

# TOWN OF NEEDHAM



ANNUAL REPORT  
1711—2009

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NEEDHAM, MASSACHUSETTS

*Cover Photo:*

*“A View from the Top”, shot from a bucket truck in front of Needham Town Hall by Brian Smith Photography, February 2010.*

## **This 2009 Annual Town Report is Dedicated to William M. Powers**



William M. Powers (Bill) was born in Newton, Massachusetts. After graduating from high school in 1942, he enlisted in the Army Reserve Program. A few weeks after starting Boston University, he received notification to report to Fort Wheeler, Georgia, for basic training. After that phase, he was selected for the Army Specialized Training Program, and sent to Vanderbilt University. When that program was discontinued, with others he was assigned to the 106<sup>th</sup> infantry division. After maneuvers, that division was shipped to Belgium...replacing the 24<sup>th</sup> division on the front lines. It was there that the 106<sup>th</sup> division made history in what came to be known as the Battle of the Bulge. After three plus years in the service, he received his honorable discharge in February 1946; and like many other G.I.'s he took advantage of the G.I. Bill of Rights, and returned to Boston University where he did both his undergraduate and graduate work. He became president of his class, and in his senior year was elected captain of the varsity tennis team. (Powers' proficiency as a New England tennis player was first displayed when he won the Massachusetts Interscholastic Championship. To this day he continues to play, and has been ranked in several different age categories.)

In 1950 he was married Sally Backman and with their children the family moved to Needham in 1960. Their three sons (Bill, Ted, and Ben) graduated from Needham High School. Mr. Powers speaks fondly of his sons, daughters-in-law, and two grandchildren, Jesse and Nicholas.

Bill served as the Assistant Superintendent of Schools from 1957 to 1960; and as Superintendent of Schools from 1960 to 1979. He chose to retire to pursue other interests.

Public service and civic involvement have been a lifelong commitment for the Powers family. Mr. Powers has been and is a faithful member of many local, state, and national organizations. Still active in the sport of tennis, he also enjoys writing. Among his work is a book titled You Can't Sew Pillows under Them, a recently published booklet of verse and essays (An Old Duffers' Verse and Tales), and various newsletters. He is currently working on two memoirs.

In Needham, Bill was a Town Meeting Member for forty-five years; a member of the Finance Committee, chair for one (1983-86); an elected member of the Board of Selectmen (1996-2003). As might be expected, his memberships are numerous- ranging from the Needham League of Women Voters to Veteran's organizations. He was a co-founder of the Melick Foundation. Sandwiched into a fascinating record is the fact that he was also elected to the Newton Board of Aldermen when he lived in Newton; and while Needham Superintendent he was appointed by the Commissioner of Education to Chair the Massachusetts Executive Committee for Educational television.

When asked if he would like to include a quote, he quickly said **yes**. *I am honored by this dedication, and at the same time humbled. Needham is an amazing Town because of the many able people, young and old, who volunteer their time and talents to make this community and our nation better for all people. In addition I would add that our community has been blessed by many extremely competent public employees whose ability and dedication have helped made Needham what it is. They deserve our continuing recognition and praise.*



# Table of Contents

	PAGE
Message from Board of Selectmen.....	1
Community Profile .....	2
 <b>GENERAL GOVERNMENT</b>	
Board of Registrars / Town Clerk .....	3
Board of Selectmen / Town Manager.....	9
Commissioner of Trust Funds .....	13
Department of Finance .....	14
Finance Committee.....	20
Legal Department .....	22
Moderator .....	23
Needham Contributory Retirement System.....	24
Personnel Board .....	25
 <b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>	
Board of Appeals.....	26
Conservation Department.....	27
Planning .....	29
 <b>PUBLIC SAFETY</b>	
Building Inspector .....	32
Fire Department.....	34
Police Department .....	36
 <b>EDUCATION</b>	
Future School Needs Committee.....	39
Minuteman Regional High School .....	40
Needham Public Schools.....	45
 <b>DIVERSIFIED COMMUNITY SOCIAL SERVICES</b>	
Council on Aging .....	47
Department of Veteran’s Services.....	51
Youth Services .....	52
 <b>PUBLIC WORKS</b>	
Department of Public Works .....	59
 <b>PUBLIC FACILITIES</b>	
Public Facilities - Construction .....	63
Public Facilities - Operations .....	67
 <b>COMMUNITY SERVICES</b>	
Commission on Disabilities.....	69
Community Preservation Committee .....	72
Golf Course Advisory Committee.....	73
Historical Commission .....	75
Needham Free Public Library .....	75
Needham Housing Authority.....	80
Transportation Committee.....	81
Park and Recreation Commission .....	82
Public Health .....	85

**OTHER**

Metropolitan Area Planning Council..... 101  
Norfolk County Commissioners..... 103  
Norfolk County Registry of Deeds..... 104  
Norfolk County Mosquito Control Project..... 105

**TOWN OFFICIALS**..... 107

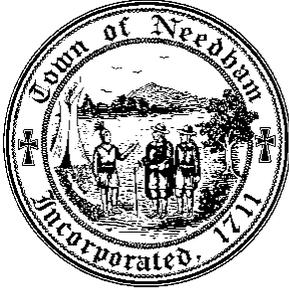
**TOWN MEETING MEMBERS** ..... 113

**TOWN OF NEEDHAM RETIREE INFORMATION** ..... 116

**IN MEMORIAM** ..... 116

**APPENDICES**

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



## **A Message from the Board of Selectmen**

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that have an impact on the operations of the Town in fiscal year 2009.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2011 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at [www.needhamma.gov](http://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 2011-2015 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 2011 through 2015. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2011 – 2015 Capital Improvement Plan is also available on the Town's website. The warrant for the 2010 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 2011. 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](http://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.

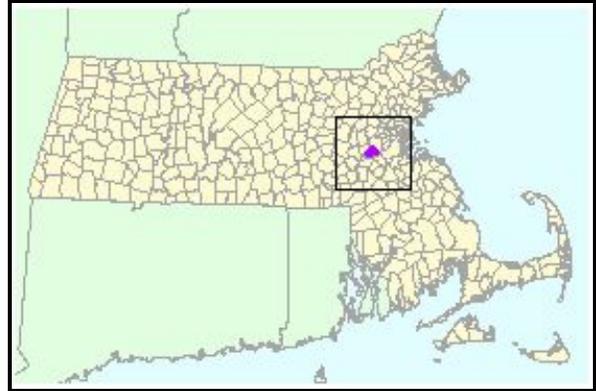


Figure 1: Needham, Massachusetts

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 18<sup>th</sup> 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-19<sup>th</sup> 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 20<sup>th</sup> 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*

#### **PURPOSE**

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 2009, 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 2008:

#### **Fiscal Year 2009**

- ✚ State Primary – Tuesday, September 16, 2008
- ✚ Special Town Meeting – Monday, October 27, 2008
- ✚ State Election – Tuesday, November 4, 2008
- ✚ Annual Town Election – Tuesday, April 14, 2009
- ✚ Annual Town Meeting – Monday, May 4, 2009
- ✚ Special Town Meeting – Monday, May 11, 2009

#### **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

The Special Town Meeting of October 27, 2008 disposed of 8 articles in one session; the Annual Town Meeting beginning May 4, 2009 disposed of 60 articles in five sessions; and the Special Town Meeting of May 11, 2009 held within the Annual Town Meeting disposed of 7 articles.

**FY 2009 HIGHLIGHTS**

The October 27, 2008 Special Town Meeting passed two Zoning By-Law amendments and the May 2009 Annual Town Meeting passed seven Zoning By-Law amendments and one General By-Law amendment which were subsequently approved by the Attorney General. The 2009 Annual Town Meeting under Article 28 approved the FY2010 Operating Budget in the amount of \$106,369,194. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$131,482,041. An additional \$14,207,500 was authorized for borrowing.

The State Primary consisted of four ballots – The Democratic ballot, the Republican ballot, the Green-Rainbow ballot, and the Working Families ballot. There were no votes for the Green-Rainbow Party and the Working Families Party. The total vote cast was 2,657 or 13.76% of Registered Voters. The State Election contained candidates for the Electors for President and Vice President with a total vote cast of 17,336 or 87.07% of Registered Voters. The Annual Town Election contained candidates for town offices and Town Meeting Members with a total vote of 4,595 or 22.50% of Registered Voters. 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.

<b>VITAL STATISTICS</b>						
<b><u>FY 2009</u></b>		<b><u>FY2008</u></b>	<b><u>FY2007</u></b>	<b><u>FY2006</u></b>	<b><u>FY 2005</u></b>	<b><u>FY2004</u></b>
<b><u>Births to Residents:</u></b>						
7/1/08 - 12/31/08	161	164	156	139	165	194
1/1/09 - 6/30/09	<u>134</u>	<u>170</u>	<u>132</u>	<u>167</u>	<u>150</u>	<u>178</u>
<b>Total Births:</b>	<b>295</b>	<b>334</b>	<b>288</b>	<b>306</b>	<b>315</b>	<b>372</b>
<b>Deaths: Residents</b>						
7/1/08- 12/31/08	106	98	154	110	107	149
1/1/09- 6/30/09	<u>124</u>	<u>64</u>	<u>127</u>	<u>134</u>	<u>165</u>	<u>115</u>
	230	162	281	244	272	264
<b>Deaths: Non-Residents</b>						
7/1/08- 12/31/08	114	164	118	117	119	100
1/1/09 - 6/30/09	<u>147</u>	<u>59</u>	<u>141</u>	<u>123</u>	<u>132</u>	<u>86</u>
	261	223	259	240	251	186
<b>Total Deaths:</b>	<b>491</b>	<b>385</b>	<b>540</b>	<b>484</b>	<b>523</b>	<b>450</b>

**Marriages:**

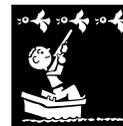
7/1/08 - 12/31/08	57	61	55	58	80	78
1/1/09 - 6/30/09	<u>43</u>	<u>29</u>	<u>35</u>	<u>34</u>	<u>44</u>	<u>62</u>

<b>Total Marriages:</b>	<b>100</b>	<b>90</b>	<b>90</b>	<b>92</b>	<b>124</b>	<b>140</b>
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*Fish and Game Licenses Issued:*

**7/1/07 - 6/30/08**

	<b>FY09</b>	<b>FY08</b>	<b>FY07</b>	<b>FY06</b>	<b>FY05</b>
Class F1 - Resident Fishing	86	81	105	114	115
Class F2 - Resident Fishing Minor (Age 15-17)	5	5	6	7	3
Class F3 - Resident Fishing (Age 65 - 69)	15	14	8	12	10
Class F4 - Resident Fishing (70 or over) or Handicapped	32	25	33	33	27
Class F6 - Non-Resident Fishing	0	1	2	1	2
Class F7 - Non-Resident Fishing (3 Day)	0	0	2	0	0
Class F8 - Resident Fishing (3 Day)	1	2	4	0	0
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	21	14	18	18	20
Class H2 - Resident Citizen Hunting (Age 65 - 69)	2	2	3	2	3
Class H3 - Resident Citizen Hunting, Paraplegic	2	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	0	1
Class H7 - Non-Resident Commercial Sheeting Preserve/ 1day	0	0	0	0	0
Class H8 - Resident Minor Hunting (Age 15-17)	0	0	1	2	0
Class H9 - Resident Commercial Shooting Preserve (1 day)	0	0	0	0	0
Class S1 - Resident Sporting	24	27	35	27	23
Class S2 - Resident Sporting (Age 65 - 69)	3	4	3	5	4
Class S3 - Resident Citizen Sporting (Age 70 or over)	22	20	20	25	24
Class T1 - Resident Trapping	0	0	0	0	1
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	0	1	0	0	0
Class DT - Duplicate Trapping	0	0	0	0	0
Class M1 - Archery Stamp	16	23	21	15	14
Class M2 - Massachusetts Waterfowl Stamps	8	15	14	11	17
Class M3 - Primitive Firearms Stamp	20	19	20	11	13
Class W1 - Wildland Conservation Stamp, Resident	157	149	182	190	181
Class W2 - Wildland Conservation Stamp, Non-resident	0	1	4	0	1
<b>TOTAL</b>	<b>414</b>	<b>404</b>	<b>487</b>	<b>474</b>	<b>460</b>



**Dog Licenses Issued:  
7/1/08- 6/30/09**

	<b>FY09</b>	<b>FY08</b>	<b>FY07</b>	<b>FY06</b>	<b>FY05</b>	<b>FY04</b>
Male and Female Dogs @ \$15.	150	179	193	150	169	156
Spayed and Neutered Dogs @ \$10.	2423	2299	2237	2149	2062	2000
Kennels @ \$ 25.	37	30	28	36	37	37
Kennels @ \$ 50.	7	6	6	5	7	7
Kennels @ \$100.	1	0	0	1	1	1
Hearing Dogs - No Charge	1	0	0	1	1	0
Seeing Eye Dogs - No Charge	3	0	0	1	1	2
Transfers @ \$1.00	13	6	8	4	11	5
Prior Years' Licenses	25	15	17	8	22	0
Replacement Licenses @ \$1.00	<u>24</u>	<u>8</u>	<u>2</u>	<u>12</u>	<u>13</u>	<u>15</u>

<b>TOTAL</b>	<b>2684</b>	<b>2257</b>	<b>2510</b>	<b>2365</b>	<b>2224</b>	<b>2223</b>
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**FISCAL YEAR REVENUES PAID TO TOWN TREASURER**

<b>Fiscal Year</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Passports	4,350.00	\$7,805.00	\$8,130.00	\$6,900.00	\$6,210.00
General Fees	95,550.86	\$96,054.44	\$88,412.64	\$69,421.62	\$79,882.80
Liquor Licenses	58,130.00	\$69,580.00	\$61,755.00	\$48,005.00	\$40,105.00
Other Licenses	19,857.00	\$20,255.00	\$22,351.00	\$19,776.00	\$19,424.00
Dog Licenses	28,282.00	\$27,044.00	\$26,469.00	\$25,096.00	\$24,809.00
Fish & Game	241.10	\$235.95	\$290.00	\$293.40	\$279.95
	\$206,410.96	\$220,974.39	\$207,407.64	\$169,492.02	\$170,710.75
SOS, UCC	\$0.00	\$0.00	\$0.00	\$395.90	\$1,823.73
Reimbursements	\$0.00	\$0.00	\$0.00	\$893.37	\$596.97
	206,410.96	\$220,974.39	\$207,407.64	\$170,781.29	\$173,131.45
Fish & Game Pd to State	4,583.25	\$4,559.00	\$5,688.75	\$5,562.00	\$5,394.00
<b>TOTAL</b>	<b>210,994.21</b>	<b>\$225,533.39</b>	<b>\$213,096.39</b>	<b>\$176,343.29</b>	<b>\$178,525.45</b>

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*  
*Barbara B. Doyle*

*Mary J. McCarthy*  
*Theodora K. Eaton*

### **PURPOSE**

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each.

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 2009 HIGHLIGHTS**

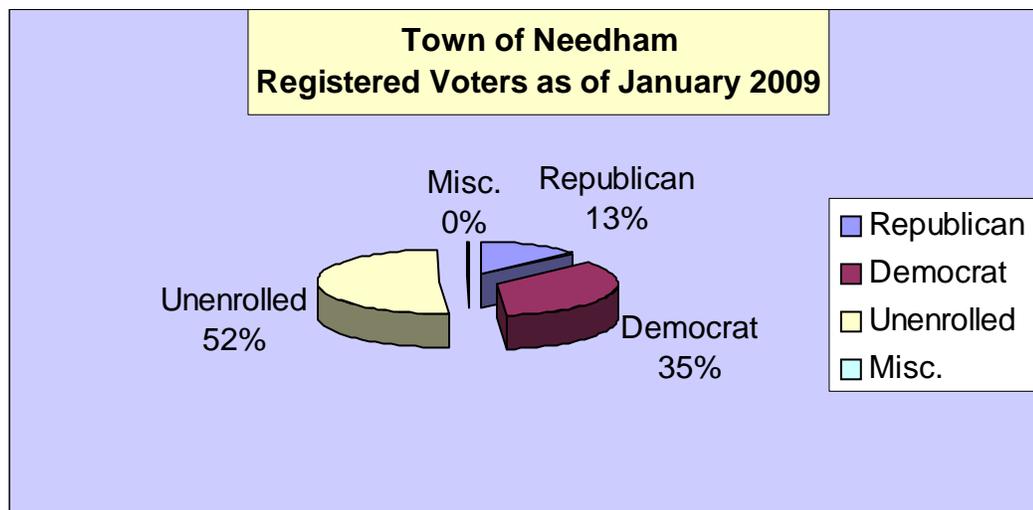
The Board of Registrars conducted three elections in Fiscal Year 2009 – the State Primary, Tuesday, September 16, 2008, the State Election, Tuesday, November 4, 2008, and the Annual Town Election, Tuesday, April 14, 2009. Voter turnout for the State Primary was 2,657 or 13.76% of the registered voters in Needham. Voter turnout for the State Election was 17,336 or 87.07%. With no Proposition 2 ½ ballot questions presented to the voters, voter turnout for the Annual Town Election was 4,595 or 22.50% - approximately one half the turnout of the Fiscal Year 2007 Annual Town Election.

<b>April 14, 2009</b>	<b>Annual Town Election</b>	<b>4,595 (22.50%)</b>
<b>April 8, 2008</b>	<b>Annual Town Election</b>	<b>4,013 (20.965%)</b>
<b>April 10, 2007</b>	<b>Annual Town Election</b>	<b>8,132 (43.48%)</b>
<b>April 11, 2006</b>	<b>Annual Town Election</b>	<b>7,885 (43.05%)</b>

The Annual Listing of Residents was conducted by mail again this year with an 81% turnout compared to the 80% turnout in Fiscal Year 2008. 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. In order to accomplish this, we need our citizens to send in their census forms. Thus it is very important to get a full and accurate accounting. We'd like to see a greater percentage return in 2010.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 19,463 plus 934 inactive voters. 2009 population for the Town of Needham includes 29,973 residents plus 934 inactive voters for a total of 30,907. The registered voters were comprised of 6,860 Democrats, 2,627 Republicans, 9,942 Unenrolled, and 34 miscellaneous political designations. 934 inactive voters brought the total number of registered voters to 20,397.



**ANNUAL TOWN CENSUS POPULATION**

<i>ALL</i>	<i>VOTERS + 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
2009	19,463	934	29,973	30,907

\* Includes Inactive Voters beginning in fiscal year 1999

<b>BOARD OF SELECTMEN/TOWN MANAGER</b>
--

*Daniel P. Matthews, Chairman*

*John A. Bulian, Vice Chairman*

*Denise Garlick, Clerk*

*Gerald A. Wasserman*

*Maurice P. Handel*

*Kate Fitzpatrick, Town Manager*

*Christopher Coleman, Assistant Town Manager/Operations*

*Elizabeth Dennis, Director of Human Resources*

**PURPOSE**

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, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town, including direct oversight of those departments under the jurisdiction of the Board of Selectmen. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager-/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

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 2009 HIGHLIGHTS**

### **Selectmen Organization**

In April 2009, John A. Bulian was re-elected to a three-year term on the Board of Selectmen, and Maurice P. Handel was elected to a three-year term on the Board of Selectmen. Following the annual town election, the Board re-organized with Daniel P. Matthews as Chairman, John A. Bulian as Vice Chairman, and Denise C. Garlick as Clerk of the Board.

Two signature community events were held in Needham in fiscal year 2009. First, in October, 2008, Needham hosted the Wall That Heals, a one-half scale replica of the Vietnam Memorial in Washington, D.C. The wall was available for viewing 24 hours per day at its Memorial Park location, where thousands of citizens volunteered and/or paid their respects.

In April, 2009 the Needham Common was the location of a Fox 25 “Zip Trip.” The Fox affiliate station broadcast from the Common on a bright spring Friday morning. Many residents were on-hand to view the festivities, and numerous local businesses and restaurants were highlighted.

### **Progress toward Board Goals for the Community**

#### Capital Facilities & Infrastructure:

As in previous years, high on the list of priorities is the continuation of forward momentum in implementing the Facility Master Plan. During FY2009, this occurred on four separate and concurrent fronts. First, many Town departments responded to an HVAC/Indoor Air Quality concern at the Newman School. Temporary repairs to the ventilation system, as well as numerous other IAQ remediation efforts were completed during the summer of 2008, in time for the opening of the school (just a few days late) in September, 2008. At the same time, the PPBC began the coordination of a feasibility study for a long-term solution, and the Town submitted a statement of interest to the Massachusetts School Building Authority. The Town’s application was approved, and the MSBA agreed to partner with the Town on the rehabilitation of the Newman School.

Second, at the October 27, 2008 Special Town Meeting, the Town voted to authorize an appropriation for the construction of a new Public Services Administration Building, and construction was well-underway by the end of the fiscal year. The long-term use of the building will be for Public Works, Public Facilities, Building, Park and Recreation and Community Development Departments. However, the facility will be used on a temporary basis as “swing space” for Town Hall Departments during the renovation of that building.

Third, the Board of Selectmen evaluated the various options for renovation and addition of the Town Hall, and made a recommendation to the October 27, 2008 Special Town Meeting for the design of Alternative #4, so-called, which includes the restoration of the second floor auditorium

and an addition on the rear (North) side of the building. Construction funding was recommended by the Community Preservation Committee and approved by Town Meeting in May, 2009.

Finally, in September, 2008, the Board created a Senior Center Exploratory Committee to make recommendations to the Board as to the appropriate location, size and design, projected costs, and other matters related to the construction of a new senior center. During the balance of fiscal year 2009, the Committee began its evaluation, held several public hearings, and coordinated a Town-wide survey.

### Finance

During fiscal year 2009, the financial focus was the development of a budget for fiscal year 2010. The fiscal year 2010 budget picture in Needham was not as bleak as would be expected for several reasons. First, the Town's revenue projections are historically conservative and tend not to fluctuate dramatically. The pro forma budget, released in August of each year, predicted the smallest gap between projected revenue and expenses in years for fiscal year 2010. Second, the town was anticipating a moderation in the growth in fixed costs, at least temporarily. Third, the voters of the Town approved an operating override to facilitate the opening of the High Rock School, without which the fiscal year 2010 budget plan would have involved very difficult choices. Finally, all departments were judicious in their spending requests, mindful of the global financial situation.

The Board sponsored a number of property tax relief measures in fiscal year 2009, including the establishment of the Needham Property Tax Assistance Fund, approved by the 2009 Annual Town Meeting. The purpose of the fund will be to endeavor to match the voluntary contributions to the Elderly and Disabled Property Tax Relief fund.

Fiscal year 2009 represented the fourth year in a row that no increase was required to the Town's water and sewer rates. Moreover, the Board of Selectmen offered rate credits on several occasions. The Board also codified an investment policy statement, spelling out guidelines used by the Town for its investments. The formalization of this policy is part of a longer-term effort to document the Town's financial policies. Finally, the town began the process of transitioning its group health insurance offerings from traditional HMO-style plans to higher out-of-pocket cost plans (with higher co-payments and deductibles) in an effort to move its group health plan toward a sustainable model.

### Economic Development

After years of planning and evaluation, the Downtown Study Committee and Planning Board recommended a new regulatory framework for Needham Center, including the Chestnut Street Business District. The goal of the new zoning, which was approved by the May, 2009 Annual Town Meeting, is to encourage the development of housing, stimulate business activity, and improve traffic flow and parking, all within a smart-growth context. Also during fiscal year 2009, at the request of the Board of Selectmen, the Council of Economic Advisors began a comprehensive evaluation of the New England Business Center to make recommendations on aspects such as marketing and branding, regulatory changes, and infrastructure.

### Open Space/Conservation/Recreation

Through a combination of Town and privately-raised funds, the “Fields of Dreams” renovation of Memorial Park and DeFazio Park became a reality. The project consisted of the installation of three synthetic turf multi-purpose fields, and the relocation of the track from Memorial to DeFazio, as well as the development or rehabilitation of numerous natural turf fields. May, 2009 marked the beginning of the first year of a new 20-year lease for the Needham Golf Club. Also this year, the Trails Master Plan was released, to be used as the basis for future planning and funding decisions.

## **COMMISSIONERS OF TRUST FUNDS**

*Heydon Traub, (appointed to serve August 2009 to April 2010)*

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

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

### **PURPOSE**

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

In 2008, and again in 2009, Needham COTF formally updated our endowment investment policy for Trust Funds, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities. A new investment management firm was selected in January 2008.

The COTF currently have 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 fiscal year 2002, to about \$3.9 million at the end of fiscal year 2009.

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.

