

Town of Needham ANNUAL REPORT



1711 – 2011

NEEDHAM, MASSACHUSETTS

COVER AND BACK COVER PHOTOS:

The Town of Needham celebrated its 300th anniversary with many different memorable events throughout the calendar year of 2011. These pictures are from various sources kind enough to capture moments from these events and share them with the Town.



This 2011 Annual Town Report is Dedicated to Carol Hathaway de Lemos

Carol Hathaway de Lemos was born in Rockland, Massachusetts. Her family moved to Abington, where Carol graduated from high school. Both of Carol's parents were college graduates, and the expectation for Carol to attend college was ingrained in her throughout her childhood. Carol graduated from Colby College with a Bachelor of Arts Degree in sociology, and she received her Masters Degree in social work from Boston College in 1961.

Carol met her husband Edward while she was working for a family agency, Catholic Social Services, in Fitchburg, specializing in adoption and family work. They married and Carol began to work part-time in order to raise her family. Edward was working as an engineer with Boston Edison. Carol's cousin, who already resided in Needham, suggested Needham as a place to settle. Carol and Edward bought a home on Prince Street in 1966 where they still live today. Together they raised four daughters: Ellen, Elizabeth, Suzanne and Cynthia – all graduates of Needham Public Schools. Today their family includes ten grandchildren.

Carol's parents were very active in their community and civic involvement was another value which Carol carried forth with her to Needham. In 1966, her first year in Needham, Carol was asked to join the Junior New Century Club, which was a younger version of the Needham Women's Club. As a member of the Jr. New Century Club, Carol helped with monthly birthday parties and with Special Olympic training.

In 1980, Carol began her 22 year career with the Needham Business Association starting as Executive Secretary. After two years, she became the Executive Director. She particularly enjoyed meeting all of the new businesses, arranging photo opportunities, and organizing the Street Fair, Harvest Fair and Blue Tree Lighting.

While at the NBA, to facilitate its desire to make Town Common more attractive, Carol organized the Town Common Beautification Committee. Credits to this Committee include the sprinkler system and the iconic circular center and four benches in the common. This Committee eventually disbanded and became the Needham Community Revitalization Trust Fund – private donations to beautify Needham. Carol became an active member of this new committee and remains so today.

Carol served as a member of the Needham Garden Club and as a member of the Needham Historical Society, where she has worked on the Chocolate and Champagne and Pansy Day events for the past ten years.

As an owner of an eighty-five pound Labrador retriever, Carol is working to help find a suitable space within Town for dogs to run and play.

As a Council on Aging Board member, she served as a member of the Senior Center Exploratory Committee (SCEC) and considers that work her most satisfying civic experience. She feels that the SCEC was comprised of a group of committed individuals who met regularly for two years and she considers that time as a wonderful rewarding experience. Her work on the SCEC involved visiting many other senior centers and assisting to resolve issues to help make a new Senior Center a reality.

When asked about what she would like to see in Needham's future, Carol would like to see a plan that would allow MBTA riders to travel between Bird's Hill and the Heights for a reasonable cost up to \$1.

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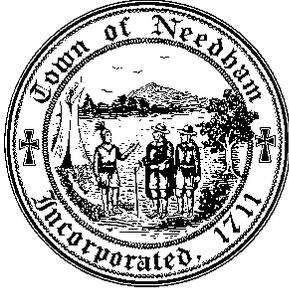
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A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2011.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2013 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2013-2017 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 2013 through 2017. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2013 – 2017 Capital Improvement Plan is also available on the Town's website. The warrant for the 2012 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 2013. The warrant also includes a summary table of the Town's current debt obligations.

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

~ Community Profile ~

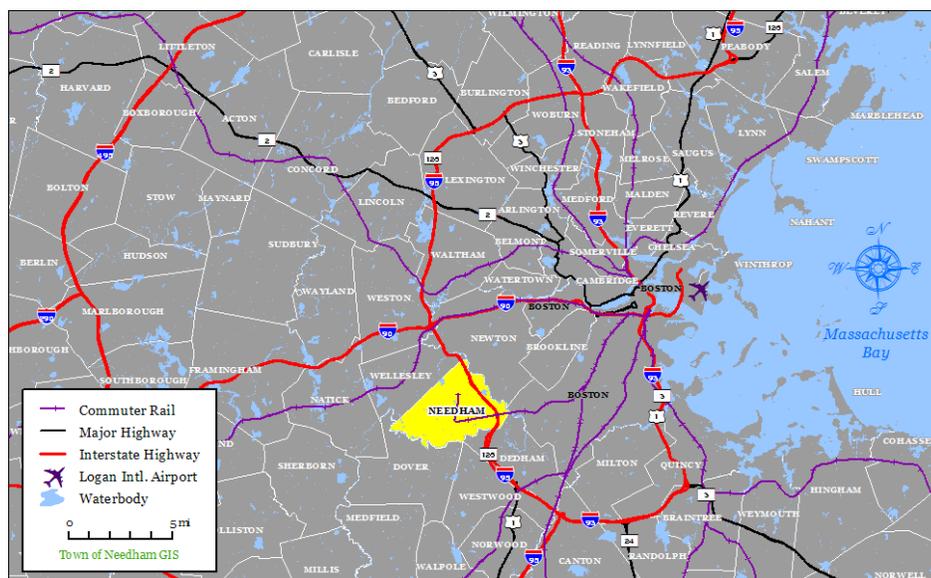
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood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

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

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

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

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



GENERAL GOVERNMENT

BOARD OF REGISTRARS / TOWN CLERK



Staff: Kevin Pendergast, Theodora Eaton, Town Clerk, Sharon Tedesco, Helen Atkinson

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 serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and as licensing agents for the Division of Fish & Wildlife. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. Luckily, the Needham Town Manager's Office has taken over this process.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May according to Needham's Town Charter. Fiscal Year 2011 was somewhat quieter than Fiscal Year 2010 with regards to the number of special town meetings and elections – a nice reprieve. The following is a comparison of the number of elections and town meetings in Fiscal Year 2010 and 2011:

Fiscal Year 2011	Fiscal Year 2010
State Primary – Tuesday, September 14, 2010	Special Town Meeting – Monday, November 2, 2009
State Election – Tuesday, November 2, 2010	Special State Primary – Tuesday, December 8, 2009
Special Town Meeting – Monday, November 8, 2010	Special Town Election – Tuesday, December 8, 2009
Special Town Meeting – Monday, March 14, 2011	Special State Election – Tuesday, January 19, 2010
Annual Town Election – Tuesday, April 12, 2011	Annual Town Election - Tuesday, April 13, 2010
Annual Town Meeting - Monday, May 2, 2011	Special State Primary – Tuesday, April 13, 2010
Special Town Meeting – Monday, May 9, 2011	Annual Town Meeting – Monday, May 3, 2010

Fiscal Year 2011	Fiscal Year 2010
	Special Town Meeting – Monday, May 10, 2010
	Special State Election – Tuesday, May 11, 2010

The Special Town Meeting of November 8, 2010 disposed of 18 articles in two sessions; the Special Town Meeting of March 14, 2011 disposed of 2 articles in one session; the Annual Town Meeting beginning May 2, 2011 disposed of 50 articles in four sessions; and the Special Town Meeting of May 9, 2011 held within the Annual Town Meeting disposed of 8 articles.

FY2011 HIGHLIGHTS

The November 8, 2010 Special Town Meeting approved 17 of the 18 articles including funding in the amount of \$3,500,000 for architectural design, engineering, construction, remodeling, reconstruction and making extra repairs to the Pollard School roof; \$325,000 for architectural design, engineering, construction, remodeling, reconstruction and making extra repairs to the Pollard School; and \$500,000 for architectural design and engineering for the construction of a Senior Center at Needham Heights/MBTA Commuter Lot. The March 14, 2011 Special Town Meeting approved \$758,000 for Pollard School parking and access improvements. The 2011 Annual Town Meeting approved eight zoning By-Law amendments and one General By-Law amendments which were subsequently approved by the Attorney General. Under Article 25 Town Meeting approved the FY2012 Operating Budget in the amount of \$112,243,325. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$131,975,547. An additional \$2,179,000 was authorized for borrowing.

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

VITAL STATISTICS

	<u>FY2011</u>	<u>FY2010</u>	<u>FY2009</u>	<u>FY2008</u>	<u>FY2007</u>	<u>FY2006</u>
<u>Births to Residents:</u>						
7/1/10 - 12/31/10	132	164	161	164	156	139
1/1/11 - 6/30/11	<u>129</u>	<u>126</u>	<u>134</u>	<u>170</u>	<u>132</u>	<u>167</u>
Total Births:	261	290	295	334	288	306
<u>Deaths: Residents</u>						
7/1/10- 12/31/10	117	139	106	98	154	110
1/1/11- 6/30/11	<u>126</u>	<u>122</u>	<u>124</u>	<u>64</u>	<u>127</u>	<u>134</u>
	243	261	230	162	281	244
<u>Deaths: Non-Residents</u>						
7/1/10- 12/31/10	124	114	114	164	118	117
1/1/11 - 6/30/11	<u>111</u>	<u>150</u>	<u>147</u>	<u>59</u>	<u>141</u>	<u>123</u>
	235	264	261	223	259	240
Total Deaths:	478	525	491	385	540	484

Marriages:

7/1/10 - 12/31/10	69	50	57	61	55	58
1/1/11 - 6/30/11	<u>31</u>	<u>26</u>	<u>43</u>	<u>29</u>	<u>35</u>	<u>34</u>
Total Marriages:	100	76	100	90	90	92

Fish and Game Licenses Issued:

7/1/10 - 6/30/11	FY11	FY10	FY09	FY08	FY07
Class F1 - Resident Fishing	55	78	86	81	105
Class F2 - Resident Fishing Minor (Age 15-17)	3	0	5	5	6
Class F3 - Resident Fishing (Age 65 - 69)	14	13	15	14	8
Class F4 - Resident Fishing (70 or over) or Handicapped	31	31	32	25	33
Class F6 - Non-Resident Fishing	0	0	0	1	2
Class F7 - Non-Resident Fishing (3 Day)	0	0	0	0	2
Class F8 - Resident Fishing (3 Day)	0	2	1	2	4
Class F9 - Non-Resident Citizen Minor (Age 15 to 17)	1	0	0	0	0
Class F10 - Quabbin One Day Fishing (Quabbin only)	0	0	0	0	0
Class H1 - Resident Citizen Hunting	9	16	21	14	18
Class H2 - Resident Citizen Hunting (Age 65 - 69)	1	0	2	2	3
Class H3 - Resident Citizen Hunting, Paraplegic	0	1	2	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	1	0	0	0	0
Class H7 - Non-Resident Comm Sheeting Preserve/(1day)	0	0	0	0	0
Class H8 - Resident Minor Hunting (Age 15-17)	0	1	0	0	1
Class H9 - Resident Commercial Shooting Preserve (1 day)	0	0	0	0	0
Class S1 - Resident Sporting	5	20	24	27	35
Class S2 - Resident Sporting (Age 65 - 69)	1	3	3	4	3
Class S3 - Resident Citizen Sporting (Age 70 or over)	23	19	22	20	20
Class S4 - Resident Minor Sporting	0	1	0	0	0
Class T1 - Resident Trapping	0	1	0	0	0
Class T2 - Resident Trapping Minor	0	1	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	0	0	1	0
Class DT - Duplicate Trapping	0	0	0	0	0
Class M1 - Archery Stamp	8	14	16	23	21
Class M2 - Massachusetts Waterfowl Stamps	14	13	8	15	14
Class M3 - Primitive Firearms Stamp	11	15	20	19	20
Class W1 - Wildland Conservation Stamp, Resident	88	135	157	149	182
Class W2 - Wildland Conservation Stamp, Non-resident	2	0	0	1	4
TOTAL	267	364	414	404	487

Dog Licenses Issued:

7/1/09- 6/30/10	FY11	FY10	FY09	FY08	FY07	FY06
Male and Female Dogs @ \$15.	164	169	150	179	193	150
Spayed and Neutered Dogs @ \$10.	2591	2361	2423	2299	2237	2149
Kennels @ \$ 25.	42	41	37	30	28	36
Kennels @ \$ 50.	7	7	7	6	6	5
Kennels @ \$100.	0	1	1	0	0	1
Hearing Dogs - No Charge	0	0	1	0	0	1
Seeing Eye Dogs - No Charge	0	1	3	0	0	1
Transfers @ \$1.00	3	3	13	6	8	4
Prior Years' Licenses (27@\$10/1@\$15)	28	19	25	15	17	8

Replacement Licenses @ \$1.00	31	17	24	8	2	12
TOTAL	2866	2619	2684	2257	2510	2365

Fiscal Year Revenues Paid to Town Treasurer

Fiscal Year	2011	2010	2009	2008	2007
Passports	\$3,650.00	\$5,550.00	\$4,350.00	\$7,805.00	\$8,130.00
General Fees	\$113,498.42	\$97,816.73	\$95,550.86	\$96,054.44	\$88,412.64
Liquor Licenses	\$70,095.00	\$84,470.00	\$58,130.00	\$69,580.00	\$61,755.00
Other Licenses	\$21,192.00	\$20,662.00	\$19,857.00	\$20,255.00	\$22,351.00
Dog Licenses	\$30,089.00	\$27,840.00	\$28,282.00	\$27,044.00	\$26,469.00
Fish & Game	\$141.70	\$210.15	\$241.10	\$235.95	\$290.00
	\$238,576.12	\$236,548.88	\$206,410.96	\$220,974.39	\$207,407.64
SOS, UCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$238,576.12	\$236,548.88	\$206,410.96	\$220,974.39	\$207,407.64
Fish & Game Pd to State	\$2,487.50	\$4,006.50	\$4,583.25	\$4,559.00	\$5,688.75
TOTAL	\$241,063.62	\$240,555.38	\$210,994.21	\$225,533.39	\$213,096.39

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

BOARD OF REGISTRARS

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

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

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

The polling places have been designated as follows:

- | | |
|---|--|
| Precinct A - Hillside School - Gymnasium | Precinct F - Stephen Palmer Community Room |
| Precinct B - Hillside School - Gymnasium | Precinct G - Broadmeadow School Performance Center |
| Precinct C - Newman School - Gymnasium | Precinct H - Broadmeadow School Performance Center |
| Precinct D - Newman School - Gymnasium | Precinct I - William Mitchell School - Gymnasium |
| Precinct E - Pollard Middle School - Inner Room | Precinct J - William Mitchell School - Gymnasium |

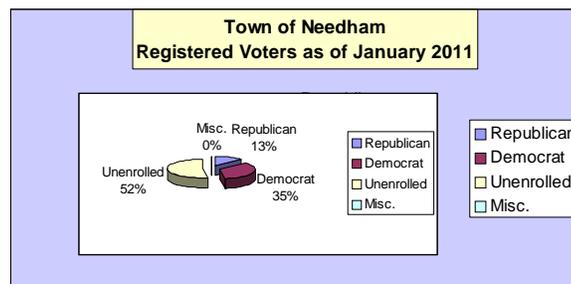
FY2011 HIGHLIGHTS

The Board of Registrars conducted three elections in Fiscal Year 2011 – the State Primary, Tuesday, September 14, 2010; the State Election, Tuesday, November 2, 2010; and the Annual Town Election, Tuesday, April 12, 2011. The following is the voter turnout and percentage of the registered voters in Needham for the three elections in Fiscal Year 2011:

State Primary	September 14, 2010	6,890 or 35.75%
State Election	November 2, 2010	14,254 or 72.95%
Annual Town Election	April 12, 2011	2,793 or 14.70%

The Annual Town Listing of Residents was conducted by mail again this year with a 78.52% turnout. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license renew application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. Thus it is very important to get a full and accurate accounting. In order to accomplish this, we need each and every household to send in their census forms and we would like to see an even greater return in 2011.

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 19,269 plus 1,350 inactive voters. 2010 Population for the Town of Needham includes 30,128 residents plus 1,350 inactive voters for a total of 31,478. The registered voters were comprised of 6,737 Democrats, 2,510 Republicans, 9,990 Unenrolled, 17 Libertarians, and 15 miscellaneous political designations. 1,350 inactive voters brought the total number of registered voters to 20,619.



ANNUAL TOWN CENSUS POPULATION

ALL	VOTERS	+	INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693		----	28,568	
1991	18,284		----	28,470	
1992	18,092		----	28,134	
1993	18,504		----	28,074	
1994	17,703		----	28,384	
1995	18,212		----	28,740	
1996	18,490		----	29,156	
1997	19,306		----	29,340	
1998	19,514		----	29,925	
1999	18,237		1,159	28,630	29,789
2000	18,271		1,358	28,860	30,218
2001	18,741		1,111	29,019	30,130
2002	18,555		1,372	29,237	30,609
2003	18,593		900	29,376	30,276
2004	18,437		1,474	29,107	30,581
2005	18,712		994	28,996	29,990
2006	18,396		1,209	29,078	30,288
2007	18,642		1,043	29,414	30,457
2008	18,903		1,370	29,452	30,822
2009	19,463		934	29,973	30,907
2010	19,269		1,350	30,128	31,478
2011	18,802		1,320	29,636	30,956

* Includes Inactive Voters beginning in fiscal year 1999

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

BOARD OF SELECTMEN / TOWN MANAGER

BOARD OF SELECTMEN

Maurice P. Handel, Chairman
Gerald A. Wasserman, Vice Chairman
Daniel P. Matthews, Clerk
John A. Bulian
James G. Healy

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

DEPARTMENT STAFF

OFFICE OF THE TOWN MANAGER
Sandy Cincotta, Assistant to Town Manager
Nikki Witham, Department Specialist
Lorraine Lederhos, Department Assistant

HUMAN RESOURCES

Sophie Grintchenko, HR Administrator,
Ellen Reulbach, Administrative Assistant

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov. 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 all departments. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2011 IN REVIEW

Selectmen Organization

In April 2011, Gerald A. Wasserman was re-elected to a three-year term on the Board of Selectmen, and James G. Healy was elected to a three-year term on the Board of Selectmen. Following the annual town election, the Board re-organized with Maurice P. Handel as Chairman, Gerald A. Wasserman as Vice Chairman, and Daniel P. Matthews as Clerk of the Board.

During Fiscal Year 2011, the Town's 300th anniversary celebration was in full swing, including a Dancing with the Needham Stars event in March, 2011, and a memorable Needham night at the Boston Pops in June, 2011.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

Capital Facilities, Infrastructure & Sustainability

As has been true over the past several years, the Town of Needham has been engaged in a significant number of capital facility and infrastructure improvements, including:

- The Town Hall restoration project was underway during FY2011, with all Town Hall offices relocated to the newly constructed Public Services Administration Building (PSAB) at 500 Dedham Avenue.
- Design Funds were appropriated for architectural design and engineering for the design of a new Salt Storage Shed to be located at the RTS site.
- Architectural design and engineering funds were appropriated for the construction of a Senior Center at the Needham Heights /MBTA Commuter lot.
- Design efforts for the retrofitting of the modular classrooms and development of parking and access options at the Pollard School were conducted to accommodate the relocation of Newman Elementary School children for the 2011/2012 school year. The first phase of construction began at the end of FY2011.
- Construction funds were appropriated for extraordinary repairs to the Pollard Middle School roof, performed under the Massachusetts School Building Authority (MSBA) Green Building program. This work began at the end of fiscal year 2011.
- Feasibility funds were appropriated for an investigation of the Hillside Elementary School, Mitchell Elementary School and Pollard Middle School to identify and prioritize necessary capital investment. The study was performed during FY2011.
- Foundations for the modular classrooms for the temporary re-location of students at the Newman School during the HVAC repair project were installed during the summer of 2010, and the modular classrooms were installed beginning at the end of FY2011. Major construction on the Newman School began in June, 2011 and is expected to be substantially complete by September, 2012.
- Other infrastructure projects include the reconstruction of the Kendrick Street Bridge over the Charles River, in conjunction with the City of Newton, reconstruction of the Willow Street (Dover)/South Street (Needham) Bridge by the Commonwealth of Massachusetts, the installation of traffic signals at Charles River Street and Central Avenue, the completion of the Great Plain Avenue sewer pumping station, water and sewer line rehabilitation, and other roadway improvements.
- Funds were appropriated for an energy efficiency upgrade study of ten municipal facilities to be completed in FY2012. Sustainability efforts undertaken in FY2011 include the installation of energy control systems in all schools, installation of fuel catalyts to improve fuel oil fired boiler efficiency, upgrade to natural gas in several facilities, installation of lighting control programs, installation of filters, envelope tightening measures, window and door replacements, installation of more efficiency chillers and water heaters, and replacement of appliances with energy efficient models.

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

Facility and Infrastructure Investment
2007 to 2011

Description	2007	2008	2009	2010	2011	Total	Five Year Average
Open Space				920,000	800,000	1,720,000	344,000
Municipal Facilities	79,960	180,000	7,760,000	18,204,837	548,000	26,772,797	5,354,559
Townwide Facilities and Community Services	391,000	291,500	1,870,000	556,291	455,600	3,564,391	712,878
Public Works Infrastructure Program	900,000	1,150,000	1,090,000	1,000,000	2,186,300	6,326,300	1,265,260
School Facilities	1,366,000	20,475,000	1,030,000	27,668,728	4,052,000	54,591,728	10,918,346
Drains, Sewer, and Water Infrastructure	3,336,950	2,956,800	4,322,500	2,533,300	1,483,800	14,633,350	2,926,670
Total	6,073,910	25,053,300	16,072,500	50,883,156	9,525,700	107,608,566	21,521,713

Finance & Organization

During fiscal year 2011, the financial focus was the development of a budget for fiscal year 2012 which was projected for several years to be the most difficult budget year of the current economic downturn.

- In an on-going effort to slow the growth in Townwide and legacy costs, the Town Manager’s fiscal year 2012 budget included the elimination of seven benefit-eligible positions, without a corresponding loss in service delivery.
- By the end of fiscal year FY2011, more than 50% of the Town’s health insurance subscribers were participating in the lower-premium, higher out-of-pocket “Rate Saver” health insurance plans.
- The fiscal year 2012 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. Second, we experienced moderation in energy pricing and reduced consumption, and all departments were judicious in their spending requests, mindful of the global financial situation. Finally, and most importantly, salary and wage rates were not increased for most employees.
- Fiscal year 2011 represented the sixth 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.
- General Government operating budget growth as a percentage of total growth was less than 1% in fiscal year 2011, as shown in the following table.

**Operating Budget
Growth
FY2009 – FY2011**

	FY11	FY10	FY09
Final Operating Budget Total	\$110,084,279	\$105,634,966	\$100,939,012
Operating Budget Growth	\$4,449,313	\$4,695,954	\$4,431,620
% Operating Budget Growth	4.2%	4.7%	4.6%
Final Townwide Budget	\$ 31,718,071	\$ 28,469,570	\$ 27,992,177
Final Minuteman Budget	\$ 369,261	\$ 435,733	\$ 377,427
Final Needham Public School Budget	\$ 46,541,078	\$ 45,382,885	\$ 42,635,484
General Government Budget	\$31,455,869	\$31,346,778	\$29,933,924
General Government Operating Budget Growth	\$109,091	\$1,412,854	\$1,655,273
% Operating Budget Growth	0.3%	4.7%	5.9%

Affordable Housing

- Through the use of CPA funds, the Town has engaged the services of a consultant who is working with stakeholders to develop procedural requirements for reviewing applications submitted to the Town for comprehensive permits under Chapter 40B, including such items as: application submittal requirements, review fees, permit procedures, decision criteria, New England Fund project requirements (including profits and acquisition costs), condominium documents, regulatory agreements, monitoring agreements, affordability restrictions, buyer/tenant selection, and affordable unit design and location.

Economic Development

- 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. Funds to conduct a planning study of the NEBC were approved at the 2010 Annual Town Meeting.
- Work on a business development and permitting guide for small businesses is currently underway.
- In May, 2011 Town Meeting approved changes in allowed use (mostly clarifying medical and medical laboratory uses allowed but also clarifying the allowance of more than one building and more than one use on a lot) and a use determination provision. Further zoning changes aimed at spurring economic activity are planned for fall, 2011.

Open Space/Conservation/Recreation

- A stakeholder summit was held October 2010. A small working group (BOS, School, Conservation, CPC, Park and Recreation, Finance Committee) has been working to develop a long-term plan and open space parcel acquisition strategy.
- The Parks and Forestry Division and the Town's selected landscape contractor planted 60 trees, 128 shrubs, and 50 perennials on the recently acquired Carol-Brewster property, along with the seeding of 1.07 acres with a meadow wildflower mix and a conservation wildlife seed mix.
- The May, 2010 Special Town Meeting approved the purchase of a parcel at 174 Charles River Street which will be used to help the Town improve the usefulness of the Walker Gordon Field, and will also provided increased opportunities for recreation. The house was demolished in FY2011. Funding for improvements to the Walker Gordon ball field and play area were approved at the 2011 Annual Town Meeting, and permitting is underway for the entire project.

COMMISSIONER OF TRUST FUNDS

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

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

prudently grow those assets.

In 2009 and again in 2010, 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 Jan 2008.

The COTF currently have oversight of 88 trusts. Three new trust funds for the purpose of awarding scholarships were added during Fiscal Year 2011 totaling \$98,000. 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 seven years from a total of \$2.2 million at the start of fiscal year 2002, to about \$3.419 million at the end of fiscal 2011.

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

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Director of Finance, Accounting, Assessing, Collector and Treasurer, Information Technology, and Parking Clerk. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. The Department also provides and supports system-wide applications and the Town's network. The Information Technology Center also supports and hosts a number of specific software applications for various functions of municipal government. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees contract compliance, as well as 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 \$114 million general fund budget, \$15 million in special revenue, \$17 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis the Department processes hundreds of invoices for payment to vendors, for services and supplies, procured by Town departments.

2011 HIGHLIGHTS

The Town's fund balance showed improvement due in part to healthier receipt levels in areas that are more volatile based on the general economy. Building activity remained strong and the related revenues stable, but the growth in building permit revenue for FY2011 was impressive with total receipts of \$1,183,603 compared to \$892,047 in FY2010. Restaurant

and hotel economic activity was better and revenues were much higher than the prior year, \$393,957 compared to \$110,509 for meals excise and \$408,883 compared to \$278,706 for the room excise. The Town's finances were helped by the lower increase in compensation for FY2011; base wages were only increased in exchange for employee groups moving members to the higher employee co-pay health plans. The combination of improvements with building and excise related revenue and smaller changes in compensation helped to mitigate the lower revenue stream in other revenue categories during the economic downturn without service reductions.

