

**TOWN OF
NEEDHAM
ANNUAL
REPORT
1711—2015**

Needham, Massachusetts

COVER AND BACK PHOTOS:

*The Winter of 2014/2015 was a snowfall record breaker in New England; with a total of **108.75 inches** received in Needham. The front cover is a picture taken at Memorial Field and the back cover is a picture taken at Ridge Hill. Both photographs are by Michael Logan.*



Paul Attridge and Polly Eaton met on a blind date in 1961 and were married in 1965. They have lived in Needham as a married couple for 50 years. Paul is a Needham native, while Polly was born in New Bedford and moved around a lot as a child between New Hampshire and Massachusetts. They raised a daughter, Joanne, who is now married and has twin sons.

Paul attended MIT and earned his degree in Business Administration. He took over his father's business and worked as an Independent Insurance Agent for 58 years. He formally retired on December 31, 2013. Polly attended Mary Watson College and UVA. Polly worked at an insurance company, but took time off when their daughter Joanne was born, returning to work at Paul's insurance company when Joanne started school.

Paul first became involved in town government in 1961 as a Town Meeting member and has been one ever since. He is currently the most senior elected town meeting member. He says his Town Meeting strategy is to carefully listen to his fellow Town Meeting members before he speaks, and then address only points not previously discussed.

Paul served on the Needham Personnel Board from 1979 - 1985, appointed by the Moderator, serving as chair a few times. He also was a member of the Glover Enterprise Fund Committee from 1994-2001 and the Town Government Review Committee from 1990-1991. Paul joined The Exchange Club in the early 70's and is still an active member today. He considers some of his closest friends to be members of the Exchange Club. Paul was a member of the Needham Historical Society, serving as its Treasurer for 9 years.

In 1992, Polly retired and became involved with the Needham Historical Society, and is a member of its Board of Directors. She has served as the archivist for the last 20 years. It was through her work at the Historical Society that Polly was able to help provide the Needham flag that Astronaut Suni Williams brought into space. The autographed flag is on display at the Historical Society. Polly has been on the Board of Directors for the Richard P. Melick Foundation for about 15 years. She currently serves as the Board's Secretary. Paul and Polly have served as election wardens since 2004 and 2006 respectively.

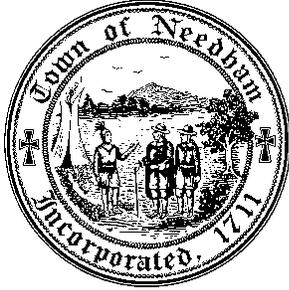
Paul and Polly were both involved with the Needham 300 Committee and played an instrumental role for the idea of a "birthday party" that evolved into the Boston Pops concert. They volunteered to put this event together, and are very proud of this sold out event. Polly worked with Keith Lockhart to provide him with Needham information and they helped arrange for the Needham High School Chorus to sing the National Anthem.

They feel they are fortunate to be a part of the Needham community and to have forged so many priceless and enduring friendships here. The Attridge's believe that people should give back to the towns that offer so much to their citizens, and Needham is a good example of that theory. They say that Needham is really a community of people – its residents- all committed to doing their part to make Needham a better place to live and watch our future generations grow. They feel most fortunate to be a part of this community.

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TABLE OF CONTENTS		Page
Message from Board of Selectmen		1
Community Profile		2
GENERAL GOVERNMENT		
Board of Registrars / Town Clerk		3
Board of Selectmen / Town Manager		10
Commissioner of Trust Funds		12
Department of Finance		13
Finance Committee		22
Legal Department		28
Moderator		29
Needham Contributory Retirement System		31
Personnel Board		32
PLANNING & COMMUNITY DEVELOPMENT		
Conservation		33
Council of Economic Advisors		35
Planning		37
PUBLIC SAFETY		
Building Department		43
Fire Department		45
Police Department		46
EDUCATION		
Minuteman Regional Vocational Technical School District		49
Needham Public Schools		67
HUMAN SERVICES		
Council on Aging		77
Public Health		81
West Suburban Veterans Services District		93
Youth Services		96
PUBLIC WORKS		
Department of Public Works		103
PUBLIC FACILITIES		
Public Facilities – Construction		108
Public Facilities – Operations		114

TABLE OF CONTENTS		Page
COMMUNITY SERVICES		
Commission on Disabilities		120
Community Preservation Committee		123
Golf Club Advisory Committee		124
Human Rights Committee		125
Needham Historical Commission		129
Needham Free Public Library		131
Needham Housing Authority		135
Park and Recreation		139
OTHER		
Norfolk County Registry of Deeds		143
Metropolitan Area Planning Council – Three Rivers Interlocal Council (TRIC)		145
County of Norfolk		153
Norfolk County Mosquito Control District		154
TOWN OFFICIALS		156
TOWN MEETING MEMBERS		162
TOWN OF NEEDHAM RETIREE INFORMATION		165
IN MEMORIAM		165
APPENDICES		
General Fund Balance Sheet		
Statement of Net Position		
Statement of Budget Appropriations and Expenditures for the General Fund		
Statement of Budget Appropriations for RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund		
Schedule of Trust Funds		
Tax Rate Recapitulation		



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 2015.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2017 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 2017-2021 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 2017 through 2021. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2017 – 2021 Capital Improvement Plan is also available on the Town's website. The warrant for the 2016 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 2017. 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 ~

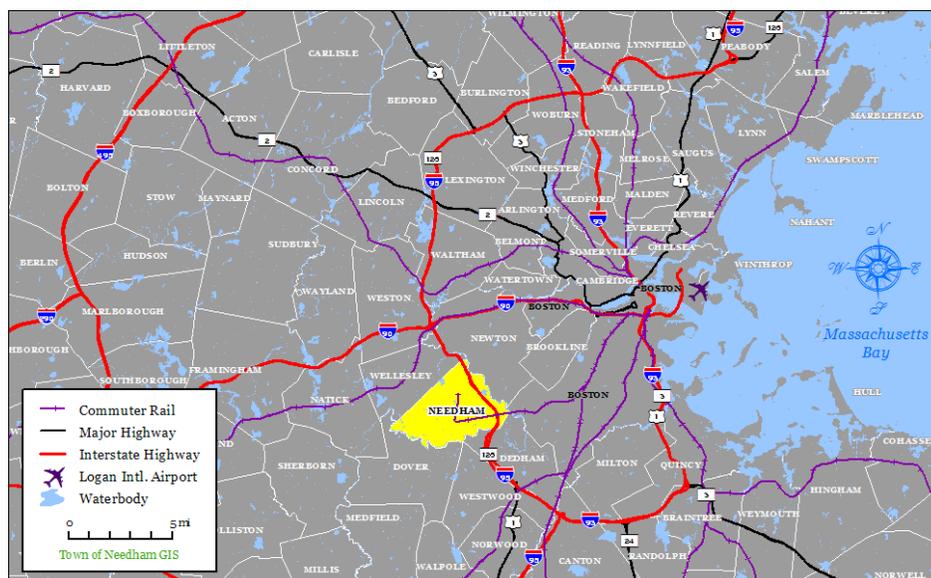
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood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



TOWN CLERK



*Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Department Specialist
Kevin T. Pendergast, Department Assistant
Joyce M. Carlezon, Part-Time
Marie Crimmins, Part-Time
Mary T. Hunt, 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 over 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 2015 was a little busier than Fiscal Year 2014. We conducted the State Primary and the State Election in September and November, 2014 plus **one** Fall Special Town Meeting on Monday, October 27, 2014. We conducted the Annual Town Election on Tuesday, April 14, 2015 plus the Annual Town Meeting and the Special Town Meeting in the May. The following is a comparison of the number of elections and town meetings in Fiscal Year 2014 and 2015:

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 |

Fiscal Year 2015

- | | |
|--|---|
| ✚ State Primary – Tuesday,
September 9, 2014 | ✚ Annual Town Election – Tuesday,
April 14, 2015 |
| ✚ Special Town Meeting – Monday,
October 27, 2014 | ✚ Annual Town Meeting – Monday,
May 4, 2015 |
| ✚ State Election – Tuesday,
November 4, 2014 | ✚ Special Town Meeting – Monday,
May 11, 2015 |

The Special Town Meeting of October 27, 2014 disposed of 10 articles in one session; the Annual Town Election for the election of Town Officers and Town Meeting Members had one of the worst voter turnouts ever - 7.41% - and is the most costly election. The Annual Town Meeting beginning May 4, 2015 disposed of 50 articles in three sessions; and the Special Town Meeting of May 11, 2015 held within the Annual Town Meeting disposed of 6 articles.

FY2015 HIGHLIGHTS

The statewide vital records electronic birth program became a reality in 2011 and is working extremely well. The State Department of Vital Statistics continues to add birth records to the system currently dating back to 1987. With the new statewide electronic death module going ‘live’ as of September 1, 2014, the Board of Health turned over the designation of burial agent to the Town Clerk as of November 2014. The Town Clerk and staff have all been designated burial agents for the Town of Needham which has made the new electronic death system more efficient and effective. This office is waiting for the final vitals system to become live – marriage certificates. This has really modernized the vital records program statewide and is beneficial to all involved.

The Special Town Meeting of October 27, 2014 approved 10 articles including three zoning by-law amendments. The State Primary in September had a 24.10% turnout, the State Election in November had a 65.96% turnout and the Annual Town Election in April had a 7.41% turnout. The Annual Town Meeting approved 46 of 50 articles including six Zoning By-Law amendments. Under Article 16 Town Meeting approved the FY2016 Operating Budget in the

amount of \$135,799,837. Total appropriations including the Fiscal Year 2016 Operating Budget approved at the Annual Town Meeting totaled \$161,046,514. An additional \$2,216,500 was authorized for borrowing which includes rescinding prior borrowing authorization in the amount of \$1,418,500. The Special Town Meeting of May 11, 2015 approved six articles. The Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

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

VITAL STATISTICS						
	<u>FY2015</u>	<u>FY2014</u>	<u>FY2013</u>	<u>FY2012</u>	<u>FY2011</u>	<u>FY2010</u>
<u>Births to Residents:</u>						
7/1/14 - 12/31/14	128	141	126	149	132	164
1/1/15 - 6/30/15	<u>117</u>	<u>134</u>	<u>153</u>	<u>149</u>	<u>129</u>	<u>126</u>
Total Births:	245	275	279	298	261	290
Deaths: Residents						
7/1/14 - 12/31/14	102	116	112	125	117	139
1/1/15 - 6/30/15	<u>139</u>	<u>134</u>	<u>113</u>	<u>183</u>	<u>126</u>	<u>122</u>
Residents:	241	250	225	308	243	261
Deaths: Non-Residents						
7/1/14 - 12/31/14	141	143	85	73	124	114
1/1/15 - 6/30/15	<u>121</u>	<u>123</u>	<u>137</u>	<u>117</u>	<u>111</u>	<u>150</u>
Non-Residents:	262	266	222	190	235	264
Total Deaths:	503	516	447	498	478	525
Marriages:						
7/1/14 - 12/31/14	46	45	49	51	69	50
1/1/15 - 6/30/15	<u>17</u>	<u>44</u>	<u>33</u>	<u>30</u>	<u>31</u>	<u>26</u>
Total Marriages:	63	89	82	81	100	76

Dog Licenses Issued:

7/1/14- 6/30/15

	FY15	FY14	FY13	FY12	FY11	FY10
* Male & Female Dogs @ \$25	192	193	145	238	164	169
* Spayed & Neutered Dogs @ \$20	2598	2782	2552	2513	2591	2361
* Kennels @ \$ 50	8	42	43	45	42	41
* Kennels @ \$ 75	3	9	8	9	7	7
* Kennels @ \$150.	0	0	0	0	0	1
Hearing Dogs - No Charge	0	2	0	0	0	1
Seeing Eye Dogs - No Charge	2	0	1	1	0	1
Transfers @ \$1.00	5	0	7	5	3	3
Prior Years' Licenses (7 @ \$20)	7	0	0	0	0	0
Prior Years' Licenses (0 @ \$15)	0	9	0	0	0	0
Prior Years' Licenses (19 @ \$10)	19	67	17	30	28	19
Replacement Licenses @ \$1.00	<u>24</u>	<u>19</u>	<u>21</u>	<u>16</u>	<u>31</u>	<u>17</u>
TOTAL	2856	3123	2794	2857	2866	2619

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

Fiscal Year Revenues Paid to Town Treasurer
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Fiscal Year	2015	2014	2013	2012	2011
Passports	0	0	0	0	3,650.00
General Fees	89,964.85	104,885.10	100,086.90	82,911.30	113,498.42
Liquor Licenses	86,145.00	96,630.00	75,805.00	74,724.00	70,095.00
Other Licenses	23,249.00	24,387.00	20,498.00	19,823.00	21,192.00
Dog Licenses	57,744.00	61,635.00	29,368.00	30,731.00	30,089.00
Fish & Game	0	0	0	34.25	141.70
	\$257,102.85	\$287,537.10	\$225,757.90	\$208,223.55	\$238,576.12
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	\$257,102.85	\$287,537.10	\$225,757.90	\$208,223.55	\$238,576.12
Fish & Game Pd to State	0	0	0	605.25	2,487.50
TOTAL	\$257,102.85	\$287,537.10	\$225,757.90	\$208,828.80	\$241,063.62

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
Ann M. Cosgrove
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 (the Town Census), publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

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

FY2015 HIGHLIGHTS:

The Board of Registrars conducted three elections in Fiscal Year 2015 compared to one election in Fiscal Year 2014 – the State Primary in September, the State Election in November, and the Annual Town Election in April. The November State Election had four ballot questions including eliminating the gas tax indexing, expanding the beverage container deposit law, expanding prohibitions on gaming, and earned sick time for employees. The voter turnout for the Annual Town Election was one of the worst in my history as Town Clerk and one is always the most costly. The good news is that the Town purchased the new ImageCast Vote Tabulator voting machines in time for the Annual Town Election on Tuesday, April 14, 2015. The bad news is that the Annual Town Election has one of the worst voter turnouts in my history as Town Clerk.

State Primary	Tuesday, September 20, 2014	4,833 or 24.10%
State Election	Tuesday, November 8, 2014	13,411 or 65.96%
Annual Town Election	Tuesday, April 14, 2015	1,552 or 7.41%

The Annual Town Listing of Residents was conducted by mail again this year. 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 again with instructions on how to license your dog on the new Online Pet Registration program that was to go “live” on January 2, 2015. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town’s voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms. Hopefully the return will be even greater in 2016.

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 20,008 plus 933 inactive voters. The 2015 population for the Town of Needham includes 30,513 residents plus 933 inactive voters for a total of 31,446. The registered voters were comprised of 6,657 Democrats, 2,484 Republicans, 10,813 enrolled, and 54 miscellaneous political designations. 933 inactive voters brought the total number of registered voters to 20,941.

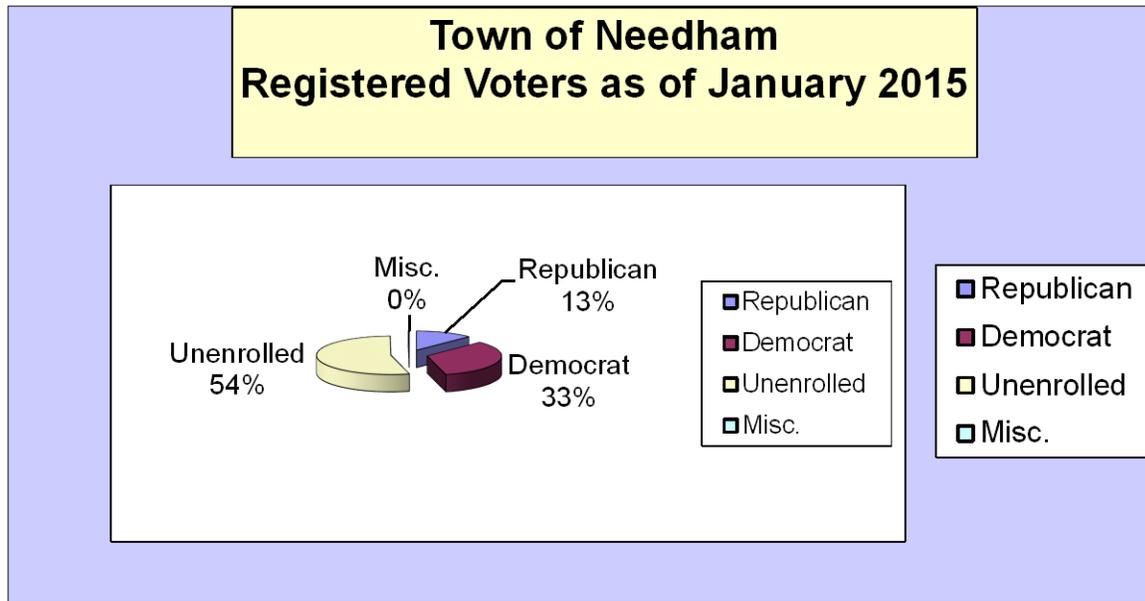
ANNUAL TOWN CENSUS POPULATION

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
2015	20,008	933	30,513	31,446

* 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.



BOARD OF SELECTMEN / TOWN MANAGER

BOARD OF SELECTMEN

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

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
Louise Kempt, Department Assistant

HUMAN RESOURCES

Sophie Grintchenko, HR Administrator
Ellen Reulbach, Administrative Assistant
Chuck Murphy-Romboletti, Management Fellow

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.

FY2015 IN REVIEW

Selectmen Organization

In April 2015, John A. Bulian and Maurice P. Handel were re-elected to three-year terms on the Board of Selectmen. Following the annual Town election, the Board re-organized with Maurice P. Handel as Chairman, Matthew D. Borrelli as Vice Chairman, and Marianne B. Cooley 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 FY2015 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 Board developed a draft list of properties for potential acquisition. Additional input was received from other boards with jurisdiction over Town land.
- An RTS Superintendent and Assistant Superintendent were appointed in December, 2014. The RTS Superintendent provided the Board with an overview of the facility, along with challenges and opportunities for the coming years on June 23, 2015.
- A preliminary version of the Facility Financing Plan was presented to the Board on December 23, 2014, and a final version was included in the Facility Master Plan released in March, 2015. Individual financing plans will be developed for each major capital project.
- A subcommittee was organized comprised of Minuteman communities to develop a prototype Inter-municipal Agreement leading toward adoption of a new Regional Agreement. Progress toward that goal is on-going.
- The St. Mary Street water pumping station project was substantially complete by the end of FY2015.

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

- The Board approved the Needham Heights Permit Parking program at its meeting on December 23, 2014. The program was implemented in March, 2015.
- The Town engaged in discussions and developed several plans for partnering with businesses with respect to trash collection in or adjacent to municipal lots. A dumpster consolidation plan is in development for the Chapel Street lot.
- The Streetscape Committee completed its initial work, and held a public information session on June 4, 2014. The Town's consulting engineer for the project, BETA, is in the process of designing the first phase of the project – the replacement of the traffic signals and geometric changes to the intersections of Great Plain Avenue and Dedham Avenue, Highland Avenue, Chapel Street and Chestnut Street. Construction for Phase 1 is expected to begin in 2016.
- The Town has partnered with MassDOT to ensure that the First Avenue Intersection was broken off as a separate project and funded by MassDOT for 2016. The 25% design hearing, the last major milestone, was held in Needham on December 3, 2014. In addition, the Town secured a State MassWorks grant for the reconstruction of Highland Avenue from Wexford Street to the Charles River Bridge. Construction on the project is expected to begin in 2016. The Town of Needham and the City of Newton were also successful in advancing the remainder of the corridor project to FY2018 on the approved transportation improvement plan for the Commonwealth.
- The Board held a public hearing on August 19, 2014, and as a result voted to amend the Liquor regulations to expand hours of operation for Sundays and most holidays.

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

- The Town executed an Energy Management Services Agreement with SolarCity and the project to place a photo voltaic array at the RTS is moving forward.

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

- An American Flag inventory was developed with the assistance of the Fire Department, Police Department, Public Works Department, Park and Recreation Department and Public Facilities Department. The report was distributed on June 26, 2015.
- Town Meeting appropriated CPA funds for the design of boat launch improvements at the Charles River on South Street near Livingston Circle. The plan for the ADA Trail around the Needham Reservoir includes enhanced fishing areas for people of all abilities.
- The reconstruction of the Eastman trail and Newman fields was funded and is underway.
- The Board has engaged with the Council on Aging to work on expanding the hours of operation for the Senior Center. The Health & Human Services Department Managers are actively engaged in efforts to expand services at the Center.
- The Board participates in the Large House Task Force which is expected to make recommendation on zoning amendments related to residential construction in fiscal year 2016.

Maintain and Enhance the Town’s Financial Sustainability

- The Town Manager’s budget included a proposal to increase funding for the Athletic Facility Fund to meet the total replacement cost of the two synthetic turf fields by the time of replacement, and to begin to set aside funds for the renovation or reconstruction of the Memorial Park Fieldhouse.
- In consultation with the Board of Selectmen and Finance Committee, the School Committee voted to recommend that the 1:1 device program be funded by the Town rather than by families. The FY2016 School Department operating budget approved by Town Meeting included funding for the program.
- The Town maintained its AAA bond rating.

COMMISSIONER OF TRUST FUNDS

Our mission as
Commissioners of Trust
Funds (COTF) is twofold:

Joseph P. Scalia, Chairman (elected to serve April 2013 to April 2016)
Jack Cogswell, Vice-Chairman (appointed to serve May 2015 to April 2016)
Heydon Traub, Secretary (elected to serve April 2015 to April 2018)

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

The Commissioners review the investment policy annually. This review resulted in the Needham COTF formally updating our investment policy for Trust Funds in 2009 and again in 2011, 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 82 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 Park 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 \$2.7 million at the end of fiscal year 2005, to about \$6.0 million at the end of fiscal 2015.

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.

Please contact one of the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts. Your contributions are tax deductible.

DEPARTMENT OF FINANCE

*David Davison, Assistant Town Manager/Director of Finance; **Accounting:** Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Terry Caruso, Accounts Payable Administrative Specialist; Lisa McDonough, Department Specialist; Suzanna Patch, Payroll Coordinator; **Assessing:** Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Karen Rogers, Department Specialist; Stanley Winston, Field Assessor; **Information Technology Center (ITC):** Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Stephen Goold, Technology Support Technician; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator; **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; Zhiwen Fung, Department Specialist; Caren Goldberg, Department Specialist; James "Gordon" McMorrow, Department*

Assistant 1; Marie Northup, 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 \$129 million general fund budget, \$16 million in special revenue, \$17 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

Two new members joined the Department of Finance last year, Terry Wolfson as Applications Administrator in the Information Technology Center, and Wendy Fung as Department Specialist for the Treasurer/Collector office. Terry Wolfson was hired as the Applications Administrator in August 2015 to fill the position that had been vacant for almost a year. Terry was working for the Department of Public Works when she was hired by the Finance Department. She started her employment with the Town of Needham in 2013. Prior to joining the Town of Needham, she gained a wide-range of experience in database management and technology systems from private businesses. In September 2015, Wendy Fung was hired to fill the Department Specialist vacancy in the Treasurer/Collector's office that occurred in June 2015 with the departure of Laura Josselyn who moved on to a new local opportunity. We welcome Terry and Wendy to the Finance Department, and wish Laura well with her future endeavors.

FY2015 HIGHLIGHTS

Most all budgeted appropriations occur at the Annual Town Meeting which is held prior to the start of a fiscal year. Subsequent appropriations and line item amendments are made at a special town meeting usually held in the fall. Often 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 is needed. Usually in May, prior to the June 30 fiscal year end, Town Meeting acts on other requests for budget line transfers and reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The final budget total for fiscal year 2015 was amended upward by \$289,592, change of 0.2% from the original budget. The original budget was approved at \$129,242,307.

The Town appropriated an additional \$177,667 to its budgetary reserve fund which is under the control of the Finance Committee. The Town also increased its reserve for classification, performance, and settlements in the amount of \$50,167 which was in connection with labor contract settlements. Town Meeting also amended two departmental budgets, the Department of Public Works (DPW) and the Health Department. The DPW operating budget was increased by \$10,000 to support the new off-leash dog area that was constructed in Town. This new amenity is funded in part by an increase in the dog license fee. The increase in the fee was approved last year by the Board of Selectmen in part to pay for associated operating expenses for this new park. The Health Department budget was increased by \$51,758 to provide $\frac{3}{4}$ of the fiscal year funding for a Substance Abuse Coordinator position that was previously funded in full by a Federal Grant. Town Meeting also transferred \$200,000 from the Town's health insurance budget to its other post-employment benefit (OPEB) expense. The transfer was done to make an additional payment towards the Town's OPEB liability. The Town has taken similar actions in the past by reallocating budgeted funds which were not needed to pay employee health insurance costs and to use those funds to pay down its retiree health insurance liabilities. Our addressing this liability in a proactive manner has often been referenced by Standard and Poor's as one of the reasons that the Town of Needham has maintained its AAA rating. This is the highest credit quality rating from S&P and it benefits the Town and the taxpayers by getting the Town lower interest rates on its debt and hence lowers capital costs.

During fiscal year 2015, the Town realized revenue in excess of budget of \$3.1 million, and realized budget savings of \$2.0 million relative to expenditures. Revenues in excess of budget were similar to the fiscal year 2014 results, but the budget return was lower than the fiscal year 2014 return of approximately \$2.5 million. The overall results were within the range of the past few years.

Motor vehicle excise tax revenue continued to grow and came in at \$1.3 million over budget which was 6.5% more than actual receipts in fiscal year 2014. Revenue generated from other taxes and penalties was more than \$690,000 over the estimate, which was 14.6% more than the fiscal 2014 actual revenue. This was a lower percent increase than the fiscal year 2014 actual was over the fiscal year 2013 actual, where fiscal year 2014 was 25% higher than fiscal year 2013. Revenue from licenses and permits came in over the estimate, by more than \$274,000. However the actual revenue for fiscal year 2015 was 26% less than the actual revenue for fiscal year 2014 (\$1,702,030 vs \$2,306,750), but there were some very large value commercial permits issued during 2014 that contributed to the higher amount in 2014. The Town continues to see a demand for new construction. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 73% of the total General Fund surplus, down from the 85% that these sources made up for 2014.

The General Fund operating budget returned \$1,944,545 or approximately 1.5% of the total

operating budget appropriation. The return for fiscal 2014 was \$2,463,826 or approximately 2.0% of the appropriation for that year. The highest dollar turn back was from the Police Department in the amount of \$532,994 or approximately 8.8% of the budget. The return was higher than usual due to several vacancies in the department during the year and lower than expected fuel costs for the vehicles. The Finance Department returned \$221,552 (8.8%), which similar to the Police Department, had several vacancies during the year, in addition the department restructured its tax assessing division which reduced the number F.T.E's hence lowering personnel cost for the year. The Department of Public Facilities also had a number of vacancies during the year which accounts for most of the \$207,492 that was returned, although this amount represents just a 2.5% turn back. The Needham Public Schools returned \$87,330 or 0.2% of the original budget of \$57,961,288 which compares to \$322,124 (0.6%) that was returned in 2014. The other 20 departments returned in total \$478,395 or 2.3% of their combined amended budgets for the year. The budgetary reserve fund returned \$164,835 which was less than the previous year and was due to the demand on the reserve fund in 2015 because of the higher costs incurred for snow and ice removal during the winter. The balance of the Townwide expense budgets returned a combined \$251,947 or approximately 0.7% of their related total amended budget.

The Total General Fund balance for fiscal year 2015 was higher than 2014. Fund balance was \$29.5 million for fiscal 2015 compared to \$28.6 million for fiscal 2014 or approximately a three percent change. The unassigned portion of the General Fund also improved with a balance of \$15.2 million for 2015 compared to \$13.2 million for 2014. The 2014 balance was lower than the prior year due in part to the higher amount of the balance that was certified as Free Cash. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow to be appropriated by the Town. The Free Cash certified for fiscal 2015 was \$6,207,875. The Town appropriated all but \$276,000 of that Free Cash in May 2015. The Town used a significant amount of the Free Cash for capital investment, special finance articles, and reserves. The Town appropriated \$2,394,911 of the Free Cash for cash capital which included \$403,000 in school technology that was included in the School Department operating budget, \$453,500 was for public road and related infrastructure improvements, and \$1,077,249 in core fleet and special equipment investment, with the balance of \$461,162 directed to other various General Fund cash capital improvements. The Town appropriated \$750,000 for two studies and facility repairs and maintenance. The Town also appropriated \$845,700 to its Athletic Facility Improvement Stabilization Fund.

As anticipated, property tax from so-called "New Growth" revenue in fiscal 2015 continued to be higher than average, with the combination of the increased commercial development, particularly the Needham Crossing business park, and strong residential market. New Growth revenue for 2015 was \$3.9 million or 4% more than the prior year base tax levy (the tax levy less excluded debt) compared to \$2.8 million for fiscal 2014, an increase of 3% over the prior year base tax levy. The ten-year average increase for New Growth was 2.1%. The Town continued to see annual increases in the room and meals excise revenue as the local economy remained strong, and the opening of a new hotel a couple of years ago increased the number of rooms available in Needham.

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. The Town appropriated \$1,026,412 to the Athletic Facility Improvement Fund at the May 2015 Annual Town Meeting. The Town also appropriated an additional \$160,000 from overlay surplus to its OPEB account. This funding was in addition to the 2015 operating budget increase of \$200,000 that came from the health insurance budget. At the May 2015 Special Town Meeting, the Town appropriated \$17,475 to the Capital Improvement Fund, and \$9,113 to the Capital Facility Fund. These funds came from unexpended monies from prior appropriations that were no longer needed.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2015 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

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

Accounting Office – The office staff processed a total of 54,672 paychecks/direct deposits during fiscal year 2015. The staff reviewed and processed 29,233 invoices from vendors for payment, 1,293 expense reimbursements, and 324 contracts. The office also reviewed and processed 2,061 encumbrance requests plus an additional 1,699 revision requests during the fiscal year.

Encumbrances Processed		
Area	FY2014	FY2015
Building Department	7	8
Commission on Disabilities	3	5
Department of Public Works	727	741
Finance Committee	1	2
Finance Department	200	196
Fire Department	107	102
Health and Human Services	120	116
Historical Commission	-	3

Encumbrances Processed		
Area	FY2014	FY2015
Memorial Park	1	1
Municipal Lighting Program	4	6
Municipal Parking Program	9	11
Other Functions	18	7
Park & Recreation Department	107	107
Planning and Community Development	40	38
Police Department	115	111
Public Facilities	403	352
Public Library	92	80
Town Clerk & Board of Registrars	28	28
Town Counsel	13	18
Town Manager	89	129
Total	2,084	2,061

The accounting office is also responsible for posting all revenue received to the General Ledger, and performing outside departmental audits and reconciliations needed for the annual independent audit. The office staff also must prepare and file various Federal and State reports such as the employer quarterly tax return filing of withholdings (Form 941), annual W2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and various revenue and expenditure reports to the Department of Revenue. All of those reports have stringent deadlines.

Assessing Office - The office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from 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 staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office which added new value to the property. All these inspections were completed prior to June 30, 2015. This is the statutory deadline for the collection of New Growth for the following fiscal year.

Some of the more significant real estate developments noted by the office in fiscal year 2015 are as follows:

The residential real estate market in Needham has continued moving upward since last year's review with the median single family sale price jumping from \$802,000 to \$846,000 year over year. Over the past five years the median single family sale price has jumped 33%, while the

condo median sale price has gone up over 70%. As required by the Mass DOR, the assessments have reflected this upward curve, most of which was picked up by the increases made during last year's revaluation. With the exception of properties that were affected either by new construction or additions to existing structures, the single family values will remain basically stable for fiscal year 2016. While analysis of the single family sales from calendar year 2014 were within the statistical parameters acceptable by the DOR in the annual review, the strong 2015 market will likely require some upward adjustment across many neighborhoods to be acceptable for fiscal year 2017.

There were numerous adjustments made to the condo market based on calendar 2014 sales, which clearly showed a new trend. Over the last several years the base sale price for new, high end condo units has jumped from the low \$700's to the low \$900's for the same type of unit. This jump has had the effect of dragging the sale prices of the middle and modest level units upwards with them.

The nomenclature change from "The Industrial Park" to "Needham Crossing" has become a physical change that is made obvious by a quick trip from the Highland Ave. to Great Plain Ave. ramps on Route 128, where the new Trip Advisor headquarters and Marriott Inn now dominate the landscape. The slight upward blip in values of income properties reflected in the fiscal year is sure to continue, as the restoration of office space formerly occupied by General Dynamics and the 400 unit residential project move forward, making Needham Crossing a more desirable alternative for emigres from the over-priced Boston commercial real estate market.

The evolution from industrial park to Needham Crossing has had an added benefit with regards to the type of taxable business personal property being reported. Filing cabinets and phone systems have been supplemented by cutting edge blade servers and data processing equipment resulting in increased new growth for the tax levy as this high end technology has a much shorter useful life than the traditional file cabinet, thus has to be replaced more often by the next generation of equipment that emerges.

Type of Property	FY2013	FY2014	FY2015
Single Family	8,353	8,364	8,372
Condominium	781	791	811
Two Family	273	255	251
Three Family	15	15	14
Four + Family	25	24	27
Other Property	5	5	6
Vacant Land	172	167	161
Chapter Land	13	13	13
Mixed Use	22	23	25
Commercial	382	398	391
Industrial	43	42	40
Personal Property	622	643	590

Type of Property	FY2013	FY2014	FY2015
Total Accounts	10,706	10,740	10,701
Total Taxable Value	\$7,923,989,930	\$8,068,832,995	\$8,838,727,746
Value Including Exempt Property	\$8,544,320,450	\$8,697,374,290	\$9,510,940,341

As always, the office processed thousands of auto excise bills in addition to processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests and daily information requests from internal and external sources.