## **DEPARTMENT OF FINANCE**

*David Davison, Assistant Town Manager/Director of Finance*

### **PURPOSE**

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 2009 HIGHLIGHTS**

The Town's fund balance declined in FY 2009 as expected in part due to the weakening national economy and in part to the use of extraordinary funds received in a prior year for capital projects and transfer to appropriated reserves. Another contributing factor in the decline was the end of fiscal year cut of state aid (so-called Cherry Sheet aid) to communities by the Governor in order to address a large revenue shortfall at the State level. The reduction in state aid from that which was budgeted by the State for Needham was in excess of \$900,000. The Town's overall fund balance decreased by \$3-million, for the aforementioned reasons, but fund balance to general fund revenue ratio (12%) was comparable to the Town's fund ratios during previous economic slow downs in the late 1990's early 2000's.

The Town and the MSBA entered into a funding agreement for the High School project which allowed 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. This funding process avoids the need to issue notes on the State's share of the project cost (less a holdback until a final audit of the project is done), reducing interest expense and avoiding the need to permanently finance the State's share. Through June 30, 2009 the Town received payments in the amount of \$28,071,018 for the High School Project. The close out audit and the final payment from the MSBA of approximately \$1.4 million is anticipated by the end of 2010.

The Town completed the renovation and expansion of the High Rock School which opened in September 2009. Funding was approved by the voters 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 to fund the added costs associated with the opening of the High Rock School was presented to the voters on the November 2008 election ballot. The operating override for \$1,887,929 was approved by voters.

The Town Meeting has also funded two other major capital facilities which were identified to be funded prior to 2012 in the Facility Master Plan (FMP) that was authorized at the May 2005 Annual Town Meeting. In May 2008, Town Meeting approved a 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 debt authorization for the construction of the Public Services Administration Building (PSAB) was approved in October 2008 in the amount of \$5,725,000. The project will be completed and the building will open in February 2010. At the 2008 Annual Town Meeting \$1,000,000 from the Town's Community Preservation Act receipts was appropriated for the design and engineering costs to preserve and update the Town's Town Hall. The construction funding for the Town Hall project in the amount of \$18,155,746 was approved at the May 2009 Annual Town Meeting. The funding included \$6,829,233 in CPA cash, \$26,513 in other available funds, and \$11,300,000 in bond authorizations supported by

CPA receipts and general fund receipts. All the departments in the building will be moved temporarily to the PSAB facility while the renovation of Town Hall is done. The scheduled re-opening of Town Hall is the fall of 2011.

The Town funded a feasibility study to investigate options to modernize the heating and ventilation (H&V) system at the Newman Elementary School and has settled on an approach that calls for abandonment of the entire H&V system and construction of a new system. Other system upgrades include code compliance, roof, electrical and information system infrastructure. Students will be moved to a temporary modular classroom structure that will be constructed in 2010/2011; some students would be moved to the Pollard Middle School during the time the Newman School is closed. The work on the Newman School building is scheduled for 2011/2012. The total estimated cost is \$27,412,128. The Town sought and has received approval for partial funding from MSBA, due to the nature and magnitude of the project. The balance of the project will be funded by bonds. A debt exclusion question will be presented to the voters at a special election.

The Town also took steps to further shore up reserves by appropriating another \$55,000 to its general stabilization fund. Management continues to promote the practice that the non-recurring portion of Free Cash (undesignated Fund Balance) be used for ongoing capital investment, temporary or extraordinary expenditures, and future reserves rather than for recurring operating expenses.

We have submitted as part of the Annual Town Report, the General Fund Balance Sheet for the fiscal year ending June 30, 2009, as well as the Statement of Net Assets for each of the three enterprise funds for the year ending June 30, 2009, 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 2009, and the Schedule of Trust Funds for Fiscal Year 2009. Also included in this Town Report is the Fiscal Year 2009 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**

*Michelle Vaillancourt, Town Accountant*

*Staff: vacant, Assistant Town Accountant, Therese Altieri, Accounts Payable; Jennifer Casey, Payroll; Cynthia Salamone, Administrative Specialist*

Fiscal year 2009 marked yet another year of significant staff turnover and subsequent recruitment and retention continued to be a challenge. Susan Herman, Assistant Town Accountant, left employment with the Town for other opportunities. Susan had previously been the Executive Secretary to the Finance Committee, and then took the position of administrative specialist and subsequently was promoted to assistant town accountant. The Town also saw the departure of Connie Marsland, payroll clerk for the Town. However, Ms Marsland helped to train her successor even after leaving full time employment with the Town. In January 2009, the department welcomed Therese Altieri who serves as the accounts payable clerk, and in

March 2009 welcomed Cynthia Salamone, who serves in the split position of administrative specialist. This position is shared between the Treasurer’s Office and the Accounting Office during the year.

Due to the vacancies and training of new staff a significant amount of work was left unattended and continued to grow. To rectify this, the department continued to rely on outside services to assist in maintaining current reporting of the Town’s finances. This required both a reserve fund transfer by the Finance Committee and a budget line transfer by Town Meeting to meet the added expenses. Similar to last year, since the 2008 Town Report submission, the department has seen the departure of the assistant town accountant, an accounts payable clerk, and the payroll clerk. Demand for accounting experience, even during the recession, 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 assessing office is responsible for the administration of a wide range of state laws pertaining to *ad valorem* taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the annual and special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual classification public hearing.

<b>Parcel Types</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Single Family	8,337	8,341	8,334
Condominium	651	675	755
Two Family	303	293	281
Three Family	17	17	16
Four + Family	25	24	27
Vacant Land	175	173	187
Chapter Land	14	15	13
Mixed Use	23	26	24
Commercial	371	369	373
Industrial	48	47	45
Personal Property	961	1,113	1,181

Of the 11,097 Real Estate (Residential and Commercial) and Personal property accounts billed in FY 2009, the value of 80 of those properties, or .007% saw changes in their value through the abatement process vs. .005% in FY 2008. The average adjustment in tax dollars for FY 2009 was \$1,186 vs. \$4,325 in the previous year.

## Collector and Treasurer Offices

*Evelyn Poness, Town Treasurer and Tax Collector*

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

The Treasurer's office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to assure the timely paying of all expenses. Balances in excess of expenses must be invested in a prudent manner in accordance with state statutes. Due to the instability in the open market even the most conservative investments had limited options. The department updated the investment policy to reflect the changes that have occurred. This policy was codified by a vote of the Board of Selectmen.

Fiscal year 2009 presented continuing challenges in the area of investment earnings. Interest rates fell to some of the lowest levels in recent history and the crisis throughout the banking industry made the monitoring of all areas of investment very crucial. During FY 2009, the Treasurer earned \$714,066 in interest income for the General Fund.

During fiscal year 2009 the Treasurer's office, through the generosity of Needham residents awarded \$15,750 in property tax relief to 36 Needham households.

The Treasurer issued \$12,442,000 in long term debt and \$35,855,000 in short term debt. Needham submits all financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2009 was \$73,768,354.

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 collection rate. The recession has not had a significant impact on collections. During FY 2009, approximately \$87 million in billed revenue flowed through the Office of the Collector. The collection rate for all receivables billed through the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

Real Estate Tax Collections	\$78.6 million
Personal Property Tax Collections	\$2.5 million
Delinquent and Deferred Tax Collections (including penalties and interest)	\$0.5 million
Motor Vehicle and other Excise	\$4.1 million
Ambulance Service Fee Collection	\$0.6 million
Parking Fees	\$0.1 million

	2007	2008	2009
Sewer and Water Bills Issued	46,842	46,004	46,139
Real & Personal Property Tax Bills Issued	43,790	43,999	43,854
Motor Vehicle Excise Bills Issued	27,880	28,184	27,533
RTS Sticker Applications Processed	9,737	9,193	8,976

### Information Technology Center

*Roger MacDonald, Director of Management Information Systems*

*Staff: Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Matthew Tocchio, Network Manager; Lawrence Weaver, Financial System Application Manager*

During FY 2009 the Department finished the 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 number of planned or unplanned down times with the enterprise network system during normal business hours decreased in FY 2009 from 16 events to 11 events. Total number of hours that the network was available during FY 2009 was 8,704 hours out of 8,760 or 99.46%. This compares to FY 2008 where the total number of hours that the network was available in was 8,706 or 99.38%.

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 2009	
Tickets Issued	8,641
Tickets Appealed	405
Tickets Voided	293

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.

<b>FINANCE COMMITTEE</b>
--------------------------

*David Escalante, Chair*

*Lisa Zappala, Vice Chair*

*Richard S. Creem, Immediate Past Chair*

*Scott Brightman*

*Richard Reilly*

*Steven Rosenstock*

*Michael Taggart*

*Richard Zimbone*

*Louise Miller, Executive Secretary*

## **PURPOSE**

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.)

Fiscal Year 2009 was the fourth year under the Town Manager form of government in Needham. The Finance Committee worked productively with the Town Manager to reach a balanced budget recommendation for Town Meeting's consideration. 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 is a town which strives to enhance its financial integrity, maintain its infrastructure, and preserve the vital services which its citizens continue to enjoy.

## **FY 2009 HIGHLIGHTS**

### **Operating Budget Recommendation**

During FY 2009, the Finance Committee tackled the challenge of reaching a balanced budget recommendation for FY 2010. The Finance Committee began its budget process on December 10, 2008, 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.

The Finance Committee received revenue estimates and the Town Manager's executive budget submitted on January 31, 2009. The Finance Committee carefully reviewed and considered, in detail, the Town Manager's recommendations. Thereafter, the Finance Committee worked diligently to prepare a draft preliminary balanced budget recommendation submitted on February 20, 2009, and a final balanced budget recommendation for the Town Warrant in mid-March.

The Town Manager's executive budget included her recommendation for the School Department budget in FY 2010. 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**

The Town's annual capital spending is funded from three distinct fiscal sources: Free Cash, debt within the tax levy, and debt exclusion. Free Cash is a source of funds generated from unspent appropriations in a previous year. Free Cash for Fiscal Year 2010 was approximately \$ 3.1 million, of which approximately \$1.1 million was appropriated for capital items with the balance held in reserve for unexpected operating expenses.

Recurring requests for on-going programs and replacement schedules, such as for roads, bridges, sidewalks and intersections, or DPW vehicle replacements, represented almost 90% of the available Free Cash allocation for FY 2010. In addition, the Finance Committee recommended funding of a number of capital requests with debt, including the Town Hall Historic Preservation Project; continued funding of a special Library collections supplement; town wide information technology upgrades; a substantial increase in the Town's Facilities Maintenance Program;

school furniture, copier and technology replacements; and a feasibility study for extraordinary repairs to the Newman School.

### **Future Challenges**

Economic conditions at the local, state, and federal levels have been difficult. State aid was decreased in FY 2010, as the demand for town services increased, particularly in the schools. In order to continue to provide these services without burdening future generations, the town has embarked on a program of “sustainability”. The goal is to balance the town’s current needs without compromising the ability to meet future needs. The Finance Committee adheres to a policy that operating budgets are funded with recurring sources of revenue, and non-recurring revenues should be spent on one-time capital expenditures and reserve deposits. In broad terms, this requires that the town manage its operations to avoid appropriating money from the Town’s Stabilization Fund, building up reserves to handle unexpected operating expenses and limiting capital expenditures from Free Cash to fund only recurring expenses. As part of its sustainability effort in FY 2010, the Town maintained a plan providing for no increase in the headcount of employees without a dedicated funding source, asked departments for judicious budget submissions, and began developing energy savings initiatives through conservation and the use of alternative energy sources.

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 deliberates the operating and capital budgets fairly and openly at all times. The Committee meets most Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings are posted with the Town Clerk at Town Hall. Members of the Committee are appointed by the Town Meeting Moderator, 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.

<b>LEGAL DEPARTMENT</b>
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*David S. Tobin, Legal Counsel*

### **PURPOSE**

The Legal Department of the Town of Needham provides Legal advice to the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves 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	\$ 66,886.00
b.	Purchased Services	\$ 213,241.00
c.	Expenses	\$ 6,471.00
d.	Capital Outlay	\$ 0.00
e.	Total	\$ 286,598.00
f.	Full-Time Employees	0
g.	Part-time Employees	1

**FY 2009 HIGHLIGHTS**

During Fiscal Year 2009, commencing July 1, 2008 and ending June 30, 2009, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following:

- Town Counsel represented the Town, its boards and/or officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.
- Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, Municipal Building Maintenance Board, School Department, Department of Public Works, Park and Recreation Commission, Personnel Department, Planning Board, Board of Health, Fire Department, Board of Assessors, Conservation Commission, Sewer Department, and Water Department.
- Town Counsel provided legal assistance in the acquisition, disposition and rental of town owned land.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.
- The Legal Department engaged and worked with outside counsel to represent the town in the following matters: Labor relations and Litigation

**FY 2010 FORECAST**

In Fiscal Year 2010, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

<b>MODERATOR</b>
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*Michael K. Fee -- Town Moderator*

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 2009 HIGHLIGHTS**

Town Meeting convened twice in 2009, once in May at our Annual Town Meeting and again in November in a Special Town Meeting. During the Annual Town Meeting in May 2009, Town Meeting Members acted on a Warrant containing 60 articles and worked through a operating budget that authorized over \$106 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 2009 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 2009. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

<b>NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM</b>
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*Evelyn Poness, 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 \$81,691,000. 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 \$66,468,000 since we joined the Pension Reserves Investment Trust in June 1985.

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

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification.

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. The Board is currently reviewing a new actuarial study as of January 1, 2009.

## **PERSONNEL BOARD**



*John Dennis, Chairman*  
*Richard Lunetta*  
*Patricia Forde, Vice Chairman*  
*Joseph Herlihy (not pictured)*  
*Elizabeth Dennis, Director of Human Resources (not pictured)*  
*Vivian Hsu*  
*Betsy Spiro, Recording Secretary*

### **PURPOSE**

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

## **FY2009 HIGHLIGHTS**

In Fiscal Year 2009, the Board continued its regular duties by recommending a 2.5% wage increase for non-represented personnel and compensation for elected officials. The Board accepted the results of two classification studies; one for members of the collective bargaining unit represented custodian and trades employees in the Public Facilities Department, and the other for members of the Needham Independent Public Employees' Association employed at the Department of Public Works. Prior to the November Special Town Meeting, the Board met and accepted memoranda of agreement with the fire and custodian/trades collective bargaining units.

Board members were involved with the recruitment of the Director of Human Resources and were kept informed on the selection of the Town Accountant and Resident Site Manager. Staff reported to the Board on a variety of issues including employee training opportunities, budget proposals, civil service appeals, negotiations with collective bargaining units to introduce alternative health insurance plans to employees, and a regional meeting with the Lieutenant Governor concerning joint purchasing agreements designed to purchase health insurance.

In addition to the reclassification of an administrative position in the Public Facilities Department – Design and Construction Unit, Board members heard and adjudicated a classification appeal and an employee appeal related to the employee's personnel file. An ongoing review of revised personnel policies continues.

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

## **◀ PLANNING & COMMUNITY DEVELOPMENT ▶**

### **BOARD OF APPEALS**



*John D. Schnieder, Chairman  
Jonathan D. Tamkin, Vice Chairman  
Howard S. Goldman, Member  
Gregory J. Condon, Associate Member  
Peter Friedenber, Associate Member  
Amy Holland, Clerk (not pictured)*

### **PURPOSE**

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 2009 HIGHLIGHTS**

- The Zoning Board of Appeals issued a special permit to Harvard Vanguard Medical Associates for the location a medical testing laboratory facility in the New England Business Center.
- Through an amendment to the original Comprehensive permit, the Board worked with a new applicant to assume a Comprehensive Permit previously issued for 21 High Street. The applicant plans six free-standing bungalows, an improved design better fitting the neighborhood; two of the condominiums will be sold as moderate income housing, and will remain as moderate income housing in perpetuity.
- Acapulco's, a well known Mexican Restaurant was granted a special permit to open a new restaurant in the location of the former Ground Round Restaurant. Acapulco's is located at the gateway to the New England Business Center.

## **FY 2009 STATISTICS**

The Board met twelve times this fiscal year. Twenty-six special permits were granted, 15 amended, and four were withdrawn. The Board interpreted one previously issued variance, and one application for a variance was withdrawn. Two comprehensive permits were amended. One, Craftsman Village at 21 High Street, received a total of four amendments as the project changed hands and an entirely new design needed approval. There were three appeals from the decision of the Building Inspector, one appeal upheld the Building Inspector's decision, one received partial relief, and one was continued into FY10.

Fiscal Year 2009 brought change to the Board. Jon Schneider, a long time member of the board became the new chairman, Jonathan Tamkin became the board's first vice chairman, and Peter Friedenberg became the new associate member. This new team worked hard and produced many well written decisions; none of which were appealed.

<h2><b>CONSERVATION DEPARTMENT</b></h2>
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*Lisa Standley, Chairman*

*Paul Alpert*

*Janet Bernardo*

*Marsha Salett*

*Carl Shapiro*

*Sharon Soltzberg*

*Dawn Stolfi Stalenhoef*

## **PURPOSE**

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for ensuring compliance with the Massachusetts Wetlands Protection Act and the local Wetlands Protection Bylaw (Needham General Bylaws Section 6). To this end, the Commission receives and reviews applications for projects involving work within or within one hundred feet of resource areas (i.e. wetlands, streams, banks) or within 200 feet of perennial rivers and streams (the "Riverfront Area"). Through the public hearing process, the Commission determines whether a project is permissible under the wetlands statutes and issues or denies a permit accordingly. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 360+ acres at Ridge Hill Reservation
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases
- Educating the public about the importance of protecting wetlands and other open space
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space

The Conservation Commission is assisted by a part-time Conservation Officer; and a part-time Department Specialist.

### **FY 2009 HIGHLIGHTS**

Over the course of the year, the Commission continued to see a steady influx of applications ranging in complexity from the construction of single-family homes and additions, to the permitting of construction projects at the new Public Service Administration Building at 500 Dedham Avenue and the Route 128 Add-A-Lane project. During FY09, the Conservation Commission met formally twenty-three (23) times and held public hearings on twenty-six (26) Notices of Intent and ten (10) Requests for Determination of Applicability. In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out a permit. While date specific statistics are not kept with respect to these administrative decisions, the Commission revamped their efforts to notify applicants about permit expiration dates and to work with them in closing out or extending their permits. Lastly, for that small percentage of projects that occur within the Commission's jurisdiction without the proper permitting, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY09, 8 projects required enforcement action in order to restore or protect wetland resource areas.

In their role as land managers, FY 2009 highlights included the following:

1. The Conservation Commission continued with the ongoing work with the Comprehensive Master Trails Plan and the Open Space Plan.
2. The Commission worked with Eagle Scouts to begin the construction of signs and kiosks at trailheads throughout Town, and Girl Scout Gold Award applicants on trail maintenance.

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

## **PLANNING**

### *PLANNING BOARD*

*Martin Jacobs, Chairman*

*Jeanne S. McKnight, Vice-Chairman*

*Bruce T. Eisenhut*

*Maurice P. Handel*

*Ronald W. Ruth*

### *DEPARTMENT STAFF*

*Lee Newman, Planning Director*

*Alexandra Clee, Assistant Planner*

*Joyce Moss, Economic Development Coordinator*

## **PURPOSE**

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

### **Review and Approval/Disapproval of:**

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)\*
- Residential Compounds (RC's)\*
- Scenic Road Applications

\* 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 2009 HIGHLIGHTS**

Fiscal year 2009 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 8 new applications as “Major Projects” under the Site Plan Review By-Law and issued 2 amendments on previously approved “Major Projects”. In addition, the Board processed 1 subdivision plan and a total of 9 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 46 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 8 new special permit applications and 1 subdivision application. On average, the Board held public hearings within 29 days of application receipt, issued its decisions within 6 days of the close of the public hearing, and filed written decisions with the Town Clerk within 3 days of issuing a permit. The total time required to process an application averaged 46 days, with a minimum of 27 days and a maximum of 92 days. The Department plans to continue to track these events and will submit a similar synopsis with its fiscal year 2010 report.

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in fiscal year 2009. Funding for the \$80,000 study was provided from a \$30,000 state grant, \$25,000 raised through local business contributions and \$25,000 raised by Town Meeting appropriation. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. 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 achieved two primary objectives: 1) developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. A final report with policy recommendations for land-use regulations and streetscape improvements was issued in March of 2009. Warrants for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009.

In fiscal year 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 it 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 fiscal year 2009, the Economic Development Office, acting through the Council of Economic Advisors and with the approval of the Board of Selectmen adopted the goal of exploring options for encouraging development in the New England Business Center (NEBC). The 215-acre park is an economic powerhouse of the Town of Needham. In 2009, the NEBC provided 57 percent of all tax revenue that came from commercially and industrially classified properties in Needham. Since March 2009, the Council of Economic Advisors (CEA) has focused its energies on assessing the development prospects of the NEBC, with the goal of making recommendations to the Board on what the Town can do to position the area so that it optimally fulfills its role.

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 database 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 were utilized at High Rock Homes, where the Housing

Authority, with technical support from the Planning Office, oversaw the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in fiscal year 2008, was completed in fiscal year 2009.

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, as envisioned in the above-noted plans, a priority and has provided the financial assistance required 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 fiscal year 2009 the Planning Board lost one of its long-term members, Maurice P. Handel. After twelve years of service on the Planning Board, Mr. Handel was elected to the Board of Selectmen in April of 2009. During his years on the Planning Board, the Needham community benefited from his wise and thoughtful deliberations, and the Board appreciated immeasurably his leadership and presence. The Board now looks forward to its continued relationship with Moe in his new role.

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 DEPARTMENT**

*Daniel P. Walsh, Building Inspector*  
*Stephen A. O'Neil, Local Building Inspector*  
*Eric G. Libby, Local Building Inspector*  
*William A. Kinsman, Plumbing & Gas Inspector*

*Scott W. Chisholm, Wiring Inspector*  
*Christina D. Hooper, Administrative Specialist*  
*Marianne S. Anastasi, Department Assistant II*  
*John J. Horgan, Sealer of Weights & Measures*

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, 8 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 the fact and sees that the necessary corrections are made.

<u>Number of employees</u>	<u>Budgetary Data</u>
Full-time 7	Salaries \$414,590.00
Permanent part-time 1	Expenses \$15,682.00
Part-time 6	Total \$430,272.00

This Department issued 3,543 permits and collected \$976,720 in fiscal year 2009 in permit fees.

### Number of Permits Issued / Fees Collected

	2006	2007	2008	2009
Building	1342/\$1,102,587	1286/\$413,044	1,185/\$1,517,270	1,208/\$728,213
Plumbing	961/\$64,083	945/\$22,900	860/\$73,965	757/\$66,230
Gas	494/\$21,289	518/\$8,491	475/\$20,361	487/\$21,466
Wiring	1302/\$232,593	1,274/\$59,199	1,241/\$226,219	1,060/\$115,116
Signs	32/\$2,475	32/\$1,820	65/\$5,250	24/\$2,025
Swimming Pools	13/\$1,725	9/\$325	10/\$1,450	7/\$1,050
Weights & Measures	\$6,112.80	\$5,547.15	\$4,766.75	\$5,360
Miscellaneous Fees	\$9,157	\$6,473	\$30,688	\$37,260
Totals Permits	4144	4,064	3,836	3,543
Totals Fees	\$1,440,021.80	\$1,198,755.15	\$1,879,969.75	\$976,720

## Number of Building Permits Issued for Different Construction Projects

	2006	2007	2008	2009
New Single Family Dwellings	73	71	63	66
New Two Family Dwellings	12	7	29	4
New Non-residential Buildings	-	7	4	2
Conversion to Two Family	-	0	0	0
Add/Alter Existing Residential	708	528	732	858
Add/Alter Existing Non-residential	79	163	120	122
Demolish or Relocate	65	86	96	96
Swimming Pools	11	12	10	6
Signs	27	45	65	22
All other Building Permits	-	375	141	63
<b>Total</b>	<b>975</b>	<b>1,294</b>	<b>1,260</b>	<b>1,239</b>

## FIRE DEPARTMENT

*Paul F. Buckley, Fire Chief*



### PURPOSE

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

### FY 2009 HIGHLIGHTS

- In the early morning hours of July 12<sup>th</sup>, the department responded with all available resources, to a gasoline tanker fire on Route 128. Due to environmental concerns, the fire was allowed to burn itself out. Debris was removed and the highway was re-paved and re-opened within several hours. Miraculously, there were no major injuries.
- In October, a new state-of-the-art ambulance was put into service. We are now fortunate to have two modern ambulances which are both equipped with the necessary supplies and drugs to offer Advanced Life Support service.
- In December, the department was, once again, awarded a Student Awareness of Fire Education (S.A.F.E.) grant in the amount of \$4,464. This program is a state initiative to provide resources to conduct fire and life safety education programs in the schools.
- During the month of January, members of the department completed Rapid Intervention Team (RIT) training. The training was delivered by seven certified

instructors from the Massachusetts Firefighting Academy, in conjunction with a grant we received last year for equipment and training. The focus of the training is to prepare firefighters to be able to rescue themselves and/or their fellow firefighters from extremely dangerous situations when conditions quickly deteriorate during a building fire. The final phase of this grant will be the procurement of specialized rescue tools and equipment. Some of these resources will come from our grant, while other equipment is being provided through a regional grant with MetroFire.

