The NCYSAP is completing the final year of a five year DFC funding cycle; we are currently awaiting notification from our March 2014 DFC grant application submission requesting funding for a the final funding cycle of the program years 6-10, notification anticipated by September 10, 2014. Our Leadership Team has been working on sustainability options for select programs: 5th Quarter, SALSA and the weekly Parent Support Group facilitated by an independent LISCW for parents navigating youth and young adults involved in chronic substance abuse. We are hopeful that our targeted community fundraising efforts will prove successful enabling these vital NCYSAP programs to continue.

Our Coalition meets the first Tuesday morning of each month at the Needham Public Library from 7:15am-8:30am sharing an open and honest dialogue on the high risk behaviors and substance use issues confronting Needham youth. Eleven meetings were held this year, regularly attended by 15-20 Needham community leaders, service providers, parents and youth.

NCYSAP members discuss the biological, psychological, social/emotional and legal consequences of underage substance use and how prevention strategies can positively impact Needham youth and families. Research shows that multi-sector, multi- strategy approaches to substance abuse prevention, implemented by community coalitions, reduce alcohol and other drug use significantly.

NCYSAP members participate in any of four *Action Teams*: Youth Connections, Parental Awareness and Education, Community Awareness and Education: Access and Availability and Coalition Capacity Building. Members work to implement *Environmental Prevention Strategies* that impact access and availability through policies and enforcement integrating media advocacy to shift community norms and perceptions toward a standard of substance free behavior for youth.

Carol Read, M.Ed., CAGS, CPS Program Director, assisted by a part-time Project Coordinator, Karen Mullen, MBA work as staff in the Needham Public Health Department. NCYSAP staff attended the annual CADCA National Leadership Forum and the CADCA Mid- Year Trainings focused on the promotion of Behavioral Health and Substance Abuse Prevention featuring experts from the fields of: substance abuse prevention, treatment, public health, mental health and prevention education. CADCA trainings prioritize the Strategic Prevention Framework, public health policy and advocacy skill building through workshops and plenary sessions based on science and Evidence -based prevention strategies best practices in substance abuse prevention. Throughout the year staff participates in trainings, classroom and webinar based from the CDC, SAMHSA, AdCare and Riverside Community Care www.needhamma.gov/substanceabuse

CURRENT/ONGOING PREVENTION INITIATIVES

- Community Awareness and Education ~ Educational information on prevention, substance use and mental health disseminated through print and on-line media outlets: The Needham Times, Wicked Local Needham, The Hometown Weekly and Needham PATCH. Prevention Program Host: The Needham Channel-cable access television-Production Marc Mandel, Director. Electronic message posting and dissemination through the Town of Needham website and email distribution lists. NCYSAP program flyers and Positive Community Norms posters created by NCYSAP staff and members. Educational brochures provided by federally funded agencies: NIDA, NIH, NIAAA, SAMHSA and the ONDCP. In person presentations: Pollard Parenting Conference, NHS Parent Conference, Needham Rotary, Needham Exchange Club, Retired Men's Club, PTC Presidents organization, NPS District Guidance and School Wellness Advisory Committee (SWAC) meetings.
- Education and Advocacy~ Collaboration with Town of Needham departments. Information sharing: Data, research and Evidence - based prevention strategies to enhance community protective factors to reduce underage substance use and impact access and availability of alcohol, marijuana and tobacco. Marijuana Public Consumption by-law, Registered Marijuana Dispensary (RMD) Zoning, Sensitive Use Area mapping and Needham On- Site and Off Site Alcohol licensee responsible server/sales training video highlighting MA Alcohol regulations for safe serving and selling.
- Counseling –Peer Support Services ~ Phone or in person consultation services provided for resident substance use and mental health support. Initial clinical review of presenting issues, referral for assessment, treatment resources and on-going support services.
- Community Awareness and Education Campaign-Positive Community Norms. *Needham Parents Know*- 2 posters. Alcohol: Social Host Law and Marijuana: The Risk is Real. Education on the social host law and the physiological impact of substance use through posters distributed in over 75 Needham retail and office locations, through print and

online media, The Needham Channel and Town of Needham website to reduce underage access to alcohol and marijuana.

- Medication Take Back Kiosk and DEA Take Back Days ~ Needham Police Department collaboration. Medication disposal, located in the Needham Police Department lobby for safe disposal of unused, unwanted and expired over the counter and prescription medications available 24 hours per day/ 7 days a week. An average of 51 pounds of medication are collected monthly. Bi-annual National DEA Prescription Medication Take Back Days- Needham Police Department driveway- 99 School Street.
- 21 Proof ~ Inaugural 2012 Alcohol licensee's training- for on-site servers. Evidenced based responsible beverage server (RBS) training program to reduce underage access, assess patron safety, staff in taking action, establishing and reinforcing effective policies and procedures, and reducing risk. Facilitated by Frank Connolly review of MA- ABCC policies and procedures according to M.G. L.c. 138. Over 20 Needham business employees attended the 4 hour inaugural training.
- Alcohol Licensee – Responsible Selling and Server Training Program ~ NCYSAP – Needham Police Department- Board of Selectman collaboration to enhance the safety and health of all residents. On-Site and Off- Site Alcohol licensee training program a compliance component of the Needham Alcohol regulations. Creation of 3 part training kit reflecting MA General laws regarding responsible serving and sales of alcohol including a training DVD with presentations by Lt. John Kraemer, NPD, Frank Connolly, 21 Proof and NCYSAP Director. MA- BSAS regulation materials, Needham Alcohol regulations and NCYSAP resources. Delivered to 21 Off- Site licensees and 5 Off- Site licensees, March 2014.
- Narcan ~ Nasal Naloxone: Opiate overdose reversal agent -Needham Police Department staff training. NPD officers equipped to administer, July 2014. Needham Public Health Department-NCYSAP-Referral resident access to Narcan Kits through select pharmacies and Manet Community Health. Community Education -Opiate Addiction- Narcan training and Narcan Kits: Dr. Alex Walley, Needham resident, Director BU Addiction Medicine Fellowship Program.
- Parent Support Group ~ Monday evening psycho-educational support group for parents of youth and young adults engaged in chronic substance abuse. Educational resources, networking support and strategies to obtain assessment and treatment. In-kind Town of Needham donation of May Chapel meeting room, facilitator funding provided by Newton Wellesley Hospital and resident donations: Rachel Nenner- Payton, LICSW.
- Norfolk County Prevention- District Attorney Michael J. Morrissey ~ Participant in 25 town substance abuse prevention initiative – Mentor, supporting 4 towns committed to establishing substance abuse prevention coalitions- Collaborator on the Federal Harold Hal Rogers Prescription Drug Monitoring grant application and best practice prescription drug abuse prevention initiatives during funding year one. Attendance at the 2013 and 2014 National RX Drug Abuse Summit.
- Needham Coalition for Suicide Prevention ~ Adult subcommittee member. Team strategic planning to enhance awareness among residents, community leaders and key stakeholders of the identifiable signs of mental health issues while building upon existing community foundation to safeguard at risk residents. Review of best practice programs to build skills among health care providers and clinicians to enhance assessment and treatment modalities. Co- Facilitator of *QPR- Question, Persuade and Refer* suicide

awareness gatekeeper training- Including: Needham Police Department staff, YMCA staff, Retired Men's Club, Council on Aging and Charles River ARC with Donna Carmichael, RN, Larry Berkowitz Ed.D and Jim McCauley, LICSW- Riverside Community Care.

- Youth Center ~ The Needham Youth Center (NYC) initiative. Friday evening social events including gymnasium games, dancing and food at the Pollard Middle School for youth in grades 6-8. The NYC is operated under the umbrella of the NPHD, with administrative support and financial management is provided by NPHD staff as well as a 6 member volunteer Parent Advisory Board. Events are staffed by the NYC Director and experienced adult staff. 15 evening events were held during the 2013-2014 school year.
- Beth Israel Deaconess-Needham 2013 Community Health Assessment (CHA) Steering committee ~ Team member with Public Health Director and Public Health Nurse. BID Administrators Penny Greenberg and Rose Lewis directed CHA goals, timeline and strategic plan under the guidance of Health Resources in Action – HRIA, Boston. Community outreach to stakeholders, focus group planning and participation, survey data sharing, key stakeholder interview and draft report review.
- School Wellness Advisory Committee – SWAC~State of MA regulation. School Wellness Advisory Committee 105- CMR 215. District initiative comprised of school staff and community representatives, who review, recommend and implement school district policies addressing nutrition education, physical activity, high risk behaviors, stress and related issues that affect student health and promote wellness.
- Needham Parent Survey 2011 and 2013 ~ Bi-biennial survey of perceptions, attitudes, beliefs and behaviors regarding youth substance use and parenting expectations. Parents of youth in public and private schools, grades 6-12: 2013- 623 valid respondents-2011- 449 valid respondents. Data crosswalk with 2012 Metrowest Adolescent Health Survey (MWAHS) grades 7-12 prepared and presented by Scott Formica, SSRE.
- Students Advocating for Life without Substance Abuse –SALSA ~ SALSA is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. Awarded a Prevention Leadership Citation by Norfolk DA Michael Morrissey for exemplary work 2014. SALSA peer leaders, in grades 9-12, are trained to speak to middle school students, presenting themselves as healthy, happy and productive teenagers who have chosen not to use alcohol, tobacco or other drugs. SALSA students validate the high risk behaviors youth face, model leadership as athletes, musicians, dancers, members of drama clubs and student government and teach “Refusal Skills” to 8th grade students during Health classes, SALSA peer leaders presented at the 4th Annual NCYSAP Community Forum and speak annually at the 8th grade Transition to High School assemblies (450- 8th graders), and the Pollard Middle School Parent Conference accumulating 384 hours of community service during the 2013-14 school year.
- Rockets Against Destructive Decisions – RADD ~ RADD is a peer-to-peer education and prevention organization dedicated to preventing destructive decisions such as underage drinking, drug use and impaired driving through their primary mission of sponsoring substance free pro-social activities for Needham High students. The group has successfully planned and implemented a Wii Game night, evening Coffee Houses and a Live At Town Hall concert in addition to supporting 5th Quarter events through social media and school posters. RADD launched the *Above The Influence* (ATI) Tag It campaign with messages: What Are You Above? to empower their peers to navigate

high risk situations, implemented an NHS art class contest and produced 2 ATI You Tube videos showcasing original student art work with the ATI logo. The RADD club was featured on Norfolk District Attorney Morrissey's Community Prevention series which aired throughout 28 communities through cable access television.

- 5th Quarter ~ 5th Quarter events, held after Varsity football games at Needham High School, feature substance free, pro- social events for youth in grades 9-12. Teens are invited to come back to the gym after the game to celebrate a victory or support each other after a tough loss in a fun, substance-free environment featuring: free pizza, soft drinks, snacks, a live DJ, raffles, ping pong and foosball. The NCYSAP sponsored four 5th Quarter events during the 2013-2014 school year; an average of 200 teens attended each event. NCYSAP Co-Chairs: Bob Timmerman and Karen Mullen.
- Alcohol Edu for High School ~An interactive, evidence- based online alcohol prevention program addressing underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and Refusal Skill Building are featured. Funded by the NCYSAP- DFC grant, AlcoholEdu is administered to all NHS 9th grade students in Wellness class. AlcoholEdu for High School Parents provides 20 minute online program featuring information on youth and alcohol, strategies and skills to talk to about alcohol use, underage drinking and navigating high risk situations.
- Marijuana101 PILOT Program Award- 10 courses Marijuana education 3rd Millennium On -line curriculum. In response to the decrease in the perception of risk of marijuana and youth use rates the NCYSAP researched and requested a grant to pilot this Evidenced – based marijuana program to be completed by identified at risk youth after school or police citations related to marijuana. In collaboration with Needham Youth Services and Needham High School. On going dialogue with NHS Health Educators on integrating marijuana education into standard Health curriculum- NCYSAP Leadership team and Karen Mullen.
- Needham Public Schools Health and Wellness Curriculum ~ District-wide, year long curriculum review initiative, participation of two NCYSAP members. Review of area Metrowest school district health curriculums, procedures and timelines of implantation, Community outreach survey design, implementation and data analysis, collaboration with review subcommittee and recommendation. Pollard middle school 8th grade Health curriculum enhancements support provided by NCYSAP staff and Coalition member in collaboration with Health and Wellness Director Dr. Kathy Pinkham.
- Needham Sports Education and Outreach ~ Annual *All Coaches Meeting* presentations to provide coaches with knowledge of identifiable sign of signs of youth in need, support resources for assessment, counseling and treatment referrals for substance use/abuse and mental health issues.
- Social Norms Campaigns ~ An Evidence -based prevention strategy to shift community norms and empower youth to make substance free choices. Two campaigns were developed during the 2012-2013 school year by four *SALSA* students under the guidance of NCYSAP staff. Campaign #1 focused on dispelling the myths and perceptions around peer alcohol use rates: 64% of NHS students choose NOT to use alcohol in a typical month. A series of three posters were displayed throughout NHS during April, May and June. Teachers and administrators participated in the campaign using the posters to highlight the self reposted use rate data which reinforced the Social Norms and dispelling

the myths around the perception that “all or nearly all” students use. Campaign # 2 was developed by SALSA students as a part of their Graphics Arts class focusing on marijuana use rates: 80% of NHS students choose NOT to use marijuana in a typical month. The marijuana launch in September 2013 coinciding with the first day of school; color posters, hung in classrooms, common areas and in the staff office were printed by the NHS Graphics Department.

- Pollard Middle School Substance Abuse Curriculum Support 2012-2013~ Collaboration with Health Educators on Substance Abuse curriculum review and enhancements. Curriculum addition of *Refusal Skills* as demonstrated in SALSA presentations, connection to parents for enhanced home-school connection provided by NCYSAP staff and NCYSAP middle school parent member.
- Needham Student Sobriety 2012-2013~ 12 step recovery meeting for high school students following the structures and traditions of Alcoholics Anonymous. Weekly Monday lunch hour meetings facilitated by NCYSAP volunteers: peer support, educational resources and support service resources are available.
- I Can Help 2013~ An early identification youth support program. *icanhelpsm* teaches community members how to identify youth in need and struggling with social, academic, mental/emotional or substance-abuse difficulties and teaches the steps to refer dialogue and refer to existing community support resources. Two I Can Help training programs attended by 20 community members consisting of school nurses, a teacher, pediatrician, parents, and Town of Needham Park and Recreation staff, facilitated by founder Michelle Muffett Lipinski, M.Ed. Subsequent programs in discussion in addition to collaborating with NPS on incorporating SAMHSA’s Mental Health First Aid training for Needham adults.



FISCAL YEAR 2014 FOURTH QUARTER REPORT

Program Description

For over three decades, Riverside Newton -Needham Home Based Services (NNHBS), formerly known as Alternative Youth Services, has been meeting the needs of at-risk youth, families, and adults in their homes in the Newton and Needham area. Our qualified, Master’s level clinicians have been there for families and individuals when they have needed help the most; providing home-based counseling, crisis intervention, assistance in navigating the complex web of human and educational services, and offering parent support. Our program has a unique expertise in adolescent mental health, family systems treatment, and community resources. We are competent in working with families and individuals in the areas of psychological health, homelessness prevention and financial stress, substance abuse, hoarding behavior, trauma and grief, and family conflict. Our skilled clinicians can walk families and individuals through the process of accessing services while providing crisis stabilization, family counseling, parenting support, housing stabilization, resource referrals, and advocacy and collaboration with schools, courts, and others as needed. We assist families in accessing and utilizing additional support services, such as individual or group psychotherapy, financial entitlement benefits, medical insurance,

legal advocacy, residential programs, 12-step groups, etc., in order to improve family functioning and maintain stability.

We are funded by the Town of Needham, the City of Newton, the Newton Community Development Block Grant, and private contributions.

PROGRAM STATISTICS

In the fourth quarter of fiscal year 2014, Riverside NNHBS staff provided the following to Needham:

- A total of 262.25 service hours were provided to 9 clients and families (34 total individuals) in Needham. Of these hours, 96.50 were spent providing direct, face to face services primarily in the clients' homes. 165.75 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- For the Town of Needham, 96.25 of the total hours were spent providing individualized adult outreach services for 4 clients. Of these hours, 33.25 were spent providing direct, face to face services primarily in the clients' homes. 63.0 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- For the Town of Needham, 0 of the cases were repeat cases vs. 9 new cases this quarter.
- 88.25 hours of consultation to school staff, suicide prevention and counseling services in the school, and participation in community activities in the town of Needham were provided.
- We fielded 6 new calls/referrals from Needham this quarter
- For the Town of Needham, families and individuals spent approximately of 1.5 months on the waitlist between the initial call for services and the date of intake. Individual adult assessments are conducted within 1 month, whereas families waited 1-2 months. Most individual adult cases stay open for 1-2 years, whereas family cases stay open approximately 3-9 months.
- 67% percent of the families we worked with were of low to moderate income. These families tend to have many barriers to improved functioning, including poverty, isolation, and lack of access to transportation, public assistance benefits, and health insurance.

For the total of Fiscal Year 2014, we provided the following:

- 1,070 service hours to 23 clients and families (15 adults, 8 families, 65 total individuals affected by treatment) in Needham, Of these hours, 331.25 were providing direct, face to face services primarily in the clients' homes. 738.75 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- For the Town of Needham, 643.75 of the 1,070 total service hours were providing individualized adult outreach services for clients. Of these hours, 187.0 were spent providing direct, face to face services primarily in the clients' homes. 456.75 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- 299.75 hours of consultation to school staff, suicide prevention and counseling services in the school, and participation in community activities in the town of Needham were provided.
- We fielded 31 calls/referrals from Needham this year.

- Families and individuals spent an average of 4-6 weeks on the waitlist between the initial call for services and the date of intake.

2014 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES CHARLES RIVER CENTER

The Charles River Center provided the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns during 2013 and 2014.

- Residential Services – Group Homes; Supported Apartments to over 115 individuals
- Vocational Training, Job Placement and Support to 160 individuals
- Therapeutic Day Services & Senior Citizen Day Supports including nursing coordination, occupational, physical, music and speech therapies, social and recreational services to 103 individuals
- After school, weekend and school vacation services to over 50 school age children.
- Applied Behavioral Analysis to individuals on the Autism Spectrum, and consultation to their families and school system personnel

The Arc of Charles River, a service of The Charles River Center, provides information and referral services, legislative advocacy and educational seminars on topics designed to help member families of individuals with intellectual and related developmental disabilities. Our Arc also supports our State and National Arc's in a broad array of efforts on behalf of the people we support.

For a complete Annual Report contact:
The Charles River Center, Development Office
59 East Militia Heights Road
Needham, MA 02492

DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department and is Co-Chaired by the Public Health Department and the Police Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee. <http://www.needhamma.gov/health/domesticviolence>



Activities have included:

- Coordinating Yellow Dress (through Deanna's Educational Theater) for High School – 2 student performances and introduced as well as an evening parent performance.
- Coordinated Yellow Dress presented at Olin College with representation from Wellesley College and Babson College as well.

- The Needham Channel series on Domestic Violence started October 2011
Interviews by Emily Carroll:
 1. REACH Beyond Domestic Violence and a Survivor Story
 2. History of DVAC – Janice Berns, Donna Carmichael and Deb Jacob
 3. Norfolk County District Attorneys office – Michael Morrissey, Jane Biaggi
 4. BID Needham and Newton Wellesley Hospital on what happens in the Emergency Room
- Cell Phone Recycling Program with Shelter Alliance
- Harvest Fair participation
- “Take Back the Night” November 4th at Needham High School - “Take Back the Night” is a National Organization devoted to ending the silence about Domestic Violence
- Presentation to Needham Business Association
- Coordinated and dispersed resources and set up DVAC Training with REACH for BID Emergency Room and Social Services.

NEEDHAM COALITION FOR SUICIDE PREVENTION



The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people and is co-chaired by the Needham Public Health Department and Needham Public School Guidance Department. It is a broad based coalition of 35 members reaching out to our town’s diverse constituencies across the age continuum. We believe that suicide is preventable if we work together. Please see the following websites for a detailed report on the committee’s efforts at <http://www.needhamma.gov/health/ncsp> and for information on suicide for all ages please see the following link <http://www.needhamacts.org>.

WEST SUBURBAN VETERANS’ SERVICES DISTRICT



*Stanley W. Spear, Jr., Director of the West Suburban Veterans’ Services District
Matthew L. Ching, Deputy Director of the West Suburban Veterans’ Services District*

The West Suburban Veterans’ Services District (W.S.V.S.D) includes the Towns of Needham, Wellesley, Weston and Wayland. The main office is centrally located in the Wellesley Town Hall, where office hours are on Mondays and Wednesdays from 9:00 a.m. to 12:00 p.m. and by appointment. There are satellite offices in each town in order to provide services. Office hours are in the Needham Town Hall on Thursdays from 9:00 a.m. to 4:30 p.m., the Weston Community Center on Wednesdays from 9:00 a.m. to 12:00 p.m., and the Wayland Municipal Building on Fridays from 9:00 am to 12:00 pm. Veterans and their families are welcomed to contact the main office in Wellesley for inquiries or to schedule an appointment by

calling (781) 489.7509. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements. The W.S.V.S.D. Board is comprised of four members with one designee from each community. Also please visit the W.S.V.S.D. website at www.westsuburbanveterans.com for more information.

