

# TOWN OF NEEDHAM ANNUAL REPORT



1711—2013

NEEDHAM, MASSACHUSETTS

*COVER AND BACK PHOTOS:*

*The Needham Town Common was adorned with brightly colored balloon-style lanterns for its New Year's Needham celebration. Front cover picture is courtesy of Nikki Witham and back cover photos were provided by Moe Handel.*



## **This 2013 Annual Report is Dedicated to Steven Rosenstock**

Steve Rosenstock was born in Monticello, New York and grew up on Long Island. He enlisted in the Air Force and served for four years. He met his future wife Carol Udler on a blind date during a visit to Boston in 1969 just before he shipped overseas. He married Carol in 1971 and was stationed in Germany for the next two years.

After his discharge from the Air Force in 1973, Steve and Carol moved to Waltham, Massachusetts. Steve always had an interest in numbers and finances, and recalls **“keeping the books” as an 8-year old for his brother’s** community newspaper which was sold for pennies an issue. In 1975, Steve graduated from Bentley College with a Bachelor’s Degree in Accounting and later received his Masters in Taxation from Bentley and his certification as a CPA.

**Steve’s professional career has always been focused on** the financial and taxation aspects of real estate development companies. His professional career has taken him from an international CPA firm to the treasurer of a real estate company to the loan servicing manager of the Massachusetts Housing Finance Agency (now MassHousing), and also to his own tax practice. He retired from MassHousing in 2008, but continues to consult for a real estate developer and to operate his accounting practice.

Steve and Carol have two sons, Jason and Andrew, who were born in 1977 and 1980 respectively. Raising a family required a larger home, and the Rosenstocks discovered Needham in 1983. Steve and Carol raised their sons on Bess Road, and remain in this home today.

When his children became involved with sports, Steve found himself as a soccer coach, starting out in the under grade 3 league at St. Bartholomew’s and continuing through the elementary school years. He continued volunteering for sports-oriented activities including running the food concession **at his son’s** varsity basketball games.

Later on, Steve became involved in Town government. While voting in 1996, he noticed there was a Town Meeting Member vacancy in his Precinct. Having always been interested in how Town Meeting operated, Carol suggested that they write in his name as a candidate and thus he became a Town Meeting member with two write-in votes! He remains a Town Meeting Member today after 18 years.

Former Town Moderator Dick Melick asked Steven if he would be interested in serving on the newly formed Permanent Public Building Committee as the financial member.

Steve served for the first three years of this Committee. In 2005, Steve was appointed to the Finance Committee by Town Moderator Michael Fee. He served on the Finance Committee until 2012. Steve states that the most difficult part of serving on the Finance Committee was the learning curve in understanding Massachusetts municipal fiscal policies and regulations. He was elected as the chair of the committee in his second year.

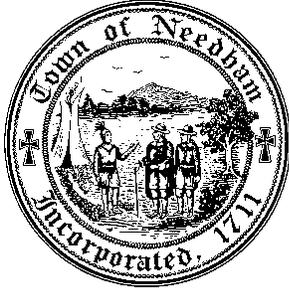
As a member of the Exchange Club, Steve has been a Tri-Chair of the 4<sup>th</sup> of July Committee, which provides the fireworks and Grand Parade for the Town, for 2012, 2013, and 2014. He initiated the serving of coffee and donuts for those attending Veterans Day ceremonies at Memorial Field, and looks forward to participating in the Town Wide Clean-up Days. He enjoys working with individuals who “get things done” and sees himself as a person that leads by example.

He served on the Recycling and Transfer Station Ad Hoc Super Committee, and reports that he is pleased to see the forward direction that the Selectmen are taking with the RTS. He also serves as pro bono treasurer for Own Your Peace, Inc. and the 9/11 Memorial Committee.

Steve states that it is the citizen volunteers that make Needham special. He hopes that the next generation understands the value of volunteering time and becoming involved with the Town Government. Without them, Needham will not remain the thriving community that it is today.

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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 2013.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The **Town Manager's Fiscal Year 2015** proposed budget can be obtained **from the Office of the Town Manager or at the Town's website at [www.needhamma.gov](http://www.needhamma.gov)**. The budget document contains an analysis of the **Town's current financial condition and trends affecting municipal finance**. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2015-2019 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 2015 through 2019. The document also includes a comprehensive list of the **Town's outstanding and proposed debt financing obligations**. The entire 2015 – 2019 **Capital Improvement Plan is also available on the Town's website**. The warrant for the 2014 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 2015**. **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](http://www.needhamma.gov/committeevacancy).

## ~ Community Profile ~

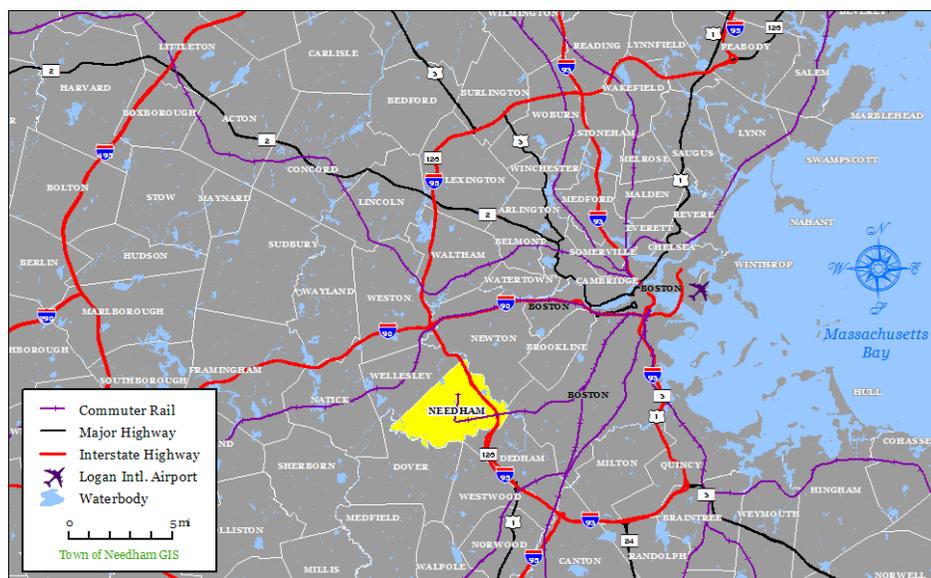
The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood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

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

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

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

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



# GENERAL GOVERNMENT

## SECTION CONTENTS:

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



**NEEDHAM TOWN HALL - 1471 HIGHLAND AVENUE**



## TOWN CLERK



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

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting.

Fairly new is the State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law as well as instruction on how to complete the mandatory online training requirements biannually. Another part of this legislation, the revision of the Open Meeting Law, provides that municipal clerks are now required to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of over 30,000!

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. Luckily, the Needham Town Manager's Office has taken over this process.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on

the first Monday in May according to Needham's Town Charter. Fiscal Year 2013 had an abundance of elections, special elections, town meetings and special town meetings. We had three Special Town Meetings which included one postponed from October 29, 2012 to November 13, 2012 because of Hurricane Sandy, seven elections including two Special State Elections and two Special Town Elections, and one Annual Town Meeting compared to two Special Town Meetings, two elections, and one Annual Town Meeting in Fiscal Year 2012. The following is a comparison of the number of elections and town meetings in Fiscal Year 2012 and 2013:

### **FISCAL YEAR 2013**

- |  |  |
|--|--|
| ✚ State Primary – Thursday,<br>September 6, 2012       | ✚ Annual Town Election – Tuesday,<br>April 9, 2013   |
| ✚ Special Town Meeting – Monday,<br>October 29, 2012   | ✚ Special State Primary – Tuesday,<br>April 30, 2013 |
| ✚ State Election – Tuesday,<br>November 6, 2012        | ✚ Annual Town Meeting – Monday,<br>May 6, 2013       |
| ✚ Special Town Election – Tuesday,<br>November 6, 2012 | ✚ Special Town Meeting – Monday,<br>May 13, 2013     |
| ✚ Special Town Meeting – Monday,<br>December 3, 2013   | ✚ Special State Election – Tuesday,<br>June 25, 2013 |
|  | ✚ Special Town Election – Tuesday,<br>June 25, 2013  |

### **FISCAL YEAR 2012**

- |  |  |
|--|--|
| ✚ Special Town Meeting – Monday,<br>November 7, 2011 | ✚ Annual Town Meeting -Monday,<br>May 7, 2012    |
| ✚ Presidential Primary – Tuesday,<br>March 6, 2012   | ✚ Special Town Meeting – Monday,<br>May 14, 2012 |
| ✚ Annual Town Election – Tuesday,<br>April 10, 2012  |  |

The Special Town Meeting of October 29, 2012 disposed of 17 articles in one postponed session; the Special Town Meeting of December 3, 2012 disposed of 1 article; the Annual Town Meeting beginning May 6, 2013 disposed of 50 articles in three sessions; and the Special Town Meeting of May 13, 2013 held within the Annual Town Meeting disposed of 10 articles.

### **FY2013 HIGHLIGHTS**

The October 29, 2012 Special Town Meeting Adjourned to November 13, 2012 approved 15 of the 17 articles including two zoning by-law amendments and funding in the amount of \$1,100,000 to purchase 51 Lincoln Street. The December 3, 2012 Special Town Meeting approved one article approving the Tax Increment Financing (TIF) Plan and TIF Agreement among TripAdvisor, Inc., Normandy Gap-V Development Needham, LLC and the Town of Needham for property at the New England Business Center. The May 6, 2013 Annual Town Meeting approved five Zoning By-Law amendments and two General By-Law amendments. The Zoning and General By-law amendments were subsequently approved by the Attorney

General. Under Article 9 Town Meeting approved the FY2014 Operating Budget in the amount of \$123,630,136. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$144,764,282. An additional \$7,593,000 was authorized for borrowing which includes rescinding prior borrowing authorization in the amount of \$795,500. The May 13, 2013 Special Town Meeting approved one Zoning By-Law amendment and one General By-Law amendment subsequently approved by the Attorney General; and rescinded prior borrowing authorization in the amount of \$425,290.

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

**VITAL STATISTICS**

	<b><u>FY2013</u></b>	<b><u>FY2012</u></b>	<b><u>FY2011</u></b>	<b><u>FY2010</u></b>	<b><u>FY2009</u></b>	<b><u>FY2008</u></b>
<b><u>Births to Residents:</u></b>						
7/1/12- 12/31/12	126	149	132	164	161	164
1/1/13 - 6/30/13	<u>153</u>	<u>149</u>	<u>129</u>	<u>126</u>	<u>134</u>	<u>170</u>
<b>Total Births:</b>	<b>279</b>	<b>298</b>	<b>261</b>	<b>290</b>	<b>295</b>	<b>334</b>
 <b>Deaths: Residents</b>						
7/1/12- 12/31/12	112	125	117	139	106	98
1/1/13- 6/30/13	<u>113</u>	<u>183</u>	<u>126</u>	<u>122</u>	<u>124</u>	<u>64</u>
	225	308	243	261	230	162
 <b>Deaths: Non-Residents</b>						
7/1/12- 12/31/12	85	73	124	114	114	164
1/1/13- 6/30/13	<u>137</u>	<u>117</u>	<u>111</u>	<u>150</u>	<u>147</u>	<u>59</u>
	222	190	235	264	261	223
<b>Total Deaths:</b>	<b>447</b>	<b>498</b>	<b>478</b>	<b>525</b>	<b>491</b>	<b>385</b>
 <b>Marriages:</b>						
7/1/12 - 12/31/12	49	51	69	50	57	61
1/1/13 - 6/30/13	<u>33</u>	<u>30</u>	<u>31</u>	<u>26</u>	<u>43</u>	<u>29</u>
<b>Total Marriages:</b>	<b>82</b>	<b>81</b>	<b>100</b>	<b>76</b>	<b>100</b>	<b>90</b>

**Dog Licenses Issued:**

7/1/12- 6/30/13	FY13	FY12	FY11	FY10	FY09	FY08
Male and Female Dogs @ \$15.	145	238	164	169	150	179
Spayed and Neutered Dogs @ \$10.	2552	2513	2591	2361	2423	2299
Kennels @ \$ 25.	43	45	42	41	37	30
Kennels @ \$ 50.	8	9	7	7	7	6
Kennels @ \$100.	0	0	0	1	1	0
Hearing Dogs - No Charge	0	0	0	0	1	0
Seeing Eye Dogs - No Charge	1	1	0	1	3	0
Transfers @ \$1.00	7	5	3	3	13	6
Prior Years' Licenses (17@\$10)	17	30	28	19	25	15
Replacement Licenses @ \$1.00	<u>21</u>	<u>16</u>	<u>31</u>	<u>17</u>	<u>24</u>	<u>8</u>
<b>Total Dog Licenses</b>	<b>2794</b>	<b>2857</b>	<b>2866</b>	<b>2619</b>	<b>2684</b>	<b>2257</b>

**FISCAL YEAR REVENUES PAID TO TOWN TREASURER**

Fiscal Year	2013	2012	2011	2010	2009
Passports	0	0	3,650.00	5,550.00	4,350.00
General Fees	100,086.90	82,911.30	113,498.42	97,816.73	95,550.86
Liquor Licenses	75,805.00	74,724.00	70,095.00	84,470.00	58,130.00
Other Licenses	20,498.00	19,823.00	21,192.00	20,662.00	19,857.00
Dog Licenses	29,368.00	30,731.00	30,089.00	27,840.00	28,282.00
Fish & Game	0	34.25	141.70	210.15	241.10
	<b>\$225,757.90</b>	<b>\$208,223.55</b>	<b>\$238,576.12</b>	<b>\$236,548.88</b>	<b>\$206,410.96</b>
SOS, UCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$225,757.90</b>	<b>\$208,223.55</b>	<b>\$238,576.12</b>	<b>\$236,548.88</b>	<b>\$206,410.96</b>
Fish & Game Paid to State	0	605.25	2,487.50	4,006.50	4,583.25
<b>TOTAL</b>	<b>\$225,757.90</b>	<b>\$208,828.80</b>	<b>\$241,063.62</b>	<b>\$240,555.38</b>	<b>\$210,994.21</b>

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. 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 (Retired 3/1/13)  
 Ann M. Cosgrove (3/19/13 to 6/30/15)  
 Theodora K. Eaton*

**PURPOSE**

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham’s Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. We welcome Ann M. Cosgrove as the newest member of the Board of Registrars.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, 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   |

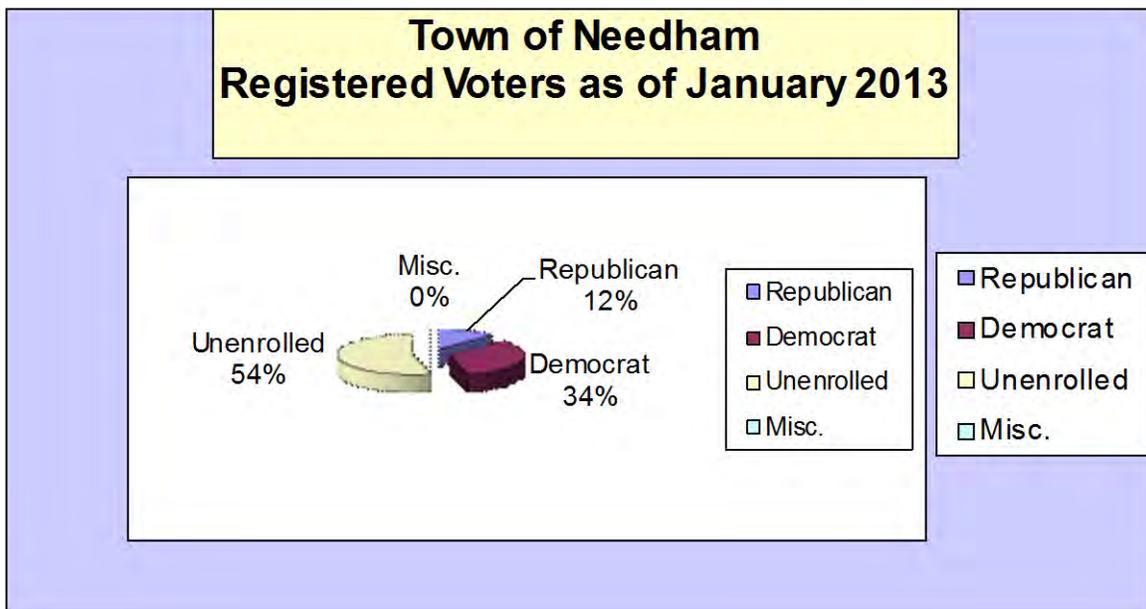
**FY2013 HIGHLIGHTS**

The Board of Registrars conducted seven elections in Fiscal Year 2013 – the State Primary, Thursday, September 6, 2012; the State Election **AND** the Special Town Election, Tuesday, November 6, 2012; the Annual Town Election, Tuesday, April 9, 2013; the Special State Primary, Tuesday, April 30, 2013; the Special State Election **AND** the Special Town Election, Tuesday, June 25, 2013. WOW! What an election year this was! The following is the voter turnout and percentage of the registered voters in Needham for the seven elections in Fiscal Year 2013:

<b>State Primary</b>	<b>September 6, 2012</b>	<b>3,430 or 16.49%</b>
<b>State Election</b>	<b>November 6, 2013</b>	<b>17,419 or 85.00%</b>
<b>Special Town Election</b>	<b>November 6, 2013</b>	<b>16,863 or 81.42%</b>
<b>Annual Town Election</b>	<b>April 9 2013</b>	<b>2,442 or 8.24%</b>
<b>Special State Primary</b>	<b>April 30, 2013</b>	<b>5,108 or 25.28%</b>
<b>Special State Election</b>	<b>June 25, 2013</b>	<b>8,261 or 40.85%</b>
<b>Special Town Election</b>	<b>June 25, 2013</b>	<b>7,596 or 37.50%</b>

The Annual Town Listing of Residents was conducted by mail again this year and for the first time in many years, included all vacant homes. 80.61% returned the census forms over a three month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms and we'd like to see an even greater return in 2014.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,340 plus 579 inactive voters. 2013 Population for the Town of Needham includes 30,720 residents plus 579 inactive voters for a total of 31,299. The registered voters were comprised of 6,819 Democrats, 2,535 Republicans, 10,952 Unenrolled, and 34 miscellaneous political designations. 579 inactive voters brought the total number of registered voters to 20,919.



**ANNUAL TOWN CENSUS POPULATION**

<b>ALL</b>	<b>VOTERS + INACTIVE VOTERS</b>	<b>RESIDENTS</b>	<b>* ALL</b>	
1990	17,693	----	28,568	
1991	18,284	----	28,470	
1992	18,092	----	28,134	
1993	18,504	----	28,074	
1994	17,703	----	28,384	
1995	18,212	----	28,740	
1996	18,490	----	29,156	
1997	19,306	----	29,340	
1998	19,514	----	29,925	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299

\* Includes Inactive Voters beginning in fiscal year 1999

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

# BOARD OF SELECTMEN / TOWN MANAGER

## **BOARD OF SELECTMEN**

*Gerald A. Wasserman, Chairman  
Daniel P. Matthews, Vice-Chair  
John A. Bulian, Clerk  
Maurice P. Handel  
Matthew D. Borrelli*

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

## **DEPARTMENT STAFF**

**OFFICE OF THE TOWN MANAGER**  
*Sandy Cincotta, Support Services Manager  
Nikki Witham, Department Specialist  
Lorraine Lederhos, Department Assistant*

## **HUMAN RESOURCES**

*Sophie Grintchenko, HR Administrator,  
Ellen Reulbach, Administrative Assistant*

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

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

## **FY2013 IN REVIEW**

Fiscal Year 2013 was marked by the untimely death in February of Chairman Gerald A. "Jerry" Wasserman who had served on the Board since 1999 and as a Town Meeting Member for more than 25 years. The 2013 Annual Town Meeting was dissolved in honor of Jerry's many civic and community contributions.

## **Selectmen Organization**

In April 2013, Daniel P. Matthews was re-elected to a three-year term on the Board of Selectmen. Following the annual Town election, the Board re-organized with Daniel P. Matthews as Chairman, John A. Bulian as Vice Chairman, and Maurice P. Handel as Clerk.

## **PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY**

### **Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments**

The Board continued to monitor the construction of the Senior Center (expected to open in the fall of 2013). The Board proposed and Town Meeting funded an update of the Facility Master Plan, including renovation or replacement of the Hillside, Mitchell and Pollard Schools, the Police and Fire Station, and the DPW Operations Building at 470 Dedham Avenue, identification of office space for School Administration, and determining appropriate reuse, if any, of the Stephen Palmer Senior Center Emery Grover and the Ridge Hill buildings. The Board undertook an evaluation of the various polling locations, and made the decision to relocate precincts A and B from the Hillside School to the new Senior Center. Improvements at the DPW Complex beginning with the construction of garage bays were approved at the 2013 Annual Town Meeting, and the Town completed the permitting process for redevelopment of the parcels acquired on Lincoln Street and School Street for municipal parking and public safety parking.

### **Continue efforts to maintain and improve the vitality and economic success of the Town**

As noted above, the acquisition of four parcels on Lincoln Street and School Street and reconfiguration of the existing Lincoln/Chestnut parking lots will serve to expand the amount and accessibility of surface parking in Needham Center. The Board created a Streetscape Committee to assist with the development of a plan for improving the Needham Center streetscape and infrastructure. The Board placed a question on the November 6, 2012 election ballot to allow for the retail sale of alcoholic beverages in Needham, which was approved by the voters. The Board held a series of public meetings and hearings, and approved the granting of five licenses for the sale of alcoholic beverages to be drunk off the premises. The Board also began a formalized process of meeting with the Mayor and other officials from the City of Newton to discuss issues of common concern such as the Highland Avenue/Needham Street corridor, the Add-a-Lane project, public transportation along the corridor, and economic development. The Board requested the assistance of the Design Review Board and the Council of Economic Advisors in reviewing the Sign By-law, and sponsored a major overhaul of the By-law that was approved by the 2013 Annual Town Meeting.

### **Continue working toward energy efficient and environmentally sound operations for both the Town and its residents and businesses**

The Town completed a fleet inventory and continued its policy of purchasing fuel efficient vehicles, when possible. The Board created a committee to evaluate the generation of power through alternative or renewable energy sources, including solar power, and began the process of reviewing and revising as necessary the Integrated Pest Management Policy. The Board approved the Capital Improvement Plan that included a comprehensive strategy for improving energy efficiency in town buildings.

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

The Board sponsored a CPA request for the replacement of the Greene's Field play structure and improvement to Greene's Field that was approved by Town Meeting in November, 2012. The Town entered into a public/private partnership to completely renovate this Town asset (proposed for completion in fall, 2013). The bi-annual citizen survey confirmed that there is a high level of interest in evaluating the possibility of reconstructing Rosemary Pool, and a feasibility study is

underway. The Town continues to work with a private group to evaluation options for creating an off-leash dog area in Needham. The Town Manager recommended and the Park and Recreation Commission agreed to increase user fees and field maintenance fees to support increased field maintenance needs. The Board participated with various stakeholders in the development of a five year plan for allocation of CPA funds. The Town Manager recommended the creation of a Community Housing Specialist position to assist the Town in monitoring its affordable housing obligations, and to continue the development of affordable housing. The Board participated in an effort to create 40B guidelines, which were issued in October, 2012, and participated in the evaluation by the Zoning Board of Appeals of the comprehensive permit application for 268 units of rental housing at Needham Mews. The Board also oversaw the implementation of newly amended hunting regulations.

### **Maintain and enhance the Town's Financial Sustainability**

The Board participated in a review of the specialized stabilization policies, recommending increased funding and fund targets. Create a super committee to evaluate and make recommendations relative to the financial sustainability of the RTS. FY2013 also saw the implementation of a new financial software system for Town and School operations.

### **Evaluate Town Operations and Administration**

The Town's Website was overhauled to enhance the level of customer service.

## **COMMISSIONERS OF TRUST FUNDS**

*Heydon Traub, Vice-Chairman (appointed to serve April 2012 to April 2015)*

*Joseph P. Scalia, Chairman (elected to serve April 2013 to April 2016)*

*Barry Coffman, Secretary (elected to serve April 2013 to April 2014)*

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

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

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

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of \$2.3 million at the start of fiscal year 2003, to about \$5.7million at the end of fiscal 2013.

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

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

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

## DEPARTMENT OF FINANCE

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

## **DEPARTMENT DESCRIPTION**

The Department of Finance consists of the offices of Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, and Treasurer and Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$124 million general fund budget, \$15 million in special revenue, \$16 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.

## **PERSONNEL CHANGES**

Two new members joined the Finance Department last year, Gabi Gutierrez, as the Applications Administrator for the ITC and Tatiana Swanson as the Finance and Procurement Coordinator. Both positions were recommended by the Town Manager, supported by the Finance Committee as part of its fiscal year 2013 budget recommendation, and funded by Town Meeting. The Applications Administrator provides needed assistance in the growing area of software application support. The hiring of the Applications Administrator matched the implementation phase of the new enterprise-wide accounting and financial software package that the Town procured. The Finance and Procurement Coordinator position was identified as a key position for the Town to provide more focus and direction in complying with the growing changes in the Uniform Procurement Act as well as seeking efficiencies from new opportunities in joint purchasing and electronic workflow. The Finance and Procurement Coordinator also focuses on the property and liability risk management activities and general insurance tracking. The Treasurer/Collector's office saw the departure of part-time department assistant Jane Ounanian who worked with the Town from 2012 to 2013. Cynthia Salamone the payroll administrative specialist in the accounting office took a new position with the Needham School Department in August 2013. The Department also saw the retirement of Larry Weaver from Town service in October 2013. Larry worked with the Town in the information technology area since 1987. Most recently he worked as the Financial System Application Manager. Larry maintained and supported the Town's financial and billing software applications, being a point person in a number of software upgrades, migrations, and conversions during that time. Larry's experience

with COBOL support made it possible for Town departments to obtain various custom reports providing needed information that otherwise could not be obtained from the software. In Larry's last year, he assisted with the succession plan, and helped to make easier, than it otherwise would have been, the transition of the accounting, payroll, accounts payable, and purchasing functions from the SunGard Public Sector software to the Infinite Visions product from Tyler Technologies. We welcome Gabi and Tatiana, and wish Cindy, Jane, and Larry well with their future endeavors.

### **FY2013 HIGHLIGHTS**

Most budgeted appropriations occur at the Annual Town Meeting which is held in May prior to the start of the fiscal year. Subsequent appropriations and line item amendments are made at a Special Town Meeting usually held in the fall. Often the subsequent actions were known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action was needed. Another action that occurs in May is a Special Town Meeting to act on other requests for budget line item transfers of the fiscal year budget that was coming to a close and sometimes the reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The total General Fund operating budget of \$124,482,766 for fiscal year 2013 remained unchanged; however some line item transfers were approved.

The fiscal year 2013 year-end saw General Fund receipts in excess of budget come in at \$2.8 million, and budget returns of \$2.7 million. However, General Fund revenues in excess of budget were lower than fiscal year 2012 which had approximately \$3.1 million, but the budget returns for 2013 were higher than the fiscal year 2012 budget return of approximately \$2.4 million.

Actual fiscal year 2013 property tax receipts collected by the end of the year totaled \$99,676,528, which was 4.1% more than the prior year. Motor vehicle excise tax reflected the solid local auto sales year and generated \$4.6 million in tax receipts, a 6.0% increase over the prior year. Licenses and permits revenue was good and returned approximately \$1.9 million, but was 4.2% less than fiscal year 2012. Other General Fund local receipts, excluding non-recurring revenue totaled just under \$3.6 million, an increase of 7.8% from last year. The Town received a total of \$9,212,185 in Cherry Sheet Aid from the Commonwealth for fiscal year 2013, an increase of \$670,134 from fiscal year 2012.

The General Fund operating budget returned \$2,672,092 or approximately 2.3% of the total appropriation. The Town realized savings in the group health insurance programs with a budget surplus of more than \$822,000 or 8.3% of budget. Town Meeting approved the transfer of \$400,000 of this savings to the Town's Other Post-Employment Benefits (OPEB) fund as advance payment towards its unfunded liability. The Reserve Fund returned \$551,316, which was a greater return than in recent years, as demands on the reserve were less. The Town also saw a budgetary return of \$120,071 in unemployment costs as the amount of claims had decreased as the economy showed signs of improvement. Return of \$535,509 from the public safety departments was due in part to a number of vacancies as staff retired and new staff was hired and sent to training. The Needham Public Schools also had a higher dollar return in the amount of \$326,896. Although as a percent (0.64%) of the original school budget of \$51,112,681 it appears low, it was one of the higher dollar turn backs in several years.

The Town's General Fund unassigned balance showed an increase of \$4,303,315 (this compares to an increase of \$1,982,894 last year) from \$10,846,842 in fiscal year 2012 to \$15,150,157 in fiscal year 2013. A major contributing factor to the fiscal year 2013 General Fund year-end balance being higher was due to the lower "Free Cash" amount certified by the Massachusetts Department of Revenue in the prior year. Free Cash is essentially the portion of the General Fund year-end balance that the Department of Revenue considers available for use by the Town. The Free Cash certified in the prior year was \$2,153,808; the amount certified this year was \$10,133,912. In comparison, during the immediate preceding five years, the average Free Cash amount certified was \$4.2 million. The Town, in recognition that the delay in certifying all the funds that could have been certified the year before, and knowing that the total amount that was certified in 2013 was exceptionally high, made plans to ensure that total would not be seen and treated as though it was recurring. The \$10 million dollars was the result of two years of activity and some large one-time receipts. The plan was to use most of the funds for capital investment and additional reserves. At the November 2013 Special Town Meeting, Town Meeting appropriated \$5,981,564 of the \$10,133,912 certified by the Department of Revenue in September. \$5,032,357 was appropriated for various capital projects, including \$2,729,276 for modular classrooms at the Mitchell School and \$650,000 for a study in partnership with the Massachusetts School Building Authority (MSBA) looking to the replacement of the Hillside School. The Town also appropriated \$566,530 to its Athletic Facility Improvement Stabilization Fund, an additional \$307,677 towards its OPEB liabilities, and \$75,000 to the Reserve Fund. The balance of the Free Cash was reserved for the next Annual Town Meeting.

The Town moved forward with a condition assessment of the Hillside and Mitchell elementary schools, and possibly expanding the Pollard Middle School. The Town has filed Statements of Interest with the Massachusetts School Building Authority (MSBA). We believe that at least one of the two elementary school projects will be eligible for financial assistance from the MSBA. The current estimated cost to build the two buildings under the current timeline proposed by the School Department was approximately \$100 million.

Over the past two years, the Town has appropriated approximately \$3 million for the acquisition of real estate on Lincoln and School streets. The Town purchased the properties of 37-39 Lincoln Street, 51 Lincoln Street, 59 Lincoln Street, and 89 School Street. The four parcels will be used to expand the municipal public parking lots in the business district and provide overflow parking for the Police and Fire stations. In November 2013, Town Meeting voted funding of \$1,458,000 for the purchase of another property, 66-70 Chestnut Street, which is adjacent to the current Police and Fire station complex. The purchase of this property keeps open the desire of renovating and expanding the Fire Station Headquarters and Police Station and keeping them centrally-located in Needham Center.

The Town also approved \$5,565,100 to improve its St. Mary Street water pump station. This station connects the Massachusetts Water Resources Authority water supply to the Town's water distribution system, and serves as a backup to the Town's own wells. The project is expected to take 18 to 24 months to complete.

**ACCOUNTING OFFICE** – The process of selecting a new accounting and financial software system began in fiscal year 2012. Hence a major focus of the staff during 2013 was the implementation of the new accounting and financial applications including the conversion of data from the previous system. While keeping pace with the day-to-day work that is done by the

staff, they were directly involved in the analysis, set-up, testing, and the eventual roll out of the new software. This included the general ledger, payroll and accounts payable. The payroll setup included the manual entering of pertinent information, other than the demographic data which was converted, for each of the 825 full-time employees. The staff provided training to employees in other departments on the access and use of the new systems. The accounting office processed a total of 54,860 paychecks/direct deposits during the year. The office reviewed and approved 3,165 purchase order requests during 2013 and received, reviewed, and processed 28,585 invoices from vendors for payment.

**ASSESSING OFFICE** - The staff is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. The valuation of all real estate and personal property, as well as the administration and commitment of all 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. After the Annual and Special Town Meetings are dissolved and the warrants from the County and the State are received, the financial information is processed to prepare tax rate scenarios. The Board of Selectmen, with comment and recommendations from the Board of Assessors, holds an annual tax classification public hearing.