The Town's general fund unassigned balance (previously referred to as undesignated) showed an increase of \$2,679,230 from \$6,184,718 in FY2010 to \$8,863,948 in FY2011 for the aforementioned reasons. The total fund balance ratio to general fund revenue was 17% for the year ended June 30, 2011, but was due in great part to the new reporting classifications as a result of Government Accounting Standards Board's Statement 54 which includes both the general and capital stabilization fund balances as part of the General Fund rather than other Governmental Funds. The legal purposes and governance of the stabilization funds have not changed and appropriations to and from the Funds still requires a vote of Town Meeting. The ratio for FY2011 without the stabilization funds included was 12.8%, which compared to 12.3% and 12.1% for FY2010 and FY2009 respectively which was comparable to the Town's fund ratios during the last economic slow downs in the late 1990's early 2000's. The year end results are in keeping with management's underlying long-term planning goals of sustainability.

The two capital projects that were approved for funding in part from the Massachusetts School Building Authority (MSBA) school assistance programs were under construction for part of FY2011 and should be completed by the end of calendar year 2012. The first of the two was a \$3,500,000 debt authorization to pay for the replacement of the Pollard Middle School roof. The MSBA committed to a reimbursement rate of 35.42% on the eligible expenses incurred by the Town to replace the roof. The Newman School was the other MSBA eligible project which will be finished by the summer of 2012. This project entailed the modernization of the heating and ventilation systems in the school and abandonment of the existing system. Other upgrades involved code compliance, roof, electrical and information system infrastructure. Most of the students were moved to temporary leased modular classrooms that were setup in the parking lot of the Newman School and other students were relocated to the Pollard School modular classrooms, which were not in use because of the move of the six grade students to the renovated High Rock School. The total authorized budget for the Newman School project was \$27,412,128. The MSBA projected share of the project was \$8,427,981.

The Town also moved forward to conduct a condition assessment of the Hillside and Mitchell elementary schools. The assumption was that both buildings will be fully renovated or replaced; a report is expected by the end of FY2012 with options for the Town to consider. The School Committee's preliminary request for the two buildings was approximately \$57 million.

Construction funding for the preservation and renovation of Town Hall in the amount of \$18,155,746 that was approved in 2009 was substantially completed for a return to the building in the fall of 2011. 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. The final bond issue for this project is expected to be done by December 2012. In November 2010 the Town Meeting approved funding for the design of a new Senior Center at the Needham Heights commuter parking lot.

The Town maintained adequate reserves for property tax abatements and exemptions for the fiscal year as well as for uncollected taxes from prior fiscal years. The number of abatement application filings for FY2011 declined by 13 from FY2010. For the FY2010 tax year the Town received 149 filings, for FY2011 the Town received 136. The Town approved abatements in the aggregate of \$81,168 for FY2011 compared to \$131,011 for FY2010. However there was an estimated added exposure for abatement filings under appeal before the Appellate Tax Board of \$73,199. Due to a change in State Law through the 2010 Municipal Relief Act, local assessors may audit business equipment filings. The new law provides a mechanism for assessors to ensure proper filings by businesses. The law also allowed the Town to recapture taxes that were not assessed because of incomplete information that was provided to the community for FY2009, FY2010, and FY2011. This resulted in a \$571,761 increase in tax revenue, and was a factor in the higher fund balance.

The Town also took steps to further shore up reserves by appropriating \$494,288 to its Workers Compensation Reserve Fund for claim contingencies that may exceed the annual appropriation and not be covered by excess loss insurance. The Town made no draws against any of its appropriated stabilization accounts: Capital Improvement Fund, Capital Facility Fund, and General Stabilization Fund. Management continues to promote the practice that the non-recurring portion of Free Cash (unassigned 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 ended June 30, 2011, as well as the Statement of Net Assets for each of the three enterprise funds for the fiscal year. We have provided the statements of Budget Appropriations and Expenditures for the General Fund, RTS Enterprise Fund, Sewer Enterprise Fund, the Water Enterprise Fund, and the Community Preservation Administrative budget for fiscal year 2011, as well as the Schedule of Trust Funds for the year ended June 30, 2011. Also included in this Town Report is the Fiscal Year 2011 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: Therese Altieri, Assistant Town Accountant, Suzanna Giddings, Accounts Payable; Cynthia Salamone, Payroll; vacant, Administrative Specialist

The fiscal year 2011 budget provided six month funding for the Assistant Town Account position, with full year funding approved at the May 2011 Annual Town Meeting for fiscal year 2012. In January Therese Altieri was promoted to the Assistant Town Accountant position. She previously was the full time Department Specialist for accounts payable. In March the office welcomed Suzanna Giddings as the new accounts payable person. Cynthia Salamone assumed the responsibilities of the payroll clerk for the department after the departure of Ruchir Garg, the previous payroll clerk.

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 public classification hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office which added new value to the property. All these inspections were completed prior to June 30, 2011. This is the statutory deadline for the collection of New Growth for the following fiscal year.

The latter part of fiscal year 2011 was devoted to preparation of the statistical documentation required by the Massachusetts Department of Revenue for the Triennial Recertification. This involved an intensive review using all the mandated Department of Revenue methodologies for the revaluation of all residential, commercial, industrial and personal property within the Town of Needham.

Fiscal year 2011 was the first year that the small business personal property exemption, voted by Town Meeting, took effect. The exemption is only applicable to personal property accounts that have a total assessed value that is less than \$5,000. Personal property accounts with a total assessed value which exceeds \$5,000 are not eligible for the exemption. The adoption of the exemption reduced some non-cost efficient administrative demands on the office by eliminating the need to bill small tax accounts that generate minimal tax

revenue. Over four hundred previously taxable accounts were eliminated from the tax roll for the year. The average total value of the exempted accounts is \$2,214 with an average bill of less than \$46 for the year.

Parcel Types	2009	2010	2011
Single Family	8,341	8,334	8,346
Condominium	675	755	772
Two Family	293	281	277
Three Family	17	16	15
Four + Family	24	27	26
Vacant Land	173	187	178
Chapter Land	15	13	13
Mixed Use	26	24	24
Commercial	369	373	370
Industrial	47	45	45
Personal Property	1,113	1,091	620

Of the 10,691 Real and Personal property accounts billed in FY2011, the value of 50 of those properties, or .004% saw changes in their value through the abatement process vs. .006% in FY2010 and .007% in FY2009. The average adjustment in tax dollars for FY2011 was \$1,613 vs. \$1,487 for FY2010.

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; Dawn Stiller, Department Specialist; James "Gordon" 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 in 2009 to reflect the changes that have occurred. The Treasurer earned just \$161,028 in interest income for the General Fund during FY2011, which is down significantly from FY2010 which saw \$497,129 in General Fund interest earnings. Interest rates had fallen to some of the lowest levels in recent history and remain essentially flat for over two years. The outlook for FY2012 shows limited upswing in interest income as interest rates continue to remain below one percent in most instruments that the Treasurer is legally allowed to invest.

During fiscal year 2011 the Treasurer's office, thanks to the generosity of Needham residents, awarded \$20,050 in property tax relief to the elderly and disabled to 47 Needham households. The property tax assistance appropriation of \$15,715 was awarded to 33 Needham households.

The Treasurer issued \$16,442,613 in long term debt and \$604,744 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, 2011 was \$91,103,384.

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 2011, approximately \$113.1 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	\$89.3 million
Motor Vehicle and other Excise	\$ 4.3 million
Personal Property Tax Collections	\$ 3.7 million
CPA Surcharges	\$ 1.6 million
Delinquent and Deferred Tax Collections (Including penalties and interest)	\$ 0.7 million
Ambulance Service Fee Collection	\$ 0.6 million

Issued	2009	2010	2011
Sewer and Water Bills	46,139	46,017	45,641
Real & Personal Property Tax Bills	43,854	44,267	43,402
Motor Vehicle Excise Bills	27,533	27,934	28,096
RTS Sticker Applications	9,024	8,968	9,205

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

The Information Technology Center (ITC) supported or worked directly with 50 applications used throughout the Town departments and supported 225 PCs and laptops, 21 servers, and 109 communication devices. Requests for ITC support of hardware and software continue to grow through the Town's departments with many looking for ways to incorporate new applications to help increase efficiency and productivity within their departments. The table below compares the number of business days it took ITC staff to address a request for assistance by Town staff.

Business Days	1 BD	2 BD	3 BD	4 BD	5 BD	+5 BD	Total
FY2010							
Requests	3,457	193	237	153	73	45	4,158
Percent	83.1	4.6	5.7	3.7	1.8	1.1	100
FY2011							
Requests	3,341	255	398	199	78	53	4,324
Percent	77.3	5.9	9.2	4.6	1.8	1.2	100

During FY2011 the ITC major project activity was primarily focused on planning and coordinating the technology setup for the renovated Town Hall that is scheduled to reopen to the public in the fall of 2011. This work included regular meetings with the Public Facilities Department staff and vendors that will be providing various services prior to, during, and after the move of the offices from the Public Services Administrative Building (PSAB) to the Town Hall, and then the administrative offices located at the DPW building move to PSAB. In FY2011 there were 5 planned or unplanned downtime events for FY2011 compared with 6 events in FY2010. The total number of hours that the network was available during FY2011 was 8,711 hours out of 8,760 or 99.4. This compares to FY2010 where the total number of hours that the network was available was 8,692 hours out of 8,760 or 99.2.

OFFICE OF THE PARKING CLERK

Debra Smith, 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.

Tickets	2009	2010	2011
Tickets Issued	8,641	7,413	6,494
Tickets Appealed	405	390	333
Tickets Voided	293	343	291

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.

FINANCE COMMITTEE



(Left to Right): Richard Zimbone, Richard Creem, Steve Rosenstock, Matt Borrelli, Chair, Richard Reilly, John Connelly, Lisa Zappalla, Richard Lunetta, Louise Mizgerd, Executive Secretary, Gary McNeill

MISSION

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.)

The Finance Committee works productively with the Town Manager each year 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 asks probing questions of department managers and town management. Requested expenditures often exceed estimated revenue, making these questions not only worthwhile but essential to the budget process. The process includes meetings, site visits, research, and analysis on behalf of Town Meeting members and the citizens they serve. Through this process, the Finance Committee strives to ensure that Needham is secure in its financial integrity, and that the Town can maintain its infrastructure, and preserve the vital services which its citizens continue to enjoy.

FY2011 HIGHLIGHTS

Operating Budget Recommendation for FY 2012

During FY 2011, the Finance Committee faced another challenging year working to reach a balanced budget recommendation for FY 2012. The Finance Committee began its budget process on December 8, 2010, when departmental spending requests and the School Department’s initial budget request were submitted. The Finance Committee held numerous hearings to review each individual department request. As 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 on all requests.

The Finance Committee received the Town Manager's executive budget and revenue estimates submitted on January 31, 2011. The Town Manager's executive budget included a recommendation for the School Department budget in FY 2012. The Finance Committee carefully reviewed and considered, in detail, the Town Manager's recommendations. As authorized in the by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

The Finance Committee carefully reviewed and considered the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town, in tandem with the School Committee's voted budget. The Finance Committee worked cooperatively with the Town Manager and with the Superintendent of Schools and the School Committee in balancing the requests of the various municipal departments with the schools' request.

Thereafter, the Finance Committee worked diligently to prepare a draft preliminary balanced budget recommendation that it submitted to the Town Manager on February 18, 2011. The final recommended balanced budget was submitted in March 2011 for inclusion in the Annual Town Meeting Warrant. For FY 2012, the Finance Committee ultimately recommended fully funding most municipal departmental budget requests, including some municipal departmental requests for additional funds, such as funds to allow the Library to continue opening at 9:00 a.m. and to be funded sufficiently to maintain state certification. The Finance Committee also recommended fully funding the School Committee's budget request, plus an additional software package. Although the Finance Committee projected decreasing state aid and local receipts for FY 2012, it also anticipated an offsetting increase in property tax receipts. In addition, health insurance costs were expected to decrease as many Town employees had migrated to lower premium rate-saver plans. As a result, the FY 2012 recommended budget provided a 1.9% increase over the approved operating budget for FY 2011. The Finance Committee commends the Town Manager and School Superintendent for reaching agreements under which most employees would migrate to "rate saver" health plans in exchange for a modest salary increase. The savings from the lower premium plans provided the opportunity for the Finance Committee to recommend a budget for FY 2012 that was balanced yet maintained the same level of services for residents during a particularly challenging economic climate.

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

- Maintain essential services currently provided to citizens and other user groups
- Maintain commitment to infrastructure spending
- Preserve and enhance financial stability
- Encourage long-term planning in all departments
- Evaluate new services and requests

Capital Spending Recommendations for FY 2012

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 available for Fiscal Year 2012 was approximately \$3.38 million, of which almost \$1.8 million was available to be appropriated for capital items with the balance held in reserve for unexpected expenses.

Recurring requests for on-going programs and replacement schedules, such as for ongoing public facility repairs and basic upgrades, or planned vehicle replacements, represented over 80% of the available Free Cash allocation for FY 2012. In addition, the Finance Committee recommended funding of a number of FY 2012 capital requests with debt, including the Pollard School improvements, the purchase of an Emergency One Fire Engine, the replacement of the High School C Building Roof, and the continuation of the Public Works Infrastructure Program.

FUTURE CHALLENGES

Although the economy was no longer in a recession, the economic conditions at the local, state, and federal levels remained fragile during FY 2011, which was expected to continue into FY 2012. State aid was expected to decrease once again, but by a lesser degree for FY 2012. At the same time, the demand for town services continued to increase, particularly in the schools. In order to continue to provide these services without burdening future generations, the Town remains committed to achieving sustainability in its budgeting. The goal is to balance the Town's current needs without compromising the ability to meet future needs. The Finance Committee adheres to a policy that operating budgets 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 continued sustainability effort, the Town has exercised great fiscal restraint by maintaining a plan providing for containing legacy costs wherever possible, asking departments for judicious budget submissions, and achieving significant energy savings through conservation and the use of alternative energy sources. In budgeting for FY 2012, managers were asked to calculate expected expenses by building the budget up from projected needs and not simply applying a percentage increase over prior years' expenses. The Finance Committee found that this approach led to well-tailored spending requests. The Finance Committee cautioned, however, the anticipated discontinuation of federal stimulus funds that are expected to support the School Department through FY 2012 will present a significant challenge ahead. Looking forward to FY 2012, the Finance Committee also began discussions of the financing options for the proposed new Senior Center. The Committee had extensive discussions and consultations regarding the possibilities and limitations of financing that project through excluded debt or debt within the levy.

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 careful long-term planning. The Finance Committee believes that long-term planning efforts can help prepare for 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. Each Finance Committee member dedicates countless hours to achieving a budget that is a fair and equitable to recommend to Town Meeting. The Committee further believes that its independent and objective recommendations help make Needham a desirable and secure place to live.

LEGAL DEPARTMENT

David Tobin, Town 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.

FY2011 HIGHLIGHTS

During Fiscal Year 2011, commencing July 1, 2010 and ending June 30, 2011, 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, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission.
- Town Counsel provided legal assistance in the acquisition, disposition and rental of town owned land.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

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

- Labor relations
- Conservation

FY2012 FORECAST

In Fiscal Year 2012, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael K. Fee, Town Moderator

Department Staff: None, Budget: Zero

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 long-term debt.

Town Meeting convened twice in 2011, the year in which we celebrated Needham's Tercentennial. We convened in May at our Annual Town Meeting and again in November in a Special Town Meeting. The November Special Town Meeting was the first held in the newly renovated James H. Powers Hall in the beautifully renovated and expanded Needham Town Hall. During the Annual Town Meeting in May 2011, Town Meeting Members acted on a Warrant containing 50 articles and worked through an operating budget for Fiscal Year 2012 that authorized over \$112 million in expenditures for our town. The November Special Town Meeting tackled a very full warrant. Because the Special Town Meeting coincided with the re-dedication of Town Hall and the 300th Anniversary Gala, the Meeting was attended by numerous dignitaries, including Martin Spurling, the Mayor of Needham Market, Sussex, England, our town's sister city in England.

Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance of the Richard Patton Melick Foundation for over ten years 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 Annual Town Meeting, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Pollard Middle School. The League helped arrange and publicize an orientation session that I conducted at the Warrant Meeting for newly elected Town Meeting Members. I have also continued my participation in the Massachusetts

Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report. 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 2011. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

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

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 \$106,868,580. 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 \$91,645,581 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 has accepted a new actuarial study as of January 1, 2011. Needham's pension obligation will be 100% funded by the year 2028.

PERSONNEL BOARD

John Dennis, Chairman

Patricia Forde, Vice Chairman

Joseph Herlihy

Vivian Hsu

Richard Lunetta

Department Manager: Elizabeth

Dennis, Director of Human Resources

PURPOSE/MISSION/AUTHORITY

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.

FY2011 ACCOMPLISHMENTS AND ACTIVITIES

In Fiscal Year 2011, the Board continued its regular duties by recommending no cost-of-living wage increase for non-represented personnel in Fiscal Year 2012 which replicated provisions contained within memoranda of agreement that extended the collective bargaining agreements for one year for all but two organized units. The Board supported the recommendation to move benefit eligible employees from the higher premium health plans to lower premium but higher out of pocket health plans. This change was then implemented for both Town and School benefit eligible employees. Board members also established the salary for elected officials.

In order to meet the ever-changing needs of the Town and the employment market, the Board created one new position description, namely Facility Operations Shift Supervisor designed to provide supervision to the second shift trades and custodial personnel.

Five Memoranda of Agreement were approved for the Needham Independent Public Employees' Association (NIPEA) which included a zero percent cost of living adjustment for FY 2011 and FY 2012, a 2% increase for FY 2013 and a 2.5% increase for FY 2014. In addition, this group was the first to agree to move to the so-called rate saver health insurance plans which have a 15% lower monthly premium than the other plans.

Board members heard and adjudicated one grievance filed by a DPW employee represented by NIPEA.

Staff reported to the Board on a variety of issues including employee training opportunities, budget proposals, and negotiations with collective bargaining units to introduce alternative health insurance plans to employees. Town-wide harassment prevention training was started in FY 2011. 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

PLANNING BOARD:

Bruce T. Eisenhut, Chairman
Sam Bass Warner, Vice-Chairman
Martin Jacobs
Jeanne S. McKnight
Ronald W. Ruth

STAFF:

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

PURPOSE

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

- Review and Approval/Disapproval of:
 - Approval-Not-Required (ANR) Plans
 - Preliminary Subdivision Plans
 - Definitive Subdivision Plans, including ongoing administration
 - Site Plans of certain larger developments (major projects)*
 - Residential Compounds (RC's)*
 - Scenic Road Applications
 - Outdoor Restaurant Seating Applications
 - This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.
- Review and Advisory Reports on:
 - Site Plans of certain smaller developments (minor projects)
 - Applications to the Board of Appeals for variances and special permits
 - Petitions for acceptance/discontinuance of public ways
- Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting
- Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)
- Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same
- Reprinting of Town Zoning By-Laws and Zoning Map

- Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)

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.

FY2011 ACCOMPLISHMENTS AND ACTIVITIES

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

Fiscal Year 2011 showed a slight decrease in permitting activity over the previous fiscal year 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 5 new applications as “Major Projects” under the Site Plan Review By-Law and issued 7 amendments on previously approved “Major Projects”. In addition, the Board processed 3 subdivision plans and a total of 4 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 40 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 previous fiscal year the Department continued 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. The articulated goals were met for two of the studied criteria. During the monitoring period, the Board processed 13 new and amended special permit applications and 3 subdivision applications. On average, the Board held public hearings within 27 days of application receipt, issued its decisions within 9 days of the close of the public hearing, and filed written decisions with the Town Clerk within 8 days of issuing a permit. The total time required to process an application averaged 67 days, with a minimum of 28 days and a maximum of 115 days. The Department plans to continue to track these events and will submit a similar synopsis with its Fiscal Year 2012 report.

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

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

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in Fiscal Year 2009. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process achieved two primary objectives: 1)

developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. Warrants for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009. Implementation of the Plan and its recommended next steps agenda remains one of the primary goals and functions of the Department.

In Fiscal Year 2011, the Department, in collaboration with the Planning Board and CEA, initiated By-Law changes to the Neighborhood Business Districts in response to constituents' complaints; corrective By-Law amendments to remedy errors which had arisen over time; technical amendments to the NEBC, Highland Commercial-128 and Mixed Use-128 Districts to make sure that medical laboratories, multiple uses and multiple buildings were allowed as envisioned; an outdoor restaurant seating zoning amendment to allow outdoor seasonal dining together with a General By-Law amendment necessary to allow such uses on public sidewalks or property; and a Zoning By-Law amendment which authorized the Planning Board to make a determination that a use was within the same general use category and was similar in kind and impact to one specifically allowed in the Use Regulations by right or by special permit. These zoning amendments were overwhelmingly approved at the Annual Town Meeting in May 2011.

The Director of Economic Development served as ombudsman for businesses, town departments and individuals on a wide variety of development issues. During Fiscal Year 2011, the Economic Development Office completed a Commercial Permitting Guide for property owners, developers, brokers, and contractors who want to develop land in Needham. The Guide contains clear, easy-to-follow instructions for seeking permits and approvals from Town boards and departments. Although no permitting guide can provide an all-inclusive look at the permits and approvals required for a specific project, the hope is that the booklet will assist applicants in understanding the basics of Needham's development review and permitting procedures thereby ensuring a more transparent and predictable process.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham, Wayland and Watertown. HUD allocated approximately \$1 million to the consortium for the development of low and moderate-income housing. 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 Department, oversaw the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in Fiscal Year 2008, was completed in Fiscal Year 2009. Currently, the Town is bankrolling its allocation of funds under the program pending allocation to a suitable follow-up project.

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the updating of the Land Use and Zoning Plan for the New England Business Center. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the New England Business Center remains an overarching goal of the Board and Department.

CONSERVATION

PURPOSE

CONSERVATION COMMISSION
Lisa Standley, Chair
Dawn Stolfi Stalenhoeft, Vice-Chair
Paul Alpert
Janet Bernardo
Marsha Salett
Carl Shapiro
Sharon Soltzberg

DEPARTMENT STAFF
Patricia Barry, Director of
Conservation

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

Conservation Commission undertakes broader environmental and land-management functions including:

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

The Conservation Commission is assisted by a full-time Conservation Officer; a part-time Conservation Specialist and a part-time Administrative Assistant.

FY2011 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications ranging in complexity from the construction of single-family homes and additions to more complex construction projects such as the Reservoir B Pump Station replacement project, the Pollard and Newman School parking expansion and redevelopment projects, the Kendrick Street Bridge project, and several town and state drainage improvement projects. During FY 2011, the Conservation Commission met formally twenty two (22) times and held a total of

seventy nine (79) public hearings (refer to Table 1). In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to either modify, extend or close out a permit. The Commission handled seventy three (73) of these requests during this fiscal year – thirty one (31) more requests reviewed than FY 2010. Finally, for that small percentage of projects that occur within the Commission’s jurisdiction obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2011, seven (7) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

Table 1: FY2011 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent	30
Request to Amend Order of Conditions	8
Request for Determination of Applicability	16
Abbreviated Notice of Resource Area Delineation	0
Extension Permit	3
Emergency Certification	4
Certificate of Compliance	20
Minor Modification Request	19
Enforcement Order	7
Trail Maintenance Notification Form	6
DPW Generic Permit Activity Notification Form	2
Exemption Letter	11
Conservation Restriction	1

In their role as land managers, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan and finalize the Open Space Plan. In coordination with the Trails Advisory Group, the Commission helped organize the first Spring Trail Day in April that consisted of guided nature walks and volunteer trail clearing at Ridge Hill Reservation. Furthermore, the Commission partnered with the Town of Needham Eco Explorer Leadership Team to maintain the trails at Mitchell Woods along with several Eagle Scouts and Girl Scout trail maintenance projects. Additionally, under M.G.L Chapter 184 Sections 31-33 the Commission received a gift of a permanent conservation restriction at 1509 Central Avenue. This conservation restriction will protect significant scenic, aesthetic and ecological values.

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

PUBLIC SAFETY

BUILDING INSPECTOR

*Daniel P. Walsh
Stephen A. O'Neil
Eric G. Libby
William A. Kinsman
Scott W. Chisholm
Christina D. Hooper
Joseph T. Mullin*

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 oversees 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, 247 hotel units and 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.

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

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

Number of Employees	Budgetary Data	
Full-time 7	Salaries	\$445,919
Part-time 7 (substitutes)	Expenses	\$15,682
	Total	\$461,601

The Building Department issued 3,896 permits and collected \$1,206,173 in permit fees in fiscal year 2011.