Information Technology Center – As in previous years, throughout fiscal year 2015, the Information Technology Center continued supporting the ever growing needs of the Town departments. Across fifteen Town buildings, the ITC supports hardware and software for the approximately 350 users and upwards of 450 physical devices. During fiscal year 2015 the ITC added a Technology Support Technician to the team who significantly increased the ITC’s ability to address the needs of the Town employees in a quicker, more effective manner. During this time period the ITC spent over one hundred man hours in training and finalizing the hardware and software set up for the Public Safety’s new Computer Aided Dispatch (CAD). While the CAD application was in the works, ITC also spent time with the Fire Department ambulance service to upgrade the laptops so that they better integrated with the new CAD as well as the software used in the ambulances. In support of the Water/Sewer department the ITC installed and helped coordinate the work order maintenance software that is used in the camera truck during sewer pipe inspections. The ITC continued to move in the direction of investigating and evaluating the hardware needed for the departments interested in mobile technology. Also the ITC upgraded the Water/Sewer departments software for collecting and processing the water meter reads into the Treasurer’s utility package. This new upgrade placed the data on the server making it more available for other members of the department to access as well as having the data in a location for nightly backup. Other applications that ITC helped to install, support, update, or upgrade include, but not limited to, the Assessor’s Property Assessment application, Engineering’s Computer Aided Design application, the CRM application used by the Town Manager’s office, and increased the functionality of the Town’s web site to allow payment of parking tickets online. The ITC also replaced and upgraded appliances to help support the network and make it more secure for email coming and internet access.

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

The office of the Parking Clerk holds 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.

	FY2013	FY2014*	FY2015
Parking Tickets	4,231	4,279	5,116
Appeals	236	365	473
Appeal %	5.60%	8.53%	9.25%

*The number of parking tickets issued and the number of appeals received during fiscal year 2014 were revised from the report last year due to incomplete information at the time the report was sent.

Treasurer/Collector - 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 \$101,273 in interest income for the General Fund during fiscal year 2015, which is an increase over 2014 which saw \$77,523. Interest rates had fallen to some of the lowest levels in recent history and although we saw a slight upturn, rates have remained essentially flat for over five years. The outlook for fiscal year 2016 is a minimal increase in interest income although interest rates continue to remain below one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2015 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 nine Needham households. The property tax assistance appropriation of \$13,805 was awarded to 18 Needham households.

The Treasurer issued \$4,950,000 in long term debt and \$3,732,000 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, 2015 was \$95,610,417.

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 fiscal year 2015, approximately \$120.2 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 \$109.0 million
- Motor Vehicle and other Excise \$ 5.3 million

- Personal Property Tax Collection \$ 3.7 million
- CPA Surcharges \$ 1.1 million
- Delinquent and Deferred Tax Collections \$ 0.5 million
- Ambulance Bills \$ 0.6 million

	FY2013	FY2014	FY2015
Sewer and Water Bills Issued	45,632	45,634	45,702
Real & Personal Property Tax Bills Issued	42,817	42,704	42,714
Motor Vehicle Excise Bills Issued	28,784	28,613	28,949
RTS Sticker Applications	9,123	8,698	2,004

The number of RTS sticker applications declined in fiscal 2015 because the annual renewal and payment of a fee was discontinued for residential customers. The Board of Selectmen approved a no fee RTS sticker which is valid as long as the individual remains a resident of Needham.

FINANCE COMMITTEE

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.

John Connelly, Chair
Louise Miller, Vice Chair
Barry Coffman
Richard S. Creem
Louise Miller
Richard Reilly
Lisa Zappala
Rick Zimbone
Louise Mizgerd, Analyst

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 duties of presenting a balanced budget and making capital spending recommendations to Town Meeting, the Finance Committee asks detailed questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to 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.

FY2015 HIGHLIGHTS

Facilities Financing Plan

The Finance Committee participated in the Facility Working Group as it sought to establish a Facilities Master Plan to guide the Town in addressing major facilities needs over the next 20 years. The Finance Committee spent much time during fiscal year 2015 analyzing the Facility Financing Plan to help determine how to afford these needed facilities. The Finance Committee pays particular attention not only to the shorter term costs resulting from incurring new debt to renovate or build capital facilities, but also to the long term and ongoing additional operating costs, including additional staffing, maintenance, and repair work that comes with new or expanded facilities. The Finance Committee urges careful planning to accommodate both the large upcoming facilities projects and the Town's ongoing capital needs. The Town plans to rebuild or expand schools, and to build new municipal buildings for recreation, public safety and public works, in addition to continuing to provide for ongoing capital needs such as new fire trucks, roofs, and boilers. The Finance Committee continues to pay careful attention to the proposed financing plans and is always mindful of the potential burden on taxpayers. The Finance Committee plans to fully re-examine the Town's debt financing policies in the coming year to help determine the best approach to managing the upcoming capital costs.

High School Space Needs

The Finance Committee carefully reviewed the plans and associated costs of a proposed project that would increase the capacity of the high school through reconfiguration of spaces, expansion of the cafeteria, and the addition of modular classrooms. The Finance Committee has urged a cautious approach to meet the changing levels of enrollment at the High School. The High School enrollment during FY2015 was above the intended building capacity, and projected to remain above capacity for a number of years. The Finance Committee found that some of the proposed project to increase capacity at the High School could help alleviate some of the crowding in an affordable and sustainable way. In the fall of 2014, the Finance Committee reviewed and recommended request that was limited to reconfiguring two larger classroom spaces into four smaller classroom spaces. The Finance Committee maintained that larger construction projects, such as the proposed addition of modular classrooms, should be considered as part of the ongoing five-year Capital Improvement Plan that re-examines capital needs across Town every year. The Finance Committee authorized a transfer from the Reserve Fund for a study of a possible High School expansion in order to provide sufficient information to determine whether expanding the building is appropriate. The Finance Committee plans to continue to monitor student enrollment figures in the schools and to review available cost information in order to ensure the best long-term approach.

Special Education

The Finance Committee carefully reviewed Special Education costs during the preparation of the FY2016 budget. These costs can be volatile from year to year, since students may come into the system without warning due to changing education needs or as new residents with special education needs. In FY 2015, there was an expansion of a residential special education program where a number of new children moved in and became eligible for special education services through the Needham public schools. While efforts were made to recover funding from the communities where some of these students came from, in FY2015, the Town did incur some substantial costs for the additional students. The Finance Committee has worked with the School Department to help create ways to serve as many special needs as practicable within the district.

This can help to control costs and to establish beneficial relationships between the school staff and families of students with needs.

Snow and Ice Removal

Anyone living in Needham during the winter of 2014-2015 will recall the relentless winter weather. The Town maintains a budget for Snow and Ice removal that is designed to meet the needs of a relatively mild winter. This approach allows some budget flexibility in those years when the snow budget is not fully expended. In years with extraordinary snowfall as we faced in FY2015, the Town uses its Reserve Fund to cover overages for snow and ice removal. The FY2015 snowfall inundated Needham with storm after storm coupled with unusually cold temperatures. Consequently, there was no melting between storms, and no place to easily place the snow removed from roadways and sidewalks. Not only was snow plowed from sidewalks and roadways, but building roofs had to be shoveled, and in some locations, snow had to be hauled away in trucks. The Finance Committee closely monitored the levels of the FY2015 Reserve Fund since not only were snow and ice removal costs extremely high, but there were uncertainties in the energy and special education budgets. The FY2015 Reserve Fund ended up having sufficient funds to cover both the unprecedented snow-related costs of FY2015 and other critical and unexpected needs of the Town.

Operating Budget Recommendation for FY2016

The Finance Committee began the budgeting process in an environment of continued slowly improving economic growth. Property taxes and local receipts were projected to increase in FY2016. A significant portion of the Town's property tax increase was attributable to new growth-- increases in assessed property values-- which is added to the tax base. State aid, however, was expected to remain flat. Because the lion's share of General Fund receipts comes from property taxes, Needham has been able to maintain its high level of services despite some recent economically challenging years which have seen decreases in government aid and grant funding. The Finance Committee has advocated for the gradual transition of critical services away from grant funding and into the operating budget where possible to protect against fluctuations in outside funding. This approach has been successful and helped the Town to maintain level services each year despite decreases in some funding types. The Finance Committee sought to recommend a balanced budget for FY2016 that would provide funding for the high level of services that the residents of Needham expect, and also meet growing infrastructure needs. Because of improving economic conditions, some expanded services could also be considered.

The Finance Committee began its budget process in December 2014, 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 resident 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 capital needs;
- Held budget hearings with each department; and
- Deliberated each request in depth.

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

- Maintain essential services currently provided to citizens and other user groups;
- Sustain commitment to infrastructure spending;
- Preserve and strengthen financial security;
- Encourage long-term planning in all departments; and
- 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 27, 2015. As mandated by law, the Town Manager's executive budget included a single bottom line recommendation for the School Department's FY2016 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

In budgeting for FY2016, department managers were asked to submit a base budget request that was based on actual experience data or known obligations, and was not simply inflated from the prior year. One-time needs from prior years should not be carried into subsequent years unless needed to maintain the same level of service. During the budget process, limited additional funding was available to increase performance or improve programs, but such requests were required to be supported with evidence of a need or benefit relating to clearly identified department objectives.

The Finance Committee found that the FY2016 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, including legacy costs, where possible. The Committee also lauds the continuing progress made toward funding outstanding pension and OPEB liabilities. Because of sluggish interest rates, the Town has made the wise decision to decrease the expected rate of return on OPEB funds. This will decrease the apparent funding level and change the funding schedule, but is appropriate for long term planning. The cost of health insurance, which affects active and retired employees, is increasing at a significant rate. The Committee encourages the Town to seek ways to constrain escalating costs such as this to ensure sustainability going forward.

The Finance Committee carefully reviewed and considered both the Town Manager's executive budget that 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 FY2016 and moving forward. The Finance Committee's initial draft budget was submitted to the Town Manager on February 23, 2015. On March 13, 2015, the Finance Committee submitted its final recommended balanced budget and report which were included in the 2015 Annual Town Meeting Warrant.

As in previous years, the Finance Committee was pleased to recommend a budget for FY2016 that would continue to provide level services in most areas, and also provide for limited additional funding for increased services. The FY2016 budget provided some additional funding for the Town Manager's budget to be used in conjunction with Personnel Board professional services budget to fund one year of a Management Fellow to the Personnel Board budget to for one year for a Management Fellow for special projects, primarily relating to employee benefits delivery. The budget also includes additional funding for the Community Housing Specialist in the newly merged Planning and Community Development Department. This change will transition the position from Community Preservation Act (CPA) funds to the General Fund operating budget. The FY2016 budget included an increase to partially fund a request from the newly merged Health and Human Services budget to support the Traveling Meals program. The FY2016 budget also includes an increase to fund a new Administrative Assistant position in the Council on Aging division in the Community Services budget. This position is expected to provide sufficient staffing to expand the hours and programs for seniors at the Center at the Heights. The Finance Committee's budget also provided additional funding to support the transition of a Children's Programming Librarian from the Library state aid fund into the Library operating budget, consistent with the Town's long-term sustainability strategy mentioned above to decrease reliance on outside funding sources.

The Finance Committee recommended fully funding the School Department's 1:1 technology program to allow the School Department to purchase iPads for every 6th grade student. The funding for this program was analyzed and determined to be the best long term strategy, despite an initial high cost. The decision making-process regarding this program was completed after the Finance Committee's March budget recommendation, so the full program funding was accomplished through a budget amendment at Town Meeting. It is important to note that by the start of FY 2016, the contracts for the Police union, the Police Superior Officers' union and the Building and Custodian Tradesman union had expired without replacement agreements. Therefore, the salaries for covered positions were not increased in the FY2016 budget. Any increases that might be agreed upon later could be funded from money set aside in the Classification Performance & Settlements budget line, which was somewhat larger in FY2016 for this purpose.

The FY2016 budget included notable increases in expenses in several departments, including Public Facilities, Public Works, and Municipal Lighting to account for increasing energy costs. While the Town has authorized a solar energy project which is underway on property at the RTS, the construction was not completed prior to Town Meeting's final appropriation of the budget. Thus, the Town had not yet begun to realize the benefits of the solar program, and was not yet

able to account for either a reduction in energy costs or the receipt of offsetting payments that are anticipated to begin in FY2016.

For FY2016, the Town Manager proposed, and the Finance Committee recommended, the shift of certain ongoing expenses from the Capital Improvement Plan (CIP) into departmental operating budgets to better align with the Town's definition of capital. For purposes of the CIP, capital expenses must cost at least \$25,000 and have a useful life of more than five years. The School Department operating budget was therefore increased by \$109,520 above the base budget request amount to provide for musical instruments, graphic arts equipment, fitness equipment, interactive whiteboards and the middle school iPad program costs that were removed from the CIP. The Finance Committee will continue to monitor these expenses in order to make sure that this approach is sustainable and allows for the School Department to continue to meet its other operating needs.

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 \$1,384,767, 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 FY2016 budget recommended by the Finance Committee to Town Meeting was balanced and fiscally sound, reflecting improved efficiencies and services.

Cash Capital Spending Recommendations for FY2016

The Finance Committee received the Town's Capital Improvement Plan for FY2016 – FY2020 on January 2015. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: Free Cash, debt within the tax levy, and excluded debt. Free Cash is a source of funds generated from unspent appropriations or revenue that was higher than projections in a previous year. \$1,941,411 from Free Cash was allocated for FY2016 cash capital needs. This level of funding appeared lower than in recent years because some expenses were shifted from the CIP to the operating budget to better reflect the Town's capital policies, as discussed above. The FY2016 allocation was sufficient to cover the Town's highest priority cash capital needs. The General Fund cash capital appropriation for FY2016 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

The Finance Committee remains hopeful that revenues will be strong in the near future based on the anticipation that property taxes will continue to grow steadily as new growth adds to the tax base. However, as the Town experiences economic growth, an accompanying increase in demand for Town services can be expected, particularly in the areas of public safety and public education. 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. Health insurance costs were constrained in recent years due to the transition to lower priced plans, but health insurance premium increases have returned to a high annual rate of growth reflecting the significant increases in the cost of providing health care. The Town is currently in a health insurance

purchasing consortium, but the Finance Committee has encouraged Town management to explore various health insurance options in this shifting market. Special education costs also continue to grow at a rate higher than expected revenue growth. The Finance Committee encourages the School Department to continue to develop programs and provide services in-house where 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 Facilities Master Plan was finalized in FY2015, providing a roadmap to the large number of capital projects planned in the next 10 years, including new or upgraded schools, municipal buildings and recreational facilities. Large upcoming projects include replacing or renovating the Hillside and Mitchell Schools, upgrading the Rosemary Pool and facilities, providing new School Administration space, and creating a new Public Safety building. As these projects get underway, 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 and placed on the main calendar on the Town's website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours developing a budget that is a fair and equitable to recommend to Town Meeting. The Committee 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.

FY15 HIGHLIGHTS

During fiscal year 2015, commencing July 1, 2014 and ending June 30, 2015, 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 of real estate. 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

FY16 FORECAST

In fiscal year 2016, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael Fee, Town Moderator

PURPOSE

The Town Moderator is an elected official who presides over Needham Town Meeting. Our Town Meeting is a "citizen legislature" comprised of "members" elected in each of Needham's 10 precincts and "at large" members who are elected officials or chairs of certain elected boards in our town. Under Massachusetts law and Section 14 of our Town Charter, Town Meeting is the ultimate authority over all municipal affairs. For example, each year Town Meeting must vote to authorize how much money will be spent on all Town services, including schools, public works, public safety and public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the

issuance of bonds and the corresponding assumption of long-term debt by the Town of Needham. In short, in the words of our Charter, Town Meeting exercises “all powers vested in the municipal corporation.”

FY15 HIGHLIGHTS

- Our Town Meeting convened twice in FY 2015, once for a Special Town Meeting on October 27, 2014, and over three sessions that comprised our Annual Town Meeting in May 2015 (which also included a Special Town Meeting). All meetings were held at James Hugh Powers Hall, the “Great Hall” in Needham Town Hall.
- The October 2014 Special Town Meeting addressed a 10-article warrant that included important matters such as revisions to Needham’s zoning by-laws and the authorization of certain improvements to Needham Hugh School. The October Special Town Meeting also passed a resolution honoring the memory of the late Richard P. Melick, my immediate predecessor who served as Needham’s Moderator for 35 years.
- During the Annual Town Meeting in May 2015, Town Meeting Members were presented with a Warrant containing 50 articles, including the authorization of a FY 2015 operating budget of over \$135 million, important amendments to the Town’s zoning law and other matters involving capital expenditures and a proposed Home Rule Petition to amend the Town Charter to change the term for Moderator from one year to three years.
- The Warrant for the Special Town Meeting held within the Annual Town Meeting in May contained six articles, comprised of mostly budget adjustments for the current fiscal year. The Special Town Meeting was dissolved in memory of the late Roy J. Nutile, a well-known insurance agent, musician, bandleader and resident of Needham for over 60 years.
- For well over ten years now, Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I produced with financial assistance of the Richard Patton Melick Foundation. This Handbook is provided to new Town Meeting Members and appears to have helped inform Members about the rules and traditions of our Town Meeting.
- In Fiscal Year 2015, the Town of Needham website continued to be a vital resource for Town Meeting Members. Through the website, Members may access copies of our Warrant, the Town Clerk’s Minutes and informational materials on specific articles that come before Town Meeting.
- In March, I participated in the Needham League of Women Voters’ Annual Civics Bee, a competition in which teams of citizens filed questions about local, state and national government.
- One week prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Center at the Heights. The League helped arrange, publicize and conduct these meetings, which were preceded by an orientation session for newly elected Town Meeting Members.
- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors.
- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2015. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, dues to the Massachusetts Moderators Association and travel to meetings.

I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, Future School Needs Committee and the Youth Commission, as well as appointing our representative to the Minuteman School Committee, I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2015. Any citizen who wishes to be considered for a position appointed by the Moderator should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board

Evelyn Poness, Chair

Elizabeth Dennis

John Krawiecki

Robert Mearls

Thomas Welch

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 pensions costs. The Board has accepted a new actuarial study as of January 1, 2015. Needham's pension obligation will be 100% funded by the year 2030.

PERSONNEL BOARD

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.

Personnel Board

Joseph Herlihy

Vivian Hsu

Richard Lunetta

Barry Pollack

The Board welcomed new member, Barry S. Pollack in June, 2015.

FY2015 ACCOMPLISHMENTS AND ACTIVITIES

REVIEW AND APPROVAL

Classification:

- Creation of Conservation Specialist position title; formerly Administrative Specialist; one grade increase in classification; more accurately describes the job.
- Creation of revised position description for Director of Conservation; more accurately describes the job; no change in classification.
- Creation of revised position description for Assistant Director of Park and Recreation; more accurately describes the job and movement from ITWA union to non-represented position; one grade increase to be in line with other Assistant Director positions throughout town government.

Compensation:

- FY 2016 compensation schedule for non-represented employees (full-time and part-time) and related listing of position titles (Schedule A and Schedule C).
- ITWA (Administrative, Professional and Technical positions Union) Memorandum of Agreement – costs associated with successor contract.
- Established and voted salary for Elected Officials for FY 2016.
- Revision of Management Compensation program to a true pay-for-performance program.
- Revision of Schedule C (part-time position titles) including new, more descriptive position titles and relevant compensation so that all titles on this Schedule are non-benefitted positions; no overlap with benefitted position titles.

CONSERVATION COMMISSION

*Paul Alpert, Chair; Janet Bernardo, Vice-Chair; Artie Crocker;
Stephen Farr; Peter Oehlkers; Cory Rhoades; 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.

FY2015 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 FY2015, the Conservation Commission met formally a total of twenty-two (22) times and held a total of thirty-six (36) public hearings (refer to Table 1).

Table 1: FY 2014 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent ¹	21
Request to Amend Order of Conditions ¹	5
Request for Determination of Applicability ¹	9
Abbreviated Notice of Resource Area Delineation ¹	0
Extension Permit ¹	1
Emergency Certification	0
Certificate of Compliance	31

Type of Application Filing/Request	Number
Minor Modification Request	10
Enforcement Order	10
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	1
Exemption Letter	10
Conservation Restriction	0
Notice of Non-significance	0
TOTAL	98

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 sixty-two (62) 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 FY2015, ten (10) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.



The Conservation Division continued its ongoing work to implement the Comprehensive Trails Master Plan in addition to oversight and management of existing conservation lands. The Conservation Division continued progress over the last year in implementing the Master Plan including coordination and acquisition of CPC funding for the Student Conservation Association 10-day project at Ridge Hill Reservation. The project resulted in the construction of a wooden footbridge which connects the Esker and Loop Trails. Additional work included improvements to the Loop Trail, pre-construction clearing of the Fuller Trail, and removal of invasive plant species within the managed meadows at Ridge Hill. Additionally, two major boardwalk projects began construction under the guidance of the Conservation Division. The construction of the Fuller Trail boardwalk was successfully bid and construction is nearly complete and the Eastman Conservation Land boardwalk project is complete and in use, managed collaboratively with the Parks and Forestry Division. The Division also participated in the design and permitting of the Bay Colony Rail Trail project. The Division continued its partnership with Eagle Scouts Award applicants including the recent restoration of a footbridge on the Charles River Trail. Additionally, the Conservation Division continued implementation of the Ecological Management Plan for Ridge Hill Reservation.

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.

Fuller Trail boardwalk, under construction at Ridge Hill Reservation (December 2015).

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, and Rick Putprush. Devra Bailin, the Economic Development Director, serves as staff to the CEA.

MISSION

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.

FY2015 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 has been completed. The changes have also permitted the proposed redevelopment of the General Dynamics’ site, which include an additional hotel, retail and restaurants, 390 units of multi-family housing and rehab space for growing companies like SharkNinja. The CEA has proposed additional zoning changes to make the creation of amenities easier.

The CEA continues its efforts in branding Needham Crossing and has been working cooperatively with Newton on the N² Innovation Corridor. Federal matching funds were obtained to study the area's place in the innovation community and to create a sustainable marketing plan to help grow the concentration of such businesses.

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. The CEA obtained funding from the Mass Housing Partnership to engage an expert, John Connery, to study the fiscal impacts of such development. Fiscal impacts were analyzed and the zoning refined. The CEA's recommendations were supported by the Board of Selectmen, Planning Board and FinCom; the zoning initiative goes before Town Meeting in May 2016.

The CEA has made the streamlining of permitting a priority. Through its Downtown Subcommittee the CEA continues to work with the Planning Department, Board of Selectmen and the Planning Board to implement additional changes to create a less cumbersome permitting process. The CEA has recommended public meetings to discuss possible initiatives to improve the permitting process.

The CEA also established as a priority the support of the Discover Needham Local First campaign initiated by the Needham Business Association and the Shop Local campaign sponsored by the Newton Needham Chamber of Commerce to support independent locally-owned businesses in Needham. The CEA's application to the Babson College Management Consulting Field Experience Program to create a more detailed 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 2014. The CEA reviewed and proposed implementation of certain changes.

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 received funding from Town Meeting in May 2015 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: Jeanne S. McKnight, Chairman; Elizabeth J. Grimes, Vice-Chairman; Paul S. Alpert; Bruce T. Eisenhut; Martin Jacobs

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)**

FY2015 ACCOMPLISHMENTS AND ACTIVITIES

PERMITTING

In its capacity as a special permit granting authority, the Planning Board in FY2015 processed 12 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 4 subdivision plans and 1 plan was 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 28 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals where warranted.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board’s action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in Fiscal Year 2015. During the affected time line 12 new Special Permit applications and 4 Subdivision applications were processed. Public hearings were held on average within 33 days of application receipt, decisions were issued within 12 days of the close of the public hearing, with written decisions filed with the Town Clerk within 6 days of permit issuance. Total average time required to process an application was 49 days with a minimum of 27 days and a maximum of 117 days. Included in the subdivision permits during the fiscal year was one outlier project where additional time was required to enable the Petitioner to provide supplemental analysis and plan modifications.

NEEDHAM CROSSING BUSINESS CENTER PLANNING

The Planning and Economic Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Plan review and permitting for Center 128 comprising three components was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2nd Avenue Residences. The Center 128 West Development, approved by the Planning Board in April of 2013, includes 740,000 square feet of office space and a 128-room hotel and two parking structures. The hotel was completed and opened in 2013. The 288,346 square-foot office building located at the corner of 1st Avenue and B Street was recently

completed and occupied by its tenant, Trip Advisor, in July 2015. The Center 128 East site is currently occupied with 514,992 square feet of office space and is occupied by General Dynamics. The site will be redeveloped with 420,429 square feet of office space, 19,000 square feet of retail space, a 128 room hotel and surface parking area. A decision on this project by the Planning Board was issued in early November 2015. The 2nd Avenue Residences site is currently surface parking lots used by General Dynamics. The site will be developed with 390 apartment units and structured parking. A decision on this project by the Board of Appeals was issued in late December 2015. In summary, Center 128 at completion will include four new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, 19,000 square feet of retail space and 390 residential housing units. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements is expected to be completed by June of 2019 and will represent a major step forward in the implementation of the vision developed for the district.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a priority. At a meeting with the Secretary of Housing and Economic Development for the Commonwealth and the Massachusetts Office of Business Development we were told that grants, like former MassDOT Public Works Economic Development (PWED) grants, are really only available once new development on a site is proposed. If there are infrastructure and/or other impediments to development which must be provided by the public (e.g. reconstruction of Highland Avenue, new traffic signals, streetscape amenities), the funds may become available. Consequently, we have coordinated with Newton to resubmit a joint MassWorks grant for funding the improvements on Needham Street and Highland Avenue. Once construction on the Normandy project was begun, we stepped up efforts to secure the funding and were successful in obtaining funding for the first phase of development, namely Highland Avenue in Needham Crossing and Oak and Christina Street in Newton. Separate funding was obtained for the design and construction of the signal at First Avenue. In addition, the City and Town were successful in getting the Boston Region Metropolitan Planning Organization (MPO) to fund the remainder of the project in 2018. The Planning and Economic Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the N² corridor. Lastly, the Division has worked with the City of Newton on the new N² initiative project. The N² group obtained funding from the Federal Economic Development Commission to match public and private gifts for a total of \$100,000.00 to create a sustainable marketing initiative for the corridor.

NEEDHAM CENTER PLANNING

The Planning and Economic Development Division further continued with the implementation of the Needham Center Planning effort providing staff support to the Downtown Streetscape Working Group charged with the development of 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. Currently the Planning and Economic Development Division is involved in the implementation of the first phase of the plans recommended street improvements at Great Plain Avenue between Dedham

Avenue and Chapel Street. Furthermore, as recommended in the Needham Center Plan, a detailed marketing plan for the downtown was created through a collaborative effort between the Division and Babson College under their Management Consulting Field Experience program in FY 2015. Lastly, permitting and construction of the first mixed-use building under the new Needham Center Overlay District as outlined in the Needham Center Plan was completed in 2015. The mixed-use building comprises 3+1 stories with retail space located on the first floor and stories 2, 3 and 4 supporting ten residential units one of which is affordable.

REZONING INITIATIVES

In Fiscal Year 2015 the Planning Board offered three major zoning initiatives as follows:

Registered Marijuana Dispensaries: Permitting for Registered Marijuana Dispensaries within Needham was authorized by special permit. A Registered Marijuana Dispensary (RMD) is a not-for-profit entity that cultivates, prepares, and dispenses marijuana or marijuana infused products to qualifying patients or their caregivers. The amendment as adopted includes a set of zoning regulations that will work in concert with state and other local regulations while focusing on land use planning issues such as district character, compatibility among adjacent uses, transportation and parking, and urban design, as well as public safety issues. The zoning amendment takes the following approach: (1) defines the terms “Medical Marijuana Treatment Center” and “Off-Site Medical Marijuana Dispensary” so as to distinguish between a facility that may provide dispensing, cultivation and processing services in combination within a zoning district (Medical Marijuana Treatment Center) and a facility that is restricted to the dispensing function within a zoning district (Off-Site Medical Marijuana Dispensary); and (2) identifies the zoning districts in which a Medical Marijuana Treatment Center and an Off-Site Medical Marijuana Dispensary will be allowable. The amendment authorized permitting for a Medical Marijuana Treatment Center in the Mixed Use-128 District and Industrial-1 District and an Off-Site Medical Marijuana Dispensary in the Highland Commercial-128 District, both by special permit.

More than one municipal building or use on a lot: This amendment now allows the Town to obtain permits to construct more than one municipal building on a lot and/or to place more than one municipal use on a lot subject to the external dimensional requirements of the underlying zoning district. The Town has limited land resources and frequently needs to construct additional buildings and/or to place a mix of municipal uses on its properties. This amendment now permits the Town to consolidate its lots and to do away with internal lot lines and their associated setbacks and other requirements which hinder necessary municipal development. The amendment acknowledges the Town’s need to use its property for multiple uses and with multiple structures and provides greater flexibility moving forward.

Half-story Definition as it applies to uses in the Chestnut Street Business: This definition was revised to advance the recommendations contained in the Needham Center Development Plan which endorsed the promotion of mixed-use and housing development in the Needham Center area in the longer term. The article accomplished this goal by removing the prohibition on residential housing development in the half-story above the second story in the Chestnut Street Business District and by allowing for the placement of dormers in said half-story so that more useable residential square footage may be created.

OTHER PLANNING STUDIES

Planning Studies currently underway are as follows:

Mixed Use Residential Overlay: An update to the 2001 Goody Clancy Zoning and Land Use Study for Needham Crossing to create a viable residential overlay in the Mixed Use-128 and adjacent Highland Commercial-128 zoning district was initiated in August of 2014. The zoning amendment to be presented at the May 2016 Annual Town Meeting establishes the purposes to be served by the Mixed-Use Overlay District including: permitting a mix of residential and commercial uses on the same site or within the district, establishing controls which will facilitate responsible development while protecting the Town's fiscal and other interests, permitting flexible development on individual lots, and providing housing for workers in Needham Crossing. The amendment sets out the procedure for seeking a Master Special Permit from the Planning Board in the Overlay and establishes specific special permit and site plan review requirements.

Housing Strategies Policy: A draft Housing Production Plan that meets state requirements under the provisions of 760 CMR 56 was prepared. The plan provides updated demographic, economic and housing characteristics and trends, identified priority housing needs and annual production goals, and described strategies for the Town to implement to meet these needs and production goals. A public forum on September 23, 2014 was held to provide information on housing needs and to obtain input into priority strategies. With the submittal of the 390 unit 40B project at Needham Crossing and the Town's expectation of meeting the required 10% threshold of affordable housing units, the plan has been further revised to reflect this milestone. A Housing Strategies Policy statement has been developed in the alternative and is scheduled for presentation and adoption by both the Planning Board and Board of Selectmen.

Large House Zoning Study: Data indicates the demolition of older, smaller and less expensive homes has become the principal source of lots for the construction of new single family houses leading to concerns with overall building mass, neighborhood context and economic diversity. Accordingly, in Fiscal Year 2014, the Planning Board appointed a citizens' task force, consisting of business people, residents, and various civic groups, to study residents' concerns regarding the tearing down of smaller and less expensive houses and their replacement by much larger single-family houses. Public workshops on the topic are planned by the task force for the spring and fall of 2016 to solicit public input. A final report with policy recommendations for land-use regulations is expected following the public engagement process, leading to eventual revisions in the Zoning By-Law. It is anticipated that zoning articles implementing task force recommendations will be ready for inclusion on the October 2016 Special Town Meeting warrant.

Land Use and Zoning Study for the Industrial-1 and Industrial Districts: Funding for a Planning Study of the Industrial Districts along 128 was approved by Town Meeting in May 2015. The districts are being reviewed in terms of their use profiles and dimensional requirements. A build-out analysis, traffic impact analysis and elevation drawings are planned. Zoning implementing the vision and goals are anticipated in May of 2017.

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 Highland Avenue/Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the Needham Crossing Business Center District and securing its implementation remains a high departmental priority.

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



BUILDING INSPECTOR

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.

David A. Roche, Building Commissioner
Henry L. Fontaine, Asst. Building Commissioner
Jim Grover, Local Building Inspector
Larry V. Di Bona, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
Christina D. Hooper, Administrative Specialist
Adrienne A. Banks, Department Assistant
Manuel W. Rodriguez, Department Assistant

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.

FY2015 PERSONNEL CHANGES

- Henry Fontaine was promoted to the position of Assistant Building Commissioner
- Jim Grover was hired to fill a newly budgeted position as Local Building Inspector (part time).
- Plumbing and Gas Inspector, William Kinsman, retired May 15, 2015 after serving the Town for 12 years.
- Local Building Inspector, Larry Lench, accepted a position as Building Commissioner for another Community.

FY2015 HIGHLIGHTS

- **5,091** permits issued
- **\$1,391,043** collected in fees
- **10,964** inspections performed, plus emergency calls from Police and Fire.
- **\$179,343,357.00** spent by Needham property owners to construct or remodel
- **1,483,951** square feet of construction to buildings and structures
- **Major Projects:** North Hill Avery Wing: approx. 100,000 square foot structure consisting of 45 residential units. Installation of 11,780 ground mounted panel solar array system at the Town Transfer Station.