DEPARTMENT OF VETERANS' SERVICES- NEEDHAM

W.S.V.S.D. Director Stanley W. Spear, Jr., Deputy Director Matthew L. Ching, and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Needham:

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provide assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintain a depository of discharges and records of veterans.
- To oversee the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many Veterans, spouses, and other family members who visited the office in the Town Hall of Needham. We were able to provide them with flags and holders for the graves of a family member, obtain a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

HIGHLIGHTS OF THE VETERANS SERVICE OFFICE

- During the fiscal year 2014, approximately \$39,271 in Chapter 115 Benefits were provided to Needham Residents.
- Attended the annual Veterans' Service Officer (VSO) & MA Legislative Meeting.
- Expanded outreach efforts to the Veterans within the community.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Held several presentations about various state and federal benefits that may be applicable to veterans and their families.
- Assisted veterans to access VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans to obtain various benefits that are provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Attended several veteran related events at Mass Bay Community College
- Participated in the Norfolk County VSO Seminar
- Attended the Veterans' Court in Dedham, MA
- Participated in the unveiling of the 'Needham's Fallen Brave' Memorial and Plaque
- Assisted several Eagle Scouts to establish their Eagle Scout Projects
- Held 'Flag Etiquette' Presentations for the local Scouts
- Attended multiple training events and seminars regarding veterans' benefits
- Support the Norfolk County RSVP program that drives Veterans to medical appointments
- Visited many veterans and their families at their homes or skilled care facilities
- Worked cohesively with other local and state agencies to assist individuals to access additional benefits

CARE OF GRAVES AND COORDINATOR OF CEREMONIES

Mr. William Topham, the Graves Officer for the Town of Needham, is responsible for the Graves Registration activities and also serves as the Coordinator of Ceremonies. Mr. Topham works with W.S.V.S.D. Director Spear and Deputy Director Ching in coordination and operation of the Memorial Day and Veteran’s Day observations and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- Fulfill the requirements of Chapter 115, that all veterans’ graves will have an American flag placed on them for Memorial Day.
- Ensuring that all veteran’s graves in Needham and St. Mary’s cemeteries are maintained, are cared for, and are free of debris.
- Insuring that veterans who die without funds are properly interred.
- Organizing, coordinating, and participating in the Memorial Day Ceremonies and Parade as well as the Veteran’s Day Observances.

HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES

- Placed over 2300 American Flags on the graves of veterans in St. Mary’s and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Participated in the “Needham’s Fallen Brave” memorial and plaque dedications
- Organized and participated in the Memorial Day Parade and Observances.
- Organized and led the Veteran’s Day Ceremonies on November 11th.
- Increased community participation at the observances.



YOUTH SERVICES



BOARD OF DIRECTORS

Karen Folb, Chair
Julie Stevens, Vice Chair
David Bookston
Justin Jones
Regina Longley
Susan Patkin
Vincent Springer
Julie Stevens

DEPARTMENT STAFF

Jon Mattleman, Department Manager
Katy Colthart
Michelle Butman
Maria Papantoniaou
Adina Alpert (Graduate Clinical Intern)
Ava Marinelli (Undergraduate Program Intern)

PURPOSE

The mission of Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family

interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

Needham Youth Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the department's services are reaching more people and having a greater impact, it is clear that the need for such services far outweighs the department's resources; thus, many in Needham are not receiving support. Youth Services has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community. Learn more about Needham

Youth Services at: www.needhamma.gov/youth.

FISCAL YEAR 2014 HIGHLIGHTS

SINGLE PARENT SUPPORT GROUP Being a parent is something parents wouldn't change for the world, but doing it alone can sometimes drive a person to exhaustion. The Single Parent Support Group offered the opportunity for parents to discuss topics such as: finding time for personal interests, parenting strategies, raising children alone, and stress management and time management. Launched in FY 2013, parents shared their own accomplishments and struggles as well as heard from other single parents who have similar experiences. Learn more at www.needhamma.gov/youth/singleparent.

VIP PROGRAM In Fiscal Year 2012, Youth Services launched the VIP (Valuable Interactions among Peers) Program. VIP matched high school students with elementary school age youth who had a need for additional support in their lives. The program allowed high school "Big VIPs" the opportunity to be role models for a young person in our community. The program also allowed elementary school "Little VIPs" (youth in 3rd grade to 5th grade) the opportunity to form meaningful relationships with high school youth. In the past fiscal year, the

program grew by 50%, and the feedback from participants was extremely positive (all participants completed an evaluation at the end of the year). In FY 2014, 292 hours of volunteers participated in VIP. Learn more about the VIP Program at www.needhamma.gov/youth/vip.



BULLYING INTERVENTION PROGRAM Two years ago, Needham Youth Services created an innovative new effort entitled the BullyIng Intervention Program (BIP). This 10 hour clinical program worked with “aggressors” to assist them to better understand the laws, implications, and the impact of bullying. Referrals were accepted from the Needham Public Schools, private institutions, and from parents. All participants completed an evaluation at the conclusion of the program as well as another one after three and a final evaluation after six months to better gauge the impact of this program. In addition, Needham Youth Services collaborated with the Needham Public Schools on a pamphlet for parents on Bullying. Learn more about the Bullying Intervention Program and view the pamphlet for parents at www.needhamma.gov/youth/bip.

QPR SUICIDE PREVENTION TRAININGS (Question, Persuade, Refer): The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). This program has been in operation for six (6) years, and each training was two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at www.needhamma.gov/youth/qpr.

COMMUNITY CRISIS RESPONSE Over the past decade, the Needham community has grappled with critical youth issues such as loss, self injury, depression, and anxiety. Youth Services has responded by outreaching to youth, parents, and families in a variety of ways including individual meetings, group sessions, and the distribution of informational materials. In addition, the department was actively involved with groups such as the Needham Coalition for Suicide Prevention and the Needham Coalition for Youth Substance Abuse Prevention. In FY 2014, a significant number of staff hours were devoted to creating materials, meeting with community leaders, and to directly assisting youth and/or their parents with a crisis.

SAFE SURF: INTERNET SAFETY FOR MIDDLE SCHOOL YOUTH AND THEIR PARENTS Initially funded by the Needham Education Foundation, this long standing program provided 6th grade students and parents with the knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2014, over 400 youth participated in this program (as well as completed an evaluation of program). In addition, over 250 Safe Surf Informational Booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at www.needhamma.gov/youth/safesurf.

A CONVERSATION...FOR PARENTS OF TEENS Sponsored by the Needham Women’s Club, this program has been offered to Needham parents for close to a decade. Each session

allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Over fifty parents participated in this program in the past fiscal year, each of whom completed an evaluation of the program. Learn more about “A Conversation...” at www.needhamma.gov/youth/aconversation.

WEBSITE The Youth Services website continued to grow in FY 14 as residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and programs, and used this site to gather information about programs and mental health matters. In an effort to inform youth and families of the programs and resources of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs and services (to date, over 2,000 have registered for this service). Residents can register for this free service at www.needhamma.gov/youth/email. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Services website at www.needhamma.gov/youth.

INDIVIDUAL/FAMILY COUNSELING: The Masters level staff clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a drug problem. The majority of referrals were for family issues, and the schools were the largest sources of referrals. In the past year 709 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services’ clinical work at www.needhamma.gov/youth/counseling.

COUNSELING/Psycho-EDUCATION GROUPS Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the “Extreme Looks” program, a four-day mind/body/spirit group for teen girls. In FY 2014, 241 hours of group counseling/psycho-education services were provided.

SUBSTANCE ABUSE AWARENESS PROGRAM Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy choices. All participants and their parents attended an Alcoholics Anonymous (AA) meeting to assist in transmitting the message that drugs and alcohol can negatively impact any person without regard to age, gender, or economic status. Participants complete an evaluation at the conclusion of the program, 3 months after their completion, and then at 6 months after the program (each of these is helpful in

evaluating the immediate and long-term impact of this program). Learn more about the SAAP Program at www.needhamma.gov/youth/saap.

LOSS PROGRAM This 90-minute workshop was facilitated for all freshmen in small group/class settings at Needham High School in collaboration with the Health and Wellness Department. In the workshop, information was provided about ways loss and grief affect our lives. Students were provided with opportunities to learn more about healthy and unhealthy ways to handle reactions to loss, and were also given opportunities to learn helpful strategies for adapting to life after a loss. Importantly, students also learned how they can help others dealing with loss. This year's workshops reached over 350 students and participants completed an evaluations after the workshop (a compilation of recent evaluations is available at www.needhamma.gov/youth/loss).

PICTURE PERFECT Picture Perfect was a workshop for all 7th graders at Pollard Middle School that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth feel about themselves. This program was well received and has been in operation for twelve years at the middle school. In FY 2014, over 350 youth participated in this program. Learn more about Picture Perfect at www.needhamma.gov/youth/pictureperfect.

RAY OF HOPE PROGRA: RAY (**R**ecognize **A** **Y**outh) was established by Needham Youth Services 17 years ago in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, a young person was selected each month as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more about the RAY of Hope Program at www.needhamma.gov/youth/rayofhope.



TEEN DATING VIOLENCE PROGRAM Youth Services has provided seminars on Teen Dating Violence for all 9th graders at Needham High School for the past 13 years. These seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Participants completed an evaluation of the program itself as well as a survey of their involvement in or knowledge of teen dating violence situations in their lives. Over the past year, over 350 youth were involved in this program. Learn more about the Teen Dating Violence Program at www.needhamma.gov/youth/tdv.

PATRICK FORDE GOOD PERSON MEMORIAL AWARD In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award, now in its 9th year, is given annually to a Needham resident who has helped

make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. This year's recipient was Steve Blomberg for his work with Needham youth. Over 100 people attended this year's award ceremony honoring Bob, and to learn more about the Forde Award, visit the website at www.needhamma.gov/youth/fordeaward.



EMPLOYMENT AND VOLUNTEER PROGRAMS The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, snow removal and more; and 2) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc. Additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In FY 2014 these programs fielded 376 inquiries. Learn more about the Employment and Volunteer Programs at www.needhamma.gov/youth/employment.

PEER TUTOR PROGRAM This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,350 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

NEEDHAM UNPLUGGED The 13th annual Needham Unplugged was an awareness campaign to remind families and residents to “unplug their electronics” and “plug into” each other. “Unplugged” was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's “unplugged” was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area towns such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their community. Other special days included “Phone Free Friday,” “E-mail Free Friday,” “Text Free Tuesday,” and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.



GRADUATE/UNDERGRADUATE INTERNSHIP PROGRAM In FY 2014, Needham Youth Services welcomed a clinical intern from the Boston College Graduate Program in Counseling Psychology who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided

support for summer programs as well as essential preparation for fall programs. Over the course of the past year, interns provided 981 hours of free service to the Needham community. Learn more about the Graduate and Undergraduate Internship Programs at www.needhamma.gov/youth/internship.

MAKE A STATEMENT DAY This program was created and implemented at Needham High School for students and staff nine (9) years ago. Aimed at promoting diversity, acceptance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. Now a well established and popular program at the high school, over 900 students and staff participated in this event this past year. Learn more about Make A Statement Day at www.needhamma.gov/youth/masd.



PROJECT VAN (Volunteers Around Needham): VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River Center, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, Needham Housing Authority, Needham Parks and Forestry, and Wingate at Needham. At the conclusion of each program day, participants completed an evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 400 hours of volunteer services over the past summer. Learn more about Project VAN at www.needhamma.gov/youth/projectvan.



DIVERSION/RESTITUTION PROGRAM In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. In FY 2014 Needham Youth Services supervised over 145 hours of community service. Learn more about the Diversion/Restitution Program at www.needhamma.gov/youth/diversion.

SEMINARS/WORKSHOPS/PRESENTATIONS Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff, Babysitter Training Seminars, the Middle School Parenting Conference presentations at

the schools and in the community, and many others. In FY 2014 Needham Youth Services worked with a total of 2,971 youth, parents, and professionals in seminars and/or workshops. For a listing of presentation over the past year, visit the Parent Presentation webpage at www.needhamma.gov/youth/parentpresentations.

PARTNERSHIPS In recent years Needham Youth Services has received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham Women's Club, Exchange Club of Needham, Middlesex Savings Bank, and many more local businesses, and private citizens. Needham Youth Services devoted considerable time working with the larger community and over the past year collaborated with groups/businesses such as:

- Charles River Center
- Marks Moving and Storage
- Lisa's Boutique
- Needham Business Association
- Needham Clergy Association
- Needham Coalition for Suicide Prevention
- Needham Coalition for Youth Substance Abuse Prevention
- Needham Domestic Violence Action Committee
- Needham Exchange Club
- Needham Housing Authority
- Needham Park and Recreation
- Needham Parks and Forestry
- Needham Public Library
- Needham Public Schools
- Needham Women's Club
- Needham Community Council
- Needham Council on Aging
- Youth Resource Network
- Project Interface
- Regional Center for Healthy Communities
- Riverside Community Care
- Rotary Club of Needham
- School Health Advisory Council
- Wingate at Needham
- YMCA - Charles River Branch

PUBLICATIONS Needham Youth Services created and/or distributed many original publications in FY 2014 such as those listed below (learn more at www.needhamma.gov/youth/publications).

- Needham Youth Card
- Parent Guide to Teen Parties
- Information on Suicide
- Parenting Literature
- Safe Surf: Internet Safety for Middle School Youth and their Parents




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PUBLIC WORKS



GARAGE, SNOW DISPATCH, STORAGE – 470 DEDHAM AVENUE



WATER BUILDING – 500 DEDHAM AVENUE

**PUBLIC SERVICES ADMINISTRATION BUILDING
500 DEDHAM AVENUE**



DEPARTMENT OF PUBLIC WORKS



PUBLIC WORKS DEPARTMENT

Back Row – Left to Right

William F. Stockwell, Fleet Supervisor

Greg M. Smith, RTS Superintendent

Robert A. Lewis, Assistant Director

Richard P. Merson, Director

Vincent R. Roy, Water, Sewer & Drain Superintendent

Rhainhardt F. Hoyland, Highway Superintendent

Front Row – Left to Right

Anthony L. Del Gaizo, Town Engineer

Carys Lustig, Administration Supervisor

Edward Olsen, Parks & Forestry Superintendent

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order 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 function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY2014 HIGHLIGHTS

- In March 2014 hired William Stockwell as the new Fleet Supervisor.
- In January 2015 hired Greg Smith as the new Recycling & Transfer Station (RTS) Superintendent
- The Department continues use of the Commonwealth Connect work order system, which allows residents to report their issues directly to the Town via a smart phone application or the Town's website and allows the Town to communicate updates to residents of projects that they are undertaking.
- Recycled 3,771 tons of materials including 1,960 tons newspaper and mixed paper, including phone books and magazines; 2,184 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, and 438 tons of cardboard.
- Disposed of 7,959 tons of non-recyclable materials at Wheelabrator Millbury (Waste-to-Energy Plant).
- The recycling rate for materials dropped off in the main residential drop-off area (non-recyclable waste in yellow PAYT trash bags and recyclable paper, cardboard and containers) was 27%. The overall recycling rate for all materials collected at the RTS (which includes non-recyclable waste from commercial, municipal, and school facilities, bulky items and clean-outs and recyclable and reusable materials including scrap metal, e-waste, textiles, etc.) was 31%.

- Captured 230 tons of metal and 6 tons of tires for recycling.
- Removed 18 cubic yard boxes containing oil-based paint (est. 6.21 tons) and 1,855 gallons of waste oil and anti-freeze from the waste stream.
- Collected 153 tons of textiles and small household goods for donation to Goodwill & Red Cross.
- Composted 8,671 tons of yard waste and 603 tons of food waste.
- Removed 54 tons of E-Waste from the waste stream including computer monitors & televisions with cathode ray tubes (CRTs) which are banned from the waste stream under the Massachusetts Department of Environmental Protection's (MassDEP) waste ban regulations.
- Diverted from the waste stream 41 tons of devices that contain mercury and other metals such as mercury thermostats & thermometers, rechargeable batteries (lithium & nicad), and fluorescent light tubes. Removed freon from 468 appliances (i.e. refrigerators, air conditioners); and recycled 4,000 lbs of lead acid batteries.
- Performed 87 waste load inspections of vehicles on tipping floor.
- Sold 8,698 Disposal Area user stickers of which 5,589 were residential, 2,551 were senior, 76 were commercial, 44 were additional, 390 were replacement and 42 were weekly passes.
- The recycling program at schools & public buildings captured 115 tons of materials for recycling, recycling 27% of their total waste.
- The October Household Hazardous Waste Collection Day was attended by 152 vehicles & the RTS was open for four Sunday afternoons in November for leaf collection.
- Continue the repair and preservation of the Town's 123 miles of roadways including 5.50 miles of asphalt paving; 5,352 gallons of rubberized crackseal; & adjusted and repaired 435 driveway aprons.
- Repaired 72,400 feet of grass berms; installed 4,260 feet of granite curb & 60,350 feet of asphalt curb.
- Continue the preservation of the Town's 180 miles of sidewalks, including the reconstruction of 24 handicap ramps and repaired 3.40 miles of sidewalks.
- Continue to upgrade and maintain the Town's 27 signalized intersections.
- Completed the LED lighting upgrades, including the upgrade of 4 Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD)
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchased 9 pieces of replacement equipment – 1 pick-up truck, 2 dump trucks, 2 material spreaders, 1 sidewalk tractor, 2 passenger vehicles, and 1 riding mower.
- Inspected 585 Street/Sidewalk Occupancy and Excavation Permits.
- Completed 54 project reviews for the Planning Board and 5 project reviews for Zoning Board of Appeals.
- Completed 10 Traffic Count Studies and prepared 8 Traffic Regulations.
- Completed 966 project reviews for the Building Department.
- Completed Second Ave at Highland Avenue intersection traffic study and redesign for Highland Ave Corridor Planning.
- Completed construction for Lincoln Street and Grant Street water main replacement.

- Completed construction of the Forest Street/Central Avenue intersection improvement project.
- Continued the study and monitoring of the Central Avenue Bridge.
- Continued the Town Wide Sewer Inflow/Infiltration (I/I) Study.
- Completed the construction of Bradford and Manning Streets water quality and drainage improvements.
- Continued construction of Sewer Inflow/Infiltration (I/I) Repairs for various areas.
- Continued construction of Chestnut Street at Oak Street water main replacement.
- Completed construction of the Kendrick Street Sewer Main replacement.
- Completed the construction of Reservoir B Sewer Pump Station replacement project.
- Completed design & construction of Chestnut/Lincoln Streets and Lincoln/School Streets parking lots.
- Continued the design of the Mills Field improvements.
- Continued with Downtown Streetscape conceptual designs.
- Responded to 227 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 19th year.
- The 2014 Arbor Day activities included the planting of 4 Maple trees with the students at Broadmeadow Elementary School.



ARBOR DAY 5-2-14 at Broadmeadow Elementary School

FORESTRY

Tree Removals and Stumping

FY12 = 64 trees

FY13 = 55 trees

FY14 = 91 trees

Tree Pruning Hours

FY12 = 1,425 hrs

FY13 = 1,684 hrs

FY14 = 1,736 hrs

Roadside Brush Removal and Flail Mowing

FY12 = 1,744 hrs

FY13 = 1,544 hrs

FY14 = 2,196 hrs

Tree Planting

FY12 = 300 Arbor Day seedling + 120 trees on streets and parks + nursery: 50 trees

FY13 = 300 Arbor Day seedling + 97 trees on streets and parks + nursery: 50 trees

FY14 = 200 Arbor Day seedling + 159 trees on streets and parks + nursery: 135 trees

PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS

Athletic Field Acres Fertilized

FY12 = 25 acres (5 applications) + 47 acres (2 applications)

FY13 = 25 acres (5 applications) + 47 acres (2 applications)

FY14 = 28 acres (6 applications) + 47 acres (2 applications)

Athletic Field Acres Aerated

FY12 = 29.00 acres – (once), 27 acres – 2 applications

FY13 = 29.00 acres – (once), 27 acres – 2 applications

FY14 = 30 acres – (once), 28 acres – 2 applications

Over-seeding

FY12 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)

FY13 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)

FY14 = 4 fields (thrice) + 6 fields (twice) + 4 fields (once)

Diamond Work

FY12 = 1,232 hrs

FY13 = 1,376 hrs

FY14 = 1,224 hrs

Mowing Hours

FY12 = 4,050 hrs

FY13 = 3,768 hrs

FY14 = 3,816 hrs

PUBLIC FACILITIES

SECTION CONTENTS:

- Public Facilities – Construction
- Public Facilities – Operations



DEPARTMENT OF PUBLIC FACILITIES – CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman

Stuart Chandler

Natasha Espada

John Keene

Paul Salamone

Roy Schifilliti

Irwin Silverstein

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction

Hank Haff, Project Manager

Phaldie Taliep, Project Manager

Kathryn Copley, Administrative Specialist

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers

jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

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

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. There are currently two project managers on the staff.

FY2014 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2014 fiscal year (July 2013 to June 2014). These projects were initiated during the period of 2009 thru 2014 fiscal years.

Project Name: Town Hall Renovation

Project Status: Complete

Authorization: \$19,155,746

Budget Status: On Budget

Architect: McGinley Kalsow & Associates, Inc.

Owners Project Mgr: Public Facilities - Construction

At the 2008 Annual Town Meeting, Article 25: Appropriate for CPA-Town Hall Historic Preservation Design, was approved. Design of the Town Hall was awarded thru design selection to McGinley Kalsow & Associates of Cambridge, MA.

Authorization of construction funds in the amount of \$18.155 million occurred at the Annual Town Meeting in May 2009 with the approval of Article 35. Construction documents were prepared and the project went out to bid in November 2009.

Construction started in March of 2010. The project reached substantial completions during September 2011 and Town Hall staff moved back into the building over the Columbus Day weekend. They were open for business on October 11, 2011.

Various post construction issues have been resolved: indoor air quality in the Health Suite, the new addition glass door water infiltration and the Garrity Way front door replacement.

Project Name: New Senior Center Construction
Project Status: Complete
Authorization: \$8,075,000
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Colantonio, Inc.

At the November 2011 Special Town Meeting, Article 14: Appropriate for New Senior Center, was approved in the amount of \$8,075,000 for a senior center to be located on MBTA land adjacent to the Needham Heights train station. This land was acquired by the Town in a swap transferring Town owned property at the Hersey train station. Design of the Senior Center Study was awarded thru design selection to Bargmann Hendrie + Archetype, Inc.

Colantonio, Inc. was awarded the construction contract in January 2012 and the ground breaking ceremony was held in April 2012. Substantial Completion was achieved October 11, 2013 with the final Certificate of Occupation received on October 21, 2013. The move into the building occurred over the Columbus Day weekend.

