

NEEDHAM

Where Colonial Tradition ...



MEETS

... 21st Century Innovation



**TOWN OF NEEDHAM
1711 – 2008
ANNUAL REPORT**

Needham, Massachusetts

Cover Photographs

Jonathan Kingsbury House circa 1779, Rosemary Street, Needham, MA (top)

Dasani Water Bottling, Coca Cola Plant, Needham, MA (bottom)



**This 2008 Annual Town Report is Dedicated to
Colleen F. Schaller**

Colleen Schaller and her late husband Frank arrived in Needham in 1963, thinking they would be here only a few years. Born and raised in Connecticut, Colleen is a graduate of the Berkeley School in New York. She met Frank at her first job at Univac, where she was an assistant. They were married in 1961 and Frank's profession as a mechanical engineer for Univac gave them the opportunity to live in four states in two years before they eventually settled in Needham. Over the next 46 years, Colleen and Frank raised two children and became grandparents four times. Colleen continues to live in this same home today.

Colleen is a tireless volunteer and her efforts have benefited a long list of organizations within our community.

Senior Center Exploratory Committee, Member
Tercentennial Seniors Committee,
Member/Vice Chair
Needham Council on Aging Board of Directors,
Member
Needham Community Council Board of Directors,
Member
Charles River Center Board of Directors, Member
Needham Cares, Inc. Chair Board of Directors,
Founding Member
Needham Exchange Club,
Member (President 1999)
Fire Chief Search Committee, Member
Child Abuse Prevention Center Board of
Directors, Member/Chair

Needham Board of Selectmen, Member
Needham Youth Commission, Member/Chair
Needham School Committee, Member/Chair
Needham Youth Center, Founding Member

Needham High School Distinguished Career
Committee, Member
Needham Pop Warner Jr. Cheerleaders
Coordinator
Needham Camp Fire Girls Coordinator
Grace Lutheran Church Sunday School Teacher
Carter Elementary School, PTC Board President
Future School Needs Committee

Colleen received the Needham Exchange Club Exchangite Extraordinary Award in 2003 and was honored by the Richard Patton Melick Foundation Award in 2008.

When asked what she feels is her greatest accomplishment, Colleen quickly responds that her volunteerism has included many different youth organizations and, although she is currently concentrating her efforts toward a different age group, her greatest sense of satisfaction comes from working with children.

As for Needham's future – Colleen wants to leave the governing of the Town to those who know best. One thing is certain – Colleen Schaller will continue to do what she knows best – staying connected and involved with her community.

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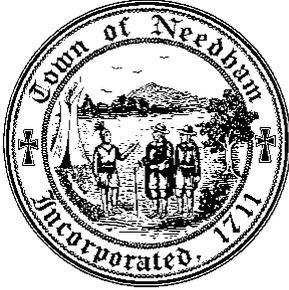
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A Message from the Board of Selectmen

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 have an impact on the operations of the Town in fiscal year 2008.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2010 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 2010-2014 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 2010 through 2014. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2010 – 2014 Capital Improvement Plan is also available on the Town's website. The warrant for the 2009 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 2010. The warrant also includes a listing of all funded positions in Town service, and 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.

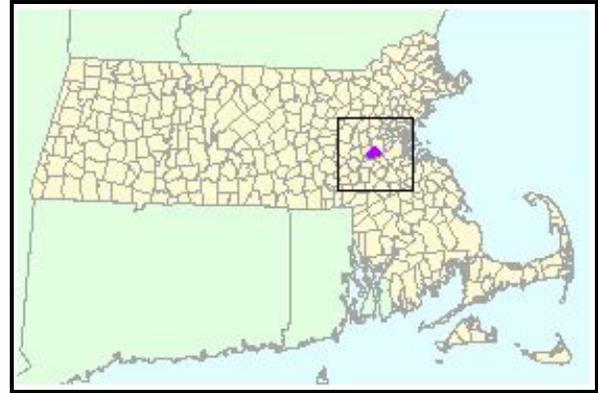


Figure 1: Needham, Massachusetts

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 (source: U.S. Census).

GENERAL GOVERNMENT

BOARD OF REGISTRARS / TOWN CLERK



Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Department Assistant
Niki L. Rumbos, Department Assistant
Joyce M. Carlezon, Part Time
Louise E. MacLean, Part Time (not shown)

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.

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 also serves as a Passport Agency for the U. S. Department of State and Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth.

The number of Town Meetings and elections fluctuates from one fiscal year to the next ranging from one Town Meeting and one Election to four Town Meetings and three 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. During Fiscal Year 2008, the following elections and Town Meetings were held – a somewhat similar period in the Town Clerk's Office compared with the events in Fiscal Year 2007:

Fiscal Year 2008

- ✚ Special Town Meeting – Wednesday, Nov. 5, 2007
- ✚ Presidential Primary – Tuesday, February 5, 2008
- ✚ Special Town Meeting – Monday, March 3, 2008
- ✚ Annual Town Election – Tuesday, April 8, 2008
- ✚ Annual Town Meeting – Monday, May 5, 2008
- ✚ Special Town Meeting – Monday, May 12, 2008

Fiscal Year 2007

- ✚ State Primary - Tuesday, Sept. 19, 2006
- ✚ Special Town Meeting - Wednesday, Nov. 1, 2006
- ✚ State Election - Tuesday, Nov. 7, 2006
- ✚ Annual Town Election - Tuesday, April 10, 2007
- ✚ Annual Town Meeting – Monday, May 7, 2007
- ✚ Special Town Meeting – Monday, May 14, 2007

The Special Town Meeting of November 5, 2007 disposed of 11 articles in one session; the Special Town Meeting of March 3, 2008 disposed of 6 articles in one session; the Annual Town Meeting beginning May 5, 2008 disposed of 53 articles in five sessions; and the Special Town Meeting of May 12, 2008 held within the Annual Town Meeting disposed of 6 articles.

FY 2008 HIGHLIGHTS

The March 3, 2008 Special Town Meeting passed one General By-Law amendment and the May 2008 Annual Town Meeting passed one of three zoning By-Law amendments and two General By-Law amendments which were subsequently approved by the Attorney General. The 2008 Annual Town Meeting under Article 17 approved the FY 2009 Operating Budget in the amount of \$100,994,012. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$120,924,987.90.

The Presidential Primary consisted of four ballots – The Democratic ballot, the Republican ballot, the Green-Rainbow ballot, and the Working Families ballot. Both the Democratic and the Republican Town Committees were elected at this election for a four-year period. The Annual Town Election contained candidates for town offices and Town Meeting Members. There were no Proposition 2 ½ Override ballot questions on this year’s ballot.

This year we have made a comparison of the following vital statistics compiled during the past six fiscal years.

VITAL STATISTICS						
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	FY 2008	FY 2007	FY 2006	FY 2005	FY 2004	FY 2003
Births to Residents						
7/1/07 - 12/31/07	164	156	139	165	194	175
1/1/08 - 6/30/08	<u>170</u>	<u>132</u>	<u>167</u>	<u>150</u>	<u>178</u>	<u>165</u>
Total Births:	334	288	306	315	372	340
Deaths: Residents						
7/1/07- 12/31/07	98	154	110	107	149	154
1/1/08- 6/30/08	<u>64</u>	<u>127</u>	<u>134</u>	<u>165</u>	<u>115</u>	<u>146</u>
	162	281	244	272	264	300
Deaths: Non-Residents						
7/1/07- 12/31/07	164	118	117	119	100	114
1/1/08 - 6/30/08	<u>59</u>	<u>141</u>	<u>123</u>	<u>132</u>	<u>86</u>	<u>96</u>
	223	259	240	251	186	210
Total Deaths:	385	540	484	523	450	510

Marriages

7/1/07 - 12/31/07	61	55	58	80	78	65
1/1/08 - 6/30/08	<u>29</u>	<u>35</u>	<u>34</u>	<u>44</u>	<u>62</u>	<u>60</u>

Total Marriages:	90	90	92	124	140	125
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Fish and Game Licenses Issued

7/1/07 - 6/30/08

FY08 FY07 FY06 FY05 FY04

Class F1 - Resident Fishing	81	105	114	115	130
Class F2 - Resident Fishing Minor (Age 15-17)	5	6	7	3	6
Class F3 - Resident Fishing (Age 65 - 69)	14	8	12	10	7
Class F4 - Resident Fishing (70 or over) or Handicapped	25	33	33	27	29
Class F6 - Non-Resident Fishing	1	2	1	2	2
Class F7 - Non-Resident Fishing (3 Day)	0	2	0	0	2
Class F8 - Resident Fishing (3 Day)	2	4	0	0	1
Class F9 - Non-Resident Citizen Minor (Age 15 to 17)	0	0	0	0	0
Class F10 - Quabbin One Day Fishing (Quabbin only)	0	0	0	0	0
Class H1 - Resident Citizen Hunting	14	18	18	20	21
Class H2 - Resident Citizen Hunting (Age 65 - 69)	2	3	2	3	1
Class H3 - Resident Citizen Hunting, Paraplegic	1	1	1	1	1
Class H4 - Resident Alien Hunting	0	0	0	0	0
Class H5 - Non-Resident Hunting, Big Game	0	0	0	0	0
Class H6 - Non-Resident Hunting, Small Game	0	0	0	1	0
Class H7 - Non-Resident Commercial Sheeting Preserve/ 1day	0	0	0	0	0
Class H8 - Resident Minor Hunting (Age 15-17)	0	1	2	0	0
Class H9 - Resident Commercial Shooting Preserve (1 day)	0	0	0	0	0
Class S1 - Resident Sporting	27	35	27	23	23
Class S2 - Resident Sporting (Age 65 - 69)	4	3	5	4	5
Class S3 - Resident Citizen Sporting (Age 70 or over)	20	20	25	24	22
Class T1 - Resident Trapping	0	0	0	1	0
Class T2 - Resident Trapping Minor	0	0	0	0	0
Class T3 - Resident Trapping, Age 65-69	0	0	0	0	0
Class DF- Duplicate Fishing	0	0	0	0	0
Class DH - Duplicate Hunting	0	0	0	0	0
Class DS - Duplicate Sporting	1	0	0	0	0
Class DT - Duplicate Trapping	0	0	0	0	0
Class M1 - Archery Stamp	23	21	15	14	15
Class M2 - Massachusetts Waterfowl Stamps	15	14	11	17	14
Class M3 - Primitive Firearms Stamp	19	20	11	13	7
Class W1 - Wildland Conservation Stamp, Resident	149	182	190	181	192
Class W2 - Wildland Conservation Stamp, Non-resident	<u>1</u>	<u>4</u>	<u>0</u>	<u>1</u>	<u>0</u>

TOTAL	404	487	474	460	478
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Dog Licenses Issued

7/1/07- 6/30/08

FY08 FY07 FY06 FY05 FY04 FY03

Male and Female Dogs @ \$15	179	193	150	169	156	205
Spayed and Neutered Dogs @ \$10	2299	2237	2149	2062	2000	2212
Kennels @ \$ 25	30	28	36	37	37	36
Kennels @ \$ 50	6	6	5	7	7	10
Kennels @ \$100	0	0	1	1	1	1
Hearing Dogs - No Charge	0	0	1	1	0	0
Seeing Eye Dogs - No Charge	0	0	1	1	2	1
Transfers @ \$1.00	6	8	4	11	5	2
Prior Years' Licenses	15	17	8	22	0	18
Replacement Licenses @ \$1.00	<u>8</u>	<u>2</u>	<u>12</u>	<u>13</u>	<u>15</u>	<u>18</u>

TOTAL**2257 2510 2365 2224 2223 2503****Fiscal Year Revenues Paid to Town Treasurer**

Fiscal Year	2008	2007	2006	2005	2004
Passports	\$7,805.00	\$8,130.00	\$6,900.00	\$6,210.00	\$7,260.00
General Fees	\$96,054.44	\$88,412.64	\$69,421.62	\$79,882.80	\$73,046.13
Liquor Licenses	\$69,580.00	\$61,755.00	\$48,005.00	\$40,105.00	\$28,245.00
Other Licenses	\$20,255.00	\$22,351.00	\$19,776.00	\$19,424.00	\$18,441.00
Dog Licenses	\$27,044.00	\$26,469.00	\$25,096.00	\$24,809.00	\$23,735.00
Fish & Game	\$235.95	\$290.00	\$293.40	\$279.95	\$305.10
	\$220,974.39	\$207,407.64	\$169,492.02	\$170,710.75	\$151,032.23
SOS, UCC	\$0.00	\$0.00	\$395.90	\$1,823.73	\$0.00
Reimbursements	\$0.00	\$0.00	\$893.37	\$596.97	\$0.00
	\$220,974.39	\$207,407.64	\$170,781.29	\$173,131.45	\$151,032.23
Fish & Game Pd to State	\$4,559.00	\$5,688.75	\$5,562.00	\$5,394.00	\$5,792.75
TOTAL	\$225,533.39	\$213,096.39	\$176,343.29	\$178,525.45	\$156,824.98

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. Special evening hours may apply for the month of December: 1st & 3rd Tuesday evening from 7:30 pm - 9:00 pm.

BOARD OF REGISTRARS

John W. Day, Chairman
Mary J. McCarthy

Barbara B. Doyle
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 Board of Selectmen appoints the other three members. 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. 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 B - Hillside School - Gymnasium
- Precinct C - Newman School - Gymnasium
- Precinct D - Newman School - Gymnasium
- Precinct E - Pollard Middle School - Room 226
- Precinct F - Stephen Palmer Community Room
- Precinct G – Broadmeadow School Performance Center
- Precinct H – Broadmeadow School Performance Center
- Precinct I- William Mitchell School - Gymnasium
- Precinct J- William Mitchell School – Gymnasium

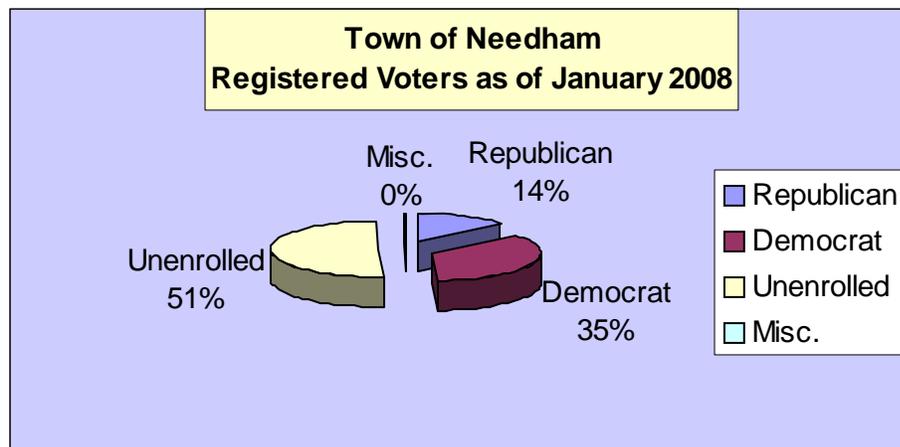
FY 2008 HIGHLIGHTS

The Board of Registrars conducted two elections in Fiscal Year 2008 – the Presidential Primary, Tuesday, February 5, 2008 and the Annual Town Election, Tuesday, April 8, 2008. Voter turnout for the Presidential Primary was 11,755 or 60.87% of the registered voters in Needham. With no Proposition 2 ½ ballot questions presented to the voters, voter turnout for the Annual Town Election was 4,013 or 20.965% - approximately one half the turnout of the Fiscal Year 2007 Annual Town Election.

April 8, 2008	Annual Town Election	4,013 (20.965%)
April 10, 2007	Annual Town Election	8,132 (43.48%)
April 11, 2006	Annual Town Election	7,885 (43.05%)
April 12, 2005	Annual Town Election	4,985 (26.85%)

The Annual Listing of Residents was conducted by mail again this year with an 80% turnout compared to the 74% turnout in Fiscal Year 2007. Once again, the Annual Census included a request for Veteran status. The dog license renewal application was included and has been well received by the 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. Thus it is very important to get a full and accurate accounting.

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 18,903 plus 1,370 inactive voters. 2008 Population for the Town of Needham includes 29,452 residents plus 1,370 inactive voters for a total of 30,822. The registered voters were comprised of 6,679 Democrats, 2,618 Republicans, 9,560 Unenrolled, and 46 miscellaneous political designations. 1,370 inactive voters brought the total number of registered voters to 20,273.



ANNUAL TOWN CENSUS POPULATION

<i>ALL</i>	<i>VOTERS</i>	+	<i>INACTIVE VOTERS</i>	<i>RESIDENTS</i>	* <i>ALL</i>
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

* Includes Inactive Voters beginning in fiscal year 1999

BOARD OF SELECTMEN/TOWN MANAGER
--

James G. Healy, Chairman

Kate Fitzpatrick, Town Manager

Daniel P. Matthews, Vice Chairman

Christopher Coleman, Assistant Town Manager/Personnel

John A. Bulian, Clerk

Gerald A. Wasserman

Denise Garlick

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, with or without calling for an appointment in advance. Other meetings may be scheduled as needed and are posted at Town Hall. All meetings are open to the public.

The Board of Selectmen appoints a Town Manager who is responsible for the administration of the day-to-day operation of the Town, including direct oversight of those departments under the jurisdiction of the Board of Selectmen. The Assistant Town Manager/Personnel provides human resource and benefit management assistance to all Town Departments, Boards and Commissions, as well as retirees, and oversees several departments. In addition, the Assistant Town Manager/Personnel, in conjunction with the Town Manager and Assistant Town Manager/Finance is part of the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

The Board of Selectmen is considered the "chief elected official" of the community, and is responsible for:

- Establishing policies and procedures for the coordination of Town government operations.
- Representing the interests of Town residents in business dealings, legal affairs, and intergovernmental cooperation with other municipal, county, state, and federal agencies.
- Making appointments to those Town Boards and Committees under its jurisdiction.
- Convening the Annual Town Meeting in May and any Special Town Meetings that may be required, and preparing the Warrant (listing of Articles) for Town Meeting consideration.
- Licensing all food and liquor establishments and transportation companies.
- Appointing the Town Manager and Town Counsel.

- Approving appointments recommended by the Town Manager for the positions of Assistant Town Manager/Finance, Assistant Town Manager/Personnel, Fire Chief, Police Chief, and Director of Public Works.

The Town Manager is the chief executive officer of the Town, and is responsible for:

- Reviewing and recommending the reorganization, consolidation, or abolishment of departments.
- Rental and use of all Town property, except school property, and maintenance and repair of all Town buildings, including school buildings and grounds.
- Serving as purchasing agent for the Town, awarding all contracts for all departments and activities of the Town with the exception of the school department.
- Adopting rules and regulations establishing a personnel system, including a classification and compensation plan, in cooperation with the Personnel Board.
- Fixing the compensation of all Town employees except those under the jurisdiction of the school committee.
- Negotiating and administering all collective bargaining agreements with employee organizations representing Town employees other than employees of the school department, pertaining to wages and other terms and conditions of employment, and participating in the deliberations of the school committee in collective bargaining with employee organizations representing school department employees, as provided in M.G.L. c. 150E.
- Keeping full and complete records of the office of Town Manager and rendering as often as may be required by the Board of Selectmen a full report of all operations during the period reported on.
- Keeping the Board of Selectmen fully advised as to the needs of the Town, and recommending to the Board of Selectmen for adoption such measures requiring action by them or by the Town as may be deemed necessary or expedient.
- Implementing Town Meeting votes and reporting annually in writing to the Town Meeting on the status of prior Town Meeting votes on which implementation is not complete.
- Administering, either directly or through a designee all provisions of general and special laws applicable to the Town, and by-laws and votes of the Town, and all rules and regulations made by the Selectmen.
- Reporting to the Selectmen and the Finance Committee as to the financial condition of the Town.
- Providing advice and assistance to boards and committees of the Town.
- Serving as chief fiscal officer of the town, preparing and recommending a Proposed Annual Operating Budget and Capital Improvement Plan.

FY 2008 IN REVIEW

Selectmen Organization

In April 2008, Gerald A. Wasserman was re-elected to a three-year term on the Board of Selectmen, and Denise Garlick was elected to a three-year term on the Board of Selectmen. Following the annual town election, the Board re-organized with Jams G. Healy as Chairman, Daniel P. Matthews as Vice Chairman, and John A. Bulian as Clerk of the Board.

One of the most notable events of fiscal year 2008 of the year was the hometown welcome provided to astronaut Sunita “Sunni” Williams in October, 2007. Hundreds of residents braved the soaking rain and welcomed Suni with a parade, marching band, and accolades on the steps of the Town Hall.

Progress toward Board Goals for the Community

Capital Facilities & Infrastructure

High on the list of priorities is the continuation of forward momentum in implementing the Facility Master Plan. The Board evaluated a proposal for the relocation of the Senior Center to Ridge Hill, participated in a feasibility study of options for the Town Hall project leading to an appropriation for \$1 million in design funds, and sought and received appropriation for design of the new Public Services Administration Building at 500 Dedham Avenue. The Town Manager and School Superintendent convened the Newman HVAC/IAQ Working Group, received funding for temporary repairs and a feasibility study for the improvement of that facility.

Finance

Town Meeting approved the creation and funding of the Capital Facility Fund, another piece of the Town’s long-term financial planning. Also in FY 2008, the Town began funding its post-employment benefit (OPEB) liability in accordance with an actuarial schedule, and received approval of a home rule petition by Town Meeting and the Legislature to change the investment standard. Another critical financial accomplishment was the development, in conjunction with the Finance Committee, of a facility financing plan. This plan will be subject to periodic update, but remains a strong long-term plan for the community.

Open Space/Conservation/Recreation

The Town approved the funding for the relocation of the athletic track from Memorial Field to DeFazio Park. Coupled with millions of privately-raised funds, this work enabled the full renovation of both parks. Work on this project is underway. Also in FY 2008, the Board of Selectmen held numerous public hearings and convened a Special Town meeting to amend the by-law to allow for a longer lease for the golf course property. The 2008 Annual Town Meeting authorized the Town Manager to enter into a 20 year lease with the Needham Golf Club for this property.

Affordable Housing

Affordable housing efforts have been focused on the completion of the downtown study and the development of new zoning for the area which is intended to include provisions for the inclusion of affordable housing in the downtown.

COMMISSIONERS OF TRUST FUNDS

William J. Supple, Chairman (elected to serve April 2006 to April 2009)

Joseph P. Scalia, Vice Chairman (elected to serve April 2007 to April 2010)

Patricia Rose Falcao (elected to serve April 2008 to April 2011)

Our mission as Commissioners of Trust Funds 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 2007, and again in 2008, Needham COTF formally updated our endowment investment policy for Trust Funds, specifying a % 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. A new investment management firm was selected in January 2008.

COTF currently has oversight of 82 trusts. About 50% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About a quarter of the assets in the overall Needham Trusts are for general use purposes of our Town Library. The remaining 25% of trusts are for a wide variety of purposes, such as 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 favorable markets, the Trusts have grown over the past six years from a total of \$2.2 million at the start of FY 2002, to about \$3.7 million at the end of FY 2008.

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%-10% 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 \$5000. 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.

BOARD OF ASSESSORS

*Elected Members: Edmund V. Donnelly, Chairman
Kevin J. Foley, Clerk
Thomas P Colarusso, Member
Hoyt B. Davis Jr., Administrative Assessor*

The Board of Assessors 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 hearing.

FY 2008 HIGHLIGHTS

In addition to welcoming Thomas Colarusso as a newly elected member of the Board, the Department reached the goals it had set for itself in many areas in FY 2008. The continued accurate reflection of the real estate activity in Needham resulted in the lowest number of appeals for the second year running. In an effort to provide the public with more information, the department invested a good deal of time in disseminating information on the new Town website. In the area of education, Board members completed courses sponsored by the International Association of Assessing Officers, the Mass Association of Assessing Officers and the Massachusetts Department of Revenue. Many of these courses are required in order to earn a designation as a Massachusetts Accredited Assessor. The Board supported an effort to eliminate inactive Personal Property accounts to reduce ongoing expenses to maintain accounts deemed by the Treasurer/Collector as inactive.

The Board anticipates that FY 2009 will be an active year meeting with citizens as the FY 2009 property revaluation is completed and released. Usually in the year that the triennial revaluation is required to be done, citizen inquiry and tax abatement applications increase, and hence the number of meetings by the Board increases. The Board will ensure that ample time is set aside to hear citizen appeals about their property assessment and to make sure that the property assessment was done in accordance with Massachusetts General Law.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance

The Department of Finance consists of the offices of Director of Finance, Accountant, Assessing, Collector and Treasurer, Information Technology Center, 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 the 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, but not limited to, include 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 contract compliance, 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 \$100 million general fund budget, \$14 million in special revenue, \$14 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.

FY 2008 HIGHLIGHTS

The General Fund undesignated fund balance decline to approximately \$6-million was planned and anticipated. FY 2008 represented not so much a decline as a correction after an abnormally high increase in FY 2007. During FY 2007 the Town received additional funds which were deemed one-time events. Specifically, the Town received several lump sum payments from the Massachusetts School Building Authority (MSBA) to clear up the backlog of school projects approved for state financial assistance. The funds also helped contribute to a much higher level of interest income for the year. The funds were used to pay down school related debt, to fund a large track and field renovation expansion project valued over \$6,000,000 which was coupled with sizable private donations, and to appropriate over \$800,000 to the Town's three stabilization funds. The undesignated fund balance at the end of FY 2008 is comparable to the last six years, except for FY 2007.

There have been no draws on the Town's Stabilization Fund to support any operating or capital expenditures. The Town has increased its reserve for property tax abatement and exemption activity, and expects to maintain a higher overlay allowance for the triennial town-wide revaluation for FY 2009. The Town also took steps to further shore up reserves by appropriating \$800,000 divided amongst its general stabilization fund, capital equipment stabilization fund, and facilities stabilization fund. Management continues to promote the practice that the non-recurring portion of Free Cash to be used for ongoing capital investment, temporary or extraordinary expenditures, and future reserves rather than for recurring operating expenses.

The Town and the MSBA entered into a funding agreement for the High School project which allows for monthly disbursements to the Town for the State's share of the project costs. The payments are issued to the Town as costs for the project are incurred. The funding process reduces the need to issue notes on the State's share of the project cost. This reduces interest expense and avoids the need to permanently finance the State's share. Through June 30, 2008 the Town received payments in the amount of \$26,185,374 for the High School Project with approximately another \$3 million to be received as the project is completed in 2009. The MSBA

withholds the final 5% of its share of the project cost until the project is finished, the building is formally turned back to the Town, the School Committee accepts the building, and a final accounting is provided to the State. The close out audit and the final payment from the MSBA for the holdback is projected to occur by the end of 2010.

The Town has also begun the renovation and expansion of the High Rock School which the voters approved at the April 2007 Annual Town election. In 2007, the Town disclosed to voters prior to the vote on the debt exclusion question for the renovation and expansion of the High Rock School that an operating override for the opening of the High Rock School may be necessary. An operating override will be presented to Needham voters in November 2008. The funding would be needed for the September 2009 opening of the school.

Town Meeting also funded the design of two of three other capital facilities which were identified to be funded prior to 2012 in the Facility Master Plan (FMP). The FMP was funded at the May 2005 Annual Town Meeting. In May, 2008 Town Meeting approved a \$500,000 debt authorization for the design of a new facility to house the administrative offices of the Public Works and Public Facilities departments, as well as the functions relating to community development and the Park and Recreation administrative functions. The 2008 Annual Town Meeting also appropriated \$1,000,000 from Community Preservation Act (CPA) receipts for design and engineering costs to preserve and update the Town's Town Hall. The Town Hall project is planned to be funded through available CPA cash, and bonds supported by CPA receipts and general fund receipts. A request for funding the construction of the Public Services Administration Building of an additional \$5.7 million is planned for the fall of 2008.

The Town has also funded a feasibility study to investigate options to modernize the heating and ventilation system at the Newman Elementary School. A section of the heating and ventilation system in the school failed due to a breach in the duct system. Due to the original design and construction of this building, repair of the existing system is uneconomical. The focus of the study is to abandon the entire H&V system and construct a new system. Preliminary estimates suggest the cost of a complete abandonment of the current system, installation of a new HVAC system, and to bring the other systems up to code will be in the \$20-million dollar range. The Town is seeking financial assistance from the MSBA. We have, however, updated the Town's facility financing plan with an assumption that the Town will not receive MSBA funding, and that the Town would need to finance a \$20-million project by debt exclusion for the entire amount.

We have submitted as part of the Annual Town Report, the General Fund Balance Sheet for the fiscal year ending June 30, 2008, as well as the Statement of Net Assets for each of the three enterprise funds for the year ending June 30, 2008, the statements of Budget Appropriations and Expenditures for the General Fund, RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund for Fiscal Year 2008, and the Schedule of Trust Funds for Fiscal Year 2008. Also included in this Town Report is the Fiscal Year 2008 Tax Rate Recapitulation as approved by the Department of Revenue. All schedules will be found in the appendices.

Finally, if you have any questions or concerns, please do not hesitate to contact us. We wish to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

Accounting Office

Vacant, Town Accountant

Staff: vacant, Assistant Town Accountant; Jennifer Casey, Accounts Payable; Susan Herman, Administrative Specialist; Connie Marsland, Payroll

Our Town Accountant, Melissa Melnick left Needham to relocate to other parts of this great country, and Kathy Butters, Assistant Town Accountant left soon after to take a Town Accountant position in another community. Both key positions were vacant at fiscal year end and required the Town to hire outside accounting services to maintain the accounting ledgers, albeit at a higher cost. In February 2008 the department welcomed a new employee, Jennifer Casey who serves as the accounts payable clerk. Although a restructuring of the Accounting division has been underway, to address a permanent increased volume of work and higher level of accounting skills required to perform the essential functions of the office, staff turnover, and subsequent recruitment and retention continued to be a challenge. Since the Town Report submission last year, the department has seen the departure of the Town Accountant, the Assistant Town Accountant, an accounts payable clerk, and the payroll clerk. Demand for accounting experience, even with the slowing economy, remains high, and therefore adds to the difficulty of hiring qualified people in the support positions.

Assessing Office

Hoyt B. Davis, Jr. Administrative Assessor

Staff: Chikako Park, Assistant Administrative Assessor; Sandra Evans, Department Specialist; Nancy Martin, Administrative Support; Stanley Winston, Data Collector

The staff worked to fine-tuned market data which allowed better valuation of property in the Town and resulted in the lowest number of property assessment appeals for a second year running. In an effort to provide the public with more information, the department invested a great amount of time in disseminating information on the new Town website. The assessing office website was among the most frequently accessed of all departments in Town. As did members of the Board of Assessors, staff completed courses sponsored assessing professional organizations and the Massachusetts Department of Revenue (DOR). These courses ranged from DOR’s “Assessing 101” to educational courses that are required in order to be certified. The office worked with the Tax Collector to identify and presented to the Board of Assessors for abatement, personal property tax balances deemed uncollectible because of bankruptcy, death, or the business no longer exists. Deletion of inactive accounts helps to reduce the number of personal property tax accounts that must be maintained and administered by the collector’s office.

Parcel Types	2006	2007	2008
Single Family	8,330	8,337	8,341
Condominium	610	651	675
Two Family	320	303	293
Three Family	19	17	17

Parcel Types	2006	2007	2008
Four + Family	25	25	24
Vacant Land	177	175	173
Chapter Land	10	14	15
Mixed Use	26	23	26
Commercial	366	371	369
Industrial	49	48	47
Personal Property	1,022	961	1,113

The primary goal for next year is a meticulous scrutiny of the real estate market in Needham in preparation of the FY 2009 property revaluation. Sales activity will be the watchwords for the department in this valuation cycle. The stringency of Department of Revenue's (DOR) oversight of these revaluations has been ramped up greatly since the FY 2006 review was done. This close allegiance with DOR staff should only serve to enhance the equity of values produced as a result of this collaboration. The latter part of FY 2009 will be devoted to the collection and analysis of data from both commercial and residential markets in order to produce fair and equitable values for the FY 2010 billing cycle.

Collector and Treasurer Offices

Evelyn Pones, Town Treasurer and Tax Collector

Staff: Diane Ryan, Assistant Collector and Treasurer; Kristen Bent, Department Assistant; Susan Herman, Department Assistant; Anita Mahaney, Department Specialist; James McMorrow, Department Assistant; Karen Rogers, Department Specialist

The Office of the Tax Collector ensures that all bills, i.e. real estate, personal property, excise, water, and sewer are billed timely and in accordance with state statutes. The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong tax revenue collection rate. During a time of economic slowdown, it is especially important to monitor collections and be acutely aware of individual circumstances. As yet, the downturn in the economy has not had an adverse effect on collections, but this is not expected to continue. During FY 2008, approximately \$83 million in billed revenue flowed through the Office of the Collector. The collection rate for all receivables billed through the Collector/Treasurer's office remains high. Property tax collection rate remains very strong with more than 98% paid by the due date.

