

TOWN OF NEEDHAM ANNUAL REPORT



1711 – 2012

NEEDHAM, MASSACHUSETTS

COVER AND BACK COVER PHOTOS:

The Needham Town Common was decorated with an ice sculpture as part of the New Years' Needham celebration. The cover is a picture of the ice sculpture with Town Hall in the background. The back cover is a picture taken inside the "Blue Tree" that is lit during the holiday season on Town Common.

Pictures are taken by Tom Leary.



This 2012 Annual Town Report is Dedicated to Ron and Lois Sockol

Ron Sockol was born in Newport, Vermont and Lois Katz was born in Flatbush, New York. Their formative years were spent in quite different environments: there were 5,000 students in Lois' high school, yet there were 5,000 people in the whole town of Newport, Vermont. Lois went to three elementary schools and two high schools and during her senior year in high school, her family relocated from Brooklyn, New York to Newton, Massachusetts. Ron's

family moved to Brookline when he was 10 years old. Lois and Ron met on a blind date when Lois was 17 and Ron was attending Babson College. They became engaged when Lois was 19. Ron entered the Army as a medic and served during the Korean War. Just out of basic training, Ron and Lois were married on Flag Day, 1954, a day that Lois wanted to be sure that Ron would never forget. The Sockols bought their first home in West Roxbury and, during the years between 1959 and 1964, had four children, Michael, Eric, Jon, and Jim. With four growing children, Ron and Lois began to look for a home to raise their family and thought Needham would be a good place. In 1967, they bought land and built a house at 100 Macintosh Avenue.

Ron became involved with youth sports while his children were young. He was involved with Pop Warner Football for 30 years, and served as president once. He also served as president of the Little League twice and enjoyed coaching basketball. His sports involvement led to civic awareness as Ron realized other volunteer opportunities were open to enrich the lives of Needham residents. Ron was a member of the Needham Community Council Board of Directors. He also served as the President of the Rotary Club. Ron's most memorable civic contribution was using his skills as a building contractor to help construct the second floor on the Memorial Park building. Although the project began as a roof repair, Ron was able to work with other volunteers to design the project to fit a very limited budget. Many people came forth to help out and the project was done in a short amount of time. The renovated building now has room to store sports equipment as well as two meeting rooms. Another momentous occasion was the Centennial Football game between Wellesley and Needham. Ron was very involved in the organization of the event. The game was a year in the making and their son Jim ran 98 yards for the longest run of the game. Ron has served as a Trustee of Memorial Park for 20 years. Ron and many volunteers worked together to create the Memorial Park Gardens. With the help of the Needham Rotary, Ron organized the memorial for 9/11 located in the center of the gardens. Ron is a Town Meeting Member and will be entering his 25th year in this role.

Lois was a public school teacher in Newton for 22 years. For several years she taught ice skating at Tabor rink, which is now known as St. Bart's skating rink. This will be her 28th year as a Town Meeting Member. She loves the democracy of town meeting, and the dynamics of it. Even though her opinion may not always be in the majority, she loves the respect people show for each other while debating issues. Lois is a past president of the Needham Community Council, and former member of the Board of Directors. While serving in the Council one project she helped create, and which she remains the most proud of, is the English as a Second Language program. She is happy that the ESL program is still actively in existence. Lois is past president of the Rotary Club. As an active member of the Temple Beth Shalom, Lois served as former chair of the Social Action Committee. The biggest project she was involved in at the Temple was Project Ezra, which is a joint project between the Needham Community Council and the Temple.

(continued on reverse side)

Project Ezra feeds approximately 100 families at Christmas in Needham. Lois has served as a Library Trustee since 1994.

Given the multitude of projects in which Lois has been involved, she quickly states that of all things, she is most proud of her 4 children and the 9 incredible grandchildren they have given her.

Ron and Lois hope the Town never moves away from the Town Meeting form of government. They feel it is the most democratic and like the representative form of government as opposed to an open format. They feel that it keeps them honest to have to answer to constituents in their precinct. Both Ron and Lois want Needham to retain its "Norman Rockwell" like environment. They hope that the Town does not grow so large that neighbors fail to recognize each other.

They both hope that the Town maintains the same goals and does not lose sight of the small details. Ron and Lois both think that one of the reasons that Needham is so special is the cadre of volunteers that work to accomplish so much in the Town. They both strongly believe in giving back. They feel they have been fortunate in life and that it is important to give opportunities to others.

Table of Contents

	PAGE
Message from Board of Selectmen.....	1
Community Profile	2
GENERAL GOVERNMENT	3
Board of Registrars / Town Clerk	5
Board of Selectmen / Town Manager.....	12
Commissioner of Trust Funds	15
Department of Finance	17
Finance Committee.....	23
Legal Department	27
Moderator	28
Needham Contributory Retirement System.....	30
Personnel Board	31
PLANNING & COMMUNITY DEVELOPMENT	33
Conservation.....	35
Planning	37
PUBLIC SAFETY	43
Building Inspector	45
Fire Department.....	47
Police Department	49
EDUCATION.....	53
Future School Needs Committee.....	54
Minuteman Regional High School	58
Needham Public Schools.....	62
HUMAN SERVICES	67
Council on Aging	69
West Suburban Veterans Services District.....	72
Youth Services	74
PUBLIC WORKS.....	83
Department of Public Works	85
PUBLIC FACILITIES.....	89
Public Facilities - Construction	91
Public Facilities - Operations	96
COMMUNITY SERVICES.....	101
Commission on Disabilities.....	103
Community Preservation Committee	106
Golf Course Advisory Committee.....	108
Needham Historical Commission.....	109
Needham Free Public Library	111
Needham Housing Authority.....	116
Transportation Committee.....	121
Park and Recreation	122
Public Health	126
Traffic Management Advisory Committee	146

OTHER.....	149
Metropolitan Area Planning Council – Three Rivers Interlocal Council (TRIC)	151
County of Norfolk	152
Norfolk County Registry of Deeds.....	153
Norfolk County Mosquito Control District	155

TOWN OFFICIALS.....	157
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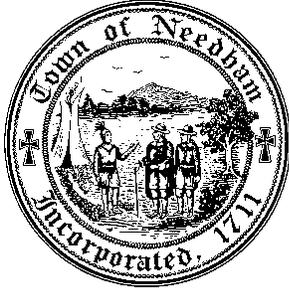
TOWN MEETING MEMBERS	163
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TOWN OF NEEDHAM RETIREE INFORMATION	167
--	------------

IN MEMORIAM	167
--------------------------	------------

APPENDICES

Appendix A – General Fund Balance Sheet	
Appendix B – Statement of Net Assets	
Appendix C – Statement of Budget Appropriations and Expenditures for the General Fund	
Appendix D – Statement of Budget Appropriations for RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund	
Appendix E – Schedule of Trust Funds	
Appendix F – 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 2012.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2014 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 2014-2018 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 2014 through 2018. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2014 – 2018 Capital Improvement Plan is also available on the Town's website. The warrant for the 2013 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 2014. The warrant also includes a summary table of the Town's current debt obligations.

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

~ Community Profile ~

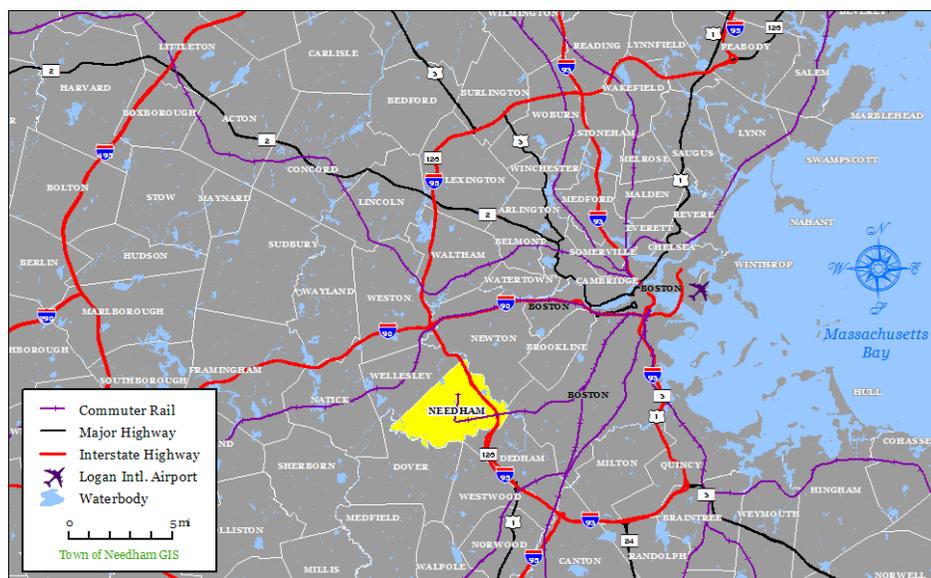
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City. The town has a total area of 12.70 square miles and a total land area of 12.61 square miles.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

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

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

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



GENERAL GOVERNMENT

SECTION CONTENTS:

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



NEEDHAM TOWN HALL – 1471 HIGHLAND AVENUE

TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk, Sharon L. Tedesco, Dept. Assistant, Helen F. Atkinson, Assistant Town Clerk, Kevin T. Pendergast, Dept. Assistant, Louise E. MacLean, Part-time, Joyce M. Carlezon, Part-time, Marie Crimmins, Part-time



Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. Fairly new is the State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law as well as instruction on how to complete the mandatory online training requirements biannually. Another part of this legislation, the revision of the Open Meeting Law, provides that municipal clerks are now required to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of over 30,000.

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 2012 had two Special Town Meetings, two elections, and one Annual Town Meeting compared to three Special Town Meetings, three elections, and one Annual Town Meeting in FY2011. The following is a comparison of the number of elections and town meetings in Fiscal Year 2011 and 2012:

Fiscal Year 2012

- | | |
|--|---|
| <ul style="list-style-type: none"> ✚ Special Town Meeting – Monday, November 7, 2011 ✚ Presidential Primary – Tuesday, March 6, 2012 ✚ Annual Town Election – Tuesday, April 10, 2012 | <ul style="list-style-type: none"> ✚ Annual Town Meeting -Monday, May 7, 2012 ✚ Special Town Meeting – Monday, May 14, 2012 |
|--|---|

Fiscal Year 2011

- | | |
|--|--|
| <ul style="list-style-type: none"> ✚ State Primary – Tuesday, September 14, 2010 ✚ State Election – Tuesday, November 2, 2010 ✚ Special Town Meeting – Monday, November 8, 2010 | <ul style="list-style-type: none"> ✚ Special Town Meeting – Monday, March 14, 2011 ✚ Annual State Election – Tuesday, April 12, 2011 ✚ Annual Town Meeting – Monday, May 2, 2011 ✚ Special Town Meeting – Monday, May 9 2011 |
|--|--|

The Special Town Meeting of November 7, 2011 disposed of 15 articles in one session; the Annual Town Meeting beginning May 7, 2012 disposed of 42 articles in four sessions; and the Special Town Meeting of May 14, 2012 held within the Annual Town Meeting disposed of 12 articles.

FY2012 HIGHLIGHTS:

The November 7, 2011 Special Town Meeting approved 13 of the 15 articles including funding in the amount of \$8,075,000 for a new Senior Center; and \$6,300,000 for renovations and improvements to the Reservoir B Sewer Pump Station. Article 8, adoption of a Stretch Energy Code, was referred to the Board of Selectmen for further study. The 2012 Annual Town Meeting approved one Zoning By-Law amendment, one General By-Law amendment, and one Home Rule Petition regarding the off-premises Sale of Alcohol. The Zoning and General By-law amendments were subsequently approved by the Attorney General. Under Article 10 Town Meeting approved the FY2013 Operating Budget in the amount of \$117,705,784. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$139,673,903. An additional \$1,230,000 was authorized for borrowing. The May 14, 2012 Special Town Meeting approved one Zoning By-Law amendment subsequently approved by the Attorney General; and borrowed \$1,175,000 to purchase two properties at 89 School Street and 59 Lincoln Street.

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

VITAL STATISTICS

	<u>FY2012</u>	<u>FY2011</u>	<u>FY2010</u>	<u>FY2009</u>	<u>FY2008</u>	<u>FY2007</u>
<u>Births To Residents:</u>						
7/1/11- 12/31/11	149	132	164	161	164	156
1/1/12 - 6/30/12	<u>149</u>	<u>129</u>	<u>126</u>	<u>134</u>	<u>170</u>	<u>132</u>
TOTAL BIRTHS:	298	261	290	295	334	288
<u>Deaths: Residents</u>						
7/1/11- 12/31/11	125	117	139	106	98	154
1/1/12- 6/30/12	<u>183</u>	<u>126</u>	<u>122</u>	<u>124</u>	<u>64</u>	<u>127</u>
	308	243	261	230	162	281
<u>Deaths: Non-Residents</u>						
7/1/11- 12/31/11	73	124	114	114	164	118
1/1/12 - 6/30/12	<u>117</u>	<u>111</u>	<u>150</u>	<u>147</u>	<u>59</u>	<u>141</u>
	190	235	264	261	223	259
TOTAL DEATHS:	498	478	525	491	385	540
<u>Marriages:</u>						
7/1/11 - 12/31/11	51	69	50	57	61	55
1/1/12 - 6/30/12	<u>30</u>	<u>31</u>	<u>26</u>	<u>43</u>	<u>29</u>	<u>35</u>
TOTAL MARRIAGES:	81	100	76	100	90	90

DOG LICENSES ISSUED:

7/1/11- 6/30/12	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	<u>FY08</u>	<u>FY07</u>
Male and Female Dogs @ \$15.	238	164	169	150	179	193
Spayed and Neutered Dogs @ \$10.	2513	2591	2361	2423	2299	2237
Kennels @ \$ 25.	45	42	41	37	30	28
Kennels @ \$ 50.	9	7	7	7	6	6
Kennels @ \$100.	0	0	1	1	0	0
Hearing Dogs - No Charge	0	0	0	1	0	0
Seeing Eye Dogs - No Charge	1	0	1	3	0	0
Transfers @ \$1.00	5	3	3	13	6	8
Prior Years' Licenses (27@\$10/3@\$15)	30	28	19	25	15	17
Replacement Licenses @ \$1.00	<u>16</u>	<u>31</u>	<u>17</u>	<u>24</u>	<u>8</u>	<u>2</u>
TOTAL	2857	2866	2619	2684	2257	2510

FISH AND GAME LICENSES ISSUED:

7/1/11 - 1/01/12

	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	<u>FY08</u>
Class F1 - Resident Fishing	8	55	78	86	81
Class F2 - Resident Fishing Minor (Age 15-17)	1	3	0	5	5
Class F3 - Resident Fishing (Age 65 - 69)	2	14	13	15	14
Class F4 - Resident Fishing (70 or over) or Handicapped		31	31	32	25
Class F6 - Non-Resident Fishing		0	0	0	1
Class F7 - Non-Resident Fishing (3 Day)		0	0	0	0
Class F8 - Resident Fishing (3 Day)		0	2	1	2
Class F9 - Non-Resident Citizen Minor (Age 15 to 17)		1	0	0	0
Class F10 - Quabbin One Day Fishing (Quabbin only)		0	0	0	0
Class H1 - Resident Citizen Hunting	8	9	16	21	14
Class H2 - Resident Citizen Hunting (Age 65 - 69)	2	1	0	2	2
Class H3 - Resident Citizen Hunting, Paraplegic		0	1	2	1
Class H4 - Resident Alien Hunting		0	0	0	0
Class H5 - Non-Resident Hunting, Big Game		0	0	0	0
Class H6 - Non-Resident Hunting, Small Game		1	0	0	0
Class H7 - Non-Resident Commercial Sheeting Preserve/ 1day		0	0	0	0
Class H8 - Resident Minor Hunting (Age 15-17)		0	1	0	0
Class H9 - Resident Commercial Shooting Preserve (1 day)		0	0	0	0
Class S1 - Resident Sporting	1	5	20	24	27
Class S2 - Resident Sporting (Age 65 - 69)		1	3	3	4
Class S3 - Resident Citizen Sporting (Age 70 or over)	5	23	19	22	20
Class S4 - Resident Minor Sporting		0	1	0	0
Class T1 - Resident Trapping		0	1	0	0
Class T2 - Resident Trapping Minor		0	1	0	0
Class T3 - Resident Trapping, Age 65-69		0	0	0	0
Class DF- Duplicate Fishing		0	0	0	0
Class DH - Duplicate Hunting		0	0	0	0
Class DS - Duplicate Sporting		0	0	0	1
Class DT - Duplicate Trapping		0	0	0	0
Class M1 - Archery Stamp	6	8	14	16	23
Class M2 - Massachusetts Waterfowl Stamps	1	14	13	8	15
Class M3 - Primitive Firearms Stamp	4	11	15	20	19
Class W1 - Wildland Conservation Stamp, Resident	22	88	135	157	149
Class W2 - Wildland Conservation Stamp, Non-resident	4	2	0	0	1
TOTAL	64	267	364	414	404



FISCAL YEAR REVENUES PAID TO TOWN TREASURER

<u>Fiscal Year</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Passports	0	3,650.00	5,550.00	4,350.00	7,805.00
General Fees	82,911.30	113,498.42	97,816.73	95,550.86	96,054.44
Liquor Licenses	74,724.00	70,095.00	84,470.00	58,130.00	69,580.00
Other Licenses	19,823.00	21,192.00	20,662.00	19,857.00	20,255.00
Dog Licenses	30,731.00	30,089.00	27,840.00	28,282.00	27,044.00
Fish & Game	34.25	141.70	210.15	241.10	235.95
	\$208,223.55	\$238,576.12	\$236,548.88	\$206,410.96	\$220,974.39
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	\$208,223.55	\$238,576.12	\$236,548.88	\$206,410.96	\$220,974.39
Fish & Game Pd to State	605.25	2,487.50	4,006.50	4,583.25	4,559.00
TOTAL	\$208,828.80	\$241,063.62	\$240,555.38	\$210,994.21	\$225,533.39

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

BOARD OF REGISTRARS

John W. Day, Chairman
Barbara B. Doyle
Mary J. McCarthy
Theodora K. Eaton

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.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The polling places have been designated as follows:

Precinct A - Hillside School - Gymnasium	Precinct F - Stephen Palmer Community Room
Precinct B - Hillside School - Gymnasium	Precinct G – Broadmeadow School Performance Center
Precinct C – High Rock School - Art & Library	Precinct H – Broadmeadow School Performance Center
Precinct D – High Rock School - Art & Library	Precinct I- William Mitchell School – Gymnasium
Precinct E - Pollard Middle School – Inner Room	Precinct J- William Mitchell School – Gymnasium

FY2012 HIGHLIGHTS:

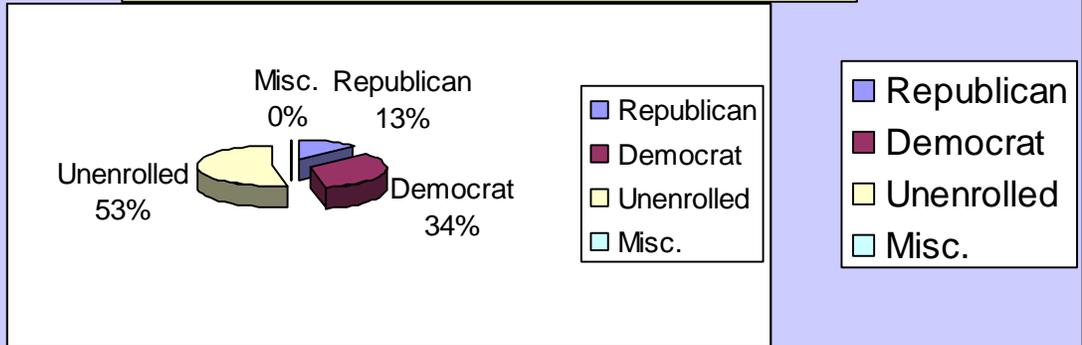
The Board of Registrars conducted two elections in Fiscal Year 2012 – the Presidential Primary, Tuesday, March 6, 2012 and the Annual Town Election, Tuesday, April 10, 2012. The following is the voter turnout and percentage of the registered voters in Needham for the two elections in Fiscal Year 2012:

Presidential Primary	March 6, 2012	3,150 or 15.33%
Annual Town Election	April 10, 2012	4,418 or 22.50%

The Annual Town Listing of Residents was conducted by mail again this year and for the first time in many years, included all vacant homes. 68.28% returned the census forms over a three 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 renew application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town’s voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms and we’d like to see an even greater return in 2013.

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 19,475 plus 1,163 inactive voters. 2012 Population for the Town of Needham includes 30,351 residents plus 1,163 inactive voters for a total of 31,514. The registered voters were comprised of 6,604 Democrats, 2,490 Republicans, 10,341 Unenrolled, 11 Green-Rainbow, and 29 miscellaneous political designations. 1,163 inactive voters brought the total number of registered voters to 20,638.

**Town of Needham
Registered Voters as of January 2012**



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

* 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 as the home of their parents. This can account for the difference in local and federal population figures. The Local Elections Districts Review Commission has approved the town's federal census numbers and this will become effective on December 31, 2011. After that, the Town's voters must be notified of their new polling locations and all Representative Town Meeting members must run for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes will receive the three-year term. Those with the second one-third votes will receive the two-year term. And those with the last one-third votes will receive the one-year term.

BOARD OF SELECTMEN / TOWN MANAGER

BOARD OF SELECTMEN

Gerald A. Wasserman, Chairman

Daniel P. Matthews, Vice-Chair

John A. Bulian, Clerk

Maurice P. Handel

James G. Healy (July – January)

Matthew D. Borrelli (April – June)

Kate Fitzpatrick, Town Manager

Christopher Coleman, Assistant Town

Manager/Operations

Elizabeth Dennis, Director of Human Resources

DEPARTMENT STAFF

OFFICE OF THE TOWN MANAGER

Sandy Cincotta, Support Services Manager

Nikki Witham, Department Specialist

Lorraine Lederhos, Department Assistant

HUMAN RESOURCES

Sophie Grintchenko, HR Administrator,

Ellen Reulbach, Administrative Assistant

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

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town, including direct oversight of all departments. 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.

FY2012 IN REVIEW

Selectmen Organization

In April 2012, John A. Bulian and Maurice P. Handel were re-elected to three-year terms on the Board of Selectmen and Matthew D. Borrelli was elected to a two-year term to the Board of Selectmen, filling the vacancy left earlier in the year following the resignation of James Healy. Following the annual Town election, the Board re-organized with Gerald A. Wasserman as Chairman, Daniel P. Matthews as Vice Chairman, and John A. Bulian as Clerk.

During Fiscal Year 2012, the Town's 300th anniversary celebration activities continued with 4th of July activities including a family picnic, an old fashioned baseball game, a spectacular commemorative 300th anniversary parade float and an aerial photograph taken for the 300th celebration. Anniversary activities concluded with a day long celebration rededicating the newly renovated Town Hall, a mini gala held in the restored auditorium, and a formal gala held under a tent on Greene's Field.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Board of Selectmen set the following goals for FY2012:

1. **Maximize the use of Town buildings and ensure that Town and School services are housed in buildings that provide suitable and effective environments.**
 - Funding for the new senior center was approved at the November, 2011 Special Town Meeting and construction began in the spring.
 - Renovation of the Town Hall was completed and Town Hall re-opened in October, 2011.
 - Condition assessment reports for the Hillside, Mitchell and Pollard Schools were developed, and a plan to address identified needs was incorporated into the five year Capital Improvement Plan.
 - The "Newman at Pollard" and Pollard roof projects were completed in the summer of 2011.
 - Funding for a feasibility study for the School Administration/Emery Grover Building was included in the 2013 Capital Improvement Budget.
 - A working group met over the year to develop a list of options for re-use of the buildings at Ridge Hill.

2. **Continue efforts to maintain and improve the vitality and economic success of Needham Center.**
 - Funding for the acquisition of 37-39 Lincoln Street, 59 Lincoln Street, and 89 School Street to expand the amount and utility of parking in the Lincoln Street/Chestnut Street parking lots and allow for expansion of the Police/Fire Station was approved by Town Meeting.
 - The Town entered into an agreement with Needham Bank to consolidate the municipal and private lots in Needham Center which will increase the availability of customer parking, particularly at night and on weekends.

- The final phase of the Chapel Street Improvement Project was completed, including the installation of a granite crosswalk, sidewalks, HP ramps, and a pathway behind the new Town Hall.
 - Powers Hall Use Regulations were developed and implemented.
 - The Board of Selectmen began a series of hearings intended to determine whether the Town should consider off-premises sale of alcohol. A home rule petition was approved at the 2012 Annual Town Meeting.
3. **Increase Needham’s economic base through the development of the NEBC.**
- The November, 2011 Special Town Meeting approved dimensional changes, including the discretionary special permit waiver of 25% of dimensional requirements (except height) in the New England Business Center.
 - The Highland Avenue Turnback project moved to full 25% design.
 - The Town continues to meet with representatives of MassDOT to ensure that the “Add-a-Lane” project is moving forward consistent with the Town’s interests.
 - The Town and the City of Newton submitted a joint grant request to study the use of the unused rail right of way between Highland Avenue and the Needham Street corridor for mass transit, alone or with a shared use recreation component.
4. **Continue working toward energy efficient and environmentally sound operations for both the Town and its residents and businesses.**
- The Board of Selectmen created a Green Communities’ Study Committee to determine whether the Town should participate in this program.
 - The Town engaged the services of a consultant to perform energy audits of ten municipal and school buildings. Recommendations provided in the report were included in the five-year Capital Improvement Plan.
 - The Town continued its review of the possibility of erecting a meteorological tower to gather information about the feasibility of installing a wind turbine at the closed landfill. Ultimately, it was determined that the project was not feasible.
5. **Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.**
- The Board of Selectmen appointed a committee to evaluate the replacement of the Greene’s Field play structure and to consider renovation of the adjacent fields.
 - The Town participated in a three-town working group with Dover and Medfield to explore the possibility of creating a shared use recreational trail on the abandoned railroad right of way connecting the towns. The Board of Selectmen sent a letter of interest to the MBTA relative to leasing the corridor.
6. **Maintain and enhance the Town’s Financial Sustainability.**
- More than 87% of the Town’s benefit-eligible employees were converted to Rate Saver programs, resulting in significant budget savings.
 - The Town continued to emphasize and support the need for reserves increasing the fund balances in the Workers’ Compensation Reserve, the Capital Facility Fund, and the Capital Improvement Fund. A new Athletic Facility Stabilization Fund was

created at the 2012 Annual Town Meeting.

The following table highlights facility and infrastructure investment over the last five years.

Facility and Infrastructure Investment
2009 to 2013

Description	2009	2010	2011	2012	2013	Total
Open Space		920,000	800,000			1,720,000
Municipal Facilities	7,760,000	18,204,837	548,000	8,075,000	40,000	34,627,837
Townwide Facilities and Community Service:	1,870,000	507,200	455,600	622,500	1,247,315	4,702,615
Public Works Infrastructure Program	1,090,000	1,000,000	2,186,300	1,300,000	6,128,000	11,704,300
School Facilities	1,030,000	27,668,728	4,052,000	1,078,000	85,000	33,913,728
Drains, Sewer, and Water Infrastructure	4,322,500	2,533,300	1,483,800	8,269,500	879,300	17,488,400
Total	16,072,500	50,834,065	9,525,700	19,345,000	8,379,615	104,156,880

COMMISSIONERS OF TRUST FUNDS

Heydon Traub, Vice-Chairman
Joseph P. Scalia, Chairman
Louise Miller, Secretary

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

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

The COTF currently have oversight of 85 trusts. About 50% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About a quarter of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 25% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years

from a total of \$2.2 million at the start of fiscal year 2002, to about \$5.0 million at the end of fiscal 2012.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 6%-8% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as \$5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

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



The Battle for Ridge Hill



Float from Tercentennial Committee

DEPARTMENT OF FINANCE

*David Davison, Assistant Town Manager/Director of Finance; **Accounting:** Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Lisa McDonough, Administrative Specialist ; Suzanna Patch, Accounts Payable Administrative Specialist; Cynthia Salamone, Payroll Administrative Specialist;; **Assessing:** Hoyt B. Davis, Jr. Administrative Assessor; Nancy Martin, Administrative Coordinator; Chikako Park, Assistant Administrative Assessor; Karen Rogers, Department Specialist; Stanley Winston, Data Collector; **Collector and Treasurer:** Evelyn Poness, Town Treasurer and Tax Collector; Kristen Bent, Department Assistant 2; James "Gordon" McMorrow, Department Assistant 1; Marie Northup, Department Specialist; Jane Ounanian, Department Assistant; Diane Ryan, Assistant Collector and Treasurer; Dawn Stiller, Department Specialist; **Information Technology Center:** Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Matthew Tocchio, Network Manager; Lawrence Weaver, Financial System Application Manager; **Office of the Parking Clerk:** Tom Leary, Parking Clerk*

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Director of Finance, Accounting, Assessing, Collector and Treasurer, Information Technology, and Parking Clerk. 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. The Department also provides and supports system-wide applications and the Town's network. The Information Technology Center also supports and hosts a number of specific software applications for various functions of municipal government. 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, supports all aspects of the Town's data processing and network operations, and hears appeals on and enforces the collection of parking fines.

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 governments. 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 \$116 million general fund budget, \$15 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, for services and supplies, procured by Town departments.

FY2012 HIGHLIGHTS

Fiscal year 2012 was the second year since the Town implemented the Government Accounting Standards Board's (GASB) Statement 54 which reclassified how certain funds are reported. The

new classification now includes the general and capital stabilization fund balances as part of the General Fund rather than as other Governmental Funds. One effect of this reporting change was the total fund balance ratio to General Fund revenue increased markedly when compared to the prior reporting model. This ratio was 17% for fiscal year 2011, and 20% for fiscal year 2012. Under the prior model, the ratio for fiscal year 2010 was 12.3%. Overall the fiscal year 2012 year end results were keeping with management's underlying long-term planning goals of sustainability. As noted, the General Fund balance now includes the stabilizations funds; however, the legal purposes and governance of the stabilization funds have not changed and appropriations to and from the Funds still requires a vote of Town Meeting.

The Town began construction of the new Senior Center in the Needham Heights. The project budget was funded at \$8,075,000, and the State committed to a grant of \$100,000 for amenities for the new facility. Through the efforts of many, donations, estimated to be a few hundred thousand, will also provide funding for some upgrades to the building and equipment that would be used for various programs to be held in the new center. The Town also began its \$6,300,000 Reservoir B sewer pump station replacement project. The Reservoir B pump station is one of nine that services the community and serves a number of residential properties including the commercial park district (now called Needham Crossings) which abuts Interstate 95. The reconstruction will also address environmental concerns that have been raised because of its location next to the Charles River.

The Town also approved funding for the purchase of four parcels. All the parcels to be purchased abut property owned by the Town. After the sales have been completed, the next phase would be to remove the existing buildings on the properties and do site improvements so to increase the amount of available parking in the downtown business area and provide additional parking next to the fire and police stations. The purchase has also opened possibilities for a future renovation and/or expansion of the public safety complex.

The Town moved forward with a condition assessment of the Hillside and Mitchell elementary schools. The Town held several public discussions on whether to replace or otherwise significantly upgrade the two elementary schools. The Town will file statement of interests with the Massachusetts School Building Authority (MSBA) for the two projects. Our assumption continues to be that at least one of the two elementary school projects would be eligible for financial assistance from the MSBA. The current estimated cost for the two buildings is approximately \$100 million.

The Town took steps to further shore up reserves by appropriating \$325,000 to its Workers Compensation Reserve Fund for claim contingencies that may exceed the annual appropriation and not be covered by excess loss insurance. The Town required no draws against any of the stabilization funds (Capital Improvement Fund, Capital Facility Fund, and General Stabilization Fund), but the Town did appropriate \$640,370 to these funds between the May 2012 and November 2012 Town Meetings. The Town also established a new stabilization fund, the Athletic Facility Improvement Fund at the May 2012 Town Meeting with an initial appropriation of \$282,728.

Submitted as part of the Annual Town Report and can be found in the appendices are the following FY2012 reports:

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

Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Finance Department wish to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

Accounting Office – The Accounting Office began the process of selecting a new accounting and financial software system during 2012. In addition to the day-to-day work that is done by the staff, they will be directly involved in the analysis, set-up, testing, and the eventual roll out of the new software applications. The Department welcomed Lisa McDonough, as the new part-time administrative specialist. She will provide extra help in keeping the accounts payable operations going as full-time staff focuses time on the set-up and testing of the new software application.

Assessing Office - The Assessing Office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual classification Public Hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office, which added new value to the property. All these inspections were completed prior to June 30, 2012. This is the statutory deadline for the collection of New Growth for the following fiscal year.

A collaborative effort with the Treasurer/Collector's office was begun in 2012 to eliminate repetitive billing of accounts for real and personal property that are either no longer in existence or are considered by the Tax Collector, for one reason or another, to be uncollectable. This continuing effort will result in more efficient and cost effective collection efforts in the future.

Fiscal year 2012 was highlighted by the Department of Revenue (DOR) Triennial Revaluation

certification review. This involves an intense statistical review by representatives of the DOR of the Assessor's office methods of establishing values for all real and personal property in order to ensure fairness of assessments across all strata of property in these areas. The proposed values for fiscal year 2012 were certified by the Department of Revenue on December 22, 2011. The total value of all real, personal and exempt property in Needham for fiscal year 2012 was \$8,444,116,870.