Project Name: DPW Complex Renovations/Storage Bays
Project Status: Complete
Authorization: \$1,140,000 total
Budget Status: On Budget
Engineer: Weston & Sampson Engineers, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Seaver Construction, Inc.

At the May 2012 Annual Town Meeting, Article 34: Appropriate for DPW Complex Renovations, was approved in the total amount of \$40,000 for feasibility and design services. The design of the DPW Garage was awarded thru design selection to Weston & Sampson Engineers, Inc.

At the May 2013 Annual Town Meeting Article 13: Appropriate for DPW Complex Renovations was approved in the total amount of \$1,100,000 for preparation of construction documents and construction.

Bid documents were complete by October 2013, the construction contract was awarded in November to Seaver Construction, Inc. and construction began in December 2013. Substantial completion was reached on May 28, 2014 and the Certificate of Occupancy on June 13, 2014.

Project Name: Pollard Boiler Replacement
Project Status: Complete
Authorization: \$855,000 total
Budget Status: On Budget
Architect: Shekar & Associates, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Aalanco Systems Corp.

At the October 2012 Special Town Meeting, Article 13: Appropriate for Pollard School Boiler Design, was approved in the total amount of \$55,000.00. The study was awarded thru design selection process to Shekar & Associates.

At the May 2013 Annual Town Meeting Article 40: Appropriate for Pollard School Boiler Replacement was approved in the total amount of \$800,000 for preparation of construction documents and construction. The project went out for bid in April 2013 and the contract was awarded to Aalanco Systems Corporation in May. Replacement of the boilers started at the end of the school year in June and was substantially complete by October 16, 2013. This did not delay the start of the school year in September.

On January 23, 2014 a rebate check in the amount of \$26,600 arrived from Northeast Utilities Service Co.

Project Name: St Mary Street Pump Station
Project Status: Ongoing
Authorization: \$5,915,100 total
Budget Status: On Budget
Engineer: BETA Group
Owners Project Mgr: Camp Dresser & McKee Smith, Inc.
Contractor: Waterline Industries, Inc.

At the May 2012 Annual Town Meeting, Article 37: Appropriate for Water Enterprise Fund Cash Capital, was approved out of which a total amount of \$350,000 was designated for Fire Flow Improvements. The improvement is for the St Mary Street Pump Station. The project management was awarded thru design selection to Camp Dresser & McKee Smith, Inc. and the design was awarded to BETA Group.

At the May 2013 Annual Town meeting Article 47: Appropriate for St. Mary Street Pump Station was approved in the total amount of \$5,565,100 for preparation of construction documents and construction.

The construction contract was awarded to Waterline Industries in December 2013 and construction began in April 2014. It is anticipated that construction will be complete in August 2015.

Project Name: Salt Shed Construction
Project Status: Complete
Authorization: \$1,913,000 total

Budget Status: On Budget
Engineer: Weston & Sampson Engineers, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Construction Dynamics, Inc.

At the October 2012 Special Town Meeting, Article 15: Appropriate for Salt Shed Construction, was approved in the total amount of \$1,913,000.00. The new Salt Storage Shed will be located at the Recycle and Transfer Station on Central Avenue and will replaced the one currently located on Dedham Avenue.

Weston & Sampson was awarded the original study thru design selection and continued thru construction. The project went out to bid in April 2013. The contract was awarded to Construction Dynamics, Inc. in May and construction started in June. The Certificate of Completion was received on December 16, 2013.

The design and construction of the project was funded through Chapter 90 funds. Site remediation measures are not reimbursable thru Chapter 90 funds.

Project Name: RTS Soil Remediation
Project Status: Ongoing
Authorization: \$400,000 total
Budget Status: On Budget
Engineer: Weston & Sampson Engineers, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Construction Dynamics, Inc.

At the October 2012 Special Town Meeting, Article 16: Appropriate for RTS Remediation, was approved in the total amount of \$400,000.00. Weston & Sampson was awarded the original study for the Salt Shed relocation thru design selection and oversees the RTS Remediation. The project went out to bid in April 2013. The contractor is Construction Dynamics, Inc. The construction of the Salt Shed is complete and the Certificate of Completion was received on December 16, 2013.

Remediation monitoring is ongoing as a term of condition to the RAM plan. All of the wells have to test within the accepted reporting limits for a minimum of a year before testing can cease and the final report prepared, and approved by the DEP.

Project Name: Rosemary Pool Feasibility Study
Project Status: Complete
Authorization: \$69,000 total
Budget Status: On Budget
Architect: Weston & Sampson Engineers, Inc.
Owners Project Mgr: Public Facilities – Construction

At the May 2000 Annual Town Meeting, Article 63: Appropriate for Rosemary Pool Renovation Design, was approved in the total amount of \$100,000. A total of \$69,000 is available for this

current study. The study includes evaluating the options at the Rosemary site for maintaining swimming and/or other recreational activities and is driven by the fact that a DEP permit allowing the current facility to operate will expire in 2018.

Weston & Sampson was awarded the original study thru design selection. The study was completed in the fall of 2013 and the final report was issued in January 2014.

Project Name: Facility Master Plan Study
Project Status: Ongoing
Authorization: \$150,000 total
Budget Status: On Budget
Architect: HKT Architects, Inc.
Owners Project Mgr: Public Facilities – Construction

At the May 2013 Annual Town Meeting, Article 6: Appropriate for Facility Master Plan Study, was approved in the total amount of \$150,000.00. This funds a follow-up study to the previous Master Plan Study done in 2007. The overall objective of the study is to build on the available information which the Town has obtained through prior facility and building studies to determine the near and long term facility needs of the Town. It will be a facilities guideline for a twenty year timeframe. Information from the Master Plan Study will be used as input to the Capital Improvement Plan which guides the fiscal planning for the Town.

HKT Architects was awarded the study thru designer selection. It is anticipated that the study will be complete in December 2014.

Project Name: Mitchell Elementary School Modular Classrooms
Project Status: Ongoing
Authorization: \$2,753,536 total
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Triumph Modular, Inc.

The School Department funded a Feasibility/Schematic Design Study for the Modular Classrooms at Mitchell School in the amount of \$24,260. Dore & Whittier Architects was selected to perform the study thru designer selection.

At the November 2013 Special Town Meeting, Article 1: Appropriate for Modular Classrooms at Mitchell School, was approved in the amount of \$2,729,276. The addition of modular classrooms at the Mitchell Elementary School will relieve overcrowding until such time as the school is renovated. Dore & Whittier Architects was again selected thru designer selection in February 2014 and continues as architect thru completion of the project.

The project went out for bid in February of 2014. Triumph Modular, Inc. was awarded the contract. The project is anticipated to be complete in August 2014 and will be occupied by the school at the start of the 2014-2015 school year.

Project Name: Hillside Elementary School Feasibility Study
Project Status: Ongoing
Authorization: \$650,000
Budget Status: On Budget
Architect: TBD
Owners Project Mgr: TBD
Contractor: TBD

At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of \$650,000.

A statement of interest was submitted to the MSBA in April 2013. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

It is anticipated that the Town OPM will be approved by the MSBA for the Feasibility Study in the fall of 2014, and the Architect will be selected through Designer Selection with the MSBA in early 2015.

SOLAR PROJECT

The Public Facilities Department – Construction Division continued to facilitate the Needham Solar project at the RTS Capped Landfill, working as Project Manager with the Solar Energy Exploratory Committee (SEEC), and the Town Manager. Grant funding for Owner’s Agent Technical Assistance was applied for in September 2013 and received in October to supplement town funding for the Owner’s Agent. Six Solar Warrant articles were drafted and then approved by November 2013 Town Meeting. An RFP was issued in September 2013 for Energy Management Services for Solar Photovoltaic Installations. Eleven companies responded in October 2013 and four companies were shortlisted and interviewed. Brightfields Development, LLC was selected with a design that proposed a 3.7 MW DC installation creating around 4,800,000kWH/year. The 20-year EMSC was signed in April 2014, and the developer is seeking financing, preparing Planning Permit documents, DEP permits, and Interconnection permits. Construction and operation is anticipated to commence in 2015.

LOOKING FORWARD

Upcoming future projects may include construction of a new Hillside Elementary School, expansion at the High School as a measure to relieve overcrowding, the next step for Rosemary Pool, relocation of all or part of the DPW facilities at 470 Dedham Avenue and renovation of the Police/Fire Department building on Chestnut Street.

The Permanent Public Building Committee is 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.

DEPARTMENT OF PUBLIC FACILITIES - OPERATIONS

Chip Laffey, Director of Facility Operations
Wayne Whisler, Facility Operations Shift Supervisor
Andrew Hall, Facility Operations Shift Supervisor
Stephanie Maloney, Administrative Analyst
Antoinette Poness, Department Specialist
Niki Rumbos, Department Assistant

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Department formulates long-range

building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

The Spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which has been in existence since 1995.

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Public Services Administration Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Center at the Heights (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, Mitchell Elementary School, Hillside Elementary School, High Rock School, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY2014 HIGHLIGHTS

Public Safety Building



- Removed 4,000 gallon underground storage gasoline tank
- Installed new aquastat in the water heater
- Replaced stained and broken ceiling tiles throughout building
- Re-anchored seven handrails

Fire Station #2

- Replaced circulator pump in boiler

Broadmeadow Elementary School



- Upgraded lighting by replacing all light switches with occupancy motion sensor lights
- Replaced VCT flooring throughout building in corridors and classrooms
- Replaced ignition controls on two boilers
- Installed door access control systems on various doors

Eliot Elementary School



- Programmed boiler controls for energy efficiency and wired into building management system
- Installed two door access control systems
- Replaced chain link fence along the driveway
- Installed new thermal expansion tank for the boiler

Hillside Elementary School



- Installed Insulation above ceiling and replaced ceiling tiles in Modular hallways
- Installed art work in Media Center
- Installed new floor tiles in Modular room 221 and hallway
- Replaced outdoor lights in parking lot and around loading dock with induction lighting
- Installed drying rack in kindergarten room 2
- Installed lexan on stairwell next to media center in order to close gaps for safety reasons
- Installed door access system on exterior door to the playground

Mitchell Elementary School



- Removed and replaced insulation in the boiler room including asbestos abatement
- Upgraded electrical for kitchen in order to install and wire new range and steamer
- Installed new chain link fence in courtyard
- Replaced boiler burners with natural gas units
- Installed gas fired domestic hot water heater

Newman Elementary School



- Programmed the automation of two boilers for the permitting and HVAC activation of the building management system

Pollard Middle School



- Replaced telephone system
- Replaced VCT floor tiles in room 100
- Programmed and connected two domestic hot water pumps to the building automation and time scheduling system
- Installed two door access systems
- Replaced handrail near loading dock
- Installed wall in room 227 to sub-divide room
- Replaced all water cooler fountains

High School



- Cleaned duct work in C and D Buildings
- Repaired exterior doors and upgraded hardware on doors
- Installed/mounted plaque in main lobby
- Upgraded existing CCTV monitoring system
- Converted existing copy room into the new conference room
- Built two separate office spaces within the Guidance Suite
- Installed two security cameras outside near loading dock area
- Replaced damaged gutters and downspouts
- Removed and replaced nine exterior concrete ramps in order to make ramps ADA compatible
- Replaced VCT flooring in rooms 608 and 608A
- Installed door access system on door 15
- Removed and upgraded hardware on twelve exterior doors
- Replaced hot water heater with domestic gas-fired hot water heater
- Upgraded heating controls on boiler

High Rock – 6th Grade Center



- Installed electric latch retraction kit on door

Emery Grover – School Administration



- Painted hallways and office areas
- Repaired brick archway on east side and west side of building
- Replaced deteriorated metal cornice on fascia of roof
- Replaced exterior lights with LED lights
- Installed base cabinet, countertop and wall cabinets for the break room
- Replaced all exterior window blinds
- Installed awning to protect against falling ice/snow from roof

DPW



- Replaced shower valves in men's bathroom
- Installed motion detection switches in the upstairs hallway, break room and bathrooms
- Replaced leaking expansion tank
- Added outdoor lighting for garage area

Transfer Station

- Replaced eight roof mounted exhaust fans
- Installed new VCT flooring
- Repaired center column in main garage
- Replaced exterior and interior lights with induction lights and LED lights

Library



- Replaced handicap door operator
- Repaired stone wall along Rosemary Street
- Repaired book drop door
- Painted exterior of front entrance on Highland Ave side
- Installed lettering for names on glass balustrades

Memorial Park

- Installed new gas furnace

Town Hall



- Repaired auditorium columns in Powers Hall
- Repaired damaged wood on stage and balcony in Powers Hall
- Replaced circulator pump #2
- Applied lettering to front entrance

Center at the Heights



- Installed new AED holders

COMMUNITY SERVICES

SECTION CONTENTS:

- Commission on Disabilities
- Community Preservation Committee
- Golf Club Advisory Committee
- Human Rights Committee
- Needham Historical Commission
- Needham Free Public Library
- Needham Housing Authority
- Park and Recreation



COMMISSION ON DISABILITIES

Elaine Saunders, co-chair
Jeanie Martin, co-chair
Susan Crowell, secretary
Leon Foster
Debbi Heller
Bruce Howell
Karen Peirce, treasurer and ADA liaison
Andy Wise
Dale Wise
Patrice Snellings, Liaison from School
Committee
Paul Spooner, consultant from MetroWest Center
for Independent Living
Karl Harmon, Needham Police Department
Community Service Officer



The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July, August and December with 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.

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

Printing paper, stationary, additional file cabinet	\$400
Handicapped parking signs specific for VAN	\$100
Attendance and travel to trade shows and special ADA events and access monitoring training.	\$50
TOTAL	\$550

HANDICAPPED PARKING FUND

Assisted Listening Devices for Town Departments	\$1119.60
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Audio books for the library	\$750.00
Handicapped parking signs with new logo	\$231.60
TOTAL	\$2101.20

FY2014 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Met with architects and representatives of the Carter Memorial United Methodist Church and the Congregational Church of Needham regarding proposed variances to existing church property. NCOD sent follow-up letters to AAB regarding our position on these variances.
- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests, including 1410 Highland Avenue, Carter Memorial United Methodist Church and the Congregational Church of Needham.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations. Locations included Fuji Steak House, Knights of Columbus, 1410 Highland Avenue, Antoine’s Cleaners, the Tobin School, the Christian Science Church and the Needham Public Library.
- Advised town officials and the Needham Police about the necessity of providing and maintaining audible traffic signals at pertinent crosswalks in Needham including making a change to ensure that there are two distinct sounds at neighboring audible traffic signals in the center of town.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Adopted a new handicapped icon for parking signs which portrays a more active and empowered person with disabilities.
- Trained two Needham residents who joined a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from fines accrued from handicapped parking violations.)
- Distributed an NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted the Needham School Department and PPBC regarding problems related to accessibility at various locations including the Mitchell School.
- NCOD members made presentations regarding disability issues and worked interactively with Hillside School students and Olin College students to design and develop prototypes of aids for accessibility.
- NCOD members made presentations to Olin College and Eliot School students about Disability Awareness.

- A guest speaker from the Metro West Center for Independent Living presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- Worked with the Massachusetts Office on Disability on proposed changes to state laws and regulations regarding people with disabilities.
- Met with architects and members of the PPBC to perform two site visits and advise them on accessibility issues at the new Council on Aging building.
- Surveyed Town Departments and accepted requests for listening devices to ensure accessibility for hearing impaired at town and community meetings and programs. Devices were made available to 6 Town Departments through the handicapped parking fund grants.
- An NCOD member served as a representative to the Downtown Streetscape Planning Committee to ensure that accessibility issues are addressed including handicapped parking and pedestrian access.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Continued to sponsor a weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

FY2015 FORECAST/GOALS

- To continue to work with the School Administration, Town Engineer, Highway Department, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.
- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To inform the Needham community about the new handicapped parking icon through print media and cable television.
- To work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To continue to participate in the Downtown Streetscape Committee to promote awareness of disability issues.
- To work with Town of Needham officials to continue to investigate the possibility of providing on-street handicapped parking in Needham. .
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.

- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted and to find an interested person to fill a recent vacancy on the commission.
- 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:

Lita Young, Chairman
Gary Crossen, Vice Chair
Robert Boder
Reg Foster
Mark Gluesing
Peter Oehlkers
Mike Retzky
Sam Bass Warner
To be named

Appointed by:

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

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to

accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY2014 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$886,498 from the Commonwealth in December 2013, a 52.23% match. The percentage was higher than prior years, due to an additional sum added to the State CPA Fund by the legislator at the conclusion of FY’12. The Town collected \$1,799,135 through the local surcharge.
- The Committee held public hearings October, 2013 and in March, 2014, to gather public input on the proposals under review for funding; as well as to provide input towards the updates to the Needham Community Preservation Plan.
- At the November, 2013 Special Town Meeting, and the May, 2014 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 52,500	Town Clerk	Vital Records Preservation
\$ 35,000	Town Manager	Design: Memorial Park Improvements
\$ 45,000	Town Manager	Rail Trail Insurance
\$ 20,000	Town Manager	Design: Town Common Preservation
\$ 213,219	Conservation Commission	Ridge Hill Boardwalk

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling \$1,272,117 were placed in the Annual Reserve, for future projects in those categories or Recreation. Approximately, five percent of the revenue was put into the CPA Administrative budget.
- After a year of review, and public input, the Needham Community Preservation Committee's Plan was updated.

STATISTICS

- The Community Preservation Fund has provided financial support to forty-four (44) projects, with a total of \$19,936,352.

Community Housing total	\$ 1,384,500
Open Space total	\$ 2,074,619
Historic Preservation total	\$ 15,301,733
Recreation total	\$ 1,175,500

NEEDHAM GOLF CLUB ADVISORY COMMITTEE

Daniel Dain, Chair
Roy Cramer
Michael Mahoney
Richard Reilly
Jon Schneider
Mary Grace Summergrad
Steve Carlson

PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. 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 Board of Selectmen.

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.

FY2014 HIGHLIGHTS

- The Committee met with Club President Bruce Herman and Club Vice President Kevin McNamara twice during 2014, on April 28 and November 17.
- 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 new accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that 83.8 percent of new members for the calendar 2014 season were residents. This is below the 90 percent threshold set forth in Lease section 9.2. The Club received a waiver from the Town Manager under section 9.5.

The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported infrequent complaints about noise and traffic, but no ongoing issues.

HUMAN RIGHTS COMMITTEE

Abdul Cader Asmal
JoAnne Coffey-McCormick
Cynthia Ganung
Barry Ehrlich
Amelia Klein (co-chair)
Ashok Mehta
John Schlittler (liason - NPD)
Bud Schram
Marlene Schultz (co-chair)
Jeremy Sutherland (NHS)
Mike Vaughn



MISSION

The Town of Needham's Human Rights Committee strives to reaffirm the worth and dignity of every human being. The diversity of our Community is embraced and celebrated through the following NHRC activities:

- Education: Advocate appreciation for and respect for diversity
- Community Outreach: Organize community events to constructively promote diversity and tolerance
- Community Response: Respond to issues that challenge the human rights of any individual or group in our community

MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Board of Selectmen. *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.* [Charge, Human Rights Committee, Approved Aug. 12, 2008]

MEETINGS

Human Rights Committee meetings are held the *third Thursday* of each month at Broadmeadow School (Media Center), 129 Broad Meadow Road, Needham, MA 02492.

Meetings are open to the public and agendas are posted on the Town website. Guest speakers are invited to meetings to share their expertise in the area of human rights. Guest speakers also play

an important role as resources for planning future NHRC events. The Committee encourages Needham residents who are interested in human rights to attend a meeting and learn about the work of the Committee.

CO-SPONSORED COMMUNITY EVENTS

- ***Needham MLK Day Celebration – January 20, 2014*** Needham High School
The yearly community event celebrates the legacy and the life and achievement of Dr. Martin Luther King. Program highlights included a keynote speaker, storytelling activities for children, musical performances by a children’s choir and student musical group, a dance ensemble presentation, and a student art display. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, attended and hosted the event.
- ***Created Equal Library Film Series & Community Discussions – February 23 - April 12, 2014*** Needham Public Library
The Needham Free Public Library with support from the NHRC offered a series of film screenings, discussion forums, and scholarly presentations centered on civil rights themed documentaries. Each documentary was shown at the library in its entirety, followed by a scholar-led forum including interactive conversations. The goal of the series was to revisit the history of civil rights and to reflect on the ideal of freedom in America. Two members of the NHRC were invited speakers at one of the forums.
- ***Needham 3rd Annual Diversity Summit – October 18, 2014*** Pollard Middle School



Marlene Schultz, Amelia Klein, Ashok Mehta

The Needham Diversity Summit brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham’s diversity – of socioeconomic status, race, sexual orientation, gender, religion, ethnic identity, and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the confidence to share their experiences and voices, and to provide a safe and inviting space for audiences to listen and respond. NHRC was a co-sponsor of the day-long event. Committee members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit.

Committee member Nathan Rosin, a graduate of Needham High School, co-produced the video I AM NEEDHAM, which was introduced to the Needham Community at the Summit. NHRC members also led workshop sessions, an integral part of the Diversity Summit program.

- ***Human Rights Are Local: Issues Facing Older Adults in Our Communities – November 6, 2014*** Olin College of Engineering

Each year the Needham Human Rights Committee hosts a major event about a human rights issue. This year the Committee partnered with Olin College's Caitrin Lynch, Associate Professor of Anthropology - whose research and teaching focus on issues of aging - to inform the Olin, Needham, and wider communities on human rights issues facing older adults. Professor Lynch is also a Needham resident.

- ***Immigration Justice Task Force Community Forum – November 13, 2014***

Needham Public Library

NHRC served as a co-sponsor for an event presented by the Immigration Justice Task Force and the League of Women Voters, held at the Needham Public Library. The event focused on the Massachusetts Domestic Worker Rights Law which was signed into law on July 2, 2014 by Governor Deval Patrick. The law contains a bill of rights for domestic workers and provides protections for nannies, housecleaners, and adult care assistants. The guest speaker was Lydia Edwards, an Equal Justice Works Fellow of the Greater Boston Legal Services and implementation coordinator for the Massachusetts Commission on Domestic Workers.