- Real Estate Tax Collections \$74.7 million
- Personal Property Tax Collections 2.3 million
- Delinquent and Deferred Tax Collections
 - Including Penalties and Interest .5 million
- Motor Vehicle and other Excise 4.4 million
- Ambulance Service Fee Collection .5 million
- Parking Fees .1 million

	2006	2007	2008
Sewer and Water Bills Issued	45,349	46,842	46,004
Real & Personal Property Tax Bills Issued	43,372	43,790	43,999

Motor Vehicle Excise Bills Issued	28,830	27,880	28,184
RTS Sticker Applications Processed	10,298	9,737	9,193

The Treasurer's office continues to provide a vehicle for individuals and businesses to contribute to the Town of Needham's Property Tax Assistance program to assist elderly and disabled taxpayers with their property tax bills. During FY 2008, through the generosity of Needham residents' \$22,000 in property tax relief was provided to 54 Needham households.

Safety of the Town's money is of utmost importance and it is imperative that funds are available to satisfy the expenses, and therefore liquidity is a must. However, we must prudently invest funds to generate interest income as well as meet the weekly and monthly cash flow requirements. Keeping an astute eye on the changing economy the Treasurer had maintained a reasonable rate of return even during a time of falling interest rates. While it is important to attain the highest possible yield, safety of principal is of primary importance. Therefore, the Treasurer's office monitors all investments and keeps abreast of changing market conditions. As a result of the continued strong collection rates and favorable interest rates the Treasurer was able to earn \$1,253,286 for the General Fund during Fiscal Year 2008.

The Treasurer issued \$15,805,000 in long term debt and \$85,000 in short term debt. To assure the best interest available, 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, 2008 was \$69,434,411.

Information Technology Center

Roger MacDonald, Director of Management Information Systems

Staff: Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Matthew Tocchio, Network Administrator; Lawrence Weaver, Senior Network Administrator

The Information Technology Center welcomed Benjamin Anderson, as the new administrator of the Geographical Information System (GIS). This position was previously held by Roger MacDonald who was promoted to Director of MIS In July 2007. During the year the Department made structural and operational changes to the Information Technology Center (ITC) to allow for more system support and diagnostics during non-standard business hours. All systems and applications need to be running properly, since down time affects many if not all departments. Therefore, ITC strives to keep all systems available 24 hours a day, seven days a week.

The Department had several major projects to address during FY 2008. The Department continued to promote training of staff in municipal departments to better develop and communicate to the public through the Town's new web site that was unveiled last year. The Police Department updated its booking operations with the purchase of a digital photography system from ImageWare. The ITC staff, working with police management, provided the means and technical support, as well as setup of the applications. The staff also worked with emergency personnel to rollout the telephone emergency notification system, SwiftReach. This system allows citizens to register their home and cellular telephone numbers with the Town so

that they can be notified should an event or situation develop that would require getting the word out and providing instructions as what to do, if anything.

The Department also invested a number of hours working with school and town staff and gathering information that may lead to improvements in financial reporting, document management and storage, and environmental related reporting to state and federal agencies. These improvements would require a financial commitment by the Town through an appropriation in a future year to be realized.

Office of the Parking Clerk

Debra Smith, Parking Clerk
Anita Mahaney, Assistant Parking Clerk

The Parking Clerk remains actively engaged in the research and review of parking concerns. Visiting parking sites to view the condition of painted space numbers, painted curbs, signs, parking meters and money collection boxes continues. This allows for informed, fair decisions regarding parking disputes. The appropriate Town departments are then notified as to where updating, repairs, or signage may be needed.

Parking Tickets FY 2008	
Tickets Issued	4,565
Tickets Appealed	214
Tickets Voided	160

Parking ticket analysis also depends upon the efforts of the Parking Clerk to access information such as weather reports, MBTA collection records and parking ticket payment information. The availability and accurate recording of this information assists the timely research of parking ticket appeals.

The Parking Clerk is involved in the Parking Committee’s issuance and regulation of All Night Parking Permits. The Parking Clerk handles secretarial functions for the Committee and assumes record keeping responsibilities for permit applicants.

FINANCE COMMITTEE

<i>Richard Creem, Chairman</i>	<i>Stephen Jonas</i>
<i>Scott Brightman, Co-Vice Chairman</i>	<i>Richard Reilly</i>
<i>David Escalante, Co-Vice Chairman</i>	<i>June Seraydar</i>
<i>Steven Rosenstock, Past Chairman</i>	<i>Michael Taggart</i>
<i>Louise Miller, Executive Secretary</i>	<i>Lisa Zappala</i>

Needham By-Laws charge the Finance Committee with the responsibility of 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. Additionally, the Committee is mandated by State Law to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” (See Massachusetts General Laws Chapter 39, Section 16.)

In achieving the goal of presenting a balanced budget as well as capital recommendations to Town Meeting, the Finance Committee sometimes asks difficult 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. In some measure, because of this process, one trusts that Needham continues to be a town which strives to enhance its financial integrity, maintain its infrastructure, and preserve the vital services which its citizens continue to enjoy.

FY 2008 ACCOMPLISHMENTS AND ACTIVITIES

Operating Budget Recommendation

The Finance Committee began its budget process on December 12, 2007, when departmental spending requests and the School Department's initial budget request were submitted. As in every 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.
- Held budget hearings with each department and deliberated in depth all requests.

Under the Town Manager form of government the Finance Committee received revenue estimates and the Town Manager's executive budget on January 29, 2008. The Town Manager's executive budget included her recommendation for the School Department budget in FY 2009. The School Committee's voted budget request differed from the Town Manager's recommendation and, as authorized in the by-laws, the School Committee transmitted its voted budget request to the Finance Committee. The Finance Committee carefully reviewed and considered, in detail, the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town. The Finance Committee worked cooperatively with the Town Manager and with the Superintendent of Schools and the School Committee in balancing the competing requests of the various municipal and school departments. After a thorough evaluation of each municipal departmental spending request, the School Committee's budget request, and the Town Manager's executive budget, the Finance Committee recommended fully funding most municipal departmental budget requests, funding some municipal departmental requests for additional funds, and fully funding the School Committee's budget request.

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 and Reserve Funds Appropriations

The Town's capital spending comes from three distinct fiscal sources: cash, debt within the tax levy, and debt exclusion. Cash capital is a component of Free Cash. Free Cash is that item of revenue that represents unspent appropriations from a previous year. Free Cash for FY 2009 was approximately \$5,810,170, an unusually large amount, due to a number of one-time revenue occurrences. Free Cash generally ranges from \$3 to \$3.8 million. In accordance with its policy of allocating recurring revenue to recurring expenses and non-recurring revenue to non-recurring expenses, the Finance Committee recommended that \$2 million of the Free Cash be appropriated to the General Fund operating budget, which represents approximately 2% of the General Fund operating budget and is the amount that the Finance Committee recommends should be allocated to the operating budget on an annual basis. The Finance Committee recommended funding cash capital at \$1,457,049. We recommended funding \$1.5 million for the new track and the field enclosed by the new track at DeFazio Park, a non-recurring capital expense funded with non-recurring revenue. Finally, we recommended that Town Meeting appropriate the remainder of the Free Cash to the Town's reserve funds. The Finance Committee has, for many years, strongly advocated long-term financial planning. This resulted in the establishment of the Town's Stabilization Fund, which has served as a funding source of last resort to cover items such as emergency repairs (*e.g.*, the Hillside School roof). More recently, Town Meeting established the Capital Improvement Fund (CIF) for general fund capital equipment and the Capital Facilities Fund (CFF) for future extraordinary capital facility maintenance. The Finance Committee recommended and Town Meeting adopted the allocation of \$26,041 to the Stabilization Fund, \$200,000 to the CIF, and \$600,000 to the CFF.

In addition, the Finance Committee recommended that Town Meeting adopt various articles to be financed with cash and debt, including roads, bridges, sidewalks, and intersections updates for approximately \$1 million, repairs to water mains and water tanks for approximately \$2.6 million, building repairs and equipment purchases for approximately \$2 million, and the designs for the renovation of Town Hall and the building of a new Public Services Administration Building at the DeFazio complex.

Future Challenges

The Board of Selectmen and Town Manager prioritized four building projects: the High Rock School renovation and expansion, a new Senior Center, the Town Hall renovation, and a new Public Services Administration building at the DeFazio complex. A financing plan was developed for these four building projects. In FY 2008, a debt exclusion for the costs of construction of the High Rock School was successful, and Town Meeting appropriated funds for the design of the Town Hall renovation and a new Public Services Administration building. In addition, in FY 2008, a breach of the heating and ventilation system at the Newman School was discovered, resulting in the need for immediate repairs and a temporary heating and ventilation system in one of the wings of the School. The Town has funded a feasibility study for the repair of the heating and ventilation system at the Newman School. In reviewing the financial plans for these four building projects and any needed repairs at the Newman School, the Finance Committee is guided by longstanding policies agreed to by the Board of Selectmen and Finance Committee of maintaining ratios of 3% debt service on general fund debt to general fund revenue and 10% debt service on total debt to total town-wide revenue. The sequencing and scope of the projects will need to be evaluated carefully to manage prudently any increased operating costs

and the Town's overall debt service position. The Finance Committee cautions that addressing the Selectmen's priorities and the remainder of the items in the Capital Improvement Plan is feasible but extremely challenging.

The Finance Committee remains committed to working with the Town Manager, Board of Selectmen, School Committee, School Superintendent, town management, and department managers in order to encourage and accomplish long-term planning. The Finance Committee believes that long-term planning efforts can help meet any challenge that may lie ahead.

The Finance Committee fairly and openly deliberates the operating and capital budgets during its meetings. The Committee meets most Wednesdays from September through May, and the public is encouraged to attend meetings. The meetings are posted with the Town Clerk at Town Hall. Members of the Committee are appointed by the Town Meeting Moderator, Michael K. Fee. Each member gives countless hours to the "job" so that the Committee is able to recommend to Town Meeting what the Committee believes is a fair and equitable budget for our fellow citizens. The Committee further believes that its independent and objective recommendations help make Needham an outstanding place to live.

LEGAL DEPARTMENT

David 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	\$ 65,464
b.	Purchased Services	\$189,946
c.	Expenses	\$ 3,320
d.	Capital Outlay	\$ 0
e.	Total	\$258,729
f.	Full-Time Employees	0
g.	Part-time Employees	1

FY 2008 HIGHLIGHTS

During the FY 2008, commencing July 1, 2007 and ending June 30, 2008, in addition to the advice given to Town officials on a daily basis, the Legal Department accomplished the following:

- The Legal Department represented the Town, its boards and/or officers and employees in various courts and before various administrative agencies and handled all related litigation matters, unless covered by a contract of insurance.
- The Legal Department negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen,

Finance Department, Permanent Public Building Committee, Department of Public Facilities, School Department, Department of Public Works, Water and Sewer Department, Park and Recreation Commission, Housing Authority, Planning Board, Board of Health, and the Fire Department.

- The Legal Department assisted in the drafting and presenting of Home Rule Petitions to the General Court.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.
- The Legal Department engaged and worked with outside counsel to represent the town in the following matters:
 - Labor Relations
 - Litigation

FY 2009 FORECAST

In FY 2009, the Legal Department shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael K. Fee

The Town Moderator presides over Needham's representative Town Meeting, a "citizen legislature" which under Massachusetts law and our Town Charter holds the ultimate authority over all municipal affairs. For example, Town Meeting must decide each year how much money will be spent on all Town services, including schools, public works, and public safety as well as how much will be spent on our public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of debt.

FY 2008 HIGHLIGHTS

Town Meeting convened three times in 2008, once in March at Special Town Meeting, in May at our Annual Town Meeting and again in October at Special Town Meeting. During the Annual Town Meeting in May 2008, Town Meeting Members acted on 53 articles and worked through an operating budget that authorized over \$100 million in expenditures for our Town.

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 and the Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The implementation of a new Town government web site has now also increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants and the Member's Handbook.

Prior to the Warrant Meetings sponsored by the Needham League of Women Voters in advance of the 2008 Annual Town Meeting, the League helped arrange and publicize an orientation session that I conducted for newly elected Town Meeting Members. I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices used 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. 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 appointed to serve their fellow citizens in various positions during 2008. 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

Evelyn Pones, Chair
Kate Fitzpatrick
John Krawiecki

Robert Mearls
Thomas Welch

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 \$112,606,000. 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 \$97,383,000 since we joined the Pension Reserves Investment Trust in June 1985. During Calendar Year 2007 the rate of return on investments of the Needham Retirement System was 12.06% as reported in the 2007 PERAC Annual Report of all Massachusetts Public Retirement Systems.

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.

The maximum retirement allowance is funded 20% by the employee and 80% by the Town. 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. In May 2007 the Board voted to shorten the previous funding schedule by two years after reviewing the Actuarial Valuation as of January 1, 2007. Needham's pension obligation will be 100% funded by the year 2021.

PERSONNEL BOARD

John Dennis, Chairman

Richard Lunetta

Patricia Forde, Vice-Chairman

Joseph Herlihy

Vivian Hsu

Department Manager: Christopher Coleman, Assistant Town Manager/Director of Operations

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

FY 2008 ACCOMPLISHMENTS AND ACTIVITIES

In FY 2008, the Board continued its regular duties by recommending a 2.5% wage increase for non-represented personnel and six (6) represented units to Town Meeting.

The Board was involved with several personnel matters including new position descriptions, classification of new positions, grievances and other personnel related matters.

The Board began reviewing some of the personnel policies to update them with the change in the form of government and the current laws. The Board will continue to work with the Director of Human Resources to update the Town's personnel policies.

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.

LAND USE / DEVELOPMENT

ZONING BOARD OF APPEALS



Michael A. Crowe, Chairman

Jon D. Schneider, Member (pictured)

Jonathan D. Tamkin, Member (pictured)

Gregory J. Condon, Associate Member

Howard S. Goldman, Associate Member (pictured)

Noreen H. Stockman, Department Manager

The purpose of the Zoning Board of Appeals is to hear and render decisions on 1) appeals from the building inspector decisions; 2) applications for special permits or variances under sections of the Zoning By-laws; and 3) requests for comprehensive permits under M.G.L. Ch. 40B (affordable housing). The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen as authorized and established by General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY 2008 HIGHLIGHTS

- As part of the renovations at Memorial Park and DeFazio Field, the Zoning Board of Appeals approved lights at both fields according to the program developed by the Parks and Recreation Commission after public hearings. The Board, in the decision, required that the program be reviewed at a public hearing before the Zoning Board of Appeals after a year of actual use.
- An MRI unit for Beth Israel Deaconess Medical Center – Needham was approved.
- Neponset Winery, 50 Kearney Road, was permitted to manufacture, store and sell wine; a first since at least 1920.
- The Zoning Board of Appeals issued a special permit for the reconstruction of the office/residential building at 57 Dedham Avenue – a project that is very visible to all who visit our downtown.
- The Board issued a parking waiver for the expansion of Charles River ARC, which will result in increased services for people in need.

FY 2008 STATISTICS

The Board met twelve times this fiscal year. Thirty special permits were granted, and seven were withdrawn. The Board interpreted four previously issued variances. One comprehensive permit was amended and one other was extended for one year. There were no appeals from the decision of the Building Inspector.

At the end of FY 2008 Chairman Michael Crowe retired after 15 years on the Board, five years of them as chairman. Noreen Stockman, Department Manager, left her position after almost 7 years to take a full time position with the town of Weston. Both were important members of the department and made significant contributions. They will be missed.

PLANNING BOARD

Martin Jacobs, Chairman

Jeanne S. McKnight, Vice-Chairman

Bruce T. Eisenhut

Maurice P. Handel

Ronald W. Ruth

PLANNING & DEVELOPMENT DEPARTMENT

Lee Newman, Planning Director

Alexandra Clee, Assistant Planner

Joyce Moss, Economic Development Coordinator



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

* 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.

FY 2008 ACCOMPLISHMENTS AND ACTIVITIES

FY 2008 showed a reduction in the pressures for growth, change, and development in Needham as evidenced by a decrease 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 11 new applications as “Major Projects” under the Site Plan Review By-Law and issued 9 amendments on previously approved “Major Projects”. The Board processed 2 new

definitive subdivision plans for a total of 5 new building lots. In addition, a total of 7 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 42 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.

During the fiscal year the Department began 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; 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 issuing a permit. We are happy to report that we met our articulated goal. During the monitoring period, the Board processed 11 new special permit applications and 6 subdivision applications. On average, the Board held public hearings within 35 days of application receipt, issued its decisions within 12 days of the close of the public hearing, and filed written decisions with the Town Clerk within 6 days of issuing a permit. The total time required to process an application averaged 53 days, with a minimum of 28 days and a maximum of 96 days. The Department plans to continue to track these events and will submit a similar synopsis with its FY 2009 report.

Planning, zoning, and development activities that began in FY 2006 and continued into FY 2008 included the oversight and monitoring of the work of the planning consultants that were hired to prepare a comprehensive plan for the future of the Needham Center commercial area. Funding for the \$80,000 study comes from a \$30,000 state grant, \$25,000 secured through local business contributions, and \$25,000 secured by Town Meeting appropriation. The plan is intended to engage 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. The potential for Needham Center is great, but has been limited by the lack of an updated cohesive vision for the future and the coordinated decision-making that would follow from that vision. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process has been designed to achieve two primary objectives: 1) develop a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educate and involve the community during plan development to assure a planning effort supported by a broad range of community representatives.

Accordingly, a citizens' task force consisting of business interests, residents of the immediate area and various civic groups was appointed. The task force and the consultants have convened three town-wide public workshops. A final report with policy recommendations for land-use

regulations and streetscape improvements is expected in March 2009, which will lead to eventual revisions in the Zoning By-Law at the 2009 Annual Town Meeting.

In FY 2008 a full-time Economic Development Coordinator was added to the Planning Department's staff. The mission of the new Economic Development Office is to provide the Town with those tools, programs, and services that will enable it to better attract, retain, and grow a diverse commercial base, resulting in increased tax revenues for the Town and locally desired goods and services for the community. Among her responsibilities, the new coordinator provides staff support for the Council of Economic Advisors (CEA), whose job is to evaluate and recommend to the Board of Selectmen the use of innovative tools and programs and, where applicable, the provision of new services that will promote economic development in Town.

During FY 2008, the Economic Development Office, acting through the Council of Economic Advisors and with approval from the Board of Selectmen, applied for and received Economic Target Area (ETA) status for Needham as a stand-alone regional technology center. This status gives the Town the ability to offer, should it so choose, specific economic development incentives to businesses considering locating in Needham. The Council has also undertaken to provide two additional tools, each of which will increase Needham's competitiveness in the commercial market: 1) A Guide to Commercial Permitting; and 2) a Self-Assessment program, designed by the Center for Urban and Regional Planning (Northeastern University) and Massachusetts NAIOP (National Association of Industrial and Office Properties), which measures how we compare to similar municipalities as a location for business and industry. Additionally, the Council continues its effort to bring to the Town's attention the economic desirability of extending the Green Line to Wexford Street.

The Town created the Economic Development Coordinator position to support existing businesses as well. Through a partnership with the Needham Business Association, a committee framework has been established that provides opportunity for the downtown merchants to meet and address their mutual need for increasing foot traffic in the downtown. The coordinator also provides one-on-one help for both existing and new businesses; continues to improve the data base of commercial properties in Needham; and expects to develop a more informative commercial development website within the Town's site.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham and Watertown. HUD allocated approximately \$1 million to the consortium for the development of low and moderate-income housing. Participation in the consortium is providing Needham with approximately \$67,000 annually for affordable housing purposes. As anticipated FY 2004, FY 2008 consortium funds are currently being utilized at High Rock Homes, where the Housing Authority, with technical support from the Planning Office, is overseeing the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. The Open House for many of the units occurred in September, 2008, and many residents have now moved in.

The Planning Department undertook a project in FY 2008 required under the HOME statute. Jurisdictions receiving this federal funding are required to conduct an Analysis of Impediments to Fair Housing Choice (AI), which reviews impediments or barriers that affect fair housing

choice, and proposes action steps to eliminate the barriers. With the assistance of a focus group made up of key stakeholders in Town, the Planning Department conducted research and held a public hearing with the Board of Selectmen. The AI was approved in August of 2008.

The Three Rivers Interlocal Council, a regional planning organization, continued to provide the Planning Board and Planning Department with assistance on issues of traffic, land use and planning, and state policies and programs. Through its alliance with other members of the Council, Needham was able to influence development decisions affecting the future of the region.

The key challenge 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, which is envisioned in these plans, a priority, and has made available financial assistance tools that can be effective in securing 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 the Board's number one priority and challenge.

During FY 2008 the Planning Board lost one of its long-term members, Devra G. Bailin. After fifteen years of service on the Planning Board, Devra retired in April of 2008. During those years, the Needham community benefited from her wise and thoughtful deliberations, and the Board appreciated immeasurably her leadership and presence.

In closing, the Planning Board welcomes your participation at 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

BUILDING INSPECTOR

Daniel P. Walsh, Building Inspector

Eric G. Libby, Local Building Inspector

Scott W. Chisholm, Wiring Inspector

*John J. Horgan, Sealer of Weights &
Measures*

Stephen A. O'Neil Local Building Inspector

William A. Kinsman, Plumbing & Gas Inspector

Christina D. Hooper, Administrative Specialist

Marianne S. Anastasi, Department Assistant II

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with applicable Zoning By-Laws, Massachusetts State Building Code, Massachusetts State Fuel, Gas and Plumbing Code, Massachusetts State Electrical Code, Town of Needham Sign By-Law and the enforcement of Massachusetts's requirement for Sealer of Weights & Measures. 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 Massachusetts State Building Code also requires this department to inspect public buildings in Town. There are 13 places of worship, 16 day care sites, several state group homes, several nursing home facilities, Beth Israel Deaconess Hospital, Charles River Association for Retarded

Citizens, 7 public schools, 4 private schools, one college including dormitory buildings, 982 apartment units and 247 hotel units, approximately 45 other places of assembly and restaurants that require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress.

Responding to inquiries about what regulations allow property owners to do at their property is a major responsibility of the Inspector of Buildings. The Building Inspector must determine that all permits for additions and uses of properties, both residential and non-residential, conform to the Town of Needham Zoning By-Laws and the Massachusetts State Building Code.

The Building Inspector also advises those residents who are not in conformance with the Zoning By-Laws of that fact and sees that the necessary corrections are made.

Number of employees	Budgetary Data	
Full-time 7	Salaries	\$414,590.00
Permanent part-time 1		
Part-time 6	Expenses	\$15,682.00
	Total	\$450,925.00

This Department issued 3,836 Permits and collected \$1,879,969 this fiscal year in permit fees.

Number of permits issued/Fees collected

	2005	2006	2007	2008
Building	1270/\$584,650	1342/\$1,102,587	1,286/\$413,044	1185/\$1,5717,270
Plumbing	954/\$43,178	961/\$64,083	945/\$22,900	860/\$73,965
Gas	493/\$14,560	494/\$21,289	518/\$8,491	475/\$20,361
Wiring	1367/\$101,767	1302/\$232,593	1,274/\$59,199	1241/\$226,219
Signs	29/\$1,455	32/\$2,475	32/\$1,820	65/\$5,250
Swimming Pools	11/\$900	13/\$1,725	9/\$325	10/\$1,450
Weights & Measures	\$2013.50	\$6,112.80	\$5,547.15	\$4,766.75
Miscellaneous Fees	\$6,222	\$9,157.00	\$6,473	\$30,688
Totals	4124/\$754,745.50	4144/\$1,440,021.80	4,064/\$1,198,755.95	3836/\$1,879,969.75

Number of building permits issued for different construction projects

	2005	2006	2007	2008
New Single Family Dwellings	69	73	71	63
New Two Family Dwellings	7	12	7	29
New Non-residential Buildings	3	-	7	4

Conversion to Two Family	-	-	0	0
Add/Alter Existing Residential	688	708	528	732
Add/Alter Existing Non-residential	82	79	163	120
Demolish or Relocate	64	65	86	96
Swimming Pools	12	11	12	10
Signs	45	27	45	65
All other Building Permits	-	-	375	141
Total	970	975	1,294	1260

FIRE DEPARTMENT

Paul F. 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.



FY2008 HIGHLIGHTS

- In December, Nicholas Ceurvels graduated from the Massachusetts Firefighting Academy and began his career with Needham Fire Department as a Firefighter/Paramedic.
- In March, the department welcomed two new Firefighter/Paramedics, Matthew Bagnell and Jeffrey Capobianco, both of whom graduated from the Brookline Fire Academy.
- On December 10th, Needham Fire Dispatcher David Stewart was awarded a citation from Newton Mayor David Cohen for his life-saving efforts at a motor vehicle accident while off-duty.
- The department entered into a contract with Swiftreach Networks, Inc. They will be providing a telephone based emergency notification system for the Town.
- Demolition began at 300 Second Avenue which will be the future site of Charles River Landing, a luxury apartment complex.
- Four of our Chief level officers completed three days of Incident Command System (ICS) training. This comprehensive training is a federally mandated requirement which keeps us in compliance with the prerequisites necessary to be eligible to apply for federal grants
- Members of our department participated in a drill with the Beth Israel Deaconess Hospital, Needham Campus. The purpose of the drill was two fold: 1) to build a stronger working relationship between the Fire Department and non-emergency departments of the hospital, and 2) to serve as training between the two agencies. The cooperative training effort is a requirement for an annual grant that we receive from the State Department of Homeland Security. This grant helps us to maintain and operate a

“Mass Decontamination Unit” (MDU). This is a portable decontamination center housed in a trailer which can be rapidly deployed to a hazardous materials incident or set-up outside an emergency room to decontaminate patients/victims prior to medical treatment.

- On May 28th, we provided two ambulances and one command unit to respond to a serious train accident in Newton. We assisted with triaging patients for transport, providing assistance with extrication activities and supporting the command function.
- On May 30th, we responded to a call for mutual aid for a 7 alarm fire at James Hook and Co. on the Boston Waterfront. Needham assisted Boston by covering incidents in West Roxbury and Jamaica Plain.
- In the beginning of June, the department responded to a fire at Bickford’s Restaurant on Highland Avenue. The fire had been burning for quite some time prior to our arrival and as a result, despite all efforts, it was destroyed by the fire.
- The department offered and hosted recertification classes for EMT’s and Paramedics.
- The Fire Department partnered with WCVB (Channel 5) to tape a news segment on the importance of installing carbon monoxide detectors and the laws requiring them.
- All Needham Firefighters participated in training with the Beth Israel Deaconess Hospital, Needham Campus, on Standard Operating Procedures and safety precautions at their new MRI center.
- The department received a federal Assistance to Firefighters Grant for the purchase of new self-contained breathing apparatus (SCBA’s) and a new compressor/fill station. These items were purchased with 90% federal grant funding.
- Members of the Fire Department, Police Department and Health Department began training for all Town of Needham employees on Safety and Emergency Guidelines. This training will help to ensure safe and calm actions in the event of an emergency in the workplace.
- The Needham Emergency Management Agency (NEMA) joined with members of the Fire Department to take part in the NBA Harvest Fair. NEMA focused on providing information to seniors and special needs groups, while the firefighters focused on spending their time with children and parents.
- NEMA hosted a Shelter Operations class presented by the American Red Cross. A number of residents from the community took part in this program. We hope to offer this program semi-annually in the future so that more residents can become involved.
- The Local Emergency Planning Committee (LEPC) conducted a table-top exercise in the new Emergency Operations Center (EOC). Representatives from public safety, Town management, DPW, school system and Beth Israel Deaconess Hospital participated in the exercise. The drill consisted of an electrical fire and explosion at the NStar facility on Chestnut Street and how the various agencies worked together to mitigate the situation.
- Talks are underway to move the primary shelter from the Pollard Middle School to the High School once construction has been completed. Members of NEMA are in the process of working out some of the details.

NEEDHAM POLICE DEPARTMENT



*Thomas J. Leary, Chief of Police
Lieutenant John Kramer
Lieutenant Phil Droney
Lieutenant John Schlittler*

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 consisted of a total of fifty-eight employees. They included:

- 49 sworn police officers
- 3 public safety dispatchers
- 1 Animal Control Officer
- 1 Parking Enforcement Attendant
- 3 Civilian clerical Staff
- 1 Mechanic/custodian

In addition, the department maintained eleven traffic crossing supervisors to staff school crossings.

PERSONNEL CHANGES

During the year, the following changes in personnel occurred:

- Sgt. John Schlittler was promoted to Lieutenant
- Sgt. Christopher Baker was promoted to Lieutenant
- Matthew Forbes was promoted to Sergeant

Three police officers were appointed, they included:

- Kelly A. Scolponeti
- Julia D. Rutledge
- Shannon A. Drumm

Retirements, Deployment, Resignation, Hiring

- Police Officer Henry L. Borey retired from active service, as did Animal Control Officer Harry E. Greenlaw. Both had worked for the Town of Needham for over thirty-seven years.
- During the fiscal year, Officer Karl E. Johnson was deployed to active duty in Iraq as a member of the Massachusetts National Guard.
- There was one resignation from the department and one public safety dispatcher was hired.

DEPARTMENT ASSIGNMENTS

Police personnel were assigned to school resource and community service activities, and child safety seat installation and mountain bike patrol programs were continued during the year.

Members of the department staffed committee assignments involving traffic management, suicide prevention, emergency planning, domestic violence and human rights in FY2008.

During the year, two lieutenants attended a Municipal Police Leadership Institute (MPLI) course in Lowell, and one sergeant attended the Command Training Institute (CTI) course at Roger Williams College. All officers attended in-service training provided by the Massachusetts Police Training Council (MPTC). In addition, some officers attended specialized courses when they were available.

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, communications technology and tactical deployments.

TECHNOLOGY & PROJECTS

During FY2008, the department worked toward state approval, by the Criminal History Systems Board, for acceptance of mobile laptop interface technology to provide officers in the field with timely access to information databases.

The department began to utilize a newly acquired digital booking system, to collect digital images and fingerprints of arrested persons for electronic transmission and association of photographic images with record information.

For the second 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.

ACTIVITY - CALLS FOR SERVICE - INCIDENTS – ARRESTS

There are 130 different types of police calls, ranging from administrative services to accidents, to disturbances, larcenies, burglaries and assaults. The types of calls are divided into six different priorities, based upon which activities require similar types of responses. Some examples of each priority type are:

- Priority 1 - M/V Accident, Robbery, OUI, Assault & Battery, Injured Persons
- Priority 2 - Breaking and Entering, Larceny, Disturbances, Stolen Property
- Priority 3 - Liquor Laws, M/V Violation, Trespassing, Suspicious Calls/Persons
- Priority 4 - Fireworks, Dumping, Public Assistance, Parking violation
- Priority 5 - All Alarms – Business, Residential, Bank, Vehicle
- Priority 6 - Security Checks, Administrative, Licensing, Lockouts, Weather Damage

In FY 2008, calls for service increased by about 2% to 27,402 calls overall. The largest percentage increase was found in “Priority 3” types of calls; which includes calls concerning liquor law violations, trespassing, suspicious activity reports, and motor vehicle violations. Types of calls classified within the “Priority 3” category increased by over 12%.

	Calls for Service by Fiscal Year				
Priority/Year	2004	2005	2006	2007	2008
Priority 1	2792	3010	2755	2742	2621
Priority 2	1366	1469	1542	1455	1641
Priority 3	5279	4885	5015	5721	7041
Priority 4	4201	3944	4288	3635	3364
Priority 5	1945	1788	1911	1859	1742
Priority 6	13814	14036	13151	11414	10993
Totals	29397	29132	28662	26826	27402

Incident Reporting decreased by approximately 15% to 1624.

Adult Arrests & Complaints numbered about 14% fewer than in FY 2007. The total for FY 2008 was 326.

There was also a reduction of almost 28% in Juvenile Arrests & Complaints. The total in FY 2008 was 37.

Traffic violations, which had increased in FY 2007 by 39%, were increased by an additional 33% to a high total of 4175 violations.

The number of traffic accidents investigated by officers remained the same as last year, 436.

	Activity by Fiscal Year				
Type/Year	2004	2005	2006	2007	2008
Incident Reports	1535	1639	1717	1925	1624
Adult Arrests	364	300	254	382	326

	Activity by Fiscal Year				
Juvenile Arrests	34	46	44	51	37
M/V Violations	3212	2811	2123	3124	4175
Accident Reports	449	467	398	436	436

On November 2, 2007 a homicide and an aggravated assault occurred at an Elmwood Road residence. The perpetrator of these crimes was apprehended shortly after discovery of these crimes and was awaiting trial at of the end of the fiscal year.