Of the 10,664 Real and Personal property accounts billed in FY2012, the value of 74 of those properties, or .006% saw changes in their value through the abatement process vs. .004% in FY2011. The average adjustment in tax dollars for FY2012 was \$2,223 vs. \$1,613 for FY2011.

Parcel Types	2010	2011	2012
Single Family	8,334	8,346	8,331
Condominium	755	772	784
Two Family	281	277	269
Three Family	16	15	16
Four + Family	27	26	25
Other Property	4	5	5
Vacant Land	187	178	174
Chapter Land	13	13	13
Mixed Use	24	24	24
Commercial	373	370	373
Industrial	45	45	43
Personal Property	1,091	620	587

The Town adopted the small business personal property exemption effective in fiscal year 2011. The exemption is only applicable to personal property accounts that have a total assessed value that is less than \$5,000. Personal property accounts with a total assessed value which exceeds \$5,000 are not eligible for the exemption. The adoption of the exemption reduced some non-cost efficient administrative demands on the office by eliminating the need to bill small tax accounts that generate minimal tax revenue. As mentioned above some of these past accounts have been uncollectable and the Office worked with the Tax Collector to identify, confirm and, where appropriate, abate those bills. Over four hundred previously low dollar value taxable accounts were eliminated from the tax roll for the year.

The Office also saw the retirement of one of the members of the Team in fiscal year 2012 as Sandra Evans ended almost two decades of service to the Town. Her high spirits and good humor will be missed. Sandra was replaced by longtime Treasurer/Collector staff member Karen Rogers, who brings 10 plus years of customer relations experience to the office.

Collector and Treasurer Offices - The Treasurer's 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 assure the timely paying of all expenses. Balances in excess of expenses must be invested in a prudent manner in accordance with state statutes. Due to the instability in the open

market even the most conservative investments had limited options. The Department updated the investment policy in 2009 to reflect the changes that have occurred. Interest rates had fallen to some of the lowest levels in recent history and have remained essentially flat for over three years. The outlook for FY2013 shows limited upswing in interest income as interest rates continue to remain below one percent in most instruments that the Treasurer is legally allowed to invest. The Treasurer earned \$103,123 in interest income for the General Fund during fiscal year 2012.

The Treasurer’s office welcomed Ms. Jane Ounanian to fill a long time vacant part time position and welcomed Ms. Marie Northup to the Real Estate Administrative Staff position to fill the vacancy left by a long time employee.

During fiscal year 2012 the Treasurer’s office, thanks to the generosity of Needham residents, awarded \$16,500 in property tax relief to the elderly and disabled to 40 Needham households. The property tax assistance appropriation of \$15,051 was awarded to 31 Needham households.

The Treasurer issued \$2,460,000 in long term debt and \$14,762,000 in short term debt. Also, during Fiscal Year 2012 the town took advantage of the favorable bond market and refunded \$10,995,000 in old higher interest rated debt. Needham submits all 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, 2012 was \$85,101,440.

The Office of the Tax Collector ensures that all bills, i.e. real estate, personal property, excise, and, 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 FY2012, approximately \$114.6 million in billed revenue flowed through the Office of the Collector. 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 \$ 92.1million
- Motor Vehicle and other Excise \$ 4.4 million
- Personal Property Tax Collections \$ 3.3 million
- CPA Surcharges \$ 1.6 million
- Delinquent and Deferred Tax Collections
(Including penalties and interest) \$0.7 million
- Ambulance Service Fee Collection \$0.6 million

	2010	2011	2012
Sewer and Water Bills Issued	46,017	45,641	45,507
Real & Personal Property Tax Bills Issued	44,267	43,402	42,720
Motor Vehicle Excise Bills Issued	27,934	28,096	28,111

Information Technology Center - The Information Technology Center (ITC) continues to support the 300 plus pieces of hardware that are used by approximately 275 Town employees. This hardware includes desktops, laptops, printers, and cell phones. During fiscal year 2012 the ITC spent a large amount of time in finalizing, setting up and implementing the move of employees back to Town Hall making sure that the network and connectivity to the network was available for employees as they moved in. They were also involved in the oversight of the technology move from PSAB to Town Hall as well as setting up local and network printing for the departments in Town Hall. ITC worked to ensure that technology was available for the Special Town Meeting that occurred weeks after Town Hall opened for normal business. This included coordinating the setup and installation of wireless access at the Town Hall as well as helping with the setup of projection and sound in the Powers Hall. At the same time the ITC was involved in preliminary planning of technology at the Center At The Heights.

The ITC throughout fiscal year 2012, was involved in many short and long term internal and external department projects. These include the installation of wireless access to the PSAB and Public Safety, creating redundant data centers for business continuity purposes, exchange upgrade, upgrading the fiber bandwidth, upgrading the NPD mobile units, NPD message switch upgrade, moving to a third party printer service/maintenance/disposables provider, water meter reader hardware upgrade, parking ticket software upgrade and installation, Town Manager's Twitter account, snow and ice area upgrades, change in lockbox payment retrieval, ambulance billing, Highway Department RSMS upgrade, Town Clerk State computer upgrade, new Accounting/Payroll HR application selection, Needham Channel use of Town's fiber network for building program transmission, Station 2 hardware upgrades, zoning map updates, online GIS access, Fleet Maintenance application upgrade, EOC upgrades, FTP site, DOR consortium application upgrade.

Office of the Parking Clerk - Parking activities within the Town is administered through the coordinated efforts of several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs installation, signage, repair and maintenance activities. The Finance Department through the Treasurer's Office, is responsible for the collection of fines and penalties, and the resolution of parking appeals through the office of the parking clerk.

In November, the Department welcomed Tom Leary as the Parking Clerk who agreed to assist after Debra Smith, who served as parking clerk for two decades, chose to end her tenure to explore other opportunities. We wish Debra Smith well in her new endeavors. The Town also engaged the services of Complus Data Innovations (CDI) as the successor of the previous company which processes the ticket payments. CDI has been in the parking ticket management business for over 25 years.

In February, a consistent system was put in place to identify and follow-up on delinquent violators who now receive monthly notices which apply penalties in accordance with current policies. Online collection of delinquent violation payments and penalties are now allowed, as are credit card payments for overdue fines and penalties. The CDI parking violation software that is utilized enables the staff in the Treasurer's office and the Parking Clerk to track notice and

payment activity and view original ticket images.

The Office of the Parking Clerk holds weekly hours for hearings and requests are accepted in person, by mail and online. The Parking clerk maintains ongoing contact with Treasurer’s Office staff, the Police Department, the Highway Department, CDI, and parking violators. A fair and impartial process for investigating and resolving disputes is in place. The operation of parking meters is inspected to promptly identify and report meters needing repair to the Highway Department which responds and makes repairs as necessary.

FY	FY2010	FY2011	FY2012
Tickets	7,413	6,494	4,699
Appeals	390	333	250
Appeal %	5.3%	5.1%	5.3%

FINANCE COMMITTEE



- Richard Reilly, Chair*
- Rick Zimone, Vice Chair*
- John Connelly*
- Richard S. Creem*
- Richard Lunetta*
- Gary McNeill*
- Steven Rosenstock*
- Lisa Zappala*
- Louise Mizgerd, Executive Secretary*

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 on policies and principles of sound fiscal management. The Committee is also mandated by state law to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” (See Massachusetts General Laws, Chapter 39, Section 16.)

The Finance Committee works cooperatively with the Town Manager each year to reach a balanced budget recommendation for Town Meeting’s consideration that meets the needs of the Town and is fiscally prudent. In achieving the goal of presenting a balanced budget as well as

capital recommendations to Town Meeting, the Finance Committee asks probing questions of department managers and town management. Requested expenditures often exceed estimated revenue, making these questions 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 serve. Through this process, 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 vital services which benefit its citizens.

FY2012 HIGHLIGHTS

SENIOR CENTER FINANCING

The Finance Committee spent the summer and fall of FY 2012 reviewing and discussing the Senior Center construction project and how the Town could finance the project. The Committee met with leadership of the Council on Aging and the Permanent Public Building Committee and carefully considered the space and staffing needs of the proposed building and the effects on the overall project cost. The Committee also explored the impact the new facility was expected to have on the annual Town operating budget. The Committee analyzed the proposed Facility Financing Plan and discussed how to make the project possible under the Town's debt policies. The Committee met with Public Works officials to discuss the effects of the project on the Town's infrastructure needs. Ultimately, the Finance Committee recommended a plan in which certain road work was deferred, and the building project was financed by debt within the levy.

OPERATING BUDGET RECOMMENDATION FOR FY2013

Economic uncertainty continued during FY2012 at both the State and Federal levels as the Finance Committee worked to propose a balanced budget for FY2013. The Finance Committee began its budget process in December, 2011, when Town departmental spending requests and the School Department's initial budget request were submitted. The Finance Committee held numerous hearings to review each individual department request. As it does each year, the Finance Committee:

- Carefully reviewed every departmental spending request on its own merit and with regard to the impact of each request on citizen services and the Town's infrastructure.
- Met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, and school administrators to discuss budgetary needs.
- Held budget hearings with each department and deliberated in depth on all requests.

The Finance Committee received the Town Manager's executive budget and revenue estimates submitted on January 31, 2012. The Town Manager's executive budget included a line item recommendation for the School Department's FY2013 budget. As authorized in the by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

The Finance Committee carefully reviewed and considered both the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town, and the School Committee's voted budget that was developed 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 be serve the Town for FY 2013, and also for the long term. The Finance Committee's initial draft budget was submitted to the Town Manager on February 15, 2012. The final recommended balanced budget was submitted in March, 2012 and included in the 2012 Annual Town Meeting Warrant. The Finance Committee's recommended FY 2013 budget fully funded most municipal budget requests. The Finance Committee was also able to fund a request by the Health Department for additional hours for a Program Coordinator through savings found in the salary line for that department. The Finance Committee funded an additional staff position in the Finance Department to help alleviate the tremendous work load for the long term due to increased mandates, as well as for the transition to a new financial software system. The School Department budget was funded with over \$100,000 more than recommended in the executive budget in order to cover the loss of federal stimulus funds. The Finance Committee identified several areas in the Department of Public Works with potential savings, and recommended an overall decrease of \$42,000 to the overall budget of that department. As a result, the Finance Committee was able to recommend to Town Meeting a budget for Fiscal Year 2013 that maintained the same level of services, yet was balanced and fiscally sound.

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
- Maintain commitment to infrastructure spending
- Preserve and enhance financial stability
- Encourage long-term planning in all departments
- Evaluate new services and requests

CAPITAL SPENDING RECOMMENDATIONS FOR FY2013

The Finance Committee received the Town's Capital Improvement Plan for FY2013 – FY2017 on January 3, 2012. The Town's annual capital spending is funded 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 in a previous year. Free Cash available for Fiscal Year 2013 was over \$5.3 million, an unusually high level resulting from an unexpected level of new growth in FY11 as well as a one-time recovery of personal property taxes. The Town was thus in the fortunate position of being able to fund all of the first and second tier capital requests for FY13, totaling over \$2.6 million. The Town was also in the extraordinary position of being able to augment specialty reserves by almost \$600,000 from Free Cash, plus another \$650,000 from FY12 Reserve Fund balance.

Recurring requests for on-going programs and replacement schedules, such as for ongoing public facility repairs and basic upgrades, or planned vehicle replacements, represented over 75% of the

primary General Fund cash capital needs for FY2013. Because of the extraordinary level of Free Cash, the Finance Committee also recommended, and Town Meeting approved, funding to replace the Quint Fire Ladder Truck, as well as funding for feasibility and design work for renovations at the DPW complex, both with additional cash.

FY2012 OPERATING BUDGET AMENDMENT

During FY2012, the Town experienced significant savings in the Group Health Insurance budget. The savings was primarily attributable to the conversion of additional employees to the Rate Saver medical insurance plan. Such plans have higher copayment requirements combined with lower premiums. At the May 2012 Special Town Meeting, the Finance Committee recommended, and Town Meeting approved, the transfer of \$500,000 of health insurance savings to the Retiree Insurance and Insurance Liability Fund budget line, in order to provide additional funding toward the Town's Other Post-Employment Benefits (OPEB) liability. This additional funding above the required funding level for FY 2012 would increase the OPEB funded ratio and is expected to result in substantial savings over time to OPEB liability.

FUTURE CHALLENGES

Although economic conditions had been expected to rebound, the economy remained sluggish throughout FY2012. Property tax increases based on new growth were expected to improve for FY 2013, but growth rates have proved to be lower than previously forecast. Investment income was expected to remain extremely low. State aid for education was expected to increase for FY2013, but other forms of state aid were expected to decrease. At the same time, the demand for Town services has continued to increase, particularly in the schools. The Town also has increasing infrastructure needs with new buildings and property acquisitions, as well as improved recreation areas. In order to maintain the infrastructure as well as the 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 without compromising the ability to meet future needs. 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 also encourages the Town to be aware of services that are currently dependent on outside grants that may diminish, and to determine which services are integral to the Town and should be incorporated into the annual operating budget.

In budgeting for FY2013, managers were asked to submit budget requests for level, and not expanded services. They were also asked to restrain increases where possible. The Finance Committee found that spending requests overall were carefully considered and balanced. The Finance Committee is cognizant that personnel costs remain a significant part of the budget, and commends the Town Manager's efforts to restrain those costs, particularly legacy costs, where possible. The Committee also lauds the continuing progress made toward funding outstanding pension and OPEB liabilities. The Committee encourages the Town to seek ways to constrain certain escalating costs, including certain departmental overtime and school transportation costs, to ensure sustainability going forward.

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

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

LEGAL DEPARTMENT

David S. Tobin, Town Counsel

The Legal Department of the Town of Needham provides legal advice to 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 all contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

BUDGETARY DATA

a .	Salaries	\$ 68,664
b.	Purchased Services	\$271,636
c.	Expenses	\$ 532
d.	Communications	\$ 3,931
e.	Total	\$344,762
f.	Full-Time Employees	0
g.	Part-time Employees	1

FY2012 HIGHLIGHTS

During Fiscal Year 2012, commencing July 1, 2011 and ending June 30, 2012, in addition to the advice given to Town officials on a daily basis, the Legal Department accomplished the following:

- The November Special Town Meeting coincided with the end of the year-long celebration of the Town's Tercentennial. It was the first held in the newly renovated James H. Powers Hall in the beautifully renovated and expanded Needham Town Hall, a venue that has since become the permanent home of Town Meeting.
- During the Annual Town Meeting in May 2012, Town Meeting Members acted on a Warrant containing 42 articles and worked through an operating budget for Fiscal Year 2013 that authorized over \$112 million in expenditures for our town.
- The Special Town Meeting held within the Annual Town Meeting in May encompassed an entire evening of Town Meeting.
- The November Special Town Meeting tackled a very full warrant consisting of 15 articles. Because the November 2011 Special Town Meeting coincided with the re-dedication of Town Hall and the 300th Anniversary Gala, the Meeting was attended by numerous dignitaries, including Martin Spurling, the Mayor of Needham Market, Sussex, England, our town's sister city in England.
- Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance of the Richard Patton Melick Foundation for over ten years. The Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The Town Meeting Handbook is accessible on the Town website and the implementation of a town government web site has increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants and supporting materials.
- Prior to the Annual Town Meeting, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Pollard Middle School. The League helped arrange and publicize an orientation session that I conducted for newly elected Town Meeting Members. I have also continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth.
- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2012. Any expenses I incur, such as the preparation of educational materials, dues to the Massachusetts Moderators Association and travel to meetings is paid for with personal funds.
- 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 and the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee. I am proud of the citizens I have appointed to serve their fellow citizens in various positions during 2011. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board

Evelyn Poness, Chair

Kate Fitzpatrick

John Krawiecki

Robert Mearls

Thomas Welch

Department Staff:

Mary Clare Siegel, 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 \$104,147,467. 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 \$88,924,468 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. 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 either 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 and allow funding to be spread over a number of years. The Board has accepted a new actuarial study as of January 1, 2012. Needham's pension obligation will be 100% funded by the year 2030.

PERSONNEL BOARD

John Dennis, Chairman
Patricia Forde, Vice Chairman
Joseph Herlihy
Vivian Hsu
Richard Lunetta
Department Manager:
Elizabeth Dennis, Director of Human
Resources

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 Director of Human Resources. The Board works closely with the Town Manager during the development of the classification and compensation plans and personnel policies and making recommendations to Town Meeting as it deems appropriate. The Personnel

Board adopts and amends personnel policies on an ongoing basis.

FY2012 ACCOMPLISHMENTS AND ACTIVITIES

In Fiscal Year 2012, the Board continued its regular duties by approving a revised Inspector of Buildings position description which more accurately summarized the responsibilities and attributes of the current position; reviewing and adopting the provisions of a memorandum of agreement with the police union with the movement of the members to the so-called Rate Saver health insurance plans, a three-year health reimbursement arrangement, and reformatting of the wage scale; and approved the creation of four new positions, Support Services Manager in the Town Manager's office, and Applications Administrator in the Finance Department, Assistant Town Planner in the Planning Department, and the stipend position of New Year's Needham Coordinator which is the staff liaison to the New Year's Needham Committee directly reporting to the Support Services Manager or the Town Manager.

One grievance appeal was brought before the Board. The Board heard the cases from both the Town and the Building Custodian and Tradesman Association. After considering all the evidence presented, the Board denied the grievance on the basis that the collective bargaining agreement had not been violated.

Board members also established and voted the salary for elected officials. Ongoing review of revised personnel policies continued.

In the performance of its duties, the Board has a Recording Secretary, Ms. Betsy Spiro, who takes minutes of meetings. The Board would like to thank Ms. Spiro for all of her hard work and dedication.

PLANNING & COMMUNITY DEVELOPMENT

SECTION CONTENTS:

- Conservation Commission
- Planning
- Economic Development

PUBLIC SERVICES
ADMINISTRATION BUILDING
– 500 DEDHAM AVENUE



RIDGE HILL – 463 CHARLES RIVER
STREET

CONSERVATION

Conservation Commission

Lisa Standley, Chair
Paul Alpert, Vice-Chair
Janet Bernardo
Stephen Farr
Marsha Salett
Sharon Soltzberg
Dawn Stolfi Stalenhoeft

Department Staff:

Patty Barry, Conservation Division Director
Debbie Anderson
Elisa Litchman

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, streams, ponds, or within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions

including:

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

FY 2012 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications ranging in complexity from the construction of single-family homes and additions to more complex construction projects such as the North Hill Life Care Facility, Walker Gordon Field Improvement Project, the issuance of a new Department of Public Works General Maintenance Permit, and several NSTAR Natural Gas Pipeline Projects. During FY2012, the Conservation Commission met formally a total of twenty three (23) times and held a total of ninety six (96) public hearings – nearly 20 percent more hearings than FY 2011 (refer to Table 1).

Table 1: FY2012 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent	28
Request to Amend Order of Conditions	4
Request for Determination of Applicability	15
Abbreviated Notice of Resource Area Delineation	0
Extension Permit	2
Emergency Certification	2

Type of Application Filing/Request	Number
Certificate of Compliance	30
Minor Modification Request	24
Enforcement Order	8
Trail Maintenance Notification Form	6
DPW Generic Permit Activity Notification Form	8
Exemption Letter	7
Conservation Restriction	0
Notice of Non-significance	1
TOTAL	135

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 a permit. The Commission handled one hundred and thirty five (135) of these applications and 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 FY2012, eight (8) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.



In their role as land managers, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan and finalize the Open Space Plan. In

cooperation with the Trails Advisory Group (TAG), the Conservation Commission has made tremendous progress over the last year in implementing the first priorities of the Master Plan including installing trail signs, kiosks, initiating the trail steward program and improved trail maintenance. With the use of approved Community Preservation Act funding, the Commission contracted Beals and Thomas, Inc. to design, permit and provide construction oversight for the Swamp Trail Boardwalk and Charles River Trail Bridge Replacement Projects. The Commission has partnered with Eagle Scouts Award applicants and the Town of Needham Forestry Department



White-tailed deer (*Odocoileus virginianus*)
 Photo taken at Ridge Hill Reservation by Needham
 Trail Steward Maury Eldridge.

to complete maintenance of several Ridge Hill Reservation trails. The Commission also partnered with Temple Beth Shalom for the annual Spring Trail Day Clean-up.

In January 2012 the Conservation Commission created and voted unanimously to adopt and implement an Ecological Management Plan for Ridge Hill Reservation. The plan's goal for ecological management is to preserve, restore, or enhance the ecological integrity and natural diversity of the Ridge Hill Reservation in a way that protects the values of this important conservation land and that is consistent with the reasons that the Town acquired and protected the land. This plan contains recommended management of Ridge Hill that will protect its habitats and biodiversity.

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.

PLANNING BOARD

PLANNING BOARD

Bruce T. Eisenhut, Chairman

Sam Bass Warner, Vice-Chairman

Martin Jacobs

Jeanne S. McKnight

Ronald W. Ruth

Department Staff

*Lee Newman, Director of Planning and
Community Development*

Alexandra Clee, Assistant Planner

*Devra Bailin, Director of Economic
Development*

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)

It is important to note that if these services were not performed, the Town of Needham would be without the administration of land use planning and zoning regulations, and may be subject to lawsuits from private developers and citizens alike.

FY2012 ACCOMPLISHMENTS AND ACTIVITIES

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under this reorganization the Planning and Economic Development functions were retained under a singular budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new “Community Development” budget. A Director of Planning and Community Development was appointed with oversight of both the Planning budget and Community Development budget. Finally, a new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery.

Fiscal Year 2012 showed a significant increase in permitting activity over the previous fiscal year as evidenced by a 2.5 fold increase in the number of Site Plan Special Permit applications processed by the Planning Board. In its capacity as a special permit granting authority, the Planning Board processed 10 new applications as “Major Projects” under the Site Plan Review By-Law and issued 19 amendments on previously approved “Major Projects”. In addition, the Board processed 1 subdivision plan and a total of 8 plans were endorsed “Approval-Not-Required (ANR)” under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 36 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the Certificate of Action; and between the Board's action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. FY2012 saw a 2.5 fold increase in the number of permits issued with an increase from 11 permits in FY2011 to 29 permits in FY2012. Even with this significant increase in work load which included three new large projects namely Wingate at Needham, North Hill, and Digital at 128 First Avenue, the articulated goals were met for two of the three studied criteria. Public hearings were held on average within 30 days of application receipt, decisions were issued within 5 days of the close of the public hearing, with written decisions filed with the Town Clerk within 9 days of permit issuance. Total average time required to process an application was 58 days with a minimum of 28 days and a maximum of 75 days. Included in the special 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. When this project is removed from the analysis, total days required to process an application drops to 45. The Department plans to continue to track these events and will submit a similar synopsis with its Fiscal Year 2013 report.

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

Annual Town Meeting. Phase 2 of the study which relates to dimensional changes was not complete at the time of the May 2011 Annual Town Meeting. Accordingly, the Planning Board advised Town Meeting that it would be back in the fall of 2011 with respect to the NEBC recommended dimensional zoning changes. Said changes were presented to and adopted by Town Meeting in the fall of 2011 and removed dimensional requirements that were providing impediments to development in the NEBC. The changes included reductions in front yard setback and open space requirements along with increases in permitted maximum lot coverage, height and floor area ratio standards. Said adjustments will permit greater flexibility, especially when coupled with a general provision granting discretion to the Planning Board to relax dimensional requirements (except height) up to 25% after making specific findings as to the propriety of the waivers as to a particular project and location. Successful office parks, such as those located in Waltham, Lexington and Burlington, have flourished due to the flexibility of their zoning provisions. In order to foster economic growth, the Town has now incorporated into its zoning code the flexibility required to compete with other communities for development.

To support the development of the NEBC district and provide the required infrastructure, the Department continues to work closely with the City of Newton in relation to the Needham Street/Highland Avenue corridor project, as well as with respect to mass transit uses of the abandoned MBTA rail bed at that locale. We anticipate working together on grants to explore the feasibility of the latter and on pressing for completion of plans for and funding of improvements along the corridor of the former. The Director of Economic Development has been appointed to serve on the 128 Business Council Board of Directors, which may assist in those efforts.

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in Fiscal Year 2009. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process achieved two primary objectives: 1) developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. Warrants for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009. Implementation of the Plan and its recommended next steps agenda remains one of the primary goals and functions of the Department.

In Fiscal Year 2012, the Planning Board initiated two zoning changes in the Apartment-2 Zoning District. The Apartment-2 Zoning District is comprised entirely of the North Hill Continuing Care Retirement Community, which is in the process of modernizing and expanding its facility. One of the components of that effort is the replacement of its existing 72-bed nursing home with a new expanded nursing facility. The amendment offered would permit an increase in the

number of occupied stories from three to four as well as an increase in the maximum height of a structure from 40 feet to 50 feet. In an effort to limit any potential impacts in the zoning district, the proposed amendment was written narrowly so that the increase in the number of occupied stories and the increase in height would only be applicable to structures or portions of structures that are to be utilized as convalescent or nursing homes (and supportive and/or accessory uses). In that way, it is made clear that any expansion will not be applicable to the apartments that make up the bulk of the North Hill Continuing Care Retirement Community. The zoning amendment was overwhelmingly approved at the Special Town Meeting in November 2011.

The Director of Economic Development served as ombudsman for businesses, town departments and individuals on a wide variety of development issues. During Fiscal Year 2012, the Economic Development Office issued a Commercial Permitting Guide for property owners, developers, brokers, and contractors who want to develop land in Needham. The Guide contains clear, easy-to-follow instructions for seeking permits and approvals from Town boards and departments. Although no permitting guide can provide an all-inclusive look at the permits and approvals required for a specific project, the hope is that the booklet will assist applicants in understanding the basics of Needham's development review and permitting procedures thereby ensuring a more transparent and predictable process.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham, Wayland and Watertown. HUD allocated approximately \$1 million to the consortium for the development of low and moderate-income housing. As anticipated FY2004 through FY2008 consortium funds (\$260,000) were utilized at High Rock Homes, where the Housing Authority, with technical support from the Planning Department, oversaw the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in FY2008, was completed in FY2009. FY2009 through FY2013 consortium funds (\$280,000) have been allocated to the Charles River Center for the construction of a group home at 1285 South Street. The home will serve individuals with development disabilities. Construction of this new group home is planned for FY2013 and FY2014.

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 New England 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 New England Business Center remains an overarching goal of the Board and Department.

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.

PUBLIC SAFETY

SECTION CONTENTS:

- Building Department
- Fire Department
- Police Department



FIRE DEPARTMENT
88 CHESTNUT STREET



POLICE DEPARTMENT
99 SCHOOL STREET

BUILDING INSPECTOR

David A. Roche, Building Commissioner
Stephen A. O'Neill, Asst. Building Commissioner
Scott W. Chisholm, Wiring Inspector
William A. Kinsman, Plumbing & Gas Insp.
Lawrence E. Lench, Local Building Inspector
Christina D. Hooper, Administrative Specialist
Joseph T. Mullin, Department Assistant

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

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

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

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

- 13 places of worship
- 16 day care sites
- Several state group homes
- Several nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- 8 public schools
- 4 private schools
- One college including dormitory buildings
- 982 apartment units
- 247 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.

FY2012 PERSONNEL CHANGES

- The Building Department bade farewell to Inspector of Buildings, Daniel P. Walsh who left for a position with the Town of Lincoln, MA, and thanks him for his 19 years of dedicated service.
- The Building Department welcomed Building Commissioner, David A. Roche, having previously served 13 years as Building Commissioner with the Town of Franklin, MA.

FY2012 HIGHLIGHTS

- 4,712 permits issued
- \$1,693,088.00 collected in fees
- 9,990 inspections performed, plus emergency calls from Police and Fire
- \$170,380,686.00 spent by Needham property owners to construct or remodel
- 1,695,141 square feet of construction to buildings and structures

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

	2009	2010	2011	2012
Building	1,208/\$728,213	1206/\$719,332	1386/\$955,193	1431/\$1,348,237
Plumbing	757/\$66,230	660/\$48,278	817/\$58,156	920/\$79,893
Gas	487/\$21,466	396/\$17,514	463/\$19,420	691/\$27,913
Wiring	1,060/\$115,116	957/\$102,246	1160/\$127,387	1234/\$160,639
Sheet Metal	0	0	42/\$7,216	400/\$57,223
Signs	24/\$2,025	56/\$4,475	21/\$1,525	30/\$2,525
Swimming Pools	7/\$1,050	6/\$800	7/\$1,050	6/\$900
Weights & Measures	\$5,360	\$4,713.50	\$9,410.50	State Contract
Miscellaneous Fees	\$37,260	\$29,482	\$26,816	\$15,758
Totals	3,543/\$976,720	3,281/\$926,840.50	3896/\$1,206,173.50	4712/\$1,693,088

	2009	2010	2011	2012
New Single Family Dwellings	66	66	67	75
New Two Family Dwellings	4	4	5	10
New Non-residential Buildings	2	5	3	5
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	858	712	942	1006
Add/Alter Existing Non-residential	122	83	108	178
Demolish or Relocate	96	160	101	108

FIRE DEPARTMENT

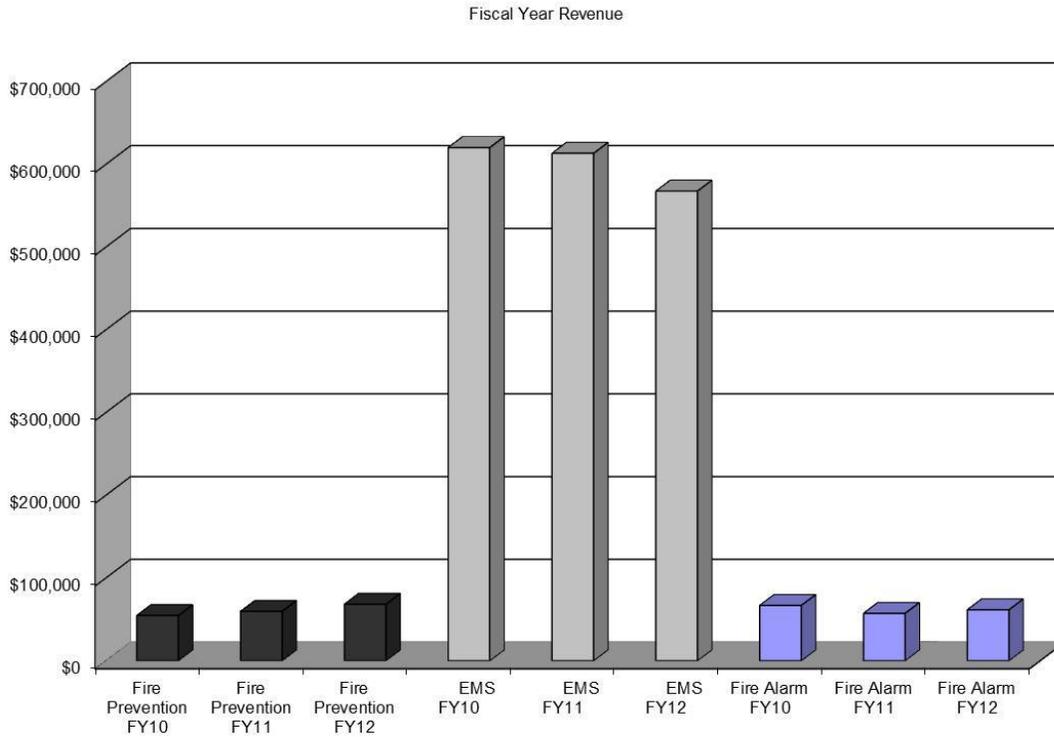
Paul Buckley, Fire Chief

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

FY2012 HIGHLIGHTS

- August 2011 saw the retirement of Captain William Byrnes. Captain Byrnes had served the residents of Needham for over 34 years.
- Firefighter James Piersiak was promoted to Fire Lieutenant in August 2011.
- In August 2011 FF Peter Cosgrove was promoted to Provisional Fire Lieutenant and in June 2012 he received his permanent promotion.
- The department hired three new Firefighter/Paramedics in January 2012: Patrick Muir, Edward Sullivan, Jr. and Joseph Tierney III.
- In April 2012 the department wished FF/Paramedic Robert Murphy well as he embarked on continuing his career with the Andover Fire Department.
- FF Donald Sullivan retired in April 2012 ending a career of more than 43 years of service.
- Lt Dennis Condon was promoted to Fire Captain in June 2012.
- The department was awarded a \$5,265 Student Awareness of Fire Education (S.A.F.E.) grant. This grant program is a state initiative aimed at providing fire safety education to children in Grades Pre-K through 12. In addition, the fire educators of the S.A.F.E. program provided information at various community events including fairs, career days, service organization meetings and children's extracurricular clubs/groups. Fire safety presentations were also made to special needs populations.
- In March 2012 the department received a grant in the amount of \$7,015 from the Fireman's Fund Insurance Company. The grant was used to purchase a new power plant and hydraulic controls for the "Jaws of Life". It will be placed into service when our new Engine is placed into service in the beginning of Fiscal 2013.
- Nstar Electric presented a training program to our members on electrical awareness and safety.
- An instructor from the Massachusetts Firefighting Academy presented a program on lightweight construction and the danger it poses to the fire service. Also discussed were tactics and strategies for attack.
- In June 2012 all Firefighters participated in advanced medical interface training. This comprehensive training is mandated for ambulance services which provide advanced life support (ALS) pre-hospital treatment. Successful completion of the training allows the department more flexibility in staffing configurations on the ambulances.
- The department offered a few specialized training programs throughout the year including the annual EMT-Basic/Paramedic Refresher Course and Foam Trailer Unit training.
- In-house training included monthly EMT meetings/rounds, quarterly defibrillation training, Mass Decontamination Unit training, ice sledding and various building tours.