COMMUNITY RELATIONSHIPS

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

- ***Needham Housing Authority***

Members of the NHRC visited the office of the Needham Housing Authority at Captain Robert Cook Road and met with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The meeting focused on the needs of residents living in NHA units and how well residents of Needham public housing are integrated into the Community. A Committee member attended a Public Forum on Affordable Housing September 25, 2014. The Committee plans to invite a representative of the NHA to a future meeting. The Committee is seeking a candidate who is a resident of the Needham Housing Authority to serve on the NHRC.

- ***Media Sources***

The NHRC has developed close links with local media sources. Direct contact with editors and journalists has helped the Committee promote its events and generate interest in human rights. Committee members, who attended an information session organized by the Needham Times in March, 2014 had an opportunity to meet the staff, learn how and when to send press releases and calendar listings, and how to “pitch” a story for their organization. The Needham Times has been supportive of the mission of the NHRC and has highlighted its work in major articles and guest columns. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion.

- ***Needham Public Schools***
 Members of the Committee have met with the Superintendent and discussed ways to collaborate as resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups.
- ***Needham Council on Aging***
 The co-chairs of the NHRC met with the Executive Director and the Program Coordinator at the Council on Aging to explore the possibility of co-sponsoring an event which focuses on the needs and rights of older adults. The Executive Director generously gave her time and expertise in helping the organizers plan a public forum held at Olin College (HUMAN RIGHTS ARE LOCAL: Issues Facing Older Adults) on November 6, 2014.
- ***Needham Diversity Committee***
 The Needham Diversity Committee is a community organization that consists of individuals who live, work or study in Needham. Many are educators or have been involved with diversity training in the past (e.g., via their profession or membership in Needham's Human Rights Committee, Clergy Association, Immigration Task Force). The NDC 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 Needham Diversity Committee. The NHRC has been an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration.
- ***Needham Clergy Association***
 Two members of the NHRC are active members of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have attended their public events. One example of an event attended by NHRC members was a course on Interfaith Dialogues, developed by Hebrew College and Andover Newton Theological Seminary, which featured discussions on Judaism, Christianity and Islam, held May 6-27, 2014.
- ***Needham Immigration Task Force***
 One member of the NHRC is also an active member of the Immigration Task Force and has been an important link to the group. The NHRC has supported the activities of the ITF and has attended and co-sponsored events they have organized. The work of the ITF is relevant to the work of the Committee: both groups are advocates for human rights. The ITF 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.

NHRC LOGO AND BROCHURE

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.

NEEDHAM HISTORICAL COMMISSION

Richard Hardy, chair
Robert Boder
Carol Boultris
Gloria Greis
Jeffrey Heller
Rose Doherty
Dr. Miles Shore

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 seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage. The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed

demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three year, staggered terms.

FY2014 ACTIVITIES

- The Historical Commission met with the homeowner of 898 South Street and their architect on their proposed plan to preserve and restore this older home. Due to the home's location, history and the desire to preserve the house and its location, the Commission urged the Zoning Board of Appeal to consider the preservation aspects of the proposed plans.
- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, The Large House Study Committee and as a designated member of the Community Preservation Committees

REVIEWS OF INVENTORY PROPERTIES

- 1001 Central Avenue – The Davis Kendrick Mills House. The Historical Commission voted to Impose a six month demolition delay as the Commission wishes the house to be preferably preserved due to integrity of style and design and significance to the neighborhood. With the expiration of the six month demolition delay the house will be demolished to make way for a proposed sub development on the property.
- 41 Pleasant Street– The George Holt William Picot House – The Historical Commission worked with the homeowners of this property on their plans to replace a later addition to the structure.

CPC GRANT

- In 2012 the Community Preservation Committee approved a grant for the Historical Commission to conduct a new round of historic house research for the town historical Inventory. A contract was awarded to Community Opportunities Group through the open bidding process in 2013. Work on the new property inventory as progressed throughout 2014 and is nearing completion in 2015.

HISTORICAL PROPERTIES LISTED IN TOWN WIDE GIS AND STATE MACRIS DATABASE

The Commission worked to digitize the original 1978 Historical Property Inventory and is working to have the information included in the town IT department a map overlay of all historical properties or locations is available and viewable on the town GIS (Geographical Information System) website: <http://www.needhamma.gov/index.aspx?nid=1905>

Residents and interested parties can now view the location of designated historical places, building and structures located in Needham with links to the Massachusetts Historical Commission's MACRIS (Massachusetts Cultural Resource Information System) database and will be able to view descriptions, photo's, background and history of selected places: <http://mhc-macris.net/>

NEEDHAM HISTORICAL COMMISSION AND THE NEEDHAM CHANNEL RECEIVES THE NAPC COMMISSION NATIONAL EXCELLENCE AWARD PRESENTED FOR HOUSE STORIES

HOUSE STORIES The Needham Historical Commission sponsored program series on The Needham Channel has been selected as an Honorable Mention for the National Alliance of Preservation Commission's 2014 Commission Excellence Awards, in the category of Best Practices: Public Outreach/Advocacy for the "House Stories" public television series. The project was recognized at the NAPC's Forum in Philadelphia, PA, as part of the awards ceremony at the NAPC Annual Meeting on July 19, 2014. This was one of the six biannual award categories presented. These awards recognized and honored outstanding efforts and achievements in local preservation. Award winners were featured in the NAPC bi-monthly newsletter, *The Alliance Review*.

House Stories, an informative and innovative program produced by The Historical Commission and the Needham Channel for the past three years. The program series epitomizes an important aspect of local programming, which is to reflect and preserve the community heritage. The "House Stories" series is believed to be unique in concept. The award brings the concept of using local public cable television by Historical Commissions to the attention of national historical preservation organizations. The House Stories series is broadcast on The Needham Channel cable TV and are also available as DVDs.

COMMISSION APPOINTMENTS/RESIGNATIONS Rose A. Doherty was appointed to the Commission by the Board of Selectmen to fill the one remaining vacancy. Ms. Doherty is

currently President of Partnership for Historic Boston, a member of the Needham Free Public Library Board of Trustees and a local author.

NEEDHAM FREE PUBLIC LIBRARY

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 Needham Free Public Library will provide the community with access to resources to support its users' evolving educational, intellectual, recreational, and cultural needs. The library will provide an open environment for interaction among people of all ages, interests, and abilities.

MISSION STATEMENT

The Needham Free Public Library is committed to:

- Providing resources and technology to support library users in obtaining the information they seek
- Promoting collaboration, cultural awareness and understanding among individual users and community groups in the community it serves
- Fostering an environment that stimulates imagination and learning

BOARD OF TRUSTEES

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FY2014 HIGHLIGHTS**JULY**

- 212 children registered for the Summer Reading Clubs, Digging into Reading. Reading Club activities included a program, “Having Fun with Fossils and Dinosaurs;” craft programs that featured “Digging in the Earth,” “Dinosaur Digs,” “Underground Animals,” and “Buried Treasure;” a craft table at the Farmers’ Market,” and a “Beneath the Ground” Summer Film Festival.
- The Reference Department utilized several high school students to offer “Teaching Tech Tips for Seniors” classes.

AUGUST

- The Children’s Room presented two “Dancing with the Little Stars” programs.
- The library trustees voted to purchase “Freegal,” a downloadable music service, and “OverDrive Advantage,” a program that allows the library to purchase additional copies of ebooks that are in high demand.

SEPTEMBER

- The library’s afternoon and evening book discussion groups resumed, with the afternoon group reading *Wolf Hall* by Hilary Mantel and the evening group reading *The Dovekeepers* by Alice Hoffman.
- Popular lecturer Dr. Gary Hylander presented “Andrew Carnegie,” the first of a four-program series, “Masters of Industry.”
- The Friends of the Needham Public Library held a successful fall book sale.

OCTOBER

- The Metrowest Knitters’ Group “Yarn Bombed” the library.
- The library installed a new server for its computers.

NOVEMBER

- The Massachusetts Board of Library Commissioners certified the library for FY14.
- Federal Reserve Bank Senior Economist Daniel Cooper discussed the role of the Fed in promoting economic stability and growth at both the national and the local level.
- The library partnered with the Needham Human Rights Committee in presenting American Civil Liberties speaker Laura Rotolo in an interactive program featuring *The Story of Human Rights* DVD.
- A second electronic bulletin board was installed in the library. This one was located near the Reference Desk on the second floor.

DECEMBER

- The Reference Department purchased “A to Z Databases,” which provides information on every business and household in the U.S.
- The library added the *OverDrive Advantage* program to its downloadable books subscriptions.
- The library purchased a subscription to *Freegal*, a downloadable music service.

JANUARY

- Northeastern University Assistant Professor of Journalism Dan Kennedy opened the FY14 McIver Lecture Series with a report on “The Current State of News Reporting.”
- The Needham Commission on Disabilities provided the library with three Comfort Duett assistive hearing devices.

FEBRUARY

- The library received a grant from the National Endowment for the Humanities for funding a series of four programs titled, “Created Equal: America’s Civil Rights Struggle. The first program was a film (*The Abolitionists*) followed by discussion.

MARCH

- 2,700 people enjoyed the more than thirty-five pieces of art in mixed mediums and the accompanying fantastic floral interpretations presented by talented Needham High School students and the members of the Temple Beth Shalom Garden Club at Needham’s Art in Bloom.

APRIL

- The Minuteman Library Network upgraded its software to the Innovative Interfaces Sierra platform.

JUNE

- Needham remained a net-lender in the Minuteman Library Network. In FY14, the library supplied 67,779 to other Minuteman libraries, while receiving 62, 979 items for use by Needham borrowers.

FY2015 FORECAST:

The library will look to the future and formulate a new Strategic Plan. Use of downloadable books, magazines, and music will continue to increase; however, use of print materials will remain as the most popular library service.

DONATIONS TO THE LIBRARY:

During FY14, eighty-five people volunteered 1,768 hours of service to the library (a 20% increase over FY13). Volunteers mended the library's books, placed barcodes on the front of materials, filed reserved items on the shelves at the Circulation Desk, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees, Friends of the Library, and the Library Foundation of Needham worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than \$50,000 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for subscriptions to international magazines; museum passes; adult and children's library programs; reference books; sports books; books-on-CD; playaways; DVDs; audio books; children's books; travel books; law books; business books; funding for children's craft programs; two Children's Room AWE, Early Literacy Stations; the *Universal* Class database, and young adult books, graphic novels, books-on-CD, and playaways. The Library Foundation of Needham provided funds for many of the library's programs, purchases for the audiovisual collection, a pass to the Danforth Museum and a pass to the Concord Museum. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters in the main entrance lobby and at the Highland Avenue entrance. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. Other people, clubs, groups, and organizations that made significant donations to the library in FY13 include:

- Project VAN (Volunteers Around Needham)
- Needham High School Community Classroom Program
- The Needham High School Anime Club
- The Needham Commission on Disabilities
- The Kathleen Weller Estate

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY14. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

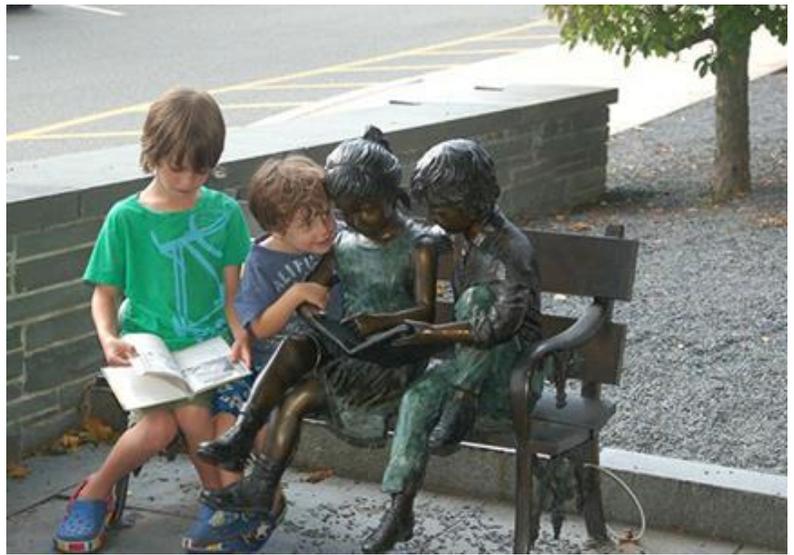
	FY12	FY13	FY14
Memorials and Cash Donations	\$57,781	\$64,203	\$63,452
Value of books, videos, etc. donated	\$ 4,297	\$ 4,285	\$ 7,176

DEPARTMENTAL STATISTICS

	FY12	FY13	FY14
<i>Adult Department:</i>			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	314,294	307,209	300,691
Items loaned to other libraries	65,151	68,448	67,779
Items borrowed from other libraries	62,627	61,865	62,979
Total money returned to Town from fines, fees, lost books, etc	\$56,756.26	\$57,532	\$54,375
<i>Reference Department:</i>			
Reference questions answered	18,962	17,575	17,680
Directional questions answered	3,857	3,935	3,669
Number of people using Genealogy Room	98	106	76
Number of people using Study Rooms	4,951	5,979	5,011
Remote Access	190,584	246,493	187,105
<i>Children's Department:</i>			
Circulation (books, DVDs, CDs, periodicals)	240,188	235,060	225,107
Reference questions answered	12,038	11,926	12,978
Story times and other programs	304	294	337
Attendance at programs	14,273	12,276	13,029
<i>Catalog Department:</i>			
Adult books added to collection	7,965	8,187	7,476
Adult books withdrawn	6,734	6,974	8,881
Children's books added to collection	5,451	3,349	3,696
Children's books withdrawn	1,827	2,489	2,418
Audio items added	1,869	1,628	1,692
Audio items withdrawn	418	731	279
Visual items added	2,150	1,703	2,192
Visual items withdrawn	671	1,264	1,451
Total Collection	173,492	177,019	179,135

MISCELLANEOUS STATISTICS

Number of registered borrowers	18,595	18,478	18,439
Total hours open	3,372	3,270	3,348
Attendance	367,640	360,287	349,478
Number of Community Room Bookings	627	573	509



NEEDHAM HOUSING AUTHORITY

NEEDHAM HOUSING AUTHORITY

*Peter Pingitore
Reginald C. Foster
Scott Brightman
Andrew L. Cohen
William DeBear*

EXECUTIVE DIRECTOR
Debra Jordan

PURPOSE

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, program participants and the broader Needham community while respecting the rights and privacy of all.

For over 65 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham’s elderly, disabled, and family populations.

The Authority owns and/or manages 436 units of affordable housing distributed as follows within the town of Needham:

Units	Program	Location	Bedroom size
152	State (Ch.667) Elderly/disabled	Linden & Chambers Street	1 BR
8	State (Ch.689) Special Needs	1415 Great Plain Avenue	1 BR
46	Federal Elderly/disabled	Seabeds Way	1 BR
30	Federal Family	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal Family	High Rock Estates	2 & 3 BR
20	Project-Based Vouchers-Sect. 8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
100	Federal Section 8	Housing Choice Vouchers	Scattered in private housing

Needham Housing Authority provides executive and management services to Wellesley Housing Authority through a management agreement. Wellesley Housing Authority owns and/or manages 235 units of state subsidized family and elderly housing, and has 11 federal Section 8 vouchers.

Oversight of Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners’ service expires in the following manner:

	Office	Term expires
Peter Pingitore	Chair	April 2015
Reginald C. Foster, Governor's Appointee	Vice Chair	May 2016
William DeBear	Commissioner	April 2016
Andrew L. Cohen	Commissioner	April 2018
Scott Brightman	Treasurer	April 2019

STAFFING

The Executive Director currently supervises six administrative staff employees and five maintenance staff employees at Needham Housing Authority as well as four administrative staff employees and four maintenance employees at Wellesley Housing Authority.

Needham Housing Authority administrative staff is composed of the following individuals:

Executive Director	Debra Jordan
Assistant Executive Director	Open Position
Director of Leased Housing	Patricia Edmond
Office Manager	Sandra Amour
Bookkeeper	Carol Capone
Resident Services Coordinator	Penny Kirk
Receptionist	Marie Celestin

Needham Housing Authority maintenance staff is composed of the following individuals:

Facilities & Maintenance Manager	Walter Parker
Maintenance Foreman	Bryan Trundley
Maintenance Mechanic	Dan Mann
Maintenance Mechanic	Al Conti
Maintenance Mechanic	Bruce Loewen

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

BUDGET DATA

Needham Housing Authority maintains separate budgets for each of its programs.

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

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with Wellesley Housing Authority,

Needham Housing Authority collects a monthly management fee for the administration and oversight of its programs and properties.

The annual budget of Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive, Needham. The latest audit was completed for FYE December 2013 and was performed by Hurley, O'Neill & Company Certified Public Accountants.

FY2014 HIGHLIGHTS

- The Department of Housing and Urban Development conducted a physical inspection of all federal public housing units in August. Needham Housing Authority received a score of 92 out of a possible 100 points, earning the HUD designation of high performer. This was a major accomplishment and the highest score Needham Housing Authority has ever received.
- Through an energy conservation program coordinated by the MA Department of Housing and Community Development, we received 46 new energy efficient refrigerators and energy efficient lighting upgrades at Linden/Chambers Street.
- The Housing Authority repaired sidewalks and curbing at the Chambers Street property with funds from the 2014 Health and Safety Initiative Award from the MA Department of Housing and Community Development.
- Capital improvement projects at the state properties included balcony repairs at Chambers Street, a roof replacement at Linden St., and roof replacement at 1415 Great Plain Ave.
- The federal capital fund award for 2014 was \$159,462 compared to \$86,714 for 2013. The increased funding reflects the federalization of 60 High Rock Estates single family homes.
- With input from the Resident Advisory Board, the Board of Commissioners approved the Public Housing Authority Five Year plan for federal properties for 2015-2019.
- In collaboration with the Norfolk County Sheriff's department, the Authority utilized the services of inmates performing supervised community service to clean and repaint vacant units at various properties, repaint the community room at Seabeds Way, and assist in various projects throughout the communities.
- Wait lists: average wait time for a one bedroom unit is over one year; two and three bedrooms- over 2 years, and four bedrooms-over 5 years.

PERSONNEL CHANGES

- James Murphy, Deputy Director of Maintenance retired after serving twenty five years at the Authority.
- Dawn Beaulieu, Deputy Director, left in July to relocate out of state.
- Patricia Edmond, who has been with the Authority since 2009 was promoted from Leasing Administrator to Director of Leased Housing.
- Bryan Trundley, who has been with the Authority for over sixteen years, was promoted from Maintenance Mechanic to Maintenance Foreman.
- Bruce Loewen was hired as a Maintenance Mechanic in June 2014.
- Marie Celestin was hired as a Receptionist in July 2014.
- Walter Parker was hired as Facilities and Maintenance Manager in January 2015.

HIGH ROCK ESTATES

In 2013, the Authority completed the multi year process of converting 60 High Rock Estates single family homes to a federally funded housing program. Through the federalization process, the Authority was able to complete major renovations including roof replacements, bathroom upgrades, exterior power washing, siding repairs, masonry repairs, and landscaping improvements. As of July 1, 2013 the units are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

LINDEN/CHAMBERS STREET SENIOR HOUSING

The Linden/Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals who wish to live independently.

The Board of Commissioners continues to explore the feasibility of redeveloping this community and replacing the current units with modern, one bedroom apartments with increased accessibility for disabled residents.

In 2013, a comprehensive Housing Needs Assessment was completed by consultant, Karen Sunnarborg, a five year Property Development Plan was submitted by H&H Associates, LLP, and Environmental and Engineering Studies were provided by Vanasse Hangen Brustlin, Inc.

In March 2014, the Board met for a special meeting with these consultants to discuss possible options. In June 2014, Commissioner Foster, Executive Director Jordan, and Consultant Dick Heaton visited the Framingham Housing Authority to view and discuss a recently completed successful redevelopment project. The Housing Authority plans to pursue redevelopment options in 2015 and looks forward to working with the town, neighbors and other community stakeholders throughout the process.

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

Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may request an application for housing by contacting Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE AND SEABEDS WAY

The Housing Authority utilized federal capital funds to complete the project of replacing exterior doors and storm doors at Captain Robert Cook Drive. Planned capital improvement projects for 2015 include paving and concrete repairs.

COMMUNITY PARTNERSHIPS

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

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. Penny Kirk, Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room. Student volunteers from Babson College, Needham High School, and Noble and Greenough School come to the program four days per week. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers, and Muzi Motors provide some of the funding for this program. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood and Seabeds Way residents.

CONTACT INFORMATION

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: NeedhamHA@aol.com. The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M.

PARK AND RECREATION

PARK AND RECREATION COMMISSION

Cynthia J. Chaston, Chairman
David C. DiCicco, Vice Chairman
Thomas M. Jacob, Member
Michael J. Retzky, Member
Matthew M. Toolan, Member

DEPARTMENT STAFF

Patricia M. Carey, Director
Karen A. Peirce, Assistant Director
Nicole DiCicco, Recreation Supervisor
Kristen Wright, Administrative Specialist

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 Rosemary Pool and Lake 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.

FY2014 HIGHLIGHTS

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.