The Assessing Office completed 100% of all the inspections of properties that were issued permits by the Building Commissioner's office, which added new value to the property. All the inspections were completed prior to June 30, 2013, the statutory deadline for the collection of New Growth information for the following fiscal year. There were 1,133 properties inspected during the year. The New Growth value added was \$172,855,396 of which \$92,906,300 was residential property. The total value of all real, personal and exempt property in Needham for fiscal year 2013 was \$8,544,320,450 or 1.79% more than fiscal year 2012.

Of the 10,706 Real and Personal property accounts billed in fiscal year 2013, the assessed value of 60 of those properties, or .005% saw a change in their assessed value through the abatement process which compares to .007% in fiscal year 2012. The average adjustment in tax dollars for fiscal year 2013 was \$2,184 compared to \$2,223 for fiscal year 2012.

	FY2011	FY2012	FY2013
Single Family	8,346	8,331	8,353
Condominium	772	784	781
Two Family	277	269	273
Three Family	15	16	15
Four + Family	26	25	25
Other Property	5	5	5
Vacant Land	178	174	172
Chapter Land	13	13	13
Mixed Use	24	24	22
Commercial	370	373	382
Industrial	45	43	43
Personal Property	620	587	622

	FY2011	FY2012	FY2013
Total Taxable Value	\$7,576,258,088	\$7,833,149,550	\$7,923,989,930
Value Including Exempt Property	\$8,161,130,550	\$8,444,116,870	\$8,544,320,450

**INFORMATION TECHNOLOGY CENTER** - During fiscal year 2013 the Information Technology Center continued to support the needs in both hardware and software of the Town's departments. In supporting roughly 300 Information Technology Users and over 350 physical and virtual pieces of hardware the Information Technology Center was in a constant state of motion. The devices are distributed amongst the four major Town facilities (Town Hall, Public Service Administration Building, Public Safety, and The Center at the Heights) as well as many other operational locations around the Town. During fiscal year 2013 the ITC was heavily involved in transitioning the Town's financial and general ledger package from the previous SunGard Public Sector application to Infinite Visions. Weekly meetings throughout the fiscal year helped to ensure that the July 1, 2013 start date was met. The general ledger software implementation included establishing, maintaining, and supporting a new access procedure with School employees so that they can use the new applications. At the same time that the general ledger software was changing, ITC was working with the Town Manager's office staff to upgrade the Town's web site. The ITC also worked with Public Facilities Department during fiscal year 2013 on the Center at the Heights project by providing assistance with the early technology needs for that building during construction. The Needham Connects online work order project was initiated and supported during its initial implementation and completed the first step to connect the Needham Channel into the Town's secondary fiber to improve the broadcast signal from the Town Hall to the Needham Channel.

Every year, fiscal year 2013 being no exception, the ITC was involved in short, medium, and long term internal and external department projects and requests. Often a project starts in one year and continues into one or more years. Some of the projects included the mobile device management solution for smartphones, tablets, and laptops, street tree inventory software, smart board installation at the Public Service Administration Building, catch basin inventory with GIS, SCADA upgrade, water treatment hardware upgrades, snow and ice dispatch center upgrades, Town Clerk's Office data line upgrade, INET upgrade for Needham Police Department, Town of Needham Facebook account, Fire Department dispatch upgrade, police cruiser video capture test project, Emergency Operations Center upgrade, redesign of the VMWare farm, desktop virtualization upgrade, South Street trees GIS GPS capture, and the online payment of water bills.

**OFFICE OF THE PARKING CLERK** - The Parking Clerk holds weekly hours for hearings and requests are accepted in person, by mail and online. The Parking Clerk maintains ongoing contact with Treasurer/Collector's office staff, the Police Department, the Highway Department, collection service, and parking violators. A fair and impartial process to investigate and resolve disputes is in place. A vigorous program has also been instituted to promptly identify and report parking meters in need of repair to the Highway Department.

During fiscal year 2013 a survey of surrounding communities was conducted to determine whether changes in the parking fines should be recommended. The last change to the parking fines was in 1989. Based on information gained from the survey, and after a public hearing, the

Board of Selectmen approved the proposal to implement changes to increase the fines for most violations from \$10 to \$15. The new fine structure will take effect in fiscal year 2014.

	FY2011	FY2012	FY2013
Tickets	6,494	4,699	4,231
Appeals	333	250	236
Appeal %	5.1%	5.3%	5.6%

**TREASURER AND TAX COLLECTOR OFFICE** - 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 by the Town Treasurer. Safety of Town Funds is of utmost importance. Sufficient balances must be maintained to assure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the instability in the open market even the most conservative investments have limited options. The Department updated the investment policy in 2011 to reflect the changes that have occurred in the market place. The Treasurer earned \$84,802.50 in interest income for the General Fund during fiscal year 2013, which was down from fiscal year 2012 which saw \$103,129.63 in General Fund interest earnings. Interest rates have fallen to some of the lowest levels in recent history and have remained essentially flat for more than four years. The outlook for fiscal year 2014 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 2013 the Treasurer's office, thanks to the generosity of Needham residents, awarded \$14,000 in property tax relief to the elderly and disabled to 36 Needham households. The property tax assistance appropriation of \$13,353 was awarded to 33 Needham households.

The Treasurer issued \$18,189,000 in long term debt and \$15,083,125 in short term debt. Also during fiscal year 2013, the Town took advantage of low interest bonds offered through the Massachusetts Water Pollution Abatement Trust to assist in the funding of infrastructure throughout the town in the amount of \$6,034,290. The Town submits financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP1+, the highest rating possible on the Town's short term debt. The total long term debt outstanding as of June 30, 2013 was \$100,315,626.

The Treasurer/Collector office also ensures that real estate, personal property, motor vehicle excise, water and sewer assessments were billed timely and in accordance with state statutes. The continued monitoring and pursuit of delinquent accounts was essential to maintaining a strong collection rate. During fiscal year 2013, approximately \$116.3 million in billed revenue flowed through the office. The collection rate for all receivables collected by 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 \$95.8 million
- Motor Vehicle and other Excise \$ 4.6 million
- Personal Property Tax Collection \$ 3.6 million
- CPA Surcharges \$ 1.7 million
- Delinquent and Deferred Tax Collections  
(includes penalties and interest) \$ 0.3 million
- Ambulance Bills \$ 0.6 million

	FY2011	FY2012	FY2013
Sewer and Water Bills Issued	45,641	45,507	45,632
Real & Personal Property Tax Bills Issued	43,402	42,720	42,817
Motor Vehicle Excise Bills Issued	28,096	28,111	28,784
RTS Sticker Applications Processed	9,205	9,123	9,123

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2013 reports:

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

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

## FINANCE COMMITTEE

*Richard Reilly, Chair*  
*Rick Lunetta, Vice Chair*  
*John Connelly*  
*Richard S. Creem*  
*Gary McNeill*  
*Louise Miller*  
*Lisa Zappala*  
*Rick Zimbone*  
*Louise Mizgerd, Executive Secretary*

### MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law

to “consider any and all municipal questions for the purpose of making requests or recommendations to the town.” Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duty of presenting a balanced budget and making capital recommendations to Town Meeting, the Finance Committee asks probing questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to the budget process. The process includes meetings, site visits, research, and analysis on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is secure in its financial integrity, and that the Town can maintain its infrastructure and preserve the essential services which benefit its citizens.

## **FY2013 HIGHLIGHTS**

### **TAX INCREMENT FINANCING**

In the fall of 2013, the Finance Committee focused on the review of a proposed tax increment financing plan. Under the plan, the Town, for a period of 13 years, would forgo a portion of the incremental real property tax on new construction by a private corporation in exchange for an agreement by the corporation to build and expand its presence in Town. The plan provided incentive for TripAdvisor, the well-established travel planning website, to establish its headquarters in the newly renamed Needham Crossing. The Finance Committee determined that the tax increment financing plan would not only generate additional tax income to the Town for this property in the long run, but also that the presence of the high profile company would likely increase interest in other new developments in Needham Crossing. The plan was approved at the November 2013 Town Meeting, and TripAdvisor began the first phase of a large construction project that will culminate with the headquarters moving to a new Needham location and the creation of many new local jobs. The Finance Committee supported the tax increment financing plan, along with commercial zoning changes that are expected to attract more businesses to revitalize the business area and generate further revenue for the Town.

### **COMMUNITY PRESERVATION EXPENSE PLAN**

During FY2013, the Finance Committee Chair and Vice Chair worked closely with the leadership of the Community Preservation Committee (CPC) and stakeholders throughout the Town to establish a working plan to prioritize and strategize for the most effective use of funds collected pursuant to the Community Preservation Act (CPA). CPA funds are collected as a 2% surcharge on property taxes, and supplemented by the state’s CPA Trust Fund. CPA funds have the restriction that at least 10% of the funds each year must be spent or set aside for each of the three main purposes of the act: preserving open space, historic resources, and community housing. The CPC reviews applications for projects seeking CPA funding and makes recommendations to Town Meeting. Under the Town By-Laws, the CPC must consult with the Finance Committee as it develops its recommendations. In July 2012, the Community Preservation Act was amended to expand opportunities for using CPA funds for recreational purposes. In light of the expected increase in applications, the Finance Committee encouraged the development of a clear and detailed five-year plan to provide a broader context for reviewing current projects and anticipated future uses for CPA funds. The CPC and the Town Manager, together with the Finance Committee and leadership throughout the Town, developed a broad

plan incorporating the priorities of various groups, the goals of the CPA, and the most prudent use of taxpayer dollars.

### **FREE CASH**

In FY2013, the Town faced the challenge of meeting its capital needs despite a substantial decrease in the level of certified Free Cash. The term “Free Cash” represents the amount of revenue that exceeds the expenses in the prior year. Those funds are certified by the state Department of Revenue after the close of the fiscal year, and then become available for appropriation at Town Meeting. Because of a timing issue on the Town’s receipt of reimbursements through a state program, certain funds expected to be certified as Free Cash during FY2013 were delayed. While these funds were fully expected to be certified during FY2014, they could not be appropriated at the Annual Town Meeting in May 2013. This delay did not affect the Finance Committee’s recommended FY2014 operating budget, since Town policy limits the use of free cash for ongoing operating needs. However, it did have a significant impact on the Finance Committee’s discussions regarding funding of Cash Capital for FY2014, as discussed below.

### **OPERATING BUDGET RECOMMENDATION FOR FY2014**

The Finance Committee once again undertook the budgeting process in a climate of economic uncertainty. On a federal level, automatic spending cuts took effect while the Finance Committee was drafting its recommended budget, and the long-term consequences of the cuts remained unclear. The state government was also facing the possibility of potential cuts in federal aid, which, over time, could be expected to trickle down to municipalities. Within this uncertain environment, the Finance Committee worked to propose a balanced budget for FY2014 that would both fund a comparable level of services for the residents of Needham, and maintain the infrastructure. The Finance Committee began its budget process in December 2012, when Town departmental spending requests and the School Department’s initial budget request were submitted to the Finance Committee for review. The Finance Committee held numerous hearings to review each budget request from the Town’s departments, boards and committees. As it does each year, the Finance Committee:

- carefully reviewed every 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, school administrators, and leaders of committees and boards to discuss budgetary needs; and
- held budget hearings with each department and deliberated in depth on all requests.

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

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

The Finance Committee received the Town Manager’s executive budget and revenue estimates submitted on January 31, 2013. The Town Manager’s executive budget included a single bottom

line recommendation for the School Department's FY2013 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

The Finance Committee carefully reviewed and considered both the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town, and the School Committee's voted budget that was developed in accordance with its own priorities and needs with input from the School Administration. The Finance Committee worked cooperatively with the Town Manager, the Finance Director, and other members of the Town Administration, as well as with the Superintendent of Schools and the School Committee, to balance the needs of the various municipal departments with the schools' needs.

The Finance Committee had detailed discussions and worked diligently to prepare a draft preliminary balanced budget recommendation that would serve the Town for FY2014 and for the long term. The Finance Committee's initial draft budget was submitted to the Town Manager on February 19, 2013. In March 2013, the Finance Committee submitted its final recommended balanced budget and report which were included in the 2013 Annual Town Meeting Warrant. The Finance Committee's recommended FY2014 budget fully funded most municipal budget requests.

The Finance Committee was able to provide funding for a new full time administrator and additional part-time inspection work in order improve the functioning and efficiency of the Building Department. The Committee also recommended additional funding for an important mental health program at the Health Department. The Finance Committee decreased the budget of the Public Facilities Department in order to reflect the continued savings achieved by energy efficiency measures and upgraded heating systems. The Finance Committee recommended keeping Fire Department expenses level once again and funding a much-needed radio receiver through a separate warrant article. The Fire Department's overtime budget was also decreased to reflect anticipated salary savings. The Committee recognized that the Fire Department budget, particularly the operating expenses, could be expected to increase in the coming years. The budget for Public Works' garage supplies was decreased to reflect actual expenditures more closely. This Committee understood that this funding may need to be replaced in the next budget cycle. The Committee reduced the Municipal Lighting budget to reflect a more accurate projection of maintenance work for the year. The Finance Committee recommended some areas of savings to the School Department, and ultimately recommended an increase of 5.6%, driven by contractual increases, growing enrollment, increasing mandates, rising transportation costs, and expanding technology and support needs. The Finance Committee recommends that the School Department maintain its commitment to meeting Special Education needs within the district when possible and to containing escalating transportation costs. As a result of the various departmental adjustments, the Finance Committee was able to recommend a budget to Town Meeting that was balanced and fiscally sound, reflecting improved efficiencies and services.

The Finance Committee continues to pay close attention to the area of post-retirement employment benefits. The Town is diligently working toward fully funding future obligations. The Committee met with a consulting actuary to discuss the Town's efforts to fund pensions and other post-employment benefit (OPEB) plans. While the Town has made better progress than most other local communities in funding these liabilities, the Finance Committee supports further funding these liabilities, when possible, to reduce long-term costs. To that end, at the Special

Town Meeting in May of 2013, the Finance Committee recommended a FY2013 budget amendment that would apply \$400,000 savings realized from a change in health insurance plans to further fund OPEB liabilities. Town Meeting approved this action which will increase the OPEB funded ratio and is expected to result in substantial savings in OPEB liability over time.

#### **CAPITAL SPENDING RECOMMENDATIONS FOR FY2014**

The Finance Committee received the Town's Capital Improvement Plan for FY2014 – FY 2018 on January 8, 2013. The Town's annual capital spending is funded from three distinct fiscal sources: Free Cash, debt within the tax levy, and excluded debt. As described above, Free Cash is a source of funds generated from unspent appropriations in a previous year. The level of Free Cash that was certified and available for appropriation for Fiscal Year 2014 needs was \$2,153,808, a substantial decrease from the average of over \$4 million for the prior three years. As a result, the Finance Committee reviewed all cash capital requests in the spring to determine which items should be recommended for funding in FY2014. In reviewing the full list of cash capital requests, the Finance Committee recommended that the first items funded should be those items which presented issues of public safety or for which the timing of the expenses was a significant factor. If cash capital requests were deemed priority needs but were items that could be held off until the latter part of FY2014, the Finance Committee recommended that Town Meeting plan to fund the additional recommended items at a Special Town Meeting in the fall of 2013, when it was expected that the next round of Free Cash would be available for appropriation. Ultimately, at the 2013 Annual Town Meeting, the Finance Committee recommended appropriating just over \$1 million for the first part of funding for FY2014 Cash Capital needs, with the expectation of funding an additional \$1.7 million in FY2014 capital needs with Free Cash available in the fall.

#### **FUTURE CHALLENGES**

During FY2013, economic indicators showed improvement, but the economy was still recovering from the downturn five years earlier. The Finance Committee projects increases in FY2014 for all three major sources of Town revenue: property taxes, state aid, and local receipts. The Finance Committee is hopeful that property taxes will continue to grow steadily due to new growth added to the tax base, such as new projects at Needham Crossing. The demand for Town services has continued to increase, particularly in the schools. The state has restored much of the Circuit Breaker Special Education funding and has indicated an intent to keep that a priority. Local receipts are expected to be strong in FY2014, in part because of increased permitting fees, though that may provide only a short-term revenue increase.

The Town infrastructure needs continue to grow due to new and expanded buildings, property acquisitions, and improved recreation areas. The new Senior Center building was scheduled to open in early FY2014. The Town also anticipates several major school building projects in the next decade. In order to maintain the growing infrastructure and a consistent level of services without burdening future generations, the Town remains committed to achieving sustainability in its budgeting. The goal is to balance the Town's current needs with the goal of long-term sustainability. The Finance Committee adheres to a policy that operating budgets should be funded with recurring sources of revenue, while non-recurring revenues should be spent on one-time capital expenditures and reserve deposits. The Finance Committee also encourages the Town to continue to assess which services are dependent on external funding and to incorporate the services that are integral to the Town into the annual operating budget. The Finance

Committee urges the Town to be cognizant of new technologies that could lead to efficiencies, as personnel costs are the prime driver of the Town's expenses.

In budgeting for FY2014, managers were again asked to submit budget requests for level, and not expanded services. They were asked to base their budget requests on known obligations, or on actual experience in the past year, or an average of the last several years. The Finance Committee found that spending requests overall were carefully considered and mindful of the need for fiscal restraint. The Finance Committee notes that personnel costs remain a significant part of the budget, and commends the Town Manager's efforts to restrain those costs, particularly legacy costs, where possible. The Committee also lauds the continuing progress made toward funding outstanding pension and OPEB liabilities. The Committee encourages the Town to seek ways to constrain certain escalating costs, including certain departmental overtime and school transportation costs, to ensure sustainability going forward.

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

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

## LEGAL DEPARTMENT

*David S. Tobin, Legal Counsel*

### **PURPOSE**

The Legal Department of the Town of Needham provides Legal advice to the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves all contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

### **FY2013 HIGHLIGHTS**

During Fiscal Year 2013, commencing July 1, 2012 and ending June 30, 2013, 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
- Cable Television
- Environmental matters

### **FY2014 FORECAST**

In Fiscal Year 2014, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

## **MODERATOR**

*Michael K. Fee, Moderator*

Department Staff: None

Budget: Zero

### **MISSION**

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. In short, all of the law-making and appropriation power of the Town lies with Town Meeting.

### **FISCAL YEAR 2013 HIGHLIGHTS**

- Our Town Meeting convened three times in FY 2013, once at a Special Town Meeting on October 29, 2012, another Special Town Meeting on December 3, 2012, and at our Annual Town Meeting in May 2013 (which included a Special Town Meeting). All meetings were held at James Hugh Powers Hall in Needham Town Hall.
- The October Special Town Meeting addressed a 17-article warrant acting on many significant requests, including a number of capital projects.

- The December Special Town Meeting was an unusual one-article meeting. The lone article asked Town Meeting to approve a Tax Increment Financing (TIF) Agreement that had been negotiated by the Town and Trip Advisor. The property tax incentives provided in the TIF agreement paved the way for the relocation of Trip Advisor's corporate headquarters to a newly-constructed campus in Needham.
- During the Annual Town Meeting in May 2013, Town Meeting Members acted on a Warrant containing 42 articles and worked through an operating budget for Fiscal Year 2013 that authorized over \$122 million in expenditures for our town.
- The Special Town Meeting held within the Annual Town Meeting in May addressed 10 articles, including an amendment to the TIF Agreement approved by Town Meeting in December 2012..
- Town Meeting Members have now had access to the "Needham Town Meeting Handbook" that I authored and distributed with financial assistance of the Richard Patton Melick Foundation for over ten years. The Handbook appears to have improved the Town Meeting Members' knowledge of our procedures and rules. The Town Meeting Handbook is accessible on the Town website and the implementation of a town government web site has increased the flow of information to Town Meeting Members, including electronic access to the meeting warrants and supporting materials.
- Prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Pollard Middle School. The League helped arrange and publicize an orientation session that I conducted for newly elected Town Meeting Members. In May 2012, approximately 20 newly-elected Town Meeting Members I have also continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth.

The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2013. Any expenses I incur, such as the preparation of educational materials, dues to the Massachusetts Moderators Association and travel to meetings is paid for with personal funds.

I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee and the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee. I am proud of the citizens I have appointed to serve their fellow citizens in various positions during Fiscal Year 2013. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

# NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

## ***Retirement Board***

*Evelyn Poness, Chair*

*Kate Fitzpatrick*

*John Krawiecki*

*Robert Mearls*

*Thomas Welch*

## ***Department Staff***

***Maryclare Siegel***

***Mary Gerber, Administrative Assistant***

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of \$112.8 million. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public

Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of \$9.7million since we joined the Pension Reserves Investment Trust in June 1985.

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

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pensions costs. The Board has accepted a new actuarial study as of January 1, 2012. Needham's pension obligation will be 100% funded by the year 2030.

# PERSONNEL BOARD



*John Dennis, Chairman  
Patricia Forde, Vice Chairman  
Joseph Herlihy  
Vivian Hsu  
Richard Lunetta*

*Department Staff  
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 advises the executive branch on strategic human resources and collective bargaining matters. In its duties, the Board is assisted by the Director of Human Resources. The Board works closely with the Town Manager during the development of the classification and compensation plans and personnel policies and making recommendations to Town Meeting as it deems appropriate. The Personnel Board adopts and amends personnel policies on an ongoing basis.

## **FY2013 ACCOMPLISHMENTS AND ACTIVITIES**

In Fiscal Year 2013, the Board continued its regular duties by approving a position title change from Inspector of Buildings to Building Commissioner. No classification change was recommended or approved; reviewing and adopting the provisions of a memorandum of agreement with the fire unions with the movement of the members to the so-called Rate Saver health insurance plans, a three-year health reimbursement arrangement, and reformatting of the wage scale; and approved the creation of four new positions, Finance and Procurement Coordinator, Assistant Building Commissioner, Assistant Executive Director for the Council on Aging (replacing the former Associate Director position in this department), and Playground Maintenance Specialist which is a part-time seasonal position in the Park and Recreation Department. The Board also approved the separation of duties for the Administrative Specialist positions in the Zoning Board of Appeals and the Conservation Division and authorized the creation of position descriptions for each.

Board members also established and voted the salary for elected officials as well as approving the compensation tables for both full and part-time employees and a listing of employment position titles for FY 2014. Ongoing review of revised personnel policies continued.

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



# PLANNING & COMMUNITY DEVELOPMENT

## SECTION CONTENTS:

- Conservation
- Council of Economic Advisors
- Planning
- Zoning Board of Appeals

**PUBLIC SERVICES  
ADMINISTRATION BUILDING –  
500 DEDHAM AVENUE**



**RIDGE HILL – 463 Charles River Street**



# CONSERVATION

*Lisa Standley, Chair*  
*Paul Alpert, Vice-Chair*  
*Janet Bernardo*  
*Artie Crocker*  
*Stephen Farr*  
*Peter Oehlkers*  
*Sharon Soltzberg*  
*Marsha Salett (Term expired in 2013)*  
*Dawn Stolfi Stalenhause*  
*(Resigned in 2013)*

## **PURPOSE**

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

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 the Conservation Division within the Town of Needham Community Development Department and includes a full-time Director of Conservation, a part-time Conservation Specialist and a part-time Administrative Assistant.

## **FY2013 ACTIVITIES AND ACCOMPLISHMENTS**

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. There were few more complex construction projects such as the DPW Salt Shed and maintenance building. During FY2013, the Conservation Commission met formally a total of twenty-three (23) times and held a total of thirty-four (34) public hearings (refer to Table 1).

**Table 1: FY 2013 Conservation Commission Application Filings & Requests**

Type of Application Filing/Request	Number
Notice of Intent <sup>1</sup>	23
Request to Amend Order of Conditions <sup>1</sup>	4
Request for Determination of Applicability <sup>1</sup>	6

Abbreviated Notice of Resource Area Delineation <sup>1</sup>	1
Extension Permit	1
Emergency Certification	1
Certificate of Compliance	30
Minor Modification Request	24
Enforcement Order	10
Trail Maintenance Notification Form	5
DPW Generic Permit Activity Notification Form	4
Exemption Letter	12
Conservation Restriction	0
Notice of Non-significance	0
<b>TOTAL</b>	<b>121</b>

<sup>1</sup>Filing involved a public hearing

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled fifty-five (55) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission’s jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2013, ten (10) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.



In its role as land manager, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan. In cooperation with the Trails Advisory Group (TAG), the Conservation Commission has made tremendous progress over the last year in implementing the priorities of the Master Plan including installing trail signs, kiosks, continuing the trail steward program and improved trail maintenance. With the use of approved Community Preservation Act funding, the Commission completed design for the Swamp Trail (now renamed the Fuller Trail) Boardwalk and Charles River Trail Bridge Replacement Projects. The Commission has partnered with Eagle Scouts Award applicants and the Town of Needham Forestry Department to complete maintenance of several Ridge Hill Reservation and Mitchell School trails. With the assistance of Exchange Club members, the Commission completed construction of the Esker Trail loop. The Commission also completed several maintenance projects at Ridge Hill Reservation, including installing a gate at Cartwright Road and repairing the stone wall on Charles River Street.



*Members of the public enjoying a guided walk at Ridge Hill Reservation (photo by Janet Bernardo).*

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.

## COUNCIL OF ECONOMIC ADVISORS

*Matthew Talcoff (Chair)*  
*Glen Cammarano*  
*Maurice Handel*  
*Thomas Jacob*  
*Janet O'Connor*  
*Martin Jacobs*  
*Robert Hentschel*  
*Michael Wilcox*  
*Bruce Herman*  
*Elizabeth Grimes*  
*Bill Day*  
*Brian Nadler*  
*Matthew Borrelli*  
*Walter Collins*  
*Damon Borrelli*  
*Devra Bailin, Economic Development*  
*Director, staff liaison*

### **PURPOSE**

The CEA was established by the Needham Board of Selectmen (“BOS”) to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

### **FY2013 HIGHLIGHTS**

In prior fiscal years, the CEA studied and initiated changes to NEBC use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting this fiscal year.

Continuing its efforts to increase Needham's visibility along Route 128, the CEA studied and proposed dimensional changes to the Mixed Use-128 district to increase height and density along the highway, which amendments were adopted by Town Meeting this year. These changes, like those in the NEBC passed in prior fiscal years, included flexibility for development by allowing a discretionary waiver of up to 25% of all dimensional requirements (other than height) by special permit. The CEA continues to work with the Planning Department to allow residential development in the district, especially along the River.

The CEA, based on the work of its Wine Shop Subcommittee, recommended allowing retail sales of alcohol in Needham. After Town Meeting in the spring of 2012 approved the submission of a Home Rule Petition allowing such uses, the voters in November 2012 approved it and paved the way for the BOS's granting of five retail alcohol licenses in January of 2013. The CEA is currently recommending approval of changes which will allow restaurants with under 100 seats to apply for and receive full alcohol licenses.

The CEA has made the streamlining of permitting a priority. In June of 2012 the CEA proposed the Insignificant Modification Policy which was adopted by the Planning Board, which allowed such changes to be made to Site Plan Review Special Permits and Special Permits administratively. (Last year, the CEA recommended a zoning amendment to allow the Planning Board to make use determinations where the By-Law did not expressly call them out, which amendment was approved by the Planning Board and then Town Meeting.) Through its Downtown Subcommittee the CEA continues to work with the Planning Department and the Planning Board to implement additional changes to create a less cumbersome permitting process. The CEA recommended and worked with the Design Review Board and the Building Inspector to streamline the permitting of signs and to allow greater flexibility in signage. The changes were adopted by Town Meeting this year.

The CEA through its NEBC Branding and Marketing Subcommittee obtained private funding (accepted by the BOS as a gift) in July of 2012 to hire a consultant to assist the CEA with the renaming and branding of the NEBC. In December of 2012, the CEA recommended to the BOS "Needham Crossing" to replace the generic NEBC, which the BOS approved. The CEA continues to work on the logo to be associated with the new name and will make its recommendations to BOS next year.

The CEA also established as a priority the support of the Discover Needham Local First campaign initiated by the Needham Business Association to support independent locally-owned businesses in Needham. The CEA applied for participation in the Babson College Management Consulting Field Experience Program to create a marketing plan for the Downtown. The Application was accepted and the Economic Development Director will work with the Babson students to complete the project in December of 2013. The CEA will review and propose implementation of changes.

# PLANNING DEPARTMENT

## **PLANNING BOARD**

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

## **DEPARTMENT STAFF**

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

## **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.

### **FY2013 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.

In Fiscal Year 2013, the Department secured funding through CPA for a part-time Community Housing Specialist. The Housing Specialist will be added to the Planning division of the Department to provide administrative and technical support relating to affordable housing issues, to coordinate the efforts of various town boards and committees in the development of affordable housing initiatives, and to assist in the implementation of the Town’s Community Housing Plan.

In its capacity as a special permit granting authority, the Planning Board processed 15 new applications as “Major Projects” under the Site Plan Review By-Law and issued 13 amendments on previously approved “Major Projects”. In addition, the Board processed 1 subdivision plan and a total of 7 plans were endorsed “Approval-Not-Required (ANR)” under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 26 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the Certificate of Action; and between the Board’s action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in Fiscal Year 2013. During the affected time line 15 new Special Permit applications and 1 Subdivision application were processed. Public hearings were held on average within 28 days of application

receipt, decisions were issued within 7 days of the close of the public hearing, with written decisions filed with the Town Clerk within 5 days of permit issuance. Total average time required to process an application was 48 days with a minimum of 28 days and a maximum of 87 days.

A planning study focusing on the New England Business Center (NEBC) was initiated in Fiscal Year 2011. The 215-acre NEBC is the economic powerhouse of the Town of Needham. In Fiscal Year 2010, the NEBC provided 57 percent of all tax revenue that came from commercially and industrially classified properties in Needham. The study's objective was to identify a balanced plan appropriate to: (1) expanding the type of allowable uses and mix of commercial uses within the NEBC so that the park can respond to market demands and fulfill its development potential; (2) expanding the allowable amount of retail and/or other consumer uses and/or restaurant uses on the first floor of multi-floor developments; (3) analyzing which, if any, existing dimensional controls are restraining development, either prohibiting it altogether on smaller lots or not providing sufficient financial incentive to encourage development; and (4) assessing what the traffic and other impacts are of various levels of different uses and/or mix of uses and/or regulatory changes increasing the density of development so that a proper balance can be reached between appropriate fiscal incentives and acceptable levels of impacts on our community. The first phase of the study was completed in FY2011 and recommended changes in the use profile for the park including the expansion of the allowed mix of retail, restaurant and consumer services on the first floor of multi story buildings and the clarification of certain permitted medical uses. Said zoning changes were presented to and adopted by the May 2011 Annual Town Meeting. Phase 2 of the study which relates to dimensional changes was not complete at the time of the May 2011 Annual Town Meeting. Accordingly, the Planning Board advised Town Meeting that it would be back in the fall of 2011 with respect to the NEBC recommended dimensional zoning changes. Said changes were presented to and adopted by Town Meeting in the fall of 2011 and removed dimensional requirements that were providing impediments to development in the NEBC. The changes included reductions in front yard setback and open space requirements along with increases in permitted maximum lot coverage, height and floor area ratio standards. Said adjustments permit greater flexibility, especially when coupled with a general provision granting discretion to the Planning Board to relax dimensional requirements (except height) up to 25% after making specific findings as to the propriety of the waivers as to a particular project and location. Successful office parks, such as those located in Waltham, Lexington and Burlington, have flourished due to the flexibility of their zoning provisions. In order to foster economic growth, the Town has now incorporated into its zoning code the flexibility required to compete with other communities for development.

The strategy noted above for the NEBC district has proved successful. In April of 2012, the Planning Board approved the first major redevelopment project in the district namely the Marriot Residence Inn, a hotel comprising approximately 89,740 square feet and containing 128 guest units, approximately 13,240 square feet of conference/function space, a guest dining area, lounge/bar, indoor pool, exercise room and other hotel amenities, parking for 140 vehicles, landscaping and associated improvements. The hotel was completed in September 2013 and is now fully occupied. Also approved were four office/research and development buildings having a total square footage of 740,000 square feet, two parking garages (Garage A to contain 580 parking spaces; Garage B to contain 2,040 parking spaces) the latter to be constructed in phases,

114 surface parking spaces and associated infrastructure, improvements and landscaping. Construction of the first building with tenancy planned for Trip Advisor began in October 2013.