- During the first week of March, all fire department personnel conducted training tours of the new apartment complex at 300 Second Ave. The guided tours provided the firefighters with an opportunity to see not only how the building is being constructed, but to view what might be considered “hidden” dangers once the walls and ceilings are covered and the framework and utilities are concealed.
- On March 23<sup>rd</sup>, the Fire Department, along with the Police Department, responded to a suspicious device which was placed on a pay phone outside of St. Bartholomew’s Church. Due to the potential danger of this device, the State Police Bomb Squad was called in, as well as the regional HazMat Team from the State Fire Marshal’s Office. Through the efforts of all agencies/department involved, the situation was safely resolved after six hours.
- At the beginning of April, Chief Buckley attended the Congressional Fire Services Institute in Washington, D.C., where he met with Congressman Lynch and several of his staff. The main focus of the meetings was to discuss alternative funding sources during these difficult economic times.
- In June, the Commonwealth of Massachusetts Executive Office of Public Safety sponsored a training program which focused on educating law enforcement and fire department personnel on the many statewide and regional resources available to them. A few of our officers attended this multi-jurisdictional program.
- Our dispatchers had a very busy year maintaining their skills by participating in recertification classes, continuing education and quarterly training programs. All staff members received recertification training in Emergency Medical Dispatch (EMD) procedures and a refresher on our emergency notification system, Swiftreach. In addition, 3 members received EMT refresher training, while all staff members participated in emergency operations center training and limited secondary 911 operations.

**Fiscal Year Permits Issued**

Type of Permit/Fiscal Year	Number
Fire Prevention FY 2007	1,227
Fire Prevention FY 2008	839
Fire Prevention FY 2009	713
EMS FY 2007	1,595
EMS FY2008	1,850
EMS FY 2009	1,858
Fire Alarm FY 2007	94
Fire Alarm FY 2008	74
Fire Alarm FY 2009	87

**Fiscal Year Revenue**

Type of Permit/Fiscal Year	Revenue
Fire Prevention FY 2007	58,458
Fire Prevention FY 2008	58,353
Fire Prevention FY 2009	54,979
EMS FY 2007	538,657
EMS FY 2008	580,293
EMS FY 2009	639,745
Fire Alarm FY 2007	60,990
Fire Alarm FY 2008	56,640
Fire Alarm FY 2009	56,358

## **POLICE DEPARTMENT**



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

### **PURPOSE**

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

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-criminal conduct
- Performance of miscellaneous services

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

The police department is established under the authority of Massachusetts General Law, Chapter 41, section 97A.

### **POLICE DEPARTMENT EMPLOYEES**

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

49 sworn police officers (46 on staff, 3 position vacancies)  
3 public safety dispatchers  
1 Animal Control Officer  
1 Parking Enforcement Attendant  
3 Civilian clerical Staff  
1 Mechanic/custodian

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

### **PERSONNEL CHANGES**

During the year one police officer, Matthew MacDonald, was hired. Danielle Landry was hired as Animal Control Officer. There were two resignations from the department and one public safety dispatcher was hired.

## **DEPARTMENT ASSIGNMENTS**

453 child safety seats were installed by Officer James Treggiari during the year. Officer Karl Johnson served as Community Service Officer and Officer R. Vincent Springer served as School Resource Officer. Beyond these assignments, a number of other officers performed a wide range of activities within the community. The mountain bike patrol program was continued during the year.

Many officers were assigned to work with various committees such as traffic management, suicide prevention, emergency planning, domestic violence and human rights. Their ongoing efforts ensured involvement of the entire department across a wide range of activities in the community throughout the year.

During the year, two lieutenants attended a Municipal Police Leadership Institute (MPLI) course and one sergeant attended the Command Training Institute (CTI) at Roger Williams College. All officers attended in-service training provided through the Massachusetts Police Training Council (MPTC). In addition, many 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**

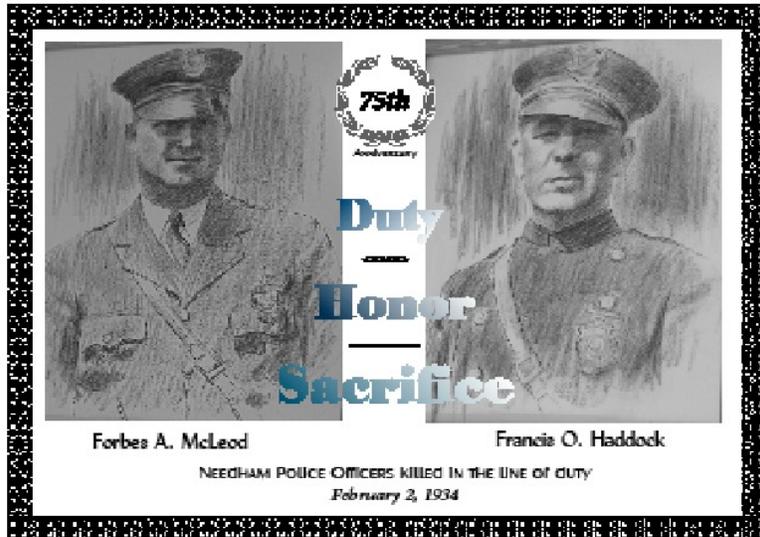
During the fiscal year the state Criminal History Systems Board approved a mobile data interface for the department. This came as a result of a two year long technology project that will now provide officers in the field with cruiser-based access to statewide information that was formerly available through station based communications alone.

The department began to utilize a newly acquired digital booking system to collect photographic images and fingerprints of arrested persons for electronic transmission. The system also provides the department with electronic 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 professional criteria that is common to law enforcement agencies.

## **COMMEMORATION OF LINE OF DUTY SACRIFICE**

In February, the department conducted a memorial service to commemorate the line of duty deaths of Officer Forbes A McLeod and Francis O. Haddock who were murdered when they responded to a bank robbery on February 2, 1934.



The Needham Police Department  
 &  
 Members of the Needham Police Department Honor Guard  
 Will commemorate the 75th Anniversary of the line of duty deaths of  
**Officer Forbes A. McLeod**  
 and  
**Officer Francis O. Haddock**  
 on  
 February 2, 2009 at 9:30 a.m.  
 McLeod - Haddock Plaza  
 Chestnut Street

### **ACTIVITY PRIORITIES – 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

**FY 2009 ACTIVITY COMPARED WITH RECENT YEARS**

<b>Category</b>	<b>FY2005</b>	<b>FY2006</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>
Calls for Service	29131	28662	26826	27402	24414
Incident Reports	1626	1717	1925	1619	1626
Larceny	216	188	208	213	199
Vandalism	100	86	109	81	61
Breaking and Entering	43	66	40	45	33
Assaults	37	27	44	25	44
Drug Violations	17	19	22	18	11
Operating under the Influence	24	27	23	22	32
Adult Arrests & Complaints	300	245	365	323	300
Juvenile Arrests & Complaints	46	43	50	37	24
Traffic Violations	2796	2159	3106	4157	3688
Alarms	1769	1816	1850	1742	1609
Accidents Reported	467	397	434	436	402

The number of calls for service decreased overall, but incident reporting increased slightly. In general, incident reports are required when officers respond to more serious matters.

The number of breaking and entering investigations was lower than the previous four fiscal years.

Larcenies, vandalism and drug cases were also fewer than in FY2008. In January, a change in state law resulted in the decriminalization of possession of less than one ounce of marijuana.

Cases of driving under the influence increased, as did the number of assaults reported during the year.

Both adult and juvenile arrests & complaints decreased from the total reported last year.

Traffic violations decreased to 3688 and the number of traffic accidents investigated decreased to 402.

**◀ EDUCATION ▶**

<b>FUTURE SCHOOL NEEDS COMMITTEE</b>
--------------------------------------

*James Lamenzo, Chair*  
*Ann DerMarderosian*  
*Mary Riddell Roger Toran*  
*Marianne Cooley*

*Marjorie Margolis*  
*David Coelho*  
*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 2009 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.
- Two members served on the School Space Committee.

FUTURE SCHOOL NEEDS COMMITTEE																		
ENROLLMENT PROJECTIONS																		
YEAR	2003/2004			04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
BIRTHS*	372			315	306	288	334	295	318	318	318	318	318	318	318	318	318	318
SCHOOL YEAR	2009/2010	PROJ -	ACTUAL	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
GRADE	PROJECTED	ACTUAL	PROJ -	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
K	404	423	(19)	386	414	399	407	360	388	388	388	388	388	388	388	388	388	388
1	411	418	(7)	438	399	428	413	421	373	402	402	402	402	402	402	402	402	402
2	418	428	(10)	420	440	401	430	415	423	375	404	404	404	404	404	404	404	404
3	476	479	(3)	433	425	446	406	435	420	428	380	409	409	409	409	409	409	409
4	419	426	(7)	480	434	426	447	407	436	421	429	381	410	410	410	410	410	410
5	434	443	(9)	428	482	436	428	449	409	438	423	431	382	412	412	412	412	412
6	421	422	(1)	443	428	482	436	428	449	409	438	423	431	382	412	412	412	412
7	394	406	(12)	413	433	418	471	426	418	439	400	428	414	421	373	403	403	403
8	350	355	(5)	405	412	432	417	470	425	417	438	399	427	413	420	373	402	402
9	352	365	(13)	362	413	420	440	425	479	433	425	446	407	435	421	428	380	410
10	373	373	0	360	357	408	415	434	420	473	428	420	440	402	430	416	423	375
11	324	330	(6)	367	354	351	402	408	427	413	465	421	413	433	396	423	409	416
12	367	370	(3)	323	359	346	343	393	399	417	404	455	412	404	423	387	413	400
TOTAL	5,143	5,238	(95)	5,258	5,350	5,393	5,455	5,471	5,466	5,453	5,424	5,407	5,339	5,315	5,300	5,267	5,267	5,243
K-5	2,562	2,617	(55)	2,585	2,594	2,536	2,531	2,487	2,449	2,452	2,426	2,415	2,395	2,425	2,425	2,425	2,425	2,425
6-8	1,165	1,183	(18)	1,261	1,273	1,332	1,324	1,324	1,292	1,265	1,276	1,250	1,272	1,216	1,205	1,188	1,217	1,217
9-12	1,416	1,438	(22)	1,412	1,483	1,525	1,600	1,660	1,725	1,736	1,722	1,742	1,672	1,674	1,670	1,654	1,625	1,601
	5,143	5,238	(95)	5,258	5,350	5,393	5,455	5,471	5,466	5,453	5,424	5,407	5,339	5,315	5,300	5,267	5,267	5,243

\* REFLECTS JULY 1 TO JUNE 30 BIRTHS

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

*Dr. Edward A. Bouquillon, Superintendent-Director*

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.

**FY 2009 HIGHLIGHTS**

**Enrollment**

As of October 1, 2009, 15 high school students and 2 post graduate students were enrolled at Minuteman providing a full time equivalent (FTE) of 17 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 remain at Needham High School. The District offers 'Post Graduate' programs to Needham residents of any age who are seeking to enhance their own economic opportunity at Minuteman via skill development.

### **2009 Needham Graduates and Awards**

Stanislav Alyokhin, Computer Technology

Abigail Dornbusch, Biotechnology

Aaron Wixon, Drafting

At the 2009 graduation, Abigail Dornbusch received the Friends of Minuteman award, the Department of the Army Award, the Massachusetts Vocational Association Award, the Minuteman National Honor Society Award and the Minuteman Parent Association - Science Technology Division Award. These awards are given to students of superior academic achievement and significant participation in school or community activities.

### **SkillsUSA Awards – Needham Students**

Natalie Demerjian was a Silver State medalist for the Tech Prep Showcase - Human Services.

### **Class of 2009 Graduate Achievement Highlights**

- 100% successfully passed the state-required MCAS tests in English and Math.
- 66% college acceptance or advanced Technical Training, 27% career bound in field and 3% military. Overall, graduates achieved a 96% placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates that participated in the state board examination were certified.
- Health Occupation graduates achieved 100% in college acceptance.
- Rebecca Rowe, an Environmental Technology graduate from Arlington, 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.
- JonFranco Barreto, a Biotechnology student from Medford graduated Valedictorian of the Class of 2009.
- Student speakers at the Class of 2009 graduation ceremony were Valedictorian JonFranco Barreto of Medford, Salutatorian, Christopher Sproul of Stow, and Class President Alicia Ofria of Medford.

### **Leadership, Governance and Communication**

The New England Association of Schools and Colleges conducted a decennial site visit to Minuteman in March of 2009. On December 10th, the Superintendent received a letter from Paul Bento, Director of the Commission announcing our reaccreditation. The following are excerpts:

“I write to inform you of deliberations of the Commission on Technical and Career Institutions at its November 5-6, 2009 meeting, at which time the Commission reviewed the report of its decennial visiting committee dated March 3-6 2009, and voted continued accreditation for

Minuteman Career & Technical High School with a Two-Year Progress Report due February 1, 2011, and a Five-Year Focused Visit in the Spring 2014.

The Commission commends the administration and staff at Minuteman Career & Technical High School for the many commendations identified by the visiting committee. The Commission wishes to highlight several of the accomplishments listed by the committee, although it does so not minimizing the many good things listed in the decennial visiting committees report. These commendations are:

- The positive school climate observed by the visiting committee and displayed by students and staff.
- Administrative efforts to provide leadership in developing plans needed to initiate a comprehensive improvement project for the facility.
- The articulation of the school's Mission Statement and Goals into learning experiences for Students.
- The enthusiastic and committed staff.

The Commission also focused on several visiting committee recommendations that are of particular concern and to which the school should pay particular attention as it strives to reach excellence. These recommendations are:

- Address all health and safety recommendations detailed throughout the report.
- Continue to work toward funding and implementing the facility renovation project.
- Develop and implement new and additional strategies to recruit students to take advantage of the excellent educational opportunities available.
- Continue to work toward greater integration between academic and vocational/technical program instructors.

The complete NEASC Report is available at [www.minuteman.org](http://www.minuteman.org).

The Massachusetts School Building Authority (MSBA) and Treasurer Tim Cahill announced Minuteman's inclusion in the Career & Technical Education Building Program, providing \$100M to 10 Career & Technical Schools for renovation and repairs. MSBA invited Minuteman to the Feasibility phase of a renovation project (visit [www.minuteman.org](http://www.minuteman.org) for more information.)

The Minuteman ESCO project upgraded and retro-fit a number of the school's energy-using building systems with cutting-edge technology and implemented a series of energy efficiency strategies that will trim Minuteman's energy use as much as 50% and generate equivalent savings on the school's energy bill. Upon completion of \$5,000,000 worth of work which included new boilers, chillers, electrical switch gear, lighting upgrades and weatherization Minuteman saves 57% of our water; 44% Gas and 22% of our electrical bill. This results in savings of about \$275,000. In addition, annual energy savings is being used to pay for the improvements; thus no cost to our member communities.

## **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. Minuteman has reinstated music as a formal elective course and performance outlet after a hiatus of over twenty-five years. The purpose is to assemble a comprehensive music and performing arts program and attending graduation requirements during the next four years. Our expectations include the development over time of a diversified course of instruction that will feature traditional course work (chorus, theory, instrumental instruction and performance) as well as activities that reinforce the relationship between musical knowledge and skill and our technical majors, including electronics and computer programming as well as recording and sound engineering.
- Minuteman has added a full-time Reading Specialist position that combines classroom teaching with consulting responsibilities. Reading skills improvement is a school-wide goal. The Reading Specialist oversees our computer-assisted remedial reading lab, co-teaches developmental English classes, and provides specific reading services per students' Individualized Educational Plans (IEP). In addition, he will share his expertise in collaboration with all academic and career and technical departments to improve curriculum delivery through the active application of reading strategies and study skills. Minuteman has reinstated the full-time position of licensed School-Adjustment Counselor. The position is supported by Special Education grant funding, and it allows for the provision of counseling services to students in response to needs articulated in their Individualized Educational Plans (IEP).
- Career and Technical programs are now aligned along 5 Career Clusters: Agriculture and Transportation, Bio-Science, Business and Information Technology, Human & Commercial Services, and Trade & Engineering. 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 underwent its 3rd New England Association of Schools and Colleges Decennial re-accreditation site visit in March of 2009 and Minuteman will remain an accredited High School.
- Minuteman students performed very well on the 2009 MCAS: 92% pass rate in Math, 100% pass rate in English, 95% pass rate in Science & Technology.

### **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 grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they made the adjustment to High School.
- 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, [www.minuteman.org](http://www.minuteman.org), launched in September 2009.

### **Financial and Asset Management Effectiveness and Efficiency**

- The Minuteman FY10 budget was passed unanimously at \$17,496,001, which represents a 2.91% increase without taking into account the cost of the Middle School Tech Programs. A portion of the increase was due to rising health care costs and utility costs.
- Budgets continue to be tightly managed as Minuteman seeks to ‘right size’ itself and reduce its’ per pupil expenditures.
- A new financial management software system was implemented to improve the efficiency in the Business Office as well as a restructuring of staff. A new Director of Business and Operations position was hired with the impending retirement of two separate administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve efficiency in all of these areas.

- The FY10 Capital funds were used for major systems repairs, continuing to implement the approved Technology Plan, upgrading the main entrance mall area of the school, relocating the vocational coordinator office, renovating and relocating the Early Education Child Care Center, renovating of hallway areas and the cafeteria space, upgrading the pool heating systems, upgrading the graphic arts classrooms, physical education classrooms, and fitness room for students, refurbishing the tennis courts, relocating the maintenance office, renovating classroom space for a new music room and barbering room and relocating and installing the student made welding horse at the front entrance of the school.

**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  
Christine Brumbach, Director of Student Development  
and Program Evaluation  
Thomas F. Campbell, Director of Human Resources  
Theresa W. Duggan, Director of Program  
Development and Implementation  
Anne Gulati, Director of Financial Services*

*PRINCIPALS*

*Emily Gaberman, Broadmeadow School  
Suzanne Power Wilcox, John Eliot School  
Michael Kascak, Hillside School  
Michael Schwinden, William Mitchell School  
Barbara Laites Collins, Newman School  
Glenn Brand, Pollard Middle School  
Paul Richards, Needham High School*

**THE SCHOOLS**



*The High Rock School*

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. The newly expanded and renovated Needham High School provides an exceptional learning environment, complete with technology and innovative learning spaces, for the community’s high school students.

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 sharing in high-quality, cost-effective education services such as Special Education that would be impossible for any one community to provide by itself.



*Needham High School*

During the 2008-2009 school year Needham enrolled 5190 students in its five elementary, one middle, and one high school. The enrollment breaks down as follows:

Preschool	70
Elementary	2551
Middle School	1104
High School	1404
Out of District Special Education Placements	61

### **NEEDHAM PUBLIC SCHOOLS MISSION, VALUES AND GOALS**

During 2006-07, district leaders revisited our vision, core values, and mission which led to a revision of system-wide goals and objectives and their adoption by the School Committee in November 2007. The School Committee reviews the goals and the progress toward the goals yearly.

#### ***What is our mission?***

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

#### ***What is our vision?***

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

#### ***What do we value?***

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

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

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

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

## **SYSTEM-WIDE GOALS**

### *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 2009 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](http://www.needham.k12.ma.us)

## **◀ DIVERSIFIED COMMUNITY SOCIAL SERVICES ▶**

### **NEEDHAM COUNCIL ON AGING**

#### *COUNCIL ON AGING*

*Susanne Hughes, Chairperson*

*Carol deLemos, Vice-Chair*

*Scott Brightman*

*Roma Jean Brown*

*James Dolan*

*Dan Goldberg*

*Risa Greendlinger*

*Andrea Rae*

*Colleen Schaller*

*Derrek Shulman*

*Nina Silverstein*

*Mary Elizabeth Weadock*

#### *DEPARTMENT STAFF*

*Jamie Brenner Gutner, Executive Director*

*Sherry Jackson, Associate Director*

*LaTanya Steele, Social Worker*

*Paula Angell, Outreach Worker*

*Barbara Falla, Social Worker*

*Penny Gordon, Program Coordinator*

*Dorene Nemeth, S.H.I.N.E. Program Director*

*Denise Roskamp, S.H.I.N.E Assistant Program Director*

*Won Whang, Building Monitor*

*Elwyn Cotter, Van Driver*

## PURPOSE

In the 1950's, Dorothea Willgoose, MD., a forward thinking resident, realized that the older adult population of Needham had unmet health, housing and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. Various community partners such as the YMCA shared space with the department over the years until the doors officially opened as the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979. This address has been home ever since. For the past 59 years our mission has consistently been to respond to the needs of older residents' by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth. Needham can boast that as a proactive community it was forward thinking enough to encourage the formation of one of the first formally recognized Councils on Aging in the State of Massachusetts. We are proud to state that the Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20<sup>th</sup> in the nation, to achieve national accreditation ten years ago.



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 in an environment that fosters independence and a quality of life that supports each individual to function at their optimal level.



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 the past 29 years. The Center hours are Monday-Friday 9:00a.m.- 4:00 p.m. The Council on Aging office, also located at the Stephen Palmer Senior Center, is staffed Monday-Friday, 8:30a.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 2009 HIGHLIGHTS**

### **Challenges:**

- This year presented some difficult staffing challenges, including the need to fill two important part time positions and an unexpected personal tragedy that affected another team member's participation. During our interview process to fill positions deadlines were not missed and programs and services continued even though the reduction in our staff ratio impacted the team members remaining. The positions were filled by December with two highly qualified individuals.
- An additional challenge occurred when the department learned that it would not be eligible to continue participation in a grant that had previously aided in funding the Transportation Program. The cost of running this program is approximately \$40,000 per year and it is now dependent entirely on donations. Food shopping options are an important function of our transportation program which is evidenced in the amount of shopping trips taken weekly, monthly and yearly. Presently the van is utilized three days a week, morning and afternoon, to fulfill this need. Four of our six scheduled weekly shopping excursion have volunteer shopping assistance available which takes the form of assisting with grocery carrying or "side by side" assistance in the aisles. With each option the resident is participating in the process and therefore maintaining some level of control and independence. For some residents this is the one time a week they leave their homes and get to be with others. Two additional weekly grocery shopping opportunities are offered for the more independent shopper. We continue to pursue possible alternatives and community collaborations related to funding.
- Various building issues presented challenges to include intermittent flooding of office and programming space.
- Due to the major economic changes the department has seen an increased number of folks dealing with issues that were minimally explored in the past but that have now taken center stage. These include but are not limited to: how to write a resume, how to locate and pursue work opportunities, how to apply for food stamps as well as how to deal with issues surrounding foreclosure and homelessness. As always, the staff responds to the individual needs of the population we serve, the evolving changes of the world and the Needham community.
- DTV conversion also demanded our attention and offered one more opportunity to work with community partners such as the Rotary Club and the Needham Cable Channel.
- As the Aging Service Department for the town, The Council on Aging deals daily with the increase to the over 60 census in Needham (25% of the population by 2010) and therefore the increase in information and service needs of residents.

### **Successes:**

- Since the municipal restructuring a few years ago the departments that fall under the heading of Community Social Services have collaborated and shared resources as appropriate. Due to this change and additional hours that were appropriated at town

meeting, the Council on Aging welcomed 4 hours of administrative assistance one day a week this year.

- The Executive Director and Associate Director submitted a proposal to the Annual Massachusetts Council on Aging Conference and were pleased to be chosen to present “How to Program for the Overall Health of a Multi-Generational Population” in October 2008. The session was well attended and the majority of evaluations received were positive.
- The quest for a senior center site continued and as requested the Executive Director was assigned as a staff member to the Senior Center Exploratory Committee which met routinely throughout the year. To aid the Town Manager and the Committee the department compiled detailed information on senior center programming and other pertinent information as requested.
- This year the Needham Public Schools and the Needham Council on Aging partnered to offer new volunteer opportunities. One example was the “Senior Greeters” program which began at the High School in the fall. Eight volunteers participated in the first year.
- Consistent with our commitment to community collaboration this past Spring the Council on Aging took a lead role in organizing a Volunteer Fair to help make residents aware of the many possibilities for community engagement that exist in Needham.
- The Council on Aging continued to offer new and innovative programming. One example was the “Sages and Seekers” a pilot program we participated in this winter. The project was designed to bring youth and older adults together to share unique gifts and insights. Additionally, this spring work began on the “Senior to Senior” program that is scheduled to launch in the fall of 2009.