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

	2012	2013	2014	2015
Building	1431/\$1,348,237	1415/\$1,205,525	1406/\$1,622,105	1582/\$1,030,968
Plumbing	920/\$79,893	987/\$77,585	1021/\$77,205	940/\$71,655
Gas	691/\$27,913	874/\$33,033	782/\$32,799	684/\$29,674
Wiring	1234/\$160,639	1387/\$208,892	1465/\$171,138	1492/\$180,333
Sheet Metal	400/\$57,223	280/\$52,157	275/\$54,366	303/\$61,756
Fire Alarms				28/\$3,370
Signs	30/\$2,525	63/\$5,275	60/4,325	54/\$4,250
Swimming Pools	6/\$900	6/\$900	10/\$1,500	8/\$1,200
Weights & Measures	State Contract	State Contract	State Contract	State Contract
Miscellaneous Fees	\$15,758	\$15,586	\$11,762	\$7,837
Totals	4,712/\$1,693,088	5,012/\$1,598,953	5,019/\$1,975,200	5,091/\$1,391,043

	2012	2013	2014	2015
New Single Family Dwellings	75	61	98	85
New Two Family Dwellings	10	10	13	9
New Multi-Family			4	0
New Non-residential Buildings	5	6	4	2
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	1006	946	656	1,045
Add/Alter Existing Non-residential	178	191	124	168
Demolish or Relocate	108	72	94	84

FIRE DEPARTMENT

Dennis X. Condon, Fire Chief

PURPOSE

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

FY15 HIGHLIGHTS

- Michael Whalen was hired as a new Firefighter in July 2014.
- Peter Cosgrove was promoted to Deputy Fire Chief in July 2014.
- In August 2014, Matthew Bagnell was promoted to Fire Lieutenant.
- The Department welcomed a new Firefighter Mathew Orzechowski in August 2014.
- Shawn Donovan stepped down from the position of Fire Inspector and Ron Gavel was appointed Fire Inspector in October 2014.
- Firefighter Charles Feeley retired in September 2014.
- Michael Filosa was selected as the new EMS/BLS Coordinator in November 2014.
- Firefighter Burt Fahy retired in October 2014 after a 39 year career with the Town of Needham.
- Lieutenant Steven Guiney and Firefighter Eric LaBorne were appointed to assume some Fire Alarm technician duties in November 2014.
- Deputy Fire Chief John Whalen retired after a 35 year career with the Department.
- Deputy Fire Chief Dennis Condon was appointed Fire Chief in December 2014.
- Captain Matthew Dooher was promoted to Deputy Fire Chief in January 2015
- In February, the Department welcomed several new Firefighters including Sean Marcotte, Michael Welch, Thomas Wesley, and Jacob Hart.
- Firefighter David Duffy retired in February 2015.
- Firefighter Peter Vigliano was promoted in May 2015 to Fire Captain.
- Firefighter/Inspector Matthew Kane retired in May 2015.
- Firefighter John Friel retired in June 2015.
- Jacob Hart was selected to assume the duties as one of our Fire Mechanics in June 2015.
- In FY15, the Department was successful in receiving a Student Awareness of Fire Education grant in the amount of \$5,023 and a Senior Awareness of Fire Education grant in the amount of \$2,995. This money helps us to provide lifesaving fire prevention education in the classroom, as well as improve the fire and life safety of older adults.
- The department responded to a variety of incidents throughout the year including a number of multiple alarm fires during the period of heavy snows last winter. During a period of drought last spring and early summer, the department dealt with a period of increased brush fires.
- A new brush truck was put into service in June 2015.
- The Fire Alarm Systems Institute presented an interactive training program to familiarize our firefighters with various fire alarm systems and their components.

- The Massachusetts Firefighting Academy presented several training programs including a Trench Rescue Awareness and Hydrogen Cyanide. The Trench Rescue Awareness program educated Firefighters about the acute dangers involved in trench rescues, while stressing safety. The Hydrogen Cyanide program explained the dangers that Firefighters can face when Hydrogen Cyanide is released by combustion, proper treatment if exposed and precautions for the best protection.
- Department personnel received training on a new Computer Aided Dispatch system and incident reporting software. The system allows for more streamlined dispatching protocols and better tracking of personnel, apparatus and incident reporting. The system went into effect in June 2015.
- Representatives of the Massachusetts Peer Support network presented a program on critical incident trauma, addiction and stress management for firefighters.
- In-house training included EMT/Paramedic Refresher, monthly EMT meetings/rounds, ALS/BLS Interface, and the use of nasal Narcan.
- In addition, department personnel were given building tours of the new Trip Advisor World Headquarters building, the new skilled nursing facility, apartments/assisted living and Alzheimer's Unit at North Hill, the new water pumping station and the retail/residential complex at 50 Dedham Avenue.

POLICE DEPARTMENT

Philip E. Dronney, Chief of Police

PURPOSE

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

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

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

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

POLICE DEPARTMENT EMPLOYEES

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

- 49 sworn police officers;
- 5 public safety dispatchers;
- 1 Animal Control Officer;

- 3 Civilian Clerical Staff; and
- 1 Mechanic/Custodian.
- In addition, the Department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY15

- Officer Shannon Drumm transferred to the Framingham Police Department.
- Kerri Hurley was hired as a civilian dispatcher.
- Daniel Sohn was hired as a civilian dispatcher.

DEPARTMENT ASSIGNMENTS FY15

- 375 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 Brian Gallerani was assigned to the Detective Bureau.

The Municipal Police Training Committee awarded five Needham Officers with the Lifesaving Award for going above and beyond their duties by rendering medical assistance to a person in need. The award indicates that the officers were able to demonstrate their CPR training in a beneficial and life-saving manner. Officers recognized were Roger Noll, Vincent Turco, Matthew Palmer, Leo Schlittler and Anthony Frongillo.

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 FY15

- The Police Department implemented 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 Police Department also implemented a new evidence management system allowing for increased efficiency in managing evidence and property.
- The Police Department equipped all Needham cruisers with Nasal Narcan which is a drug that helps reverse the effects of opiate overdose. Officers received specialized training in administering this life-saving drug.
- 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.
- Multiple Needham officers, along with 60 of their colleagues from across the county, attended District Attorney Michael Morrissey's Safe and Supportive School Training.

The training provided strategies for a collaborative response between police and schools in dealing with complex student issues.

- 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 FY2015 the Department was allocated \$59,894.
- 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 FY2015, the Department received \$9,000 through the grant.

FY2015 ACTIVITY COMPARED WITH RECENT YEARS

Category	FY2013	FY2014	FY2015
Calls for Service	32,584	34,368	33,610
Incident Reports	1,569	1,729	1,840
Larceny	197	140	148
Vandalism	48	54	41
Breaking and Entering	54	24	38
Assaults	29	39	35
Drug Violations	14	12	11
Operating under the Influence	21	20	31
Adult Arrests and Complaints	341	317	299
Juvenile Arrests & Complaints	28	41	26
Traffic Violations	2,931	3,491	2,939
Accidents Reported	407	424	415

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

- The number of reported breaking and entering cases increased from the previous fiscal year.
- Reported assaults decreased this year from 39 to 35.
- Adult arrests and complaints decreased from the previous year. Juvenile arrests and complaints also decreased.
- In FY2015 the Department received \$9,925.00 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 732 pounds of unwanted medication in FY2015.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Dr. Edward A. Bouquillon, Superintendent-Director

INTRODUCTION TO THE SCHOOL

Minuteman High School is an award-winning regional high school located in Lexington, just west of Boston, in a sweeping 16-town district rich in Revolutionary War history.

Minuteman offers career and technical education in more than one dozen majors, ranging from carpentry and cosmetology to biotechnology and engineering technology. It couples that with rigorous academic instruction, including Advanced Placement courses.

Minuteman gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical education, integrated with a rigorous grounding in mathematics, English, science, and social studies. Minuteman offers a wide selection of academic courses and programs, including foreign languages (Spanish, French and Latin), art, and Girls in STEM (Science, Technology, Engineering, and Mathematics). The school offers a wide range of sports and does not charge any fees to participate.

In a typical year, more than 60% of Minuteman's graduates pursue college or advanced training.

The Minuteman district includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

Minuteman High School is an accredited member of the New England Association of Schools & Colleges (NEASC).

A LOOK BACK AT 2015

The year 2015 was a busy one at Minuteman.

The school saw major changes in its leadership team, took several steps to advance its long-planned and long-awaited building project, secured state grants to support its programs, established a highly popular Girls in STEM Camp, refocused marketing efforts on recruiting in-district students, received awards for student academic and trade successes, saw improvement in its MCAS scores, assisted non-profit community groups and towns with a host of projects, and secured approval of its budget from each of the 16 towns in the district.

LEADERSHIP CHANGES

Minuteman saw major leadership changes during 2015 with the appointment of a new Principal, Assistant Principal, Director of Outreach and Development, and Director of Special Education.

John "Jack" Dillon III, who served as the school's Assistant Principal for nine years, was selected as Principal. Mr. Dillon has worked in education for 25 years. Before working at Minuteman, he served as Assistant Principal at Maynard High School and as a health teacher and

acting Assistant Principal at Burlington High School. He earned a Master of Education degree from Cambridge College. He holds a B.S. in Education from Bridgewater State University.

He was one of 34 persons who applied for the Principal's position. He succeeds Ernest F. Houle, who was appointed Superintendent-Director at Assabet Regional Vocational Technical High School in Marlborough.

George M. Clement, a long-time educator and finalist for a national teaching award, was selected to succeed Mr. Dillon as the new Assistant Principal / Director of Admissions.

In his new role, Mr. Clement is responsible for letting seventh- and eighth-grade students and their families know about the high-quality educational opportunities available at Minuteman. He will meet annually with hundreds of potential applicants and be in overall charge of the school's admissions process. He will also be coordinating a variety of career development activities intended to give middle school students an opportunity to experience career and technical education and get a sampling of STEM (Science, Technology, Engineering and Math) initiatives.

Mr. Clement has been at Minuteman since 2009 as a Reading Specialist. In 2014, he was named a finalist for Scholastic Company's "All-Star Educator Award" for reading.

He holds a B.A. in History/Education from Merrimack College in North Andover and a Master of Education in Special Needs from Simmons College in Boston.

Steven C. Sharek was appointed in January as the school's Director of Outreach and Development. Mr. Sharek previously served as Superintendent-Director at Montachusett Regional Vocational Technical High School, as a Communications/Grants Coordinator and Cluster Coordinator at Greater New Bedford Regional Vocational Technical High School, and as the Assistant Dean of Academic Services at Southern New England School of Law (now UMass Dartmouth School of Law).

He previously served as a radio news reporter, assistant to the Mayor of New Bedford, City Councilor and Council President in New Bedford, and Town Moderator in Dartmouth.

Mr. Sharek holds a B.A. in English from UMass Dartmouth, a Master's in Educational Leadership from Bridgewater State University, and a Juris Doctor from Southern New England School of Law.

He succeeds Brendan Dutch, who served as Director of District Communications, and left for a position at the State House.

BUILDING PROJECT ADVANCES

A long-planned building project took major steps forward during 2015.

On February 6, Minuteman's School Building Committee announced preliminary cost estimates for four alternatives: renovating the school with state financial help, renovating and expanding with state help, building a new school with state help, and building a new school and

demolishing the old one with state help. In addition, a subcommittee released a cost analysis for a self-funded model that would be required if the state-funded project is rejected. According to Kaestle Boos Associates, Inc., the project architect, new construction is the least expensive of the options. A minimum of 40% of the estimated \$144.9 million project cost would be borne by the state. The maximum estimated district share would be \$86.9 million.

On March 11, the School Building Committee launched a series of public presentations and information-gathering meetings. The first meeting was held in Acton. During its presentations, Committee members stressed three reasons to take action: current problems with the building's condition must be addressed, the school's educational programming could be enhanced in a better physical plant, and the school's accreditation is in jeopardy solely because of the condition of the building.

On April 30, the School Committee held its final public presentation, this one in Arlington.

On May 11, the School Building Committee voted to recommend construction of a new school.

On May 19, the Minuteman School Committee endorsed construction of a new school as its "preferred option" for addressing current facilities issues; creating an educational environment that best meets the needs of students, teachers, and employers; and ensuring continued accreditation. The committee also authorized Skanska USA, its project manager, to submit supporting documentation to the Massachusetts School Building Authority (MSBA) by June 11.

On August 6, the MSBA unanimously endorsed the building of a new 628-student Minuteman High School on district land adjacent to the existing school. The MSBA Board of Directors voted 4-0 in favor of the district's "preferred solution" – construction of a new \$144.9 million school for 628 students. The board authorized the school to prepare detailed schematic drawings for the new building. "This is a huge step forward," said Ford Spalding, chairman of the Minuteman School Building Committee.

The new high school, which would be built in the Town of Lincoln on land owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs.

The new school would be smaller in size than the current school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs.

State Treasurer Deborah Goldberg, who chairs the MSBA board, delivered an impassioned plea supporting vocational technical education and the value of schools such as Minuteman across the Commonwealth. "There's a direct connection between these schools and sustainable economic development in the state," said Treasurer Goldberg. She described Minuteman as a "magnet" for students who will be filling 21st century jobs. "We need to move forward," she said, "because of what it means to the state and our future." Once parents begin to see the connection between vocational technical education and high-paying jobs, she said she would not be surprised to see Minuteman back at the MSBA seeking to expand.

In a four-page memo provided to the Board of Directors, MSBA Director of Capital Planning Mary Pichetti outlined a series of reasons why the MSBA staff was recommending approval of the Minuteman project. Among other things, she said vocational technical education plays an important role in the economic future of the state; Minuteman is an important educational resource for students; the school's Educational Program Plan is "comprehensive", demonstrates demand for proposed programs, and aligns with evolving trends in employment; and there is a need for capital investment in the existing facility.

The July 21 memo also noted that new state regulations establish a capital fee to be added to non-resident students' tuitions and an additional fee for non-resident students enrolled in special education. According to the memo, this change "...addresses one of the District's long-standing concerns regarding its member's share of supporting non-resident students."

The MSBA memo strongly endorsed the planned 628-student school. It also indicated that a school with an enrollment of 600 is the *smallest* school the agency would be willing to commit state funds to.

"The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum," wrote Ms. Pichetti. She said a school of 435 students "is not operationally sustainable and would not meet the District's educational goals." According to Ms. Pichetti, "[t]he MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum."

Ms. Pichetti said a review of enrollment and application data "... demonstrate sufficient demand for program offerings to ensure the facility will be utilized."

State Representative Carmine L. Gentile (D-Sudbury) and Representative Alice Peisch (D-Wellesley) both spoke to the MSBA board, noting that some town officials still had concerns about the size of the planned school and how it's going to be funded. However, both also acknowledged the need for a new school.

POLL SHOWS DISTRICT VOTERS SUPPORT NEW SCHOOL

Voters in the Minuteman High School district support the school, its programs, and a proposal to replace the school with a new building – and they do so in big numbers, according to professional research poll. The poll of 400 registered voters was conducted by nationally-recognized pollster David Paleologos of DAPA Research Inc. in late August. It has a margin of error of +/- 4.9 percentage points.

The poll, which was commissioned by Minuteman, was designed to gauge voters' sentiment about the school and the quality of its programs, their awareness and level of support for a proposed building project, and the factors that most influence voters' opinions.

"This poll shows that there's a strong positive feeling in the district about Minuteman High School and its programs," said pollster David Paleologos, head of DAPA Research Inc.

“There’s a clear willingness to build a new school,” Paleologos said. “And this support crosses all demographics: gender, income, age, area, and even political party. These are overwhelming numbers, and the type of results we don’t see very often.”

Some 78% of voters polled indicated positive or very positive feelings about the school, with only 2% indicating they had negative feelings. Sixty-four percent (64%) indicated they had positive or very positive feelings about the quality of the vocational-technical programs at Minuteman, with just 2% indicating negative feelings.

The poll showed overwhelming support for construction of a new school. Some 68.5% indicated they would vote to build a new school, 23% were undecided, and 8.5% indicated they would oppose it.

Intensity of support for a new school was higher than intensity of opposition, according to Mr. Paleologos.

Keys factors influencing voters decisions were impact on students (31%), impact on tax bills (22%), and condition of the existing building (16%).

By a margin of 46%-39%, voters indicated that they would prefer to see a decision about the project made by voters during a district-wide ballot, instead of by individual Town Meetings in each of the 16 Minuteman towns. Some 76% of those preferring a district-wide ballot favored building a new school; 63% of those preferring Town Meeting approval favored building a new school.

The live telephone poll was approved by the Minuteman School Committee in July and was conducted by DAPA Research August 25-28. Before the survey got underway, the polling questions were submitted to the Massachusetts Office of Campaign and Political Finance for approval.

During the spring of 2015, the Minuteman School Building Committee hosted public presentations in 15 of its 16 member communities and solicited input on five options, including renovation of the existing school, renovation and addition, and construction of a new school. Of those who completed written or online surveys, 89.1% of the respondents preferred construction of a new school.

NEW STATE REGULATIONS HELP DISTRICT TAXPAYERS

The Board of Elementary and Secondary Education this year adopted new state regulations covering vocational technical education. While not all of the regulatory changes are helpful to Minuteman High School, two changes are big “wins” for taxpayers in the Minuteman school district.

One change established a capital fee for out-of-district students. Another established a special education fee for out-of-district students receiving special education services.

These regulatory changes are the direct result of efforts by Minuteman to allay concerns from the district's member communities about the costs of providing educational services to out-of-district students.

With the full support of the Minuteman School Committee, the Superintendent worked with the Department of Elementary and Secondary Education to pursue a change in state regulations to allow Minuteman to assess a capital fee. The state Board adopted the new regulations on February 27. Those regulations call for both a capital fee and a special education fee.

The Minuteman School Committee and School Administration both support charging a capital fee for out-of-district students. We recognize that the new capital fee is a huge "win" for district taxpayers.

WHY A NEW SCHOOL?

The Minuteman facility is more than 40 years old. Its building systems – structure, electrical, mechanical, roofing, windows and exterior cladding – are at the end of their life and are failing fast. The facility falls far short of meeting today's standards to support the planned educational curriculum, and it falls short of meeting current requirements for energy efficiency, life safety, air quality, seismic loading (earthquake resistance) and ADA compliance for accessibility, to name a few.

Minuteman's facilities can no longer keep pace with the instructional and program needs. For any technical school, it is imperative to maintain a current facility and curriculum. Minuteman facilities must be updated so as to support current needs and be flexible enough to meet future needs. The current conditions of the facility are an obstruction to delivering a high performance technical education and developing an adequate workforce. Minuteman is a community regional education resource effective in developing secondary students, and (re)training the existing workforce for the local and regional economy.

The approximately 330,000 square foot core structure was built in the early 1970's under a design concept known as the Open School. The exterior wall is jumbo masonry brick veneer with airspace and insulated cavity space with backup CMU wall assembly. The interior finish is either painted, furring with painted gypsum board or wall-mounted acoustical panels. There is no air and vapor barrier indicated in the wall construction does not comply with current code-mandated minimum performance standards. The exterior wall envelope is insulated metal panel with continuous single pane glazing on the upper portion of the exterior walls. The metal panel is acting as the air and vapor barrier. This wall construction does not comply with current code-mandated minimum performance standards. While some work has been done over the past few years to repair and upgrade certain parts of the building, the majority of the structure still comprises original materials and systems.

In anticipation of a major upgrade of the facility to meet the newly approved Education Program Plan, spending on maintenance work has intentionally been limited to critical work only. Consequently, preventive maintenance has been deferred and has accumulated to the point where much of it must now be considered critical. Coupled with the requirement to bring the building up to code, the scope of work that will need to be done as quickly as possible is enormous.

The condition of the school building has been the focus of attention for the New England Association of Schools and Colleges (NEASC) since its visit to the school in 2009. It was the reason NEASC scheduled a follow-up “Focused Visit” in 2011 to review the status of the areas of concern. Rather than finding improvement as the evaluators had expected, the conditions had continued to deteriorate. In its Focused Visit report on the visit in May 2014, NEASC’s Commission on Technical and Career Institutions rated the school facilities as “Needs Improvement.” NEASC has placed Minuteman’s accreditation on “Warning” status solely due to the condition of the building.

WHAT EDUCATION IN THE NEW SCHOOL WILL LOOK LIKE

In the new school, there will be two Career Academies and a Shared House providing services and programs for all students. The Career Academies will include 16 state-approved Chapter 74 programs offering 21 career majors. These career vocational technical education (CVTE) majors are designed to match current and emerging labor market needs of the region. The new Educational Program Plan adjusts current program offerings through the phase out of two CVTE programs, the merging of two programs, and the creation of two new CVTE programs: Advanced Manufacturing & Fabrication and Multi-Media Design and Engineering.

Engineering, Construction, and Trades Academy

Advanced Manufacturing & Fabrication (New)

Electrical

Plumbing and Heating

Carpentry and Construction

Automotive Technology

Multi-Media Design and Engineering (New)

Robotics and Automation

Programming and Web Development

Design and Visual Communications

Life Sciences and Services Academy

Culinary Arts and Hospitality

Early Education and Teaching

Cosmetology and Barbering

Health Services

Environmental Science and Technology

Biotechnology

Horticulture and Landscaping Technology

This reorganization of the CVTE programs into two Career Academies is in response to the current and projected changes in the workforce. The entire Minuteman community, students, staff, faculty, parents and business advisory members have been involved in the development of this model. The new school is clearly the best selection to support the reorganization in a manner that enhances our school wide goal of deeply integrating academic and vocational curriculum. The original building was designed to separate the disciplines. This runs directly counter to the District’s priority that programs work together, not in isolation. The existing facility contains six

levels/floors. This further separates students and programs making the integration of curriculum impractical or inefficient in most instances.

The new Educational Program Plan necessitates an integrated delivery of educational programming across all disciplines. Relevant programming that prepares young people for college and career will increase the demand overall for access to Minuteman. Numerous research publications have documented the growing need for high schools to address the career development of all students in order to create a return on the weighty college investment facing families in our District. Minuteman students develop experience through integrated academic and technical training in their chosen field before they enter postsecondary institutions.

The Educational Program Plan reflects CVTE Programs and career majors that are valued by our member communities because they give our students an advantage in knowing their skills and interests related to their college major selection. The Career Academies, once fully implemented in a new facility, will facilitate the integration of academic and CVTE curriculum, a fundamental element in the District's philosophy. The Career Academy model was an outcome of an extensive planning and visioning effort that took place over the 2010-2012 school years and reaffirmed through professional development activities in 2014- 2015. It was determined that the Career Academy model had several advantages that supported our core beliefs as a school community. This model not only facilitates the integration of academic and CVTE curriculum, it supports the logical adjacencies that enhance the learning experience for students in different occupational training programs that are related to one another within the same academy. It also provides opportunity to locate programs within academies near programs that have combined project-based learning activities.

The new school will also substantially improve lab space for Robotics, Engineering and Automation; Environmental Science and Technology; Culinary Arts and Hospitality; and Health Assisting, allowing students to access high-level curriculum.

The Shared House will provide core programming that is accessed by all students, regardless of career major. This is best done in a central location. The Shared House will contain a variety of programming common to both Academies. It will continue to offer Advanced Placement (AP) classes, foreign languages, music, art, and a rigorous offering of college prep classes.

Academics comprise English (AP English Literature and Composition), Mathematics (AP Calculus A-B), Humanities (History, Civics, Psychology, Languages, Art, Music), Science (Biology, Chemistry, Physics, Applied Physics, Anatomy and Physiology, Nutrition), and Physical Education. The Shared House contains programs and services that most high schools offer, such as advanced placement classes, health and wellness (nursing) services, physical education, guidance and media (library) services. Guidance and career counselors are assigned by Academy and CVTE Program, not by alphabet or grade level. This affords traditional guidance staff with the opportunity to deliver services to students in a manner that is reflective of student interests within a career major.

MINUTEMAN SECURES STATE GRANTS

Minuteman High School secured nearly \$150,000 in separate competitive grants to supplement its budget and support its programs.

Minuteman was awarded an \$88,970 state grant to expand its Biotechnology program and give students a competitive edge in one of the state's fastest-growing industries. The grant was one of six awarded by the Massachusetts Life Sciences Center to schools in the MetroWest region.

The grant will allow Minuteman's Biotechnology program to purchase biotech equipment and supplies, including Bioreactors and Bio Commanders software. This will make more equipment available to more students, allow the school to simulate industry environments or "wet labs," and increase the teaching of process control, an essential skill in any biotech career. The Bioreactor and accessories will allow Minuteman students to grow transformed cells to mimic the procedures used in industry.

Minuteman's Biotechnology program allows its students to explore and research the many careers in the biotech industry, including bio manufacturing technician, research and development scientist, and biomedical engineer. The four-year program includes aseptic techniques, microscope use, applied genetics, marine biology, microbiology electrophoresis, basic instrumentation, molecular biology and DNA, writing standard operating procedures, immunology, protein chemistry, proteomics, statistical process control, and sustainability and green techniques.

Biotech students at Minuteman can earn up to 11 college credits at Middlesex Community College while still in high school. These credits are transferrable to a four-year state university.

According to industry figures, the number of Biotechnology research and development jobs grew faster in Massachusetts than in any other state in the nation.

Minuteman operates a highly-regarded Technology Outreach Program in several middle schools in the Nashoba Regional School District and the Acton-Boxborough School District. The Outreach Program serves as a pipeline for students interested in careers in STEM (Science, Technology, Engineering, and Mathematics).

In July, the school was awarded a competitive state grant of \$59,940 to purchase three training simulation systems for students learning welding.

These high-tech systems will enhance instruction in the metal fabrication and joining technologies, freshman exploratory and advanced manufacturing programs. Advanced Manufacturing is a new program that will start being phased-in during the 2016-17 school year. These machines provide a sophisticated virtual simulation of what it's like to actually do welding. Students using the machines wear a welder's helmet and have a realistic experience that is safe, educational, and utilizes fewer materials.

By using simulators, the potential for students to sustain burns and eye injuries, both of which are ever-present dangers in welding, is eliminated; electrical consumption and hazardous gas

emissions from welding are lessened or eliminated; students tend to respond enthusiastically to the virtual aspect of these simulators, which reminds them of video games and can make the welding profession exciting. In addition, teachers can more effectively train students, track their progress, more accurately pinpoint their errors, and improve the quality and extent of the feedback students receive.

NEW RECRUITING, RETENTION AND MARKETING EFFORTS

Minuteman retained the services of Mark C. Perna, a nationally recognized expert in recruiting and retaining students in vocational-technical schools. Mr. Perna is the founder of Tools for Schools of Columbus, Ohio.

Throughout the year, he worked with a team of administrators, faculty and staff members led by Assistant Principal George Clement. They developed a comprehensive recruiting and marketing campaign to increase applications and enrollment from our member towns. With his help and concerted efforts by the entire staff, Minuteman is going to attract and retain more of the right students in the right programs for the right reasons. As a result of doing this, the school will enroll more students, retain them in greater numbers, and attain higher graduation rates. The right student is one who is motivated, dedicated, sees the light at the tunnel, and wants to get there.

With Mr. Perna's help, Minuteman is changing its messaging to emphasize the advantage of a career technical education: students receive rigorous academic instruction and earn significant professional credentials that prepare them for college and career.

Further, Minuteman has redesigned and refocused many of its recruiting activities and the timeline used to deliver them. Among other things, the school has redesigned its ninth-grade exploratory program to give freshmen more freedom programs they really want to explore in depth. These changes will allow students to make educated and thoughtful decisions regarding which career path to choose. This will lead to a more streamlined educational experience and ultimately increase student retention rates.

Finally, the school has taken initial steps to simplify its admissions process by creating an online application system and developed a new 4-minute recruiting video to be shown to middle school students. The video was produced by Andrew Mudge of Black Kettle Films.

STUDENT AWARDS

Massachusetts SkillsUSA Competition

Twelve students from Minuteman High School received medals -- four gold and eight bronze -- in a statewide skills competition. The students earned the medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough from April 30 to May 2. Fifty-nine students from Minuteman took part in the event.

SkillsUSA allows students in career and technical education to compete in a host of technical and leadership competitions.

The medalists were Sarah Joseph (Arlington), bronze medal in career pathways showcase – health; Aiblinn Moore (Medford), bronze medal in telecommunications cabling; Caitlin Monagle (Wellesley), gold medal in community action project; McKenzie Hartman (Sudbury), gold medal in community action project; Alison Beucler (Medford), bronze medal in OSHA; Rachel Sheehan (Malden), bronze medal in OSHA; Kentra Vellom (Sudbury), bronze medal in OSHA; Danny Lessard (Medford), gold medal in Plumbing (postgraduate), Robin Verheyen (Harvard), bronze medal in commercial baking (postgraduate); Collin Kelly (Sudbury), gold medal in action skills; Kaleena Gullede (Watertown), bronze medal in career pathways showcase – health; and Allison Kirk (Saugus), bronze medal, career pathways showcase – health.

Michaela Ganimian (Stow) was elected to serve as a SkillsUSA State Officer next year, and Minuteman’s SkillsUSA Chapter adviser Terry Regan was named Adviser of the Year. Engineering technology instructor Becky Quay and the following Minuteman students in the STEM (science technology, engineering and math) program were given special recognition as the SkillsUSA National Grand Prize winners for their Student2Student mentoring program: Nakeyra Santos (Lexington), Tanisha Santos (Lexington), Rachel Toups (Boxborough), Alicia Benway (Waltham), Channon Lessard (Medford), Alison Beucler (Medford), Anastasia Monich (Boxborough), Hannah Whitney (Acton), Emma Clemente (Medford), Tristin O’Connor (Bolton), Michaela Ganimian (Stow), Diana Perez (Everett), Sarah Joseph (Arlington), Julia Ruderman (Arlington), Kaleena Gullede (Watertown), and Alice Hawkes (Waltham).

National SkillsUSA Competition

Minuteman High School accepted a grand prize for its Girls in STEM program and a Minuteman student earned a silver medal during the 51st annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky.

Minuteman’s Girls in STEM team was honored with the top award from SkillsUSA’s Student2Student Mentoring program. Students Sarah Joseph (Arlington), Kaleena Gullede (Watertown), Julia Ruderman (Arlington), and Alison Beucler (Medford) represented the Girls in STEM. They were joined by teacher advisors Becky Quay and Sarah Ard.

The school’s Girls in STEM Club mentored seventh and eighth grade girls, informed them about STEM opportunities, education and careers, and provided them with outstanding female role models. Girls in STEM and Minuteman were each awarded \$500 to continue their work.

Collin Kelly of Sudbury earned the silver medal in the Action Skills competition in which students demonstrate a technical skill to a panel of judges. Collin demonstrated the proper technique for the monitoring and maintenance of ammonia concentrations in a fish tank.

The Community Action Project team of Caitlin Monagle (Wellesley) and McKenzie Hartman (Sudbury) finished fourth, just out of the medals, for their project stenciling storm drains in Wellesley. Danny Lessard (Medford) competed in the postgraduate plumbing category and finished in the middle of a talented group of contestants.

Michaela Ganimian (Stow) attended the Conference as a SkillsUSA State Officer-elect and served as a voting delegate, as did Ms. Joseph and Ms. Gullledge.

Pioneer Institute Essay Contest

In May, Minuteman junior Julia Ruderman won first place in the Pioneer Institute's Frederick Douglass Prize Essay Contest for Massachusetts

Ruderman, who lives in Arlington, earned a \$5,000 prize from Pioneer for her essay on the Old Schwamb Mill in Arlington.

The Frederick Douglass Prize Essay Contest for Massachusetts encouraged students to choose from dozens of historic sites across Massachusetts, and develop a clearly organized and well-researched essay drawing on primary and secondary sources, that explains the historical impact and significance, according to the Pioneer Institute.

Old Schwamb Mill on Mill Street is the country's only manufacturer of hand-turned, museum quality oval frames and it is the oldest continuously operating mill site in the United States (c. 1650).

Ruderman essay was selected for first place from 66 essays. An independent panel of judges, including current and former high school history teachers, selected winners.

Minuteman receives \$1,000 for Ruderman's accomplishment as well.

Walter J. Markham Award Nominee

Maria Cid-Pacheco, majoring in biotechnology, was Minuteman's 2015 nominee for the Walter J. Markham Award sponsored by the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Vocational Association (MVA).

The Markham Award, which is named for a visionary leader in the field of vocational technical education in Massachusetts, is bestowed on a senior who has demonstrated "leadership, good school attendance, excellence in technical studies and excellence in academic achievement," according to the guidelines established by MAVA and the MVA.

Cid-Pacheco, an Arlington resident, demonstrated leadership, initiative and dedication, both in and beyond the classroom. She received numerous prestigious awards, such as the Rensselaer Medal from the Rensselaer Polytechnic Institute in Troy, N.Y.; the Bausch & Lomb Honorary Science Award from the University of Rochester and the Future Farmers of America Agriscience Fair gold medal for Environmental Systems.

Cid-Pacheco expressed gratitude to her Biotechnology teachers, Patrick Rafter and Crystal Auger.

Outstanding Vocational-Technical Student Award

Emma Clemente, an environmental science and technology major, was the school's MAVA/MVA Outstanding Vocational-Technical Student of 2015.

She, along with other distinguished student honorees from technical high schools and programs across the Commonwealth, was honored at the annual Outstanding Vocational Student Award Dinner at Mechanics Hall in Worcester on April 15.

The Outstanding Vocational-Technical Student award requires, among other things "a minimum of a cumulative 3.50 grade-point average, leadership qualities, technical competence, excellent attendance and community involvement."