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

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in FY2009. 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. Construction of the first mixed-use building authorized under the new Needham Center Overlay District was initiated at 36-58 Dedham Avenue in June of 2013. The building comprises 3+1 stories and will have a finished height of 48 feet. The first floor of the building comprising 2,379 square feet will be utilized for retail purposes and the second, third and fourth floors comprising 17,068 square feet will be utilized as dwelling units. The development will include ten residential units with one of those units designated as affordable. Implementation of the Needham Center Plan and its recommended next steps agenda remains one of the primary goals and functions of the Department.

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 in Fiscal Year 2013. As anticipated FY2004 through FY2008 consortium funds (\$260,000) were utilized at High Rock Homes, where the Housing Authority, with technical support from the Planning Department, oversaw the replacement of approximately 20 of the 80 existing single-family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in FY2008, was completed in FY2009. FY2009 through FY2013 consortium funds (\$280,000) have been allocated to the Charles River Center for the construction of a group home at 1285 South Street. The home will serve individuals with development disabilities. Construction of this new group home is underway with occupancy planned for December 2013.

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

As relates Needham Center, the Department is currently assisting the Downtown Streetscape Working Group in the development of a comprehensive plan for streetscape improvements in Needham Center. Consistent with the Design Guidelines and the Downtown Planning study, the Committee has focused its attention on identifying a range of recommended infrastructure and aesthetic improvements to the downtown area designed to create a distinct identity and sense of place. The Town has planned for this re-development of the Needham Center infrastructure and streetscape through Chapter 90 funds which have been earmarked for this purpose. It is anticipated that the completion of the streetscape plan and its implementation will lead to a remake of sections of Great Plain Avenue, Highland Avenue, Chestnut Street, Dedham Avenue, and Chapel Street over the next decade.

As relates the New England Business Center, the Department continues to work with major New England Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Needham Street improvements and mass transit uses of the abandoned rail bed.

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

## ZONING BOARD OF APPEALS

### **ZONING BOARD OF APPEALS**

*Jon D. Schneider, Chairman*

*Jonathan D. Tamkin, Vice Chairman*

*Howard S. Goldman, Member*

*Kathy Lind Berardi, Associate Member*

*Peter Friedenber, Associate Member*

### **DEPARTMENT STAFF**

*Sheila Page, Administrative Specialist*

### **PURPOSE**

The Zoning Board of Appeals is a quasi-judicial body. The Board serves the community by hearing and making decisions on applications for 40 B comprehensive permits, special permits, variances and; hears appeals to Building Commissioner Decisions. The Board judiciously renders decisions by applying Massachusetts General Laws and the Town By-laws. The Board of

Appeals consists of three regular members and two associate members appointed by the Board of Selectmen as authorized and established by General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

### **FY2013 STATISTICS**

The Board met thirteen times this fiscal year and heard requests for 19 special permits and one variance and one appeal of the Building Commissioner's decision. Three additional applications were withdrawn. The Board approved a landscape plan for a previously granted, by appeal, 40B affordable housing comprehensive permit for Webster Street Green at 28 Webster Street and granted a 40B affordable housing comprehensive permit for Greendale Village at 900 Greendale Avenue. And finally, the Board opened the 40B comprehensive permit hearing for Greendale Mews at 692 & 744 Greendale Avenue for 300 units which continued into fiscal year 2014. The Board of Appeals, the permit granting authority in the 40B comprehensive permit process, carefully hears testimony, reviews evidence, and sought advice from Town staff and Boards to create the best possible outcome for the Town.

# PUBLIC SAFETY

## SECTION CONTENTS:

- Building Department
- Fire Department
- Police Department



**FIRE DEPARTMENT**  
**88 CHESTNUT STREET**



**POLICE DEPARTMENT**  
**99 SCHOOL STREET**



# BUILDING DEPARTMENT

*David A. Roche, Building Commissioner*  
*Stephen A. O'Neill, Asst. Building Commissioner*  
*Lawrence E. Lench, Local Building Inspector*  
*Henry L. Fontaine, Local Building Inspector*  
*William A. Kinsman, Plumbing & Gas Insp.*  
*Scott W. Chisholm, Wiring Inspector*  
*Christina D. Hooper, Administrative Specialist*  
*Adrienne A. Banks, Department Assistant*

## **PURPOSE**

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

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

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

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

- 13 places of worship
- 16 day care sites
- Several state group homes
- Several nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- 8 public schools
- 4 private schools
- One college including dormitory buildings
- 982 apartment units
- 375 hotel units
- Approximately 45 other places of assembly and restaurants

All require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress.

## **FY2013 PERSONNEL CHANGES**

- Local Building Inspector, Stephen A. O'Neill was reclassified to Assistant Building Commissioner

## **FY2013 HIGHLIGHTS**

- 5,012 permits issued
- \$1,598,953.00 collected in fees

- 9,886 inspections performed, plus emergency calls from Police and Fire. Increase in calls regarding property damage due to Hurricane Sandy and Storm Nemo.
- \$170,786,960.00 spent by Needham property owners to construct or remodel
- 1,429,045 square feet of construction to buildings and structures
- Major Projects: 5 story Marriot Residence Inn; 4 story Beth Israel Hospital Cancer Center; North Hill 4 story Skilled Nursing Facility and 2 story Enhanced Independent Living Facility, totaling approximately 3 million cubic feet of construction receiving inspections.
- Certificates of Occupancy issued for New Tenants included 4 Restaurants; 2 Fitness Centers; 1 Learning Center; 3 Medical Clinics; 1 Investment Firm & 1 Convenient Store.

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

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Building	1206/\$719,332	1386/\$955,193	1431/\$1,348,237	1415/\$1,205,525
Plumbing	660/\$48,278	817/\$58,156	920/\$79,893	987/\$77,585
Gas	396/\$17,514	463/\$19,420	691/\$27,913	874/\$33,033
Wiring	957/\$102,246	1160/\$127,387	1234/\$160,639	1387/\$208,892
Sheet Metal	0	42/\$7,216	400/\$57,223	280/\$52,157
Signs	56/\$4,475	21/\$1,525	30/\$2,525	63/\$5,275
Swimming Pools	6/\$800	7/\$1,050	6/\$900	6/\$900
Weights & Measures	\$4,713.50	\$9,410.50	State Contract	State Contract
Miscellaneous Fees	\$29,482	\$26,816	\$15,758	\$15,586
<b>Totals</b>	<b>3,281/\$926,840.50</b>	<b>3,896/\$1,206,173.50</b>	<b>4,712/\$1,693,088</b>	<b>5012/\$1,598,953</b>

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
New Single Family Dwellings	66	67	75	61
New Two Family Dwellings	4	5	10	10
New Multi-Family				1
New Non-residential Buildings	5	3	5	6
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	712	942	1006	946
Add/Alter Existing	83	108	178	191

Non-residential				
Demolish or Relocate	160	101	108	68res./4com.

## FIRE DEPARTMENT

*Paul F. Buckley, Fire Chief*

### **PURPOSE**

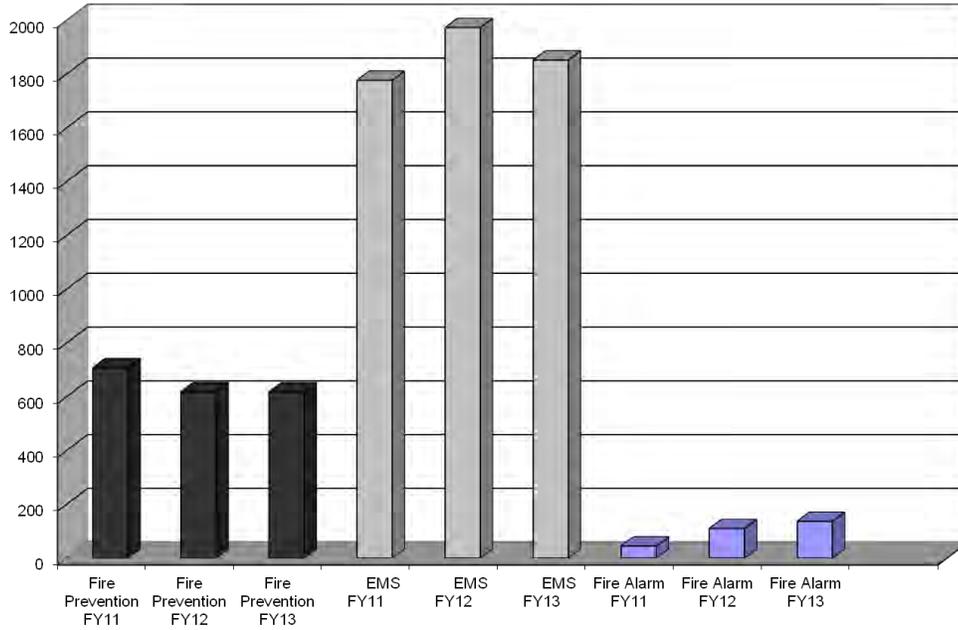
To provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education, in the most cost-effective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

### **FY2013 HIGHLIGHTS**

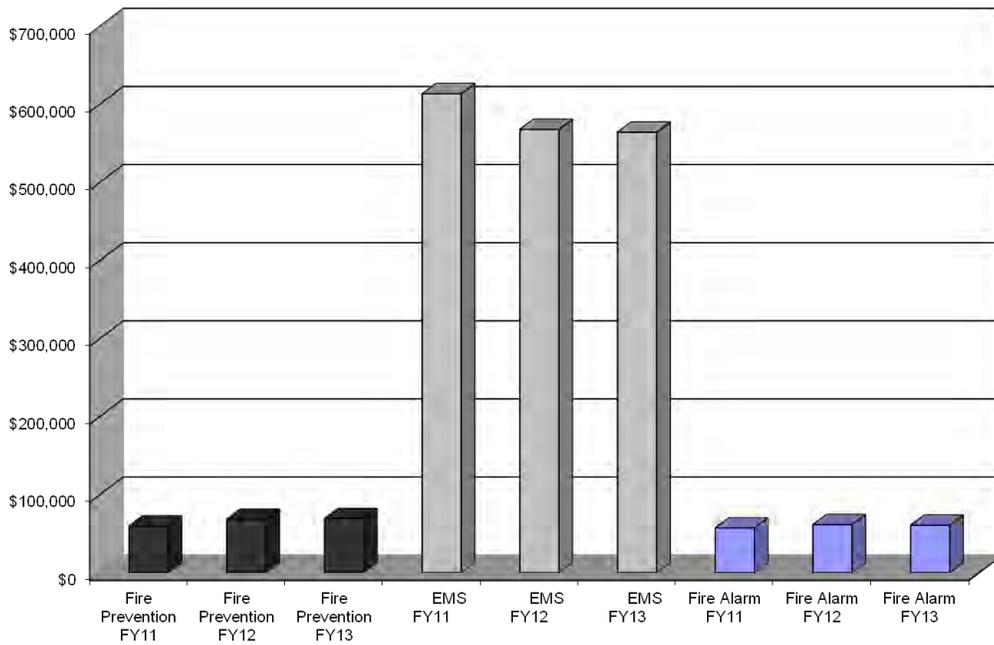
- In August 2012 the department welcomed two new Firefighter/Paramedics ~ Adam Barbato and Jason Vanston.
- The department took delivery of a new fire engine in August 2012 and after Firefighter training, it was placed into service as “Engine 1”. This state of the art apparatus was built by KME Corp. of Pennsylvania, a leading manufacturer of fire trucks. The engine procurement was done through a statewide common purchase contract saving the Town over \$50,000.
- The department was, once again, awarded a Student Awareness of Fire Education (S.A.F.E.) grant in the amount of \$5,225. This grant program is a state initiative aimed at providing fire safety education to children in Grades Pre-K through 12. In addition to classroom education, the department participated in various community events including fairs, career days, service organization meetings and children’s extracurricular clubs/groups.
- In FY13, the Fire Department partnered with the Police Department and the School Leadership Team to establish comprehensive crisis and emergency response plans. The departments now work together when conducting fire drills, lock-down drills and evacuation drills. In addition, an active shooter/intruder scenario is being reviewed for future training.
- The department offered a few specialized training programs throughout the year including the annual EMT-Basic/Paramedic Refresher Course, Foam Trailer Unit training, Natural Gas Pipeline Safety and Awareness and Fire Ground Accountability.
- In-house training included monthly EMT meetings/rounds, quarterly defibrillation training and various building tours.
- In November 2012 the Emergency Management Division of the Fire Department was awarded an Emergency Management Planning Grant (EMPG) from the State in the amount of \$7,500. Funds from this grant were used to purchase shelter supplies including 20 new cots. In addition, the two way radio system was upgraded to meet federal requirements, as well as to have the ability to

communicate directly with the Fire Department, Police Department, School Transportation and DPW. New portable radios and programming were also purchased under this grant.

Number of Permits & EMS Runs/Fiscal Year



Fiscal Year Revenue



# POLICE DEPARTMENT

*Philip E. Dronney, Chief of Police*

## **PURPOSE**

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

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



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

## **POLICE DEPARTMENT EMPLOYEES**

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

- 49 sworn police officers
- 3 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

## **PERSONNEL CHANGES FY2013**

- Officer John Gallelo retired from the department after 42 plus years of service.
- Officers Jason Hasenfus, Matthew Biellik, and Ryan O'Leary were hired by the Department and successfully completed the Municipal Criminal Justice Police Academy. They are currently assigned to the patrol division.

## **DEPARTMENT ASSIGNMENTS FY2013**

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

- Officers Leo Schlittler and Richard Evans were assigned to Metro-Lec regional computer crimes unit.
- Detective Joe O'Brien Sr was assigned to the Metro-Lec Regional Child Abduction Response Team. This year the team received national certification and is one of nineteen nationally certified teams in the country.
- 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 FY2013**

During the fiscal year, the Police Department entered into a contract with Lexis Nexis eCrash Reporting. It allows officers to complete crash reports electronically and for the department to submit crash reports to insurance and crash operators through eCommerce. This initiative was accomplished at no cost to the Town of Needham.

The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on several safety initiatives. These included lock-down drills, reviewing school crisis plans, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety.

For the seventh year in a row the police department participated in the International City Manager’s Association (ICMA) Center for Performance Measurement 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. In September of this year, the Needham Police and Fire Department each received the “Voice of the People Award” at the annual ICMA conference awards in Boston. The awards were based on the results of Needham’s 2012 Citizen Survey, conducted by the National Research Center Inc. The award is based on a service quality rating that was in the top three in 2012 and in the top ten percent among more than 500 jurisdictions in national citizen surveys.

**FY2013 Activity compared with recent years**

<b>Category</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>
Calls for Service	32490	33595	32584
Incident Reports	1777	1809	1569
Larceny	211	234	197
Vandalism	83	66	48
Breaking and Entering	31	43	54
Assaults	42	30	29
Drug Violations	25	14	14
Civil Marijuana Violations	54	30	28
Operating under the Influence	29	28	21
Adult Arrests and Complaints	318	378	341
Juvenile Arrests & Complaints	20	27	28
Traffic Violations	3966	4056	2931
Accidents Reported	463	436	407

During the fiscal year, the police department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin.

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

In the spring, numerous Needham officers over multiple days were deployed to Boston and Watertown to assist in the aftermath of the Marathon Bombings. Officers assisted Boston and Watertown Police Departments in investigating the incident, searching for the suspects, and in the overall operations of this tragic event.

Also in the spring, an investigation by Needham Detectives, along with detectives from the Norfolk County Police Anti-Crime Task Force, led to the arrest of two suspects responsible for numerous commercial breaking and enterings in multiple communities.

The department conducted an investigation on a business in the Town that was a front for a prostitution operation. The investigation led to the arrest of an individual and the closure of the business.

Reported assaults decreased this year from 30 to 29.

Adult arrests and complaints decreased from the previous year while juvenile arrests and complaints increased.

In FY2013 the department received \$16,075.00 in false alarm fees.

Officer Renzo Monzon participated in the Haymakers for Hope in Boston. The event is a charity boxing event that raises money and awareness for various cancer related hospitals and research facilities.

In an effort to keep unwanted and expired prescription medication out of the hands of children, the police department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the department collected and safely disposed of 884 pounds of unwanted medication in FY2013.



# EDUCATION

## SECTION CONTENTS:

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



**MITCHELL SCHOOL - 187 BROOKLINE ST**



**HIGH SCHOOL - 609 WEBSTER ST**



**HIGH ROCK SCHOOL - 77 FERNDALE RD**



**ELIOT SCHOOL - 135 WELLESLEY AVE**



**SCHOOL ADMIN - 1330 HIGHLAND AVE**



# FUTURE SCHOOL NEEDS COMMITTEE

*David Coelho, Chairman appointed by Selectmen*  
*Heidi Black, appointed by Parent-Teachers' Council*  
*Susan Neckes, 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*

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

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

## **BIRTH TRENDS**

The birth data reflects reported births from July 1 to June 30 of each year. The reported births in the July 1, 2012 to June 30, 2013 timeframe were 279. This is a decrease of about 5% from the prior year's 294. We used a six-year average from 2008-2013 to estimate future assumed births (292 per year) for 2013/14 to 2017/18. Significant changes in births affect our projections and we monitor this each year.

## **ACCURACY OF PRIOR YEAR PROJECTIONS**

Last year we projected total enrollment of 5,469 students for the 2013-2014 school year. Actual October 1, 2013 enrollment is 5447 -- a variance of 22 students. This represents a 0.40 % overstatement. The chart below shows the Committee's projection results for the past 15 years.

## **FSN ENROLLMENT PROJECTION TO ACTUAL SCHOOL ENROLLMENT**

<b>Year</b>	<b>Projected</b>	<b>Actual</b>	<b>Variance Proj. minus Actual</b>	<b>% Understated/ (overstated)</b>
2013	5469	5447	22	(0.40%)
2012	5,399	5,390	9	(0.17%)
2011	5,402	5,360	42	(0.78%)
2010	5,258	5,301	-43	0.82%
2009	5,143	5,238	-95	1.85%
2008	5,034	5,059	-25	0.50%
2007	5,060	5,003	57	(1.13%)
2006	5,013	4,979	34	(0.68%)
2005	4,915	4,879	36	(0.73%)
2004	4,780	4,838	-58	1.21%
2003	4,611	4,667	-56	1.21%
2002	4,513	4,565	-52	1.15%

2001	4,417	4,439	-22	0.50%
2000	4,411	4,374	37	(0.84%)
1999	4,378	4,334	44	(1.01%)

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

The past fifteen years of projections show that FSN usually projects annual enrollment for the next year within 2.0%. In 9 of the last 15 years the projections were within 1.0%. Since the revised kindergarten methodology was adopted 17 years ago (see below), only once (in 1998, the first year of the census method) was the projection off by more than 2.0%. We always need to keep in mind that these projections are **estimates** and in any given year there could be as much as a 3.0% (or greater) variance.

Public kindergarten attendance increased significantly from the projected 92.5%, to approximately 94% for the class who entered in 2012, and an expected 95% of all eligible kindergartners entering in the class 2013. However, the census data for this class increased less than expected, and the result is the overall projection was overstated by 9 students. The public kindergarten percentage had been fairly consistent around 90% for the past 6 of the last 8 years... For the coming year we have used a factor of 93% to take this increase into account. We expect it is unlikely that we would sustain a rate in this 94% - 95% range over the longer term.

At many grades our projections were within 5 students. In grades 3, 5, 8 and 11 the variance was between 13 and 20. We traditionally see variance in grades 5, 6 and 9, and these differences represent grades that are transition grades, impacted by students moving to private school, vocational schools, or out of the district. The grade 3 variance, 20 students, is more unusual as the variances are usually in the single digits historically. This may be an anomaly for this year as the economic and housing picture has brightened recently.

### **GENERAL METHODOLOGY**

Projections for grades 1-12 are determined based on the average of retention factors for each grade for the past five years. A retention factor is the enrollment in a given grade this year divided by the enrollment for the preceding grade last year. A retention factor greater than one indicates there are more children in a grade this year than were in the preceding grade last year. For example, the current retention factor for first grade is 1.0652, which equals 441 (first grade enrollment for 13/14 school year) divided by 414 (Kindergarten enrollment for 12/13 school year). This factor is averaged with the factors from the prior four years to produce the average retention factor this year for first grade of 1.0523. Please note that for this year's projection report we have broken out the High Rock grade 6 enrollments from the overall middle school enrollment numbers.

### **CENSUS DATA AND KINDERGARTEN METHODOLOGY**

We start with analyzing the annual town census data. The methodology uses the annual census to track pre-school age children in town to help estimate the number who will be kindergarten eligible each year. We then estimate the percentage that will attend public school upon entering kindergarten. Until 2005, there was a clear increasing trend of public kindergarten attendance (91% in 2004, 89% in 2003, 85% in 2002, 80% in 2001 and 77% in 2000). Four years ago we believed this trend might be topping out. The figures were 89% for 2005, 90% in 2006 and 85% in both 2007

and 2008. However, the figure for 2009 jumped to 92%, and the figure for 2010 was 89% and 91% in 2011. As mentioned earlier, the projected attendance figure for this year is approximately 95%, which follows the prior year's 94% rate. This year we used a figure of 93.0% this year for the 14/15 Kindergarten projections. We track the census data through January 1 of the year following the entrance of kindergarten (we assume for this purpose that the number of children in a grade will be the same on a given September and the following January).

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

<b>Year</b>	<b>Projected</b>	<b>Actual</b>	<b>Proj.-Actual</b>
2013	415	406	9
2012	384	414	-30
2011	408	398	10
2010	386	363	23
2009	404	423	-19
2008	385	399	-14
2007	410	380	30
2006	447	456	-9
2005	405	414	-9
2004	422	433	-11
2003	366	394	-28
2002	347	383	-36
2001	337	339	-2
2000	346	346	0
1999	338	323	15

There are several items that should be pointed out from the above chart. First, kindergarten is extremely difficult to estimate and the results can vary significantly from year to year. It is difficult to be consistently within 10 students. When a trend begins or changes, our figures will tend to lag for several years before catching up.

Our methodology reflects the best estimate for the projected number of children eligible for kindergarten in September 2014. To do this we used our estimate of 93.0 % for public kindergarten enrollment and a METCO kindergarten enrollment of 12 students (the current METCO kindergarten enrollment). We assumed that the children eligible for kindergarten in September 2014 would

increase to 387 (an increase from the current level of 354 as of 1/1/13). This estimate is based on our analysis of town census data (net in-migration) over the past five years at the pre-school ages. Assuming 93.0% of the 387 attend public school and there are 12 METCO kindergartners, there would be 372 kindergartners in 2014 ( $387 \times .930 + 12 = 372$ ). A similar calculation is used against base birth rates and census data to project kindergarten for 2015 and 2016.

For years beyond 2017, we used a factor of 1.30 times the number of births to estimate the number of kindergarten students. This factor is based on an approximation using the actual and estimated ratios from 2009 through 2016 and is somewhat lower than last year's figure of 1.325.

### **EFFECT OF ALTERNATIVE KINDERGARTEN AND FUTURE BIRTH ASSUMPTIONS**

The assumed values for kindergarten enrollment each year have a significant impact on the long-term projections. We become less confident of our kindergarten estimates (and correspondingly our total estimates) as we move further away from the January 1, 2013 data. By the time we reach the kindergarten estimate for the school year 2019/2020 and beyond, the children have not yet been born and our calculation is based entirely on estimates of future births. In addition to our best estimate projection, we are providing low-end and high-end projections based on alternative assumptions. These projections are intended to show a reasonable range in future years (both above and below our estimate), but there is no guarantee that the actual enrollments in any year will be within the low and high estimates.

For alternative kindergarten assumptions, we assumed low-end enrollment would be 15 students less than the figures on our spreadsheet for school years beginning in 2014, 2015, and 2016. We assumed it would be 20 students lower than expected in 2017 and beyond. For the high-end assumption, we assumed enrollment would be 15 students greater than the figures on our spreadsheet for the school years beginning in 2014, 2015 and 2016 and 20 students greater than expected in 2017 and beyond.

The range for kindergarten was coupled with birth assumptions after fiscal year 2013 of 272 children each year (low-end) and 312 children each year (high-end). This was determined as a difference of 20 (plus or minus) from the estimated births beyond fiscal year 2013 of 292.

The Committee welcomes any comments regarding these projections.

# MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

*Jeffrey Stulin – Needham Representative to the Minuteman Regional School Committee  
Edward Bouquillon, PhD – Superintendent-Director*

## MINUTEMAN MISSION AND PURPOSE

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

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

## MINUTEMAN FY2013 HIGHLIGHTS

### NEEDHAM ENROLLMENT

As of October 1, 2013, thirty-four (34) high school students and two (2) post-graduate students from Needham were enrolled at Minuteman providing a full time equivalent (FTE) of thirty-six (36) residents of Needham.

### **NEEDHAM HIGH SCHOOL AND MINUTEMAN HALF DAY PROGRAM**

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

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

### **FY2013 NEEDHAM GRADUATES AND AWARDS**

- Erin McMahon graduated from the Early Childhood Education and Care program while receiving the Career Program Award for Early Childhood Education and the Friends of Minuteman Award.
- Christopher Smith graduated from the Carpentry program while receiving the Career Program Award for Carpentry.

### **CLASS OF 2013 GRADUATE ACHIEVEMENT HIGHLIGHTS**

- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam.
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien a Health Assisting graduate from Lancaster is attending Fitchburg State University and Lindsey McBride an Early Education graduate from Bedford is attending Penn State University.

### **REGIONAL AGREEMENT**

A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman's long-term sustainability as a Regional Vocational High School.

## **CAPITAL PROJECTS**

MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District's need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

## **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 first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013.
- As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.
- Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.
- In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.
- In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

## **PROFESSIONAL DEVELOPMENT**

Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of

technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff (teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.

## **STUDENT ACCESS, PARTICIPATION AND SUPPORT**

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

Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.

- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

## **RECOGNITION OF ALUMNI AND OTHER SIGNIFICANT MEMBERS OF THE MINUTEMAN COMMUNITY**

The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.

# **NEEDHAM PUBLIC SCHOOLS**



### ***Needham School Committee***

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

### ***Central Administration***

*Daniel E. Gutkanst, Superintendent of Schools*  
*Christine Brumbach, Director of Student Development and Program Evaluation*  
*Thomas F. Campbell, Director of Human Resources*  
*Theresa W. Duggan, Director of Program Development and Implementation*  
*Anne Gulati, Director of Financial Operations*

## **THE SCHOOLS**

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

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC), a collaboration of 15 school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as Special Education that would be impossible for any one community to provide by itself.

During the 2012-2013 school year Needham enrolled 5535 students in its five elementary (k-5), two middle (6-8), and one high school (9-12), including the Preschool program and out of district placements. The enrollment breaks down as follows:

Preschool	82
Elementary	2519
Middle School	1313
High School	1562
Out of District Special Education Placements	59

**PRINCIPALS**

Emily Gaberman	Broadmeadow School	Jessica Peterson	Newman School
Suzanne Power Wilcox	John Eliot School	Jessica Downey	High Rock School
Michael Kascak	Hillside School	Lisa Chen	Pollard Middle School
Michael Schwinden	William Mitchell School	Jonathan Pizzi	Needham High School

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

The School Committee reviews the goals and the progress toward the goals yearly. The current district goals may be viewed on the Needham Public Schools website:  
[www.needham.k12.ma.us](http://www.needham.k12.ma.us)

**SYSTEM-WIDE GOALS**



**Goal One: Advance Standards Based Learning**

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.



**Goal 1: Highlights from our schools:**

- With a start up innovation grant from the Needham Education Foundation, Needham High School launched the Interdisciplinary Learning initiative. A team of teachers developed “The Greater Boston Project” - a complex course where students earn 8 academic credits (four English, two math, and two social studies) in an integrated Senior studies program focusing on specific periods in Boston’s history. Being offered for the first time in September 2013, this course allows students to investigate how individuals and groups perceived themselves and the world around them and how they worked to effect change.

- Also at the High School, a new African-American Studies course blended history, politics, literature and more into a rich opportunity to study, debate, and engage.
- At Pollard, we expanded access to more students for an engineering and design course that incorporated science, technology, and mathematics in ways that stimulated their minds, imagination, and curiosity. We also introduced a Chinese culture course that integrated basic language skills with Chinese history, lifestyle, and traditions.

- Our Middle School Science teachers participated in a year-long professional development program led by our Literacy Specialist. This training enabled the teachers to instill more scientific writing into instructional activities.



In addition, the Middle School Social Studies department considered what it means to have students read, write, and think like an historian.

- High Rock Social Studies and English Language Arts teachers drafted an interdisciplinary unit on Myths & Legends.

- The Special Education reorganization was implemented so that we now have school-based Special Education Coordinators. These staff members focused on delivery of special education from preschool to post-graduate programs.

- At Hillside, a pilot was implemented mid-year for a standards-based reporting system developed for grade 2. The pilot was successful and was rolled out to grade 2 in all schools by year-end. A standards-based reporting system is now in place for all Elementary Schools for grades 2 through 5.

- At Broadmeadow, a math coaching model was piloted for math support and district coordination that is similar to our existing literacy structure. This model provided direct service to students in individual and small group instruction for review, mediation, or extension of learning.



- Needham Science Center collaborated with the MIT Museum for their annual science festival in Cambridge. All Needham Public School families were invited to the science carnival event held on the Friday of April vacation week.

Through the Fine and Performing Arts, students were able to experiment, express themselves, explore, and achieve personal goals through a variety of carefully designed curricular and co-curricular activities and lessons.

Needham student artists garnered 64 awards in the 2013 Boston Globe Scholastic Art Awards competition.



- In addition, 84 students achieved recognition as District and/or Massachusetts All State Honors Musicians based on competitive auditions. Having such a high number of students recognized in this fashion is evidence of the quality of overall art and music education being offered to all children in the Needham.



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

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

### Goal 2: Highlights from our schools:



- At all our Elementary Schools, we held an engaging and effective parent-run Disabilities Awareness Program.
- Hillside's Water Tap Project brought the science of water together with the study of developing countries into a local service project.



- In March, Needham Middle Schools celebrated community, diversity, and differences during Community Month with events held each Wednesday evening and on one Saturday.



- Complementing these events, Pollard Middle School offered STA Day – Students Take Action. Both students and teachers attended workshops on topics such as world hunger, race relations, homelessness, world water shortages, and other social and community issues.



- Steps to Success, based at Needham High School, paired caring staff members with students from low-income households who could benefit from one-to-one mentoring.

- The Sages and Seekers Program, which pairs High School seniors with senior members of the Needham community, continued as a service learning project that provides a vehicle for closing the generation gap and increasing understanding within our community.



- Broadmeadow Principal Emily Gaberman and Superintendent Dan Gutekanst traveled to Beijing, China over April vacation as part of an ongoing effort to expand our partnership with the Daxing School District in the fast growing southern part of the city.

- Mitchell School was awarded a Silver Medal in the Healthier U.S. School Challenge (HUSSC), an award recognizing excellence in nutrition and physical activity. This is our second HUSSC award; High Rock was awarded a Gold Medal of Distinction in 2012.



### Goal Three: Ensure infrastructure supports district values and learning goals

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

#### Goal 3: Highlights from our schools:

- In September 2012, the Newman School opened on time and on budget with an up-to-date HVAC system, a renovated auditorium, a new parking lot, new administrative offices, and refreshed classrooms. Parents completed a fundraiser and made possible a new playground, fully integrated and adaptive to the needs of all children, including those with disabilities.
- eSchool fee payment system was made available to families at all schools who were interested in prepaying for their child's school lunches provided by Needham's Nutrition Services department. We also accepted online payment for bus fees.





- Pollard expanded its iPad Pilot to one 8th grade cluster in which students had access to their own iPad2 on a 24/7 basis for the full school year. We looked at the ways in which a 1:1 (one iPad per student) environment helped our students master concepts that are frequently challenging and inspired more engaged, self-directed learners.



## **PERFORMANCE REPORT**

In September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2013 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is primarily focused on our progress toward the three District Goals. The entire publication is available to view on the Needham Public Schools website under Reports: [www.needham.k12.ma.us](http://www.needham.k12.ma.us).