*Senior To Senior Program*

### **FUNDING FY 2009**

Funding for the Council on Aging Department and the many services and programs that we offer comes from varied sources. This past year the town of Needham funded part or all of some salaried positions and allocated a sum to purchase services and expenses. As an adjunct to town funding, the Council on Aging received funds through the State Formula Grant which supported some professional staff hours and expenses. The Needham Council on Aging administrates the SHINE Grant (Serving the Health Information Needs of the Elderly) for 22 cities and towns in the MetroWest region. The funding received was used to pay for the part time positions of the Shine Program Director and Assistant Director that provided supervision and oversight for 44 volunteers. It also funded a temporary position to outreach to low income individuals about the “extra help” (LIS) available for prescription drug costs as mandated by the Centers for Medicare and Medicaid Services. Donations continue to supplement the programs and services offered as state and municipal funding does not provide full financial support for all that the aging service department provides. Presently the department relies solely on donations to fund the Transportation Program.

## PROGRAM STATISTICS FY 2009

- 350,000 volunteers donated close to 23,000 hours which translates to over \$35,000 worth of service to the town of Needham
- Over 40 SHINE Counselors served at least 600 people from the Needham Office and provided 5,652 volunteer hours of service within the 22 town MetroWest region and contributed to an estimated \$2,475,541 in health care costs for residents in these towns
- The Council on Aging Department served over 3500 different people and offered over 2400 different sessions of programs and events
- Our social service department touched over 2500 lives
- Our van provided 6770 rides to include 2748 rides related to food shopping which is an approximate 13% increase over last years usage for food
- 10,000 + phone calls were logged in by our receptionists

## DEPARTMENT OF VETERANS SERVICES

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

### 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.
- To oversee the disbursements of veteran's benefits to veterans and their families.
- To fulfill the requirement of Chapter 115 that all veterans graves will have an American flag placed on them for Memorial Day.
- To see that all veteran's graves in Needham and St Mary's cemeteries are kept and cared for and free of debris.
- To insure that veterans who die without funds are properly interred.



### BUDGETARY DATA

Salary	\$39,883
Expenses	\$23,920
Veterans Benefits	\$20,000
Purchase of Service	\$262
Total	\$64,065

### FY 2009 HIGHLIGHTS

- Organized and participated in the Memorial Day Parade
- Organized and participated in the Veterans Day Ceremonies
- Put over 2,000 American flags on the graves of veterans in St Mary's and Needham Cemeteries
- Participated in the bringing of the Wall That Heals to Needham





## NEEDHAM YOUTH SERVICES

### YOUTH COMMISSION

*Cathy Lunetta, Chairperson*

*Connie Barr, Vice-Chairperson*

*Vincent Springer*

*Sarah Cocuzzo*

*Ronnie Haas*

*Doug Levy*

*Ian Campbell*

*Debbie Winnick*

### DEPARTMENT STAFF

*Jon Mattleman, Director, Needham Youth Commission*

*Carol Rosenstock, Office Manager*

*Katy Colthart, Clinical Social Worker*

*Alexandra Hogan, Clinical Social Worker*

*Elizabeth Barnes (Clinical Intern)*



## PURPOSE

The mission of the Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

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

## FY 2009 HIGHLIGHTS

**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 96 people were trained.

**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 FY 2009, 346 youth participated in this program, and 300 booklets were distributed to parents.

**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. Fifty-four parents participated in this program, and it is slated to expand in the coming year.

**Website:** It is estimated that over the past year thousands of "hits" were registered on the Youth Services website. Residents learned about our services, registered for programs, read the Needham Youth Services Annual Report, viewed pictures of the staff, and much more. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Services online at [www.needhamma.gov/youth](http://www.needhamma.gov/youth).

**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 555 hours of counseling were provided to Needham youth and their families.



Youth Services "Extreme Looks"

**Community Crisis:** Over the past five 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, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the “Extreme Looks” program, a four-day mind/body/spirit event for girls. In FY 2009, 449 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:** Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy 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. In FY 2009, 46 youth and parents participated in this program.

**Loss Program:** The Loss Program was designed in collaboration with the Needham Public Schools. The mission of this program 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 340 youth in FY 2009.

**PEEPS** (Positive Education for Experiencing Peer Stress): PEEPS was an interactive workshop for 6<sup>th</sup> 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, 361 youth participated in this program.

**Picture Perfect:** Picture Perfect was a workshop for 8<sup>th</sup> 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 media, and to investigate how media messages impact them on a daily basis. In FY 2009, 363 youth participated in this program.

**Teen Dating Violence Program:** Youth Services provided seminars on Teen Dating Violence for all 9<sup>th</sup> 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, 340 youth were involved in this program.

**RAY of Hope Program:** RAY (**R**ecognize **A** **Y**outh) was established by Needham Youth Services 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 Youth Services 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.



*2009 RAY of Hope Award Recipient Dan Antoszyk, with John Mattleman, Director of Needham Youth Services*

**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 Needham Youth Services. 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 "Solar Sam" for his work with elementary and middle school students in Needham. Over 100 people attended this year's award ceremony.

**Employment and Volunteer Programs:** The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer Resource Listing was created to inform youth of area volunteer opportunities. In FY 2009 these programs fielded 302 inquiries.

**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 12th; 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, Belmont, and Holliston 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.

**Peer Tutor Program:** The Youth Services' 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. Needham Youth Services' 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 1,537 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 Services' 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 Youth Services is an active member). The event featured live music, a candle light vigil, guest speakers, and resources/information; over 125 participated in the 2008 event.

**Parents Please Talk With Your Mouth Full:** "Parents" was a unique collaboration between Needham Youth Services and Sweet Basil restaurant. During these one evening workshops parents enjoyed a terrific meal and had the 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 2009, 40 parents participated in this program.

**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-



*Needham Youth Services' Project VAN*

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 440 person hours of free volunteer services over the past summer.

**Graduate/Undergraduate Internship Program:** In FY 2009, Needham Youth Services welcomed a clinical intern from Simmons Graduate School 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 800 hours of free service to the Needham community.

**Diversion/Restitution Program:** In conjunction with the Needham Police Department and the Dedham District Court, the Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. The department'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 2009 Needham Youth Services supervised over 115 hours of community service to the Town of Needham.

**Seminars/Workshops/Presentations:** Needham Youth Services 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 FY 2009 the Needham Youth Services worked with a total of 4,166 youth, parents, and professionals in seminars and/or workshops.



*Youth Services' Babysitter Training*

**E-Mail Sign Up:** In an effort to inform youth and families of the services of Needham Youth Services, 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 name and years of birth of their children to: [Needhamyouth@needhamma.gov](mailto:Needhamyouth@needhamma.gov) or simply register online at [www.needhamma.gov/youth/email](http://www.needhamma.gov/youth/email).

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

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

- 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
- Needham Housing Authority

**Publications:** Needham Youth Services created and/or distributed the following original publications in FY 2008 (all are available online at [www.needhamma.gov/youthcommission](http://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)

### **FISCAL YEAR 2009 STATISTICS**

Needham Youth Services programs 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, Needham Youth Services 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 Services programs over the past 3 years.

	Workshops/Training/Seminar Participants	Peer Tutor Program Hours
FY 2009	4166	1537
FY 2008	4052	1500

FY 2005	2633	1335
<b>Percent Increase 2005-2008</b>	<b>57%</b>	<b>14%</b>

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/youth/reports](http://www.needhamma.gov/youth/reports), and individual program evaluations may be obtained by contacting the Youth Services 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



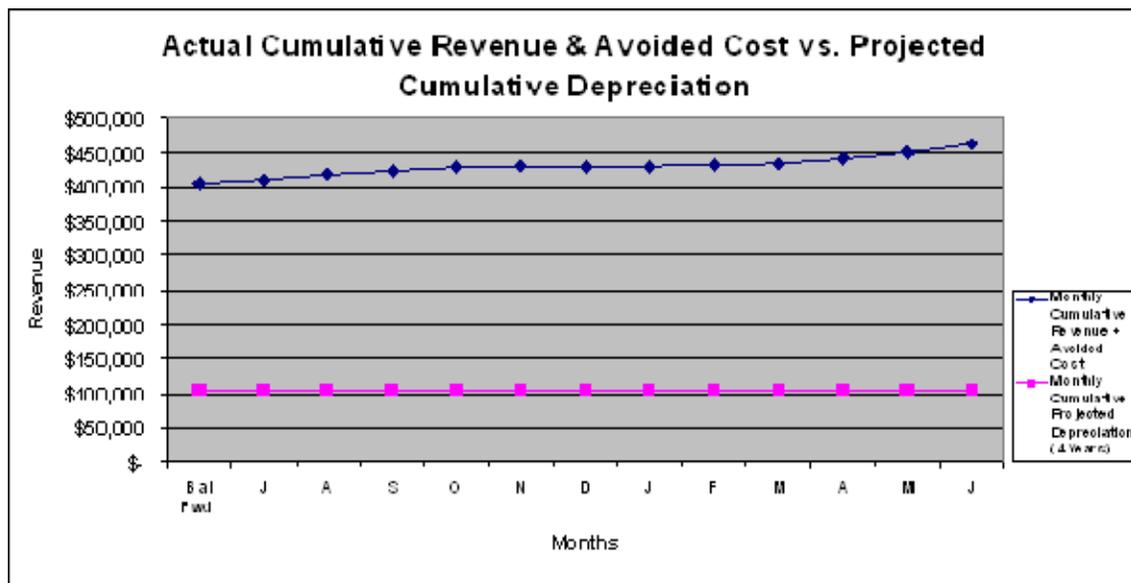
*Richard P. Merson, Director of Public Works*  
*Anthony L. Del Gaizo, Town Engineer*  
*Rhainhardt F. Hoyland, Highway Superintendent*  
*Mario E. Araya, Solid Waste & Recycling/Transfer  
 Station Superintendent*  
*Robert A. Lewis, Water & Sewer Superintendent*  
*Lance M. Remsen, Parks & Forestry Superintendent*  
*Steven J. Hawes, Garage & Equipment Supervisor*

#### **PURPOSE**

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

- Shipped 8268 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 58% out of the solid waste stream.
- Recycled 2944 tons newspaper and mixed paper, including phone books and magazines; 1104 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3.
- Removed 674 tons of metal and 8 tons of tires from the waste stream.
- Removed 24 tons of paint, 11 tons of waste oil and anti-freeze from the waste stream.
- Goodwill & Red Cross received 159 tons of textiles.
- Composted 7277 tons of yard waste.

- Processed 8392 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 67 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, 100 lead acid batteries, 257 propane tanks, and performed 147 waste load inspections of vehicles on tipping floor.
- 8783 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.
- Held one successful Annual Household Hazardous Waste Collection Day & the November leaf Sundays Program.
- Town Meeting approved the Purchase of a Trommel Screener at \$110,000. In its 72 months of operation, the Trommel Screener processed materials (brush, grass & leaves) into organic compost and generated \$460,711 in revenue and avoided cost to the Town.
- Started the Wood Diversion Program to comply with DEP mandate, which went into effect June 1, 2006. For the 12 month period of FY 09, 348 tons of wood waste was diverted from the waste stream, saving the Town approximately \$14,094 in disposal cost.
- Town Meeting approved Purchase of Wood Grinder at \$149,734. In its 60 months of operation, the Wood Grinder generated \$36,370 in revenue as well as meeting the wood waste processing needs of the Town.
- The RTS has increased its miscellaneous revenue earnings target from \$42,500 in FY 04 to \$200,500 in FY 08. In FY08, the RTS attained miscellaneous revenue earnings of \$284,636. In FY09, the RTS has a miscellaneous revenue earnings target of \$214,716.



- Inspected 451 Street/Sidewalk Occupancy and Excavate permits.
- 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 for 16" water main Charles River Phase II.
- Completed the Water main Design for Chapel/Highland/May Street.
- Completed I/I sewer investigation for Richardson Drive.
- Completed I/I sewer investigation for Area 19.1.
- Completed Design for I/I sewer correction for area 16 and Lower 22.
- Completed construction for I/I sewer correction for area 2, 24 & Lower 21.
- Completed construction for the DeFazio Synthetic Track and Natural Turf Field Project.
- Completed the Construction of the Route 128 Water & Sewer Utility Relocation Project.
- Completed the Cleaning and Painting the Dunster Road Water Tank.
- Completed the sewer design for I/I corrections at Richardson Drive.
- Completed the Design for Great Plain Pump Station repairs.
- Continued the construction of the Great Plain Ave Pump Station repairs.
- Completed the construction of Phase I of the Charles River Road 14 inch Water main Relining Project.
- Completed the Water main construction for Garden, Kimball, and High Streets.
- Completed the construction of the Highland Ave/Rosemary traffic signals.
- Completed the construction of the Dedham Ave/Webster Street traffic signals.
- Completed the construction of the Central Ave. and Charles River Road intersection improvements.
- Completed the construction of the Chestnut Street roadway improvements.
- Responded to 258 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 14th year.
- The 2009 Arbor Day activities included the planting of Apple trees with the students at Newman School.
- Sports Council continues the construction of new fields at Memorial Park and DeFazio Field, which was started in FY 2008, and is expected to be turned over to the Town in the Fall of 2009. Includes three natural grass 90ft diamonds, one natural grass multi-use fields, three synthetic multi-use fields and one synthetic 60ft diamond.
- A new 8 lane track at Defazio Field was opened in spring 2009.
- Synthetic Field Maintenance started in the spring of 2009. Field grooming is planned pre-season spring and fall and end of season spring and fall. Plus any spot grooming as needed.

**Forestry:**

Tree Removals and Stumping	Tree Pruning Hours	Roadside Brush Removal and Flail Mowing
FY07 = 59 trees	FY07 = 2,828 hrs	FY07 = 1,468 hrs
FY08 = 50 trees	FY08 = 2,944 hrs	FY08 = 1,056 hrs
FY09 = 45 trees	FY09 = 2,008 hrs	FY09 = 2,216 hrs

Tree Planting

FY07 = 100 Arbor Day seedling + 68 trees on streets and parks + nursery: 47 trees

FY08 = 100 Arbor Day seedling + 51 trees on streets and parks + nursery: 80 trees

FY09 = 800 Arbor Day seedling + 54 trees on streets and parks + nursery: 88 trees

**Park and Recreation, Memorial Park, School Grounds:**

Athletic Field Acres Fertilized

FY07 = Cricket Program + 3 applications on other fields

FY08 = Cricket Program + 2 applications on other fields (one appl. organic on 24 acres)

FY09 = Cricket Program + 2 applications

Athletic Field Acres Aerated

FY07 = 5.5 acres – (once), 27 acres – 2 applications, 4 acres – 3 applications

FY08 = 29.75 acres – (once), 7.25 acres - 4 applications

FY09 = 21.25 acres – (once), 2.5 acres – 2 applications, 7.5 acres – 4 applications

Over-seeding	Diamond Work	Mowing Hours
FY07 = 2 fields (once) + 7 fields (twice)	FY07 = 2,089 hrs	FY07 = 4,911 hrs
FY08 = 12 fields (once)	FY08 = 1,998 hrs	FY08 = 5,076 hrs
FY09 = 2 fields (three) + 2 fields (twice) +3 fields (once)	FY09 = 2,024 hrs	FY09 = 5,616 hrs

- Repaired 8 water pipe leaks, including 3 water main breaks and 5 water service leaks.
- Responded to 47 water emergency calls (after regular business hours).
- Replaced 907 out of 13,287 residential/municipal/condominium water meters, and replaced 12 out of 694 Commercial Water Meters.
- 139 Water service lines were replaced, including 6 lead-lined water service pipes.
- 15 new fire hydrants were installed.
- Successfully replaced 108 iron water service lines on 11 streets.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 17 catch basin replacement, inspect & clean drain system, replaced 3 drain manholes, and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.

- Replaced 1 Sewer Pumping Station pumps.
- Camera & Flushed 43,374 ft of sewer main and 6223 ft of drain lines.
- Rodded 1908 ft of sewer main and 823 ft of drain.

## ◀ PUBLIC FACILITIES ▶

<b>PUBLIC FACILITIES DEPARTMENT - CONSTRUCTION</b>
--

*PERMANENT PUBLIC BUILDING COMMITTEE*

*John Connelly, Chairman*

*John Keene*

*George Kent, Vice Chair*

*Mark Presson*

*Joseph Carroll*

*Paul Salamone*

*Stuart Chandler*

*Irwin Silverstein*

*DEPARTMENT STAFF*

*Steven Popper, Director of Design & Construction*

*Marvin Blaylock, Project Manager*

*Tiffany Shaw, Resident Site Manager*

*Public Facilities Department – Construction Division*

### **PURPOSE**

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 Design and Construction. In April 2008 Marvin Blaylock was hired as Project Manager. In January 2009 Tiffany Shaw was hired as Resident Site Manager.

In December 2008 John Connelly stepped down from the Committee after being on the committee since its inception in July 1996 and Chairman since 1998. George Kent became Chairman in January 2009.

### **FY 2009 HIGHLIGHTS**

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2009 fiscal year (July 2008 to June 2009). These projects were initiated during the period of 2003 through 2009 fiscal years.

<u>Name:</u>	<b>High School Renovation &amp; Addition</b>
<u>Project Status:</u>	Ongoing
<u>Authorization:</u>	\$51,300,000
<u>Override:</u>	\$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 occurred in the spring of 2009.

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 was 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 in to 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 were complete by March 2009 with completion of punch list items extending through summer 2009.

Name: **High Rock School 6<sup>th</sup> 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 6<sup>th</sup> Grade Center.

Construction on the High Rock project started in February 2008. Substantial completion is expected in August 2009. The building should be ready to receive students on September 2, 2009 for start of the 2009/2010 school year.

The Pollard Middle School Electrical and Technology Upgrade was completed during the 2007 summer with all designated areas receiving digital projectors and infrastructure for smart board installation.

Name: **Town Hall Renovation**  
Project Status: Ongoing  
Authorization: \$19,155,746.00  
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 through 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.

Authorization of construction funds in the amount of \$18.155 million occurred at the Annual Town Meeting in May 2009 with the approval of Article 35. Construction documents are being prepared and the project is scheduled to go out to bid in November 2009. Construction is anticipated to start in March of 2010. The Town Hall staff is scheduled to move into the Public Services Administrative Building at 500 Dedham Avenue in February of 2010.

Name: **Public Services Administrative Building**  
Project Status: Ongoing  
Authorization: \$6,225,000.00  
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 through design selection to Winter Street Architects of Salem, MA. The facility will be used as swing space for Town Hall during its renovation.

Authorization of construction funds occurred at the Special Town Meeting in October 2008 with the approval of Article 5. Construction is underway with anticipated substantial completion in December 2009. The Town Hall staff is scheduled to move into the Public Services Administrative Building in February of 2010.

Name: **Newman Elementary School HVAC**  
Project Status: Complete  
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 Newman School HVAC, a Heating and Ventilation study was initiated through the May 2008 Special Town Meeting Article 3: Appropriate for Facility Repairs/Newman School that was approved. The study was awarded through 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.

Name: **Newman Elementary School Feasibility Study**  
Project Status: Ongoing  
Authorization: \$450,000.00  
Budget Status: On Budget  
Architect: Drummey, Rosanne & Anderson, Inc.

At the May 2009 Special Town meeting Article 3: Appropriate for Facility Repairs/Newman School was approved in the amount of \$450,000.00 for feasibility, design and engineering services related to extraordinary repair of the Newman School.

As a result of this effort, which culminated in a Feasibility/Schematic Design Report submitted to the Massachusetts School Building Authority (MSBA), the Town was granted an \$8.6 million

offsetting funding appropriation by MSBA if the Town votes to proceed with the Newman School Repair Project.

Name: **Newman Elementary School Repair**  
Project Status: Ongoing  
Architect: Drummey, Rosanne & Anderson, Inc.

Pending Town vote approval.

Upcoming future projects may be a Senior Center, the Pollard Auditorium Roof and various upgrades, and possibly the Reservoir B pump station. 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.

## **PUBLIC FACILITIES DEPARTMENT - OPERATIONS**

*Chip Laffey, Director of Facility Operations*  
*Paul Comerford, Supervisor of Custodial Services*  
*Carys Lustig, Administrative Analyst*  
*Carolina Faricelli, Administrative Specialist*

### **PURPOSE**

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

The spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which 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.

### **FY2009 HIGHLIGHTS**

For FY 2009 the priorities of the department were to establish better operating procedures, staff the Department to suit the best interest of the Town, begin systematically upgrading the older buildings in Town to make them more energy efficient, and to establish a preventative maintenance program.

The major highlights include:

- Public Facilities Office
  - \* Established a new work order system with carbon copy work orders that are generated by the Building Managers and Sr. Custodians of each major facility
  - \* Began transitioning new trades employees from day to 2<sup>nd</sup> shift to better perform tasks throughout the Town
  - \* Implemented programming changes throughout the Town to the heating/cooling system in all new buildings including stagger starts and night setbacks
- Town Hall
  - \* Created new office in Planning Department
  - \* Created new office for Assistant Town Manager of Operations
  - \* Installed Rentar fuel catalyst unit after Hillside test
- Ridge Hill
  - \* Provided comprehensive list of all repairs required to return Main Building to operation
  - \* Installed Rentar fuel catalyst unit after Hillside test
- Daley Building
  - \* Installed Rentar fuel catalyst unit after Hillside test
- Broadmeadow
  - \* Installed new air conditioning in Education Technology Center
- Eliot
  - \* Installed new VCT tile in main entrance.
- Hillside
  - \* Began sealing up exterior air leaks to improve energy efficiency of building
  - \* Installed Rentar fuel catalyst unit as test of ability to improve oil consumption, reduced consumption by approx. 10%
- Mitchell
  - \* Began upgrade of heating controls, transition from pneumatic to digital for better heat distribution and energy efficiency
  - \* Began sealing up exterior air leaks to improve energy efficiency of building
  - \* Installed Rentar fuel catalyst unit after Hillside test.
  - \* Installed walk-in freezer
  - \* Applied for and installed low flow toilets through the MWRA Low Flow Toilet Grant
- Newman
  - \* Performed asbestos abatement and tile installation throughout building as required
  - \* Addressed temporary HVAC issues
  - \* Addressed fuel oil underground storage tanks integrity issues
  - \* Installed two temporary above ground fuel oil tanks
  - \* Scoped and cleaned duct work
  - \* Installed Rentar fuel catalyst unit after Hillside test
  - \* Upgraded server rooms

- Pollard
  - \* Performed asbestos abatement
  - \* Removed and reinstalled table and chair fixtures in Lecture Hall
  - \* Installed Rentar fuel catalyst unit after Hillside test
- NHS
  - \* Worked on new HVAC system to ensure smooth operation once the system was turned over to the Department
  - \* Replaced bubbler heads in entire school, as were removed.
  - \* Fixed corridor heat valve problem in A and B building
  - \* Installed Lutron system to remotely control outdoor lighting
- High Rock
- Emery Grover
  - \* Installed Rentar fuel catalyst unit after Hillside test.
- DPW
  - \* Began project of upgrading Dedham Ave Pump Station so that it is fully usable while PSAB is in operation
  - \* Installed heater at Charles River Treatment Plant
  - \* Sealed HVAC unit to prevent leakage in Main Building by disassembling and caulking panels, added curb flashing around front of unit and rear of unit
  - \* Installed Rentar fuel catalyst unit after Hillside test
- Senior Center
- Library
  - \* Replaced handicapped door operator

**FY2009 GOALS**

- Successfully implementing new software for Work Orders, Events Scheduling, Preventative Maintenance, Asset Management, and Utility Tracking
- Assist the Town and Schools in achieving their target of a 5% energy reduction
- Redraft the Town’s regulation concerning Afterhours School Scheduling to be more reflective of current practices and costs

**◀ COMMUNITY SERVICES ▶**

<b>NEEDHAM COMMISSION ON DISABILITIES</b>
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*Elaine Saunders, co-chair*  
*Jeanie Martin, co-chair*  
*Susan Crowell, Secretary*  
*Susan Rains*  
*Andy Wise*  
*Dale Wise*

*Beverly Foster*  
*Debbi Heller*  
*Karen Peirce*  
*Patrice Shellings, Liason 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 award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham

The NCOD had an annual budget of \$550. In FY 2009, a total of \$330 was used to purchase a plaque for a retiring member (\$81) and an accessible survey tool kit (\$249).