- The Emergency Management Division of the Fire Department secured Federal reimbursement funds from FEMA as a result of extraordinary expenses incurred during Tropical Storm Irene (August 2011). The qualifying expenses totaled \$81,400 and we were reimbursed \$61,136 in May 2012.



POLICE DEPARTMENT

Philip E. Dronney, Police Chief

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-seven employees. They included;

- 49 sworn police officers
- 3 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian

In addition, the department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY12

Chief Thomas Leary retired from the Department after 36 years of service.
Philip Dronney was promoted to Chief of Police
Matthew Forbes was promoted to Lieutenant
Timothy Dooher was promoted to Sergeant
Paula Compagnone was hired as Administrative Assistant

DEPARTMENT ASSIGNMENTS FY12

560 child safety seats were installed by Officer James Treggiari during the year. Officer Karl Harmon served as Community Service Officer and Officer R. Vincent Springer served as School Resource Officer.

Officer Leo Schlittler and Sgt Richard Forbes were assigned to Metro-Lec regional computer crimes unit.

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 FY12

During the fiscal year, the department replaced the dispatch center radio console that was originally installed in 1989. The new radio system features the latest in communication technology integration and conforms to guidelines the Federal Communications Commission is moving toward.

For the fifth year in a row, the police department participated in the International City Manager's Association (ICMA), Center for Performance Measurement (CPM) data collection study. This project allowed the department to evaluate fiscal year activities against those of prior years, and also to compare our agency with other police departments across a wide range of criteria that is common to law enforcement agencies.

FY2012 Activity compared with recent years

Category	FY2008	FY2009	FY2010	FY2011	FY2012
Calls for Service	27402	24414	27322	32490	33595
Incident Reports	1619	1626	1691	1777	1809
Larceny	213	199	238	211	234
Vandalism	81	61	86	83	66
Breaking and Entering	45	33	52	31	43
Assaults	25	44	33	42	30
Drug Violations	18	11	17	25	14
Civil Marijuana Violations			50	54	30
Operating under the Influence	22	32	24	29	28
Adult Arrests and Complaints	323	300	328	318	378
Juvenile Arrests and Complaints	37	24	29	20	27
Traffic Violations	4157	3688	4142	3966	4056
Alarms	1742	1609	1533	1418	1429
Accidents Reported	436	402	419	463	436

The number of calls for police service has increased over FY2011 levels by 3%.

During the fiscal year, 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 crack cocaine, distribution of oxycodone, trafficking cocaine and distribution of heroin.

The number of reported breaking and entering cases has increased from the previous fiscal year.

In late spring, police responded to several burglaries at an apartment complex. The information and evidence obtained by detectives led to the formation of a multi-agency task force to track down and apprehend a career criminal who was burglarizing apartments in several communities. In June, Needham Detectives along with detectives from Brookline, Boston and several other communities arrested an individual and charged him with burglaries in Norfolk, Middlesex and Suffolk Counties. At the time of his arrest, his record indicated that he had been arraigned over three hundred times for various crimes.

The department investigated two businesses in the Town that were fronts for a prostitution operation. The investigation led to the arrest of individuals and the closure of the businesses.

Reported assaults decreased this year, from 42 to 30.

Both adult and juvenile arrests/complaints increased from the previous year.

In FY 2012 the department received \$13,025.00 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 715 pounds of unwanted medication in FY 2012.



SNOW EVENT 'NEMO' FEBRUARY 8, 2013

EDUCATION

SECTION CONTENTS:

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



MITCHELL SCHOOL – 187 BROOKLINE ST



HIGH SCHOOL – 609 WEBSTER ST



HIGH ROCK SCHOOL – 77 FERNDALE RD



ELIOT SCHOOL – 135 WELLESLEY AVE



SCHOOL ADMIN - 1330 HIGHLAND AVE

FUTURE SCHOOL NEEDS COMMITTEE

David Coelho, Chairman appointed by Selectmen
Heidi Black appointed by Parent-Teachers' Council
Marianne Cooley appointed by School Committee
Ann DerMarderosian appointed by Finance Committee
James Lamenzo appointed by Moderator
Marjorie Margolis appointed by Moderator
Mary Riddell appointed by League of Women Voters
Roger Toran appointed by Planning Board

Each year the Future School Needs (FSN) Committee projects school enrollment for the next ten years. The goal of the projections is to both reflect an accurate picture of the next year's enrollment and determine general trends over the longer term. Historically,

accurately projecting the number of students who will enter kindergarten has been the most difficult part of the projection.

BIRTH TRENDS

The births reflect reported births from July 1 to June 30 of each year. The reported births in the July 1, 2011 to June 30, 2012 timeframe were 294. This is an increase of about 13% from the prior year's 261, which was the lowest figure in well over 10 years, and 40 lower than the average of the prior 5 years. We used a six-year average from 2007-2012 to estimate future assumed births (294 per year) for the out-years of 2018 to 2022. Last year's figure was 261, the figure two years ago was 290, and the figure three years ago was 295. Significant changes in births affect our projections and we monitor this each year.

ACCURACY OF PRIOR YEAR PROJECTIONS

Last year we projected total enrollment of 5,399 for the 2012/2013 school year. Actual enrollment is 5,390 -- a difference of 9 students. This represents a 0.17% overstatement, the smallest variance we have experienced. We have shown our projection results for the last 15 years on the chart below.

Year	Projected	Actual	Variance PROJ.to Actual	% Understated/ (overstated)
2012	5,399	5,390	9	(0.17%)
2011	5,402	5,360	42	(0.78%)
2010	5,258	5,301	-43	0.82%
2009	5,143	5,238	-95	1.85%
2008	5,034	5,059	-25	0.50%
2007	5,060	5,003	57	(1.13%)
2006	5,013	4,979	34	(0.68%)
2005	4,915	4,879	36	(0.73%)

Year	Projected	Actual	Variance PROJ.to Actual	% Understated/ (overstated)
2004	4,780	4,838	-58	1.21%
2003	4,611	4,667	-56	1.21%
2002	4,513	4,565	-52	1.15%
2001	4,417	4,439	-22	0.50%
2000	4,411	4,374	37	(0.84%)
1999	4,378	4,334	44	(1.01%)
1998	4,393	4,303	90	(2.05%)
1997	4,209	4,281	-72	1.71%

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

The past projections show that FSN usually projects annual enrollment for the next year within 2.0% (14 of the last 15 years). In 8 of the last 15 years the projections were within 1.0%. Since the revised kindergarten methodology was adopted 15 years ago (see below), only once (in 1998, the first year of the census method) was the projection off by more than 2.0%. We always need to keep in mind that these projections are **estimates** and in any given year there could be as much as a 3.0% (or greater) variance.

Public kindergarten attendance increased significantly from the projected 90%, to over 94.10% of all kindergartners, which understated our projection by 30 students. This may be a result of additional in-migration during the January 2012 to September 2012 timeframe. This percentage has been fairly consistent around 90% for the past 3 years (and 6 of the last 8 years). For the coming year we have used a factor of 92.5% to take this sizable increase into account without over sampling one single year.

At many grades our projections were within 5 students. In grades 5, 6, 9 and 12 the variance was between 7 and 11. With the exception of grade 12, these differences represent grades that are traditionally impacted by students moving to private school, vocational schools, or out of the district.

GENERAL METHODOLOGY

Projections for grades 1-12 are determined based on the average of retention factors for each grade for the past five years. A retention factor is the enrollment in a given grade this year divided by the enrollment for the preceding grade last year. A retention factor greater than one indicates there are more children in a grade this year than were in the preceding grade last year. For example, the current retention factor for first grade is 1.0528, which equals 419 (first grade enrollment for 12/13 school year) divided by 398 (Kindergarten enrollment for 11/12 school year). This factor is averaged with the factors from the prior four years to produce the average retention factor this year for first grade of 1.0576.

CENSUS DATA AND KINDERGARTEN METHODOLOGY

The methodology uses the annual census to track pre-school age children in town to help estimate the number who will be kindergarten eligible each year. We then estimate the percentage that will attend public school upon entering kindergarten. Until 2005, there was a clear increasing trend of public kindergarten attendance (91% in 2004, 89% in 2003, 85% in 2002, 80% in 2001 and 77% in 2000). We indicated four years ago that this trend might be topping out. The figures were 89% for 2005, 90% in 2006 and 85% in both 2007 and 2008. The figure for 2009 jumped to 92% and the figure for 2010 was 89%. The actual attendance figure for this year is 94.10%. We used a figure of 92.5% this year for the 13/14 Kindergarten projections.

The accuracy of the overall projections is based largely on the accuracy of kindergarten. The following table demonstrates our kindergarten results over the past 15 years.

Year	Projected	Actual	Proj.- Actual
2012	384	414	-30
2011	408	398	10
2010	386	363	23
2009	404	423	-19
2008	385	399	-14
2007	410	380	30
2006	447	456	-9
2005	405	414	-9
2004	422	433	-11
2003	366	394	-28
2002	347	383	-36
2001	337	339	-2
2000	346	346	0
1999	338	323	15
1998	365	315	50

There are several items that should be pointed out from the above chart. First, kindergarten is extremely difficult to estimate and the results can vary significantly from year to year. It is unreasonable to expect to be consistently within 10 students. Second, although the first year of the revised methodology (1998) produced a difference of 50 students, it was a better estimate than the prior methodology would have produced. Third, when a trend begins or changes our figures will tend to lag for several years before catching up.

We analyze census data each year in determining our projections. We continue to track the census until January 1 of the year following the entrance of kindergarten (we assume for this purpose that the number of children in a grade will be the same on a given September 1 and the following January 1).

Our methodology reflects our best estimate for the projected number of children eligible for kindergarten in September 2013. To do this we used our estimate of 92.5% for public kindergarten enrollment and a METCO kindergarten enrollment of 15 students (the current METCO K enrollment). We assumed that the children eligible for kindergarten in September 2013 would increase to 432 (an increase from the current level of 402 as of 1/1/12). This estimate is based on our analysis of town census data (net in-migration) over the past five years at the pre-school ages. Assuming 92.5% of the 432 attend public school and there are 15 METCO kindergartners, there would be 415 kindergartners in 2013 ($432 \times .92.5 + 15 = 415$). A similar calculation is used against base birth rates and census data to project Kindergarten for 2014 and 2015.

For years beyond 2016, we used a factor of 1.325 times the number of births to estimate the number of kindergarten students. This factor is based on an approximation using the actual and estimated ratios from 2009 through 2015 and is somewhat higher than last year's figure of 1.30.

EFFECT OF ALTERNATIVE KINDERGARTEN AND FUTURE BIRTH ASSUMPTIONS

The assumed values for kindergarten enrollment each year have a significant impact on the long-term projections. We become less confident of our kindergarten estimates (and correspondingly our total estimates) as we move further away from the January 1, 2012 data. By the time we reach the kindergarten estimate for the school year 2018/2019 and beyond, the children have not yet been born and our calculation is based entirely on estimates of future births. In addition to our best estimate projection, we are providing low-end and high-end projections based on alternative assumptions. These projections are intended to show a reasonable range in future years (both above and below our estimate), but there is no guarantee that the actual enrollments in any year will be within the low and high estimates.

For alternative kindergarten assumptions, we assumed low-end enrollment would be 15 students less than the figures on our spreadsheet for school years beginning in 2013, 2014, and 2015. We assumed it would be 20 students lower than expected in 2015 and beyond. For the high-end assumption, we assumed enrollment would be 15 students greater than the figures on our spreadsheet for the school years beginning in 2013, 2014, and 2015 and 20 students greater than expected in 2015 and beyond.

The range for kindergarten was coupled with birth assumptions after fiscal year 2012 of 274 children each year (low-end) and 314 children each year (high-end). This was determined as a difference of 20 (plus or minus) from the estimated births beyond fiscal year 2012 of 294.

The Committee welcomes any comments regarding these projections.

YEAR	1999	06/07		07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17
BIRTHS*		288		334	295	290	261	294	294	294	294	294	294
SCHOOL YEAR	2012/2013		PROJ -	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
	GRADE	PROJEC	ACTUAL	ACTUAL									
	K	384	414	(30)	415	379	395	346	390	390	390	390	390
	1	418	419	(1)	438	439	401	418	366	412	412	412	412
	2	388	390	(2)	426	445	446	408	425	372	419	419	419
	3	450	450	0	393	429	448	449	411	428	375	422	422
	4	420	420	0	453	395	432	451	452	413	431	377	425
	5	436	428	8	423	456	397	435	454	455	416	434	379
	6	494	483	11	428	423	456	397	435	454	455	416	434
	7	426	421	5	469	416	411	443	386	423	441	442	404
	8	413	410	3	420	468	415	410	442	385	422	440	441
	9	428	421	7	420	431	480	426	420	453	395	433	451
	10	398	399	(1)	420	419	430	479	425	419	452	394	432
	11	368	369	(1)	398	419	418	429	477	424	418	451	393
	12	376	366	10	366	395	416	415	426	473	421	415	447
	TOTAL	5,399	5,390	9	5,469	5,514	5,545	5,506	5,509	5,501	5,447	5,445	5,449
	K-5	2,496	2,521	(25)	2,548	2,543	2,519	2,507	2,498	2,470	2,443	2,454	2,447
	6-8	1,333	1,314	19	1,317	1,307	1,282	1,250	1,263	1,262	1,318	1,298	1,279
	9-12	1,570	1,555	15	1,604	1,664	1,744	1,749	1,748	1,769	1,686	1,693	1,723
		5,399	5,390	9	5,469	5,514	5,545	5,506	5,509	5,501	5,447	5,445	5,449

* REFLECTS JULY 1 TO JUNE 30 BIRTHS

MINUTEMAN REGIONAL HIGH SCHOOL

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

NEEDHAM ENROLLMENT

As of October 1, 2012, twenty-seven (27) high school students were enrolled at Minuteman providing a full time equivalent (FTE) of twenty-seven (27) residents of Needham.

While attending Minuteman, these students receive a number of benefits:

- **Experience the Modern American High School.** Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.
- **Believe in Yourself.** Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- **Prepare for College and Life.** Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- **Learn from Experts.** Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student.** There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start.** From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

NEEDHAM HIGH SCHOOL AND MINUTEMAN HALF DAY PROGRAM

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Needham High School *and* receive a competency certificate from Minuteman. Currently, no Needham students participate.

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

CLASS OF 2012 GRADUATE ACHIEVEMENT HIGHLIGHTS

- 66% college bound or advanced Technical Training, 27% career bound and 3% military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care Infant/Toddler and Preschool graduates achieved Teacher Certification.
- 100% of Cosmetology graduates passed State Board examinations.
- 100% of Health Occupation graduates achieved college acceptance or career placement.
- 100% of Environmental Technology graduates were certified in OSHA 40-Hour HAZWOPER training, and confined-space entry training. 62% passed either the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.

- Valedictorian James Cardillo, Electrical Wiring graduate from Peabody attending Florida Atlantic University in Boca Raton Fl. Salutatorian Daniel Dangora, Robotics graduate from Medford attending UMass, Lowell to pursue electrical engineering.

CAPITAL PROJECTS

- MSBA Update: Minuteman moves forward in the “pipeline” of the MSBA Vocational School Repair and Renew program announced by the State Treasurer’s office in 2010. On December 3, 2012 Minuteman was approved by MSBA to hire SKANSKA as the Owner’s Project Manager (OPM) for the Feasibility Study. The OPM and School Building Committee will work together to review various models of enrollment as stated in the Request For Service for the OPM. In January of 2013 a link to the School Building Project will keep all towns informed of our progress.

CURRICULUM AND INSTRUCTION

- Since 2008, all 9th grade students to have English and Math every day, rather than a “week-on-week-off” schedule, thus providing more consistent and concentrated instruction as well as project-based learning. Minuteman is rated a Level 1 school by the DESE. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2012.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice/Bio-Security, Animal Science, Entertainment Engineering, Advanced Computer Manufacturing, and Medical Equipment Repair.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.

PROFESSIONAL DEVELOPMENT

Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers meet to review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher peer observations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: note-taking, unit organization, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development has also been focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the

SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed).

STUDENT ACCESS, PARTICIPATION AND SUPPORT

- An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disability, develop skills, and techniques to minimize the impact of the student's disability, and to promote independence and personal responsibility. The SLC also supports the transition to college, by following a model of service delivery that is popular among most colleges and universities in the United States.
- The Music and Art department continues to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All State Chorus recommendation. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

NEEDHAM PUBLIC SCHOOLS



Needham School Committee

Heidi Black, Chair

Joseph Barnes, Vice-Chair

Connie Barr

Marianne Cooley

Michael Greis

Susan Neckes

Kim Marie Nicols

Central Administration

Daniel E. Gutekanst, Superintendent of Schools

Christine Brumbach, Director of Student Development and Program Evaluation

Thomas F. Campbell, Director of Human Resources

Theresa W. Duggan, Director of Program Development and Implementation

Anne Gulati, Director of Financial Operations

The Schools

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC), a collaboration of 15 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 Special Education that would be impossible for any one community to provide by itself.

During the 2011-2012 school year Needham enrolled 5491 students in its five elementary (k-5), two middle (6-8), and one high school (9-12), including the Preschool program and out of district placements. The enrollment breaks down as follows:

Preschool	74
Elementary	2568
Middle School	1270
High School	1522
Out of District Special Education Placements	57

PRINCIPALS

Emily Gaberman, Broadmeadow School	Suzanne Power Wilcox, John Eliot School
Michael Kascak, Hillside School	Michael Schwinden, William Mitchell School
Jessica Peterson, Newman School	Jessica Downey, High Rock School (gr 6)
Lisa Chen, Pollard Middle School (gr 7 - 8)	Jonathan Pizzi, Needham High School

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

During 2006-07, district leaders revisited our vision, core values, and mission, which led to a revision of system wide goals and objectives and their adoption by the School Committee in November 2007. The School Committee reviews the goals and the progress toward the goals yearly. The revised 2012-2013 district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us.

What is our mission?

A school and community partnership that creates excited learners, inspires excellence, and fosters integrity.

What is our vision?

We envision all students engaged and fulfilled in their learning, committed to their community, and willing to act with passion, integrity, and courage.

What do we value?



Scholarship Learning

Every student engaged in dynamic and challenging academic experiences that stimulate thinking, inquiry, and creativity; identify and promote the development of skills, talents, and interests; and ensure continued learning and wellness. Staff improving their practice in an environment that supports a high level of collaboration and instruction that is focused on helping every student learn and achieve.



Community *Working together*

A culture that encourages communication, understanding, and is actively anti-racist. Sharing ideas and valuing multiple perspectives ensures a caring community committed to the promotion of human dignity.



Citizenship *Contributing*

An environment that nurtures respect, integrity, compassion, and service. Students and staff acknowledge and affirm responsibilities they have toward one another, their schools, and a diverse local and global community.



Personal Growth *Acting courageously*

All students developing skills and confidence through personalized educational experiences that build on student strengths and emphasize reflection, curiosity, resilience, and intelligent risk taking.

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

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



Goal Three: Ensure infrastructure supports district values and learning goals

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

Performance Report

Every September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2012 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 organized with student performance as its central focus, with additional information about staff, finances, planning, and community satisfaction. A section of the report is devoted to each of these topics.

This publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.



Profile: 2012-2013

Needham Public Schools • Needham, MA 02492
Telephone (781) 455-0400 • Facsimile (781) 455-0417
<http://www.needham.k12.ma.us>

A school and community partnership that creates excited learners • inspires excellence • fosters integrity.

CENTRAL ADMINISTRATION
1330 HIGHLAND AVENUE

Daniel E. Gatesmet 455-0400 x203
Superintendent of Schools

Thomas Campbell 455-0400 x209
Director of Human Resources

Christine Brumbach 455-0400 x213
Dir. of Student Development/Program Evaluation

Anne Gelati 455-0400 x207
Director of Financial Operations

Theresa Duggan 455-0400 x226
Dir. Program Development/Implementation

ELEMENTARY SCHOOLS

Broadmeadow School 455-0448
Emily Gaberman, Principal
120 Broad Meadow Road 02492

Ellet School 455-0452
Suzanne Wilcox, Principal
135 Wellesley Avenue 02494

Hillside School 455-0461
Michael Kascaik, Principal
28 Glen Gary Road 02494

Mitchell School 455-0466
Michael Schwinden, Principal
187 Brookline Street 02492

Newman School 455-0416
Jessica Petersen, Principal
1155 Central Avenue 02492

MIDDLE SCHOOL

High Rock School - Sixth Grade 455-0455
Jessica Downey, Principal (fax: 455-0411)
77 Fernside Road 02492

Pollard Middle School 455-0480
Lisa Chen, Principal (fax: 455-0413)
200 Harris Avenue 02492

SENIOR HIGH SCHOOL

Needham High School 455-0800
Jonathan Pizzi, Principal (fax: 449-5111)
609 Webster Street 02494

INTEGRATED PRESCHOOL PROGRAM

Newman School 455-0416
Diane Dunham, Coordinator

SCHOOL COMMITTEE

Heidi Black, Chair Joseph Barnes, Vice Chair
Connie Barr Marianne Cooley
Michael Cress Susan Neckes
Kim Marie Nicols

Meetings: 1st and 3rd Tuesday
Time: 7:00 p.m.
Location: Broadmeadow School
School Committee Meeting Room

PROGRAM OFFERINGS INCLUDE:
Accelerated and advanced placement courses in Biology, Chemistry, English, World Languages, Mathematics, Physics, Science, and Social Studies.

Plus

- Art
- Athletics
- Community Classroom Program
- Computers: K-12
- ELL (English Language Learners)
- Guidance: K-12
- Literary Publications
- Media Centers in all schools
- Member: Minuteman Regional Vocational Technical High School
- METCO (Metropolitan Council for Educational Opportunity)
- Music
- Physical Education: K-12
- Remedial Reading
- Science Center (nationally recognized)
- Special Education: Pre School-12
- Student Exchange Programs

and

Community Education Programs:

- Adult Education
- Afterschool Enrichment
- Drivers Education
- SAT Prep
- Summer School

NPS 2012-2013 SCHOOL CALENDAR

2012	
Sept 3	Labor Day
4	General Staff Meeting - Prof. Day
5	All Schools Open
6	First Day of Kindergarten
7	Preschool Orientation
8	First Day of Pre-school & K&AE
17	Rosh Hashanah
18	Yom Kippur
26	Early Release - Professional Dev
Oct 2	Columbus Day
4	Early Release - Professional Dev
24	No School - Professional Dev Day
Nov 6	No School - Professional Dev Day
12	Veterans Day - Celebrated Monday
21	Early Release - Thanksgiving
22-23	Thanksgiving Recess
Dec 13	2 Hour Delayed Opening - Professional Dev
21	Schools close at end of day for winter recess
24-Jan 1	Winter Recess
2013	
Jan 2	Chinese Recess
3	Early Release - Professional Dev
21	Martin Luther King Jr. Day
31	2 Hour Delayed Opening - Professional Dev
Feb 12	Early Release - Professional Dev
16	President Day
18	February Recess
19-22	Chinese Recess
Mar 7	Early Release - Professional Dev
27	Early Release - Professional Dev
29	Good Friday
Apr 3	2 Hour Delayed Opening - Professional Dev
15	Recess Day
16-19	April Recess
May 14	Chinese Recess
27	Early Release - Professional Dev
Jun 5	Memorial Day
10	Early Release - Professional Dev
20	Graduation
27	Last Day early release - no snow days
	Last Day early release - includes 5 snow days

COMMUNITY

- Ten miles southwest of Boston
- Primarily residential suburb
- Population: 28,886 (2010 census)
- Family income mainly from business, professional, semiprofessional occupations
- Tax rate: \$11.35 per \$1,000
- Hospital: Beth Israel Deaconess
- Library: Needham Public
- Transportation: MBTA commuter bus and rail service
- Town Media Outlets: *Needham Times*, *The Needham Channel*

FACTS AND FIGURES

PER PUPIL COST (2011)	\$13,602
ENROLLMENT 2011-2012	
Pre K-5	2642
Middle	1270
High	1522
AVERAGE CLASS SIZE (2011-12)	
Elementary	21
Middle	22
High	21.5

SCHOOL LUNCH COST

K-5 - \$2.30	6-12 - \$2.55
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BUS TRANSPORTATION*

K-6	2 miles
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**Fee-based busing available*

CLASS OF 2012

POST HIGH SCHOOL EDUCATION

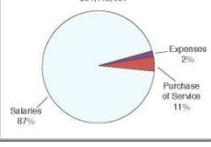
Post Secondary Education	95%
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SAT SCORES - CLASS OF 2012

Critical Reading (618)	Mathematics (635)	Writing (625)
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2012-2013 Operating Budget

FY13 School Department Operating Budget
\$51,112,681



Salaries	67%
Purchase of Services	11%
Expenses	2%

Page 66

HUMAN SERVICES

SECTION CONTENTS:

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



COUNCIL ON AGING – 83 PICKERING STREET

COUNCIL ON AGING

Board of Directors

Susanne Hughes, Chairperson
Carol deLemos, Vice-Chair
Scott Brightman
Roma Jean Brown
Dan Goldberg
Eilene Kleiman
Lianne Relich
Andrea Rae
Colleen Schaller
Mary Elizabeth Weadock

Department Staff

Jamie Brenner Gutner, Executive Director
Sherry Jackson, Associate Director
LaTanya Steele, Social Worker
Joan DeFinis, Outreach Worker
Barbara Falla, Social Worker
Penny Gordon, Program Coordinator
Dorene Nemeth, S.H.I.N.E. Program Director
Denise Roskamp, S.H.I.N.E. Assistant Program Director
Kathy Worhach, S.H.I.N.E. Outreach
Clif Holbrook, Building Monitor
Elwyn Cotter, Van Driver
Michael O'Toole, Van Driver
Robert Papetti, Van Driver

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. Various community partners, such as the YMCA, shared space with the department over the years until we officially opened our doors as the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979. This address has been home ever since.

Needham can boast that as a proactive community it was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts. In 1971 Needham's role as a pioneer in providing programs specifically geared toward the needs of older adults was recognized as a model for the nation. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant.

The Needham Council on Aging (COA) is charged with serving Needham's 60+ population and their families, by addressing diverse aspects of aging service interests, concerns and needs. Participants who attend programs are primarily 60 years of age or older while we also offer services to family members and other residents as needed. We provide advocacy for Needham's senior population on the local, regional, state, and national levels, to assure that needs and interests are being met, and that the quality of life for our residents is at an optimal level, in an environment that fosters independence. For the past 56 years our mission has consistently been to respond to the needs of older residents' by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth.

The functions of the department are not confined by walls. We fulfill 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 offers programs and services five days a week at the nationally accredited Stephen Palmer Senior Center where the professional Council on Aging staff has had oversight for services and programs for over 30 years. The Council on Aging consists of the Executive Director, the Associate Director, the Transportation and Volunteer Coordinator, the Social Work Department, the S.H.I.N.E. program (Serving the Health and

Information Needs of the Elderly), and many active volunteers, all of whom contribute to the fulfillment of the department mission and goals. The Center hours are Monday-Friday 9:00a.m.-4:00 p.m. with office hours from 8:30-5 p.m.

The Senior Center is the focal point for aging service issues in our community and acts as a gateway to information and services that support and enable a multigenerational group (ages ranging from 60 to over 100) to maintain health, independence and highest level of functioning in many aspects of life. The growing aging population requires continued support at this level and the Council on Aging continues to fulfill this role by offering relevant programs and services for residents of all ages wherever they may reside in Needham: in their own homes; congregate housing; assisted living facilities or in some cases nursing facilities.

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.

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. Additionally, we work closely with many Town Departments including but not limited to the Youth Commission, Health Department, 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, and the Housing Committee as well as Triad. 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, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a drop-in center for socialization, independent activities and learning opportunities.

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

to Senior Exercise Program, ball room dancing, and some evidenced based programs such as Diabetes Self Management and Powerful Tools for Caregivers.

FY2012 HIGHLIGHTS

- In the late Fall Town Meeting voted almost unanimously to provide funding for the building of our New Center! Work continued throughout the year.
- Volunteers donated over 30,000 hours worth of service to the department.
- 46 SHINE Counselors served 889 people from our Needham sites, had 6394 client contacts in the Region, and provided 7,214 hours of service within the 22 Towns served which contributed to an estimated \$5,000,000 savings in health care costs to residents of the towns we serve.
- The Council on Aging offered over 2,500 different sessions or events with over 50 programs offered on a regular basis at the Stephen Palmer Senior Center and additional sites throughout the Town.
- Our Social Service department continued to touch the lives of more than 2000 individuals.
- Our van provided 7,778 rides to include 2,649 rides related to food shopping.
- Our phone logs indicated that close to 13,000 calls were received by the Council on Aging staff and volunteer receptionists during FY12.
- In December 2010 the department applied for a grant through the Massachusetts Department of Transportation and was notified in June 2011 that we were selected to receive an award through the Mobility Assistance Program. Through this grant in June of 2012 we received a 14 passenger wheelchair accessible Type C minibus with 20% of the cost being covered by the Friends of the Needham Elderly Inc.
- The Friends of the Needham Elderly (F.O.N.E.) continued their fundraising efforts.
- The Reaccreditation Process was completed in December 2011 and the Council on Aging Board made a recommendation to the Board of Selectmen about a suggested name for the New Senior Center Site to be voted on in the fall of FY 12.
- New programs offered this year included Balance and Fall Prevention, Diabetes Self-Management, Meditation Techniques for Beginners, Zumba and Spanish.

GENERAL FUNDING INFORMATION

Funding for the Needham Council on Aging and the many services and programs that we offer, comes from varied sources. In FY 12 the Town of Needham funded 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 supported some professional staff hours and expenses. Additionally, the Needham Council on Aging continued to administer the SHINE Grant (Serving the Health Information Needs of the Elderly) for 22 cities and towns in the MetroWest region. The funding received was used to pay for the part time positions of the Shine Program Director, Assistant Director and Outreach Worker who provided supervision and over site for 46 volunteers. Donations to benefit the department were utilized to supplement the programs and services offered as state and municipal funds do not fully financially support all that the aging service department provides.

It is within a community context that the Needham Council on Aging is able to offer the full array of programs and services that we do. In many circumstances these relationships help

supplement our budget. We continue to have a good working relationship with the Friends of the Needham Elderly Inc. (FONE) a non-profit, private 5013© organization whose mission is to support the Needham Council on Aging. The Friends have been diligent in their fund raising efforts related to a new Senior Center location while providing monies towards a new handicapped accessible van and continue to support programs and services and the publication of the “Compass” which provides pertinent information to our residents about what the Center and the Department has to offer.



WEST SUBURBAN VETERANS' SERVICES DISTRICT

*Stanley W. Spear, Jr.,
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, and Weston. On July 1st, 2012, the District was expanded to include the Town of Wayland. On July 31st, 2012, Matthew L. Ching was hired to help facilitate the needs of Veterans and their families in the very busy and expanded District. The main office is centrally located in the Wellesley Town Hall, where office hours are on Mondays and Wednesdays from 9:00 a.m. to 12:00 p.m. and by appointment. There are satellite offices in each town in order to provide services. Office hours are in the Needham Town Hall on Thursdays from 9:00 a.m. to



4:30 p.m., the Weston Council on Aging on Wednesdays from 9:00 a.m. to 12:00 p.m., and the Wayland Municipal Building on Fridays from 9:00 am to 12:00 pm. Veterans and their families are welcomed to contact the main office in Wellesley for inquiries or to schedule appointments at (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.
- Oversight of the disbursements of veteran's benefits to veterans and their families.

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

HIGHLIGHTS OF THE VETERANS SERVICE OFFICE

- During the year \$23,701.39 in Chapter 115 Benefits were provided to Needham Residents.
- Attended the Veterans' Service Officer (VSO) & MA Legislative Meeting.
- Expanded out reach efforts to the Veterans within the community.
- Attended annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.

CARE OF GRAVES AND COORDINATOR OF CEREMONIES

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

- To fulfill the requirements of Chapter 115, that all veterans' graves will have an American flag placed on them for Memorial Day.
- To ensure that all veteran's graves in Needham and St. Mary's cemeteries are kept, are cared for, and are free of debris.
- To insure that veterans who die without funds are properly interred.
- To organized and participate in the Memorial Day Ceremonies and Parade as well as the Veteran's Day Observances.

HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES

- Placed over 2300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Observances.
- Organized and led the Veteran's Day Ceremonies on November 11th.

YOUTH SERVICES



Board of Directors

*Cathy Lunetta, Chairperson
 Ronnie Haas, Vice-Chairperson
 Allison Berger
 David Bookston
 Jessica Hoguet
 Danielle Penny
 Vincent Springer
 Debbie Winnick*

Department Staff

*Jon Mattleman, Department
 Manager
 Carol Rosenstock
 Katy Colthart
 Michelle Butman
 Elizabeth Loveless (Clinical
 Intern)*

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

FISCAL YEAR 2012 HIGHLIGHTS

VIP Program



In Fiscal Year 2012, Youth Services launched the VIP (Valuable Interactions among Peers) Program. VIP matched high school students with elementary school age youth who have a need for additional support in their life. The program allowed high school “Big VIPs” the opportunity to be a role model 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 a meaningful relationship with a high school youth. All participants completed an evaluation at the end of the year. Learn more about the VIP Program at www.needhamma.gov/youth/vip.