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees of over \$28,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, a slight decrease from prior years;
- Commission generated almost \$290,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating more than \$290,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;

- Through funds provided from the estate of Harold J. Street, III new signs were purchased to show the entrances to trails, and will be installed by trail volunteers;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Commission and Memorial Park Trustees raised the Field Maintenance Fee for sports organizations who regularly use fields from \$5/participant/season to \$10/participant/season as of 1/1/14;
- Assisted 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. More than \$63,000 was collected, which was an increase from prior years due to the increase in the Field Maintenance Fee effective 1/14. In addition, fees charged for organizations holding clinics on athletic fields generated more than \$22,000;
- Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank, Middlesex Savings Bank, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2014 summer Arts in the Parks concert series. The series commemorated the memory of long-time participant Roy Nutile, who led his band in the first Arts in the Parks concert in 1975;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields, and the balance after May 2014 Town Meeting was more than \$940,000;
- Director served as staff liaison to the Community Preservation Committee;
- Received approval for a new part-time position for playground maintenance, with funding to begin in FY'15;
- Commission supported efforts at the State House to change the text of the Community Preservation Act legislation, to allow use of CPA funds for capital projects on properties already owned by the Town, plus to provide opportunities for additional state funds to be added to the Community Preservation Fund. This effort resulted in an additional \$400,000 being provided to Needham's CPA fund;
- The Greene's Field fundraising group continued to raise funds, in addition to the original \$180,000, and many donors are featured on the signs and the boardwalk as you enter the new destination playground in Needham's center. The opening celebration was held in October;
- Projects funded from Community Preservation Funds in FY'14 include the insurance for the Rail Trail, as well as design funds for Town parks – Town Common and Memorial Park.

COMMUNITY BENEFITS

- Worked with Weston & Sampson on the feasibility study of Rosemary Pool and the site. Commission hosted a well-attended "blue sky" meeting to provide residents the opportunities to share their thoughts on aquatics in Needham, and a few months later, hosted a large public meeting outlining the information developed on those various options;
- After several months reviewing the results of the Weston & Sampson study, Commission determined to focus on rebuilding an outdoor pool at the Rosemary site, with building and parking lot upgrades, and featuring year-round opportunities;

- The reconstruction of the park at Walker-Gordon Field was completed, with a new 90' diamond, a new playground, a walking path and passive recreation area, and parking lot improvements;
- The reconstruction of the park at Greene's Field was completed, with a new 60' diamond and small multi-purpose field, a new basketball court, new trees in the passive end of the park, and a new playground area with features for toddlers and older youth;
- Added poured-in-place surfacing at the Needham Public Schools' pre-school playground at Newman;
- Worked with the Selectmen and Town Manager to enter a lease agreement for use of the unused rail line between High Rock Street and the Charles River, with short-term insurance provided by CPA funding. Bay Colony Rail Trail Association continued to raise funds and work with the Town to create the design for what will become the Rail Trail;
- Worked with the MWRA to study the possibility of creating a pedestrian path along the two sections of the Sudbury Aqueduct in Needham;
- Participated in the Town-Wide Facilities Study project, insuring that recreation and park facilities were featured in the long-term plan;
- The Massachusetts Recreation and Park Association named Rep. Denise Garlick as its Legislator of the Year, based on a nomination from Park and Recreation for her long-time support for recreation in Needham;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, and worked on a park clean-up project at Claxton Field with DPW Parks and Forestry;
- Held Field Scheduling Summits, with sport league officials for twelfth year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event;
- Worked with resident sponsored committee studying the concept of a community center.

ENVIRONMENTAL BENEFITS

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;
- Continued implementation of goals in Open Space and Recreation Plan, and have funds to begin an update of the Plan;
- Director and Assistant Director worked with Trails Advisory Group with representatives of Conservation Commission and staff, DPW Parks and Forestry, and Park and Recreation Commission. Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Seventeen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated park and trail clean-up projects in the spring and fall, with more than 2,000 pounds of trash picked up;

- Assistant Director worked with a variety of organizations and individuals on park improvement and/or clean-up projects. Completed projects include, the Needham High Habitat for Humanity Club at the Rosemary Camp property, hanging trail signs, painting the camphouse, picking up trash, and blazing a new trail connection; Eagle Scout Andrew Bejian's project to clear the Rosemary Lake trail and installing a kiosk at the trail head; and Eagle Scout William Gallagher's project to create bog bridges on the Mitchell Woods trail, and add a kiosk and bench. These volunteer projects typically also received donated materials or materials purchased through fundraising efforts, saving the Town thousands of dollars on labor and costs;
- To honor the Town's efforts on field maintenance, the NE Sports Turf Managers Association held their annual summer meeting at DeFazio Park, and featured the Needham field maintenance program that is organic, with a few minor exceptions;
- Continued implementation of projects listed in completed Trails Master Plan;
- Assisted MA Division of Conservation and Recreation with design plans to improve recreation path from Highland Avenue to 4th Avenue, parallel to the Charles River.

PERSONAL BENEFITS

- Department is part of national campaign to get "Kids into Nature." More than 80,000 annual hours have been tracked at Park and Recreation sponsored programs;
- Extra emphasis has been placed on focusing on fitness in Park and Recreation programs, as well as insuring that nature is incorporated or featured in programs. Opportunities from farming to skateboarding were added to the programs offered by the department;
- Provided educational materials to youth sports programs on concussion awareness, in conjunction with the Needham Health Department;
- ADA parking spaces were formalized in the recently updated parking lot at DeFazio Park;
- Celebrated the opening of Center at the Heights, moving some of the Park and Recreation programs for senior citizens to the new facility;
- Welcomed the Needham Library Foundation's donation of a Little Free Library Box at Greene's Field, providing reading material at the park for children;
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations. The Assistant Director serves as the Advisor to the High School Fishing Club;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe pool operations; creative programming; funding resources; and training of staff.



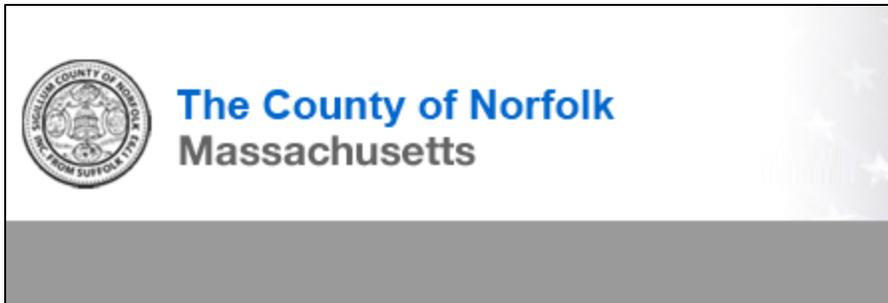
OTHER

SECTION CONTENTS:

- County of Norfolk
- Metropolitan Area Planning Council – Three Rivers Interlocal Council (TRIC)
- Norfolk County Registry of Deeds
- Norfolk County Mosquito Control District



METROPOLITAN AREA PLANNING COUNCIL
Promoting Smart Growth and Regional Collaboration



COUNTY OF NORFOLK

COUNTY COMMISSIONERS

Francis W. O'Brien, Chairman

John M. Gillis

Peter H. Collins

To the Citizens of Norfolk County:

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston.

Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

Principal County departments and programs include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, Regional Services Coordinator, Veterans Advocate, and Wollaston Recreational Facility.

The County Commissioners are assisted by staff under the supervision of an appointed County Director. The County's administrative offices are located at 614 High Street in Dedham.

County revenues are directly impacted by the real estate and credit markets. In FY 2014, although real estate values were significantly recovered from recession, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, construction has neared completion on major renovations and expansion at Norfolk County Agricultural High School in Walpole.

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you.

METROPLITAN AREA PLANNING COUNCIL – THREE RIVERS INTERLOCAL COUNCIL (TRIC)

*Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham,
Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood*

2014: A YEAR OF INCLUSION, INNOVATION, AND CELEBRATION

As our three-year Sustainable Communities regional planning grant drew to a close in 2014, we commemorated its achievements and on-the-ground change across the region, and turned our attention toward the next five years by crafting a forward-thinking and progressive new Strategic Plan to guide our work. With our mission of promoting smart growth and regional collaboration as the backbone, this new Strategic Plan provides a detailed roadmap to achieving the vision for equity and prosperity laid out in our bold regional plan, “MetroFuture: Making a Greater Boston Region.”

Embedded in our new Strategic Plan are four critical areas of focus to guide us as we work toward a more sustainable, resilient Greater Boston: encouraging development and preservation consistent with smart growth principles; partnering with our cities and towns to promote regional collaboration, enhance effectiveness and increase efficiency; playing a leading role in helping the region to achieve greater equity; and helping the region reduce greenhouse gas emissions and adapt to the physical, environmental and social impacts of climate change and natural hazards. With these four topics as guideposts, we are poised to grow our work into innovative, inclusive new directions while staying true to the core services and expertise that we offer the region's residents, businesses, and elected officials. From land use planning to data, research, education and direct services to cities and towns, we are honored to continue making Metro Boston a national model and regional resource on smart growth and inter-local coordination.

HIGHLIGHTS OF OUR WORK

MAPC believes the best way to grow our region is to conserve natural resources and preserve open space while concentrating new development in places where jobs and infrastructure already exist. A key way we do this is by encouraging mixed-use developments to locate in downtown areas and village or town centers, always in alignment with each area's unique local character. Our planners bring an expert and interdisciplinary approach to this work, and have partnered with rural, suburban and urban municipalities to realize these smart growth goals in 2014.

As part of our new Strategic Plan, we are engaging with more cities and towns on **master plan projects**, including in Ashland, Foxborough and Woburn, as well as doing an economic development plan for Reading and for Stoneham.

We also worked with two state agencies—the Executive Office of Housing and Economic Development (EOHED), and the Executive Office for Energy and Environmental Affairs (EOEEA)—to conduct a regional study of land use opportunities north of Boston. This **Metro North project** identified areas in Chelsea, Everett, Malden, Medford, Melrose, Revere,

Somerville, Winthrop, East Boston and Charlestown that are ripe for new housing, employment growth, open space, and the infrastructure improvements necessary to support such growth. In total, MAPC has worked with 52 cities and towns to map priority areas for development and preservation across the region, and we've added capacity on our housing team to respond to the resulting need for local housing production plans, residential zoning bylaws, and housing studies. We also hosted a day-long summit on value capture techniques to emphasize our new focus on ways of financing smart growth development last year, and our executive director serves on the state commission tasked with bringing innovative methods to recover value from public infrastructure for private landowners.

In Somerville, we further refined our economic analysis north of Boston to include a comprehensive study of the effects the **Green Line Extension** may have on housing, income diversity and displacement of longtime residents in that historically working-class city. Our research showed which areas were most at risk for dramatic increases in rent and land values as a result of the transit expansion, and recommended ways that the city and community partners could mitigate these impacts, including incentivizing housing production and planning proactively for preservation of affordable units.

This work continued in **Revere's Shirley Avenue neighborhood**, a lower-income area near Revere Beach where the city is aggressively pursuing new development. MAPC worked with Revere officials and residents to lay out a plan for preventing displacement and stabilizing existing businesses; action steps from this community effort are already being implemented. For more than 50 years, MAPC has been a leader in innovative transportation planning, policy and project work. We have focused our work on residential and commercial transit-oriented development, around subway and light rail and critical bus connections, as well as on promoting innovative parking solutions and street planning for all users. This year, we brought a special focus to the creation of **Complete Streets**, which are streets that are designed for everyone: they are safe, convenient and accessible for pedestrians, cyclists, transit users and motorists, and are comfortable and barrier-free for people of every age and mobility level.

This year, MAPC helped Acton, Everett, Littleton, Maynard, Middleton, Reading, Salem, Somerville and Stoughton to pass "Complete Streets policies," which allow cities and towns to make sure roads are designed, constructed, refurbished and maintained in a way that's inclusive of all users. Littleton's local policy was even recognized nationally with an award from the National Complete Streets Coalition.

MAPC also worked closely with DCR, the state's Department of Conservation and Recreation, to identify ways the parkway system in Massachusetts can become safer for cyclists and pedestrians. A study began in late 2014 and will continue in early 2015 to review all DCR parkways and off-road facilities, such as the Neponset River Greenway and Watertown Rail Trail, to recommend ways to promote non-car transportation along these historic routes while improving road conditions for drivers. Bike infrastructure will be added as capital improvement projects unfold in the next few years, as a way to enhance public health, improve cycling and walking safety, and preserve and beautify these paths and roadways.

Parking is a critical link between land use and transportation, and parking policies have a tremendous effect on transportation choices and the built environment. Effective parking strategies can also help cities and towns meet their goals around affordable housing, reducing pollution, improving residents' health and attracting good development. MAPC assists communities in turning parking challenges into assets.

This year, we brought together leaders and innovators in the parking field at our “sPARKing Ideas” conference in Boston, where planners, elected officials and experts gathered to share ideas and tools for improving parking strategies on the local level. Stream the presentations at mapc.org/parking. In 2015, we will be working with the City of Malden for a downtown parking study, building off our collaboration with the Harvard Graduate School of Design to “Plan Downtown Malden” in 2013, helping that city to reconnect their business district to transit by relocating City Hall and encouraging new transit-oriented mixed-use development. MAPC transportation planners and engineers also worked to study parking in Cohasset Village, Downtown Foxborough and Grove Hall this year. In addition to diagnosing and recommending solutions for parking dilemmas, MAPC has also begun helping municipalities purchase the latest technology in parking meters this year, including **smart meters** and pay-by-phone services.

Massachusetts has a robust **food system** and a proud tradition of buying and eating local. However, the system faces real challenges: despite enjoying great growth and increasing diversity in recent years, our farmer population is aging, and we must work harder to replenish with the next generation of farmers in order for our output to keep pace. Additionally, we must look for ways to address the problem of size: most Massachusetts farms are smaller than 50 acres, posing economic challenges that we will have to overcome if we want to grow and eat more of our own food.

MAPC is working with a coalition of allies led by the state's Department of Agriculture to address these issues as part of the state's first comprehensive food plan since the 1970s. Learn more at our food plan website and get involved on twitter at @mafoodplan.

2015 saw many exciting changes in **water policy** and infrastructure planning Massachusetts. A major piece of legislation, the water infrastructure finance bill, was enacted in July, increasing the amount of low- and no-interest loans available to cities and towns for water infrastructure improvements. Under the law, the state will also match municipal entry fees for regional water systems like the MWRA, and allows cities and towns to establish a water surcharge of up to 3 percent to fund repairs for aging pipes.

MAPC worked hard to push for this bill, and we will help staff a commission set up to monitor the condition of the state's deteriorating water infrastructure, which required unfunded repairs to the tune of \$21.4 billion over the next 20 years.

MAPC's legislative division works annually to shore up support for the Shannon Grant, which works with at-risk youth in cities and towns struggling with gang violence and crime, and to staff the **Metro Mayors Coalition**, a group of 13 communities whose leaders come together to troubleshoot and share solutions to common problems. This year, the coalition focused on common-sense strategies for reducing gun violence in cities, policies around rideshare programs

such as Uber and Lyft, cohesively tackling climate change preparedness, and regionalizing emergency communications.

In the wake of this fall's ballot question de-indexing the gas tax from the rate of inflation, an estimated \$1 billion of **transportation revenue** will not be collected over the next decade, so MAPC and allies across Massachusetts will have more advocacy work ahead to help stabilize and support public transit and infrastructure improvement funding. Other legislative goals for 2015 will center on modernizing parking regulations and allowing for regional transportation ballot initiatives around the region, while keeping a continued focus on working successfully with the incoming gubernatorial administration.

Public health, increasingly seen as a core discipline within professional planning, has grown as an area of expertise for MAPC in recent years. This year, our public health division wrapped up the third and final year of its Community Transformation Grant (CTG) for Middlesex County, a project that brought healthier food into neighborhoods with limited access to affordable fresh groceries, changed policies and practices around building streets for all forms of travel, and promoted smoke-free housing conditions in public units across the state. Building on these substantial successes, the public health team is shifting into a "Health in All Policies" approach to integrating lessons learned from CTG into our broader planning work. Working with other staff at MAPC, the public health team will explore ways to expand use of bike share (such as Hubway) among minority and lower-income residents of the region, and has already conducted several focus groups on the issue in late 2014.

In Somerville and Chinatown, our staff is working with residents who live near highways to study the effects of roadway pollution in collaboration with Tufts University researchers, with an eye toward making policy and development changes to mitigate negative health impacts of living near high-volume traffic and related air pollutants.

This past summer, the public health division combined traditional place-based planning with a pilot "**photovoice**" project, which offers residents the opportunity to show via digital photography the assets and drawbacks of their neighborhoods, as a way to visually showcase opportunities for better planning. A photovoice project in East Boston engaged underrepresented residents in the photography project, offering them a voice in deciding which unsafe intersections, sidewalks, plazas and roads should get attention from the city. Boston will consider the areas identified using photovoice for funding toward safety improvement in 2015.

A similar placemaking photovoice project in Malden this year won a Social Advocacy Award from the Massachusetts Chapter of the American Planning Association alongside local health partner "Malden is Moving."

Democratizing data remains a core service MAPC provides to cities, towns, residents, journalists and researchers. This year, our Data Service staff created a new version of our DataCommon website for Central Massachusetts. This next generation of the DataCommon features a new design with added features such as downloadability and cataloging. The Boston area will get an enhanced DataCommon in 2015 thanks to continued support from the Barr Foundation. MAPC's Data Center is also building up the development database this year at MAPC's Development Database. This site catalogs current and planned development projects

and helps our staff track the region's growth and forecast its future around housing and employment.

This summer, our Data Services staff debuted the **The Massachusetts Housing Data Portal**, a groundbreaking website rich with housing figures on every municipality in the state. Featuring information on demographics that previously took weeks to generate, this new portal allows citizens and experts alike compare towns with their neighbors and to access visualizations, statistics, text and metadata at the click of a button, with full downloads available and staff support from MAPC just an email away.

Finally, in addition to these new areas of work, our data staff continues to provide modeling and indicators training nationally, and trains users locally in accessing the latest Census figures and the MetroBostonDataCommon. Trainings are offered every month; find the next one at mapc.org.

MAPC has piloted the notion of **integrated energy planning** for Greater Boston over the last few years. Our Clean Energy division provides a range of technical assistance services to communities, including comprehensive local energy planning, energy-related technical assistance, and regional procurement. Our goal is to advance markets for clean technology while reducing greenhouse gas emissions and dependence on fossil fuel consumption. Our Local Energy Action Program (LEAP) helps communities plan and implement local clean energy projects, and we also offer solar development, LED streetlight retrofits, and expertise to help cities and towns share energy staff. We currently have 17 communities in our collective procurement to bring solar to municipal rooftops, ground mounted arrays and parking canopies, and we have helped 16 cities and towns to select a contractor to complete LED streetlight retrofits, with five more coming in 2015. Together, completed retrofits have replaced upwards of 15,000 traditional streetlights in Arlington, Chelsea, Natick, Sharon, Winchester, Woburn and soon Somerville, saving approximately 5.5 million pounds of carbon dioxide equivalent emissions annually.

A great first step toward getting involved with MAPC's clean energy services is to visit our online Clean Energy Toolkit which has step-by-step instructions for instituting a clean energy strategy in your city or town.

One of the many ways we help cities and towns save money is to assist them in creating regional partnerships with their neighbors. Often, smaller towns and cities lack the resources to provide full time services for every local department, so we help them form regional entities for such services as energy planning, public health, public safety and more. MAPC staff is working with a group of policy chief and town officials in MetroWest to **regionalize animal control services** this year. We are studying facilities, personnel, equipments costs and scope of services already provided, and will recommend a plan of action for Ashland, Framingham, Hopkinton, Holliston, Sherborn, and Natick to combine animal control.

The state's Executive Office of Public Safety will continue engaging MAPC as fiduciary agent for the **Homeland Security Program** in Massachusetts, giving us oversight of the state's central, northeast, southeast and western Homeland Security regions. We provide management,

administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our collective purchasing program. This year, orders for fire apparatus and ambulances totaled \$25.5 million, or 73 pieces of equipment. On the police and DPW side, total sales numbered \$29.5 million in 2014, or 757 units ranging from police vehicles to public works trucks.

As part of this work, we facilitate the Northeast Region Homeland Security Advisory Council, or NERAC. NERAC operates three “cache” sites packed with equipment designed to help the region respond to natural and man-made disasters. These three sites, in Beverly, Lexington and Framingham, keep resources such as road signs, generators, cots, light towers and more at the ready for cities and towns to use in times of emergency. More than \$2.4 million has been invested into this system to provide resources that are too costly for individual municipalities to purchase and maintain, keeping the region safer for all residents and better equipped to respond to major events.

Effective **community engagement** is central to the way we do all our work. We strove this year to enhance our role as educators and engineers of inclusive planning processes by piloting newer, more effective ways of gathering public input and reaching under-represented communities this year—including communities of color, lower- and moderate-income groups, youth, the elderly, and those with language isolation.

In our work in Downtown Framingham and along Boston's Fairmount corridor, we used techniques such as translation, interpretation, open house meeting formats and leading community tours to increase engagement and participation.

Internally, we are helping our staff to share effective engagement techniques through “talkshops” over lunch and a brown bag series on knowledge sharing. We've also stepped up our efforts to track how well our work promotes and advances equity in the region, and will be unveiling an interactive online map this year for the public to see how and where we are doing our work.

Building off the momentum and success of our Sustainable Communities regional planning grant, MAPC has this year opened up new opportunities for cities and towns to contract with our staff for technical assistance. Upwards of 10,000 people participated in public meetings for Sustainable Communities projects in our region, and we are eager to continue building off the success of that program in implementing our bold regional plan, MetroFuture. Our new **Planning for MetroFuture program** will fund dozens of new local projects in 2015, helping us to continue promoting smart growth and regional collaboration for all who live and work in the 101 cities and towns of Metro Boston.

To view MAPC's full Annual Report, visit <http://2014.mapc.org/>.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

The Registry of Deeds is the principle office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It is a primary and indispensable resource for title examiners, mortgage lenders, municipalities, homeowners, and other individuals with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In continuous operation for more than two hundred years, 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.