# HUMAN SERVICES

## SECTION CONTENTS:

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



**COUNCIL ON AGING – 300 HILLSIDE AVENUE**



# COUNCIL ON AGING

## **BOARD OF DIRECTORS**

*Carol deLemos, Co-Chair*  
*Colleen Schaller, Co-Chair*  
*Scott Brightman*  
*Roma Jean Brown*  
*Ed Cosgrove*  
*Phyllis Fanger*  
*Dan Goldberg*  
*Susanne Hughes*  
*Eilene Kleiman*  
*Lianne Relich*  
*Andrea Rae*  
*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*  
*Kathy Worhach, S.H.I.N.E. Outreach*  
*Clif Holbrook, Building Monitor*  
*Fred Bowen, Van Driver*  
*Elwyn Cotter, Van Driver*  
*Michael O'Toole, Van Driver*

## **MISSION AND PURPOSE**

In the 1950's, Dorothea Willgoose, MD., a forward thinking resident, realized that the older adult population of Needham had unmet health, housing and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. Various community partners such as the YMCA shared space with the department over the years until we officially opened our doors at the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979.

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

The Needham Council on Aging (COA) is charged with serving Needham's 60+ population and their families, by addressing diverse aspects of aging service interests, concerns and needs. Participants who attend programs are primarily 60 years of age or older while we also offer services to family members and other residents as needed. We provide advocacy for Needham's senior population on the local, regional, state, and national levels, to assure that needs and interests are being met, and that the quality of life for our residents is at an optimal level, in an environment that fosters independence. The functions of the department are not confined by walls. We fulfill our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town.

The Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20<sup>th</sup> in the nation, to achieve national accreditation in 1999 and is only one of a handful of Centers in the Nation to have gone through the process three times completing the last reaccreditation in December 2011. The COA offers programs and services five days a week at the center where the professional Council on Aging staff has oversight. The Council on Aging consists of the Executive Director, the Associate Director, the Transportation and Volunteer Coordinator, the Social Work Department, the S.H.I.N.E. program (Serving the Health and Information Needs of

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

The Senior Center is the focal point for aging service issues in our community and acts as a gateway to information and services that support and enable a multigenerational group (ages ranging from 60 to over 100) to maintain health, independence and highest level of functioning in many aspects of life. Some of the services and programs provided to meet our goals 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 setting that creates opportunities for socialization, independent activities and learning opportunities.

After twenty years of studying the need for larger and more appropriate space, looking for the right site, receiving the funding and developing the design that would address present needs and future growth, this year we worked on the next leg of the journey which we hope will mean moving into new program and office space in the Fall of 2013. The building will be a testimony to all who understood the need and worked toward making it a reality. In October of 1979 folks marched from the space in Town Hall to more spacious accommodations at 83 Pickering Street. Thirty-four years later we plan to move on once again to an environment that better addresses the needs of today and our continued mission going forward.

### **COMMUNITY PARTNERSHIPS AND COLLABORATIONS**

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. We work closely with many Town Departments to include but not limited to the Youth Commission, Health Department, Park and Recreation, the Library, Public Facilities, Police and Fire Department and participate in various committees such as the Domestic Action Violence Committee, the Needham Coalition for Suicide Prevention, the Housing Committee as well and Triad.

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

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

### **FY2013 HIGHLIGHTS**

- Work continued on the design and construction of the building that is to become our new home, The Center at the Heights at 300 Hillside Avenue, with scheduled completion for the fall of 2013.
- After applying for and receiving a grant through the Division of Mobility Assistance (Mass Dot) and the necessary funding from the Friends of the Needham Elderly (FONE) our new 14 passenger, handicapped accessible van hit the road in FY13. During the year we provided over 8000 rides with approximately 2500 directly related to our grocery shopping program.
- In FY13 our phone logs indicated over 13,000 calls were received by the Council on Aging staff and volunteer receptionists and our 46 SHINE Counselors helped to save Needham residents over \$200,000 in health care costs and over \$5,000,000 for Medicare recipients in our 22 Town Region.
- We were pleased to participate in The First Annual Needham Diversity Summit. Cultural Competency has been a part of our programming efforts as well as our staff training for many years and we wanted to support the idea that the Community was collectively working to celebrate the increasing diversity of the Town. At the end of the day a resolution was passed to emphasize the commitment of those who attended toward a Needham that welcomes and embraces diversity.
- We continued our endeavors to secure adequate funding for the SHINE program through collaboration with MCOA (Massachusetts Council on Aging), Mass Home Care, Representative Denise Garlick and participating in a legislative hearing at the State House in the spring.
- Needham Council on Aging launched a Job Search Program designed specifically for the mature worker. Many seniors are finding they need to work longer, retire later and increase their resources in order to fund additional retirement years due to increases in longevity. Searching for full time or part time jobs can be especially difficult for the mature worker who faces unique challenges: most jobs are advertised only through online venues; resumes have evolved and may need to be reformatted for electronic databases; many employers expect job candidates to complete online job applications; and the significance of social networking sites such as LinkedIn has increased over time. We see the Resume Workshop as the first step in a larger program to equip seniors with the skills they need to compete in today's job market.
- Seeing the importance of expanding our programs and services we pursued two grant funding opportunities in the spring.
- During the year we had two staffing challenges when a van driver position became available and our Associate Director made a decision to pursue a position outside of Needham. Even with these vacancies our division continued to function with no adverse affects to programs and services. This could not have been accomplished without the hard work and dedication of the Council on Aging staff.
- As one example of many community collaborations, the division took a lead role in a panel convened to discuss Medicare regulations that significantly impact the hospital admission process as well as discharge planning and community involvement sponsored by The West Suburban Alzheimer's Partnership and BIDMC. (Observation vs.

Admission to the Hospital: Finding Good Solutions to Good Transitions.)

- Two members of the Needham Council on Aging social service staff were honored in FY13. The New England Patriots Charitable Foundation, an ongoing initiative in honor of Myra Kraft's lifetime commitment to philanthropy and charitable service, recognized Joan DeFinis (Outreach Worker) as a Patriots Difference Maker of the Week for her volunteer work in Springwell's Money Management Program. As part of their 125 anniversary Wheelock College selected 125 alumni to represent the thousands of graduates who have put into action the College's mission. LaTanya Steele (now the Assistant Executive Director) was chosen as one of those alumni to be highlighted.

### **FUNDING FY2013**

Funding for the Council on Aging and the many services and programs that we offer comes from varied sources. The Town continued to fund part or all of some salaried positions and allocated a sum to purchase services and expenses. As an adjunct to town funding the Council on Aging received funds through the State Formula Grant which continued to support some professional staff hours and expenses up to \$45,486. The Needham Council on Aging continued to administrate the SHINE Grant (Serving the Health Information of Everyone) for 22 cities and towns in the MetroWest region. The funding received, over \$90,000, was used to pay for the part time positions of the Shine Program Director and Outreach Worker who provided supervision and oversight for 46 volunteers and also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget as well as the budget for the Center for Medicare and Medicaid (CMS). Present and future funding for the SHINE program continues to be a concern and we have been proactive with the Executive Office of Elder Affairs and our State Legislators to work towards a more secure funding source for the future. We have seen our numbers increase from 3635 contacts in FY08 to over 6000 in FY 13 and anticipate further growth in FY14 as SHINE Counselors take a major role in counseling those Medicare / Medicaid clients (dually eligible) who are now being offered insurance options (Integrated Care Organizations) that were not available in the past.

It is within a community context that the Needham Council on Aging is able to offer the full array of programs and services that we do. In many circumstances these relationships help supplement our budget. We continue to have a good working relationship with the Friends of the Needham Elderly Inc. (FONE) a non-profit, private 5013© organization. The Friends have been diligent in their fund raising efforts related to a new Senior Center location while providing monies towards a new handicapped accessible van and continue to support programs and services and the publication of the "Compass" which provides pertinent information to our residents about what the Center and the Department has to offer.

# WEST SUBURBAN VETERAN'S SERVICES DISTRICT



*Stanley W. Spear, Jr., Director of the West Suburban Veterans' Services District  
Matthew L. Ching, Deputy Director of the West Suburban Veterans' Services District*

## INFORMATION

The West Suburban Veterans' Services District (W.S.V.S.D) includes the Towns of Needham, Wellesley, Weston and Wayland. The main office is centrally located in the Wellesley Town Hall, where office hours are on Mondays and Wednesdays from 9:00 a.m. to 12:00 p.m. and by appointment. There are satellite offices in each town in order to provide services. Office hours are in the Needham Town Hall on Thursdays from 9:00 a.m. to 4:30 p.m., the Weston Council on Aging on Wednesdays from 9:00 a.m. to 12:00 p.m., and the Wayland Municipal Building on Fridays from 9:00 am to 12:00 pm. Veterans and their families are welcomed to contact the main office in Wellesley for inquiries or to schedule

an appointment by calling (781) 489.7509. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements. The W.S.V.S.D. Board is comprised of four members with one designee from each community. Also please visit the W.S.V.S.D. website at [www.westsuburbanveterans.com](http://www.westsuburbanveterans.com) for more information.

## PURPOSE

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provide assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintain a depository of discharges and records of veterans.
- To oversee the disbursements of veteran's benefits to veterans and their families.

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

## FY2013 HIGHLIGHTS

- During the year \$30,828.64 in Chapter 115 Benefits were provided to Needham Residents.
- Attended the Veterans' Service Officer (VSO) & MA Legislative Meeting.
- Expanded out reach efforts to the Veterans within the community.
- Attended annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.

- Supported the Annual Paraplegic Veteran Dinner at the Lt. Manson H. Carter VFW Post # 2498 that served to over 40 Para & Quadriplegic Veterans from the VA Medical Centers in West Roxbury & Brockton as well as others from the community.
- Advised and supported The Needham War Memorial Committee in their efforts to build a lasting tribute (Memorial) to honor “Needham’s Fallen Brave”.
- Held several presentations about various state and federal benefits that may be applicable to veterans and their families.
- Assisted veterans to access VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans to obtain various benefits that are provided by the Commonwealth of MA such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Attended the Metro West Veteran’s Consortium at the Newton Veteran Service Center
- Attended several veteran related events at Mass Bay Community College.
- Participated in a Veterans’ Seminar sponsored by Norfolk County D.A. Morrissey.
- Attended the Veteran’s Court in Dedham, MA.

### **CARE OF GRAVES AND COORDINATOR OF CEREMONIES**

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

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

### **FY2013 HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES**

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

# YOUTH SERVICES



## **BOARD OF DIRECTORS**

*Debbie Winnick, Chairperson*  
*Karen Folb, Vice-Chairperson*  
*Allison Berger*  
*David Bookston*  
*Justin Jones*  
*Susan Patkin*  
*Vincent Springer*  
*Julie Stevens*

## **DEPARTMENT STAFF**

*Jon Mattleman, Department Manager*  
*Carol Rosenstock*  
*Katy Colthart*  
*Michelle Butman*  
*Samantha Orsagh-Yentis (Graduate  
Clinical Intern)*  
*Sarah Cocuzzo (Undergraduate  
Program Intern)*

## **PURPOSE**

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

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

## **FISCAL YEAR 2013 HIGHLIGHTS**

***SINGLE PARENT SUPPORT GROUP*** Being a parent is something parents wouldn't change for the world, but doing it alone can sometimes drive a person to exhaustion. The Single Parent Support Group offers the opportunity for parents to discuss topics such as: finding time for personal interests, parenting strategies, raising children alone, and stress management and time management. Launched in FY2013, parents shared their own accomplishments and struggles as well as heard from other single parents who have similar experiences. Learn more at [www.needhamma.gov/youth/singleparent](http://www.needhamma.gov/youth/singleparent).

***VIP PROGRAM*** In Fiscal Year 2012, Youth Services launched the VIP (Valuable Interactions among Peers) Program. VIP matched high school students with elementary school age youth who had a need for additional support in their lives. The program allowed high school "Big VIPs" the opportunity to be role models for a young person in our community. The program also allowed elementary school "Little VIPs" (youth in 3rd grade to 5th grade) the opportunity to form meaningful relationships with high school youth. In the past fiscal year, the program grew by 50%, and the feedback from participants was extremely positive (all participants completed an evaluation at the end of the year). In FY 2013, over 360 hours of volunteers participated in VIP. Learn more about the VIP Program at

[www.needhamma.gov/youth/vip](http://www.needhamma.gov/youth/vip).

**BULLYING INTERVENTION PROGRAM** Two years ago, Needham Youth Services created an innovative new effort entitled the Bullying Intervention Program (BIP). This 10 hour clinical program worked with “aggressors” to assist them to better understand the laws, implications, and the impact of bullying. Referrals were accepted from the Needham Public Schools, private institutions, and from parents. All participants completed an evaluation at the conclusion of the program as well as another one after three and a final evaluation after six months to better gauge the impact of this program. In addition, Needham Youth Services collaborated with the Needham Public Schools on a pamphlet for parents on Bullying. Learn more about the Bullying Intervention Program and view the pamphlet for parents at [www.needhamma.gov/youth/bip](http://www.needhamma.gov/youth/bip).

**QPR SUICIDE PREVENTION TRAININGS** (Question, Persuade, Refer) The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). This program has been in operation for five (5) years, and each training was two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at [www.needhamma.gov/youth/qpr](http://www.needhamma.gov/youth/qpr).

**COMMUNITY CRISIS RESPONSE** Over the past eight years, the Needham community has grappled with critical youth issues such as loss, self injury, depression, and anxiety. Youth Services has responded by outreaching to youth, parents, and families in a variety of ways including individual meetings, group sessions, and the distribution of informational materials. In addition, the department was actively involved with groups such as the Needham Coalition for Suicide Prevention and the Needham Coalition for Youth Substance Abuse Prevention. In FY 2013, a significant number of staff hours were devoted to creating materials, meeting with community leaders, and to directly assisting youth and/or their parents with a crisis.

**SAFE SURF: INTERNET SAFETY FOR MIDDLE SCHOOL YOUTH AND THEIR PARENTS** Initially funded by the Needham Education Foundation, this long standing program provided 6<sup>th</sup> grade students and parents with the knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2013, over 450 youth participated in this program (as well as completed an evaluation of program). In addition, over 250 Safe Surf Informational Booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at [www.needhamma.gov/youth/safesurf](http://www.needhamma.gov/youth/safesurf).

**A CONVERSATION...FOR PARENTS OF TEENS** Sponsored by the Needham Women’s Club, this program has been offered to Needham parents for close to a decade. Each session allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Over fifty parents participated in this program in the past fiscal year, each of whom completed an evaluation of the program. Learn more about “A Conversation...” at [www.needhamma.gov/youth/aconversation](http://www.needhamma.gov/youth/aconversation).

**WEBSITE** The Youth Services website continued to grow in FY2013 as residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and programs, and used this site to gather information about programs and mental health matters. In an effort to inform youth and families of the programs and resources of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs and services (to date, over 2,000 have registered for this service). Residents can register for this free service at [www.needhamma.gov/youth/email](http://www.needhamma.gov/youth/email). Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Services website at [www.needhamma.gov/youth](http://www.needhamma.gov/youth).

**INDIVIDUAL/FAMILY COUNSELING** The Masters level staff clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a drug problem. The majority of referrals were for family issues, and the schools were the largest sources of referrals. In the past year 777 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services' clinical work at [www.needhamma.gov/youth/counseling](http://www.needhamma.gov/youth/counseling).

**COUNSELING/PSYCHO-EDUCATION GROUPS** Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the "Extreme Looks" program, a four-day mind/body/spirit group for teen girls. In FY 2013, 229 hours of group counseling/psycho-education services were provided.

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

**LOSS PROGRAM** This 90-minute workshop was facilitated for all freshmen in small group/class settings at Needham High School in collaboration with the Health and Wellness Department. In the workshop, information was provided about ways loss and grief affect our

lives. Students were provided with opportunities to learn more about healthy and unhealthy ways to handle reactions to loss, and were also given opportunities to learn helpful strategies for adapting to life after a loss. Importantly, students also learned how they can help others dealing with loss. This year's workshops reached approximately 400 students and participants completed an evaluations after the workshop (a compilation of recent evaluations is available at [www.needhamma.gov/youth/loss](http://www.needhamma.gov/youth/loss)).

**PICTURE PERFECT** Picture Perfect was a workshop for all 7<sup>th</sup> graders at Pollard Middle School that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth feel about themselves. This program was well received and has been in operation for twelve years at the middle school. In FY 2013, over 4000 youth participated in this program. Learn more about Picture Perfect at [www.needhamma.gov/youth/pictureperfect](http://www.needhamma.gov/youth/pictureperfect).

**RAY OF HOPE PROGRAM** RAY (**R**ecognize **A** **Y**outh) was established by Needham Youth Services 17 years ago in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, a young person was selected each month as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more about the RAY of Hope Program at [www.needhamma.gov/youth/rayofhope](http://www.needhamma.gov/youth/rayofhope).



**TEEN DATING VIOLENCE PROGRAM** Youth Services has provided seminars on Teen Dating Violence for all 9<sup>th</sup> graders at Needham High School for the past 13 years. These seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Participants completed an evaluation of the program itself as well as a survey of their involvement in or knowledge of teen dating violence situations in their lives. Over the past year, 400 youth were involved in this program. Learn more about the Teen Dating Violence Program at [www.needhamma.gov/youth/tdv](http://www.needhamma.gov/youth/tdv).

**PATRICK FORDE GOOD PERSON MEMORIAL AWARD** In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award, now in its 7<sup>th</sup> year, is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. This year's recipient was Bob Timmerman for his work



with the Needham High School 5<sup>th</sup> Quarter Club. Over 100 people attended this year's award ceremony honoring Bob, and to learn more about the Forde Award, visit the website at [www.needhamma.gov/youth/fordeaward](http://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, snow removal and more; and 2) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc. Additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In FY 2013 these programs fielded 376 inquiries. Learn more about the Employment and Volunteer Programs at [www.needhamma.gov/youth/employment](http://www.needhamma.gov/youth/employment).

**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 1,361 hours of support to younger students. Learn more about the Peer Tutor Program at [www.needhamma.gov/youth/peertutor](http://www.needhamma.gov/youth/peertutor).

**NEEDHAM UNPLUGGED** The 12<sup>th</sup> annual Needham Unplugged was an awareness campaign to remind families and residents to “unplug their electronics” and “plug into” each other. “Unplugged” was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's “unplugged” occurred on March 21<sup>st</sup>; 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 community. Other special days included “E-mail Free Friday,” “Text Free Tuesday,” and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at [www.needhamma.gov/youth/needhamunplugged](http://www.needhamma.gov/youth/needhamunplugged).

**GRADUATE/UNDERGRADUATE INTERNSHIP PROGRAM** In FY 2013, Needham Youth Services welcomed a clinical intern from the Boston College Graduate Program in Counseling Psychology who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided support for summer programs as well as essential preparation for fall programs. Over the course of the past year, interns provided 992 hours of free service to the Needham community. Learn more about the Graduate and Undergraduate Internship Programs at [www.needhamma.gov/youth/internship](http://www.needhamma.gov/youth/internship).

**MAKE A STATEMENT DAY** This program was created and implemented at Needham High

School for students and staff eight (8) years ago. Aimed at promoting diversity, acceptance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. Now a well established and popular program at the high school, over 900 students and staff participated in this event this past year. Learn more about Make A Statement Day at [www.needhamma.gov/youth/masd](http://www.needhamma.gov/youth/masd).

**PROJECT VAN (V**olunteers **A**round **N**eedham) VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River Center, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, Needham Housing Authority, Needham Parks and Forestry, and Wingate at Needham. At the conclusion of each program day, participants completed an evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 400 hours of volunteer services over the past summer. Learn more about Project VAN at [www.needhamma.gov/youth/projectvan](http://www.needhamma.gov/youth/projectvan).



**DIVERSION/RESTITUTION PROGRAM** In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. In FY 2013 Needham Youth Services supervised over 145 hours of community service. Learn more about the Diversion/Restitution Program at [www.needhamma.gov/youth/diversion](http://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 2013 Needham Youth Services worked with a total of 2,873 youth, parents, and professionals in seminars and/or workshops.

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

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

**PUBLICATIONS** Needham Youth Services created and/or distributed many original publications in FY2013 such as those listed below (learn more at [www.needhamma.gov/youth/publications](http://www.needhamma.gov/youth/publications)).

- Needham Youth Card
- Parent Guide to Teen Parties
- Ask Youth Services (newspaper column)
- Information on Suicide
- Parenting Literature
- Safe Surf: Internet Safety for Middle School Youth and their Parents



# PUBLIC WORKS



**GARAGE, SNOW DISPATCH, STORAGE - 470 DEDHAM AVENUE**



**RESERVOIR - 500 DEDHAM AVE**



**WATER BUILDING - 500 DEDHAM AVE**



**PUBLIC SERVICES  
ADMINISTRATION  
BUILDING (PSAB)  
500 DEDHAM AVE**



# DEPARTMENT OF PUBLIC WORKS



## **PUBLIC WORKS DEPARTMENT**

### *Sitting Down – Left to Right*

*Ann Dorfman, RTS Superintendent*

*Robert A. Lewis, Assistant Director*

*Richard P. Merson, Director*

*Carys Lustig, Administration Supervisor*

### *Standing Up – Left to Right*

*Rhainhardt F. Hoyland, Highway*

*Superintendent*

*Edward Olsen, Parks & Forestry*

*Superintendent*

*Steven J. Hawes, Garage & Equipment*

*Supervisor*

*Anthony L. Del Gaizo, Town Engineer*

*Vincent R. Roy, Water & Sewer*

*Superintendent*

## **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.

## **FY2013 HIGHLIGHTS**

- In September 2012 hired Ann Dorfman as the new Superintendent of Recycling and Solid Waste.
- In August 2012 hired Carys Lustig as the new Supervisor of Administration/DPW.
- On June 30, 2013 Steve Hawes retired after 28 years as Garage & Equipment Supervisor.
- In June 2012 the Department began a pilot of the Commonwealth Connect work order system, which allows residents to report their issues directly to the Town via a smart phone application or the Town's website and allows the Town to communicate updates to residents of projects that they are undertaking. This pilot included eight of the most commonly reported issues to the DPW.
- Recycled 3,227 tons of materials including 1,969 tons newspaper and mixed paper, including phone books and magazines; 867 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, and 390 tons of cardboard.
- Disposed of 8,196 tons of non-recyclable materials at Wheelabrator Millbury (Waste-to-Energy Plant).

- The recycling rate for materials dropped off in the main residential drop-off area (non-recyclable waste in yellow PAYT trash bags and recyclable paper, cardboard and containers) was 38%. The overall recycling rate for all materials collected at the RTS (which includes non-recyclable waste from commercial, municipal, and school facilities, bulky items and clean-outs and recyclable and reusable materials including scrap metal, e-waste, textiles, etc.) was 31%.
- Captured 191 tons of metal and 5 tons of tires for recycling.
- Removed 20 cubic yard boxes containing oil-based paint (est. 14 tons) and 1,800 gallons of waste oil and anti-freeze (est. 7 tons) from the waste stream.
- Collected 157 tons of textiles and small household goods for donation to Goodwill & Red Cross.
- Composted 9,150 tons of yard waste and 697 tons of food waste.
- Managed 966 tons of soil, gravel, asphalt, street sweepings, catch basin cleanings, and miscellaneous materials from a variety of town programs and projects.
- Removed 31 tons of E-Waste from the waste stream including computer monitors & televisions with cathode ray tubes (CRTs) which are banned from the waste stream under the Massachusetts Department of Environmental Protection's (MassDEP) waste ban regulations.
- Diverted from the waste stream 4 tons of devices that contain mercury and other metals such as mercury thermostats & thermometers, rechargeable batteries (lithium & nicad), and fluorescent light tubes. Removed freon from 157 appliances (i.e. refrigerators, air conditioners); and recycled 1000 lbs of lead acid batteries.
- Performed 111 waste load inspections of vehicles on tipping floor.
- Sold 9,123 Disposal Area user stickers of which 4,548 were residential, 2,035 were senior, 84 were commercial, 2,120 were additional, 262 were replacement and 29 were weekly passes.
- The recycling program at schools & public buildings captured 91 tons of materials for recycling, recycling 22% of their total waste. The School Administration Building had the highest overall recycling rate, recycling 60% of their waste. Hillside, Mitchell and Pollard Schools tied for the highest school recycling rate, recycling 26%; the Library had the highest public building rate, recycling 53% of their waste, followed by Town Hall at 47%.
- The October Household Hazardous Waste Collection Day was attended by 254 vehicles & the RTS was open for four Sunday afternoons in November for leaf collection.
- Continue the repair and preservation of the Town's 123 miles of roadways including 7.48 miles of asphalt paving; 9,432 gallons of rubberized crackseal; & adjusted and repaired 241 driveway aprons.
- Repaired 37,850 feet of grass berms; installed 5,340 feet of granite curb & 30,350 feet of asphalt curb.
- Continue the preservation of the Town's 161 miles of sidewalks, including the reconstruction of 31 handicap ramps and repaired 3.59 miles of sidewalks.
- Continue to upgrade and maintain the Town's 23 signalized intersections.
- Complete the LED lighting upgrades and continue upgrading all Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD).

- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Responded to 472 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 18<sup>th</sup> year.
- The 2013 Arbor Day activities included the planting of 4 trees with the students at Newman School.



*ARBOR DAY 4-26-13 at Newman Elementary School*

***FORESTRY***

**Tree Removals and Stumping**

FY11 = 45 trees

FY12 = 64 trees

FY13 = 55 trees

**Tree Pruning Hours**

FY11 = 2,116 hrs

FY12 = 1,425 hrs

FY13 = 1,684 hrs

**Roadside Brush Removal and Flail Mowing**

FY11 = 1,840 hrs

FY12 = 1,744 hrs

FY13 = 1,544 hrs

**Tree Planting**

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

FY12 = 300 Arbor Day seedling + 120 trees on streets and parks + nursery: 50 trees

FY13 = 300 Arbor Day seedling + 97 trees on streets and parks + nursery: 50 trees

***PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS***

**Athletic Field Acres Fertilized**

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

FY12 = 25 acres (5 applications) + 47 acres (2 applications)

FY13 = 25 acres (5 applications) + 47 acres (2 applications)

**Athletic Field Acres Aerated**

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

FY12 = 29.00 acres – (once), 27 acres – 2 applications

FY13 = 29.00 acres – (once), 27 acres – 2 applications

**Over-seeding**

FY11 = 13 fields (once)

FY12 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)

FY13 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)

**Diamond Work**

FY11 = 2,678 hrs

FY12 = 1,232 hrs

FY13 = 1,376 hrs

**Mowing Hours**

FY11 = 6,036 hrs

FY12 = 4,050 hrs

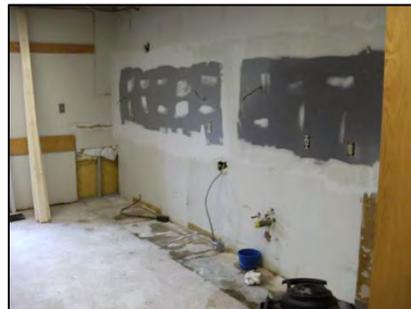
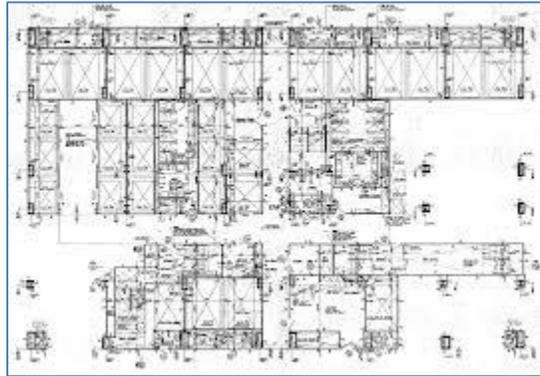
FY13 = 3,768 hrs

- Repaired 26 water pipe leaks, including 5 water main breaks and 21 water service leaks.
- Responded to 27 water emergency calls (after regular business hours).
- Replaced 915 out 14,431 residential/municipal/condominium water meters, and replaced 16 out of 716 Commercial Water Meters.
- 78 Water service lines were replaced, including 13 lead-lined water service pipes.
- 7 new fire hydrants were installed & rebuilt 27 existing fire hydrants.
- Successfully replaced 64 iron water service lines on 17 streets with one inch copper tubing.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including 17 catch basin replacement, rebuilt 18 catch basins; inspect & clean drain system; and bi-annual street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Camera & Flushed 54,551 feet of sewer mains and 109,824 feet of drain lines.
- Rodded 2,500 feet of sewer main and used jet truck with root cutter for drains.
- Installed 2,326 feet of new drain pipe in 3 streets and repaired 10 feet of drain pipe.
- Responded to 24 sewer emergency calls (after regular business hours).

# PUBLIC FACILITIES

## SECTION CONTENTS:

- Public Facilities - Construction
- Public Facilities – Operations





# DEPARTMENT OF PUBLIC FACILITIES - CONSTRUCTION

## **PERMANENT PUBLIC BUILDING COMMITTEE**

*George Kent, Chairman*      *Paul Salamone*  
*Stuart Chandler*            *Roy Schifilliti*  
*Natasha Espada*            *Irwin Silverstein*  
*John Keene*

## **DEPARTMENT STAFF**

*Steven Popper, Director of Design & Construction*  
*Hank Haff, Project Manager*  
*Dick Thuma, Project Manager*  
*Phaldie Taliep, Project Manager*  
*Kathryn Copley, Administrative Specialist*

## **PURPOSE**

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of \$500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance

where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

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

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

## **FY2013 HIGHLIGHTS**

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2013 fiscal year (July 2012 to June 2013). These projects were initiated during the period of 2009 thru 2013 fiscal years.

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

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

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

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

Work is complete. Various post construction issues have been or are being resolved: indoor air quality in the Health Suite, the new addition glass door water infiltration and the Garrity Way front door replacement.

Project Name: Newman Elementary School Repair  
Project Status: Complete  
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 installed during the summer of 2011. The project went out for bid in November of 2010. A GMP was established in January 2011. The construction started June 2011 with the renovation of the common areas (cafeteria, kitchen and auditorium) completed during the summer of 2011.

The majority of the HVAC replacement work was done over the 2011-2012 school year. Work continued thru the summer of 2012 with the restoration of the parking lot and the landscaping around the school.

The modular classrooms were removed during June and July 2012 in the summer of 2012. Substantial completion was achieved by August 21, 2012 and the Newman School Students started school in the newly renovated building on September 5, 2012.

Punch list items were completed during the fall and winter months. The Certificate of

Occupancy was issued on December 5, 2012.

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

At the November 2011 Special Town meeting, Article 14: Appropriate for New Senior Center was approved in the amount of \$8,075,000 for a senior center to be located on MBTA land adjacent to the Needham Heights train station. This land was acquired by the Town in a swap transferring Town owned property at the Hersey train station. Design of the Senior Center Study was awarded thru design selection to Bargmann Hendrie + Archetype, Inc.

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

Work on the building has progressed on schedule thru the fiscal year.

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

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

The results of this report support the Town's interest in including a major renovation or rebuild at the Hillside, Mitchell and Pollard schools.

Project Name: DPW Complex Renovations/Storage Bays  
Project Status: Ongoing  
Authorization: \$1,140,000 total  
Budget Status: On Budget  
Engineer: Weston & Sampson Engineers, Inc.

Owners Project Mgr: Public Facilities – Construction  
Contractor:

At the May 2012 Annual Town meeting Article 34: Appropriate for DPW Complex Renovations was approved in the total amount of \$40,000 for feasibility and design services. The design of the DPW Garage was awarded thru design selection to Weston & Sampson Engineers, Inc.

At the May 2013 Annual Town meeting Article 13: Appropriate for DPW Complex Renovations was approved in the total amount of \$1,100,000 for preparation of construction documents and construction.

Bid documents are expected to be complete by October 2013, the construction contract awarded in November and construction is expected to begin in December 2013.

Project Name: Pollard Boiler Replacement  
Project Status: Ongoing  
Authorization: \$855,000 total  
Budget Status: On Budget  
Architect: Shekar & Associates  
Owners Project Mgr: Public Facilities – Construction  
Contractor: Aalanco Systems Corp.

At the October 2012 Special Town meeting Article 13: Appropriate for Pollard School Boiler Design was approved in the total amount of \$55,000.00. The study was awarded thru design selection process to Shekar & Associates.

At the May 2013 Annual Town meeting Article 40: Appropriate for Pollard School Boiler Replacement was approved in the total amount of \$800,000 for preparation of construction documents and construction. The project went out for bid in April 2013 and the contract was awarded to Aalanco Systems Corporation in May. Replacement of the boilers will start at the end of the school year in June and is expected to be substantially complete by the end of August 2013 for the start of the school year in September.