Clemente clearly earned the respect of her environmental science and technology teachers at Minuteman, Patrick Rafter and Anthony Wilbur, who believe she is the "most academically gifted student among the senior class, and among the most reliable and conscientious students in the school."

Ranked in the top 5 percent of Minuteman's 2015 graduating class, Clemente earned her American Red Cross First Aid & CPR Certification, Massachusetts Grade 2 Municipal Wastewater Operator's License, Massachusetts Grade 1 Drinking-Water Treatment Plant Operator's License, OSHA HAZWOPER Certification, OSHA 10-Hour General Industry Safety Certification, and a Confined-Space Entry Certification.

MCAS SUCCESS

Minuteman High School improved its performance on MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported by the Department of Elementary and Secondary Education (DESE).

"In many cases, the improvement was significant," said William J. Blake, Jr., Minuteman's Director of Curriculum, Instruction and Assessment. "Improvement was particularly significant for our students with disabilities."

Mr. Blake said scores in English Language Arts are the highest in Minuteman school history with a 100% pass rate and 97% of students rating Advanced and Proficient combined, an increase of 12% over last year. Students in all subgroups increased their performance on the ELA test, with 100% of females scoring Advanced and Proficient combined. Students with disabilities exceeded the state average in every standard and question type. Their open-response performance improved by 8%.

On the Mathematics test, Minuteman saw a 93% first time pass rate, with 73% scoring Advanced and Proficient combined, a 4% increase from a year ago. Short-answer responses improved across the board. Students in 9 of 15 subgroups increased their performance. Students with disabilities exceeded the state average in 15 of 17 math strands; their performance on short-answer questions increased by 20%, exceeding the state level by 9%. Their open-response performance exceeded the state by 10%. Students in Title I improved their performance on short-answer questions by 29%. Students in the high needs category improved their performance on short-answer questions by 16%, exceeding the state average.

In Science Technology and Engineering (STE) overall, Minuteman had a 98% pass rate with 69% scoring Advanced and Proficient combined, a 4% increase from 2014.

In Biology, Minuteman had a 98% pass rate, an 8% increase from 2014. Some 70% of those taking the Biology test scored Advanced and Proficient combined, a 9% increase from 2014. Overall, performance in Biology increased for all items, question types and 5 of 6 topics. Students in the economically disadvantaged category exceeded the state average in all items, question types, and 5 of 6 Biology topics. Students with disabilities scoring Advanced and Proficient combined increased by 19%. Students with disabilities improved in all areas and exceeded the state average in all items, question types, and 5 of 6 topics.

For the third consecutive year, Minuteman students who took the Chemistry exam had a 100% pass rate with 74% scoring Advanced and Proficient combined. Those students exceeded the state average in all areas, question type, and 7 of 8 topics.

DISTRICT ENROLLMENT FOR HIGH SCHOOL PROGRAM

As of October 1, 2014, Minuteman had 673 students enrolled in its high school day program. Of these, 384 (57.1%) lived in one of the 16 district towns and 289 (42.9%) lived outside the district.

For the high school day program, the breakdown of member town enrollment was as follows: Acton (26), Arlington (146), Belmont (29), Bolton (10), Boxborough (4), Carlisle (8), Concord (12), Dover (3), Lancaster (32), Lexington (40), Lincoln (4), Needham (22), Stow (18), Sudbury (24), Wayland (3) and Weston (3).

For the high school day program, students also came from more than two dozen communities from outside the district: Andover (2), Bedford (4), Billerica (17), Boston (35), Brookline (3), Burlington (2), Cambridge (3), Dedham (2), Everett (6), Littleton (1), Malden (7), Maynard (2), Medford (44), Newton (3), North Andover (2), Reading (5), Revere (1), Saugus (2), Somerville (3), Southborough (1), Stoneham (2), Wakefield (2), Waltham (50), Watertown (63), Wellesley (6), Wilmington (2), Winchester (3), and Woburn (16).

POST-GRADUATE PROGRAMS

The Minuteman Technical Institute (MTI) offers six (6) different post-graduate programs: Advanced Automotive Technology, Building Construction Technology, Cosmetology, Culinary Arts/Baking, Early Education & Care, and Electrical Wiring.

“We provide students with the skills they need to compete successfully for jobs in high-growth industries,” said Jill Asser, Director of Community Education. “They learn from the experts, they learn more, and they get the individual attention they deserve.”

MTI provides students with the required qualifications to confidently seek out and successfully compete for employment. Adults may apply to the MTI programs to hone their skills in a technical area, retrain for new employment, or learn new technical skills. MTI rapidly equips students with the knowledge, self-confidence, and industry certifications to enhance qualifications for their existing career or begin a new one.

MTI's post-graduate programs follow the regular school calendar and are held from September through June, Monday through Friday, from 7:45 a.m. to 2:30 p.m.

MTI offers interest-free payment plans for all of its programs. In addition, students living in one of Minuteman's 16 district towns receive a 50% tuition discount.

ENROLLMENT IN POST GRADUATE PROGRAMS

As of October 1, 2014, Minuteman had 63 students enrolled in its post-graduate programs. Of these, 26 (41.3%) lived in one of the 16 district towns and 37 (58.7%) lived outside the district.

For the post-graduate program, the breakdown of member town enrollment was as follows
Acton (4), Arlington (6), Belmont (2), Boxborough (1), Concord (4), Lexington (2), Lincoln (2), Needham (2), Stow (1), Sudbury (1), and Wayland (1).

For the post-graduate program, students came from more than 20 communities outside the district: Andover (1), Bedford (1), Belmont (2), Billerica (3), Boston (2), Burlington (1), Cambridge (1), Chelmsford (3), Hanscom AFB (1), Harvard (1), Lowell (2), Maynard (1), Medford (1), Melrose (1), Natick (1), Salem (1), Somerville (2), Tewksbury (1), Wakefield (2), Waltham (5), and Woburn (4).

COMMUNITY EDUCATION

Minuteman Community Education offers more than 100 classes for adults of all ages to start a new hobby, get in shape, or learn a new skill.

Among the notable program offerings are Electrical Journeyman, Master Electrical, Plumbing Tier I, Basics of Personal Finance & Investing, Unconventional Investing, Dump Cable TV, Facebook & Social Networking for Seniors, Intro to 3D Modeling, Monoprinting, Protecting Your Digital Footprint, Soul Food, Student Loan Debt Relief, Universal Design for the Home, Tapas, Vintage Foods, Cake Decorating, Basics of Fondant, and much more.

The Community Education department offers youth programming to students in grades one through eight during the February and April school vacation weeks, which provides a great opportunity to learn about Minuteman's programs. Additionally, it offers a wide variety of programs for students entering grades 1-12 in the month of July. Community Education offers classes in Academics, Academic Enrichments, Career Exploration, Creative Arts, Sports & Recreation, Technology & Engineering, and Test Prep & Study Skills.

Approximately 2,000 children and adults come through these programs every year.

APPROVAL OF THE DISTRICT BUDGET

In a process that took a full eight months from start to finish, Minuteman's budget was approved by every Town Meeting in its 16 member communities. The new budget covers the period from July 1 to June 30, 2016. The \$19.8 million budget was 0.9% larger than last year's.

Under the leadership of Assistant Superintendent of Finance Kevin F. Mahoney, the annual budgeting process officially begins in October. At that time, Mr. Mahoney asks department

heads to submit budget requests, with a draft preliminary budget going to the school committee in December, and meetings with town finance committees, boards of selectmen, and Town Meetings in the spring.

During 2015, the first Town Meeting was held in Lincoln on March 28. The final Town Meeting was held in Bolton on June 8.

The FY 2016 budget begins a multi-year transition to a school with a smaller, 628-student enrollment and slightly fewer career majors. Under the new budget, the school continues to phase-out two vocational/technical programs, merge two programs, and phase-in two others.

The budget eliminates an additional fee to member towns for Special Education. Instead, it incorporates those costs into the overall operating budget.

The new budget puts \$50,000 into a special OPEB Trust Fund to begin to set aside funds for employees' post-retirement health benefits.

MINUTEMAN SCHOOL COMMITTEE

A 16-member School Committee, comprised of volunteers appointed by Town Moderators in each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district.

Four new members joined the School Committee during the year: Pam Nourse of Acton, Vincent Amoroso of Boxborough, Jennifer Leone of Lancaster, and Sharon Antia of Lincoln. Ms. Nourse succeeded Nancy Banks, who relocated outside the district. Mr. Amoroso succeeded Cheryl Mahoney. Ms. Leone replaced David Mazzola, who resigned. Ms. Antia succeeded Kemon Taschloglou, a long serving School Committee member.

The other members of the School Committee are Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), and David Horton of Lexington (Secretary), Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Judith Taylor of Carlisle, Ford Spalding of Dover, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas P. Gillespie of Weston.

VISIT BY THE DISTRICT ATTORNEY

In April, Middlesex District Attorney Marian T. Ryan visited Minuteman to promote the "Cut it Out" program to Cosmetology and Culinary Arts students. Cut It Out is a program designed to train hairdressers, cosmetologists and other professionals to detect signs of domestic violence and report it to appropriate authorities. The initiative is sponsored by the Professional Beauty Foundation.

After the District Attorney made her presentation, Cosmetology students provided free salon services, including manicures and hairstyling, to several women served by two organizations that help victims of domestic violence: the Asian Task Force Against Domestic Violence and REACH Beyond Domestic Violence.

District Attorney Ryan ended the day with a lunch prepared by the school's Culinary Arts students in the school's student-run restaurant, the Fife and Drum.

MINUTEMAN STUDENTS WORK ON COMMUNITY PROJECTS

Every year, students from Minuteman High School work on projects for non-profit agencies or member communities. During 2015, there were several high-profile projects: housing building in Wayland and Lexington and a greenhouse project at Fenway Park.

On July 13, construction began on a new affordable housing unit development on Fairview Avenue in Lexington. The Lexington Housing Assistance Board (LexHAB) project includes three new units and the renovation of a single-family home. Students from Minuteman will renovate the single-family home, which was built in 1912. Students from the plumbing, electrical, carpentry and heating programs will work on the renovation, which will update the entire building. The four-bedroom home will be converted into a three-bedroom home during the renovation.

Students from Minuteman High School also are working on two duplexes on Stonebridge Road in Wayland.

Built by Habitat for Humanity, the two new dwellings will involve work by two dozen students from Minuteman.

Finally, a group of students from Minuteman High School helped construct a rooftop garden at Fenway Park using the skills they acquired in the school's environmental science program. The students helped construct a green roof on top of Gate A for an extensive new garden called Fenway Farms. A variety of herbs and vegetables will be grown there to provide fresh ingredients for food served to Fenway patrons, to promote healthy eating choices, and to be environmentally friendly.

EDUCATIONAL OUTREACH TO MEMBER TOWNS

Minuteman High School teachers and students participated in a first-of-its-kind educational outreach project designed to enrich the learning experience of seventh graders at the William Diamond Middle School in Lexington.

In the first phase of this outreach, students from Diamond enhanced what they studied in their academic classes, including English, history and health, through a morning of hands-on activities and demonstrations provided by students and teachers from Minuteman. The two-pronged topic — understanding how the industrialization of farming impacts our food supply and knowing how to make healthy nutritional choices — is derived from two books the students have already read.

For the second phase, the middle school students travelled to Minuteman to visit two technical programs of their choice and to shadow Minuteman students to discover the usefulness of career and technical education.

The goal is to show the middle school students how to focus on what they like to do and what they do well.

This project took place at Diamond and Minuteman on May 7 and June 1.

MINUTEMAN IN THE NATIONAL SPOTLIGHT

Minuteman High School was the focus of national attention at least three times during the year.

First, the school's Girls in STEM program was recognized by SkillsUSA, a national organization that runs trade and leadership competitions for students in career and technical schools. SkillsUSA recognized the value of Minuteman's mentoring efforts for Girls in STEM by awarding this initiative the 2015 Grand Prize in the Student2Student mentoring program. Minuteman was recognized at the national SkillsUSA conference in Kentucky.

Second, I authored an article that appeared in the April 2015 issue of *School Administrator* magazine. The article, "Career Skills v. Academics: Not an Either/Or Proposition," can be found at: <http://aasa.org/content.aspx?id=36953>. *School Administrator* magazine is published by the American Association of School Administrators (AASA).

Third, author Nicholas Wyman included a chapter on Minuteman's success in his book: Job U: How to Find Wealth and Success by Developing the Skills Companies Actually Need. The book was published in paperback in January 2015.

In September of 2014, Minuteman High School was featured in a national radio broadcast. The American RadioWorks broadcast was called "A 21st-Century Vocational High School" and can be found at <http://www.americanradioworks.org/segments/a-21st-century-vocational-high-school/>.

SPORTS AND CLUBS

Minuteman offers a wide selection of clubs and sports and the vast majority of Minuteman students take advantage of these opportunities. Principal Jack Dillon reports that fully 85% of the student body is involved in a sport or participates in a club.

During 2015, two of our athletic teams – the boys' golf team and the boys' basketball team – won state vocational tournaments.

The school also appointed a new Athletic Director: Heather Plater, a Physical Education teacher and softball coach at Minuteman. Plater succeeds long-time Athletic Director John Donato, who resigned from the position at the end of last year. Both will continue to serve as Physical Education teachers at Minuteman.

LOOKING AHEAD

The coming year should be another exciting one at Minuteman High School and I look forward to it with great hope and anticipation. The school's long-planned building project will again be front and center and I truly hope that our 16 member towns will rally around the project, protect the millions of dollars that the state is willing to invest it, and do what's best for our students – and our region's economy. Further, I am eager to start thinking more closely about how best to reuse the old facility in order to maximize the economic and financial benefits to the Minuteman district.

In closing, I wish to offer my personal thanks to the members of the District School Committee, both past and present; members of the School Building Committee; the Skanska/KBA Project Team; our faculty, staff, and students; our alumni; our Program Advisory Committee members; our town and state leaders; the townspeople who attended our community meetings, and the entire staff and board of the MSBA for bringing us to this point in the process. This is meaningful work and I am grateful for the efforts and commitment of my team.

NEEDHAM PUBLIC SCHOOLS



NEEDHAM SCHOOL COMMITTEE

Connie S. Barr, Chair
Susan B. Neckes, Vice-Chair
Joseph P. Barnes
Heidi C. Black
Michael J. Greis
Kim Marie Nicols
Aaron M. Pressman

CENTRAL ADMINISTRATION

Daniel E. Gutekanst, Superintendent of Schools
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Program Development & Implementation
Anne Gulati, Director of Financial Operations
Mary Lammi, Director of Student Support Services

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 2014-2015 school year Needham enrolled 5521 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 61 out of district students. The enrollment breaks down as follows:

Preschool	82
Elementary	2517
Middle School	1308
High School	1614
Out of District Special Education Placements	61

PRINCIPALS

Emily Gaberman	Broadmeadow School	Jessica Peterson	Newman School
Roderick MacNeal, Jr.	John Eliot School	Jessica Downey	High Rock School
Michael Kascak	Hillside School	Tamatha Bibbo	Pollard Middle School
Michael Schwinden	William Mitchell School	Jonathan Bourn, Acting Principal	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:

District-wide:

- Students participated in *Hour of Code* to engage students in computer science, problem-solving skills, logic, and creativity
- Collaborative planning time focused on differentiated instruction
- Online courses for students unable to attend school regularly
- Assistive technology to enhance instruction for students with special needs
- Science Center held STEAM (Science, Technology, Engineering, Arts, and Math) Night with over 800 participants
- Students used computer-based assessments and instant results were analyzed with their teachers
- English Language Learner (ELL) program supported 90 ELL students representing 17 countries and 23 languages



Elementary Level:

- Introduced elementary Spanish for grades 1- 5
- Four reading units of study with emphasis on non-fiction texts were implemented
- eMath and Fountas & Pinell benchmark assessments used for monitoring elementary student outcomes in math and literacy
- Elementary teachers used standards-based report cards



Middle School:

- 1 to 1 personalized learning initiative with iPads where students learned at their own pace and teachers provided extended lessons for those interested in additional challenges
- Student turned to software applications for their lessons and assessments
- Science department began reviewing new state standards and the impact on current programs



High School:

- 18 Interdisciplinary programs at the high school including the Greater Boston Project

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.

In addition to the Needham Education Foundation’s support of “The Greater Boston Project,” an Innovation Fund was established for ongoing development and implementation of interdisciplinary learning opportunities for Needham High students.



- High School Computer Programming course incorporated a nationally recognized college preparatory computer science program and opened the new Da Vinci Workshop



Kinetic Sculpture Presentation

THE DA VINCI WORKSHOP

Thanks to a \$50,000 grant from the Needham Education Foundation and a \$30,000 commitment

from PTC Inc., the Da Vinci Workshop, a lab space for technological innovation and hands-on learning, opened at Needham High School. This workshop serves as a space for students and teachers to innovate, collaborate, create and problem-solve—all 21st century learning goals. To create the Da Vinci Workshop, existing space was outfitted with laptops for programming and computer aided design (CAD), a laser cutter and other modern fabrication tools and equipment, traditional hand and power tools, construction materials, and modular furniture for different room configurations. The lab accommodated projects in existing classes and clubs, independent study, and collaboration between a Robotics class and a Sculpture class to build kinetic sculptures. The Da Vinci Workshop will open new academic and career paths for a broad range of students.

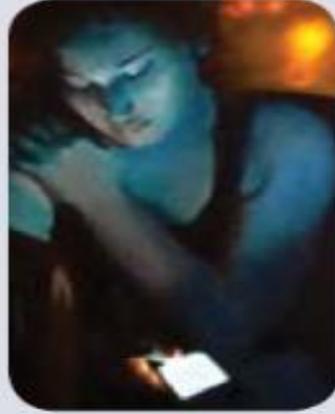


NHS Club Building a 3D Printer

- **Fine and Performing Arts**

FINE & PERFORMING ARTS

The Fine and Performing Arts are considered to be a Core Academic by the United States Department of Education, as well as our state. Without an extensive education in the creative and expressive processes that are fundamental to the Arts, a student's education is incomplete. In the 2014-2015 school year, students in K through 12 were able to experiment, express themselves, explore and achieve personal goals through a variety of carefully designed curricular and co-curricular Fine and Performing Arts activities and lessons. Students received accolades and awards for musical and artistic accomplishments, among which were 54 Regional Awards and one National Award in the 2015 Boston Globe Scholastic Art Awards competition and a Gold Medal for the Needham High School Symphonic Band at the Massachusetts Instrumental and Choral Conductors Association Festival, with a follow-up performance at Symphony Hall.



*Ali Bartlett, NHS Junior
Won Gold Award at the
National Level in the
Boston Globe Scholastic Art
Awards Competition*



Needham High School Orchestra Performs at Symphony Hall

Goal Two: Develop Social, Emotional, Wellness, and Citizenship Skills—To ensure students develop the knowledge and skills that empower healthy, resilient, engaged, and culturally proficient global citizens who act with integrity, respect, and compassion.

Goal 2: Highlights from our schools:

- Civic skills enhanced through Community Service Learning, *Be the Change* course and collaboration with the League of Women Voters
- *Day of Silence* at middle and high schools to create welcoming places for all students standing up for victims of any kind of discrimination
- 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, 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. 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.
- The Needham [METCO](#) program brought 79 Boston students into our elementary schools, 39 into our middle schools and 44 into our high school in 2014-2015 school year. METCO continues to be more than a desegregation program. It is an opportunity to advance the dialogue and educate all our students in an environment that embraces different perspectives and produces students who effect positive change in a global society.



- Community Service Learning integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen Communities.

- 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.



ATHLETICS

Interscholastic and Club Athletic Programs in Needham focus on the total physical, social, emotional and mental development of all students who participate. Athletics at the high school consists of 34 varsity interscholastic programs and 10 club sports programs. In the 2014-2015 school year, 1650 student athletes participated. Clearly, their actions and the awards they received say a lot about the social and emotional growth of our students! The high school Ski Team and the Boys Volleyball Team both received the prestigious Massachusetts Interscholastic Athletic Association’s (MIAA) Sportsmanship Award. The athletes and coaches were honored for their teamwork, sense of fair play, good spirit, and genuine commitment to sportsmanship and mature, intelligent behavior. To help a competitor in need, the Volleyball Team raised money to cover some medical expenses for a Westfield student who was diagnosed with leukemia. The Boys Volleyball Team went on to become State Champions, joining the Needham High School Girls Cross Country Team and Boys Soccer Team who were also State Champions in the 2014-2015 school year.



Girls Distance Medley Relay Team won first place in the New Balance National Championship. Needham Boys Athletic Teams won the Bay State Conference, Carey Division “All Sport Award” for the 2014-2015 school year. This was awarded to the school with the best overall win percentage.

Goal Three: Ensure Infrastructure Supports District Values and Learning Goals—To develop, promote, and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.

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 included an operational override approved by the voters on April 8, 2014 to fund innovation and extended learning in the Needham Public Schools.

Goal 3: Highlights from our schools:

- Technology resources require funding as we develop a sustainable technology plan that addresses 21st century skills, assistive technology requirements, and modern administrative systems. We made progress on a technology needs assessment with input from staff and administrators as well as parent representatives from each school. We also established a strategic planning process, slated for the 2015-2016 school year. We have invested in network resources, electronic communications, the Internet, database systems, computers and other information technology resources. We implemented a new Google mail system and introduced Google Drive. We also invested in our human capital by providing faculty with new technology tools and professional development to further their instructional capacity.
- Beyond the operating budget, we rely on grants wherever possible, and offer fee-based programs for extracurricular activities and non-mandated services. In FY15, grant funding was \$2,886,569, which was 10.6% more than the amount received in the previous year.
- The School Department collected 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 received 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 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.

- Building construction projects are in the queue. Hillside and Mitchell, Needham’s oldest and most crowded elementary schools, are being reviewed for renovation or replacement. The district is collaborating with the Massachusetts School Building Authority (MSBA) on a Hillside School feasibility study for the design and construction of an educationally appropriate, flexible, sustainable and cost-effective public school facility.



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 opened in September 2014.



- Our highly qualified faculty and staff are the lifeblood of the Needham Public Schools. 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 our accomplishments in the 2014-2015 school year and look forward to the many opportunities and challenges that lie ahead – including shifts in student enrollment, the need for high school expansion, a pathway to implementing full-day kindergarten, and implementation of new state testing.



PERFORMANCE REPORT

In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2015 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

COUNCIL ON AGING

Board of Directors: Carol deLemos, Co-Chair, Colleen Schaller, Co-Chair, Scott Brightman, Ed Cosgrove, Phyllis Fanger, Dan Goldberg, Monica Graham, Penny Grossman, Susanne Hughes, Tom Keating, Eilene Kleiman, Lianne Relich

Department Manager: Jamie Brenner Gutner, Executive Director

Department Staff: LaTanya Steele, Assistant Director/Social Worker, 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, Elwyn Cotter, Van Driver, Tom Watson, Van Driver

MISSION AND PURPOSE

For 58 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 COA (Council on Aging) offers most programs and services at 300 Hillside Avenue, where the professional Council on Aging staff has oversight. Some of the services and programs provided to meet the goals of the Council on Aging include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling (SHINE), volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a place for socialization, independent activities and learning opportunities.

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 completing the last reaccreditation in December 2011.

In the 1950's, Dorothea Willgoose, MD. , 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. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant as Needham'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.

Dr. Willgoose created a legacy that has been a compass for the department's continued forward-looking vision. It has helped us to address needs and issues of today while always being open to new ideas, best practices, initiatives and concepts related to the field of aging. With this in mind our new home was designed to accommodate present needs and concepts as well as those in the future that we have yet to imagine. Where we were looks very different from where we are today. Where we have yet to go will be guided by our consistent mission as well as our commitment to never being constrained by the past as we move towards the future.

PROGRAMS AND SERVICES FY15

The programs and services categories below are a reflection of the balance we seek among our goals of health and wellness that include social service, entertainment and socialization, as well as lifelong learning and enrichment. An example of what categories of programming looked like in FY15 is included below with some programs having multiple reoccurring sessions:

- Evidenced based programs
- At least 33 Entertainment Specials
- 10 Trips were planned in by the Friends in collaboration with the COA
- At least 29 Enrichment- Life Long Learning Programs were offered
- 23 Computer Lab Classes and 8 Documentaries
- 6 Housing Tours and 19 offerings that involved planning with social service
- At least 23 Core Offerings under our Health and Wellness heading

Since moving into The Center at The Heights, the Council on Aging has experienced growth in both programmatic use and in requests for support and assistance. The increased demand should come as no surprise, given that Needham has one of the highest populations of adults age 60 and over in the MetroWest region. According to demographic information maintained by the Needham Town Clerk, in 2015 24.4% of the town's population were age 60 and above and this age group represents a great and growing proportion of all Needhamites. The number of 60-plus Needham residents increased by more than 700 over the past two years alone, and the age cohort is projected to grow by 14.9% in Needham over the next five years, according to the McCormack School at UMass Boston and by 2020, residents age 60 and older will represent 27.1% of the Town's residents, and a decade later will hit 31%.

FY15 HIGHLIGHTS

- The number of meals served in the CATH (Center at The Heights) lunch program has increased by more than 70% with 5,690 meals served in the past fiscal year as compared to 3303 in FY14;
- Participants in the CATH fitness room/training program, who exercise regularly onsite, grew more than 50%, and participants in group exercise programs increased from 300 individuals a month to more than 400 per month (a 33% increase);
- Appointments with the SHINE Program (Serving the Health Insurance Needs of Everyone) about Medicare, Medicaid, and Prescription Drug coverage more than doubled over the past fiscal year from 205 to 496—with all of the appointments offered in an evening hours pilot program booked more than a month in advance!;
- In FY15 the SHINE Program provided 6569 client contacts with a savings to the residents of Needham of \$339,815 as compared to \$239,054 in FY14. Annual Regional Savings in FY15 was \$5,783,020 as compared to \$4,707,919 in FY14.
- In a six month period of time an average of 15 programs were offered per day, an average of 67 programs per month which translates to an average of 313 opportunities to participate in a month and at least 4500 seats filled by those participating.
- The Friday movie program is another example of the increase in participation this year. In August 2015 the total participation for the four movies shown was 173 compared to 116 for four films in August of 2014. This is a 49% increase in attendance.
- At least 18 new ongoing programs were introduced.

FUNDING AND PROGRAM EXPANSION FY15

In FY15 the Selectmen voted to adopt as one of their goals expanded hours of operation and increased usage of the building after hours. While we supported this idea staffing concerns lingered as an impediment in meeting this wish, however the division accomplished a great deal during the last year. To meet current needs as well as the proposed future goals we requested additional staffing in our FY16 budget process as it was agreed that this support would allow us to focus on our continued movement towards increased and innovative programming while also addressing immediate and current needs. A budget request for one position was supported at Town Meeting and an Administrative Assistant position was granted in May of 2015.

As always, funding for programs and service is not just pursued through the Town budget. For example, members of the Human Services Department (the Council on Aging and Public Health divisions) worked to submit a grant proposal to the Metrowest Health Foundation, seeking funding to enhance access to social support and behavioral health services outside of normal operating hours to address the needs of older residents who are otherwise engaged during weekdays. The Council on Aging also established a partnership with LaSelle College Social Sciences Department Internship Program. In FY15 the Fitness Room was graciously funded through the Friends of the Center at the Heights. A more permanent funding source is being pursued through potential grants or community partnerships.

Funding for the Council on Aging and the many services and programs that we offer comes from varied sources. 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 \$84,000, was used to pay for the part time positions of the Shine Program Director and Assistant Director who provided supervision and oversight for over 50 volunteers and also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget as well as the budget for the Administration for Community Living (ACL) which is part of the federal government. 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 a more secure funding source for the future. We have seen our numbers increase from 3635 contacts in FY08 to over 6000 in FY15 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.

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. The division is extremely grateful to the continued financial support of the Friends of the Center at the Heights.

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

During the past calendar year we have collaborated with several town departments to plan, promote and/or host a number of programs. The day of the flu clinic (October 15) this was particularly evident as we also were host to the Assistant Director of the Needham Library, who was teaching a computer class for seniors and the Head of Reference, who was consulting with a COA volunteer on the CATH computer/media room white board capability. In FY15 we continued to host two Park and Recreation senior exercise classes as well as offerings through Needham Continuing Education.

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.

We worked with many other community partners throughout the year as well. This list includes but is not limited to Springwell bringing us their Tai Chi for Arthritis, Diabetes Self-Management, Chronic Pain Self-Management Healthy Living Workshops as well as Newton Wellesley Hospital sharing Matter of Balance, all evidenced based programs. Other community partnerships have included AARP and their Safe Driver Program as well as their tax counseling program which served over 160 people. We worked with the Newton and Weston COA's on a regional Screened Home Contractor's Program and community organizations such as the Needham Community Council, Beth Israel Deaconess Hospital, as well as Assisted Living, Independent and Skilled Facilities throughout the area, which are only a handful of examples of those we collaborated with.

Some additional collaboration included but were not limited to:

- Intergenerational partnerships with the Mitchell Elementary School, the Charles Dover School and Needham's Extended Day program, Hillside School
- The Lovin Spoonful Food Rescue Program which salvages food from Trader Joe's, Volante Farms and Whole Foods supermarkets and delivers them to our café weekly.
- Avita, Avery Crossings and Wingate Assisted Living facilities
- An exciting partnership with the New England Conservatory's Community Performance and Partnerships Programs. The Vasari String Quartet – winners of the 2014-15 Honors Ensemble Competition wowed a large audience with works from the string quartet repertoire. The program director anticipates we will be able to offer three to four concerts per school year to our participants.
- Hosting SHINE Health Benefits University
- The Buddy Water Presentation by Hillside
- The Needham Community Farm and the Needham Community Council

Building and maintaining relationships with 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 mentioned above 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 much more. We look forward to continued productive relationships as we work towards fulfilling our mission and meeting our goals.

PUBLIC HEALTH

Needham Public Health Department

Staff: Timothy Muir McDonald, MPA, Director, Donna Carmichael, R.N., Public Health Nurse, Anne Clark, MPH, Communications Coordinator, Maryanne Dinell, Traveling Meals Coordinator, Kerry Dunnell, MSW, Special Assignment Support, Tara Gurge, R.S., M.S., Environmental Health Agent, Brian Flynn, R.S., Environmental Health Agent, Danielle Landry, Animal Inspector, Rachel Massar, M.P.H., Public Health Program Coordinator, 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, PhD (Vice Chair), Stephen Epstein, MD, MPP (Chair), Jane Fogg, MD, MPH



MISSION

The Needham Public 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.

FY15 HIGHLIGHTS

- On a budget of \$525,457 an additional \$185,414 was received during the year including \$104,496 in grants and donations and \$81,318 in permits and fees.

- The Public 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.
- 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 Public Health Department and the Public School Guidance Department, and was just renewed for a second five-year period.
- 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.

Riverside Community Care

THE HELP YOU NEED CLOSE TO HOME

- The Public 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 Public Health Department encouraged concussion awareness activities for youth sports teams and parents. Education and outreach to parents, sports teams and coaches occurs through speaking engagements and dispersing educational materials.
- 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 13 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 Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) and the Needham Police Department participated in the 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. There is also a medication disposal kiosk available 24 hours a day, 7 days a week in the lobby of the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the *MedReturn* disposal unit.



- *5th Quarter* is a substance free, evening social event held in the Needham High School gym after NHS sporting. The first *5th Quarter* was held on a rainy Friday night in October, 2010. Over 200 students came back to the school after the football game to socialize enjoying pizza, snacks, a DJ, raffles and ping pong; all at no cost! Since that first successful *5th Quarter*, the Public Health Department and the Needham Coalition for Youth Substance Abuse Prevention have received generous donations from the community to enhance, promote and sustain this program. During the 2014 school year we ran three successful *5th Quarter* Events attracting nearly 900 Needham teens. These are free events where high school students come together with their friends in a safe environment, reinforcing the belief that fun can be had without the presence of alcohol or other drugs. Our work with youth is creating a shift in community norms away from underage substance use as a rite of passage.



- The Needham Coalition for Youth Substance Abuse Prevention hosted its 6th Annual Community Forum in March entitled *Impacting Substance Abuse, Addiction*. This program featured Dr. Kevin P. Hill from McLean Hospital and Harvard Medical School, along with Walpole Police Chief John Carmichael and Assistant District Attorney Jennifer Rowe. More than 50 people attended the forum in Powers Hall, and the event was recorded and aired on the Needham Channel.

- In cooperation with the Community Anti-Drug Coalitions of America (CADCA), the Public Health Department and NCYSAP hosted a second substance abuse forum in June 2015 entitled *Identifying Community Solutions to the Opioid Epidemic*. 75 people attended the forum in Powers Hall, and the event was recorded and aired on the Needham Channel. It featured a presentation by Dr. John Kelly, the Director of the Addiction Recovery Management Service at Massachusetts General Hospital, as well as a panel discussion with Carol Read from the Needham Public Health Department, Assistant District Attorney Jennifer Rowe, Dr. Alex Walley the

Medical Director of the Boston Public Health Commission's Opioid Treatment Program, and Rebecca Reilly, a young woman in recovery.

- By arranging for a generous donation from the Needham High School Parent Teacher Council, the Public Health Department and NCYSAP provided *AlcoholEDU* to over 400 9th grade students. *AlcoholEDU* is an interactive, evidence-based online alcohol prevention program which addresses underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and Refusal Skill Building. A companion module, *AlcoholEDU for High School Parents*, provided a 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.