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

Newman PTC	Unseen Borders Program	\$600.00
Eliot PTC	Unseen Borders Program	\$300.00
Hillside PTC	Unseen Borders Program	\$300.00
Council on Aging	Zoom Text 9.1 Computer Software	\$600.00
	Total	\$1,800.00

**FY 2009 HIGHLIGHTS**

- Participated in a walkthrough of Needham High School and the High Rock School to determine if they are in compliance with Architectural Access Board (AAB) and ADA codes and noted areas needing attention.
- Met with architects regarding the proposed renovation of Needham Town Hall and gave input regarding accessibility issues and requests for variances.
- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests at the First Parish Needham, the Needham Sheraton and other sites in Needham.
- 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. Filed complaints with the Department of Justice to address handicapped parking violations in a variety of sites in Needham.

- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Contacted Needham Police about problems of snow removal in handicapped parking spaces.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines.)
- Developed and finalized the Town of Needham Transitional Plan and presented it to the Needham Town Manager.
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted Needham Town Clerk to discuss issues of access at polling places in Needham.
- Contacted the Needham School Department and PPBC regarding problems related to availability of a lift key for public performances and appropriate signage at Needham High School.
- Sponsored weekly presentations on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.
- Met with a local private agency which provides homecare to the elderly and the disabled.
- Met with a representative from the Needham Planning Office to discuss accessibility issues and transportation needs at public housing sites in Needham.
- Met with a Needham Selectman to be informed about proposed building sites for a new Senior Center.
- An NCOD member made presentations regarding disability issues to the Needham Rotary Club and at a National Spinal Cord Association fundraiser.
- 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, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds and other municipal buildings as they are renovated. 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.
- To promote filling the current vacancy position.

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

<b>COMMUNITY PRESERVATION COMMITTEE</b>
---

*Paul Siegenthaler, Chairman*  
*Jane Howard, Vice Chairman*  
*Janet Bernardo*  
*Jack Cogswell*  
*Sheila Pransky*

*John Comando*  
*Bruce Eisenhut*  
*Mark Gluesing*  
*Brian Nadler*

*DEPARTMENT STAFF*  
*Patricia Carey, Staff Liaison*  
*Nicole DiCicco, Recording Secretary*

**PURPOSE**

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 2009 HIGHLIGHTS**

- The Needham Community Preservation Fund received its state distribution of \$888,287 from the Commonwealth in October 2008, a 67.62% match to Needham’s surcharge. It was also announced that the next annual distribution would be made in October 2009 but would be a 35% match.

- The Committee met with representatives of the Community Preservation Coalition to get guidance on determining the percentage of funding for the historic preservation of Town Hall.
- The Committee held a public meeting in March, 2009, to gather public input on the proposals under review for funding.
- At the May, 2009 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$18,155,746	Selectmen/Town Manager	Town Hall Historic Preservation
\$ 25,000	Town Manager	Affordable Housing Consulting Assistance
\$ 25,000	Town Manager	Easement Research
\$ 25,000	Charles River ARC	Group Home Energy Improvements
\$ 25,000	Housing Authority	High Rock Homes
\$ 50,000	Conservation Commission	Transfer to Conservation Fund

- According to the Community Preservation Coalition, the funding and bonding of the Town Hall project is the largest bonded project in the history of CPA in Massachusetts.
- In addition to funding the proposals, and as required by the state legislation, funds were spent or put in reserve for Historic Resources, Community Housing, and Open Space. Remaining funds, totaling \$529,880, 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 eighteen projects, with a total of \$20,070,446.

Affordable Housing total	\$ 574,500
Open Space total	\$ 223,200
Historic Preservation total	\$ 19,230,746
Recreation total	\$ 42,000

**GOLF COURSE ADVISORY COMMITTEE**



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

## **PURPOSE**

The Golf Club Advisory Committee is appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9 hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate 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 2009 HIGHLIGHTS**

At the meeting held on December 1, 2008, the Club President, Tony Cuzzo, reported on resident play for the 2008 season indicating that 1088 rounds of 9 holes were played by non-member residents plus 459 rounds of play by the Park and Recreation Senior League Spring session and 344 rounds of play by the Park and Recreation Senior League Fall Session: 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 2, 2009, Club President, Tony Cuzzo, reported that since there was no waiting list, the Club had appealed to the Town Manager to waive section 9.1 and 9.2 of the current lease in order to allow more non-residents to join since the resident list had been exhausted. The request was approved. He further stated that there would be no change in the rules or fees for resident play for the 2009 season.

## **FY 2010 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

*Carol J. Boulris, Chairman*  
*John H. Cogswell*  
*Gloria P. Greis, Ph.D.*  
*Robert Hall*

*Richard Hardy*  
*Joel H. Lebow*  
*Sandra B. Tobin*

### FY 2009 HIGHLIGHTS

- Participated in Town Hall summit meeting to discuss renovations of this National Register building.
- Sandra Tobin named our representative to the Community Preservation Committee. On her resignation, Jack Cogswell became our representative.
- The Rev. Cary Young resigned from the Commission; Joel Lebow was appointed.
- The Commission voted to support Option 4 for Town Hall restoration, believing that this plan satisfies present and future needs, is compatible in design with the original structure and restores major historical features of the building.
- The Heritage Project continues to add 45 additional houses to our local inventory of historic structures and provide preservation information to owners of historic properties.
- The Commission was stunned to learn that the Zoning Board of Appeals waived the right of the Commission to review the demolition of the 1868 Sarah Avery House, 797 Great Plain Avenue, under Chapter 40B law.
- At May Town Meeting, presented Raymond Bosworth Awards for Excellence in Historic Preservation to owners of the Nutter-Twigg House on Webster Street and the Thorpe-Gorse Mill, Thorpe Road, which was renovated into artists' studios.
- Met with owners of 220 Nehoiden Street and their architect RE renovation of this property. Approved their plan to demolish 19th Century ell and place an addition at the rear of house, with original 1754 section to remain in restoration.

## NEEDHAM FREE PUBLIC LIBRARY

### BOARD OF TRUSTEES

*Margaret L. Pantridge, Chair*  
*Rose A. Doherty*  
*Sally B. Powers*  
*Lois C. Bacon*

*Thomas M. Harkins*  
*Gregory J. Shesko*  
*Lois F. Sockol*

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. The Board of Library Trustees has adopted the following Vision and Mission Statements.



## VISION STATEMENT

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*  
*Anna Kijas-Masterson, Children's Librarian*  
*Cynthia G. Crawford, Circulation Supervisor*  
*Carolyn S. Davis, Library Assistant*  
*Gay Ellen Dennett, Reference Librarian*  
*/Program Specialist*  
*Karen H. Donaghey, Library Assistant*  
*Cheryl A. Steeves, Administrative Specialist*  
*Catherine D. Stetson, Reference Librarian*  
*/AV Specialist*  
*Margaret Aldrich, Assistant Children's Librarian*  
*Jean F. Kirkham, Assistant Cataloger*

### *PART-TIME REFERENCE STAFF*

*Jeffrey R. Arnold*  
*Mary H. Conlon*  
*Leigh R. Hoffman*  
*Rebecca L. Kinney*  
*Danielle Tawa*

### *PART-TIME CHILDREN'S STAFF*

*Kerri O. Brosnan*  
*Bethany N. Templeton*

### *PART-TIME LIBRARY ASSISTANTS*

*Sandra J. Bedigan*  
*Annalisa Bishop*  
*Lu-Ann M. Caron-Leslie*  
*Patricia H. Dunn*  
*Katherine F. Higgins*  
*Judith G. Johnson*  
*Irene L. Kamergorodsky*  
*Janet S. Krawiecki*  
*Lois E. Litwack-Klein*  
*Martianne Marinelli*  
*Kathleen M. McIntyre*  
*Rebecca L. Meyer*  
*Fay J. Phillips*  
*Ellen A. Porter*  
*James K. Westen*

### *CUSTODIAL STAFF*

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

## FY 2009 HIGHLIGHTS

### **July:**

The library's Book Cart Drill Team made a second successful appearance in the Fourth of July Parade. Once again, the group was a thundering success. Following a long, dark absence and

with thanks to the Public Facilities' employees, the library's clock tower was lighted. The Minuteman Library Network instituted a new governance framework. The Federal Emergency Management Agency certified the library as a qualified location for a Disaster Recovery Center. The trustees authorized the Trust Fund purchase of a library membership to the Institute of Contemporary Art.

**August:**

324 children registered for the Summer Reading Program

**September:**

Due to an increase in both news and activities, the library's monthly publication, *Library Notes*, changed its format. Thanks to funding from the Friends of the Library, the newsletter was able to change from a double-sided, single page, black print format to a four-page glossy, color publication. The library's two book groups resumed their monthly meetings. Internationally known author Robin Cook appeared in the Community Room of the library and discussed his New book, *Foreign Body*.

**October:**

The Friends of the Library held its 36<sup>th</sup> Annual Fall Book Sale. The Library Foundation of Needham held its First Annual Gala, *Black, White, and Read All Over*. The evening was an overwhelming success. The Metrowest Regional Library System reported that Needham's benefit from the inter-library delivery system was \$319,883.

**November:**

An evaluation of the Museum Pass Reservation Software revealed that it is cost-effective, as an average of 47% of museum pass users were using the Town website and placing their own reservations.

**December:**

The Massachusetts Board of Library Commissioners certified the Needham Free Public Library, making it eligible for a \$38,809 State Aid Award. The library sponsored two movies and two magic shows, as part of the New Years' Needham celebration. More than 470 people attended these events on a snowy afternoon and evening.

**March:**

The Minuteman Library Network celebrated its 25<sup>th</sup> anniversary. The Needham High School Art Department and Temple Beth Shalom Garden Club joined forces to present "Art in Bloom," a floral interpretation of student art work.

**April:**

The library monthly newsletter, *Library Notes*, became available electronically through the Town's website. Newsletter availability notification was also made available. The library introduced Playaways, a self-playing digital audio book. The library spelling team repeated last year's first place finish in the Needham Education Foundation's 18<sup>th</sup> Annual Spelling Bee.

**May:**

Recruited, trained and implemented a Circulation Desk Volunteer Program. The U.S. Green Building Council awarded LEED (Leadership in Energy and Environmental Design) Certification to the library.

**June:**

For the fourth year in a row library circulation increased over the previous year FY 2009 circulation increased 13.6% over FY08. The 560,236 checkouts set a new circulation record. The Community Room was used 602 times during the fiscal year, and the Study Rooms were used 2,310 times.

**FY 2010 FORECAST**

Several changes will be made to the Children's Room which will improve the room's ambience. Library business in general and circulation of materials in particular will continue to grow. After breaking the circulation count of 500,000 in FY09, the library will set a new circulation record of 600,000 in FY10.

**DONATIONS TO THE LIBRARY**

During FY09 sixty-two people volunteered 1,538 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 \$36,000 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, sports books, and the initial purchases for the new Playaway Collection. 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 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, purchased a pass to the Danforth Museum, and paid for the online database *Testing and Educational Reference Center*. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY08 include:

Project VAN (Volunteers Around Needham)  
Needham High School Community Classroom Program  
Guatemala Committee, Congregational Church of Needham  
The Lebensfeld Foundation

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 FY09. 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.

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>
Memorials and Cash Donations	\$55,652	\$38,519	\$53,165
<i>Value of books, videos, etc. donated</i>	<i>\$11,534</i>	<i>\$11,443</i>	<i>\$16,714</i>

**DEPARTMENTAL STATISTICS:**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>
<b>Adult Department</b>			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	276,556	293,682	325,484
Items loaned to other libraries	31,138	37,210	49,489
Items borrowed from other libraries	45,870	47,125	56,798
Overdue notices and bills sent	1,230	1,145	1,008
Reserves placed	4,399	4,962	5,872
Total money returned to Town from fines, fees, lost books, etc.	\$64,683.84	\$53,780.27	\$56,409.49
<b>Reference Department</b>			
Reference questions answered	22,951	20,351	22,243
Directional questions answered	3,754	4,073	3,350
Number of people using Genealogy Room	173	167	163
Number of people using Study Rooms	2,742	3,071	3,815
Remote Access	127,388	200,884	295,505
<b>Children's Department</b>			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	187,299	199,388	234,752
Reference questions answered	11,485	15,309	18,083
Overdue notices and bills sent	743	852	750
Story times and other programs	152	192	321
Attendance at programs	5,587	7,725	11,262
<b>Catalog Department</b>			
Adult books added to collection	6,069	6,768	6,991
Adult books withdrawn	4,844	4,885	10,197
Children's books added to collection	2,793	4,853	4,688
Children's books withdrawn	645	926	1,372
Audio items added	959	1,039	1,025
Audio items withdrawn	346	359	417
Video items added	1,496	1,757	1,885
Video items withdrawn	832	736	679
Total Collection	146,673	154,196	156,169

**MISCELLANEOUS STATISTICS**

Number of registered borrowers	16,675	17,843	18,537
Total hours open	3,117.5	3,336.5	3,374.5
Attendance	289,643	307,890	349,763

**NEEDHAM HOUSING AUTHORITY**

*Robert Stegman, Chairman*  
*Peter Pingetore, Vice Chair*  
*Cheryl Gosmon, Commissioner*

*Sheila Pransky, Commissioner*  
*Reginald Foster, Commissioner*

The Needham Housing Authority provides income-based rental units to the elderly, disabled and families. The Authority administers a number of federal and state housing programs under the oversight of 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.

The Needham Housing Authority owns and/or operates 456 units of affordable housing for the elderly, disabled, and families. The Authority’s portfolio includes 152 one-bedroom apartments under state programs; forty-six one-bedroom apartments under federal programs for senior citizens and disabled individuals of any age; sixty units of state funded Veterans’ family housing; and thirty units of federal family housing. Additionally, the Authority maintains a staffed single-family house under the State’s Chapter 689 program serving eight individuals with special needs and is assigned 120 Section 8 vouchers and certificates. Finally, in 2009, the Authority completed the construction of 20 affordable, homeownership, townhouse condominium units; as well as 20 project-based Section 8 funded townhouse rental units within the town of Needham.

**BUDGETARY DATA**

The Needham Housing Authority maintains separate budgets for each program it administers and is not part of the Town’s budget. The majority of the Authority’s funding is derived from rent collected from its tenants. The Authority’s annual budget is public record and is available for review in its office. The Authority employs or supervises nine full-time administrative staff and five full-time maintenance staff.

**FY 2009 HIGHLIGHTS**

The demolition and reconstruction of 20 single family housing units within the High Rock Homes development was completed. In their place, 20 duplex townhouse buildings were constructed. Each of the duplex buildings contains either 2 new rental or 2 new homeownership units. The rental and homeownership units have been intermingled and are similar in appearance, size and amenities. The homeownership units have been designated for families with incomes less than 80% of the area median income. Selection of the owners was done through a lottery system which was conducted by the Needham Housing Authority in mid-2007. At this time, 18 of the 20 homeownership units have been sold to qualified low or moderate income families.

The Needham Housing Authority is in its ninth year of a Management Agreement with the Wellesley Housing Authority and provides administrative staffing and maintenance oversight of

Wellesley's state public housing under the direction of the Wellesley Housing Authority Board of Commissioners. The partnership continues to be beneficial to both agencies.

The Needham Housing Authority continues its commitment to residents by encouraging strong tenant representation and striving to improve communication between residents and staff. In 2009, the NHA began the process of organizing tenant elections in an effort to re-establish the active, involved, tenant organizations necessary to provide representation and advocacy for the Needham Housing Authority resident community.

The Care Connections program at the Linden-Chambers senior housing complex continues to be a support for seniors who need a little extra assistance to remain living independently. The program is a cooperative venture with Springwell and the Needham Housing Authority and both groups are committed to provide the needed care and services to assist frail elders.

Springwell provides 2 overnight on-site personnel for urgent care. An additional full-time care coordinator works with residents to set up services such as homemaking, transportation, medication reminders, meal site or at-home meal delivery as well as other available community services. The services are based on income and need and are provided to residents on a sliding scale. Additionally, Springwell conducts weekday activities in the community room and provides a catered meal which is served each evening.

The Needham Housing Authority is excited that this option exists for Needham residents and we are committed to helping elder residents to remain living independently for as long as possible. Interested elders or families of elders may apply for housing by calling the Needham Housing Authority office.

Preference for all Needham Housing Authority programs is given to applicants who currently live, work, or attend school in Needham. Anyone interested in obtaining an application or additional information about the Needham Housing Authority is encouraged to stop by the office at 28 Captain Robert Cook Drive, to call (781) 444-3011, or email us at [NeedhamHA@aol.com](mailto:NeedhamHA@aol.com).

<b>NEEDHAM TRANSPORTATION COMMITTEE</b>
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*Duncan W. Allen, Chair*  
*Richard Creem*  
*Jane Howard*

*Linda Hoard, Secretary*  
*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 2009 HIGHLIGHTS**

The principal continuing item of business was train noise, particularly the idea of implementing a ‘quiet zone’ at the Town’s railroad grade crossings, whereby trains would be relieved of the requirement to sound horns if supplemental safety measures were implemented. The Board of Selectmen (BOS) asked for the Committee’s opinion, having in mind the possible cost of the supplemental measures.

At its meeting on April 20, 2009, the Transportation Committee found that it could not agree on a specific estimate of the cost of establishing quiet zones, and a majority of the Committee recommended to the BOS that there be a feasibility study to arrive at a specific estimate. The BOS did not authorize the study. A group of residents in favor of the ‘quiet zone’ placed an item to fund a feasibility study on the 2009 Town Warrant. This was not approved by Town Meeting. The BOS referred the matter back to the Committee.

At its meeting on July 14, 2009, the Committee did not approve motions to recommend either a professional consulting feasibility study or an offer of Northeastern University students to perform a study at no cost to the Town. The group supporting the quiet zone indicated it would pursue the matter with Northeastern, and has advised the Committee and the Board of Selectmen of this plan.

The Committee met a third time on December 15, 2009 to consider and adopt minutes of the prior two meetings.

## **PARK AND RECREATION**

### *PARK & RECREATION COMMISSION*

*Cynthia J. Chaston, Chairman*

*Brian S. Nadler, Vice Chairman*

*William R. Dermody, Member*

*Christopher R. Dollase, Member*

*Philip V. Robey, Member*

### *DEPARTMENT STAFF*

*Patricia M. Carey, Director*

*Karen A. Peirce, Assistant Director*

*Nikki Witham, Administrative Specialist*

*Nicole DiCicco, Department Assistant*



## **PURPOSE**

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission meets on the second and fourth Mondays of each month.

### **FY 2009 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. Fiscal Year 2009 was an extremely busy year at Park and Recreation!

#### **Economic Benefits**

- Commission waived Summer Program and Rosemary Pool fees of almost \$30,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities. The value of financial assistance increased by \$10,000 from the prior summer;
- 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;
- Assisted with the updating of the Town's Commonwealth Capital Score, working towards 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 of 2009 Children's Theatre program;
- Needham Cultural Council, Needham Exchange Club, Dedham Institute for Savings Bank, Louise Condon Realty, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2009 Arts in the Parks summer concert series;
- Assisted with field maintenance projects financed through Field Maintenance Fee, 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 revolving fund fees, generating more than \$200,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees.

#### **Community Benefits**

- The Needham Sports Council worked with the Town to oversee construction of the new athletic fields at Memorial Park and DeFazio Park. The synthetic turf field at Memorial was ready for use in August 2008 and the 90' diamond in Spring 2009. At DeFazio, the synthetic turf fields, the track and McLeod diamond were ready for Spring 2009. The other fields were finished and are waiting for the grass to grow completely in;
- The *Wall That Heals* visited Memorial Park for 3 days in October 2008. Open 24 hours a day, the Wall received thousands of visitors, and residents of all ages participated in daily memorial ceremonies;

- Specifications were completed, with DPW, for the renovation of the Mills Field tennis courts, in preparation for a Summer 2009 bid. The PPBC completed the new tennis courts at Needham High School, ready for the spring 2009 season;
- Developed material for Town's website for Park and Recreation, Memorial Park and Community Preservation. The website now allows for e-mail notices for special projects, and the department regularly uses ones for Program Information, Field Status, and Fields of Dreams updates;
- Worked with the Newman PTC to purchase and install additional playground equipment for the Kindergarten students; worked with DPW Highway to have playground games and USA maps painted on the playground areas at Hillside and Newman; worked with Exchange Club for additional improvements to Claxton Field playground;
- 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;
- Worked with Public Facilities to hire cleaning company for park restrooms at DeFazio, Memorial, Cricket and Claxton;
- Continued renovation of Claxton Bathrooms;
- Installed new center dock in Rosemary Pool and replaced some exterior fencing;
- Assistant Director participated on Eat Well/Be Fit, Needham Committee, including offering a walk for children in the Town Forest during the week of walk events called Needham Springs Into Action Week;
- Held Field Scheduling Summits, for seventh 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 served as Chair of the Wellness Subcommittee for Needham's Tercentennial in 201;
- Tom Jacob was elected to the Park and Recreation Commission in April 2009.

### **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, reviewed goals in Open Space and Recreation Plan and began to implement;
- Began implementation of projects listed in completed Trails Master Plan after Plan was accepted by Park & Recreation Commission, Conservation Commission and Board of Selectmen;
- Improvements were made at Rosemary Pool. Lights were replaced in lower level, completing energy improvement project. Worked with Conservation Commission,

Water Department and consultant on review of storm drainage issues at Rosemary Pool parking lot and walking trail around Rosemary Lake;

- Assistant Director worked with a variety of organizations and individuals on park clean-up projects, in particular assisting several Eagle Scout (Boys Scouts) and Gold Medal Award recipients (Girl Scouts) with completion of their projects;
- Continued to educate residents on the possible solutions to decreasing the Canada Geese population through humane methods; professional was hired to find nests, but did not locate them at Rosemary Lake, the Reservoir or Walker Pond.

### **Personal Benefits**

- On-Line registration was successfully implemented in May for the summer registration and quickly became the favored registration option;
- Commission approved a pilot program for night time Geocache and a Geocache class was offered by the department;
- Fitness was a key component for many programs, and efforts were made to offer additional tennis classes due to a high number of requests. Tennis-related programs for younger children were added back into the schedule, providing activities that help teach eye-hand coordination with a racquet;
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations;
- Provided assistance to the annual New Years Needham events;
- Director served on interview panel for new High School Athletic Director;
- Assistant Director oversaw development of new program offerings including Legoland, and revamped summer arts and crafts programs entitled KidzArt and Art Express;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged": one family night without homework, meetings or events;
- Director and/or Assistant Director attended workshops and seminars, covering topics 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.