Project Name: St Mary Street Pump Station  
Project Status: Ongoing  
Authorization: \$5,915,100 total  
Budget Status: On Budget  
Engineer: BETA  
Owners Project Mgr: Camp Dresser & McKee, Inc.  
Contractor:

At the May 2012 Annual Town meeting Article 37: Appropriate for Water Enterprise Fund Cash Capital was approved out of which a total amount of \$350,000 was designated for Fire Flow Improvements. The improvement is for the St Mary Street Pump Station. The project management

was awarded thru design selection to Camp Dresser & McKee, Inc. and the design was awarded to BETA.

At the May 2013 Annual Town meeting Article 47: Appropriate for St. Mary Street Pump Station was approved in the total amount of \$5,565,100 for preparation of construction documents and construction.

The construction documents are expected to be complete by November 2013. The construction contract should be awarded in December 2013 and construction is expected to begin in April 2014.

Project Name: Salt Shed Construction  
Project Status: Ongoing  
Authorization: \$1,913,000 total  
Budget Status: On Budget  
Engineer: Weston & Sampson Engineers, Inc.  
Owners Project Mgr: Public Facilities – Construction  
Contractor: Construction Dynamics, Inc.

At the October 2012 Special Town meeting Article 15: Appropriate for Salt Shed Construction was approved in the total amount of \$1,913,000.00. The new Salt Storage Shed will be located at the Recycle and Transfer Station on Central Avenue and will replaced the one currently located on Dedham Avenue.

Weston & Sampson was awarded the original study thru design selection and will continue thru construction. The project went out to bid in April 2013. The contract was awarded to Construction Dynamics, Inc. in May and construction started in June. Substantial completion is expected in November 2013.

The design and construction of the project will be funded through Chapter 90 funds. Site remediation measures are not reimbursable thru Chapter 90 funds.

Project Name: RTS Soil Remediation  
Project Status: Ongoing  
Authorization: \$400,000 total  
Budget Status: On Budget  
Engineer: Weston & Sampson Engineers, Inc.  
Owners Project Mgr: Public Facilities – Construction  
Contractor: Construction Dynamics, Inc.

At the October 2012 Special Town meeting Article 16: Appropriate for RTS Remediation was approved in the total amount of \$400,000.00. Weston & Sampson was awarded the original study for the Salt Shed relocation thru design selection and will oversee the RTS Remediation. The project went out to bid in April 2013. The contractor is Construction Dynamics, Inc. Substantial completion of the project is expected in November 2013.

Project Name: Rosemary Pool Feasibility Study  
Project Status: Ongoing  
Authorization: \$69,000 total  
Budget Status: On Budget  
Architect: Weston & Sampson Engineers, Inc.  
Owners Project Mgr: Public Facilities – Construction

At the May 2000 Annual Town meeting Article 63: Appropriate for Rosemary Pool Renovation Design was approved in the total amount of \$100,000. The study includes evaluating the options at the Rosemary site for maintaining swimming and/or other recreational activities and is driven by the fact that a DEP permit allowing the current facility to operate will expire in 2018.

Weston & Sampson was awarded the original study thru design selection. It is anticipated that the study will be complete in the fall of 2013 and the final report issued in January 2014.

Project Name: School Admin Building Feasibility Study  
Project Status: Complete  
Authorization: \$30,000 total  
Budget Status: On Budget  
Architect: Design LAB  
Owners Project Mgr: Public Facilities – Construction

At the May 2012 Annual Town meeting Article 30: Appropriate for General Fund Cash Capital - School Admin Building Study was approved in the total amount of \$30,000.00.

The study to be completed in the summer/fall of 2013 included reviewing alternatives for providing a School Administration Facility on either current, other municipal sites, or leasing a building not owned by the Town. Cost and program requirements will be reviewed.

Project Name: Facility Master Plan Study  
Project Status: Ongoing  
Authorization: \$150,000 total  
Budget Status: On Budget  
Architect: HKT Architects  
Owners Project Mgr: Public Facilities – Construction

At the May 2013 Annual Town meeting Article 6: Appropriate for Facility Master Plan Study was approved in the total amount of \$150,000.00. This will fund a follow-up study to the previous Master Plan Study done in 2007. The overall objective of the study is to build on the available information which the Town has obtained through prior facility and building studies to determine the near and long term facility needs of the Town. It will be a facilities guideline for a twenty year timeframe. Information from the Master Plan Study will be used as input to the Capital Improvement Plan which guides the fiscal planning for the Town.

A firm will be selected for the study in the fall of 2013.

Upcoming future projects include a feasibility study for placing modular classrooms at the Mitchell Elementary School as a temporary measure to relieve overcrowding until the building can be renovated. A feasibility study for the Hillside Elementary School will also be done after a statement of interest has been submitted to the MSBA.

The Town initiated a program that is to be reviewed at the November 2013 Special Town Meeting by which a private-public partnership may be developed allowing for the installation of a solar photovoltaic array on about 11 acres atop the capped landfill. PFD-C supported the Solar Energy Exploratory Committee and Town Manager in drafting six solar warrant articles, and preparing an RFP under MGL. 25A for the procurement of a power purchase agreement, lease and PILOT agreement with a private developer on this under utilized public land.

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.

## **DEPARTMENT OF PUBLIC FACILITIES - OPERATIONS**

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

### **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, the Daley Maintenance Building.

## **FY2013 HIGHLIGHTS**

### **Public Safety Building**



- Installed new sink in kitchen
- Replaced HID pole fixtures with induction fixtures and HID floodenator with induction floodenator in parking lot
- Painted exterior of police station
- Installed 10 toilets in police station jail cells

### **Fire Station #2**

- Repaired gutters and downspouts
- Installed new faucets in bathroom and kitchen
- Painted exterior doors, trim, and handrails

### **Broadmeadow**



- Installed occupancy sensors in all bathrooms
- Installed five exhaust fans on roof
- Replaced flooring in music room

### **Eliot**



- Cleaned exterior windows
- Replaced flooring in room 166 and various hallways
- Installed padding in the gym

## Hillside



- Installed Lexan guards on railings to close gaps in stairwells
  - Replaced flooring in library and kindergarten room
  - Replaced all window AC units with energy star rated AC units
  - Upgraded the boiler room
  - Installed fob access system on exterior door
  - Installed oil detection unit and air combustion supply fans
- Replaced flooring in Media Center

## Mitchell



- Repaired granite steps at main entrance
  - Installed occupancy sensors in all bathrooms
  - Installed new grease trap in the kitchen drain
  - Replaced exterior windows in the gym
  - Replaced all doors
  - Painted exterior of building
  - Installed oil detection system
  - Installed new awning over rear door
- Painted all door frames and hallways
  - Repaired handrail system

## Newman



- Replaced floor in the media center
- Installed new condensing unit for the science center animal room
- Secured the window curtain on the bridge

## Pollard

- Installed new sink in room 210
- Convert bathrooms in modulares back to standard fixtures
- Installed insulation in both gyms

- Installed sentricon system
- Replaced carpet in room 227 and room 132 with tile
- Repaired boiler #2
- Painted walls in both gyms
- Replaced wall padding in both gyms
- Install motion sensors for lighting

### High School



- Replaced circulation pump #6
- Cleaned duct work in A and B Buildings
- Repaired railing and stairs on main staircase on Highland Ave.
- Repaired various exterior doors
- Repaired capstone wall in front of main staircase
- Repaired bleachers in A Gym
- Relined parking lot

- Repaired fence around tennis court
- Repaired all pole lights, all walkway lights and wall packs in parking lot

### High Rock



- Repaired all pole lights and walkway lights in the parking lot
- Replaced damaged fence in rear parking lot and in front parking lot
- Painted new lines in parking lot

### Emery Grover



- Installed insulation in the attic
- Installed new indoor and outdoor units for heat pump system
- Replaced damaged privacy fence in parking lot

## DPW



- Repaired block column which was damaged
- Replaced expansion tank in boiler room
- Replaced modine heater in main garage
- Removed carpet and installed VCT flooring in offices

## Transfer Station



- Replaced flooring in the main office
- Replaced window trim, door & hardware, repair ceiling in supt office
- Painted walls in bathroom and office
- Installed awning over window facing reuseit area
- Repaired track on overhead door #2

## Library



- Repaired clock facing Highland Avenue
- Replaced broken balustrade 2<sup>nd</sup> floor
- Replaced cork tile on upper level
- Painted study rooms
- Installed film and railings on glass balustrades

## Memorial Park



- Made various repairs in both bathrooms

## Town Hall

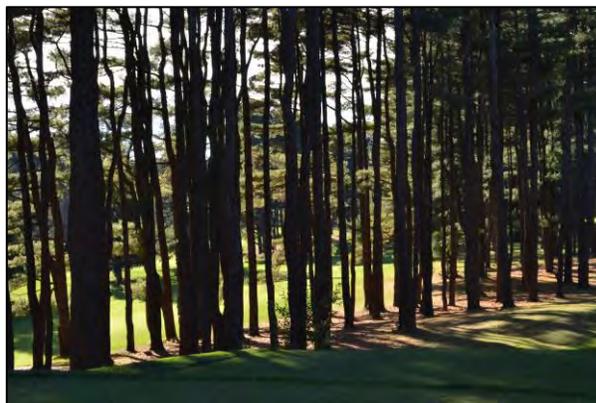
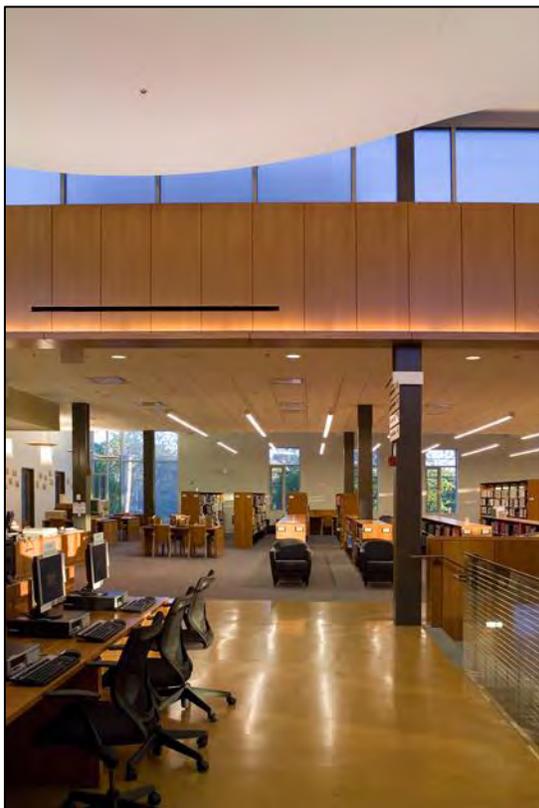


- Repaired automatic temperature controls

# COMMUNITY SERVICES

## SECTION CONTENTS:

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





# COMMISSION ON DISABILITIES

*Elaine Saunders, co-chair*  
*Jeanie Martin, co-chair*  
*Susan Crowell, secretary*  
*Leon Foster*  
*Debbi Heller*  
*Bruce Howell*  
*Karen Peirce, treasurer and ADA liaison*  
*Andy Wise*  
*Dale Wise*  
*Patrice Snellings, Liaison from School Committee*  
*Paul Spooner, consultant from MetroWest Center for Independent Living*  
*Karl Harmon, Community Service Officer and liaison from Needham Police Department*



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

4/19/12 Town of Framingham - Access Monitor Training	\$85.00
5/01/13 Gov/Connection Inc. - Printer and cartridges	\$180.00

<b>TOTAL</b>	<b>\$265.00</b>
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## **HANDICAPPED PARKING FUND**

12/1/12 Newman School Cause for Playground Equipment Omni Spinner	\$5,500.00
TOTAL	\$5,500.00

## **FY2013 HIGHLIGHTS**

- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests, including 460 Hillside Avenue and 33 Highland Avenue.
- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations. Locations included Mayfair Cleaners, Fuji Steak House, YMCA, the Unitarian Church, CVS, Seven-11, Knights of Columbus, 1410 Highland Avenue, 464 Highland Avenue and 1 Chapel Street.
- Advised town officials and the Needham Police about the necessity of providing and maintaining audible traffic signals at pertinent crosswalks in Needham.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Recruited two new members to join a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Held discussions with the Needham Police, DPW and Town Engineer regarding the possibility of establishing on-street handicapped parking in Needham.
- A Community Service project in which a Needham High School student surveyed and documented all handicapped parking spaces and signage in the town of Needham was completed.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from fines accrued from handicapped parking violations.)
- Distributed an NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted the Needham School Department and PPBC regarding problems related to accessibility at various locations including the Newman School playground and the Hillside School.
- NCOD members made presentations regarding disability issues and worked interactively with Hillside School students and Olin College students to design and develop prototypes of aids for accessibility.
- NCOD members made presentations to Olin College and Eliot School students about Disability Awareness.
- 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.
- Worked with the Needham Planning Department to ensure accessibility compliance at Volante Farms, including handicapped parking, points of entry and egress, and signage.

- Met with architects and members of PPBC to review and advise them on accessibility issues at the proposed new Council on Aging building.
- NCOD members accompanied state and local officials on a site visit of Newman School to assess compliance with state and federal guidelines.
- Surveyed Town Departments and accepted requests for listening devices to ensure accessibility for hearing impaired at town and community meetings and programs. Devices will be made available to 6 Town Departments through the handicapped parking fund grants.
- Met with the newly appointed building inspector to discuss strategies for coordinating our efforts to ensure compliance with accessibility codes.
- Met with state representative, Denise Garlick, who discussed a variety of issues concerning persons with disabilities in Needham.
- Outreach coordinator for Disabled Persons Protective Commission, Susan Love, attended an NCOD meeting to discuss the mission of this state agency.
- An NCOD member began serving as a representative to the Downtown Streetscape Planning Committee to ensure that accessibility issues are addressed.
- NCOD members reviewed the Rules and Regulations of the Town of Needham for the Use of Other Power-Driven Mobility Devices on Town of Needham trails including the Bay Colony Rail Trail. Members voted and approved the draft as presented.
- Co-chairpersons attended and participated in a statewide conference sponsored by the Disability Law Center and the Disability Policy Consortium. A wide variety of accessibility issues were addressed including handicapped parking, voting, transportation and housing.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Continued to sponsor weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

### **FY2013 FORECAST/GOALS**

- To continue to work with the School Administration, the liaison to the School Committee, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds, private businesses, community-based agencies and other municipal buildings as they are renovated.
- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To work with Town of Needham officials to continue to investigate the possibility of providing on-street handicapped parking in Needham.

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

For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7550.

## COMMUNITY PRESERVATION COMMITTEE

**Members:**

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

**Appointed by:**

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

**PURPOSE AND MISSION**

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing.” Needham voted to accept the legislation in

November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

**FY2013 ACCOMPLISHMENTS AND ACTIVITIES**

- In July, 2012, Governor Patrick signed changes to the Community Preservation legislation that now permits a community to use funds for recreation capital improvements on land owned by the Town. The original legislation limited the recreation funds to land purchased with CPA funds. The legislature also voted to put

additional funds into the MA Community Preservation Fund from the state surplus at the end of FY'13 if it exists.

- The Needham Community Preservation Fund received its state distribution of \$437,167 from the Commonwealth in October 2012, a 26.83% match. The percentage was slightly lower than the prior year, but the actual amount of the distribution was almost \$20,000 higher than the prior year. The Town collected \$1,629,164 through the local surcharge.
- The Committee held public hearings in October, 2012 and in March, 2013, to gather public input on the proposals under review for funding.
- At the November, 2012 Special Town Meeting, and the May, 2013 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

\$ 35,000	Bay Colony Rail Trail Assoc	Rail Trail Feasibility Study
\$ 220,000	Charles River Center	South Street Group Home
\$ 445,000	Town Manager	Greene's Field Improvements
\$ 70,000	Planning/Comm Development	Community Housing Specialist
\$ 25,000	P&R/ConCom	Open Space & Recreation Plan
\$ 85,000	P&R/ConCom	Design: Reservoir ADA Trail
\$ 60,000	Park & Recreation/School Dept	Newman Preschool PG Surfacing
\$ 248,000	DPW/School Dept	Design: Newman Fields/Eastman
\$ 40,000	DPW	Design: Mills Field Improvements
\$ 8,200	Community Farm	Farm Soil 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 Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling \$915,200 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 thirty nine (39) projects, with a total of \$19,813,633.

Community Housing total	\$ 1,384,500
Open Space total	\$ 1,796,400
Historic Preservation total	\$ 15,492,233
Recreation total	\$ 1,140,500

# NEEDHAM GOLF CLUB ADVISORY COMMITTEE

*Daniel Dain, chair*

*Roy Cramer*

*Michael Mahoney*

*Richard Reilly*

*Jon Schneider*

*Mary Grace Summergrad*

*Steve Carlson*

## **PURPOSE**

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

resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

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

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for “any lawful municipal purpose” upon action by the Town Meeting. Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

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

## **FY2013 HIGHLIGHTS**

- The Committee welcomed new member, Steve Carlson.
- The Committee enjoyed meeting with new Club President Bruce Herman and new Club Vice President Kevin McNamara
- The Committee met with the Club representatives two times during 2013 (May 20 and November 18).
- At the two meetings, the Committee reviewed with the Club’s leadership the Club’s compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access, and resident days; as well as resident composition of new accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that 82.6 percent of new members for the calendar 2013 season were residents. This is below the 90 percent threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.

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

## HUMAN RIGHTS COMMITTEE



*Abdul Cader Asmal*  
*Nathan Rosin*  
*Cynthia Ganung*  
*John Schlittler (liason,*  
*Needham Police Dept.)*  
*Olly Harari*  
*Marlene Schultz (co-chair)*  
*Amelia Klein (co-chair)*  
*Mike Vaughn*  
*Ashok Mehta*  
*Sandra Walters*



### MISSION

The Town of Needham's Human Rights Committee strives to reaffirm the worth and dignity of every human being. The diversity of our community is embraced and celebrated through the following activities:

- Education: Advocate appreciation for and respect for diversity
- Community Outreach: Organize community events to constructively promote diversity and tolerance
- Community Response: We respond to issues that challenge the human rights of any individual or group in our community

### MEETINGS

Meetings generally held third Thursday of each month at Broadmeadow School Media Center.

### FY2013 HIGHLIGHTS

#### NHRC COMMUNITY EDUCATION INITIATIVES

- Film & Forum: *The Worst of the Worst*  
 The Needham Human Rights Committee hosted the Yale Visual Law Project's advance screening off its film – *The Worst of the Worst* – on May 2, 2013 at Powers Hall,

Needham Town Hall Auditorium. The 30 minute film was followed by Q&A and a panel discussion with Aseem Mehta (co-producer & co-director of the film, and a Needham High School alum), Gerard Horgan (Superintendent, Jail Operations, Norfolk County Sheriff's Office), Bonnie Tenneriello (Prison Legal Services, MA) and Andrew Zarrow (Criminal Justice Policy Coalition). Moderator was Jim Glickman, former member and chair of the NHRC. *The Worst of the Worst* documentary portrayed the harsh impact of a supermax prison on prison guards, inmates, and their families. Through stories and interviews with officials and advocates, the film explored who is really being held at this prison, to what purpose, and at what cost. (Event photo available)

- **Video & Guest Speaker Presentation: *Spotlight on Human Rights***

The first of a series of events to inform students, parents, teachers and all community members about their basic human rights was held on November 21, 2013 at the Needham Library. The event began with a video highlighting lack of human rights awareness throughout much of the world today. The film, produced by Youth for Human Rights International, examined the perspectives of young adults and provided a basis for exploring and understanding what human rights means in our day and age, in our country, and in our own lives. A presentation by Laura Rotolo - Staff Counsel/Community Advocate, and a representative of the American Civil Liberties Union of Massachusetts – followed. Ms. Rotolo guided the audience in examining the historical roots of human rights and provided examples of current challenges that Americans face in understanding and protecting the rights of its citizens. Co-sponsored by the Needham Public Library. (Event photo available)

#### **CO-SPONSORED/SUPPORTED COMMUNITY EVENTS**

- ***NEEDHAM MLK DAY CELEBRATION*** – January 21, 2013 Needham High School

The yearly community event celebrates the legacy and the life and achievement of Dr. Martin Luther King. Program highlights included a keynote speaker, storytelling activities for children, musical performances by a children's choir and student musical group, a dance ensemble presentation, and a student art display. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, attended and hosted the event.

- ***IMMIGRATION JUSTICE TASK FORCE COMMUNITY FORUM*** – February 28, 2013

NHRC served as a supporting organization for an event presented by the Immigration Justice Task Force and the League of Women Voters, held at the Needham Library. The event focused on *Immigration: How Do We Fix a Broken System?* Guest speaker Alexandra Piñeros-Shields, PhD, Senior Research Associate Heller School for Social Policy and Management at Brandeis University. Dr. Piñeros-Shields, who worked in the field of immigration services and advocacy, spoke about immigration policy reform.

- ***NEEDHAM 2<sup>ND</sup> ANNUAL DIVERSITY SUMMIT*** – October 19, 2013 Pollard Middle School

The Diversity Summit brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham's diversity – of socioeconomic status, race, sexual orientation, gender, religion, ethnic identity, and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the

confidence to share their experiences and voices, and to provide a safe and inviting space for audiences to listen and respond. NHRC was a co-sponsor of the day-long event. Committee members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. Committee member Dr. Cader Asmal was the invited keynote speaker.

### **NEW NHRC LOGO AND BROCHURE**

The NHRC adopted a new logo. The logo design, which is globally recognized, combines the shape of a hand with that of a bird. It was created by an international committee for the promotion and protection of human rights. The logo was incorporated into a new brochure created by the Committee. Image setting was done by Committee member Nathan Rosin, a Needham High School student. Brochures are distributed at NHRC events and are displayed at Town Hall and the Needham Library.

## **NEEDHAM HISTORICAL COMMISSION**

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

### **PURPOSE**

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham’s history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town’s historical heritage.

The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three year, staggered terms.

### **FY2013 ACTIVITIES**

#### **REVIEWS OF INVENTORY PROPERTIES**

The Historical commission laments the loss of two very historical houses in Needham in 2013:

- 171 Warren Street – The Caroline G. Mills House. The Historical Commission voted to find the house preferably preserved due to integrity of style and design, eligibility for National Register, significance to town center development and neighborhood; imposed 6-month demolition delay. With the expiration of the six month demolition delay the house was demolished to make way for the development of two houses on the property.
- 664 Great Plain Avenue – The William B. Pickett House – a fine example of local 19<sup>th</sup> century farm house. The Pickett house was demolished in 2013 to make way for a new house to be built on the property.
- Cricket Field – commission reiterated its opposition to the possible use of Cricket Field as the new site for the Hillside School. Although the Field is listed in the Needham Historic Inventory, it is not a structure and therefore does not come under the Commission’s jurisdiction for demolition review.

### **CPC GRANT**

- The Community Preservation Committee agreed to grant the NHC \$25,000 in 2012, for a new round of historic house reviews for the Inventory. A contract was awarded to Community Opportunities Group through the open bidding process in 2013. Work is slated to begin in 2014.

### **HISTORICAL PROPERTIES NOW LISTED IN TOWN WIDE GIS AND STATE MACRIS DATABASE**

As the result of the work of the historical commission and the town IT department a map overlay of all historical properties or locations is available and viewable on the town GIS (Geographical Information System) website: <http://www.needhamma.gov/index.aspx?nid=1905>

This listing was produced as part of the CPC grant made to the Needham Historical Commission in 2010 as part of the Commission's second historical property inventory conducted at that time. Residents and interested parties can now view the location of designated historical places, building and structures located in Needham with links to the Massachusetts Historical Commission's MACRIS (Massachusetts Cultural Resource Information System) database and will be able to view descriptions, photo's, background and history of selected places:

<http://mhc-macris.net/>

**MA HISTORICAL PRESERVATION AWARDS** The Needham Historical Commission nominated the Town Hall renovation project for an MHC award. The Needham Historical Commission is pleased to announce that The Massachusetts Historical Commission named the Town Hall project as one of the MHC award recipients in 2013.

**HOUSE STORIES** Commission member Robert Boder continued to produce a number of new short documentaries about historic properties in Needham. The films are broadcast on The Needham Channel cable TV and are available as DVDs. The new documentaries have been well received and the series is ongoing.

**COMMISSION APPOINTMENTS/RESIGNATIONS** After many years of service on the Historical Commission Ms. Sandy Tobin resigned from the Commission. Mr. Jonathan Yellin was appointed to the Commission by the Selectmen to replace Ms. Tobin. Mr. Yellin resigned in September and was in turn replaced by Mr. Jeffrey Heller.

# NEEDHAM FREE PUBLIC LIBRARY

## **BOARD OF TRUSTEES**

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

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

## **VISION STATEMENT**

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

## **MISSION STATEMENT**

The Needham Free Public Library is committed to:

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

## **LIBRARY STAFF**

*Ann C. MacFate, Director*  
*Dana Mastroianni, Assistant Director*  
*April E. Asquith, Reference Supervisor*  
*Diane T. Browne, Technical Services Supervisor*  
*Janet E. Prague, Children's Supervisor*  
*Danielle Tawa, Technology Specialist/Archivist*  
*Catherine D. Stetson, Reference Librarian/AV Specialist*  
*Gay Ellen Dennett, Reference Librarian/Program Specialist*  
*Deborah A. Lovett, Circulation Supervisor*  
*Carolyn S. Davis, Assistant Children's Librarian*  
*Manuela R. LaCount, Assistant Cataloger*  
*Karen H. Donaghey, Library Assistant*  
*LuAnn M. Caron-Leslie, Library Assistant*

## **PART-TIME**

### **REFERENCE STAFF**

*Jeffrey R. Arnold*  
*Mary H. Conlon*  
*Brenda L. Ecsedy*  
*Kathleen S. Fitzgerald*  
*Leigh R. Hoffman*

### **CUSTODIAL STAFF**

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

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

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

## **PART-TIME LIBRARY ASSISTANTS**

*Erin G. Bassett*  
*Sandra J. Bedigan*  
*Annalisa Bishop*  
*Charlotte R. Buxton*  
*Karen C. Gallagher*  
*Melanie A. Griffiths*  
*Judith G. Johnson*  
*Irene L. Kamergorodsky*  
*Janet S. Krawiecki*  
*James Laurence-Archer*  
*Cheryl Miller Smith*  
*Christine M. Moynihan*  
*Ellen A. Porter*  
*Deborah J. Reardon*  
*Ellen J. Stalter*  
*Joan P. True*

## **FY2013 HIGHLIGHTS**

### **JULY**

- The Reference Department added *Morningstar*, *Encyclopedia Britannica*, and the *Nursing Resource Center* databases.
- 245 children registered for the Summer Reading Club.
- The Minuteman Library Network finished migrating all member libraries to gmail.
- The library replaced its failing cork tile floors with Marmoleum tiles.
- The internal parts of the clock in the tower were replaced.

### **AUGUST**

- The Children's Department held a well-attended summer Film Festival.
- Using ereaders purchased by the Friends of the library, the Reference Staff learned how to use the devices, so that they would be able to offer training to the public.
- The Needham channel began filming book reviews, featuring Reference Librarian Cathy Stetson.
- A new panel on the glass balustrade was installed to replace the panel that shattered. A new railing was installed to stabilize the glass panels.

### **SEPTEMBER**

- The Library Foundation of Needham held a most-successful fourth Gala.
- The Friends of the Library held its 40<sup>th</sup> Annual Fall Book Sale.
- The ever-popular library afternoon and evening Book Groups resumed, following a summer hiatus.

### **NOVEMBER**

- The Mass. Board of Library Commissioners determined that the Needham Free Public Library met its certification standards, thus making the library eligible for a FY13 State Aid payment.
- The Friends of the Library approved a library staff "Wish List" that included payment for more than fifteen museum passes; supplemental funding for reference books, adult and children's circulating books, and audiovisual materials; a negative/photo scanner for the Archives Department; and a staff paging system.
- The Reference Department added *Global Road Warrior*, a new travel-planning and country information database.

### **DECEMBER**

- The library sponsored an "Electronic Petting Zoo," to acquaint people with the various ereader devices available for purchase. More than 1,140 people attended New Year's Needham events at the library.

### **JANUARY**

- Dr. Gary Hylander presented *The Salem Witch Trials*, the first program in a five-program series on famous trials in American history.

- The Reference Department conducted a course in how to load digital items onto one's ereader device.
- The Friends of the Library hosted author and investigative reporter Hank Phillippi Ryan.
- Newbery award-winning authors Clare Vanderpool and Jerry Spinelli discussed their latest books at a library-sponsored program.
- Representative Denise Garlick met with the three library directors in her district (Needham, Dover, Medfield).

## **FEBRUARY**

- The library installed an electronic bulletin board in the main entrance off the parking lot. The bulletin board will be used to publicize library programs and services.

## **MARCH**

- More than 500 adults and children joined in celebrating the 125<sup>th</sup> anniversary of the founding of the Needham Free Public Library. Attendees enjoyed a magician performance, a birthday cake in the shape of the library, and a music concert. Children's Program Librarian Elaine Garnache presented the final two sessions of a four-session sensory storytime program.

## **APRIL**

- The annual McIver Lecture Series opened with the program, *Red Sox Baseball in the Days of Ike & Elvis: The Red Sox of the 1950s*, featuring special guest and former Red Sox player Ted Lepcio.
- The ever-popular Art in Bloom displays drew a crowd estimated at 2,750.
- The library's Wi-Fi was upgraded and a new router installed.

## **JUNE**

- The Friends of the Library voted to purchase a new color printer for the library.
- FY13 statistics show that the library increased its books-loaned-to-other-libraries vs. books-borrowed-from-other-libraries status by 3% and is now a 5% net lender. FY13 statistics also show that library borrowers downloaded 83% more books to electronic devices than in FY12.

## **FY2014 FORECAST**

The library will maintain its net lender status. The number of books downloaded to electronic devices will continue to increase, as will use of the self-checkout stations. Use of print materials will remain as the most popular library service.

## **DONATIONS TO THE LIBRARY**

During FY2013 seventy-five people volunteered 1,474 hours of service to the library. Volunteers mended the library's books, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and Friends of the Library worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than \$53,700 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for subscriptions to international magazines; museum passes; adult and children's library programs; reference

books; computer books; sports books; books-on-CD; Playaways; DVDs; audio books; children's books; travel books; law books; business books; the *News for You—An English Language Learner's Newsletter*; funding for children's craft programs; a negative/photo scanner for Archives; a paging system for the Circulation Department; and young adult books, graphic novels, books-on-CD, and playaways. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters in the main entrance lobby and at the Highland Avenue entrance. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. The Library Foundation of Needham provided funds for many of the library's programs, purchases for the audiovisual collection, a pass to the Danforth Museum and a pass to the Concord Museum. Other people, clubs, groups, and organizations that made significant donations to the library in FY13 include:

Harold J.A. Street, III  
 Project VAN (Volunteers Around Needham)  
 Needham High School Community Classroom Program  
 The Needham High School Anime Club  
 Needham High School Class of 1952  
 Needham Bank

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 FY2013. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
Memorials and Cash Donations	\$51,980	\$57,781	\$64,203
Value of books, videos, etc. donated	\$ 4,254	\$ 4,297	\$ 4,285

**DEPARTMENTAL STATISTICS**

	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>
<i>Adult Department:</i>			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	315,745	314,294	307,209
Items loaned to other libraries	58,782	65,151	68,448
Items borrowed from other libraries	61,418	62,627	61,865
Total money returned to Town from fines, fees, lost books, etc.	\$57,896.98	\$56,756.26	\$57,532
<i>Reference Department:</i>			
Reference questions answered	18,805	18,962	17,575
Directional questions answered	3,861	3,857	3,935

Number of people using Genealogy Room	106	98	106
Number of people using Study Rooms	5,431	4,951	5,979
Remote Access	207,610	190,584	246,493

*Children's Department:*

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	232,945	240,188	235,060
Reference questions answered	13,089	12,038	11,926
Story times and other programs	271	304	294
Attendance at programs	13,456	14,273	12,276

*Catalog Department:*

Adult books added to collection	7,817	7,965	8,187
Adult books withdrawn	8,492	6,734	6,974
Children's books added to collection	3,606	5,451	3,349
Children's books withdrawn	2,541	1,827	2,489
Audio items added	1,081	1,869	1,628
Audio items withdrawn	152	418	731
Visual items added	1,767	2,150	1,703
Visual items withdrawn	463	671	1,264
Total Collection	165,707	173,492	177,019

**MISCELLANEOUS STATISTICS**

Number of registered borrowers	18,812	18,595	18,478
Total hours open	3,370	3,372	3,270
Attendance	364,000	367,640	360,287



# NEEDHAM HOUSING AUTHORITY

**NEEDHAM HOUSING  
AUTHORITY**

*Andrew L. Cohen  
Peter Pingitore  
William DeBear  
Reginald C. Foster  
Cheryl S. Gosman*

**EXECUTIVE DIRECTOR**

*Debra Guyot*

**PURPOSE**

The Needham Housing Authority’s mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all. For over 60 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing

opportunities for Needham’s elderly, disabled, and family populations.