- 457 retail/food service inspections conducted on 170 establishments. There were also 96 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 17 food complaints investigated.
- Continued permitting grease waste haulers in town (25 haulers permits), and inspected and permitted trash haulers (29 trash hauler permits).
- 43 general nuisance complaints and housing complaints investigated and resolved.
- 71 employees who sell tobacco products in 12 tobacco vendors viewed the Health Department video on tobacco regulations and procedures to sell. Three compliance checks were completed on all tobacco vendors with **no** sales to a minor.
- 197 communicable diseases reported and investigated, and over 1,529 immunizations were administered in FY2015. More than 646 persons consulted the Public Health Nurses for wellness visits. The nurses also provided services for over 987 employees throughout the Town.
- The Traveling Meals Program delivered over 8,014 meals and volunteers provided approximately 2,000 hours of service to pack and deliver the meals.

A SELECTION OF GRANTS AWARDED AND DONATIONS RECEIVED

\$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.
\$43,708	Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
\$17,200	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 Public Health Department programs and initiatives.
\$1,599	Donations – Memorial donations for Traveling Meals.

- \$30,000 Volunteer Services provided over 2,000 hours (approx. equal to over \$30,000 in salary) to pack and deliver meals to clients on the Traveling Meals Program
- \$5,000 Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.
- \$12,000 Community Donations for the Needham Coalition for Suicide Prevention.
- \$600 Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

PUBLIC HEALTH NURSING

The Public Health Nurses investigate communicable diseases and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. The Nurses 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. Four Health Matters articles were published along with four Public Service Announcements and eight 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.



Screening Programs

	FY13	FY14	FY15
Employee Wellness	1178	825	981
Employee Education/Training	10	8	12
Police Weight Screening	22	31	34
Wellness Office Visits	539	528	287
Wellness Clinics - Visits	233	200	141

Immunizations

	FY15
Influenza Doses Administered	723
Other Immunizations Administered	26

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

	FY15
Coordinate Local Assistance (families)*	72
Federal Energy Assistance (families)	51
Salvation Army (families)	4

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

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 three 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, such as oil leaks.

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.

	FY13	FY14	FY15
Carbonated Beverages:	1	1	1
Food service: inspections, routine & complaints:	536	515	457
Chap. II housing inspections/follow-ups:	27	15	15
General nuisance complaint follow-ups:	42	42	43
Title V septic system inspections, plan reviews, and home additions & misc.	163	135	116
Title V septic systems installations:	9	6	14
Subdivision field inspections/plan reviews:	11	8	7
Swimming pool inspections:	15	12	13
Suspect food borne illness reports submitted to state:	0	0	0
Demolition reviews:	85	117	100
Tobacco compliance: Checks, complaints and inspections:	68	78	72
Hotel permits	1	2	2

LICENSES AND PERMITS

	FY13	FY14	FY15
Animal Permits:	12	14	15
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	157	166	170
One-Day & Temporary Event Permits:	85	90	96
Mobile Food Licenses:	7	8	10
Septage/Grease Hauler Permits:	11	26	25
Sharps Hauler	2	2	2
Subsurface Sewage Installer Permits:	12	9	10
Tobacco Sales Permits:	11	12	12
Disposal of sharps permits:	7	8	10
Well Permits	--	8	14
Trash/Waste Hauler Permits	--	24	29

THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 44th 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, 2014 through June 30, 2015, our dedicated and committed volunteers packed and delivered eight-thousand (2 Meal Packages).

Beth Israel Deaconess Hospital Needham prepares the 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 more than 50 of our Needham residents needing assistance.

**NEEDHAM COALITION FOR YOUTH
SUBSTANCE ABUSE PREVENTION ~ NCYSAP**

NCYSAP envisions Needham as a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit. The Coalition’s mission incorporates a collaborative, community-based and data-driven prevention approach to reduce alcohol, marijuana, and other drug use among Needham youth. Through community education, partnerships, 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.

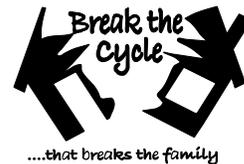


PRIORITY PROJECTS DURING FY2015 INCLUDED

- **Community Awareness and Education** 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.
- **Counseling and Peer Support Services** including phone or in-person consultation for resident substance use and mental health support. Initial clinical review of presenting issues, referral for assessment, treatment resources, and on-going support services.
- **Conduct the Needham Parent Survey 2015**, a bi-biennial survey of perceptions, attitudes, beliefs, and behaviors regarding youth substance use and parenting expectations. 626 parents of youth in public and private schools, grades 6-12 participated. Data crosswalk with 2012

Metrowest Adolescent Health Survey (MWAHS) grades 7-12 was prepared and presented by Scott Formica, SSRE in Fall 2015.

- **Support and administer the Students Advocating for Life without Substance Abuse (SALSA) program.** SALSA is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. This program has been awarded a Prevention Leadership Citation by Norfolk DA Michael Morrissey for exemplary work. In FY2015, SALSA peer leaders, who are Needham High School students 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.



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
 1. REACH Beyond Domestic Violence and a Survivor Story

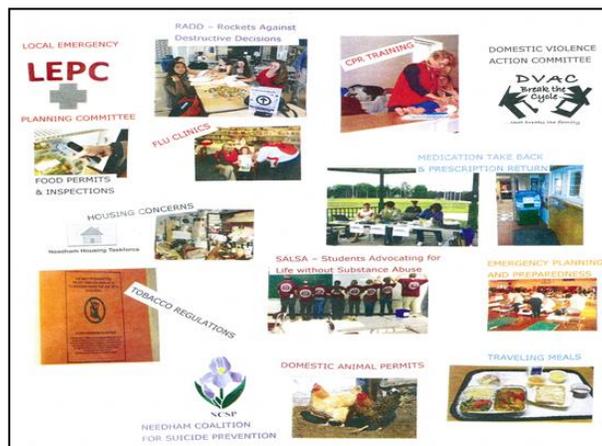
2. History of DVAC – Janice Berns, Donna Carmichael and Deb Jacob
 3. Norfolk County District Attorneys office – Michael Morrissey, Jane Biaggi
 4. BID Needham and Newton Wellesley Hospital on what happens in the Emergency Room
- Administered cell Phone Recycling Program with Shelter Alliance.
 - Supported “Take Back the Night” at Needham High School has occurred for nine consecutive years! “Take Back the Night” is a National Organization devoted to ending the silence about Domestic Violence.
 - Presented educational programs and information to Civic and Business groups, and at community fairs.
 - Developed and maintained list of experts for referrals on the DVAC Resource Card.
 - Advised and supported Needham Public Schools to create consistent messages of awareness and prevention of domestic and dating violence, including updates to health and wellness curricula.
 - 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' 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. 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 Town Building on Fridays from 9:00 a.m. to 12:00 p.m. Veterans and their families are welcome 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.
- Provided assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintained a depository of discharges and records of veterans.
- Oversaw 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 Needham Town Hall. We were able to provide them with flags and markers 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 fiscal year 2015, \$34,526.21 in Chapter 115 Benefits was provided to Needham resident veterans.
- 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 in accessing VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans in obtaining various benefits 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 Veteran's Court in Dedham, MA.
- Coordinated Needham's being designated a Purple Heart Community, ordered Purple Heart Flags to be flown each August 7th for Purple Heart Day.
- Assisted several Eagle Scouts with establishing their Eagle Scout Projects.
- Held 'Flag Etiquette' Presentations for the local Scouts.
- Attended multiple training events and seminars regarding veteran's benefits.
- Supported the Norfolk County RSVP program where volunteers drive veterans to medical appointments and other RSVP sponsored services.
- Visited many veterans and their families at their homes or skilled care facilities.
- Worked cohesively with other agencies to assist individuals in accessing additional benefits.
- Supported American Legion Post # 14 and VFW Post # 2498 activities.

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 the coordination and operation of the Memorial Day and Veteran's Day observances and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- Fulfilling 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.
- Ensuring 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 Observance.

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.
- Organized and participated in the Memorial Day Parade and Observances.
- Assisted with the Purple Heart Recognition Day on August 7, 2015.
- Organized and led the Veteran's Day Ceremonies on November 11th.
- Increased community participation at the observances.

PURPLE HEART COMMUNITY

As part of a continued effort to honor the men and women of the town who have served bravely in the Armed Forces, at their July 21st meeting the Needham Board of Selectmen accepted a recommendation for the town to become a Purple Heart Community. Members from the

Military Order of the Purple Heart (MOPH) presented the Purple Heart Community resolution. Senator Rush, Senator Ross, and Representative Garlick were in attendance and presented a Proclamation on behalf of the Commonwealth of Massachusetts. In recognition of Purple Heart Day each year on August 7th the Purple Heart Flag will be flown at Town Hall.

VETERANS ORGANIZATIONS

American Legion Post # 14 and VFW Post # 2498 each hold monthly meetings to discuss veteran's functions and topics. In addition, these meetings address other Veterans issues and concerns. A primary goal of these organizations is to offer their continued support and participation to the Needham community.

The WSVD Director is a member of the Disabled American Veterans, the Massachusetts Veterans Service Officers Association of the Commonwealth of Massachusetts and a Past State Commander 2009-2010.

The WSVD Deputy Director is a member of the Needham VFW Post # 2498 and is currently the Commander of District # 5, Department of Massachusetts Veterans of Foreign Wars.



YOUTH SERVICES

BOARD OF DIRECTORS: Karen Folb, Chair, Julie Stevens, Vice Chair, David Bookston, Kevin Keane, Regina Longley, Susan Patkin, Sonia Raja, Vincent Springer, Julie Stevens

DEPARTMENT MANAGER: Jon Mattleman

DEPARTMENT STAFF: Katy Colthart, Maria Papantoniou, Elizabeth Loveless, Alexandra Kosciak, Adina Alpert, Elisabeth Compton, Graduate Clinical Intern, Ava Marinelli (Undergraduate Program Intern), Julia Shults (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 2015 HIGHLIGHTS

Adoptive Parenting Program In the past year the department launched a new initiative to support parents who have adopted children. The Adoptive Parent Group met for four weeks to discuss topics particular to their needs and challenges. Twenty parents registered for this program, and more information is available online at: www.needhamma.gov/youth/adoption.

VIP Program In Fiscal Year 2015, the VIP (Valuable Interactions among Peers) Program enjoyed its fourth year of operation. 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 FY2015, 341 hours of volunteers participated in VIP. Learn more about the VIP Program at www.needhamma.gov/youth/vip.



Bullying Intervention Program Three 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 seven years, with each training 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 FY2015, 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 FY2015, 369 youth participated in this program (as well as completed an evaluation of program). In addition, 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, anxiety, and depression. Over fifty parents participated in this program in the past fiscal year. Learn more about “A Conversation...” at www.needhamma.gov/youth/aconversation.

Website: The Youth Services website continued to grow in FY2015 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 801 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 FY2015, 207 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. Learn more about the SAAP Program at www.needhamma.gov/youth/saap.

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 FY2015, over 333 youth participated in this program. Learn more about Picture Perfect at

www.needhamma.gov/youth/pictureperfect.

RAY of Hope Program: RAY (**R**ecognize **A** **Y**outh) was established by Needham Youth Services 18 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 14 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 367 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 Louise Condon, honored for her work with Needham youth and families. Over 100 people attended this year's award ceremony honoring Louise, and to learn more about the Forde Award, visit the Forde Award website at: www.needhamma.gov/youth/fordeaward.



Employment and Volunteer Programs: The Employment Program consisted of two primary services: 1) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc.; and 2) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, snow removal and more; additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In the past year both business jobs and volunteer opportunities transitioned to an online program, thus youth could access this information on the Youth Services website 24/7 (and this information was updated on a weekly basis). In addition 125 youth were registered in FY2015 to provide residents with around-the-home support services. Learn more about the Employment Program at www.needhamma.gov/youth/employment and learn more about the Volunteer Program at

www.needhamma.gov/youth/volunteerprogram.

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 1302 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

Needham Unplugged: The 14th 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,” “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 FY2015, Needham Youth Services welcomed a clinical intern from the Boston College School of Social Work 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 984 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 800 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. Learn more about the Diversion/Restitution Program on the Youth Services website 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 FY2015 Needham Youth Services worked with a total of 2,526 youth, parents, and professionals in seminars and/or workshops. For a listing of presentations 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
- Mark's 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 FY2015 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

A program of
Needham Youth Services

A Conversation... For Parents of Teens

Talk with other parents about
teen-related issues

**Want to be a part of a small group of
parents discussing the challenges of
parenting teens in a supportive and
confidential setting?**



**Join Youth Services Director, Jon Mattleman
on the following Tuesdays from 5:30–7:30 pm**

October 28th	Make peace (and not war) with your teen
November 18th	What a parent needs to know about teen risk taking behaviors (such as drugs/alcohol)
January 27th	Teen anxiety, depression, & suicide
March 3rd	The hidden dangers of teens & technology: keeping teens emotionally safe online

**2014/2015
Program Details**

- This program is FREE
- A light dinner will be served
- Sign up for one night or more
- Groups will be limited to 8 participants per session
- Sessions held in the May-Chapel Room at Needham Town Hall
- All conversations will remain confidential
- Come for information and support
- Come to hear how other parents are coping with similar challenges

You must register in advance

For Additional Information:
www.needhamma.gov/youth/acconversation



To Register:
www.needhamma.gov/youth/brochure2014fall

Sponsored by the
Needham Women's Club

Needham Youth Service Babysitting class



Needham Youth Services offers a Babysitting Training Seminar for new babysitters or for those with limited experience who desire a refresher course. The training is six hours and is offered as a three-day course. Students must be in the sixth grade and / or at least 11 years old to take the class. The trainings consist of three group meetings; you **must** attend all three group meetings for certification.

The class will cover all the basics of babysitting from interviewing for the job to safe tips for play, feeding and more. Basic emergency procedures will be covered, as well as elementary first aid responses. Students will not be certified in first aid techniques.

Training Dates for Winter/ Spring 2015

Dates : Training 4: Wed: January 28, February 4, & 11 (snow date: February 25)
Training 5: Thurs: March 12, 19, & 26 (snow date: April 4)

Time: Trainings 4 at High Rock 2:40 PM – 4:40pm
Trainings 5 at Pollard 2:50 PM – 4:50pm

Fee: \$45.00/student (Waived in the event of financial need)

Facilitators: Meaghan Dupuis, LMHC

Registration is mandatory and begins January 5, 2015

For more information, go to www.needhamma.gov/youth/babysitting
To register go to www.needhamma.gov/youth/winter2015brochure
For more information contact Maria Papantoniou at 781-455-7600 x 267
Or by email at mpapantoniou@needhamma.gov

DEPARTMENT OF PUBLIC WORKS



*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.

FY 2015 HIGHLIGHTS

- 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 3,779 tons of materials including 1,717 tons newspaper and mixed paper, including phone books and magazines; 880 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, and 331 tons of cardboard.
- Disposed of 8314 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 26%. 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 75%.
- Captured 302 tons of metal and 1 ton of tires for recycling.
- Removed 18 cubic yard boxes containing oil-based paint (est. 7 tons) and 1,200 gallons of waste oil and anti-freeze (est. 38 tons) from the waste stream.

- Collected 219 tons of textiles, books, and small household goods for donation to Goodwill & Red Cross.
- Composted 4,666 tons of yard waste and 926 tons of food waste.
- Removed 52 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 7 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 449 appliances (i.e. refrigerators, air conditioners); and recycled 4,000 lbs of lead acid batteries.
- Performed 81 waste load inspections of vehicles on tipping floor.
- 2004 Disposal Area user stickers were given out of which 1,564 were residential, 45 were senior, 78 were commercial, 22 were additional, 277 were replacement and 18 were weekly passes.
- The recycling program at schools & public buildings captured 132 tons of materials for recycling, recycling 28% of their total waste.
- The October Household Hazardous Waste Collection Day was attended by 152 vehicles.
- The RTS was open for five Sunday afternoons in November for leaf collection and 695 tons leaves were collected.
- Continue the repair and preservation of the Town's 123 miles of roadways including 3 miles of asphalt paving; 14,800 gallons of rubberized crackseal; & adjusted and repaired 155 driveway aprons.
- Repaired 22,500 feet of grass berms; installed 1,640 feet of granite curb & 21,250 feet of asphalt curb.
- Continue the preservation of the Town's 180 miles of sidewalks, including the reconstruction of 23 handicap ramps and repaired 1.40 miles of sidewalks.
- Continue to upgrade and maintain the Town's 21 signalized intersections.
- Continue upgrading 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.
- Inspected 548 Street/Sidewalk Occupancy and Excavation Permits.
- Completed 44 project reviews for the Planning Board and 6 project reviews for Zoning Board of Appeals.
- Completed 5 Traffic Count Studies.
- Prepared 8 Traffic Regulations.
- Continued construction of Second Avenue @ Highland Avenue intersection traffic re-design for Highland Ave Corridor Project.
- Completed construction of Oak Street @ Chestnut Street water main replacement.
- Completed design for Lantern Lane Head Wall Replacement.
- Completed design for Edgewater Lane Culvert Improvements.
- Completed design for Kingsbury Street drainage Improvements.
- Continue design on Greendale Avenue Drainage Improvements.

- Completed design of School Street water main reconstruction.
- Continued design of the Central Avenue at Eliot Street Bridge.
- Continued Town Wide Sewer Inflow/Infiltration (I/I) Study.
- Continued Town Wide Watershed Management Study.
- Completed the construction of Phase I of the Rail Trail Project.
- Continued the design of Phase II of the Rail Trail Project.
- Continued design of Sewer Inflow/Infiltration (I/I) repairs for various areas.
- Continued construction of Pleasant Street and Norfolk Street water main replacement.
- Continued construction of the St. Mary's Water Pump Station,
- Continued the construction of the Mills Field improvements.
- Continued with Downtown Streetscape conceptual designs.
- Continued the design of the Mills Field improvements.
- Continued with Downtown Streetscape conceptual designs.
- Responded to 300 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 20th year.
- On April 24, 2015 celebrated the new Blue Tree on the Town Common.
- The 2015 Arbor Day activities included the planting of 2 Crab Apple and 1 Kousa Dogwood trees with the students at Eliot Elementary School.



ARBOR DAY 5-8-15 at Eliot Elementary School

Forestry:

<p>Tree Removals and Stumping FY13 = 55 trees FY14 = 91 trees FY15 = 99 trees</p>	<p>Tree Pruning Hours FY13 = 1,684 hrs FY14 = 1,736 hrs FY15 = 1,533 hrs</p>	<p>Roadside Brush Removal and Flail Mowing FY13 = 1,544 hrs FY14 = 2,196 hrs FY15 = 2,283 hrs</p>
<p>Tree Planting 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 FY15 = 200 Arbor Day seedling + 92 trees on streets and parks + nursery: 90 trees</p>		

Park and Recreation, Memorial Park, School Grounds:

<p>Athletic Field Acres Fertilized FY13 = 25 acres (5 applications) + 47 acres (2 applications) FY14 = 28 acres (6 applications) + 47 acres (2 applications) FY15 = 28 acres (6 applications) + 47 acres (2 applications)</p>	
<p>Athletic Field Acres Aerated FY13 = 29 acres – (once), 27 acres – 2 applications FY14 = 30 acres – (once), 28 acres – 2 applications FY15 = 50 acres – (once), 28 acres – 2 applications</p>	
<p>Over-seeding FY13 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once) FY14 = 4 fields (thrice) + 6 fields (twice) + 4 fields (once) FY15 = 5 fields (thrice) + 8 fields (twice) + 2 fields (once)</p>	
<p>Diamond Work FY13 = 1,376 hrs FY14 = 1,224 hrs FY15 = 1,278 hrs</p>	<p>Mowing Hours FY13 = 3,768 hrs FY14 = 3,816 hrs FY15 = 3,712 hrs</p>

- Repaired 21 water pipe leaks, including 11 water main breaks and 10 water service leaks.
- Responded to 17 water emergency calls (after regular business hours).
- Replaced & installed 1,183 out 13,974 residential/municipal/condominium water meters, and replaced & installed 20 out of 724 Commercial Water Meters; total water meters in Town is 14,698.
- 197 Water service lines were replaced, including 8 lead-lined water service pipes.
- 14 new fire hydrants were installed.
- Successfully replaced 102 iron water service lines on 7 streets with one inch copper tubing.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 11 catch basin replacements & 32 catch basins repaired; replaced 1 drain manhole; inspect & clean drain system; and bi-annual street sweeping to prevent

accumulations of debris in catch basins that drain into the Charles River Watershed.

- Camera & Flushed 122,422 feet of sewer mains and 53,546 feet of drain lines.
- Repaired 60 feet of drain pipe in 6 streets.
- Responded to 23 sewer emergency calls (after regular business hours).



DEPARTMENT OF PUBLIC FACILITIES CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman; Stuart Chandler, Natasha Espada, John Keene thru 12/14, Paul Salamone, Roy Schifilliti, Peter Schneider from 4/15, Irwin Silverstein

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction; Hank Haff, Senior Project Manager; Phaldie Taliap, 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. State Laws now require all Towns and awarding authorities to appoint Owners Project Managers (OPM) for all construction projects over \$1.5 million. The staff in this Department fulfill this requirement as the Employee OPMs on most Town projects.

FY15 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2015 fiscal year (July 2014 to June 2015). These projects were initiated during the period of 2012 thru 2015 fiscal years.

<u>Project Name:</u>	St Mary Street Pump Station
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$5,915,100 total
<u>Budget Status:</u>	On Budget
<u>Engineer:</u>	BETA Group
<u>Owners Project Mgr:</u>	Camp Dresser & McKee Smith, Inc.
<u>Contractor:</u>	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 September 2015 with beneficial occupancy by the Town occurring in June 2015 allowing for pumping of MWRA water to the Town's storage tanks at Dunster and Birds Hill. SCADA implementation of the Town's water distribution system was achieved under this project.

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 continues to oversee 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. Completion is anticipated in 2015.

Project Name: Facility Master Plan Study
Project Status: Complete
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 provides 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. The study was complete in January 2015 and posted to the Town's website.

Project Name: Mitchell Elementary School Modular Classrooms
Project Status: Complete
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 helps to overcrowding until the school is comprehensively renovated. Dore & Whittier Architects was again selected thru designer selection in February 2014 and continued 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 was completed in August 2014 and was 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: Dore & Whittier Architects, Inc.
Owners Project Mgr: Public Facilities – Construction
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 MSBA agreed to partner with the Town for this project at the reimbursement rate of 32.47% of the Eligible Project Costs. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

The Town's Public Facilities Department Construction acting as OPM was approved by the

MSBA for the Feasibility Study in the fall of 2014, and the architect, Dore & Whittier Architects, Inc. was selected through Designer Selection with the MSBA in March 2015. The study is in process and must go through all stages of design required by the MSBA. The Preliminary Design Program (PDP) which studied over twenty potential sites in Town and was narrowed down to nine sites on June 1, 2015. Further reductions may take place before it is submitted in September 2015 to the MSBA. The Preferred Schematic Report (PSR), which recommends a single site, will be submitted in December 2015 for MSBA Board approval in January 2016. Schematic Design will be submitted in June 2016 for MSBA Board approval in July 2016.

An override for Construction Funds is expected to be presented to the Town in November 2016. Substantial completion is anticipated for August 2020 and be occupied by the school at the start of the 2020-2021 school year.

Project Name: High School Expansion Study
Project Status: Ongoing
Authorization: \$50,000
Budget Status: On Budget
Architect: Drummey Rosane Anderson, Inc.
Owners Project Mgr: Public Facilities – Construction

In December 2014 the Finance Committee voted to approve a reserve fund transfer request of \$50,000. This amount was used for a preliminary feasibility study and schematic design work for the High School classroom and cafeteria expansion and/or reconfiguration.

Drummey Rosane Anderson was selected to perform the study thru designer selection, and completed their report in April 2015.

Project Name: High School Expansion
Project Status: Ongoing
Authorization: \$150,000
Budget Status: On Budget
Architect: Drummey Rosane Anderson, Inc.
Owners Project Mgr: Public Facilities – Construction

At the May 2015 Annual Town Meeting, Article 39: Appropriate for High School Expansion for engineering and design services, was approved in the amount of \$150,000, for the Cafeteria Expansion of the project. Drummey Rosane Anderson was retained as the project designer.

Construction funds will be requested at the November 2015 Special Town Meeting Warrant.

Project Name: DPW/Public Services Administration Building Location Feasibility Study
Project Status: Ongoing
Authorization: \$40,000
Budget Status: On Budget
Architect: TBD

Owners Project Mgr: Public Facilities – Construction
Contractor: TBD

At the May 2015 Annual Town Meeting, Article 14: Appropriate for DPW/Public Services Administration Building Location Feasibility Study, was approved in the amount of \$40,000. This study will proceed after a preferred site for the Hillside School has been approved, sometime around January 2016.

Project Name: Rosemary Pool
Project Status: Ongoing
Authorization: \$450,000
Budget Status: On Budget
Architect: TBD
Owners Project Mgr: Public Facilities – Construction
Contractor: TBD

At the May 2015 Annual Town Meeting, Article 30: Appropriate for Rosemary Pool for design and engineering, was approved in the amount of \$450,000, from Community Preservation Act funding.

A Request for Qualifications for design services was advertised in June 2015 and the interviews and selection will occur in July 2015.

Needham 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, Beacon Solutions, Inc.

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. The developer secured financing partnering with SolarCity, received all Planning Permits, DEP permits, and Interconnection permits in 2015. Construction started in June 2015 and operation is anticipated to commence in 2015.

LOOKING FORWARD

Implementation of the Rosemary Pool design will include engaging an Architect, confirming the pool program, studying the pool design options, evaluating the renovation and addition of space at the existing bath house building as well as analyzing access and parking requirements.

Upcoming future projects may include relocation and or reconstruction of all or part of the DPW facilities at 470 Dedham Avenue, renovation/additions to the Police/Fire Department Public Safety Building on Chestnut Street, as well as the renovation/addition to Fire Station No.2 on

Webster Street and Highland Avenue.

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

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

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.

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

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 Service 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.

FY15 HIGHLIGHTS

Broadmeadow Elementary School:

- Replaced air flow switch and compressor in RTU 3
- Installed a new exhaust fan at the back entrance roof
- Replaced heat valve and tiles
- Fixed belt, exhaust fan, and actuator in vent duct
- Repaired fence around the garden due to snow damage
- Repaired leak in roof near Performance Center
- Installed backing for numerous projector mounts



Center at the Heights

Repaired damaged fence around property

Daley Building

- Replaced condensate pump for the boiler
- Completed various masonry repairs to the building



- Replaced light ballasts

Department of Public Works

- Replaced gasket and plate on circulator pump
- Repaired circulator pump
- Installed new double doors for exterior doors of the DPW boiler room
- Installed new door at the DPW garage
- Replaced stay bolts to comply with safety inspection
- Repair smoke box on boiler



Memorial Park

- Replaced fire alarm control panel
- Installed new toilet and sink in unisex bathroom
- Changed the locks to both doors

High Rock School

- Installed guardrails on fence in the parking lot
- Repaired exterior lights
- Converted parking lot lighting to LED
- Cleaned all duct work



Fire Station #2

- Repaired roof to fix a leak
- Fixed air conditioning in the kitchen area
- Installed smoke detectors
- Repaired Plymovent
- Replaced 13 windows with energy efficient windows

Emery Grover

- Replaced basement refrigerator
- Replaced floor in one of the offices
- Replaced fuel line of broken oil tank
- Fixed exterior stairwell
- Replaced the fence and gate around the dumpster
- Repaired numerous roof leaks



Chestnut Street

- Removed sign from property

Eliot Elementary School

- Repair ballast and lamps in parking lot and walkway
- Install occupancy sensors in all bathrooms
- Installed two new compressors for RTU 1
- Replaced sections to boiler 2
- Installed TXV valve
- Repaired air conditioning circuits for RTU 1 and RTU 2
- Replaced actuator
- Replaced VFD on RTU 2
- Repair air conditioner in head end room
- Replaced module on boiler # 2
- Replace expansion valve on RTU 1
- Converted parking lot lighting to LED
- Converted gym lighting to LED



Rosemary Pool

- Installed a new hot water heater

Hillside Elementary School

- Installed new blinds in all the classrooms
- Repaired leak in boiler
- Fabricate and install wooden cabinets over electrical panels on lower floor
- Replaced floor in the boys bathroom in the portables
- Installed new air conditioner in classroom #20, including necessary window modification
- Installed FOB entry system for the front door
- Upgraded lighting in kitchen storage room



Needham Free Public Library

- Rewired lighting and switches
- Fixed air conditioning in Achieve Room
- Repaired four water closets in the women's restroom
- Repaired sheetrock in conference room
- Repaired leaks in roof
- Reinstalled HVAC unit in Children's section
- Replace heat valve on ERV 3



- Leveled out stone pavers in entrance walkway
- Reset capstones on Highland Ave. wall
- Repaired outside ramp and curb
- Repaired and patched concrete stairs at the entrance
- Replaced floor tiles in women's restroom
- Repaired chiller
- Converted exterior lighting to LED
- Repaired damage to fence

Mitchell Elementary School

- Repaired leaks in roof
- Replaced window air conditioning unit
- Cleaned all duct work
- Completed welding repairs to steam weld



Needham High School

- Sealed grand staircase
- Installed a lock cage in room 101 in order to prepare room to become a robotics lab
- Power washed and repointed rear staircase
- Replaced carpet entry mat in gym B
- Installed new water bottle fill stations near gym locker rooms and main office
- Installed airphone and card readers on multiple entrance doors
- Replaced and upgraded multiple doors throughout the school
- Relocated ice maker to the Athletics Department
- Tuned boiler #1
- Installed folding partition in room 728 to subdivide the room
- Repaired various roof leaks
- Repaired speakers in classrooms
- Repaired boilers #2 and #3
- Installed new carpet in the lobby
- Installed a new coil in the teacher's lounge
- Installed a new motor in an air conditioning unit
- Repaired leak in RTU9
- Painted walls in room 101 to include dry erase walls
- Replaced lights and ballasts in gym A



- Installed dietic entrematic devices to make doors handicapped accessible
- Moved desk and cabinets to have better visibility
- Installed new framing and sink in room 101
- Repaired parking lot light poles
- Installed electric uninvent in room 602
- Installed a new motor
- Moved light bank, outlets, and cables in order to install folding wall
- Repaired guardrail on fences
- Installed service to support new drying cable in Graphic Arts room
- Replaced combustion heads and swirlers on boilers 1-4
- Removed interior wall in room 608
- Repair the vestibule mat in gym A

Newman Elementary School

- Replace Keri panel and satellite board on door access system
- Repaired floor in Discover Room
- Replaced two large windows
- Replaced the board on door access system
- Replaced combustion air actuator on hot water heater
- Converted lighting in gym to LED
- Repaired multiple Schweiss Doors
- Repaired linoleum floor
- Replaced light pole in parking lot



Public Safety Building

- Relocated smoke detector, removed light fixtures, and installed LED lights for a new split unit
- Pulled wires to fix exterior lighting in parking lot
- Installed two additional recessed lighting in the police server room
- Repaired portable generator
- Replaced window air conditioner



Ridge Hill

- Replaced existing garage doors
- Installed LED lighting
- Replaced all fixtures in restrooms and garage

Pollard Middle School

- Patched dry wall and painted back wall of room 208
- Removed and replaced cabinets and counter tops in multiple locations
- Installed electrical service switches to supply fans
- Installed new fire extinguisher signs
- Fixed leak in sprinkler pipe
- Replaced breaker in auditorium
- Installed new locks for gym doors in both blue and green gym
- Power washed exterior of the back of the building
- Repaired leaks on both hot and cold water mains
- Repaired stucco panel in the modular classrooms
- Installed a new heat exchange
- Removed asbestos tiles in 10 classrooms
- Installed new master clock and bell system



Recycling & Transfer Station

- Replaced sheetrock and insulation in all office and bathroom areas

Town Hall

- Purchased glycol for HVAC system



NEEDHAM COMMISSION ON DISABILITIES

Elaine Saunders, co-chair, Jeanie Martin, co-chair, Susan Crowell, secretary, Dana Mastroianni, treasurer and ADA liaison, Leon Foster, Debbi Heller, Bruce Howell, Barbara Moss, Andy Wise and Dale Wise. Consultant from MetroWest Center for Independent Living is Paul Spooner; Needham Police Department Community Service Officer is Karl Harmon.

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

Braille paper and printing paper	\$100
Handicapped parking signs with new icon	\$230
Plaques for 2 departing NCOd members	\$130
Attendance and travel to access monitoring training and other conferences	\$90
TOTAL	\$550

HANDICAPPED PARKING FUND

Dance performance in Needham elementary schools, part of the Disability Awareness Program	\$2500
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FY2015 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.
- Consulted with representatives of the Carter Memorial United Methodist Church regarding variances they requested in their proposed renovations to church property.
- Reviewed and assessed sites in Needham for ADA code violations including Eaton Funeral Home, Doherty Funeral Home, and 272 Chestnut Street.