2014 Registry Achievements

- Register William P. O'Donnell and his staff continue their direct outreach to town halls, senior centers and civic groups across Norfolk County to provide Registry services. Register O'Donnell held office hours at the Needham Town Hall on January 16th.
- The Registry of Deeds newly renovated full service telephone and walk-in Customer Service and Copy Center continues to provide residents and businesses with quality service in all areas of Registry operations.
- Electronic recording continues to expand with 26,687 documents recorded electronically and 3 million in recording fees collected in 2014.
- 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.
- This year numerous technological improvements were implemented including upgrades to the registry server and network infrastructure. The Registry's website www.norfolkdeeds.org is routinely updated and enhanced to include the latest resources such as real estate statistics and news, answers to frequently asked questions and the newest consumer programs available to the public.
- Continued improvements to the physical and structural appearance of the historic Registry Building built in 1903, highlighted by the installation of a new phone system throughout the facility, along with additional shelving units to meet future document storage demands.

- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, on how to access land record information using the Registry's new website technology.

Needham Real Estate Activity Report January 1, 2014 – December 31, 2014

During 2014, real estate activity in Needham saw increases in total sales volume and average sales price.

There was a 30% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in 2014, resulting in a reduction of 2,709 documents from 9,014 to 6,305.

The total volume of real estate sales in Needham during 2014 was \$603,382,375, which showed a 9% increase from 2013. The average sale price of homes and commercial property was up 16% in Needham. The average sale was \$1,125,713.

The number of mortgages recorded (1,427) on Needham properties in 2014 was down by 35% from the previous year. Total mortgage indebtedness decreased by 30% to \$897,452,741 during the same period.

There was 1 foreclosure deed filed in Needham during 2014, representing a 67% decrease from the previous year when there were 3 foreclosure deeds filed.

Homestead activity decreased by 3% in Needham during 2014 with 647 homesteads filed compared to 670 in 2013.

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

We are 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.

Virus Isolations in the town: No virus isolations in 2014
 Requests for service: 91

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.

Culverts cleared	13 culverts
Drainage ditches checked/hand cleaned	10,100 feet
Intensive hand clean/brushing*	300
Mechanical water management	0
Tires collected	0

* *Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of disease control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

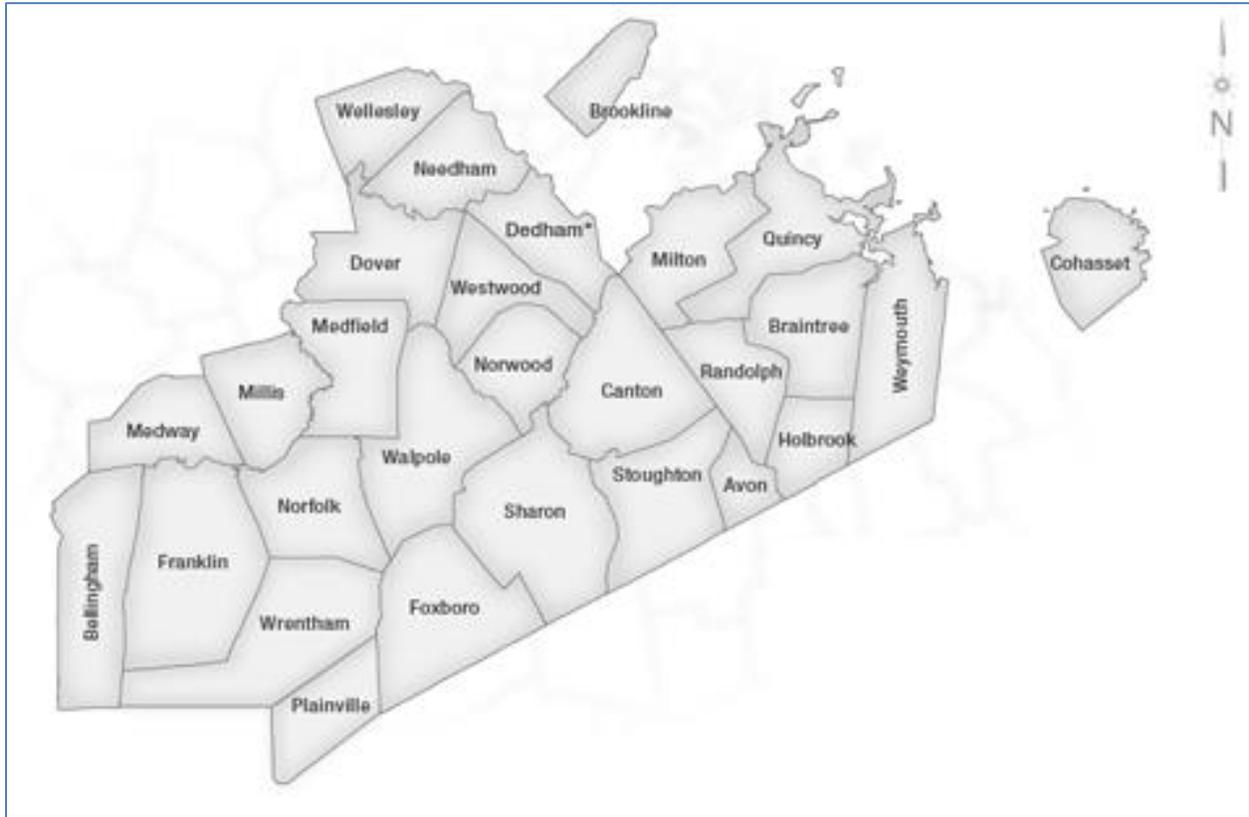
Spring aerial larvicide applications (April)	298.9 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	5.8 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,880 basins
Abandoned/unopened pool or other manmade structures treated	0 briquets

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 rigorous 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

3,242 acres



NORFOLK COUNTY

TOWN OFFICIALS 2014

ELECTED

Assessors

Damon Borrelli
Thomas P. Colarusso
Kurt Ochalla (elected 4/8/14)

Board of Health

Edward V. Cosgrove, Ph.D.
Stephen K. Epstein
Jane Fogg

Commissioners of Trust Funds

Barry Coffman
Joseph P. Scalia
Heydon David Traub

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

Scott Brightman (elected 4/8/14)
Andrew Lewis Cohen
William DeBear
Peter J. Pingatore
Reginald Foster (State Appointee)

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston
David DiCicco
Thomas M. Jacob
Michael J. Retzky
Matt Toolan (elected 4/8/14)

Planning Board

Bruce T. Eisenhut
Elizabeth Grimes
Martin Jacobs
Jeanne S. McKnight
Sam Bass Warner

School Committee

Joseph P. Barnes
Connie Barr

Heidi C. Black
Michael Greis
Susan Neckes
Kim Marie Nichols
Aaron Pressman (elected 4/8/14)

Selectmen

John A. Bulian
Matthew D. Borelli
Marianne B. Cooley (elected 4/8/14)
Maurice P. Handel
Daniel P. Matthews

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

Mark Forbes
John Gallelo
James Healy (appointed 5/13/14)
Charles J. Mangine
Joseph J. McSweeney (through March 2014)
Ron Sockol

Trustees of Public Library

Lois C. Bacon
Rose Doherty
Richard Hardy
Thomas M. Harkins
Margaret Pantridge
Gregory John Shesko
Carol Jean Thomas (elected 4/8/14)

APPOINTED BY THE BOARD OF SELECTMEN

Town Manager

Kate Fitzpatrick

Town Counsel

David S. Tobin

Ad Hoc Insurance Advisory Committee

Richard Davis
David Davison (ex officio)
Niels H. Fischer
Albert H. Shapiro
Paul Winnick

Board of Appeals

Peter Friedenber
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin
Kathleen Lind Berardi

Glen Cammarano
Walter Collins (resigned 1/1/14)
William Day
Elizabeth Grimes
Maurice P. Handel
Bob Hentschel
Bruce Herman
Richard Putprush (appointed 3/8/14)
Tom Jacob
Martin Jacobs
Brian Nadler
Janet O’Connor
Matt Talcoff
Michael Wilcox

Cable Television / Advisory Committee

Michael Greis
Peter E. Hess
Tom Loughran
Dan Schwartz (appointed 4/22/14)
Jonathan D. Tamkin

Commission on Disabilities

Susan Crowell
Leon Foster
Debbi Heller
Bruce A. Howell
Jeanie Martin
Karen Peirce
Elaine Saunders
Patrice Snellings (associate member)
Andy Wise
Colin (Dale) T. Wise

Golf Course Advisory Committee

Steven Carlson (appointed 9/17/13)
Roy Cramer
Daniel Dain
Michael Mahoney
Richard M. Reilly
Jon Schneider
MaryGrace Summergrad

Conservation Commission

Paul Alpert
Janet Bernardo
Artie Crocker (appointed 7/16/13)
Stephen Farr
Peter Oehlkers (appointed 6/26/13)
Sharon Soltzberg
Lisa Standley

Historical Commission

Robert Boder
Carol J. Boulris
Rose Doherty (appointed 6/24/14)
Gloria P. Greis
Richard C. Hardy
Jeffrey Heller (appointed 8/20/13)
Miles Shore, M.D.

Cultural Council

Claire Dee Ecsedy
David Ecsedy
Joanne Feinberg (appointed 3/11/14)
Mary Murphy Hensley (appointed 4/9/14)
Michael Labrecque
Ronald Lowry (appointed 4/9/14)
Kristen Mazzocchi (appointed 4/9/14)
Elise Miller (appointed 4/9/14)
Betty M. Mosley
Elizabeth Wells

Human Rights Committee

Abdul Cader Asmal
Cynthia Ganung
Liora Harari
Amelia Klein
John Schlittler
Albert “Bud” Schram (appointed 4/22/14)
Marlene Schultz
Mike Vaughn

Council of Economic Advisors

Peter Atallah (appointed 2/25/14)
Damon Borrelli (resigned 1/1/14)
Matt Borrelli

Local Emergency Planning Committee

Jane Abel
Lindsay Acomb
Jim Alessandroni
Donald Anastasi
Bill Arsenault
Diana Baccari
Connie Barr

Janice Berns
Tamatha Bibbo
Seymour Bigman
Megan Bonomolo
Stacey Brady
Paul Buckley
Bill Burke
Kevin Burke
Tom Campbell
Erin Carcia
Donna Carmichael
Anne Clark
Christopher Coleman
Dennis Condon
Phil Droney
Meg Femino
Kate Fitzpatrick
Wolfgang Floitgraf
John Fountain
John Gavin
Natasha Gglusco
Mike Gibbons
Alan Glou
Michael Greis
Sheila Hamwey
Edie Janas
Charlotte Kelly
Joanne Kossuth
John Kraemer
Chip Laffey
Mary Lammi
Maria Lastoria
Ken LeClair
Kathy Lewis
Robert Lewis
Roger MacDonald
Heather MacKay
Joe Mackinnon
Marc Mandel
Ann Martello
Justin McCullen
Timothy McDonald
Meghan McDonald
Richard Merson
Karen Mullen
Susan Pacheco
Jason Pereira
James Pollard
Rachel Potts
Carol Read
David Roche

Vincent Roy
Gary Schwartz
Mike Schwinden
Chris Seriac
Samantha Sherman
Aaron Sicotte
Mimi Stamer
Pam Sullivan
John Thuo
Kevin Trotter
Annemarie Walsh

**Needham Community Television
Development Corporation (NCTDC)**

Robert Boder
John Fountain (resigned 4/9/14)
Arnold M. Goldstein
Michael Greis
Peter E. Hess
Tom Loughran
Dan Schwartz (appointed 4/22/14)
Michael J. Riley (appointed 4/22/14)
Robert Stegman
Jonathan Tamkin

**Needham Community Revitalization
Fund Committee**

William Dermody
Carol de Lemos
Paul Good
Timothy Kickham
MaryRuth Perras

New Year's Needham Committee

Christopher Cox
Artie Crocker
Marc Cutler
David Ecsedy
Sheri Edsall
Walter McDonough
Kim McCollum
Jim Moonan
Suzanne Saevitz
Nancy Spargo Barber

Property Tax Assistance Committee

Jill C. Kahn-Boesel
Elizabeth Handler
Peter Hess
Thomas Mulhern
Evelyn Pones (ex officio)

Registrars of Voters

Ann Cosgrove
John W. Day
Barbara B. Doyle
Theodora K. Eaton (ex officio)

Solid Waste & Recycling Advisory Committee

William Connors
Albert Cooley
Jeffrey Heller
Pralay Som
Irwin Silverstein

Taxation Aid Committee

Elizabeth Handler
Patricia Harris
Thomas J. Mulhern
Helen Newton
Evelyn Poness (ex officio)

Technology Advisory Board

David Davison (ex officio)
Wade Davis
Kenny Freundlich
Deb Gammermon (ex officio)
Ann Gulati (ex officio)
Clifford Hayden
Joanne Kossuth (non-voting Tech Advisor)
Roger MacDonald (ex officio)
Michael Mathias
Carl Rubin

Traffic Management Advisory Committee

Anthony DelGaizo
Stephen Delisi (appointed 3/18/14)
John Kraemer
Jeffrey MacMann
Robert Meltzer
Richard Merson
Donna Mullin
Mark Rosen
Glen Schneider

**Water and Sewer Rate
Structure Committee**

John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
Steve Rosenstock (appointed 3/25/14)
John Tallarico

**APPOINTED BY THE
MODERATOR**

Finance Committee

John Connelly
Richard S. Creem
James Flinton
Richard Lunetta
Louise Miller
Richard Reilly
Lisa Zappala
Richard Zimbone

Personnel Board

John Dennis (resigned 3/19/14)
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

OTHER APPOINTED BOARDS

(Appointing Authority)

Community Preservation Committee

Janet Bernardo (*Conservation Commission*)
Robert Boder (*Historical Commission*)
Lita Young (*Board of Selectmen*)
Sam Bass Warner (*Planning Board*)
Reginald Foster (*Housing Authority*)
Mark Gluesing (*Moderator*)
Gary Crossen (*Board of Selectmen*)
Mike Retzky (*Park & Recreation*)

Council on Aging

Scott Brightman
Roma Jean Brown (resigned 5/18/14)
Ed Cosgrove
Carol de Lemos
Phyllis Fanger
Daniel Goldberg
Susanne Hughes
Eilene Kleiman
Andrea Rae
Lianne Relich
Colleen Schaller

Contributory Retirement Board

Kate Fitzpatrick
John P. Krawiecki, by vote of employees
and retirees
Robert Mearls, by members
of the Retirement Board
Evelyn M. Poness
Thomas A. Welch, II, by vote of employees
and retirees

Design Review Board

Artie Crocker (alternate) (*Board of Selectmen*)
Robert Dermody (*Board of Selectmen*)
Nelson Hammer (*Planning Board*)
Mark Gluesing (*Board of Selectmen*)
Richard M. Reilly, Jr. (alternate)
(*Board of Selectmen*)
Deborah Robinson (*Planning Board*)
Stephen Tanner (*Planning Board*)

Future School Needs Committee

Heidi Black (*Parent Teacher Council*)
David P. Coelho (*Board of Selectmen*)
Susan Neckes (*School Committee*)
Ann DerMarderosian (*Finance Committee*)
James Lamenzo (*Moderator*)(*resigned 1/6/14*)
Marjorie Margolis (*Moderator*)
Catherine O'Brien (*Moderator*) (*app 3/2014*)
Mary Riddell (*League of Women Voters*)
Ismael Dambolena (*Planning Board*)
(*appointed 4/1/14*)

Permanent Public Building Committee

(*Mixed appointing authority for all*)
Stuart Chandler
Natasha Espada
John J. Keene, Jr.
George Kent
Steven Popper, Dir. Constr. & Renovation
(*ex-officio*)
Paul Salamone
Roy Schifilliti
Irwin Silverstein

Transportation Committee

Duncan Allen (*Board of Selectmen*)
Richard Creem (*Board of Selectmen*)
Linda Hoard (*Planning Board*)
David Montgomery (*Moderator*)

Steven McKnight (*Planning*)
Denise Garlick (*Ex-Officio*)

Youth Commission

David Bookston (*School Committee*)
Karen Folb (*Park & Recreation*)
Justin Jones (*School Committee*)
Kevin Keane (*appointed 10/22/13*)
Regina Longley (*School Committee*)
Susan Patkin (*Moderator*)
Vincent Springer (*Police Dept*)
Julie Stevens (*Finance Committee*)
Debbie Winnick (*Board of Selectmen*)
(*resigned 10/1/13*)

**APPOINTED BY TOWN
MANAGER**

Animal Control Officer

Danielle Landry

Assistant Director of Public Works

Robert Lewis

Assistant Town Manager/Finance Director

David Davison

Assistant Town Manager/Dir. Of Operations

Christopher Coleman

Director of Emergency Management

Paul F. Buckley, Jr.

Director of Information Technology

Roger S. MacDonald

Director of Public Works

Richard P. Merson

**Director, West Suburban Veterans Services
District**

Stanley Spear

**Veterans' Burial Agent/Veterans' Graves
Officer**

Bill Topham

Fire Chief / Superintendent of Fire Alarms/Forest Warden

Paul F. Buckley

Inspector of Buildings

David Roche

Inspector of Plumbing and Gas

William Kinsman

Inspector of Wiring

Scott Chisholm

Police Chief / Keeper of the Lockup

Philip E. Droney

Supervisor, Garage & Equipment

Bill Stockwell

Superintendent, Highway

Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden

Edward Olsen

Superintendent, Water/Sewer

Vincent Roy

Town Accountant

Michelle Vaillancourt

Town Engineer

Anthony Del Gaizo

Treasurer and Tax Collector

Evelyn M. Poness

Administrative Assessor

Hoyt Davis

Assistant Town Clerk

Helen Atkinson

Director of Public Facilities - Construction

Steven Popper

Director of Public Facilities - Operations

Chip Laffey

Director of Public Health

Janice Berns

Director of Youth Services

Jon Mattleman

Environmental Health Agent

Tara Gurge

Executive Director, Council on Aging

Jamie Brenner Gutner

Library Director

Ann MacFate

Planning Director

Lee Newman

Park and Recreation Director

Patricia M. Carey

**APPOINTED BY ELECTED
OR APPOINTED BOARDS**

Executive Director, Needham Housing Authority

Debra Jordan

Executive Secretary to Finance Committee

Louise Mizgerd

Superintendent of Schools

Daniel E. Gutekanst

FISCAL YEAR 2014 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
A	Bailey	Erik J.	2015	A	Scott	James Allan	2016
A	Butchart	Scott D.	2015	A	Silverstein	Irwin	2016
A	Creem	Richard S.	2015	A	Silverstein	Nina	2016
A	Diodato	John F.	2015	A	Spector	Rhonda K.	2016
A	Gratz	Donald B.	2015	A	Davidson	Alan J.	2017
A	Miller	Rachel B.	2015	A	Genova	John D.	2017
A	Sargent	Elizabeth M.	2015	A	Gosmon	Cheryl A.	2017
A	Spiros	Van J.	2015	A	Keane-Hazzard	Mary E.	2017
A	Carothers	Dennis	2016	A	O'Brien, Jr.	Norman F.	2017
A	Herrick	Walter D.	2016	A	Schneider	Louise I.	2017
A	Miller	Michael S.	2016	A	Spiros	Carolyn M.	2017
A	Nissen	Suzanne Fiering	2016	A	Sterling	Nicholas P.	2017
B	Borrelli	Damon J.	2015	B	Freedberg	Richard M.	2016
B	Borrelli	Marianna	2015	B	Markell	Lori A.	2016
B	Jacob	Thomas M.	2015	B	Rovner	Gerald C.	2016
B	Limaj	Michelle Bess	2015	B	Von Herder	Dorothea	2016
B	McConchie	Scott	2015	B	Freedberg	Cathy M.	2017
B	Nicols	Kim Marie	2015	B	Grimes	Elizabeth Jane	2017
B	Shapiro	Stacie M.	2015	B	Harris	David C.	2017
B	Toran	Sarah Ann	2015	B	Kurkjian	Catherine E.	2017
B	Arren	Francis G,	2016	B	Moody	Richard B.	2017
B	Baierlein	George	2016	B	Pendergast	Kevin T.	2017
B	Doyle	William G.	2016	B	Rooney	Jodi Lynn	2017
B	Frankenthaler	John J.	2016	B	Rosenstock	Steven M.	2017
C	Alpert	Paul S.	2015	C	Hoffmeister, Jr.	George W.	2016
C	Barnes, Jr.	Joseph P.	2015	C	Landau	R. Cynthia	2016
C	Brightman	Scott M.	2015	C	Young	Adelaide C.	2016
C	Cox, Jr.	Gilbert W.	2015	C	Zappala	Lisa W.	2016
C	May	Adam L.	2015	C	Alpert	Peter A.	2017
C	Neckes	Susan B.	2015	C	Barnett	Bruce S.	2017
C	Tillotson	Paul B.	2015	C	Callanan	Paula R.	2017
C	Tobin	Sandra Balzer	2015	C	Cox	David R.	2017
C	Cox	Angela M.	2016	C	Gluesing	Mark J.	2017
C	Dugan, Jr.	William H.	2016	C	Lueders	Carl J.	2017
C	Goldberg	Lois R.	2016	C	Masterman	James D.	2017
C	Haslip	John H.	2016	C	Miller	Louise L.	2017
D	Black	Heidi C.	2015	D	Niden	Michael L.	2016
D	Clarke	Holly Anne	2015	D	Pressman	Aaron M.	2016
D	Cramer	Roy A.	2015	D	Remorenko	Aaron	2016
D	D'Addesio	Kathryn L.	2015	D	Walitt	Arthur	2016
D	Der Marderosian	Ann	2015	D	Burgiel	Lori L.	2017
D	Eisenhut	Bruce T.	2015	D	Conturie	Cynthia L.	2017
D	Lewis	Kathleen M.	2015	D	Donald	Ross M.	2017
D	Shesko	Gregory John	2015	D	Levy	Joshua W.	2017
D	Crimlisk	Thomas John	2016	D	Lunetta	Richard J.	2017
D	Dhanda	Michelle C. S.	2016	D	Mann	Richard S.	2017
D	Foster	Reginald C.	2016	D	McNeill	Gary B.	2017
D	Gerstel	Christopher J.	2016	D	Soisson	Thomas F.	2017