EDUCATION

FUTURE SCHOOL NEEDS COMMITTEE

James Lamenzo, Chair

Ann DerMarderosian

Marianne Cooley

David Coelho

Mary Riddell

Roger Toran

Marjorie Margolis

Heidi Black

The Future School Needs Committee is a Town Committee that annually estimates the projected student enrollment. The Committee serves in an advisory capacity to Town Meeting.

FY 2008 HIGHLIGHTS

- Completed the annual enrollment projection and report analysis using town census data, including projections under alternative assumptions
- Analyzed town census data and private school enrollment trends to project kindergarten enrollment

MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT

Minuteman High School is a four-year career and technical high school serving our member towns: Acton, Arlington, Belmont, Bolton, Boxborough Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, as well as, 47 other cities and towns in Eastern Massachusetts. Minuteman combines rigorous academics and preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self sustaining Community Education Program.

Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment.

Minuteman is committed to preparing all students for success.

FY 2008 HIGHLIGHTS

Enrollment

As of October 1, 2008, 18 high school students and 1 post graduate student were enrolled at Minuteman providing a full time equivalent (FTE) of 19 students that reside in Needham. Minuteman offers a part time program where Needham High School students are able to take part in elective technical training courses on a half day basis. Currently, very few Needham students take advantage of this unique program designed to give juniors and seniors the opportunity to explore career majors and still stay a part of Needham High School. The District offers 'Post Graduate' programs to Needham High School students who are seeking to enhance their own economic opportunity at Minuteman via skill development.

2008 Needham Graduates and Awards

Richard Harrington, Plumbing
Benjamin Jordan, Metal Fabrication
David Kelly, Drafting
Philip Nadeau, Horticulture
William Patey, HVAC
Dominic Sanders, Carpentry
Cecilia Stanley, Drafting



At the 2008 graduation, Richard Harrington and William Patey were the John and Abigail Adams Scholarship recipients. David Kelly also received the John and Abigail Adams Scholarship as well as the Vocational Program Award, Academic Achievement Award for Social Studies and the President's Education Award for Outstanding Academic Excellence. Dominic Sanders received the President's Education Award for Outstanding Academic Excellence. Cecilia Stanley received the Friends of Minuteman Award.

These awards are given to students of superior academic achievement and significant participation in school or community activities.

SkillsUSA Awards – Needham Students

David Kelly was the gold State Medalist for Engineering Technology in the SkillsUSA Conference.

Class of 2008 Graduate Achievement Highlights

- 92% graduated and entered college, became employed in their field of study, or enlisted in the US military
- 100% successfully passed the state-required MCAS tests in English and Math
- 60% college acceptance, 33% career bound in field and 3% military
- 100% of Dental graduates passed the National Dental Board examination
- 100% of Early Childhood Education graduates were certified by the Department of Early Education and Care
- 100% of Cosmetology graduates passed the state board examination
- Medical Occupation graduates achieved 100% in college acceptance
- Christopher Hanson, a Robotics program graduate from Medford, was honored as the Massachusetts Vocational Student of the Year by the Minuteman Career & Technical High

School Committee, the Massachusetts Association of Vocational Administrators, and the State Commissioner of Education

- Elizabeth Haberkorn, an Early Childhood Education student from Stow graduated Valedictorian of the Class of 2008
- Student speakers at the Class of 2008 graduation ceremony were Valedictorian Elizabeth Haberkorn of Stow, Salutatorian, Michael Lavy of Waltham, and Class President Erica Lindstrom of Stow

STATISTICS AND COMPARABLE DATA

Leadership, Governance and Communication

- Dr. Edward A Bouquillon was hired as superintendent beginning the 2007-2008 school year.
- A new Mission Statement was approved by the staff in March of 2008:
“Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.”
- The School Committee re-organized to include 4 sub-committees; Finance, Curriculum Instruction and Assessment, Capital and Facilities Planning, and Personnel. A taskforce was formed to review and revise all District policies.
- A revised organizational chart was approved, resulting in the elimination of several administrative positions, the creation of site-based teams, clear lines of responsibility and the introduction of Career Clusters.
- A Communications Team was formed that seeks to provide a more consistent and transparent message both internally and externally regarding the new mission of Minuteman.

Curriculum and Instruction

- The Art program has been restored to the Minuteman Curriculum. More than 160 students have enrolled in 3 levels of classes and a waiting list has been established. A Health class has also been established to supplement a well-rounded student education. Music will be restored.
- Career and Technical programs are now aligned along 5 Career Clusters: Trade & Industrial; Human & Commercial Services, Business and Information Technology, Agriculture and Transportation and Science and Technology. Clustering allows for common core curriculum to be delivered in clusters to 9th and 10th grades students.
- Since the Fall of 2008 all 9th grade students partake in daily English and Math instruction, rather than the long-established “week on-week off” schedule, thus providing consistent academic instruction in preparing for required MCAS score increases by the state department of education.

Assessment and Program Evaluation

- Minuteman developed a Non-traditional Exploratory Program through which all students learn about the viability and challenges of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, Cosmetology / Barbering, and Office Technology for

young men. The students learn about these careers through a series of hands-on exercises, guest speakers and alumni panelists, and field site visits to industry partners.

- Minuteman is moving towards a 'modified inclusion model' for Special Education students. Professional development for staff continues as we implement this proven strategy.
- Minuteman will be undergoing its 3rd New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009.
- Minuteman students performed very well on the 2008 MCAS: 94% pass rate in Math, 99% pass rate in English, 100% pass rate in Chemistry, 92% pass rate in Biology.

Professional Development

- The Minuteman staff has prioritized two professional development topics for the 2007 – 2010 timeframe. Based upon feedback from our EQA report, several half day training sessions on summative and formative assessment methodologies are being held. In addition, the development of Professional Learning Communities is happening for 40 staff with several outside resources.

Student Access, Participation and Support

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9th graders with a dedicated guidance counselor. Our research had shown that many freshmen felt that they needed additional support as they made the adjustment to Minuteman.
- In addition to having a dedicated 9th grade counselor, the re-assignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the staff.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman maintains a no cut and no athletic fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.
- The Minuteman Parent Association meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.
- A new website is to be launched in February 09 – www.minuteman.org

Financial and Asset Management Effectiveness and Efficiency

- The Minuteman FY09 budget was passed unanimously at \$17,001,622, which represented a 1.53% increase after removing the Middle School Tech Programs. Healthcare, utility increases, as well as the NEASC re-accreditation increased the budget. Decreases in the FY2009 salary budget were due to the reduction of administrators, removing the Middle School Tech Program from the full district assessment and replacing several career and technical teachers with technical assistants in programs experiencing enrollment dips.
- Staff was reduced in by 4.5 FTE positions in the FY2009 budget. Budgets continue to be tightly managed as Minuteman seeks to 'right size' itself and reduce its per pupil expenditures.
- The FY 2008 - 2009 Capital funds were used for major systems repairs, implementing the approved Technology Plan, upgrading the reception area, adding a Welcome Center, relocating the IT office, and renovations of common areas.

NEEDHAM PUBLIC SCHOOLS

SCHOOL COMMITTEE

Michael Greis, Chair
Marianne Cooley
Laura J. Flueckiger
Connie Barr

Joseph Barnes, Vice-Chair
Donald Gratz
John O'Leary

CENTRAL ADMINISTRATION

Daniel E. Gutekanst, Superintendent of Schools
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Program Development & Implementation
Anne Gulati, Director of Financial Services
George Johnson, Director of Student Development and Program Evaluation

PRINCIPALS

Anne Whittredge, Broadmeadow School
Suzanne Power Wilcox, John Eliot School
Michael Kascak, Hillside School
Barbara Laites Collins, Newman School
Glenn Brand, Pollard Middle School
Paul Richards, Needham High School

THE SCHOOLS

Needham has five elementary schools, one middle school, 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 14 school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as to enjoy high-quality, cost-effective education services such as Special Education that would be impossible for any one community to provide by itself.

During the 2007-2008 school year Needham enrolled 5134 students in its five elementary, one middle, and one high school. The enrollment breaks down as follows:

Preschool	79
Elementary	2530
Middle School	1084
High School	1389
Out of District Special Education Placements	52

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 systemwide goals and objectives and their adoption by the School Committee in November 2007.

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.

SYSTEM-WIDE GOALS

District Goal #1: 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.

District Goal #2: Develop the social and emotional skills of all students

To ensure that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage, and to make responsible decisions.

District Goal #3: Promote Active Citizenship

To ensure students have the knowledge and skills necessary to participate productively in the local and global communities and commit them to action as learners and citizens.

District Goal #4: 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.

Every September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2008 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.

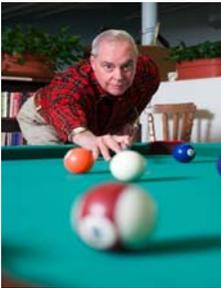
This publication is available to view on the Needham Public Schools website under School Committee reports: www.needham.k12.ma.us

DIVERSIFIED COMMUNITY SOCIAL SERVICES

NEEDHAM COUNCIL ON AGING

Jamie Brenner Gutner, Department Manager
Susanne Hughes, Chairperson
Carol deLemos, Vice-Chair
Derrek Shulman
Nina Silverstein
Betsy Tedoldi
Mary Elizabeth Weadock

Roma Jean Brown
Morrie Detteman
Dan Goldberg
Helen Hicks
Andrea Rae
Colleen Schaller



The Needham Council on Aging was established by Town Meeting in 1957. Our mission is 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.

As a Town department, the Needham Council on Aging is charged with serving Needham's 60+ population and their families, by addressing diverse aspects of aging service interests, concerns and needs. 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.

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 a variety of programs and services five days a week at the nationally accredited Stephen Palmer Senior Center, located at 83 Pickering Street, where the professional Council on Aging staff has had oversight for services and programs for the past 29 years. The Center hours are Monday-Friday 9:00 a.m. - 4:00 p.m. The Council on Aging office, also located at the Stephen Palmer Senior Center, is staffed Monday-Friday, 8:30 a.m.-5:00 p.m. throughout the year.

Some of the services and programs provided to meet the goals of the Council on Aging Department 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.



FY 2008 HIGHLIGHTS

The department continued to work diligently to provide information, services and programming to all residents of Needham regardless of age with an increasing number of people being touched by the department this year.



- FY 2008 was a year of change and growth for the Department. Our pursuit of a new Senior Center continued as we celebrated our 29th year at the Stephen Palmer location and our 50th Anniversary.
- We had two visits from Secretary of Elder Affairs Michael Festa and a visit from Undersecretary Sandra Albright and Council on Aging Program Manager Emmett Schmarsow.
- This was also the first full year of utilizing MySeniorCenter which is a computer based information management system specifically designed for senior center use. It took a great amount of time and energy on the part of staff to educate themselves about system use as well as to help participants familiarize themselves with the new sign in process. We were reminded routinely that machines do not

fully replace human beings! Our quest for accurate data collection continues to evolve and will involve ongoing staff time.

- This year presented some challenging staffing issues. Our building monitor left us in the early spring, we found ourselves with an open outreach position in May when a staff member found a job closer to home, and added to this were some medical issues that affected another team member for several months. As a small and already busy team the above had impact, but we met deadlines and pressing needs while increasing program offerings thanks to the continued hard work of the team.
- The heightened concern over energy and food costs this year has affected service and information requests. Issues minimally explored in the past are now prevalent and have taken center stage to include but not limited to: how to write a resume, how to pursue work opportunities, applying for food stamps and unexpectedly the need for helping residents fill out the application for the stimulus package. As always, the staff responded to the individual needs of the population we serve, the evolving changes of the world and the Needham community.
- As the Aging Service Department for the Town, The Council on Aging continued to deal with the increase to the over 60 census in Needham (25% of the population by 2010) and with it the increase in information and service needs of residents.
- This year we altered the look and content of our Web Site.
- We continued to review our intent to pursue reaccreditation with the National Institute of Senior Centers and secured a “place holder” for the process in the future.

- Several new programs were implemented this year to include but not limited to: Legal Seminar Series, Eye Screening and Bone Density Screening, Balance and Fall Prevention Seminar, Nutrition Talk - Building Better Bones, The New Modified My Pyramid for Older Adults - Steps to a Healthier You, Advance Directives and A Caregiver's Guide to Planning for the Future.
- The Staff continued with efforts to create community collaborations, thinking beyond established relationships, in an attempt to increase awareness and provide services to even more residents and families.
- Care Management continued as an ongoing need which necessitated identifying and arranging for services, working as a liaison between providers and residents while ensuring accommodations to necessary changes as needs fluctuated.
- As always interdepartmental collaboration was an important aspect of our work this year.
- Counseling continued to be a major component of services provided. Whether addressing immediate personal or family concerns, adjustment to retirement or late in life issues and planning, the staff was routinely called upon for facilitation, guidance and support.

FY 2008 PROGRAM STATISTICS

In completing the Annual Report for the Executive Office of Elder Affairs the following highlights seemed particularly interesting and these figures tell us that this department continues to work conscientiously to provide information, services and programming to all residents of Needham regardless of age and that an increasing number of people are touched by the department each year.

- 313 volunteers donated close to 23,000 hours which translates to over \$300,000 worth of service to the town
- SHINE Counselors served 549 people from our Needham Office and saved these residents an estimated \$153,940 in health care costs, and within the 22 town region our program covers, 5,119 volunteer hours of service were provided and an estimated \$2,601,508 in health care costs were saved in total.
- The phones were busier than ever which necessitated staff members to routinely provide daily coverage which we estimate added several thousand additional calls to the 8000 + logged in by our receptionist alone.
- The Council on Aging Department served at least 3,500 different people this year and offered 144 different categories of classes or programs, some meeting on a one time basis and some meeting multiple times, which is a 14% increase in offerings over last year.
- Our van provided over 7000 rides and covered over 10,000 miles.



DEPARTMENT OF VETERANS SERVICES

*John J. Logan Jr.,
Director of Veteran's Services*

The mission of the Veterans Services are to provide services pursuant to MGL Chapter 115 which include the administration of a program of Veterans benefits for Veterans and their families who meet stringent eligibility criteria; the care of Veteran's graves, ensuring the burial of indigent Veterans and their eligible family members; the ceremonial observance of national and state holidays dedicated to veterans and patriotic purposes; and to take such actions as may be necessary to ensure the well being of the Veteran residents of Needham; to actively pursue federal benefits which may accrue to the Veterans of Needham and their families; thus minimizing local expenditures.



PURPOSE

- To carry out functions assigned to the office by Chapter 115 of the General Laws of Massachusetts for the Towns of Needham and Dover.
- To keep a depository of discharges and records of Veterans in the Veterans office.
- To oversee the disbursements of veterans' benefits to Needham veterans and their families.
- To see that all Veterans graves in Needham have an American Flag placed on them for Memorial Day.
- To see that all Veterans graves in Needham are cared for.
- To help veterans and their families in completing VA forms to acquire pensions, insurance and other benefits to which they are entitled to.
- To ensure that veterans who die without funds are properly interred.

FY 2008 HIGHLIGHTS

- Organized the Memorial Day Parade
- Was involved in placing wreaths on the seven Veteran's Memorials throughout the Town
- The Veterans Day Ceremonies at Memorial Park
- The placing of 2,304 American Flags at Veterans graves in Needham and St. Mary's cemeteries for Memorial Day

NEEDHAM YOUTH COMMISSION

Cathy Lunetta, Chairperson

Sara Cocuzzo

Connie Barr, Vice-Chairperson

Ronnie Haas

Doug Levy

Kevin Potterton

Vincent Springer

Debbie Winnick

Department Staff

Alexandra Hogan, Clinical Social Worker

Carol Rosenstock, Office Manager

Katy Colthart, Clinical Social Worker

Jon Mattleman, Director, Needham Youth Commission

Kyle Megrath, Clinical Intern (not shown)



The mission of 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.

The Needham Youth Commission operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the Youth Commission'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. The Youth Commission has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community.

In the past year the Needham Youth Commission celebrated its 40th anniversary. To commemorate this event, the staff engaged in many activities including the creation of a 40th anniversary DVD (which is available online). Learn more about this milestone www.needhamma.gov/youthcommission/40th.

FY 2008 HIGHLIGHTS

Safe Surf: Internet Safety for Middle School Youth and their Parents: Initially funded by the Needham Education Foundation, this 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 FY2008, 275 youth participated in this program.

A Conversation...For Parents of Teens: Sponsored by the Needham Women's Club, this program allowed a maximum of nine parents per session to focus on a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Sixty-one parents participated in this program, and it is slated to expand in the coming year.

Website: It is estimated that over the past year more than 60,000 "hits" were registered on the Youth Commission website. Residents learned about our services, registered for programs, read the Youth Commission's Annual Report, viewed pictures of the staff, and much more. Special thanks to the Information Technology Department for its support in establishing this vibrant website. Please visit the Youth Commission online at www.needhamma.gov/youthcommission.

Individual/Family Counseling: The Masters level clinicians on staff are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, 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. Perhaps the most frightening area of concern is that young people were encountering more complex issues at a younger age. 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 serious drug problem. In the past year 647 hours of counseling were provided to Needham youth and their families.

Community Crisis: Over the past four years, the Needham community has grappled with the sudden loss of several young people, and the Youth Commission responded by outreaching to youth, parents, and families in a variety of ways --- from individual meetings, to group sessions, to the distribution of informational materials. In addition the department was actively involved in the Needham Coalition for Suicide Prevention. A significant number of staff hours were devoted to creating materials and meeting with community leaders.

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 over the past year. 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, 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 girls. In FY2008, 292 hours of group counseling/psycho-education services were provided; this represents an increase of 25% as compared to five years ago.

Substance Abuse Awareness Program: The Youth Commission 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 lifestyles. All participants and their parents attended an Alcoholic Anonymous (AA) or Narcotics Anonymous (NA) meeting to assist in transmitting the message that drugs and alcohol can impact any person without regard to age, gender, or status.

Books and Bridges - The Parent/Child Book Club: Using literature as a bridge between generations, this program consisted of an interactive two-session program for mothers and daughters, fathers and sons, parent and sons, and parent and daughters to explore issues of mutual interest and concern. A special evening focusing on suicide and depression was held and participants read the book "Darkness Visible" by William Styron. In FY2008, 51 youth and parents participated in this program.

Loss Program: The Loss Program was designed in collaboration with the Needham Public Schools. LINCS' mission was to assist youth in addressing the frequently upsetting, overwhelming, and confusing issue of "loss." This included, for example, the death of a parent or grandparent, suicide, the separation/divorce of parents, the loss of a cherished pet or possession, or the break-up with a boyfriend/girlfriend. Loss is a topic youth will be dealing with more and more as they get older, and it is critical to understand the impact loss can have upon a young person's academic, physical, social, and emotional well-being. The Loss program engaged 386 youth in FY2008.

PEEPS (Positive Education for Experiencing Peer Stress): PEEPS was an interactive workshop for 6th grade students that explored the issues of friendship and bullying. The goals of

the workshop were to identify qualities students would like in a friend, understand that friends and friendships change, and to share experiences and hear feedback regarding how students would like to treat others and be treated in their peer relationships. Over the past year 300 youth participated in this program.

Picture Perfect: Picture Perfect was a workshop for 8th graders that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth can feel about themselves. The goals of the workshop were to help students learn to identify gender role stereotypes, to understand how stereotypes are portrayed in the



Girls participate in the Youth Commission's mind/body/spirit program for girls entitled "Extreme Looks"

media, and to investigate how media messages impact them on a daily basis. In FY2008, 320 youth participated in this program.

Teen Dating Violence Program: In partnership with the Needham Public School's Health and Physical Education Department, the Youth Commission provided seminars on Teen Dating Violence for all 9th graders at Needham High School. The seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Over the past year, 353 youth were involved in this program.

RAY of Hope Program: RAY (**R**ecognize **A** **Y**outh) was established by the Needham Youth Commission 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, each month a young person was selected as the RAY of Hope recipient and was awarded a certificate from the Youth Commission and a check from a member of the Needham Business Association. The RAY of Hope program validated youth and recognized their role in making the Needham community a special place to live.



Dan Tibma, Needham Business Association; Erica Traub, Emily Berkowitz, and Gabrielle Katz, RAY of Hope Recipients; Carol Rosenstock, Needham Youth Commission"



Alexandra Hogan, Social Worker, Needham Youth Commission; Ali Sever, and Joshua Goldman, RAY Recipients; Gary Donelan, Needham Business Association

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 Directory was created to inform youth of area volunteer opportunities. In FY2008 these programs fielded 267 inquiries.



Youth Commission Director Jon Mattleman presenting Connie Barr with the 2008 Patrick C. Forde Good Person Memorial Award

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, as well as being supportive of the work of the Needham Youth Commission. In an effort to honor Patrick, this award 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. The first recipient was Richard Remnitz for his work with the Needham Youth Center; this year's recipient was Connie Barr for her work with dozens of community programs and groups.

Needham Unplugged: Electronics are a wonderful part of life --- people learn, communicate, and access information from electric powered devices and watch TV or surf the Internet as a way to relax and to relieve the stress of daily life. Unfortunately being so “plugged in” can isolate people. Instead of interacting with family and friends, people all too often become passive voyeurs. 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 13th; 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 communities such as Newton and Belmont were impressed enough to replicate this program in their communities. Special thanks to partners at the Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support.

NOTE: In partnership with the Franklin W. Olin College of Engineering and the Needham Public Schools, NOTE (**N**eedham **O**lin **T**echnology **E**xchange) was a community collaboration that helped to close the “digital divide.” This program encouraged Needham residents to donate old computers, Olin College students refurbished these, and the computers were then installed in Needham homes that previously had no computers.

Peer Tutor Program: The Youth Commission's Peer Tutor Program represented a progressive youth-to-youth collaboration. This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. The Youth Commission's role consisted of outreach to potential participants, training of high school volunteers, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between volunteers and participant families. Over the past year, Peer Tutor Program volunteers provided 1500 hours of support to younger students.

Make A Statement Day: This program was implemented at Needham High School for students and staff. 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. In the third year of operation, 800 participated in this event this past year.



Youth Commission Social Worker Alexandra Hogan (pictured on the bottom right) poses with students who have participated in the Youth Commission program at Needham High School entitled "Make A Statement Day"

Take Back the Night: Take Back the Night was a community-wide event organized and led by Needham High School students to promote awareness about domestic and dating abuse. The focus of the evening was prevention through education and it was sponsored in large part by the Needham Domestic Violence Action Committee (of which the Youth Commission is an active member). The event featured live music, a candle light vigil, guest speakers, and resources/information.

opportunity to share, learn, laugh, and talk about the joys and challenges of parenting (prior to the workshop parents are assigned a book about parenting). The workshops were offered to parents of middle and high school age youth. In FY 2008, 40 parents participated in this program.

Parents Please Talk With Your Mouth Full: "Parents" was a unique collaboration between the Youth Commission and Sweet Basil restaurant. During these one evening workshops parents enjoyed a terrific meal and had the

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 ARC, Needham Park and Recreation Department,



Needham Community Council, Needham Public Library, Needham Council on Aging, and Wingate at Needham. 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.

Youth participating in the the Youth Commisison's Program Project VAN (Volunteers Around Needham) work to clean up the center of town

Graduate/Undergraduate Internship Program: In FY 2008, the Youth Commission welcomed a clinical intern from Boston College's Graduate School of Education to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. Over the course of the academic year, interns provided over 650 hours of free service to the Needham community.

QPR Suicide Prevention Trainings (Question, Persuade, Refer): The QPR Suicide Prevention model is patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and is based upon the several concepts including: Those who most need help in a

suicidal crisis are the least likely to ask for it; and that the person most likely to prevent a person dying by suicide is someone they already know. Trainings are one-hour in length and are available to any community group in Needham. In the past year over 170 people were trained.

Diversions/Restitution Program: In conjunction with the Needham Police Department and the Dedham District Court, the Youth Commission 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. The Youth Commission's 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. In FY 2008 the Youth Commission supervised over 370 hours of community service to the Town of Needham.

Seminars/Workshops / Presentations: The Youth Commission designed and facilitated numerous trainings in the past year including training for new Needham Public School Staff, Babysitter Training Seminars, presentations at the schools and in the community and many others. In FY2008 the Youth Commission worked with a total of 4,052 youth, parents, and professionals in seminars and/or workshops.

E-Mail Sign Up: In an effort to inform youth and families of the services of the Needham Youth Commission, e-mail addresses from residents were accepted and information was sent regarding programs (to date our list-serve is many hundred and growing daily). To register for this free service, residents may send an e-mail complete with their names and years of birth of their children to: Needhamyouthcommission@town.needham.ma.us or simply complete this online at www.needhamma.gov/youthcommission/email.

Partnerships: The Youth Commission received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham, Needham Domestic Violence Committee, Needham Women's Club, Middlesex Savings Bank, and many more local businesses, and private citizens.

The Youth Commission devoted considerable time working with the larger community and over the past year collaborated with groups such as:

- Needham Domestic Violence Action Committee (DVAC)
- YMCA --- Charles River Branch
- Needham Business Association
- Needham Community Wellness Collaborative
- Needham Clergy Association
- Needham Public Library
- Needham Council on Aging
- Needham Park and Recreation
- Riverside Community Care
- Regional Center for Healthy Communities
- Needham Community Council
- Needham Coalition for Suicide Prevention
- Needham Public Schools

- School Health Advisory Council
- Olin College
- Avery Crossing
- Needham Metco

Publications: The Youth Commission created and/or distributed the following original publications in FY2008 (all are available online at www.needhamma.gov/youthcommission)

- Needham Youth Card
- KIDS Survival Guide
- Parent Guide to Teen Parties
- Ask the Youth Commission
- Youth Source
- Information on Suicide
- Parenting Literature
- Making the Middle School Years Work
- Networks Book
- Safe Surf: Internet Safety for Middle School Youth and their Parents
- 2007/2008 Calendar (including over 50 articles for parents)

FY 2008 Statistics

Youth Commission programs and services have grown in scope --- over a decade ago there was virtually no support for parents, and today there exists a range of parenting programs such as “Safe Surf: Internet Safety Parent Program” and “A Conversation...For Parents of Teens.” In addition, the Youth Commission is servicing more of the community with no increase in staff. Over the past ten years, program usage by the community has skyrocketed; as an illustration of the growth of the department, below is a brief statistical comparison of two Youth Commission programs over the past 3 years.

	Workshops/Training/Seminar Participants	Peer Tutor Program Hours
FY 2008	4052	1500
FY 2005	2633	1335
Percent Increase 2005 - 2008	35%	11%

Statistics are kept for all programs as well as at the conclusion of all programs, participants complete evaluations in an effort to assist the staff in understanding the impact and value of each program/service. Comprehensive statistical summaries for the past five years are available online at: www.needhamma.gov/youthcommission/reports, and individual program evaluations may be obtained by contacting the Youth Commission office. Finally, in the past year the department implemented a common set of statistical performance measures to better compare programs to each other as well as programs over the course of years.

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT

Richard P. Merson, Director of Public Works



Anthony L. Del Gaizo, Town Engineer
Rhainhardt F. Hoyland, Highway Superintendent
Chip J. Laffey, Public Facilities, Director of Operations
Lance M. Remsen, Parks & Forestry Superintendent
Robert A. Lewis, Water & Sewer Superintendent
Steven J. Hawes, Garage Supervisor (not shown)

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for

a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.



FY 2008 HIGHLIGHTS

- Shipped 7678 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 64% out of the solid waste stream.
- Recycled 3279 tons newspaper and mixed paper, including phone books and magazines and cardboard; 957 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3.
- Removed 762 tons of metal and 10 tons of tires from the waste stream.
- Removed 25 tons of paint, 9 tons of waste oil and anti-freeze from the waste stream.
- Goodwill & Red Cross received 179 tons of textiles.
- Composted 6540 tons of yard waste.
- Processed 5343 tons of DPW construction waste, e.g. from the replacement or repair of water, sewer & drain pipes, roads and sidewalks.
- Under the Department of Environmental Protection (DEP) waste ban mandate, removed from the waste stream 60 tons of Cathode Ray Tubes (CRT) in computer monitors & televisions, VCR's, rechargeable batteries (lithium & nicad), mercury thermostats & thermometers, and collected 56,825 linear feet of fluorescent light tubes, 1950 compact fluorescent bulbs, 96 lead acid batteries, 149 propane tanks, and performed 147 waste load inspections of vehicles on the tipping floor.
- Disposal Area user stickers were purchased of which 8705 were residential & 78 were commercial.

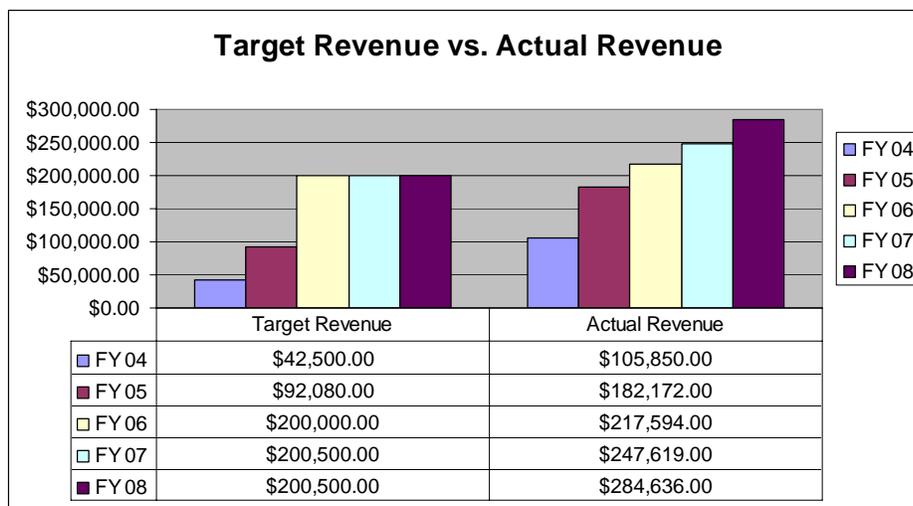
- Established Paper Recycling Program at the Pollard School and 87 tons of paper was diverted from the waste stream in the first 60 months of the program.
- Started the Wood Diversion Program to comply with DEP mandate, which went into effect June 1, 2006. For the twelve month period of FY2008, 392 tons of wood waste was diverted from the waste stream, saving the Town approximately \$14,480 in disposal cost.
- Held one successful Annual Household Hazardous Waste Collection Day & the November leaf Sundays Program.
- Town Meeting approved Purchase of Wood Grinder at \$149,734. In its 48 months of operation, the Wood Grinder generated \$36,370 in revenue as well as meeting the wood waste processing needs of the Town.
- Performed a complete asphalt overlay of the RTS facility as approved by Town Meeting.



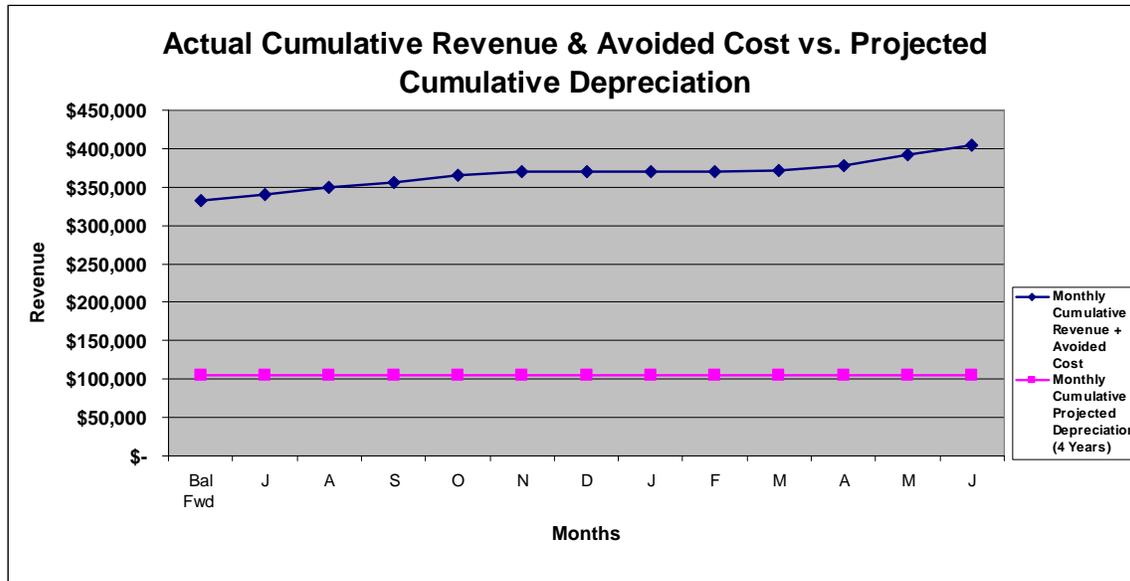
An extra helper with Engineering Dept.



- Replaced one of the front-end loader as approved by Town Meeting.
- The RTS has increased its miscellaneous revenue earnings target from \$42,500 in FY04 to \$200,500 in FY2008 (In FY08 the RTS attained miscellaneous revenue earnings of \$284,636).