Bullying Intervention Program

In the past year, Needham Youth Services created an innovative new effort entitled the Bullying Intervention Program (BIP). This 10 hour 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 at three and a final evaluation six months after the program to better gauge the impact of this educational experience. 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 five (5) years, and each training was two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at www.needhamma.gov/youth/qpr.

Community Crisis Response: Over the past seven years, the Needham community has grappled with the sudden loss of many young people, and Youth Services 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. A significant number of hours were devoted to creating materials and meeting with community leaders in response to losses as well as to discuss preventative steps for the future.

Safe Surf: Internet Safety for Middle School Youth and their Parents: Initially funded by the Needham Education Foundation, this eight (8) year old program provided students and parents with the knowledge to navigate the Internet with confidence. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY2012, over 300 youth participated in this program (each completed an evaluation of program), and over 250 booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at www.needhamma.gov/youth/safesurf.



A Conversation...For Parents of Teens: Sponsored by the Needham Women's Club, this program has been offered to Needham parents for close to a decade. Each session allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Over fifty parents participated in this program in the past fiscal year, each of whom completed an evaluation of the program. Learn more about "A Conversation..." at www.needhamma.gov/youth/aconversation.

Website: It is estimated that over the past year thousands of "hits" were registered on the Youth Services website. Residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and program, and much more. 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.

E-Mail Sign Up: 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.

Individual/Family Counseling: The Masters level staff clinicians were 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 696 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services' clinical work at www.needhamma.gov/youth/counseling.

Counseling/Psycho-Education Groups: Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the

opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the “Extreme Looks” program, a four-day mind/body/spirit group for teen girls. In FY 2012, 243 hours of group counseling/psycho-education services were provided.

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

Picture Perfect: Picture Perfect completed its 7th year and was a workshop for all 8th graders 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. In FY 2012, 337 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 16 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 11 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, 400 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 6th 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. Last year's first recipient was John Hrones, and this year's recipient was Candace Chase for her work with the Needham High School Anime Club (over 100 people attended this year's award ceremony honoring Candace). Learn more about the Forde Award at www.needhamma.gov/youth/fordeaward.



Employment and Volunteer Programs: The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer Resource Listing was created to inform youth of area volunteer opportunities. In FY 2012 these programs fielded 325 inquiries. Learn more the Employment and Volunteer Programs at www.needhamma.gov/youth/employment.

Needham Unplugged: The 11th 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” occurred on March 15th; it 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 communities. Other special days included “E-mail Free Friday,” “Text Free Tuesday,” and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.



March 2012 Needham Unplugged

Needham Unplugged is an awareness campaign and a reminder that there is more to life than what is on the other side of a plug. The activities listed below emphasize person-to-person interaction, health, and wellness and are for all Needham students and their families. For more information please contact Needham Youth Services at 781-455-7500 or online at www.needhamma.gov/youth. **Happy Unplugged Month!**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Created by: Needham Youth Services Needham Park and Recreation Charles River YMCA		This is Needham Unplugged's 11th Year!		1 Go through your closets...and donate your old clothes	2 Kids & Family Work-Out 4:00 — 6:00 pm ages 10-13 @ YMCA Active Family Center	3 Have an indoor picnic
4 Free Family Swim 2:00-4:00pm the Y	5 Donate food to the Needham Community Council 	6 Go Fish! Get out the cards and play your favorite card game 	7 Marshmallow Roast! Experiment with a new 'smores' recipes 	8 Puzzled? Invite your neighbors to a puzzle and pizza party! 	9 Social Networking Free Friday Talk to your friends in person instead of online. 	10 Take a stroll at Ridge Hill Maps available at Park & Recreation
11 Kids plan and cook dinner... for parents 	12 Read! Check out a book from the library 	13 Take Cover! Build a fort out of couches and blankets 	14 Set Roots! It is too cold outside — so plant an indoor garden 	15 No homework & no meeting night for all Needham students and parents 	16 Kids & Family... Work-Out 4:00 — 6:00pm ages 10-13 YMCA 	17 St. Patrick's Day Eat only things that are green today!
18 Free Family Swim 2:00-4:00pm YMCA pool site	19 Organize family photos into a colorful scrapbook 	20 Spring is here! Plan an outdoor scavenger hunt for your friends 	21 Bored? Play a family favorite board game 	22 New Moon A perfect night to stargaze together! 	23 Email-Free Friday Can you talk face-to-face instead of sending Emails? All day? 	24 Volunteer Do a volunteer project as a family
25 Trust Walk... Build trust by taking turns being blindfolded and led around the house 	26 Eat Breakfast For Dinner! TheFamilyDinnerProject.org 	27 Text-Free Tuesday Try not texting all day 	28 Write... A letter to someone special 	29 Learn more about a culture... Cook the food of a different country 	30 Make a Statement Day! Put your favorite quote on a white t-shirt 	31 Brainstorm... a cool April Fools' Day trick

Peer Tutor Program: This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,460 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

Graduate/Undergraduate Internship Program: In FY2012, Needham Youth Services welcomed a clinical intern from the Boston College Graduate School of Counseling to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program was established. Over the course of the past year, interns provided 1,025 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 implemented at Needham High School for students and staff seven (7) years ago. Aimed at promoting diversity,

tolerance, 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 in the fifth year of operation, over 900 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, and Wingate at Needham. At the conclusion of each program day, participants complete and evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided



more than 400 person hours of free volunteer services over the past summer. Learn more about Project VAN at www.needhamma.gov/youth/projectvan.

Diversion/Restitution Program: In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. In FY 2012 Needham Youth Services supervised over 115 hours of community service. Learn more about the Diversion/Restitution Program at www.needhamma.gov/youth/diversion.

Seminars/Workshops/Presentations: Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff, Babysitter Training Seminars, presentations at the schools and in the community, and many others. In FY 2012 Needham Youth Services worked with a total of 3,089 youth, parents, and professionals in seminars and/or workshops.

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, Domestic Violence Action Committee, 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 such as:

- Charles River Center
- Healthy Needham 2011
- Marks Moving Service
- 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 Public Library
- Needham Public Schools
- Needham Women’s Club
- Needham Community Council
- Needham Council on Aging
- 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 the following original publications in FY 2012 Learn more at www.needhamma.gov/youth/publications.

- Needham Youth Card
- KIDS Survival Guide
- Parent Guide to Teen Parties
- Ask Youth Services (newspaper column)
- Information on Suicide
- Parenting Literature
- Making the Middle School Years Work
- Networks Book
- Safe Surf: Internet Safety for Middle School Youth and their Parents

FISCAL YEAR 2012 STATISTICS AND EVALUATION

Over the past 20 years Needham Youth Services programs have grown significantly in scope --- for example, in the past there was virtually no support for parents; today there exists a range of parenting programs such as “QPR Suicide Prevention Trainings” and “A Conversation...For Parents of Teens.” Over the past two decades program usage by the community has skyrocketed; as an illustration in the past year alone the department increased services to youth and families by 5%. A yearly statistical summary of services is available online at: www.needhamma.gov/youth/reports, and individual program evaluations are listed on the Youth Services website and/or may be obtained by contacting the Youth Services office. In addition to the department’s growth, Needham Youth Services has not increased in staff size and there has been virtually no increase in expenses in the past 20 years.

PUBLIC WORKS



GARAGE, SNOW DISPATCH, STORAGE – 470 DEDHAM AVENUE



RESERVOIR – 500 DEDHAM AVE



WATER BUILDING – 500 DEDHAM AVE



PUBLIC SERVICES
ADMINISTRATION
BUILDING (PSAB)
500 DEDHAM AVE

DEPARTMENT OF PUBLIC WORKS



Sitting Down – Left to Right
Ann Dorfman, RTS Superintendent
Robert A. Lewis, Assistant Director
Richard P. Merson, Director
Carys Lustig, Administration Supervisor
Standing Up – Left to Right
Rhainhardt F. Hoyland, Highway Superintendent
Edward Olsen, Parks & Forestry Superintendent
Steven J. Hawes, Garage & Equipment Supervisor
Anthony L. Del Gaizo, Town Engineer
Vincent R. Roy, Water & Sewer Superintendent

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; and parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY2012 HIGHLIGHTS

- Recycled 3,808 tons of materials including 2,022 tons newspaper and mixed paper, including phone books and magazines; 888 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, and 343 tons of cardboard.
- Shipped 8,253 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 31 % out of the total solid waste stream (which includes commercial waste, bulky items and clean-outs).
- Captured 212 tons of metal and 8 tons of tires for recycling.
- Removed 5 tons of oil-based paint and 8 tons of waste oil and anti-freeze from the waste stream.
- Collected 178 tons of textiles and small household goods for donation to Goodwill & Red Cross.
- Composted 9,056 tons of yard waste and 588 tons of food waste.
- Managed 12,515 tons of soil, gravel, asphalt, street sweepings, catch basin cleanings, and miscellaneous materials from a variety of town programs and projects.
- Removed 17 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.

- Also diverted from the waste stream 1.5 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 282 appliances (i.e. refrigerators, air conditioners); and recycled 1000 lbs of lead acid batteries.
- Performed 122 waste load inspections of vehicles on tipping floor.
- 9,102 Disposal Area user stickers were purchased of which 4,399 were residential, 1,887 were senior, 77 were commercial, 2,555 were additional, 152 were replacement and 32 were weekly passes.
- The recycling program at schools & public buildings captured 65 tons of materials for recycling, recycling 20% of their total waste. The School Administration Building had the highest overall recycling rate, recycling 62% of their waste. Hillside School had the highest school recycling rate, recycling 26%, the Library had the highest public building rate, recycling 57% of their waste, followed by Town Hall at 43%.
- The Wood Diversion Program diverted 251 tons of wood waste from the waste stream.
- Held one successful Annual Household Hazardous Waste Collection Day & the November leaf Sundays Program.
- Continue the repair and preservation of the Town's 123 miles of roadways including 4.50 miles of asphalt paving; 8,261 gallons of rubberized crackseal; & adjusted and repaired 146 driveway aprons.
- Repaired 8.70 miles of grass berms; installed 4,650 feet of granite curb & 19,600 feet of asphalt curb.
- Continue the preservation of the Town's 162 miles of sidewalks, including the reconstruction of 26 handicap ramps and repaired 2.30 miles of sidewalks.
- Continue to upgrade and maintain the Town's 23 signalized intersections.
- Complete the LED lighting upgrades and continue upgrading all Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD).
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchased 10 pieces of replacement equipment – 3 pick-up trucks, 2 dump trucks, 1 material spreader, 1 sidewalk tractor, 1 passenger vehicle, 1 riding mower and 1 sidewalk paver.
- Inspected 610 Street/Sidewalk Occupancy and Excavation Permits.
- Completed the construction of the Greendale Ave/High Street Intersection Improvement Project.
- Completed the construction of the Mark Lee Road Municipal Parking Lot.
- Completed 30 project reviews for the Planning Board.
- Completed 725 project reviews for the Building Department.
- Completed the construction of Kendrick Street Bridge Repairs.
- Completed design of Phase III Sewer I/I Repairs for Areas 16 and 22.
- Completed design of Highland Avenue Water Main Replacement from Webster Street to RTE 128.



- Completed construction of Phase II Sewer I/I Repairs for Areas 16 and 22.
- Continued construction of Phase III Sewer I/I Repairs for Areas 16 and 22.
- Completed construction of Rosemary Brook retaining walls at Mallard Road.
- Continued construction of Highland Avenue Water Main Replacement from Webster Street to RTE 128.
- Continue construction of Reservoir B Pumping Station Replacement Project.
- Continued construction of Drinking Well #1 Replacement.
- Completed Broad Meadow Road Survey and Bound installations.
- Responded to 456 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 17th year.
- The 2012 Arbor Day activities included the planting of 1 Kousa Dogwood tree with the students at Mitchell School.



ARBOR DAY 4-27-12 at Mitchell Elementary School

Forestry:

Tree Removals and Stumping

FY10 = 50 trees

FY11 = 45 trees

FY12 = 64 trees

Tree Pruning Hours

FY10 = 2,900 hrs

FY11 = 2,116 hrs

FY12 = 1,425 hrs

Roadside Brush Removal and Flail Mowing

FY10 = 2,666 hrs

FY11 = 1,840 hrs

FY12 = 1,744 hrs

Tree Planting

FY10 = 200 Arbor Day seedling + 61 trees on streets and parks + nursery: 52 trees
FY11 = 300 Arbor Day seedling + 61 trees on streets and parks + nursery: 103 trees
FY12 = 300 Arbor Day seedling + 120 trees on streets and parks + nursery: 50 trees

Park and Recreation, Memorial Park, School Grounds:

Athletic Field Acres Fertilized

FY10 = Cricket Program + 2 applications (one additional application on new grass fields)
FY11 = 25 acres (4 applications) + 47 acres (2 applications)
FY12 = 25 acres (5 applications) + 47 acres (2 applications)

Athletic Field Acres Aerated

FY10 = 12.00 acres – (once), 27 acres – 3 applications
FY11 = 10.00 acres – (once), 32 acres - 2 applications
FY12 = 29.00 acres – (once), 27 acres – 2 applications

Over-seeding

FY10 = 3 fields (once) + 3 fields (twice)
FY11 = 13 fields (once)
FY12 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)

Diamond Work

FY10 = 2,474 hrs
FY11 = 2,678 hrs
FY12 = 1,232 hrs

Mowing Hours

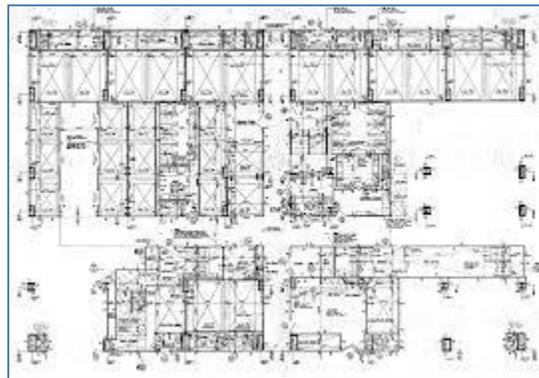
FY10 = 6,066 hrs
FY11 = 6,036 hrs
FY12 = 4,050 hrs

- Repaired 14 water pipe leaks, including 8 water main breaks and 6 water service leaks.
- Responded to 32 water emergency calls (after regular business hours).
- Replaced 978 out of 13,591 residential/municipal/condominium water meters, and replaced 11 out of 707 Commercial Water Meters.
- 24 Water service lines were replaced, including 6 lead-lined water service pipes.
- 6 new fire hydrants were installed & rebuilt 14 existing fire hydrants.
- Successfully replaced 178 iron water service lines on 17 streets with one inch copper tubing.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 1 catch basin replacement, rebuilt 19 catch basins; inspect & clean drain system, replaced 19 drain manholes, and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & Flushed 58,820 feet of sewer mains and 66,502 feet of drain lines.
- Rodded 2,268 feet of sewer main and used jet truck with root cutter for drains.
- Installed 2,326 feet of new drain pipe in 3 streets and repaired 51 feet of drain pipe.
- Responded to 29 sewer emergency calls (after regular business hours).

PUBLIC FACILITIES

SECTION CONTENTS:

- Public Facilities - Construction
- Public Facilities – Operations



DEPARTMENT OF PUBLIC FACILITIES

- CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Mark Presson
Chairman Paul Salamone
Stuart Chandler Irwin Silverstein
Natasha Espada
John Keene

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Tiffany Shaw, Project Manager
Hank Haff, Project Manager
Dick Thuma, Project Manager
Kathryn Copley, Administrative Specialist
Antonio Antenor, Intern

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. Three project managers have been added to the staff along with an intern assigned to the Newman Repair project.

FY2012 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2012 fiscal year (July 2011 to June 2012). These projects were initiated during the period of 2008 thru 2012 fiscal years.

Project Name: Town Hall Renovation
Project Status: Ongoing
Authorization: \$19,155,746
Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.
Owners Project Mgr: Public Facilities - Construction

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

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

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

Work is ongoing to resolve various post construction issues: post commissioning for various mechanical HVAC issues, water infiltration at the new addition glass doors and Garrity Way front door replacement.

<u>Project Name:</u>	Newman Elementary School Repair
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$26,962,128
<u>Budget Status:</u>	On Budget
<u>Architect:</u>	Drummey, Rosanne & Anderson, Inc.
<u>Owner's Project Manager:</u>	Steve Popper, Public Facilities - Construction
<u>Construction Manager at Risk:</u>	Consigli Construction
<u>Modular Building Contractor:</u>	Triumph Modular

At the November 2009 Special Town Meeting, Article 14: Appropriate for Facility Repairs/Newman School was approved contingent upon an affirmative vote of the Town. An override in the amount of \$26,962,128 was brought before the Town voters on December 8, 2009 for a town wide vote. The override passed.

A Construction Manager at Risk was selected in May 2010. Triumph Modular was selected to supply the temporary modular classrooms. The footings for the modulares were installed during the summer of 2010 and the modulares are being installed during the summer of 2011. The project went out for bid in November of 2010. The GMP was established in January 2011. The construction started June 2011 with the renovation of the common areas (cafeteria, kitchen and auditorium) to be completed during the summer of 2011.

The majority of the HVAC replacement work was done over the 2011-2012 school year. Work will continue thru the summer of 2012. Substantial completion is expected by the end of August 2012 and the Newman School Students are expected to occupy the building on the first day of school in September 2012.

The modular classrooms will be removed at the end of the 2011-2012 school year starting at the end of June 2012. The parking lot restoration and landscaping will all occur during the summer of 2012 and be finished by the start of the 2012-2013 school year.

Project Name: Pollard Improvement for Newman
Project Status: Substantially Complete
Authorization: \$1,330,950
Budget Status: Over Budget by \$65,000
Architect: Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr: Public Facilities – Construction
Contractor: Casby Brothers

At the May 2010 Special Town meeting Article 9: Appropriate for Pollard School Improvements, was approved in the total amount of \$50,000 for design services. The improvements are related to the temporary relocation of Newman Elementary School students to the site for the 2011/2012 School year. \$20,000 will be from a one-time school fund allocation to the project.

At the November 2010 Special Town Meeting Article 9: Appropriate for Facility Improvements and Repairs/Pollard School, was approved in the amount of \$325,000.00 for design, engineering, constructing, remodeling, reconstructing services and extraordinary repairs including parking lot and access improvements of the Pollard School. Also at the November 2010 Special Town Meeting Article 13: Amend the FY 2011 Operating Budget allocated an additional \$117,000 to the Pollard Improvement project. The School Department allocated \$15,950 for a traffic study of the site which brings the total to \$507,950.

At the March 2011 Special Town meeting Article 1: Appropriate for Facility Improvements and Repairs/Pollard School, was approved in the amount of \$758,000 for design, engineering, constructing, remodeling, reconstructing services and extraordinary repairs including parking lot and access improvements of the Pollard School and with an additional \$65,000 allocated to the project from reserve funds brings the total to \$1,330,950.

Casby Brothers was awarded the construction contract. The work was completed by the end of August 2011 allowing occupancy by the Newman School Kindergarten and Pre-Kindergarten programs being displaced by the renovations ongoing at that school. This school population will return to the Newman Elementary School for the start of the 2012-2013 school year.

In June of 2012 efforts began to restore some of the changes made for the Newman School Kindergarten and Pre-Kindergarten students, back to facilities appropriate for middle school students. The work is expected to be completed by September 2012.

Project Name: Pollard Roof Replacement
Project Status: Substantially Complete
Authorization: \$3,500,000
Budget Status: On Budget
Engineer: Gale Associates
Project Manager: STV Construction Inc.
Contractor: Wayne Roofing

At the November 2010 Special Town meeting Article 10: Appropriate for Pollard Roof Replacement was approved in the amount of \$3,500,000. This project is being done under the Massachusetts School Building Authority's Green Repair Program. The MSBA will be reimbursing the Town 35.42% of the cost of the project. The bulk of the project was done during the summer of 2011 with substantial completion in November of 2011.

Project Name: Building Condition Assessment - Hillside, Mitchell and Pollard
Project Status: Ongoing
Authorization: \$80,000 total
Budget Status: On Budget
Architect: Dore & Whittier Architects, Inc.
Owners Project Mgr: Public Facilities - Construction

At the May 2010 Annual Town meeting Article 32: Appropriate for General Fund Cash Capital (Pollard School Condition Analysis) and Article 33: Appropriate for Hillside/Mitchell Condition Assessment was approved in the total amount of \$80,000.00. The study was awarded thru design selection to Dore & Whittier Architects, Inc. A report of their findings was provided in the Comprehensive Facilities Assessment Study in August, 2011.

Project Name: Salt Shed Design
Project Status: Ongoing
Authorization: \$75,000 total
Budget Status: On Budget
Engineer: Weston & Sampson, Inc.
Owners Project Mgr: Public Facilities - Construction

At the May 2011 Annual Town meeting Article 36: Appropriate for General Fund Cash Capital (Salt Storage Shed Design) was approved in the total amount of \$75,000.00. The study was awarded thru design selection to Weston & Sampson. The feasibility study, which relocates the Salt Shed from its current location at Dedham Avenue to the RTS on Central Avenue, with estimates was complete and submitted in the summer of 2012. The November 2012 Special Town meeting will vote on construction funds. The project is expected to be funded in part through Chapter 90 funds. Removal of contaminated soils, anticipated to be found beneath the new salt shed site, will not be covered under Chapter 90 funding.

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

At the November 2011 Special Town meeting, Article 14: Appropriate for New Senior Center was approved in the amount of \$8,075,000 for a senior center to be located on MBTA land adjacent to

the Needham Heights train station. This land was acquired by the Town in a swap transferring Town owned property at the Hersey train station. Design of the Senior Center Study was awarded thru design selection to Bargmann Hendrie + Archetype, Inc.

Colantonio Inc. was awarded the construction contract in January 2012 and the ground breaking ceremony was held in April 2012. Substantial Completion is expected by September 2013 and occupation of the building during October 2013.

Project Name: DPW Complex Renovations
Project Status: Ongoing
Authorization: \$100,000
Budget Status: On Budget
Owners Project Mgr: Public Facilities - Construction

At the May 2012 Annual Town meeting Article 34: Appropriate for DPW Complex Renovations was approved in the total amount of \$100,000. A design Request for Proposals will be available in August 2012 for the selection of a designer to carry the project thru the design and permitting phases.

Project Name: St Mary Street Pump Station
Project Status: Ongoing
Authorization: \$350,000
Budget Status: On Budget

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. A project manager and a designer will be sought for in FY13.

Project Name: Public Services Administration Building (Generator)
Project Status: Ongoing
Authorization: \$6,315,000
Budget Status: On Budget
Contractor: Ostrow Electric Company, Inc.

At the May 2012 Special Town meeting Article 3: Amend the FY2012 Operating Budget was approved out of which a total amount of \$90,000 was designated for Public Facilities Capital to increase the PSAB budget from the original articles, the 2008 Annual Town Meeting Article 33: Appropriate for Administration Building at DPW Complex design funds for the Public Services Administration Building in the amount of \$500,000 and the October 2008 Special Town Meeting Article 5: Appropriate for Public Services Administration Building in the amount of \$5,725,000, in order to permit installation of a permanent generator allowing for continued operation of this important facility. The original designer, Winter Street Architects, was chosen to complete the design for the generator installation. Ostrow Electric Company, Inc. was awarded the contract to

supply and install the generator subsequent to Town Meeting. Installation is anticipated to be completed during the winter of 2012/2013.

Upcoming future projects include a feasibility study for the School Administration Building, replacement of boilers at the Pollard Middle School, the replacement/renovation of the Hillside and/or Mitchell Schools and a study of Rosemary Pool. The PPBC is challenged by the enormously important and complex projects that have been appropriated by the Town. Successful execution of these projects is essential to successfully integrate these projects within the Town's infrastructure.

DEPARTMENT OF PUBLIC FACILITIES - OPERATIONS

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

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

cost estimates and feasibility assessments, for planning purposes.

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

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Public Services Administration Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Stephen Palmer Building (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.

FY2012 HIGHLIGHTS

In March 2012 the department hired a Facility Operations Shift Supervisor that is assigned to the second shift. There is now a Shift Supervisor on both the first and second shift to cover the daily supervision of all staff within the Department.

Public Safety Building

- Replaced section in overhead door in garage
- Renovated kitchen and installed new cabinets
- Installed copper chimney cap and screening

- Repaired exterior lighting in parking lot
- Installed air compressor and auto condensate drain in police station garage

Fire Station #2

- Replaced main doors in apparatus bay
- Replaced lower garage doors
- Replaced 8 windows
- Installed new gas stove in kitchen
- Replaced carpet upstairs

Broadmeadow

- Installed LED bulbs in performance center and hallway
- Installed 42 new clocks and new master unit
- Installed new airphone system
- Installed new exhaust fans on the roof

Eliot

- Installed airphone system on main entrance
- Installed padding behind basketball nets

Hillside

- Replaced pump
- Installed motion detectors
- Repaired cracks in roof
- Replaced hot water system in boiler room
- Replaced grease trap
- Removed broken glass in gym and installed new glass

Mitchell

- Installed induction lights in place of existing wall packs
- Installed new ADA compatible ramp
- Replaced heat valves and actuators in Media Center
- Installed motion sensors in cafeteria, kitchen, gym, media center, teachers' lounge, and rooms 21, 21, 23, and 24

Newman

- Repaired pole lights in the parking lot
- Repaired elevator

Pollard

- Installed insulation in classrooms
- Rekeyed all interior doors
- Installed new zone valve in boiler room
- Installed new sinks in classrooms 251 and 288

- Removed wall dividers in blue gym and replaced with flexible partitions in both blue & green gym
- Replaced gas valve and cracked section on boiler #1
- Replaced heat valve and actuator in 12 office areas and Media Center
- Retrofitted AHU-5 in custodial area near boiler room

High School

- Repaired chiller in boiler room
- Major repair to elevator
- Repaired 13 exterior lights by the parking lot
- Repaired AAB ramp on Webster Street side, installed concrete pads for benches, and repaired two drains on the center connector
- Installed LED lights in hallway display cases
- Refastened pull-up bars in wrestling room
- Painted awning outside of cafeteria
- Installed washer and dryer in gym storage room

High Rock

- Repaired 6 pole lights in the upper parking lot
- Repaired hot water heaters

Emery Grover

- Repaired leaks in roof
- Repaired condensate pipe in boiler room

DPW

- Repaired boiler
- Reglazed and repainted windows
- Changed locks on office doors on second floor

Transfer Station

- Evaluated all overhead doors

Library

- Repaired pole lights in parking lot
- Repaired and improved handicapped door opener at rear entrance
- Repaired chiller on roof
- Replaced broken window
- Repaired knee wall

Memorial Park

- Replaced all exterior doors
- Painted exterior of building

Public Service Administration Building

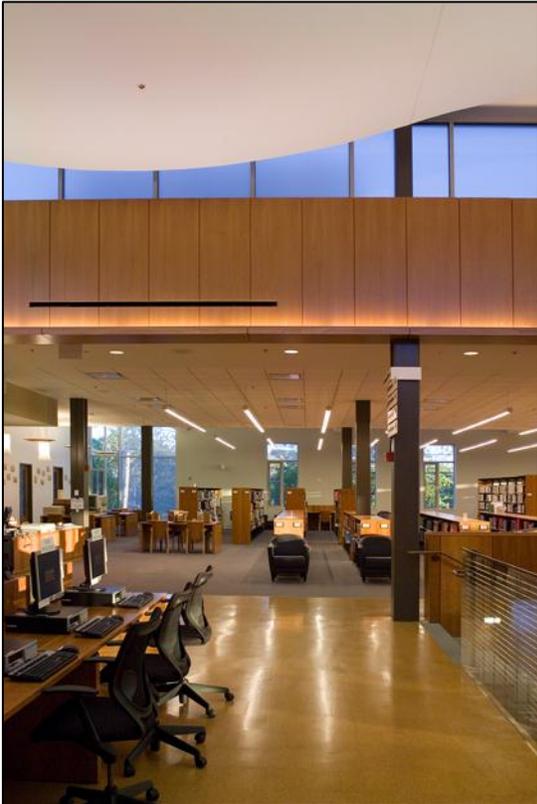
- Painted multiple sections of building
- Replaced pole in parking lot that was knocked down
- Repaired elevator



COMMUNITY SERVICES

SECTION CONTENTS:

- Commission on Disabilities
- Community Preservation Committee
- Golf Course Advisory Committee
- Historical Commission
- Needham Free Public Library
- Needham Housing Authority
- Transportation Committee
- Park & Recreation
- Public Health
- Traffic Management Advisory Committee



COMMISSION ON DISABILITIES



*Elaine Saunders, co-chair,
 Jeanie Martin, co-chair,
 Susan Crowell, secretary,
 Leon Foster,
 Debbi Heller,
 Bruce Howell,
 Karen Peirce, treasurer and ADA liaison,
 Andy Wise
 Dale Wise
 Liaison from School Committee is Patrice
 Snellings;
 consultant from MetroWest Center for
 Independent Living is Paul Spooner.*

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month 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 municipal official, and other interested Needham residents.

The purpose of the Commission on Disabilities is:

- 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); and
- 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

Expenses:

2/27/12	Atlantic Broom Service, Inc, 10 handicapped parking signs	\$105.00
6/5/12	New England Office Supply, digital camera and memory card	\$191.58
6/29/12	New England Office Supply, pen for handicapped parking volunteer	\$24.37
	TOTAL	\$320.95

Revenue:

7/1/11 to 6/30/12		
Revenue from 4 handicapped parking signs sold to Needham businesses		\$20.00
3/11/12 Donation in honor of BJ Cataldo		\$50.00
TOTAL		\$70.00

HANDICAPPED PARKING FUND

9/1/11 Flame Performance for Eliot, Mitchell, Newman and Broadmeadow Schools for Disability Awareness Week		\$1,000.00
4/11/12 High Rock/Pollard PTC; Inclusion and Awareness Community Week; Purchase of film "Including Samuel"		\$115.00
4/11/12 High Rock/Pollard PTC; speaker Travis Roy for Inclusion and Awareness Community Week		\$650.00
6/12/12 Braille and heavy braille paper for Needham Community Council		\$775.00
TOTAL		\$2,540.00

FY2012 HIGHLIGHTS

- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests, including the new site of the Needham Day Spa.
- 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.
- Advised town officials and local businesses regarding the number and dimensions of compliance with ADA and the AAB regulations. Locations included Starbucks, Needham Bank, handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance at DeFazio Field and 66 Chestnut.
- Interacted with the Needham Highway Department to report and rectify nonfunctioning Audible Pedestrian Signals at Needham intersections.
- Advised town officials and the Needham Police about the necessity of providing audible traffic signals at pertinent crosswalks in Needham.
- 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.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations and contacted Commissions on Disability in neighboring communities to inquire about their methods for monitoring handicapped parking violations.
- Held discussions with the Needham Police, DPW and Town Engineer regarding the possibility of establishing on-street handicapped parking in Needham.
- Created and supervised a Community Service project in which a Needham High School student surveyed and documented all handicapped parking spaces and signage in the town of Needham.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines.)

- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted the Needham School Department and PPBC regarding problems related to accessibility at various locations including the Mitchell School stage, the Hillside School Library and some bathrooms, and the elevator at Needham High School.
- NCOD members made presentations regarding disability issues and worked interactively with Needham students and Olin College students to design and develop prototypes of aids for accessibility.
- Attended Disability Awareness programs in the Needham Public Schools.
- Guest speakers 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.
- Advised parent representatives from the Newman School regarding accessible playground equipment.
- Met with architects and the executive director of the Needham Community Council to review and advise them on accessibility issues at the Hillside Avenue site for the council.
- Consulted the Town of Needham engineering department regarding curb cuts.
- NCOD members accompanied state and local officials on site visits of Newman and Pollard Schools and Town Hall to assess compliance with state and federal guidelines.
- Met with the Board of Selectmen for the purpose of presenting NCOD policies and procedures regarding the monitoring of ADA and AAB issues in the Town of Needham. Also NCOD was informed of new guidelines for the approval of and awarding of grants.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

FY2013 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds 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, including medical office buildings, 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 work with Town of Needham officials to continue to investigate the possibility of providing on-street handicapped parking in Needham.
- To follow up on violations revealed in the Community Service project that surveyed handicapped parking in Needham and insure implementation of needed corrections and changes.

- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted.

For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Members:

Mark Gluesing, Chairman
 Janet Bernardo, Vice Chair
 Carol Boulris
 Gary Crossen
 Reg Foster
 Mike Retzky
 Paul Siegenthaler
 Sam Bass Warner
 Lita Young

Appointed by:

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

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.

FY2012 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$417,271 from the Commonwealth in October 2011, a 26.64% match. The percentage was slightly lower than the prior year, but the actual amount of the distribution was about \$16,000 higher than the prior year. The Town collected \$1,566,385 through the local surcharge.
- The Committee continues to support the proposed changes to the state CPA legislation, supported by the MA Community Preservation Coalition. The proposed changes have been supported by legislative committees, and are expected to be approved in Summer 2012.
- The Committee held a public meeting in March, 2012, to gather public input on the proposals under review for funding.
- At the May, 2012 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 25,000	Historical Society	Historic Artifact Storage/Catalogue
\$ 25,000	Historic Commission	Heritage Project
\$ 30,000	Town Clerk	Vital Records Preservation

- 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 Historic Resources, Community Housing, and Open Space. Remaining funds, totaling \$1,023,160 were placed in the Annual Reserve, for future projects in those categories or Recreation. Five percent of the revenue was put into the CPA Administrative budget.