FISCAL YEAR 2014 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
E	Barr	Constance S.	2015	E	Ruth	Ronald W.	2016
E	Chaston	Cynthia J.	2015	E	Siegenthaler	Paul A.	2016
E	Cosgrove	Ann M.	2015	E	Silverstein	Gerald	2016
E	Fachetti	Carol A.	2015	E	Weiner	Theodore	2016
E	Peckham	Ford H.	2015	E	Braman	Robert R.	2017
E	Retzky	Michael J.	2015	E	Crowell	Theodore M.	2017
E	Robey	Philip V.	2015	E	Cummings	Lawrence R.	2017
E	Tormey	Kevin M.	2015	E	Durda	Paul J.	2017
E	Cosgrove III	Edward V.	2016	E	Francesconi	Irene M.	2017
E	Decker	Walter T.	2016	E	George	Linda J.	2017
E	Greendlinger	Risa J.	2016	E	Stevens	Julie E.	2017
E	Mullen	Kurt M.	2016	E	Wolfe	Cynthia J.	2017
F	Borrelli	Alison S.	2015	F	Muldoon	Kenneth Scott	2016
F	Connelly	John P.	2015	F	Okerman	William J.	2016
F	Davis	Richard W.	2015	F	Price	Karen N.	2016
F	Davis	Gail E.	2015	F	Verdun	Michael L.	2016
F	Milligan	John F.	2015	F	Cohen	Lawrence J.	2017
F	Sexton	Jennifer S.	2015	F	Goldin	Rochelle E.	2017
F	Winnick	Deborah S.	2015	F	Goldstein	Carl	2017
F	Zoppo	William A.	2015	F	Kirk	John P.	2017
F	Coffman	Barry J.	2016	F	MacMahon	Mary Anne	2017
F	Heller	Jeffrey D.	2016	F	McDonough	Barry R.	2017
F	Kalish	Leslie A.	2016	F	McKay	Michael	2017
F	Mclver	Carolyn R.	2016	F	Piltch	Mary E.	2017
G	Abbott	Susan W.	2015	G	Freundlich	Kenneth B.	2016
G	Buckley	Patricia B.	2015	G	Kaufman	Gary Michael	2016
G	Dirks	Katy M.	2015	G	Konieczynski	David	2016
G	Gallagher	Fran	2015	G	Tierney	Timothy P.	2016
G	Harkins	Thomas M.	2015	G	Attridge	Paul H.	2017
G	McCaffrey	Maureen T.	2015	G	Blake	Julia C.H.	2017
G	McGarvey	Susan B.	2015	G	DeMeis	Richard	2017
G	Welby	Susan	2015	G	Dermody	Robert J.	2017
G	Beacham, Jr.	Peter W.	2016	G	Keyes	Georgina Y.	2017
G	Crawford	Michael J.	2016	G	Pittman	Andrew J.	2017
G	Crimmings	John D.	2016	G	Robey	Kathleen D.	2017
G	Distler	Michael A.	2016	G	Smart, Jr.	Robert T.	2017
H	Brinkhaus	Heinz R.	2015	H	Kristeller	Jeffrey E.	2016
H	Cruickshank	M. Patricia	2015	H	London	Laura	2016
H	Gillogley	Thomas Edward	2015	H	Savage Jr	Richard J.	2016
H	Handler	Elizabeth P.	2015	H	Shapiro	Jeffrey S.	2016
H	Larsen	Robert Y.	2015	H	Cosentino	Julia Satti	2017
H	Margolis	Marjorie M.	2015	H	Kardok	Michael C.	2017
H	Milligan	Paul T.	2015	H	McCarthy	Nancy E.	2017
H	Reilly	Richard M.	2015	H	McDonough	Mark	2017
H	Avedikian	Isabel F.	2016	H	Noonan	Terence P.	2017
H	Diener	Michael A.	2016	H	Olive	Peter R.	2017
H	Han	Karen E.	2016	H	Wu	Harmony H.	2017
H	Kingston	John A.	2016	H	Zimbone	Richard A.	2017

FISCAL YEAR 2014 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
I	Atallah	Peter D.	2015	I	Pingitore	Peter J.	2016
I	Denver	Paul F.	2015	I	Renzulli	Nicholas S.	2016
I	Escalante	David J.	2015	I	Weinstein	Anne W.	2016
I	Glaskin	Todd L.	2015	I	Whitney	Kathleen D.	2016
I	O'Leary	John P.	2015	I	Bagshaw	Lisa Dannibal	2017
I	Robey III	Paul	2015	I	Ecsedy	David J.	2017
I	Sockol	Lois F.	2015	I	Kahn-Boesel	Jill C.	2017
I	Sockol	Ron	2015	I	Murphy	Lorraine M.	2017
I	Bernardo	Janet Carter	2016	I	Sexton	Nancy E.	2017
I	Crocker	Artie R.	2016	I	Supple	David Paul	2017
I	Ecsedy	Claire Dee	2016	I	Tibma	Mary D.	2017
I	Ochalla	Josephine	2016	I	Walsh	Maura O.	2017
J	Arrieta-Ruetenik	Georgina A.	2015	J	Montgomery	David P.	2016
J	Dermody	William R.	2015	J	Mooney	Christopher	2016
J	DiCicco	David C.	2015	J	Panov	Peter Sergey	2016
J	Epstein	Stephen K.	2015	J	Urwitz	Carol I.	2016
J	Greis	Michael J.	2015	J	Barker	Catherine J.	2017
J	Mullin	Donna M	2015	J	Bonasia	James S.	2017
J	Orozco	Sara	2015	J	Chandler	Stuart B.	2017
J	Tedoldi	M. Kathleen	2015	J	Downs	Robert A.	2017
J	Borowsky	Mark L.	2016	J	Mather	Marcia C.	2017
J	Deutsch	Robert E.	2016	J	Mathias	Michael M.	2017
J	Keane	Kevin J.	2016	J	Murphy	Jane B.	2017
J	Kent	George F.	2016	J	Shannon	Karen R.	2017
TMM At- Large	Selectman	Borrelli, Matthew D.	2014	TMM At- Large	Chm, Board of Health	Fogg, Jane	2014
TMM At- Large	Chm, Selectman	Bulian, John A.	2014	TMM At- Large	Chm., Memorial Park Trustees	Gallelo, John S.	2014
TMM At- Large	Chm., Park & Recreation Commission	Chaston, Cynthia J.	2014	TMM At- Large	Chm, School Committee	Greis, Michael J.	2014
TMM At- Large	Chm., Board of Assessors	Colarusso, Thomas P.	2014	TMM At- Large	Selectman	Handel, Maurice P.	2014
TMM At- Large	Selectman	Cooley, Marianne B.	2014	TMM At- Large	Chm, Trustees of Public Library	Hardy, Richard C.	2014
TMM At- Large	Town Clerk	Eaton, Theodora K.	2014	TMM At- Large	Chm, Planning Board	Jacobs, Martin	2014
TMM At- Large	Moderator	Fee, Michael K.	2014	TMM At- Large	Selectman	Matthews, Daniel P.	2014



FY 2014 TOWN OF NEEDHAM RETIREE INFORMATION

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Christine Arren	School	22 years 10 months
Janice Berns	Town	22 years 8 months
Raymond Bigelow	Fire	33 years
Barry Carloni	Fire	41 years. 5 months
Mary D'Eon	School	32 years 11 months
Krishna Dasgupta	School	12 years 11 months
John Donovan	Public Facilities	12 years 1 months
Kenneth Gustowski	Public Facilities	40 years 3 months
John Hastings	Public Facilities	24 years
Christine Hayes	School	30 years 2 months
James Krawiecki	Police	32 years 6 months
Jane Lischewski	Town	10 years 1 month
Bonnie Montgomery	Fire	28 years
Joseph O'Brien Sr.	Police	35 years 1 month
Kathleen O'Keefe	School	18 years 1 month
Stephen O'Neill	Town	23 years 11 months
Chicako Park	Town	20 years 9 months
Carol Rosenstock	Town	15 years 1 months
Judith Sees	School	18 years
Lawrence Weaver	Town	34 years 10 months
Richard Witz	Public Facilities	30 years

IN MEMORIAM

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Violet Arnott	Hospital	24 years 8 months
Catherine Bedigan	Hospital	17 years 7 months
Antoinette Bellomo	Fire - survivor	38 years 5 months
Evelyn Brannen	Public Works	17 years 3 months
Evelyn Brown	Hospital	25 years 7 months
Helen Card	Hospital	15 years 2 months
Joseph Carey	Town	11 years 2 months
Mildred Chudzik	Hospital	19 years 11 months
Regina Coughlin	School	12 years 4 months
Joan Cummings	Public Works	21 years 3 months

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Dario Ferreri	Public Works	27 years 3 months
Sheila Foley	Fire – survivor	35 years 11 months
Irene Glidden	Public Facilities – survivor	3 years 9 months
Alice Griffin	Town	9 years 3 months
Gina Hazzard	Town	13 years
Beatrice Hoffman	Hospital	14 years 9 months
Willis Jeeves	School	20 years 7 months
Beatrice Keith	School	20 years 4 months
Alice Kent	Hospital	16 years 7 months
Robert Lanigan	Public Works	38 years 9 months
Timothy Lilley	Public Facilities	15 years
Bruce Nagler	Public Works	20 years
Beatrice Savignano	Public Works – survivor	36 years 2 months
Thomas Thornton	Public Facilities	26 years 4 months
Donna Vigliano	Hospital	20 years 4 months
Isolina Wallace	School	21 years 8 months

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2014**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$17,219,039.00
Investments	\$16,957,683.00
Receivables:	
Property taxes	\$3,752,853.00
Excises	\$857,407.00
Departmental	\$1,069,181.00
Intergovernmental	\$6,256,332.00
Betterments	\$0.00
Other	\$46,390.00
Other assets	\$0.00
	<hr/>
Total Assets	<u><u>\$46,158,885.00</u></u>
<u>LIABILITIES</u>	
Warrants and accounts payable	\$884,602.00
Deferred revenue	\$0.00
Accrued liabilities	\$4,373,846.00
Due to other Governments	\$0.00
Taxes collected in advance	\$0.00
Refunds payable	\$402,764.00
Other liabilities	\$200,191.00
	<hr/>
Total Liabilities	\$5,861,403.00
Deferred Inflows of Resources	\$11,732,710.00
<u>FUND BALANCES</u>	
Nonspendable	\$0.00
Restricted	\$869,983.00
Committed	\$9,561,267.00
Assigned	\$4,888,245.00
Unassigned	\$13,245,277.00
	<hr/>
Total Fund Balance	\$28,564,772.00
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u><u>\$46,158,885.00</u></u>

**Town of Needham
Enterprise Funds
Statement of Net Position
Year Ended June 30, 2014**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and short-term investments	\$1,955,907.00	\$3,850,562.00	\$7,021,709.00
Receivables	\$231,023.00	\$2,342,558.00	\$1,873,059.00
Intergovernmental	\$0.00	\$439,315.00	\$0.00
Other current assets	\$0.00	\$0.00	\$0.00
	<hr/>	<hr/>	<hr/>
Total Current Assets	\$2,186,930.00	\$6,632,435.00	\$8,894,768.00
Noncurrent Assets:			
Land and construction in progress	\$5,007,443.00	\$7,969,510.00	\$4,884,916.00
Other capital assets, net of accumulated depreciation	\$1,783,562.00	\$16,312,800.00	\$25,038,713.00
	<hr/>	<hr/>	<hr/>
Total Noncurrent Assets	\$6,791,005.00	\$24,282,310.00	\$29,923,629.00
	<hr/>	<hr/>	<hr/>
Total Assets	\$8,977,935.00	\$30,914,745.00	\$38,818,397.00
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$163,633.00	\$17,783.00	\$606,480.00
Accrued payroll	\$12,631.00	\$21,707.00	\$24,479.00
Accrued liabilities	\$0.00	\$0.00	\$0.00
Refunds Payable	\$195,617.00	\$71,059.00	\$7,782.00
Other liabilities	\$0.00	\$0.00	\$0.00
Current portion of long-term liabilities:			
Bonds payable	\$100,000.00	\$1,020,201.00	\$859,835.00
Compensated absences	\$53,557.00	\$84,658.00	\$106,307.00
	<hr/>	<hr/>	<hr/>
Total current liabilities	\$525,438.00	\$1,215,408.00	\$1,604,883.00
Noncurrent Liabilities			
Bonds payable, net of current portion	\$220,000.00	\$8,586,417.00	\$5,727,877.00
	<hr/>	<hr/>	<hr/>
Total Liabilities	\$745,438.00	\$9,801,825.00	\$7,332,760.00
<u>NET POSITION</u>			
Invested in capital assets, net of related debt	\$6,837,663.00	\$15,071,300.00	\$25,407,246.00
Unrestricted	\$1,394,834.00	\$6,041,620.00	\$6,078,391.00
	<hr/>	<hr/>	<hr/>
Total Net Assets	\$8,232,497.00	\$21,112,920.00	\$31,485,637.00
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Townwide Budget Group	\$35,023,069	\$471,113	-\$869,040	\$34,625,142	-\$33,397,352.84	-\$177,038.95	-\$33,574,391.79	\$1,050,750.46
Board of Selectmen/Town Manager	\$794,348		\$79,067	\$873,415	-\$853,332.90	-\$2,205.90	-\$855,538.80	\$17,876.20
Town Clerk/Board of Registrars	\$321,912			\$321,912	-\$296,715.47	-\$2,751.25	-\$299,466.72	\$22,445.28
Town Counsel	\$305,790			\$305,790	-\$275,071.92	-\$28,243.02	-\$303,314.94	\$2,475.06
Personnel Board	\$15,600			\$15,600				\$15,600.00
Finance Department	\$2,472,468			\$2,472,468	-\$2,275,019.54	-\$30,619.21	-\$2,305,638.75	\$166,829.25
Finance Committee	\$32,893			\$32,893	-\$32,108.87		-\$32,108.87	\$784.13
Planning	\$269,399		\$6,887	\$276,286	-\$270,928.07	-\$1,693.91	-\$272,621.98	\$3,664.02
Community Development	\$141,757			\$141,757	-\$136,127.84	-\$107.88	-\$136,235.72	\$5,521.28
Police Department	\$5,624,023		\$6,451	\$5,630,474	-\$5,303,703.67	-\$162,394.73	-\$5,466,098.40	\$164,375.60
Fire Department	\$6,844,275			\$6,844,275	-\$6,704,444.65	-\$16,487.37	-\$6,720,932.02	\$123,342.98
Building Inspector	\$559,654			\$559,654	-\$536,410.31		-\$536,410.31	\$23,243.69
Minuteman Assessment	\$733,961			\$733,961	-\$733,961.00		-\$733,961.00	
Needham Public Schools	\$53,995,587		\$706,635	\$53,995,587	-\$52,062,633.60	-\$1,610,829.79	-\$53,673,463.39	\$322,123.61
Department of Public Works	\$5,021,902			\$5,728,537	-\$5,604,727.56	-\$90,341.66	-\$5,695,069.22	\$33,467.53
Municipal Parking Program	\$70,250			\$70,250	-\$54,422.22	-\$13,168.15	-\$67,590.37	\$2,659.63
Municipal Lighting Program	\$217,804			\$217,804	-\$116,824.13	-\$47,057.03	-\$163,881.16	\$53,922.84
Department of Public Facilities	\$8,003,190		\$70,000	\$8,073,190	-\$7,129,008.11	-\$605,107.24	-\$7,734,115.35	\$339,074.65
Health Department	\$515,549			\$515,549	-\$487,058.07	-\$18,092.81	-\$505,150.88	\$10,398.12
Human Services	\$670,348			\$670,348	-\$617,929.78	-\$105.26	-\$618,035.04	\$52,312.96
Commission on Disabilities	\$550			\$550	-\$100.33		-\$100.33	\$449.67
Historical Commission	\$1,050			\$1,050	-\$33.75		-\$33.75	\$1,016.25
Needham Public Library	\$1,419,551			\$1,419,551	-\$1,413,676.69	-\$3,334.84	-\$1,417,011.53	\$2,539.47
Park & Recreation Department	\$574,456			\$574,456	-\$523,656.82	-\$1,873.92	-\$525,530.74	\$48,925.26
Memorial Park	\$750			\$750	-\$721.75		-\$721.75	\$28.25
Townwide & Departments	\$123,630,136	\$471,113		\$124,101,249	-\$118,825,969.89	-\$2,811,452.92	-\$121,637,422.81	\$2,463,826.19
Townwide Expense Budgets								
1 Non-Contributory Retirement Payment	\$34,100			\$34,100	-\$34,060.32		-\$34,060.32	\$39.68
2 Contributory Retirement System	\$5,420,454			\$5,420,454	-\$5,324,512.00		-\$5,324,512.00	\$95,942.00
3 Group Health Insurance & Benefits	\$10,091,409	-\$500,000		\$9,591,409	-\$9,342,434.24	-\$177,038.95	-\$9,519,473.19	\$71,935.81
4 Retiree Insurance & Insurance Liability	\$4,727,462	\$807,677		\$5,535,139	-\$5,535,139.00		-\$5,535,139.00	
5 Unemployment Compensation	\$250,000			\$250,000	-\$57,373.48		-\$57,373.48	\$192,626.52
6 Debt Service	\$12,108,851	\$88,436		\$12,197,287	-\$12,129,005.86		-\$12,129,005.86	\$68,281.14
7 Workers Compensation	\$467,550			\$467,550	-\$467,550.00		-\$467,550.00	
8 Casualty Liability & Self Insurance Prc	\$525,000			\$525,000	-\$507,277.94		-\$507,277.94	\$17,722.06
9 Classification Performance & Settlemente	\$25,000		-\$10,954	\$14,046				\$14,046.00
Townwide Budget Group	\$35,023,069	\$471,113	-\$869,040	\$34,625,142	-\$33,397,352.84	-\$177,038.95	-\$33,574,391.79	\$1,050,750.46

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Board of Selectmen/Town Manager								
11A Salary & Wages	\$687,407		\$4,067	\$691,474	-\$685,665.58		-\$685,665.58	\$5,808.42
11B Expenses	\$106,941			\$106,941	-\$92,667.32	-\$2,205.90	-\$94,873.22	\$12,067.78
11C Capital			\$75,000	\$75,000	-\$75,000.00		-\$75,000.00	
Total	\$794,348		\$79,067	\$873,415	-\$853,332.90	-\$2,205.90	-\$855,538.80	\$17,876.20
Town Clerk/Board of Registrars								
12A Salary & Wages	\$282,647			\$282,647	-\$266,643.46		-\$266,643.46	\$16,003.54
12B Expenses	\$39,265			\$39,265	-\$30,072.01	-\$2,751.25	-\$32,823.26	\$6,441.74
12C Capital								
Total	\$321,912			\$321,912	-\$296,715.47	-\$2,751.25	-\$299,466.72	\$22,445.28
Town Counsel								
13A Salary & Wages	\$71,790			\$71,790	-\$71,790.14		-\$71,790.14	(\$0.14)
13B Expenses	\$234,000			\$234,000	-\$203,281.78	-\$28,243.02	-\$231,524.80	\$2,475.20
13C Capital								
Total	\$305,790			\$305,790	-\$275,071.92	-\$28,243.02	-\$303,314.94	\$2,475.06
Personnel Board								
14A Salary & Wages	\$600			\$600				\$600.00
14B Expenses	\$15,000			\$15,000				\$15,000.00
14C Capital								
Total	\$15,600			\$15,600				\$15,600.00
Finance Department								
15A Salary & Wages	\$1,637,963			\$1,637,963	-\$1,563,940.77		-\$1,563,940.77	\$74,022.23
15B Expenses	\$797,005			\$797,005	-\$674,034.97	-\$30,619.21	-\$704,654.18	\$92,350.82
15C Capital	\$37,500			\$37,500	-\$37,043.80		-\$37,043.80	\$456.20
Total	\$2,472,468			\$2,472,468	-\$2,275,019.54	-\$30,619.21	-\$2,305,638.75	\$166,829.25
Finance Committee								
16A Salary & Wages	\$31,668			\$31,668	-\$31,295.05		-\$31,295.05	\$372.95
16B Expenses	\$1,225			\$1,225	-\$813.82		-\$813.82	\$411.18
16C Capital								
Total	\$32,893			\$32,893	-\$32,108.87		-\$32,108.87	\$784.13

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Planning								
17A Salary & Wages	\$252,939		\$6,887	\$259,826	-\$259,249.57		-\$259,249.57	\$576.43
17B Expenses	\$16,460			\$16,460	-\$11,678.50	-\$1,693.91	-\$13,372.41	\$3,087.59
17C Capital								
Total	\$269,399		\$6,887	\$276,286	-\$270,928.07	-\$1,693.91	-\$272,621.98	\$3,664.02
Community Development								
18A Salary & Wages	\$129,899			\$129,899	-\$128,440.13		-\$128,440.13	\$1,458.87
18B Expenses	\$11,858			\$11,858	-\$7,687.71	-\$107.88	-\$7,795.59	\$4,062.41
18C Capital								
Total	\$141,757			\$141,757	-\$136,127.84	-\$107.88	-\$136,235.72	\$5,521.28
19 Reserved								
Police Department								
20A Salary & Wages	\$5,175,845			\$5,175,845	-\$5,077,758.56		-\$5,077,758.56	\$98,086.44
20B Expenses	\$292,426			\$292,426	-\$211,468.36	-\$23,953.73	-\$235,422.09	\$57,003.91
20C Capital	\$155,752		\$6,451	\$162,203	-\$14,476.75	-\$138,441.00	-\$152,917.75	\$9,285.25
Total	\$5,624,023		\$6,451	\$5,630,474	-\$5,303,703.67	-\$162,394.73	-\$5,466,098.40	\$164,375.60
Fire Department								
21A Salary & Wages	\$6,581,793			\$6,581,793	-\$6,502,790.12		-\$6,502,790.12	\$79,002.88
21B Expenses	\$262,482			\$262,482	-\$201,654.53	-\$16,487.37	-\$218,141.90	\$44,340.10
21C Capital								
Total	\$6,844,275			\$6,844,275	-\$6,704,444.65	-\$16,487.37	-\$6,720,932.02	\$123,342.98
Building Department								
22A Salary & Wages	\$528,614			\$528,614	-\$510,629.90		-\$510,629.90	\$17,984.10
22B Expenses	\$31,040			\$31,040	-\$25,780.41		-\$25,780.41	\$5,259.59
22C Capital								
Total	\$559,654			\$559,654	-\$536,410.31		-\$536,410.31	\$23,243.69
Minuteman Assessment								
23 Assessment	\$733,961			\$733,961	-\$733,961.00		-\$733,961.00	
Total	\$733,961			\$733,961	-\$733,961.00		-\$733,961.00	
Needham Public Schools								
24 Needham Public School Budget	\$53,995,587			\$53,995,587	-\$52,062,633.60	-\$1,610,829.79	-\$53,673,463.39	\$322,123.61
Total	\$53,995,587			\$53,995,587	-\$52,062,633.60	-\$1,610,829.79	-\$53,673,463.39	\$322,123.61