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

<b>Units</b>	<b>Program</b>	<b>Location</b>	<b>Bedroom size</b>
152	State (Ch.667)	Linden & Chambers Street elderly/handicapped	1 BR and Studio
20	Project-Based Vouchers-S8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
8	State (Ch.689)	1415 Great Plain Avenue 8 units for Special Needs	1 BR
46	Federal	Seabeds Way elderly/handicapped	1 BR
30	Federal	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal	High Rock Estates Family/Veteran	2 & 3 BR
100	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

The Needham Housing Authority provides executive and management services to the Wellesley Housing Authority through a management agreement. The Wellesley Housing Authority owns 235 units of state subsidized family and elderly housing and has 11 federal Section 8 vouchers.

Oversight of the Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners’ service expires in the following manner:

	<b>Office</b>	<b>Term expires</b>
Peter Pingitore	Chair	April 2015
Reginald C. Foster, Governor's Appointee	Vice Chair	May 2016
Cheryl Gosmon	Treasurer	April 2014
William DeBear	Commissioner	April 2016
Andrew L. Cohen	Commissioner	April 2018

## **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 four administrative staff employees and four maintenance employees at the Wellesley Housing Authority.

The NHA administrative staff is composed of the following individuals:

Debra Guyot	Executive Director	James Murphy	Deputy Director of Maintenance
Dawn Beaulieu	Deputy Director	Sandra Amour	Office Manager
Patricia Edmond	Leasing Administrator	Penelope Kirk	Resident Services Coordinator
Carol Capone	Bookkeeper		

The NHA maintenance staff is composed of the following individuals:

John Pladsen	Dan Mann	Bryan Trundley	Al Conti
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The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. Staff members regularly attend seminars and training programs to enhance their professional effectiveness.

## **BUDGET DATA**

The Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with the Wellesley Housing Authority, the Needham Housing Authority collects a monthly management fee for the administration and oversight of its 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 2012 and was performed by Hurley, O'Neill & Company Certified Public Accountants.

## **FY2013 HIGHLIGHTS**

- In June, the Housing Authority extended best wishes to Executive Director Pamela Allen on her retirement and in October it welcomed Debra Guyot, as Executive Director. Ms. Guyot previously served as Executive Director of the Lynchburg, VA Redevelopment and Housing Authority and the Keene, NH Housing Authority.
- The 2013 grant award for federal Capital Funds from the Department of Housing and Urban Development for capital improvement projects at Captain Robert Cook Drive and Seabeds Way was \$86,714. In 2012, the grant amount was \$90,215 and in 2011, it was \$99,661.
- The Housing Authority repaired sidewalks at the Linden Street property with funds from the 2013 Health and Safety Initiative Award from the MA Department of Housing and Community Development.
- Other capital improvement projects at state subsidized properties included the driveway replacement at 1415 Great Plain Ave., replacement of the Community Room roof at Linden Street and a boiler replacement at Linden Street.
- In collaboration with the Norfolk County Sheriff's department, the Authority utilized the services of inmates performing supervised community service to repaint buildings at Seabeds Way and Linden Street properties, repaint the community room at Chambers Street and repaint playground equipment at Captain Robert Cook Drive.
- Through a program coordinated by the DHCD Energy Office, 64 units at Linden Street and Chambers Street qualified for new Energy Star refrigerators, which will be installed in 2014. Common area lighting will be replaced with new energy efficient lighting fixtures.
- Wait lists: average wait time for a one bedroom unit is 6 months- one year; two and three bedrooms- 2 years, and four bedrooms-5 years.

## **HIGH ROCK ESTATES**

In 2013, the Authority completed the multi year process of converting 60 High Rock Estates single family homes to a federally funded housing program. Through the federalization process, the Authority was able to complete major renovations including roof replacements, bathroom upgrades, exterior power washing, siding repairs, masonry repairs, and landscaping improvements. As of July 1, 2013 the units are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

## **LINDEN-CHAMBERS STREET SENIOR HOUSING**

The Linden-Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals who wish to live independently.

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

In 2013, a comprehensive Housing Needs Assessment was completed by consultant, Karen Sunnarborg, a five year Property Development Plan was submitted by H&H Associates, LLP,

and Environmental and Engineering Studies were provided by Vanasse Hangen Brustlin, Inc. The Housing Authority plans to pursue redevelopment options in 2014 and looks forward to working with the town, neighbors and other community stakeholders throughout the process.

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

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 request an 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 utilized federal capital funds to replace exterior doors including storm doors in nineteen units at Captain Robert Cook Drive. Modernization efforts at these sites will continue in 2014.

In accordance with HUD requirements, the Housing Authority underwent an energy audit of the 76 units at Captain Robert Cook Drive and Seabeds Way with a goal of identifying potential energy and water efficiency measures. The Housing Authority will review the results of the audit and develop a plan to implement suggested energy savings measures.

#### **COMMUNITY PARTNERSHIPS**

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

#### **RESIDENT SERVICES**

Our Resident Services Coordinator assists families and seniors residing in NHA communities by connecting them to area service agencies and resources. Penny Kirk, the Resident Service Coordinator of the NHA works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cooks Drive Community Room. Student volunteers from Babson College, Needham High School, and Noble and Greenough School come to the program four days per week. Generous donations from Needham Bank, Family Federal Savings, and Dedham Bank provide some of the funding for this program. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community

Rooms. The Police organize an annual cookout for the family neighborhood and Seabeds Way residents.

### **CONTACT INFORMATION**

Applicants and families may call the Needham Housing Authority to request an application for housing. The office is open from 8:00 A.M. until 4:00 P.M. from Monday through Thursday, 8:00 A.M. until 2:00 P.M on 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 or by email: [NeedhamHA@aol.com](mailto:NeedhamHA@aol.com).

## **PARK AND RECREATION**

### **PARK AND RECREATION COMMISSION**

*Michael J. Retzky, Chairman*  
*Cynthia J. Chaston, Vice Chairman*  
*David C. DiCicco, Member*  
*Thomas M. Jacob, Member*  
*Andrea L. Shorthose, Member*

### **DEPARTMENT STAFF**

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

### **PURPOSE**

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

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

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

### **FY2013 HIGHLIGHTS**

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

The National Recreation and Park Association has conducted research on three core principles that include *Conservation*: protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness*: leading the community to improved health and wellness through parks and recreation; and *Social Equity*: ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs and facilities.

## **ECONOMIC BENEFITS**

- Commission waived Summer Program and Rosemary Pool fees of over \$30,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, an increase from prior years;
- Commission generated more than \$250,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating more than \$220,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Harold J. Street, III provided \$22,000 in his will to be spent by the Park and Recreation Commission, which will be dedicated to small projects along trails or at parks;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Commission and Memorial Park Trustees discussed Field Maintenance Fees with sports organizations who regularly use fields, and it was determined to raise the original fee of \$5/participant/season to \$10/participant/season as of 1/1/14;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse. More than \$40,000 was collected. In addition, fees charged for organizations holding clinics on athletic fields generated more than \$20,000;
- Parent Talk donated financial support for the summer of 2013 Children's Theatre program;
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank, Middlesex Savings Bank, North Hill, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2013 summer Arts in the Parks concert series;
- Town Meeting created the Athletic Facility Improvement Fund, with an initial balance of more than \$280,000, to prepare for future capital improvements on athletic fields;
- Director served as staff liaison to the Community Preservation Committee;
- Commission supported efforts at the State House to change the text of the Community Preservation Act legislation, to allow use of CPA funds for capital projects on properties already owned by the Town. The updates were approved in July 2012, and the first project approved under this new legislation was at the November 2012 Special Town Meeting which authorized \$445,000 for the renovation of Greene's Field, including a new playground;
- The Greene's Field fundraising group raised more than \$180,000 for the purchase of the new playground at Greene's Field, and the design was finalized during the spring of 2013, with installation anticipated in fall of 2013;
- Projects funded from Community Preservation Funds in May 2013 include the update of the Town's Open Space and Recreation Plan; the design of the renovation of the Newman athletic fields and the adjacent Eastman Conservation Area; the design of some park improvements at Mills Field; and design of an all-accessible trail around the Reservoir.

## **COMMUNITY BENEFITS**

- Rosemary Pool celebrated its 40<sup>th</sup> birthday in July 2012;
- Weston & Sampson was hired to undertake a feasibility study of Rosemary Pool and the site. They began the study prior to the annual maintenance work and will continue through the full season, developing a variety of options for possible future uses and aquatics;
- Construction began for the rehabilitation of Walker-Gordon Field and incorporating the adjacent two parcels of land recently purchased to expand the field and create a garden and seating area near the pond;
- Worked with Bay Colony Rail Trail group, and representatives from Dover, Medfield and Newton to study the possibility of unused rail right-of-way being used for recreation path. The primary focus has been on the 2 mile section that begins at Needham Junction and extends to the Charles River and the border with the Town of Dover. A study of the recreation path was completed by Fay, Spofford and Thorndike and preparations were made to request that the Board of Selectmen enter into a long-term lease agreement with the MBTA;
- Designs were finalized for the new Greene's Field Playground, and a major fundraising campaign was held, raising more than \$180,000 for the purchase of new playground equipment;
- Designs were developed and finalized for the renovation of Greene's Field. CPC funds were approved for the work at the park, including the installation and the surfacing for the playground area. Greene's Field will continue to have a passive park on the Great Plain Avenue end of the park, active recreation in the center with a 60' diamond, a small multi-purpose field, and a basketball court. The final section will be a fenced in playground area;
- Director worked with Town Manager to create a new part-time position for a playground maintenance specialist, and approval was granted by the Personnel Board. Funding is now being established;
- DPW created new on-street parking area at Avery Field during reconstruction of Webster Street;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, did a trails clean-up project on the Rosemary Lake trails, and painted a wood structure at the DeFazio tot-lot;
- Held Field Scheduling Summits, with sport league officials for eleventh 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;
- Worked with resident sponsored committee studying the concept of a community center.

## **ENVIRONMENTAL BENEFITS**

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;

- Continued implementation of goals in Open Space and Recreation Plan, and received funds at Town Meeting for an update of the Plan;
- Director and Assistant Director worked with Trails Advisory Group with representatives of Conservation Commission and staff, DPW Parks and Forestry, and Park and Recreation Commission. Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Seventeen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated park and trail clean-up projects in the spring and fall, with 2,131 pounds of trash picked up;
- Assistant Director worked with a variety of organizations and individuals on park clean-up projects, including assisting several Eagle Scout (Boys Scouts) and Gold Medal Award recipients (Girl Scouts) with completion of their projects. Projects included Ryan Collaruso and Holden Barth's Eagle projects to each clear half of the Charles River Trail at Ridge Hill; Temple Beth Shalom's Tikum Olam Day to clear the Swamp Trail and Chestnut Trail at Ridge Hill; Eagle Scout Matt Bejian's project to plant 23 Emerald Arborvitae at the High School tennis courts, and add two spectator benches; Eagle Scout Ted Morin's project to rebuild the turnboards in Rosemary Pool; the Berkshire Bank employees did a pre-season clean-up at Rosemary Pool; the High School Environmental Club assisted with the annual spring clean-up day. These volunteer projects typically also received donated materials or materials are purchased through fundraising efforts, saving the Town thousands of dollars on labor and costs;
- Continued implementation of projects listed in completed Trails Master Plan;
- Assisted MA Division of Conservation and Recreation with design plans to improve recreation path from Highland Avenue to 4<sup>th</sup> Avenue, parallel to the Charles River.

## **PERSONAL BENEFITS**

- Department is part of national campaign to get "Kids into Nature." More than 40,000 annual hours have been tracked at Park and Recreation sponsored programs;
- Fitness was a key component for many programs, in addition to nature. New programs created include Down on the Farm (with the Community Farm organization), Hikes for Tikes, Owl Prowl, and the ballet program underwent a re-design to become Dance and Movement;
- 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. The Assistant Director serves as the Advisor to the High School Fishing Club;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe

pool operations; creative programming; funding resources; training of staff; and Complete Streets. Summer program directors participated in Metrowest regional training program that the Recreation Supervisor helped coordinate.

## PUBLIC HEALTH

### **BOARD OF HEALTH**

*Edward V. Cosgrove, Ph.D*

*Stephen Epstein, M.D*

*Jane Fogg, M.D.*

### **DEPARTMENT STAFF**

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

*Donna Carmichael, R.N., Public Health Nurse*

*Anne Clark, M.P.H. Public Health Program*

*Coordinator*

*Maryanne Dinell, Traveling Meals Coordinator*

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

*Brian Flynn, R.S., Environmental Health Agent*

*Danielle Landry, Animal Inspector*

*Jane Lischewski, Administrative Coordinator*

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

*Coordinator*

*Carol Read, M.Ed., CAGS, Substance Abuse*

*Senior Program Coordinator*

*Donna Vigliano, R.N. Public Health Nurse*



### **PURPOSE**

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.

### **FY2013 HIGHLIGHTS**

- On a budget of \$462,130 an additional \$442,112 was received during the year including \$368,753 in grants and donations and \$73,359 in permits and fees.
- Currently the Health Department Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Needham Youth Substance Abuse Prevention Coalition, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- The Public Health Department is spending more hours assessing, counseling, coordinating and referring Needham residents in need of Mental Health Services. The need in all age groups is increasing. A CHNA #18 Community Needs Assessment

ranked mental health needs as the number one priority in Needham. The Health Department was also on the Beth Israel Deaconess Hospital Needham Steering Committee for their Community Needs Assessment which also identified mental health needs as a top priority.

- InterFace, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Health Department and the Public School Guidance Department.
- The Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control. Also, the Director is on the steering committee for the Public Health Museum and on the steering committee for CHNA #18 (includes 9 Metrowest communities that includes Newton, Weston, Wellesley, Brookline, Dedham, Dover, Westwood, Waltham).
- The Health Department continues with concussion awareness to youth sports teams and parents within the community in spring. We continue outreach to parents, sports teams and coaches through speaking engagements and dispersing educational materials from the Center for Disease Control.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain 12 Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 55 municipal employees were trained and certified in American Heart CPR/AED's in addition to Fire and Police personnel.
- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.
- The Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) and the Needham Police Department participated in the 3<sup>rd</sup> and 4<sup>th</sup> biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010.
- Medication disposal: 24 hours a day, 7 days a week in the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the *MedReturn* disposal unit. <http://www.medreturn.com/images/MedReturn-spec-sheet.pdf>
- 5<sup>th</sup> Quarter substance free, evening social events, held in the Needham High School cafeteria after NHS sporting events featuring pizza, music, foosball and ping pong are attended by over 200 Needham High Students. The NCYSAP raised over \$10,000 from community businesses, fraternal organizations, parent groups, and residents to support

the ongoing 5<sup>th</sup> Quarter Program. <http://needham.patch.com/announcements/nhs-teens-enjoy-friday-night-5th-quarter#photo-7828754>

- *AlcoholEDU*, an on-line alcohol prevention and education program for high school students. Through collaboration with the Needham High School Health and Wellness Department and the Needham Coalition for Youth Substance Abuse Prevention over 400 9<sup>th</sup> grade students participate in the interactive SAMHSA, NREPP recognized evidence-based program.
- The Needham Coalition for Youth Substance Abuse Prevention, in collaboration with the Needham Public Health Department, sponsor a psycho-educational *Parent Support Group* program addressing the specific needs of parents of teenagers and young adults navigating the challenges of chronic substance abuse. This program is funded by The Tolman Trust.
- Carol Read and Paula McEvoy, MD co-facilitate a *Power of Parenting* presentation for parents of middle school students. This program offers factual information on the biological, psychological and social/emotional impact of underage substance use, parenting strategies to enhance positive adolescent behavior and resilience.
- Above The Influence (ATI) *Above the Influence*, (ATI) campaign. ATI, the White House ONDCP anti-drug media campaign “*speaks in a voice relevant to today’s teens encouraging them to live above the influence of drugs and alcohol and reject the use of any substance that gets in the way of their goals in life.*” Students conducted an art class contest to encourage design and creation of the above the influence emblem and received nearly 100 entries. A “Tag It” campaign was held which had youth created personal messages of the negative influences they are working to avoid so they are able to reach their goals. Students created a YouTube video of a small sample of the “Tag It” campaign and the art class submissions to share with the *community*. <http://www.youtube.com/watch?v=jWM-RsQhI>
- Community Awareness & Education Campaign: “Are You Really Aware”? and “Make the Call” featuring four posters, targeted enhanced awareness among parents and adult residents regarding Needham youth substance use rates and parental strategies to decrease youth access to alcohol and other drugs and increase parental engagement. Posters were displayed in over 100 public locations, through and online media outlets, on The Needham Channel news and CBB’s as well as shared electronically through multiple community email lists. Website hits increased by over 60 percent from the previous year indicating the success of the campaign. [www.needhamma.gov/susbtanceabuse](http://www.needhamma.gov/susbtanceabuse)
- The Department completed 29 presentations to community groups, 41 articles for the local print media and the town website, 19 cable news interviews, 13 public service announcements, 10 cable shows and 20 press releases.
- 454 retail/food service inspections conducted on 154 establishments. There were also 85 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 15 food complaints investigated, down from 37 last year.
- Permitted 16 grease waste haulers in town.
- 42 general nuisance complaints and 6 housing complaints investigated and resolved.

- 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.
- 214 communicable diseases reported and investigated.
- Over 1,346 immunizations were administered in FY 13. More than 1,300 persons participated in the seasonal flu immunization clinics.
- More than 1,980 persons consulted the Public Health Nurses for wellness visits. The nurses also provided approximately 160 hours of care on site to employees, valued at approximately \$5,329.
- The Traveling Meals Program delivered over 9,072 meals and volunteers provided over 2,000 hours of service to pack and deliver the meals.
- There were 73 pets placed under quarantine by the Animal Inspector.

## **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.
\$18,600	Tolman Trust Fund grant for Adult Substance Abuse Prevention and Education
\$10,000	Donations to support the Fifth Quarter events at the High School following sportgames
\$8,451	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.
\$11,000	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.
\$500	Massachusetts Department of Public Health for CPR equipment.
\$81,533	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.
\$26,135	Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.
\$3,250	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.
\$745	Donations – Memorial donations for Traveling Meals.
\$3,000	Newton Wellesley Hospital for a Parent Support Group for those with children with substance abuse issues.
\$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.
\$2,220	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.
\$1,000	Community Donations for the Needham Coalition for Suicide Prevention.
\$5,593	Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department.
\$4,522	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:

- Participate 24/7 in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance.
- Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment completed and passed.
- Medical Shelter Full Scale Exercise with the Norfolk County -7 (Needham, Wellesley, Dedham, Westwood, Norwood, Milton and Canton) with the Harvard School of Public Health Emergency Preparedness Center.
- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Norfolk County -7 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly Norfolk County 7 (NC7) communication drills completed.
- Medical Reserve Corp Emergency Notification Drill provided to Needham members. 197 contacted in under 8 minutes using Town Swift Reach Emergency Notification System. Five MRC Trainings were provided locally. Multiple regional trainings were provided as well with many members taking advantage of these trainings as well.
- Safety and Emergency Guidelines for all Municipal Employees. Monthly Town Hall communication drill with hand held radios.

- The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns. The Health Director is a member of the 4B Executive Board. Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet bi-monthly with town departments, local hospital, businesses, the media, and residents. The LEPC is fully certified with the Massachusetts Emergency Management Agency.
- The Needham Medical Reserve Corp has expanded to 180 volunteers in Needham and to over 1,000 in Norfolk County-7 (NC-7; Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- The Needham Public Health Department has been recognized as Public Health Ready by the National Association of County and City Health Organizations (NACCHO).

### **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. Eight 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 a member of the Beth Israel Deaconess Infectious Disease Committee, 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 8 summer camps and 1 tanning parlor within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.

The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 175 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency

health situations such as dispensing medication or vaccinating the Needham population. Multiple Trainings are coordinated and facilitated through the Public Health Nurses with five local trainings provided and multiple other regional trainings available to them throughout the region.

### COMMUNICABLE DISEASE

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

	FY 11	FY 12	FY 13
Babesiosis	2	4	2
Campylobacter	6	7	14
Cryptosporidia	0	1	4
E-Coli	0	1	0
Ehrlichiosis/HGA	3	0	3
Enterovirus	0	2	0
Giardiasis	1	9	4
Haemophilus Influenza	1	0	0
Hepatitis B	5	3	5
Hepatitis C	10*	10	6
Flu	NA	NA	90
Legionulosis	0	1	1
Lyme Disease	35	37	53
Meningitis(aseptic)	1	1	0
Meningitis (Bacterial)	1	0	0
Mumps			1
Noro Virus	0	4	2
Pertussis	2	0	0
Salmonellosis	5	7	7
Shigella	0	1	1
Strep A (GAS)	2	2	2
Strep Group B	2	1	4
Strep Pneumonia (Inv.)	2	7	2
Toxoplasmosis	0	0	0
Trichinosis	1	0	0
Varicella	4	8	13
Yersinia	1	0	0
Tuberculosis	0	1	0
Vebrina	0	1	0
TOTAL	84	108	214

\*Newly released state data – chronic cases

**SCREENING PROGRAMS**

	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>
Employee Wellness	856	1052	1178
Employee Education/Training (351 employees)	8	9	10
Mantoux Testing	51	70	97
Police Weight Screening	42	37	22
Wellness Office Visits	546	505	539
Wellness Clinics - Visits	212	226	233

**IMMUNIZATIONS**

	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>
Influenza Doses Administered	1564	1206	1300
Other Immunizations Administered	98	45	46

**LICENSED FACILITIES**

	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>
Day Camps	9	9	8
Inspections	24	25	18
Tanning Parlors	2	1	1
Inspections	6	3	3

**HUMAN SERVICE**

**Senior SAFTE**

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past 13 years of the program, over 675 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE’s goal is to keep Needham’s elders living safely in their homes.

**FEDERAL FUEL ASSISTANCE PROGRAMS**

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

## ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY 11	FY 12	FY 13
Coordinate Local Assistance (families)*	165	119	122
Federal Energy Assistance (families)	133	166	148
Salvation Army (families)	20	14	14

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

## ANIMAL INSPECTIONS

### Animals Quarantined for Exposure to Potentially Rabid Animals

	FY 11	FY 12	FY 13
Cats (45-day quarantine)	25	14	11
Cats (6-month quarantine)	4	6	4
Dogs (45-day quarantine)	8	9	7
Dogs (6 month quarantine)	0	2	0
Cat/Human	3	0	0
Dog/Human	18	14	12
Dog/Dog	1	2	6
Bat/ Human Exposure	7	8	9
Wild Animal/Human Exposure	1	0	2

## ENVIRONMENTAL HEALTH

Environmental Health activities are determined by legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs & the Farmers Market, etc.)

The agents also review proposed plans and conduct inspections of new/upgraded Title V septic system installations and repairs. They also conduct the following: Inspect Chapter II sanitary housing units, review subdivision plans (for off-street drainage bond release requests); and

follow-up on a variety of complaints (food/nuisance/housing/tobacco). They review the following: notification of demolition applications; septic hauler/installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits along with conducting inspections and quarantine animals as needed. Tobacco compliance checks are conducted every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental issues.

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, 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 be involved in a variety of seminars and on-going training sessions, which include certification renewals (ServSafe Food Training, Soil Evaluator, Certified Pool Operator, Housing Inspector) to remain apprised of today's public health issues and to review the most up to date code requirements.

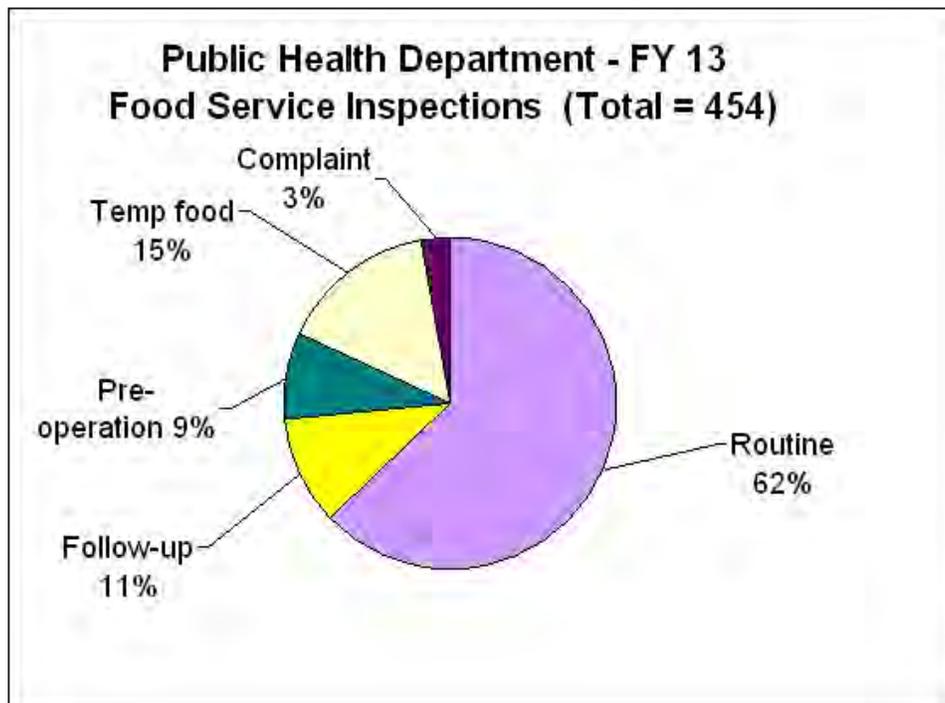
### **INSPECTIONS AND REVIEWS**

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

	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>
Carbonated Beverages:	1	1	1
Chap. II housing inspections/follow-ups:	31	30	27
General nuisance complaint follow-ups:	71	56	42
Title V septic system inspections			39
Title V septic plan reviews			120
Title V septic home additions			4
Title V septic systems installations:	6	4	9
Subdivision field inspections/plan reviews:	21	2	11
Swimming pool inspections:	15	15	15
Suspect food borne illness reports submitted to state:	0	1	0
Demolition reviews:	94	88	85
Tobacco compliance: Checks, complaints and inspections:	74	62	68
Hotel inspections	1	1	1

## LICENSES AND PERMITS

	FY 11	FY 12	FY 13
Animal Permits:	6	9	12
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	146	143	157
One-Day & Temporary Event Permits:	101	97	85
Mobile Food Licenses:	6	5	7
Septic Hauler Permits:	15	12	11
Grease Hauler Permits:			16
Sharps Hauler:			2
Subsurface Sewage Installer Permits:	15	8	12
Tobacco Sales Permits:	11	10	11
Caterers:	3	3	3
Disposal of sharps permits:	7	6	7
Funeral Directors' Licenses:	3	3	3
Burial Permits:	390	303	399



## **PUBLIC HEALTH PROGRAM COORDINATOR**

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

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

- Participated in the Norfolk County 7 Mass Care Series Full-Scale Shelter Exercise on April 27, 2013
  - Provided feedback on shelter exercise and developed slide deck for de-brief session
  - Attended NC7 meetings and planned for future projects
- Grant reviewer for CHNA 18 Grants Promoting Mental Health and Well-Being
  - Attended grant reviewer training
  - Reviewed grants and scored feasibility
  - Met with grant review team to decide on funding
- Member of BID- Needham Community Health Assessment Steering Committee
  - Met with Steering committee to define scope of assessment
  - Participating in community assessment
  - Met with Steering committee to review results
- Research and develop health matters articles for publication in local news media
  - Research and write articles on emerging health issues in Needham community.
- Member of DVAC – Domestic Violence Action Committee-
  - Coordinate programs for Needham public television
  - Attend meetings and participate in discussions
  - Plan speaker engagements
- Helped to update, organize, and distribute walkie-talkies to various departments on the three levels of town hall. These will be used in the case of an emergency and are tested monthly.
- Distributed Medical Reserve Corps (MRC) survey and assisted with the management of the volunteer list and organization of local trainings.
- Sent MRC quarterly newsletter out via Constant Contact to all volunteers.
- Organized and distributed bi-annual Needham Coalition for Suicide Prevention newsletters via Constant Contact.
- Assisted in all department promotion and communication of Health Matters articles and upcoming events or programs.
- Helped to organize and develop concussion packets to be sent to local club sport leaders in an effort to raise awareness about the long-term effects of head injury in athletes.

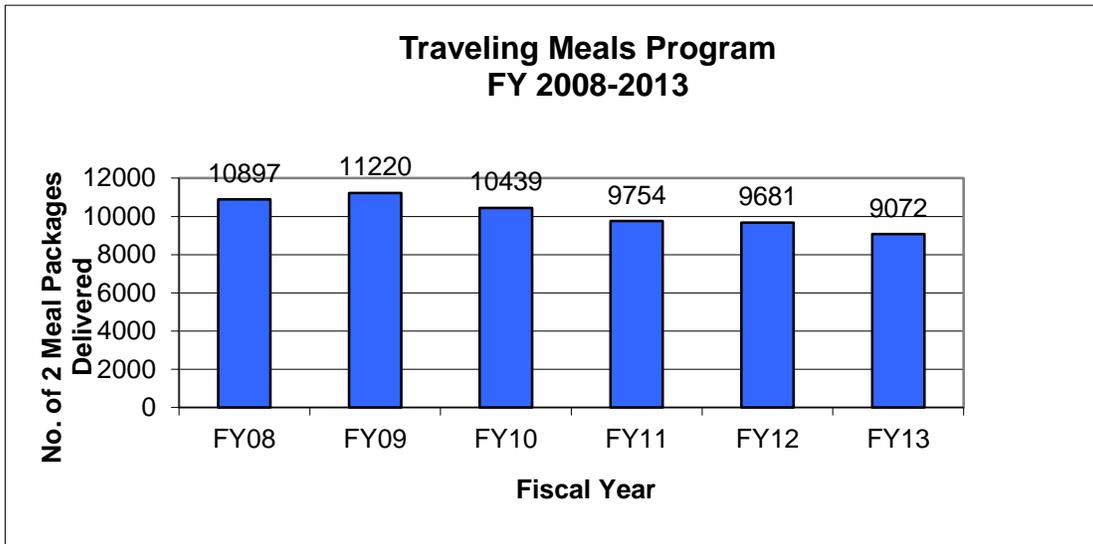
## **THE TRAVELING MEALS PROGRAM**

The Needham Health Department's Traveling Meals Program is in its 42nd year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.

This Program is available to Needham residents that are housebound and meet the following criteria:

1. Living alone in their home with lack of support of family or homemaker services.
2. Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
3. Do not have transportation - unable to drive.
4. Needs the assistance of the Program for a minimum of 2 weeks

This year, July 1, 2012 through June 30, 2013, our dedicated and committed volunteers packed and delivered 9,072 meals (2 Meal Packages).



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

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

**SUBSTANCE ABUSE PREVENTION & EDUCATION**

**Needham Coalition for Youth Substance Abuse Prevention, NCYSAP**



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

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

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

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

**Our Coalition meets the first Tuesday morning of each month at the Needham Public Library from 7:15am-8:30am** sharing an open and honest dialogue on the high risk behaviors and substance use issues confronting Needham youth. Eleven meetings were held this year, regularly attended by 15-20 Needham community leaders, service providers, parents and youth. NCYSAP members discuss the biological, psychological, social/emotional and legal consequences of underage substance use and how prevention strategies can positively impact Needham youth and families. Research shows that multi-sector, multi- strategy approaches to substance abuse prevention, implemented by community coalitions, reduce alcohol and other drug use significantly.