STATISTICS

- The Community Preservation Fund has provided financial support to twenty nine (29) projects, with a total of \$18,577,433.

Community Housing total	\$ 1,094,500
Open Space total	\$ 1,158,200
Historic Preservation total	\$ 15,492,233
Recreation total	\$ 832,500

IN MEMORIAM



Chairman Mark Gluesing paid the following tribute to CPC member Jane Howard in February, 2012. “Committee member Jane Howard died earlier this month. I want to take a moment to recognize Jane’s service to the Community Preservation Committee (CPC). She was appointed to the CPC by the Board of Selectmen in 2007. She was a valuable contributor to the Committee. While serving as a project liaison on the CPC’s largest and most controversial project, the renovations to Needham Town Hall, she provide thorough and diligent review of the project for the Committee, and after it was funded by a vote of Town Meeting, she provided continuing oversight of the project on behalf of the CPC. Jane served as Committee Chair for two years. She led the Committee with a keen attention to detail and efficiency. She improved the Committee review process and the timeliness of feedback with project applicants. She implemented an improved schedule of review and coordination with the Board of Selectmen and the Finance Committee that enabled those boards to more easily contribute to the deliberations of the projects. She was a valuable ongoing resource to the Committee after her Chairmanship.

The Community Preservation Committee was but one of the many civic and social groups that received the generous donations of Jane’s time and energy. She was a valued colleague and friend. The Town of Needham has benefited from her public services, and she will be very missed.”

GOLF COURSE ADVISORY COMMITTEE

*Daniel Dain (Chair),
Roy Cramer,
Michael Mahoney,
Eric Pederson,
Richard Reilly,
Jon Schneider,
Mary Grace Summergrad*

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.

FY2012 HIGHLIGHTS

- The Committee was greatly saddened by the passing of its Chair, Jane Howard.
- The Committee selected a new Chair, Daniel Dain.
- The Committee welcomed new member, Mary Grace Summerland.
- The Committee met two times during FY2012 (December 7, 2011 and June 19, 2012), with Club President Steve Theall and Club Vice President Bruce Herman.
- At the two meetings, the Committee reviewed with the Club’s leadership the Club’s compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access, and resident days; as well as resident composition of new accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that 88 percent of new members for the calendar 2012 season were residents. This is below the 90 percent threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.

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

NEEDHAM HISTORICAL COMMISSION

*Richard Hardy, Chair
Gloria Greis
Carol Boulris
Sandy Tobin
Joel Lebow
Dr. Miles Shore
Bob Boder*

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.

FY2012 ACTIVITIES

REVIEWS OF INVENTORY PROPERTIES

- The Howland – Moseley House (1862) 50-52 Oak Street Town Inventory number B74– voted to not find the house preferably preserved due to damage and changes since listing, uncertainties in the listing criteria; no delay imposed.
- The Caroline G. Mills House (C1876-1879)171 Warren Street Town Inventory number B121 – voted to find the house preferably preserved due to integrity of style and design, eligibility for National Register, significance to town center development and neighborhood; imposed 6-month demolition delay.
- The Jonathan Kingsbury House (1779) 3 Rosemary Street Town Inventory number B11– owner seeking guidance on installing solar panel on historic roof; advisory only, not a matter for bylaw review.
- Cricket Field (C 1860) Town Inventory number D15 – commission issued a letter to the Needham School Committee opposing the possible use of Cricket Field as the new site for the Hillside School. Although the Field is listed in the Needham Historic Inventory, it is not a structure and therefore does not come under the Commission's jurisdiction for demolition review.
- 20 Charles River Street The Lyman Greenwood House (1824) Town Inventory number B28 – owners seeking permission to demolish a portion of a non-historic addition to add a room and deck to the house; commission voted to approve plan, which did not have a significant impact on the historic portion of the house.

CPC GRANT

- The Community Preservation Committee agreed to grant the NHC an additional \$25,000, for a new round of historic house reviews for the Inventory.
- The Commission also reviewed two other historic-preservation project applications (Needham Historical Society, Town of Needham), and affirmed their historic significance, as required by the CPC bylaw.

BOSWORTH PRESERVATION AWARDS an award of the Historical Commission to recognize individuals and organizations who have undertaken efforts to preserve historical properties or structures in the town. In 2012 the award was given to Scott and Barbara Jones and architect Frank Shirley for the renovation of the Amos Fuller House (1754) 220 Nehoiden Street Town Inventory number B9; and to McGinley Kalsow and Associates for the renovation of Needham Town Hall.

MA HISTORICAL COMMISSION PRESERVATION AWARDS – the Needham Historical Commission nominated the Town Hall renovation project for an MHC award, and provided a letter support for the nomination of the Amos Fuller House renovation.

HOUSE STORIES – Commission member Robert Boder produced several short documentaries about historic properties in Needham, and resources for their preservation. The films are broadcast on The Needham Channel cable TV and are available as DVDs. The series is ongoing.

OLD INVENTORY RECORDS are being transcribed into digital form, and new photos are being made; this will bring all inventory records into digital format for ease of dissemination and access via the Commission website, the Town's mapping services, etc. The Historical Commission also lent its support to the efforts of the Needham Free Public Library Archivist in her ongoing efforts to preserve archival materials housed at the library and her digitization of town assessor photographs of residences taken in the 1950's.

COMMISSION APPOINTMENTS/RESIGNATIONS – Mr. Joel Lebow resigned from the Commission in March, having sold his house and moved out of town. Mr. Jonathan Yellin was appointed to the Commission by the Selectmen in July.



NEEDHAM FREE PUBLIC LIBRARY

BOARD OF TRUSTEES

Lois C. Bacon, Chair
Rose A. Doherty
Richard C. Hardy
Thomas M. Harkins
Margaret L. Pantridge
Gregory J. Shesko
Lois F. Sockol

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; and
- 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
Janet E. Prague, Children's Supervisor
Danielle Tawa, Technology Specialist/Archivist
Catherine D. Stetson, Reference Librarian/AV Specialist
Gay Ellen Dennett, Reference Librarian/Program 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
Mary H. Conlon
Brenda L. Ecsedy
Ardis Francoeur
Leigh R. Hoffman

CUSTODIAL STAFF

Angel R. Lopez
Raymond B. Cranton
Howard R. Egerton

PART-TIME CHILDREN'S STAFF

Kerri O. Brosnan
Elaine M. Garnache
Diane L. Shetler
Pamela C. Yosca

PART-TIME LIBRARY ASSISTANTS

Erin G. Bassett
Sandra J. Bedigan
Annalisa Bishop
Karen C. Gallagher
Melanie A. Griffiths
Judith G. Johnson
Irene L. Kamergorodsky
Janet S. Krawiecki
Kathleen M. McIntyre
Cheryl Miller Smith
Christine M. Moynihan
Ellen A. Porter
Kelly E. Rizoli
Ellen J. Stalter
Joan P. True

FY2012 HIGHLIGHTS

JULY

- The Library Book Cart Drill Team marched in Needham's Fourth of July parade.
- The U.S.S. Constitution Museum became the newest pass in the Library's museum pass program.

AUGUST

- 210 children participated in the Children's Room Summer Reading Program.

SEPTEMBER

- A self-check station was added to the Children's Room.
- The afternoon and evening sessions of the NPL Book Groups resumed meetings.

OCTOBER

- The first McIver Lecture Series program featured Stephen Puleo discussing his latest book, *A City So Grand: The Rise of a Metropolis, Boston 1850-1900*.

NOVEMBER

- Author Gregory Maguire spoke about his latest book, *Out of Oz*, the final book in the "Wicked Years" series.
- British Consul-General for New England Phil Budden presented a program that focused on the continuing relationship between Needham and Needham Market, England.
- Needham Market Mayor Martin Spurling enjoyed an extensive tour of the Library.
- The Children's Department established a LEGO Club.
- The Massachusetts Board of Library Commissioners certified the Library for FY2012, making the Library eligible to participate in the FY2012 State Aid to Public Libraries Program.



DECEMBER

- Needham authors Judy Gelman and Peter Zheutlin launched their new book, *The Unofficial Mad Men Cookbook: Inside the Kitchens, Bars, and Restaurants of Mad Men* in the Library's Community Room.
- 1,673 people welcomed in the New Year at seven New Year's Needham events at the Library.
- Olin College Assistant Dean of Students and LEGO expert Nick Tatar spoke about building LEGO structures. He built a 15,000 piece model of Needham's Town Hall and Commons for the Town's 300 birthday celebration.

JANUARY

- Felicity Long discussed her experiences as a travel writer, as well as her new book, *Great Escapes: New England*, at the second McIver Series lecture.

FEBRUARY

- The final FY2012 McIver Lecture Series program featured author and *Boston Globe* reporter Eric Moskowitz discussing his decade-long experiences as a journalist in New England.



MARCH

- Temple Beth Shalom Garden Club members and Needham High School art students presented the Fourth Annual Art in Bloom displays. More than 2,000 people were awed by the arrangements and accompanying art work.
- The self-checkout system was utilized a record-setting 10,000 times during the month.

APRIL

- The Library added Blu-Ray Disks to its audiovisual collection.
- The Children's Department subscribed to the *Tumble Book Library* database of ebooks for children.
- On National Library Snapshot Day more than 750 people visited the Library and borrowed 1,552 items.

MAY

- Olin Professor Caitrin Lynch presented a program that featured Needham's Vita Needle Company and its older workers.
- Author Chaim Rosenberg introduced his book, *The Knitters of Needham*, and discussed the impact that the 19th century knitters from the Midlands of England had on Needham.

JUNE

- The Reference Department added two new databases, *Consumer Reports* and *The Boston Globe Digital Microfilm*.
- The Library realized its long-standing goal of closing the books-borrowed-from-other-libraries/books-loaned-to-other-libraries gap. In FY2012 the Library loaned 2% more books to other libraries than it borrowed from other libraries to fill Needham resident requests.



FY13 FORECAST

Library staff members will become experts in using ebook devices, as they hold training sessions for Needham residents. The new borrowed-items/loaned-items ratio will be maintained.

DONATIONS TO THE LIBRARY

During FY2012 forty-six people volunteered 1,305.5 hours of service to the Library. Volunteers mended the Library's books, dusted and straightened the Library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and Friends of the Library

worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than \$53,000 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; Library programs; reference books; computer books; *Universal Class* database; books-on-CD; Playaways; DVDs; children's books; travel books; law books; business books; sports books; the *News for You—An English Language Learner's Newsletter*; a BookScanStation; funding for children's craft programs; Archival supplies; a barcode duplicator; two departmental laptops; ereaders; a pamphlet display rack; an inkjet printer; mending supplies and tools; and young adult books, graphic novels, books-on-CD, and playaways. 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. The Library Foundation of Needham provided funds for many of the Library's programs, a pass to the Danforth Museum and a pass to the Concord Museum. Other clubs, groups, and organizations that made significant donations to the library in FY12 include:

Project VAN (Volunteers Around Needham)
Needham High School Community Classroom Program
The Needham High School Anime Club
The Needham Exchange Club

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 FY2012. 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.



	FY10	FY11	FY12
Memorials and Cash Donations	\$63,337	\$51,980	\$57,780.50
Value of books, videos, etc. donated	\$ 9,936	\$ 4,254	\$ 4,297.00

DEPARTMENTAL STATISTICS:

	FY10	FY11	FY12
<i>Adult Department:</i>			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	341,778	315,745	314,294
Items loaned to other libraries	57,286	58,782	65,151
Items borrowed from other libraries	62,063	61,418	62,627
Total money returned to Town from fines, fees, lost books, etc.	\$61,573.55	\$57,896.98	\$56,756.26
<i>Reference Department:</i>			
Reference questions answered	20,246	18,805	18,962
Directional questions answered	2,952	3,861	3,857
Number of people using Genealogy Room	90	106	98
Number of people using Study Rooms	4,541	5,431	4,951
Remote Access	301,796	207,610	190,584

Children's Department:

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	238,833	232,945	240,188
Reference questions answered	15,241	13,089	12,038
Story times and other programs	209	271	304
Attendance at programs	9,573	13,456	14,273

Catalog Department:

Adult books added to collection	7,011	7,817	7,965
Adult books withdrawn	3,006	8,492	6,734
Children's books added to collection	2,367	3,606	5,451
Children's books withdrawn	934	2,541	1,827
Audio items added	1,091	1,081	1,869
Audio items withdrawn	717	152	418
Visual items added	1,456	1,767	2,150
Visual items withdrawn	353	463	671
Total Collection	163,084	165,707	173,492

MISCELLANEOUS STATISTICS:

Number of registered borrowers	19,073	18,812	18,595
Total hours open	3,378	3,370	3,372
Attendance	362,354	364,000	367,640

NEEDHAM HOUSING AUTHORITY



Andrew L. Cohen, Peter Pingitore, William DeBear, Reginald C. Foster (left to right)



Cheryl Gosman

The Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families respecting the rights and privacy of each individual and to help improve the quality of life for the participants through related programs and resources. For over 60 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 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)	Linden & Chambers Street elderly/handicapped	1 BR and Studio
60	State (Ch.200)	High Rock Estates Family/Veteran	2 & 3 BR
20	Project-Based Vouchers-S8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
8	State (Ch.689)	1415 Great Plain Avenue 8 units for Special Needs	1 BR
46	Federal	Seabeds Way elderly/handicapped	1 BR
30	Federal	Captain Robert Cook Drive	2 & 3 BR
100	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

The Needham Housing Authority also provides management oversight and staffing for the Wellesley Housing Authority administrative and maintenance operations.

Oversight of the Needham Housing Authority is provided by 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
<i>Peter Pingitore</i>	<i>Chair</i>	<i>April 2015</i>
<i>Reginald C. Foster, Governor's Appointee</i>	<i>Vice Chair</i>	<i>May 2016</i>
<i>Cheryl Gosmon</i>	<i>Treasurer</i>	<i>April 2014</i>
<i>William DeBear</i>	<i>Commissioner</i>	<i>April 2016</i>
<i>Andrew L. Cohen</i>	<i>Commissioner</i>	<i>April 2013</i>

STAFFING

The NHA's Executive Director currently supervises six administrative staff employees and four maintenance staff employees at the Needham Housing Authority as well as two additional administrative staff and 4 maintenance personnel at the Wellesley Housing Authority

The NHA administrative staff is composed of the following dedicated individuals:

Pamela Clark Allen, Executive Director	James Murphy, Deputy Director of Maintenance
Dawn Beaulieu, Leasing Coordinator	Sandra Amour, Office Manager
Patricia Edmond, Leasing Assistant	Penelope Kirk, Resident Services Coordinator
Carol Capone, Bookkeeper	

The NHA Maintenance Department is composed of the following maintenance staffers:

John Pladsen, Dan Mann, Bryan Trundley, Al Conti

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

BUDGETARY DATA

The 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 HUD for the Federal Programs and the State's 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 the Wellesley Housing Authority, the

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

The Annual Budget of the Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive. The latest audit was completed for FYE December 2011 and was performed by Hurley, O'Neill & Company Certified Public Accountants.



The Needham Housing Authority Cooks Afterschool tutoring program for children aged 6- 16 years of age was a resounding success in 2012. Over 20 NHA youngsters participate in this program featuring home work assistance and recreational activities.

FY2012 HIGHLIGHTS

HIGH ROCK ESTATES

In 2012, in as part of an ongoing process to convert 60 High Rock Estates single family homes to a federally funded housing program, the NHA, in conjunction with the Massachusetts Department of Housing and Community Development completed numerous modernization activities in the High Rock Estates development. The NHA rehabbed bathrooms, replaced roofs; power washed buildings, rebuilt retaining walls, conducted masonry repairs and replaced siding, in the High Rock Estates neighborhood. High Rock Estates is expected to transfer to federal oversight in 2013.

HIGH ROCK HOMES CONDOMINIUMS



All of the NHA developed High Rock Homes Condominiums have been sold. The properties are beautifully maintained and serve as a prime example of what a committed community can accomplish to provide increased access to high quality affordable housing to qualifying families.

LINDEN-CHAMBERS STREET SENIOR HOUSING



Weekday activities in the Linden-Chambers community room are conducted by Springwell. Springwell also provides, and serves, a catered meal each evening for NHA seniors.

The Linden-Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors who wish to live independently. All of the Linden Street buildings received new exterior trim paint and all of the Chambers Street buildings received interior hallway repainting in 2012.

The NHA Board of Commissioners have begun to explore the feasibility of redeveloping this community and replace the current studios with modern, one bedroom apartments and increased accessibility for disabled residents. In support of these efforts, the Town of Needham's CPC has awarded a \$50,000 grant to the NHA so we may conduct the various studies necessary to properly evaluate redevelopment options for these sites.

Care Connections, a cooperative venture with Springwell and the Needham Housing Authority provides support for the senior and disabled individuals 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, meal site or at-home meal delivery as well as other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

The 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 make application for housing by contacting the Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE and SEABEDS WAY

The housing authority has judiciously utilized federal capital funds in these two developments to improve kitchens, entrance doors, and bathrooms. Modernization efforts at these sites will continue into 2013.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and elders residing in NHA communities by connecting them to area service agencies and resources. Penny Kirk, the Resident Service

Coordinator of the NHA also works closely with the Needham School Department to coordinate tutoring and supportive programs for students. In 2011, Middlesex Bank donated \$15,000; Dedham Bank awarded \$4,000; Needham Bank Awarded \$2,500; Danvers Bank donated \$2,500; and MUZI Ford donated \$3,000 to the afterschool tutoring program for children residing at the Cooks Bridge community.

An exercise and nutrition program takes place at the Chambers Community room weekly. It is funded, in part, by the Arthritis Foundation. Information on the programs administered by the Needham Housing Authority can be obtained at www.needhamhousing.org.

COMMUNITY PARTNERSHIPS

The Authority works in cooperation with many local organizations. Service partnerships include Needham Community Council, Cradles to Crayons, and Toys for Tots; Needham High School, Babson College volunteers, Olin College volunteers, Noble and Greenough School, the Needham Park and Recreation Department, the Linux Club, and the Kalmia Club are some of the many groups with whom the Authority has established and maintained strong working relationships.

FY2013 FORECAST

Walkway and curb replacements roof replacements and kitchen remodeling activities are planned for the various Authority owned properties in 2013. The spring of 2013 will witness ongoing landscaping activities in the High Rock community as we continue to demonstrate that well conceived, affordable housing can coexist as a part of; rather than apart from; the larger community.

FIVE YEAR PLANNING

The Board of Commissioners of the Needham Housing Authority have embarked upon a five-year planning process designed to chart a bold, new course for the future of this housing agency. Members of the Board are reaching out to other town committees and boards to solicit ideas about the direction and the challenges the NHA might next embrace. The NHA has begun planning for the next steps necessary to insure that the Needham Housing Authority remains true to its responsibilities to continue championing the cause of decent, safe, affordable housing within the Needham community.

Applicants and families may call the Needham Housing Authority to request an application for housing. The office is open from 8:30 A.M. until 4:30 P.M. from Monday through Friday. The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011.

NEEDHAM TRANSPORTATION COMMITTEE

Richard S. Creem, Chair
Duncan W. Allen
Stephen McKnight
Jane Howard
Linda Hoard, Secretary



The Needham Transportation Committee is a standing committee of the Town of Needham, established under Section 2.7.1 of the General By-Laws of the Town for the purpose of “continuing studies of the mass transportation needs of the Town, with particular emphasis upon commuter transportation” and undertaking “such special studies relative to transportation problems as the Selectmen or Town Meeting may, from time to time, direct.” The membership of the Committee consists of two members appointed by the Board of Selectmen, two members appointed by the Planning Board, and one member appointed by the Moderator. The Town’s representatives in the General Court serve *ex officio*s as non-voting members. In addition to responding to requests from the Selectmen and Town Meeting, the Transportation Committee, on an ongoing basis, (i) provides an opportunity for members of the community to bring their concerns before the Committee, and (ii) works with the Selectmen and the Town Manager to address the Town’s concerns with the Massachusetts Bay Transportation Authority (MBTA).

FY2012 HIGHLIGHTS

The state transportation finance crisis emerged as a key issue in FY12, as the Massachusetts Department of Transportation (MassDOT) and MBTA held public hearings on proposed drastic systemwide fare increases and service reductions to close a \$160 million shortfall in the Authority’s FY13 (July 1, 2012 – June 30, 2013) operating budget (the “T Plan”).

The MBTA Advisory Board, on which the Transportation Committee chair serves as the Town of Needham’s voting representative, reviewed the T Plan and countered with a proposal for a series of short-term changes to the MBTA’s financial and service structure that would have mitigated the FY13 fare and service changes, while paving the way for long-term transportation finance reform that would both stabilize the MBTA’s finances and alleviate the “lurching from crisis to crisis” mode that characterizes the current situation.

The Transportation Committee, in turn, held a public hearing, on February 27, 2012, at Needham Town Hall’s Powers Hall, on the impact of the T Plan on the Town of Needham (*e.g.*, up to a 46% fare increase, a potential cut-off of commuter rail service after 9 PM on weekdays, possible elimination of Saturday Needham commuter rail service, and possible elimination of some or all Bus 59 Watertown—Needham Junction service). The Committee led off the hearing with a PowerPoint overview of the T Plan, its impact on the availability and efficacy of Needham public transportation services, and the cost effectiveness of Needham line operations relative to

the other lines in the MBTA commuter rail system.

Based on the comments received at the public hearing, on which Senator Richard Ross, Representative Denise Garlick, and MBTA Advisory Board Executive Director Paul Regan participated as panelists, the Transportation Committee worked with Senator Ross, Senator Mike Rush, Representative Garlick, the Town Manager, the Board of Selectmen, and the Director of Economic Development, to craft a series of written responses to the T Plan, detailing the negative impact of the T Plan on Needham residents, reverse commuters into Needham, and the local economy, which responses were directed to the Governor, the Senate President, the House Speaker, the Secretary of Transportation, and the MBTA Acting General Manager.

The MBTA responded by instituting a smaller systemwide fare increase and eliminating Saturday/weekend commuter rail service on the Needham line and two of the three Old Colony lines, all as part of an interim financing plan passed by the Legislature. On a positive note, the MBTA kept Bus 59 service intact.

The NTC, together with Senator Ross, Senator Rush, Representative Garlick, the MBTA Advisory Board, the Town Manager, and the Board of Selectmen, will continue to work to restore Needham line Saturday commuter rail service, preserve existing Needham commuter rail/local bus service, and push for comprehensive state transportation finance reform.

PARK AND RECREATION



PARK & RECREATION COMMISSION

Thomas M. Jacob, Chairman

Michael J. Retzky, Vice Chairman

Cynthia J. Chaston, Member

Brian S. Nadler, Member

Andrea L. Shorthose, Member

DEPARTMENT STAFF

Patricia M. Carey, Director

Karen A. Peirce, Assistant Director

Nicole DiCicco, Recreation Supervisor

*Cassandra Halloran, Administrative
Specialist*

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 meets on the second and fourth Mondays of each month.

FY2012 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.

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees of almost \$25,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities. The amount of requests for programs declined from the prior year, but have not returned to the level prior to the economic downturn;
- Commission generated almost \$300,000 in revenue that was deposited into the Town's General Fund, with an increase of more than \$5,000 over the prior year;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Commission and Memorial Park Trustees reviewed new policy regarding permitting of athletic fields. Input was received for sports programs before new policy was established;
- Provided staff assistance to the Community Preservation Committee;
- Parent Talk donated financial support for the summer of 2012 Children's Theatre program;
- Needham Cultural Council, Needham Exchange Club, Dedham Institute for Savings Bank, Louise Condon Realty, Middlesex Savings Bank, Needham Bank, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2012 summer Arts in the Parks concert series;
- 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 \$45,000 was collected, an increase from prior years;
- Department offered programs through the use of a revolving fund fees, generating more than \$220,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Town Meeting created the Athletic Facility Improvement Fund, with an initial balance of more than \$280,000, to prepare for future capital improvements on athletic fields;
- Commission supported efforts at the State House to change the text of the Community Preservation Act legislation, to allow use of CPA funds for capital projects on properties already owned by the Town. It appears there is support for these changes to be approved and implemented in Summer 2012.

COMMUNITY BENEFITS

- DPW oversaw project to re-grade the DeFazio parking lot and add stone chips, as a short-term solution to parking lot issues, while resources are still sought for a permanent solution;
- Worked with Permanent Public Building Committee on study to develop options for renovation or replacement of building at Cricket Field;

- Designs were developed for the rehabilitation of Walker-Gordon Field and incorporating the adjacent two parcels of land recently purchased to expand the field and create a garden and seating area near the pond;
- Perimeter fences were replaced at the Mills Field baseball diamond;
- Worked with Bay Colony Rail Trail group, and representatives from Dover, Medfield and Newton to study the possibility of unused rail right-of-way being used for recreation path. The primary focus has been on the 2 mile section that begins at Needham Junction and extends to the Charles River and the border with the Town of Dover;
- Worked with Town Manager's committee on development of social media policy and guidelines for use by departments;
- Selectmen appointed a working group to study and recommend a new playground at Greene's Field;
- Worked with Newman parents on the creation of new playgrounds for Kindergarten and Grades 1-5. The plan is to install the playgrounds in Summer 2012, ready for the school's reopening in September;
- Department continued to work with School Department on safe playgrounds;
- Worked with DPW on re-design of Webster Street at Avery Park, to create segregated parking area for park users;
- Assistant Director participated on Eat Well/Be Fit, Needham Committee, including offering a walk for children during the week of walk events called Needham Springs Into Action Week;
- Held Field Scheduling Summits, with sport league officials for tenth 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;
- The warm winter temperatures prevented outdoor pond skating activities;
- Worked with resident sponsored committee studying the concept of a community center;
- Assistant Director served as Chair of the Wellness Subcommittee for Needham's Tercentennial in 2011;
- Commissioner Brian Nadler retired from the Park and Recreation Commission. Dave DiCicco was elected to the Park and Recreation Commission in April 2012.

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;
- Director and Assistant Director worked with Trails Advisory Group with representatives of Conservation Commission and staff, DPW Parks and Forestry, and Park and Recreation Commission. Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Trails Steward Program established. Sixteen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated Town-wide clean up projects with Needham 300 Committee;
- Assistant Director worked with a variety of organizations and individuals on park clean-up

projects, including assisting several Eagle Scout (Boys Scouts) and Gold Medal Award recipients (Girl Scouts) with completion of their projects. Projects included Scott Groux's Perry Park project to install new benches and remove an old walkway; Ryan Colarusso's project to clear part of the Charles River Trail at Ridge Hill and installation of signs; Matthew Bejian's project to plant 24 Emerald Arborvitae trees at the tennis courts at Needham High and install park benches; Msgr Haddad clean-up at Reservoir and DeFazio; Temple Aliyah Day of Service clean-up at Town Forest; Temple Beth Shalom Tikkun Olam Day of Service on trails at Ridge Hill;

- Continued implementation of projects listed in completed Trails Master Plan;
- Assisted Conservation Commission on developing plans for restoration of bridge on Swamp Trail;
- Assisted MA Division of Conservation and Recreation with concepts to improve recreation path from Highland Avenue to 4th Avenue, parallel to the Charles River.

PERSONAL BENEFITS

- Department assisted with the final Needham 300 activities with the cricket match at Cricket Field and the final gala at Greene's Field and Town Hall in November 2011;
- Director participated in 10th anniversary event at Memorial Park honoring the memories of those lost on 9/11 and their families;
- Fitness was a key component for many programs, and efforts were made to offer additional tennis classes due to a high number of requests. Tennis-related programs for younger children were increased, providing activities that help teach eye-hand coordination with a racquet;
- The Commission participated in discussions with the Board of Selectmen and Town Manager on possibilities for dog park;
- Assisted with the Town Hall departments' move back to Town Hall, and the departments' moving permanently into the Public Services Administration Building from 470 Dedham Avenue;
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations;
- Provided assistance to the annual New Years Needham events. The Recreation Supervisor served as the administrator for the activities;
- Recreation Supervisor and summer program staff created a welcome video for families participating in summer programs;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe pool operations; creative programming; funding resources; training of staff; and Complete Streets. Summer program directors participated in Metrowest regional training program that the Recreation Supervisor helped coordinate.

PUBLIC HEALTH

BOARD OF HEALTH

Edward V. Cosgrove, Ph.D

Stephen Epstein, M.D

Jane Fogg, M.D.



DEPARTMENT STAFF

Janice Berns, R.N., M.S., Ed.D., Director

Donna Carmichael, R.N., Public Health Nurse

*Emily Carroll, M.P.H. Public Health Program
Coordinator*

Maryanne Dinell, Traveling Meals Coordinator

Tara Gurge, R.S., M.S., Environmental Health Agent

Brian Flynn, R.S., Environmental Health Agent

Danielle Landry, Animal Inspector

Jane Lischewski, Administrative Coordinator

*Karen Mullen, M.B.A., Substance Abuse
Coordinator*

*Carol Read, M.Ed., CAGS, Substance Abuse
Senior Program Coordinator*

*Cathy Toran, M.Ed., Substance Abuse Program
Coordinator*

Donna Vigliano, R.N. Public Health Nurse



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

FY2012 HIGHLIGHTS

- On a budget of \$462,130 an additional \$442,112 was received during the year including \$368,753 in grants and donations and \$73,359 in permits and fees.
- Currently the Health Department Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Needham Youth Substance Abuse Prevention Coalition, Co-Chairs the Eat Well Be Fit Committee, Co-Chairs The Healthy Needham Committee, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- The Public Health Department is spending more hours assessing, counseling, coordinating and referring Needham residents in need of Mental Health Services. The need in all age groups is increasing. Conducted 25 interviews of influential community leaders in Needham for a Community Needs Assessment that ranked mental health needs as the number one priority in Needham.

- InterFace, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Health Department and the Public School Guidance Department.
- The Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control. Also, the Director is on the steering committee for the Public Health Museum and on the steering committee for CHNA #18 (includes 9 Metrowest communities that includes Newton, Weston, Wellesley, Brookline, Dedham, Dover, Westwood, Waltham).
- The Health Department initiated concussion awareness to youth sports teams and parents within the community in spring 2012. We continue education outreach to parents, sports teams and coaches through speaking engagements and dispersing educational materials from the Center for Disease Control.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain 11 Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 55 municipal employees were trained and certified in American Heart CPR/AED's in addition to Fire and Police personnel.
- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.
- The Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) and the Needham Police Department participated in the 3rd and 4th biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010.
- Medication disposal: 24 hours a day, 7 days a week in the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the *MedReturn* disposal unit. http://www.medreturn.com/_images/MedReturn-spec-sheet.pdf
- 5th Quarter substance free, evening social events, held in the Needham High School cafeteria after NHS sporting events featuring pizza, music, foosball and ping pong are attended by over 200 Needham High Students. The NCYSAP raised over \$10,000 from community businesses, fraternal organizations, parent groups, and residents to support the ongoing 5th Quarter Program. <http://needham.patch.com/announcements/nhs-teens-enjoy-friday-night-5th-quarter#photo-7828754>
- The Needham Coalition for Substance Abuse Prevention hosted the 3rd Annual Community Forum Marijuana: Myths and Facts featuring Dr. Kevin Hill, Addiction Psychiatrist, McLean Hospital, Alcohol and Drug Addiction Treatment Program (ADATP). Dr. Hill presented

cutting edge research on the multi-faceted effects of marijuana on adolescents and young adults, NIH research and science on the addictive properties of marijuana and addiction treatment strategies. Attorney John Scheft, principal Law Enforcement Dimensions (LED) presented the legal implications of possession and the potential consequences as pertaining to decriminalization. The evening concluded with a presentation by a young adult male who shared his experiences with substance abuse, addiction, treatment, and the hope of recovery.

- *AlcoholEDU*, an on-line alcohol prevention and education program for high school students. Through collaboration with the NHS Health and Wellness Department and the NCYSAP over 400 9th grade students participate in the interactive SAMHSA, NREPP recognized evidence- based program.
- The Needham Coalition for Youth Substance Abuse Prevention, in collaboration with the Needham Public Health Department, sponsor a psycho-educational *Parent Support Group* program addressing the specific needs of parents of teenagers and young adults navigating the challenges of chronic substance abuse. This program is funded by The Tolman Trust.
- Carol Read and Paula McEvoy, MD co-facilitate a *Power of Parenting* presentation for parents of middle school students. This program offers factual information on the biological, psychological and social/emotional impact of underage substance use, parenting strategies to enhance positive adolescent behavior and resilience.
- Above The Influence (ATI) *Above the Influence*, (ATI) campaign. ATI, the White House ONDCP anti-drug media campaign “*speaks in a voice relevant to today’s teens encouraging them to live above the influence of drugs and alcohol and reject the use of any substance that gets in the way of their goals in life.*” Students conducted an art class contest to encourage design and creation of the above the influence emblem and received nearly 100 entries. A “Tag It” campaign was held which had youth created personal messages of the negative influences they are working to avoid so they are able to reach their goals. Students created a YouTube video of a small sample of the “Tag It” campaign and the art class submissions to share with the *community*. <http://www.youtube.com/watch?v=jWM-RsQhlhI>
- Community Awareness & Education Campaign: “Are You Really Aware”? and “Make the Call” featuring four posters, targeted enhanced awareness among parents and adult residents regarding Needham youth substance use rates and parental strategies to decrease youth access to alcohol and other drugs and increase parental engagement. Posters were displayed in over 100 public locations, through and online media outlets, on The Needham Channel news and CBB’s as well as shared electronically through multiple community email lists. Website hits increased by over 60 percent from the previous year indicating the success of the campaign. www.needhamma.gov/susbtanceabuse
- *Healthy Lifestyle Choices- Alcohol and drug education, mental health awareness- strategies.* Council on Ageing- Lunch and Learn Program for 25 senior residents.
- The Department completed 24 presentations to community groups, 57 articles for the local print media and the town website, 8 cable news interviews, 28 public service announcements, 22 cable shows and 22 press releases.
- Healthy Needham committee co-chaired by the Health Department and the Needham Public Schools along with many town departments and community groups developed a calendar for the Needham 300 celebration that was distributed to residents. The calendar was sponsored by Beth Israel Deaconess Hospital Needham. Monthly articles and Public Service announcements were shown throughout the year on the Needham Channel.
- 438 retail/food service inspections conducted on 143 establishments. There were also 97

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 37 food complaints investigated.