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Encumbrances	Total Expenditures	Returned
Department of Public Works							
25A Salary & Wages	\$3,207,178		\$3,207,178	\$3,207,178		-\$3,188,306.99	\$18,871.01
25B Expenses	\$1,406,974		\$1,406,974	\$1,302,035.82	-\$90,341.66	-\$1,392,377.48	\$14,596.52
25C Capital	\$7,750		\$7,750	-\$7,750.00		-\$7,750.00	
25D Snow and Ice	\$400,000		\$706,635	\$1,106,635	-\$1,106,634.75	-\$1,106,634.75	
Total	\$5,021,902		\$5,728,537	\$5,604,727.56	-\$90,341.66	-\$5,695,069.22	\$33,467.53
Municipal Parking Program							
26 Municipal Parking Program	\$70,250		\$70,250	-\$54,422.22	-\$13,168.15	-\$67,590.37	\$2,659.63
Total	\$70,250		\$70,250	-\$54,422.22	-\$13,168.15	-\$67,590.37	\$2,659.63
Municipal Lighting Program							
27 Municipal Lighting Program	\$217,804		\$217,804	-\$116,824.13	-\$47,057.03	-\$163,881.16	\$53,922.84
Total	\$217,804		\$217,804	-\$116,824.13	-\$47,057.03	-\$163,881.16	\$53,922.84
Department of Public Facilities							
28A Salary & Wages	\$3,407,208		\$3,407,208	-\$3,181,814.16		-\$3,181,814.16	\$225,393.84
28B Expenses	\$4,595,982		\$4,665,982	-\$3,947,193.95	-\$605,107.24	-\$4,552,301.19	\$113,680.81
28C Capital							
Total	\$8,003,190		\$8,073,190	-\$7,129,008.11	-\$605,107.24	-\$7,734,115.35	\$339,074.65
Health Department							
29A Salary & Wages	\$418,295		\$418,295	-\$409,299.89		-\$409,299.89	\$8,995.11
29B Expenses	\$97,254		\$97,254	-\$77,758.18	-\$18,092.81	-\$95,850.99	\$1,403.01
29C Capital							
Total	\$515,549		\$515,549	-\$487,058.07	-\$18,092.81	-\$505,150.88	\$10,398.12
Human Services							
30A Salary & Wages	\$555,478		\$555,478	-\$505,864.82		-\$505,864.82	\$49,613.18
30B Expenses	\$114,870		\$114,870	-\$112,064.96	-\$105.26	-\$112,170.22	\$2,699.78
30C Capital							
Total	\$670,348		\$670,348	-\$617,929.78	-\$105.26	-\$618,035.04	\$52,312.96
Commission on Disabilities							
31A Salary & Wages							
31B Expenses	\$550		\$550	-\$100.33		-\$100.33	\$449.67
31C Capital							
Total	\$550		\$550	-\$100.33		-\$100.33	\$449.67

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Historical Commission								
32A Salary & Wages				\$1,050	-\$33.75		-\$33.75	\$1,016.25
32B Expenses	\$1,050							
32C Capital								
Total	\$1,050			\$1,050	-\$33.75		-\$33.75	\$1,016.25
Needham Public Library								
33A Salary & Wages	\$1,103,803			\$1,103,803	-\$1,103,803.00		-\$1,103,803.00	
33B Expenses	\$315,748			\$315,748	-\$309,873.69	-\$3,334.84	-\$313,208.53	\$2,539.47
33C Capital								
Total	\$1,419,551			\$1,419,551	-\$1,413,676.69	-\$3,334.84	-\$1,417,011.53	\$2,539.47
Park & Recreation Department								
34A Salary & Wages	\$468,456			\$468,456	-\$441,151.33		-\$441,151.33	\$27,304.67
34B Expenses	\$106,000			\$106,000	-\$82,505.49	-\$1,873.92	-\$84,379.41	\$21,620.59
34C Capital								
Total	\$574,456			\$574,456	-\$523,656.82	-\$1,873.92	-\$525,530.74	\$48,925.26
Memorial Park								
35A Salary & Wages				\$750	-\$721.75		-\$721.75	\$28.25
35B Expenses								
35C Capital								
Total	\$750			\$750	-\$721.75		-\$721.75	\$28.25
Department Budget Total	\$88,607,067	\$869,040	\$89,476,107	-\$85,428,617.05	-\$2,634,413.97		-\$88,063,031.02	\$1,413,075.73
Total Operating Budget	\$123,630,136	\$471,113	\$124,101,249	-\$118,825,969.89	-\$2,811,452.92		-\$121,637,422.81	\$2,463,826.19

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A Salary & Wages	\$666,915			\$666,915	-\$602,289.79		-\$602,289.79	\$64,625.21
101B Expenses	\$1,221,816			\$1,221,816	-\$1,067,987.49	-\$89,145.71	-\$1,157,133.20	\$64,682.80
101C Capital	\$60,000			\$60,000	-\$60,000.00		-\$60,000.00	
101D Debt Service	\$150,000			\$150,000	-\$149,146.81		-\$149,146.81	\$853.19
102 Reserve Fund	\$25,000			\$25,000				\$25,000.00
Total Operating Budget	\$2,123,731			\$2,123,731	-\$1,879,424.09	-\$89,145.71	-\$1,968,569.80	\$155,161.20

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A Salary & Wages	\$931,141			\$931,141	-\$902,486.04		-\$902,486.04	\$28,654.96
201B Expenses	\$369,945			\$369,945	-\$326,284.00	-\$29,326.16	-\$355,610.16	\$14,334.84
201C Capital	\$25,000			\$25,000	-\$24,798.92		-\$24,798.92	\$201.08
201D MWRA Assessment	\$5,403,053	\$20,757		\$5,423,810	-\$5,423,810.00		-\$5,423,810.00	
201E Debt Service	\$1,500,000			\$1,500,000	-\$1,390,516.10		-\$1,390,516.10	\$109,483.90
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,264,139	\$20,757		\$8,284,896	-\$8,067,895.06	-\$29,326.16	-\$8,097,221.22	\$187,674.78

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A Salary & Wages	\$1,048,593			\$1,048,593	-\$1,014,576.71		-\$1,014,576.71	\$34,016.29
301B Expenses	\$1,047,350			\$1,047,350	-\$885,301.16	-\$105,282.90	-\$990,584.06	\$56,765.94
301C Capital	\$31,500			\$31,500	-\$30,109.30	-\$1,390.70	-\$31,500.00	
301D MWRA Assessment	\$1,273,404	-\$2,386		\$1,271,018	-\$1,271,018.00		-\$1,271,018.00	
301E Debt Service	\$1,550,000			\$1,550,000	-\$1,535,766.64		-\$1,535,766.64	\$14,233.36
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$5,025,847	-\$2,386		\$5,023,461	-\$4,736,771.81	-\$106,673.60	-\$4,843,445.41	\$180,015.59

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$13,213.75		-\$13,213.75	\$68,786.25
Total Operating Budget	\$82,000			\$82,000	-\$13,213.75		-\$13,213.75	\$68,786.25

**Town of Needham
Trust Funds
Year Ended June 30, 2014**

Fund	July 1, 2013	Receipts	Disbursements & Adjustments	June 30, 2014
Anita M. Reinke Memorial Scholarship	\$10,743.83	\$1,257.75	\$400.00	\$11,601.58
Arthur and Cecilia Bailey Scholarship	\$50,011.94	\$5,737.69	\$2,000.00	\$53,749.63
Centennial Football Scholarship	\$392.64	\$46.00		\$438.64
Charles and Bernice Siegel Memorial Fund	\$213,497.83	\$25,119.64	\$6,000.00	\$232,617.47
Class of 1979 Scholarship	\$12.33	\$1.45		\$13.78
Class of 1980 Scholarship	\$6,087.72	\$712.69	\$500.00	\$6,300.41
C. J. Cullen III Memorial Scholarship	\$40,118.53	\$6,782.73	\$1,400.00	\$45,501.26
Dana F. Burke Scholarship	\$5,035.70	\$639.54	\$500.00	\$5,175.24
De Fazio Family Memorial Scholarship	\$15,396.28	\$1,802.41	\$600.00	\$16,598.69
Derwood Newman Memorial	\$23,874.77	\$2,794.96		\$26,669.73
Dr. Lee Allan Memorial	\$2,752.64	\$322.24		\$3,074.88
Dwight School (Pollard School)	\$36,456.68	\$4,267.89		\$40,724.57
Edward J. Stewart 13 Club Scholarship	\$79.18	\$9.28		\$88.46
Edith Wildman Fund		\$124,396.67	\$20,000.00	\$104,396.67
Edward Keady Memorial Scholarship	\$1,107.67	\$129.67	\$1,000.00	\$237.34
Elizabeth Handley	\$41,540.39	\$4,863.00	\$1,600.00	\$44,803.39
Frederick Barstow Scholarship	\$281,731.77	\$32,981.57	\$18,000.00	\$296,713.34
Frederick Harris Scholarship	\$34,285.56	\$4,013.73	\$2,000.00	\$36,299.29
George Morse Memorial Scholarship	\$210,053.09	\$24,590.33	\$5,000.00	\$229,643.42
High School Sports Endowment	\$31,721.39	\$3,624.38	\$2,200.00	\$33,145.77
Igor Guralnik & Keith Flueckiger	\$2,987.53	\$349.73	\$2,000.00	\$1,337.26
Joan W. Swartz Memorial Scholarship	\$58.82	\$6.89		\$65.71
John Akers	\$271,970.89	\$37,865.92	\$10,000.00	\$299,836.81
John C. Wood (High School Library)	\$13,323.99	\$1,552.66	\$80.17	\$14,796.48
Joseph Paulini Scholarship	\$3,769.44	\$844.88	\$1,000.00	\$3,614.32
Karen Decembre Scholarship	-\$0.06	\$0.06		
Kyle Shapiro Scholarship	\$19.27	\$2.20		\$21.47
Leo F. Richards Jr. Scholarship	\$3,908.55	\$457.57	\$1,500.00	\$2,866.12
Linda Barnes Scholarship	\$3,077.89	\$360.31	\$1,000.00	\$2,438.20
Lizzie and Reuben Grossman Scholarship	\$7.04	\$1,500.82		\$1,507.86
Mark R., Beane Memorial Scholarship	\$36,674.01	\$4,293.33	\$1,500.00	\$39,467.34
Martin Luther King Scholarship	\$8,871.43	\$1,349.71	\$4,000.00	\$6,221.14
Minot Mac Donald (Carter School Library)	\$8,811.45	\$1,032.84		\$9,844.29
Miriam Kronish Scholarship	\$6,039.87	\$795.85	\$619.80	\$6,215.92
Miriam Kronish Excellence in Educ	\$34,661.99	\$3,937.01	\$1,261.75	\$37,337.25
Nate Tavalone Scholarship	\$6,754.65	\$1,090.75	\$200.00	\$7,645.40
New Century Club Scholarship	\$13,867.95	\$1,623.46	\$600.00	\$14,891.41
Nina Pansuk Scholarship	\$138,952.92	\$16,766.83	\$3,500.00	\$152,219.75
Peter Eloranta Chemistry Award Scholarship	\$11,875.56	\$1,390.25		\$13,265.81
Peter Eloranta Scholarship	\$99,472.40	\$11,625.15	\$4,000.00	\$107,097.55
Rebecca H. Perry Memorial Scholarship	\$251,716.43	\$29,467.75	\$4,800.00	\$276,384.18
Richard Jensen, Sr. Memorial Scholarship	\$2,712.47	\$317.53		\$3,030.00
Robert and Elizabeth Gardner Scholarship	\$65,312.63	\$33,748.41	\$20,000.00	\$79,061.04
Ruth Ann B. Simmons MD Memorial Scholarship	\$19,784.63	\$2,618.83	\$1,500.00	\$20,903.46
Scott Marino Memorial Scholarship	\$8,848.00	\$1,643.22		\$10,491.22
Stacy Neilson Memorial Fund (Soccer Team)	\$168.93			\$168.93
Students Need Arts Trust Fund	\$68.90			\$68.90
Timothy P. Flanagan Memorial Scholarship	\$13,878.81	\$1,624.87	\$1,500.00	\$14,003.68
Tot Greenleaf	\$6,326.51	\$740.61	\$1,000.00	\$6,067.12
Walter Burke	\$18.00			\$18.00
William G. Moseley Scholarship	\$22,921.94	\$2,683.40	\$700.00	\$24,905.34
William L. Sweet Scholarship	\$839,242.75	\$98,247.86	\$30,000.00	\$907,490.61
William T. Burke Memorial Scholarship	\$1,536.06	\$179.82	\$1,500.00	\$215.88
Subtotal School	\$2,902,541.59	\$502,212.14	\$153,461.72	\$3,251,292.01

**Town of Needham
Trust Funds
Year Ended June 30, 2014**

Fund	July 1, 2013	Receipts	Disbursements & Adjustments	June 30, 2014
Arthur W. & Barbara S. Hatch Fund	\$272,676.03	\$31,998.57		\$304,674.60
Bosworth Library Trust Fund	\$7,445.52	\$871.66		\$8,317.18
Charles Fredic Clifford Henderson Library 10% Trust	\$122,241.96	\$14,272.93	\$495.49	\$136,019.40
Cora Proctor Thurston Fund	\$13,431.99	\$1,567.87	\$720.10	\$14,279.76
Harold Street Trust		\$24,575.35		\$24,575.35
Helen DE M. Dunn Library Trust Fund	\$789.04	\$92.36		\$881.40
Karl L. Nutter Library Trust Fund	\$2,142.22	\$250.77		\$2,392.99
Laura G. Willgoose Library Trust Fund	\$141,988.14	\$16,549.83	\$1,557.64	\$156,980.33
Library Permanent Donation Fund	\$117,797.44	\$50,076.77	\$75,286.12	\$92,588.09
Lois Carley Children's Library Trust	\$11,602.62	\$1,336.52		\$12,939.14
Martha Barr Library Trust Fund	\$3,081.33	\$348.19		\$3,429.52
Myra S. Greenwood Library Trust Fund	\$68,880.68	\$8,063.68		\$76,944.36
Roger S. Corliss Fund	\$7,542.11	\$835.13	\$404.00	\$7,973.24
William Carter Fund	\$36,254.18	\$4,188.77	\$621.49	\$39,821.46
William H. Wye Library Fund	\$1,562.21	\$182.89		\$1,745.10
Subtotal Library	\$807,435.47	\$155,211.29	\$79,084.84	\$883,561.92
350th Needham Birthday Celebration	\$5,110.46	\$598.29		\$5,708.75
400th Needham Birthday Celebration	\$3,410.45	\$428.63		\$3,839.08
Community Revitalization Maintenance 10% Trust	\$614.50	\$8,856.75	\$6,950.00	\$2,521.25
Community Revitalization Trust	\$3,148.01	\$3,178.01	\$5,150.00	\$1,176.02
Council on Aging Permanent Donation	\$138,613.07	\$16,227.08		\$154,840.15
Domestic Violence Trust	\$238,764.26	\$27,770.82	\$7,200.00	\$259,335.08
Esther Lyford Trust	\$9,730.17	\$1,139.08		\$10,869.25
Green Field Improvement Association Fund	\$5,345.62	\$625.71		\$5,971.33
John B. Tolman Trust (Library/Temperance Organization)	\$121,246.39	\$15,190.19	\$4,025.94	\$132,410.64
Mary Virginia E. Hill (Animal Welfare) Fund	\$12,812.89	\$1,500.02		\$14,312.91
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$12,000.75	\$1,404.89		\$13,405.64
Park & Recreation (Park Beautification) Fund	\$5,583.60	\$8,794.54		\$14,378.14
Rebecca Perry Park Trust Fund	\$26,323.46	\$3,081.53		\$29,404.99
Robert & Marcia Carleton Memorial Trust Fund	\$91,294.11	\$10,687.56		\$101,981.67
Robert & Marcia Carleton Pavilion Fund	\$28,069.08	\$3,285.98		\$31,355.06
Skate Park Trust Fund	\$1,451.99	\$275.01		\$1,727.00
Subtotal Other Funds	\$703,518.81	\$103,044.09	\$23,325.94	\$783,236.96
income not yet distributed	\$4,725.24	\$4,368.27	\$4,725.24	\$4,368.27
TOTAL	\$4,418,221.11	\$764,835.79	\$260,597.74	\$4,922,459.16

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2014

**OF
NEEDHAM**
City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$	<u>155,137,599.26</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>49,129,486.00</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>106,008,113.26</u>
Id. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	76.9009%	81,521,193.17	7,003,705,577	11.64	81,523,132.92
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	16.0825%	17,048,754.82	741,516,228	22.99	17,047,458.08
Net of Exempt					0.00
Industrial	3.0684%	3,252,752.95	141,475,100	22.99	3,252,512.55
SUBTOTAL	96.0518%		7,886,696,905		101,823,103.55
Personal	3.9482%	4,185,412.33	182,036,090	22.99	4,185,009.71
TOTAL	100.0000%		8,068,732,995		106,008,113.26

Board of Assessors of **NEEDHAM**
City / Town / District

MUST EQUAL IC

NOTE : The information was Approved on 12/06/2013.

Hoyt B. Davis, Director, Needham, 781-455-7500

12/3/2013 5:51 PM

I am signing on behalf of the Needham Board o...

Assessor

Date

(Comments)

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

Reviewed By Andrew Nelson
Date : 06-DEC-13
Approved : Dennis Mountain
Director of Accounts


(Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2014

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	151,203,653.00
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 court judgements	0.00		
4. Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	60,110.00		
6. Revenue deficits	0.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. Authorized Deferral of Teachers' Pay	0.00		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	436,139.00		
TOTAL Ilb (Total lines 1 through 10)			508,749.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			1,273,564.00
Ild. Allowance for abatements and exemptions (overlay)			2,151,633.26
Ile. Total amount to be raised (Total Ila through Ild)		\$	155,137,599.26

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	9,601,356.00	\$	
2. Massachusetts school building authority payments	695,148.00		
TOTAL IIIa			10,296,504.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 24)	8,041,633.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	18,104,258.00		
4. Community Preservation Funds (See Schedule A-4)	3,207,339.00		
TOTAL IIIb			29,353,230.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	8,135,372.00		
2. Other available funds (page 4, col.(d))	1,344,380.00		
TOTAL IIIc			9,479,752.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2013	0.00		
b. Free cash..appropriated on or after July 1, 2013	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			0.00
IIIe. Total estimated receipts and other revenue sources		\$	49,129,486.00
(Total IIIa through IIId)			

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

a. Total amount to be raised (from Ile)		\$	155,137,599.26
b. Total estimated receipts and other revenue sources (from IIIe)	49,129,486.00	\$	
c. Total real and personal property tax levy (from Ic)	106,008,113.26	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	155,137,599.26

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2013	(b) Estimated Receipts Fiscal 2014
==> 1 MOTOR VEHICLE EXCISE	4,620,448.71	3,850,000.00
2 OTHER EXCISE		
==> a.Meals	443,716.24	355,000.00
==> b.Room	539,026.28	440,000.00
==> c.Other	0.00	0.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	257,070.30	230,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	49,925.90	45,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9 OTHER CHARGES FOR SERVICES	613,375.50	555,000.00
10 FEES	108,282.23	90,000.00
11 RENTALS	208,276.79	165,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	57,509.84	50,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	250,620.90	225,000.00
16 OTHER DEPARTMENTAL REVENUE	596,891.57	400,000.00
17 LICENSES AND PERMITS	1,869,446.10	1,300,000.00
18 SPECIAL ASSESSMENTS	1,594.23	0.00
==> 19 FINES AND FORFEITS	162,051.10	129,500.00
==> 20 INVESTMENT INCOME	84,802.50	67,500.00
==> 21 MEDICAID REIMBURSEMENT	203,297.40	120,000.00
==> 22 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	16,338.90	14,000.00
23 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	1,288,907.21	5,633.00
24 TOTALS	\$ 11,371,581.70	\$ 8,041,633.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2014 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant, Needham, 781-455-7500

12/5/2013 11:19 AM

Accounting Officer

Date

* 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 revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2013 estimated receipts to FY2014 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2014

City / Town / District

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), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/06/2013	2014	143,315,498.00	120,852,880.00	1,619,224.00	715,577.00	20,127,817.00	1,336,100.00	324,400.00
05/08/2013	2014	93,200.00	0.00	0.00	0.00	93,200.00	0.00	0.00
05/13/2013	2014	1,382,584.00	0.00	534,584.00	500,000.00	348,000.00	0.00	1,400,000.00
05/13/2013	2013	230,000.00	0.00	0.00	30,000.00	200,000.00	0.00	0.00
05/13/2013	2014	34,000.00	0.00	0.00	0.00	34,000.00	0.00	0.00
05/13/2013	2014	6,148,371.00	4,633.00	5,981,564.00	98,803.00	63,371.00	0.00	1,458,000.00
Totals		151,203,653.00	120,857,513.00	8,135,372.00	1,344,380.00	20,866,388.00		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

NEEDHAM

Theodora K. Eaton, Town Clerk, Needham, 781-455-7510

12/4/2013 2:49 PM

City/Town/District

Clerk

Date