NUMBER OF PERMITS ISSUED/FEE COLLECTED

	2008	2009	2010	2011
Building	1,185/\$1,517,270	1,208/\$728,213	1206/\$719,332	1386/\$955,193
Plumbing	860/\$73,965	757/\$66,230	660/\$48,278	817/\$58,156
Gas	475/\$20,361	487/\$21,466	396/\$17,514	463/\$19,420
Wiring	1,241/\$226,219	1,060/\$115,116	957/\$102,246	1160/\$127,387
Sheet Metal	0	0	0	42/\$7,216
Signs	65/\$5,250	24/\$2,025	56/\$4,475	21/\$1,525
Swimming Pools	10/\$1,450	7/\$1,050	6/\$800	7/\$1,050
Weights & Measures	\$4,766.75	\$5,360	\$4,713.50	\$9,410.50
Miscellaneous Fees	\$30,688	\$37,260	\$29,482	\$26,816
Totals	3,836/\$1,879,969.75	3,543/\$976,720	3,281/\$926,840.50	3896/\$1,206,173.50

**NUMBER OF BUILDING PERMITS ISSUED FOR
DIFFERENT CONSTRUCTION PROJECTS**

	2008	2009	2010	2011
New Single Family Dwellings	63	66	66	67
New Two Family Dwellings	29	4	4	5
New Non-residential Buildings	4	2	5	3
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	732	858	712	942
Add/Alter Existing Non-residential	120	122	83	108
Demolish or Relocate	96	96	160	101
Swimming Pools	10	6	11	9
Signs	65	22	57	21
All other Building Permits	141	63	321	166
Total	1,260	1,239	1419	1422

FIRE DEPARTMENT

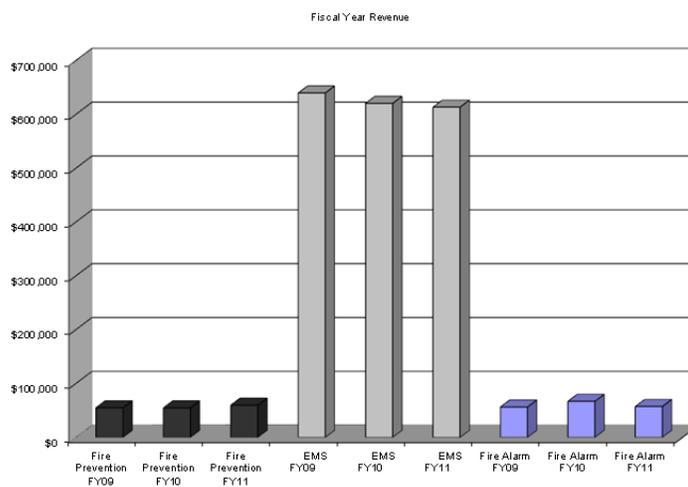
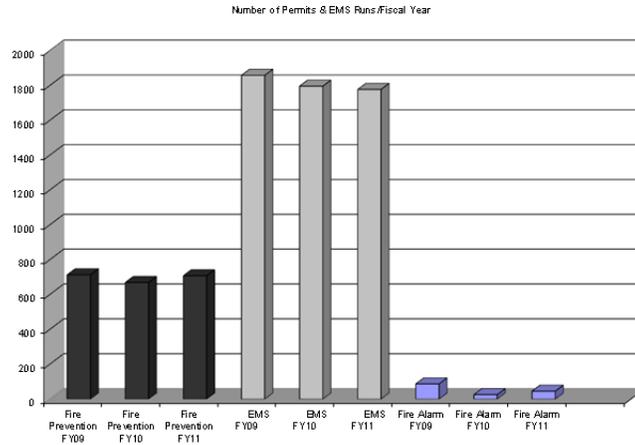
Paul Buckley, Fire Chief

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.

FY2011 HIGHLIGHTS

- In August 2010, Thomas O'Brien joined the department as a Public Safety Dispatcher.
- On May 18, 2011, Deputy Chief of Operations Alfred DeIulio retired, ending a career that spanned more than 33 years of professional service.
- The department welcomed Captain Donald Anastasi as the newly promoted Deputy Chief of Operations on May 28, 2011.
- Lieutenant Matthew Dooher was promoted to the rank of Fire Captain on June 13, 2011.
- At the Annual Town Meeting in May 2011, the body approved to appropriate \$400,000 for the purchase of a new fire engine. Once placed into service, the new engine will serve as a front-line emergency response vehicle.
- In April of 2011, Chief Buckley attended the Congressional Fire Services Institute in Washington, D.C., where he met with Senator Scott Brown and Representative Stephen Lynch. The main focus of these meetings was to request funding for local fire service initiatives including response capabilities on Interstate 95.
- In February 2011, the department placed into service a firefighting foam trailer. This custom built trailer is one of five trailers strategically located within our region to respond to major incidents, especially those located on the highway. The funding and training for this trailer was provided by the Department of Homeland Security.
- Once again, the department received a \$2,000 Bio-Terrorism grant from the Department of Public Health to maintain and provide continuing education on the Mass Decontamination Unit.
- The department was awarded a \$5,415 Student Awareness of Fire Education (SAFE) grant. This program is a state initiative to provide fire safety education to children in grades Pre-K through 12. In addition, fire safety education programs are presented to the senior population and various groups throughout Town.
- The department offered a few specialized training programs throughout the year including the annual EMT-B/P Refresher Course, Confined Space Awareness, Foam Trailer Unit training, and Safety for the Firefighter. In addition, in-house training included monthly EMT meetings/rounds, quarterly Defibrillation training, Rescue Boat training, Mass Decontamination Unit training, and various building tours.
- In the fall of 2010, our Public Safety Dispatchers recertified their skills in Emergency Dispatch Training (EMD). EMD training helps the dispatcher to efficiently gather information, dispatch appropriate resources and effectively communicate between caller and responders.



POLICE DEPARTMENT

Philip E. Droney, Chief of Police

PURPOSE

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

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

Consistent with the above, the department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility. The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

POLICE DEPARTMENT EMPLOYEES

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

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

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

Personnel Changes FY2011

- During the year, five police officers were hired: Robert Peck, Vincent Turco, Anthony Frongillo, Roger Noll and Michael Lamb.
- Officer Richard Forbes was promoted to the rank of Sergeant.
- Two police officers retired, Sergeant Richard Grudinkas with over 41 years of service and Officer Robert Driggs with 25 years of police service.
- Officer Robert Mullins resigned after 9 years of service and Officer Michael Tetrault returned to the Fall River Police Department.
- Civilian Administrative Assistant Loretta Sharpe left the department after 12 years of service and Parking Attendant Patricia Nash retired after 20 years of service.
- Civilian dispatcher Daniel Mancini left the department after 3 years for a position with the Federal Government. Patrick Feeney was hired as a civilian dispatcher.

Department Assignments FY2011

- 527 child safety seats were installed by Officer James Treggiari during the year.
- Officer Karl Harmon served as Community Service Officer and Officer R. Vincent Springer served as School Resource Officer.
- Officer Leo Schlittler and Sergeant R. Forbes were assigned to Metro Lec regional computer crimes unit.
- Lieutenant John Schlittler was assigned as liaison officer for the Town's 300th anniversary celebration.
- The Department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

TECHNOLOGY & PROJECTS FY2011

During the fiscal year the department upgraded the audio and video capability in the police booking room. This upgrade enhances officer safety and security.

For the fourth year in a row, the Police Department participated in the International City Manager's Association (ICMA), Center for Performance Measurement (CPM) data collection study. This project allowed the Department to evaluate fiscal year activities against

those of prior years, and also to compare our agency with other police departments across a wide range of criteria that is common to law enforcement agencies.

FY2011 ACTIVITY COMPARED WITH RECENT YEARS

Category	FY2007	FY2008	FY2009	FY2010	FY2011
Calls for Service	26,826	27,402	24,414	27,322	32,490
Incident Reports	1,925	1,619	1,626	1,691	1,777
Larceny	208	213	199	238	211
Vandalism	109	81	61	86	83
Breaking and Entering	40	45	33	52	31
Assaults	44	25	44	33	42
Drug Violations	22	18	11	17	25
Operating under the Influence	23	22	32	24	29
Adult Arrests and Complaints	365	323	300	328	318
Juvenile Arrests and Complaints	50	37	24	29	20
Traffic Violations	3,106	4,157	3,688	4,142	3,966
Alarms	1,850	1,742	1,609	1,533	1,418
Accidents Reported	434	436	402	419	463

- The number of calls for police service has increased over FY2010 levels.
- In February a Norwood man was sentenced to twenty years imprisonment for his part in a series of bank robberies which occurred in 2009. Subject was arrested by Needham Police and FBI after robbing the Sovereign Bank on July 1, 2009.
- In March a former Needham Doctor and a nurse practitioner who worked with him were charged in U.S. District Court with illegally distributing controlled substances resulting in deaths. This investigation began with Needham Detectives back in 2003, and they continue to offer assistance in the case.
- The number of reported breaking and entering cases has decreased from the previous fiscal year.
- Larceny and vandalism reports have also decreased from the prior year.
- Reported assaults increased this year, from 33 to 42.
- Both adult and juvenile arrests/complaints decreased from the previous year.
- In FY 2011 the department billed \$12,050 in false alarm fees.

EDUCATION

FUTURE SCHOOL NEEDS COMMITTEE

The Future School Needs Committee is a town Committee the annually estimates the projected student enrollment in the Needham Public Schools. The Committee serves in an advisory capacity to Town Meeting. The current membership of the Committee is:

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

FY2011 HIGHLIGHTS

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

FUTURE SCHOOL NEEDS COMMITTEE													
ENROLLMENT PROJECTIONS													
YEAR	2004/2005			05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15
BIRTHS*	315			306	288	334	295	290	325	325	325	325	325
SCHOOL YEAR	2010/2011		PROJ -	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
GRADE	PROJECTED	ACTUAL	ACTUAL										
K	386	363	23	408	393	405	366	360	378	378	378	378	378
1	438	439	(1)	379	426	410	423	382	376	395	395	395	395
2	420	422	(2)	442	382	429	413	426	385	378	398	398	398
3	433	436	(3)	428	448	387	435	419	432	391	383	404	404
4	480	485	(5)	439	431	451	390	438	422	435	394	386	407
5	428	430	(2)	487	441	433	453	392	440	424	437	396	388
6	443	448	(5)	430	487	441	433	453	392	440	424	437	396
7	413	424	(11)	442	424	480	435	427	447	387	434	418	431
8	405	405	0	423	441	423	479	434	426	446	387	433	417
9	362	380	(18)	417	435	454	435	493	447	438	459	398	446
10	360	373	(13)	377	414	432	451	432	489	444	435	455	395
11	367	367	0	367	371	407	425	444	425	481	437	428	448
12	323	329	(6)	363	363	366	402	420	439	420	475	432	423
TOTAL	5,258	5,301	(43)	5,402	5,456	5,518	5,540	5,520	5,498	5,457	5,436	5,358	5,326
K-5	2,585	2,575	10	2,583	2,521	2,515	2,480	2,417	2,433	2,401	2,385	2,357	2,370
6-8	1,261	1,277	(16)	1,295	1,352	1,344	1,347	1,314	1,265	1,273	1,245	1,288	1,244
9-12	1,412	1,449	(37)	1,524	1,583	1,659	1,713	1,789	1,800	1,783	1,806	1,713	1,712
	5,258	5,301	(43)	5,402	5,456	5,518	5,540	5,520	5,498	5,457	5,436	5,358	5,326

* REFLECTS JULY 1 TO JUNE 30 BIRTHS

MINUTEMAN REGIONAL HIGH SCHOOL

ABOUT MINUTEMAN

Minuteman is a four-year public high school serving the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs.

NEEDHAM ENROLLMENT

As of October 1, 2011 thirty-one (31) high school students and three (3) post graduate students were enrolled at Minuteman providing a full time equivalent (FTE) of thirty four (34) residents of Needham.

Minuteman experienced a 7% increase in the Freshman Class resulting in the largest freshman class in 12 years. The “Benefits of Minuteman” are clear:

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

NEEDHAM HIGH SCHOOL AND MINUTEMAN HALF DAY PROGRAM

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

Minuteman offers 'Post Graduate' programs to Needham residents of any age who are seeking to enhance their skill development. Post-Graduate Students are charged tuition to offset operating costs.

CLASS OF 2011 GRADUATE ACHIEVEMENT HIGHLIGHTS

- 73% college bound or advanced Technical Training, 12% career bound and 4% military. Overall, graduates achieved an 89% positive placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 90% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 78% of Cosmetology graduates passed State Board examinations.
- Health Occupation graduates achieved 78% in college acceptance.
- 86% of Environmental Technology graduates earned the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License.

CAPITAL PROJECTS

- Lexington Water Department is requiring replacement of several major components of the school's water supply system. This work will be completed in December 2011; estimated total cost of \$120,000 is covered out of our FY12 budget.
- An emergency \$475,000 capital project was successfully completed. Lexington issued an order at the end of June 2011 in regards to the area of the school known as the Trades Hall. The order restricted access and occupancy to the Trades Hall immediately. Minuteman had to obtain a waiver from DCAM to hire a design architect, demolish the interior area and rebuild the area under current building codes in order to open school in the fall.
- MSBA Update: Minuteman is in the "pipeline" of the Vocational School Repair and Renew program announced by the State Treasurer's office in 2010. The Feasibility Study financing was unanimously approved by all 16 member towns in 2010. The School Building Committee will review various models to accommodate member community enrollment, as well as various levels of non-member enrollment. A final project model is expected by 2014.

CURRICULUM AND INSTRUCTION

- Since 2008, all 9th grade students to have English and Math every day, rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning.
- The Educational Program planning process has identified several new programs that offer students increased choices in career majors, including Criminal Justice/Bio-Security, Animal Science and the Technical Theater Arts. Two programs phased out in 2010 included Office Technology and Auto Body Repair. Drafting and Design Visual Communications will be phased out by 2014.

PROFESSIONAL DEVELOPMENT

- The Minuteman staff have created academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices, teacher-to-teacher peer observations, Executive Function support, Reading Consultancies, and Academic-Career

and Technical curriculum integration. The integration of technology to enhance student learning is an ongoing commitment.

STUDENT ACCESS, PARTICIPATION AND SUPPORT

- An Executive Function initiative was launched last year. Minuteman provides students with resources to enhance their planning and organization skills.
- Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.
- The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disability, develop skills, and techniques to minimize the impact of the student's disability, and to promote independence and personal responsibility. The SLC supports the transition to college.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Students have more than 20 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the *Grant-a-Wish* program supports numerous initiatives and incentives for student achievement.

NEEDHAM PUBLIC SCHOOLS

Needham Public Schools District Mission, Values, and Goals

During 2006-07, district leaders revisited our vision, core values, and mission which led to a revision of systemwide goals and objectives and their adoption by the School Committee in November 2007. The School Committee reviews the goals and the progress toward the goals yearly. The revised 2011-2012 district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us.

What is our mission?

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

What is our vision?

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

What do we value?



Scholarship Learning

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

helping every student learn and achieve.



Community *Working together*

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



Citizenship *Contributing*

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



Personal Growth *Acting courageously*

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

System-wide Goals

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, emotional, and wellness skills of all students

To ensure that students will develop social and emotional competencies that enable them to be self-aware and to develop healthy and productive relationships for work and for life.

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 to commit 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 2011 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is organized with student performance as its central focus, with additional information about staff, finances, planning, and community satisfaction. A section of the report is devoted to each of these topics.

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

HUMAN SERVICES

COUNCIL ON AGING

COUNCIL ON AGING

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

DEPARTMENT STAFF

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

MISSION

The Needham Council on Aging, which governs the Stephen Palmer Senior Center, was established by Town Meeting in 1957. For the past 65 years the mission of the Council on Aging 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 recognized Councils on Aging in the State of Massachusetts and that the Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20th in the nation, to achieve national accreditation twelve years ago.

In the 1950's, Dorothea Willgoose, MD. 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. Various community partners such as the YMCA shared space with the department over the years until we officially opened our doors as the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979. This address has been home ever since.

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. Participants who attend programs are primarily 60 years of age or older, although we also provide services to many children of older adults and also engage in multigenerational activities. We provide advocacy for Needham's senior population on the local, regional, state, and national levels, to assure that needs and interests are being met, and that the quality of life for our residents is at an optimal level, in an environment that fosters independence.

Walls do not confine the functions of the department, and we fulfill our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town. The COA offers a variety of programs and services five days a week at the nationally accredited Stephen Palmer Senior Center, located at 83 Pickering Street, where the professional Council on Aging staff has had oversight for services and programs for the past 33 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. The Needham Council on Aging operates in a community context. Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. The list of these community partners is varied and extensive.

FY2011 SUCCESSES

- Through the work of the Senior Center Exploratory Committee, the Council on Aging Board, the Friends of the Needham Elderly, Inc. and with the support of the Board of Selectmen, Finance Committee, and the Town Manager there has been movement towards the fulfillment of the wish to build a new Senior Center. A site was chosen this past year, and design funds were authorized by Town Meeting.
- During the year the Council on Aging found itself interviewing for two important positions: Van Driver and Outreach Worker. By January the process was completed and two new members joined the team.
- Our new Outreach Worker evaluated our Friendly Visitor Program, which prompted a revision of some training materials and redefining what constitutes an appropriate visitor setting, which addresses the larger issue of outreach and helps to expand ways to lessen isolation and encourage social connection.
- This year a staff member participated in the “Wisdom Works Job Search Skills Training” sponsored by the Executive Office of Elder Affairs. The training will better enable us to assist people in learning the new and essential job search skills required for finding employment in today’s world. The methods and techniques of searching for employment have changed dramatically over the past few years and a more mature person may need to learn the new ways to approach accomplishing the task. Due to the economy it is becoming increasingly important to provide training in this area.
- Mid year we completed an application for the Mobility Assistance Capital Grant to assist the Town in replacing our Van. The grant through the Massachusetts Department of Transportation provides eighty (80) percent of the cost of the vehicle with a twenty (20) percent match through the generosity of the Friends of the Needham Elderly, Inc. In June 2011 we were notified that we had been selected for this award and would be receiving a twelve passenger handicapped accessible van some time within the coming year.
- This year we were honored to welcome Secretary of Elder Affairs, Ann Hartstein, who helped us celebrate National Senior Center Month.

- Our proposals to present two of our unique programs at the Massachusetts Council on Aging Conference and the National Council of Aging were accepted. We were pleased to be able to highlight these two unique, worthwhile intergenerational endeavors, “Senior to Senior” and “Sages and Seekers,” that were successfully implemented in our Town.
- An opportunity to explain our programs and services to a younger group came about through an invitation to address students at Mt. Ida College’s Human Service Class, and through an innovative community partnership that took place when grant funding was approved for an Olin College course called “Engineering for Humanity.” This class was based on interaction between Needham and Wellesley Councils on Aging, Olin College and its students. The hope was that this would lead to a sustainable community/college partnership aimed at outcomes that would improve the health of the elder participant.
- Our new program “Celebrate Diversity” started in the spring of 2011.
- It is our belief that diversity enriches our lives by bringing together the resources and talents of many people for the shared benefit of all. By learning to recognize our similarities and appreciate our differences we work to overcome prejudice and intolerance. The implementation of programs and services that we feel help to support this goal is a focus for the entire department.
- The Council on Aging continued to be involved as a member of the Domestic Violence Coalition (DVAC) and the Coalition for Suicide Prevention. We were pleased to submit, and have accepted, a proposal to MCOA (Massachusetts Council on Aging) on behalf of the Coalition to offer QPR Training (Question, Persuade, Refer) at the Annual Conference in October.
- The Council on Aging department is committed to promoting health and wellness for all residents and to encouraging and providing necessary support so that each individual has the potential to function at their own optimal level of independence.
- As a member of the Healthy Needham Committee we contributed an article on Brain Health and wrote and appeared in a Public Service Announcement shown on the Needham Challenge about the same topic.

FY2011 CHALLENGES

- Our SHINE staff and volunteers were especially busy in FY 11 during the Medicare Open Enrollment. During this period 3,597 client contacts occurred as compared to 2,901 during this period the previous year. During the calendar year total client contacts recorded was 6960 as compared to 5,411 during the previous year. This was a 28.65% increase during FY11.
- Due to the major economic challenges over the past few years we continued to see an increased number of people dealing with issues that included, but were not limited to, resume writing, how to pursue work opportunities in a computerized society, how to apply for food stamps and many related issues surrounding foreclosure, homelessness and hoarding.
- The Reaccreditation Process continued and with the help of many community partners the committee work was accomplished, necessary materials were compiled, reports written and arrangements made to have an on-site review. The process has been lengthy and involved and demanded much effort and time on all who participated, but the benefits of community involvement and departmental self assessment has helped us to evaluate all that goes into providing programs and services and the daily operation of our Center.

- For three months the department was without our limited weekly administrative support which demanded close teamwork with the Accounting Department to ensure that purchasing and billing needs were met during this time.
- An unexpected challenge this past winter developed when we were having some much needed carpet replacement in our two largest program spaces. The job became more involved and necessitated cancelling programs for a week and relocating the staff at the Public Services Administration Building so that we could continue to provide service to residents.
- Water main work took place on Pickering Street during the summer. Although the street was closed to traffic, with the help of the Needham Police, and through good communications from our Public Works Department, our activities and services remained accessible to participants.
- Active participation on various committees such as the SCEC (Senior Center Exploratory Committee), and the PPBC (Permanent Public Building Committee) along with attendance at Public Hearings, numerous Selectmen and Finance Committee Meetings throughout the year, kept staff and volunteers busy as they attempted to support forward movement toward the realization of a new Senior Center in the near future.

FUNDING FY2011

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. Additionally, the Needham Council on Aging continued to administrate 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 in part to pay for the part time positions of the Shine Program Director, Assistant Director and Outreach Worker who provided supervision and over site for 46 volunteers. Donations to benefit the department were utilized to supplement the programs and services offered as state and municipal funds do not fully financially support all that the aging service department provides.

PROGRAM STATISTICS FY2011

- 400 volunteers donated well over 30,000 hours which translates to approximately \$400,000 worth of services to the town of Needham.
- 46 SHINE Counselors served over 1000 people from the Needham sites and provided 7,380 volunteer hours of services within the 22 towns located in the Metro West Region which contributed to an estimated \$4,000,000 savings in health care costs for residents in these towns.
- The Council on Aging offered over 2,300 different sessions and events with 45 programs offered on a regular basis at the Stephen Palmer Senior Center and additional sites throughout Town.
- The Council on Aging Department served over 3,500 individuals with our Social Service department touching the lives of more than 2,000 of those.
- Our van provided 7,895 rides to include 3,212 rides related to food shopping.
- Our phone logs indicated that over 12,000 calls were received by the Council on Aging staff and volunteer receptionists during 2011.

WEST SUBURBAN VETERANS SERVICES DISTRICT

*Stanley W. Spear, Jr., Director of West Suburban Veterans' Services District
William Topham, Graves Registration Officer and Coordinator of Ceremonies*

The West Suburban Veterans' Services District (W.S.V.S.D.) includes the Towns of Needham, Wellesley and Weston. The central office is located in the Wellesley Town Hall with another office in the Needham Town Hall and one in the Weston Council on Aging. Office hours are from 9:00 am to 12:00 noon on Monday and Wednesday mornings in the Wellesley Office; Tuesday and Thursday mornings in the Needham Office and Friday mornings in the Weston Office. Information is available on the W.S.V.S.D. website at www.westsuburbanveterans.com or the office may be contacted at 781-489-7509 with questions or to schedule appointments. A full range of benefits and services are available to veterans' and their families based on certain qualifications and eligibility requirements. The W.S.V.S.D. Board is comprised of three members with one Board of Selectmen designee from each community.

DEPARTMENT OF VETERANS' SERVICES – NEEDHAM

Under the W.S.V.S.D. Director Stanley W. Spear, Jr., the Department of Veterans' Services (DVS) provides the following benefits and services to veterans and their families within Needham:

- Carries out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts.
- Provides assistance in applying for U.S. Department of Veterans' Affairs (VA) benefits.
- To keep a depository of discharges and records of veterans.
- To oversee the disbursements of veteran's benefits to veterans and their families.

During the past year there were many Veterans, spouses or other relatives who visited the Town Hall in Needham after usually calling with information so they could to pick up flags and markers for graves of a family member, obtain a copy of discharges to file for veteran benefits, burial benefits, and various other benefits. During the year the Director had one hundred and seven (107) face to face interviews with Needham Veterans and/or their relatives. In addition, the Veterans Office responds to numerous other inquiries through e-mail and telephone conversations.

HIGHLIGHTS – VETERANS SERVICES OFFICE

- Attended formal training sessions provided by the Commonwealth of Massachusetts Department of Veterans' Services on current veterans benefits and services.
- Presented an overview of State and Federal (VA) Benefits at the COA in July and December.
- Attended the installation of Matt Ching as the new Commander of the Needham Veterans of Foreign Wars Post during May.
- During the year \$ 12,701.65 in Chapter 115 Benefits were provided to Needham Residents.
- Organized and attended an informational seminar by the National Service Officers from the Disabled American Veterans (DAV) on VA Benefits which was attended by sixty four (64) veterans. This outreach was successful as several Needham residents completed

new applications for benefits claims at the conclusion of the presentation. These claims are currently being processed at the VA Regional Office in Boston.

OFFICE OF GRAVES REGISTRATION – NEEDHAM

The Graves Officer William Topham is responsible for the Graves Registration activities and also serves as the Coordinator of Ceremonies working with the W.S.V.S.D. Director in the coordination and operation of the Memorial Day, Veterans’ Day observations and other related events in the Town of Needham.

- 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.
- To organize and participate in the Memorial Day Ceremonies and Parade as well as the Veterans Day Ceremonies.

HIGHLIGHTS – GRAVES & CEREMONIAL OFFICE

- Placed over 2,000 American flags on the graves of veterans in St. Mary’s and Needham Cemeteries as well as at all Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Observances.
- Organized and led the Veterans Day Ceremonies on November 11th.

NEEDHAM YOUTH SERVICES

BOARD OF DIRECTORS

Cathy Lunetta, Chairperson
Ronnie Haas, Vice-Chairperson
Ariana Chae
Jessica Hoguet
Doug Levy
Danielle Penny
Vincent Springer
Debbie Winnick



PURPOSE

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

DEPARTMENT STAFF

Jon Mattleman, Department Manager
Carol Rosenstock
Katy Colthart
Michelle Butman
Courtney Hale (Clinical Intern)

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

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

FY2011 HIGHLIGHTS

QPR Suicide Prevention Trainings (Question, Persuade, Refer): The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). Trainings were two hours in length and were made available to many community groups in Needham. Learn more at www.needhamma.gov/youth/qpr.

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 2011, 300 youth participated in this program, and over 300 booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more at www.needhamma.gov/youth/safesurf.

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. Over fifty parents participated in this program, and it is slated to expand in the coming year. Learn more at www.needhamma.gov/youth/aconversation.

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

Individual/Family Counseling: The Masters level staff clinicians were skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either

RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more at www.needhamma.gov/youth/rayofhope.

Teen Dating Violence Program: Youth Services provided seminars on Teen Dating Violence for all 9th graders at Needham High School. The seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Over the past year, 400 youth were involved in this program. Learn more about this program at www.needhamma.gov/youth/tdv.

Patrick Forde Good Person Memorial Award: In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. Last year's first recipient was Bill Dermody, and this year's recipient was John Hrones for his over 25 years of service to the Needham Track Club. Over 100 people attended this year's award ceremony. Learn more about this program at www.needhamma.gov/youth/fordeaward.



Employment and Volunteer Programs: The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer Resource Listing was created to inform youth of area volunteer opportunities. In FY 2011 these programs fielded 312 inquiries. Learn more at www.needhamma.gov/youth/employment.

Needham Unplugged: 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 16th; it was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area towns such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their communities. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.



Peer Tutor Program: This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,417 hours of support to younger students. Learn more at www.needhamma.gov/youth/peertutor.

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. Now in the fifth year of operation, over 900 participated in this event this past year. Learn more at www.needhamma.gov/youth/masd.