- Enlisted the help of the MetroWest Office on Disability to file formal complaints against 1410 Highland Avenue for code violations in their parking lot.
- 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.
- Advised the Superintendent of the Highway Department, the Town Engineer and the Needham Police about the necessity of providing and maintaining audible pedestrian signals at pertinent crosswalks in Needham. This included making a change to ensure that there are two distinct sounds at neighboring audible pedestrian signals in the center of town and monitoring the timing and sound of signals at Rosemary & Highland and West & Highland.
- 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.
- Initiated a public relations campaign regarding the new handicapped icon for parking signs which portrays a more active and empowered person with disabilities.
- Sponsored a Needham resident who has been trained to 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.
- NCOD members made presentations regarding disability issues and worked interactively with Hillside students, Broadmeadow students and Olin College students to design and develop prototypes of aids for accessibility.
- A guest speaker from the Massachusetts Office on Disability 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 the architect and the director of Parks and Recreation to consult and advise on the creation of the ADA Reservoir Trail.
- An NCOD member, trained town volunteer and the Town Clerk worked together to promote use and understanding of the Automark voting machine which allows persons with visual disabilities to vote independently. This included a training session held at the Council on Aging.
- 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.
- NCOD members attended conferences to learn about the latest in assistive devices and other issues concerning ADA.
- A representative of the Mass Commission for the Blind demonstrated aids and devices to better assist persons with vision loss.

- Responded to a Needham Times Inquiry regarding problems for the disabled navigating the downtown area where snow was piled up and not removed.
- 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.

FY2017 FORECAST/GOALS

- To continue to work with the School Administration, Town Clerk, 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 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 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 the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To create a formal grant application that will be available on line.
- 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.
- For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Staff:

Patricia Carey, Staff Liaison
 Kristen Wright, Recording Secretary

Members:

Gary Crossen, Chairman
 Lita Young, Vice Chair
 Paul Alpert
 Robert Boder
 Reg Foster
 Ron Furman
 Mark Gluesing
 Peter Oehlkers
 Mike Retzky

Appointed by:

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

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.

FY15 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$566,099 from the Commonwealth in December 2014, a 31.5% match. The percentage from the state has varied from a low of 26.64% to a high of 100%. In total, \$6,634,740 has been received from the state as of December 2014. The Town collected \$1,954,427 in FY’15 through the local surcharge.
- The Committee held a public hearing in March 2015 to gather public input on the proposals under review for funding.
- At May, 2015 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 450,000	Park and Recreation	Design: Rosemary Pool
\$ 1,527,000	School Committee	Newman Athletic Fields
\$ 800,000	School Committee	Eastman Conservation Trail
\$ 510,000	Park and Recreation	Mills Field Site Improvements
\$ 10,000	Conservation Commission	Trails: Student Conservation Association
\$ 30,000	Park and Recreation	Design: Charles River Boat Launch
\$ 115,000	Selectmen/Town Manager	Rail Trail

- 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 \$1,448,606 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.

- The Staff Liaison spoke in support of CPA funded recreation projects at a public hearing at the State House, and attended the 15th anniversary of the creation of the Community Preservation Act.

Statistics

- The Community Preservation Fund has provided financial support to fifty-one (51) projects, with a total of \$23,363,352.

Community Housing total	\$ 1,384,500
Open Space total	\$ 2,084,619
Historic Preservation total	\$ 15,301,733
Recreation and General total	\$ 4,592,500

GOLF COURSE ADVISORY COMMITTEE

*Daniel Dain (Chair), Roy Cramer, Jack Heavy, 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.

FY2015 HIGHLIGHTS

- The Committee met with Club President Bruce Herman and Club Vice President Kevin McNamara twice during FY2015, on November 17, 2014 and on April 27, 2015.
- 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, following the provisions in the Lease (section 9.5 and 11), applied to the Town Manager and received two waivers from the terms of the Lease. Having exhausted the resident waiting list for membership, the Club received a waiver to go below the 90 percent resident threshold under section 9.2. Additionally, responding to feedback from prospective members, the Club received a waiver to open for use at 7:00 a.m. on weekdays for the 2015 season on a trial basis.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported no significant issues.

HUMAN RIGHTS COMMITTEE



Abdul Cader Asmal (Clergy Association)
JoAnne Coffey-McCormick
Barry Ehrlich
Cynthia Ganung (Clergy Association, IJTF)
Zahra Haghighatjoo
Jennifer Howard
Amelia Klein, co-chair (Diversity Committee)
Ashok Mehta
Bud Schram
Marlene Schultz, co-chair
Jeremy Sutherland (NHS, Diversity Committee)
John Schlittler (liaison - NPD)

MISSION

The Town of Needham's Human Rights Committee strives to reaffirm the worth and dignity of every human being. The diversity of the Needham 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 the Needham Community

NHRC LOGO

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



MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the 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 usually held the *third Thursday* of each month at Broadmeadow School (Conference Room), 129 Broad Meadow Road, Needham, MA 02492. Meetings are open to the public and agendas are posted on the Town website. On occasion, guest speakers are invited by the Committee to share their expertise in the area of human rights. Guest speakers play an important role as resources for planning future NHRC events. The Committee welcomes all Needham residents who are interested in human rights to attend a meeting and to learn about the work of the Committee.

FY15 HIGHLIGHTS: SPONSORED COMMUNITY EVENTS

- ***Needham 3rd Annual Diversity Summit – October 18, 2014*** Pollard Middle School
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 (including identity and expression), religion, ethnic identity, ability 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. The NHRC was a co-sponsor of the day-long event. NHRC members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. Former 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 which focuses on a specific 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. Guest speaker was Betsey Crimmins, senior attorney – Elder Abuse Prevention Project of Greater Boston Legal Services, Inc. Olin College students ran workshops about human rights issues facing older adults in our communities. Topics included access to nutrition and exercise; how cultural images of older adults impact their experiences and access to rights; and financial security and literacy. The Council on Aging and North Hill were co-sponsors of the event.

- ***Massachusetts New Domestic Worker Rights Law: What does it mean for you? - November 13, 2014*** Needham Public Library
NHRC served as a co-sponsor for a community forum presented by the Immigration Justice Task Force, the League of Women Voters, and the Needham Faith Communities. 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.
- ***Martin Luther King Jr. Day Celebration – January 19, 2015*** Needham High School Auditorium
This annual community event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. The central focus of the MLK Day is children. Many of the performances were by or for children of all ages. A highlight was a combined choir of children from diverse Needham communities and groups. Middle school students conducted a ceremony of lighting candles in honor of those who have inspired them. Other program highlights included a keynote speaker, storytelling activities for children, 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. Additional sponsors were The Clergy Association, the Needham School Department and its METCO Program, and the Needham Diversity Committee.
- ***The Future of Immigration Reform in the U.S. - June 8, 2015*** Broadmeadow School
The NHRC hosted a public forum together with the Immigration Justice Task Force featuring Margaret Stock, one of the preeminent immigration lawyers in the country. The speaker discussed issues related to the U.S. immigration system, which has been described as “broken - a system that tears families apart and leaves many immigrants living in the shadows.” Dr. Stock examined ways Needham citizens could think about future reform that will serve the interest of all.

FY15 HIGHLIGHTS: 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 have 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. Their 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 continues to seek candidates who are residents 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 have attended information sessions organized by the Needham Times and have had opportunities 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 Needham Public School officials to discuss ways to collaborate and to share resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. 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 have 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. The NHRC plans to organize future events at the Center at the Heights.

- **NEEDHAM DIVERSITY COMMITTEE** The Needham Diversity Committee is a grass-roots, community organization 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, Needham Clergy Association, Immigration Justice 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 have served 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.
- **NEEDHAM IMMIGRATION JUSTICE TASK FORCE** One member of the NHRC is also an active member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.

NEEDHAM HISTORICAL COMMISSION

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.

*Robert Boder
 Carol J. Boulris
 Rose Doherty
 Gloria P. Greis
 Richard C. Hardy
 Jeffrey Heller
 Miles Shore, M.D.*

FY2015 ACTIVITIES

- Over the course of the year the Historical Commission met with the owners of 28 Mercer Road, 3 Rosemary Street (Kingsbury house) 1087 Webster Street (Charles Morton House), 1321 Great Plain Avenue (McIntosh Greaves House) for renovation, repairs for their historical houses.
- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, Town common planning, Large House Study Committee and as a designated member of the Community Preservation Committee.

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 (COG). COG submitted draft "Form B's" for 52 properties in the town. The Commission will be meeting with owners of these 52 properties to seek permission to have these properties placed on the town's historical property inventory.

HISTORICAL PROPERTIES LISTED IN TOWN WIDE GIS AND STATE MACRIS DATABASE

- The Commission worked to digitize the original 1978 Historical Property Inventory containing 61 buildings and is working to have the information more widely available to town residents for review and information. The information is included in the town IT department a map overlay of all historical properties or locations are available and viewable on the town GIS (Geographical Information System) website:

<http://www.needhamma.gov/index.aspx?nid=1905>

We hope to have the newly digitized original 1978 Historical Property Inventory digitized included in 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/>

SOLAR PANEL GUIDELINES

- The Commission working with the town building department promulgated a guide for installing solar panels on historical buildings.
- *House Stories*, a national award winning informative and innovative program cable TV program series continues to be produced by The Historical Commission and the Needham Channel. 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.

NEEDHAM PUBLIC LIBRARY



Doherty, Thomas M. Harkins, Margaret L. Pantridge, Gregory J. Shesko, Carol J. Thomas

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

LIBRARY STAFF

*Ann C. MacFate, Director; Dana Mastroianni, Assistant Director; April E. Asquith, Reference Supervisor; Diane T. Browne, Technical Services Supervisor; Paula A. Dugan, Children's Supervisor; Danielle Tawa, Technology Specialist/Archivist; Gay Ellen Dennett, Reference Librarian/Program Specialist; Stefanie L Aucoin, Reference Librarian/AV Specialist; Deborah A. Lovett, Circulation Supervisor; Carolin S. Davis, Assistant Children's Librarian; Manuela R. LaCount, Assistant Cataloger; Karen H. Donaghey, Library Assistant; LuAnn M. Caron-Leslie, Library Assistant **Part-Time Reference Staff** - Jeffrey R. Arnold, Sarah N. Breen, Anne M. Cummings, Leigh R. Rudikoff **Part-Time Children's Staff** - Elise R. Katz, Veronica L. McCarthy, Diane L. Shetler, Caren M. Tolleth **Part-Time Administrative Assistant** - Jenna A. White **Part-Time Library Assistants** - Erin G. Bassett, Sandra J. Bedigan, Abigail L. Bilbrey, Annalisa Bishop, Charlotte R. Buxton, Judith G. Johnson, Janet S. Krawiecki, James Lawrence-Archer, Cheryl Miller Smith, Christine M. Moynihan, Deborah J. Reardon, Janet B. Scherrer, Nancy D. Teich, Joan P. True, Lisa M. Vergara **Custodial Staff** - Angel R. Lopez, Raymond B. Cranton, Howard R. Egerton*

FY15 HIGHLIGHTS

JULY

- 243 children participated in the Summer Reading Clubs.

- The Library Foundation of Needham installed two Little Library Boxes, one at Greene’s Field and the other at Avery Square.
- The library added the magazine database *Zinio*, so that borrowers would be able to download a variety of popular magazines.

SEPTEMBER

- Popular lecturer Dr. Gary Hylander returned with a new series *Becoming America, 1776-1800*.
- The afternoon and evening book discussion groups resumed, with the afternoon group reading *The Greater Journey: Americans in Paris* by David McCullough and the evening group reading *The Boys in the Boat: Nine Americans and their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown.
- Library staffers Dana Mastroianni and April Asquith presented the first of many classes on computer use to the seniors at the Center at the Heights.
- The Friends of the Needham Public Library held a successful fall book sale.

OCTOBER

- Needham lecturer Bob Begin presented a program on the legendary Lawrence of Arabia.
- The library launched a Facebook Page.
- The Friends of the Needham Public Library purchased two AWE Early Literacy Stations for the Children’s Room.
- State Senator Richard Ross toured the library building and discussed library financing with several trustees and the library director, as part of his district “Listening Tour.”



NOVEMBER

- Needham author and Library Trustee Rose Doherty introduced an appreciative audience to her new book, *Katharine Gibbs: Beyond White Gloves*.
- WCVB-TV Meteorologist Danielle Vollmer presented a multimedia program on storms and how to make weather forecasts to an enthralled elementary school audience.

DECEMBER

- The Massachusetts Board of Library Commissioners certified the library for FY15.

JANUARY

- National Weather Service Forecaster Eleanor Talbot presented the first program in the 2015 McIver Lecture Series—Whither the Weather.

MARCH

- David Volante presented, *Getting Ready for Spring*, the inaugural event of the library’s *Nature Talks* program, supported by the Friends of the Needham Public Library and the Library Foundation of Needham.



- WCVB-TV Weatherman Harvey Leonard discussed his life forecasting and covering New England’s famously fickle weather in the concluding McIver Series lecture.
- Young Sprouts, an offshoot of the *Nature Talks* program, studied seedlings.
- Installed Cybrarian, a time and print management system for the public computers.
- “For the Love of Food: A Cookbook Club for Foodies” was formed.



APRIL

- More than 2,900 people enjoyed the more than fifty pieces of art in mixed mediums (presented by talented Needham High School students) and the accompanying fantastic floral interpretations (presented by members of the Temple Beth Shalom Garden Club, the Needham Garden Club, and the Kalmia Garden Club) at the annual Needham Art in Bloom show.

MAY

- Established a Library *Pinterest* page

JUNE

- For the third year in a row, the library was a net-lender in the Minuteman Library Network. In FY15 the library loaned 63,120 items to other libraries, while receiving 60,595 items for use by Needham borrowers.
- The library trustees voted to purchase new library banners for the lampposts in both Needham Center and Needham Heights.
- In FY15 use of downloadable books increased by 44.5% and use of downloadable music increased by 204%.



FY16 FORECAST

The library trustees will adopt a new, forward-looking Strategic Plan. Use of downloadable books, magazines, and music will continue to increase; however, use of print materials will continue to remain as the most popular library service.

DONATIONS TO THE LIBRARY

During FY15, forty-five people volunteered 1,434 hours of service to the library. 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; playaways; DVDs; audio books; children’s books; travel books; law books; business books; funding for children’s craft programs; the *Universal Class* database, and young adult books, graphic novels, audiobooks, 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 FY15 include:

Project VAN (Volunteers Around Needham)
 Needham High School Community Classroom Program
 The Needham High School Anime Club
 Needham Pediatrics (in honor of retiring Dr. Norman Rosin)



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 FY15. 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.

	FY13	FY14	FY15
Memorials and Cash Donations	\$64,203	\$63,452	\$43,015
<i>Value of books, videos, etc. donated</i>	\$ 4,285	\$ 7,176	\$ 5,342

DEPARTMENTAL STATISTICS

	FY13	FY14	FY15
<i>Adult Department:</i>			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	307,209	300,691	302,867
Items loaned to other libraries	68,448	67,779	63,120
Items borrowed from other libraries	61,865	62,979	60,595
Total money returned to Town from fines, fees, lost books, etc.	\$57,532	\$54,375	\$54,350

Reference Department:

Reference questions answered	17,575	17,680	17,974
Directional questions answered	3,935	3,669	4,133
Number of people using Genealogy Room	106	76	64
Number of people using Study Rooms	5,979	5,011	5,252
Remote Access	246,493	187,105	261,555

Children's Department:

Circulation (books, DVDs, CDs, periodicals)	235,060	225,107	210,600
Reference questions answered	11,926	12,978	12,048
Story times and other programs	294	337	368
Attendance at programs	12,276	13,029	12,078

Catalog Department:

Adult books added to collection	8,187	7,476	7,185
Adult books withdrawn	6,674	8,881	10,387
Children's books added to collection	3,349	3,696	2,596
Children's books withdrawn	2,489	2,418	4,404
Audio items added	1,628	1,692	1,487
Audio items withdrawn	731	279	427
Visual items added	1,703	2,192	1,641
Visual items withdrawn	671	1,264	1,451
Total Collection	177,019	179,135	174,979

MISCELLANEOUS STATISTICS:

Number of registered borrowers	18,478	18,439	19,103
Total hours open	3,270	3,348	3,328
Attendance	360,287	349,478	342,488
Number of Community Room Bookings	573	509	489

NEEDHAM HOUSING AUTHORITY

NEEDHAM HOUSING COMMISSIONERS: Peter Pingitore, Reginald C. Foster, Governor's Appointee, William DeBear, Andrew L. Cohen, Scott Brightman

NEEDHAM HOUSING AUTHORITY STAFF: Executive Director - Debra Jordan, Assistant Executive Director - Paul Dumouchel, Director of Leased Housing - Patricia Edmond, Office Manager - Sandra Amour, Bookkeeper - Carol Capone, Resident Services Coordinator - Penny Kirk, Receptionist - Marie Celestin MAINTENANCE STAFF: Facilities & Maintenance Manager - Gary Kuphal, Maintenance Foreman - Bryan Trundley, Maintenance Mechanic - Dan Mann, Maintenance Mechanic - Al Conti

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 2020
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

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 2014 and was performed by Guyder Hurley, Certified Public Accountants.

FY15 HIGHLIGHTS

- Seabeds Way senior housing complex sustained significant damage due to the historic winter weather. This situation was covered extensively by local media. Ice dams caused water infiltration and leaks that impacted all 46 units, as well as the siding, roofs and decks of all buildings. As repairs got underway, more damage was discovered and some construction defects were found. Remediation and repair work began in early spring 2015 and continued throughout the year. Roofs, siding, and some windows have been replaced. Insulation has been added and emergency and common area lights and signs upgraded. The work was divided into phases because of the timing of funding. Multiple funding sources, including insurance proceeds, HUD emergency and capital funds, and project reserves are presently being utilized to fund these repairs and reconstruction. Additional work is planned for 2016 to fully restore the buildings if funding is available. NHA has applied for Community Preservation Act funds.
- Through an energy conservation program, we received a new supply of energy efficient lightbulbs for our state properties.
- The Housing Authority renovated a water damaged unit at 158 Linden Street and replaced roofs at four Linden Street buildings with funds from the state 2015 Formula Funding Award.
- Additional capital improvement projects included paving and sidewalk repair at Chambers Street with funds obtained by the 2015 Health and Safety Award from DHCD.

WAIT LIST

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

PERSONNEL

- Paul Dumouchel was hired as Assistant Executive Director in March of 2015.
- Gary Kuphal was hired as Facilities and Maintenance Manager in June of 2015.
- Bruce Loewen left his position as Maintenance Mechanic to pursue other opportunities.
- The Housing Authority entered into a first contract with the Public Employees Local Union 272, Laborers International Union of North America, which represents both the maintenance and administrative staff.

HIGH ROCK ESTATES

The High Rock Estates family housing consists of 60 single family homes located on Fairview St., Memorial Circle, Yurick Rd., Murphy Rd., and Linden St. The homes 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. 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.

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

Captain Robert Cook Drive is a family complex, which receives funding from the Department of Housing and Urban Development. Upgrades this year included improvements to the playground area. Seabeds Way, a senior complex, funded by the Department of Housing and Urban Development, suffered significant winter damage, and has been under reconstruction throughout the year. Residents remained in place during reconstruction. Annual federal capital funds and an emergency capital fund grant were used to partially fund the repairs.

COMMUNITY PARTNERSHIPS

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

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.

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: David C. DiCicco, Chairman; Matthew M. Toolan, Vice Chairman; Cynthia J. Chaston, Member; Christopher J. Gerstel, Member; Michael J. Retzky, Member
STAFF: Patricia M. Carey, Director; Robyn Fink, Assistant Director; Brendan Croak, 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.

FY15 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 \$268,000 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 \$280,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- 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 \$66,000 was collected, which was an increase from prior years due to the increase in the Field Maintenance Fee effective January 2014. 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, and many Needham residents donated funds in support of the 2015 summer Arts in the Parks concert series;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields and the Memorial Park building, and the balance after May 2015 Town Meeting was just under \$2 million;
- Director served as staff liaison to the Community Preservation Committee;
- Projects funded from Community Preservation Funds in FY15 include the design funds for a new Rosemary Pool and building; construction funds for revitalized Eastman trail and athletic fields at Newman; construction funds for site improvements at Mills Field; design funds for revitalized boat launch to Charles River on South Street at Dedham Avenue; and construction funds for the new rail trail;
- Director spoke at a hearing at the State House in support of Community Preservation funding for recreation projects. Director served on a panel at the annual MA Municipal Association to provide input on the benefits of CPA funds.

COMMUNITY BENEFITS

- Final design plans for the rail trail were developed with DPW Engineering. The Bay Colony Rail Trail Association continued to fundraise and donated funds towards the cost of construction. Rep. Garlick coordinated construction funds through MA Department of Transportation. An application for a state trails grant was submitted, with the hope of receiving funds in FY'16. In the Spring of 2015, the rails and ties were removed from the route, and the area informally graded to begin use of the trail. Construction of the completed trail is anticipated in Fall 2015;
- BETA was hired to design a renovated all-person trail around the Needham Reservoir on Dedham Avenue. Public meetings were held for input at the initial phase of design, and after the major design concepts were developed. The Needham Commission on Disabilities provided input on the design plans. The project will go into permitting in FY16 and it is hoped that construction funds will be available in FY17;
- Weston and Sampson was hired to design improvements to the athletic fields at Newman and the Eastman trail at Newman. CPA funds for construction were approved at May 2015 Annual Town Meeting, and the project will begin in early FY16;
- Continued to work with the MWRA on the creation of a pedestrian path along the two sections of the Sudbury Aqueduct in Needham;
- Discussions continued on the future of Rosemary Pool and the possible year-round uses of the building and site. Initial design funds were awarded at May 2015 from CPA funds. It is anticipated a design consultant will be hired in Summer 2015 to move the project forward, with an anticipated new pool in Summer 2018. The Chairman of the Commission presented an update on the project at the Needham Heights Association;
- Participated in the Town-Wide Facilities Study project, insuring that recreation and park facilities were featured in the long-term plan;
- Part-time playground maintenance specialist was hired to perform weekly maintenance tasks at each site;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, and worked on a park clean-up project at Perry Park with DPW Parks and Forestry;
- Held Field Scheduling Summits, with sport league officials for thirteenth 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;
- Discussions began on transferring the middle school Youth Center program from the Health Department to Park and Recreation;
- Small repair projects were done at the Cricket building and Ridge Hill garage, including replacement of overhead doors, to insure their safety for on-going use as summer program sites;
- 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;
- 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, and works with community groups to do clean-up projects throughout the year;
- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continues to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. Director worked with RTS Director to gather additional information on solar compacted trash receptacles;
- Continued implementation of projects listed in completed Trails Master Plan;
- Assisted MA Division of Conservation and Recreation with final design plans to improve recreation path from Highland Avenue to 4th Avenue, parallel to the Charles River;
- Director and five colleagues were invited to meet with the incoming Secretary of Energy and Environmental Affairs at the State House, as he prepared for his new role and sought to understand the collaboration between municipal recreation and park departments as the state;

PERSONAL BENEFITS

- Department is part of national campaign to get "Kids into Nature." More than 100,000 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;
- Participated in discussions with Board of Health and Health Department on concussion awareness and possible regulations for coaches participating in concussion awareness training. Youth sports organizations were involved in discussions;
- Free trail walks were held at proposed rail trail, proposed Aqueduct trail, Rosemary trail, Eastman trail, and Town Forest. A special Tykes Hike was held at Reservoir;
- Worked on concept with DPW to improve safety of parking lot at DeFazio Park;
- Welcomed the Needham Library Foundation's donation of a Little Free Library Box at Perry Park, in addition to the one already located at Greene's Field, providing reading material at the park for children;
- 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;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- Director joined Needham Baseball and Softball, and other youth sports programs, at an introductory meeting with the Positive Coaching Alliance;
- 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.

NORFOLK COUNTY REGISTRY OF DEEDS

*William P. O'Donnell, Register
649 High St., Dedham, MA 02026*

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.

FY2015 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 Needham Town Hall on January 8, 2015.
- 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 33,701 documents recorded electronically and 3.8 million in recording fees collected in FY 2015.
- 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
JULY 1, 2014 – JUNE 30, 2015**

During FY 2015, real estate activity in Needham saw increases in total sales volume and average sales price.

There was a 9% increase in documents recorded at the Norfolk County Registry of Deeds for Needham in FY 2015, resulting in an increase of 575 documents from 6,572 to 7,147.

The total volume of real estate sales in Needham during FY 2015 was \$853,021,138 an 85% increase from FY 2014. The average sale price of homes and commercial property was up 79% in Needham during the same time period. The average sale was \$1,507,104. These numbers were impacted by a small number of commercial sales including the \$133 million sale of Needham Crossing/Center 128 that took place on June 23, 2015.

The number of mortgages recorded (1,742) on Needham properties in FY 2015 was up by 22% from the previous fiscal year. Total mortgage indebtedness increased 17% to \$993,472,167 during the same period.

There was 1 foreclosure deed filed in Needham during FY 2015, compared to 2 foreclosure deed filings in FY 2014.

Homestead activity decreased by 9% in Needham during FY 2015 with 668 homesteads filed compared to 614 in FY 2014.

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



METROPOLITAN AREA PLANNING COUNCIL

2015: A YEAR OF COLLABORATION, ENGAGEMENT AND VISIONING

In 2015, MAPC set into motion a new, five-year Strategic Plan to further *MetroFuture: Making a Greater Boston Region*, the agency's regional plan for our 101 member cities and towns. Building on the successes of this past year, we are poised to lead the region in furthering our core planning work in 2016, from smart growth to social equity, climate change adaptation, regional collaboration and beyond.

A number of critically important region-wide plans achieved completion in 2015, including the statewide Food Policy Plan, our Regional Climate Change Adaptation Strategy, and our Regional Housing Plan and Fair Housing and Equity Assessment, both key products from the multi-year Sustainable Communities planning grant. We also advanced three new, major work areas: master planning, climate resiliency, and civic engagement – critical initiatives for our cities and towns. Our work was recognized by several national organizations this year, as well as by public and private organizations that are committed to supporting our efforts to create a more just, vibrant and livable region. We are honored to continue making Metro Boston a national model and regional resource on smart growth and inter-local coordination.

Join us online at www.mapc.org and on Twitter @MAPCMetroBoston if you'd like to get involved.

HIGHLIGHTS OF OUR WORK

Smart Growth

As the regional planning agency for Greater Boston, MAPC works to improve Metro Boston's livability – its prosperity, safety, health, resilience, and equity. A key way we do that is with a wide range of direct services to our municipalities, tailored to each community's unique needs and character.

In our second year implementing MAPC's new Strategic Plan, we are engaging with even more municipalities to do larger and more comprehensive **master plan projects**, in such places as Ashland, Boxborough, Cohasset, Hanover, Melrose, Revere, Swampscott and Woburn, while starting and continuing downtown visioning projects in Stoneham and Natick and beyond. On the local and neighborhood level, we are engaged in economic development projects with Reading, Southeast Framingham, the Chelsea waterfront and planned Silver Line expansion corridor, along Route 1 in Foxborough, in the Newton-Needham innovation district, and on Route 9 in Wellesley, with more projects to come.

This year, we also continued to place particular emphasis on empowering cities and towns to develop **Complete Streets**, which are roadways that are designed for everyone: safe, convenient and accessible for pedestrians, cyclists, transit users and motorists, and comfortable and barrier-free for people of every age and mobility level.

Thanks in large part to our foundational work last year in helping municipalities to pass Complete Streets policies, which ensure that roads are inclusively designed, constructed,

refurbished and maintained, this year we saw many cities and towns take up the work themselves, using the strong templates developed by MAPC in recent years and building on the momentum of Complete Streets' wider acceptance as a best practice in design. This year, to varying degrees, we worked with Ashland, Beverly, Framingham, Lynn, Norwell and Weymouth to get Complete Streets policies crafted at the local level, and we look forward to helping even more cities and towns do so during this year and after.

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, one of the biggest parking projects we undertook happened in Downtown Malden, which is poised for transformative change with the redevelopment of City Hall and police headquarters across from the Malden Center MBTA station, where the city has already permitted hundreds of new units of housing and ground-floor retail. Our team undertook a comprehensive study and produced an engaging action plan after surveying hundreds of residents, city employees, businesses and downtown patrons. Updates in pricing, enforcement and signage are already happening thanks to MAPC's recommendations, with more changes coming over the next year or two. We hope that our approach to the Malden project can be replicated in future parking studies across the MAPC region.

When it comes to transportation planning, MAPC advocates for a system that supports concentrated development in areas with existing infrastructure over investments that encourage sprawl. To that end, MAPC helped develop the Boston Region Metropolitan Planning Organization's (MPO) **Long Range Transportation Plan** in 2015, which identifies goals and objectives for the transportation system from 2015 to 2040, and also sets funding priorities. The greatest change the MPO made in this recent Long Range Transportation Plan is to focus more of the region's federal highway funding on roadway projects that preserve existing infrastructure, increase safety, encourage complete streets and support walking and biking, over increased highway capacity or expansion. Find out more about the MPO and Long Range Transportation Plan at www.ctps.org/lrtp.

In Framingham, our staff worked with the Massachusetts Department of Transportation to develop a roadmap for bringing additional investment to the downtown area. Throughout the process, we relied heavily on **community engagement** techniques such as public forums, downtown business tours in partnership with local employers and community groups, social media, outreach to houses of worship, in-person canvassing, interviews on local cable access as well as Portuguese-language radio, and distributing flyers to families via the schools -- helping to increase participation and ensuring that often-disenfranchised and under-represented groups such as parents, non-English speakers, lower-income residents, youth and the elderly were able to have a voice in the planning process. In the Fall of 2015, the zoning recommendations made by MAPC were approved at Town Meeting, paving the way for much of the vision crafted in the project. Learn more at www.mapc.org/framinghamTOD.

We are hoping the zoning successes and inclusive civic engagement approaches used in Framingham can serve as a model for other **transit-oriented development** (TOD) projects in the year ahead, from Braintree to Natick Center and Dedham's Corporate Center station area.

In response to widespread demand for innovative strategies to improve traffic and commuting in the region, MAPC and MassCommute co-hosted a breakfast forum in October on **Transportation Demand Management**. Municipal leaders and employers gathered to discuss ways of working together on reducing congestion and improving our area's ability to attract and retain a competitive workforce through better transportation options. Staff from MAPC and MassCommute presented findings from two new research papers on transportation demand management. Visit www.mapc.org/tdm to view case studies and presentations from the forum.

In our ever-growing Public Health practice area, our team continues to bring the "photovoice" approach to **placemaking** opportunities, most recently in East Boston. There, we have partnered with NOAH, the Neighborhood of Affordable Housing, to work with both youth and adults in the Eagle Hill neighborhood, where the community is seeking ways to slow down speeding vehicles and make intersections safer for those walking and bicycling.

The public health team is also working with the Lynn Health Department and the Lynn Housing Authority on a **smoke-free housing** initiative, working with residents and stakeholders in rolling out the new policy. The work, supported by a Prevention and Wellness Trust Fund grant given to the City of Lynn, aims to reduce health care costs through prevention, and the new smoke-free housing policy is expected to reduce chronic diseases like asthma and tobacco-related deaths.

As part of our Plan4Health grant, MAPC is working north of Boston to improve the distribution of **healthy foods in corner stores** and to promote "healthy checkout aisles" in grocery markets. Project partners include the Massachusetts Public Health Association, the Massachusetts Chapter of the American Planning Association, and Mass in Motion and Wellness coalitions in Cambridge, Somerville, Malden, Melrose-Wakefield, Everett and Medford. Read more about our public health work and our "health in all policies" approach to planning work at <http://www.mapc.org/public-health>.

In December, MAPC, the Massachusetts Department of Agricultural Resources (MDAR) and the Massachusetts Food Policy Council put the finishing touches on the state's first comprehensive food system plan since 1974. Working in collaboration with the Pioneer Valley Planning Commission, the Franklin Regional Council of Governments and the Massachusetts Workforce Alliance, our food plan team published the "**Massachusetts Local Food Action Plan**" in late 2015 with input from hundreds of stakeholders across the food system, from production to farming, manufacturing, access, wholesale, distribution and beyond. Find the full report -- with recommendations for strengthening the state's agricultural viability, improving access to fresh, local food, and creating a system more able to withstand the stresses related to climate change -- at www.mafoodplan.org.

Across all our work, **climate change planning** is playing an increasingly larger role in local and regional projects. We are responding to the needs of individual communities in addressing the expected effects of climate change, in both seaside and inland communities. For example, we are working with the city of Quincy to develop a Coastal Adaptation Plan, which will examine the impacts of climate change on the natural environment, the city's developed areas, its

infrastructure and coastal areas, its local health, and the economy. The plan will identify strategies to change land use practices that will protect residents, especially the most vulnerable. We are doing similar climate change projections for Scituate and Duxbury. Read more at <http://www.mapc.org/environment>.

In the housing arena, we've had a particularly successful year in both completing long-term research and furthering **fair housing approaches** at the local level. We completed our Regional Housing Plan and Fair Housing and Equity Assessment, both key products from the multi-year Sustainable Communities planning grant, this year; you can read more about them at <http://www.mapc.org/smart-growth/housing>. We also conducted housing analyses for Quincy, Canton, Ashland, Salem, and others in 2015, with several future planned housing production plans throughout the region in 2016. In late 2015, the Maynard Selectmen and Planning Board approved a Housing Production Plan developed by MAPC's housing planners after months of community input and a great change in local opinion from the start of the process. This "win" will serve as an excellent case study for future housing production plans.

This year, MAPC continued to grow and innovate our **Clean Energy** work. One critical new area for us is "green municipal aggregation," a model that brings new additional renewable capacity to the region. The program aggregates the community-wide purchase of electricity – including the city and all commercial and residential customers on basic service, unless they opt out – and leverages this to ensure renewable options are available to the entire region.