- Town Meeting approved the Purchase of a Trommel Screener at \$110,000. In its 60 months of operation, the Trommel Screener processed materials (brush, grass & leaves) into organic compost and generated \$405,246 in revenue and avoided cost to the Town.



- Inspected 393 Street/Sidewalk Occupancy and Excavate permits
- Continue the repair and preservation of the Town's 123 miles of roadways including 10.2 lane miles of asphalt paving; 4,640 gallons of crackseal; adjusted 400 utility structures; & adjusted and repaired 265 driveway aprons
- Repaired 6 miles of grass berms; and repaired 950 feet of granite curb
- Continue the preservation of the Town's 160 miles of sidewalks, including the reconstruction of 24 handicap ramps and repaired 1 ½ miles of sidewalks
- Proceed with the scheduled maintenance and repair of traffic signs, traffic markings and parking meters, and with the repair and update traffic signal equipment
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of biodegradable anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes
- Completed the Water Main Design in Kimball and High Streets
- Completed the Traffic Signal Design of South Street @ Chestnut Street; and Central Avenue @ Charles River Street
- Concluded the Design for Cleaning and Painting the Dunster Road Water Tank
- Completed the Design of the Sewer Inflow & Infiltration Removal from Areas 2, 24 and 21 lower
- Successfully Designed Phase I of the 14 inch Water Main Relining Charles River Street Project
- Completed the Design of DeFazio Field 48 inch Drain Project
- Concluded the Inflow Education Project
- Successfully Constructed the Dedham Avenue Public Parking Lot

- Completed the Construction of the Lake Drive Drainage Project
- Concluded the Cleaning and Painting of the Bird's Hill Water Tank
- Continued Street Resurfacing/Reconstruction Capital Improvement Project
- Completed Construction of Staging Pad for Trailers at the Recycling Transfer Station
- Continued the Construction of the Route 128 Water & Sewer Utility Relocation Project
- Initiated the DeFazio Synthetic Track and Natural Turf Field Design Project.
- Responded to 269 Parks & Forestry Division work requests.
- Continue Tree Planting Program by planting 51 trees along roadways and in parks; rejuvenated Town Tree Nursery with 80 trees, and handed out 100 Arbor Day seedlings.
- Removed 50 trees and performed 2,944 hours of tree pruning.
- Needham recognized as Tree City USA for 13th year.
- The 2008 Arbor Day activities included the planting of trees with the students at Broadmeadow School.
- Performed 1,998 hours of Diamond renovation work.
- Field Maintenance Program included 29.75 acres received 1 aeration treatment, 7.25 acres received 4 aeration treatments, 12 fields were over-seeded, 24 acres received 1 organic fertilization application.
- Repaired 22 water pipe leaks, including 5 water main breaks and 17 water service leaks.
- Responded to 53 water emergency calls (after regular business hours).
- Replaced 882 out 13,923 residential/municipal/condominium water meters, and replaced 32 out of 697 Commercial Water Meters.
- 124 Water service lines were replaced, including 2 lead-lined water service pipes.
- 17 new fire hydrants were installed.
- Successfully replaced 122 iron water service lines on 11 streets.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 12 catch basin replacement, inspect & clean drain system, replaced 4 drain manholes, and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Replaced 5 Sewer Pumping Station pumps.
- Replaced 1 sewer force main on Kendrick Street

PUBLIC FACILITIES DEPARTMENT

PUBLIC FACILITIES DEPARTMENT - OPERATIONS
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Chip Laffey, Director of Facility Operations

Paul Comerford, Supervisor of Custodial Services

Carys Lustig, Administrative Analyst

Carolina Faricelli, Administrative Specialist

Kimberly Taylor, 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 Board 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 had 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, 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 building, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY 2008 HIGHLIGHTS

The majority of resources in FY 2008 were spent on maintaining the facilities in the Town to the best of the ability of the staff and to address the issues at the Newman School.

The major highlights include:

- Public Facilities Office
 - ❖ Relocated office from Emery Grover Building to the Department of Public Works
 - ❖ Went through a transition in management with a new Department Manager, Chip Laffey
 - ❖ Added a new position to the department, Administrative Analyst
- Town Hall
 - ❖ Reconfigured design of office space in the ITC center
- Ridge Hill
 - ❖ Rectified fuel oil spill
 - ❖ Replaced fuel oil tanks
 - ❖ Installed new deck on back caretaker's apartment
 - ❖ New roof on caretaker's apartment
- Daley Building
 - ❖ Cleaned out building; removed old supplies
 - ❖ Replaced HVAC van
 - ❖ Purchased new leaf pickup unit for grounds-keeping truck
- Broadmeadow
 - ❖ Cleaned out ED Tech Center after flood
 - ❖ Painted interior
- Eliot
 - ❖ Repaired RTU with electrical malfunction that was drawing excess electricity
 - ❖ Repaired issues with new gym floor
 - ❖ Performed air quality testing
 - ❖ Painted interior
- Hillside
 - ❖ Removed carpet, and installed tile
 - ❖ Performed air quality testing

- Mitchell
 - ❖ Performed asbestos abatement
 - ❖ Installed tile
 - ❖ Rectified oil spill
 - ❖ Performed air quality testing
- Newman
 - ❖ Performed air quality testing
 - ❖ Performed asbestos abatement
 - ❖ Installed tile
 - ❖ Cleaned out ducts
 - ❖ Created a temporary HVAC system
 - ❖ Repaved parking lot
 - ❖ Installed Xeriscape Garden (low water) in island in front of building



Pictures of the temporary HVAC system being installed at Newman Elementary School

- Pollard
 - ❖ Removed carpet, and installed tile
 - ❖ Painted interior and exterior
- High School
 - ❖ Transitioned new parts of the High School to the Operations Department
 - ❖ Rectified issues with flooding and repaired damage that resulted
- Emery Grover
 - ❖ Relocated offices
- DPW
 - ❖ Relocated offices
 - ❖ Replaced carpeting and expanded working areas in basement offices
- Senior Center
 - ❖ Repaired handicapped ramp at back entrance

FY 2009 GOALS

The goals for FY 2009 include:

- Developing a system for more efficient tracking of all the work done at each of the buildings
- Establishing a new permitting program to allow for more responsive permitting from the department
- Creating maintenance plans for the various equipment and building structures maintained by the department

PUBLIC FACILITIES DEPARTMENT – CONSTRUCTION & RENOVATION

Steven Popper, Director of Construction & Renovation
Marvin Blaylock, Project Manager

Permanent Public Building Committee:
John Connelly, Chairman *Irwin Silverstein*
George Kent, Vice Chair *Paul Salamone*
Stuart Chandler *Joseph Carroll*

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 \$500,000.00 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 Construction and Renovation. In April 2008 Marvin Blaylock was hired as Project Manager.

FY 2008 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the FY2008. These projects were initiated during the period of 2002 thru 2008 fiscal year.

Name: **High School Renovation & Addition**
Project Status: Ongoing
Authorization: \$51,300,000
Override: \$10,700,000 (April 2005)
Total Budget: \$62,000,000
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.
Contractor: TLT Construction Corp.
Project Mgr.: Gilbane Building Company

This design and construction project involves the rebuilding and renovation of 280,080 square feet of educational space at the current location of the High School over a four and a half-year construction period which began in the summer of 2004 with a rebuild of the existing parking lot expanding on the number of spaces in anticipation of the general construction work. The project began with a Town override vote for appropriation in October of 2003. Approximately 65% of the space will be new construction replacing sections of the 1950 and 1960 additions to the High School which will be demolished. Retaining the original building is an integral part of the plan.

Students will be phased into the new facility as the staged construction becomes complete. Design was completed in October 2004 and a construction contract was placed in December 2004. Phase 0 (rework of exterior parts of the site, including increasing the number of parking spaces) was completed in September 2004 in advance of placing the general contract. Project completion is scheduled for September 2008.

On November 17, 2004, the general contractor bids were received. Due primarily to the inflation of building material costs, difficult site conditions and anticipated issues in the 1930 portion of the building, the cost of the project was projected to increase by \$10.7 million. After approval of Article 1 at the Special Town Meeting on February 7, 2005, an override in the amount of \$10,700,000 was brought before the Town voters in April 2005 for a town wide vote. The override passed. The contractor, TLT Construction, started work on Phase 1, the new classroom wing, in December 2004 and completed work on this phase, allowing approximately 2/3 of the “new” added space to be occupied, in September 2006. The project is planned to take place over five separate phases, including the initial Phase 0.

Phase 2 (demolition of the math/science wing and construction of the remaining “new” academic space including the new cafeteria) commenced on June 21, 2006 and was substantially complete in June 2007. The new space was occupied by the school in September of 2007.

Phase 3 (renovation of the original 1930 building and construction of the new gymnasium) started June 25, 2007, with an anticipated completion date of January 2008. Due primarily to unforeseen conditions within the original building structure and additional abatement the actual completion date of this phase extended into February 2008.

Phase 4 (demolition of existing buildings, renovation and reconstruction for Webster Street bus loop) began in February 2008 with a contract completion date of September 2008. Due in part to the late turnover of Phase 3 and working within an occupied school, Phase 4 was delayed and has proceeded to be turned over in sub-phases. All areas necessary for school operations are anticipated to be completed by January 2009 with completion of punch list items extending through summer 2009.

Name: **Town Hall Feasibility Study**
Project Status: Completed
Authorization: \$50,000.00
Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.

At the 2007 Annual Town Meeting, Article 31: Appropriate for CPA-Town Hall Historic Preservation Feasibility Study was approved. This study was completed in April 2008. Three alternates were identified for consideration. Alternate 1 consisted of a three-story scheme with a small utility addition. Alternate 2 consisted of a four-story scheme with no addition. Alternate 3 consisted of a three-story scheme with restoration of the Auditorium and a major addition.

Name: **High Rock School 6th Grade Center Renovation & Repair**
Project Status: Ongoing
Authorization: \$19,995,000.00
Budget Status: On Budget
Architect: DiNisco Design Partnership
Contractor: G&R Construction Inc.
Project Mgr.: Daedalus Projects Inc.



Design Funds for the project were approved at the November 1, 2006 Special Town Meeting. At the 2007 Annual Town Meeting, Article 41: Renovation & Repair of High Rock Elementary School and Pollard Middle School Electrical & Technology Upgrade was approved. The High Rock School portion is for design, engineering, constructing, remodeling,

reconstructing and making extraordinary repairs to the school to create a 6th Grade Center. The Pollard Middle School Electrical & Technology Upgrade portion of the appropriation (\$805,000.00) was completed in the summer of 2007.

Construction on the High Rock project started in February 2008. The construction time frame is February 2008 to June 2009. Construction is currently ongoing. It is expected that the building will be ready to receive students in September 2009 for the 2009 – 2010 school year.

Name: **Town Hall Renovation Design**
Project Status: Ongoing
Authorization: \$1,000,000.00
Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.

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. Work is currently underway for the design of Alternate 4 – an alternative option approved by the Board of Selectmen and stemming from review of the second floor Meeting Hall options available to the Town and recommendations made by the Town Hall Study Committee formed as a result of the 2008 May Annual Town Meeting.



Name: **Public Services Administrative Building**
Project Status: Ongoing
Authorization: \$500,000.00
Budget Status: On Budget
Architect: Winter Street Architects
Contractor: Seaver Construction, Inc.



At the 2008 Annual Town Meeting, Article 33: Appropriate for Administration Building at DPW Complex design funds for the Public Services Administration Building were approved. Design of the Facility was awarded thru design selection to Winter Street Architects of Salem, MA. The scheduled completion of this building in November 2009 is planned to allow use of the facility as swing space for Town Hall during its renovation.

Authorization of construction funds in the amount of \$4.625 million occurred at the Special Town Meeting in October 2008 with the approval of Article 5. Construction documents were prepared and went out to bid and a general contractor is in the process of being awarded.

Name: **Newman School HVAC**
Project Status: Ongoing
Authorization: \$350,000.00
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.

During calendar year 2008 conditions at the Newman School deteriorated within the Heating and Ventilation distribution system to the extent that a major investigation and mitigation effort was initiated in order to allow use of the facility through the remainder of the school year and apply temporary remediation measures such that the facility could be occupied and used during the 2008-2009 school year.

In conjunction with the above, a Heating and Ventilation study was initiated thru the May 2008 Special Town Meeting Article 3: Appropriate for Facility Repairs/Newman School that was approved. The study was awarded thru design selection to Drummey, Rosanne & Anderson, Inc. The study is directed at understanding the variables associated with a permanent fix to the conditions found and reviewing aspects related to construction phasing and temporary relocation of students during the time of upgrades.

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.

COMMUNITY SERVICES

NEEDHAM COMMISSION ON DISABILITIES

Elaine Saunders, Co-Chair
Jeanie Martin, Co-Chair
Susan Crowell, Secretary
Susan Rains
Andy Wise
Dale Wise

Beverly Foster
Debbi Heller
Karen Peirce
Patrice Snellings, Liaison from School Committee
*Paul Spooner, Consultant from MetroWest Center
for Independent
Living*

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.



PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws
- To promote full integration of persons with disabilities into the community
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA)
- To provide grants to community based organizations that increase awareness and educate persons about disabilities and that help persons with disabilities to participate more fully in programs and activities in Needham

Funds accrued from Handicapped parking fines were used to provide grants to individuals and organizations for materials and programs relating to people with disabilities.

- Tuffturf tiles for Claxton Playground project \$5000
- Tuffturf tiles for Mills Playground project \$5000
- Sign language program for Newman School kindergarten students \$500
- Helping Hands disability awareness program for Eliot School students \$300
- Helping Hands disability awareness program for Hillside School students \$300

FY 2008 HIGHLIGHTS

- Met with School Department, Personnel and PPBC members to review plans for renovations at the High Rock School to ensure that accessibility codes are met.
- Participated in a walkthrough of Needham High School to determine if it was in compliance with Architectural Access Board (AAB) and ADA codes and noted areas needing attention.

- Attended meetings and gave input regarding accessibility issues on the plans for Town Hall renovation.
- Attended an in-service presentation by the Massachusetts Commission for the Blind regarding agency services and adaptive devices for legally blind persons.
- Received and reviewed documents from Massachusetts Architectural Access Board, Department of Public Safety, regarding code violations and variance requests in the Town of Needham.
- Met with representatives from First Parish Church, Martial Arts Center and the Needham Sheraton to discuss issues of accessibility and code compliance.
- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
- Advised Town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations.
- 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.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines).
- Completed a summary of the Self Evaluation Survey results which assesses programmatic and architectural access in all town departments, in preparation for developing the Town of Needham Transitional Plan.
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Interviewed by print media regarding important accessibility issues in the Town of Needham, including the handicapped parking violation fines program.
- Met with the coordinator of the Needham Emergency Management Program and discussed ways to inform the public about this program.
- Facilitated weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

FY 2009 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, Public Facilities, 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. Emphasis will be placed on ensuring accessibility for the new construction and renovation at the high school and High Rock School.

- To work with Needham Public Housing and its residents to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To complete the Town of Needham Transitional Plan toward compliance for all departments on issues of accessibility.
- 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 enforce proper usage of handicapped parking spaces through a program that tickets violators, in conjunction with the Needham Police.
- 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 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.

The annual budget of \$513 is used for the printing of the NCOD brochure and for purchasing film for the handicapped parking patrol.

For further information about the Needham Commission on Disabilities, and in particular about serving on the commission, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Janet Bernardo

Jane Howard, Vice Chairman

Bruce Eisenhut

Sheila Pransky

Sandra Tobin

John Comando

Brian Nadler

Staff:

Patricia Carey, Staff Liaison

Nikki Witham, Recording Secretary

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY 2008 HIGHLIGHTS

- The Needham Community Preservation Fund received its second state match of \$1,253,524 from the Commonwealth in October 2007, a 100% match to Needham’s

surcharge. It was also announced that the next annual match would be made in October 2008 but would be a 67% match.

- The Committee met with representatives of the Community Preservation Coalition to get guidance on determining eligibility and bonding for the anticipated request for the renovation of Town Hall.
- The Committee held a public meeting in April 2008, to gather public input on the proposals under review for funding.
- At the May 2008 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of three proposals:

\$1,000,000	Selectmen/Town Manager	Town Hall Design
\$ 25,000	Conservation Commission	Transfer to Conservation Fund
\$ 5,500	Conservation Commission	Preservation of Trails

- In addition to funding the proposals, Town Meeting also appropriated \$2,290,000 for the fourth round of funding for community preservation based on anticipated FY2009 revenues from the CPA surcharge. As required by the state legislation, funds were spent or put in reserve for Historic Resources, Community Housing, and Open Space. Remaining funds 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 twelve projects, with a total of \$1,764,700.

Affordable Housing total	\$ 499,500
Open Space total	\$ 148,200
Historic Preservation total	\$ 1,075,000
Recreation total	\$ 42,000

GOLF COURSE ADVISORY COMMITTEE

<i>Jane Howard, Chairman</i>	<i>Jonathan Bean</i>
<i>Roy A. Cramer</i>	<i>Michael Mahoney</i>
<i>Robert J. Moore, Jr.</i>	<i>Richard Reilly</i>
<i>Jon D. Schneider</i>	

The Golf Course Advisory Committee is appointed by the Board of 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 1998, expires on April 30, 2009, but is subject to the right of the Town to terminate the lease at any time upon action by the Town Meeting.

Under the terms of the lease, residents have the right to use the golf course on Tuesdays and after 3:00 on Sundays and Mondays with payment of the green fees that members of the Club must pay for guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter sports. The lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Committee meets prior to the beginning of the golf season and at the end of the season. The Committee holds special meetings if matters arise at other times.

FY 2008 HIGHLIGHTS

At the meeting held on November 19, 2007, the Club President, Paul Robey, reported on resident play for the 2007 season indicating that 941 rounds of 9 holes were played by non-member residents plus 463 rounds were played by the Park and Recreation Senior League residents who play on Tuesdays during the season. He reported that capital improvements for the Club remain under discussion among the members.

At a meeting held on April 23, 2008, Club President, Paul Robey, reviewed the membership process indicating that 48 new members were admitted of which 2 were non-residents. He further stated that there would be no change in the rules or fees for resident play for the 2008 season.

The Selectmen commenced the process to consider a new lease at a public hearing on October 16, 2007 and subsequently voted to continue the use of the property as a golf course. Article 12 of the 2008 Annual Town Meeting requested that the Town Manager be authorized to execute a lease for the property owned by the Town and previously leased to the Needham Golf Club for periods up to 20 years. This article passed by voice vote. The new 20 year lease was signed in May 2008 and will be in effect as of May 1, 2009.

FY 2009 FORECAST

The Committee will continue to monitor the operations of the Needham Golf Club as they pertain to the lease and will meet biannually as scheduled or more often if necessary. Residents are welcome to contact the Committee at any time with issues or concerns.

NEEDHAM HISTORICAL COMMISSION

<i>Carol J. Boulris, Chairman</i>	<i>Robert Hall</i>
<i>John H. Cogswell</i>	<i>Richard Hardy</i>
<i>Gloria P. Greis, Ph.D.</i>	<i>Sandra B. Tobin</i>
<i>The Rev. Cary C. Young</i>	

The Historical Commission was established in 1976 by Town Meeting during the Bicentennial of the United States of America. Commission mandates and directives are included in the General Bylaws of the Town of Needham and Massachusetts General Laws, Chapter 40, Section 8D.

Duties of the Commission, whose members are appointed by the Board of Selectmen, include recording the historical assets of the Town for local and state inventories and reviewing any proposed demolition involving a listed property, the primary goal being preservation of the architectural history of our Town. The Commission attempts to adhere to the Secretary of the Interior's Standards for Treatment of Historic Properties, guidelines for restoring, rehabilitating and preserving architecturally and historically significant sites. These standards promote responsible preservation practices.

FY 2008 HIGHLIGHTS

- Welcomed John Cogswell, Gloria Greis and Richard Hardy as new members of the Commission, to fill the seat of Beth Rich, a long-time, valued member who moved to South Carolina, and to fill the two new seats created by Town Meeting action in May 2007. Accepted with regret in June 2008 the resignation of Cary Young, a devoted member.
- Attended innumerable meetings and discussions relative to the restoration and repair of Needham Town Hall. The chairman attended as Commission representative the meetings of the Town Meeting Study Committee regarding the feasibility of various options for Town Hall. Members attended the Selectmen's Summit of Town boards to discuss such items. After a detailed analysis of all options, members of the Commission voted unanimously to support the concepts included in what became known as Option 4, which included restoration of the original second floor meeting hall and building of an additional new structure at the rear of Town Hall. (This option was, in FY2009, supported by the Board of Selectmen, the Town Manager and the Finance Committee).
- Appointed Sandra Tobin as the Commission's representative to the Community Preservation Committee, to fill the seat of Cary Young who resigned from that assignment.
- Participated in discussions regarding the possibility of locating a Senior Center at Ridge Hill.
- Continued to work with the consultants for the Commission's Heritage Project, funded by the Community Preservation Committee, to list additional historic homes on the local inventory and to prepare historic preservation information for the owners of local historic properties.

MEMORIAL PARK

Trustees of Memorial Park:

Ron Sockol

Charles Mangine

John Gallello

Joseph McSweeney

David DiCicco

PURPOSE

- To provide a multiple use gathering location dedicated to the Veterans of this town in a safe and pleasant environment.
- The 13.5 acre grounds, building, scheduled use, and operation of the facilities is governed by five elected Memorial Park Trustees.
- Memorial Park is the site for many community and High School activities, including baseball, softball, football, use of the track and the gazebo.



- Town civic organizations use the grounds for multiple uses. Park and Recreation use it for family entertainment events during the summer. It is also used by organization such as American Legion, Baseball, Adult Softball, Little League, Pop Warner Football, Needham Track Club, and some High School Sports Teams.
- A large number of organizations utilized the Memorial Park building to conduct their meetings, and house special events such as the Exchange Clubs annual fruit sale and Summer League Baseball sign ups.
- To provide a visible attractive sign board for organizations to post and advertise upcoming events.
- To provide an eye-catching, pleasant entertainment area to sit and enjoy. The grounds are maintained by the Parks, Grounds and Forestry Department of Needham.

FY 2008 HIGHLIGHTS

- The Exchange Club’s Fourth of July Festivities and Fireworks display
- The Ellie Bloom Special Olympics for Citizens with Special Needs
- Arts in the Park and Children’s Theater sponsored by the Park and Recreation Department
- Memorial and Veterans’ Day services to honor our Veterans
- The continued upkeep of the Memorial Park Garden
- A safe walking location for residents when other activities are not using the park
- A safe location for some High School students to park their cars during school hours

NEEDHAM CULTURAL COUNCIL	
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Jean Cronin Connolly, Co- Chair
Louise Miller, Co-Chair
Noreen Burdett
Sally Dempsey
Suzanne Heffernan
Caryl Johnson
Alice Kelleher

Kathleen Leahy
Claire Messing
Anne Munstedt
Kathleen Rowe
Suzanne Saevitz
Debbie Winnick

The Needham Cultural Council (NCC) is an agency of volunteers appointed by the Board of Selectmen whose purpose is to promote and maintain the vitality of cultural resources within the Needham community and to support programs that promote excellence, access, educational opportunities, diversity and appreciation of diversity in the Arts, Humanities, and Interpretive Sciences. Through distribution of grant money made available by the Massachusetts Cultural Council (MCC), the Local Cultural Council funds a diverse cross-section of established community programs and artists of recognized cultural value while encouraging and supporting new programs. Through *NeedArts*, the NCC supports a broad variety of art forms in our community, the ongoing work of individual artists, cultural education projects, collaborative proposals that bring together artists and other types of organizations, local cultural groups, programs and artists of recognized cultural value, and projects that serve specific populations – youth, elders, low-income, disabled, as well as services the community as a whole by providing up to date organizational, resources, and event information.



FY 2008 HIGHLIGHTS



This year the NCC continued publishing a cultural calendar of events taking place in Needham or featuring Needham residents or organization on the *NeedArts* website, www.needarts.org. *NeedArts* was created by the NCC in FY2006 to unify and support the many Arts and Culture organizations in our Town, and inform the community of the many opportunities available throughout the year.

The NCC held the first New Year’s Needham celebration. The event took place on December 31 and featured over 30 performing and visual artists performing and exhibiting at 10 different venues. New Year’s Needham was extremely successful drawing over 2,000 celebrants. The NCC also held its second annual Spring Arts Festival on the Town Common with concerts on the steps of Town Hall. Members of the public enjoyed art exhibits, art demonstrations, and live music performances. The work of the NCC and of Jean Cronin Connolly was recognized by the State. Jean received the Local Cultural Council Program’s Leadership Circle Award in March, 2008.



The NCC re-granted \$5,145 in the Fall of 2007 for programs in FY2008, approximately the same amount as the previous year’s NCC allocation of \$5,200, making awards to the following recipients:

Longwood Opera Company	\$1,500
Needham Art Association	\$ 695
Needham Concert Society	\$ 950
Needham Cultural Council	\$ 500
Needham Park and Recreation	\$ 600
New England Light Opera	\$ 750

Richard Clark Senior Program \$ 150

NEEDHAM FREE PUBLIC LIBRARY

Trustees of the Needham Public Library:

Lois C. Bacons, Chair
Thomas M. Harkins
Sally B. Powers
Lois F. Sockol

Rose A. Doherty
Margaret L. Pantridge
Gregory J. Shesko

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. The Board of Library Trustees has adopted the following Vision and Mission Statements.

The Needham Free Public Library will be an integral entity and a dynamic hub for everyone needing access to materials and information to support educational, intellectual, recreational, and cultural needs.

The Library will provide opportunities for individuals to develop independent learning and research skills, utilizing a variety of media, in a gathering place designed for people of all ages and abilities.

The Library will provide free services and information to all, delivered with personalized responsiveness to individual needs.

MISSION STATEMENT

The Needham Free Public Library is committed to utilizing its resources and personnel to:

- Promote personal and professional growth opportunities;
- Provide answers to residents' questions on a broad array of topics relating to work, school, and personal life;
- Satisfy residents' need for information on popular cultural and social trends and recreational reading, listening, and viewing materials;
- Foster an open environment for community interaction and public discourse.

LIBRARY STAFF

Ann C. MacFate, Director

Nancy B. D'Amico, Assistant Director

April E. Asquith, Reference Supervisor

Susan M. Park, Technical Services Supervisor

Janet E. Prague, Children's Supervisor

Susan B. Priver, Technology Specialist/Archivist

Catherine D. Stetson, Reference Librarian/AV Specialist

Margaret Aldrich, Assistant Children's Librarian

Cheryl A. Steeves, Administrative Specialist

Karen H. Donaghey, Library Assistant

Gay Ellen Dennett, Reference

Librarian/Program Specialist

Anna Kijas-Masterson, Children's

Librarian

Cynthia G. Crawford, Circulation

Supervisor

Jean F. Kirkham, Assistant

Cataloger

Carolyn S. Davis, Library Assistant

Part-Time Reference Staff:

Jeffrey R. Arnold

Leigh R. Hoffman

Rebecca L. Kinney

Mary H. Conlon

Danielle Tawa

Part-Time Children's Staff:

Kerri O. Brosnan

Bethany N. Templeton

Part-Time Library Assistants

Sandra J. Bedigan

Lu-Ann M. Caron-Leslie

Katherine F. Higgins

Irene L. Kamergorodsky

Lois E. Litwack-Klein

Martianne Marinelli

Mary A. Murray

Jonathan J. Reinhart

Annalisa Bishop

Patricia H. Dunn

Judith G. Johnson

Janet S. Krawiecki

Sara B. Ludovissy

Kathleen M. McIntyre

Ellen A. Porter

CUSTODIAL STAFF

Angel R. Lopez

Howard R. Egerton

Raymond B. Cranton

FY 2008 Highlights

- **July**—The library's Book Cart Drill Team marched in the Fourth of July Parade. The group was a thundering success. Fans of all ages enjoyed the final installments of the Harry Potter Film Festival. The Minuteman Library Network instituted e-mail notification of borrowers two days before the date due of their materials.
- **August**—276 children participated in the Summer Reading Program
- **September**—The Needham Public Library Evening Book Group began its monthly meetings. This new book group has been a tremendous success. The 1:00 p.m. book group chose David McCullough's book, *1776*, as its first choice for the new reading season. *Library Journal* featured several of the library's chairs in its annual publication, *Library By Design*. To satisfy a growing demand, the library changed its Monday through Friday opening hour from 10:00 a.m. to 9:00 a.m. The Massachusetts Board of Library Commissioners appointed Library Trustee Greg Shesko to its State Advisory Council on Libraries.
- **October**—Needham author David Zeltserman reviewed his new book, *Bad Thoughts* and discussed the publishing process. The library was the top collection spot for the Needham Cares Crayons for Katrina collection.
- **November**—To meet the growing need for children's services, the library hired a full-time children's librarian. Needham poet Robert K. Johnson launched his new book, *From Mist to Shadow* in the library's Community Room. The Massachusetts Board of Library Commissioners certified the Needham Public Library, making it eligible for a \$36,349 State Aid Award. Through the Minuteman Library Network, the library made it possible for borrowers to pay for lost books and overdue fines online.
- **December**—The Massachusetts Board of Library commissioners used the library for the backdrop for several thirty-second sound-byte public relations shots. The library staff participated in the first New Year's Needham Celebration Parade and the library served as an activities center.
- **January**—At the suggestion of Elvira Castano Palmerio, the Fuller Craft Museum transferred ownership of Giovanni Castano's painting, *The Stone Bridge in East Bridgewater* to the library. The museum changed its focus from art to crafts.
- **March**—The installation of Museum Pass Software enabled people to make their own museum pass reservations from home, via computer. The library hosted a Legislative Breakfast at which the Massachusetts Board of Library Commissioners presented its 2009 Legislative Agenda. An adult library user survey noted that books were still the most important item in the library and that the majority of people like the new library building.
- **April**—Needham Open Studio artists utilized space in the Children's Craft Room and Storytime Room for the annual Open Studios program. The Massachusetts Board of Library Commissioners awarded the library \$4,930, under its fund-raising matching grant program. The library spelling team placed first in the Needham Education Foundation's 17th Annual Spelling Bee.
- **June**—The Children's Room hosted the Mitchell School Art Show. The Minuteman Library Network approved a new governance framework. FY08 was the busiest year in the long history of the library. Library users checked out 493,070 items, asked 39,733 reference and directional questions, had 47,125 items sent to Needham from other Minuteman Network libraries, and attended 216 children, young adult, and adult programs.

FY 2009 FORECAST

Library business in general and circulation of materials in particular will continue to grow. Circulation will break the 500,000 mark for the first time in the history of the library.

DONATIONS TO THE LIBRARY

During FY2008 seventy-seven people volunteered 1,877 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 \$40,000 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, books-on-CD, DVDs, children's books, travel books, law books, business books, and sports books. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby and purchased the pass to the Garden in the Woods. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Edith Glick Shoolman Children's Foundation awarded a grant to the library for the purchase of materials for children. 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 and purchased a large, colorful wall hanging for the Children's Room and books-by-mail bags for mailing materials to shut-ins. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY2008 include:

Needham High School Class of 1952
New England Mobile Book Fair
Needham Bank
The High Rock Garden Club
Project VAN (Volunteers Around Needham)
Needham High School Community Classroom Program
Guatemala Committee, Congregational Church of Needham

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 FY2008. 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.

	FY 2006	FY 2007	FY 2008
Memorials and Cash Donations	\$11,407	\$55,652	\$38,519
Value of books, videos, etc. donated	\$ 6,020	\$11,534	\$11,443

DEPARTMENTAL STATISTICS:

	FY 2006	FY 2007	FY 2008
Adult Department			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	227,948	276,556	293,682
Items loaned to other libraries	26,662	31,138	37,210
Items borrowed from other libraries	32,089	45,870	47,125
Overdue notices and bills sent	1,068	1,230	1,145
Reserves placed	2,312	4,399	4,962
Total money returned to Town from fines, fees, lost books, etc	\$48,748.04	\$64,683.84	\$53,780.27
Reference Department			
Reference questions answered	19,811	22,951	20,351
Directional questions answered	2,498	3,754	4,073
Number of people using Genealogy Room	101	173	167
Number of people using Study Rooms	565	2,742	3,071
Remote Access	69,766	127,388	200,884
Children's Department			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	158,255	187,299	199,388
Reference questions answered	9,498	11,485	15,309
Overdue notices and bills sent	653	743	852
Story times and other programs	52	152	192
Attendance at programs	1,291	5,587	7,725
Catalog Department			
Adult books added to collection	5,594	6,069	6,768
Adult books withdrawn	3,383	4,844	4,885
Children's books added to collection	1,921	2,793	4,853
Children's books withdrawn	1,718	645	926
CDs, and audio cassettes added	666	959	1,039
CDs, and audio cassettes withdrawn	357	346	359
Videocassettes and DVDs added	1,039	1,496	1,757

NEEDHAM HOUSING AUTHORITY*Robert Stegman, Chair**Cheryl Fosman, Treasurer**Terence Noonan, Vice-Chair**Sheila G. Pransky, Commissioner**Peter Pingitore, Commissioner*

The Needham Housing Authority provides housing for income-qualified elders, disabled and families. The Authority administers both Federal and State-aided housing programs with oversight provided by a five member Board of Commissioners all of whom are residents of Needham. Four of the Commissioners are elected by the Town and one Commissioner is appointed by the Governor.