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



Graduate/Undergraduate Internship Program: In FY 2011, Needham Youth Services welcomed a clinical intern from the Framingham State Graduate School of Counseling to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, a new Summer College Internship Program was established. Over the course of the past year, interns provided over 1,065 hours of free service to the Needham community.

Diversion/Restitution Program: In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. In FY 2011 Needham Youth Services supervised over 300 hours of community service. Learn more online at www.needhamma.gov/youth/diversion.

Seminars/Workshops/Presentations: Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff,

Babysitter Training Seminars, presentations at the schools and in the community, and many others. In FY 2011 Needham Youth Services worked with a total of 2,889 youth, parents, and professionals in seminars and/or workshops.

Race to Nowhere Film and Discussion: In collaboration with the Needham Education Foundation and the Needham Public Schools, Needham Youth Services brought the film “Race to Nowhere” to the community. Over 500 parents attended this film and the panel discussion held after this, and the feedback was overwhelmingly positive.

E-Mail Sign Up: In an effort to inform youth and families of the programs and resources of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs and services. To date, over 2,000 have registered for this service. Residents can register for this free service at www.needhamma.gov/youth/email.

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

Charles River Center	Needham Public Library
Healthy Needham 2011	Needham Public Schools
Marks Moving Service	Needham Women’s Club
Needham Business Association	Needham Community Council
Needham Clergy Association	Needham Council on Aging
Needham Coalition for Suicide Prevention	Project Interface
Needham Coalition for Youth Substance Abuse Prevention	Regional Center for Healthy Communities
Needham Domestic Violence Action Committee	Riverside Community Care
Needham Exchange Club	Rotary Club of Needham
Needham Housing Authority	School Health Advisory Council
Needham Park and Recreation	Wingate at Needham
	YMCA --- Charles River Branch

Publications: Needham Youth Services created and/or distributed the following original publications in FY 2011 Learn more at www.needhamma.gov/youth/publications.

- Needham Youth Card
- KIDS Survival Guide
- Parent Guide to Teen Parties
- Ask the Youth Commission
- Information on Suicide
- Parenting Literature
- Making the Middle School Years Work
- Networks Book

- Safe Surf: Internet Safety for Middle School Youth and their Parents

FISCAL YEAR 2011 STATISTICS

Over the past 15 years Needham Youth Services programs have grown in scope --- 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 collaborating with more of the community with no increase in staff. Over the past five years, program usage by the community has skyrocketed; as an illustration of the growth of the department, below is a brief statistical comparison to the five year period ending in 2010.

	Workshops/Training/Seminar Participants	Peer Tutor Program Hours
FY 2010	3866	1590
FY 2005	2633	1335
Percent Increase 2005 - 2010	46%	19%

FY2011 was a challenging year as were Youth Services was short staffed for the majority of the year --- and this was reflected by a corresponding decline of 25% in workshop/training/seminar participants, as well as declines in areas such as individual and family counseling and others service delivery programs. Comprehensive statistical summaries for the past five years are available online at: www.needhamma.gov/youth/reports, and individual program evaluations may be obtained by contacting the Youth Services office.

PUBLIC WORKS



Richard P. Merson, Director of Public Works
Robert A. Lewis, Assistant Director of Public Works
Anthony L. Del Gaizo, Town Engineer
Rhainhardt F. Hoyland, Highway Superintendent
*Mario E. Araya, Solid Waste & Recycling/Transfer
Station Superintendent*
Vincent J. Roy, Water & Sewer Superintendent
Edward J. Olsen, 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

FY2011 HIGHLIGHTS

- Shipped 8376 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 36% out of the solid waste stream.
- Recycled 2917 tons newspaper and mixed paper, including phone books and magazines; 1191 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3, and 290 tons of cardboard.
- Removed 153 tons of metal and 12 tons of tires from the waste stream.
- Removed 25 tons of paint, 6 tons of waste oil and anti-freeze from the waste stream.
- Goodwill & Red Cross received 179 tons of textiles.
- Composted 7017 tons of yard waste.
- Processed 9954 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 41 tons of Cathode Ray Tubes (CRT) in computer monitors & televisions, VCR's, rechargeable batteries (lithium & nicad), mercury thermostats & thermometers, and fluorescent light tubes; 168 Freon recovery units (i.e. refrigerators & air conditioners; 125 propane tanks, and performed 122 waste load inspections of vehicles on tipping floor.

- 9205 Disposal Area user stickers were purchased of which 8746 were residential, 83 were commercial, and 376 replacements & weekly passes.
- Established Recycling Program at Schools & Public Buildings, 100 tons of single stream items (paper & commingle) was diverted from the waste stream.
- Started the Wood Diversion Program to comply with DEP mandate, which went into effect June 1, 2006. For the 12 month period of FY11, 294 tons of wood waste was diverted from the waste stream.
- Held one successful Annual Household Hazardous Waste Collection Day & November leaf Sundays Program.
- Continue the repair and preservation of the Town's 123 miles of roadways including 5.98 miles of asphalt paving; 5280 gallons of rubberized crackseal; & adjusted and repaired 185 driveway aprons.
- Repaired 32,500 feet of grass berms; installed 2,050 feet of granite curb & 28,750 feet of asphalt curb.
- Continue the preservation of the Town's 160 miles of sidewalks, including the construction of 35 handicap ramps and repaired 2.8 miles of sidewalks.
- Proceed with the scheduled maintenance and repair of traffic signs, traffic markings and parking meters, and the repair and update of traffic signal equipment.
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchase 18 pieces of replacement equipment - 3 hybrid passenger vehicle, 5 pick-up trucks, 2 dump trucks, 1 vacuum type catch basin cleaner, 1 backhoe loader, 1 material spreader, 1 sidewalk tractor, 1 loader mounted snow blower, 1 utility tractor, 1 turf sweeper, and 1 athletic field renovator.
- Completed construction of Richardson Drive Sewer Installation and I/I Rehabilitation.
- Inspected 369 Street/Sidewalk Occupancy and Excavation Permits.
- Completed the design of the Greendale Ave/High Street Intersection Improvement Project.
- Completed the design of the Mark Lee Road Municipal Parking Lot.
- Completed construction for Pickering and Garden Street Water Main Replacement.
- Completed 29 project reviews for the Planning Board.
- Completed 850 project reviews for the Building Department.
- Completed construction of Chapel and May Street Water Main Replacement and Sidewalk Road Reconstruction.
- Completed Request for Proposals for Town Drinking Water Well Number 1 Design Repairs.
- Completed design of Rosemary Glen Stormwater Improvements.
- Continued design of DPW site Stormwater and Water Quality Improvements.
- Completed the design of Kendrick Street Bridge Repairs.
- Completed construction of Phase I Sewer I/I Repairs for Areas 16 and 22.
- Continued design of Phase II Sewer I/I Repairs for Areas 16 and 22.
- Continue design of Bradford Street Storm Water System Improvement Project.
- Continue design of Reservoir B Pumping Station Replacement Project.
- Responded to 221 Parks & Forestry Division work requests.

- Needham recognized as Tree City USA for 16th year.
- The 2011 Arbor Day activities included the planting of 4 Kousa Dogwood trees with the students at Hillside Elementary School.



Arbor Day 4-29-11 at Hillside Elementary School

Forestry:

Tree Removals and Stumping

FY09 = 45 trees

FY10 = 50 trees

FY11 = 45 trees

Tree Pruning Hours

FY09 = 2,008 hrs

FY10 = 2,900 hrs

FY11 = 2,116 hrs

Roadside Brush Removal and Flail Mowing

FY09 = 2,216 hrs

FY10 = 2,666 hrs

FY11 = 1,840 hrs

Tree Planting

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

FY10 = 200 Arbor Day seedling + 61 trees on streets and parks + nursery: 52 trees

FY11 = 300 Arbor Day seedling + 61 trees on streets and parks + nursery: 103 trees

Park and Recreation, Memorial Park, School Grounds:

Athletic Field Acres Fertilized

FY09 = Cricket Program + 2 applications

FY10 = Cricket Program + 2 applications (one additional application on new grass fields)

FY11 = 25 acres (4 application) + 47 acres (2 applications)

Athletic Field Acres Aerated

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

FY10 = 12.00 acres – (once), 27 acres – 3 applications

FY11 = 10.00 acres – (once), 32 acres - 2 applications

Over-seeding

FY09 = 2 fields (three) + 2 fields (twice) +3 fields (once)

FY10 = 3 fields (once) + 3 fields (twice)

FY11 = 13 fields (once)

Diamond Work

FY09 = 2,024 hrs

FY10 = 2,474 hrs

FY11 = 2,678 hrs

Mowing Hours

FY09 = 5,616 hrs

FY10 = 6,066 hrs

FY11 = 6,036 hrs

- Repaired 22 water pipe leaks, including 10 water main breaks and 12 water service leaks.
- Responded to 29 water emergency calls (after regular business hours).
- Replaced 1,006 out of 13,499 residential/municipal/condominium water meters, and replaced 12 out of 706 Commercial Water Meters.
- 178 Water service lines were replaced, including 1 lead-lined water service pipes.
- 15 new fire hydrants were installed.
- Successfully replaced 300 feet of water main on Arnold Street with 8 inch ductile iron pipe.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 12 catch basin replacement, inspect & clean drain system, replaced 5 drain manholes, and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & Flushed 174,240 feet of sewer main and 111,936 feet of drain lines.
- Rodded 1,725 feet of sewer main and used jet truck with root cutter for drains.
- Installed 900 feet of drain pipe on High Rock Street and Memorial Field.

PUBLIC FACILITIES

PUBLIC FACILITIES DEPARTMENT CONSTRUCTION DIVISION

PERMANENT PUBLIC BUILDING COMMITTEE

*George Kent,
Chairman
Joseph Carroll
Stuart Chandler
John Keene*

*Mark Presson
Paul Salamone
Irwin Silverstein*

DEPARTMENT STAFF

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

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

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

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. Three project managers have been added to the staff along with an intern assigned to the Newman Repair project.

FY2011 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2011 fiscal year (July 2010 to June 2011). These projects were initiated during the period of 2008 thru 2011 fiscal years.

Project Name: High School Renovation & Addition
Project Status: Completed
Authorization: \$51,300,000
Override: \$10,700,000 (April 2005)
Total Budget: \$62,000,000
Budget Status: Over Budget by \$40,000

Architect: Drummey, Rosanne & Anderson, Inc.
Contractor: TLT Construction Corp.
Project Mgr.: Gilbane Building Company

The project completion occurred in the spring of 2009. The Town came to a satisfactory settlement agreement with the contractor TLT Construction Corporation in December 2010. The settlement agreement required an additional \$40,000 from a reserve transfer to be allocated to the project. The project is still working on miscellaneous tasks to finalize its Occupancy Permit requirements.

Project Name: High Rock School 6th Grade Center Renovation & Repair
Project Status: Ongoing
Authorization: \$ 19,995,000
Budget Status: On Budget
Architect: DiNisco Design Partnership
Contractor: G&R Construction Inc.
Project Mgr.: Daedalus Projects Inc.

Construction on the High Rock project started in February 2008. Substantial completion was reached in August 2009. The building received an occupancy permit in August 2009 and was ready to receive students on September 2, 2009 for the start of the 2009/2010 school year.

The PPBC rescinded \$2.425 million of the \$19,995,000 appropriated by the May 2007 Annual Town Meeting. This was done at the November 2010 Special Town Meeting.

The Invasive Species Removal and Management process on the site will be ongoing thru the summer of 2011.

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

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

Authorization of construction funds in the amount of \$18.155 million occurred at the Annual Town Meeting in May 2009 with the approval of Article 35. Construction documents were prepared and the project went out to bid in November 2009. Construction started in March of 2010. The project is expected to reach substantial completion by September 2011 and Town Hall staff should be moved back in during October 2011.

Project Name: Newman Elementary School Repair
Project Status: Ongoing

Authorization: \$26,962,128
Budget Status: On Budget
Architect: Drummey, Rosanne & Anderson, Inc.
Owner's Project Manager: Steve Popper, Public Facilities - Construction
Construction Manager at Risk: Consigli Construction
Modular Building Contractor: Triumph Modular

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

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

Project Name: Senior Center Feasibility Study
Project Status: Completed
Authorization: \$49,091
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.

At the November 2009 Special Town meeting Article 13: Appropriate for Feasibility Funding was approved in the amount of \$49,091 for a feasibility study of several sites for the placement of a Senior Center. The initial sites that were studied were Greens Field, Rosemary Street and the Emory Grover Building. The MBTA parking lot in the Heights was added to the study. The study was finished in the fall of 2010.

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

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

At the November 2010 Special Town Meeting Article 9: Appropriate for Facility Improvements and Repairs/Pollard School, was approved in the amount of \$325,000.00 for design,

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

At the March 2011 Special Town meeting Article 1: Appropriate for Facility Improvements and Repairs/Pollard School, was approved in the amount of \$758,000 for design, engineering, constructing, remodeling, reconstructing services and extraordinary repairs including parking lot and access improvements of the Pollard School and with an additional \$65,000 allocated to the project from reserve funds brings the total to \$1,315,000.

Casby Brothers was awarded the construction contract. The work is anticipated to be complete by the end of August 2011 allowing occupancy by the Newman School Kindergarten and Pre-Kindergarten programs being displaced by the renovations ongoing at that school. The contingency for the project was very slim. Several unforeseen issues developed over the course of the project which made it necessary to ask for additional funds.

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

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

Project Name: Senior Center Feasibility & Design
Project Status: Ongoing
Authorization: \$500,000
Budget Status: On Budget
Architect: Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr: Public Facilities - Construction

At the November 2010 Special Town meeting Article 11: Appropriate for Senior Center Feasibility & Design was approved in the amount of \$500,000 for a senior center to be located on MBTA land adjacent to the Needham Heights train station. This land was acquired by the Town in a swap transferring Town owned property at the Hersey train station. Design of the Senior Center Study was awarded thru design selection to Bargmann Hendrie + Archetype, Inc. It is expected that constructions funds will be appropriated at the November 2011 Special Town Meeting from construction estimates developed by Bargmann Hendrie + Archetype, Inc.

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

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

Upcoming future projects include the construction of a Senior Center in the Heights, a prefeasibility study for the replacement/renovation of the Hillside and Mitchell Schools, relocation of the Salt Storage Shed to the RTS on Central Avenue and the renovation of the Cricket Field House. 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 Towns infrastructure.

PUBLIC FACILITIES DEPARTMENT OPERATIONS DIVISION

Chip Laffey, Director of Facility Operations
Wayne Whisler, Facility Operations Shift Supervisor
Carys Lustig, Administrative Analyst
Antoinette Poness, Department Specialists
Niki Rumbos, Department Assistant

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all

Town buildings. In addition, the Department formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

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

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

FY2011 HIGHLIGHTS

In January 2011 the Department underwent a structural change, with the resignation of the Custodial Supervisor; the Department reclassified that position as a Shift Supervisor, and relocated it to cover the second shift staff. This is the first time the second shift staff, which comprises more than half of the Department, has had supervision by a manager on the same shift. The intention of the Department is to have a Shift Supervisor on both the first and second shift to cover the daily supervision of all staff within the Department.

Ridge Hill

- Building is no longer being used as a residence
- Installed security alarm system

Public Safety Building

- Replaced operator in overhead door
- Repaired roof
- Emptied catch basin

Fire Station #2

- Repaired plymovent exhaust system

Broadmeadow

- Repaired fence that was damaged during winter storm
- Repaired main breaker in RTU2
- Repaired several exterior lights
- Performed duct cleaning
- Retiled floors in cafeteria and four bottom floor classrooms
- Removed snow from roof

Eliot

- Fixed problem with main breaker tripping
- Repaired several exterior lights
- Repaired fence that was damaged during winter storms
- Removed snow from roof

Hillside

- Repaired fire alarm system
- Performed duct cleaning
- Retrofitted uninvents and added to Building Management System
- Repaired several exterior lights
- Rebuilt or replaced all steam traps

Mitchell

- Installed new shades in art classroom
- Repaired stairs
- Completed uninvent retrofit and added to Building Management System

Newman

- Replaced dividing doors in gym with flexible curtain
- Repaired fence damaged from winter storms
- Repaired fire alarm system
- Repaired elevator
- Removed snow from roof

Pollard

- Repaired fire alarm panel
- Abated asbestos flooring and replaced with vinyl composite tile
- Repaired roof
- Removed snow from roof
- Installed new sign in front of school
- Repaired elevator
- Installed new air conditioning system in C wing
- Replaced cement board around modular
- Converted regular classroom to science classroom

High School

- Worked on completing items from punch list
- Repaired chiller
- Repaired fire alarm system
- Repaired fence that was damaged during winter storms
- Repaired elevator phone
- Repaired several exterior lights
- Relined parking lot
- Insulated athletics office space
- Repaired roof
- Removed snow from roof

High Rock

- Repaired fire alarm system
- Repaired several exterior lights
- Repaired damage to fence from winter storms
- Removed snow from roof

Emery Grover

- Performed asbestos abatement on flooring and replaced with vinyl composite tile
- Repointed brick around the exterior of the basement of the building
- Repaired gutters and downspouts on roof
- Made repairs in basement area where water had infiltrated building

DPW

- Extended natural gas pipeline up Dedham Ave and converted boiler to consume natural gas
- Installed exterior parking lot lights at Defazio for DPW staff parking
- Repaired garage exhaust system
- Removed snow from roof

Transfer Station

- Repaired overhead door

Council on Aging – Stephen Palmer Center

- Replaced carpet and performed asbestos abatement in Blue and Yellow rooms

Memorial Park

- Relined parking lot

Library

- Repaired exterior parking lot lights
- Repaired both boilers
- Repaired elevators

COMMUNITY SERVICES

COMMISSION ON DISABILITIES

Elaine Saunders, Co-Chair
Jeanie Martin, Co-Chair
Susan Crowell, Secretary
Leon Foster
Debbi Heller
Bruce Howell
Karen Peirce, Treasurer and ADA liaison,
Andy Wise
Dale Wise
Patrice Snellings, Liaison from School Committee
Paul Spooner, Consultant from MetroWest Center
for Independent Living

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

BUDGET

6/30/2011	Dell Marketing Laptop Purchase	\$520.66
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HANDICAPPED PARKING FUND

2/2/2011	Eliot PTC, Jothy Rosenberg, speaker	\$250.00
5/20/2011	Olin College, subtitles for film	\$350.00
6/30/2011	Hillside PTC, Therapeutic Roller Slide Playground Equipment	\$3000.00
TOTAL		\$3600.00

FY2010 HIGHLIGHTS

- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests.
- 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. Locations included DeFazio Field, Trader Joe's, Blue on Highland, Needham Pediatrics, YMCA, Newman School and Mitchell school.
- Advised town officials and the Needham Police about the necessity of providing audible traffic signals at pertinent crosswalks in Needham, such as those at May, Highland, School and Chestnut Streets.
- 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 the Needham Police and local business owners 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.)
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted the Needham School Department and PPBC regarding problems related to accessibility in the control room 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.
- NCOD members made presentations regarding disability issues to Olin College and participated in the Triad sponsored Senior Resource Fair.
- Guest speakers from the Massachusetts Office on Disability presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- Advised parent representatives from Hillside School regarding accessible playground equipment.
- Discussed changes in ADA and Home Modification regulations.
- Attended Disability Awareness programs in the Needham Public Schools.
- Met with architects and PPBC representatives to review and advise them on accessibility in the Needham Town Hall renovation.
- Met with architect and the Needham Community Council director to review and advise them on accessibility issues in the proposed Hillside Avenue site for the council.
- Consulted the Town of Needham engineering department regarding curb cuts including Kingsbury and Pickering Streets.
- Initiated a survey of all parking spaces in the Town of Needham to ensure that there is compliance in proper signage and the number of spaces allotted in each location.
- Discussed Needham's policy for on-street handicapped parking with a representative from the Needham Police Department and Massachusetts Office on Disability.
- Guest speaker from Perkins Talking Book Program and Braille Library presented information on their programs.

- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

FY2011 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds and other municipal buildings as they are renovated.
- To work with Needham Public Housing and its residents to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue consultation with town departments about specific issues that arise in implementing the Town Transition Plan.
- To continue to inform non-compliant business property owners, including medical office buildings, of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To work on completing the survey of all handicapped parking in Needham.
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted.

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

COMMUNITY PRESERVATION COMMITTEE

Member

Mark Gluesing, *Chairman*
Janet Bernardo, *Vice Chair*
Carol Boulris
Bruce Eisenhut
Reg Foster
Jane Howard
Mike Retzky
Lita Young
To Be Named

Appointed by

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

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.

STAFF

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

FY2011 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of \$401,199 from the Commonwealth in October 2010, a 27.20% match, down from last year’s 34.81% match to Needham’s surcharge.
- The Committee met, last year, with the Community Preservation Coalition to discuss proposed changes to the state CPA legislation. The legislation was re-filed for the new legislative session and the CPC will continue to support the revisions.
- The Committee held a public hearing in January, 2010, to gather public input on the revisions to the Needham Community Preservation Plan. The revised Plan was approved in January, 2010.
- The Committee held a public meeting in March, 2011, to gather public input on the proposals under review for funding.
- At the May, 2011 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 50,000	Housing Authority	Feasibility Study for Redevelopment
\$ 7,500	Town Manager	Preservation of Historic Documents
\$ 80,000	Charles River ARC	Group Home Energy Improvements

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Historic Resources, Community Housing, and Open Space. Remaining funds, totaling \$1,131,200 were placed in the Annual Reserve, for future projects in those categories or Recreation. Five percent of the revenue was put into the CPA Administrative budget.

STATISTICS

- The Community Preservation Fund has provided financial support to twenty six (26) projects, with a total of \$18,254,433.

Community Housing total	\$ 1,094,500
Open Space total	\$ 1,158,200
Historic Preservation total	\$ 15,169,233
Recreation total	\$ 832,500

GOLF COURSE ADVISORY COMMITTEE

PURPOSE

Jane Howard, Chairman
Roy A Cramer
Michael Mahoney
Erik Pederson
Richard Reilly
Jon Schneider

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

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

The current lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate 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 after 3:00 on Sundays and Mondays and all day Tuesdays. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter sports. The lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

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

FY2011 HIGHLIGHTS

November, 2010

- Daniel Dain was welcomed as a new member.
- Club President, Joe Gillen , reported a slight decrease in resident play from 2020 rounds in 2009 to 1837 rounds in 2010.
- Participation in the Park and Recreation’s Senior League also decreased slightly during 2010.

April, 2011

Needham Golf Club Past President, Joe Gillen reported:

- The target date for the opening of the new Clubhouse is Memorial Day weekend. Due to concerns for safety. The pro-shop was moved during construction to one of the barns, and special parking was arranged with the MBTA.

June, 2011

Needham Golf Club President Steve Theall reported:

- The Club welcomed 54 new members this year, 6 of whom are non-residents.
- The membership drive has resulted in the restoration of the waiting list for 2012.
- The Club was working with neighbors to determine if the planting of additional trees close to the property line is needed.

NEEDHAM HISTORICAL COMMISSION

Members: Rick Hardy (Chair), Carol Boultris (Past Chair), Gloria Greis (Secretary), Sandy Tobin, Joel Lebow, Dr. Miles Shore, Bob Boder

The Historical Commission ensures the preservation, protection, and development of historical assets that are evidence of the Town of Needham's history. The Commission conducts research to identify places of historic or archaeological value, and seeks to coordinate the activities of unofficial bodies organized for similar purposes. The Commission consults with other Town boards and committees who are seeking information or input about historically significant properties, features, or landscapes and communicates with the Board of Selectmen about recommendations as to whether an asset should be certified as an historical or archeological landmark.

The functions of the Historical Commission include assisting residents in obtaining historical house information, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings.

INVENTORY OF HISTORICAL PROPERTIES

During 2010 the Historical Commission oversaw the first significant addition to the town's inventory of historical properties since 1978. Funds granted to the Commission from the Community Preservation Act allowed the hiring of historical consultants who under guidance of the Commission performed research and documentation on homes and properties identified as historically significant to Needham. In April 2011 The Historical Commission formally released the new inventory to the public and held a formal reception for new owners of properties in the inventory. Over 60 residents attended. Attendees received a information packet from the commission outlining resources available for owners of historical properties from the state, federal and private preservation organizations. Mr. Joel of was the keynote speaker. From this work the Town of Needham now has an interactive map identifying the location of historical sites, homes and structures, as well as extensive historical documentation on these properties. 2011 being the Tercentennial of Needham's founding ,it is the hope and intent of the Commission that we may be able to soon place this information

on the Commission's webpage on the town's official website where this information will be made available to all town residents. The Commission is also working to digitize the information of properties included in the original 1978 inventory (now available only in paper form at the Needham Public Library) to make this information available to more residents via the web for the tercentennial celebration in 2011.

TOWN HALL RENOVATION

Working closely with other town departments the Needham Historical Commission played an important role in the renovation of the town hall. Working with the town manager and the CPC, the Commission supported the initiative to document the town hall renovation and restoration process to preserve this information for future generations. The Commission also worked to encourage the use of the "Great Hall" as a town resource while ensuring the preservation of the Hall's historic character. The Commission recommended (successfully) for the repair and use of the Great Hall balcony. By jointly preserving the historic character of the great hall and allowing an increase in seating capacity, the town will have a meeting space to allow a venue for town functions such as town meeting. The Historical Commission initiated a recommendation that Needham Selectmen name the Great Hall after James Hugh Powers, Needham's longest serving town meeting member and a tireless citizen who has dedicated his life to service to his town, state and nation.

HISTORICAL COMMISSION PROGRAMMING ON THE NEEDHAM CABLE CHANNEL

The Commission in cooperation with the Needham Channel (CATV) is producing and airing a series of programs examining the historical preservation of local properties highlighting techniques and resources for preservation as well as the historical significance of selected homes in the town historical property inventory.

PRESERVATION OF HISTORIC ARTIFACTS

The Commission worked closely with the Town Manager and the Community Preservation Committee to preserve and protect a number of historic artifacts related to the town hall renovation project. These artifacts will be preserved and made accessible to town residents with the opening of the town hall in November 2011.

NEEDHAM FREE PUBLIC LIBRARY

BOARD OF TRUSTEES

Rose A. Doherty, Chair

Lois C. Bacon

Richard C. Hardy

Thomas M. Harkins

Margaret L. Pantridge

Gregory J. Shesko

Lois F. Sockol

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

VISION STATEMENT

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

people of all ages, interests, and abilities.