## **PUBLIC HEALTH DEPARTMENT**

*BOARD OF HEALTH*

*Peter J. Connolly, M.D.*

*Edward V. Cosgrove, Ph.D*

*Stephen Epstein, M.D.*

#### DEPARTMENT STAFF

*Janice Berns, R.N., M.S., Ed.D., Director*  
*Donna Carmichael, R.N., Public Health Nurse*  
*Maryanne Dinell, Traveling Meals Coordinator*  
*Bryan Eustis, M.P.H., Emergency Preparedness Planner*  
*Brian Flynn, R.S., Environmental Health Agent*  
*Tara Gurge, R.S., M.P.H., Environmental Health Agent*  
*Danielle Landry, Animal Inspector*  
*Jane Lischewski, Administrative Coordinator*  
*Carol Read, M.Ed., C.A.G.S.,  
Senior Program Coordinator*  
*Donna Vigliano, R.N., Public Health Nurse*



The Needham Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Department is to 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 2009 HIGHLIGHTS**

- On a budget of \$433,529 an additional \$354,859 in grants and donations and \$77,021 in permits and fees were received during the year
- Healthy Needham 2011 committee is co-chaired by the Health Department and the Needham Public Schools and is an initiative of town departments, area agencies, businesses and residents collaborating to make Needham a healthier community for everyone. Its goal is to enhance and promote a healthy living infrastructure in the municipal, commercial, philanthropic, and residential arenas
- Project Interface contract with the Town to provide a data base of mental health providers and other services to the Social Services Departments and the Needham Public Schools funded by the Needham Coalition for Suicide Prevention
- Presentation on the work of the Needham Coalition for Suicide Prevention to the Massachusetts Coalition for Suicide Prevention Annual Conference in Sturbridge
- In FY2009 over 2,200 suicide prevention messages were run on the Needham Channel
- Traveling Meals Appreciation Party with guest speaker Marsha Bemko, Executive Producer of the Antiques Roadshow
- Last of the Private Clubs in Needham went smoke-free September 1, 2008
- SAMSHA Drug Free Communities grant from Health and Human Services funded in October for \$125,000 a year for five years
- \$2460 raised for the Gift of Warmth by Town Employees through gift baskets (18) and the annual golf tournament
- Director appointed to the Board of Directors, Massachusetts Public Health Museum, Tewksbury
- 79 municipal employees certified in American Heart CPR/AEDs in addition to Fire and Police personnel
- The Needham Youth Substance Abuse Prevention Coalition was begun in February, 2009 with members from 12 sectors of the community

- Completed 70 presentations and submitted 40 articles for the local print media and the town website and numerous press releases
- 114 communicable diseases reported and investigated by the Public Health Nurses
- More than 2,000 persons participated in the flu immunization clinics
- More than 2,700 persons consulted the Public Health Nurses for wellness visits
- 367 food service inspections conducted on 140 establishments. There were 76 temporary food permits issued. Every food establishment was inspected routinely every six months as required by the Massachusetts Department of Public Health and more often when necessary
- 87 employees who sell tobacco products in 14 tobacco vendors viewed the new Health Department video on tobacco regulations and procedures to sell
- 89 general nuisance complaints follow-ups (98% responded to the same day as complaint was received)
- There were 57 food complaint follow-ups
- The Traveling Meals Program delivered over 12,456 meals and volunteers provided over 2,770 hours of service to pack and deliver the meals
- There were 37 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](http://www.needhamma.gov/health)

#### **GRANTS AWARDED AND DONATIONS RECEIVED**

- \$13,280 - CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.
- \$5,000 - National Association of City and County Health Agencies (NACCHO) development grant to fund Medical Reserve Corps trainings and to fund a part time coordinator position.
- \$3,000 - Medical Reserve Corps from the Center for Disease Control
- \$8,026 - Homeland Security grant for emergency cots and other supplies
- \$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.
- \$145,472 - 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.
- \$22,309 - Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal
- \$3,391 - “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 a radio system to communicate with surrounding towns in an emergency
- \$44,320 - 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
  - \$4,000 - Community Health Network Area (CHNA #18 MDPH) grant for the Eat Well Be Fit Committee
  - \$5,750 - Donations from Community Agencies for the Needham Coalition for Suicide Prevention Co-Chaired by the Health Department and School Guidance Department
  - \$57,200 - Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention and a grant to train/certify as trainers 18 members of the NCSP and Riverside Community Care staff in QPR
  - \$5,500 - Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department
  - \$2,645 - Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee
  - \$20,000 -MetroWest Health Care Foundation grant for Youth Substance Abuse Prevention and Education
  - \$5,000 - Tolman Trust Fund grant for Adult Substance Abuse Prevention and Education
  - \$1,800 - Kiosk for the Needham Recycling Center from MDPH, Community Sanitation Program to meet the new sharps regulations effective July 1, 2009
  - \$3,000 - Grant funded by the Regional Centers for Healthy Communities for building capacity for the Needham Youth Substance Abuse Prevention Coalition

## **EMERGENCY PREPAREDNESS**

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

- Mission Possible: Consensus among local health departments. Presented at the Massachusetts Health Officers Association Annual Conference in Springfield.
- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Sub-Region 3 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton)
- 18 members of the Medical Reserve Corps responded to help in 2 shelters in Worcester on December 13, 2008
- NACCHO Emergency Preparedness Conference, San Diego

- Best Practice Presentation to Massachusetts Health Officers Association Quarterly Meeting on Sub-3 Public Health Emergency Radio Project
- Passed Center for Disease Control Technical Assessment Review of Needham Public Health Emergency plan
- 4B Sub-Region 3 Weekend Drill – Scenario measles outbreak in Needham
- Public Health Nurses participate in MAVEN (Massachusetts Virtual Epidemiological Network). This new online technology provides early response to communicable disease prevention and surveillance
- Medical Reserve Corp Emergency Notification Drill provided to 194 Needham members. 194 contacted in under 4 minutes using Town Swift Reach Emergency Notification System
- Training on Safety and Emergency Guidelines and exercises for Municipal Employees coordinated with Fire and Police for all employees.
- 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 and sub-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 bi-monthly with town departments, local hospital, businesses, the media, and residents
- All staff trained as defined by Homeland Security in Incident Command and National Incident System 100, 200, 300, 400, and 700
- The Needham Medical Reserve Corp has expanded to 198 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

**SENIOR PUBLIC HEALTH PROGRAM SPECIALIST SUBSTANCE ABUSE PREVENTION AND EDUCATION (BEGUN DECEMBER 2008)**

**NEEDHAM YOUTH SUBSTANCE ABUSE PREVENTION COALITION (NYSAPC) STARTED FEBRUARY 2009**

The cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of a community including: parents, youth, business leaders, law enforcement, school and public service officials, health care professionals, faith-based organizations, media, youth serving representatives, state and local government agencies, social service providers and other community representatives. Research shows that multi-sector, multi strategy approaches to substance abuse prevention, implemented by community coalitions, reduce alcohol and other drug abuse significantly.

Our Coalition meets regularly sharing open and honest dialogue on the high risk behaviors and substance abuse issues facing Needham youth. The Coalition has also discussed the consequences of underage substance use and the hope for a community commitment to change perceptions regarding underage use and limit access and availability. The Coalition drafted and

accepted a vision and mission statement and has discussed: initial goals for Coalition Environmental Prevention training, youth behavior data resources and initiatives to enhance parental involvement in prevention efforts. The collective members of the NYSAPC will meet throughout the year, while sub-committees may be formed to work on targeted youth prevention initiatives. All members of the Needham community are welcome to attend meetings and support groups.

### **DRUG FREE COMMUNITIES GRANT**

To support the health and well being of Needham youth our health department committed to the writing and submission of the 2009 Drug Free Communities grant which was funded in September, 2009 for five years. This grant, directed by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Administration (SAMHSA) supports over 700 drug free community coalitions across the United States.

Our DFC Grant submission included a myriad of information regarding the town of Needham including: a concise narrative of the demographic and prevention efforts in Needham, an overview of Needham youth risk behaviors and a vision and mission statement from the Needham Youth Substance Abuse Prevention Coalition (NYSAPC) outlining our mission of keeping youth physically and emotionally healthy. Our goals prioritize an environmental prevention plan to prevent and reduce youth alcohol, marijuana and other drug use, change perceptions and norms regarding underage use and limit access and availability through regulations, policy changes and enforcement. The Health Department and the NYSAPC are committed to implementing evidenced- based community prevention initiatives to continue to enhance the health and safety of Needham youth.

### **ADULT OUTREACH**

Significant research during the last ten years has lead to a deeper understanding of substance abuse, addiction and chemical dependency. Currently 16-20 million Americans are addicted to alcohol, or abuse it regularly. Research shows one in four Americans will have an alcohol or drug problem at some point in their lives.

Substance abuse is recognized as a chronic disease of epidemic proportions with physical, psychological, emotional and spiritual elements that require continuing and holistic care. Access to quality resources is the foundation of the initial step in seeking treatment for dependence and addiction. Our goal is to educate Needham adult residents regarding substance abuse education, addiction and the benefits of recovery programs, which are as effective as treatment for other chronic health conditions.

The Health Department outlined a series of substance abuse outreach initiatives to support the health and well being of Needham adults. Building awareness of our programs has included *Meet and Greet* sessions with the Substance Abuse Specialist at the Charles River YMCA, The Council on Aging, the TRIAD Fair and Parent Evening Programs sponsored by the Needham Public Schools. We have presented educational programs to Needham clubs, fraternal groups and the Veterans' organization on substance use as well as on suicide prevention through the QPR Program.

Our media outreach has included multiple Public Service Announcements on The Needham Channel, informational articles in the print and on-line editions of The Needham Times and Hometown Weekly, informational email communication to parents and the development of website resource pages for substance education resources, group and individual counseling and treatment programs.

Our confidential services have provided information, treatment resources and support through counseling and referrals for Needham adults. Increasing awareness of addiction as a disease, not a weakness or moral failing will meet our goal of moving the adult community toward seeking resources for education and support and away from the feelings of shame traditionally attached to substance abuse.

## HIGHLIGHTS

- Four programs were introduced to the community including Guiding Good Choices Parent Group, a Community Parent Program “Understanding the Development of the Adolescent Brain”, “Please Stop the Roller Coaster” Parent Coffees, and reintroduced SADD (Students Against Destructive Decisions) at Needham High School in June 2009.
- Thirteen presentations were conducted by the Substance Abuse Specialist to groups that included the school nurses in public and private schools, Needham Public Schools Guidance Department, QPR training to the Veterans Association, Charles River ARC staff, Charles River YMCA staff, and the Council on Aging staff, Career Day at Needham High School and various student and parent groups.
- The Substance Abuse Specialist is the Facilitator for Students Against Destructive Decisions (SADD) and the Facilitator for the Needham Youth Substance Abuse Prevention Coalition (NYSAPC) and a member of the Needham Coalition for Suicide Prevention and the Needham Public Schools School Health Advisory Council (SHAC).
- Two team grants were written including Drug Free Communities (DFC) Grant SAMSHA and the Regional Center for Healthy Communities Grant *Strengthening our Work and our Communities* that were both funded.
- Provided individual parent and student counseling
- Community outreach and individual meetings to over 40 community leaders that included municipal, community, school, volunteer, health and counseling/psychiatric counselors
- Community outreach to over 500 adults at the Charles River YMCA, Council on Aging, TRIAD Fair, Veteran’s Association and multiple community parent evenings.
- Developed and taped 2 PSA’s on Adult and Youth Substance, acquired free Ad Council PSA’s run aired over 600 times on Municipal, Community and Educational channels
- Adolescent Brain Development Seminar presentation aired 68 times, March 11<sup>th</sup> – April 12<sup>th</sup>
- Developed content and taped *It’s All Local program* aired 60 times, April 23-June 3<sup>rd</sup>
- Developed multiple Community Bulletin Board announcements
- Wrote 2 articles and 4 press releases for publication in The Needham Times and Hometown Weekly print and on-line editions

- Developed substance abuse webpage [www.needhamma.gov/health/substanceabuse](http://www.needhamma.gov/health/substanceabuse) for educational information and support resources for youth and adults.

**PUBLIC HEALTH NURSING**

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

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

The Needham Health Department provides community outreach through speaking engagements with community groups, 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, such as Early Childhood Committee, Beth Israel Deaconess Infectious Disease Committee, TRIAD, Domestic Violence Action Committee, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee.

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 198 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:

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Babesiosis	0	3	4
Campylobacter	6	10	3
Cryptosporidia	2	1	2
Cyclosporiasis	0	0	1
Dengue	1	0	0
E-Coli	2	1	0
Ehrlichiosis	1	1	0

Enterovirus	0	0	1
Giardiasis	4	4	0
Hepatitis A	1	1	0
Hepatitis B	3	5	1
HGA (Human Granulocytic Anaplasmosis)	0	0	1
H1N1	0	0	8
Legionnaire's	1	1	0
Listeria	0	0	1
Lyme Disease	45	42	64
Meningitis(aseptic)	0	0	1
Pertussis	7	6	1
Positive PPD	7	2	4
Rabies (Animals)	1	1	1
Salmonellosis	3	6	6
Shigella	1	0	0
Strep A (GAS)	3	0	1
Strep Group B	0	0	1
Strep Pneumonia (Inv.)	5	3	4
Toxoplasmosis	0	0	1
Tuberculin Non Pulmonary	1	0	0
Tuberculosis Pulmonary	2	0	0
Varicella	6	11	7
Yersinia	0	0	1
TOTAL	102	98	114

### SCREENING PROGRAMS

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Employee Office Visits	242	225	155
Employee Wellness	1206	1228	1603
Hearing	77	72	77
Mantoux Testing	121	141	188
Police Weight Screening	48	46	63
Skin Cancer Screening	23	48	40
Vision	77	72	77
Wellness Office Visits	920	936	647
Wellness Clinics - Visits	354	350	295
Assistance	-	205	

### IMMUNIZATIONS

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Influenza (Doses Administered & Distributed)	4,100	4,340	1,960 Doses Administered
Other Immunizations Administered	119	64	56

**LICENSED FACILITIES**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Day Camps	8	8	7
Inspections	17	17	10
Tanning Parlors	2	2	2
Inspections	5	5	6

**HUMAN SERVICES****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 Eight years of the program, over 545 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 SERVICES PROGRAMS**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Coordinate Local Assistance (families)*	88	87	149
Federal Energy Assistance (families)	81	85	118
Salvation Army (families)	29	31	14

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

**ANIMAL INSPECTIONS****ANIMALS QUARANTINED FOR EXPOSURE TO POTENTIALLY RABID ANIMALS**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Cats (45-day quarantine)	41	19	24
Cats (6-month quarantine)	11	9	9
Dogs (45-day quarantine)	8	9	4
Dogs (6 month quarantine)	0	0	0
Animal Bites			
Cat/Human	4	3	2
Dog/Human	12	11	18
Dog/Dog	4	4	2
Bat/ Human	2	2	10

**ENVIRONMENTAL HEALTH**

Environmental health activities are determined by public demand, legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State

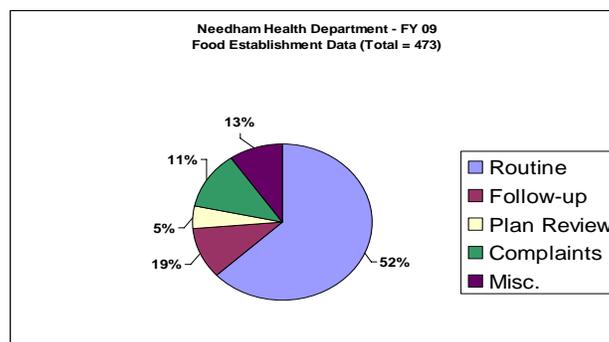
Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public 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, 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. And 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**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Carbonated Beverages	1	1	1
Food service: inspections/ plan reviews/ complaints, etc.:	556	709	689
Chap. II housing inspections	18	18	11
General nuisance complaint follow-ups	133	84	89
Rabies Clinics	2	0	0
Title V system inspections, plan reviews, home additions, etc.	144	177	156
Title V systems installations	6	9	6
Subdivision field inspections/plan reviews	7	30	33
Swimming pool inspections	8	11	10
Suspect food borne illness reports submitted to state	2	2	1
Demolition reviews	89	89	86
Tobacco compliance checks, inspections/ follow-ups, etc.	114	166	130

**LICENSES AND REVIEWS**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Animal Permits	10	5	6
Bottling Plant Licenses	1	1	1
Food Establishment Licenses	132	138	140
One-Day & Temporary Event Permits	55	85	76
Mobile Food Licenses	4	5	4
Septic Hauler Permits	10	14	13
Subsurface Sewage Installers' Permits	15	16	18
Tobacco Sales Permits	17	15	14
Caterers	1	2	2
Disposal of sharps permits	8	9	8

**ADDITIONAL PERMITS**

	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>
Funeral Directors' Licenses	3	3	3
Burial Permits	501	481	433

**FY 2009 HIGHLIGHTS**

- Three trainings conducted to Food Establishment owners/managers on pending new Trans Fat Ban Regulations.
- Appeared on local cable show, 'It's All Local,' on the Needham Cable channel talking about the new regulations.
- Appeared on Eat Well Be Fit Cooking Show entitled, 'Cooking for One or Two.' This show featured a variety of easy-to-prepare healthy recipes. This was taped and

broadcast on the local Needham Cable Channel and distributed to the Council on Aging.

- Received a \$4,000 CHNA 18 community collaboration grant to continue our work on our on-going successful Eat Well Be Fit Needham Committee healthy living initiative projects.

**TRAVELING MEALS**

The Needham Health Department’s Traveling Meals Program is in its 38th 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, 2008 through June 30, 2009, our dedicated and committed volunteers packed and delivered 11,220 meals.

Beth Israel Deaconess Hospital Needham prepared these meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter at a cost of \$4.60.

Donations from the “FRIENDS” of the Needham Board of Health and Traveling Meals Program along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 12 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 prepare or provide for their daily food.
- Living alone in their home with lack of support of family or homemaker services.
- Unable to drive.
- Needs the assistance of the Program for a minimum of 2 weeks
- 



## **MENTAL HEALTH AND SUBSTANCE ABUSE FY 2009 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 2009 Riverside provided services to 421 Needham residents.

The Riverside Early Intervention Program provided service to 147 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 1964 hours to 114 clients, one day treatment program provided 820 days to 7 clients, and our Partial Hospital Program provided 55 days of treatment including individual, group, family counseling and/or medication services to two 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 66 hours of emergency response and respite care to 54 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 and dependence. 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 FY 2009 Riverside AYS staff provided 595 hours of service to 18 clients and their families (71 total individuals) in Needham, in addition to providing 108 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 "adult" subcommittee of the Needham Coalition for Suicide Prevention. In addition, Riverside continues to have a psychologist regularly consulting to faculty, students and parents at Needham High School. During the past school year Riverside provided 47 hours of evaluation and referral services to 13 middle and high school age students who were deemed "at risk."

The Riverside Life Skills Center provided intensive clinical day treatment services to 7 Needham adolescents who were temporarily unable to function in a school setting and/or at home due to severe emotional problems. In September 2008, the Life Skills Center expanded to include educational services for adolescents who are unable to return to regular school programs until their psychiatric situation had stabilized. In FY '09, 4 adolescents from Needham received tutorial services contracted by Needham Public Schools.

The Riverside Family Partnership offers short-term, home-based family therapy, youth outreach, and crisis stabilization for youth and their families. This past year, 2 Needham families received several months of intensive services through the Family Partnership Program.

### **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 2007.

- Residential Services – Group Homes; Supported Apartments to over 115 individuals
- Vocational Training, Job Placement and Support to 160 individuals
- Therapeutic Day Services & Senior Citizen Day Supports including nursing coordination, occupational, physical, music and speech therapies, social and recreational services to 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.

This town-wide committee is composed of concerned professionals consisting of the Needham Health Department, Needham Public Schools, Beth Israel Deaconess Hospital Needham, Nutritionists, Physicians, Needham Park and Recreation Commission, the Massachusetts Department of Public Health and local residents and businesses.

Activities included:

- Received an additional \$7,000 CHNA collaboration grant with the Wellesley Health Dept. to continue to promote important nutrition and physical activity initiatives within each town. Needham received \$4,000, and Wellesley received \$3,000.
- With Healthy Needham 2011 held, '2<sup>nd</sup> Annual Healthy Needham 2009 Public Health Forum,' on April 29. Many town and community organizations that specialize in health and wellness 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.
- Held 'Needham Springs Into Action – Week of May 11- 16, 2009,' 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 businesses and organizations (MA DPH, Needham Schools, YMCA, Park and Recreation, Council on Aging, Volante Farms, and Trader Joe's.)
- Taped show with The Needham Cable entitled, 'Cooking for One or Two.' This show featured a variety of easy-to-prepare healthy recipes. Two 30 minute episodes were taped and broadcast on the Needham Channel and distributed to the Council on Aging.
- Committee actively promoting the public schools', 'Safe Routes to Schools/Walk to School Programs' (i.e. National Walk to School Day, Walking School Bus, Walk Across America, etc.). Looking to increase the number of Needham Public Schools currently involved with these walking programs (out of the 7 schools, only 1 school not currently involved.)
- Healthy eating PSA's developed for the Needham Cable Channel. PSAs were taped with the Needham Channel on healthy eating in a local supermarket. These PSAs were aired for a few months, multiple times a day
- Monthly *Eat Well/ Be Fit* column in *The Needham Times*
- Collaborated with other towns and METCO
- Outreach to local restaurants on healthier alternatives to products that contain trans fat.
- Three trainings held for 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. The Police Department and the Health Department co-chair the committee.

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.
- Sponsored with DVAC and the Needham Coalition for Suicide Prevention “Doin the Right Thing” for parents of seventh grade parents.
- Dissemination of educational information and displays at Fourth of July, Flea Market and Town Day Fairs.
- \$500 Scholarship to graduating Needham High School Senior
- 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.
- Safety Whistles designed, purchased and distributed at displays at the Sidewalk Sales Day and Harvest Fair
- Flyer developed and sent to all municipal employees for Domestic Violence Awareness Month
- Presentation to Beth Israel Deaconess Hospital Grand Rounds on Domestic Violence
- Preview on new video on sexual assault for use in the community and schools by the Community Partnerships to Prevent Child Sexual Abuse (CAP)

### **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 hour 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 websites for a detailed report on the committee’s efforts at <http://www.needhamma.gov/health/ncsp> and for information on suicide for all ages please see the following link <http://www.needhamacts.org>

## **◀ 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](http://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.

#### **THE THREE RIVERS INTERLOCAL COUNCIL (TRIC)**

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

The Three Rivers Interlocal Council (TRIC) includes thirteen communities southwest of Boston. Taber Keally, Town of Milton, is the Chair. Steve Olanoff, Town of Westwood, is the Co-Chair. The purpose of TRIC is to disseminate information and encourage regional collaboration.

In 2009, TRIC met monthly to discuss issues of local and regional significance. Participants at TRIC meetings can include Local Council Representatives, municipal staff, Town Administrators, and Chambers of Commerce, and business owners. The Local Council Representatives who attend often represent additional town boards and committees as well. TRIC sponsored a Legislative Breakfast in 2009 that brought together members of the Massachusetts State Legislature, municipal officials, and municipal staff for frank discussion of current municipal issues and state response to those issues. TRIC channels information to and from towns. The Boston Region Metropolitan Planning Organization solicits information and perspective from TRIC on annual transportation plans that direct federal infrastructure dollars. Information regarding land use and transportation planning is directed to TRIC communities, information regarding public policy advocacy is directed to elected officials who represent TRIC communities, and TRIC communities comment on issues of significance by submitting comment letters to state and federal officials, and by participating in Environmental Impact Review processes.

Current growth and development issues that are both significant and shared throughout the TRIC communities include the potential for South Coast Rail construction to negatively impact local economic development and to adversely impact privately held property. Also, traffic congestion on municipal roads during peak travel hours currently create unsafe travel conditions as

commuter vehicles avoid congested principal and minor arterial roads to cut through smaller local streets designed to service residential neighborhoods. There is a critical mass of interested municipal staff and citizens within almost every TRIC town that wants to understand parking issues in their town and village centers as a first step to finding the balance between too much and too little parking.

The I-95 Corridor Transportation Study, currently underway and conducted by the Massachusetts Department of Transportation, will evaluate transportation issues in the I-95 and Route 1 corridors from Dedham to Attleboro. Towns in the TRIC subregion are directly impacted by both of these principal arterial roads and are eager for the study to be completed. The timely completion of The Canton Interchanges Project remains a critical concern for TRIC communities.

## NORFOLK COUNTY COMMISSIONERS

*Francis W. O'Brien, Chairman, of Dedham*

*John M. Gillis of Quincy*

*Peter H. Collins of Milton*



Francis W. O'Brien  
Chairman

To the Citizens of Norfolk County:

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

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

County government is responsible for regional services 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.



John M. Gillis

The national economic crisis which reached a precipitous stage in the fall of 2008 affected both private and public sector activity at every level, and Norfolk County was no exception. County revenues are directly impacted by the real estate and credit markets, which were major centers of the crisis and historic adverse conditions.

The County implemented a range of measures to reduce costs while continuing efforts to maintain and improve services. Although at a reduced level, capital improvements continued to be made to County facilities. A complete list of projects is listed in our County Annual Report.



Peter H. Collins

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and

local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you.

## NORFOLK COUNTY REGISTRY OF DEEDS

*William P. O'Donnell, Register*

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 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's objectives have remained the same: accuracy, reliability and accessibility for the residents and communities of Norfolk County.

Improved technology, security and management of records and increased levels of customer service remain areas of major focus for the Registry of Deeds. Initiatives for 2009 include:

- The Registry completed a building sign project by naming a room or building location after each of the previous Registers beginning with the first Norfolk County Register of Deeds, Eliphalet Pond.
- Register O'Donnell's administration recorded its 10,000th volume since the Register took office in 2002.
- The internet accessible indexing system has been expanded back to include references from as early as 1937. Remote access over the internet for complete printing of Registry documents is steadily expanding among a growing number of account holders.
- The full service telephone and walk-in customer service center provided thousands of residents of Norfolk County with quality assistance in all areas of Registry operations.
- The Registry's internet website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) is regularly updated and enhanced to include recent news, trends, press information, and answers to frequently asked questions.
- Annual community programs coordinated by the Registry now include Suits for Success, a food pantry collection and a Toys for Tots drive.



*Register O'Donnell places his administration's 10,000<sup>th</sup> volume on the shelf in the Chambers Room*

Overall real estate activity in 2009 was up in Needham which saw 9,567 documents recorded, an increase of 48% over 2008. Actual land transfers were up by 1% in 2009 with a total of 688 deeds, both for consideration and for nominal consideration, being recorded. The average price of a Needham real estate sale (greater than \$1,000 - residential and commercial properties combined) fell slightly by 2% and at the end of 2009 stood at \$710,014.10. There were 2,817 new mortgages recorded in Needham in 2009 which translates to 61% more than in 2008. Needham homeowners also took advantage of the Massachusetts Homestead law by recording 519 Declarations up 23% from 2008.