- 56 general nuisance complaints and 9 housing complaints investigated and resolved.
- 63 employees who sell tobacco products in 10 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.
- 108 communicable diseases reported and investigated.
- Over 1,251 immunizations were administered in FY 12. More than 1,200 persons participated in the seasonal flu immunization clinics.
- More than 1,783 persons consulted the Public Health Nurses for wellness visits. The nurses also provided approximately 160 hours of care on site to employees, valued at approximately \$5,329.
- The Traveling Meals Program delivered over 9,614 meals and volunteers provided over 2,134 hours of service to pack and deliver the meals.
- There were 73 pets placed under quarantine by the Animal Inspector.
- In 2012, the Needham Public Health Department sponsored National Public Health Week (April 2-6) in Needham. A series of events, including a Health Fair at Town Hall were organized by the Public Health Department and a planning committee with representatives from local organizations throughout town.
- The Health Department web page continues to grow and includes application forms, links and educational information. www.needhamma.gov/health.

GRANTS AWARDED AND DONATIONS RECEIVED

\$125,000	The Needham Coalition for Youth Substance Abuse is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program, for \$125,000 per year, supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department.
\$8,800	Tolman Trust Fund grant for Adult Substance Abuse Prevention and Education.
\$10,000	Donations to support the Fifth Quarter events at the High School following sport games.
\$8,450	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.
\$5,000	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.

\$3,286	Medical Reserve Corps from the Center for Disease Control.
\$110,747	Human Service grants and donations from state organizations, community organizations and churches to assist needy residents in obtaining fuel, medical care, emergency food, and other emergency assistance as needed. Many residents moved down to 200% of poverty and were eligible for Federal Funds during these hard economic towns.
\$22, 861	Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
\$5,425	FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Health Department programs and initiatives.
\$575	Donations – Memorial donations for Traveling Meals.
\$32,000	Volunteer Services provided over 2,134 (approximately equal to \$32,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.
\$1,860	Medical supplies donated to the Health Department by Beth Israel Deaconess Hospital Needham for clinical activities.
\$38,000	Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.
\$450	Community Donations for the Needham Coalition for Suicide Prevention.
\$5,500	Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department.
\$2,000	Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee.

EMERGENCY PREPAREDNESS

Increasing concern for emergency preparedness 24/7, emergent and re-emergent diseases, and new environmental regulations require that the Health Department sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as: H1N1, Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies and Tuberculosis, reaffirm the need for strong oversight by the Health Department and prompt investigation of all disease reports. These threats require greatly

increased coordination between town departments and local communities. Because of the threat of bioterrorism, the department will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns. Activities during the past year include:

- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Sub-Region 3 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly Norfolk County 7 (NC7) communication drills completed.
- Monthly Town Hall communication drill with hand held radios.
- Passed Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment.
- Participate in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance.
- Medical Reserve Corp Emergency Notification Drill provided to Needham members. 197 contacted in under 8 minutes using Town Swift Reach Emergency Notification System. Five MRC Trainings were provided locally. Multiple regional trainings were provided as well with many members taking advantage of these trainings as well.
- Review/update Safety and Emergency Guidelines and exercises for Municipal Employees coordinated with Fire and Police for all employees at the PSAB Building.
- The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns and participated in regional and sub-regional exercises. Health Director is a member of the 4B Executive Board. Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills.
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet bi-monthly with town departments, local hospital, businesses, the media, and residents.
- All staff trained as defined by Homeland Security in Incident Command and National Incident System 100, 200, 300, 400, and 700.
- The Needham Medical Reserve Corp has expanded to 175 volunteers in Needham and to over 1,000 in Norfolk County-7 (NC-7; Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- Drafted informational sheet to be included with Dog licenses to inform and educate pet owners on having an emergency plan and kit for their pets.

PUBLIC HEALTH NURSING

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

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

The Needham Health Department provides community outreach through speaking engagements

with community groups such as the retired Men’s Club, and Local Churches as well as the Needham Community Council. 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 and educational boards set up in town buildings. Seven Health Matters articles were published along with four Public Service Announcements and Four Needham Cable news interviews with regards to health education and program promotion. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health. The Public Health Nurses also serve on several local committees; Co chair of the Needham Domestic Violence Action Committee, and member of the Beth Israel Deaconess Infectious Disease Committee, TRIAD, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee as well as the Needham Housing Task Force.

The Public Health Nurses license and conduct health and safety evaluations for 9 summer camps and 1 tanning parlor within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.

The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 175 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency health situations such as dispensing medication or vaccinating the Needham population. Multiple Trainings are coordinated and facilitated through the Public Health Nurses with five local trainings provided and multiple other regional trainings available to them throughout the region.

COMMUNICABLE DISEASE

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

	FY10	FY11	FY12
Babesiosis	1	2	4
Campylobacter	2	6	7
Cryptosporidia	0	0	1
E-Coli	1	0	1
Ehrlichiosis/HGA	2	3	0
Enterovirus	2	0	2
Giardiasis	9	1	9
Haemophilus Influenza	2	1	0

	FY10	FY11	FY12
Hepatitis B	5	5	3
Hepatitis C	N/A	10*	10
Legionulosis	0	0	1
Lyme Disease	44	35	37
Meningitis(aseptic)	1	1	1
Meningitis (Bacterial)	0	1	0
Noro Virus	0	0	4
Pertussis	0	2	0
Salmonellosis	2	5	7
Shigella	1	0	1
Strep A (GAS)	3	2	2
Strep Group B	2	2	1
Strep Pneumonia (Inv.)	3	2	7
Toxoplasmosis	2	0	0
Trichinosis	0	1	0
Varicella	8	4	8
Yersinia	0	1	0
Tuberculosis	0	0	1
Vebrina	0	0	1
TOTAL	96	84	108

**Newly released state data – chronic cases*

SCREENING PROGRAMS

	FY10	FY11	FY12
Employee Wellness	1811	856	1052
Employee Education/Training (351 employees)	N/A	8	9
Mantoux Testing	90	51	70
Police Weight Screening	42	42	37
Skin Cancer Screening	48	49	41

	FY10	FY11	FY12
Wellness Office Visits	617	546	505
Wellness Clinics - Visits	277	212	226

IMMUNIZATIONS

	FY 10	FY 11	FY 12
Influenza Doses Administered	1960	1564	1206
Other Immunizations Administered	102	98	45

LICENSED FACILITIES

	FY10	FY11	FY12
Day Camps	8	9	9
Inspections	16	24	25
Tanning Parlors	2	2	1
Inspections	6	6	3

HUMAN SERVICE

SENIOR SAFTE

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

FEDERAL FUEL ASSISTANCE PROGRAMS

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

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY10	FY11	FY12
Coordinate Local Assistance (families)*	123	165	119
Federal Energy Assistance (families)	127	133	TBD
Salvation Army (families)	14	20	14

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

ANIMAL INSPECTIONS

Animals Quarantined for Exposure to Potentially Rabid Animals

	FY10	FY11	FY12
Cats (45-day quarantine)	18	25	14
Cats (6-month quarantine)	20	4	6
Dogs (45-day quarantine)	10	8	9
Dogs (6 month quarantine)	1	0	2
Cat/Human	5	3	0
Dog/Human	19	18	14
Dog/Dog	7	1	2
Bat/ Human Exposure	5	7	8
Raccoon/Human Exposure	13	1	0

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 inspect Chapter II sanitary housing units, subdivisions (for off-street drainage bond release requests), and follow-up on a variety of complaints (food/nuisance/housing/tobacco). They review new and renovated food establishment design plans, additions and renovations to homes on septic system plans, new pool design plans for semi-public pools, demolition applications, septic hauler/installer permit applications, and well permit applications (irrigation and geothermal). They issue domestic animal permit applications and work with the Animal Control Inspector on inspections/quarantine animals as needed. Tobacco compliance checks are conducted every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.

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, etc.) to remain apprised of today's public health issues and to review the most up to date code requirements.

INSPECTIONS AND REVIEWS

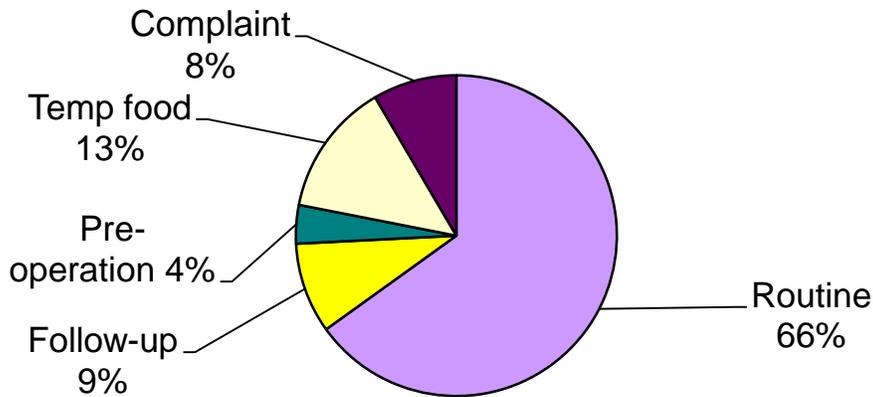
The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

	FY10	FY11	FY12
Carbonated Beverages:	1	1	1
Food service: inspections, routine & complaints:	707	611	534
Trans Fat regulation follow-ups:	376	212	227
Chap. II housing inspections/follow-ups:	22	31	30
General nuisance complaint follow-ups:	89	71	56
Title V system inspections, plan reviews, and home additions:	137	148	138
Title V systems installations:	4	6	4
Subdivision field inspections/plan reviews:	35	21	2
Swimming pool inspections:	19	15	15
Suspect food borne illness reports submitted to state:	0	0	1
Demolition reviews:	86	94	88
Tobacco compliance: checks and inspections:	116	74	62
Hotel inspections	1	1	1

LICENSES AND PERMITS

	FY10	FY11	FY12
Animal Permits:	6	6	9
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	144	146	143
One-Day & Temporary Event Permits:	102	101	97
Mobile Food Licenses:	5	6	5
Septic Hauler Permits:	14	15	12
Subsurface Sewage Installer Permits:	15	15	8
Tobacco Sales Permits:	11	11	10
Caterers:	3	3	3
Disposal of sharps permits:	7	7	6
Funeral Directors' Licenses:	3	3	3
Burial Permits:	471	390	303

Public Health Department - FY 12 Food Service Inspections (Total = 438)



PUBLIC HEALTH PROGRAM COORDINATOR

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

This year, the Needham Public Health Department sponsored Needham Public Health Week (April 2-6) and offered local residents a series of events coordinated by a planning committee with representatives from Park & Recreation, YMCA, Avery Crossings, Avita of Needham, Needham Domestic Violence Action Committee (DVAC), Eat Well Be Fit (EWBF), Needham Council on Aging, Needham Coalition for Youth Substance Abuse Prevention (NCYSAP), Needham Coalition for Suicide Prevention (NCSP), and Beth Israel Deaconess Hospital-Needham. Activities included:

A Proclamation to the Board of Selectman and interviews on the Needham Channel News. Local events in Needham during the event included: a Free Health & Wellness Fair, three individual neighborhood walks were planned throughout the week, a healthy Cooking Class & Dinner, and a Roche Bros. Drawing Contest.

The Public Health Program Coordinator assisted with the Domestic Violence Action Committee (DVAC) by producing a 5-part monthly television program that was shown on the Needham Channel more than 100 times per episode. DVAC was founded in 1994 by the Health Department and meets monthly. It is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The five programs are listed below:

1. REACH Beyond Domestic Violence – 3-part episode with two representatives from

REACH and a domestic violence survivor.

2. History of DVAC – Interview-style program with Donna Carmichael and Janice Berns.
3. Norfolk County DA's office – 3-part episode with the DA, a Prosecutor, a survivor Advocate.
4. Hospital services for Domestic Violence – 2-part episode with representatives from NWH and BID.
5. Emerge – Episode centered around the abuser perspective and treatments available.

Below is a list of the various projects the Public Health Program Coordinator contributed to throughout the year:

- Helped to update, organize, and distribute walkie-talkies to various departments on the three levels of town hall. These will be used in the case of an emergency and are tested monthly.
- In October 2011, the Health Department applied to a MetroWest Community Health Care Foundation Grant to staff a part-time social worker who would be tasked with organizing and developing mental health and substance screening programs for older adults in Needham (50 years and older). Distributed Medical Reserve Corps (MRC) survey and assisted with the management of the volunteer list and organization of local trainings.
- Sent MRC quarterly newsletter out via Constant Contact to all volunteers.
- Organized and distributed bi-annual NCSP newsletter via Constant Contact.
- Assisted in all department promotion and communication of Health Matters articles and upcoming events or programs.
- Conducted Traveling Meals Survey and analyzed results.
- Helped to organize and develop concussion packets to be sent to local club sport leaders in an effort to raise awareness about the long-term effects of head injury in athletes.
- Active member of Community Health Network Area (CHNA) 18 need assessment subcommittee (NAS) and assisted by conducting interviews and helping with the analysis of the results.

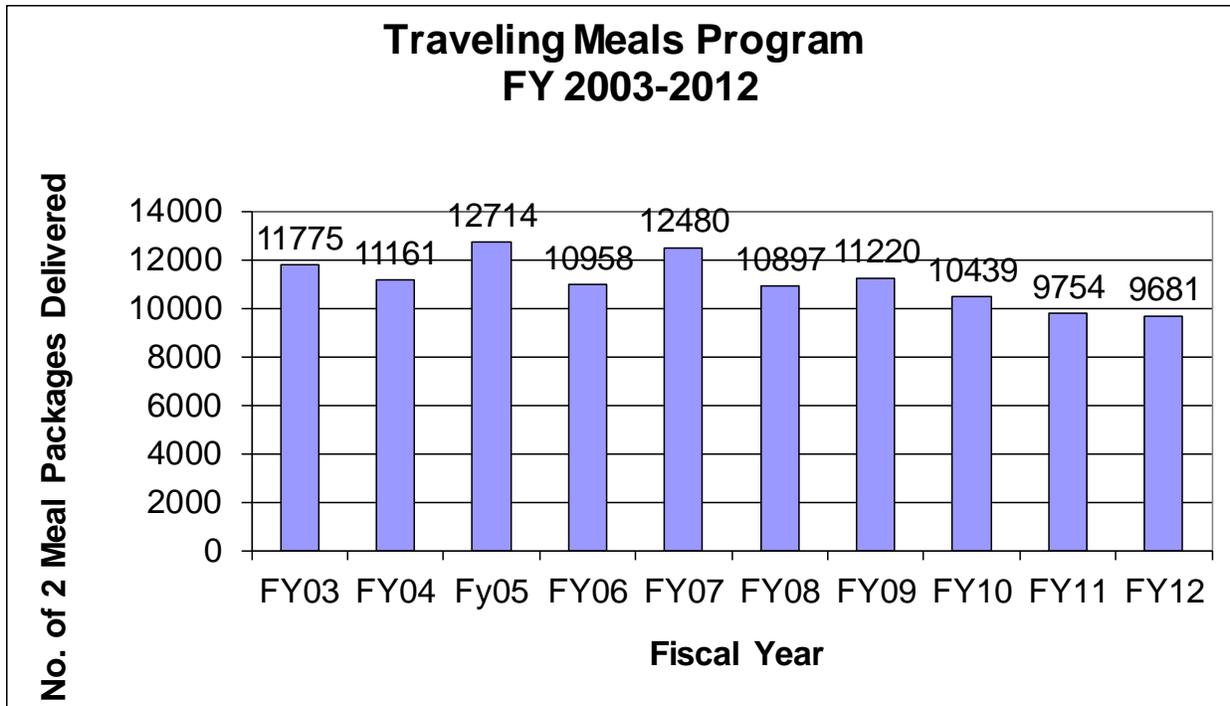
THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 41st 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 any Needham resident that is homebound and meets the following criteria:

- Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
- Living alone in their home with lack of support of family or homemaker services.
- Unable to drive.
- Needs the assistance of the Program for a minimum of 2 weeks.

This year, July 1, 2011 through June 30, 2012, our dedicated and committed volunteers packed and delivered 9,641 meals (2 Meal Packages).



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

Donations from the “FRIENDS” of the Needham Board of Health and Traveling Meals Program along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 25 of our Needham residents needing assistance.

SUBSTANCE ABUSE PREVENTION & EDUCATION

Needham Coalition for Youth Substance Abuse Prevention, NCYSAP



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

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

Strategic Prevention Research shows that the cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of

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

The five year DFC grant program supports over 700 community coalitions across the United States under the mission to reduce substance use among youth and strengthen collaboration among community groups through a comprehensive program based on SAMHSA's Strategic Prevention Framework (SPF).

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

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

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

Carol Read, M.Ed, serves as the Program Director assisted by a part-time Project Coordinators, Cathy Toran, M.Ed and Karen Mullen, MBA, working as staff in the Needham Public Health Department. NCYSAP staff attend the annual CADCA National Leadership Forum, a four day conference led by key leaders in the fields of substance abuse prevention and treatment, public health, mental health, safety and education. Focused on the promotion of Behavioral Health and Substance Abuse Prevention the Forum offers strategic initiative training, skill building workshops and plenary sessions based on based evidence based prevention strategies and science related to best practices in substance abuse prevention.

A vital component of the CADCA Forum is the annual advocacy day on Capitol Hill. Prevention Specialists visit Senators and Representatives in Congress to advocate for continued support for the Drug Free Communities Act (DFCA) program. NCYSAP staff met with Massachusetts Congressional leaders: Senator Scott Brown and Jeremy D'Alessandro, Legislative Assistant to Senator John Kerry to share the success of the DFC program in reducing youth substance use rates as well as the ongoing prevention work in Needham. Locally, NCYSAP staff attends Town

Hall meetings facilitated by Congressman Stephen P. Lynch to advocate for continuing support for the DFC program.

Community Prevention Initiatives

The NCYSAP and the Needham Police Department (NPD) sponsored four community Medication Take-Back events since June 2010, the first event was initiated independently, the next three were in conjunction with the National DEA Medication Take-Back Days. Since the inception of the program, residents have disposed of over 50,000 prescription medications and 20,000 over-the-counter unused, unwanted and expired medications. To support proper medication disposal throughout the year the DFC grant purchased a permanent disposal safe located in the Needham Police Department lobby, accessible 24 hours a day, 7 days a week. A small safe was purchased at the inception of the disposal program; the overwhelming community response necessitated the purchase of a larger disposal unit. Each month, approximately 50 lbs. of medications are collected in the *Med Return* unit significantly impacting unauthorized access and availability to medications, accidental poisonings and the negative environmental impact of improper disposal.

The NCYSAP *Youth Connections Action Team* sponsors 5th *Quarter evening* events for NHS students in the Needham High School cafeteria. These post- game substance free social events, feature free pizza, soft drinks, Ping Pong, Foosball and music. The NCYSAP is committed to supporting 5th *Quarter* events after each Friday night football game, providing a great way for all students to socialize in a fun and safe environment. Fundraising efforts by Co- Chairs Karen Mullen and Bob Timmerman have resulted in over \$10,000 in donations from Needham businesses, fraternal organizations, parent groups, and residents.

Youth participation in the mission of the NCYSAP has increased through the dedication of students from the NHS club Rockets Against Destructive Decisions (R.A.D.D.). The R.A.D.D. club goal is to create a cultural shift in their peers' beliefs around the normalization of underage substance use in social settings through the sponsorship of fun, substance-free activities. The group successfully coordinated *Live at Town Hall* the inaugural band concert in the newly renovated Needham Town Hall- Powers Hall. Over 125 Needham high school age youth attended the concert featuring local youth bands, free pizza and drinks!

To provide a voice for their peers R.A.D.D. students launched the *Above the Influence*, (ATI) campaign. ATI, the White House ONDCP anti-drug media campaign "*speaks in a voice relevant to today's teens encouraging them to live above the influence of drugs and alcohol and reject the use of any substance that gets in the way of their goals in life.*" Students conducted an art class contest to encourage design and creation of the above the influence emblem and received nearly 100 entries. A "Tag It" campaign was held which had youth created personal messages of the negative influences they are working to avoid so they are able to reach their goals. Students created a YouTube video of a small sample of the "Tag It" campaign and the art class submissions to share with the *community*. <http://www.youtube.com/watch?v=jWM-RsQhIhI>

The NCYSAP *Parental Education and Awareness Action Team*, initiated a Community Awareness & Education Campaign: "Are You Really Aware"? and "Make the Call" were designed based upon survey data and focus group feedback on parental perceptions of youth

substance use, parenting practices related to youth high risk behavior and the most effective avenues to communicate health and safety strategies to parents.

The campaign, featuring four posters, targeted enhanced awareness among parents and adult residents regarding Needham youth substance use rates and parental strategies to decrease youth access to alcohol and other drugs and increase parental engagement. A vital component of the NCYSAP prevention program is empowering parents to understand their role as the most significant protective factor in reducing youth substance use. Posters were displayed in over 100 public locations, through online media outlets, on cable television as well as shared electronically through multiple community email lists. Parents were directed to the NCYSAP website to access factual information on alcohol and drug use, the impact of underage substance use and effective communication tools and parenting strategies to use to keep youth safe and healthy. Website hits were tracked and compared to the same time frame during the previous year, hits increased by over 60 percent indicating the success of the campaign.

The NCYSAP offered a winter session of the five meeting *Guiding Good Choices* parent education program, a SAMHSA approved evidence-based program attended by 10 families. A curriculum offers Needham parents of youth ages 9-13, strategies to enhance communication patterns, increase family bonding and effective family management, and refusal skills to support youth in navigating high risk behaviors. The *Guiding Good Choices* program reviews normative adolescent development and the impact of substance use on brain development. One meeting of the program includes parents and children focused on learning Refusal Skills which enable youth to navigate through the challenges of high risk behaviors.

The NCYSAP sponsored the 3rd Annual Community Forum featuring keynote speaker The NCSAP hosted the 3rd Annual Community Forum Marijuana: Myths and Facts featuring Dr. Kevin Hill, Addiction Psychiatrist, McLean Hospital, Alcohol and Drug Addiction Treatment Program (ADATP). Dr. Hill presented cutting edge research on the multi-faceted effects of marijuana on adolescents and young adults, NIH research and science on the addictive properties of marijuana and addiction treatment strategies. Attorney John Scheft, principal Law Enforcement Dimensions (LED) presented the legal implications of possession and the potential consequences as pertaining to decriminalization. The evening concluded with a presentation by a young adult male Needham High School graduate who shared his experiences with substance abuse, addiction, treatment, and the hope of recovery.

Building awareness of NCYSAP programs has included *Meet and Greet* sessions and presentations by the Substance Abuse Prevention & Education Coordinator at meetings and events including the Needham Interfaith Clergy Association, TRIAD, The Needham Commissioners of Trust, Council on Aging, the Needham School Committee and at numerous youth and parent programs sponsored by the Needham Public Schools. We have presented educational programs to over 500 individuals through events sponsored by the NCYSAP, the Needham Public Schools, and community parent groups. We have presented educational information to members of Needham clubs, fraternal groups, Veterans' organizations and The Needham Council on Aging regarding healthy lifestyle choices, substance use and suicide prevention through the QPR Program.

Substance Education and Prevention: Needham Public Health Department
Adult ~Youth Resources and Referral

Significant research during the last ten years has led to a deeper understanding of substance abuse, addiction and chemical dependency. Currently 16-20 million Americans are addicted to alcohol, or abuse it regularly; one in four will have an alcohol or drug problem at some point in their lives. Substance abuse is recognized as a chronic disease of epidemic proportions with physical, psychological, emotional and spiritual elements that require continuing and holistic care. Access to factual information in addition to counseling and support resources provides the foundation for individuals to take the initial step in seeking treatment for dependence and addiction.

The Needham Public Health Department is committed to moving the adult community toward seeking resources for counseling and treatment support and away from the feelings of shame traditionally attached to substance abuse which inhibit action. Through a combination of community outreach programs and confidential assessment, via phone or direct meeting, our department provides educational information, referrals for inpatient treatment, and outpatient counseling support. It is our hope that adults in need will continue to contact our office for resources for themselves and/or their children who are facing substance use issues. We communicate substance use educational information and support resources to parents electronically through multiple email lists and the Public Health Department web pages at: <http://www.needhamma.gov/index.aspx?NID=2844>

To support Needham parents the NCYSAP, in collaboration with the Needham Public Health Department with funding by the Tolman Trust sponsors a psycho-educational *Parent Support Group* program. Facilitated by Rachel Nenner-Payton, LICSW, the groups provide support for parents navigating the challenges of youth and young adult substance use in a confidential environment in addition to providing factual information regarding: drug and alcohol use trends, the biological, psychological and social/emotional impact of substance use, and parenting strategies to enhance family dynamics.

Utilizing print, on-line and cable television media has enabled us to share topic specific programs such as: prescription drug awareness, alcohol awareness, marijuana awareness, environmental prevention, medication disposal, and effective parenting practices with the community. Throughout the year, *The Needham Channel* has broadcast skill building presentation programs, a social host liability presentation, a sexuality and suicide prevention program, a marijuana awareness program, and a substance abuse prevention program featuring experts in the fields of adolescent development, substance abuse and addictions over 690 times. *The Needham Channel* has also broadcast informational PSA's on substance use in addition to sharing our messages on their Newscast and Community Bulletin Boards. The Needham Times, Hometown Weekly and the Needham PATCH have published six informational articles on substance use and prevention, seven press releases and nine announcements in their print and on-line editions.

**MENTAL HEALTH AND SUBSTANCE
 ABUSE FY 2012 REPORT**

Annual Report on overall number of Needham residents served across Riverside Community Care’s programs during the past fiscal year (July 2011 – June 2012):

Outpatient Services ----- 108 individuals
 Early Intervention ----- 119 individuals
 Emergency Services ----- 122 individuals (322 psychiatric emergency interventions)
 Youth Programs (home-based) ----- 25 individuals
 Psychiatric Adult Day Programs ----- 11 individuals
 Youth Psychiatric Day Programs ----- 2 individuals
 Adult Crisis Stabilization (overnight) ---- 4 individuals (84 nights/days of stabilization services)
 This represents a total of 273 Needham residents.

Please note that this does not include all youth served onsite at the Needham High Schools nor does it reflect the activities of the Trauma Center and participation in the Town-wide Suicide Coalition.

As the amount of services received for those individuals noted above varies by program, it is difficult to add up services hours; total services received do include:

- 4,008 clinical hours of service
- 1,274 days of psychiatric day services
- 322 psychiatric crisis/emergency interventions
- 84 nights/days crisis stabilization services

**2012 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES
 CHARLES RIVER CENTER**

The Charles River Center provided the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns during 2011 and 2012.

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

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

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

EAT WELL/BE FIT NEEDHAM COMMITTEE

A community based health and wellness initiative designed to increase awareness of, and to implement programs that address the healthy balance of nutrition and fitness, in keeping with the initiatives goals. The mission of Eat Well Be Fit Needham Committee is to provide for the Needham community, the educational, motivational, and strategic tools necessary to raise the level of awareness about the importance of health, proper nutrition and physical activity, and to create opportunities for the Needham community to act upon that heightened awareness, in pursuit of optimal health status.



This town-wide committee, which started in 2003, is composed of concerned professionals consisting of the Needham Health Department, Needham Public Schools, Beth Israel Deaconess Hospital Needham, Nutritionists, Physicians, Needham Park and Recreation Commission, the Massachusetts Department of Public Health and local residents and businesses. Please see the website <http://www.needhamma.gov/health> for articles, recipes and additional information on the committee's efforts.

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...that breaks the family interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee. <http://www.needhamma.gov/health/domesticviolence>



Activities have included:

- Coordinating Yellow Dress (through Deanna's Educational Theater) for High School – 2 student performances and introduced as well as an evening parent performance.
- Coordinated Yellow Dress presented at Olin College with representation from Wellesley College and Babson College as well.
- The Needham Channel series on Domestic Violence started October 2011, Interviews by Emily Carroll:
 1. REACH Beyond Domestic Violence and a Survivor Story.
 2. History of DVAC – Janice Berns, Donna Carmichael and Deb Jacob.
 3. Norfolk County District Attorneys office – Michael Morrissey, Jane Biaggi.
 4. BID Needham and Newton Wellesley Hospital on what happens in the Emergency Room.
- Cell Phone Recycling Program with Shelter Alliance.
- Harvest Fair participation.

- “Take Back the Night” November 4th at Needham High School - “Take Back the Night” is a National Organization devoted to ending the silence about Domestic Violence.
- Presentation to Needham Business Association.
- Coordinated and dispersed resources and set up DVAC Training with REACH for BID Emergency Room and Social Services.

NEEDHAM COALITION FOR SUICIDE PREVENTION

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



TRAFFIC MANAGEMENT ADVISORY COMMITTEE

Anthony DelGaizo (DPW)
John Kraemer (NPD)
Jeffrey MacMann, Chairman
Robert Meltzer
Richard P. Merson (DPW)
Donna Mullin
Mark Rosen, Vice Chairman
Glen Schneider
Thomas Stokes

The TMAC currently consists of nine members representing the Department of Public Works, The Police Department, and residents. The goal of the TMAC is to continually improve the safety and quality of life of pedestrians, bicyclists and the motoring public. The Committee provides a means for public input, including the opportunity for traffic management options to be raised for comment by staff. Its function is fourfold: to make proposals to the Board of Selectmen regarding education, enforcement, and engineering options for addressing traffic

issues; to meet informally with residents and neighborhood groups to hear concerns and discuss options; to comment on informational and educational programs; and to participate in community relations programs.

The committee meets on the second Wednesday of each month. During these meetings from one to eight items are on the agenda. Each agenda item is typically given 15 minutes for discussion followed by a response from the Committee.

In general, the process of a resident presenting their traffic concern to the TMAC involves a communication from the resident to the town usually by phone or email and submitting a TMAC request form outlining a brief description of the issue. The resident is subsequently notified by letter of the date, time and location to present their concerns to the Committee.

More than 30 different items have been discussed at the TMAC meetings in 2012:

28% Pavement marking-related issues

- 22% Parking-related issues
- 16% “Stop” sign-related issues
- 9% Vehicle speed-related issues
- 25% Other traffic related issues

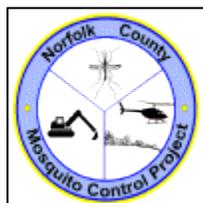
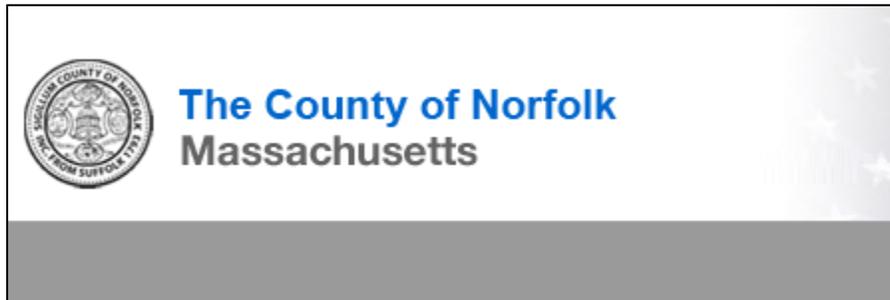
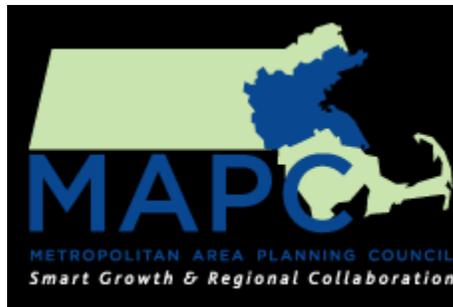
In addition, eight different traffic studies have been performed as a result of the past year’s requests.



OTHER

SECTION CONTENTS:

- Metropolitan Area Planning Council – Three Rivers Interlocal Council
- Norfolk County Commissioners
- Norfolk County Registry of Deeds
- Norfolk County Mosquito Control Project



METROPOLITAN AREA PLANNING COUNCIL: THE THREE RIVERS INTERLOCAL COUNCIL (TRIC)

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

The Three Rivers Interlocal Council (TRIC) is composed of thirteen communities southwest of Boston. The name comes from the Canoe, Charles, and Neponset Rivers. The monthly meetings are informal, informative, and facilitated to make the exchange of information and perspective across towns the primary objective. Stephanie Mercandetti, Walpole and Karen O'Connell, Dedham, are Chair and Vice Chair, respectively. Taber Keally, Milton, is immediate past Chair. Three Rivers meets monthly at the offices of long time MAPC partner, the Neponset Valley Chamber of Commerce.

Timely completion of the Canton Interchanges Project remains a critical concern for Three Rivers communities; the stated timeline for completion of this project is unacceptable.