Information on the programs administered by the Needham Housing Authority can be obtained at www.needhamhousing.org. The Needham Housing Authority currently owns and manages 456 units of affordable housing which is distributed as follows:

<u>Units</u>	<u>Program</u>	<u>Location</u>	<u>Bedroom size</u>
152 units	State (Ch.667)	Linden & Chambers Street	1 BR elderly/handicapped
60 units	State (Ch.200)	High Rock	2 & 3 BR Family/Veteran
20 units	Project-Based Vouchers-S8	High Rock	2 & 3 BR Project-based units
20 units	Mixed Finance	High Rock	Homeownership-Condo
8 units	State (Ch.689)	1415 Great Plain Avenue	8 units for Special Needs
46 units	Federal	Seabeds Way	1 BR elderly/handicapped
30 units	Federal	Captain Robert Cook Drive	2 & 3 BR Family
120 Vouchers	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

The Needham and Wellesley Housing Authorities have agreed to extend the Management Agreement for an additional three (3) year term. Under this contract, Needham provides staffing and management oversight for Wellesley’s staff and properties. Both Boards meet semi-annually to review and discuss matters of common interest and concern.

The Executive Director supervises six administrative staff employees and six maintenance staff employees at the Needham Housing Authority as well as 2 additional administrative staff and 4 maintenance personnel at the Wellesley Housing Authority.

BUDGETARY DATA

The Needham Housing Authority maintains separate budgets for each of its programs. The monthly rents are the major source of funding for the Authority. Additional operating and capital subsidies are provided through HUD for the Federal Programs and the State’s Department of Housing and Community Development for the State programs. The Authority receives no Town of Needham money and is not part of the Town’s budget. Under the 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 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 in June 2008 and was performed by Walsh & Associates, PC. The audit showed no findings or reportable conditions for the prior year.

FY 2008 HIGHLIGHTS

HIGH ROCK HOMES

The construction of forty units in 20 modular duplex buildings at the High Rock Homes development is well underway. An “Open House” was held in September 2008 to acquaint the area residents, town and State officials, funders and the general public with the layout and

amenities of these new units. Everyone was pleased to see the quality and level of detail in the units.

Seventeen of the 20 buildings are currently constructed. The final three buildings will be erected by February 2009 and completion of the total development is scheduled for May 2009. As of January 2008, fourteen of the 20 homeownership units have been sold or are under agreement. There are still a few 2 bedroom units available. For further information, please go to www.highrockhomes.org or call the Needham Housing Authority for an application.

All residents in the tear-down units at High Rock have been relocated to one of the new rental units or to another existing housing unit. The High Rock wait list for the Section 8 Project-Based Voucher Program for families with certain disabilities remains open but the wait list for all other applicants is now closed. Selection of families for the rental units has started and there are several new residents living in the newly-constructed units.

CAPTAIN ROBERT COOK DRIVE and SEABEDS WAY

Plans to upgrade the kitchens and baths at the family complex are in process. Recently completed improvements to the utility rooms, garage and administrative offices are now complete. Norfolk County Sheriff's Work Program has provided workers that painted the exterior porches and hallways at Seabeds Way.

In conjunction with the Needham Police Department, the Authority's Resident Services Coordinator holds a Mother's Meeting every other month at the Captain Robert Cook Drive community room to discuss issues of concern. The Resident Service Coordinator is working with the Needham School Department to coordinate tutoring and supportive programs for students. Babson College continues to provide homework assistance, tutoring and supportive programs for students two days per week at the community center. Needham Community Council also provides needed food, clothing and holiday help for the area families.

LINDEN-CHAMBERS STREET:

The Care Connections program at the Linden-Chambers senior housing complex is an on-going program between Springwell and the Needham Housing Authority. This program provides needed care and support services to frail elders in order to help them to live independently. Two overnight on-site personnel are available for urgent care and a daily, full-time care coordinator works with residents to set up services such as homemaking, transportation, medication reminders, meal site or at-home meal delivery and other available community services. The cost for services is on a sliding scale or free and are based on income and need. Weekday activities are scheduled in the community room and a catered meal is served each evening. Interested elders or families of elders may make application for this housing by calling the Needham Housing Authority office.

The Resident Services Coordinator assists families and elders with various family and financial issues by providing referrals and information to area service agencies and resources. The Authority has made a firm commitment to support its residents and encourages strong tenant representation and participation.

FY 2009 FORECAST

Plans to replace the boilers at the Linden-Chambers complex are in process. Many of the buildings will be receiving new roofs this year. Kitchen and bath remodeling at the family development at Captain Robert Cook Drive will commence during the Spring of 2009.

Sales of the High Rock Homes condominiums are expected to be completed by Summer 2009 and the rental units are being leased-up on an on-going basis. Final close-out is scheduled for May 2009 with the completion of the exterior landscaping and driveways.

The Authority continues to work with Needham Opportunities, Inc., to promote home ownership opportunities, assistance, referrals and educational programs for first-time homebuyers and financial counseling for Needham and area residents. The Authority has established strong working relationships with local area businesses, banks and developers to promote new opportunities for affordable homeownership.

The Needham Housing Authority continues to advocate for sufficient resources with responsible housing and supportive service groups on local, state and national levels. The Authority is committed to provide high quality maintenance and property management in order to preserve the existing public housing stock as a resource for decades.

The Board and staff encourage residents to participate in neighborhood and Town activities and they support the development of community and neighborhood tenant organizations.

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

NEEDHAM TRANSPORTATION COMMITTEE

Duncan Allen, Chairman

Linda Hoard, Secretary

Richard Creem

Jane Howard

Stephen McKnight

The Needham Transportation Committee was established by the Town of Needham (By-laws Section 2.7.1) and has been charged with the responsibility for "continuing studies of the mass transportation needs of the Town, with particular emphasis upon commuter transportation". In addition to responding to requests from the Selectmen, the Needham Transportation Committee meets to provide an opportunity for members of the community to bring their concerns before the Committee, and it has helped the Selectmen take the Town's concerns to the MBTA as needed.

FY 2008 HIGHLIGHTS

The principal continuing item of business was train noise, particularly at the West Street crossing (Needham Heights) and the Needham Heights layover facility. The Committee presented recommendations to the Board of Selectmen on February 5, and prepared a draft scope of work for a preliminary technical study of a train horn 'quiet zone' in Needham under

the regulations of the Federal Railroad Administration. The Selectmen agreed with a recommendation to bring the Town's concerns to MBTA, but did not move to place the 'quiet zone' study on the Town warrant. In July, the Board signed and sent a letter prepared by the Committee regarding layover operations to the MBTA; by year's end, the MBTA had not responded.

The Committee met on July 31 and informed interested citizens of the status of the above items. The citizens in attendance made it clear that they thought more should be done, and the Committee noted that it has strictly an advisory function.

In the fall, the Committee arranged with the Needham Police Department to re-institute a 1998 procedure so that citizens could notify the police of train operations in the layover facility outside of times agreed upon with the Town. As of year's end, several complaints had been made by this method.

PARK AND RECREATION COMMISSION

Christopher R. Dollase, Chairman
Cynthia J. Chaston, Vice Chairman
Philip V. Robey, Member

William R. Dermody, Member
Brian S. Nadler, Member



Department Staff
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director
Nikki Witham, Administrative Specialist
Nicole DiCicco, Department Assistant

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.

FY 2008 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. FY2008 was an extremely busy year at Park and Recreation!

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;
- With Conservation Commission, submitted draft of Open Space and Recreation Plan to the state. The plan was accepted with some suggestions for additional information;
- Completed Trails Master Plan;
- Worked with Trust for Public Land, researching the possibility of purchasing part of the McCracken Farm property, which eventually was sold to a private homeowner;
- Improvements were made at Rosemary Pool. Pipes bringing water from the pool to the filter room were replaced, preventing any leakage of chlorinated water into the lake. Entrance areas were resurfaced, to move water into the drainage system. Lights were replaced on the main floor of the bathhouse, reducing the amount of energy required;
- Assistant Director worked with a variety of organizations and individuals on park clean-up projects, and established a long-term relationship with Olin College students who do periodic projects;
- Provided information to the Friends of Needham Woods and Water for their private project with the Landscape Institute from Harvard's Arnold Arboretum school;
- Continued to educate residents on the possible solutions to decreasing the Canada Geese population through humane methods.



Economic Benefits

- Commission waived Summer Program and Rosemary Pool fees of more than \$20,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities;
- Commission generated almost \$300,000 in revenue that was deposited into the Town's General Fund;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Updated the Town's Commonwealth Capital Score, increasing the point value. The score is required in applications for state and federal grants;
- Provided staff assistance to the Community Preservation Committee;
- Parent Talk donated financial support for the summer Children's Theatre program;
- The Needham Golf Club donated tables and chairs to Rosemary Pool, valued at \$200;
- Through the stewardship of Sue and Ed Gagnon, the department received a matching gift donation from the Boston Foundation and Polaroid for the Carleton Pavilion;
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank, Middlesex Savings Bank, Tom Nutile Band, Needham Business Association, and RCN and many Needham residents donated funds in support of the 2008 summer Arts in the Parks concert series;

- Assisted with field maintenance projects financed through Field Maintenance Fees, from groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse;
- Department offered programs through the use of a revolving fund fees, generating more than \$165,000 in revenue for the cost of running those programs, and fee-based services.

Community Benefits

- The Needham Sports Council continued their amazing fundraising campaign for the Fields of Dreams. They hired Gale Associates to design the renovations at Memorial Park and DeFazio Park, based on the previously approved Master Plan. Over the winter, RAD Sports was hired as the contractor, and the groundbreaking at Memorial Park was held in May, and work began at DeFazio later in June. In all, the Sports Council worked towards raising more than \$5 million privately for this project;
- Northeastern University allowed use of their track at the Dedham campus for the Needham High School Boys and Girls track teams in the spring, due to the temporary loss of the Town's track, which will be relocated to DeFazio Park in Summer 2008;

- Applied for federal Land and Water Conservation Fund grant for the renovation of the tennis courts at Mills Field, and updated the Town's Commonwealth Capital Score application. The Town was not awarded the grant;
- Developed material for Town's new website for Park and Recreation, Memorial Park and Community Preservation, going live in Fall 2007;
- Accepted the gift of playground and park renovations at three parks, with an estimated value of over \$200,000 for equipment and labor.



Parent Talk helped design and raise funds for the renovation of Mills Playground; the Exchange Club helped design and raise funds for the renovation of Claxton Playground; and Hanover Company and Cabot, Cabot and Forbes helped design renovations to the Riverside Playground and park;

- The theme of the new Mills Playground is "Needham Rockets." The colors depict the Needham High athletic teams, and the events celebrate space and Needham's own astronaut Suni Williams who also attended the grand opening celebration. Students in the 5th grade at



Newman, who worked on projects with Ms. Williams while she was on the space station raised funds to purchase space themed books, and write their own space ABC book. The books were laminated and placed on the park benches. The lamination was donated by Needham resident John Brennan and Pinnacle Printing;

- The Commission on Disabilities provided grants to the playground projects at Claxton and Mills to increase the accessibility at each playground site;
- Department continued to work with School Department on safe playgrounds;

- Director assisted with the study of Town Hall and its renovation, and with design for new Public Services Administration Building which will be the eventual home of the Park and Recreation Department;
- Began renovation of Claxton Bathrooms;
- Assistant Director participated on Eat Well/Be Fit, Needham Committee, including offering a nature scavenger hunt at the Reservoir during the week of walk events called Needham Springs Into Action Week;
- Held Field Scheduling Summits, for sixth year, with sport league officials 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;
- Assistant Director named Chair of the Wellness Subcommittee for Needham’s Tercentennial in 2011.



Personal Benefits

- Commission participated in Geocache activity in Town Forest and approved a pilot program for night time Geocache;
- Fitness was a key component for many programs. The “Swim Around the World” program was created for Rosemary Pool. A new walking program was created at the Linden Chambers Senior Housing. Additional tennis lesson classes were offered, including the return of Tennis Tykes;
- Assistant Director attended the Safe Route to Schools Forum offered by the state to encourage walking and providing ideas for making neighborhoods more walk-friendly;
- Interns from the University of Georgia and Ursuline Academy provided a combined 18 weeks of service offered at no cost to the Town. David Meropol worked with the summer programs, providing assistance with programming ideas. Caroline Crawford assisted with the research on Needham’s trails, and walked all existing Town trails;
- Assistant Director served as the Town’s representative on the Needham Commission on Disabilities;
- Assistant Director oversaw enhanced summer staff training, with assistance of MBMB and DPW on safety issues. All summer staff were trained on ways to enhance fitness of participants and Assistant Director attended state training on “The Right to Know”;
- 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 first annual New Years Needham events;
- Assistant Director spoke to Retired Men’s Club on the recreational opportunities for seniors;
- Assistant Director and Director spoke at Massachusetts Recreation and Park Association annual conference with a representative of the MA Department of Public Health, providing information on programs that promote fitness and health for youth;
- Assistant Director oversaw development of new program offerings, including Summer Sprouts for 3 year olds, canoe clinics on Rosemary Lake; Youth Candlepin Bowling League; Turkey Hunt at Broadmeadow; and Historical Walks with the Needham Historical Society;



- Assistant Director worked with YMCA and Youth Commission on annual “Needham Unplugged”, including one family night without homework, meetings or events;
- Director and/or Assistant Director attended workshops and seminars, including landfill reuse, playground safety and ADA requirements, the concerns related to overweight children and obesity; the study of youth sports, integrated pest management, customer service, the building of natural and artificial athletic fields, safe pool operations, creative programming, funding resources and training of staff;
- Director continued to write monthly newsletter article for the Massachusetts Recreation and Park Association that provides information to elected and appointed board members on Park and Recreation boards;
- Assistant Director worked with the Art Institute in Brookline to help create a new logo for the Massachusetts Recreation and Park Association.

PUBLIC HEALTH DEPARTMENT

Peter J. Connolly, MD., Chairman
Edward V. Cosgrove, Ph.D

Stephen Epstein, M.D. (appointed June 10, 2008)
Denise Garlick, R.N. (resigned April 16, 2008)

Public Health Department

Janice Berns, R.N., M.S., Ed.D., Director
Maryanne Dinell, Traveling Meals Coordinator
Brian Flynn, R.S., Environmental Health Agent
Donna Vigliano, R.N., Public Health Nurse
Danielle Landry, Animal Control & Inspector

Donna Carmichael, R.N., Public Health Nurse
Bryan Eustis, M.P.H., Emergency Preparedness Planner
Tara Gurge, R.S., M.P.H., Environmental Health Agent
Jane Lischewski, Administrative Coordinator

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 preserve, protect and improve the public health and social well being of the citizens of Needham by promoting health and preventing disease and environmental pollution.

FY 2008 HIGHLIGHTS

- On a budget of \$384,831 an additional \$258,100 in grants and donations and \$80,992.65 in permits and fees were received during the year
- Medical Reserve Corp Emergency Notification Drill provided to 186 Needham members. 184 contacted in under 4 minutes. Sub-Region 3 drill to over 900 members
- Carried out a Full Scale Exercise on Alternative Care Site Exercise at Caritas Hospital with Paul Biddinger M.D., Harvard School of Public Health, Center for Public Health Preparedness and Sub-region 3 Medical Reserve Corps and Health Departments



- Initiated E-mail list of Food Vendors for notification of food recalls and other emergency notifications
- Cable shows taped by Needham Channel:
 1. Global Climate Change
 2. Healthy Lawns
 3. Talk of the Town – Eat Well / Be Fit
 4. Public Service Announcement on Tips for Holiday Celebrations (alcohol, etc.)
 5. Showing during November and December on Needham Cable
 6. Suicide Prevention and Older Adults/TRIAD
 7. Older Adults and Chronic Disease/TRIAD
 8. The Needham Coalition for Suicide Prevention/TRIAD
 9. Mental Health and Suicide Prevention in the Workplace
 10. Emergency Planning and Persons with Disabilities
- Made presentations on the four Medical Reserve Corps drills done over the past year and a half:
 1. American Public Health Association, Washington, D.C.
 2. Selectmen
 3. 4A/4B Hospital Region
 4. MDPH 4B Emergency Preparedness Region
 5. Board of Health
- Received Needham Coalition for Suicide Prevention Recognition Award from the Massachusetts Coalition for Suicide Prevention at a State House ceremony
- Presentation “Mental Health and Suicide Prevention in the Workplace”, Needham Coalition for Suicide Prevention, coordinated training by MDPH to local businesses, and mailing to 200 businesses in town including DVD and materials
- Presented Silent Witness Project from REACH, life-size figures and stories of victims murdered during the past year, sponsored by DVAC at Town Meeting, Town Hall, Library, and High School Library
- Completed 40 presentations and submitted 36 articles for the local print media and webpage and numerous press releases
- 97 communicable diseases reported and investigated by the Public Health Nurses
- More than 2,000 persons participated in the flu immunization clinics, including clinics and special population groups, and over 2,340 doses were distributed to local nursing homes, and pediatric practices
- 1,739 children in nursery school, day care and before and after school programs licensed by the Health Department
- More than 2,739 persons consulted the Public Health Nurses for wellness visits
- 397 food service inspections conducted on 138 establishments. Every food establishment was inspected routinely every six months as required by the Massachusetts Department of Public Health and more often when necessary
- There were 177 Title V septic system inspections, plan reviews, and additions to homes on septic and requests for information on septic systems
- Follow upon 84 general nuisance complaint follow-ups. (98% responded to the same day as complaint was received)
- There were 51 housing complaint follow-ups

- The Traveling Meals Program delivered over 10,900 meals and volunteers provided over 2,770 hours of service to pack and deliver the meals
- There were 55 pets placed under quarantine by the Animal Inspectors
- 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

- \$14,901 - CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site materials, 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
- \$3,000 - Massachusetts Emergency Management Agency (MEMA) grant for emergency preparedness equipment
- \$750 - Massachusetts Emergency Management Agency (MEMA) grant for Local Emergency Planning Committee (LEPC) activities
- \$4,416 - Smokefree Communities Grant for Needham – from the Massachusetts Department of Public Health. The towns of Belmont, Brookline, Milton, Needham, Newton, Waltham, Watertown, and Wellesley received a combined grant of \$60,000 to continue compliance checks of tobacco vendors and enforce workplace policies
- \$84,778 - 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
- \$21,422 - Springwell grant for individuals in the Traveling Meals Program who are unable to pay cost of their meal
- \$4,535 - “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 and purchased CPR manikins to support the HeartSafe Community Program
- \$41,535 - Volunteer Services provided over 2,770 (approximately equal to \$41,535 in salary) to pack and deliver meals to clients in the Traveling Meals Program
- \$5,000 - Community Health Network Area (CHNA#18 MDPH) focused on Healthy Communities initiatives in Needham, Newton, Wellesley, and Waltham
- \$8,000 - Community Health Network Area (CHNA #18 MDPH) grant for partnership projects with Wellesley for the Eat Well Be Fit Committee
- \$6,500 - Donations from Community Agencies for the Needham Coalition for Suicide Prevention Co-Chaired by the Health Department and School Guidance Department
- \$50,000 - Grant from the Massachusetts Department of Public Health for activities of 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

- \$3852 - Donations from the community, including donations of old cell phones, for 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: Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies, Tuberculosis, and the potential for outbreaks such as a Pandemic Flu, 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. Additional activities during the past year to those mentioned under the Highlights Section include:

- Developed Safety and Emergency Guidelines for Municipal Employees and coordinated a training program with Fire and Police for all employees
- Public Health Sub-Regional Emergency Notification System developed by the Towns of Needham, Wellesley, Dedham, Westwood, Norwood, Milton, and Canton with grants. First such system in the State
- 24/7 coverage for emergencies maintained
- The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns and participated in regional exercises. Health Director is a member of the 4B Executive Board
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet monthly with town departments, local hospital, businesses, the media and residents
- Emergency Plans continue to expand and be updated including Special Populations and Emergency Dispensing Plans
- 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 192 volunteers in Needham and to over 1,000 in Sub-Region 3 (Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood)
- Four Emergency Dispensing Sites have been identified in Needham and registered with the Massachusetts Department of Public Health and Center for Disease Control in the event of an emergency

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. The Needham Health Department provides community outreach through speaking engagements with community groups, the local hospital, and town employees. Health Matters articles are published monthly and local cable spots are done periodically. 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.

The Public Health Nurses license and conduct health and safety evaluations of the nursery schools, day care programs, after-school programs, summer camps and tanning parlors 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. They also inspect/quarantine animals as necessary.

The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 184 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.

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:

	FY2006	FY2007	FY2008
Campylobacter	2	6	10
Cryptosporidia	4	2	1
Dengue	0	1	0
E-Coli	0	2	1
Ehrlichiosis	0	1	1
Giardiasis	1	4	4
Haemophilus Influenza (inv.)	1	0	0
Hepatitis A	2	1	1
Hepatitis B	8	3	5
Legionnaire's	0	1	1
Listeria	1	0	0
Lyme Disease	38	45	42
Pertussis	15	7	6
Positive PPD	6	7	2
Rabies (Animals)	0	1	1
Salmonellosis	4	3	6
Shigella	1	1	0

Strep A	0	3	0
Strep Pneumonia (Inv.)	7	5	3
Tuberculin Non Pulmonary	1	6	0
Tuberculosis Pulmonary	1	2	0
Varicella	17	6	11

SCREENING PROGRAMS

	FY2006	FY2007	FY2008
Employee Office Visits	153	242	225
Employee Wellness	851	1206	1228
Hearing	65	77	72
Mantoux Testing	112	121	141
Police Weight Screening	41	48	46
Skin Cancer Screening	40	23	48
Vision	65	77	72
Wellness Office Visits	810	920	936
Wellness Clinics - Visits	240	354	350

IMMUNIZATIONS

	FY2006	FY2007	FY2008
Influenza (Doses Administered & Distributed)	4,520	4,100	4,340
Other Immunizations Administered	160	119	64
Local Area Vaccine Distribution Doses	12,778	12,881	29,251
YTD Vaccine Value (provided by the Massachusetts Department of Public Health)	\$219,878.00	\$245,134.00	\$475,310.00

LICENSED FACILITIES

	FY2006	FY2007	FY2008
Day Camps	8	8	8
Inspections	21	17	17
After School	13	13	13

Day Care Facilities	18	17	17
Total Enrollment	1,784	1,732	1,732
Inspections	62	49	49
Tanning Parlors	2	2	2
Inspections	4	5	5

HUMAN SERVICE

SENIOR SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past seven years of the program, over 527 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.

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY2006	FY2007	FY2008
Coordinate Local Assistance (families)*	84	88	87
Federal Energy Assistance (families)	87	81	85
Health Guidance/ Home Visits/SAFTE	34 / 28	31/26	42/30
Salvation Army (families)	27	29	31

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

ANIMAL INSPECTIONS

ANIMALS QUARANTINED FOR EXPOSURE TO POTENTIALLY RABID ANIMALS

	FY2006	FY2007	FY2008
Cats (45-day quarantine)	46	41	19
Cats (6-month quarantine)	7	11	9
Dogs (45-day quarantine)	3	8	9
Dogs (6 month quarantine)	0	0	0
Animal Bites			
Cat/Human	4	4	3

Dog/Human	21	12	11
Dog/Dog	7	4	4

ENVIRONMENTAL HEALTH

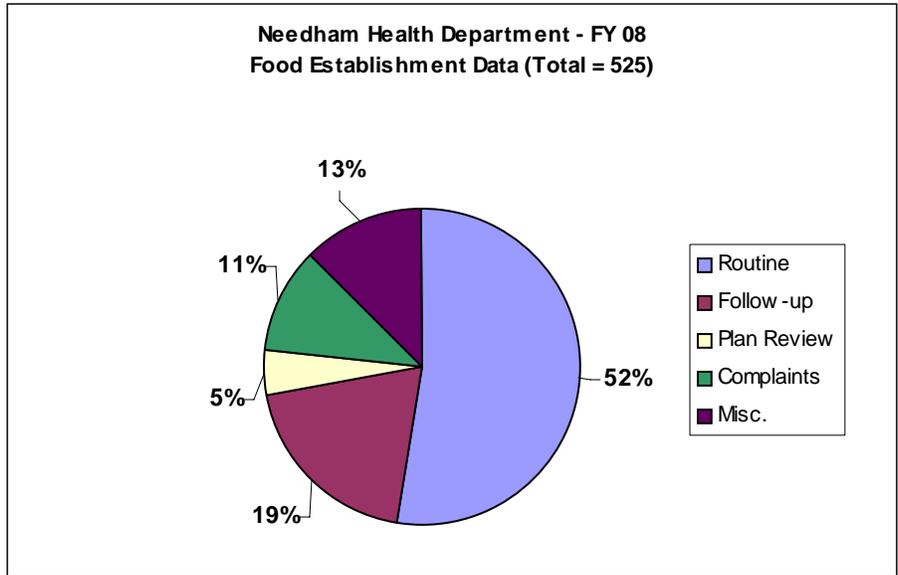
Environmental Health services are determined by public demand, legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and 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, massage establishments, 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, etc.).

The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations or 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). They review new or renovated food establishment design plans, additions or renovations to homes on septic system plans, new pool design plans for semi-public pools, demolition applications, septic hauler/installer permit applications, massage establishment/therapist permit applications, and well permit applications (irrigation and monitoring). They also review domestic animal permit applications, and conduct inspections/quarantine animals as needed. Quarterly tobacco compliance checks and 6-month inspections are conducted along with responding to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond rapidly to environmental emergencies. 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 to remain apprised of today's public health issues.

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



INSPECTIONS AND REVIEWS

	FY2006	FY2007	FY2008
Carbonated Beverages	1	1	1
Food service: inspections	470	556	709
Chap. II housing inspections	18	18	18
General Nuisance Inspections	98	133	84
Rabies Clinics	2	2	0
Title V systems inspections, plan reviews and home additions	142	144	177
Title V systems installations	10	6	9
Subdivision Field inspections/Plan reviews/correspondence	9	7	30
Swimming pool inspections	9	8	11
Suspect food borne illness Reports submitted to state	6	2	2
Demolition reviews	76	89	89
Tobacco compliance checks, inspections/follow-ups, etc.	131	114	166

LICENSES AND PERMITS

	FY2006	FY2007	FY2008
Animal Permits	9	10	5
Bottling Plant Licenses	1	1	1
Food Establishment Licenses	126	132	138
One-Day & Temporary Event Permits	58	55	85
Mobile Food Licenses	4	4	5
Massage Licenses (Therapists & Establishments)	45	62	57
Septic Hauler Permits	8	10	14
Subsurface Sewage Installers' Permits	15	15	16
Tobacco Sales Permits	17	17	15
Caterers	1	1	2
Disposal of sharps		8	9

ADDITIONAL PERMITS

	FY2006	FY2007	FY2008
Funeral Directors' Licenses	3	3	3
Burial Permits	421	501	481

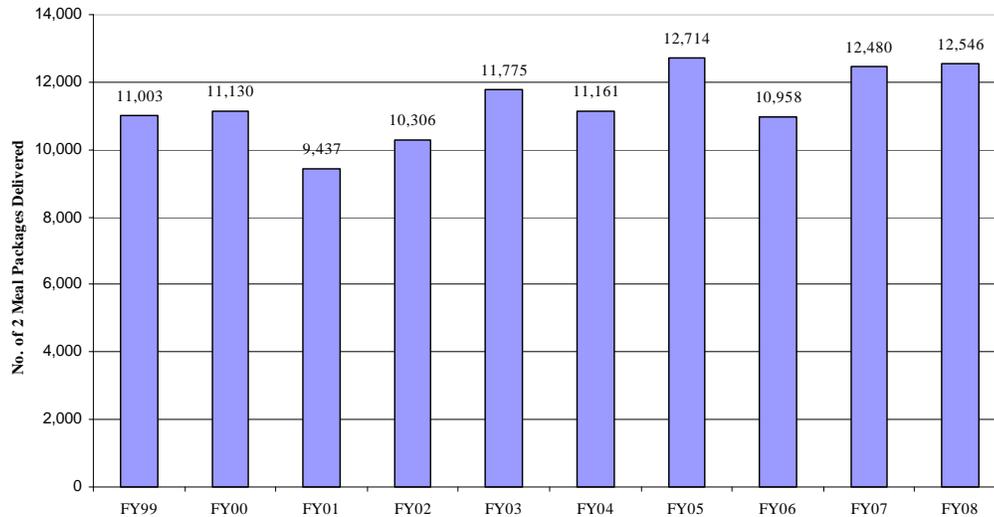
TRAVELING MEALS

- The Needham Health Department's Traveling Meals Program is in its 37th year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.
- This year, July 1, 2007 through June 30, 2008, our dedicated and committed volunteers packed and delivered 10,897 meals.
- Beth Israel Deaconess Hospital Needham prepared these meals and its 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 a roll and butter for \$4.60.
- Donations from "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 more than 40 of our Needham residents needing assistance.

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 shop or provide for their daily food
- Living alone in their home with lack of support of family or homemaker services
- Unable to drive
- Need assistance of the Program for a minimum of 2 weeks

Traveling Meals Program
FY 1998-FY 2009



MENTAL HEALTH AND SUBSTANCE ABUSE

Mental Health and Substance Abuse FY2008 Report for the Town Of Needham

By Riverside Community Care

The Town of Needham supports children, families and adults by providing funding to *Riverside Community Care*. Through this funding, Riverside provides a continuum of mental health and related services as a payer of last resort. Many of Riverside's programs and services are located and delivered within the Town of Needham. In fiscal year 2008 Riverside provided a total of 12,551 hours of services to 373 Needham residents.

The Riverside Early Intervention Program provided more than 5280 hours of service to 220 developmentally at-risk Needham children, age birth to three years enrolled in the program. The Early Intervention Program runs 18 different groups for children and caregivers out of our Needham office, including groups for Needham infants and toddlers who are not enrolled in the program. The EI staff work and consult in a number of home-based and center-based childcare programs in Needham.

Four Riverside Outpatient Centers provided 2191 hours, two Day Treatment programs provided 934 days and our Partial Hospital Program provided 137 days of treatment including individual, group, family counseling and/or medication services to 138 Needham residents. Treatment

issues include behavioral interventions for cognitively disabled adults, severe, persistent, chronic mental illness, parent/child relationship, school problems, substance abuse, employment issues, domestic violence, traumatic events and a spectrum of complex adolescent mental health diagnoses.

The Riverside Emergency Service Team provided 62 hours of emergency response and respite care to 49 Needham residents with mental health and/or substance abuse emergencies. Of those, the presenting issues included suicidal ideation, self-inflicted wounds, assaultive behaviors, and substance abuse. The Riverside Emergency Services Team contracts with the Beth Israel Deaconess Hospital to provide psychiatric coverage in the hospital emergency room, thus making it easier for Needham residents to receive psychiatric emergency services closer to home.

The Riverside Alternative Youth Services Program (AYS) serves teens and their families who faced crises with alcohol and drug abuse, serious and destabilizing family conflict, eating disorders and/or other serious emotional problems. For FY2008 Riverside AYS staff provided 247 hours of service to 7 clients and their families (27 total individuals) in Needham, in addition to providing 221 hours of consultation to school staff, suicide prevention and counseling services in the school. Riverside has continued to be actively involved in suicide prevention efforts in Needham. Jim McCauley has continued to serve on the “Postvention” subcommittee of the Needham Coalition for Suicide Prevention. In addition, Riverside continues to have a psychologist and a licensed social worker regularly consulting to faculty, students and parents at Needham High School. During the past school year Riverside evaluated and referred for mental health services 30 middle and high school age students who were deemed “at risk.”

The Riverside Life Skills Center provided intensive clinical day treatment services to 4 Needham adolescents who were temporarily unable to function in a school setting due to severe emotional problems. Beginning this Fall, the Life Skills Center is expanding to include educational services for adolescents who are unable to return to regular school programs until their psychiatric situation has stabilized.

The Riverside Family Partnership offers short-term therapeutic treatment options for youth residing at home, in residential programs, and in hospitals. Last year 4 Needham families received several months of intensive services through the Family Partnership.

FY 2008 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES

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 2008.

- Residential Services – Group Homes; Supported Apartments to over 100 individuals
- Vocational Training, Job Placement and Support to over 150 individuals
- Therapeutic Day Services & Senior Citizen Day Supports including nursing coordination, occupational, physical, music and speech therapies, social and recreational services to 100 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.