## 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 has 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      8,620 feet      Culverts checked /cleaned      32 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	253 acres
Larval control - briquette & granular applications by hand	1.0 acre
Rain Basin treatments – briquettes by hand (West Nile virus control)	1,786 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	3,055 acres
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## **TOWN OFFICIALS**

### **ELECTED**

#### **Assessors**

Thomas P. Colarusso  
Edmund Donnelly (resigned 4/13/09)  
Kevin J. Foley  
Damon Borrelli (elected 4/14/09)

#### **Board of Health**

Peter Stephen Connolly, M.D.  
Edward V. Cosgrove, Ph.D.  
Stephen K. Epstein

#### **Commissioners of Trust Funds**

Patricia Falcao  
Joseph P. Scalia  
William J. Supple (resigned 4/13/09)

#### **Constables**

Paul F. Hunt  
Charles G. Wright

#### **Housing Authority**

Cheryl Gosmon  
Terence Noonan  
Sheila G. Pransky  
Robert Stegman (State Appointee)

#### **Moderator**

Michael K. Fee

#### **Park and Recreation Commission**

Cynthia J. Chaston  
William R. Dermody (resigned 4/13/09)  
Christopher R. Dollase  
Thomas M. Jacob (elected 4/14/09)  
Brian Nadler  
Philip V. Robey

#### **Planning Board**

Bruce T. Eisenhut  
Martin Jacobs  
Jeanne S. McKnight  
Ronald W. Ruth  
Sam Bass Warner (appointed 6/15/09)

#### **School Committee**

Joseph P. Barnes  
Connie Barr  
Heidi C. Black (elected 4/14/09)  
Marianne B. Cooley  
Laura J. Flueckiger (resigned 4/13/09)  
Donald B. Gratz (resigned 4/13/09)  
Michael Greis  
John O'Leary  
William J. Paulson (elected 4/14/09)

#### **Selectmen**

John A. Bulian  
Denise C. Garlick  
Maurice P. Handel (elected 4/14/09)  
James G. Healy (resigned 4/13/09)  
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  
Peter Friedenberg  
Howard S. Goldman  
Jon D. Schneider  
Jonathan D. Tamkin

**Cable Television / Advisory Committee**

John Fountain  
Michael Greis  
Tom Loughran  
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 (associate member)*  
Andy Wise  
Colin (Dale) T. Wise

**Conservation Commission**

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

**Cultural Council**

Noreen Burdett  
Abby Cheng  
Jean Cronin Connolly  
Sally Dempsey  
Claire Dee Ecsedy  
Sheryl Edsall (appointed 1/13/09)  
Lisha Goldberg (appointed 1/13/09)  
Suzanne Heffernan

Alice Kelleher  
Kathleen Leahy  
Cynthia Lingley  
Claire Messing  
Louise Miller  
Ann Munstedt  
Kathleen Rowe  
Suzanne Saevitz  
Hallie Sammartino (appointed 1/13/09)  
Robert Whitten, IV

**Council of Economic Advisors**

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

**Golf Course Advisory Committee**

Jonathan Bean  
Roy Cramer  
Jane Howard  
Michael Mahoney  
Robert J. Moore, Jr.  
Jon Schneider  
Richard M. Reilly

**Historical Commission**

Carol J. Boulris  
John H. Cogswell  
Gloria P. Greis  
Robert D. Hall, Jr.  
Richard C. Hardy  
Joel H. Lebow  
Sandra Tobin

**Human Rights Committee**

Christopher A. Baker  
John Buehrens  
Paul F. Dellaripa  
Marjorie Lynne Freundlich  
Liora Harari  
Mark Smith  
Mike Vaughn  
Sandra Walters

**Local Emergency Planning Committee**

Janice Berns  
Paul Buckley  
Jim Alessandrone  
Bill Arsenault  
Seymour Bigman  
Kevin Burke  
Tom Campbell  
Donna Carmichael  
Christopher Coleman  
Walter Collins  
Al Delulio  
Mike Fahey  
Kate Fitzpatrick  
Wolfgang Floitgraf  
John D. Fountain  
Barbara Flynn  
Jamie McWilliam  
Eugene Giromini  
Alan Glou  
Sheila Hamwey  
Caley P. Heckman  
Jennifer Hitt  
Natasha Glusco  
John Jackson  
John Kraemer  
Chip Laffey  
Ken LeClair  
David Levine  
Kathy Lewis  
Robert Lewis  
Roger MacDonald  
Heather MacKay  
Joe Mackinnon  
Marc Mandel  
Ann Martello  
Nick Martin  
Corey McNulty  
Richard Merson  
John O'Brien  
Robert Osgood  
Susan Pacheco  
Karen Peirce  
Mike Schwinden  
Mimi Stamer  
Kevin G. Trottier  
Annemarie Walsh

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

Robert Boder  
John Fountain  
Arnold M. Goldstein  
Michael Greis  
Tom Loughran  
Michael Riley  
Robert Stegman  
Jonathan Tamkin

**Needham Community Revitalization  
Fund Committee**

Carol deLemos  
Morris Dettman  
Paul Good  
Timothy Kickham  
MaryRuth Perras

**Registrars of Voters**

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

**Senior Center Exploratory Committee**

Matthew Borrelli  
Marianne Cooley  
Lawrence Cummings  
Carol deLemos  
Denise Garlick  
James Healy  
Jay Kaplan  
Melinda Lombardo  
Lianne Relich  
Colleen Schaller  
Mary Elizabeth Weadock

**Solid Waste & Recycling Advisory Committee**

William Connors  
Jeffrey Heller  
Mary Kenslea  
Pralay Som  
Irwin Silverstein

**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)  
Wade Davis (appointed 12/17/08)  
Thomas Keating (appointed 12/17/08)  
Ann Gulati (ex officio)  
Steven B. Handler  
Joanne Kossuth, non-voting Technical  
Advisor  
Roger MacDonald (ex officio)  
Carl Rubin

**Town Hall Display Committee**

Helen Newton  
Fay Remnitz

**Traffic Management Advisory Committee**

David Callaghan (appointed 1/13/09)  
John H. Cogswell (resigned 1/14/09)  
Anthony Del Gaizo  
Kate Fitzpatrick  
Paul Gordon  
Lt. John Kraemer  
Margaret Murphy (appointed 1/13/09)  
Meredith Page  
Thomas Stokes  
Rebecca Turner (appointed 1/13/09)

**Water and Sewer Rate  
Structure Committee**

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  
Richard Reilly  
Steven M. Rosenstock  
Michael A. Taggart  
Lisa Zappala  
Richard Zimbone

**Personnel Board**

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

**OTHER APPOINTED BOARDS**

**Community Preservation Committee**

Janet Bernardo  
Jack Cogswell  
John Comando  
Bruce T. Eisenhut  
Mark Gluesing  
Jane Howard  
Brian Nadler  
Sheila Pransky  
Paul A. Siegenthaler

**Council on Aging**

Roma Jean Brown  
Carol deLemos  
James Q. Dolan (appointed 1/13/09)  
Daniel Goldberg  
Risa Greendlinger (appointed 1/27/09)  
Helen K. Hicks  
Susanne Hughes  
Andrea Rae  
Colleen Schaller  
Derrek Shulman  
Nina Silverstein  
Betsy Tedoldi (resigned 10/14/08)  
Mary Elizabeth Weadock

**Contributory Retirement Board**

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

**Design Review Board**

Eugene R. Bolinger  
Mark Gluesing  
Richard M. Reilly, Jr. (alternate- appointed  
1/27/09)

Deborah Robinson  
Stephen Tanner  
Timothy Tierney (alternate)  
Nancy Wright

**Future School Needs Committee**

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

**Permanent Public Building Committee**

Joseph Carroll (resigned 12/31/08)  
Stuart Chandler  
John Connelly (resigned 12/31/08)  
John J. Keene, Jr. (2/11/09)  
George Kent  
Steven Popper, Dir. Constr. & Renovation  
Mark H. Presson (appointed 2/11/09)  
Paul Salamone  
Irwin Silverstein

**Transportation Committee**

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

**Youth Commission**

Connie Barr  
Ian Campbell  
Sara Cocuzzo  
Ronnie Haas  
Doug Levy  
Cathy Lunetta  
Vincent Springer  
Debbie Winnick

**APPOINTED BY TOWN  
MANAGER**

**Animal Control Officer**

Danielle Landry

**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**

Michelle Vaillancourt

**Town Engineer**

Anthony Del Gaizo

**Treasurer and Tax Collector**

Evelyn M. Pones

**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 Services**

Jon Mattleman

**Environmental Health Agent**

Tara Gurge

**Executive Director, Council on Aging**

Jamie Brenner Gutner

**Library Director**

Ann MacFate

**Planning Director**

Lee Newman

**Park and Recreation Director**

Patricia M. Carey

**APPOINTED BY ELECTED  
OR APPOINTED BOARDS**

**Executive Director, Needham Housing  
Authority**

Margaret K. Plansky

**Executive Secretary to Finance Committee**

Louise Miller

**Superintendent of Schools**

Daniel E. Gutekanst

## FISCAL YEAR 2009 TOWN MEETING MEMBERS

### **At Large 2010**

Joseph P. Barnes  
John A. Bulian  
Thomas P. Colarusso  
David C. DiCicco  
Theodora K. Eaton  
Stephen K. Epstein  
Michael K. Fee  
Denise C. Garlick  
Maurice P. Handel  
Daniel P. Matthews  
Jeanne S. McKnight  
Brian S. Nadler  
Margaret Leslie Pantridge  
Gerald A. Wasserman

### **Precinct A**

#### **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  
Nina Silverstein  
Irwin Silverstein

#### **2012**

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

### **Precinct B**

#### **2010**

George Baierlein  
Mark Goldberg  
James G. Healy  
James H. McEvoy  
Richard B. Moody  
Kim Marie Nicols  
Caroline W. Sabin

#### **2011**

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

#### **2012**

Damon J. Borrelli  
John J. Frankenthaler  
David C. Harris  
Thomas M. Jacob  
Kevin T. Pendergast  
Steven Rosenstock  
Mindy A. Merow Rubin

### **Precinct C**

#### **2010**

Joseph Barnes  
Bruce S. Barnett  
Scott M. Brightman  
William H. Dugan, Jr.  
James O. Fleckner  
Andrew D. Gluesing  
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

#### **2012**

Sharyn Areano Greenstein  
Russell S. Broad, Jr.  
John H. Haslip  
Louise L. Miller  
Sheila G. Pransky  
Debra Mann Schmill  
Paul B. Tillotson  
Lisa W. Zappala

### **Precinct D**

#### **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**

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

#### **2012**

Holly Anne Clarke  
Cynthia Conturie  
David R. Cox  
Christopher R. Dollase  
Richard S. Mann  
Aaron M. Pressman  
David J. Sexton  
Madeline Ann Wolfield

### **Precinct E**

#### **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

**2012**

Michelle S. Ardini  
Theodore M. Crowell  
Lawrence R. Cummings  
Paul J. Durda  
Kurt M. Mullen  
Ford H. Peckham  
Philip V. Robey  
Paul A. Siegenthaler

**Precinct F**

**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

**2012**

Matthew D. Borrelli  
Richard M. Freedberg  
Alexander R. Garlick  
Jeffrey D. Heller  
Daniel J. Kumin  
Michael McKay  
Brian S. Nadler  
William J. Okerman

**Precinct G**

**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'Keeffe  
Jill E. Owens  
Barbara K. Popper  
Kathleen D. Robey  
Susan Welby

**2012**

Paul H. Attridge  
Peter W. Beacham, Jr.  
William F. Connors  
Michael J. Crawford  
Pamela C. Freedman  
Thomas M. Harkins  
Charlotte B. Sidell  
Peter B. Smulowitz

**Precinct H**

**2010**

John E. Comando  
Richard B. Dagen  
Michael C. Kardok  
Laura 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. McMahon  
Paul T. Milligan  
Jeffrey S. Shapiro  
Joan S. Smith

**2012**

Julia Satti Cosentino  
M. Patricia Cruickshank  
Kevin J. Foley  
Paul M. Gordon  
Elizabeth P. Handler  
Jeffrey Kristeller  
Lois F. Sockol  
Harmony H. Wu

**Precinct I**

**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  
Claire Dee Ecsedy  
Richard W. Gatto  
Thomas H. Hannigan, Jr.  
John P. O'Leary  
Paul Robey III  
Maura O. Walsh  
Kathleen D. Whitney

**2012**

Elaine M. Becker  
Joel S. Golden

Wallace W. Johnston  
Stephen C. Kagan  
Peter J. Pingitore  
Nicholas S. Renzulli  
Leslie Ann Renzulli  
Paul V. Riley  
June C. Seraydar

**Precinct J**

**2010**

Catherine J. Barker  
Marianne B. Cooley  
George F. Kent  
Robert A. Downs  
Donna M. Mullin  
Sara Orozco  
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

**2012**

James S. Bonasia  
Stuart B. Chandler  
George C. Doukas  
Caroline B. Edge  
Michael M. Mathias  
Marcia C. Mather  
Anne M. Murphy  
Jane B. Murphy

<b>TOWN OF NEEDHAM RETIREE INFORMATION</b>
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<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Shirley Cleland	School	32.083
Gail Davis	School	28.417
Thomas Grimes	Public Facilities	16.000
Robert Harris	Public Works	39.500
William McDaniel	Fire	32.500
Eileen Mecagni	School	17.167
David Nigro	Fire	35.000
Jeanne Tedesco	Public Works	32.917
Kathleen Tilburg	School	10.833

<b>IN MEMORIAM</b>
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<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
William Barry	Hospital	15.750
Harriet Brooks	School	6.250
David Eldridge	Police	30.250
Nicholas Fiorentino	Public Works	28.000
Eda Fioretti	School	15.833
Ernest Marston	Fire	32.500
Emily Mastropieri	Police	30.167
Evangeline Mirageas	Hospital	15.750
Raymond O'Day	Fire	28.000
Frank Sabina	Public Facilities	12.250
Bobette Wicks	Hospital	10.333

# APPENDICES

**Town of Needham  
General Fund  
Balance Sheet  
Year Ended June 30, 2009**

	<u><b>General</b></u>
<b><u>ASSETS</u></b>	
Cash and short-term investments	\$ 12,148,448
Investments	\$ 6,124,701
Receivables:	
Property taxes	\$ 2,324,649
Excises	\$ 403,967
Departmental	\$ 610,406
Intergovernmental	\$ 10,435,342
Betterments	\$ -
Other	\$ -
Other assets	\$ -
	\$ 32,047,513
<b>Total Assets</b>	<b><u><u>\$ 32,047,513</u></u></b>
<b><u>LIABILITIES</u></b>	
Warrants and accounts payable	\$ 3,264,886
Deferred revenue	\$ 13,600,123
Accrued liabilities	\$ 1,472,630
Due to other Governments	\$ -
Retainage payable	\$ -
Refunds payable	\$ 323,063
Anticipation notes payable	\$ -
Other liabilities	\$ 114,277
	\$ 18,774,979
<b>Total Liabilities</b>	<b>\$ 18,774,979</b>
<b><u>FUND BALANCES</u></b>	
Reserved for encumbrances	\$ 2,347,165
Reserved for other specific purposes	\$ 1,070,211
Reserved for expenditures	\$ 3,714,789
Unreserved:	
Undesignated	\$ 6,140,369
	\$ 13,272,534
<b>Total Fund Balance</b>	<b>\$ 13,272,534</b>
<b>Total Liabilities and Fund Balance</b>	<b><u><u>\$ 32,047,513</u></u></b>

**Town of Needham  
Enterprise Funds  
Statement of Net Assets  
Year Ended June 30, 2009**

<b><u>ASSETS</u></b>	<b><u>RTS</u></b>	<b><u>Sewer</u></b>	<b><u>Water</u></b>
Current Assets:			
Cash and short-term investments	\$ 1,307,639	\$ 5,137,432	\$ 4,869,285
Receivables	\$ 100,228	\$ 2,051,206	\$ 1,599,702
Other current assets	\$ 447	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 1,408,314</b>	<b>\$ 7,188,638</b>	<b>\$ 6,468,987</b>
Noncurrent Assets:			
Land and construction in progress	\$ 5,007,443	\$ 6,853,050	\$ 4,535,719
Other capital assets, net of accumulated depreciation	\$ 1,772,092	\$ 10,409,989	\$ 23,608,130
<b>Total Noncurrent Assets</b>	<b>\$ 6,779,535</b>	<b>\$ 17,263,039</b>	<b>\$ 28,143,849</b>
<b>Total Assets</b>	<b>\$ 8,187,849</b>	<b>\$ 24,451,677</b>	<b>\$ 34,612,836</b>
<b><u>LIABILITIES</u></b>			
Current Liabilities:			
Accounts payable	\$ 16,576	\$ 619,399	\$ 462,911
Accrued payroll	\$ 16,027	\$ 15,067	\$ 33,867
Accrued liabilities	\$ -	\$ 17,687	\$ 39,319
Retainage payable	\$ -	\$ 310,135	\$ -
Notes payable	\$ 48,400	\$ -	\$ 235,000
Other liabilities	\$ 29,166	\$ 105,999	\$ -
Current portion of long-term liabilities:			
Bonds payable	\$ 50,000	\$ 809,294	\$ 1,153,070
Compensated absences	\$ 32,324	\$ 48,927	\$ 33,961
<b>Total current liabilities</b>	<b>\$ 192,493</b>	<b>\$ 1,926,508</b>	<b>\$ 1,958,128</b>
Noncurrent Liabilities			
Bonds payable, net of current portion	\$ 50,000	\$ 5,384,963	\$ 6,406,892
<b>Total Liabilities</b>	<b>\$ 242,493</b>	<b>\$ 7,311,471</b>	<b>\$ 8,365,020</b>
<b><u>NET ASSETS</u></b>			
Invested in capital assets, net of related debt	\$ 6,883,694	\$ 11,746,234	\$ 20,564,784
Unrestricted	\$ 1,061,662	\$ 5,393,972	\$ 5,683,032
<b>Total Net Assets</b>	<b>\$ 7,945,356</b>	<b>\$ 17,140,206</b>	<b>\$ 26,247,816</b>

**Town of Needham  
General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Town Wide Expense	\$28,201,561	(\$55,000)	(\$1,354,235)	\$26,792,326	(\$26,052,038)	(\$105,839)	(\$26,157,877)	\$634,449
General Government	\$3,443,513		\$125,128	\$3,568,641	(\$3,293,201)	(\$140,790)	(\$3,433,991)	\$134,650
Land Use & Development	\$314,606		\$7,859	\$322,465	(\$308,818)	(\$1,850)	(\$310,668)	\$11,797
Public Safety	\$11,212,279	\$16,232	\$28,090	\$11,256,601	(\$10,782,124)	(\$79,615)	(\$10,861,740)	\$394,861
Education	\$43,029,143	(\$16,232)		\$43,012,911	(\$41,527,513)	(\$815,031)	(\$42,342,544)	\$670,367
Public Works	\$5,130,449		\$945,950	\$6,076,399	(\$5,769,309)	(\$181,638)	(\$5,950,947)	\$125,452
Public Facilities	\$6,905,074		\$202,007	\$7,107,081	(\$6,610,659)	(\$396,337)	(\$7,006,996)	\$100,085
Community Services	\$2,757,387		\$45,201	\$2,802,588	(\$2,740,131)	(\$1,855)	(\$2,741,987)	\$60,601
<b>Total</b>	<b>\$100,994,012</b>	<b>(\$55,000)</b>		<b>\$100,939,012</b>	<b>(\$97,083,794)</b>	<b>(\$1,722,956)</b>	<b>(\$98,806,750)</b>	<b>\$2,132,262</b>
								\$0
<b>Town Wide Expenses</b>								
1 Retirement (Chapter 34)	\$119,000			\$119,000	(\$91,508)		(\$91,508)	\$27,492
2 Retirement Contributory System	\$4,121,326			\$4,121,326	(\$4,042,197)		(\$4,042,197)	\$79,129
3 Health Insurance	\$8,258,510			\$8,258,510	(\$7,789,948)	(\$103,967)	(\$7,893,915)	\$364,595
4 Insurance Liability Fund (Chapter 10 Acts 2002)	\$3,702,211			\$3,702,211	(\$3,702,211)		(\$3,702,211)	
5 Unemployment Compensation	\$88,400			\$88,400	(\$42,933)		(\$42,933)	\$45,467
6 Debt Service	\$9,562,263			\$9,562,263	(\$9,545,423)		(\$9,545,423)	\$16,840
7 Worker's Compensation	\$385,000			\$385,000	(\$383,084)	(\$1,872)	(\$384,956)	\$44
8 Property Self Insurance (Chapter 40, Section 13)	\$500,000			\$500,000	(\$454,735)		(\$454,735)	\$45,265
9 Performance Pay Pool*	\$265,000	(\$55,000)	(\$154,384)	\$55,616				\$55,616
10 Reserve Fund*	\$1,199,851		(\$1,199,851)					
<b>Town Wide</b>	<b>\$28,201,561</b>	<b>(\$55,000)</b>	<b>(\$1,354,235)</b>	<b>\$26,792,326</b>	<b>(\$26,052,038)</b>	<b>(\$105,839)</b>	<b>(\$26,157,877)</b>	<b>\$634,449</b>
* Direct expenditure is not allowed, only transfers to other budget lines.								
<b>Board of Selectmen &amp; Town Manager</b>								
11A Salary & Wages	\$578,402		\$7,697	\$586,099	(\$575,560)		(\$575,560)	\$10,539
11B Expenses	\$166,450			\$166,450	(\$112,073)	(\$27,507)	(\$139,580)	\$26,870
Total	<b>\$744,852</b>		<b>\$7,697</b>	<b>\$752,549</b>	<b>(\$687,634)</b>	<b>(\$27,507)</b>	<b>(\$715,141)</b>	<b>\$37,408</b>
<b>Town Clerk &amp; Board of Registrars</b>								
12A Salary & Wages	\$272,403		\$3,924	\$276,327	(\$269,498)		(\$269,498)	\$6,829
12B Expenses	\$36,535			\$36,535	(\$28,146)	(\$6,650)	(\$34,797)	\$1,738
Total	<b>\$308,938</b>		<b>\$3,924</b>	<b>\$312,862</b>	<b>(\$297,644)</b>	<b>(\$6,650)</b>	<b>(\$304,295)</b>	<b>\$8,567</b>
<b>Town Counsel</b>								
13A Salary & Wages	\$65,355		\$1,624	\$66,979	(\$66,886)		(\$66,886)	\$93
13B Expenses	\$193,500		\$48,000	\$241,500	(\$229,549)	(\$683)	(\$230,232)	\$11,268
Total	<b>\$258,855</b>		<b>\$49,624</b>	<b>\$308,479</b>	<b>(\$296,436)</b>	<b>(\$683)</b>	<b>(\$297,119)</b>	<b>\$11,360</b>