MISSION STATEMENT

The Needham Free Public Library is committed to:

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

LIBRARY STAFF

Ann C. MacFate, Director

Nancy B. D'Amico, Assistant Director

April E. Asquith, Reference Supervisor

Susan M. Park, Technical Services Supervisor

Janet E. Prague, Children's Supervisor

Danielle Tawa, Technology Specialist/Archivist

Catherine D. Stetson, Reference Librarian/AV Specialist

Gay Ellen Dennett, Reference Librarian/Program Specialist

Deborah A. Lovett, Circulation Supervisor

Carolyn S. Davis, Assistant Children's Librarian

Jean F. Kirkham, Assistant Cataloger

Karen H. Donaghey, Library Assistant

LuAnn M. Caron-Leslie, Library Assistant

PART-TIME ADMINISTRATIVE ASSISTANT

Nancy R. Chislak

PART-TIME LIBRARY ASSISTANTS

Erin G. Bassett

Sandra J. Bedigan

Annalisa Bishop

Patricia H. Dunn

Karen C. Gallagher

Melanie A. Griffiths

Judith G. Johnson

Irene L. Kamergorodsky

Janet S. Krawiecki

Kathleen M. McIntyre

Ellen A. Porter

Kelly E. Rizoli

Ellen J. Stalter

Joan P. True

James K. Westen

PART-TIME REFERENCE STAFF

Jeffrey R. Arnold

Mary H. Conlon

Ardis Francoeur

Leigh R. Hoffman

Rebecca L. Kinney

PART-TIME CHILDREN'S STAFF

Kerri O. Brosnan

Elaine M. Garnache

Diane L. Shetler

Pamela C. Yosca

CUSTODIAL STAFF

Angel R. Lopez

Raymond B. Cranton

Howard R. Egerton

FY2011 HIGHLIGHTS

JULY

- For the fourth year in a row the library's Book Cart Drill Team appeared in the Needham Fourth of July Parade and received thunderous approval.
- In collaboration with an Olin College student, the library sponsored two *Facebook* classes that were so well received that an additional class was scheduled for September.



AUGUST

- 210 children registered for the Children's Room Summer Reading Program, *Go Green @*

Your Library. The story and craft programs featured learning how to be “green”. All craft projects were constructed from recycled materials.

- More than 980, children attended the Children’s Room summer events.
- The Friends of the Needham Public Library held a summer mini-book sale.
- The library trustees agreed to sponsor special displays in the library and to post events for Needham 300.
- Children’s Room puppet theater crafter Ted Esselstyn installed a mural along the wall around the theater.

September:

- The library’s Tuesday afternoon and Wednesday evening book groups resumed their monthly meetings.
- The library trustees voted to accept the Planning Committee’s 2010 – 2015 Strategic Plan
- The library trustees voted to make the loan period for DVDs and videos three weeks, the same as the loan period for books.

OCTOBER

- The Friends of the Library held its 38th Annual Fall Book Sale.
- The Library Foundation of Needham held its Third Annual Gala, *Black, White, and Read All Over*. The evening was an overwhelming success.
- Long-time Circulation Supervisor Cynthia Crawford retired.
- Author Mike Tougias was the first speaker in the FY11 McIver Lecture Series, *Needham’s Path to 300*. He spoke of his explorations of the Charles River.
- The Reference Department added a new database, *Consumer’s Checkbook*, which rates Boston area services and stores.
- The library joined the Needham and Newton Human Rights’ Commissions in sponsoring a lecture entitled, *Islam in America: A Candid Discussion of Myths and Realities* with Dr. Mohammed Lazzouni.



NOVEMBER



- Library patrons checked out 6,898 items, using the new self-check system.
By June the monthly self-checks increased to 8,271.
- The library purchased a framed oil painting entitled, *The Chamberlain Farm*. The farm had been located on Central Avenue.
- The Friends of the Library approved a library “Wish List” that totaled more than \$36,000.

DECEMBER

- The Massachusetts Board of Library Commissioners certified the Needham Free Public Library, making it eligible for a \$30,824 State Aid Award.
- As part of the New Year’s Needham Celebration, the library held two puppet programs, two storyteller sessions, and three magician performances. 1,438 children enjoyed these events.

JANUARY

- The Minuteman Library Network changed its downloadable audio and ebook provider to OverDrive.
- The *Needham Times* began a weekly column that featured library staff and trustee recommended reading.
- The library introduced a new website for teens.

MARCH

- 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. More than 1,500 people attended.
- State Senator Richard Ross and State Representative Denise Garlick joined with the Board of Library Trustees to discuss the future of libraries and to hear about the importance of libraries from several library users.
- The second McIver Lecture Series program featured First Parish Minister Rev. John Buehrens speaking about *Parish and Town: From Puritans to Pluralism*.



APRIL

- The library spelling team participated in the Needham Education Foundation's 2011 Spelling Bee.
- Needham Historical Society Executive Director Gloria Greis presented the final McIver Series lecture, *Needham's Baker Estate*.
- The library participated in the Mass. Board of Library Commissioners' statewide program, "Snapshot: One Day in the Life of Massachusetts Libraries."

MAY



- The Friends Gallery featured Needham High School Scholastic Art Winners.
- The library added a new database, *GREENR (Global Reference on the Environment, Energy, and Natural Resources)*.
- The library honored its volunteers at a reception in the Community Room. Each volunteer received a stainless steel water bottle with the library's logo on it.

JUNE

- The Community Room was used 616 times during the fiscal year, and 5,431 people used the Study Rooms.
- In FY11 the library lowered its loaned-to-other-libraries/borrowed-from-other-libraries gap to 2% (borrowed 2% more items than loaned).

FY2012 FORECAST

As the library moves into the second year of its Strategic Plan, the staff will continue to implement additional electronic services, while maintaining traditional library services. The

borrowed-items/loaned-items gap will be eliminated.

DONATIONS TO THE LIBRARY

During FY11 sixty-two people volunteered 1,425.75 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 \$49,000 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; Playaways; DVDs; children's books; travel books; law books; business books; sports books; the *News for You—An English Language Learner's Newsletter*; the Bierley Electronic Magnifier; and young adult books, graphic novels, books-on-CD, and playaways, as well as three young adult bookcases and a magazine rack. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters in the main entrance lobby and at the Highland Avenue entrance. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. The Library Foundation of Needham provided funds for many of the library's programs, a pass to the Danforth Museum and a pass to the Concord Museum.

Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY11 include: Project VAN (Volunteers Around Needham), Needham High School Community Classroom Program, Ameriprise Financial, The Needham Women's Club, and The Needham High School Anime Club.

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY2011. 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.

	FY09	FY10	FY11
Memorials and Cash Donations	\$53,165	\$63,337	\$51,980
Value of books, videos, etc. donated	\$16,714	\$9,936	\$4,254

DEPARTMENTAL STATISTICS

	FY09	FY10	FY11
<i>Adult Department:</i>			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	325,484	341,778	315,745
Items loaned to other libraries	49,489	57,286	58,782
Items borrowed from other libraries	56,798	62,063	61,418

Total money returned to Town from fines, fees, lost books, etc.	\$56,409.49	\$61,573.55	\$47,857.35
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Reference Department:

Reference questions answered	22,243	20,246	18,805
Directional questions answered	3,350	2,952	3,861
Number of people using Genealogy Room	163	90	106
Number of people using Study Rooms	3,815	4,541	5,431
Remote Access	295,505	301,796	207,610

Children's Department:

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	234,752	238,833	232,945
Reference questions answered	18,083	15,241	13,089
Story times and other programs	321	209	271
Attendance at programs	11,262	9,573	13,456

Catalog Department:

Adult books added to collection	6,991	7,011	7,817
Adult books withdrawn	10,197	3,006	8,492
Children's books added to collection	4,688	2,367	3,606
Children's books withdrawn	1,372	934	2,541
Audio items added	1,025	1,091	1,081
Audio items withdrawn	417	717	152
Visual items added	1,885	1,456	1,767
Visual items withdrawn	679	353	463
Total Collection	156,169	163,084	165,707

MISCELLANEOUS STATISTICS

Number of registered borrowers	18,537	19,073	18,812
Total hours open	3,374.5	3,378	3,370
Attendance	349,763	362,354	364,000

NEEDHAM HOUSING AUTHORITY



It is the mission of the Needham Housing Authority's to provide decent, safe and affordable housing for low to moderate income families respecting the rights and privacy of each individual and to help improve the quality of life for the participants through related programs and resources. For over 60 years, the Authority has faithfully served the town of Needham by administering State-aided and Federal housing programs that provide affordable and low income

housing opportunities for Needham's elderly and family populations.

Oversight of the Needham Housing Authority is provided by a five member Board of Commissioners all of whom are residents of Needham.

Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners are subject to the following terms:

	<u>Office</u>	<u>Term expires</u>
<i>Peter Pingitore</i>	<i>Chair</i>	<i>April 2015</i>
<i>Reginald C. Foster</i>	<i>Vice Chair</i>	<i>April 2013</i>
<i>Cheryl Gosmon</i>	<i>Treasurer</i>	<i>April 2014</i>
<i>William DeBear</i>	<i>Commissioner</i>	<i>April 2016</i>
<i>Robert Stegman, Governor's Appointee</i>	<i>Commissioner</i>	<i>April 2012</i>

STAFFING

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

The NHA administrative staff is composed of the following:

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

The NHA Maintenance Department is composed of the following maintenance staffers: John Pladsen, Dan Mann, Bryan Trundley and Al Conti.

The Authority remains committed to providing high quality maintenance and property management services in order to preserve the existing housing stock as a public resource for decades to come.

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

Units	Program	Location	Bedroom size
152	State (Ch.667)	Linden & Chambers Street elderly/handicapped	1 BR and Studio
60	State (Ch.200)	High Rock Estates Family/Veteran	2 & 3 BR
20	Project-Based Vouchers-S8	High Rock Homes (Rentals)	2 & 3 BR

Units	Program	Location	Bedroom size
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
8	State (Ch.689)	1415 Great Plain Avenue 8 units for Special Needs	1 BR
46	Federal	Seabeds Way elderly/handicapped	1 BR
30	Federal	Captain Robert Cook Drive	2 & 3 BR
100	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

We are in the 8th year of a Management Agreement with the Wellesley Housing Authority. Under this contract, first instituted in January of 2003, Needham provides management oversight and staffing for the Wellesley Housing Authority administrative and maintenance operations. Both Boards meet semi-annually to review and discuss matters of common interest and concern.

BUDGETARY DATA

The Needham Housing Authority maintains separate budgets for each of its programs. Monthly rents are the major source of funding for the Authority. Additional operating and capital subsidies are provided through HUD for the Federal Programs and the State’s Department of Housing and Community Development (DHCD) for the State programs. The Authority receives no Town of Needham money for its continued operation and is not part of the Town’s budget. Under a management agreement with the Wellesley Housing Authority, the Needham Housing Authority collects a monthly management fee for the administration and oversight of their programs and properties.

The Annual Budget of the Needham Housing Authority is a public record and is available for review at the Authority’s office at 28 Captain Robert Cook Drive. The latest audit was completed for FYE December 2010 and was performed by Hurley, O’Neill & Company Certified Public Accountants.



The Needham Housing Authority Cooks Afterschool tutoring program for children aged 6- 16 years of age was a resounding success in 2011. Over 20 NHA youngsters participate in this program featuring home work assistance and recreational activities.

FY2011 NHA HIGHLIGHTS

HIGH ROCK ESTATES

In 2011, in preparation for a transition to conversion to a federally funded housing program, the NHA, in conjunction with the Massachusetts Department of Housing and Community Development completed the modernization of 60 bathrooms in the High Rock Estates development. Additionally the NHA completed repairs of 18 roofs, several fences, retaining walls, and asphalt sidewalks in the High Rock Estates neighborhood.

HIGH ROCK HOMES



The demolition and reconstruction of 20 single family housing units within the High Rock Homes development was completed in 2009. In their place, 20 duplex buildings were constructed. These buildings contain a total of 40 units: 20 rental units and 20 for-sale townhouses.

Of the 20 townhomes, all have been sold to income qualified families. The rental units and the 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.

LINDEN-CHAMBERS STREET SENIOR HOUSING



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

The Linden-Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors who wish to remain living independently. Many of the Linden/Chambers Buildings received new roofs in 2011.

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

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

CAPTAIN ROBERT COOK DRIVE and SEABEDS WAY

The housing authority has judiciously utilized federal capital funds in these two developments to improve kitchens, patio doors, and bathrooms. Modernization efforts at these sites will continue into 2012.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and elders residing in NHA communities by connecting them to area service agencies and resources. Penny Kirk, the Resident Service Coordinator of the NHA also works closely with the Needham School Department to coordinate tutoring and supportive programs for students. In 2011, Middlesex Bank donated \$15,000; Dedham Bank awarded \$4,000; Needham Bank Awarded \$2,500; Danvers Bank donated \$2,500; and MUZI Ford donated \$3,000 to the afterschool tutoring program for children residing at the Cooks Bridge community.

An exercise and nutrition program takes place at the Chambers Community room weekly. It is funded, in part, by the Arthritis Foundation.

Information on the programs administered by the Needham Housing Authority can be obtained at www.needhamhousing.org.

COMMUNITY PARTNERSHIPS

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

The Needham Housing Authority continues to advocate for sufficient resources with responsible housing and supportive service groups on a local, state and national level.

FY2012 FORECAST

Kitchen remodeling at the family development at Captain Robert Cook Drive will continue into 2012. The spring of 2012 will witness ongoing landscaping activities in the High Rock

community as we continue to demonstrate that well conceived, affordable housing can coexist as a part of; rather than apart from; the larger community.

FIVE YEAR PLANNING

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

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

NEEDHAM TRANSPORTATION COMMITTEE

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

PURPOSE

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

FY2011 HIGHLIGHTS

- Addressed citizen concerns with respect to MBTA commuter rail and local bus operations pertaining to the Town of Needham as appropriate.
- Reviewed, in connection with the proposed Senior Center project at Needham Heights station, the Town of Needham’s planned land swap with the MBTA, with the Needham Heights West Street/Hillside Avenue lot to be conveyed to the Town and the Hersey “upper” lot to be conveyed to the MBTA.
- Reviewed proposed parking changes at Needham Heights and Needham Center stations, respectively, relative to the impact of these proposals on the Town’s current and future mass transportation needs, and provided advice to the Board of Selectmen and the Town Manager as appropriate.

- Monitored the MBTA's assumption of the administration of the Needham Heights, Needham Junction, and Hersey parking lots, along with the Town's conversion of the Needham Center station parking lot to municipal parking, and provided advice to the Board of Selectmen and Town Manager as appropriate.
- Monitored the MBTA's policies, procedures, finances, and capital program as presented to, and reviewed by, the MBTA Advisory Board, on which one of the members of Transportation Committee serves as the Town of Needham's voting representative.

PARK AND RECREATION COMMISSION

COMMISSION

Philip V. Robey, Chairman
Thomas M. Jacob, Vice Chairman
Cynthia J. Chaston, Member
Brian S. Nadler, Member
Michael J. Retzky, Member

PURPOSE

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

DEPARTMENT STAFF

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

- 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.

FY2011 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 2011 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 amount of requests for programs remained equivalent to the prior summer, but there was an increase in requests for Rosemary Pool passes;
- 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;
- Provided staff assistance to the Community Preservation Committee;

- Parent Talk donated financial support for the summer of 2011 Children's Theatre program;
- Needham Cultural Council, Needham Exchange Club, Dedham Institute for Savings Bank, Louise Condon Realty, Middlesex Savings Bank, North Hill, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2011 summer Arts in the Parks concert series. The Needham 300 Trust provided funding for a concert, planned to honor Needham's Tercentennial;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse. About \$40,000 was collected, an increase from prior years;
- Department offered programs through the use of a 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;
- Little League donated new dugouts at the Asa Small Field at DeFazio Park, as part of the field renovation project;
- Booster Club and Fastpitch donated a softball batting cage to Claxton Field.

COMMUNITY BENEFITS

- The Department reorganized its staff within its budget, creating the new position of Recreation Supervisor and eliminating the position of Department Assistant. Nicole DiCicco was promoted to become the first Recreation Supervisor, responsible for youth programs and assisting with playground projects;
- Within the reorganization of the department, some duties were shifted from the Assistant Director to add the responsibility of trails coordination. Assistant Director Karen Peirce spent the year attending various training sessions, including Eco-Explorers with staff from the School Department. A trail day was organized in the spring at Ridge Hill that presented educational information, walks, and trail clean-up. In the next fiscal year, a Trails Steward program will be offered;
- Discussions were held with Permanent Public Building Committee on rebuilding of Newman tennis courts after planned use for parking during school construction project;
- After purchasing two parcels of land adjacent to Walker-Gordon Field with Community Preservation Funds, the buildings on the property were demolished to prepare the property to become part of the park. With additional funds from Town Meeting, Walker-Gordon will be renovated in the next fiscal year;
- Developed new 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;
- With the authorization of the Board of Selectmen, the DPW removed the wooden play structure at Greene's Field, in preparation for a private fundraising effort to replace the structure;
- Department continued to work with School Department on safe playgrounds;
- Due to an appeal to the DEP of the department's permit to drain the Lake, Rosemary Pool could not be cleaned and painted in Spring 2010 as required. Due to a change in the permit status based on the Permit Extension Act, the regular process was followed with additional data collection;

- Assistant Director participated on Eat Well/Be Fit, Needham Committee, including offering a walk for children during the week of walk events called Needham Springs Into Action Week;
- Held Field Scheduling Summits, with sport league officials for ninth year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with “Touch the Trucks,” an annual community event;
- The parking lot lights at the PSAB building have provided extended fishing time at the Reservoir;
- Worked with resident sponsored committee studying the concept of a community center;
- Assistant Director served as Chair of the Wellness Subcommittee for Needham’s Tercentennial in 2011;
- After serving for eighteen years, Phil Robey retired from the Park and Recreation Commission. He is the longest serving Commissioner, to date. Andrea Shorthose was elected to the Park and Recreation Commission in April 2011.

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;
- Continued implementation of projects listed in completed Trails Master Plan;
- Pedestrian easement created at new development to reach the camp property on Rosemary Lake from Nehoiden Street;
- 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.

PERSONAL BENEFITS

- Department assisted with Needham 300 activities throughout the year, and with the planning of the final gala to be held in November 2011. Director served as judge at Dancing with the Stars event;
- Director participated and planning and schedule of visit of two government officials from Pakistan, a program sponsored by the Massachusetts Municipal Association;
- Fitness was a key component for many programs, and efforts were made to offer additional tennis classes due to a high number of requests. Tennis-related programs for younger children were increased, providing activities that help teach eye-hand coordination with a racquet;
- The Commission participated in discussions with the Board of Selectmen, Trustees of Memorial Park and School Committee regarding dogs in parks. Town Meeting approved an updated by-law for dogs;
- Bike racks, purchased through a State grant, were installed;
- Assistant Director served as the Town’s representative on the Needham Commission on Disabilities;

- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations;
- Provided assistance to the annual New Years Needham events. The Recreation Supervisor now serves as the administrator for the activities;
- Director and Assistant Director served on subcommittees for the Re-Accreditation of the Senior Center;
- Assistant Director worked with YMCA and Youth Services on annual “Needham Unplugged”, including one family night without homework, meetings or events;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including social media, playground safety and ADA requirements, the concerns related to overweight children and obesity; the study of youth sports, integrated pest management, customer service, safe pool operations, creative programming, funding resources and training of staff. Summer supervisors participated in regional training program.

PUBLIC HEALTH DEPARTMENT

BOARD OF HEALTH MEMBERS

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., Public Health

Program Coordinator

Brian Flynn, R.S., Environmental Health Agent

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

Health Agent

Danielle Landry, Animal Inspector

Jane Lischewski, Administrative Coordinator

Carol Read, M.Ed., CAGS, Substance

Abuse Senior Program Coordinator

Joanne Rossi, Substance Abuse Program Coordinator

Donna Vigiiano, R.N., Public Health Nurse



MISSION

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

the Department is to prevent disease, promote health and protect the public health and social well being of the citizens of Needham, especially the most vulnerable.

FY2011 HIGHLIGHTS

- Currently the Health Department Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Needham Youth Substance Abuse Prevention Coalition, Co-Chairs the Eat Well Be Fit Committee, Co-Chairs the Healthy Needham 2011 Committee, Coordinates the Tobacco Control Program, Chairs the Housing Taskforce and Coordinates the Medical Reserve Corps.
- The Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County – 7(NC-7;

Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the CDC. Also, the Director is on the steering committee for the Public Health Museum and on the steering committee for CHNA #18 (includes 9 Metrowest communities).

- Needham Public Health Nurses are the “connection” for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.
- Public Health Nurses are spending more hours assessing, counseling, and referring Needham residents in need of Mental Health Services. Every age group is represented in these assessments and referrals.
- On a budget of \$459,841 an additional \$467,243 was received during the year including \$389,501 in grants and donations and \$77,742 in permits and fees.
- The Department completed 24 presentations to community groups, 57 articles for the local print media and the town website, 4 cable news interviews, 28 public service announcements, 22 cable shows and 22 press releases.
- The Eat Well Be Fit Needham Committee, coordinated by the Department, is a community based health and wellness initiative, continued its tenth year. The mission of the 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. A week of events was held in May.
- Project InterFace, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and BIDHN.
- Healthy Needham 2011 committee co-chaired by the Health Department and the Needham Public Schools along with many town departments and community groups developed a calendar for the Needham 300 celebration that was distributed to residents. The calendar was sponsored by Beth Israel Deaconess Hospital Needham. Monthly articles and Public Service announcements were shown throughout the year on the Needham Channel.
- 396 retail/food service inspections conducted on 144 establishments by the Environmental Health Agents. There were also 101 temporary food permits issued. Every food establishment was inspected routinely at least every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 25 food complaints investigated.
- 71 general nuisance complaints and 12 housing complaints investigated by the Environmental Health Agents.
- 63 employees who sell tobacco products in 11 tobacco vendors viewed the Health Department video on tobacco regulations and procedures to sell. Three compliance checks were completed on all tobacco vendors with no sales to a minor.
- There were 148 Title V septic system related inspections follow-ups and plan reviews.
- 59 municipal employees certified in American Heart CPR/AED’s in addition to Fire and Police personnel.
- 84 communicable diseases reported and investigated by the Public Health Nurses.

- Over 1,662 immunizations were administered in FY 11. More than 1,564 persons participated in the seasonal flu immunization clinics.
- More than 1,871 persons consulted the Public Health Nurses for wellness visits. The nurses also provided approximately 155 hours of care on site to employees, valued at approximately \$5,147.
- \$75,000 received from Newton Wellesley Hospital and Mt. Auburn Hospital for CHNA #18 health related activities (8 towns).
- The Traveling Meals Program delivered over 9,754 meals and volunteers provided over 2,134 hours of service to pack and deliver the meals.
- There were 73 pets placed under quarantine by the Animal Inspector.
- The Health Department web page continues to grow and includes application forms, links and educational information. www.needhamma.gov/health.

GRANTS AWARDED AND DONATIONS RECEIVED

\$125,000	The Needham Coalition for Youth Substance Abuse is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program, for \$125,000 per year, supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department.
\$8,800	Tolman Trust Fund grant for Adult Substance Abuse Prevention and Education
\$1,500	Donation for the continuation of the Parent Support Group for Parents with teens using substances
\$6,500	Donations to support the Fifth Quarter events at the High School following sport games
\$8,450	CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings
\$5,000	National Association of City and County Health Agencies (NACCHO) development grant to fund Medical Reserve Corps trainings and to fund a part time coordinator position
\$3,286	Medical Reserve Corps from the Center for Disease Control
\$1,289	Homeland Security Grant for communication improvements within Norfolk County 7 (Grant total \$9.000)
\$110,747	Human Service grants and donations from state organizations, community organizations and churches to assist needy residents in obtaining fuel, medical care, emergency food, and other emergency assistance as needed. Many

residents moved down to 200% of poverty and were eligible for Federal Funds during these hard economic towns

- \$20,800 Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal
- \$6,957 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
- \$32,000 Volunteer Services provided over 2,134 (approximately equal to \$32,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program
- \$2,000 Donation from Danvers Bank for the Eat Well Be Fit Committee Wellness Week
- \$1,860 Medical supplies donated to the Health Department by Beth Israel Deaconess Hospital Needham for clinical activities
- \$38,000 Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention and a grant to train/certify as trainers 18 members of the NCSP and Riverside Community Care staff in QPR
- \$450 Community Donations for the Needham Coalition for Suicide Prevention
- \$5,500 Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department
- \$1,812 Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

EMERGENCY PREPAREDNESS

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

- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Sub-Region 3 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly Norfolk County 7 (NC7) communication drills completed
- Passed Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment
- Participate in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance
- Medical Reserve Corp Emergency Notification Drill provided to Needham members. 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 at the PSAB Building
- 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 175 volunteers in Needham and to over 1,000 in Norfolk County-7 (NC-7; Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood). Five MRC Trainings were provided locally. Multiple regional trainings were provided as well with many members taking advantage of these trainings as well
- 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
- Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills



SUBSTANCE ABUSE PREVENTION & EDUCATION
 Needham Coalition for Youth Substance Abuse Prevention, NCYSAP



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

Mission: The Coalition incorporates a collaborative, community based and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action we will decrease the risk

factors and increase the protective factors associated with substance use to enhance the health and safety of our youth.

The cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of a community including: parents, youth, business leaders, law enforcement, school and public service officials, health care professionals, faith-based organizations, media, youth serving representatives, state and local government agencies, social service providers and other community representatives. The NCYSAP is guided by a five-person Leadership Team representing law enforcement, health care, schools and the parent community.

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

Our members are committed to implementing Environmental Prevention Strategies that impact access and availability, policy and enforcement, media advocacy and community norms and perceptions.

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

The NCYSAP Action Teams: Youth Connections, Parental Education, Community Awareness and Education: Access and Availability and Coalition Capacity Building, implement targeted prevention strategies across multiple community sectors to reduce youth substance use and shift community norms.

The NCYSAP is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use.

Carol Read, M.Ed, CAGS, the Substance Abuse Prevention & Education Senior Program Coordinator, directs the DFC federal grant program, as a staff member of the Needham Public Health Department.

NCYSAP staff, attended CADCA's 21st Annual National Leadership Forum: "Coalitions Moving Forward: Mapping the Future", a four day conference led by more than thirty key leaders in the fields of substance abuse prevention and treatment, public health, mental health, safety and education.