Activities included:

- Received an additional \$6,000 CHNA collaboration grant with the Wellesley Health Dept. to continue to promote important nutrition and physical activity initiatives within each town. The money was split equally between both communities.
- Held, 'Healthy Needham 2008 Public Health Forum,' on February 7th, from 4 - 6 PM at the Needham Public Library Community Room. Many town and community organizations that specialize in the health and wellness of the Town of Needham came to the event including: BID Needham Hospital, Council on Aging, YMCA, Health Department, Youth Commission, local day cares, Needham Public Schools, Needham Police, interfaith organizations, MA DPH, and local residents, etc. The goal of the forum was to make some connections on what is currently being done in town in reference to current healthy initiatives and to enable these groups gain some valuable ideas on what they can do to help increase health and wellness within their organizations.
- Held, 'Needham Springs Into Action – Week of May 11- 18, 2008,' event week. For each day during that event week a different event centered around nutrition or physical activity was promoted by different town departments / local organizations (MA DPH, Needham Schools, YMCA, Park and Recreation, and Council on Aging).
- Purchased and displayed signage for the walking event week in May.
- Committee actively promoting the public schools', 'The Walk to School Day' event and the 'Walk Across America' event. In the process of getting the remainder of the public schools involved with these events
- Updated the *Healthy Alternatives for Celebrations* brochure to be given out to all grammar schools, parents, students, staff, day cares, etc.
- Ran a booth and coordinated a Farmers Market as part of the Town of Needham annual Street Fair

- Healthy eating PSA's developed for the Needham Cable Channel
- Monthly *Eat Well / Be Fit* column in *The Needham Times*
- Health and Wellness signage developed and distributed to Needham Public Schools
- Collaboration with other towns and Metco
- Healthy Recipe cards at Sudbury Farms
- Outreach to local restaurants

DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services.

Activities have included:

- Self-defense classes for women – Rape Aggression Defense (R.A.D.)
- Funding educational / interactive programs brought to the High School and the Pollard Middle School such as “Yellow Dress”, “Doin’ the Right Thing” and “Remote Control” These programs address issues on bullying and dating violence, domestic violence and sexual assault
- Assisting Needham Public School Health and Education Instructors develop a self-defense curriculum for all seniors
- Silent Witness Productions for the community
- Traveling art show developed by Needham High School on victims of abuse
- \$2000 mini grants awarded to the Youth Commission and Needham High School Projects
- Dissemination of educational information and displays at Fourth of July, Flea Market and Town Day Fairs
- Educational inserts in the Town Water Bills
- \$500.00 Scholarship to graduating Needham High School Senior
- Donations of \$1000.00 to the Needham Public Library in educational books regarding domestic violence
- Donation of a bench with children reading to the Needham Public Library. This was in memory of Ruth and Virginia Bigwood for their years of community service on behalf of residents in need. A plaque recognizes them from the Domestic Violence Action Committee
- Donations of gift cards during the holiday season for “survivors of domestic violence”
- Annual “Take Back the Night”- an international rally and march that is organized with the purpose of unifying women, men, and children in an awareness of violence against women, children and families
- Shelter Alliance – cell phone collection – old cell phones recycled, refurbished and donated to those victims of domestic violence for emergency use
- “Ruth & Virginia Bigwood Award” from REACH Beyond Domestic Violence – to the student organizers of the First Annual “Take Back The Night”

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 our young people. 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 website for a detailed report on the committee's efforts. <http://www.needhamma.gov/health/ncsp> and for information on suicide for all ages please see the following link <http://www.needhamacts.org>

A Report to the Community from the Needham Coalition for Suicide Prevention 2008

Steering Committee:

Janice Berns and Tom Denton (Co-Chairs)
Donna Carmichael (Postvention Leader), Deb Jacob (Adult/ Education Leader),
Beth Pinals (Youth /Education Leader), Bill Tilburg (Research /Development Leader),
Sandra Robinson (Communication/Advocacy Leader),
Denise Garlick (Past Co-Chair) and George Johnson (Past Co-Chair)

Members:

Ellen Barnes, Joe Barnes, Merle Berman, Ken Barringer, Paul Buckley, Deb Engler,
John Fountain, Saul Franklin, Jamie Brenner Gutner, Lori Goldenberg, Jennifer Hitt,
Terri Larrabee, Jody Loeser, Michael Jackman, Kathy Jurgens, John Kraemer,
Ellen Leiter, Bob Maron, John Mattleman, Jim McCauley, Allison Mond, Jay Perlman,
Nick Simmons-Stern, Dale Sokoloff, Alan Stern, Carol Sullivan, Jane Ward,
Jerry Wasserman, Chip Wilder, Sharon Yardley

www.needhamma.gov/health/ncsp

Minutes, Reports, Links, and Materials Developed

www.needhamacts.org

Information on Suicide Prevention and Local Resources

NEEDHAM COALITION FOR SUICIDE PREVENTION: YEAR TWO

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community-wide response to the deaths by suicide of four young people during the preceding eighteen months. Four adult suicides were reported in Needham during this same time frame. During the Coalition's second year, outreach efforts have expanded to the adult population with a special focus on middle-aged men, seniors and veterans.

Depression and suicide present one of the greatest health risks today for people of all ages, yet the public's awareness and knowledge about the extent and severity of this public health problem is just beginning. This report to the community will summarize our goals, list our accomplishments to date and summarize future directions that have been identified.

MISSION STATEMENT

The mission of the Needham Coalition for Suicide Prevention is to work together as a community to develop and support effective suicide prevention programs.

Our mission will be accomplished by providing leadership and advocacy, bringing together and educating our community and by reducing risk factors and enhancing protective factors within a public health model.

VISION STATEMENT

The Vision Statement is an expression of what the Needham Coalition for Suicide Prevention will accomplish in the next five years. Its purpose is to inspire involved and interested individuals to help the Vision become a reality. The Vision provides the basis from which the organization determines priorities and establishes targets for performance.

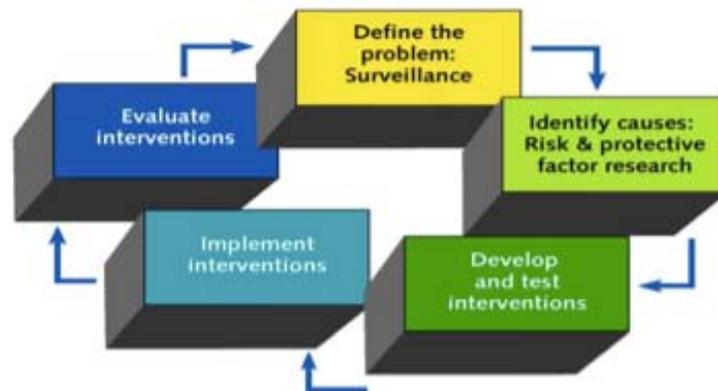
The Needham Coalition for Suicide Prevention is a broad-based community group that reaches out to our town's constituencies, across the age continuum. It is an independent organization with a balanced membership that includes community leaders, professionals and residents. Utilizing the public health model of prevention, the Coalition works to define the problems, identify causes, and then develop, test, implement and evaluate interventions. Through the efforts of the Coalition, the Massachusetts strategic plan for suicide prevention has been adapted to the culture and values of Needham. The Coalition focuses on being proactive in order to prevent suicide. It is highly visible and has become an established community resource. Its programs are scientifically based and well integrated into structures throughout the community, making them self-sustaining.

The Coalition contributes to a community environment that helps all individuals to feel valued and supported. Our Vision is that residents at risk will be aware of accessible programs so that they can seek help and can identify a strong support network. Friends and relatives of those at risk will also be aware of programs and services. They will understand how to approach the subject of suicide when they have a concern about a loved one. The Coalition strives to educate and reach out to the citizens of Needham so that the entire community will feel comfortable discussing and confronting the issue of suicide and its associated risk factors.

FOLLOWING THE PUBLIC HEALTH MODEL

The public health model uses science and art to promote health and to prevent disease through the organized efforts of society. We adopted this approach to suicide prevention, focusing on risk factors and ways to reduce them as well as on protective factors and ways to enhance them. Of paramount importance to Needham residents is the value of working together to make our community a healthy and safe place to live.

The Public Health Approach to Prevention



THE SCOPE OF THE PROBLEM

Nationally, there are about 30,000 deaths from suicide each year. According to the Surgeon General, an individual dies from suicide every two hours in our country. More adolescents die from suicide than from any disease or natural cause. Studies have estimated that there are as many as 23 attempts for every death by suicide and this rate is increasing.

The following are statistics and information regarding Massachusetts and national suicide rates and attempts:

- In 2004, 429 Massachusetts citizens died of suicide. There were more than twice the number of suicides than homicides in the state. More citizens died by suicide than of HIV/AIDS.
- In 2005, in Massachusetts, there were 4,343 hospitalizations for self-inflicted injuries. There were 6,938 emergency department visits for self-inflicted injuries.
- According to the 2005 Massachusetts Youth Risk Behavior Survey, 13% of high school youths surveyed had seriously considered suicide, 12% had made a suicide plan, and 6% had made a suicide attempt.
- Most suicides occur among the middle aged. The most recent national data reveals that 45% of all suicides were among individuals ages 35-54.
- Significantly more men than women commit suicide. Males are three times more likely to commit suicide today than 20 years ago. The rate for females has increased about two and half times over the same period.
- Although the highest number of suicides among males occurred in middle age, the highest percentage of suicides occurred among men ages 85 and older.
- Nationally, suicide among veterans returning from active duty in war zones has become an emerging tragedy since 2005. These statistics are based on the most recent available data.

COALITION GOALS

The members of the Coalition work in a highly collaborative manner. Their decisions are based on a foundation of up to date, accurate data. They approach their work with flexibility and an understanding that it is continually evolving. Focused Sub-committees within the Coalition provide opportunities for members to actively work on a specific challenge within the

community. As we begin our third year, the Coalition continues with the integration of the U.S. Surgeon General's "Call to Action to Prevent Suicide" into our local Goal statement.

Working within the fabric of the community, the Coalition will reinforce the ability of families, schools, churches and peer networks to help distressed individuals not to feel alone, to see options in their lives and to know they have a future. We have focused on the Public Health approach (based on scientific evidence) to prevent suicide and have continued to try to combine these methods with what we know about Needham's unique traits and values as a community.

- GOAL #1:** Make the public aware that suicide is a public health problem that is preventable
- GOAL #2:** Develop broad-based support for suicide prevention and related initiatives
- GOAL #3:** Examine and utilize the body of research on suicide and suicide prevention
- GOAL #4:** Implement evidence based educational programs focusing on suicide prevention
- GOAL #5:** Develop and implement strategies to reduce the stigma associated with discussing suicide and associated risk factors
- GOAL #6:** Empower the community as a resource for suicide prevention and fostering supportive engagement in existing relationships
- GOAL #7:** Improve news reporting (with a focus on education) and balanced portrayals of issues related to suicide in the media
- GOAL #8:** Implement professional training programs that help gatekeepers and those who are in regular contact with persons at risk to recognize, refer and respond to suicidal behavior
- GOAL #9:** Expand and improve systems to identify and collect data about those at risk
- GOAL #10:** Reduce access to lethal means and methods of self harm
- GOAL #11:** Develop effective immediate and ongoing guidelines for school and community responses to deaths by suicide.
- GOAL #12:** Document and report progress of the Coalition

COALITION REPRESENTATION

The Coalition is comprised of people with a diversity of perspectives, life experiences and professional expertise. Because of this representation, we have been able to develop strategies that could be effectively deployed within the community to deal with teen depression and suicidal thoughts, attempts and deaths by suicide. Coalition membership includes representation from the following groups:

- Needham High School students and parents of school-aged children
- School faculty and administration (Needham High and Pollard Middle School)
- The Preschool Consortium
- Needham town departments: Town Manager's office, Board of Selectmen, School Committee, Drug and Alcohol Prevention, Health Department, Council on Aging, Youth Commission, Fire Department, Police Department
- Local colleges
- Health care provider institutions: Needham Beth Israel Deaconess Hospital, Riverside Community Care
- Needham Clergy
- Community and civic leaders

- Medical professionals: doctors, nurses, therapists
- The Norfolk County District Attorney’s office

WORKING SUBCOMMITTEES

Coalition members have divided into five subcommittees, each with a specific focus:

Education/Youth Subcommittee
 Education/Adult/Elderly Subcommittee
 Research and Development Subcommittee

Post-vention Subcommittee
 Advocacy and Communication
 Subcommittee

EDUCATION/YOUTH SUBCOMMITTEE

Leader: Beth Pinals, Psychologist

The Education/Youth Subcommittee is a group that continued into the second year of the Needham Coalition for Suicide Prevention. Its overarching goal was to increase the presence of wellness and resiliency themes in the curriculum and cultures of our schools and in the Needham community. A critical goal of this subcommittee has been the continuation of the suicide prevention programs in the High School and Pollard Middle School through the SOS (*Signs of Suicide*) program for students and the QPR (*Question, Persuade, Refer*) program for teachers. The work of the subcommittee includes collaboration with administrators, teachers and students from Needham High School and the Pollard Middle School, as well as with the Needham Youth Commission and a variety of other community organizations.

The group has worked to develop an organizational framework for utilizing educational tools for addressing suicide prevention and wellness. The subcommittee created a structure to maximize the effectiveness of both the SOS student curriculum and the QPR staff training. The subcommittee is recommending the designation of point staff to organize and monitor the implementation of each of these programs. SOS will be incorporated in the 8th through 12th grade Health Curriculum. It has been recommended that the Health Curriculum provide “booster” programs of SOS content after the initial presentation. The subcommittee recommended that the QPR training include annual initial meetings with new staff plus small group follow-up training with all school personnel, including administrators, teachers, counselors, nurses, coaches/trainers and secretarial staff. Coalition members provided a QPR presentation shown by the local cable television company a number of times. Three QPR presentations were provided for the Needham community at large and presentations were provided to the Needham clergy, Woman’s Club, Council on Aging, Needham Community Council, Needham town employees, League of Woman Voters, Fire Department and also at the statewide Youth Commission annual meeting.

The Youth Education Subcommittee is developing a framework for a “Wellness Campaign” with positive messages to be implemented in the Needham Public Schools. These messages will be displayed throughout the Middle and High Schools. Other ongoing activities include the revision of the High School ID tag to include suicide prevention resources, developing wellness-related activities for school usage, and connection with already existing student groups to spread the word and to participate in programming.

The Education/Youth Subcommittee has created and implemented a High School survey to assess the Coalition's efforts regarding issues of depression and suicide prevention for the students. The survey will also assess the student's comfort and willingness to reach out for help for themselves or for a peer. As a positive message of caring from the Needham community, each senior will receive a journal as part of a gift package from the High School focused on resilience and wellness.

EDUCATION/ADULT/ELDERLY SUBCOMMITTEE

Leader: Deb Jacob, Parent

The Education/Adult/Elderly Subcommittee had the responsibility of starting the Coalition's effort to focus on the adults and elderly in the Needham community. This focus required the group to attend to a very diverse and complex population. The subcommittee took the approach of providing education concerning mental health and suicide prevention to this population while conducting focus groups and surveys to better understand the needs of these groups.

The Education/Adult/Elderly Subcommittee provided a range of educational programs focused on adults and the elderly. The year started with training for the entire coalition by Dr. Jack Jordan on older adults and elderly suicide prevention. The subcommittee provided training for businesses on suicide prevention by partnering with the Needham Business Association and MPH/Harvard. The invitation for this training was sent to over 400 organizations along with two pages of educational material. This training for businesses was conducted at the Briarwood Health Care Center. This training was taped by the Needham Channel News and shown 19 times during a one-month period. The DVD of this training along with educational packets was distributed to 250 Needham businesses. Additional community trainings arranged and supported by the subcommittee included:

- A workshop in Suicide Prevention in Adult Men for the Needham Exchange Club by the Riverside Community Care
- QPR training for the Needham Fire Department
- Training on Suicide Prevention in Older Adults for the Needham Council on Aging
- A workshop for the Needham Coalition for Suicide Prevention on Suicide Prevention by the Samaritans of Greater Boston
- Two local cable shows focused on the work of the Coalition and a Suicide Prevention Program focused on the elderly; Needham TRIAD sponsored both programs

The Adult/Elderly Subcommittee has conducted a series of focus groups to gain information about the needs of specific populations in the Needham community. The focus groups have consisted of elderly men, middle aged men, veterans and spouses of each group when available. The results of these focus groups will be shared with the entire Coalition and used to plan future activities and initiatives. This Subcommittee also surveyed the physicians at Beth Israel Deaconess Hospital regarding their level of screening for depression and suicide risk for adolescents, middle age adults and the elderly.

The Adult/Elderly Subcommittee provided additional community education by posting senior pages for the elderly on the Coalition web site www.needhamact.org. The subcommittee also distributed fact sheets regarding depression and suicide risk to various groups in order to increase their awareness of these issues, to provide referral information and to suggest appropriate

approaches in helping depressed and/or suicidal adults or the elderly. The groups receiving these fact sheets included elder caretakers, the clergy, physician's offices, traveling meals workers, and other caretakers in the Needham community. This group also worked at distributing the Coalition wallet cards to residents. These wallet cards have important emergency phone numbers to use regarding concerns about suicide risk and encouraging messages about working together to prevent suicide.

POST-VENTION SUBCOMMITTEE

Leader: Donna Carmichael, Public Health Nurse

The Post-vention Subcommittee is a group that continued into the second year of the Needham Coalition for Suicide Prevention. The goals of this group have been to attend to the individual and group needs of the Needham community in the aftermath of a tragic loss by suicide. Its focus this year has expanded to include all age groups to support and provide education to highly vulnerable individuals following a suicide in the community.

The Post-vention Subcommittee has worked to support the updating and implementation of the school crisis protocol plan. They have supported the incorporation of media and memorial guidelines with the school and town crisis plans.

The Post-vention Subcommittee has developed a resource card to provide a listing of support services available to those dealing with a loss by suicide. The card has been developed, printed and distributed to funeral homes and clergy groups within Needham. The subcommittee has also developed a series of frequently asked questions for people who experienced a loss by suicide for the Needham Acts web page.

The Post-vention Subcommittee has collaborated with Riverside Community Care to support adding a clinical ombudsperson to provide after care support and facilitate the transition of students back to the community after an emergency services evaluation or psychiatric hospitalization. The work of the clinical ombudsperson would focus on securing the appropriate aftercare treatment and care and helping parents and/or guardians navigate the complicated insurance and treatment systems.

The subcommittee is developing and implementing a special program for grade 12 students to support their transitions from High School, to learn how to approach stressful situations and to develop personal resiliency in dealing with a loss by suicide in their community.

The Post-vention Subcommittee is working with other subcommittees in planning a community wide celebration of resilience and hope. In addition, they have joined with other subcommittees in bringing experts to Needham to successfully promote mental health screening as part of a young person's annual physical exam.

Advocacy and Communication Subcommittee

Leader: Sandra Robinson, Needham Community Council

The Advocacy and Communication Subcommittee has focused on a variety of activities this past year. In the arena of communications, it has created a number of community wide events that has kept the community focused on suicide prevention. Recently, it added an important suicide prevention focus to the Needham Business Association-sponsored Needham Street Fair. The subcommittee hosted a Needham Coalition for Suicide Prevention table, presented music groups playing music with a hope and resiliency theme and arranged for Dr. Robert Brooks to donate time to speak to the Needham community on developing resilience.

Over the course of the year, this subcommittee focused on increasing visibility by having a table at the Council on Aging on National Depression Screening Day with information on depression and suicide prevention. They e-mailed all returning seniors from the Class of 2007 to remind them of local resources on depression and suicide prevention. This subcommittee, along with the Education/Adult/Elderly Subcommittee, developed and distributed wallet-sized resource cards to Needham residents through multiple outlets in the community such as houses of worship, doctor's offices and hospitals, town offices and stores. The Advocacy and Communication Subcommittee developed a two-page advertisement with the Research and Development Subcommittee to be included in the Needham community phone book used by over 11,000 households. This subcommittee sent the Annenberg Media Guidelines to all of the media outlets in Needham to encourage responsible reporting of suicide and suicide attempts. It included information on depression and suicide prevention with traveling meals for seniors. This subcommittee provided QPR training to the League of Women Voters. Additionally, a specialist from Riverside Community Care was filmed by the local cable show in a program discussing suicide risks. This subcommittee was also involved in developing a press release for a workshop on suicide prevention for the Needham Business Association.

The Advocacy and Communication Subcommittee spearheaded the efforts to increase the level of guidance support at Needham High School, the level of funding for Riverside Community Care and the funding of a prevention specialist position in the Town of Needham Health Department. This has led to an increase in the level of mental health support for students and adults in the community.

Research and Development Subcommittee

Leader: Bill Tilburg, Needham Exchange Club

The Research and Development Subcommittee is a subcommittee formed to assess the effectiveness of the activities and endeavors of the Needham Coalition for Suicide Prevention and to provide useful information to the Coalition about the nature of the problems the Coalition is attempting to solve. The Research and Development Subcommittee is completing its first year in operation.

The activities of this subcommittee focused on a variety of activities. Members developed the Monthly Subcommittee Update form to facilitate subcommittee reporting. They also developed a tracking report to document the number of students, teachers, professionals and community

members impacted by the work of the subcommittees. This committee reviewed the Youth Risk Behavior Survey and presented the report to the entire Coalition, School Committee, Board of Health and to High School and Middle School parents. The Research and Development Subcommittee reviewed the questionnaires and assessment tools used by the new prevention curriculum at the High School to determine their effectiveness. This committee developed a student initiated SOS questionnaire to be given to High School students when they complete the SOS course through their health classes. This questionnaire will be utilized in the upcoming school year. This committee also reviewed the discipline incident data for the High School to look for significant trends as well as the Summary Report made available by Riverside Community Care focused on the patients they saw in the past year.

Members of the Research and Development Subcommittee gained permission from the Needham Exchange Club to place two full-page ads in the community phonebook. These pages provided information to the Needham community on symptoms of depression and suicide risk, ways to act when concerned about a loved one and important resources to use when dealing with mental illness and the risk of suicide. This phonebook was distributed to over 11,000 families in Needham.

SURVEY AND FOCUS GROUP RESULTS

Surveys and focus groups have an important role in determining future directions for the Coalition. Surveys can inform about the impact of services provided and about needs that are going unaddressed. During this past year, the Coalition has conducted a series of surveys that have focused on High School students and medical doctors at the Beth Israel Deaconess Hospital Needham. Riverside Community Care has interviewed the following community members:

- staff at area psychiatric hospitals
- community mental health professionals
- school counselors
- first responders in the Needham community
- public health nurses
- clergy
- members of town government

To lessen the risk factors that may lead to suicide, these interviews have sought to identify gaps in services and unaddressed issues. The Coalition has also been conducting focus groups with middle aged men, veterans, the elderly and spouses of these groups. The results of these focus groups will be used to plan interventions and community education to address identified needs.

The Coalition's survey of all High School students pointed out a number of crucial areas for future focus. Overall, High School students felt they currently had more information about depression and suicide and that the Needham community is making greater efforts in addressing teen depression and suicide, than was previously evident. In addition, a high percentage of students felt that help is available for someone who is depressed or thinking about suicide. Also important is that a high percentage of students are able to identify adults both within and outside of the NHS community that they could approach for help. A number of important recommendations have emerged from the survey.

- Students asked for more education through multiple venues such as assemblies, in class speakers, and education for adults so “they will know how to help us.”
- Students commented on the high level of stress they feel in school and offered a number of suggestions on how to lower it.
- The students wanted the guidance staff to be more familiar to them so students will find it easier to go and talk to them if needed.
- The students felt that their teachers could do more to help them.
- Students suggest that their teachers could be more watchful about “overloading” school work.
- Students would like stronger relationships with their teachers.

All that was learned by this survey has been worked into a suggested action plan and has been presented to the High School administration. Activities are being added in the 08/09 school year that grew from the student survey recommendations.

The Needham Coalition for Suicide Prevention conducted a series of focus groups with middle aged men, the elderly, and caretakers of the elderly in order to assess their needs. The surveys revealed important information that has influenced the activities of the Needham Coalition for Suicide Prevention.

- The elderly in our community tend to avoid mental health services even when they are feeling emotional distress due to loss.
- There were strong recommendations to increase education regarding middle aged and elderly mental health issues and services.
- Concern was expressed about how to overcome the resistance to talking about your problems and on how to increase the social interaction of at-risk elderly men.
- Local retailers need to be more elderly friendly.
- Need for mental health services that could be home-based for the elderly.
- Praise for the local senior center and its focus on activities that the elderly could participate in.
- Recommendation for increased services in the work place for middle-aged men.
- Concern that there may be a stigma or fear of reprisal if mental health services were accessed at work.
- Physicians need to ask about depression and make referrals for mental health services for older adults.
- Financial support by local government needs to be more available for elder services.
- Efforts are necessary to find those at risk seniors who are not active in groups.
- Better access to transportation is needed.
- An ongoing collaboration with churches and synagogues would be beneficial.

These focus groups also wanted the Coalition to reach out to fathers through local coaching opportunities and to provide free cable TV to older adults on fixed incomes. Lastly, this group encouraged the Needham Coalition for Suicide Prevention to make sure that the work and activities it supports are well publicized in a variety of local outlets and to make sure that its ongoing commitment to all citizens, not just teenagers, is well known in the Needham community.

COMMUNITY NEEDS ASSESSMENT

Commissioned by the Needham Coalition for Suicide Prevention, Riverside Community Care researched the issue of suicide risk in Needham through census data, statistics from the Department of Public Health, town records and numerous other sites. They conducted in-depth interviews with 39 community leaders, school staff, students, families, human service departments, police and fire department personnel and Emergency Room and Psychiatric Hospital staff.

Riverside Community Care provided detailed information broken down by three categories: Adolescent, Middle Aged and Elderly populations. Three logic models that target possible interventions for Adolescents, the Middle-Aged and the Elderly were also developed. (Logic models are a public health strategy for making sure there is always a connection between desired outcome and the various activities groups may attempt.)

The information gathered is being employed to build a provider database for Coalition and community use. Many interviewees suggested Needham could use a centralized resource that was current and easy to access. Interviewees were supportive of the Community Needs Assessment and unanimously wanted to be part of a major effort to increase communication and collaboration among all human service providers serving Needham residents.

There were common perceived areas of concerns mentioned by 5 or more interviewees that included:

- There is a culture in Needham that puts too much pressure on children to succeed academically, socially and athletically.
- There is a general lack of knowledge on the part of parents and citizens about depression and suicide warning signs. This includes the erroneous belief that if you raise the issue of suicide with someone you are concerned about, you may increase the likelihood they will attempt suicide.
- Some parents minimize deviant adolescent behavior as developmentally normal.
- There is inadequate adult monitoring of adolescents at home due to busy working families and full schedules and parents don't check in with other parents often enough.
- Families who "snowplow" their children (paving the way for their children's futures without allowing their kids to make mistakes).
- Isolated adults who are not visible or connected to the community in anyway such as the middle/aged elderly man who has recently lost his spouse.
- Mental health services for the elderly are inadequate because there is a dearth of clinicians who specialize in geriatric treatment, the elderly traditionally do not seek or trust mental health providers, and there are not enough home based services available for this population.
- Substance abuse issues are closely associated with depression and suicidal symptoms but substance abuse treatment strategies are not an integral part of suicide prevention programs.

Common barriers found included:

- Lack of coordinated care and case management services for high risk populations
- Disparity in insurance coverage which often results in a shortage of providers

- Transportation problems that keep many people from accessing services
- Planned integration from a psychiatric hospitalization back into a school or work setting rarely happens or is effective
- Primary care physician that are too overwhelmed in their practices to adequately monitor mental health and safety concerns in the patients
- Critical shortages of experienced child mental health providers, most notably child psychiatrists

Recommendations included:

- Hold community “myth busting” seminars/marketing campaigns aimed at exposing common suicide and depression myths.
- Significantly increase gatekeeper trainings. Expand beyond providers and volunteers to include ordinary citizens, town employees, housing authority maintenance staff, bartenders and coffee shop employees.
- Increase community outreach to middle age men: focus on community centers, YMCA, health clubs and targeted advertising.
- Use coffee talks where a small number of parents are gathered in an intimate setting in which they can ask difficult health and mental health questions to a trained professional.
- Increase mental health providers coordinated through formal and informal methods such as free trainings, monthly networking coffees, “round table” meetings.
- Develop a central database that is accessible to the community at large where referral and resource information is easily accessible.
- Increase partnerships/communication between mental health providers and primary care physicians.
- Increase opportunities in professional continuing education organizations to expand geriatric trainings and offer attendance incentives to increase provider attendance and expertise.
- Offer a drug interaction 101 seminar for students and adults, as most people are not aware of how drug use or alcohol use can increase the damage of medication side effects or reduce a medicine’s effectiveness.

SUMMARY

After two years of work, the Coalition has accomplished much:

- training teachers and other professionals who work with young people
- implementing programs designed to help students to develop the skills to keep themselves safe
- providing information to students on the signs of suicide and what they should do if they believe a friend needs help
- developing ways for the community to talk about suicide and issues related to it
- helping to create safety nets of services and structures to keep students safe
- facilitating communication and coordination among groups that work with teens and adults
- establishing and evaluating procedures and guidelines concerning how to deal with a suicide should one occur in the future

- implementing a community-wide theme of building resiliency
- completed a Community Needs Assessment, including input from High School students, elderly and middle aged citizens and their advocates

Despite these accomplishments, much work remains. We want to thank those who have supported the work of the Coalition, whether by contributing time or money, sharing expertise and resources, providing support and encouragement, or participating in focus groups.

PRESENTATIONS AND TRAININGS JULY 1, 2007 – JUNE 30, 2008

September 2007	Jim McCauley, Riverside - Keeping Teens Safe
September 2007	John J. Jordan, Suicide in Adulthood; Prevention and Intervention to NCSP
October 2007	Jon Mattleman, QPR, Community (22 people)
October 2007	Jim McCauley, Riverside -Recognizing the Signs of Depression and Other Mood Disorders, Needham Special Education Parent Advisory Council
October 2007	Jim McCauley, Riverside to NCSP – Riverside Annual Service Report to Needham
November 2007	Greg Miller, MCSP to NCSP – Overview of MCSP Services
January 2008	Jon Mattleman, QPR, Needham, Dedham, Westwood Collaborative (8 people)
January 2008	Jon Mattleman, QPR, Town of Needham Employees (15 people)
January 2008	Janice Berns and Tom Denton, overview and discussion with the Wellesley Board of Health and Wellesley Guidance Department
January 2008	Alan Homlund, MDPH, Suicide Prevention Program to NCSP Suicide Prevention for Older Adults: Depression is NOT Normal Aging
February 2008	Jon Mattleman, QPR Community (22 people)
February 2007	Jim McCauley, Riverside - Assessing and Managing Suicide Risk All day training for Health Department and Riverside Staff
February 2008	Kathy Pinkham, Needham Public Schools to NCSP, Youth Risk Behavior Survey Results (33 people)
March 2008	Denise Garlick, QPR, League of Women Voters (5 people)
March 2008	Jon Mattleman, QPR, Town of Needham Employees (15 people)
April 2008	Deb Stone, Mental Health and Suicide Prevention in the Workplace, Needham Businesses (10 people)
April 2008	Janice Berns, Tom Denton, Needham Coalition for Suicide Prevention, Needham Channel TRIAD show with Bill Dugan (shown 13 times)
April 2008	Denise Garlick, Larry Berkowitz, Suicide Prevention, Needham Channel TRIAD show with Bill Dugan (shown 13 times)
April 2008	Deb Stone, Mental Health and Suicide Prevention in the Workplace, Needham Channel (shown 19 times)
April 2008	Jon Mattleman, QPR, Clergy (12 people)
April 2008	Jon Mattleman, QPR, Community (25 people)
April 2008	Samaritans of Greater Boston to NCSP – Program and Support Services
May 2008	Larry Berkowitz of Riverside Community Care, Suicide Prevention, Needham Exchange Club (62 people)
May 2008	Deb Engler, QPR, Needham Fire Department (28 people)

May 2008 George Johnson, Jim McCauley, Jennifer Hitt, Denise Garlick to MCSP Annual Conference, How A Community Survives (42 people)

May 2008 Jon Mattleman, QPR, two sessions, Youth Commission Directors and other professionals (28)

June 2008 Denise Garlick, QPR, Needham Education Fund (15 people)

June 2008 Alan Homlund, MDPH, Suicide Prevention Program to Council on Aging
Suicide Prevention for Older Adults: Depression is NOT Normal Aging

June 2008 Robert Brooks, PHD, The Power of Resilience, NBA Sidewalk Sales Day, Needham Public Library

June 2008 Tom Denton presented at Simmons School of Social Work, Education for Suicide Prevention: Places, Faces, and the Practice Experience

April- June 2008 Riverside Community Care Community Assessment including 25 plus agencies and care facilities

ACTIVITIES

September 2007 Proclamation for National Suicide Prevention Week presented to the Selectmen by Janice Berns, Denise Garlick, and Donna Carmichael (shown on cable)

September 2007 MDPH, Suicide Prevention Program, Strategic Goal Setting, Janice Berns, Tom Denton, Deb Jacob, Donna Carmichael., Pat Falcao

September 2007 Articles (2) Needham Times – Tom Denton, Janice Berns

September 2007 Memorial and Media Guidelines to Town leaders and media

October 2007 Needham Acts Up www.needhamacts.org
Needham Webpage www.needhamma.gov/health/ncsp
Riverside meetings with COA on how they can inform seniors about their services

October 2007 Needham Harvest Fair – Janice Berns, Tom Denton, Deb Jacob, Joe Barnes, Denise Garlick Newly developed wallet cards distributed with other brochures.