The third annual Three Rivers Legislative Breakfast was held in April 13, 2012, at the Norwood Police & Fire Public Safety Building. The Legislative Breakfast brings together municipal staff, members of Planning Boards, Conservation Commissions, Boards of Selectmen, Open Space and Recreation Committees, and many other citizens serving in elected or appointed positions, for informal contact with their Representatives and Senators serving in the Massachusetts State House. Lou Gitto, Stoughton, and Steve Olanoff, Westwood, both sit on the MAPC Legislative Committee and keep the group well-informed on legislative advocacy and the legislative process. MAPC Government Affairs staff attends the meetings on a regular basis to review and discuss proposed or pending legislation of impact to municipalities.

The Neponset Valley Chamber of Commerce (NVCC) has roots going back to 1894 as the Norwood Board of Trade; in the 1980s the organization changed its name to Neponset Valley Chamber of Commerce becoming one of the first organizations to define the region that is connected by the Neponset River running from Foxboro to Dorchester Bay. The NVCC has over 550 small and large member businesses throughout the region including companies such as Mercer, Siemens, Analog Devices, Organogenesis and Norwood Hospital. The NVCC has a long history of supporting and promoting economic development in the region by developing close partnerships with regional organizations like MAPC, and by establishing direct communications with local municipal leadership within the Chamber catchment area. The current Chamber President is the Town of Norwood's appointed TRIC's representative. Additionally, the Town of Norwood was elected from among the thirteen TRIC communities to represent local interests on the Boston Regional Metropolitan Planning Organization. The Chamber works closely with MAPC on regional issues such as transportation, the environment and identification of cultural, historic and recreational assets within the Neponset Valley. A close partnership with the Chamber brings private sector perspective to TRIC, and to MAPC.

The towns have benefited from the Sustainable Communities Project, based at MAPC but sponsoring projects throughout the region, many through the MAPC sub regional network. [More information on the Sustainable Communities project, as well as detailed notes from each TRIC meeting can be found on the MAPC web site.](#) (www.mapc.org/three-rivers)

The Massachusetts transportation system is struggling under the burden of billions of dollars of debt and deferred maintenance. TRIC was one of several sponsors of a regional forum held December 5, 2012 to discuss the realities of a sustainably funded regional transportation system.

With close long-term cooperation from the [Central Transportation Planning Staff](#), the staff arm of the Boston Region MPO, TRIC has developed high levels of content knowledge regarding the Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP), two very complex planning documents that inform transportation spending in metropolitan Boston.

At the Planner Roundtable discussion held monthly, communities have the opportunity to establish commonly-held knowledge of local planning issues and projects, requests information from peers, identify state and national issues of note, and hold informed discussions on what's ahead for cities and towns.

COUNTY OF NORFOLK

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

To the Citizens of Norfolk County:

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston. Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

County government is responsible for regional services, among which are the Registry of Deeds, County Agricultural High School, County Engineering, Wollaston Recreational Facility, and Trial Court facilities maintenance.

County revenues are directly impacted by conditions in the real estate and credit markets. In recent years, the County has met the challenges of the national recession. The County has minimized operating expenditures while seeking to maintain and improve services.

Capital improvements have continued at County facilities, including our Courthouses and the Registry of Deeds. In cooperation with the Massachusetts School Building Authority, Norfolk County Agricultural High School this year began construction of a major renovation and expansion project at its Walpole campus.

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. Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310 Telephone: (781) 461-6105 Facsimile: (781) 326-6480 E-mail: info@norfolkcounty.org

NORFOLK COUNTY REGISTRY OF DEEDS

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 each year, and is a basic resource for title examiners, mortgage lenders, municipalities, homeowners, and others with a need for land record information.



William P. O'Donnell, Register

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In over two hundred years of continuous operation, the Registry's objectives have remained the same; to maintain the accuracy, reliability and accessibility of our communities land records for the residents and businesses of Norfolk County.

Ongoing technology improvements, the security and management of records and increased levels of customer service remain areas of focus for the Norfolk County Registry of Deeds. Some of our recent and ongoing initiatives in 2012 include:

- Register O'Donnell and his staff continue to visit town halls, senior centers and civic groups across Norfolk County. Register O'Donnell visited Needham Town Hall on May 2nd and spoke to the Needham Retired Men's Club on October 23rd.
- The full service telephone and walk-in Customer Service and Copy Center continues to provide residents and businesses of Norfolk County with quality customer assistance in all areas of Registry operations.
- Multiple technological improvements were implemented in 2012 including an upgrade of the Registry's server and the introduction of an improved Registry of Deeds website. The Registry's new website www.norfolkdeeds.org is regularly updated and enhanced to include recent news, resources for homeowners, real estate statistics and answers to frequently asked questions.
- Our ongoing community programs; Suits for Success, the Annual Holiday Food Drive, Cradles to Crayons and Toys for Tots Collection were once again successful thanks to the generosity of Registry employees as well as many residents and businesses across Norfolk County.

- Improvements to the physical and structural appearance of the historic Registry Building continued in 2012 with the installation of new energy efficient windows throughout the facility.
- Electronic recording which allows for documents to be sent for recording via the internet has attracted interest from the real estate business community.
- The internet library of images accessible to the public through the Registry of Deeds online research system at www.norfolkdeeds.org continues to expand. All documents back to the first documents recorded in Norfolk County in 1793 are available for viewing online.

Real estate activity in Needham during 2012 showed increases across most measurement categories with the exception of mortgage indebtedness.

There was a 20% increase in documents recorded for Needham during 2012 at 11,253 which was 1,858 more documents than the 2011 total of 9,395.

The total volume of real estate sales in Needham during 2012 was \$446,429,092.00 which showed a 17% increase over 2011. The average sale price of deeds over \$1,000 (both residential and commercial properties) was up in Needham by 3% in 2012 at \$870,232.15 which showed a \$28,384.30 increase from the 2011 average.

The number of mortgages recorded on Needham properties in 2012 was up 31% from 2011 at 3,356, while total mortgage indebtedness decreased by 15% to \$1,437,428,155.00.

The number of foreclosure deeds filed in Needham during 2012 remained even with the 2011 total at 3 filings, while the number of notice to foreclose mortgage filings increased by 3 with 16 filings during 2012 compared to 13 filings in 2011.

Finally, homestead activity was on the rise in Needham during 2012 with 792 homesteads filed representing a 9% increase over the 2011 total of 728.

The modernization and business improvements that have enhanced our ability to provide first rate customer service to residents and businesses of Norfolk County will continue. I have been and always will be committed to an efficient customer service oriented operation here at the Registry. It is a privilege to serve as your Register of Deeds. Norfolk County Registry of Deeds, 649 High St., Dedham, MA 02026.



NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

David A. Lawson, Director



Our 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 isolates in town in 2012

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	11 culverts
Drainage ditches checked/hand cleaned	4,450 feet
Intensive hand clean/brushing*	475
Mechanical water management	0

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

Larval Control

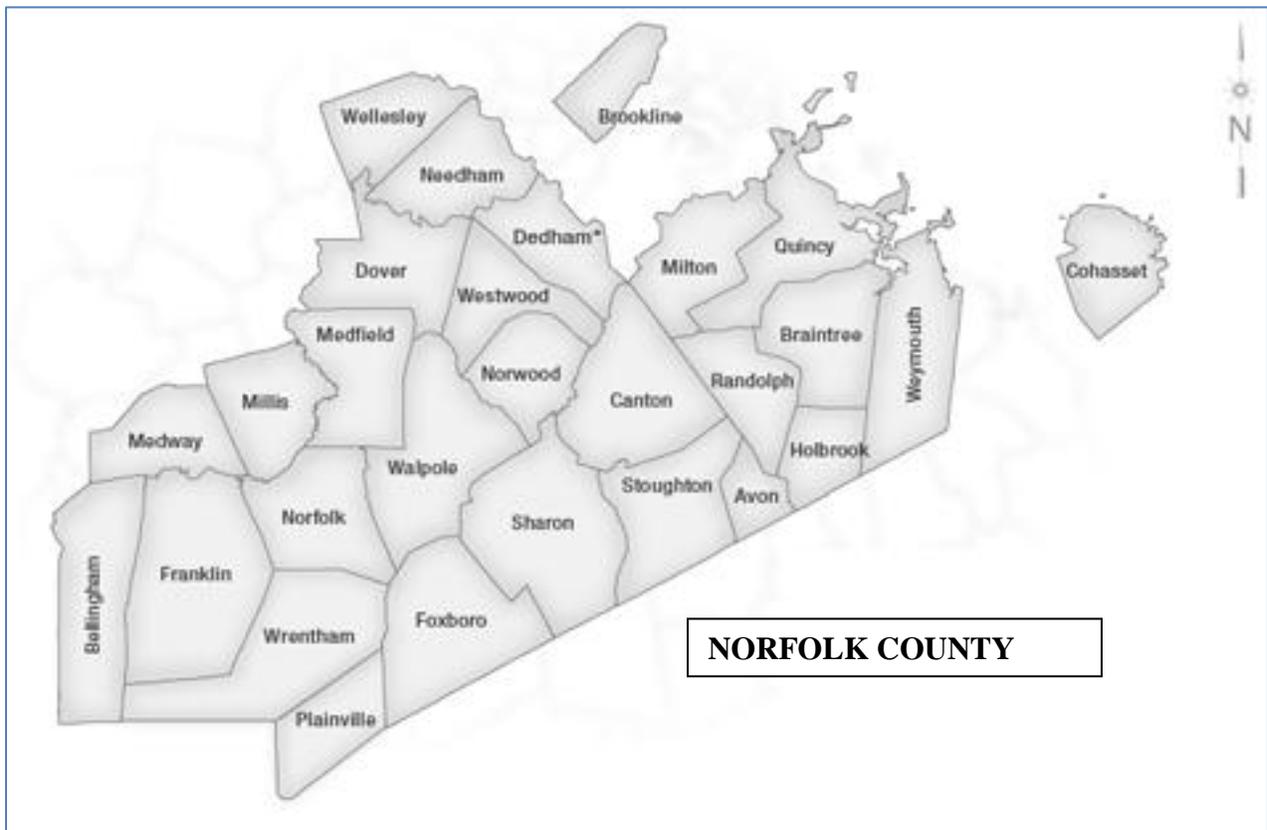
When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of disease control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications	(April)	0 acres
Summer aerial larvicide applications	(May – August)	0 acres
Larval control - briquette & granular applications by hand		1.3 acres
Rain basin treatments – briquettes by hand (West Nile virus control)		2,154 basins
Abandoned/unopened pool or other manmade structures treated		0 briquets

Adult Control

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

Adult aerosol ultra low volume (ULV) applications from trucks 1,773 acres



TOWN OFFICIALS 2012

ELECTED

Assessors

Damon Borrelli
Thomas P. Colarusso
Kevin J. Foley

Board of Health

Peter Stephen Connolly, M.D. (resigned 4/9/12)
Edward V. Cosgrove, Ph.D.
Stephen K. Epstein
Jane Fogg (elected 4/10/12)

Commissioners of Trust Funds

Louise Miller
Joseph P. Scalia
Heydon David Traub

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

William DeBear
Cheryl Gosmon
Peter J. Pingatore
Robert Stegman (State Appointee) (thru Nov 2012)
Reginald Foster (State Appointee) (effective Nov 2012)

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston
Thomas M. Jacob
Brian Nadler
Michael J. Retzky
Andrea Shorthose

Planning Board

Bruce T. Eisenhut
Martin Jacobs
Jeanne S. McKnight
Ronald W. Ruth
Sam Bass Warner

School Committee

Joseph P. Barnes
Connie Barr
Heidi C. Black
Marianne B. Cooley
Michael Greis
Susan Neckes (elected 4/10/12)
Kim Marie Nichols
William J. Paulson

Selectmen

John A. Bulian
Matthew D. Borelli (elected 4/10/12)
Maurice P. Handel
James G. Healy (resigned 1/24/12)
Daniel P. Matthews
Gerald A. Wasserman

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

Dave DiCicco (resigned 4/9/12)
Mark Forbes (elected 4/10/12)
John Gallelo
Charles J. Mangine
Joseph J. McSweeney
Ron Sockol

Trustees of Public Library

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

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

Gregory J. Condon (resigned 9/16/11)
Peter Friedenberg
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin
Kathleen Lind Berardi (appt 1/10/12)

Cable Television / Advisory Committee

John Fountain
Michael Greis
Peter E. Hess (appt 9/13/11)
Tom Loughran
Jonathan D. Tamkin

Commission on Disabilities

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

Conservation Commission

Paul Alpert
Janet Bernardo
Marsha Salett
Carl Shapiro
Sharon Soltzberg
Dawn Stolfi Stalenhoef
Lisa Standley

Cultural Council

Abby Cheng
Claire Dee Ecsedy
David Ecsedy (appt 10/11/11)
Sheryl Edsall
Lisha Goldberg
Kathleen Leahy

Claire Messing
Walter McDonough (appt 10/20/11)
Betty M. Mosley (appt 10/11/11)
Ann Munstedt
Suzanne Saevitz
Hallie Sammartino
Robert (Bo) Veaner (apt 1/10/12)

Council of Economic Advisors

Damon Borrelli
Matt Borrelli
Glen Cammarano
Walter Collins (appt 3/28/12)
William Day
Elizabeth Grimes
Maurice P. Handel
Bob Hentschel
Bruce Herman
Tom Jacob
Martin Jacobs
Brian Nadler (appt 1/24/12)
Janet O'Connor
Matt Talcoff
Michael Wilcox

Golf Course Advisory Committee

Roy Cramer
Daniel Dain
Jane Howard
Michael Mahoney
Erik Pedersen
Jon Schneider
Richard M. Reilly

Historical Commission

Robert Boder
Carol J. Boulris
Gloria P. Greis
Richard C. Hardy
Joel H. Lebow (resigned 3/8/12)
Miles Shore, M.D.
Sandra Tobin

Human Rights Committee

Michael Centola
Paul F. Dellaripa (resigned 12/31/11)
Marjorie Lynne Freundlich
Cynthia Ganung
Liora Harari
Amelia Klein
Charles Sahagian
John Schlittler

Marlene Schultz (appt 9/13/11)
Mike Vaughn
Sandra Walters

Peter E. Hess (appt 9/13/11)
Tom Loughran
Robert Stegman
Jonathan Tamkin

Local Emergency Planning Committee

Don Anastasi
Janice Berns
Paul Buckley
Bill Arsenault
Seymour Bigman
Kevin Burke
Tom Campbell
Donna Carmichael
Christopher Coleman
Walter Collins
Lindsay Dumas
Meg Femino
Kate Fitzpatrick
Wolfgang Floitgraf
John D. Fountain
Alan Glou
Natasha Glushko
Sheila Hamwey
Joanne Kossuth
John Kraemer
Chip Laffey
Ken LeClair
David Levine
Kathy Lewis
Robert Lewis
Roger MacDonald
Heather MacKay
Joe Mackinnon
Marc Mandel
Ann Martello
Richard Merson
John O'Brien
Susan Pacheco
James Pollard
Vincent Roy
Mike Schwinden
Mimi Stamer
Kevin G. Trottier
Annemarie Walsh

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

Robert Boder
John Fountain
Arnold M. Goldstein
Michael Greis

**Needham Community Revitalization
Fund Committee**

Carol de Lemos
Paul Good
Timothy Kickham
MaryRuth Perras

Property Tax Assistance Committee

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

Registrars of Voters

John W. Day
Barbara B. Doyle
Theodora K. Eaton (ex officio)
Mary J. McCarthy

Solid Waste & Recycling Advisory Committee

William Connors
Albert Cooley
Jeffrey Heller
Pralay Som
Irwin Silverstein

Taxation Aid Committee

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

Technology Advisory Board

David Davison (ex officio)
Wade Davis
Kenny Freundlich (appt 9/13/11)
Deb Gammermon (ex officio)
Ann Gulati (ex officio)
Clifford Hayden (appt 9/13/11)
Joanne Kossuth (non-voting Tech Advisor)
Roger MacDonald (ex officio)
Michael Mathias
Carl Rubin

Traffic Management Advisory Committee

Anthony DelGaizo
John Kraemer
Jeffrey MacMann
Robert Meltzer (appt 2/14/12)
Richard Merson
Donna Mullin
Mark Rosen (appt 9/13/11)
Glen Schneider
Thomas Stokes

**Water and Sewer Rate
Structure Committee**

John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
John Tallarico

**APPOINTED BY THE
MODERATOR**

Finance Committee

John Connelly
Richard S. Creem
Richard Lunetta
Gary McNeill
Richard Reilly
Steven M. Rosenstock
Lisa Zappala
Richard Zimbone

Personnel Board

John Dennis
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

OTHER APPOINTED BOARDS
(Appointing Authority)

Community Preservation Committee

Janet Bernardo (*Conservation Commission*)
Carol Boulris (*Historical Commission*)
Lita Young (*Board of Selectmen*)
Sam Bass Warner (*Planning Board*)
Reginald Foster (*Housing Authority*)
Mark Gluesing (*Moderator*)
Jane Howard (*Board of Selectmen*)
Mike Retzky (*Park & Recreation*)

Council on Aging

Scott Brightman
Roma Jean Brown
Carol de Lemos
Daniel Goldberg
Susanne Hughes
Eilene Kleiman
Andrea Rae
Lianne Relich
Colleen Schaller
Mary Elizabeth Weadock

Contributory Retirement Board

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

Design Review Board

Eugene R. Bolinger (*Planning Board*)
Mark Gluesing (*Board of Selectmen*)
Richard M. Reilly, Jr. (alternate)
(*Board of Selectmen*)
Deborah Robinson (*Planning Board*)
Stephen Tanner (*Planning Board*)
Robert Dermody (*Board of Selectmen*)
(appt 1/24/12)

Future School Needs Committee

Heidi Black (*Parent Teacher Council*)
David P. Coelho (*Board of Selectmen*)
Marianne Cooley (*School Committee*)
Ann DerMarderosian (*Finance Committee*)
James Lamenzo (*Moderator*)
Marjorie Margolis (*Moderator*)
Mary Riddell (*League of Women Voters*)
Roger Toran (*Planning Board*)

Permanent Public Building Committee

(*Mixed appointing authority for all*)
Stuart Chandler
Natasha Espada (appt 5/24/12)
John J. Keene, Jr.
George Kent
Steven Popper, Dir. Constr. & Renovation
Mark H. Presson
Paul Salamone
Irwin Silverstein

Transportation Committee

Duncan Allen (*Board of Selectmen*)
Richard Creem (*Board of Selectmen*)
Linda Hoard (*Planning Board*)
Jane A. Howard (*Moderator*)
Steven McKnight (*Planning*)
Denise Garlick (*Ex-Officio*)

Youth Commission

Allison Berger (*Supt Schools – student*)
Ronnie Haas (*Moderator*)
Jessica Hoguet (*Park & Recreation*)
David Bookston (*School Committee*)
Cathy Lunetta (*Finance Committee*)
Danielle Penny (*Supt Schools – student*)
Vincent Springer (*Police Dept*)
Debbie Winnick (*Board of Selectmen*)

**APPOINTED BY TOWN
MANAGER**

Animal Control Officer

Danielle Landry

Assistant Director of Public Works

Robert Lewis

Assistant Town Manager/Finance Director

David Davison
Assistant Town Manager/Dir. Of Operations
Christopher Coleman

Director of Emergency Management
Paul F. Buckley, Jr.

Director of Information Technology
Roger S. MacDonald

Director of Public Works
Richard P. Merson

Director, West Suburban Veterans Services District
Stanley Spear

Veterans' Burial Agent/Veterans' Graves Officer
Bill Topham

Fire Chief / Superintendent of Fire Alarms/Forest Warden
Paul F. Buckley

Inspector of Buildings
Daniel P. Walsh (through March 2012)
David Roche (appointed 5/21/12)

Inspector of Plumbing and Gas
William Kinsman

Inspector of Wiring
Scott Chisholm

Police Chief / Keeper of the Lockup
Thomas J. Leary (retired 9/30/11)
Philip E. Droney (appointed 10/1/11)

Supervisor, Garage & Equipment
Stephen J. Hawes

Superintendent, Highway
Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden
Edward Olsen

Superintendent, Water/Sewer
Vincent Roy

Town Accountant

Michelle Vaillancourt

Town Engineer

Anthony Del Gaizo

Treasurer and Tax Collector

Evelyn M. Poness

Administrative Assessor

Hoyt Davis

Assistant Town Clerk

Helen Atkinson

Director of Public Facilities - Construction

Steven Popper

Director of Public Facilities - Operations

Chip Laffey

Director of Public Health

Janice Berns

Director of Youth Services

Jon Mattleman

Environmental Health Agent

Tara Gurge

Executive Director, Council on Aging

Jamie Brenner Gutner

Library Director

Ann MacFate

Planning Director

Lee Newman

Park and Recreation Director

Patricia M. Carey

**APPOINTED BY ELECTED
OR APPOINTED BOARDS**

**Executive Director, Needham Housing
Authority**

Pamela Clark Allen

Executive Secretary to Finance Committee

Louise Mizgerd

Superintendent of Schools

Daniel E. Gutekanst

FISCAL YEAR 2012 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
A	Carothers	Dennis	2013	A	Keane-Hazzard	Mary E.	2014
A	Herrick	Walter D.	2013	A	O'Brien, Jr.	Norman F.	2014
A	King	Tyson P.	2013	A	Schneider	Louise I.	2014
A	Maxwell	Christopher A.	2013	A	Sterling	Nicholas P.	2014
A	Nissen	Suzanne Fiering	2013	A	Bailey	Erik J.	2015
A	Scott	James Allan	2013	A	Butchart	Scott D.	2015
A	Silverstein	Irwin	2013	A	Creem	Richard S.	2015
A	Silverstein	Nina	2013	A	Gratz	Donald B.	2015
A	Davidson	Alan J.	2014	A	Kalish	Leslie A.	2015
A	Garf	Lee	2014	A	Miller	Rachel B.	2015
A	Genova	John D.	2014	A	Sargent	Elizabeth M.	2015
A	Gosmon	Cheryl A.	2014	A	Price	Karen N.	2015
B	Arren	Francis G.	2013	B	Kurkjian	Catherine E.	2014
B	Baierlein	George	2013	B	Moody	Richard B.	2014
B	Doyle	William G.	2013	B	Pendergast	Kevin T.	2014
B	Frankenthaler	John J.	2013	B	Rosenstock	Steven M.	2014
B	Freedberg	Richard M.	2013	B	Borrelli	Damon J.	2015
B	Orenstein	Glenn S.	2013	B	Borrelli	Marianna	2015
B	Rovner	Gerald C.	2013	B	Healy	James G.	2015
B	Von Herder	Dorothea	2013	B	Jacob	Thomas M.	2015
B	Freedberg	Cathy M.	2014	B	McConchie	Scott	2015
B	Goldberg	Mark	2014	B	Nicols	Kim Marie	2015
B	Grimes	Elizabeth Jane	2014	B	Shapiro	Stacie M.	2015
B	Harris	David C.	2014	B	Toran	Sarah Ann	2015
C	Dugan, Jr.	William H.	2013	C	Gluesing	Mark J.	2014
C	Espada	Natasha	2013	C	Lueders	Carl J.	2014
C	Goldberg	Lois R.	2013	C	Masterman	James D.	2014
C	Haslip	John H.	2013	C	Miller	Louise L.	2014
C	O'Connor	Caterina Bonadio	2013	C	Alpert	Paul S.	2015
C	Ticktin	Robert Scott	2013	C	Barnes, Jr.	Joseph P.	2015
C	Young	Adelaide C.	2013	C	Brightman	Scott M.	2015
C	Zappala	Lisa W.	2013	C	Cox, Jr.	Gilbert W.	2015
C	Alpert	Peter A.	2014	C	Neckes	Susan B.	2015
C	Barnett	Bruce S.	2014	C	Pransky	Sheila G.	2015
C	Cox	David R.	2014	C	Tillotson	Paul B.	2015
C	Doherty	Edward J.	2014	C	Tobin	Sandra Balzer	2015
D	Dhanda	Michelle C. S.	2013	D	Mann	Richard S.	2014
D	Foster	Reginald C.	2013	D	McNeill	Gary B.	2014
D	Gerstel	Christopher J.	2013	D	Sexton	David J.	2014
D	Hunt	Roger B.	2013	D	Soisson	Thomas F.	2014
D	Pressman	Aaron M.	2013	D	Black	Heidi C.	2015
D	Remorenko	Aaron	2013	D	Clarke	Holly Anne	2015
D	Ship	Carl S.	2013	D	Cramer	Roy A.	2015
D	Walitt	Arthur	2013	D	D'Addesio	Kathryn L.	2015
D	Conturie	Cynthia	2014	D	Der	Ann	2015
D	Donald	Ross M.	2014	D	Eisenhut	Bruce T.	2015
D	Levy	Joshua W.	2014	D	Lewis	Kathleen M.	2015
D	Lunetta	Richard J.	2014	D	Shesko	Gregory John	2015
E	Comando	John E.	2013	E	George	Linda J.	2014

FISCAL YEAR 2012 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
E	Cosgrove III	Edward V.	2013	E	Harvey	Christine M.	2014
E	Decker	Walter T.	2013	E	Stevens	Julie E.	2014
E	Mullen	Kurt M.	2013	E	Warner	Sam Bass	2014
E	Ruth	Ronald W.	2013	E	Barr	Constance S.	2015
E	Siegenthaler	Paul A.	2013	E	Chaston	Cynthia J.	2015
E	Silverstein	Gerald	2013	E	Cosgrove	Ann M.	2015
E	Weiner	Theodore	2013	E	Fachetti	Carol A.	2015
E	Crowell	Theodore M.	2014	E	Peckham	Ford H.	2015
E	Cummings	Lawrence R.	2014	E	Retzky	Michael J.	2015
E	Durda	Paul J.	2014	E	Robey	Philip V.	2015
E	Francesconi	Irene M.	2014	E	Tormey	Kevin M.	2015
F	Coffman	Barry	2013	F	MacMahon	Mary Anne	2014
F	Heller	Jeffrey D.	2013	F	McDonough	Barry	2014
F	Markman	Steven	2013	F	McKay	Michael	2014
F	McIver	Carolyn R.	2013	F	Niden	Michael L.	2014
F	Muldoon	Kenneth Scott	2013	F	Borrelli	Alison S.	2015
F	Okerman	William J.	2013	F	Davis	Richard W.	2015
F	Paolini	Richard P.	2013	F	Davis	Gail E.	2015
F	Verdun	Michael L.	2013	F	McKnight	Jeanne S.	2015
F	Cohen	Lawrence J.	2014	F	Milligan	John F.	2015
F	Goldin	Rochelle E.	2014	F	Sexton	Jennifer S.	2015
F	Goldstein	Carl	2014	F	Winnick	Deborah S.	2015
F	Kirk	John P.	2014	F	Zoppo	William A.	2015
G	Beacham, Jr.	Peter W.	2013	G	Pittman	Andrew J.	2014
G	Connors	William F.	2013	G	Robey	Kathleen D.	2014
G	Crawford	Michael J.	2013	G	Sidell	Charlotte B.	2014
G	Distler	Michael A.	2013	G	Smart, Jr.	Robert T.	2014
G	Freundlich	Kenneth B.	2013	G	Abbott	Susan W.	2015
G	Kaufman	Gary Michael	2013	G	Buckley	Patricia B.	2015
G	Kay	Fredie D.	2013	G	Dirks	Katy M.	2015
G	Tierney	Timothy P.	2013	G	Gallagher	Fran	2015
G	Attridge	Paul H.	2014	G	Harkins	Thomas M.	2015
G	Blake	Julia C.H.	2014	G	McCaffrey	Maureen T.	2015
G	DeMeis	Richard	2014	G	McGarvey	Susan B.	2015
G	Dermody	Robert J.	2014	G	Welby	Susan	2015
H	Avedikian	Isabelle	2013	H	McDonough	Mark	2014
H	Diener	Michael	2013	H	Olive	Peter R.	2014
H	Fooksa	Radek	2013	H	Wu	Harmony H.	2014
H	Kingston	John A.	2013	H	Zimbone	Richard A.	2014
H	Kristeller	Jeffrey	2013	H	Brinkhaus	Heinz R.	2015
H	London	Laura	2013	H	Callanan	Paula R.	2015
H	Savage Jr	Richard J.	2013	H	Cruickshank	M. Patricia	2015
H	Shapiro	Jeffrey S.	2013	H	Handler	Elizabeth P.	2015
H	Cosentino	Julia Satti	2014	H	Larsen	Robert Y.	2015
H	Gragg	Jason R.	2014	H	Margolis	Marjorie M.	2015
H	Kardok	Michael C.	2014	H	Milligan	Paul T.	2015
H	McCarthy	Nancy E.	2014	H	Reilly	Richard M.	2015
I	Crocker	Artie R.	2013	I	Renzulli	Leslie Ann	2014
I	Ecsedy	Claire Dee	2013	I	Rivers	Alison	2014

FISCAL YEAR 2012 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
I	Kagan	Stephen C.	2013	I	Supple	David Paul	2014
I	Mesnik	Jeffrey S	2013	I	Walsh	Maura O.	2014
I	Ochalla	Josephine Luppino	2013	I	Atallah	Peter D.	2015
I	Renzulli	Nicholas S.	2013	I	Connelly	John P.	2015
I	Weinstein	Anne W.	2013	I	Denver	Paul F.	2015
I	Whitney	Kathleen D.	2013	I	Escalante	David J.	2015
I	Hannigan, Jr.	Thomas H.	2014	I	O'Leary	John P.	2015
I	Higgins	Thomas W.	2014	I	Robey III	Paul	2015
I	Kahn-Boesel	Jill C.	2014	I	Sockol	Lois F.	2015
I	Murphy	Lorraine M.	2014	I	Sockol	Ron	2015
J	Cantor	Arthur S.	2013	J	Mather	Marcia C.	2014
J	Deutsch	Robert E.	2013	J	Mathias	Michael M.	2014
J	Filoon III	John W.	2013	J	Murphy	Jane B.	2014
J	Keane	Kevin J.	2013	J	Shannon	Karen R.	2014
J	Kent	George F.	2013	J	Arrieta-Ruetenik	Georgina A.	2015
J	Montgomery	David P.	2013	J	Cooley	Marianne B.	2015
J	Mooney	Christopher	2013	J	Dermody	William R.	2015
J	Smith	Paul G.	2013	J	DiCicco	David C.	2015
J	Barker	Catherine J.	2014	J	Greis	Michael J.	2015
J	Bonasia	James S.	2014	J	Mullin	Donna M	2015
J	Chandler	Stuart B.	2014	J	Orozco	Sara	2015
J	Downs	Robert A.	2014	J	Tedoldi	M. Kathleen	2015
TMM At-Large	Chair, Board of Assessors	Thomas P. Colarusso	2013	TMM At-Large	Moderator	Michael K. Fee	2013
TMM At-Large	Selectman	Matthew D. Borrelli	2013	TMM At-Large	Chair, Memorial Park Trustees	John S. Gallelo	2013
TMM At-Large	Selectmen	John A. Bulian	2013	TMM At-Large	Selectman	Maurice P. Handel	2013
TMM At-Large	Chair, School Committee	Heidi C. Black	2013	TMM At-Large	Chair, Park & Recreation Commission	Michael J. Retzky	2013
TMM At-Large	Chair, Board of Health	Stephen K. Epstein	2013	TMM At-Large	Chair, Trustees of Public Library	Lois C. Bacon	2013

FISCAL YEAR 2012 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
TMM At-Large	Town Clerk	Theodora K. Eaton	2013	TMM At-Large	Selectman	Daniel P. Matthews	2013
TMM At-Large	Chair, Planning Board	Bruce T. Eisenhut	2013	TMM At-Large	Chair, Selectman	Gerald A. Wasserman	2013



FY 2012 TOWN OF NEEDHAM RETIREE INFORMATION

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Linda Allen	School	19.583
Patricia Baynes	Hospital	20.167
William Byrnes	Fire	37.083
Margaret Crowley	School	24.250
Nancy D'Amico	Library	21.833
Sandra Evans	Town	23.500
Darlene Fisk	School	17.000
Dorothy Furgason	School	12.500
Virginia Grew	Hospital	15.417
Jean Kirkham	Library	47.5833
Susan Klingerman	School	11.333
Thomas Leary	Police	40.250
Susan Park	Library	43.75
Mary Rose Pearo	Hospital	14.750
Toni Saad	Housing Authority	26.917
Donald Sullivan	Fire	43.250
Robert Tobin	Public Facilities	14.333

IN MEMORIAM

NAME	DEPARTMENT	YEARS OF SERVICE
Charles Bellomo	Fire	38.416
Anne Callahan	Hospital	11.750
Robert F. Day	Town	24.833
Eunice Elmer	Hospital	4.750
Giuseppe Fontecchio	DPW – Sewer Division	15.416
Philip Gates	Town	22.583
Ramsey A. Gifford	Town	5.75
Everett Henderson	Public Facilities	26.250
Gerard Hopkins	DPW	21.5
Jane Howard	Town	11.167
John Kelly	DPW	22.083
Elizabeth Murray	School	20.250
Helen Nagel	Hospital	20.083
Elizabeth Rich	Library	23.000
Eva Sonsini	Town	10.333
Mark Stern	DPW – RTS	12.667
Judith Stevens	Hospital	11.833
Frances Terrio	Hospital	17.833
William Urquhart	DPW	12.417
Joanne Veduccio	Police	10.167
Bertha Wainwright	Hospital	18.750
Josephine Wallis	Town	10.0834