CADCA sponsored an information and advocacy day on Capitol Hill Day featuring a CADCA Rally with Congresswoman Mary Bono Mack, CA and General Arthur Dean of CADCA and a Congressional Reception with Senator Charles Grassley of Iowa. To advocate

for continued support for the Drug Free Communities Act (DFCA) program NCYSAP staff met with Massachusetts congressional leaders: Senator Scott Brown, Meghan Morris, Legislative Assistant to Congressman Stephen Lynch, and Jeremy D'Alessandro, Legislative Assistant to Senator John Kerry.

The Forum featured the 7th Annual Community Prevention Day, "Future by Design: Behavioral Health in Action" sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA) in partnership with the Center for Substance Abuse Prevention (CSAP) featuring Gil Kerlikowski, Director ONDCP and Vice Admiral Regina Benjamin, U.S. Surgeon General. Focused on the promotion of Behavioral Health, the prevention day offered strategic initiative training, skill building workshops and plenary sessions.

NCYSAP staff were recognized at The Forum as graduates of the CADCA National Coalition Institute, a three week National Coalition Academy, which provides comprehensive training on SAMHSA's Strategic Prevention Framework (SPF), including integration and application methods targeted to DFC program goals. CADCA leadership team members General Arthur T. Dean, Chairman, Kareemah Abdullah, Deputy Director and Vice President of Training & Youth Programs, and Carlton Hall, Associate Deputy Director, National Coalition Institute, highlighted the vital need to enhance community prevention efforts through education and training programs based on SAMHSA's SPF.

Coalition successes during the past year include a comprehensive community Medication Take - Back program. The NCYSAP and the Needham Police Department (NPD) sponsored three Medication Take-Back events the first independently and the second two in conjunction with the inaugural National DEA Medication Take-Back Days. Since the inception of the program, residents have disposed of over 40,000 prescription medications and 15,000 over-the-counter unused, unwanted and expired medications. This safe disposal program is sustained throughout the year through a permanent disposal safe located in the Needham Police Department lobby, accessible 24 hours a day, 7 days a week. A small safe was purchased at the inception of the program yet due to the strong response from the community a larger disposal unit was purchased. Each month, approximately 50 lbs. of medications are collected in the new MedReturn unit significantly impacting unauthorized access and availability to medications, accidental poisonings and the negative environmental impact of improper disposal.

The NCYSAP Youth Connections Action Team has successfully initiated 5th Quarter events for NHS students. These post- game substance free social events feature free pizza, soft drinks, Ping Pong and music. Over 200 NHS students attended the first 5th Quarter event held after an October football game, in the NHS cafeteria. The NCYSAP is committed to supporting multiple 5th Quarter events during the next year; fundraising efforts have resulted in over \$6500 in donations from Needham businesses, fraternal organizations, parent groups, and residents.

Youth participation in the NCYSAP has increased through the dedication of students from the NHS club, Rockets Against Destructive Decisions (R.A.D.D.). Carol Read, NCYSAP Program Director, serves as the NCYSAP liaison and advisor of the group in conjunction with Will Grannan, NHS Guidance Counselor, supporting youth efforts to sponsor substance-free activities and programs. The R.A.D.D. club goal is to create a cultural shift in their peers' beliefs around the normalization of underage substance use in social settings through

the sponsorship of fun, substance-free activities. The group successfully coordinated a Wii Game Night, a Coffee House and a “Friday Fiesta” that featured local bands, with an open mic segment, these innovative events were attended by over 100 Needham youth. R.A.D.D. students developed a school-wide survey to gain insights into NHS student awareness of the R.A.D.D. Club and to identify events their peers would like to attend during the year.

SUBSTANCE EDUCATION AND PREVENTION- ADULT ~ YOUTH RESOURCES AND REFERRAL

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

The Needham Public Health Department is committed to moving the adult community toward seeking resources for counseling and treatment support and away from the feelings of shame traditionally attached to substance abuse which inhibit action. Through a combination of community outreach programs and confidential assessment, via phone or direct meeting, our department provides educational information, referrals for inpatient treatment, and outpatient counseling support. It is our hope that adults in need will continue to contact our office for resources for themselves and/or their children who are facing substance use issues.

This past year, the NCYSAP, in collaboration with the Needham Public Health Department, successfully implemented a psycho-educational Parent Support Group program consisting of four informational support group meetings. Facilitated by Rachel Nenner-Payton, LICSW, the groups provided support for parents navigating the challenges of teen substance use in a confidential environment in addition to providing factual information regarding: teen drug and alcohol use trends, the biological, psychological and social/emotional impact of substance use, and parenting strategies to enhance family dynamics. The families who participated in this group advocated continuing the group program after the initial four sessions and have met weekly throughout the year. Initial funding for this vital program was provided by the Metro West Community Health Care Foundation, the Tolman Trust committed to funding the second year of the Parent Support Group.

The NCYSAP Parental Education and Awareness Action Team, committed to initiating a Community Awareness & Education Campaign to enhance awareness among parents and adult residents regarding Needham youth substance use rates, the impact of substance use on adolescent development, and parental strategies to decrease youth access to alcohol and other drugs. Multiple focus groups were conducted to gather feedback on parental perceptions of youth substance use, parenting practices related to youth high risk behavior and the most effective avenues to communicate health and safety strategies to parents. The campaign launch is scheduled for the fall with a subsequent program planned for late spring 2012.

The NCYSAP offered three sessions of the five meeting Guiding Good Choices parent education program, a SAMHSA approved evidence- based program. This educational program offers Needham parents of youth ages 9-14, strategies to enhance communication

patterns, increase family bonding and effective family management, and refusal skills to support youth in navigating high risk behaviors. The Guiding Good Choices program reviews normative adolescent development and the impact of substance use on brain development. Three sessions, each consisting of five 2 hour classes, were offered this year and attended by 26 parents. One meeting of the program includes parents and children focused on learning Refusal Skills which enable youth to navigate through the challenges of high risk behaviors, 24 parents and 28 children participated last year. The Guiding Good Choices program was funded by the MetroWest Community Health Care Foundation.

In collaboration with three local DFC funded coalitions: Allston-Brighton, Arlington, and Weymouth, the NCYSAP hosted a three day Guiding Good Choices Facilitator Training, conducted by Dr. Dorothy Ghlyn-Bennett of the University of Washington and AleDor Services. Carol Read, Joanne Rossi, Karen Mullen, a NCYSAP Leadership Team member, and Rachel Nenner-Payton, LICSW were certified as Guiding Good Choices facilitators.

The NCYSAP sponsored the 2nd Annual Community Forum featuring keynote speaker Marisa Silveri, Ph.D., Assistant Professor of Psychiatry at Harvard Medical School and McLean Hospital. Dr Silveri presented Understanding the Effects of Alcohol and Drug Use on the Adolescent Brain, offered facts regarding latest research findings on the effects of substance use on the developing brain. A young adult, a Needham High School graduate, shared his experiences with substance abuse, addiction, treatment, and the hope he has found in recovery.

A community panel comprised of Dan Gutekanst, Needham Public School Superintendent, Larry Berkowicz, Riverside Community Care, Jon Mattleman, Needham Youth Services, Lt. Chris Baker, Needham Police Department, Paula McEvoy, MD, Needham Parent and Pediatrician, and Jessica Dunning and David Libbey, NHS R.A.D.D. Club officers. Panel participants shared their roles in efforts of community prevention. Substance abuse educational information, counseling and treatment support resources, and effective parent strategies were disseminated.

Building awareness of NCYSAP programs has included Meet and Greet sessions with the Substance Abuse Prevention & Education Coordinator at meetings and events with over 2000 participants, including the Needham Interfaith Clergy Association, The Needham Commissioners of Trust, the Beth Israel Deaconess Hospital, the Needham School Committee and at numerous youth and parent programs sponsored by the Needham Public Schools. We have presented educational programs to over 500 individuals through events sponsored by the NCYSAP, the Needham Public Schools, and community parent groups. We have presented educational information to members of Needham clubs, fraternal groups, Veterans' organizations and The Massachusetts Association of Councils on Aging regarding healthy lifestyle choices, substance use and suicide prevention through the QPR Program.

Utilizing print, on-line and cable television media has enabled us to share topic specific programs such as: prescription drug awareness, alcohol awareness, marijuana awareness, environmental prevention, medication disposal, and effective parenting practices with the community. Throughout the year, The Needham Channel has broadcast three parent skill building presentation programs, a social host liability presentation, a sexuality and suicide prevention program, a marijuana awareness program, and a substance abuse prevention program featuring experts in the fields of adolescent development, substance abuse and

addictions over 690 times. The Needham Channel has also broadcast six informational PSA's on substance abuse over 500 times in addition to sharing our messages on their Newscast and Community Bulletin Boards. The Needham Times, Hometown Weekly and the Needham PATCH have published six informational articles on substance use and prevention, seven press releases and nine announcements in their print and on-line editions. We communicate substance use educational information and support resources to parents electronically through multiple email lists and the Public Health Department web pages at: www.needhamma.gov/health/substanceabuse.

HIGHLIGHTS

- The NCYSAP and the Needham Police Dept. participated in the 1st and 2nd Annual DEA National Medication Take-Back Days. Since the inception of the program in 2009, over 40,000 prescription medications and 15,000 over-the-counter medications were dropped off for safe disposal.
- Ongoing medication disposal is available 24 hours a day, 7 days a week in the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the MedReturn disposal unit.
- The first 5th Quarter event, held in October after an NHS football game, featuring pizza, music and ping pong was attended by over 200 Needham High Students. The NCYSAP raised over \$6500 from community businesses, fraternal organizations, parent groups, and residents to support the ongoing 5th Quarter Program.
- The NCYSAP, in collaboration with the Needham Public Health Department, piloted a psycho-educational Parent Support Group program addressing the specific needs of parents of teenagers struggling substance use. This program was funded by The MetroWest Community Health Care Foundation.
- The Tolman Trust committed \$8,800 to fund the Parent Support Group program for fiscal year 2011-2012. This funding will enable us to offer 2 separate parent group programs: one short-term 3 session psycho-educational group and a second step ongoing support group.
- 26 parents and over 28 children participated in the 5 session Guiding Good Choices parent education programs offered through the NCYSAP Parental Education Action Team.
- Carol Read and Paula McEvoy, MD designed, developed and successfully presented a Power of Parenting presentation for parents of middle school students. This program offers factual information on the biological, psychological and social/emotional impact of underage substance use, parenting strategies to enhance positive adolescent behavior and resilience.
- The NCSAP hosted the 2nd Annual Community Forum featuring Dr. Marisa Silveri of Harvard Medical School and McLean Hospital. Dr. Silveri presented cutting edge research on the multi-faceted effects of adolescent substance use on the developing brain. A panel of community leaders shared the work they are engaged in among their sectors to reduce underage substance use, high risk behaviors and promote resilience. The evening also featured a presentation by a young adult who shared his experiences with substance abuse, addiction, treatment, and the hope of recovery.



- AlcoholEDU, an on-line alcohol prevention and education program for high school 1students was implemented through collaboration with the NHS Health and Wellness Department and the NCYSAP. Over 500 students in grades 9 and 11 participated in this SAMHSA, NREPP recognized evidence- based program.

PUBLIC HEALTH NURSING

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

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

The Needham Health Department provides community outreach through speaking engagements with community groups such as the retired Men’s Club, and Local Churches as well as the Needham Community Council. Outreach is provided to the local hospital through our coalitions and committee work and speaking engagements with Medical Staff during Grand Rounds. Outreach is increasing with our town employees through seasonal trainings and education such as mosquito and tick borne diseases as well as “How to Stay Healthy” education sent via email and educational boards set up in town buildings. Seven Health Matters articles were published along with four Public Service Announcements and Four Needham Cable news interviews with regards to health education and program promotion. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health. The Public Health Nurses also serve on several local committees; Co chair of the Needham Domestic Violence Action Committee, and member of the Beth Israel Deaconess Infectious Disease Committee, TRIAD, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee as well as the Needham Housing Task Force.



The Public Health Nurses license and conduct health and safety evaluations for 9 summer camps and 2 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.

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

COMMUNICABLE DISEASE

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

	FY 09	FY 10	FY 11
Babesiosis	4	1	2
Campylobacter	3	2	6
Cryptosporidia	2	0	0
E-Coli	0	1	0
Ehrlichiosis/HGA	0	2	3
Enterovirus	1	2	0
Giardiasis	0	9	1
Haemophilus Influenza	0	2	1
Hepatitis B	1	5	5
Hepatitis C	N/A	N/A	10*
Lyme Disease	64	44	35
Meningitis(asceptic)	1	1	1
Meningitis (Bacterial)	0	0	1
Pertussis	1	0	2
Salmonellosis	6	2	5
Shigella	0	1	0
Strep A (GAS)	1	3	2
Strep Group B	1	2	2
Strep Pneumonia (Inv.)	4	3	2
Toxoplasmosis	1	2	0
Trichinosis	0	0	1
Varicella	7	8	4
Yersinia	1	0	1
TOTAL	114	96	84

*Newly released state data – chronic cases

SCREENING PROGRAMS

	FY 09	FY 10	FY 11
Employee Office Visits/Off Site Clinics	155	164	185
Employee Wellness	1603	1811	856
Employee Education/Training (351 employees)	N/A	N/A	8
Mantoux Testing	188	90	51
Police Weight Screening	63	42	42
Skin Cancer Screening	40	48	49
Wellness Office Visits	647	617	546
Wellness Clinics - Visits	295	277	212

IMMUNIZATIONS

	FY 09	FY 10	FY 11
Influenza Doses Administered	1960	1960	1564
H1N1 Doses Administered		5900	NA
Other Immunizations Administered	56	102	98

LICENSED FACILITIES

	FY 09	FY 10	FY 11
Day Camps	7	8	9
Inspections	10	16	24
Tanning Parlors	2	2	2
Inspections	6	6	6

HUMAN SERVICE

SENIOR SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past eleven years of the program, over 610 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes.

FEDERAL FUEL ASSISTANCE PROGRAMS

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

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY 09	FY 10	FY 11
Coordinate Local Assistance (families)*	149	123	165
Federal Energy Assistance (families)	118	127	133
Salvation Army (families)	14	14	20

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

ANIMAL INSPECTIONS

Animals Quarantined for Exposure to Potentially Rabid Animals

	FY 09	FY 10	FY 11
Cats (45-day quarantine)	24	18	25
Cats (6-month quarantine)	9	20	4
Dogs (45-day quarantine)	4	10	8
Dogs (6 month quarantine)	0	1	0
Cat/Human	2	5	3
Dog/Human	18	19	18
Dog/Dog	2	7	1
Bat/ Human	10	5	7
Raccoon/Human Exposure	0	13	1

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, 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 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.



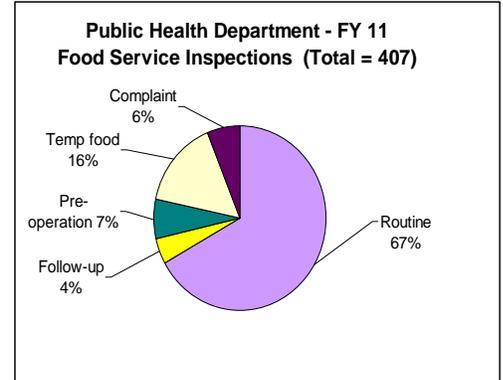
INSPECTIONS AND REVIEWS

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

	FY 09	FY 10	FY 11
Carbonated Beverages:	1	1	1
Food service: inspections/plan reviews/complaints:	689	707	611
New Trans Fat regulation follow-ups:		376	212
Chap. II housing inspections/follow-ups:	11	22	31
General nuisance complaint follow-ups:	89	89	71
Title V system inspections, plan reviews, and home additions:	156	137	148
Title V systems installations:	6	4	6
Subdivision field inspections/plan reviews:	33	35	21
Swimming pool inspections:	10	19	15
Suspect food borne illness reports submitted to state:	1	0	0
Demolition reviews:	86	86	94
Tobacco compliance: checks and inspections:	130	116	74
Hotel inspections		1	1

Licenses and Permits

	FY 09	FY 10	FY 11
Animal Permits:	6	6	6
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	140	144	146
One-Day & Temporary Event Permits:	76	102	101
Mobile Food Licenses:	4	5	6
Septic Hauler Permits:	13	14	15
Subsurface Sewage Installer Permits:	18	15	15
Tobacco Sales Permits:	14	11	11
Caterers:	2	3	3
Disposal of sharps permits:	8	7	7
Funeral Directors' Licenses:	3	3	3
Burial Permits	431	471	390



THE TRAVELING MEALS PROGRAM

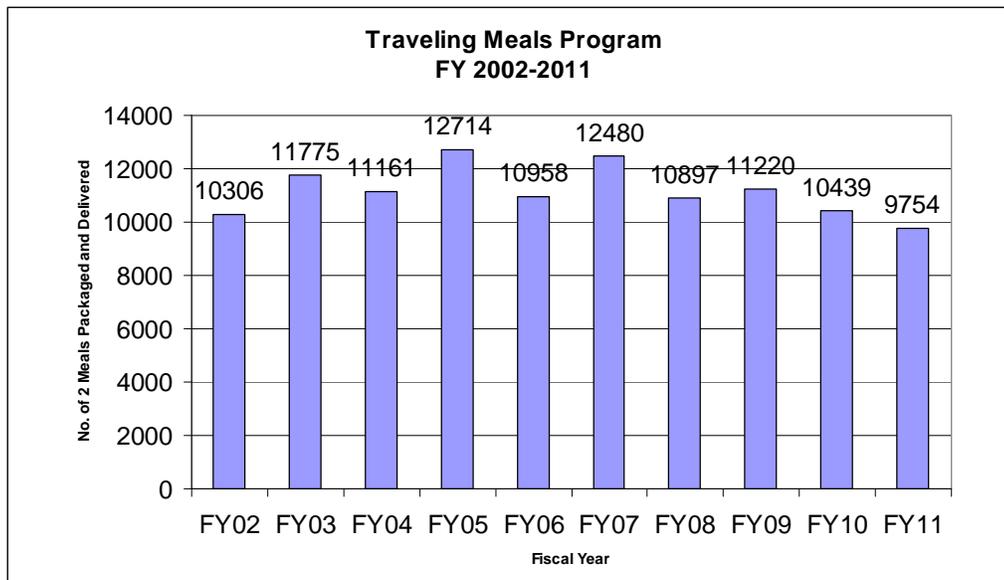
The Needham Health Department's Traveling Meals Program is in its 40th year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.

This Program is available to any Needham resident that is homebound and meets the following criteria:

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



This year, July 1, 2010 through June 30, 2011, our dedicated and committed volunteers packed and delivered 9,754 meals (2 Meal Packages).



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

Donations from the “FRIENDS” of the Needham Board of Health and Traveling Meals Program along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 21 of our Needham residents needing assistance.

MENTAL HEALTH AND SUBSTANCE ABUSE



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.

The Annual Report for FY’11 on overall number of Needham residents served across Riverside Community Care’s programs during the past fiscal year (July 2010 – June 2011) include:

- Outpatient Services-----95 individuals
- Early Intervention-----154 individuals
- Emergency Services-----81 individuals (157 psychiatric emergency interventions)
- Youth Programs (home-based)-----50 individuals (20 families)
- Psychiatric Adult Day Programs-----16 individuals
- Youth Psychiatric Day Programs-----5 individuals
- Adult Crisis Stabilization (overnight)-----1 individual

This represents 402 Needham residents.

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

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

- 2,590 clinical hours of service
- 242 days of psychiatric day services
- 157 psychiatric crisis/emergency interventions



2011 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 2010 and 2011.

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

The Arc of Charles River, a service of The Charles River Center, provides information and referral services, legislative advocacy and educational seminars on topics designed to help member families of individuals with intellectual and related developmental disabilities. Our Arc also supports our State and National Arc's in a broad array of efforts on behalf of the people we support. For a complete Annual Report contact: The Charles River Center, Development Office, 59 East Militia Heights Road, Needham, MA 02492.

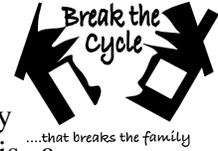
EAT WELL/BE FIT NEEDHAM COMMITTEE

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



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

DOMESTIC VIOLENCE ACTION COMMITTEE



The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department and is Co-Chaired by the Public Health Department and the Police Department. DVAC is a community based 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:

- Sponsored training for NHS teachers on bullying by Elizabeth Englander.
- “Doin the Right Thing” (through Deanna’s Educational Theater) to Pollard 7th grade 400 students.
- Sponsored Yellow Dress (through Deanna’s Educational Theater) for NPS students and parents
- Self-defense classes for women – Rape Aggression Defense (R.A.D.)
- 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.
- Take Back The Night – car wash, presentations to service groups in Needham, Grant writing
- Dissemination of educational information and displays at Fourth of July, Flea Market and Town Day Fairs.
- \$500 Scholarship to graduating Needham High School Senior
- 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
- Holiday Gift Card Donation for shelter residents – REACH Beyond Domestic Violence - \$500
- Mother’s Day fundraising for committee activities and furnishing of one shelter bedroom at REACH. Collaborating with Needham Housing as well as Needham High School Student for developing a Mother’s Day Mailing card.
- Cell Phone Recycling Program with Shelter Alliance.

NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people and is co-chaired by the Public Health Department and NHS Guidance Department. It is a broad based coalition of 35 members reaching out to our town’s diverse constituencies across the age continuum.





We believe that suicide is preventable if we work together. Please see the following websites for a detailed report on the committee's efforts at <http://www.needhamma.gov/health/ncsp> and for information on suicide for all ages please see the following link <http://www.needhamacts.org>

OTHER

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

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

The Three Rivers Interlocal Council (TRIC) is composed of thirteen communities southwest of Boston. The name comes from the Canoe, Charles, and Neponset Rivers. The monthly meetings are informal, informative, and facilitated. In 2011, Taber Keally, Milton, and Steve Olanoff, Westwood, stepped down as Chair and Vice Chair, respectively, after several years of stewardship. At the Three Rivers Annual Meeting held in September, Stephanie Mercandetti, Walpole and Karen O'Connell, Dedham, were elected as the new Chair and Vice Chair, respectively. Three Rivers meets monthly at the offices of our long time partner, the Neponset Valley Chamber of Commerce.

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

The third annual Three Rivers Legislative Breakfast was held in April of 2011, at the Norwood Police & Fire Public Safety Building. The Legislative Breakfast brings together municipal staff, members of Planning Boards, Conservation Commissions, Boards of Selectmen, Open Space and Recreation Committees, and other citizens serving in elected or appointed positions for informal contact with their Representatives and Senators serving in the Massachusetts State House.

In July of 2011, the Boston Region Metropolitan Planning Organization (MPO) increased its size from 14 to 22 members. Under the new structure there is one elected municipal seat for each of the Metropolitan Area Planning Council's (MAPC's) subregions. Elections were held in October at the MAPC Fall Council Meeting. The Town of Norwood received votes from across the region from to become a sitting member of the MPO, from the Three Rivers subregion, with a mandate to represent the best interests of the region. Michael J. Lyons, Norwood Board of Selectman, represents Norwood on the MPO, and Thomas O'Rourke, the appointed Norwood Local Council Representative to MAPC, is his designee.

The National Civic League recognizes ten communities within the United States each year for outstanding civic accomplishments. To win, each community must demonstrate innovation, inclusiveness, civic engagement, and cross sector collaboration to address pressing local challenges. Dedham was honored by being named a finalist for this prestigious award.

In 2011, MAPC provided direct technical assistance to Three Rivers communities through the District Local Technical Assistance program, Local Energy Action Program, Regional Energy Service Company procurement, Government Affairs Division, Municipal

Governance Department, Clean Energy Division, Land Use Division, Data Services Department, Public Health Region 4A Coalition, Sustainable Communities Consortium, and Transportation Division.

COUNTY OF NORFOLK

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

To the Citizens of Norfolk County:

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

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

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

County revenues are directly impacted by the real estate and credit markets. The County has continued to face the challenges of the ongoing national recession. The County has minimized operating expenditures while seeking to maintain and improve services.

Capital improvements have continued at County facilities, including relocation of the Norfolk County Law Library and Superior Court Probation Department to the Norfolk Registry building in Dedham. In cooperation with the Massachusetts School Building Authority, Norfolk County Agricultural High School is moving forward with a major capital facilities project at its Walpole campus, with construction scheduled to begin in FY2012.

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

As County Commissioners, we are privileged to serve you. Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310 Telephone: (781) 461-6105 Facsimile: (781) 326-6480 E-mail: info@norfolkcounty.org

NORFOLK COUNTY REGISTRY OF DEEDS

*William P. O'Donnell, Register
649 High Street, Dedham, Massachusetts
www.norfolkdeeds.org*

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 birthplaces 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 2010 include:

- The Community Outreach Program continued to bring the Registry to many of the County's Town Halls and Senior Centers during 2011. Register O'Donnell and staff were in Needham to a number of events. Register O'Donnell was the guest speaker at the March 22, 2011 Needham Retired Men's Club. On April 21, 2011 the Register and staff were at the Senior Resource Fair and on March 4, 2011, The Needham Channel and Mr. William Duggan, host of the Senior Moments Show toured and video taped the Registry of Deeds building. The video takes a unique look at the Registry of Deeds and its operation.
- The Registry's Informational Seminar's offer both the real estate professional and the general public the opportunity to learn how to research the Registry's land records.
- On January 20, 2010 the Registry processed its first electronic recording. Documents can now be sent electronically to the Registry to be recorded.
- The internet accessible indexing system has been expanded back to include references from as early as 1900. Remote access over the internet for complete printing of Registry documents is steadily expanding among a growing number of account holders. Documents and Plans dating back to Norfolk County's founding in 1793 are viewable through the Registry's website at www.norfolkdeeds.org.
- The full service telephone and walk-in Customer Service & Copy Center provided thousands of Norfolk County residents with quality assistance in all areas of the Registry operations. The Customer Service & Copy Center can be reached at 781-461-6101.
- The Registry's internet website www.norfolkdeeds.org is regularly updated and enhanced to include recent news, foreclosure and first time buyer information, trends, press information, and answers to frequently asked questions.
- Our Community Programs, Suits for Success, and the Annual Holiday Food and Toys for Tots Drives have been successful through the generosity of the Registry employee's and residents of Norfolk County.