In FY15, MAPC developed the first procurement in the state that required renewable energy, with verifiable emissions reductions in addition to price savings. The City of Melrose opted to participate and their aggregation plan was approved in late September, making it likely to go into effect in early 2016. This procurement model has since been replicated in both Dedham and Cambridge, and their aggregation plans should soon follow suit. With the goal of scaling up the work, MAPC released its second aggregation RFP in late 2015, naming Somerville, Newton, Arlington, and Sudbury as participants and crafting it so that any of the 101 MAPC cities and towns will be able to contract with the selected aggregation broker. To learn more, visit www.mapc.org/clean-energy.

This summer, MAPC piloted a notification program to help municipalities engage in "load shedding," which both reduces greenhouse gas emissions and extra capacity charges. The capacity for which municipalities are charged is determined during just a single hour each summer, meaning these charges can constitute as much as 30 percent of municipal electricity costs. As a result, anticipating and then reducing consumption (known as "load shedding") during this short window of time offers an opportunity for significant financial savings. One participant, the Acton-Boxborough Regional School District, employed a real-time energy meter and sustained a 62 percent reduction in usage over 2.5 hours per load shed, translating to 2.1 tonnes of CO2 emissions avoided per shed. 18 municipalities participated in the daily notification program, and MAPC is aware of at least 8 that implemented load sheds on the 5 "highly likely" days. We are expecting to expand the program next year.

MAPC staff worked this year to guide three communities through the lengthy process of attaining Green Communities Designation, opening up those municipalities to around \$500,000 in funding toward local clean energy and energy efficiency projects. The Commonwealth has

designated a total of 155 Green Communities statewide, and they are collectively home to 54% of Massachusetts's population. MAPC will continue working with communities to achieve this status going forward. To learn more about all our energy work, visit www.mapc.org/clean-energy.

Earlier this year, our Clean Energy team and the Metro Mayors Coalition, coordinated by staff in our Government Affairs division, collaborated with state and regional leaders on a **Climate Preparedness Commitment** and launched a related Taskforce with short- and long-term action goals for 2016 and beyond. The group will help build municipal capacity on climate preparedness, take action on urban heat island issues such as reducing asphalt and adding grass and trees, help develop emergency plans for extreme heat days, focus on areas vulnerable to flooding from more frequent and extreme storm events, assist in making major infrastructure like the electrical grid, water and transportation systems more resilient, and protect major food distribution points that are currently vulnerable to climate change. Learn more at <http://www.mapc.org/metro-mayors-coalition>.

Our legislative staff also works each year 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 14 communities whose leaders come together to troubleshoot and share solutions to common problems. This year, the coalition continued to focus on strategies for **reducing gun violence in cities**, policies around ride-share programs such as **Uber and Lyft**, cohesively tackling climate change preparedness, and regionalizing emergency communications.

Zoning reform and housing production are two critical areas of focus for MAPC's Government Affairs team this year and next. Other legislative goals for 2016 will center on creating parking benefit districts and allowing for regional transportation ballot initiatives around the region, as well as the economic development and solar net metering legislation, and ensuring continued stable funding for the Shannon Grant and District Local Technical Assistance (DLTA).

Democratizing data remains a core service MAPC provides to cities, towns, residents, journalists and researchers. After rolling out an enhanced version of the MetroBoston DataCommon in 2015 thanks to continued support from the Barr Foundation, MAPC went on to create a DataCommon for the Central Massachusetts Regional Planning Commission this year, launched officially at the first Central Massachusetts Data Day this summer. View the interactive tool, explore data indicators, and learn more at <http://cmrpc.org/centralmassdatacommon>.

MAPC's Data group is also continually making improvements in usability for the **Development Database** which tracks and forecasts Metro Boston's growth using information about thousands of residential, commercial and mix-use developments, including those planned, in construction and already completed. Much of the data was submitted by local planning staff and enhanced with MAPC research, and provides a unique insight into recent development patterns in the region. The Development Database relies on public contributions to stay up to date and usable as a resource for future planning projects; if you'd like to find out more or register as a user, visit <http://dd.mapc.org>.

Another data resource, our www.housing.ma Portal, puts thousands of housing data points in the hands of municipal leaders, reporters, scholars, and regular citizens, helping stakeholders to plan for the housing needed to create a vibrant and economically competitive Commonwealth. With information from the U.S. Census, local building permits, Zillow, MAPC projections and more, Housing.ma helps users to compare their city and town to neighbors, the region, or the state as a whole, and offers visualizations and context to help navigate the data. Designed for both citizen committees and experts, the portal can save time and precious public resources.

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 both DataCommon sites. Trainings are offered every month; find the next one at <http://metro.boston.datacommon.org/>.

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.

The Homeland Security Division has developed and implemented metrics to track our performance in meeting key goals of MAPC's Statewide Homeland Security Fiduciary contracts with EOPSS. Specifically, we are measuring our work in the areas of procurement and vendor payment processing, with the objective of efficiently and effectively completing these tasks. MAPC developed a tracking program for this effort and submits a biannual report to EOPSS outlining the status of these metrics. 97% of the 163 procurements that were conducted during calendar year 2015 were completed within the expected timeframe. 95% of the 189 payments to vendors that have been made in 2015 were within the expected timeframe. We look forward to continuing this metric tracking process in an effort to identify ways in which we can make our workflow even more efficient.

In 2012, NERAC completed the installation of and began using a six link **Microwave Communications System** that serves the major command and control networks for public safety in the Northeast Region, including the Boston Area Police Emergency Radio Network (BAPERN), Northeast Central Medical Emergency Direction (CMED), and the Fire District 5, 6, 14, and 15 Control Points. This system provides point-to-point voice and data transmissions via a high-frequency signal between telecommunications towers, and replaced existing underground T1 (phone) lines which had to be leased from private telecommunications vendors. This transition from dependence on privately-owned infrastructure that had proven to be very unreliable in recent years to a user owned and operated system has been a tremendous enhancement to public safety communications over the past four years.

As a result of the success of the first six links, NERAC and MAPC's Homeland Security Division have spent the last two years carefully planning and managing the investment of over

\$1 million into “Phase 2” of this system, which consists of six new links that were installed in 2015 at sites in Andover, Boston, Danvers, Middleton, Tewksbury, and Tyngsborough. These new links provide a communications backbone and connection to the Statewide CORE at Boston Police Headquarters for the four Fire District Control Points in the NERAC region, enabling them to seamlessly communicate with each other and serve as backup dispatch locations for each other during emergencies. As each of these Control Points functions as a mutual aid coordination center for fire and EMS resources in 15 or more communities, providing them with these interoperable communications tools will allow them to organize multi-jurisdictional emergency response far more effectively.

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 \$31.6 million, or 67 pieces of equipment. On the police and DPW side, total sales numbered \$23 million in 2015, or 526 units ranging from police vehicles to public works trucks.

With funding from the MetroWest Health Foundation, MAPC worked with five police departments in the MetroWest area (Framingham, Holliston, Marlborough, Natick, and Southborough) to secure the appropriate certifications and training to allow police officers to be equipped with naloxone doses while on duty. MAPC has worked to facilitate relationships between these departments and their local pharmacies or medical supply companies to not only purchase **naloxone doses** utilizing this grant funding, but to also explore mechanisms to allow for these doses to be replaced upon use or expiration. Through this initiative, 168 naloxone doses have been procured. Beginning in January 2016, MAPC will build on this work by helping first responders in Metrowest, together with medical and social service partners, develop an effective regional response to the opioid crisis.

MAPC and the City of Cambridge Community Development Department (CDD) partnered in February 2015 to develop post-emergency business continuity and emergency preparedness strategies for small businesses in Cambridge. Emergencies that small businesses face can include anything from a fire or climate-related power outage to a major weather event. To help businesses plan for such circumstances, MAPC and the Cambridge CDD recently held a series of five seminars for small business owners outlining the steps they can take to prepare their business for an emergency and recover quickly after one occurs. These seminars also served to launch the Cambridge CDD Business Emergency Preparedness Website, <http://camb.ma/bizeprep>, to the public. This site is a resource for businesses that showcases MAPC’s best practice research and analysis on small business emergency preparedness efforts nationwide. These resources will help businesses prepare and make recovery plans to enable them to survive with minimal loss and/or disruption of productivity following an emergency.

Across all our departments and projects, community engagement is a core facet of our approach planning work. Our staff meets informally over lunch every few weeks to share new engagement strategies and to help one another brainstorm helpful approaches to challenging projects. This year, we also unveiled a public web-based tool at projects.metrofuture.org to visualize the breadth of our work across the region, and to help us showcase the successes of implementing the goals in our regional plan, “MetroFuture.” This “**MetroFuture in Action**” site allows any member of the public to see what MAPC is doing in their community, from housing to place-

making, transportation, zoning, research, policy, outreach, and beyond. Visit this new <http://projects.metrofuture.org> to see what we are doing to implement the regional goals of MetroFuture where you live!

THREE RIVERS INTERLOCAL COUNCIL (TRIC)

The Three Rivers Interlocal Council (TRIC) is an independent membership organization within the Metropolitan Area Planning Council comprised of thirteen communities southwest of Boston. Sarah Raposa, AICP, Town of Medfield, is the Chair. The mission of TRIC is to support cooperative municipal planning that links the impacts of growth and development in each town to aggregate impacts felt throughout the region. TRIC includes the communities of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood. TRIC takes its name from the three major rivers in the area: the Neponset, Charles, and Canoe Rivers.

In 2015, TRIC met monthly to review and discuss issues of inter-municipal significance. Participants at TRIC meetings can include Local Council Representatives, town planners, membership of Boards of Selectmen and Planning Boards, Town Administrators, and Chambers of Commerce, and interested citizen-planners.

Presentations of significance at TRIC meetings in 2015 included Community Benefit Districts, Parking Benefit Districts, the District Local Technical Assistance and the Planning for MetroFuture Technical Assistance grant programs, discussions with staff from the Boston Region Metropolitan Planning Organization about transportation infrastructure priorities for the TRIC communities, discussions with the Commonwealth regarding the relevance of a Regional Coordinating Council, and review, discussion, and comment of the family of Boston Region MPO planning documents.

Current major growth and development issues of shared concern in these towns include the present-day realities of severe traffic congestion and gridlock now occurring on municipal roads adversely impacting our future prosperity, a desire to work cooperatively with the Commonwealth to institute assessment of development impacts with a regional scope as opposed to assessment of impacts on a project-by-project basis that has a focus on a single municipality, our multi-year support to the reconstruction of Route 1A (Main Street), from the Norwood town line to Route 27 in Walpole (MassDOT project #602261)

The Neponset Valley Chamber of Commerce remains a strong partner to the municipalities in maintaining strong regional advocacy links to state and federal transportation planning organizations.

The TRIC communities are continuing exchange of information with the intent of understanding how the development goals of communities interact with one another, and maintaining purposeful links to established working groups that are exploring transportation issues. The towns continue to advocate for local transit resources that will bring intra and inter municipal

transit service, and while the advocacy from the towns continues, this is a difficult struggle because as each year passes, there are less and less financial resources from the state and federal funders to address local transit issues of the smaller towns in Greater Boston. TRIC is also building capacity in each community to understand and manage the transportation planning and engineering process used to develop bicycle and pedestrian trails.

Regarding the stalled infrastructure development at the Canton Interchanges Project, the thirteen TRIC communities respectfully offered the following perspective to the Boston Region Metropolitan Planning Organization: There is a number of complex and extraordinary issues surrounding the Canton Interchanges Project. However, full completion of this project has been promised by senior public sector managers acting for the Commonwealth of Massachusetts. For the Commonwealth to state that commitments which have been made in the past are no longer supported may have the unintended outcome of placing continuing good faith collaboration between communities and private developers in jeopardy.

COUNTY OF NORFOLK

REPORT OF THE COUNTY COMMISSIONERS

To the Citizens of Norfolk County:

As your elected Board of County Commissioners, we respectfully submit this annual report, including the County Treasurer's report pursuant to Massachusetts General Laws Chapter 35 section 34, and reports of County departments.

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.

Norfolk County's administrative offices are located at 614 High Street in Dedham. The County Commissioners are assisted by staff under the supervision of an appointed County Director. Principal County departments include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, Veterans' Services, and Wollaston Recreational Facility.

County revenues are directly impacted by the real estate and credit markets. In FY 2015, although real estate values were significantly recovered from the 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, major renovations and expansion were completed 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.

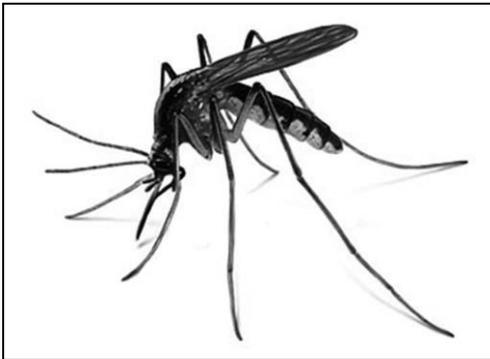
As County Commissioners, we are privileged to serve you.

Very truly yours,

Francis W. O'Brien, Chairman
John M. Gillis
Peter H. Collins

Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310
Telephone: 781- 234-3430 Facsimile: 781-326-6480 E-mail:
info@norfolkcounty.org

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT



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 2015
Requests for service: 73

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	9 culverts
Drainage ditches checked/hand cleaned	18,030 feet
Intensive hand clean/brushing*	1,150 feet
Mechanical water management	0 feet
Tires collected	0

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

Larval Control

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

Spring aerial larvicide applications (April)	83.1 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	0.5 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	2,064 basins
Abandoned/unopened pool or other manmade structures treated	0

Adult Control

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

Adult aerosol ultra-low volume (ULV) applications from trucks	1,882 acres
Barrier applications on municipal property	2 using 20 gallons mix

Respectfully submitted, David A. Lawson, Director

TOWN OFFICIALS 2015

ELECTED

Assessors

Damon Borrelli (through April 2015)
Thomas P. Colarusso
Kurt Ochalla
Ted Owens (elected 4/15/15)

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
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
Christopher Gerstel (elected 4/14/15)
Thomas M. Jacob (through April 2015)
Michael J. Retzky
Matt Toolan

Planning Board

Paul Alpert (elected 4/14/15)
Bruce T. Eisenhut
Elizabeth Grimes
Martin Jacobs
Jeanne S. McKnight
Sam Bass Warner (through April 2015)

School Committee

Joseph P. Barnes
Connie Barr
Heidi C. Black
Michael Greis
Susan Neckes
Kim Marie Nichols
Aaron Pressman

Selectmen

John A. Bulian
Matthew D. Borrelli
Marianne B. Cooley
Maurice P. Handel
Daniel P. Matthews

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

Mark Forbes
John Gallelo
James Healy
Charles J. Mangine
Ron Sockol (through April 2015)
William J. Topham (elected 4/14/15)

Trustees of Public Library

Lois C. Bacon
Rose Doherty
Richard Hardy
Thomas M. Harkins
Margaret Pantridge
Gregory John Shesko
Carol Jean Thomas

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

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

Cable Television / Advisory Committee

Michael Greis
Peter E. Hess
Tom Loughran
Dan Schwartz
Jonathan D. Tamkin

Commission on Disabilities

Susan Crowell
Leon Foster
Debbi Heller
Bruce A. Howell
Jeanie Martin
Barbara Moss (appointed 3/24/15)
Elaine Saunders
Andy Wise (resigned 12/31/14)
Colin (Dale) T. Wise

Conservation Commission

Paul Alpert (resigned 4/9/15)
Janet Bernardo
Artie Crocker
Stephen Farr
Peter Oehlkers
Cory Rhodes (appointed 9/10/14)
Sharon Soltzberg
Lisa Standley

Cultural Council

David Ecsedy
Joanne Feinberg
Mary Murphy Hensley
Michael Labrecque
Ronald Lowry
Kristen Mazzocchi
Elise Miller
Laurence Richmond (appointed 12/9/14)
Elizabeth Wells

Council of Economic Advisors

Peter Atallah
Matt Borrelli
Glen Cammarano
William Day
Elizabeth Grimes
Maurice P. Handel
Bob Hentschel
Bruce Herman
Richard Putprush
Tom Jacob
Martin Jacobs
Brian Nadler
Janet O'Connor
Matt Talcoff
Michael Wilcox

Golf Course Advisory Committee

Steven Carlson
Roy Cramer
Daniel Dain
Jack Heavy (appointed 3/24/15)
Michael Mahoney (resigned/resigned 7/31/14)
Richard M. Reilly
Jon Schneider
MaryGrace Summergrad

Historical Commission

Robert Boder
Carol J. Boultris
Rose Doherty
Gloria P. Greis
Richard C. Hardy
Jeffrey Heller
Miles Shore, M.D.

Human Rights Committee

Abdul Cader Asmal
Barry Ehrlich (appointed 12/9/14)
Cynthia Ganung
Zahra Haghighatjoo (appointed 5/27/15)
Amelia Klein
Ashok Mehta
Joanne McCormick (appointed 12/9/14)
John Schlittler
Albert "Bud" Schram
Marlene Schultz
Jeremy Sutherland (appointed 12/23/14)
Mike Vaughn
Zahra Haghighatjoo (appointed 5-27-15)

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

Robert Boder
Crystal Carter (appointed 7/29/14)
Arnold M. Goldstein
Michael Greis
Peter E. Hess
Tom Loughran
Dan Schwartz
Michael J. Riley
Robert Stegman (resigned 7/29/14)
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
Marci Cutler
David Ecsedy
Sheri Edsall
Walter McDonough
Kim McCollum
Jim Moonan
Kalpana Shah (appointed 3/11/14)
Nancy Spargo Barber

Property Tax Assistance Committee

Jill C. Kahn-Boesel
Elizabeth Handler
Peter Hess
Thomas Mulhern
Evelyn Poness (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
David Ecsedy (appointed 9/10/14)
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
John Kraemer
Jeffrey MacMann
Robert Meltzer (resigned 11/11/14)
Richard Merson
Donna Mullin
Ford Peckham (appointed 1/13/15)
Mark Rosen
Glen Schneider

**Water and Sewer Rate
Structure Committee**

John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
Steve Rosenstock
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

Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta
Barry Pollack (appointed 5/12/15)

OTHER APPOINTED BOARDS

(Appointing Authority)

Community Preservation Committee

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

Council on Aging

Scott Brightman
Ed Cosgrove
Carol de Lemos
Phyllis Fanger
Daniel Goldberg
Monica Graham (appointed 7/29/14)
Penny Grossman (appointed 9/10/14)
Susanne Hughes
Tom Keating (appointed 7/29/14)
Eilene Kleiman
Andrea Rae (resigned 7/16/14)
Lianne Relich
Colleen Schaller

Contributory Retirement Board

Elizabeth Dennis (appointed 12/9/14)
Kate Fitzpatrick (resigned 12/8/14)
John P. Krawiecki, by vote of
employees and retirees
Robert Mearls, by members
of the Retirement Board
Evelyn M. Pones
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*)

Permanent Public Building Committee

(Mixed appointing authority for all)

Stuart Chandler
Natasha Espada
John J. Keene, Jr. (resigned March 2015)
George Kent
Steven Popper, Dir. Constr. &
Renovation (ex-officio)
Paul Salamone
Roy Schifilliti
Peter Schneider (appointed 4/2/15)
Irwin Silverstein

Transportation Committee

Duncan Allen (*Board of Selectmen*)
Richard Creem (*Board of Selectmen*)
Justin McCullen (*Planning Board*)
David Montgomery (*Moderator*)
Stephen McKnight (*Planning*)
Denise Garlick (*Ex-Officio*)

Youth Commission

David Bookston (*School Committee*)
Karen Folb (*Park & Recreation*)
Kevin Keane (appointed 10/22/13)
Susan Patkin (*Moderator*)
Sonia Raja (*School Committee*)
Jillian Smith (*School Committee*)
Vincent Springer (*Police Dept*)
Julie Stevens (*Finance Committee*)

**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 Buckley (retired December 2014)
Dennis Condon (appointed 12/9/14)

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 (retired December 2014)
Dennis Condon (appointed 12/9/14)

Inspector of Buildings
David Roche

Inspector of Plumbing and Gas
William Kinsman (retired May 2015)
Larry DiBona (appointed May 2015)

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 (resigned 5/1/15)

Town Accountant
Michelle Vaillancourt

Town Engineer
Anthony Del Gaizo

Treasurer and Tax Collector
Evelyn M. Pones

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
Timothy McDonald (appointed 11/17/14)

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 2015 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
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
A	Scott	James Allan	2016	A	Bailey	Erik J.	2018
A	Silverstein	Irwin	2016	A	Cooper	Emily Rose	2018
A	Silverstein	Nina	2016	A	Creem	Richard S.	2018
A	Spector	Rhonda K.	2016	A	Diodato	John F.	2018
A	Davidson	Alan J.	2017	A	Gratz	Donald B.	2018
A	Genova	John D.	2017	A	Miller	Rachel B.	2018
A	Gosmon	Cheryl A.	2017	A	Sargent	Elizabeth M.	2018
A	Keane-Hazzard	Mary E.	2017	A	Spiros	Van J.	2018
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
B	Freedberg	Richard M.	2016	B	Bloom	Elizabeth M.	2018
B	Markell	Lori A.	2016	B	Borrelli	Marianna	2018
B	Rovner	Gerald C.	2016	B	Cogswell	John H.	2018
B	Von Herder	Dorothea	2016	B	McConchie	Scott	2018
B	Freedberg	Cathy M.	2017	B	Nicols	Kim Marie	2018
B	Grimes	Elizabeth Jane	2017	B	Pyle	Margot Copeland	2018
B	Harris	David C.	2017	B	Shapiro	Stacie M.	2018
B	Kurkjian	Catherine E.	2017	B	Toran	Sarah Ann	2018
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
C	Hoffmeister, Jr.	George W.	2016	C	Alpert	Paul S.	2018
C	Landau	R. Cynthia	2016	C	Barnes, Jr.	Joseph P.	2018
C	Young	Adelaide C.	2016	C	Brightman	Scott M.	2018
C	Zappala	Lisa W.	2016	C	Cox, Jr.	Gilbert W.	2018
C	Alpert	Peter A.	2017	C	Neckes	Susan B.	2018
C	Barnett	Bruce S.	2017	C	Owens	Ted	2018
C	Callanan	Paula R.	2017	C	Tillotson	Paul B.	2018
C	Cox	David R.	2017	C	Tobin	Sandra Balzer	2018
D	Dhanda	Michelle C. S.	2016	D	Lunetta	Richard J.	2017
D	Foster	Reginald C.	2016	D	Mann	Richard S.	2017
D	Gerstel	Christopher J.	2016	D	McNeill	Gary B.	2017
D	Niden	Michael L.	2016	D	Soisson	Thomas F.	2017
D	Pressman	Aaron M.	2016	D	Black	Heidi C.	2018
D	Remorenko	Aaron	2016	D	Clarke	Holly Anne	2018
D	Tedoldi	M. Kathleen	2016	D	Cramer	Roy A.	2018
D	Walitt	Arthur	2016	D	D'Addesio	Kathryn L.	2018
D	Burgiel	Lori L.	2017	D	Der Marderosian	Ann	2018
D	Conturie	Cynthia L.	2017	D	Eisenhut	Bruce T.	2018
D	Donald	Ross M.	2017	D	Lewis	Kathleen M.	2018
D	Levy	Joshua W.	2017	D	Shesko	Gregory John	2018

FISCAL YEAR 2015 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
E	Blakelock	David K.	2016	E	Francesconi	Irene M.	2017
E	Cosgrove III	Edward V.	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
E	Ruth	Ronald W.	2016	E	Barr	Constance S.	2018
E	Siegenthaler	Paul A.	2016	E	Chaston	Cynthia J.	2018
E	Silverstein	Gerald	2016	E	Cosgrove	Ann M.	2018
E	Weiner	Theodore	2016	E	Fachetti	Carol A.	2018
E	Braman	Robert R.	2017	E	Murray	Phillip R.	2018
E	Crowell	Theodore M.	2017	E	Peckham	Ford H.	2018
E	Cummings	Lawrence R.	2017	E	Retzky	Michael J.	2018
E	Durda	Paul J.	2017	E	Robey	Philip V.	2018
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
F	Muldoon	Kenneth Scott	2016	F	Borrelli	Alison S.	2018
F	Okerman	William J.	2016	F	Connelly	John P.	2018
F	Price	Karen N.	2016	F	Davis	Richard W.	2018
F	Verdun	Michael L.	2016	F	Davis	Gail E.	2018
F	Cohen	Lawrence J.	2017	F	Madsen	Fabienne A.	2018
F	Goldin	Rochelle E.	2017	F	Sexton	Jennifer S.	2018
F	Goldstein	Carl	2017	F	Winnick	Deborah S.	2018
F	Kirk	John P.	2017	F	Zoppo	William A.	2018
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
G	Freundlich	Kenneth B.	2016	G	Abbott	Susan W.	2018
G	Kaufman	Gary Michael	2016	G	Dirks	Katy M.	2018
G	Konieczynski	David	2016	G	Gallagher	Fran	2018
G	Tierney	Timothy P.	2016	G	Harkins	Thomas M.	2018
G	Attridge	Paul H.	2017	G	Kane	Matthew A.	2018
G	Blake	Julia C.H.	2017	G	McCaffrey	Maureen T.	2018
G	DeMeis	Richard	2017	G	McGarvey	Susan B.	2018
G	Dermody	Robert J.	2017	G	Welby	Susan	2018
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
H	Kristeller	Jeffrey E.	2016	H	Brinkhaus	Heinz R.	2018
H	London	Laura	2016	H	Cruickshank	M. Patricia	2018
H	Savage Jr	Richard J.	2016	H	Gillogley	Thomas Edward	2018
H	Shapiro	Jeffrey S.	2016	H	Handler	Elizabeth P.	2018
H	Cosentino	Julia Satti	2017	H	Larsen	Robert Y.	2018
H	Kardok	Michael C.	2017	H	Margolis	Marjorie M.	2018
H	McCarthy	Nancy E.	2017	H	Milligan	Paul T.	2018
H	McDonough	Mark	2017	H	Reilly	Richard M.	2018

FISCAL YEAR 2015 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
I	Crocker	Artie R.	2016	I	Sexton	Nancy E.	2017
I	Ecsedy	Claire Dee	2016	I	Supple	David Paul	2017
I	Grossman	Sherman H.	2016	I	Tibma	Mary D.	2017
I	Ochalla	Josephine	2016	I	Walsh	Maura O.	2017
I	Pingitore	Peter J.	2016	I	Atallah	Peter D.	2018
I	Renzulli	Nicholas S.	2016	I	Denver	Paul F.	2018
I	Weinstein	Anne W.	2016	I	Escalante	David J.	2018
I	Whitney	Kathleen D.	2016	I	Gallo	John L.	2018
I	Bagshaw	Lisa Dannibal	2017	I	Hutcheson	Laurie B.	2018
I	Ecsedy	David J.	2017	I	Robey III	Paul	2018
I	Kahn-Boesel	Jill C.	2017	I	Sockol	Lois F.	2018
I	Murphy	Lorraine M.	2017	I	Sockol	Ron	2018
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
J	Montgomery	David P.	2016	J	Arrieta-Ruetenik	Georgina A.	2018
J	Mooney	Christopher	2016	J	Dermody	William R.	2018
J	Panov	Peter Sergey	2016	J	DiCicco	David C.	2018
J	Urwitz	Carol I.	2016	J	Epstein	Stephen K.	2018
J	Barker	Catherine J.	2017	J	Greis	Michael J.	2018
J	Bonasia	James S.	2017	J	Kaponya	Elizabeth Nicole	2018
J	Chandler	Stuart B.	2017	J	McCourt	Christine S.	2018
J	Downs	Robert A.	2017	J	Mullin	Donna M	2018
TMM	Chm, School Committee	Barr, Constance S.	2015	TMM	Chm, Board of Health	Fogg, Jane	2015
TMM	Selectman	Borrelli, Matthew D.	2015	TMM	Chm., Memorial Park Trustees	Gallelo, John S.	2015
TMM	Selectman	Bulian, John A.	2015	TMM	Chm, Board of Selectmen	Handel, Maurice P.	2015
TMM	Selectman	Cooley, Marianne B.	2015	TMM	Selectman	Matthews, Daniel P.	2015
TMM	Chm., Park & Recreation Commission	DiCicco, David C.	2015	TMM	Chm, Planning Board	McKnight, Jeanne S.	2015
TMM	Town Clerk	Eaton, Theodora K.	2015	TMM	Chm., Board of Assessors	Ochalla, Kurt Paul	2015
TMM	Moderator	Fee, Michael K.	2015	TMM	Chm, Trustees of Public Library	Pantridge, Margaret L.	2015

FY2015 TOWN OF NEEDHAM RETIREE INFORMATION

RETIREE	DEPT	YEARS OF SERVICE		RETIREE	DEPT	YEARS OF SERVICE
Edward Mann	DPW	28 years 8 months		Laura George	Police	10 years 4 months
David Duffy	Fire	27 years 3 months		Kathleen Mullins	Police	32 years
John Friel	Fire	36 years 10 months		Renee Bellin	Schools	16 years 10 months
Arthur Hopkins	Fire	37 years 7 months		Melissa Geib	Schools	17 years 10 months
Matthew Kane	Fire	33 years 9 months		Marjorie Mearls	Schools	40 years 1 month
Joseph Tierney, Jr.	Fire	36 years 9 months		Sophie Grintchenko	Town	15 years 5 months
John Whalen	Fire	38 years 9 months		William Kinsman	Town	12 years
April Asquith	Library	39 years 1 month		Dorene Nemeth	Town	10 years 7 months

IN MEMORIUM

RETIREE	DEPT	YEARS OF SERVICE		RETIREE	DEPT	YEARS OF SERVICE
Geraldine O'Donnell	Police	18 years 3 months		John Stephen Cronin	MBM	10 years 9 months
Marie Patterson	Hospital	10 years 10 months		Dominick Nigro	DPW	22 years 9 months
Barbara Farulla	Hospital	17 years 7 months		Elaine Martin	Town	14 years 1 month
Blanche Sabina	Town	20 years 3 months		Eunice Bliss	Hospital	11 years 1 month
Phyllis Wilmarth	Schools	10 years 8 months		George LaValle	DPW	29 years 6 months
John Ricci	MBM	28 years 8 months		Raymond O'Neal	DPW	33 years
Kenneth Brooks	Town	13 years 8 months		Paul Reynolds	Fire	14 years 1 month
Jane Heavey	School	13 years 5 months		Agnes M. O'Neil	Town	11 years 4 months
Robert Henley	Fire	32 years 11 months		Frances Cusack	School	20 years 9 months
Vivian McIver	Library	45 years 1 month		Santina Morganti	Hospital	31 years 11 months
Elaine Calabro	Schools	16 years 9 months				

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APPENDICES

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**General Fund
Balance Sheet
Year Ended June 30, 2015**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$19,643,035.00
Investments	\$17,264,599.00
Receivables:	
Property taxes	\$4,228,979.00
Excises	\$919,939.00
Departmental	\$1,306,998.00
Intergovernmental	\$5,561,184.00
Betterments	\$0.00
Other	\$69,562.00
Other assets	<u>\$0.00</u>
Total Assets	\$48,994,296.00
<u>LIABILITIES</u>	
Warrants and accounts payable	\$1,490,653.00
Deferred revenue	\$0.00
Accrued liabilities	\$5,258,568.00
Due to other Governments	\$0.00
Taxes collected in advance	\$0.00
Refunds payable	\$703,609.00
Other liabilities	<u>\$200,235.00</u>
Total Liabilities	\$7,653,065.00
Deferred Inflows of Resources	\$11,805,511.00
<u>FUND BALANCES</u>	
Nonspendable	\$0.00
Restricted	\$794,835.00
Committed	\$9,020,424.00
Assigned	\$4,472,492.00
Unassigned	<u>\$15,247,969.00</u>
Total Fund Balance	\$29,535,720.00
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	\$48,994,296.00

**Enterprise Funds
Statement of Net Position
Year Ended June 30, 2015**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and short-term investments	\$1,963,530.00	\$4,273,276.00	\$5,840,171.00
Receivables	\$254,867.00	\$2,307,220.00	\$2,110,432.00
Intergovernmental	\$0.00	\$0.00	\$0.00
Other current assets	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Current Assets	\$2,218,397.00	\$6,580,496.00	\$7,950,603.00
Noncurrent Assets:			
Land and construction in progress	\$5,007,443.00	\$1,124,424.00	\$6,633,909.00
Other capital assets, net of accumulated depreciation	<u>\$1,938,733.00</u>	<u>\$23,447,479.00</u>	<u>\$26,674,117.00</u>
Total Noncurrent Assets	\$6,946,176.00	\$24,571,903.00	\$33,308,026.00
Total Assets	\$9,164,573.00	\$31,152,399.00	\$41,258,629.00
Deferred Outflows	<u>\$28,490.00</u>	<u>\$34,188.00</u>	<u>\$47,483.00</u>
Total Assets and Deferred Outflows	\$9,193,063.00	\$31,186,587.00	\$41,306,112.00
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$142,556.00	\$22,271.00	\$308,163.00
Accrued payroll	\$19,634.00	\$27,583.00	\$23,148.00
Accrued liabilities	\$0.00	\$0.00	\$0.00
Refunds Payable	\$229,932.00	\$74,100.00	\$9,242.00
Other liabilities	\$0.00	\$0.00	\$0.00
Current portion of long-term liabilities:			
Bonds payable	\$100,000.00	\$853,139.00	\$865,535.00
Compensated absences	<u>\$54,164.00</u>	<u>\$154,558.00</u>	<u>\$98,204.00</u>
Total current liabilities	\$546,286.00	\$1,131,651.00	\$1,304,292.00
Noncurrent Liabilities			
Net Pension Liability	\$816,685.00	\$980,023.00	\$1,361,142.00
Bonds payable, net of current portion	<u>\$120,000.00</u>	<u>\$7,786,770.00</u>	<u>\$6,925,343.00</u>
Total noncurrent liabilities	\$936,685.00	\$8,766,793.00	\$8,286,485.00
Total Liabilities	\$1,482,971.00	\$9,898,444.00	\$9,590,777.00
Deferred Inflows	<u>\$381.00</u>	<u>\$458.00</u>	<u>\$636.00</u>
	\$1,483,352.00	\$9,898,902.00	\$9,591,413.00
<u>NET POSITION</u>			
Invested in capital assets, net of related debt	\$6,848,107.00	\$16,296,054.00	\$25,617,795.00
Unrestricted	<u>\$861,604.00</u>	<u>\$4,991,631.00</u>	<u>\$6,096,904.00</u>
Total Net Assets	<u>\$7,709,711.00</u>	<u>\$21,287,685.00</u>	<u>\$31,714,699.00</u>