October 2007 National Depression Screening Day – 50 seniors
Table Council on Aging – Sandy Robinson, Denise Garlick, Terri Larrabee, John Fountain

January 2008 Boston Globe – Out of the Shadow of Teen Suicide
Educational Documentary “Depression” True Stories

January 2008 Advocacy with Town Manager, Finance Committee and School Committee for increased funding for additional services from Riverside Community Care for the community and schools and funding for a Prevention Specialist in the Health Department- Denise Garlick, Jennifer Hitt, Deb Jacob, Bill Tilburg

February 2008 Massachusetts Coalition for Suicide Prevention recognized Needham Coalition for Suicide Prevention with a Leadership Award at State House

April 2008 Distributed a Parents Guide for the Prevention of Alcohol, Tobacco, and Drug Use to every home in Needham (10,000)

April 2008 Two page phonebook ad (value \$3,000) from the Exchange Club distributed to every home in Needham (10,000)

April 2008 Needham Channel Cable Shows

1. Mental Health and Suicide Prevention in the Workplace
 2. TRIAD – Suicide Prevention
 3. TRIAD- Needham Coalition for Suicide Prevention
- May 2008 Mailed Educational Packet and CD on Mental Health and Suicide Prevention in the Workplace (200 businesses)
- March 2008 Survey to Beth Israel Deaconess Hospital Needham MD's (100)
- May 2008 Focus Groups – Veterans, Adults, Caretakers, Seniors
- May 2008 Memorial and Media Guidelines to Town leaders and media
- May 2008 Resource Cards distributed to funeral homes, physician offices and others (1000 distributed)
- June 2008 Needham Business Association Side Walk Sales Day booth and wallet cards/brochures distributed. Power of Resilience Weekend Events also included 10 Power of Resilience books distributed to local clergy and 17 local clergy contacted regarding incorporating resiliency in services over June 7th and 8th weekend, 30 card holders distributed, and outreach to local cable, and school bulletins.

Funded in part by the Massachusetts Department of Public Health, the Needham Community Council, the Needham Golf Club, the Needham Police Union and the Needham Fire Union.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE
--

Meredith Page, Chairman

John Cogswell, Selectman, resigned April 2008

Richard Merson, Public Works Director

Robert Wilson, Civil Engineer

Ivan Sever, Secretary

Kate Fitzpatrick, Town Manager

Lt. John Kraemer, Police Dept.

Anthony Del Gaizo, Town Engineer

Thomas Stokes

Paul Gordon

In 2001, the Selectmen created a Traffic Management Advisory Committee initially including a selectman, four town officials, and four Needham residents. Its charge was to develop a town-wide management plan to enhance traffic safety and efficiency, recommend improvements at problem locations and help reduce traffic conflicts.

CURRENT ACTIVITIES

The Committee meets monthly, generally on the second Wednesday of each month, at the Broadmeadow Elementary School, Media Center. Citizens request to the Town for signs, cross walks, pavement markings, speed limits or any other type of traffic control device are referred to the Committee for recommendation or disposition. The Committee meets with the requester, discusses the issue and if warranted, makes recommendations to the Department of Public Works or the Board of Selectmen. All decisions are based upon federal and state laws, professional standards, function and capacity of streets, cost effectiveness, and fairness in allocating traffic burdens and improvements. The Committee has no budget or staff. Committee members perform all the analyzing of situations brought to their attention.

OTHER

METROPOLITAN AREA PLANNING COUNCIL

Created in 1963, the Metropolitan Area Planning Council (MAPC) promotes inter-local cooperation and advocates for smart growth by working closely with cities and towns, state and federal agencies, non-profit institutions, and community-based organizations in the 101 cities and towns of Metropolitan Boston. MAPC strives to provide leadership on emerging issues of regional significance by conducting research, building coalitions, and acting as a regional forum for action.

MAPC provides technical assistance and specialized services in land use planning, water resources management, transportation, housing, environmental protection, economic development, public safety, geographic information systems (GIS), collective purchasing, data analysis and research, legislative and regulatory policy, and the facilitation and support of inter-local partnerships. More information is available at www.mapc.org.

MAPC is governed by 101 municipal government appointees, 21 gubernatorial appointees, and 13 appointees of state and City of Boston agencies. An Executive Committee comprising 25 elected members oversees agency operations. The agency employs approximately 40 professional staff under the leadership of an executive director. Funding for MAPC activities is derived from governmental contracts and foundation grants, and a per-capita assessment on member municipalities.

To better serve the people who live and work in Metro Boston, MAPC has divided the region into eight sub regions. Each subregion is overseen by a council of local leaders and stakeholders, and a staff coordinator provides organizational and technical staff support.

THREE RIVERS INTERLOCAL COUNCIL (TRIC) COMMUNITIES

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

The Three Rivers Interlocal Council (TRIC) is comprised of thirteen communities southwest of Boston. Taber Keally, Town of Milton, is the Chair. The purpose of TRIC is to encourage cooperative action concerning growth and development. This sub region includes the communities of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood.

In 2008, TRIC met monthly to discuss issues of inter-municipal significance. Participants at TRIC meetings can include Local Council Representatives, town planners, membership of municipal Planning Boards, Town Administrators, and Chambers of Commerce.

Presentations of significance at TRIC meetings in 2008 included zoning reform in Massachusetts, input to the framework for the *Land Use Partnership Act*, the Smart Growth/Smart Energy resources provided by the Commonwealth, the Transportation Improvement Program, oblique aerial imagery and software available to municipalities, the Commonwealth Capital application process, the I-95, I-93, University Avenue & Dedham Street

Interchanges Project, best practices in Streamlined Local Permitting, Pharmaceuticals and Personal Care Products (PCPP), recommendations of the Massachusetts Transportation Finance Commission, review of technical assistance programs targeted to municipalities and provided by Massachusetts Department of Housing and Community Development (DHCD), input to the Regional Pedestrian Plan and the Regional Bike Parking Program, technical assistance in preparing proposals for the Suburban Mobility Program, assistance in creating an inventory of open space and in preparing a Regional Open Space Plan, discussion and technical assistance regarding the District Local Technical Assistance (DLTA) grant program.

Current major growth and development issues of shared concern in these towns include the potential for South Coast Rail construction and implementation to negatively impact local economic development, the potential for South Coast Rail construction to adversely impact privately held property, traffic congestion and gridlock now occurring on municipal roads in peak travel hours, and a strong desire to work cooperatively with the Commonwealth to institute assessment of development impacts with a regional scope as opposed to assessment of impacts on a project-by-project basis that has a focus on a single municipality.

NORFOLK COUNTY COMMISSIONERS

Francis W. O'Brien, Chairman, of Dedham
John M. Gillis of Quincy
Peter H. Collins of Milton



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.

Francis W. O'Brien
Chairman



John M. Gillis

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 which include the Registry of Deeds, County Agricultural High School, Sheriff's Department, County Engineering, Trial Court facilities Maintenance, Wollaston Recreational Facility, and other departments and services.

Decreased revenues presented significant challenges during FY2008. County revenues are significantly affected by conditions in the real estate and credit markets. Expenditures were scaled back and staffing reduced while every effort was made to maintain and improve services.



Peter H. Collins

During FY2008 capital improvements continued to be made to County facilities, including new replacement windows and an upgrade of the electrical service at Superior Court, additional work at other courthouses and improvements at

the Wollaston Recreational Facility. A complete list of projects is listed in our County Annual Report.

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.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

PURPOSE

The Registry of Deeds is the principal 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. The Registry of Deeds has been a vital component of Norfolk County government since 1793, the year Governor John Hancock signed legislation creating Norfolk County, also known as the County of Presidents - the home or birthplace of John Adams, John Quincy Adams, John F. Kennedy and George H.W. Bush. The Registry operates under the supervision of the elected Register, William P. O'Donnell. In over two hundred years of continuous operation, the Registry has progressed from the days of scribes with quill pens to computers, scanned documents and off-site access. However, in all that time our objectives have remained the same: accuracy, reliability and accessibility for the residents of the twenty eight communities that comprise Norfolk County.



Improved technology and management of records and increased levels of customer service remain areas of major focus for the Registry of Deeds. Initiatives include:

- A community outreach office hours program that brought Register Bill O'Donnell and the mobile Registry of Deeds to Needham on May 14, 2008.
- Free public viewing access for every document including land plans recorded by the Registry since its inception in 1793 via the internet at www.norfolkdeeds.org. The Registry regularly updates and enhances the site to include recent news, trends, press information, and answers to frequently asked questions.
- An ability for those who such as attorneys, title examiners, realtors, lenders, surveyors and civil engineers who establish an account with the Registry to print documents directly from their offices for \$1.00 per page.
- A continuing technology fund investment in computer hardware in the Registry itself to insure that anyone wanting to access the records can do so.
- The expansion of the internet accessible indexing system back to 1955.

- A full service telephone and walk-in customer service center and the addition of closing rooms and tables to encourage the citizens of Norfolk County to feel comfortable in using their Registry.

Needham was typical of the rest of Norfolk County showing decreased real estate activity in 2008 recording a total of 683 deeds, 18% fewer than in 2007. For the second year in a row the average price of a Needham real estate sale (greater than \$1,000 - residential and commercial properties combined) fell 6% and at the end of 2008 stood at \$727,788. The ongoing desirability of Needham real estate continues to contrast favorably with the rest of Norfolk County where the average price was \$537,913. The total dollar volume of real estate sales in Needham for 2008 settled at \$314.4 million, a 28% decrease from 2007. There were 1,755 mortgages recorded in Needham in 2008 which translates to 8.5% fewer than in 2007. March was the busiest 2008 month for Needham real estate activity accounting for 10.3% of the town's total recordings.

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

John J. Smith, Director



The operational program of the Project integrates all proven technologies into an Integrated Pest Management (IPM) system of mosquito control and vector management that is rational, environmentally sensitive and cost effective.

Surveillance: Surveys, inspections, and monitoring in support of our program include GIS mapping of breeding areas, larval and adult collections, and fieldwork evaluations leading to better water management. West Nile virus and Eastern Equine Encephalitis have been active in Norfolk County over the past several years which have resulted in an expansion of the surveillance program in collaboration with the Massachusetts Department of Public Health (MDPH), State Laboratory Institute. MDPH has requested that the Norfolk County Mosquito Control Project expand mosquito surveillance across the county for the purpose of detecting viruses in collected mosquitoes as an early warning system for the residents of the county. Considerable manpower has been reallocated to these efforts, which is not reflected in this report.

All mosquito eggs need water to hatch and to sustain larval growth.

Water Management Activities: An important component of our IPM approach is the management of shallow, standing, stagnant water, and the maintenance of existing flow systems which if neglected can contribute to mosquito breeding. Site visits, pre and post monitoring, photographic documentation, survey measurements, flagging, accessing assessors information, maintenance of paperwork and electronic forms, communication with and/or meeting on site with residents, town/state/federal officials and maintaining regulatory compliance are all important aspects of this program. In addition to normal drainage system maintenance, Project personnel advise residents on removal of water holding artificial containers on their property for the purpose of eliminating potential West Nile virus mosquito breeding habitat.

Drainage ditches checked/cleaned	5,780 feet
Culverts checked /cleaned	11 culverts



Larval Control: Treatment of mosquito larvae during aquatic development is the next most effective control effort. These applications were conducted after devoting many man hours to collecting larval data which is used for targeting purposes as well as for determining efficacy of these applications. The products used during these applications were BTI (*Bacillus thuringiensis israelensis*) and Methoprene.

Aerial larvicide applications	278 acres
Larval control - briquette & granular applications by hand	10.2 acres
Rain Basin treatments–briquettes by hand (West Nile virus control)	1,649 basins

Adult Control: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, and/or threaten public health. These applications are conducted based on residential complaints as well as by analyzing adult mosquito population data collected from light traps. Additional applications may have occurred following identification of mosquito born viruses such as West Nile virus and Eastern Equine Encephalitis. The product used during these applications was Sumithrin.

Adult control aerosol applications from trucks	2,976 acres
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TOWN OFFICIALS

ELECTED

Assessors

Thomas P. Colarusso (appointed 1/8/08)
Edmund Donnelly
Kevin J. Foley (elected 4/8/08)

Board of Health

Peter Stephen Connolly, M.D.
Edward V. Cosgrove, Ph.D.
Stephen K. Epstein (appointed 6/9/08)
Denise Garlick, R.N. (resigned 4/16/08)

Commissioners of Trust Funds

Patricia Falcao (elected 4/8/08)
Nick Renzulli (through 4/7/08)
Joseph P. Scalia
William J. Supple

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

Peter Fugere (resigned 4/1/08)
Cheryl Gosmon
Terence Noonan
Peter J. Pingitore (appointed 6/24/08)
Sheila G. Pransky
Robert Stegman (State Appointee)

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston
William R. Dermody
Christopher R. Dollase
Brian Nadler
Philip V. Robey

Planning Board

Devra G. Bailin (through 4/7/08)
Bruce T. Eisenhut
Maurice P. Handel
Martin Jacobs
Jeanne S. McKnight
Ronald W. Ruth (elected 4/8/08)

School Committee

Joseph P. Barnes
Connie Barr
Marianne B. Cooley
Laura J. Flueckiger
Donald B. Gratz
Michael Greis
John O'Leary (elected 4/8/08)

Selectmen

John A. Bulian
John H. Cogswell (resigned 4/7/08)
Denise C. Garlick (elected 4/8/08)
James G. Healy
Daniel P. Matthews
Gerald A. Wasserman

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

Dave DiCicco
John Gallelo
Charles J. Mangine
Joseph J. McSweeney
Ron Sockol

Trustees of Public Library

Lois C. Bacon
Rose Doherty
Thomas M. Harkins
Margaret Pantridge
Sally B. Powers
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
Michael A. Crowe
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin

Cable Television / Advisory Committee

John Fountain
Michael Greis
Michael J. Riley
Jonathan D. Tamkin

Commission on Disabilities

Susan Crowell
Beverly Foster
Debbi Heller
Jeanie Martin
Karen Pierce
Susan Rains
Elaine Saunders
*Patrice Snellings, (liaison from School
Committee)*
*Paul Spooner (consultant from Metro West
Center for Independent Living)*
Andy Wise
Colin (Dale) T. Wise

Conservation Commission

Paul Alpert
Janet Bernardo
Marsha Salett
Carl Shapiro
Sharon Soltzberg
Dawn Stolfi Stalenoef (appointed 10/23/07)
Lisa Standley

Cultural Council

Norman Abbott
Noreen Burdett (appointed 10/9/07)
Jean Cronin Connolly
Sally Dempsey
Gail Gordon
Suzanne Heffernan (appointed 10/9/07)
Alice Kelleher
Caryl Johnson (appointed 10/9/07)
Kathleen Leahy (appointed 10/9/07)

Claire Messing
Louise Miller
Ann Munstedt
Kathleen Rowe (appointed 10/9/07)
Suzanne Saevitz (appointed 10/9/07)
Deborah Winnick

Council of Economic Advisors

Glen Cammarano (appointed 2/26/08)
Jack Cogswell
Jay Doherty
John Edgar
Kate Fitzpatrick (ex officio)
Denise C. Garlick (appointed 4/29/08)
Howard Goldman
Maurice P. Handel
Bob Hentschel
Timothy Kickham (appointed 2/12/08)
Mark E. Silverman
Matt Talcoff

Field Study Committee

Patricia Carey
Dave DiCicco
Chris Dollase
Laura Flueckiger
James G. Healy
Bruce Herman
John Normant
John Palmer
Lance Remsen
Douglas Graham Spink III
Paul Stenberg
Lucio Trabucco

Golf Course Advisory Committee

Jonathan Bean
Roy Cramer
Jane Howard
Robert J. Moore, Jr.
Jon Schneider
Richard M. Reilly (appointed 3/11/08)
Theodore Weiner

Historical Commission

Carol J. Boulris
John H. Cogswell (appointed 1/8/08)
Gloria P. Greis (appointed 2/26/08)
Robert D. Hall, Jr.
Richard C. Hardy (2/12/08)
Sandra Tobin

Cary Young

Human Rights Committee

John Buehrens
Paul F. Dellaripa
Phil Droney
Marjorie Lynne Freundlich
Liora Harari
John Schlittler (appointed 9/11/07)
Mark Smith
Mike Vaughn
Sandra Walters

Needham Cable Television

Development Corporation (NCTDC)

Robert Boder
John Fountain
Arnold M. Goldstein
Michael Greis
Michael Riley
Miriam Segel
Robert Stegman
Jonathan Tamkin

Needham Community Revitalization

Fund Committee

Carol deLemos
Morris Dettman
Paul Good
Timothy Kickham
MaryRuth Perras
Lorraine Welsh

Registrars of Voters

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

Taxation Aid Committee

Elizabeth Handler
Patricia Harris
Helen Newton
Evelyn Poness (ex officio)

Technology Advisory Board

Peter M. Anderson
Linda Conneely (ex officio)
David Davison (ex officio)
David Escalante
Michael Greis

Ann Gulati (ex officio)
Steven B. Handler
Joanne Kossuth, non-voting Technical
Advisor
Roger MacDonald (ex officio) (appt 5/23/08)
Carl Rubin

Traffic Management Advisory Committee

John H. Cogswell
Anthony Del Gaizo
Kate Fitzpatrick
Paul Gordon
Lt. John Kraemer
Meredith Page
Ivan Sever
Thomas Stokes

**Water and Sewer Rate
Structure Committee**

John H. Cogswell (ex officio) (resigned
4/8/08)
John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
John Tallarico

APPOINTED BY THE MODERATOR

Finance Committee

Scott M. Brightman
Richard S. Creem
David J. Escalante
Stephen Jonas
Richard Reilly
Steven M. Rosenstock
June Seraydar
Michael A. Taggart
Lisa Zappala

Personnel Board

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

OTHER APPOINTED BOARDS

Community Preservation Committee

Janet Bernardo
John Comando
Bruce T. Eisenhut
Jane Howard
Brian Nadler
Sheila Pransky
Paul A. Siegenthaler
Sandy Tobin

Council on Aging

Roma Jean Brown
Carol deLemos
Morrie Dettman
Daniel Goldberg
Helen K. Hicks
Susanne Hughes
Andrea Rae
Colleen Schaller
Derrek Shulman
Nina Silverstein
Betsy Tedoldi
Mary Elizabeth Weadock

**Solid Waste Disposal /
Recycling Committee**

John H. Cogswell (resigned 4/8/08)
William F. Connors
Jeffrey Heller
Irwin Silverstein

Contributory Retirement Board

(under vote of Town 11/3/36)

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
Philip Chase (alternate)
Mark Gluesing
Deborah Robinson
Stephen Tanner

Timothy Tierney (alternate)

Future School Needs Committee

Heidi Black
David P. Coelho
Marianne Cooley
Ann DerMarderosian
James Lamenzo, Chair
Marjorie Margolis
Mary Riddell
Roger Toran

**Needham Domestic Violence Action
Committee**

Jacqueline Apsler
Janice Berns
Alison Black
Aria Boucher
Belinda Carroll
Lynda Coburn
Pat Cooper
Kristen Cutler
Holly Dobbs
Patricia Falcao
Barbara Falla
Jamie Gutner
Jessica Hogaet
Alexandra Hogan
Sherry Jackson
Deb Jacob
Penny Kirk
Terry Loewenthal
Bob Mainer
Maureen Maskell
Rev. Philip McGaugh
Dan Melville, MD
Erin Miller
Caterina Bonadio O'Connor
Ann Perham
Maria Pizzimenti
Amy Sharff
Bret Silverberg
Molly Smith
Latanya Steele
Katie Tierney
Sally Toran
Laura Van Zandt

Permanent Public Building Committee

Joseph Carroll
Stuart Chandler
John Connelly
George Kent
Steven Popper, Dir. Constr. & Renovation
Paul Salamone
Irwin Silverstein

Transportation Committee

Duncan Allen
Richard Creem
Linda Hoard
Jane A. Howard
Steven McKnight

Youth Commission

Connie Barr
Sara Cocuzzo
Ronnie Haas
Doug Levy
Cathy Lunetta
Kevin Potterton
Vincent Springer
Debbie Winnick

APPOINTED BY TOWN MANAGER

Animal Control Officer

Harry Greenlaw (resigned 1/7/08)

Assistant Town Manager/Finance

David Davison

Assistant Town Manager/Personnel

Christopher Coleman

Director of Emergency Management

Paul F. Buckley, Jr.

Director of MIS

Roger S. MacDonald

Director of Public Works

Richard P. Merson

**District Director of Veterans'
Services/Veterans' Burial Agent/Veterans'
Graves Officer**

John J. Logan, Jr.

**Fire Chief / Superintendent of Fire
Alarms/Forest Warden**

Paul F. Buckley

Inspector of Buildings

Daniel P. Walsh

Inspector of Plumbing and Gas

William Kinsman

Inspector of Wiring

Scott Chisholm

Police Chief / Keeper of the Lockup

Thomas J. Leary

Sealer of Weights and Measures

John Horgan

Supervisor, Garage & Equipment

Stephen J. Hawes

Superintendent, Highway

Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden

Lance Remsen

Superintendent, Water/Sewer

Robert. A Lewis

Town Accountant

Melissa Melnick

Town Engineer

Anthony Del Gaizo

Treasurer and Tax Collector

Evelyn M. Poness

Administrative Assessor

Hoyt Davis

Assistant Town Clerk

Helen Atkinson

**Building Construction and Renovation
Manager**

Steven Popper

Director of Public Facilities Operations

Chip Laffey

Director of Public Health

Janice Berns

Director of Youth Commission

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

<p>APPOINTED BY ELECTED OR APPOINTED BOARDS</p>
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Executive Director, Needham Housing Authority

Margaret K. Plansky

Executive Secretary to Finance Committee

Louise Miller

Superintendent of Schools

Daniel E. Gutekanst

TOWN MEETING MEMBERS

At Large 2009

John A. Bulian
Cynthia J. Chaston
Peter Stephen Connolly
Edmund V. Donnelly, III
Theodora K. Eaton
Michael K. Fee
Denise C. Garlick
Michael J. Greis
James G. Healy
Martin Jacobs
Daniel P. Matthews
Sally B. Powers
Ron Sockol
Gerald A. Wasserman

Precinct A 2009

Erik J. Bailey
Scott D. Butchart
Cheryl Gosmon
Walter D. Herrick
Leslie A. Kalish
Mary E. Keane-Hazzard
Norman F. O'Brien, Jr.
Nicholas P. Sterling

2010

Alan J. Davidson
Alan S. Fanger
Lee Garf
Mary Lee Kelly
Christopher A. Maxwell
Elizabeth M. Sargent
George Tarallo
John R. Wallace

2011

Michael A. Cerundolo
Richard S. Creem
John D. Genova
Donald B. Gratz
Karen N. Price
Louise I. Schnieder
Irwin Silverstein
Nina Silverstein

Precinct B 2009

Damon J. Borrelli
Wilfred G. Corey
John J. Frankenthaler
David C. Harris
Steven Rosenstock
Mindy A. Merow Rubin
Kevin T. Pendergast

2010

George Baierlein
Mark Goldberg
James H. McEvoy
Richard B. Moody
David K. Mottola
Kim Marie Nichols
Caroline W. Sabin

2011

Deborah H. Anastas
William G. Doyle
Scott McConchie
Glenn S. Orenstein
Meredith P. Page
Gerald C. Rovner
Sarah Ann Toran

Precinct C

2009

Russell S. Broad, Jr.
John H. Haslip
Louise L. Miller
Sheila G. Pransky
Sylvia R. Rose
Debra Mann Schmill
Warren S. Sumner IV
Paul B. Tillotson

2010

Joseph Barnes
Bruce S. Barnett
Scott M. Brightman
William H. Dugan, Jr.
James O. Fleckner
Amy T. Goldman
Daniel L. Lintz

Charles J. McCann 2011

Paul S. Alpert
Peter A. Alpert
Jan D. Campbell
Mark J. Gluesing
James D. Masterman
Claire Patricia Messing
Sandra Balzer Tobin
Adalaide C. Young

Precinct D 2009

Holly Anne Clarke
William A. Concannon
Cynthia Conturie
David R. Cox
Marc L. Jacobs
Aaron M. Pressman
David J. Sexton
Maura Brady Steeves

2010

Lois C. Bacon
Heidi C. Black
Bruce T. Eisenhut
Roger B. Hunt
Kathleen M. Lewis
Jeffrey B. Megar
Thomas F. Soisson
Arthur Walitt

2011

Kathryn L. D'Addesio
Roy A. Cramer
Jill S. Daly
Kevin J. Daly
Ann Dermarderosian
Jennifer L. Kagan
Gregory John Shesko
Ralph A. Toran

Precinct E

2009

Michelle S. Ardini
Theodore M. Crowell

Lawrence R. Cummings
Paul J. Durda
Philip V. Robey
Kathleen B. Rothenberg
Paul A. Siegenthaler
Martin L.B. Walter

2010

Cynthia J. Chaston
Mark P. Fachetti
Irene M. Francesconi
Linda J. Novak
Maryruth Perras
Julie E. Stevens
Marilyn G. Tedoldi
Sam B. Warner

2011

Constance S. Barr
Ann M. Cosgrove
Linda J. George
Jane A. Howard
Ronald W. Ruth
William J. Supple
Sean C. Sweeney
Michael R. Tedoldi

Precinct F

2009

Vincent J. Fabiani
Bernard H. Ford
Richard M. Freedberg
Daniel J. Kumin
Jeffrey D. Heller
Rhonda G. Hollander
Michael McKay
Brian S. Nadler
William J. Okerman

2010

Kevin B. Delaney
Stephen L. Dornbusch
Cathy M. Freedberg
Carl Goldstein
Richard G. Lyons
Carolyn R. McIver
Jeanne S. McKnight
Jennifer S. Sexton
Laura S. Terzian

2011

Gilbert W. Cox, Jr.
Gail E. Davis
Richard W. Davis
John F. Milligan
Michael L. Niden
James Hugh Powers
Deborah S. Winnick
William A. Zoppo

Precinct G

2009

Paul H. Attridge
William F. Connors
Michael J. Crawford
John W. Day
Pamela C. Freedman
Thomas M. Harkins
Paul O'Connor
Marcia B. Young

2010

Paula R. Callanan
Richard DeMeis
Robert T. Heald
Jane O. Johnson
Maureen T. McCaffrey
Michael A. Taggart
Timothy P. Tierney
Daniel C. Wright

2011

Susan W. Abbott
Patricia B. Buckley
Fran Gallagher
Kathleen J. O'Keefe
Jill E. Owens
Barbara K. Popper
Kathleen D. Robey
Susan Welby

Precinct H

2009

Julia Satti Cosentino
M. Patricia Cruickshank
Michael A. Diener
Kevin J. Foley
Elizabeth P. Handler

Jeffrey Kristeller
Arthur P. Phillips
Lois F. Sockol

2010

John E. Comando
Richard B. Dagen
Michael C. Kardok
Laura M. London
Terence P. Noonan
Richard J. Savage Jr.
Ron Sockol
Richard A. Zimbone

2011

Heinz R. Brinkhaus
Robert Y. Larsen
Marjorie M. Margolis
Nancy E. McCarthy
Martha M. McMahan
Peter J. Meade
Paul T. Milligan
Jeffrey S. Shapiro

Precinct I

2009

James M. Lemkin
Peter J. Pingitore
Nicholas S. Renzulli
Leslie Ann Renzulli
Paul V. Riley
Robert J. Rondini
June C. Seraydar
Michael T. Vaughn

2010

John P. Connelly
Peter Stephen Connolly
David J. Escalante
Thomas W. Higgins
Jill C. Kahn-Boesel
Lorraine M. Murphy
Nancy E. Sexton
Rachel Ann Weinstock

2011

Paul F. Denver
Richard W. Gatto
Maurice P. Handel
Thomas H. Hannigan, Jr.