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

Carol Read, M.Ed., CAGS Program Director, assisted by a part-time Project Coordinator, Karen Mullen, MBA work as staff in the Needham Public Health Department. NCYSAP staff attends the annual CADCA National Leadership Forum, a four day conference led by key leaders in the fields of substance abuse prevention and treatment, public health, mental health, safety and education. Focused on the promotion of Behavioral Health and Substance Abuse Prevention the Forum offers strategic initiative training, skill building workshops and plenary sessions based on based evidence based prevention strategies and science related to best practices in substance abuse prevention. [www.needhamma.gov/substanceabuse](http://www.needhamma.gov/substanceabuse)

- **COMMUNITY AWARENESS AND EDUCATION** Prevention and education information disseminated through print and on-line media outlets: The Needham Times, Wicked Local Needham and The Hometown Weekly, cable access television through The Needham Channel, Town of Needham website, email distribution lists, Social Norms

posters, NCYSAP program flyers and brochures provided by federally funded Health and Human Service agencies: NIDA, NIH, NIAAA, SAMHSA and the ONDCP. **In person presentations-** Pollard Parenting Conference, NHS Parent Conference, Needham Rotary, Needham Exchange Club, Retired Men's Club, Needham School Committee, PTC Presidents organization, NPS District Guidance and Wellness meeting, Needham DVAC –Community Council Fashion Show and Council on Aging- Lunch and Learn.

- **EDUCATION AND ADVOCACY** Collaboration with Town of Needham departments. Information sharing: CDC data, research and Evidence Based prevention strategies to enhance community protective factors to reduce youth substance use impacting access and availability of alcohol, marijuana and tobacco. Marijuana Public Consumption by-law, Sensitive Use Area highlights and Off Site alcohol licensee training video.
- **COUNSELING –PEER SUPPORT SERVICES** Phone or in person consultation services available for resident substance use and mental health support. Initial clinical review of presenting issues, referral for assessment, treatment resources and on-going support services.
- **MEDICATION TAKE BACK KIOSK AND TAKE BACK DAYS** Medication disposal, located in the Needham Police Department lobby for safe disposal of unused, unwanted and expired over the counter and prescription medications available 24 hours per day/ 7 days a week. An average of 47 pounds of medication are collected and incinerated monthly. Bi-annual National DEA Prescription Medication Take Back Days- Needham Police Department.
- **PARENT SUPPORT GROUP** Weekly Monday evening psycho-educational support group for parents of youth and young adults engaged in chronic substance abuse. Educational resources, networking support and strategies for youth and young adult assessment and treatment compliance. In-kind Town of Needham donation of May Chapel meeting space, facilitator funding provided by The Tolman Trust, Rachel Nenner-Payton, LICSW.
- **NEEDHAM COALITION FOR SUICIDE PREVENTION** Adult subcommittee member. Team strategic planning to enhance awareness of the identifiable signs of mental health issues and how to build upon existing community foundation to safeguard at risk residents. Review of best practice programs to build skills with health care providers, clinicians as well as residents to connect with people in need for support, assessment and treatment.
- **YOUTH CENTER** The Needham Youth Center (NYC) hosts social, dance and sports events at the Pollard Middle School for Needham youth in grades 6-8. The **Youth Center** has a 6 member volunteer Parent Advisory Board and paid Director, who meets monthly at the Public Health Department. The NYC operates under the umbrella of the NPHD, administrative support and financial management is provided by the staff of the NPHD. 16 Friday evening events were held during the 2012-2013 school year.
- **BETH ISRAEL DEACONESS-NEEDHAM COMMUNITY HEALTH ASSESSMENT (CHA) STEERING COMMITTEE** Team member with Public Health Director and Public Health Nurse. BID Administrators Penny Greenberg and Rose Lewis directed CHA goals, timeline and strategic plan under the guidance of Health Resources in Action – HRIA, Boston. Community outreach to stakeholders, focus group planning and participation, survey data sharing, key stakeholder interview and draft report review.

- **SCHOOL WELLNESS ADVISORY COMMITTEE – SWAC** State of MA regulation. School Wellness Advisory Committee 105- CMR 215. District initiative comprised of school staff and community representatives who review recommend and implement school district policies addressing school nutrition and nutrition education, physical activity and related issues that affect student health and promote wellness. NCYSAP Director and NCYSAP member participation on the High Risk Behaviors subcommittee.
- **NEEDHAM PARENT SURVEY 2013** Bi-biennial survey of perceptions, attitudes, beliefs and behaviors regarding youth substance use and parenting expectations. Parents of youth in public and private schools, grades 6-12, 623 valid respondents. Data crosswalk with 2012 Metrowest Adolescent Health Survey (MWAHS) grades 7-12.
- **I CAN HELP** An early identification youth support program. *icanhelpsm* teaches community members how to identify youth in need and struggling with social, academic, mental/emotional or substance-abuse difficulties and teaches the steps to refer dialogue and refer to existing community support resources. Two **I Can Help training** programs attended by 20 community members consisting of school nurses, a teacher, pediatrician, parents, and Town of Needham Park and Recreation staff, facilitated by founder Michelle Muffett Lipinski, M.Ed.
- **STUDENTS ADVOCATING FOR LIFE WITHOUT SUBSTANCE ABUSE –SALSA** SALSA is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. SALSA Leaders, in grades 9-12, are trained to speak to younger students in middle schools, presenting themselves as healthy, happy and productive teenagers who have chosen not to use alcohol, tobacco or other drugs. SALSA students validate the high risk behaviors youth face, model leadership as athletes, musicians, dancers, members of drama clubs and student government and teach “Refusal Skills” to 8<sup>th</sup> grade students during Health classes, SALSA also presented at the 8<sup>th</sup> grade Transition to High School assemblies (450- 8<sup>th</sup> graders), participated in the Pollard Middle School Parent Conference and the 4<sup>th</sup> Annual NCYSAP Community Forum accumulating 384 hours of community service during the 2012-13 school year.
- **ROCKETS AGAINST DESTRUCTIVE DECISIONS – RADD** RADD is a peer-to-peer education and prevention organization dedicated to preventing destructive decisions such as underage drinking, drug use and impaired driving through their primary mission of sponsoring substance free pro-social activities for Needham High students. The group has successfully planned and implemented a Wii Game night, evening Coffee Houses and a Live At Town Hall concert, supported 5<sup>th</sup> Quarter events through social media and school posters. RADD launched the *Above The Influence* (ATI) Tag It campaign with messages: What Are You Above? to empower their peers to navigate high risk situations, implemented an NHS art class contest and produced an ATI You Tube video showcasing original student art work with the ATI logo. The RADD club was featured on Norfolk District Attorney Prevention program series which aired throughout 28 communities through cable access television.
- **5<sup>TH</sup> QUARTER** 5<sup>th</sup> Quarter events, held after Varsity football games at Needham High School, feature substance free, pro- social events for youth in grades 9-12. Teens are invited to come back to the gym after the game to celebrate a victory or support each other after a tough loss in a fun, substance-free environment featuring: free pizza, soft drinks, snacks, a live DJ, raffles, ping pong and foosball. The NCYSAP sponsored four **5th Quarter** events during the 2012-2013 school year; an average of 200 teens attended

each event.

- **NEEDHAM STUDENT SOBRIETY** 12 step recovery meeting for high school students following the structures and traditions of Alcoholics Anonymous. Weekly Monday lunch hour meetings facilitated by NCYSAP volunteers: peer support, educational resources and support service resources are available.
- **ALCOHOL EDU FOR HIGH SCHOOL** An interactive, evidence- based online alcohol prevention program addressing underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and Refusal Skill Building are featured.. Funded by the NCYSAP- DFC grant, **AlcoholEdu** is administered to all NHS 9<sup>th</sup> grade students in Wellness class. **AlcoholEdu for High School Parents** provides 20 minute online program featuring information on youth and alcohol, strategies and skills to talk to about alcohol use, underage drinking and navigating high risk situations.
- **21 PROOF** Inaugural Alcohol licensees training for on-site servers. Evidenced based responsible beverage server (RBS) training program to reduce underage access, assess patron safety, staff in taking action, establishing and reinforcing effective policies and procedures, and reducing risk. Facilitated by Frank Connolly review of MA- ABCC policies and procedures according to M.G. L.c. 138. Over 20 Needham business employees attended the 4 hour inaugural training.
- **SOCIAL NORMS CAMPAIGNS** An Evidence Based prevention strategy to shift community norms and empower youth to make substance free choices. Two campaigns were developed at NHS during the 2012-2013 school year by four SALSA students under the guidance of NCYSAP staff. Campaign #1 focused on dispelling the myths and perceptions around peer alcohol use rates: 64% of NHS students choose NOT to use alcohol in a typical month. A series of three posters were displayed throughout NHS during April, May and June. Teachers and administrators participated in the campaign using the posters as “teachable moments” with students. Campaign # 2 was developed by SALSA students as a part of their Graphics Arts class focusing on marijuana use rates: 80% of NHS students choose NOT to use marijuana in a typical month. The marijuana campaign will launch in September to coincide with the first day of school; posters will be printed by the NHS Graphics Department.
- **NEEDHAM PUBLIC SCHOOLS HEALTH AND WELLNESS CURRICULUM** District-wide, year long curriculum review initiative, participation of two NCYSAP members. Review of area Metrowest school district health curriculums, procedures and timelines of implantation, Community outreach survey design, implementation and data analysis, collaboration with review subcommittee and recommendation. Pollard middle school 8<sup>th</sup> grade Health curriculum enhancements support provided by NCYSAP staff and Coalition member in collaboration with Health and Wellness Director Dr. Kathy Pinkham.
- **NEEDHAM SPORTS EDUCATION AND OUTREACH** Annual *All Coaches Meetings* presentations to provide coaches with knowledge of identifiable sign of signs of youth in need, support resources for assessment, counseling and treatment referrals for substance use/abuse and mental health issues.
- **POLLARD MIDDLE SCHOOL SUBSTANCE ABUSE CURRICULUM SUPPORT** Collaboration with Health Educators on Substance Abuse curriculum review and enhancements. Curriculum addition of *Refusal Skills* as demonstrated in **SALSA**

presentations, connection to parents for enhanced home-school connection provided by NCYSAP staff and NCYSAP middle school parent member.



## MENTAL HEALTH AND SUBSTANCE ABUSE FY 2010 REPORT

A comparison of the number of families and adults served and service hours provided from Fiscal Year 2005 – 2013 is presented in the table below:

Town of Needham						
Fiscal Years 2007 - 2013 Comparison						
Fiscal Year	Number of Families	Total Individuals	Total Service Hours	Total Outreach Hours	Adult Outreach Hours (of the Total Service Hours)	Number of Adult Clients
2007	6	24	203.00	464.00	n/a	n/a
2008	8	31	246.50	21.50	n/a	n/a
2009	17	68	594.75	108.00	n/a	n/a
2010	15	56	639.25	40.25	n/a	n/a
2011	16	50	929.50	437.75	571.25	7
2012	21	65	1140.75	410.50	680.75	12
2013	14	31	1425.50	462.50	759.75	11

### PROGRAM DEVELOPMENT UPDATES

- NNHBS staff will continue to participate in community meetings in Needham including the Housing Work Group, Domestic Violence Action Committee, and the Needham Suicide Prevention Coalition. This year, we also began attending the Newton Substance Abuse Prevention Coalition and are very excited to join that initiative as well.
- In April, clinician Jean Greiff assisted with the Domestic Violence Action Committee’s awareness raising campaign in Needham. She helped place items in businesses around town that were designed to draw attention to the issue of domestic violence, as well as raise funds for the group toward future endeavors.
- Riverside NNHBS, in conjunction with the Riverside Trauma Center, provided postvention services to local residents, businesses, and town employees following the Boston Marathon bombings and subsequent lockdown in April. Through individual outreach and phone support, staff provided counseling and support to locals affected by the events surrounding the bombings.

## **2013 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES**

### **CHARLES RIVER CENTER**

The Charles River Center provided the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns during 2012 and 2013.

- 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

### **DOMESTIC VIOLENCE ACTION COMMITTEE**

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

<http://www.needhamma.gov/health/domesticviolence>



DOMESTIC VIOLENCE ACTION COMMITTEE BOH Bigwood Trust Fund \$6000 a year - Health Department Founder. Additional Funds available for projects as requested through Board of Health and Commissioners of Trust Funds. Co-chaired by the Police and Public Health Departments. Administrative and Financial support by the Health Department.

- “Take Back The Night” Sixth annual presentation December 6, 2012 by Needham High School students that provides support and spreads awareness to sexual assault and dating violence issues.
- Silent Witness display for one week, Powers Hall, Town Hall Nov 25 – Dec 3, 2012
- Cloths Line Project display Powers Hall, Town Hall as part of TBTN
- Olin project for fundraising – Olin Students built 12 collection boxes to be placed at various local business December 2012.

- Letters to the editor – Local Papers regarding purpose of collection boxes.
- Cable Interview on Domestic Violence Awareness.
- Cable interview on Teen Dating Violence.
- Education and Awareness articles/series – Stalking.
- Grand Rounds at BID Needham Hospital on abusive relationships December 5, 2012.
- Yellow Dress presentation to junior Needham High students January 2013.
- Collaboration between DVAC, Needham Public Schools and REACH Beyond Domestic Violence to strengthen school curriculum regarding domestic violence issues.
- Fashion Show in Great Hall to benefit DVAC and CAP.
- Article and picture sent to papers for donations-Mothers Day Mailing.
- Mothers Day Mailing and Donation Boxes Dispersed throughout Needham Businesses.
- RADD Training x2 21+ people trained.
- Cable interview with Craig Norgerg-Bohm from Jane Doe Inc. Men’s initiatives.
- Planning for White Ribbon activities for High School next year.
- Sidewalk Sale – DVAC Table with education materials.



### **NEEDHAM COALITION FOR SUICIDE PREVENTION**

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



**THIS ANNUAL REPORT IS DEDICATED TO THE MEMORY OF  
DONNA VIGLIANO  
AND HER LIFE OF SERVICE TO OTHERS.**

# TRAFFIC MANAGEMENT ADVISORY COMMITTEE (TMAC)

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

## **PURPOSE**

The TMAC currently consists of nine members representing the Department of Public Works, The Police Department, and residents.

The goal of the TMAC is to continually improve the safety and quality of life of pedestrians, bicyclists and the motoring public. The Committee provides a means for public input, including the opportunity for traffic management options to be raised for comment by staff. Its function is fourfold: to make proposals to the Board of Selectmen regarding education, enforcement, and engineering options for addressing traffic issues; to meet informally with residents and neighborhood groups to hear concerns and discuss options; to comment on informational and educational programs; and to participate in community relations programs.

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

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

More than 35 different items have been discussed at the TMAC meetings in 2013:

- 3% Pavement marking-related issues
- 9% Parking-related issues
- 14% "Stop" sign-related issues
- 31% Vehicle speed-related issues
- 6% Bicycle-related issues
- 23% Pedestrian-related issues
- 14% Other traffic related issues

In addition, nine traffic studies have been performed in support of TMAC requests.

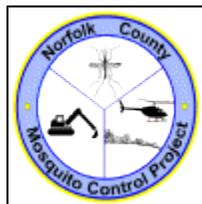
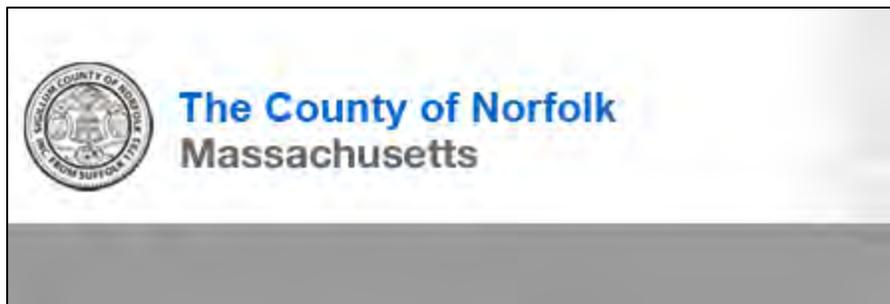
# OTHER

## SECTION CONTENTS:

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



**METROPOLITAN AREA PLANNING COUNCIL**  
*Promoting Smart Growth and Regional Collaboration*





# COUNTY OF NORFOLK

**COUNTY COMMISSIONERS**

*Francis W. O'Brien, Chairman*

*John M. Gillis*

*Peter H. Collins*

To the Citizens of Norfolk County:

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

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

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

County revenues are directly impacted by the real estate and credit markets. In FY 2013, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, construction has progressed on major renovations and expansion at Norfolk County Agricultural High School in Walpole.

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

As County Commissioners, we are privileged to serve you. Administrative Offices – P.O. Box 310 – 614 High Street – Dedham MA 02027-0310

# **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. Stephanie Mercandetti, Walpole and Karen O'Connell, Dedham, are Chair and Vice Chair, respectively. Taber Keally, Milton, is immediate past Chair. TRIC meets monthly at the offices of long time MAPC partner, the Neponset Valley Chamber of Commerce.

Funding, as proposed by the Boston Regional Metropolitan Planning Organization (MPO), for full completion of the Canton Interchanges Project remains of critical interest to TRIC communities. Necessary funding for the reconstruction on Route 1A (Main Street), from the Norwood Town Line to Route 27, Walpole Center, remains the top transportation infrastructure priority for TRIC.

Foxborough sponsored a workshop featuring Randall Arendt, an advocate of "conservation planning" in the design of housing landscapes that protects open space and creates new housing.

MAPC's Regional Climate Change Adaptation Strategy provided TRIC towns with an overview of climate adaptation strategies for local municipal government, and identification of specific vulnerabilities that will first impact local public sector providers.

The MAPC Data Services Department has worked with TRIC to provide valuable and timely GIS mapping of the 13 town area to show demographic changes in race, ethnicity, linguistics, and ancestry over the past 10 years, commuter flow in and out of each town, and locational mapping of low income neighborhoods.

The towns of Stoughton, Canton, Foxborough, Sharon received direct staff resources, GIS mapping, and encouragement in accessing South Coast Rail Technical Assistance grants. These four towns recently completed an of their local land use priorities identified by each town in a 2009 process funded by MassDOT.

The towns of Dedham, Dover, Milton, Needham, Norwood, Randolph, Walpole, and Westwood have completed GIS mapping that expresses local determination for land use within each town.

With close cooperation from the Boston Region MPO, TRIC has developed high levels of content knowledge regarding the Long Range Transportation Plan, the Unified Planning Work Program and the Transportation Improvement Program, planning documents that inform transportation spending.

The Neponset Valley Chamber of Commerce (NVCC) has a long history of supporting and promoting economic development in the region by developing close partnerships with regional organizations like MAPC, and by establishing direct communications with local municipal leadership. The current Chamber President is also the Town of Norwood's appointed TRIC's representative. Additionally, the Town of Norwood was elected from among the thirteen TRIC communities to enunciate regional interests to the MPO.

The Chamber developed a web presence where regional assets in the Neponset Valley like arts and culture, recreation, education and much more can be searched for by residents, business travelers, recreational travelers, new residents, realtors, and commercial and industrial site selection consultants, public schools, and more.

The monthly Community Roundtable discussion creates rare opportunity to establish commonly-held knowledge of local planning issues and projects, to seek information from peers, to identify state and national issues of note, and hold informed discussions on what's ahead for cities and towns.

## **NORFOLK COUNTY REGISTRY OF DEEDS**

The Registry of Deeds is the principle office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents each year, and is a basic resource for title examiners, mortgage lenders, municipalities, homeowners, and others with a need for land record information.



*William P. O'Donnell, Register*

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

In over two hundred years of continuous operation, the Registry's objectives have remained the same; to maintain the accuracy, reliability and accessibility of our communities land records for the residents and businesses of Norfolk County.

### **2013 REGISTRY ACHIEVEMENTS**

- Register William P. O'Donnell and his staff continue to visit town halls, senior centers and civic groups across Norfolk County. Register O'Donnell held office hours at Needham Town Hall on May 2<sup>nd</sup>.
- The Registry of Deeds full service telephone and walk-in Customer Service and Copy Center continues to provide the residents and businesses of Norfolk County with quality real time customer assistance in all area of Registry operations.

- Electronic recording continues to expand with 31,639 documents recorded electronically and 7.26million in recording fees collected in 2013.
- The internet library of images accessible to the public through the Registry of Deeds online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand as all documents back to the first documents recorded in Norfolk County in 1793 are available for viewing.
- Multiple technological improvements were implemented in FY13 including ongoing upgrades to the registry server and the introduction of an improved Registry of Deed's website. The Registry's website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) is regularly updated and enhanced to include recent news, resources for homeowners, real estate statistics, media information and answers to frequently asked questions.
- Improvements to the physical and structural appearance of the historic Registry Building continued with the installation of new central air conditioning throughout the facility and additional shelving units which will serve to meet the demands of future record book storage.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands on training to members of the public and trade groups on land record research using the Registry's new website technology.

Real estate activity in Needham, MA during 2013 saw an increase in sales and sales volume along with reductions in foreclosure activity.

There was a 20% decrease in documents recorded at the Norfolk County Registry of Deeds for the Town of Needham during 2013 at 9,014 which was 2,239 fewer documents than the 2012 total of 11,253.

The total volume of real estate sales in the Town of Needham during 2013 was \$552,100,973.00 which showed an 11% increase from 2012. The average sale price of deeds over \$1,000 (both residential and commercial properties) was up in Needham by 11% in 2013 at \$970,300.48 which showed a \$100,068.33 increase from 2012.

The number of mortgages recorded on Needham properties in 2013 was down by 34% from 2012 at 2,201 while total mortgage indebtedness decreased by 11% to \$1,275,848,965.00 during 2013.

There were 3 foreclosure deeds filed in Needham during 2013 which mirrored the 2012 total of 3, while the number of notice to foreclose mortgage filings decreased to 6 notices in 2013 compared to 16 in 2012 which was 62% fewer notices.

Finally, homestead activity decreased in Needham during 2013 with 670 homesteads filed representing a 15% decrease from the 2012 total of 792.

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

# NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

*David A. Lawson, Director*



NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

### **SURVEILLANCE**

We are engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic.

Virus Isolations in the town:	WNV in Culex pipiens/restuans complex	7/31/2013
	WNV in Culex pipiens/restuans complex	8/21/2013
	Human WNV onset	8/10/2013

Requests for service: 129

### **WATER MANAGEMENT**

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work.

Culverts cleared	0 culverts
Drainage ditches checked/hand cleaned	7,380 feet
Intensive hand clean/brushing*	910
Mechanical water management	0
Tires collected	0

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

### **LARVAL CONTROL**

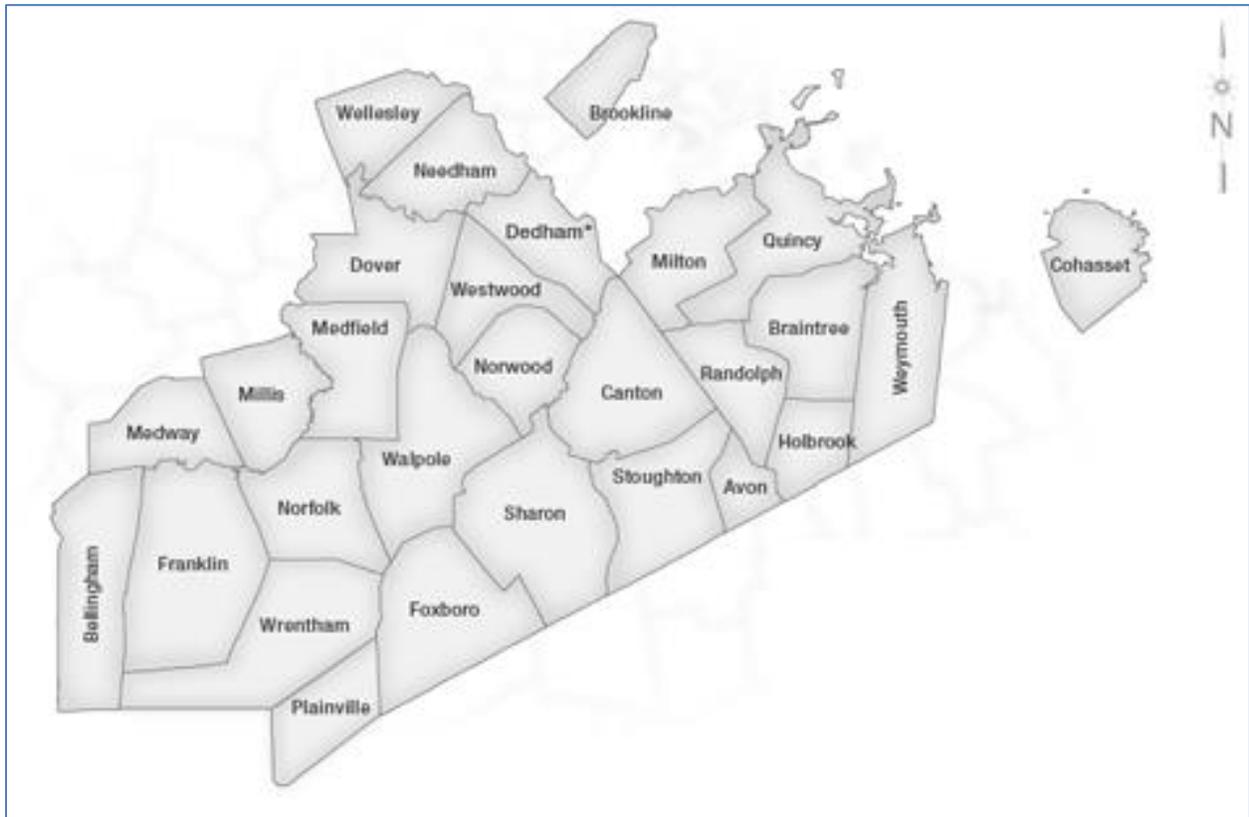
When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of disease control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	320 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	2.3 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,185 basins
Abandoned/unopened pool or other manmade structures treated	3 briquets

**ADULT CONTROL**

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

Adult aerosol ultra-low volume (ULV) applications from trucks	3,659 acres
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**NORFOLK COUNTY**

## TOWN OFFICIALS 2013

### **ELECTED**

#### **Assessors**

Damon Borrelli  
Thomas P. Colarusso  
Kevin J. Foley (resigned 6/18/13)

#### **Board of Health**

Edward V. Cosgrove, Ph.D.  
Stephen K. Epstein  
Jane Fogg

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

Barry Coffman (elected 4/9/12)  
Louise Miller (resigned 10/3/12)  
Joseph P. Scalia  
Heydon David Traub

#### **Constables**

Paul F. Hunt  
Charles G. Wright

#### **Housing Authority**

Andrew Lewis Cohen  
William DeBear  
Cheryl Gosmon  
Peter J. Pingatore  
Reginald Foster (State Appointee)

#### **Moderator**

Michael K. Fee

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

Cynthia J. Chaston  
David DiCicco  
Thomas M. Jacob  
Michael J. Retzky  
Andrea Shorthose

#### **Planning Board**

Bruce T. Eisenhut  
Elizabeth Grimes  
Martin Jacobs  
Jeanne S. McKnight  
Sam Bass Warner

#### **School Committee**

Joseph P. Barnes  
Connie Barr  
Heidi C. Black  
Marianne B. Cooley  
Michael Greis  
Susan Neckes  
Kim Marie Nichols

#### **Selectmen**

John A. Bulian  
Matthew D. Borelli  
Maurice P. Handel  
Daniel P. Matthews  
Gerald A. Wasserman

#### **Town Clerk**

Theodora K. Eaton

#### **Trustees of Memorial Park**

Mark Forbes  
John Gallelo  
Charles J. Mangine  
Joseph J. McSweeney  
Ron Sockol

#### **Trustees of Public Library**

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

### **APPOINTED BY THE BOARD OF SELECTMEN**

#### **Town Manager**

Kate Fitzpatrick

#### **Town Counsel**

David S. Tobin

**Ad Hoc Insurance Advisory Committee**

Richard Davis  
David Davison (ex officio)  
Niels H. Fischer  
Albert H. Shapiro  
Paul Winnick

**Board of Appeals**

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

**Cable Television / Advisory Committee**

John Fountain  
Michael Greis  
Peter E. Hess  
Tom Loughran  
Jonathan D. Tamkin

**Commission on Disabilities**

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

**Conservation Commission**

Paul Alpert  
Janet Bernardo  
Stephen Farr  
Marsha Salett  
Sharon Soltzberg  
Dawn Stolfi Stalenoef  
Lisa Standley

**Cultural Council**

Claire Dee Ecsedy  
David Ecsedy  
Michael Labrecque (appt 11/14/12)  
Betty M. Mosley  
Elizabeth Wells

**Council of Economic Advisors**

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

**Golf Course Advisory Committee**

Roy Cramer  
Daniel Dain  
Michael Mahoney  
Erik Pedersen  
Richard M. Reilly  
Jon Schneider  
MaryGrace Summergrad

**Historical Commission**

Robert Boder  
Carol J. Boulris  
Gloria P. Greis  
Richard C. Hardy  
Miles Shore, M.D.  
Sandra Tobin (resigned 2/21/13)

**Human Rights Committee**

Abdul Cader Asmal  
Marjorie Lynne Freundlich (resigned 10/20/12)  
Cynthia Ganung  
Liora Harari  
Amelia Klein  
Charles Sahagian (resigned 3/17/2013)  
John Schlittler  
Marlene Schultz  
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  
Lindsay Dumas  
Meg Femino  
Kate Fitzpatrick  
Wolfgang Floitgraf  
John D. Fountain  
Alan Glou  
Natasha Glushko  
Sheila Hamwey  
Joanne Kossuth  
John Kraemer  
Chip Laffey  
Kathy Lewis  
Robert Lewis  
Roger MacDonald  
Heather MacKay  
Joe Mackinnon  
Marc Mandel  
Ann Martello  
Richard Merson  
John O'Brien  
Susan Pacheco  
James Pollard  
Vincent Roy  
Mike Schwinden  
Mimi Stamer  
Annemarie Walsh

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

Robert Boder  
John Fountain  
Arnold M. Goldstein  
Michael Greis  
Peter E. Hess  
Tom Loughran  
Robert Stegman  
Jonathan Tamkin

**Needham Community Revitalization  
Fund Committee**

William Dermody (appt 4/10/13)  
Carol de Lemos  
Paul Good  
Timothy Kickham  
MaryRuth Perras

**New Year's Needham Committee**

Christopher Cox  
Artie Crocker  
Marci Cutler  
David Ecsedy  
Sheri Edsall  
Walter McDonough  
Kim McCollum  
Suzanne Saevitz  
Nancy Spargo Barber

**Property Tax Assistance Committee**

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

**Registrars of Voters**

Ann Cosgrove (appt 3/19/13)  
John W. Day  
Barbara B. Doyle  
Theodora K. Eaton (ex officio)  
Mary J. McCarthy (resigned 2/28/13)

**Solid Waste & Recycling Advisory Committee**

William Connors  
Albert Cooley  
Jeffrey Heller  
Pralay Som  
Irwin Silverstein

**Taxation Aid Committee**

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

**Technology Advisory Board**

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

**Traffic Management Advisory Committee**

Anthony DelGaizo  
John Kraemer  
Jeffrey MacMann  
Robert Meltzer  
Richard Merson  
Donna Mullin  
Mark Rosen  
Glen Schneider  
Thomas Stokes

**Water and Sewer Rate Structure Committee**

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

**APPOINTED BY THE MODERATOR**

**Finance Committee**

John Connelly  
Richard S. Creem  
Richard Lunetta  
Gary McNeill  
Louise Miller  
Richard Reilly  
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)*  
Robert Boder *(Historical Commission)*  
Lita Young *(Board of Selectmen)*  
Sam Bass Warner *(Planning Board)*  
Reginald Foster *(Housing Authority)*  
Mark Gluesing *(Moderator)*  
Gary Crossen *(Board of Selectmen)*  
Mike Retzky *(Park & Recreation)*

**Council on Aging**

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

**Contributory Retirement Board**

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

**Design Review Board**

Artie Crocker (alternate) *(Board of Selectmen)*  
Robert Dermody *(Board of Selectmen)*  
Nelson Hammer *(Planning Board)*  
Mark Gluesing *(Board of Selectmen)*  
Richard M. Reilly, Jr. (alternate)  
*(Board of Selectmen)*  
Deborah Robinson *(Planning Board)*  
Stephen Tanner *(Planning Board)*

**Future School Needs Committee**

Heidi Black (*Parent Teacher Council*)  
David P. Coelho (*Board of Selectmen*)  
Susan Neckes (*School Committee*)  
Ann DerMarderosian (*Finance Committee*)  
James Lamenzo (*Moderator*)  
Marjorie Margolis (*Moderator*)  
Mary Riddell (*League of Women Voters*)  
Roger Toran (*Planning Board*)  
(*resigned 2/15/13*)