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer		Disbursements	Encumbrances	Total Expenditures	Returned
			Approvals	Expenditure				
Townwide	\$35,394,896	\$227,834	-\$1,636,537	\$33,986,193	-\$33,502,381.54	-\$67,029.52	-\$33,569,411.06	\$416,781.94
Board of Selectmen/Town Manager	\$821,318		\$3,581	\$824,899	-\$800,341.62	-\$12,775.62	-\$813,117.24	\$11,781.76
Town Clerk & Board of Registrars	\$357,440		\$2,937	\$360,377	-\$334,708.27	-\$2,888.55	-\$337,596.82	\$22,780.18
Town Counsel	\$327,584		\$20,000	\$347,584	-\$328,817.65	-\$18,106.56	-\$346,924.21	\$659.79
Personnel Board	\$15,000			\$15,000				\$15,000.00
Finance Department	\$2,481,282		\$30,526	\$2,511,808	-\$2,249,376.83	-\$40,878.81	-\$2,290,255.64	\$221,552.36
Finance Committee	\$33,687			\$33,687	-\$33,279.00		-\$33,279.00	\$408.00
Planning	\$277,997		\$8,414	\$286,411	-\$278,615.59	-\$5,676.79	-\$284,292.38	\$2,118.62
Community Development	\$145,214		\$4,443	\$149,657	-\$147,810.44	-\$1,328.01	-\$149,138.45	\$518.55
Police Department	\$6,057,941		\$4,835	\$6,062,776	-\$5,522,901.65	-\$6,880.09	-\$5,529,781.74	\$532,994.26
Fire Department	\$7,073,775		\$6,245	\$7,080,020	-\$6,888,232.66	-\$42,712.27	-\$6,930,944.93	\$149,075.07
Building Inspector	\$582,350		\$1,976	\$584,326	-\$561,051.51	-\$1,100.00	-\$562,151.51	\$22,174.49
Minuteman Assessment	\$893,211			\$893,211	-\$893,211.00		-\$893,211.00	
Needham Public Schools	\$57,961,288			\$57,961,288	-\$56,597,001.96	-\$1,276,956.32	-\$57,873,958.28	\$87,329.72
Department of Public Works	\$5,138,236	\$10,000	\$1,396,161	\$6,544,397	-\$6,323,437.81	-\$172,423.96	-\$6,495,861.77	\$48,535.23
Municipal Parking Program	\$71,445			\$71,445	-\$55,765.29	-\$5,021.69	-\$60,786.98	\$10,658.02
Municipal Lighting Program	\$221,153			\$221,153	-\$155,794.44	-\$45,318.47	-\$201,112.91	\$20,040.09
Department of Public Facilities	\$8,067,148		\$138,791	\$8,205,939	-\$7,699,310.38	-\$299,136.26	-\$7,998,446.64	\$207,492.36
Health Department	\$525,457	\$51,758	\$6,714	\$583,929	-\$519,531.94	-\$12,834.25	-\$532,366.19	\$51,562.81
Human Services	\$721,681		\$9,435	\$731,116	-\$677,405.57		-\$677,405.57	\$53,710.43
Commission on Disabilities	\$550		\$1,500	\$2,050	-\$1,678.20		-\$1,678.20	\$371.80
Historical Commission	\$1,050			\$1,050	-\$332.63		-\$332.63	\$717.37
Needham Public Library	\$1,475,200			\$1,475,200	-\$1,471,618.55	-\$1,867.56	-\$1,473,486.11	\$1,713.89
Park & Recreation Department	\$596,654		\$979	\$597,633	-\$525,272.53	-\$5,793.18	-\$531,065.71	\$66,567.29
Memorial Park	\$750			\$750	-\$748.74		-\$748.74	\$1.26
Townwide & Departments	\$129,242,307	\$289,592		\$129,531,899	-\$125,568,625.80	-\$2,018,727.91	-\$127,587,353.71	\$1,944,545.29
Townwide Expense Budgets								
1 Non-Contributory Retirement	\$34,800			\$34,800	-\$34,780.32		-\$34,780.32	\$19.68
2 Contributory Retirement System	\$5,621,400			\$5,621,400	-\$5,524,150.00		-\$5,524,150.00	\$97,250.00
3 Group Health Insurance, Employee Ben	\$10,398,872	-\$200,000		\$10,198,872	-\$10,036,989.52	-\$39,549.20	-\$10,076,538.72	\$122,333.28
4 Retiree Insurance & Insurance Liability	\$4,940,198	\$200,000		\$5,140,198	-\$5,140,198.00		-\$5,140,198.00	
5 Unemployment Compensation	\$100,000		\$9,952	\$109,952	-\$88,607.99	-\$1,944.00	-\$90,551.99	\$19,400.01
6 Debt Service	\$11,587,884			\$11,587,884	-\$11,580,940.03		-\$11,580,940.03	\$6,943.97
7 Workers Compensation	\$586,252			\$586,252	-\$578,533.25	-\$7,187.75	-\$586,252.00	
8 Casualty Liability & Self Insurance Prc	\$542,000			\$542,000	-\$518,182.43	-\$17,817.57	-\$536,000.00	\$6,000.00
9 Classification Performance & Settleme	\$119,000	\$50,167	-\$169,167					
10 Reserve Fund	\$1,464,490	\$177,667	-\$1,477,322					
Total	\$35,394,896	\$227,834	-\$1,636,537	\$33,986,193	-\$33,502,381.54	-\$67,029.52	-\$33,569,411.06	\$164,835.00
								\$416,781.94

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015**

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	\$711,577		\$3,581	\$715,158	-\$715,158.00		-\$715,158.00	
11B Expenses	\$109,741			\$109,741	-\$85,183.62	-\$12,775.62	-\$97,959.24	\$11,781.76
Total	\$821,318		\$3,581	\$824,899	-\$800,341.62	-\$12,775.62	-\$813,117.24	\$11,781.76
Town Clerk & Board of Registrars								
12A Salary & Wages	\$309,990		\$2,937	\$312,927	-\$293,229.19		-\$293,229.19	\$19,697.81
12B Expenses	\$47,450			\$47,450	-\$41,479.08	-\$2,888.55	-\$44,367.63	\$3,082.37
Total	\$357,440		\$2,937	\$360,377	-\$334,708.27	-\$2,888.55	-\$337,596.82	\$22,780.18
Town Counsel								
13A Salary & Wages	\$73,584			\$73,584	-\$73,584.01		-\$73,584.01	-\$0.01
13B Expenses	\$254,000		\$20,000	\$274,000	-\$255,233.64	-\$18,106.56	-\$273,340.20	\$659.80
Total	\$327,584		\$20,000	\$347,584	-\$328,817.65	-\$18,106.56	-\$346,924.21	\$659.79
Personnel Board								
14A Salary & Wages	\$15,000			\$15,000				\$15,000.00
14B Expenses	\$15,000			\$15,000				\$15,000.00
Finance Department								
15A Salary & Wages	\$1,660,303		\$30,526	\$1,690,829	-\$1,497,284.91		-\$1,497,284.91	\$193,544.09
15B Expenses	\$783,479			\$783,479	-\$717,273.89	-\$38,196.84	-\$755,470.73	\$28,008.27
15C Capital	\$37,500			\$37,500	-\$34,818.03	-\$2,681.97	-\$37,500.00	
Total	\$2,481,282		\$30,526	\$2,511,808	-\$2,249,376.83	-\$40,878.81	-\$2,290,255.64	\$221,552.36
Finance Committee								
16A Salary & Wages	\$32,462			\$32,462	-\$32,462.00		-\$32,462.00	
16B Expenses	\$1,225			\$1,225	-\$817.00		-\$817.00	\$408.00
Total	\$33,687			\$33,687	-\$33,279.00		-\$33,279.00	\$408.00
Planning								
17A Salary & Wages	\$261,537		\$8,414	\$269,951	-\$269,295.31		-\$269,295.31	\$655.69
17B Expenses	\$16,460			\$16,460	-\$9,320.28	-\$5,676.79	-\$14,997.07	\$1,462.93
Total	\$277,997		\$8,414	\$286,411	-\$278,615.59	-\$5,676.79	-\$284,292.38	\$2,118.62

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer		Disbursements	Encumbrances	Total Expenditures	Returned
			Approvals	Expenditure				
Community Development								
18A Salary & Wages	\$133,356		\$4,443	\$137,799	-\$137,546.98		-\$137,546.98	\$252.02
18B Expenses	\$11,858			\$11,858	-\$10,263.46	-\$1,328.01	-\$11,591.47	\$266.53
Total	\$145,214		\$4,443	\$149,657	-\$147,810.44	-\$1,328.01	-\$149,138.45	\$518.55
19 Reserved								
Police Department								
20A Salary & Wages	\$5,576,287		\$4,835	\$5,581,122	-\$5,138,377.03		-\$5,138,377.03	\$442,744.97
20B Expenses	\$306,930			\$306,930	-\$214,842.50	-\$6,449.81	-\$221,292.31	\$85,637.69
20C Capital	\$174,724			\$174,724	-\$169,682.12	-\$430.28	-\$170,112.40	\$4,611.60
Total	\$6,057,941		\$4,835	\$6,062,776	-\$5,522,901.65	-\$6,880.09	-\$5,529,781.74	\$532,994.26
Fire Department								
21A Salary & Wages	\$6,752,037		\$6,245	\$6,758,282	-\$6,652,379.19		-\$6,652,379.19	\$105,902.81
21B Expenses	\$288,907			\$288,907	-\$219,425.47	-\$29,893.27	-\$249,318.74	\$39,588.26
21C Capital	\$32,831			\$32,831	-\$16,428.00	-\$12,819.00	-\$29,247.00	\$3,584.00
Total	\$7,073,775		\$6,245	\$7,080,020	-\$6,888,232.66	-\$42,712.27	-\$6,930,944.93	\$149,075.07
Building Department								
22A Salary & Wages	\$551,310		\$1,976	\$553,286	-\$541,312.83		-\$541,312.83	\$11,973.17
22B Expenses	\$31,040			\$31,040	-\$19,738.68	-\$1,100.00	-\$20,838.68	\$10,201.32
Total	\$582,350		\$1,976	\$584,326	-\$561,051.51	-\$1,100.00	-\$562,151.51	\$22,174.49
Minuteman Assessment								
23 Assessment	\$893,211			\$893,211	-\$893,211.00		-\$893,211.00	
Total	\$893,211			\$893,211	-\$893,211.00		-\$893,211.00	
Needham Public Schools								
24 Needham Public School Budget	\$57,961,288			\$57,961,288	-\$56,597,001.96	-\$1,276,956.32	-\$57,873,958.28	\$87,329.72
Total	\$57,961,288			\$57,961,288	-\$56,597,001.96	-\$1,276,956.32	-\$57,873,958.28	\$87,329.72
Department of Public Works								
25A Salary & Wages	\$3,251,531		\$82,791	\$3,339,322	-\$3,326,636.51		-\$3,326,636.51	\$12,685.49
25B Expenses	\$1,480,421	\$5,000		\$1,485,421	-\$1,277,156.37	-\$172,423.96	-\$1,449,580.33	\$35,840.67
25C Capital	\$6,284	\$5,000		\$6,284	-\$6,275.00		-\$6,275.00	\$9.00
25D Snow and Ice	\$400,000		\$1,313,370	\$1,713,370	-\$1,713,369.93		-\$1,713,369.93	\$0.07
Total	\$5,138,236	\$10,000	\$1,396,161	\$6,544,397	-\$6,323,437.81	-\$172,423.96	-\$6,495,861.77	\$48,535.23

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer		Disbursements	Encumbrances	Total Expenditures	Returned
			Approvals	Expenditure				
Municipal Parking Program								
26 Municipal Parking Program	\$71,445			\$71,445	-\$55,765.29	-\$5,021.69	-\$60,786.98	\$10,658.02
Total	\$71,445			\$71,445	-\$55,765.29	-\$5,021.69	-\$60,786.98	\$10,658.02
Municipal Lighting Program								
27 Municipal Lighting Program	\$221,153			\$221,153	-\$155,794.44	-\$45,318.47	-\$201,112.91	\$20,040.09
Total	\$221,153			\$221,153	-\$155,794.44	-\$45,318.47	-\$201,112.91	\$20,040.09
Department of Public Facilities								
28A Salary & Wages	\$3,508,080	-\$40,000	\$4,791	\$3,472,871	-\$3,273,243.06		-\$3,273,243.06	\$199,627.94
28B Expenses	\$4,559,068	\$40,000	\$84,000	\$4,683,068	-\$4,377,917.32	-\$299,136.26	-\$4,677,053.58	\$6,014.42
28C Capital			\$50,000	\$50,000	-\$48,150.00		-\$48,150.00	\$1,850.00
Total	\$8,067,148		\$138,791	\$8,205,939	-\$7,699,310.38	-\$299,136.26	-\$7,998,446.64	\$207,492.36
Health Department								
29A Salary & Wages	\$424,583	\$43,258	\$6,714	\$474,555	-\$422,620.75		-\$422,620.75	\$51,934.25
29B Expenses	\$100,874	\$8,500		\$109,374	-\$96,911.19	-\$12,834.25	-\$109,745.44	-\$371.44
Total	\$525,457	\$51,758	\$6,714	\$583,929	-\$519,531.94	-\$12,834.25	-\$532,366.19	\$51,562.81
Human Services								
30A Salary & Wages	\$589,840		\$9,435	\$599,275	-\$547,843.19		-\$547,843.19	\$51,431.81
30B Expenses	\$131,841			\$131,841	-\$129,562.38		-\$129,562.38	\$2,278.62
Total	\$721,681		\$9,435	\$731,116	-\$677,405.57		-\$677,405.57	\$53,710.43
Commission on Disabilities								
31A Salary & Wages			\$1,500	\$1,500	-\$1,500.00		-\$1,500.00	
31B Expenses	\$550			\$550	-\$178.20		-\$178.20	\$371.80
Total	\$550		\$1,500	\$2,050	-\$1,678.20		-\$1,678.20	\$371.80
Historical Commission								
32A Salary & Wages				\$1,050	-\$332.63		-\$332.63	\$717.37
32B Expenses	\$1,050			\$1,050	-\$332.63		-\$332.63	\$717.37
Total	\$1,050			\$1,050	-\$332.63		-\$332.63	\$717.37
Needham Public Library								
33A Salary & Wages	\$1,156,157			\$1,156,157	-\$1,156,157.00		-\$1,156,157.00	
33B Expenses	\$319,043			\$319,043	-\$315,461.55	-\$1,867.56	-\$317,329.11	\$1,713.89
Total	\$1,475,200			\$1,475,200	-\$1,471,618.55	-\$1,867.56	-\$1,473,486.11	\$1,713.89

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015**

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Park & Recreation Department								
34A Salary & Wages	\$482,654		\$979	\$483,633	-\$428,256.05		-\$428,256.05	\$55,376.95
34B Expenses	\$114,000			\$114,000	-\$97,016.48	-\$5,793.18	-\$102,809.66	\$11,190.34
Total	\$596,654		\$979	\$597,633	-\$525,272.53	-\$5,793.18	-\$531,065.71	\$66,567.29
Memorial Park								
35A Salary & Wages	\$750			\$750	-\$748.74		-\$748.74	\$1.26
35B Expenses	\$750			\$750	-\$748.74		-\$748.74	\$1.26
Total	\$1,500			\$1,500	-\$1,497.48		-\$1,497.48	\$2.52
Department Budget Total	\$93,847,411	\$61,758	\$1,636,537	\$95,545,706	-\$92,066,244.26	-\$1,951,698.39	-\$94,017,942.65	\$1,527,763.35
Total Operating Budget	\$129,242,307	\$289,592		\$129,531,899	-\$125,568,625.80	-\$2,018,727.91	-\$127,587,353.71	\$1,944,545.29

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015

Description	Annual Town Meeting	Special Town Meeting Appropriations	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A Salary & Wages	\$710,556	\$20,470		\$731,026	-\$665,545.48		-\$665,545.48	\$65,480.52
101B Expenses	\$1,225,721			\$1,225,721	-\$1,124,155.51	-\$80,020.58	-\$1,204,176.09	\$21,544.91
101C Capital	\$81,000			\$81,000	-\$79,318.00		-\$79,318.00	\$1,682.00
101D Debt Service	\$150,000			\$150,000	-\$117,108.35		-\$117,108.35	\$32,891.65
102 Reserve Fund	\$25,000			\$25,000				\$25,000.00
Total Operating Budget	\$2,192,277	\$20,470		\$2,212,747	-\$1,986,127.34	-\$80,020.58	-\$2,066,147.92	\$146,599.08

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015

Description	Annual Town Meeting	Special Town Meeting Appropriations	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A Salary & Wages	\$939,465	\$22,701		\$962,166	-\$930,173.51		-\$930,173.51	\$31,992.49
201B Expenses	\$352,958			\$352,958	-\$304,081.95	-\$34,335.09	-\$338,417.04	\$14,540.96
201C Capital	\$25,000			\$25,000	-\$21,442.00	-\$3,000.00	-\$24,442.00	\$558.00
201D MWRA Assessment	\$5,468,475	-\$2,331		\$5,466,144	-\$5,466,144.00		-\$5,466,144.00	
201E Debt Service	\$1,500,000			\$1,500,000	-\$1,338,092.28		-\$1,338,092.28	\$161,907.72
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
Total Operating Budget	\$8,320,898	\$20,370		\$8,341,268	-\$8,059,933.74	-\$37,335.09	-\$8,097,268.83	\$243,999.17

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015

Description	Annual Town Meeting	Special Town Meeting Appropriations	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A Salary & Wages	\$1,053,177	\$24,795		\$1,077,972	-\$1,049,485.19		-\$1,049,485.19	\$28,486.81
301B Expenses	\$1,079,548			\$1,079,548	-\$901,180.91	-\$154,075.01	-\$1,055,255.92	\$24,292.08
301C Capital	\$40,200			\$40,200	-\$19,197.19		-\$19,197.19	\$21,002.81
301D MWRA Assessment	\$1,194,022	-\$325		\$1,193,697	-\$1,193,697.00		-\$1,193,697.00	
301E Debt Service	\$1,550,000			\$1,550,000	-\$1,545,746.19		-\$1,545,746.19	\$4,253.81
302 Reserve Fund	\$75,000			\$75,000				\$75,000.00
Total Operating Budget	\$4,991,947	\$24,470		\$5,016,417	-\$4,709,306.48	-\$154,075.01	-\$4,863,381.49	\$153,035.51

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2015

Description	Annual Town Meeting	Special Town Meeting Appropriations	Reserve Fund Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	\$82,000			\$82,000	-\$19,133.34	-\$1,895.58	-\$21,028.92	\$60,971.08
Total Operating Budget	\$82,000			\$82,000	-\$19,133.34	-\$1,895.58	-\$21,028.92	\$60,971.08

Trust Funds
Year Ended June 30, 2015

Fund	July 1, 2014	Receipts	Disbursements & Adjustments	June 30, 2015
Anita M. Reinke Memorial Scholarship	\$11,601.58	\$437.00	\$400.00	\$11,638.58
Arthur and Cecilia Bailey Scholarship	\$53,749.63	\$1,986.87	\$2,000.00	\$53,736.50
Centennial Football Scholarship	\$438.64	\$16.53		\$455.17
Charles and Bernice Siegel Memorial Fund	\$232,617.47	\$8,763.12	\$9,000.00	\$232,380.59
Chloe Mala	\$0.00	\$15,267.25	\$1,000.00	\$14,267.25
Class of 1979 Scholarship	\$13.78	\$0.51		\$14.29
Class of 1980 Scholarship	\$6,300.41	\$237.30	\$250.00	\$6,287.71
C. J. Cullen III Memorial Scholarship	\$45,501.26	\$1,765.35	\$1,500.00	\$45,766.61
Dana F. Burke Scholarship	\$5,175.24	\$194.94	\$500.00	\$4,870.18
De Fazio Family Memorial Scholarship	\$16,598.69	\$625.21	\$600.00	\$16,623.90
Derwood Newman Memorial	\$26,669.73	\$1,004.55		\$27,674.28
Dr. Lee Allan Memorial	\$3,074.88	\$115.82		\$3,190.70
Dwight School (Pollard School)	\$40,724.57	\$1,533.93		\$42,258.50
Edward J. Stewart 13 Club Scholarship	\$88.46	\$3.32		\$91.78
Edith Wildman Fund	\$104,396.67	\$476,791.63	\$20,000.00	\$561,188.30
Edward Keady Memorial Scholarship	\$237.34	\$1.85	\$239.19	\$0.00
Elizabeth Handley	\$44,803.39	\$1,687.56	\$1,800.00	\$44,690.95
Frederick Barstow Scholarship	\$296,713.34	\$11,176.05	\$18,000.00	\$289,889.39
Frederick Harris Scholarship	\$36,299.29	\$1,367.25	\$2,000.00	\$35,666.54
George Morse Memorial Scholarship	\$229,643.42	\$8,649.77	\$5,000.00	\$233,293.19
George F. Skinner	\$0.00	\$5,082.55	\$1,200.00	\$3,882.55
High School Sports Endowment	\$33,145.77	\$1,248.48	\$1,335.00	\$33,059.25
Igor Guralnik & Keith Flueckiger	\$1,337.26	\$50.37	\$1,000.00	\$387.63
Joan W. Swartz Memorial Scholarship	\$65.71	\$2.45		\$68.16
John Akers	\$299,836.81	\$12,400.36	\$10,000.00	\$302,237.17
John C. Wood (High School Library)	\$14,796.48	\$557.32		\$15,353.80
Joseph Paulini Scholarship	\$3,614.32	\$136.15	\$500.00	\$3,250.47
Kyle Shapiro Scholarship	\$21.47	\$0.80		\$22.27
Leo F. Richards Jr. Scholarship	\$2,866.12	\$107.93	\$1,500.00	\$1,474.05
Linda Barnes Scholarship	\$2,438.20	\$91.85	\$1,000.00	\$1,530.05
Lizzie and Reuben Grossman Scholarship	\$1,507.86	\$1,556.80	\$1,500.00	\$1,564.66
Mark R., Beane Memorial Scholarship	\$39,467.34	\$1,486.60	\$1,500.00	\$39,453.94
Martin Luther King Scholarship	\$6,221.14	\$812.72	\$2,000.00	\$5,033.86
Minot Mac Donald (Carter School Library)	\$9,844.29	\$371.22		\$10,215.51
Miriam Kronish Scholarship	\$6,215.92	\$263.85	\$250.00	\$6,229.77
Miriam Kronish Excellence in Educ	\$37,337.25	\$1,378.11	\$1,271.84	\$37,443.52
Nate Tavalone Scholarship	\$7,645.40	\$589.74	\$200.00	\$8,035.14
New Century Club Scholarship	\$14,891.41	\$560.90	\$600.00	\$14,852.31
Nina Pansuk Scholarship	\$152,219.75	\$5,733.53	\$3,000.00	\$154,953.28
Peter Eloranta Chemistry Award Scholarship	\$13,265.81	\$499.66	\$50.00	\$13,715.47
Peter Eloranta Scholarship	\$107,097.55	\$4,033.97	\$4,000.00	\$107,131.52
Rebecca H. Perry Memorial Scholarship	\$276,384.18	\$10,410.32	\$6,000.00	\$280,794.50
Richard Jensen, Sr. Memorial Scholarship	\$3,030.00	\$114.14		\$3,144.14
Robert and Elizabeth Gardner Scholarship	\$79,061.04	\$31,122.99	\$20,000.00	\$90,184.03
Robert Buirke	\$0.00	\$25,147.14	\$2,000.00	\$23,147.14
Ruth Ann B. Simmons MD Memorial Scholarship	\$20,903.46	\$787.36	\$1,500.00	\$20,190.82
Scott Marino Memorial Scholarship	\$10,491.22	\$465.48	\$2,000.00	\$8,956.70
Stacy Neilson Memorial Fund (Soccer Team)	\$168.93	\$0.00		\$168.93
Students Need Arts Trust Fund	\$68.90	\$0.00		\$68.90
Timothy P. Flanagan Memorial Scholarship	\$14,003.68	\$521.60	\$3,000.00	\$11,525.28
Tod Greenleaf	\$6,067.12	\$228.52	\$1,000.00	\$5,295.64
walter burke	\$18.00	\$0.00		\$18.00
William G. Moseley Scholarship	\$24,905.34	\$938.08	\$700.00	\$25,143.42
Willaim L. Sweet Scholarship	\$907,490.61	\$34,181.71	\$30,000.00	\$911,672.32
William T. Burke Memorial Scholarship	\$215.88	\$8.12		\$224.00
Subtotal School	\$3,251,292.01	\$672,516.63	\$159,396.03	\$3,764,412.61

Trust Funds
Year Ended June 30, 2015

Fund	July 1, 2014	Receipts	Disbursements & Adjustments	June 30, 2015
Arthur W. & Barbara S. Hatch Fund	\$304,674.60	\$11,500.75		\$316,175.35
Bosworth Library Trust Fund	\$8,317.18	\$313.27		\$8,630.45
Charles Fredic Clifford Henderson Library 10% Trust	\$136,019.40	\$5,123.33		\$141,142.73
Cora Proctor Thurston Fund	\$14,279.76	\$533.47	\$148.08	\$14,665.15
Harold Street Trust	\$24,575.35	\$925.69		\$25,501.04
Helen DE M. Dunn Library Trust Fund	\$881.40	\$33.22		\$914.62
Karl L. Nutter Library Trust Fund	\$2,392.99	\$90.11		\$2,483.10
Laura G. Willgoose Library Trust Fund	\$156,980.33	\$5,902.28	\$1,679.14	\$161,203.47
Library Permanent Donation Fund	\$92,588.09	\$24,943.71	\$43,062.28	\$74,469.52
Lois Carley Children's Library Trust	\$12,939.14	\$487.39		\$13,426.53
Martha Barr Library Trust Fund	\$3,429.52	\$125.15		\$3,554.67
Myra S. Greenwood Library Trust Fund	\$76,944.36	\$2,898.21		\$79,842.57
Roger S. Corliss Fund	\$7,973.24	\$300.33		\$8,273.57
William Carter Fund	\$39,821.46	\$1,484.23	\$1,584.57	\$39,721.12
William H. Wye Library Fund	\$1,745.10	\$65.74		\$1,810.84
Subtotal Library	\$883,561.92	\$54,726.88	\$46,474.07	\$891,814.73
350th Needham Birthday Celebration	\$5,708.75	\$215.03		\$5,923.78
400th Needham Birthday Celebration	\$3,839.08	\$143.52		\$3,982.60
Community Revitalization Maintenance 10% Trust	\$2,521.25	\$6,950.90	\$8,565.00	\$907.15
Community Revitalization Trust	\$1,176.02	\$4,485.06	\$5,047.58	\$613.50
Council on Aging Permanent Donation	\$154,840.15	\$5,832.23		\$160,672.38
Domestic Violence Trust	\$259,335.08	\$9,579.83	\$5,700.00	\$263,214.91
Esther Lyford Trust	\$10,869.25	\$409.41		\$11,278.66
Green Field Improvement Association Fund	\$5,971.33	\$224.88		\$6,196.21
John B. Tolman Trust (Library/Temperance Organization)	\$132,410.64	\$5,366.53	\$2,458.00	\$135,319.17
Mary Virginia E. Hill (Animal Welfare) Fund	\$14,312.91	\$539.13		\$14,852.04
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$13,405.64	\$504.93		\$13,910.57
Park & Recreation (Park Beautification) Fund	\$14,378.14	\$598.26		\$14,976.40
Rebecca Perry Park Trust Fund	\$29,404.99	\$1,107.54		\$30,512.53
Robert & Marcia Carleton Memorial Trust Fund	\$101,981.67	\$3,841.25		\$105,822.92
Robert & Marcia Carleton Pavilion Fund	\$31,355.06	\$1,181.01		\$32,536.07
Skate Park Trust Fund	\$1,727.00	\$96.10		\$1,823.10
Needham Military Band				\$0.00
Subtotal Other Funds	\$783,236.96	\$41,075.61	\$21,770.58	\$802,541.99
incom not yet distributed	\$4,368.27	\$3,949.75	\$4,368.27	\$3,949.75
TOTAL	\$4,922,459.16	\$772,268.87	\$232,008.95	\$5,462,719.08

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2015

**OF
NEEDHAM**
City / Town / District

I. TAX RATE SUMMARY

la. Total amount to be raised (from IIe)	\$	<u>156,155,833.31</u>
lb. Total estimated receipts and other revenue sources (from IIIe)		<u>42,852,073.00</u>
lc. Tax levy (Ia minus Ib)	\$	<u>113,303,760.31</u>
ld. 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	75.9805%	86,088,763.60	7,625,574,778	11.29	86,092,739.24
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	17.4509%	19,772,525.91	881,392,158	22.43	19,769,626.10
Net of Exempt					0.00
Industrial	2.9657%	3,360,249.62	149,792,300	22.43	3,359,841.29
SUBTOTAL	96.3971%		8,656,759,236		109,222,206.63
Personal	3.6029%	4,082,221.18	181,968,510	22.43	4,081,553.68
TOTAL	100.0000%		8,838,727,746		113,303,760.31

Board of Assessors of NEEDHAM
City / Town / District

MUST EQUAL IC

NOTE : The information has not been Approved and is subject to change.

Hoyt B. Davis, Director, Needham, 781-455-7500

12/16/2014 9:10 AM

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 : 17-DEC-14
Approved : Dennis Mountain
Director of Accounts



(Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2015

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	151,350,572.00
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)	69,235.00		
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)	191,219.00		
TOTAL Ilb (Total lines 1 through 10)			272,954.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			1,274,075.00
Ild. Allowance for abatements and exemptions (overlay)			3,258,232.31
Ile. Total amount to be raised (Total Ila through Ild)		\$	156,155,833.31

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	9,966,189.00	\$	
2. Massachusetts school building authority payments	695,148.00		
TOTAL IIIa			10,661,337.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 24)	8,136,500.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	16,399,044.00		
4. Community Preservation Funds (See Schedule A-4)	2,857,818.00		
TOTAL IIIb			27,393,362.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	4,152,348.00		
2. Other available funds (page 4, col.(d))	645,026.00		
TOTAL IIIc			4,797,374.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2014	0.00		
b. Free cash..appropriated on or after July 1, 2014	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		\$	42,852,073.00
(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)		\$	156,155,833.31
b. Total estimated receipts and other revenue sources (from IIIe)	42,852,073.00	\$	
c. Total real and personal property tax levy (from Ic)	113,303,760.31	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	156,155,833.31

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2014	(b) Estimated Receipts Fiscal 2015
==> 1 MOTOR VEHICLE EXCISE	4,923,980.00	3,925,000.00
2 OTHER EXCISE		
==> a.Meals	471,829.00	410,000.00
==> b.Room	816,498.00	525,000.00
==> c.Other	0.00	0.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	244,733.00	195,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	83,433.00	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	670,395.00	555,000.00
10 FEES	110,907.00	90,000.00
11 RENTALS	209,000.00	167,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	54,421.00	50,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	288,404.00	200,000.00
16 OTHER DEPARTMENTAL REVENUE	417,396.00	354,000.00
17 LICENSES AND PERMITS	2,306,750.00	1,427,700.00
18 SPECIAL ASSESSMENTS	1,594.00	0.00
==> 19 FINES AND FORFEITS	140,523.00	112,000.00
==> 20 INVESTMENT INCOME	77,523.00	67,500.00
==> 21 MEDICAID REIMBURSEMENT	73,511.00	3,300.00
==> 22 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	17,993.00	10,000.00
23 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	307,299.00	0.00
24 TOTALS	\$ 11,216,189.00	\$ 8,136,500.00

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 2015 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

12/16/2014 3:22 PM

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 2014 estimated receipts to FY2015 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2015

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
05/05/2014	2015	147,482,901.00	126,485,235.00	1,685,088.00	645,026.00	18,667,552.00	1,346,100.00	-47,800.00
05/12/2014	2015	3,460,269.00	40,695.00	2,467,260.00	0.00	952,314.00	0.00	1,700,000.00
10/27/2014	2015	407,402.00	342,092.00	0.00	0.00	65,310.00	0.00	0.00
Totals		151,350,572.00	126,868,022.00	4,152,348.00	645,026.00	19,685,176.00		
		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

12/16/2014 10:52 AM

City/Town/District

Clerk

Date

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