John P. O'Leary
Paul Robey III
Maura O. Walsh
Kathleen D. Whitney

Precinct J
2009

James S. Bonasia
Stuart B. Chandler
Bradley M. Christenson
George C. Doukas
Caroline B. Edge

Marcia C. Mather
Michael M. Mathias
Jane B. Murphy
2010
Catherine J. Barker
Marjorie S. Cohen
(Deceased May 2008)
Marianne B. Cooley
Robert A. Downs
George F. Kent
Donna M. Mullin
Emily M. Salaun

Paul G. Smith
2011
Laura A. Brooks
Maria E. DeLuzio
William R. Dermody
Leigh M. Doukas
Barbara J. Downs
Michael J. Greis
Betsy M. Tedoldi
Rebecca C. Turner

TOWN OF NEEDHAM RETIREE INFORMATION

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Henry Borey	Police	38.333
Deborah Coyle	Police	18.000
Paul Curran	Public Facilities	18.750
Harry Greenlaw	Police	40.667
Dorothy Gurevich	Public Works	21.167
Robert Harrington	Public Works	34.750
James Leonard	Public Facilities	19.167
Kenneth Levy	Town Hall	14.000
Michael Volpe	Public Works	26.250

IN MEMORIAM

Nina Ackerman	Town Hall	26.000
Bertha Bishov	Town Hall	17.667
Rita Carroll	Town Hall	9.416
Francis Collins	Public Facilities	10.580
Charles Decker	Public Facilities	10.500
Marguerite Ellis	Public Works	14.916
Jeannette Erskine	School	21.833
Kevin Flaherty	Public Works	13.416
Carmelo Frazetti	Public Works	36.333
Ahti Granroth	Public Facilities	32.000
Lorraine Hering	School	12.750
Theda LeBlanc	Hospital	15.416
Anna Lee	School	21.583
Joseph Leon	Public Works	10.917
Nancy MacMillan	School	15.750
Louis Maffiola	Public Works	34.333
Frances McKay	School	14.583
Judith Pagano	School	31.416
Anne Patriarca	Town Hall	12.916
Charles Ricci	Public Facilities	13.250
Anne Sell	Library	8.833
Mary Weibrecht	Hospital	13.417
Marian Whalen	Hospital	16.166

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2008**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 8,767,713
Investments	\$ 12,246,175
Receivables:	
Property taxes	\$ 2,318,802
Excises	\$ 435,313
Departmental	\$ 961,742
Intergovernmental	\$ 11,180,723
Betterments	\$ -
Other	\$ 26,458
Other assets	\$ 315,923
	\$ 36,252,849
Total Assets	\$ 36,252,849
<u>LIABILITIES</u>	
Warrants and accounts payable	\$ 3,339,502
Deferred revenue	\$ 14,539,404
Accrued liabilities	\$ 1,303,536
Due to other Governments	\$ -
Retainage payable	\$ -
Tax refunds payable	\$ 274,207
Anticipation notes payable	\$ -
Other liabilities	\$ 110,010
	\$ 19,566,659
Total Liabilities	\$ 19,566,659
<u>FUND BALANCES</u>	
Reserved for encumbrances	\$ 2,755,786
Reserved for other specific purposes	\$ 1,314,636
Reserved for expenditures	\$ 6,268,758
Unreserved:	
Undesignated	\$ 6,347,010
	\$ 16,686,190
Total Fund Balance	\$ 16,686,190
Total Liabilities and Fund Balance	\$ 36,252,849

**Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2008**

<u>ASSETS</u>	<u>RTS</u>	<u>Sewer</u>	<u>Water</u>
Current Assets:			
Cash and short-term investments	\$ 1,052,750	\$ 5,766,229	\$ 4,738,783
Receivables	\$ 173,118	\$ 2,447,660	\$ 2,005,594
Other current assets	<u>\$ 447</u>	<u>\$ -</u>	<u>\$ -</u>
Total Current Assets	\$ 1,226,315	\$ 8,213,889	\$ 6,744,377
Noncurrent Assets:			
Land and construction in progress	\$ 5,007,443	\$ 3,474,221	\$ 4,049,526
Other capital assets, net of accumulated depreciation	<u>\$ 1,882,406</u>	<u>\$ 10,812,354</u>	<u>\$ 23,435,471</u>
Total Noncurrent Assets	<u>\$ 6,889,849</u>	<u>\$ 14,286,575</u>	<u>\$ 27,484,997</u>
Total Assets	\$ 8,116,164	\$ 22,500,464	\$ 34,229,374
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$ 101,018	\$ 170,207	\$ 125,004
Accrued payroll	\$ 10,731	\$ 14,637	\$ 22,917
Accrued liabilities	\$ -	\$ 18,432	\$ 25,193
Other liabilities	\$ 24,476	\$ 148,099	\$ 55,124
Current portion of long-term liabilities:			
Bonds payable	\$ 125,000	\$ 805,345	\$ 971,290
Compensated absences	<u>\$ 24,653</u>	<u>\$ 37,782</u>	<u>\$ 35,617</u>
Total current liabilities	\$ 285,878	\$ 1,194,502	\$ 1,235,145
Noncurrent Liabilities			
Bonds payable, net of current portion	<u>\$ 100,000</u>	<u>\$ 4,969,257</u>	<u>\$ 6,462,964</u>
Total Liabilities	\$ 385,878	\$ 6,163,759	\$ 7,698,109
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	\$ 6,664,849	\$ 10,445,777	\$ 20,331,104
Unrestricted	<u>\$ 1,065,437</u>	<u>\$ 5,890,928</u>	<u>\$ 6,200,161</u>
Total Net Assets	<u>\$ 7,730,286</u>	<u>\$ 16,336,705</u>	<u>\$ 26,531,265</u>

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Town Wide Expense	\$27,852,814	(\$420,287)	(\$1,385,026)	\$26,047,501	(\$24,833,199)	(\$94,880)	(\$24,928,079)	\$1,119,422
General Government	\$3,170,234		\$60,933	\$3,231,167	(\$2,972,218)	(\$163,970)	(\$3,136,189)	\$94,978
Land Use & Development	\$296,430		\$7,881	\$304,311	(\$277,208)	(\$11,628)	(\$288,836)	\$15,475
Public Safety	\$10,367,753		\$427,421	\$10,795,174	(\$10,520,127)	(\$53,692)	(\$10,573,820)	\$221,354
Education	\$41,371,214	(\$0)		\$46,768,801	(\$40,202,969)	(\$1,163,228)	(\$41,366,197)	\$5,017
Public Works	\$4,830,010		\$573,159	\$5,403,169	(\$5,075,834)	(\$224,943)	(\$5,300,777)	\$102,392
Public Facilities	\$6,423,700		\$261,978	\$6,685,678	(\$5,942,133)	(\$585,126)	(\$6,527,259)	\$158,419
Community Services	\$2,615,524		\$53,654	\$2,669,178	(\$2,609,619)	(\$3,600)	(\$2,613,219)	\$55,959
TOTAL	\$96,927,679	(\$420,287)	(\$0)	\$101,904,979	(\$92,433,307)	(\$2,301,068)	(\$94,734,375)	\$1,773,017
Town Wide Expenses								
1 Retirement (Chapter 34)	\$117,000			\$117,000	(\$121,166)		(\$121,166)	(\$4,166)
2 Retirement Contributory System	\$3,979,000			\$3,979,000	(\$3,890,268)		(\$3,890,268)	\$88,732
3 Health Insurance	\$8,078,000			\$8,078,000	(\$7,096,990)	(\$67,500)	(\$7,164,490)	\$913,510
4 Insurance Liability Fund	\$3,502,950			\$3,502,950	(\$3,502,950)		(\$3,502,950)	
5 Unemployment Compensation	\$85,000			\$85,000	(\$53,784)	(\$20,827)	(\$74,610)	\$10,390
6 Debt Service	\$9,425,551			\$9,425,551	(\$9,322,655)	(\$5,351)	(\$9,322,655)	\$102,896
7 Worker's Compensation	\$385,000			\$385,000	(\$379,736)	(\$5,351)	(\$385,087)	(\$87)
8 Property Self Insurance	\$450,000	\$25,000		\$475,000	(\$465,651)	(\$1,202)	(\$466,852)	\$8,148
9 Performance Pay Pool*	\$575,000		(\$575,000)					
10 Reserve Fund*	\$1,255,313	(\$445,287)	(\$810,026)					
Town Wide	\$27,852,814	(\$420,287)	(\$1,385,026)	\$26,047,501	(\$24,833,199)	(\$94,880)	(\$24,928,079)	\$1,119,422
* Direct expenditure is not allowed, only transfers to other budget lines.								
Board of Selectmen/Town Manager								
11 A Salary & Wages	\$490,177		\$14,113	\$504,290	(\$502,733)		(\$502,733)	\$1,557
11 B Purchase of Service	\$144,100		\$2,000	\$146,100	(\$105,592)	(\$40,324)	(\$145,915)	\$185
11 C Expenses	\$22,350		\$4,000	\$26,350	(\$24,458)	(\$449)	(\$24,907)	\$1,443
Total	\$656,627		\$20,113	\$676,740	(\$632,783)	(\$40,773)	(\$673,555)	\$3,185

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Town Clerk & Board of Registrars								
12 A Salary & Wages	\$249,469		\$8,557	\$258,026	(\$248,150)		(\$248,150)	\$9,876
12 B Purchase of Service	\$24,830			\$24,830	(\$19,399)	(\$5,310)	(\$24,710)	\$120
12 C Expenses	\$5,700			\$5,700	(\$4,468)	(\$1,018)	(\$5,486)	\$214
Total	\$279,999		\$8,557	\$288,556	(\$272,017)	(\$6,328)	(\$278,346)	\$10,210
Town Counsel								
13 A Salary & Wages	\$65,355		\$109	\$65,464	(\$65,464)		(\$65,464)	\$0
13 B Purchase of Service	\$190,000			\$190,000	(\$178,585)	(\$11,361)	(\$189,946)	\$54
13 C Expenses	\$3,500			\$3,500	(\$3,087)	(\$233)	(\$3,320)	\$180
Total	\$258,855		\$109	\$258,964	(\$247,135)	(\$11,594)	(\$258,729)	\$235
Personnel Board								
14 A Salary & Wages	\$1,601			\$1,601	(\$407)		(\$407)	\$1,194
14 B Purchase of Service	\$10,000			\$10,000	(\$3,502)	(\$6,498)	(\$10,000)	
14 C Expenses								
Total	\$11,601			\$11,601	(\$3,909)	(\$6,498)	(\$10,407)	\$1,194
Finance Department								
15 A Salary & Wages	\$1,259,815		\$31,458	\$1,291,273	(\$1,223,205)		(\$1,223,205)	\$68,068
15 B Purchase of Service	\$539,746			\$539,746	(\$440,537)	(\$92,402)	(\$532,939)	\$6,807
15 C Expenses	\$115,090			\$115,090	(\$104,385)	(\$6,375)	(\$110,760)	\$4,330
15 D Capital	\$20,000			\$20,000	(\$19,694)		(\$19,694)	\$306
Total	\$1,934,651		\$31,458	\$1,966,109	(\$1,787,821)	(\$98,778)	(\$1,886,599)	\$79,510
Finance Committee								
16 A Salary & Wages	\$27,851		\$696	\$28,547	(\$28,033)		(\$28,033)	\$514
16 B Purchase of Service	\$125			\$125				\$125
16 C Expenses	\$525			\$525	(\$519)		(\$519)	\$6
Total	\$28,501		\$696	\$29,197	(\$28,553)		(\$28,553)	\$644
General Government	\$3,170,234		\$60,933	\$3,231,167	(\$2,972,218)	(\$163,970)	(\$3,136,189)	\$94,978

Town of Needham
General Fund

Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Planning Board								
17 A Salary & Wages	\$190,701	(\$7,000)	\$4,768	\$188,469	(\$176,760)		(\$176,760)	\$11,709
17 B Purchase of Service	\$7,150	\$7,000		\$14,150	(\$6,316)	(\$7,725)	(\$14,041)	\$109
17 C Expenses	\$3,910			\$3,910	(\$3,576)	(\$143)	(\$3,719)	\$191
Total	\$201,761		\$4,768	\$206,529	(\$186,652)	(\$7,868)	(\$194,520)	\$12,009
Conservation Commission								
18 A Salary & Wages	\$61,148		\$1,290	\$62,438	(\$61,876)		(\$61,876)	\$562
18 B Purchase of Service	\$5,800			\$5,800	(\$1,495)	(\$2,767)	(\$4,262)	\$1,538
18 C Expenses	\$2,015			\$2,015	(\$1,525)	(\$449)	(\$1,974)	\$41
Total	\$68,963		\$1,290	\$70,253	(\$64,896)	(\$3,216)	(\$68,112)	\$2,141
Board of Appeals								
19 A Salary & Wages	\$22,416		\$1,823	\$24,239	(\$23,048)		(\$23,048)	\$1,191
19 B Purchase of Service	\$3,040			\$3,040	(\$2,496)	(\$544)	(\$3,040)	
19 C Expenses	\$250			\$250	(\$116)		(\$116)	\$134
Total	\$25,706		\$1,823	\$27,529	(\$25,660)	(\$544)	(\$26,204)	\$1,325
Land Use & Development								
	\$296,430		\$7,881	\$304,311	(\$277,208)	(\$11,628)	(\$288,836)	\$15,475
Police Department								
20 A Salary & Wages	\$4,175,986		\$131,670	\$4,307,656	(\$4,121,833)		(\$4,121,833)	\$185,823
20 B Purchase of Service	\$76,181			\$76,181	(\$67,078)	(\$8,967)	(\$76,045)	\$136
20 C Expenses	\$204,130		\$1,650	\$205,780	(\$187,245)	(\$18,477)	(\$205,722)	\$58
20 D Capital	\$140,582			\$140,582	(\$140,186)	(\$396)	(\$140,582)	
Total	\$4,596,879		\$133,320	\$4,730,199	(\$4,516,342)	(\$27,840)	(\$4,544,182)	\$186,017
Fire Department								
21 A Salary & Wages	\$5,110,409		\$285,222	\$5,395,631	(\$5,395,630)		(\$5,395,630)	\$1
21 B Purchase of Service	\$80,460	\$5,000		\$85,460	(\$67,595)	(\$5,189)	(\$72,784)	\$12,676
21 C Expenses	\$167,927	(\$5,000)		\$162,927	(\$144,709)	(\$18,044)	(\$162,752)	\$175
Total	\$5,358,796		\$285,222	\$5,644,018	(\$5,607,934)	(\$23,233)	(\$5,631,167)	\$12,851

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Building Inspector								
22 A Salary & Wages	\$398,445		\$8,879	\$407,324	(\$385,629)		(\$385,629)	\$21,695
22 B Purchase of Service	\$4,600			\$4,600	(\$2,410)	(\$1,330)	(\$3,740)	\$860
22 C Expenses	\$9,033			\$9,033	(\$7,813)	(\$1,290)	(\$9,103)	(\$70)
Total	\$412,078		\$8,879	\$420,957	(\$395,851)	(\$2,620)	(\$398,471)	\$22,486
Public Safety	\$10,367,753		\$427,421	\$10,795,174	(\$10,520,127)	(\$53,692)	(\$10,573,820)	\$221,354
Minuteman Regional High School Assessment								
Minuteman Assessment	\$571,356			\$571,356	(\$566,363)		(\$566,363)	\$4,993
23 Total	\$571,356			\$11,366,530	(\$566,363)		(\$566,363)	\$4,993
Needham Public Schools - Direct								
Needham Public Schools - Direct Appropriation	\$40,799,858		(\$0)	\$40,799,858	(\$39,636,606)	(\$1,163,228)	(\$40,799,834)	\$24
24 Total	\$40,799,858		(\$0)	\$40,799,858	(\$39,636,606)	(\$1,163,228)	(\$40,799,834)	\$24
Education	\$41,371,214		(\$0)	\$46,768,801	(\$40,202,969)	(\$1,163,228)	(\$41,366,197)	\$5,017
Department of Public Works								
25 A Salary & Wages	\$2,895,771		\$75,781	\$2,971,552	(\$2,917,255)		(\$2,917,255)	\$54,297
25 B Purchase of Service	\$781,147	(\$50,000)		\$731,147	(\$606,636)	(\$119,752)	(\$726,388)	\$4,759
25 C Expenses	\$442,192	\$50,000		\$492,192	(\$434,922)	(\$22,952)	(\$457,874)	\$34,318
25 D Capital								
25 E Snow and Ice	\$200,000		\$497,378	\$697,378	(\$697,378)		(\$697,378)	(\$0)
Total	\$4,319,110		\$573,159	\$4,892,269	(\$4,656,191)	(\$142,704)	(\$4,798,896)	\$93,373
Municipal Parking Program								
Municipal Parking Program	\$203,900			\$203,900	(\$145,305)	(\$49,576)	(\$194,881)	\$9,019
26 Total	\$203,900			\$203,900	(\$145,305)	(\$49,576)	(\$194,881)	\$9,019

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Municipal Street Lighting Program								
Street Lighting Program	\$307,000			\$307,000	(\$274,337)	(\$32,663)	(\$307,000)	
27 Total	\$307,000			\$307,000	(\$274,337)	(\$32,663)	(\$307,000)	
Public Works								
	\$4,830,010		\$573,159	\$5,403,169	(\$5,075,834)	(\$224,943)	(\$5,300,777)	\$102,392
Public Facilities								
28 A Salary & Wages	\$2,520,199		\$20,330	\$2,540,529	(\$2,449,823)		(\$2,449,823)	\$90,706
28 B Purchase of Service	\$3,566,136		\$234,377	\$3,800,513	(\$3,215,277)	(\$516,901)	(\$3,732,178)	\$68,335
28 C Expenses	\$337,365		\$7,271	\$344,636	(\$277,033)	(\$68,225)	(\$345,258)	(\$622)
Total	\$6,423,700		\$261,978	\$6,685,678	(\$5,942,133)	(\$585,126)	(\$6,527,259)	\$158,419
Public Facilities	\$6,423,700		\$261,978	\$6,685,678	(\$5,942,133)	(\$585,126)	(\$6,527,259)	\$158,419
Board of Health								
29 A Salary & Wages	\$337,848		\$6,776	\$344,624	(\$342,034)		(\$342,034)	\$2,590
29 B Purchase of Service	\$35,524			\$35,524	(\$34,186)	(\$230)	(\$34,416)	\$1,108
29 C Expenses	\$8,534			\$8,534	(\$8,381)		(\$8,381)	\$153
Total	\$381,906		\$6,776	\$388,682	(\$384,601)	(\$230)	(\$384,831)	\$3,851
Diversified Community Social Services								
30 A Salary & Wages	\$455,108		\$14,590	\$469,698	(\$452,938)		(\$452,938)	\$16,760
30 B Purchase of Service	\$8,157			\$8,157	(\$7,083)		(\$7,083)	\$1,074
30 C Expenses	\$30,613			\$30,613	(\$8,395)	(\$3,116)	(\$11,511)	\$19,102
Total	\$493,878		\$14,590	\$508,468	(\$468,415)	(\$3,116)	(\$471,531)	\$36,937
Commission on Disabilities								
31 A Salary & Wages	\$350			\$350				\$350
31 B Purchase of Service	\$200			\$200				\$200
31 C Expenses	\$550			\$550				\$550
Total	\$1,100			\$1,100				\$1,100

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Historical Commission								
32 A Salary & Wages	\$50			\$50				\$50
32 B Purchase of Service	\$500			\$500				\$500
32 C Expenses	\$550			\$550				\$550
Total								
Needham Public Library								
33 A Salary & Wages	\$976,010		\$24,400	\$1,000,410	(\$1,000,410)		(\$1,000,410)	\$294
33 B Purchase of Service	\$56,657			\$56,657	(\$56,363)		(\$56,363)	\$294
33 C Expenses	\$178,585			\$178,585	(\$178,564)	(\$5)	(\$178,569)	\$16
Total	\$1,211,252		\$24,400	\$1,235,652	(\$1,235,337)	(\$5)	(\$1,235,342)	\$310
Park and Recreation Department								
34 A Salary & Wages	\$415,763		\$7,888	\$423,651	(\$410,493)		(\$410,493)	\$13,158
34 B Purchase of Service	\$61,025	(\$6,000)		\$55,025	(\$54,769)	(\$152)	(\$54,921)	\$104
34 C Expenses	\$49,850	\$6,000		\$55,850	(\$55,657)	(\$58)	(\$55,715)	\$135
Total	\$526,638		\$7,888	\$534,526	(\$520,919)	(\$210)	(\$521,129)	\$13,397
Memorial Park								
35 A Salary & Wages	\$200			\$200	(\$86)		(\$86)	\$114
35 B Purchase of Service	\$550			\$550	(\$261)	(\$39)	(\$300)	\$250
35 C Expenses	\$750			\$750	(\$347)	(\$39)	(\$386)	\$364
Total								
Community Services	\$2,615,524		\$53,654	\$2,669,178	(\$2,609,619)	(\$3,600)	(\$2,613,219)	\$55,959
Total Operating Budget	\$96,927,679	(\$420,287)		\$101,904,979	(\$92,433,307)	(\$2,301,068)	(\$94,734,375)	\$1,773,017

**Town of Needham
RTS Enterprise
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
RTS Operating Budget								
101A Salaries	\$534,551	\$36,629		\$571,180	(\$504,643)		(\$504,643)	\$66,537
101B Purchase of Service	\$1,065,660			\$1,065,660	(\$1,000,209)	(\$63,214)	(\$1,063,422)	\$2,238
101C Expenses	\$162,715			\$162,715	(\$156,614)	(\$597)	(\$157,210)	\$5,505
101D Capital Outlay	\$58,000			\$58,000	(\$46,695)	(\$6,390)	(\$53,085)	\$4,915
101E Debt Service	\$150,000			\$150,000	(\$138,581)		(\$138,581)	\$11,419
102 Reserve Fund*	\$45,000			\$45,000				\$45,000
Total	\$2,015,926	\$36,629		\$2,052,555	(\$1,846,742)	(\$70,200)	(\$1,916,942)	\$135,613

* Direct expenditure is not allowed, only transfers to other line items

**Town of Needham
Sewer Enterprise
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Sewer Operating Budget								
201A Salaries	\$538,728	\$36,561		\$575,289	(\$539,721)		(\$539,721)	\$35,568
201B Purchase of Service	\$170,970			\$170,970	(\$151,415)	(\$9,782)	(\$161,197)	\$9,773
201C Expenses	\$83,040			\$83,040	(\$79,430)	(\$1,639)	(\$81,069)	\$1,971
201D Capital Outlay	\$25,000		\$35,000	\$60,000	(\$37,911)	(\$22,000)	(\$59,911)	\$89
201E MWRA Assessment	\$5,205,317			\$5,205,317	(\$4,911,005)		(\$4,911,005)	\$294,312
201F Debt Service	\$1,150,000			\$1,150,000	(\$1,105,764)		(\$1,105,764)	\$44,236
202 Reserve Fund*	\$35,000		(\$35,000)					
Total	\$7,208,055	\$36,561		\$7,244,616	(\$6,825,247)	(\$33,421)	(\$6,858,668)	\$385,948

* Direct expenditure is not allowed, only transfers to other line items

Town of Needham
Water Enterprise
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2008

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Water Operating Budget								
301A Salaries	\$880,058	\$60,859		\$940,917	(\$841,930)		(\$841,930)	\$98,987
301B Purchase of Service	\$496,950			\$496,950	(\$413,199)	(\$82,732)	(\$495,930)	\$1,020
301C Expenses	\$467,350			\$467,350	(\$403,354)	(\$37,137)	(\$440,491)	\$26,859
301D Capital Outlay	\$20,000			\$20,000		(\$20,000)	(\$20,000)	
301E MWRA Assessment	\$977,545			\$977,545	(\$958,624)		(\$958,624)	\$18,921
301F Debt Service	\$1,300,000			\$1,300,000	(\$1,286,216)		(\$1,286,216)	\$13,784
302 Reserve Fund*	\$75,000			\$75,000				\$75,000
Total	\$4,216,903	\$60,859		\$4,277,762	(\$3,903,322)	(\$139,869)	(\$4,043,191)	\$234,571

* Direct expenditure is not allowed, only transfers to other line items

Town of Needham
Trust Funds
Year Ended June 30, 2008

Fund	July 1, 2007	Receipts	Disbursements & Adjustments	June 30, 2008
Anita M. Reinke Memorial Scholarship	\$9,973	\$2,064	\$234	\$11,803
Catherine M. Wharton Memorial Scholarship	\$2,823	\$497	\$2,010	\$1,310
Centennial Football Scholarship	\$2,552	\$508	\$509	\$2,552
Charles and Bernice Siegel Memorial Fund	\$151,052	\$92,197	\$510	\$242,740
C. J. Cullen III Memorial Scholarship	\$39,670	\$8,192	\$1,334	\$46,528
Dana F. Burke Scholarship	\$4,541	\$2,889	\$265	\$7,165
De Fazio Family Memorial Scholarship	\$18,659	\$3,834	\$1,063	\$21,429
Derwood Newman Memorial	\$40,247	\$8,366	\$136	\$48,476
Dr. Lee Allan Memorial	\$2,422	\$503	\$8	\$2,917
Dwight School (Pollard School)	\$29,686	\$6,170	\$101	\$35,755
Edward J. Stewart 13 Club Scholarship	\$12,484	\$2,573	\$542	\$14,515
Edward Kasip Scholarship	\$5,184	\$1,055	\$518	\$5,722
Edward Keady Memorial Scholarship	\$6,257	\$1,233	\$1,521	\$5,970
Frederick Barstow Scholarship	\$321,135	\$66,079	\$16,088	\$371,126
Frederick Harris Scholarship	\$39,083	\$8,083	\$1,032	\$46,134
George Morse Memorial Scholarship	\$191,710	\$47,404	\$3,150	\$235,964
High School Sports Endowment	\$26,824	\$5,576	\$91	\$32,309
Igor Guralnik & Keith Flueckiger	\$20,059	\$4,196	\$68	\$24,187
Joan W. Swartz Memorial Scholarship	\$3,130	\$606	\$1,011	\$2,725
John Akers	\$106,041	\$68,989	\$2,359	\$172,671
John C. Wood (High School Library)	\$12,761	\$2,653	\$43	\$15,371
Joseph Paulini Scholarship	\$659	\$137	\$2	\$794
Karen Decembre Scholarship	(\$0)			(\$0)
Kyle Shapiro Scholarship	\$1,285	\$267	\$4	\$1,548
Leo F. Richards Jr. Scholarship	\$6,026	\$1,241	\$270	\$6,997
Mark R., Beane Memorial Scholarship	\$29,226	\$6,530	\$1,599	\$34,157
Martin Luther King Scholarship	\$4,896	\$2,238	\$3,817	\$3,317
Mary Ann Dolan Scholarship	\$91	\$45		\$136
Minot Mac Donald (Carter School Library)	\$7,464	\$1,554	\$25	\$8,993
Miriam Kronish Scholarship	\$2,037	\$390	\$757	\$1,669
Nate Tavalone Scholarship	\$6,356	\$1,616	\$422	\$7,550
New Century Club Scholarship	\$19,987	\$4,065	\$2,068	\$21,984
Nina Pansuk Scholarship	\$131,078	\$27,134	\$2,944	\$155,268
Peter Eloranta Chemistry Award Scholarship	\$9,262	\$2,846	\$131	\$11,976
Peter Eloranta Scholarship	\$100,420	\$20,683	\$4,940	\$116,163
Rebecca H. Perry Memorial Scholarship	\$251,449	\$52,042	\$5,852	\$297,639
Richard Jensen, Sr. Memorial Scholarship	\$2,018	\$420	\$7	\$2,431
Ruth Ann B. Simmons MD Memorial Scholarship	\$23,880	\$5,469	\$1,581	\$27,769
School Permanent Donation	(\$424)			(\$424)
Stacy Neilson Memorial Fund (Soccer Team)	\$1,559			\$1,559
Stanley Willox Memorial Scholarship	\$1,704	\$332	\$506	\$1,530
Steven Wernick Memorial Scholarship	\$64	\$13		\$77
Students Need Arts Trust Fund	\$5,496	\$1,142	\$19	\$6,620
Thomas C. Hanson Memorial Scholarship				
Timothy P. Flanagan Memorial Scholarship	\$20,734	\$4,265	\$1,070	\$23,929
Tot Greenleaf	\$4,875	\$7,069	\$17	\$11,928
walter burke	\$9			\$9

Town of Needham
Trust Funds
Year Ended June 30, 2008

Fund	July 1, 2007	Receipts	Disbursements & Adjustments	June 30, 2008
William G. Moseley Scholarship	\$20,195	\$4,187	\$318	\$24,063
William T. Burke Memorial Scholarship	\$4,317	\$875	\$515	\$4,677
Interest to be allocated	\$3,140	\$2,550	\$3,140	\$2,550
Subtotal School	\$1,704,098	\$480,776	\$62,599	\$2,122,276
Arthur W. & Barbara S. Hatch Fund	\$253,906	\$51,745	\$14,690	\$290,960
Bosworth Library Trust Fund	\$5,924	\$1,399	\$20	\$7,302
Charles Fredic Clifford Henderson Library 10% Trust	\$95,319	\$19,797	\$699	\$114,417
Cora Proctor Thurston Fund	\$14,311	\$2,975	\$934	\$16,351
Helen DE M. Dunn Library Trust Fund	\$1,842	\$367	\$391	\$1,817
Karl L. Nutter Library Trust Fund	\$2,339	\$482	\$541	\$2,281
Laura G. Willgoose Library Trust Fund	\$145,858	\$30,101	\$8,872	\$167,087
Library Permanent Donation Fund	\$60,415	\$59,121	\$52,000	\$67,536
Lois Carley Children's Library Trust	\$11,790	\$2,442	\$133	\$14,099
Martha Barr Library Trust Fund	\$2,434	\$505	\$22	\$2,917
Myra S. Greenwood Library Trust Fund	\$56,511	\$11,732	\$508	\$67,735
Roger S. Corliss Fund	\$7,345	\$1,527	\$318	\$8,553
William Carter Fund	\$37,856	\$7,794	\$2,703	\$42,947
William H. Wye Library Fund	\$1,545	\$319	\$63	\$1,801
Interest to be allocated	\$722	\$1,510	\$722	\$1,510
Subtotal Library	\$698,114	\$191,815	\$82,617	\$807,312
Board of Health	\$146	\$30		\$176
Community Revitalization Maintenance 10% Trust	\$9,632	\$7,520	\$7,659	\$9,493
Community Revitalization Trust	\$7,290	\$7,588	\$6,553	\$8,325
Council on Aging Permanent Donation	\$133,418	\$27,732	\$452	\$160,698
Domestic Violence Trust	\$219,386	\$45,602	\$5,743	\$259,245
Esther Lyford Trust	\$7,923	\$1,647	\$27	\$9,543
General Trust Allocation	\$1,023	\$2,257	\$1,023	\$2,257
Green Field Improvement Association Fund	\$4,353	\$905	\$15	\$5,243
John B. Tolman Trust (Library/Temperance Organization)	\$154,531	\$31,913	\$12,517	\$173,926
Mary Virginia E. Hill (Animal Welfare) Fund	\$10,433	\$2,169	\$35	\$12,566
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$9,772	\$2,031	\$33	\$11,770
Needham Military Band Inc. 2011 Fund	\$21,760	\$4,523	\$74	\$26,210
Park & Recreation (Park Beautification) Fund	\$10,899	\$3,417	\$37	\$14,280
Rebecca Perry Park Trust Fund	\$28,256	\$4,855	\$5,159	\$27,952
Robert & Marcia Carleton Memorial Trust Fund	\$74,341	\$15,453	\$256	\$89,538
Robert & Marcia Carleton Pavilion Fund	\$26,177	\$5,441	\$4,089	\$27,529
Skate Park Trust Fund	\$1,860	\$387	\$6	\$2,240
Subtotal Other Funds	\$721,200	\$163,470	\$43,678	\$840,992
TOTAL	\$3,123,412	\$836,061	\$188,894	\$3,770,580

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

FISCAL 2008

**OF
NEEDHAM**
City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$	<u>117,827,098.22</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>39,875,752.50</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>77,951,345.72</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	78.8747%	61,483,890.08	6,338,792,593	9.70	61,486,288.15
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	14.6953%	11,455,184.11	605,364,330	18.92	11,453,493.12
Net of Exempt					0.00
Industrial	3.3714%	2,628,051.67	138,882,200	18.92	2,627,651.22
SUBTOTAL	96.9414%		7,083,039,123		75,567,432.49
Personal	3.0586%	2,384,219.86	125,999,642	18.92	2,383,913.23
TOTAL	100.0000%		7,209,038,765		77,951,345.72

Board of Assessors of **NEEDHAM**
City or Town

MUST EQUAL IC

Andrew Nelson, Field Representative, Dls. 508-792-7300 ext 226	12/7/2007 2:10 PM
Andrew Nelson, Field Representative, Dls. 508-792-7300 ext 226	12/7/2007 2:10 PM
Andrew Nelson, Field Representative, Dls. 508-792-7300 ext 226	12/7/2007 2:10 PM
Assessor	Date

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

Reviewed By	NELSON ANDREW
Date :	07-DEC-07
Approved :	Dennis Mountain
Director of Accounts	



TAX RATE RECAPITULATION

FISCAL 2008

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	115,759,980.22
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)	57,236.00		
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)	20,000.00		
TOTAL Ilb (Total lines 1 through 10)			89,736.00
Ilc. State and county cherry sheet charges (C.S. 1-EC cols. 1 and 2)			1,057,780.00
Ild. Allowance for abatements and exemptions (overlay)			919,602.00
Ile. Total amount to be raised (Total Ila through Ild)		\$	117,827,098.22

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	7,601,727.00	\$	
2. Massachusetts school building authority payments	745,381.00		
TOTAL IIIa			8,347,108.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 23)	9,059,700.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	15,744,087.00		
4. Community Preservation Funds (See Schedule A-4)	2,540,000.00		
TOTAL IIIb			27,343,787.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	0.00		
2. Other available funds (page 4, col.(d))	918,531.50		
TOTAL IIIc			918,531.50
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2007	3,266,326.00		
b. Free cash..appropriated on or after July 1, 2007	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			3,266,326.00
IIIe. Total estimated receipts and other revenue sources		\$	39,875,752.50
(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)		\$	117,827,098.22
b. Total estimated receipts and other revenue sources (from IIIe)	39,875,752.50	\$	
c. Total real and personal property tax levy (from Ic)	77,951,345.72	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	117,827,098.22

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2007	(b) Estimated Receipts Fiscal 2008
==> 1 MOTOR VEHICLE EXCISE	4,124,378.00	3,995,000.00
==> 2 OTHER EXCISE	326,696.00	300,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	348,102.00	275,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	75,226.00	70,000.00
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	790,303.00	750,000.00
9 OTHER CHARGES FOR SERVICES	180,074.00	180,000.00
10 FEES	356,106.00	225,000.00
11 RENTALS	0.00	0.00
12 DEPARTMENTAL REVENUE - SCHOOLS	64,667.00	55,000.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	305,562.00	300,000.00
16 OTHER DEPARTMENTAL REVENUE	327,397.00	310,000.00
17 LICENSES AND PERMITS	1,450,615.00	1,300,000.00
18 SPECIAL ASSESSMENTS	5,887.00	2,500.00
==> 19 FINES AND FORFEITS	155,975.00	145,000.00
==> 20 INVESTMENT INCOME	1,573,613.00	900,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	280,770.00	250,000.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	202,688.00	2,200.00
23 TOTALS	\$ 10,568,059.00	\$ 9,059,700.00

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 2008 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.

Andrew Nelson, Field Representative, Dis. 508-792-7300 ext 226

12/7/2007 2:06 PM

Accounting Officer

Date

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

==> Written documentation should be submitted to support increases/ decreases of FY 2007 estimated receipts to FY2008 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2008

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 (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/07/2007	2008	55,000.00	55,000.00	0.00	0.00	0.00	770,100.00	1,457,940.00
05/09/2007	2008	110,477,562.00	96,140,627.00	0.00	888,051.00	13,448,884.00	0.00	0.00
05/14/2007	2008	2,520,000.00	0.00	0.00	0.00	2,520,000.00	0.00	0.00
05/16/2007	2008	2,300,278.00	1,032,687.00	0.00	0.00	1,267,591.00	0.00	22,511,800.00
05/14/2007	2007	18,313.50	0.00	0.00	262.50	18,051.00	0.00	0.00
11/05/2007	2008	388,826.72	224,559.72	0.00	30,218.00	134,049.00	0.00	0.00
Totals		115,759,980.22	97,452,873.72	0.00	918,531.50	17,388,575.00		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

NEEDHAM

Andrew Nelson, Field Representative, Dls. 508-792-7300 ext

12/7/2007 2:01 PM

City/Town/District

226
Clerk

Date