Overall real estate activity in 2010 for Needham showed a healthy increase from 2009. In total 9,659 documents were recorded at the Registry of Deeds related to Needham real estate, a 1% climb from the previous year. Actual land transfers increased by 8% in 2010 with a total of 741 deeds, both for consideration and for nominal consideration, being recorded. There were 2,884 new Needham mortgages recorded, 2% more than 2009. This increase was driven in part due to historically low interest rates and contributed to December being the busiest recording month for Needham residents. Needham real estate prices rebounded considerably from 2009 with the average price of a Needham real estate sale (greater than \$1,000 - residential and commercial properties combined) climbing to \$1.24 million, a solid

75% increase from 2009. This increase may be attributed to commercial rather than residential sales. Needham homeowners also took advantage of the Massachusetts Homestead law by recording 497 Declarations.

The Norfolk County Registry of Deeds, located at 649 High Street, Dedham, is the principal office for real property in Norfolk County. The Registry is the basic resource for homeowners, title examiners, mortgage lenders, municipalities and others with a need for secure, accurate, accessible land record information. The Registry land records date back to the founding of Norfolk County in 1793 and are available for online viewing. The Registry's online index is available from 1900 forward and continues to expand to include earlier records. Complementing the Registry's efforts to expand and increase the accessibility of land records the Registry now accepts electronically transmitted documents. "E-filing" allows a real estate professional from not only Norfolk County but from across the country to send and record documents within minutes at the Norfolk County Registry of Deeds. To learn more about this technology and/or the other services offered by the Norfolk County Registry of Deeds please contact our Customer Service Department at 781-461-6101, or on the internet at www.norfolkdeeds.org.



Register O'Donnell and First Assistant Register Kennedy watches the first electronic recording on January 20, 2010.

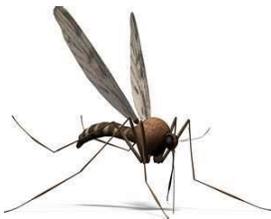


Register O'Donnell assists a participant at an Informational seminar.

THE NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

John J. Smith, Director

The operational program of the District utilizes 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: Field surveys, inspections, and monitoring in support of each part of the program are highlighted below. District personnel spend significant hours conducting surveillance which supports each component of the Districts program. The District continues to collaborate with the Massachusetts Department of Public Health (MDPH), State Laboratory Institute for the purpose of detecting viruses in collected mosquitoes as an early warning system for the residents of the county. Considerable manpower is allocated to all these efforts, which is not directly 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, District 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. Increasing problems with beaver activity is becoming a new area of concern.

Drainage ditches checked/cleaned	8,200 feet
Intensive Hand Cleaning*	400 feet

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

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.

Aerial larvicide applications with Bti	232 acres
Larval control - briquette & granular applications by hand	2.9 acres
Rain Basin treatments – briquettes by hand (West Nile virus control)	1,658 basins
Abandoned/unopened pool or other manmade structures treated	19 briquets

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. These collections also identify priorities for adulticide applications in response to risk from mosquitoes infected with West Nile Virus (WNV) and/or Eastern Equine Encephalitis (EEE).

Adult aerosol applications from trucks	2,621 acres
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TOWN OFFICIALS 2011

ELECTED

Assessors

Damon Borrelli
Thomas P. Colarusso
Kevin J. Foley

Board of Health

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

Commissioners of Trust Funds

Patricia Falcao (through 4/11/11)
Louise Miller (elected 4/12/11)
Joseph P. Scalia
Heydon David Traub

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

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

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston
Thomas M. Jacob
Brian Nadler
Michael J. Retzky
Philip V. Robey
Andrea Shorthose (elected 4/12/11)

Planning Board

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

School Committee

Joseph P. Barnes
Connie Barr
Heidi C. Black
Marianne B. Cooley
Michael Greis
Kim Marie Nichols (elected 4/12/11)
John O'Leary (through 4/11/11)
William J. Paulson

Selectmen

John A. Bulian
Denise C. Garlick (through 4/11/11)
Maurice P. Handel
James G. Healy (elected 4/12/11)
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
Richard Hardy (elected 4/12/11)
Thomas M. Harkins
Margaret Pantridge
Sally B. Powers (through 4/11/11)
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
Leon Foster (appointed 3/22/11)
Debbi Heller
Bruce A. Howell
Jeanie Martin
Karen Peirce
Elaine Saunders
Patrice Snellings (associate member)
Andy Wise
Colin (Dale) T. Wise

Conservation Commission

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

Cultural Council

Abby Cheng
Sally Dempsey
Claire Dee Ecsedy
Sheryl Edsall
Lisha Goldberg
Kathleen Leahy
Cynthia Lingley
Claire Messing

Ann Munstedt
Suzanne Saevitz
Hallie Sammartino

Council of Economic Advisors

Damon Borrelli (appointed 2/8/11)
Matt Borrelli (appointed 2/22/11)
Mike Boujoulian (appointed 2/8/11)
Glen Cammarano
William Day (appointed 3/22/11)
Elizabeth Grimes (appointed 2/8/11)
Maurice P. Handel
Bob Hentschel
Bruce Herman (appointed 2/8/11)
Tom Jacob (appointed 2/22/11)
Martin Jacobs (appointed 3/8/11)
Timothy Kickham
Janet O'Connor (appointed 2/8/11)
Peter Russell (appointed 3/8/11)
Matt Talcoff

Golf Course Advisory Committee

Roy Cramer
Daniel Dain (appointed 11/23/10)
Jane Howard
Michael Mahoney
Erik Pedersen
Jon Schneider
Richard M. Reilly

Historical Commission

Robert Boder (appointed 11/23/10)
Carol J. Boulris
Gloria P. Greis
Richard C. Hardy
Joel H. Lebow
Miles Shore, M.D. (appointed 11/23/10)
Sandra Tobin

Human Rights Committee

Michael Centola (appointed 11/23/10)
Paul F. Dellaripa
Marjorie Lynne Freundlich
Cynthia Ganung
Liora Harari
Amelia Klein (appointed 3/22/11)
Charles Sahagian (appointed 11/23/10)
John Schlittler
Mike Vaughn
Sandra Walters

Local Emergency Planning Committee

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

**Needham Community 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 de Lemos
Paul Good
Timothy Kickham
MaryRuth Perras

Property Tax Assistance Committee

Jill C. Kahn-Boesel
Elizabeth Handler
Peter Hess
Thomas Mulhern

Registrars of Voters

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

Solid Waste & Recycling Advisory Committee

William Connors
Albert Cooley
Jeffrey Heller
Pralay Som
Irwin Silverstein

Taxation Aid Committee

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

Technology Advisory Board

David Davison (ex officio)
Wade Davis
Deb Gammermon (ex officio)
Ann Gulati (ex officio)
Steven B. Handler
Thomas Keating
Joanne Kossuth (non-voting Tech Advisor)
Roger MacDonald (ex officio)
Michael Mathias
Carl Rubin

Traffic Management Advisory Committee

Anthony DelGaizo
John Kraemer
Jeffrey MacMann (appointed 11/23/10)
Richard Merson
Donna Mullin (appointed 11/23/10)
Glen Schneider
Sarah Smith
Thomas Stokes
Rebecca Turner (resigned 12/13/10)

Water and Sewer Rate Structure Committee

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

APPOINTED BY THE MODERATOR

Finance Committee

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

Personnel Board

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

OTHER APPOINTED BOARDS
(Appointing Authority)

Community Preservation Committee

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

Council on Aging

Scott Brightman
Carol de Lemos
Daniel Goldberg
Risa Greendlinger
Susanne Hughes
Eilene Kleiman (appointed 11/23/10)
Andrea Rae
Lianne Relich (appointed 1/25/11)
Colleen Schaller
Mary Elizabeth Weadock

Contributory Retirement Board

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

Design Review Board

Eugene R. Bolinger (*Planning Board*)
Mark Gluesing (*Board of Selectmen*)
Richard M. Reilly, Jr. (alternate)
(Board of Selectmen)
Deborah Robinson (*Planning Board*)
Stephen Tanner (*Planning Board*)
Nancy Wright (*Board of Selectmen*)

Future School Needs Committee

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

Permanent Public Building Committee

(Mixed appointing authority for all)

Joseph Carroll
Stuart Chandler
John J. Keene, Jr.
George Kent
Steven Popper, Dir. Constr. & Renovation
Mark H. Presson
Paul Salamone
Irwin Silverstein

Transportation Committee

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

Youth Commission

Ariana Chae (*Supt Schools – student*)
Ronnie Haas (*Moderator*)
Jessica Hoguet (*Park & Recreation*)
Doug Levy (*School Committee*)
Cathy Lunetta (*Finance Committee*)
Danielle Penny (*Supt Schools – student*)
Vincent Springer (*Police Dept*)
Debbie Winnick (*Board of Selectmen*)

**APPOINTED BY TOWN
MANAGER**

Animal Control Officer

Danielle Landry

Assistant Director of Public Works

Robert Lewis

Assistant Town Manager/Finance Director

David Davison

Assistant Town Manager/Dir. Of Operations

Christopher Coleman

Director of Emergency Management

Paul F. Buckley, Jr.

Director of Information Technology

Roger S. MacDonald

Director of Public Works

Richard P. Merson

**Director, West Suburban Veterans Services
District**

Stanley Spear

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

Bill Topham

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

Paul F. Buckley

Inspector of Buildings

Daniel P. Walsh

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

Edward Olsen

Superintendent, Water/Sewer

Vincent Roy

Town Accountant

Michelle Vaillancourt

Town Engineer

Anthony Del Gaizo

Treasurer and Tax Collector

Evelyn M. Poness

Administrative Assessor

Hoyt Davis

Assistant Town Clerk

Helen Atkinson

Director of Public Facilities - Construction

Steven Popper

Director of Public Facilities - Operations

Chip Laffey

Director of Public Health

Janice Berns

Director of Youth Services

Jon Mattleman

Environmental Health Agent

Tara Gurge

Executive Director, Council on Aging

Jamie Brenner Gutner

Library Director

Ann MacFate

Planning Director

Lee Newman

Park and Recreation Director

Patricia M. Carey

**APPOINTED BY ELECTED
OR APPOINTED BOARDS**

**Executive Director, Needham Housing
Authority**

Pamela Clark Allen

Executive Secretary to Finance Committee

Louise Mizgerd

Superintendent of Schools

Daniel E. Gutekanst

FISCAL YEAR 2011 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Precinct	Last Name	First/Middle Name
A	Bailey	Erik J.	A	King	Tyson P.
A	Butchart	Scott D.	A	Maxwell	Christopher A.
A	Creem	Richard S.	A	Miller	Rachel B.
A	Davidson	Alan J.	A	O'Brien, Jr.	Norman F.
A	Fanger	Alan S.	A	Price	Karen N.
A	Garf	Lee	A	Sargent	Elizabeth M.
A	Genova	John D.	A	Schneider	Louise I.
A	Gosmon	Cheryl	A	Shuman	Sylvia
A	Gratz	Donald B.	A	Silverstein	Nina
A	Herrick	Walter D.	A	Silverstein	Irwin
A	Kalish	Leslie A.	A	Sterling	Nicholas P.
A	Keane-Hazzard	Mary E.	A	Wallace	John R.
B	Baierlein	George	B	McConchie	Scott
B	Borrelli	Marianna	B	Merow Rubin	Mindy A.
B	Borrelli	Damon J.	B	Moody	Richard B.
B	Doyle	William G.	B	Nicols	Kim Marie
B	Frankenthaler	John J.	B	Orenstein	Glenn S.
B	Freedberg	Richard M.	B	Pendergast	Kevin T.
B	Freedberg	Cathy M.	B	Rosenstock	Steven
B	Goldberg	Mark	B	Rovner	Gerald C.
B	Grimes	Elizabeth Jane	B	Sabin	Caroline W.
B	Harris	David C.	B	Toran	Sarah Ann
B	Jacob	Thomas M.			
C	Alpert	Paul S.	C	Longo-Carter	Andrea
C	Alpert	Peter A.	C	Lowitt	Allegra W.
C	Barnes	Joseph	C	Masterman	James D.
C	Barnett	Bruce S.	C	Messing	Claire Patricia
C	Brightman	Scott M.	C	Miller	Louise L.
C	Doherty	Edward J.	C	Neckes	Susan B.
C	Dugan, Jr.	William H.	C	O'Connor	Caterina Bonadio
C	Gluesing	Mark J.	C	Pransky	Sheila G.
C	Goldberg	Lois R.	C	Tillotson	Paul B.
C	Greenstein	Sharyn Areano	C	Tobin	Sandra Balzer
C	Haslip	John H.	C	Young	Adelaide C.
C	Lebow	Joel H.	C	Zappala	Lisa W.
D	Black	Heidi C.	D	Lewis	Kathleen M.
D	Clarke	Holly Anne	D	Lunetta	Richard J.
D	Coffman	Barry	D	Mann	Richard S.
D	Conturie	Cynthia	D	McNeill	Gary B.
D	Cox	David R.	D	Pressman	Aaron M.
D	Cramer	Roy A.	D	Sexton	David J.
D	D'Addesio	Kathryn L.	D	Shesko	Gregory John
D	Der Marderosian	Ann	D	Ship	Carl S.
D	Eisenhut	Bruce T.	D	Soisson	Thomas F.
D	Foster	Reginald C.	D	Toran	Ralph A.
D	Hunt	Roger B.	D	Walitt	Arthur
D	Levy	Joshua W.	D	Wolfeld	Madeline Ann

FISCAL YEAR 2011 TOWN MEETING MEMBERS

E	Ardini	Michelle S.	E	Howard	Jane A.
E	Barr	Constance S.	E	Mullen	Kurt M.
E	Chaston	Cynthia J.	E	Novak	Linda J.
E	Cosgrove	Ann M.	E	Peckham	Ford H.
E	Crowell	Theodore M.	E	Perras	Maryruth
E	Cummings	Lawrence R.	E	Robey	Philip V.
E	Decker	Walter T.	E	Ruth	Ronald W.
E	Durda	Paul J.	E	Siegenthaler	Paul A.
E	Fachetti	Carol A.	E	Stevens	Julie E.
E	Francesconi	Irene M.	E	Supple	William J.
E	George	Linda J.	E	Walter	Martin L. B.
E	Harvey	Christine	E	Warner	Sam Bass
F	Borrelli	Matthew D.	F	McIver	Carolyn R.
F	Borrelli	Alison S.	F	McKay	Michael
F	Cohen	Lawrence J.	F	McKnight	Jeanne S.
F	Cox, Jr.	Gilbert W.	F	Milligan	John F.
F	Davis	Richard W.	F	Nadler	Brian S.
F	Davis	Gail E.	F	Niden	Michael L.
F	Dornbusch	Stephen L.	F	Okerman	William J.
F	Goldstein	Carl	F	Paolini	Richard P.
F	Heller	Jeffrey D.	F	Sexton	Jennifer S.
F	Lyons	Richard G.	F	Verdun	Michael L.
F	MacMahon	Mary Anne	F	Winnick	Deborah S.
F	Markman	Steven	F	Zoppo	William A.
G	Abbott	Susan W.	G	McCaffrey	Maureen T.
G	Attridge	Paul H.	G	Muldoon	Kenneth Scott
G	Beacham, Jr.	Peter W.	G	O'Keefe	Kathleen J.
G	Buckley	Patricia B.	G	Owens	Jill E.
G	Connors	William F.	G	Popper	Barbara K.
G	Crawford	Michael J.	G	Robey	Kathleen D.
G	DeMeis	Richard	G	Scholl	Craig
G	Dirks	Katy M.	G	Sidell	Charlotte B.
G	Freedman	Pamela C.	G	Smart, Jr.	Robert T.
G	Harkins	Thomas M.	G	Smulowitz	Peter B.
G	Johnson	Jane O.	G	Tierney	Timothy P.
G	Kay	Fredie D.	G	Welby	Susan
H	Brinkhaus	Heinz R.	H	Larsen	Robert Y.
H	Callanan	Paula R.	H	London	Laura
H	Comando	John E.	H	Margolis	Marjorie M.
H	Cosentino	Julia Satti	H	McCarthy	Nancy E.
H	Cruikshank	M. Patricia	H	Milligan	Paul T.
H	Dagen	Richard B.	H	Reilly	Richard M.
H	Diener	Michael	H	Savage Jr	Richard J.
H	Foley	Kevin J.	H	Shapiro	Jeffrey S.
H	Gordon	Paul M.	H	Sockol	Ron
H	Handler	Elizabeth P.	H	Sockol	Lois F.
H	Kardok	Michael C.	H	Wu	Harmony H.
H	Kristeller	Jeffrey	H	Zimbone	Richard A.

FISCAL YEAR 2011 TOWN MEETING MEMBERS

I	Becker	Elaine M.	I	Ochalla	Josephine Luppino
I	Connelly	John P.	I	O'Leary	John P.
I	Connolly	Peter Stephen	I	Pingitore	Peter J.
I	Denver	Paul F.	I	Renzulli	Nicholas S.
I	Ecsedy	David J.	I	Renzulli	Leslie Ann
I	Ecsedy	Claire Dee	I	Riley	Paul V.
I	Escalante	David J.	I	Robey III	Paul
I	Golden	Joel S.	I	Seraydar	June C.
I	Hannigan, Jr.	Thomas H	I	Sexton	Nancy E.
I	Higgins	Thomas W.	I	Supple	David Paul
I	Johnston	Wallace W.	I	Walsh	Maura O.
I	Kagan	Stephen C.	I	Weinstock	Rachel Ann
I	Kahn-Boesel	Jill C.	I	Whitney	Kathleen D.
I	Murphy	Lorraine M.			
J	Barker	Catherine J.	J	Mathias	Michael M.
J	Bonasia	James S.	J	Montgomery	David P.
J	Chandler	Stuart B.	J	Mooney	Christopher
J	Cooley	Marianne B.	J	Mullin	Donna M
J	Dermody	William R.	J	Murphy	Jane B.
J	Deutsch	Robert E.	J	Murphy	Anne M.
J	Doukas	George C.	J	Orozco	Sara
J	Downs	Robert A.	J	Schaller	Colleen F
J	Filoon III	John W.	J	Shannon	Karen R.
J	Greis	Michael J.	J	Smith	Paul G.
J	Kent	George F.	J	Turner	Rebecca C.
J	Mather	Marcia C.	J	Urwitz	Carol I.
At Large			At Large		
Damon J. Borrelli			John S. Gallelo		
John A. Bulian			Maurice P. Handel		
Marianne B. Cooley			James G. Healy		
Edward V. Cosgrove III			Thomas M. Jacob		
Theodora K. Eaton			Daniel P. Matthews		
Bruce T. Eisenhut			Lois F. Sockol		
Michael K. Fee			Gerald A. Wasserman		

FY 2011 TOWN OF NEEDHAM RETIREE INFORMATION

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Cynthia Crawford	Library	41.083
Alfred De Iulio	Fire	33.250
Robert Driggs	Police	31.917
Irene Guiney	School	38.083
Eustacio Gonzalez	Public Facilities	12.083
Jeanne Goodwin	School	21.000
Richard Grudinskas	Police	41.167
Janet Lilienthal	Town	10.417
Robert Rahilly	Public Works	22.917
Loretta Sharp	Police	12.833
Lynn Shriro	School	13.750
Raymond Tocci	Fire	33.583
Albert Whidden	Public Works	23.50

IN MEMORIAM

NAME	DEPARTMENT	YEARS OF SERVICE
Elizabeth Arsenault	Hospital	16.417
John Barisano	Public Works	11.833
Nancy Bell	Town	12.833
Frances Biagi	School	20.417
Jean Blum	Hospital	14.417
Richard Canning	Public Facilities	17.083
Helen Condrin	Hospital	19.000
Mark Driscoll	Housing Authority	13.333
Bertha Edison	Hospital	11.083
Carol Foster	Hospital	19.500
Frank Harrison	Public Works	16.833
Dorothy Hayes	Hospital	16.167
Evelyn Hunt	Police	13.000
Glorya Macaione	School	12.417
Frances Manning	Police	24.000
Richard Rolanti	Police	26.917
Genevieve Sanborn	Hospital	12.083
George Scott	Public Works	32.667
Rita Shaw	Hospital	21.167
Charles Woodman	Fire	22.417

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2011**

<u>ASSETS</u>	<u>General</u>
Cash and short-term investments	\$ 9,263,369
Investments	\$ 14,882,578
Receivables:	
Property taxes	\$ 2,925,803
Excises	\$ 605,881
Departmental	\$ 717,079
Intergovernmental	\$ 8,944,580
Betterments	\$ -
Other	\$ 66,825
Other assets	\$ -
	<hr/>
Total Assets	<u><u>\$ 37,406,115</u></u>
<u>LIABILITIES</u>	
Warrants and accounts payable	\$ 863,943
Deferred revenue	\$ 13,059,635
Accrued liabilities	\$ 1,899,084
Due to other Governments	\$ -
Taxes collected in advance	\$ 187,504
Refunds payable	\$ 343,257
Anticipation notes payable	\$ -
Other liabilities	\$ 113,989
	<hr/>
Total Liabilities	\$ 16,467,412
<u>FUND BALANCES</u>	
Nonspendable	\$ -
Restricted	\$ 500,990
Committed	\$ 5,214,132
Assigned	\$ 6,359,633
Unassigned	\$ 8,863,948
	<hr/>
Total Fund Balance	\$ 20,938,703
 Total Liabilities and Fund Balance	 <u><u>\$ 37,406,115</u></u>

**Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2011**

<u>ASSETS</u>	<u>RTS</u>	<u>Sewer</u>	<u>Water</u>
Current Assets:			
Cash and short-term investments	\$ 1,418,863	\$ 4,982,001	\$ 6,448,633
Receivables	\$ 184,938	\$ 2,277,489	\$ 1,900,222
Other current assets	\$ 447	\$ -	\$ -
Total Current Assets	\$ 1,604,248	\$ 7,259,490	\$ 8,348,855
Noncurrent Assets:			
Land and construction in progress	\$ 5,007,443	\$ 571,624	\$ 1,788,874
Other capital assets, net of accumulated depreciation	\$ 1,922,234	\$ 17,903,150	\$ 27,256,252
Total Noncurrent Assets	\$ 6,929,677	\$ 18,474,774	\$ 29,045,126
Total Assets	\$ 8,533,925	\$ 25,734,264	\$ 37,393,981
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$ 41,466	\$ 11,380	\$ 37,980
Accrued payroll	\$ 22,295	\$ 22,684	\$ 31,859
Accrued liabilities	\$ -	\$ 24,746	\$ 31,119
Retainage payable	\$ -	\$ -	\$ -
Refunds Payable	\$ 40,125	\$ 91,940	\$ 3,831
Notes payable	\$ -	\$ -	\$ 812,105
Other liabilities	\$ -	\$ -	\$ -
Current portion of long-term liabilities:			
Bonds payable	\$ 90,000	\$ 931,559	\$ 1,153,030
Compensated absences	\$ 51,815	\$ 105,034	\$ 73,443
Total current liabilities	\$ 245,701	\$ 1,187,343	\$ 2,143,367
Noncurrent Liabilities			
Bonds payable, net of current portion	\$ 125,000	\$ 5,378,915	\$ 5,455,001
Total Liabilities	\$ 370,701	\$ 6,566,258	\$ 7,598,368
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	\$ 6,929,677	\$ 12,803,897	\$ 22,387,806
Unrestricted	\$ 1,233,547	\$ 6,364,109	\$ 7,407,807
Total Net Assets	\$ 8,163,224	\$ 19,168,006	\$ 29,795,613

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Townwide Expenses								
General Government	\$31,763,560		-\$1,215,749	\$30,517,964	-\$29,532,063	-\$191,063	-\$29,723,126	\$794,838
Land Use & Development	\$3,539,581		\$174,905	\$3,714,486	-\$3,508,672	-\$140,600	-\$3,649,272	\$65,214
Public Safety	\$343,203	-\$250,000	\$6,331	\$349,534	-\$342,771	-\$4,743	-\$347,515	\$2,019
Education	\$11,812,664			\$11,812,664	-\$11,314,458	-\$37,226	-\$11,351,684	\$460,980
Public Works	\$46,483,339			\$46,483,339	-\$45,360,469	-\$1,118,874	-\$46,879,343	\$30,996
Public Facilities	\$5,443,079	\$27,153	\$989,507	\$6,432,586	-\$5,840,300	-\$175,992	-\$6,016,292	\$416,294
Community Services	\$7,379,717		\$40,000	\$7,427,362	-\$7,042,626	-\$283,979	-\$7,326,605	\$100,757
	\$2,914,338		\$5,006	\$2,919,344	-\$2,844,953	-\$9,276	-\$2,854,229	\$65,115
Total	\$109,679,481	-\$222,847		\$110,084,279	-\$105,786,312	-\$2,361,754	-\$108,148,066	\$1,936,213
Townwide Expenses								
1 Retirement	\$59,400			\$59,400	-\$31,484		-\$31,484	\$27,916
2 Retirement Contributory System	\$4,552,978			\$4,552,978	-\$4,470,199		-\$4,470,199	\$82,779
3 Health Insurance	\$9,799,125	-\$250,000		\$9,549,125	-\$8,968,395	-\$30,104	-\$8,998,499	\$550,626
4 Insurance Liability Fund	\$3,626,375			\$3,626,375	-\$3,626,375		-\$3,626,375	
5 Unemployment Compensation	\$140,000		\$100,000	\$240,000	-\$206,563		-\$206,563	\$33,437
6 Debt Service	\$11,379,319	\$27,153		\$11,406,472	-\$11,379,284		-\$11,379,284	\$27,188
7 Worker's Compensation	\$400,000		\$110,000	\$510,000	-\$400,000	-\$110,000	-\$510,000	
8 Property Self Insurance	\$525,000			\$525,000	-\$449,763		-\$500,722	\$24,278
9 Performance Pay Pool*	\$30,000		-\$15,642	\$14,358				\$14,358
10 Reserve Fund*	\$1,251,363	\$193,000	-\$1,410,107	\$34,256				\$34,256
Town Wide	\$31,763,560	-\$29,847	-\$1,215,749	\$30,517,964	-\$29,532,063	-\$191,063	-\$29,723,126	\$794,838
*Direct expenditure is not allowed, only transfers to other budget lines.								
Board of Selectmen & Town Manager								
11A Salary & Wages	\$639,739		\$4,905	\$644,644	-\$631,475		-\$631,475	\$13,169
11B Purchase of Service & Expenses	\$161,450			\$161,450	-\$120,254	-\$30,184	-\$150,438	\$11,012
Total	\$801,189		\$4,905	\$806,094	-\$751,729	-\$30,184	-\$781,913	\$24,181
Town Clerk & Board of Registrars								
12A Salary & Wages	\$282,308			\$282,308	-\$279,838		-\$279,838	\$2,470
12B Purchase of Service & Expenses	\$39,270			\$39,270	-\$33,447	-\$3,408	-\$36,855	\$2,415
Total	\$321,578			\$321,578	-\$313,285	-\$3,408	-\$316,694	\$4,884
Town Counsel								
13A Salary & Wages	\$68,664			\$68,664	-\$68,664		-\$68,664	\$0
13B Purchase of Service & Expenses	\$193,500		\$170,000	\$363,500	-\$349,244	-\$13,961	-\$363,204	\$296
Total	\$262,164		\$170,000	\$432,164	\$417,908	-\$13,961	\$431,868	\$296