**Town of Needham  
General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
<b>Personnel Board</b>								
14A Salary & Wages	\$1,601		\$40	\$1,641	(\$288)		(\$288)	\$1,353
14B Expenses	\$10,000			\$10,000		(\$10,000)	(\$10,000)	
Total	\$11,601		\$40	\$11,641	(\$288)	(\$10,000)	(\$10,288)	\$1,353
<b>Finance Department</b>								
15A Salary & Wages	\$1,304,013	(\$22,500)	\$14,729	\$1,296,242	(\$1,220,845)		(\$1,220,845)	\$75,397
15B Expenses	\$760,807	\$22,500	\$47,800	\$831,107	(\$732,677)	(\$95,950)	(\$828,627)	\$2,480
15C Equipment	\$25,000			\$25,000	(\$27,007)		(\$27,007)	(\$2,007)
Total	\$2,089,820		\$62,529	\$2,152,349	(\$1,980,529)	(\$95,950)	(\$2,076,480)	\$75,869
<b>Finance Committee</b>								
16A Salary & Wages	\$28,547		\$1,314	\$29,861	(\$29,748)		(\$29,748)	\$113
16B Expenses	\$900			\$900	(\$922)		(\$922)	(\$22)
Total	\$29,447		\$1,314	\$30,761	(\$30,670)		(\$30,670)	\$91
<b>General Government</b>	<b>\$3,443,513</b>		<b>\$125,128</b>	<b>\$3,568,641</b>	<b>(\$3,293,201)</b>	<b>(\$140,790)</b>	<b>(\$3,433,991)</b>	<b>\$134,650</b>
<b>Planning Board</b>								
17A Salary & Wages	\$197,130	(\$5,000)	\$4,661	\$196,791	(\$192,516)		(\$192,516)	\$4,275
17B Expenses	\$16,260	\$5,000		\$21,260	(\$19,014)	(\$1,156)	(\$20,170)	\$1,090
Total	\$213,390		\$4,661	\$218,051	(\$211,529)	(\$1,156)	(\$212,685)	\$5,366
<b>Conservation Commission</b>								
18A Salary & Wages	\$64,730		\$1,618	\$66,348	(\$63,620)		(\$63,620)	\$2,728
18B Expenses	\$8,105			\$8,105	(\$3,955)	(\$520)	(\$4,475)	\$3,630
Total	\$72,835		\$1,618	\$74,453	(\$67,575)	(\$520)	(\$68,096)	\$6,357
<b>Board of Appeals</b>								
19A Salary & Wages	\$25,091		\$927	\$26,018	(\$25,953)		(\$25,953)	\$65
19B Expenses	\$3,290		\$653	\$3,943	(\$3,760)	(\$173)	(\$3,933)	\$10
Total	\$28,381		\$1,580	\$29,961	(\$29,713)	(\$173)	(\$29,887)	\$74
<b>Land Use &amp; Development</b>	<b>\$314,606</b>		<b>\$7,859</b>	<b>\$322,465</b>	<b>(\$308,818)</b>	<b>(\$1,850)</b>	<b>(\$310,668)</b>	<b>\$11,797</b>
<b>Police Department</b>								
20A Salary & Wages	\$4,502,553	\$16,232	\$10,364	\$4,529,149	(\$4,306,577)		(\$4,306,577)	\$222,572
20B Expenses	\$272,606			\$272,606	(\$194,705)	(\$59,388)	(\$254,093)	\$18,513
20C Equipment	\$138,034			\$138,034	(\$126,535)		(\$126,535)	\$11,500
Total	\$4,913,193	\$16,232	\$10,364	\$4,939,789	(\$4,627,817)	(\$59,388)	(\$4,687,205)	\$252,584

**Town of Needham  
General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
<b>Fire Department</b>								
21A Salary & Wages	\$5,606,826		\$9,958	\$5,616,784	(\$5,558,077)		(\$5,558,077)	\$58,707
21B Expenses	\$261,988			\$261,988	(\$167,335)	(\$20,227)	(\$187,562)	\$74,426
Total	\$5,868,814		\$9,958	\$5,878,772	(\$5,725,412)	(\$20,227)	(\$5,745,639)	\$133,133
<b>Building Inspector</b>								
22A Salary & Wages	\$414,590		\$7,768	\$422,358	(\$413,513)		(\$413,513)	\$8,845
22B Expenses	\$15,682			\$15,682	(\$15,383)		(\$15,383)	\$299
Total	\$430,272		\$7,768	\$438,040	(\$428,896)		(\$428,896)	\$9,144
<b>Public Safety</b>	\$11,212,279	\$16,232	\$28,090	\$11,256,601	(\$10,782,124)	(\$79,615)	(\$10,861,740)	\$394,861
<b>Minuteman Regional High School Assessment</b>								
23 Total	\$377,427			\$377,427	(\$377,427)		(\$377,427)	
<b>Needham Public Schools</b>								
24 Total	\$42,651,716	(\$16,232)		\$42,635,484	(\$41,150,086)	(\$815,031)	(\$41,965,117)	\$670,367
<b>Education</b>	\$43,029,143	(\$16,232)		\$43,012,911	(\$41,527,513)	(\$815,031)	(\$42,342,544)	\$670,367
<b>Department of Public Works</b>								
25A Salary & Wages	\$3,111,145		\$26,800	\$3,137,945	(\$3,092,543)		(\$3,092,543)	\$45,402
25B Expenses	\$1,286,904			\$1,286,904	(\$1,100,784)	(\$117,592)	(\$1,218,376)	\$68,528
25C Capital								
25D Snow and Ice	\$200,000		\$919,150	\$1,119,150	(\$1,130,516)		(\$1,130,516)	(\$11,366)
Total	\$4,598,049		\$945,950	\$5,543,999	(\$5,323,843)	(\$117,592)	(\$5,441,434)	\$102,565
<b>Municipal Parking Program</b>								
26 Total	\$203,900			\$203,900	(\$181,321)		(\$181,321)	\$22,579
<b>Municipal Street Lighting Program</b>								
27 Total	\$328,500			\$328,500	(\$264,145)	(\$64,047)	(\$328,192)	\$308
<b>Public Works</b>	\$5,130,449		\$945,950	\$6,076,399	(\$5,769,309)	(\$181,638)	(\$5,950,947)	\$125,452

**Town of Needham  
General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
<b>Public Facilities</b>								
28A Salary & Wages	\$2,590,614		\$17,759	\$2,608,373	(\$2,605,957)		(\$2,605,957)	\$2,416
28B Expenses	\$4,307,460		\$184,248	\$4,491,708	(\$3,997,702)	(\$396,337)	(\$4,394,039)	\$97,669
28C Capital	\$7,000			\$7,000	(\$7,000)		(\$7,000)	
Total	\$6,905,074		\$202,007	\$7,107,081	(\$6,610,659)	(\$396,337)	(\$7,006,996)	\$100,085
<b>Public Facilities</b>								
	\$6,905,074		\$202,007	\$7,107,081	(\$6,610,659)	(\$396,337)	(\$7,006,996)	\$100,085
<b>Board of Health</b>								
29A Salary & Wages	\$360,069		\$3,997	\$364,066	(\$356,976)		(\$356,976)	\$7,090
29B Expenses	\$69,463			\$69,463	(\$67,868)	(\$269)	(\$68,137)	\$1,326
Total	\$429,532		\$3,997	\$433,529	(\$424,844)	(\$269)	(\$425,113)	\$8,416
<b>Diversified Community Social Services</b>								
30A Salary & Wages	\$491,742		\$10,097	\$501,839	(\$478,974)		(\$478,974)	\$22,865
30B Expenses	\$39,361			\$39,361	(\$31,135)	(\$323)	(\$31,458)	\$7,903
Total	\$531,103		\$10,097	\$541,200	(\$510,109)	(\$323)	(\$510,432)	\$30,768
<b>Commission on Disabilities</b>								
31A Salary & Wages								
31B Expenses	\$550			\$550	(\$81)	(\$249)	(\$330)	\$220
Total	\$550			\$550	(\$81)	(\$249)	(\$330)	\$220
<b>Historical Commission</b>								
32A Salary & Wages								
32B Expenses	\$1,050			\$1,050				\$1,050
Total	\$1,050			\$1,050				\$1,050
<b>Needham Public Library</b>								
33A Salary & Wages	\$1,009,467		\$24,074	\$1,033,541	(\$1,033,541)		(\$1,033,541)	(\$0)
33B Expenses	\$250,959			\$250,959	(\$249,222)	(\$434)	(\$249,657)	\$1,302
Total	\$1,260,426		\$24,074	\$1,284,500	(\$1,282,763)	(\$434)	(\$1,283,198)	\$1,302
<b>Park and Recreation Department</b>								
34A Salary & Wages	\$423,101		\$7,033	\$430,134	(\$414,512)		(\$414,512)	\$15,622
34A Expenses	\$110,875			\$110,875	(\$107,573)	(\$580)	(\$108,153)	\$2,722
Total	\$533,976		\$7,033	\$541,009	(\$522,085)	(\$580)	(\$522,665)	\$18,345

Town of Needham  
General Fund  
**Statement of Budget Appropriations and Expenditures**  
Year Ended June 30, 2009

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
<b>Memorial Park</b>								
35A Salary & Wages								
35B Expenses	\$750			\$750	(\$250)		(\$250)	\$500
Total	\$750			\$750	(\$250)		(\$250)	\$500
<b>Community Services</b>	\$2,757,387		\$45,201	\$2,802,588	(\$2,740,131)	(\$1,855)	(\$2,741,987)	\$60,601
<b>Department Budgets</b>	\$72,792,451		\$1,354,235	\$74,146,686	(\$71,031,755)	(\$1,617,117)	(\$72,648,872)	\$1,497,814
<b>Total Operating Budget</b>	\$100,994,012	(\$55,000)		\$100,939,012	(\$97,083,794)	(\$1,722,956)	(\$98,806,750)	\$2,132,262

**Town of Needham  
RTS Enterprise Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Finance					Unexpended Balance
	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Committee and Town Manager Approved	Disbursements	Encumbrances	
			Total Available for Expenditure			
<b>101A</b> Salaries	\$622,755		\$622,755	(\$501,670)		\$121,085
<b>101B</b> Expenses	\$1,107,045		\$1,107,045	(\$886,926)	(\$122,108)	\$98,011
<b>101C</b> Capital Outlay	\$58,000		\$58,000	(\$50,614)		\$7,386
<b>101D</b> Debt Service	\$150,000		\$150,000	(\$149,929)		\$71
<b>102</b> Reserve Fund*	\$45,000		\$45,000			\$45,000
<b>Total</b>	<b>\$1,982,800</b>		<b>\$1,982,800</b>	<b>(\$1,589,139)</b>	<b>(\$122,108)</b>	<b>\$271,553</b>

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

**Town of Needham  
Sewer Enterprise Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Finance					Unexpended Balance
	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Committee and Town Manager Approved	Disbursements	Encumbrances	
			Total Available for Expenditure			
<b>201A</b> Salaries	\$591,719		\$591,719	(\$556,541)		\$35,178
<b>201B</b> Expenses	\$261,234		\$261,234	(\$187,718)	(\$29,248)	\$44,268
<b>201C</b> Capital Outlay	\$25,000		\$25,000	(\$24,433)		\$567
<b>201D</b> MWRA Assessment	\$4,969,440		\$4,969,440	(\$4,893,374)		\$76,066
<b>201E</b> Debt Service	\$1,175,000		\$1,175,000	(\$1,110,101)		\$64,899
<b>202</b> Reserve Fund*	\$35,000		\$35,000			\$35,000
<b>Total</b>	<b>\$7,057,393</b>		<b>\$7,057,393</b>	<b>(\$6,772,167)</b>	<b>(\$29,248)</b>	<b>\$255,978</b>

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

**Town of Needham  
Water Enterprise Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2009**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
<b>301A</b> Salaries	\$934,578			\$934,578	(\$883,030)		(\$883,030)	\$51,548
<b>301B</b> Expenses	\$970,767			\$970,767	(\$875,530)	(\$46,193)	(\$921,723)	\$49,044
<b>301C</b> Capital Outlay	\$20,000			\$20,000	(\$19,850)	(\$150)	(\$20,000)	
<b>301D</b> MWRA Assessment	\$1,075,204			\$1,075,204	(\$1,061,719)		(\$1,061,719)	\$13,485
<b>301E</b> Debt Service	\$1,350,000			\$1,350,000	(\$1,330,121)		(\$1,330,121)	\$19,879
<b>302</b> Reserve Fund*	\$75,000			\$75,000				\$75,000
<b>Total</b>	<b>\$4,425,549</b>			<b>\$4,425,549</b>	<b>(\$4,170,250)</b>	<b>(\$46,343)</b>	<b>(\$4,216,593)</b>	<b>\$208,956</b>

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

**Town of Needham**  
**Trust Funds**  
**Year Ended June 30, 2009**

Fund	July 1, 2008	Receipts	Disbursements & Adjustments	June 30, 2009
Anita M. Reinke Memorial Scholarship	11,803.02	(1,697.28)	200.00	9,905.74
Catherine M. Wharton Memorial Scholarship	1,310.20	1,965.43	1,200.00	2,075.63
Centennial Football Scholarship	2,551.68	(307.31)	500.00	1,744.37
Charles and Bernice Siegel Memorial Fund	242,739.55	(24,359.44)		218,380.11
C. J. Cullen III Memorial Scholarship	46,528.09	(6,536.99)	1,200.00	38,791.10
Dana F. Burke Scholarship	7,164.60	(913.48)	250.00	6,001.12
De Fazio Family Memorial Scholarship	21,429.41	(2,998.37)	1,000.00	17,431.04
Derwood Newman Memorial	48,476.22	(7,078.18)		41,398.04
Dr. Lee Allan Memorial	2,917.13	(425.94)	50.00	2,441.19
Dwight School (Pollard School)	35,755.36	(5,220.77)		30,534.59
Edward J. Stewart 13 Club Scholarship	14,514.77	(2,054.04)	500.00	11,960.73
Edward Kasip Scholarship	5,721.62	(770.13)	500.00	4,451.49
Edward Keady Memorial Scholarship	5,969.66	3,169.23	1,500.00	7,638.89
Elizabeth Handley		42,699.32		42,699.32
Frederick Barstow Scholarship	371,125.51	(53,013.80)	9,000.00	309,111.71
Frederick Harris Scholarship	46,133.99	(6,474.96)	2,000.00	37,659.03
George Morse Memorial Scholarship	235,964.23	(33,103.89)	3,000.00	199,860.34
High School Sports Endowment	32,308.61	(4,717.49)		27,591.12
Igor Guralnik & Keith Flueckiger	24,187.17	(2,747.96)	6,000.00	15,439.21
Joan W. Swartz Memorial Scholarship	2,725.42	(267.33)	1,000.00	1,458.09
John Akers	172,670.53	2,705.19	4,000.00	171,375.72
John C. Wood (High School Library)	15,370.59	(2,244.31)	500.00	12,626.28
Joseph Paulini Scholarship	794.26	927.39	500.00	1,221.65
Karen Decembre Scholarship	(0.06)			(0.06)
Kyle Shapiro Scholarship	1,548.08	(226.04)		1,322.04
Leo F. Richards Jr. Scholarship	6,997.06	(989.01)	250.00	5,758.05
Mark R., Beane Memorial Scholarship	34,157.33	(4,613.43)	1,500.00	28,043.90
Martin Luther King Scholarship	3,317.06	1,469.68	1,200.00	3,586.74
Mary Ann Dolan Scholarship	135.71	(19.82)		115.89
Minot Mac Donald (Carter School Library)	8,993.00	(1,314.75)	300.00	7,378.25
Miriam Kronish Scholarship	1,669.48	(145.80)	750.00	773.68
Nate Tavalone Scholarship	7,550.27	(750.20)	400.00	6,400.07
New Century Club Scholarship	21,983.75	(2,948.69)	2,000.00	17,035.06
Nina Pansuk Scholarship	155,267.74	(22,279.34)	3,000.00	129,988.40
Peter Eloranta Chemistry Award Scholarship	11,976.01	(1,748.66)	100.00	10,127.35
Peter Eloranta Scholarship	116,162.75	(16,961.33)	2,995.00	96,206.42
Rebecca H. Perry Memorial Scholarship	297,638.64	(40,136.22)	5,400.00	252,102.42
Richard Jensen, Sr. Memorial Scholarship	2,430.88	(159.02)		2,271.86
Ruth Ann B. Simmons MD Memorial Scholarship	27,768.90	(4,054.63)	1,500.00	22,214.27
School Permanent Donation	(424.24)			(424.24)
Stacy Neilson Memorial Fund (Soccer Team)	1,559.38			1,559.38
Stanley Willox Memorial Scholarship	1,529.88	(158.08)	500.00	871.80
Steven Wernick Memorial Scholarship	76.83	(11.22)		65.61
Students Need Arts Trust Fund	6,619.59	(966.55)		5,653.04
Timothy P. Flanagan Memorial Scholarship	23,929.08	(3,363.35)	1,000.00	19,565.73
Tot Greenleaf	11,928.00	(1,571.37)	1,000.00	9,356.63

**Town of Needham**  
**Trust Funds**  
**Year Ended June 30, 2009**

Fund	July 1, 2008	Receipts	Disbursements & Adjustments	June 30, 2009
walter burke	8.58			8.58
William G. Moseley Scholarship	24,063.31	(3,480.92)	250.00	20,332.39
William T. Burke Memorial Scholarship	4,676.73	(617.56)	500.00	3,559.17
School Trust Allocation	2,550.47		95.06	2,455.41
<b>Subtotal School</b>	2,122,275.83	(208,511.42)	55,640.06	1,858,124.35
Arthur W. & Barbara S. Hatch Fund	290,959.82	(42,484.07)	4,275.00	244,200.75
Bosworth Library Trust Fund	7,302.29	(1,066.23)		6,236.06
Charles Fredic Clifford Henderson Library 10% Trust	114,416.76	(16,706.39)		97,710.37
Cora Proctor Thurston Fund	16,351.41	(2,243.57)	1,907.53	12,200.31
Helen DE M. Dunn Library Trust Fund	1,817.39	(257.70)	898.82	660.87
Karl L. Nutter Library Trust Fund	2,280.69	(333.01)	153.45	1,794.23
Laura G. Willgoose Library Trust Fund	167,086.98	(23,728.72)	11,854.74	131,503.52
Library Permanent Donation Fund	67,535.67	44,192.42	48,367.90	63,360.19
Lois Carley Children's Library Trust	14,098.91	(1,954.10)	1,946.05	10,198.76
Martha Barr Library Trust Fund	2,917.11	(425.94)		2,491.17
Myra S. Greenwood Library Trust Fund	67,734.59	(9,888.85)	154.20	57,691.54
Roger S. Corliss Fund	8,552.83	(1,245.50)	389.70	6,917.63
William Carter Fund	42,946.65	(5,912.77)	4,211.35	32,822.53
William H. Wye Library Fund	1,800.79	(251.46)	236.90	1,312.43
Library trust allocation	1,509.88			1,509.88
<b>Subtotal Library</b>	807,311.77	(62,305.89)	74,395.64	670,610.24
Board of Health	175.88	(25.68)		150.20
Community Revitalization Maintenance 10% Trust	9,493.48	556.26	7,979.85	2,069.89
Community Revitalization Trust	8,325.35	689.76		9,015.11
Council on Aging Permanent Donation	160,698.14	(23,464.10)		137,234.04
Domestic Violence Trust	259,244.60	(37,745.27)	5,500.00	215,999.33
Esther Lyford Trust	9,542.98	(1,393.41)		8,149.57
General Trust Allocation	2,257.28		1,194.30	1,062.98
Green Field Improvement Association Fund	5,242.81	(765.43)		4,477.38
John B. Tolman Trust (Library/Temperance Organization)	173,926.43	(25,279.75)	11,259.64	137,387.04
Mary Virginia E. Hill (Animal Welfare) Fund	12,566.41	(1,834.92)		10,731.49
Needham Cemetery Grand Army Lot Perpetual Care Fund	11,769.89	(1,718.57)		10,051.32
Needham Military Band Inc. 2011 Fund	26,209.50	(3,827.02)		22,382.48
Park & Recreation (Park Beautification) Fund	14,279.72	(1,622.37)		12,657.35
Rebecca Perry Park Trust Fund	27,952.49	(4,081.33)		23,871.16
Robert & Marcia Carleton Memorial Trust Fund	89,537.84	(13,073.73)		76,464.11
Robert & Marcia Carleton Pavilion Fund	27,529.11	(4,019.62)		23,509.49
Skate Park Trust Fund	2,240.03	(1,159.04)		1,080.99
<b>Subtotal Other Funds</b>	840,991.94	(118,764.22)	25,933.79	696,293.93
<b>TOTAL</b>	<b>3,770,579.54</b>	<b>(389,581.53)</b>	<b>155,969.49</b>	<b>3,225,028.52</b>

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

FISCAL 2010

**OF  
NEEDHAM**  
City / Town / District

**I. TAX RATE SUMMARY**

Ia. Total amount to be raised (from IIe)	\$	<u>134,191,732.63</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>46,359,606.00</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>87,832,126.63</u>
Id. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	77.7848%	68,320,044.03	6,488,349,842	10.53	68,322,323.84
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	15.6264%	13,724,999.44	663,613,511	20.68	13,723,527.41
Net of Exempt					0.00
Industrial	3.0683%	2,694,953.14	130,298,600	20.68	2,694,575.05
<b>SUBTOTAL</b>	96.4795%		7,282,261,953		84,740,426.30
Personal	3.5205%	3,092,130.02	149,501,950	20.68	3,091,700.33
<b>TOTAL</b>	100.0000%		7,431,763,903		87,832,126.63

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

MUST EQUAL IC

**NOTE : The information was Approved on 12/11/2009.**

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

12/10/2009 10:27 AM I am signing on behalf of the Needham Board o...

Assessor

Date

(Comments)

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

**Reviewed By** Andrew Nelson  
**Date :** 11-DEC-09  
**Approved :** Dennis Mountain  
**Director of Accounts**



**(Gerard D. Perry)**

TAX RATE RECAPITULATION

FISCAL 2010

NEEDHAM

City / Town / District

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	132,000,100.00
Ilb. Other amounts to be raised			
1. Amounts certified for tax title purposes	12,500.00		
2. Debt and interest charges not included on page 4	0.00		
3. Final court judgements	0.00		
4. Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	56,736.00		
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	11,366.00		
10. Other (specify on separate letter)	82,000.00		
TOTAL Ilb (Total lines 1 through 10)			162,602.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			1,068,405.00
Ild. Allowance for abatements and exemptions (overlay)			960,625.63
Ile. Total amount to be raised (Total Ila through Ild)		\$	134,191,732.63

**III. Estimated receipts and other revenue sources**

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	7,710,750.00	\$	
2. Massachusetts school building authority payments	745,381.00		
TOTAL IIIa			8,456,131.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 23)	8,085,545.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	16,232,419.00		
4. Community Preservation Funds (See Schedule A-4)	9,063,224.00		
TOTAL IIIb			33,381,188.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	0.00		
2. Other available funds (page 4, col.(d))	1,376,871.00		
TOTAL IIIc			1,376,871.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2009	3,145,416.00		
b. Free cash..appropriated on or after July 1, 2009	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			3,145,416.00
IIIe. Total estimated receipts and other revenue sources		\$	46,359,606.00
(Total IIIa through IIId)			

**IV. Summary of total amount to be raised and total receipts from all sources**

a. Total amount to be raised (from Ile)		\$	134,191,732.63
b. Total estimated receipts and other revenue sources (from IIIe)	46,359,606.00	\$	
c. Total real and personal property tax levy (from Ic)	87,832,126.63	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	134,191,732.63

**LOCAL RECEIPTS NOT ALLOCATED \***

**TAX RATE RECAPITULATION**

**NEEDHAM**

City/Town/District

	(a) Actual Receipts Fiscal 2009	(b) Estimated Receipts Fiscal 2010
==> 1 MOTOR VEHICLE EXCISE	4,129,366.54	3,800,000.00
==> 2 OTHER EXCISE	284,274.00	270,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	270,990.82	250,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	120,809.27	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	0.00	0.00
9 OTHER CHARGES FOR SERVICES	1,016,682.82	905,000.00
10 FEES	130,514.74	130,000.00
11 RENTALS	151,887.36	140,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	57,613.59	55,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	264,861.50	260,000.00
16 OTHER DEPARTMENTAL REVENUE	338,804.04	330,000.00
17 LICENSES AND PERMITS	1,192,087.83	900,000.00
18 SPECIAL ASSESSMENTS	4,738.77	4,700.00
==> 19 FINES AND FORFEITS	206,953.02	185,000.00
==> 20 INVESTMENT INCOME	714,065.86	545,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	185,544.48	185,683.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	256,453.65	55,162.00
<b>23 TOTALS</b>	\$ <b>9,325,648.29</b>	\$ <b>8,085,545.00</b>

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 2010 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant, Needham, 781-455-7500

12/10/2009 10:07 AM

Accounting Officer

Date

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

==> Written documentation should be submitted to support increases/ decreases of FY 2009 estimated receipts to FY2010 estimated

**CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING**

**TAX RATE RECAPITULATION**

**NEEDHAM**

**FISCAL 2010**

City / Town / District

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/04/2009	2010	830,682.00	25,000.00	0.00	0.00	805,682.00	895,100.00	777,500.00
05/06/2009	2010	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00
05/11/2009	2009	55,000.00	0.00	0.00	55,000.00	0.00	0.00	450,000.00
05/13/2009	2010	115,628,567.00	105,463,084.00	0.00	915,110.00	9,250,373.00	0.00	0.00
05/20/2009	2010	14,126,692.00	1,145,416.00	0.00	175,713.00	12,805,563.00	0.00	13,430,000.00
11/09/2009	2010	1,358,159.00	0.00	0.00	231,048.00	1,127,111.00	0.00	26,962,128.00
<b>Totals</b>		132,000,100.00	106,634,500.00	0.00	1,376,871.00	23,988,729.00		
		Must Equal Cols. (b) thru (e)						

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

NEEDHAM

Theodora K. Eaton, Town Clerk, Needham, 781-455-7510

12/10/2009 10:52 AM

City/Town/District

Clerk

Date