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2012**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 13,884,305
Investments	\$ 13,363,633
Due from Newman School Fund	\$ 4,289,304
Receivables:	
Property taxes	\$ 3,178,645
Excises	\$ 578,901
Departmental	\$ 820,241
Intergovernmental	\$ 8,199,192
Betterments	\$ -
Other	\$ 54,182
Other assets	\$ -
	\$ 44,368,403
Total Assets	\$ 44,368,403
<u>LIABILITIES</u>	
Warrants and accounts payable	\$ 1,912,497
Deferred revenue	\$ 12,562,923
Accrued liabilities	\$ 3,213,014
Due to other Governments	\$ -
Taxes collected in advance	\$ 3,102
Refunds payable	\$ 846,316
Other liabilities	\$ 206,141
	\$ 18,743,993
Total Liabilities	\$ 18,743,993
<u>FUND BALANCES</u>	
Nonspendable	\$ -
Restricted	\$ 448,175
Committed	\$ 5,744,220
Assigned	\$ 8,585,173
Unassigned	\$ 10,846,842
	\$ 25,624,410
Total Fund Balance	\$ 25,624,410
Total Liabilities and Fund Balance	\$ 44,368,403

**Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2012**

<u>ASSETS</u>	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
Current Assets:			
Cash and short-term investments	\$ 1,539,208	\$ 3,662,762	\$ 6,174,686
Receivables	\$ 191,141	\$ 2,284,747	\$ 1,751,608
Intergovernmental	\$ -	\$ 1,214,647	\$ -
Other current assets	\$ 447	\$ -	\$ -
Total Current Assets	\$ 1,730,796	\$ 7,162,156	\$ 7,926,294
Noncurrent Assets:			
Land and construction in progress	\$ 5,007,443	\$ 2,963,908	\$ 2,120,330
Other capital assets, net of accumulated depreciation	\$ 1,696,464	\$ 17,455,753	\$ 26,456,739
Total Noncurrent Assets	\$ 6,703,907	\$ 20,419,661	\$ 28,577,069
Total Assets	\$ 8,434,703	\$ 27,581,817	\$ 36,503,363
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$ 3,912	\$ 314,227	\$ 102,689
Accrued payroll	\$ 12,431	\$ 17,523	\$ 16,437
Accrued liabilities	\$ -	\$ 23,326	\$ 26,237
Retainage payable	\$ -	\$ -	\$ -
Refunds Payable	\$ 65,092	\$ 100,340	\$ 5,045
Notes payable	\$ -	\$ 1,549,646	\$ -
Other liabilities	\$ -	\$ -	\$ -
Current portion of long-term liabilities:			
Bonds payable	\$ 85,000	\$ 922,652	\$ 883,475
Compensated absences	\$ 35,725	\$ 119,799	\$ 82,706
Total current liabilities	\$ 202,160	\$ 3,047,513	\$ 1,116,589
Noncurrent Liabilities			
Bonds payable, net of current portion	\$ 40,000	\$ 4,677,253	\$ 5,336,860
Total Liabilities	\$ 242,160	\$ 7,724,766	\$ 6,453,449
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	\$ 6,777,937	\$ 13,852,029	\$ 22,823,775
Unrestricted	\$ 1,414,606	\$ 6,005,022	\$ 7,226,139
Total Net Assets	\$ 8,192,543	\$ 19,857,051	\$ 30,049,914

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide Expenses								
1 Noncontributory Retirement Payments	\$32,700			\$32,700	(\$32,620.32)		(\$32,620.32)	\$79.68
2 Contributory Retirement System	\$4,722,775			\$4,722,775	(\$4,621,071.78)		(\$4,621,071.78)	\$101,703.22
3 Group Health Insurance & Benefits	\$9,601,203	(\$581,479)		\$9,019,724	(\$8,877,937.05)	(\$8,791.83)	(\$8,886,728.88)	\$132,995.12
4 Retiree Insurance & Insurance Liability Fund	\$3,906,275	\$500,000		\$4,406,275	(\$4,406,275.00)		(\$4,406,275.00)	
5 Unemployment Compensation	\$140,000		\$100,000	\$240,000	(\$208,846.80)	(\$4,166.25)	(\$213,013.05)	\$26,986.95
6 Debt Service	\$10,843,572	\$39,448		\$10,883,020	(\$10,867,982.17)		(\$10,867,982.17)	\$15,037.83
7 Workers Compensation	\$450,000			\$450,000	(\$450,000.00)		(\$450,000.00)	
8 Casualty Liability & Self Insurance Program	\$525,000			\$525,000	(\$455,169.75)		(\$455,169.75)	\$69,830.25
9 Classification Performance & Settlements*	\$202,000		(\$89,311)	\$112,689				\$112,689.00
10 Reserve Fund *	\$1,059,763	(\$573,591)	(\$399,650)	\$86,522				\$86,522.00
Town Wide	\$31,483,288	(\$615,622)	(\$388,961)	\$30,478,705	(\$29,919,902.87)	(\$12,958.08)	(\$29,932,860.95)	\$545,844.05
*Direct expenditure is not allowed, only transfers to other budget lines.								
Board of Selectmen & Town Manager								
11A Salary & Wages	\$646,680		\$3,312	\$649,992	(\$642,026.19)		(\$642,026.19)	\$7,965.81
11B Expenses	\$156,433			\$156,433	(\$130,888.42)	(\$21,727.00)	(\$152,615.42)	\$3,817.58
Total	\$803,113		\$3,312	\$806,425	(\$772,914.61)	(\$21,727.00)	(\$794,641.61)	\$11,783.39
Town Clerk & Board of Registrars								
12A Salary & Wages	\$279,390		\$2,273	\$281,663	(\$264,072.96)		(\$264,072.96)	\$17,590.04
12B Expenses	\$38,290			\$38,290	(\$32,902.01)	(\$599.77)	(\$33,501.78)	\$4,788.22
Total	\$317,680		\$2,273	\$319,953	(\$296,974.97)	(\$599.77)	(\$297,574.74)	\$22,378.26
Town Counsel								
13A Salary & Wages	\$68,664			\$68,664	(\$68,663.88)		(\$68,663.88)	\$0.12
13B Expenses	\$230,000		\$47,000	\$277,000	(\$273,810.01)	(\$2,288.36)	(\$276,098.37)	\$901.63
Total	\$298,664		\$47,000	\$345,664	(\$342,473.89)	(\$2,288.36)	(\$344,762.25)	\$901.75
Personnel Board								
14A Salary & Wages	\$600			\$600	(\$229.50)		(\$229.50)	\$370.50
14B Expenses	\$11,000			\$11,000	(\$1,484.00)	(\$9,516.00)	(\$11,000.00)	
Total	\$11,600			\$11,600	(\$1,713.50)	(\$9,516.00)	(\$11,229.50)	\$370.50
Finance Department								
15A Salary & Wages	\$1,385,756		\$13,758	\$1,399,514	(\$1,355,837.75)		(\$1,355,837.75)	\$43,676.25
15B Expenses	\$741,605			\$741,605	(\$606,982.63)	(\$69,801.53)	(\$676,784.16)	\$64,820.84
15C Capital	\$37,500			\$37,500	(\$37,295.42)		(\$37,295.42)	\$204.58
Total	\$2,164,861		\$13,758	\$2,178,619	(\$2,000,115.80)	(\$69,801.53)	(\$2,069,917.33)	\$108,701.67
Finance Committee								
16A Salary & Wages	\$28,382		\$142	\$28,524	(\$27,933.24)		(\$27,933.24)	\$590.76
16B Expenses	\$1,075			\$1,075	(\$466.00)		(\$466.00)	\$609.00
Total	\$29,457		\$142	\$29,599	(\$28,399.24)		(\$28,399.24)	\$1,199.76
General Government								
	\$3,625,375		\$66,485	\$3,691,860	(\$3,442,592.01)	(\$103,932.66)	(\$3,546,524.67)	\$145,335.33

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Planning Department								
17A Salary & Wages	\$232,476		\$2,546	\$235,022	(\$234,912.36)		(\$234,912.36)	\$109.64
17B Expenses	\$16,460		\$16,460	\$16,460	(\$9,113.41)	(\$5,294.97)	(\$14,408.38)	\$2,051.62
Total	\$248,936		\$2,546	\$251,482	(\$244,025.77)	(\$5,294.97)	(\$249,320.74)	\$2,161.26
Community Development								
18A Salary & Wages	\$108,584		\$3,721	\$112,305	(\$112,282.35)		(\$112,282.35)	\$22.65
18B Expenses	\$11,858		\$11,858	\$11,858	(\$4,967.63)	(\$357.86)	(\$5,325.49)	\$6,532.51
Total	\$120,442		\$3,721	\$124,163	(\$117,249.98)	(\$357.86)	(\$117,607.84)	\$6,555.16
Land Use & Development								
20A Salary & Wages	\$369,378		\$6,267	\$375,645	(\$361,275.75)	(\$5,652.83)	(\$366,928.58)	\$8,716.42
20B Expenses	\$4,859,711		\$4,205	\$4,863,916	(\$4,675,710.42)		(\$4,675,710.42)	\$188,205.58
20C Capital	\$239,858			\$239,858	(\$214,272.11)	(\$13,483.29)	(\$227,755.40)	\$12,102.60
Total	\$5,225,460		\$4,205	\$5,229,665	(\$5,013,852.53)	(\$13,483.29)	(\$5,027,335.82)	\$202,329.18
Fire Department								
21A Salary & Wages	\$6,095,891		\$4,232	\$6,100,123	(\$5,713,388.59)		(\$5,713,388.59)	\$386,734.41
21B Expenses	\$240,683		\$240,683	\$240,683	(\$196,555.05)	(\$42,260.19)	(\$238,815.24)	\$1,867.76
Total	\$6,336,574		\$4,232	\$6,340,806	(\$5,909,943.64)	(\$42,260.19)	(\$5,952,203.83)	\$388,602.17
Building Inspector								
22A Salary & Wages	\$452,113	(\$12,000)	\$3,167	\$443,280	(\$422,423.50)		(\$422,423.50)	\$20,856.50
22B Expenses	\$16,095	\$12,000		\$28,095	(\$20,659.28)	(\$1,250.00)	(\$21,909.28)	\$6,185.72
Total	\$468,208	\$12,000	\$3,167	\$471,375	(\$443,082.78)	(\$1,250.00)	(\$444,332.78)	\$27,042.22
Public Safety								
23 Total	\$12,030,242		\$11,604	\$12,041,846	(\$11,366,878.95)	(\$56,993.48)	(\$11,423,872.43)	\$617,973.57
Minuteman Regional High School Assessment								
23 Total	\$562,637	\$30,352		\$592,989	(\$592,424.00)		(\$592,424.00)	\$565.00
Needham Public Schools								
24 Total Needham Public Schools	\$48,436,371	\$65,000	\$60,000	\$48,561,371	(\$46,863,021.35)	(\$1,554,070.33)	(\$48,417,091.68)	\$144,279.32
Education								
24 Total	\$48,999,008	\$95,352	\$60,000	\$49,154,360	(\$47,455,445.35)	(\$1,554,070.33)	(\$49,009,515.68)	\$144,844.32
Department of Public Works								
25A Salary & Wages	\$3,025,205	\$16,479	\$8,305	\$3,049,989	(\$2,947,732.89)		(\$2,947,732.89)	\$102,256.11
25B Expenses	\$1,322,295		\$100,000	\$1,422,295	(\$1,225,718.25)	(\$130,780.12)	(\$1,356,498.37)	\$65,796.63
25C Capital	\$6,700			\$6,700	(\$6,545.60)		(\$6,545.60)	\$154.40
25D Snow and Ice	\$400,000			\$400,000	(\$174,153.40)		(\$174,153.40)	\$225,846.60
Total	\$4,754,200	\$16,479	\$108,305	\$4,878,984	(\$4,354,150.14)	(\$130,780.12)	(\$4,484,930.26)	\$394,053.74
Municipal Parking Program								
26 Total	\$55,000		\$25,000	\$80,000	(\$34,163.74)	(\$823.07)	(\$34,986.81)	\$45,013.19
Municipal Street Lighting Program								
27 Total	\$256,000			\$256,000	(\$157,338.01)	(\$26,356.79)	(\$183,694.80)	\$72,305.20

**General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Public Works	\$5,065,200	\$16,479	\$133,305	\$5,214,984	(\$4,545,651.89)	(\$157,959.98)	(\$4,703,611.87)	\$511,372.13
Department of Public Facilities								
28A Salary & Wages	\$3,058,620		\$28,731	\$3,087,351	(\$2,950,022.63)		(\$2,950,022.63)	\$137,328.37
28B Expenses	\$4,666,935	(\$90,000)		\$4,576,935	(\$3,776,974.49)	(\$669,846.28)	(\$4,446,820.77)	\$130,114.23
28C Capital		\$90,000	\$65,000	\$155,000	(\$15,105.92)	(\$127,976.00)	(\$143,081.92)	\$11,918.08
Total	\$7,725,555		\$93,731	\$7,819,286	(\$6,742,103.04)	(\$797,822.28)	(\$7,539,925.32)	\$279,360.68
Public Facilities	\$7,725,555		\$93,731	\$7,819,286	(\$6,742,103.04)	(\$797,822.28)	(\$7,539,925.32)	\$279,360.68
Health Department								
29A Salary & Wages	\$385,301		\$3,364	\$388,665	(\$377,114.21)		(\$377,114.21)	\$11,550.79
29B Expenses	\$76,829		\$76,829	\$76,829	(\$76,825.30)		(\$76,825.30)	\$3.70
Total	\$462,130		\$3,364	\$465,494	(\$453,939.51)		(\$453,939.51)	\$11,554.49
Human Services								
30A Salary & Wages	\$493,873		\$4,844	\$498,717	(\$488,737.77)		(\$488,737.77)	\$9,979.23
30B Expenses	\$70,370		\$2,650	\$73,020	(\$72,873.58)		(\$72,873.58)	\$146.42
Total	\$564,243		\$7,494	\$571,737	(\$561,611.35)		(\$561,611.35)	\$10,125.65
Commission on Disabilities								
31A Salary & Wages	\$550			\$550	(\$320.95)		(\$320.95)	\$229.05
31B Expenses	\$550			\$550	(\$320.95)		(\$320.95)	\$229.05
Total	\$1,100			\$1,100	(\$641.90)		(\$641.90)	\$458.10
Historical Commission								
32A Salary & Wages	\$1,050			\$1,050	(\$198.50)	(\$156.64)	(\$355.14)	\$694.86
32B Expenses	\$1,050			\$1,050	(\$198.50)	(\$156.64)	(\$355.14)	\$694.86
Total	\$2,100			\$2,100	(\$397.00)	(\$313.28)	(\$710.28)	\$1,389.72
Needham Public Library								
33A Salary & Wages	\$1,073,225		\$3,988	\$1,077,213	(\$1,050,563.36)		(\$1,050,563.36)	\$26,649.64
33B Expenses	\$292,061			\$292,061	(\$287,583.77)	(\$3,896.84)	(\$291,480.61)	\$580.39
Total	\$1,365,286		\$3,988	\$1,369,274	(\$1,338,147.13)	(\$3,896.84)	(\$1,342,043.97)	\$27,230.03
Park and Recreation Department								
34A Salary & Wages	\$440,395		\$2,723	\$443,118	(\$440,395.00)		(\$440,395.00)	\$2,723.00
34B Expenses	\$110,875			\$110,875	(\$91,235.95)	(\$12,302.40)	(\$103,538.35)	\$7,336.65
Total	\$551,270		\$2,723	\$553,993	(\$531,630.95)	(\$12,302.40)	(\$543,933.35)	\$10,059.65
Memorial Park								
35A Salary & Wages	\$750			\$750		(\$750.00)	(\$750.00)	
35B Expenses	\$750			\$750		(\$750.00)	(\$750.00)	
Total	\$1,500			\$1,500		(\$1,500.00)	(\$1,500.00)	
Community Services	\$2,945,279		\$17,569	\$2,962,848	(\$2,885,848.39)	(\$17,105.88)	(\$2,902,954.27)	\$59,893.73
Department Budgets	\$80,760,037	\$111,831	\$388,961	\$81,260,829	(\$76,799,795.38)	(\$2,693,537.44)	(\$79,493,332.82)	\$1,767,496.18
Total Operating Budget	\$112,243,325	(\$503,791)	\$111,739,534	\$111,739,534	(\$106,719,698.25)	(\$2,706,495.52)	(\$109,426,193.77)	\$2,313,340.23

Solid Waste Disposal and Recycling Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
101A Personnel	\$639,479	\$4,103		\$643,582	-\$635,629.74		-\$635,629.74	\$7,952.26
101B Expenses	\$1,139,984			\$1,139,984	-\$897,123.03	-\$132,851.16	-\$1,029,974.19	\$110,009.81
101C Operating Capital	\$43,000			\$43,000	-\$37,620.00		-\$37,620.00	\$5,380.00
101D Debt Service	\$150,000			\$150,000	-\$149,360.69		-\$149,360.69	\$639.31
102 Reserve Fund*	\$25,000			\$25,000				\$25,000.00
Total	\$1,997,463	\$4,103		\$2,001,566	-\$1,719,733.46	-\$132,851.16	-\$1,852,584.62	\$148,981.38

*Direct expenditure is not allowed, only transfers to other budget lines.

Sewer Enterprise
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Personnel	\$881,180	\$5,793		\$886,973	-\$837,530.76		-\$837,530.76	\$49,442.24
201B Expenses	\$468,764			\$468,764	-\$257,140.83	-\$35,220.40	-\$292,361.23	\$176,402.77
201C Capital Outlay	\$25,000			\$25,000	-\$22,314.00		-\$22,314.00	\$2,686.00
201D MWRA Assessment	\$5,337,491	-\$46,411		\$5,291,080	-\$5,291,080.00		-\$5,291,080.00	
201E Debt Service	\$1,350,000			\$1,350,000	-\$1,301,749.17		-\$1,301,749.17	\$48,250.83
202 Reserve Fund*	\$35,000			\$35,000				\$35,000.00
Total	\$8,097,435	-\$40,618		\$8,056,817	-\$7,709,814.76	-\$35,220.40	-\$7,745,035.16	\$311,781.84

*Direct expenditure is not allowed, only transfers to other budget lines.

Water Enterprise
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Personnel	\$1,016,863	\$6,228		\$1,023,091	-\$863,101.84		-\$863,101.84	\$159,989.16
301B Expenses	\$974,603			\$974,603	-\$849,576.65	-\$86,644.34	-\$936,220.99	\$38,382.01
301C Capital Outlay	\$55,000			\$55,000	-\$43,866.25		-\$43,866.25	\$11,133.75
301D MWRA Assessment	\$605,448	\$4,580		\$610,028	-\$610,028.00		-\$610,028.00	
301E Debt Service	\$1,550,000			\$1,550,000	-\$1,540,937.73		-\$1,540,937.73	\$9,062.27
303 Reserve Fund*	\$75,000			\$75,000				\$75,000.00
Total	\$4,276,914	\$10,808		\$4,287,722	-\$3,907,510.47	-\$86,644.34	-\$3,994,154.81	\$293,567.19

*Direct expenditure is not allowed, only transfers to other budget lines.

**Community Preservation Act Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2012**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Expenses	\$82,000			\$82,000	-\$10,752.49	-\$813.60	-\$11,566.09	\$70,433.91
Total	\$82,000			\$82,000	-\$10,752.49	-\$813.60	-\$11,566.09	\$70,433.91

Town of Needham
Trust Funds
Year Ended June 30, 2012

Fund	1-Jul-11	Receipts	Disbursements & Adjustments	30-Jun-12
Anita M. Reinke Memorial Scholarship	\$ 10,334.77	\$ 387.76		\$ 10,722.53
Arthur and Cecilia Bailey Scholarship	\$ 30.49	\$ 52,012.77		\$ 52,043.26
Catherine M. Wharton Memorial Scholarship	-			-
Centennial Football Scholarship	\$ 363.88	\$ 13.66		\$ 377.54
Charles and Bernice Siegel Memorial Fund	\$ 211,490.09	\$ 7,936.41		\$ 219,426.50
Class of 1979 Scholarship	\$ 11.43	\$ 0.43		\$ 11.86
Class of 1980 Scholarship	\$ 6,121.92	\$ 229.69		\$ 6,351.61
C. J. Cullen III Memorial Scholarship	\$ 39,593.11	\$ 1,485.53		\$ 41,078.64
Dana F. Burke Scholarship	\$ 5,709.44	\$ 211.35	\$ 100.00	\$ 5,820.79
De Fazio Family Memorial Scholarship	\$ 16,155.74	\$ 606.16		\$ 16,761.90
Derwood Newman Memorial	\$ 45,809.56	\$ 1,718.77		\$ 47,528.33
Dr. Lee Allan Memorial	\$ 2,599.15	\$ 97.52		\$ 2,696.67
Dwight School (Pollard School)	\$ 33,788.45	\$ 1,267.74		\$ 35,056.19
Edward J. Stewart 13 Club Scholarship	\$ 11,668.90	\$ 290.51	\$ 11,883.27	\$ 76.14
Edward Kasip Scholarship	-			-
Edward Keady Memorial Scholarship	\$ 3,760.09	\$ 141.08		\$ 3,901.17
Elizabeth Handley	\$ 41,518.15	\$ 1,557.76		\$ 43,075.91
Frederick Barstow Scholarship	\$ 295,065.40	\$ 11,070.84		\$ 306,136.24
Frederick Harris Scholarship	\$ 35,548.84	\$ 1,333.79		\$ 36,882.63
George Morse Memorial Scholarship	\$ 204,672.42	\$ 7,679.29		\$ 212,351.71
High School Sports Endowment	\$ 29,399.74	\$ 1,103.08		\$ 30,502.82
Igor Guralnik & Keith Flueckiger	\$ 6,541.46	\$ 245.44		\$ 6,786.90
Joan W. Swartz Memorial Scholarship	\$ 30.41	\$ 26.14		\$ 56.55
John Akers	\$ 250,892.95	\$ 28,724.53		\$ 279,617.48
John C. Wood (High School Library)	\$ 13,063.70	\$ 490.15		\$ 13,553.85
Joseph Paulini Scholarship	\$ 3,327.90	\$ 1,270.99		\$ 4,598.89
Karen Decembre Scholarship	\$ (0.06)			\$ (0.06)
Kyle Shapiro Scholarship	\$ 17.86	\$ 0.67		\$ 18.53
Leo F. Richards Jr. Scholarship	\$ 4,565.65	\$ 171.30		\$ 4,736.95
Linda Barnes Scholarship	\$ 4,048.00	\$ 868.70		\$ 4,916.70

Town of Needham
Trust Funds
Year Ended June 30, 2012

Fund	1-Jul-11	Receipts	Disbursements & Adjustments	30-Jun-12
Lizzie and Reuben Grossman Scholarship	-	1,500.00		1,500.00
Mark R., Beane Memorial Scholarship	37,007.94	1,388.54		38,396.48
Martin Luther King Scholarship	766.30	12,084.64		12,850.94
Mary Ann Dolan Scholarship	-			-
Minot Mac Donald (Carter School Library)	8,165.71	306.80		8,472.51
Miriam Kronish Scholarship	73.41	2.75		76.16
Miriam Kronish Excellence in Educ	-	33,679.17		33,679.17
Nate Tavalone Scholarship	6,447.61	541.91		6,989.52
New Century Club Scholarship	13,984.75	524.71		14,509.46
Nina Pansuk Scholarship	134,441.96	5,044.26		139,486.22
Peter Eloranta Chemistry Award Scholarship	11,054.37	414.76		11,469.13
Peter Eloranta Scholarship	97,349.73	3,652.56	1,650.00	99,352.29
Rebecca H. Perry Memorial Scholarship	246,953.27	9,265.68		256,218.95
Richard Jensen, Sr. Memorial Scholarship	2,513.96	94.32		2,608.28
Robert and Elizabeth Gardner Scholarship	52,092.05	25,330.43		77,422.48
Ruth Ann B. Simmons MD Memorial Scholarship	20,920.58	1,039.63		21,960.21
School Permanent Donation	-			-
Stacy Neilson Memorial Fund (Soccer Team)	168.93			168.93
Stanley Willox Memorial Scholarship	(650.00)			(650.00)
Steven Wernick Memorial Scholarship	0.01			0.01
Students Need Arts Trust Fund	6,255.45	234.70		6,490.15
Timothy P. Flanagan Memorial Scholarship	19,017.91	701.17	1,000.00	18,719.08
Tot Greenleaf	7,749.78	290.77		8,040.55
Walter Burke	18.00			18.00
William G. Moseley Scholarship	21,715.88	814.78		22,530.66
William L. Sweet Scholarship	-	865,715.14		865,715.14
William T. Burke Memorial Scholarship	2,366.79	88.80		2,455.59
Subtotal School	\$ 1,964,543.83	\$ 1,083,657.58	\$ 14,633.27	\$ 3,033,568.14

Town of Needham
Trust Funds
Year Ended June 30, 2012

Fund	1-Jul-11	Receipts	Disbursements & Adjustments	30-Jun-12
Arthur W. & Barbara S. Hatch Fund	\$ 257,741.91	\$ 9,670.47	\$	\$ 267,412.38
Bosworth Library Trust Fund	\$ 6,900.59	\$ 258.91	\$	\$ 7,159.50
Charles Fredic Clifford Henderson Library 10% Trust	\$ 113,702.90	\$ 4,266.13	\$ 198.00	\$ 117,771.03
Cora Proctor Thurston Fund	\$ 13,319.99	\$ 499.77	\$ 903.75	\$ 12,916.01
Helen DE M. Dunn Library Trust Fund	\$ 731.29	\$ 27.44	\$	\$ 758.73
Karl L. Nutter Library Trust Fund	\$ 1,985.43	\$ 74.49	\$	\$ 2,059.92
Laura G. Willgoose Library Trust Fund	\$ 135,249.71	\$ 5,016.36	\$ 2,903.98	\$ 137,362.09
Library Permanent Donation Fund	\$ 82,006.76	\$ 78,524.78	\$ 56,081.15	\$ 104,450.39
Lois Carley Children's Library Trust	\$ 10,753.42	\$ 403.47	\$	\$ 11,156.89
Martha Barr Library Trust Fund	\$ 2,756.64	\$ 103.43	\$	\$ 2,860.07
Myra S. Greenwood Library Trust Fund	\$ 63,839.35	\$ 2,395.25	\$	\$ 66,234.60
Roger S. Corliss Fund	\$ 6,990.12	\$ 262.27	\$	\$ 7,252.39
William Carter Fund	\$ 34,346.68	\$ 1,280.91	\$ 766.14	\$ 34,861.45
William H. Wye Library Fund	\$ 1,447.87	\$ 54.32	\$	\$ 1,502.19
Subtotal Library	\$ 731,772.66	\$ 102,838.00	\$ 60,853.02	\$ 773,757.64
Community Revitalization Maintenance 10% Trust	\$ 349.23	\$ 7,553.41	\$ 4,950.00	\$ 2,952.64
Community Revitalization Trust	\$ 9,893.03	\$ 5,566.46	\$ 12,463.65	\$ 2,995.84
Council on Aging Permanent Donation	\$ 151,858.16	\$ 10,277.59	\$	\$ 162,135.75
Domestic Violence Trust	\$ 227,166.10	\$ 8,523.26	\$ 5,500.00	\$ 230,189.36
Esther Lyford Trust	\$ 9,018.01	\$ 338.36	\$	\$ 9,356.37
Green Field Improvement Association Fund	\$ 4,954.43	\$ 185.87	\$	\$ 5,140.30
John B. Tolman Trust (Library/Temperance Organization)	\$ 135,842.95	\$ 5,042.61	\$ 6,219.35	\$ 134,666.21
Mary Virginia E. Hill (Animal Welfare) Fund	\$ 11,875.11	\$ 445.57	\$	\$ 12,320.68
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$ 11,122.43	\$ 417.31	\$	\$ 11,539.74
Needham Military Band Inc. 2011 Fund	\$ 16,067.69	\$ 5,982.31	\$ 22,050.00	\$ -

Town of Needham
Trust Funds
Year Ended June 30, 2012

Fund	1-Jul-11	Receipts	Disbursements & Adjustments	30-Jun-12
Park & Recreation (Park Beautification) Fund	\$ 6,441.40	\$ 424.10		\$ 6,865.50
Rebecca Perry Park Trust Fund	\$ 26,414.86	\$ 1,064.20	\$ 2,166.80	\$ 25,312.26
Robert & Marcia Carleton Memorial Trust Fund	\$ 84,612.38	\$ 3,174.65		\$ 87,787.03
Robert & Marcia Carleton Pavilion Fund	\$ 26,014.74	\$ 976.07		\$ 26,990.81
Skate Park Trust Fund	\$ 1,284.84	\$ 79.42		\$ 1,364.26
	\$ -			\$ -
Subtotal Other Funds	\$ 722,915.36	\$ 50,051.19	\$ 53,349.80	\$ 719,616.75
income not yet distributed		\$ 2,097.47		\$ 2,097.47
TOTAL	\$ 3,419,231.85	\$ 1,238,644.24	\$ 128,836.09	\$ 4,529,040.00

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

FISCAL 2012

**OF
NEEDHAM**
City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$	<u>136,706,999.61</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>40,460,548.57</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>96,246,451.04</u>
Id. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	77.8212%	74,900,143.16	6,840,404,198	10.95	74,902,425.97
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	15.8809%	15,284,802.64	710,846,482	21.50	15,283,199.36
Net of Exempt					0.00
Industrial	2.7087%	2,607,027.62	121,241,400	21.50	2,606,690.10
SUBTOTAL	96.4108%		7,672,492,080		92,792,315.43
Personal	3.5892%	3,454,477.62	160,657,470	21.50	3,454,135.61
TOTAL	100.0000%		7,833,149,550		96,246,451.04

Board of Assessors of **NEEDHAM**
City / Town / District

MUST EQUAL IC

NOTE : The information was Approved on 12/22/2011.

Hoyt B. Davis, Director, Needham, 781-455-7507

12/20/2011 9:02 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 : 22-DEC-11
Approved : Dennis Mountain
Director of Accounts


(Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2012

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	133,196,505.57
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)	62,013.00		
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)	102,271.00		
TOTAL Ilb (Total lines 1 through 10)			176,784.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			1,198,244.00
Ild. Allowance for abatements and exemptions (overlay)			2,135,466.04
Ile. Total amount to be raised (Total Ila through Ild)		\$	136,706,999.61

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	8,578,273.00	\$	
2. Massachusetts school building authority payments	745,381.00		
TOTAL IIIa			9,323,654.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 23)	7,585,147.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	17,203,265.57		
4. Community Preservation Funds (See Schedule A-4)	2,179,771.00		
TOTAL IIIb			26,968,183.57
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	0.00		
2. Other available funds (page 4, col.(d))	788,442.00		
TOTAL IIIc			788,442.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2011	3,380,269.00		
b. Free cash..appropriated on or after July 1, 2011	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			3,380,269.00
IIIe. Total estimated receipts and other revenue sources		\$	40,460,548.57
(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)		\$	136,706,999.61
b. Total estimated receipts and other revenue sources (from IIIe)	40,460,548.57	\$	
c. Total real and personal property tax levy (from Ic)	96,246,451.04	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	136,706,999.61

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2011	(b) Estimated Receipts Fiscal 2012
==> 1 MOTOR VEHICLE EXCISE	4,256,790.26	3,500,000.00
==> 2 OTHER EXCISE	802,840.08	645,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	336,772.93	265,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	47,109.00	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 - TRASH DISPOSAL	0.00	0.00
9 OTHER CHARGES FOR SERVICES	901,013.23	720,000.00
10 FEES	104,777.94	75,000.00
11 RENTALS	176,477.81	140,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	57,901.29	55,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	274,829.50	250,000.00
16 OTHER DEPARTMENTAL REVENUE	371,290.99	320,000.00
17 LICENSES AND PERMITS	1,441,264.20	800,000.00
18 SPECIAL ASSESSMENTS	1,594.23	0.00
==> 19 FINES AND FORFEITS	201,390.50	165,000.00
==> 20 INVESTMENT INCOME	222,980.60	150,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	228,690.18	106,000.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	442,104.28	349,147.00
23 TOTALS	\$ 9,867,827.02	\$ 7,585,147.00

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 2012 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

12/20/2011 10:56 AM

Accounting Officer

Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2011 estimated receipts to FY2012 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2012

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
03/13/2011	2011	0.00	0.00	0.00	0.00	0.00	0.00	758,000.00
05/02/2011	2012	11,963,949.00	180,051.00	0.00	0.00	11,783,898.00	1,087,500.00	1,096,000.00
05/04/2011	2012	116,520,239.00	111,357,771.00	0.00	585,554.00	4,576,914.00	0.00	0.00
05/09/2011	2012	1,777,500.00	0.00	0.00	0.00	1,777,500.00	0.00	0.00
05/09/2011	2011	730,000.00	0.00	0.00	130,000.00	600,000.00	0.00	0.00
05/09/2011	2009	248.00	0.00	0.00	248.00	0.00	0.00	0.00
05/11/2011	2012	1,713,859.00	1,703,859.00	0.00	10,000.00	0.00	0.00	1,083,000.00
11/07/2011	2012	490,710.57	451,049.00	0.00	62,640.00	-22,978.43	0.00	14,351,808.00
Totals		133,196,505.57	113,692,730.00	0.00	788,442.00	18,715,333.57		
		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

12/20/2011 12:36 PM

City/Town/District

Clerk

Date