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011**

Description	Annual Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Personnel Board								
14A Salary & Wages	\$600			\$600	-\$79		-\$79	\$521
14B Purchase of Service & Expenses	\$11,000			\$11,000	-\$11,000		-\$11,000	
Total	\$11,600			\$11,600	-\$11,079		-\$11,079	\$521
Finance Department								
15A Salary & Wages	\$1,342,043			\$1,342,043	-\$1,319,613		-\$1,319,613	\$22,430
15B Purchase of Service & Expenses	\$734,889			\$734,889	-\$629,908	-\$93,047	-\$722,956	\$11,933
15C Capital	\$37,500			\$37,500	-\$37,500		-\$37,500	
Total	\$2,114,432			\$2,114,432	-\$1,987,022	-\$93,047	-\$2,080,069	\$34,363
Finance Committee								
16A Salary & Wages	\$27,493			\$27,493	-\$26,823		-\$26,823	\$670
16B Purchase of Service & Expenses	\$1,125			\$1,125	-\$826		-\$826	\$299
Total	\$28,618			\$28,618	-\$27,649		-\$27,649	\$969
General Government								
Total	\$3,539,581		\$174,905	\$3,714,486	-\$3,508,672	-\$140,600	-\$3,649,272	\$65,214
Planning								
17A Salary & Wages	\$215,547		\$2,481	\$218,028	-\$217,754		-\$217,754	\$274
17B Purchase of Service & Expenses	\$16,460			\$16,460	-\$14,016	-\$1,796	-\$15,812	\$648
Total	\$232,007		\$2,481	\$234,488	-\$231,770	-\$1,796	-\$233,566	\$922
Community Development								
18A Salary & Wages	\$99,338		\$3,850	\$103,188	-\$103,019		-\$103,019	\$169
18B Purchase of Service & Expenses	\$11,858			\$11,858	-\$7,983	-\$2,948	-\$10,930	\$928
Total	\$111,196		\$3,850	\$115,046	-\$111,001	-\$2,948	-\$113,949	\$1,097
Reserved								
19A Salary & Wages								
19B Purchase of Service & Expenses								
Total								
Land Use & Development								
Total	\$343,203		\$6,331	\$349,534	-\$342,771	-\$4,743	-\$347,515	\$2,019

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011**

Description	Annual Meeting Appropriations	Special Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Police Department								
20A Salary & Wages	\$4,884,190			\$4,884,190	-\$4,584,179		-\$4,584,179	\$300,011
20B Purchase of Service & Expenses	\$248,339			\$248,339	-\$216,708	-\$614	-\$217,322	\$31,017
20C Capital	\$146,888			\$146,888	-\$117,921		-\$117,921	\$28,967
Total	\$5,279,417			\$5,279,417	-\$4,918,807	-\$614	-\$4,919,422	\$359,995
Fire Department								
21A Salary & Wages	\$5,812,408			\$5,812,408	-\$5,775,225		-\$5,775,225	\$37,183
21B Purchase of Service & Expenses	\$259,238			\$259,238	-\$177,133	-\$35,912	-\$213,045	\$46,193
Total	\$6,071,646			\$6,071,646	-\$5,952,359	-\$35,912	-\$5,988,270	\$83,376
Building Inspector								
22A Salary & Wages	\$445,919			\$445,919	-\$431,081		-\$431,081	\$14,838
22B Purchase of Service & Expenses	\$15,682			\$15,682	-\$12,211	-\$700	-\$12,911	\$2,771
Total	\$461,601			\$461,601	\$443,292	\$700	\$443,992	\$17,609
Public Safety	\$11,812,664			\$11,812,664	-\$11,314,458	-\$37,226	-\$11,351,684	\$460,980
Minuteman Regional High School Assessment								
23 Total	\$369,261			\$369,261	-\$343,969		-\$343,969	\$25,292
Needham Public Schools								
24 Total	\$46,114,078	\$427,000		\$46,541,078	-\$45,016,500	-\$1,518,874	-\$46,535,374	\$5,704
Education	\$46,483,339	\$427,000		\$46,910,339	-\$45,360,469	-\$1,518,874	-\$46,879,343	\$30,996
Department of Public Works								
25A Salary & Wages	\$3,393,323			\$3,393,323	-\$3,220,769		-\$3,220,769	\$172,554
25B Purchase of Service & Expenses	\$1,308,056			\$1,308,056	-\$1,129,502	-\$84,949	-\$1,214,451	\$93,605
25C Capital	\$5,500			\$5,500	-\$4,830		-\$4,830	\$670
25D Snow and Ice	\$200,000		\$989,507	\$1,189,507	-\$1,189,507		-\$1,189,507	
Total	\$4,906,879		\$989,507	\$5,896,386	-\$5,544,608	-\$84,949	-\$5,629,557	\$266,829
Municipal Parking Program								
26 Total	\$282,900			\$282,900	-\$149,628	-\$24,000	-\$173,628	\$109,272

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011**

Description	Annual Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Municipal Street Lighting Program								
27 Total	\$253,300			\$253,300	-\$146,064	-\$67,044	-\$213,108	\$40,192
Public Works	\$5,443,079		\$989,507	\$6,432,586	-\$5,840,300	-\$175,992	-\$6,016,292	\$416,294
Department of Public Facilities								
28A Salary & Wages	\$2,870,212			\$2,870,212	-\$2,858,853		-\$2,858,853	\$11,359
28B Purchase of Service & Expenses	\$4,509,505			\$4,509,505	-\$4,140,094	-\$283,979	-\$4,424,073	\$85,432
28C Capital		\$7,645	\$40,000	\$47,645	-\$43,679		-\$43,679	\$3,966
Total	\$7,379,717	\$7,645	\$40,000	\$7,427,362	-\$7,042,626	-\$283,979	-\$7,326,605	\$100,757
Public Facilities	\$7,379,717	\$7,645	\$40,000	\$7,427,362	-\$7,042,626	-\$283,979	-\$7,326,605	\$100,757
Health Department								
29A Salary & Wages	\$383,012			\$383,012	-\$368,893		-\$368,893	\$14,119
29B Purchase of Service & Expenses	\$76,829			\$76,829	-\$76,688		-\$76,688	\$141
Total	\$459,841			\$459,841	-\$445,580		-\$445,580	\$14,261
Diversified Community Social Services								
30A Salary & Wages	\$487,240		\$1,756	\$488,996	-\$460,559		-\$460,559	\$28,437
30B Purchase of Service & Expenses	\$71,160			\$71,160	-\$75,615		-\$75,615	\$1,545
Total	\$564,400		\$1,756	\$566,156	-\$536,174		-\$536,174	\$29,982
Commission on Disabilities								
31A Salary & Wages				\$550	-\$521	-\$29	-\$550	
31B Purchase of Service & Expenses				\$550	-\$521	-\$29	-\$550	
Total				\$1,050	-\$1,042	-\$58	-\$1,050	
Historical Commission								
32A Salary & Wages				\$1,050	-\$259		-\$259	\$791
32B Purchase of Service & Expenses				\$1,050	-\$259		-\$259	\$791
Total				\$2,100	-\$518		-\$518	\$1,582
Needham Public Library								
33A Salary & Wages	\$1,072,844		\$3,250	\$1,076,094	-\$1,074,381		-\$1,074,381	\$1,713
33B Purchase of Service & Expenses	\$260,843			\$260,843	-\$245,739	-\$1,958	-\$247,696	\$13,147
Total	\$1,333,687		\$3,250	\$1,336,937	-\$1,320,120	-\$1,958	-\$1,322,077	\$14,860

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Park and Recreation Department								
34A Salary & Wages	\$443,185			\$443,185	-\$440,511		-\$440,511	\$2,674
34B Purchase of Service & Expenses	\$110,875			\$110,875	-\$101,288	-\$7,289	-\$108,578	\$2,297
Total	\$554,060			\$554,060	-\$541,799	-\$7,289	-\$549,089	\$4,971
Memorial Park								
35A Salary & Wages								
35B Purchase of Service & Expenses	\$750			\$750	-\$500		-\$500	\$250
Total	\$750			\$750	-\$500		-\$500	\$250
Community Services	\$2,914,338		\$5,006	\$2,919,344	-\$2,844,953	-\$9,276	-\$2,854,229	\$65,115
Department Budgets	\$77,915,921	\$434,645	\$1,215,749	\$79,566,315	-\$76,254,249	-\$2,170,691	-\$78,424,940	\$1,141,375
Total Operating Budget	\$109,679,481	\$404,798		\$110,084,279	-\$105,786,312	-\$2,361,754	-\$108,148,066	\$1,936,213

**Town of Needham
RTS Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
101A Personnel	\$635,125			\$635,125	-\$583,999		-\$583,999	\$51,126
101B Expenses	\$1,115,280			\$1,115,280	-\$934,659	-\$156,340	-\$1,090,999	\$24,281
101C Operating Capital	\$58,000			\$58,000	-\$2,079	-\$54,100	-\$56,179	\$1,822
101D Debt Service	\$150,000			\$150,000	-\$149,673		-\$149,673	\$327
102 Reserve Fund*	\$45,000			\$45,000				\$45,000
Total	\$2,003,405			\$2,003,405	-\$1,670,410	-\$210,440	-\$1,880,849	\$122,556

*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, 2011**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
201A Personnel	\$629,896			\$629,896	-\$522,117		-\$522,117	\$107,779
201B Expenses	\$273,354		\$35,000	\$308,354	-\$226,466	-\$41,370	-\$267,836	\$40,518
201C Capital Outlay	\$25,000			\$25,000	-\$21,750		-\$21,750	\$3,250
201D MWRA Assessment	\$5,042,674	\$1,271		\$5,043,945	-\$5,043,945		-\$5,043,945	
201E Debt Service	\$1,250,000			\$1,250,000	-\$1,242,461		-\$1,242,461	\$7,539
202 Reserve Fund*	\$35,000		-\$35,000					
Total	\$7,255,924	\$1,271		\$7,257,195	-\$7,056,739	-\$41,370	-\$7,098,109	\$159,086

*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, 2011**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
301A Personnel	\$1,047,487			\$1,047,487	-\$803,640		-\$803,640	\$243,847
301B Expenses	\$985,218			\$985,218	-\$816,535	-\$134,700	-\$951,235	\$33,983
301C Capital Outlay	\$20,000			\$20,000	-\$15,000		-\$15,000	\$5,000
301D MWRA Assessment	\$265,017			\$265,017	-\$265,017		-\$265,017	
301E Debt Service	\$1,500,000			\$1,500,000	-\$1,497,133		-\$1,497,133	\$2,867
303 Reserve Fund*	\$75,000			\$75,000				\$75,000
Total	\$3,892,722			\$3,892,722	-\$3,397,324	-\$134,700	-\$3,532,025	\$360,697

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

**Town of Needham
Community Preservation Act Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2011**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Finance Committee and Town Manager Approved Transfers	Total Available for Expenditures	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Administrative Expenses	\$82,000			\$82,000	-\$8,517	-\$155	-\$8,672	\$73,328
Total	\$82,000			\$82,000	-\$8,517	-\$155	-\$8,672	\$73,328

**Town of Needham
Trust Funds
Year Ended June 30, 2011**

Fund	July 1, 2010	Receipts	Disbursements & Adjustments	June 30, 2011
Anita M. Reinke Memorial Scholarship	\$10,236.78	\$497.99	\$400.00	\$10,334.77
Arthur and Cecilia Bailey Scholarship		\$1,030.49	\$1,000.00	\$30.49
Catherine M. Wharton Memorial Scholarship	\$112.85	\$2.08	\$114.93	
Centennial Football Scholarship	\$1,320.32	\$43.56	\$1,000.00	\$363.88
Charles and Bernice Siegel Memorial Fund	\$220,281.13	\$10,608.96	\$19,400.00	\$211,490.09
Class of 1979 Scholarship	\$1,059.01	\$52.42	\$1,100.00	\$11.43
Class of 1980 Scholarship		\$6,121.92		\$6,121.92
C. J. Cullen III Memorial Scholarship	\$39,857.30	\$2,435.81	\$2,700.00	\$39,593.11
Dana F. Burke Scholarship	\$6,115.86	\$393.58	\$800.00	\$5,709.44
De Fazio Family Memorial Scholarship	\$17,340.99	\$814.75	\$2,000.00	\$16,155.74
Derwood Newman Memorial	\$43,648.96	\$2,160.60		\$45,809.56
Dr. Lee Allan Memorial	\$2,573.92	\$125.23	\$100.00	\$2,599.15
Dwight School (Pollard School)	\$32,194.83	\$1,593.62		\$33,788.45
Edward J. Stewart 13 Club Scholarship	\$12,092.16	\$576.74	\$1,000.00	\$11,668.90
Edward Kasip Scholarship	\$97.13	\$402.87	\$500.00	
Edward Keady Memorial Scholarship	\$6,497.51	\$212.58	\$2,950.00	\$3,760.09
Elizabeth Handley	\$42,978.00	\$2,040.15	\$3,500.00	\$41,518.15
Frederick Barstow Scholarship	\$313,465.07	\$14,600.33	\$33,000.00	\$295,065.40
Frederick Harris Scholarship	\$37,766.65	\$1,782.19	\$4,000.00	\$35,548.84
George Morse Memorial Scholarship	\$207,613.78	\$10,058.64	\$13,000.00	\$204,672.42
High School Sports Endowment	\$29,091.32	\$2,185.35	\$1,876.93	\$29,399.74
Igor Guralnik & Keith Flueckiger	\$10,127.40	\$414.06	\$4,000.00	\$6,541.46
Joan W. Swartz Memorial Scholarship	\$1,537.37	\$493.04	\$2,000.00	\$30.41
John Akers	\$213,481.48	\$53,911.47	\$16,500.00	\$250,892.95
John C. Wood (High School Library)	\$13,312.80	\$646.90	\$896.00	\$13,063.70
Joseph Paulini Scholarship	\$2,730.64	\$1,597.26	\$1,000.00	\$3,327.90
Karen Decembre Scholarship	-\$0.06			-\$0.06
Kyle Shapiro Scholarship	\$17.02	\$0.84		\$17.86
Leo F. Richards Jr. Scholarship	\$5,821.13	\$244.52	\$1,500.00	\$4,565.65
Linda Barnes Scholarship		\$5,048.00	\$1,000.00	\$4,048.00
Mark R., Beane Memorial Scholarship	\$33,369.17	\$6,738.77	\$3,100.00	\$37,007.94
Martin Luther King Scholarship	\$2,725.03	\$691.27	\$2,650.00	\$766.30
Mary Ann Dolan Scholarship	\$117.74	\$2.17	\$119.91	
Minot Mac Donald (Carter School Library)	\$7,780.04	\$385.67		\$8,165.71
Miriam Kronish Scholarship	\$815.75	\$7.66	\$750.00	\$73.41
Nate Tavalone Scholarship	\$6,636.55	\$611.06	\$800.00	\$6,447.61
New Century Club Scholarship	\$15,885.66	\$699.09	\$2,600.00	\$13,984.75
Nina Pansuk Scholarship	\$133,942.74	\$6,499.22	\$6,000.00	\$134,441.96
Peter Eloranta Chemistry Award Scholarship	\$10,678.00	\$526.37	\$150.00	\$11,054.37
Peter Eloranta Scholarship	\$100,425.34	\$4,779.39	\$7,855.00	\$97,349.73
Rebecca H. Perry Memorial Scholarship	\$254,396.97	\$12,156.30	\$19,600.00	\$246,953.27
Richard Jensen, Sr. Memorial Scholarship	\$2,395.39	\$118.57		\$2,513.96
Robert and Elizabeth Gardner Scholarship		\$92,092.05	\$40,000.00	\$52,092.05
Ruth Ann B. Simmons MD Memorial Scholarship	\$22,371.42	\$1,549.16	\$3,000.00	\$20,920.58
School Permanent Donation	-\$424.24	\$424.24		
Stacy Neilson Memorial Fund (Soccer Team)	\$168.93			\$168.93

**Town of Needham
Trust Funds
Year Ended June 30, 2011**

Fund	July 1, 2010	Receipts	Disbursements & Adjustments	June 30, 2011
Stanley Willox Memorial Scholarship	\$919.20	\$10.59	\$1,579.79	-\$650.00
Steven Wernick Memorial Scholarship	\$69.18	\$1.28	\$70.45	\$0.01
Students Need Arts Trust Fund	\$5,960.41	\$295.04		\$6,255.45
Timothy P. Flanagan Memorial Scholarship	\$19,591.75	\$926.16	\$1,500.00	\$19,017.91
Tot Greenleaf	\$9,135.12	\$614.66	\$2,000.00	\$7,749.78
walter burke	\$8.58	\$9.42		\$18.00
William G. Moseley Scholarship	\$21,178.46	\$1,037.42	\$500.00	\$21,715.88
William T. Burke Memorial Scholarship	\$3,233.78	\$533.01	\$1,400.00	\$2,366.79
Subtotal School	\$1,922,752.32	\$250,804.52	\$209,013.01	\$1,964,543.83
Arthur W. & Barbara S. Hatch Fund	\$246,371.09	\$12,170.82	\$800.00	\$257,741.91
Bosworth Library Trust Fund	\$6,575.13	\$325.46		\$6,900.59
Charles Fredic Clifford Henderson Library 10% Trust	\$108,804.28	\$5,367.62	\$469.00	\$113,702.90
Cora Proctor Thurston Fund	\$12,691.76	\$628.23		\$13,319.99
Helen DE M. Dunn Library Trust Fund	\$696.80	\$34.49		\$731.29
Karl L. Nutter Library Trust Fund	\$1,891.79	\$93.64		\$1,985.43
Laura G. Willgoose Library Trust Fund	\$130,478.09	\$6,442.62	\$1,671.00	\$135,249.71
Library Permanent Donation Fund	\$86,167.26	\$38,416.93	\$42,577.43	\$82,006.76
Lois Carley Children's Library Trust	\$10,753.30	\$496.92	\$496.80	\$10,753.42
Martha Barr Library Trust Fund	\$2,626.62	\$130.02		\$2,756.64
Myra S. Greenwood Library Trust Fund	\$60,828.38	\$3,010.97		\$63,839.35
Roger S. Corliss Fund	\$6,660.43	\$329.69		\$6,990.12
William Carter Fund	\$33,335.50	\$1,631.18	\$620.00	\$34,346.68
William H. Wye Library Fund	\$1,383.79	\$64.08		\$1,447.87
Subtotal Library	\$709,264.22	\$69,142.67	\$46,634.23	\$731,772.66
Board of Health	\$158.37	\$7.84	\$166.21	
Community Revitalization Maintenance 10% Trust	-\$2,023.42	\$11,562.50	\$9,189.85	\$349.23
Community Revitalization Trust	\$10,797.42	\$2,545.61	\$3,450.00	\$9,893.03
Council on Aging Permanent Donation	\$144,695.81	\$7,162.35		\$151,858.16
Domestic Violence Trust	\$222,183.41	\$10,982.69	\$6,000.00	\$227,166.10
Esther Lyford Trust	\$8,592.68	\$425.33		\$9,018.01
Green Field Improvement Association Fund	\$4,720.79	\$233.64		\$4,954.43
John B. Tolman Trust (Library/Temperance Organization)	\$136,783.96	\$6,662.43	\$7,603.44	\$135,842.95
Mary Virginia E. Hill (Animal Welfare) Fund	\$11,315.01	\$560.10		\$11,875.11
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$10,597.84	\$524.59		\$11,122.43
Needham Military Band Inc. 2011 Fund	\$23,599.50	\$1,168.19	\$8,700.00	\$16,067.69
Park & Recreation (Park Beautification) Fund	\$5,892.98	\$548.42		\$6,441.40
Rebecca Perry Park Trust Fund	\$25,169.05	\$1,245.81		\$26,414.86
Robert & Marcia Carleton Memorial Trust Fund	\$80,621.66	\$3,990.72		\$84,612.38
Robert & Marcia Carleton Pavilion Fund	\$24,787.76	\$1,226.98		\$26,014.74
Skate Park Trust Fund	\$1,185.00	\$99.84		\$1,284.84
Subtotal Other Funds	\$709,077.82	\$48,947.04	\$35,109.50	\$722,915.36
TOTAL	\$3,341,094.36	\$368,894.23	\$290,756.74	\$3,419,231.85

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

FISCAL 2011

**OF
NEEDHAM**
City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$	<u>133,119,697.91</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>40,047,952.05</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>93,071,745.86</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	77.1401%	71,795,637.83	6,586,585,192	10.90	71,793,778.59
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	16.0577%	14,945,181.73	695,180,246	21.50	14,946,375.29
Net of Exempt					0.00
Industrial	2.9489%	2,744,592.71	127,667,300	21.50	2,744,846.95
SUBTOTAL	96.1467%		7,409,432,738		89,485,000.83
Personal	3.8533%	3,586,333.58	166,825,350	21.50	3,586,745.03
TOTAL	100.0000%		7,576,258,088		93,071,745.86

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

MUST EQUAL IC

NOTE : The information was Approved on 12/14/2010.

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

12/13/2010 12:02 PM I am signing on behalf of the Needham Board o...

Assessor

Date

(Comments)

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

Reviewed By Andrew Nelson
Date : 14-DEC-10
Approved : Dennis Mountain
Director of Accounts



(Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2011

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	130,345,271.05
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)	56,059.00		
6. Revenue deficits	0.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. Authorized Deferral of Teachers' Pay	0.00		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	41,000.00		
TOTAL Ilb (Total lines 1 through 10)			109,559.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			1,080,311.00
Ild. Allowance for abatements and exemptions (overlay)			1,584,556.86
Ile. Total amount to be raised (Total Ila through Ild)		\$	133,119,697.91

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	8,227,013.00	\$	
2. Massachusetts school building authority payments	745,381.00		
TOTAL IIIa			8,972,394.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 23)	7,125,664.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	16,492,878.05		
4. Community Preservation Funds (See Schedule A-4)	2,065,199.00		
TOTAL IIIb			25,683,741.05
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	0.00		
2. Other available funds (page 4, col.(d))	1,823,780.00		
TOTAL IIIc			1,823,780.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2010	3,568,037.00		
b. Free cash..appropriated on or after July 1, 2010	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			3,568,037.00
IIIe. Total estimated receipts and other revenue sources		\$	40,047,952.05
(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)		\$	133,119,697.91
b. Total estimated receipts and other revenue sources (from IIIe)	40,047,952.05	\$	
c. Total real and personal property tax levy (from Ic)	93,071,745.86	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	133,119,697.91

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2010	(b) Estimated Receipts Fiscal 2011
==> 1 MOTOR VEHICLE EXCISE	3,879,790.45	3,250,000.00
==> 2 OTHER EXCISE	389,215.26	385,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	310,909.77	265,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	82,039.51	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	1,045,244.86	900,000.00
10 FEES	92,045.65	75,000.00
11 RENTALS	172,796.15	140,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	61,490.56	55,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	278,220.45	250,000.00
16 OTHER DEPARTMENTAL REVENUE	371,067.22	320,000.00
17 LICENSES AND PERMITS	1,150,531.88	800,000.00
18 SPECIAL ASSESSMENTS	4,854.23	0.00
==> 19 FINES AND FORFEITS	189,097.72	165,000.00
==> 20 INVESTMENT INCOME	497,129.13	325,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	85,863.40	72,500.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	335,606.40	53,164.00
23 TOTALS	\$ 8,945,902.64	\$ 7,125,664.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2011 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

12/13/2010 10:38 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 2010 estimated receipts to FY2011 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2011

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
05/03/2010	2011	55,000.00	55,000.00	0.00	0.00	0.00	268,100.00	1,236,300.00
05/05/2010	2011	122,984,032.00	108,767,568.00	0.00	921,913.00	13,294,551.00	819,000.00	0.00
05/10/2010	2010	918,031.05	0.00	0.00	721,917.00	196,114.05	0.00	0.00
05/10/2010	2011	767,500.00	0.00	0.00	0.00	767,500.00	0.00	0.00
05/12/2010	2010	300,000.00	0.00	0.00	100,000.00	200,000.00	0.00	0.00
05/12/2010	2011	4,631,964.00	1,500,564.00	0.00	50,000.00	3,081,400.00	0.00	850,000.00
11/08/2010	2011	192,675.00	83,476.00	0.00	0.00	109,199.00	0.00	325,000.00
11/10/2010	2011	496,069.00	464,848.00	0.00	29,950.00	1,271.00	0.00	4,000,000.00
Totals		130,345,271.05	110,871,456.00	0.00	1,823,780.00	17,650,035.05		
		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

12/13/2010 9:21 AM

City/Town/District

Clerk

Date



dancing with the NEEDHAM stars

Meet the stars!

Moe Handel
Needham Board of Selectmen, Exchange Club, & Historical Society

Louise Condon
Foster/Owner - 26 years, Louisa Condon Barre & winner of many Needham organizations

Denise Gartlick
Board of Selectman, Massachusetts House of Representatives

Bill Dermody
3rd Gen. Needham, Exchange Club, Team Meeting Member & Coach

Kate Fitzpatrick
Needham Town Manager, winner of The Boston Award & Engine Roomy Award

Jim Stenito
CEO, The Detmold Group, Soccer Coach & Needham 300 Committee

Jeff Smith
3rd Gen. Needham, Sports: Athletic Football, Hockey & Baseball

Michael Fee
District Moderator of Needham's Town Meeting & Youth Hockey Coach

Charlie Baker
Worked in the Callery of Foxworth Hill Wood & Paul Callery

Guna Svendsen
Foreign language teacher & Soccer Mom - 30 years

NEEDHAM CELEBRATES 300
1711-2011

SATURDAY MARCH 5, 2011
click here for tickets

Needham Bank | Roche Bros.