**Permanent Public Building Committee**

(*Mixed appointing authority for all*)

Stuart Chandler  
Natasha Espada  
John J. Keene, Jr.  
George Kent  
Steven Popper, Dir. Constr. & Renovation  
Mark H. Presson (*resigned 2/28/13*)  
Paul Salamone  
Roy Schifilliti (*appt 3/6/13*)  
Irwin Silverstein

**Transportation Committee**

Duncan Allen (*Board of Selectmen*)  
Richard Creem (*Board of Selectmen*)  
Linda Hoard (*Planning Board*)  
David Montgomery (*Moderator*) (*appt 1/7/13*)  
Steven McKnight (*Planning*)  
Denise Garlick (*Ex-Officio*)

**Youth Commission**

Allison Berger (*School Committee*)  
David Bookston (*School Committee*)  
Karen Folb (*Park & Recreation*)  
Justin Jones (*School Committee*)  
Susan Patkin (*Moderator*)  
Danielle Penny (*Supt Schools – student*)  
Vincent Springer (*Police Dept*)  
Julie Stevens (*Finance Committee*)  
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**

David Roche

**Inspector of Plumbing and Gas**

William Kinsman

**Inspector of Wiring**

Scott Chisholm

**Police Chief / Keeper of the Lockup**

Philip E. Droney

**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. Pones

**Administrative Assessor**

Hoyt Davis

**Assistant Town Clerk**

Helen Atkinson

**Director of Public Facilities - Construction**

Steven Popper

**Director of Public Facilities - Operations**

Chip Laffey

**Director of Public Health**

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 2013 TOWN MEETING MEMBERS

Term				Term			
Precinct	Last Name	First/Middle Name	Expiration	Precinct	Last Name	First/Middle Name	Expiration
A	Davidson	Alan J.	2014	A	Gratz	Donald B.	2015
A	Garf	Lee	2014	A	Miller	Rachel B.	2015
A	Genova	John D.	2014	A	Sargent	Elizabeth M.	2015
A	Gosmon	Cheryl A.	2014	A	Spiros	Van J.	2015
A	Keane-Hazzard	Mary E.	2014	A	Carothers	Dennis	2016
A	O'Brien, Jr.	Norman F.	2014	A	Herrick	Walter D.	2016
A	Schneider	Louise I.	2014	A	Miller	Michael S.	2016
A	Sterling	Nicholas P.	2014	A	Nissen	Suzanne Fiering	2016
A	Bailey	Erik J.	2015	A	Scott	James Allan	2016
A	Butchart	Scott D.	2015	A	Silverstein	Irwin	2016
A	Creem	Richard S.	2015	A	Silverstein	Nina	2016
A	Diodato	John F.	2015	A	Spector	Rhonda K.	2016
B	Freedberg	Cathy M.	2014	B	McConchie	Scott	2015
B	Goldberg	Mark	2014	B	Nicols	Kim Marie	2015
B	Grimes	Elizabeth Jane	2014	B	Shapiro	Stacie M.	2015
B	Harris	David C.	2014	B	Toran	Sarah Ann	2015
B	Kurkjian	Catherine E.	2014	B	Arren	Francis G,	2016
B	Moody	Richard B.	2014	B	Baierlein	George	2016
B	Pendergast	Kevin T.	2014	B	Doyle	William G.	2016
B	Rosenstock	Steven M.	2014	B	Frankenthaler	John J.	2016
B	Borrelli	Damon J.	2015	B	Freedberg	Richard M.	2016
B	Borrelli	Marianna	2015	B	Orenstein	Glenn S.	2016
B	Healy	James G.	2015	B	Rovner	Gerald C.	2016
B	Jacob	Thomas M.	2015	B	Von Herder	Dorothea	2016
C	Alpert	Peter A.	2014	C	Neckes	Susan B.	2015
C	Barnett	Bruce S.	2014	C	Pransky	Sheila G.	2015
C	Cox	David R.	2014	C	Tillotson	Paul B.	2015
C	Callanan	Paula R.	2014	C	Tobin	Sandra Balzer	2015
C	Gluesing	Mark J.	2014	C	Dugan, Jr.	William H.	2016
C	Lueders	Carl J.	2014	C	Cox	Angela M.	2016
C	Masterman	James D.	2014	C	Goldberg	Lois R.	2016
C	Miller	Louise L.	2014	C	Haslip	John H.	2016
C	Alpert	Paul S.	2015	C	Hoffmeister, Jr.	George W.	2016
C	Barnes, Jr.	Joseph P.	2015	C	Landau	R. Cynthia	2016
C	Brightman	Scott M.	2015	C	Young	Adelaide C.	2016
C	Cox, Jr.	Gilbert W.	2015	C	Zappala	Lisa W.	2016
D	Conturie	Cynthia	2014	D	Der Marderosian	Ann	2015
D	Donald	Ross M.	2014	D	Eisenhut	Bruce T.	2015
D	Levy	Joshua W.	2014	D	Lewis	Kathleen M.	2015
D	Lunetta	Richard J.	2014	D	Shesko	Gregory John	2015
D	Mann	Richard S.	2014	D	Crimlisk	Thomas John	2016
D	McNeill	Gary B.	2014	D	Dhanda	Michelle C. S.	2016
D	Sexton	David J.	2014	D	Foster	Reginald C.	2016
D	Soisson	Thomas F.	2014	D	Gerstel	Christopher J.	2016
D	Black	Heidi C.	2015	D	Pressman	Aaron M.	2016
D	Clarke	Holly Anne	2015	D	Remorenko	Aaron	2016
D	Cramer	Roy A.	2015	D	Ship RESIGNED 8/19/13	Carl S.	2016
D	D'Addesio	Kathryn L.	2015	D	Walitt	Arthur	2016

## FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term	Precinct	Last Name	First/Middle Name	Term
			Expiration				Expiration
E	Crowell	Theodore M.	2014	E	Peckham	Ford H.	2015
E	Cummings	Lawrence R.	2014	E	Retzky	Michael J.	2015
E	Durda	Paul J.	2014	E	Robey	Philip V.	2015
E	Francesconi	Irene M.	2014	E	Tormey	Kevin M.	2015
E	George	Linda J.	2014	E	Cosgrove III	Edward V.	2016
E	Harvey	Christine M.	2014	E	Decker	Walter T.	2016
E	Stevens	Julie E.	2014	E	Greendlinger	Risa J.	2016
E	Warner	Sam Bass	2014	E	Mullen	Kurt M.	2016
E	Barr	Constance S.	2015	E	Ruth	Ronald W.	2016
E	Chaston	Cynthia J.	2015	E	Siegenthaler	Paul A.	2016
E	Cosgrove	Ann M.	2015	E	Silverstein	Gerald	2016
E	Fachetti	Carol A.	2015	E	Weiner	Theodore	2016
F	Cohen	Lawrence J.	2014	F	Milligan	John F.	2015
F	Goldin	Rochelle E.	2014	F	Sexton	Jennifer S.	2015
F	Goldstein	Carl	2014	F	Winnick	Deborah S.	2015
F	Kirk	John P.	2014	F	Zoppo	William A.	2015
F	MacMahon	Mary Anne	2014	F	Coffman	Barry	2016
F	McDonough	Barry	2014	F	Heller	Jeffrey D.	2016
F	McKay	Michael	2014	F	Kalish	Leslie A.	2016
F	Niden	Michael L.	2014	F	Mclver	Carolyn R.	2016
F	Borrelli	Alison S.	2015	F	Muldoon	Kenneth Scott	2016
F	Davis	Richard W.	2015	F	Okerman	William J.	2016
F	Davis	Gail E.	2015	F	Price	Karen N.	2016
F	McKnight	Jeanne S.	2015	F	Verdun	Michael L.	2016
G	Tierney	Timothy P.	2016	G	Gallagher	Fran	2015
G	Attridge	Paul H.	2014	G	Harkins	Thomas M.	2015
G	Blake	Julia C.H.	2014	G	McCaffrey	Maureen T.	2015
G	DeMeis	Richard	2014	G	McGarvey	Susan B.	2015
G	Dermody	Robert J.	2014	G	Welby	Susan	2015
G	Pittman	Andrew J.	2014	G	Beacham, Jr.	Peter W.	2016
G	Robey	Kathleen D.	2014	G	Crawford	Michael J.	2016
G	Sidell	Charlotte B.	2014	G	Crimmings	John D.	2016
G	Smart, Jr.	Robert T.	2014	G	Distler	Michael A.	2016
G	Abbott	Susan W.	2015	G	Freundlich	Kenneth B.	2016
G	Buckley	Patricia B.	2015	G	Kaufman	Gary Michael	2016
G	Dirks	Katy M.	2015	G	Konieczynski	David	2016
H	Cosentino	Julia Satti	2014	H	Larsen	Robert Y.	2015
H	Gragg	Jason R.	2014	H	Margolis	Marjorie M.	2015
H	Kardok	Michael C.	2014	H	Milligan	Paul T.	2015
H	McCarthy	Nancy E.	2014	H	Reilly	Richard M.	2015
H	McDonough	Mark	2014	H	Avedikian	Isabel F.	2016
H	Olive	Peter R.	2014	H	Diener	Michael A.	2016
H	Wu	Harmony H.	2014	H	Han	Karen E.	2016
H	Zimbone	Richard A.	2014	H	Kingston	John A.	2016
H	Brinkhaus	Heinz R.	2015	H	Kristeller	Jeffrey E.	2016
H	Gillogley	Thomas Edward	2015	H	London	Laura	2016
H	Cruickshank	M. Patricia	2015	H	Savage Jr	Richard J.	2016
H	Handler	Elizabeth P.	2015	H	Shapiro	Jeffrey S.	2016

## FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
I	Hannigan, Jr.	Thomas H.	2014	I	Escalante	David J.	2015
I	Higgins	Thomas W.	2014	I	O'Leary	John P.	2015
I	Kahn-Boesel	Jill C.	2014	I	Robey III	Paul	2015
I	Murphy	Lorraine M.	2014	I	Sockol	Lois F.	2015
I	Renzulli	Leslie Ann	2014	I	Sockol	Ron	2015
I	Rivers	Alison	2014	I	Bernardo	Janet Carter	2016
I	Supple	David Paul	2014	I	Crocker	Artie R.	2016
I	Walsh	Maura O.	2014	I	Ochalla	Josephine	2016
I	Ecsedy	Claire Dee	2014	I	Pingitore	Peter J.	2016
I	Atallah	Peter D.	2015	I	Renzulli	Nicholas S.	2016
I	Connelly	John P.	2015	I	Weinstein	Anne W.	2016
I	Denver	Paul F.	2015	I	Whitney	Kathleen D.	2016
J	Barker	Catherine J.	2014	J	Greis	Michael J.	2015
J	Bonasia	James S.	2014	J	Mullin	Donna M	2015
J	Chandler	Stuart B.	2014	J	Orozco	Sara	2015
J	Downs	Robert A.	2014	J	Tedoldi	M. Kathleen	2015
J	Mather	Marcia C.	2014	J	Borowsky	Mark L.	2016
J	Mathias	Michael M.	2014	J	Deutsch	Robert E.	2016
J	Murphy	Jane B.	2014	J	Keane	Kevin J.	2016
J	Shannon	Karen R.	2014	J	Kent	George F.	2016
J	Epstein	Stephen K.	2014	J	Montgomery	David P.	2016
J	Arrieta-Ruetenik	Georgina A.	2015	J	Mooney	Christopher	2016
J	Dermody	William R.	2015	J	Panov	Peter Sergey	2016
J	DiCicco	David C.	2015	J	Urwitz	Carol I.	2016
TMM At- Large	Borrelli, Chm., Board of Assessors	Damon J.	2014	TMM At- Large	Fee, Moderator	Michael K.	2014
TMM At- Large	Borrelli, Selectman	Matthew D.	2014	TMM At- Large	Gallelo, Chm., Memorial Park Trustees	John S.	2014
TMM At- Large	Bulian, Selectman	John A.	2014	TMM At- Large	Handel, Selectman	Maurice P.	2014
TMM At- Large	Barnes, Jr., Chm, School Committee	Joseph P.	2014	TMM At- Large	Retzky, Chm., Park & Recreation Commission	Michael J.	2014
TMM At- Large	Cosgrove III, Chm, Board of Health	Edward V.	2014	TMM At- Large	Harkins, Chm, Trustees of Public Library	Thomas M.	2014

## FISCAL YEAR 2013 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term		Precinct	Last Name	First/Middle Name	Term	
			Expiration	Expiration				Expiration	Expiration
TMM At- Large	Eaton, Town Clerk	Theodora K.	2014		TMM At- Large	Matthews, Chm, Selectman	Daniel P.	2014	
TMM At- Large	Eisenhut, Chm, Planning Board	Bruce T.	2014		TMM At- Large	Cooley, Selectman	Marianne B.	2014	



## FY 2013 TOWN OF NEEDHAM RETIREE INFORMATION

NAME	DEPARTMENT	YEARS OF SERVICE
Donna DeMaria	School	24.25
Cheryl Doherty-Grimes	Hospital	16
Kevin Foley	Fire	23.5
Diane Foundas	School	13.833
John Gallelo	Police	40.083
Leslie Hatton	School	25.833
Steven Hawes	Public Works	39
Inna Hoffman	School	13.833
Christina Ilsley	School	12.583
Sherry Jackson	Town	14
Tia Jones	Police	23
James Murphy	Housing Authority	24.583
Mary J. McCarthy	Town	32.083
Mary Lou McCarthy	School	15.25
Kum Suk Pak	School	11.25
Mary Clare Siegel	Retirement	26.25

## IN MEMORIAM

NAME	DEPARTMENT	YEARS OF SERVICE
Helen Allen	Hospital	17.167
Sandra Anderson	School	23.167
Patricia Blum	Hospital	26.583
Samuel Burgess	Hospital	13.917
Marion Donahue	Town	36.667
Roland Gavel	Fire	22.167
John Hagan	Fire	33.417
Mary Herendeen	Hospital	16.75
Jane Kelly	Hospital	18
Mary LeBlanc	Hospital	15.333
Marion McManus	Hospital	28.583
Sally Nixon	School	17.833
Regina Shilo	School	17.917
Elenora Simole	School	13
Helene Smith	Hospital	13.833
Ruth Stitt	Town	8.5



# APPENDICES



**Town of Needham  
General Fund  
Balance Sheet  
Year Ended June 30, 2013**

	<u><b>General</b></u>
<b><u>ASSETS</u></b>	
Cash and short-term investments	\$18,265,436.00
Investments	\$17,064,150.00
Receivables:	
Property taxes	\$3,262,683.00
Excises	\$737,908.00
Departmental	\$978,294.00
Intergovernmental	\$7,453,818.00
Betterments	\$0.00
Other	\$66,900.00
Other assets	\$0.00
	\$0.00
<b>Total Assets</b>	<b>\$47,829,189.00</b>
<b><u>LIABILITIES</u></b>	
Warrants and accounts payable	\$2,200,633.00
Deferred revenue	\$0.00
Accrued liabilities	\$3,130,387.00
Due to other Governments	\$0.00
Taxes collected in advance	\$0.00
Refunds payable	\$344,885.00
Other liabilities	\$199,824.00
	\$199,824.00
<b>Total Liabilities</b>	<b>\$5,875,729.00</b>
<b>Deferred Inflows of Resources</b>	<b>\$12,357,601.00</b>
<b><u>FUND BALANCES</u></b>	
Nonspendable	\$0.00
Restricted	\$1,076,293.00
Committed	\$6,638,948.00
Assigned	\$6,730,461.00
Unassigned	\$15,150,157.00
	\$15,150,157.00
<b>Total Fund Balance</b>	<b>\$29,595,859.00</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<b>\$47,829,189.00</b>

**Town of Needham  
Enterprise Funds  
Statement of Net Assets  
Year Ended June 30, 2013**

	<u>Solid Waste</u>	<u>Sewer</u>	<u>Water</u>
<b><u>ASSETS</u></b>			
Current Assets:			
Cash and short-term investments	\$1,728,526.00	\$4,582,645.00	\$6,297,349.00
Receivables	\$264,308.00	\$2,209,444.00	\$1,889,827.00
Intergovernmental	\$0.00	\$1,509,806.00	\$0.00
Other current assets	\$0.00	\$0.00	\$0.00
	<hr/>	<hr/>	<hr/>
Total Current Assets	\$1,992,834.00	\$8,301,895.00	\$8,187,176.00
Noncurrent Assets:			
Land and construction in progress	\$5,007,443.00	\$6,787,640.00	\$2,618,343.00
Other capital assets, net of accumulated depreciation	\$1,758,172.00	\$16,734,190.00	\$25,925,915.00
	<hr/>	<hr/>	<hr/>
Total Noncurrent Assets	\$6,765,615.00	\$23,521,830.00	\$28,544,258.00
	<hr/>	<hr/>	<hr/>
<b>Total Assets</b>	<b>\$8,758,449.00</b>	<b>\$31,823,725.00</b>	<b>\$36,731,434.00</b>
<b><u>LIABILITIES</u></b>			
Current Liabilities:			
Accounts payable	\$43,869.00	\$522,038.00	\$219,647.00
Accrued payroll	\$13,233.00	\$23,459.00	\$17,745.00
Accrued liabilities	\$0.00	\$0.00	\$0.00
Refunds Payable	\$90,486.00	\$51,075.00	\$8,149.00
Other liabilities	\$0.00	\$0.00	\$0.00
Current portion of long-term liabilities:			
Bonds payable	\$70,000.00	\$1,194,926.00	\$744,148.00
Compensated absences	\$37,551.00	\$96,500.00	\$77,999.00
	<hr/>	<hr/>	<hr/>
Total current liabilities	\$255,139.00	\$1,887,998.00	\$1,067,688.00
Noncurrent Liabilities			
Bonds payable, net of current portion	\$110,000.00	\$9,606,618.00	\$4,592,712.00
	<hr/>	<hr/>	<hr/>
<b>Total Liabilities</b>	<b>\$365,139.00</b>	<b>\$11,494,616.00</b>	<b>\$5,660,400.00</b>
<b><u>NET ASSETS</u></b>			
Invested in capital assets, net of related debt	\$6,858,952.00	\$14,105,448.00	\$23,404,425.00
Unrestricted	\$1,534,358.00	\$6,223,661.00	\$7,666,609.00
	<hr/>	<hr/>	<hr/>
<b>Total Net Assets</b>	<b>\$8,393,310.00</b>	<b>\$20,329,109.00</b>	<b>\$31,071,034.00</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Townwide Budget Group	\$33,533,374	-\$6,484	-\$979,682	\$32,547,208	(\$30,954,755.01)	(\$362,615.65)	(\$31,317,370.66)	\$1,229,837.22
Board of Selectmen & Town Manager	\$826,252		\$5,174	\$831,426	(\$792,986.62)	(\$7,595.41)	(\$800,582.03)	\$30,843.97
Town Clerk & Board of Registrars	\$341,853		\$16,746	\$358,599	(\$354,257.14)	(\$3,975.37)	(\$358,232.51)	\$366.49
Town Counsel	\$300,039		\$77,500	\$377,539	(\$349,277.28)	(\$27,867.56)	(\$377,144.84)	\$394.16
Personnel Board	\$11,600		\$11,600	\$11,600	(\$72.03)		(\$72.03)	\$11,527.97
Finance Department	\$2,296,615	\$135,370	\$41,622	\$2,473,607	(\$2,213,455.01)	(\$83,917.35)	(\$2,297,372.36)	\$176,234.64
Finance Committee	\$31,364		\$31,364	\$31,364	(\$30,407.17)		(\$30,407.17)	\$956.83
Planning	\$255,442		\$5,867	\$261,309	(\$251,267.32)	(\$4,350.00)	(\$255,617.32)	\$5,691.68
Community Development	\$130,484		\$130,484	\$130,484	(\$125,545.81)	(\$2,544.62)	(\$128,090.43)	\$2,393.57
Police Department	\$5,323,227	\$108,632	\$75,081	\$5,506,940	(\$4,924,798.14)	(\$291,679.77)	(\$5,216,477.91)	\$290,462.09
Fire Department	\$6,333,112	\$35,121	\$147,210	\$6,515,443	(\$6,228,621.00)	(\$62,492.20)	(\$6,291,113.20)	\$224,329.80
Building Inspector	\$489,559		\$489,559	\$489,559	(\$467,761.74)	(\$1,080.00)	(\$468,841.74)	\$20,717.26
Minuteman Assessment	\$780,038		\$780,038	\$780,038	(\$777,052.00)		(\$777,052.00)	\$2,986.00
Needham Public Schools	\$51,112,681		\$51,112,681	\$51,112,681	(\$48,968,259.07)	(\$1,817,526.19)	(\$50,785,785.26)	\$326,895.74
Department of Public Works	\$4,900,896	\$120,000	\$521,073	\$5,541,969	(\$5,311,281.14)	(\$130,361.74)	(\$5,441,642.88)	\$100,326.24
Municipal Parking Program	\$55,000		\$55,000	\$55,000	(\$44,346.52)	(\$583.57)	(\$44,930.09)	\$10,069.91
Municipal Lighting Program	\$233,000		\$233,000	\$233,000	(\$136,539.35)	(\$54,441.70)	(\$190,981.05)	\$42,018.95
Department of Public Facilities	\$7,728,053		\$44,409	\$7,772,462	(\$7,017,289.59)	(\$623,518.23)	(\$7,640,807.82)	\$131,654.18
Health Department	\$488,712		\$488,712	\$488,712	(\$464,702.99)	(\$41.40)	(\$464,744.39)	\$23,967.61
Human Services	\$588,016		\$15,000	\$603,016	(\$588,086.43)		(\$588,086.43)	\$14,929.57
Commission on Disabilities	\$550		\$550	\$550	(\$158.99)	(\$85.00)	(\$243.99)	\$306.01
Historical Commission	\$1,050		\$1,050	\$1,050				\$1,050.00
Needham Public Library	\$1,382,743		\$1,382,743	\$1,382,743	(\$1,371,714.69)	(\$8,010.90)	(\$1,379,725.59)	\$3,017.41
Park & Recreation Department	\$561,374		\$30,000	\$591,374	(\$566,092.12)	(\$4,167.40)	(\$570,259.52)	\$21,114.48
Memorial Park	\$750		\$750	\$750	(\$202.47)	(\$547.53)	(\$750.00)	
<b>Townwide &amp; Departments</b>	<b>\$117,705,784</b>	<b>\$392,639</b>	<b>-\$979,682</b>	<b>\$118,098,423</b>	<b>(\$111,938,929.63)</b>	<b>(\$3,487,401.59)</b>	<b>(\$115,426,331.22)</b>	<b>\$2,672,091.78</b>
<b>Townwide Expense Budgets</b>								
01 Non-Contributory Retirement Payments	\$33,400			\$33,400	(\$33,340.32)		(\$33,340.32)	\$59.68
02 Contributory Retirement System	\$4,997,421			\$4,997,421	(\$4,905,468.00)		(\$4,905,468.00)	\$91,953.00
03 Group Health Insurance & Benefits	\$9,973,869	-\$465,094		\$9,508,775	(\$8,799,524.48)	(\$286,964.20)	(\$9,086,488.68)	\$422,286.32
04 Retiree Insurance & Insurance Liability Fund	\$4,523,887	\$400,000		\$4,923,887	(\$4,923,887.00)		(\$4,923,887.00)	
05 Unemployment Compensation	\$250,000			\$250,000	(\$89,848.81)	(\$40,080.00)	(\$129,928.81)	\$120,071.19
06 Debt Service	\$11,288,276			\$11,288,276	(\$11,271,757.85)		(\$11,271,757.85)	\$16,518.15
07 Workers Compensation	\$450,000			\$450,000	(\$450,000.00)		(\$450,000.00)	
08 Casualty Liability & Self Insurance Program	\$525,000			\$525,000	(\$480,928.55)	(\$35,571.45)	(\$516,500.00)	\$8,500.00
09 Classification Performance & Settlements	\$291,700		-\$272,567	\$19,133				\$19,133.00
10 Reserve Fund	\$1,199,821	\$58,610	-\$707,115	\$551,316				\$551,315.88
<b>Townwide</b>	<b>\$33,533,374</b>	<b>-\$6,484</b>	<b>-\$979,682</b>	<b>\$32,547,208</b>	<b>(\$30,954,755.01)</b>	<b>(\$362,615.65)</b>	<b>(\$31,317,370.66)</b>	<b>\$1,229,837.22</b>

**General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance		Disbursements	Encumbered	Total Expenditures	Returned
			Committee and Town Manager Transfer Approvals	Total Available for Expenditure				
<b>Board of Selectmen &amp; Town Manager</b>								
11A Salary & Wages	\$669,819		\$5,174	\$669,819	(\$657,016.32)	(\$7,595.41)	(\$657,016.32)	\$12,802.68
11B Expenses	\$156,433		\$5,174	\$161,607	(\$135,970.30)	(\$7,595.41)	(\$143,565.71)	\$18,041.29
Total	\$826,252		\$10,348	\$831,426	(\$792,986.62)	(\$15,190.82)	(\$800,582.03)	\$30,843.97
<b>Town Clerk &amp; Board of Registrars</b>								
12A Salary & Wages	\$296,301		\$10,720	\$307,021	(\$306,982.25)	(\$3,975.37)	(\$306,982.25)	\$38.75
12B Expenses	\$45,552		\$6,026	\$51,578	(\$47,274.89)	(\$3,975.37)	(\$51,250.26)	\$327.74
Total	\$341,853		\$16,746	\$358,599	(\$354,257.14)	(\$3,975.37)	(\$358,232.51)	\$366.49
<b>Town Counsel</b>								
13A Salary & Wages	\$70,039			\$70,039	(\$69,768.92)		(\$69,768.92)	\$270.08
13B Expenses	\$230,000		\$77,500	\$307,500	(\$279,508.36)	(\$27,867.56)	(\$307,375.92)	\$124.08
Total	\$300,039		\$77,500	\$377,539	(\$349,277.28)	(\$27,867.56)	(\$377,144.84)	\$394.16
<b>Personnel Board</b>								
14A Salary & Wages	\$600			\$600	(\$72.03)		(\$72.03)	\$527.97
14B Expenses	\$11,000			\$11,000				\$11,000.00
Total	\$11,600			\$11,600	(\$72.03)		(\$72.03)	\$11,527.97
<b>Finance Department</b>								
15A Salary & Wages	\$1,512,620	\$88,000		\$1,600,620	(\$1,513,687.00)		(\$1,513,687.00)	\$86,933.00
15B Expenses	\$746,495	\$47,370	\$41,622	\$835,487	(\$662,268.04)	(\$83,917.35)	(\$746,185.39)	\$89,301.61
15C Capital	\$37,500			\$37,500	(\$37,499.97)		(\$37,499.97)	\$0.03
Total	\$2,296,615	\$135,370	\$41,622	\$2,473,607	(\$2,213,455.01)	(\$83,917.35)	(\$2,297,372.36)	\$176,234.64
<b>Finance Committee</b>								
16A Salary & Wages	\$30,289			\$30,289	(\$29,530.72)		(\$29,530.72)	\$758.28
16B Expenses	\$1,075			\$1,075	(\$876.45)		(\$876.45)	\$198.55
Total	\$31,364			\$31,364	(\$30,407.17)		(\$30,407.17)	\$956.83
<b>Planning</b>								
17A Salary & Wages	\$238,982		\$5,867	\$244,849	(\$244,410.24)		(\$244,410.24)	\$438.76
17B Expenses	\$16,460			\$16,460	(\$6,857.08)	(\$4,350.00)	(\$11,207.08)	\$5,252.92
Total	\$255,442		\$5,867	\$261,309	(\$251,267.32)	(\$4,350.00)	(\$255,617.32)	\$5,691.68
<b>Community Development</b>								
18A Salary & Wages	\$118,626			\$118,626	(\$118,557.12)		(\$118,557.12)	\$68.88
18B Expenses	\$11,858			\$11,858	(\$6,988.69)	(\$2,544.62)	(\$9,533.31)	\$2,324.69
Total	\$130,484			\$130,484	(\$125,545.81)	(\$2,544.62)	(\$128,090.43)	\$2,393.57
<b>19 Reserved</b>								
<b>Police Department</b>								
20A Salary & Wages	\$4,842,392	\$41,684	\$75,081	\$4,959,157	(\$4,708,026.80)		(\$4,708,026.80)	\$251,130.20
20B Expenses	\$280,835			\$280,835	(\$216,771.34)	(\$32,165.57)	(\$248,936.91)	\$31,898.09
20C Capital	\$200,000	\$66,948		\$266,948	(\$259,514.20)	(\$259,514.20)	(\$259,514.20)	\$7,433.80
Total	\$5,323,227	\$108,632	\$75,081	\$5,506,940	(\$4,924,798.14)	(\$291,679.77)	(\$5,216,477.91)	\$290,462.09

**General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance		Disbursements	Encumbered	Total Expenditures	Returned
			Committee and Town Manager Transfer Approvals	Total Available for Expenditure				
<b>Fire Department</b>								
21A Salary & Wages	\$6,079,147	\$23,410	\$147,210	\$6,249,767	(\$6,040,208.10)	(\$53,475.51)	(\$6,040,208.10)	\$209,558.90
21B Expenses	\$253,965			\$253,965	(\$188,412.90)	(\$9,016.69)	(\$241,888.41)	\$12,076.59
21C Capital		\$11,711		\$11,711			(\$9,016.69)	\$2,694.31
Total	\$6,333,112	\$35,121	\$147,210	\$6,515,443	(\$6,228,621.00)	(\$62,492.20)	(\$6,291,113.20)	\$224,329.80
<b>Building Inspector</b>								
22A Salary & Wages	\$460,619			\$460,619	(\$447,740.26)	(\$1,080.00)	(\$447,740.26)	\$12,878.74
22B Expenses	\$28,940			\$28,940	(\$20,021.48)		(\$21,101.48)	\$7,838.52
Total	\$489,559			\$489,559	(\$467,761.74)	(\$1,080.00)	(\$468,841.74)	\$20,717.26
<b>Minuteman Assessment</b>								
23 Assessment	\$780,038			\$780,038	(\$777,052.00)		(\$777,052.00)	\$2,986.00
Total	\$780,038			\$780,038	(\$777,052.00)		(\$777,052.00)	\$2,986.00
<b>Needham Public Schools</b>								
24 Needham Public School Budget	\$51,112,681			\$51,112,681	(\$48,968,259.07)	(\$1,817,526.19)	(\$50,785,785.26)	\$326,895.74
Total	\$51,112,681			\$51,112,681	(\$48,968,259.07)	(\$1,817,526.19)	(\$50,785,785.26)	\$326,895.74
<b>Department of Public Works</b>								
25A Salary & Wages	\$3,109,481			\$3,109,481	(\$3,089,228.60)	(\$130,361.74)	(\$3,089,228.60)	\$20,252.40
25B Expenses	\$1,384,915			\$1,384,915	(\$1,174,545.62)		(\$1,304,907.36)	\$80,007.64
25C Capital	\$6,500	\$120,000		\$126,500	(\$126,433.80)		(\$126,433.80)	\$66.20
25D Snow and Ice	\$400,000		\$521,073	\$921,073	(\$921,073.12)		(\$921,073.12)	
Total	\$4,900,896	\$120,000	\$521,073	\$5,541,969	(\$5,311,281.14)	(\$130,361.74)	(\$5,441,642.88)	\$100,326.24
<b>Municipal Parking Program</b>								
26 Municipal Parking Program	\$55,000			\$55,000	(\$44,346.52)	(\$583.57)	(\$44,930.09)	\$10,069.91
Total	\$55,000			\$55,000	(\$44,346.52)	(\$583.57)	(\$44,930.09)	\$10,069.91
<b>Municipal Lighting Program</b>								
27 Municipal Lighting Program	\$233,000			\$233,000	(\$136,539.35)	(\$54,441.70)	(\$190,981.05)	\$42,018.95
Total	\$233,000			\$233,000	(\$136,539.35)	(\$54,441.70)	(\$190,981.05)	\$42,018.95
<b>Department of Public Facilities</b>								
28A Salary & Wages	\$3,182,993		\$44,409	\$3,227,402	(\$3,191,649.15)		(\$3,191,649.15)	\$35,752.85
28B Expenses	\$4,545,060			\$4,545,060	(\$3,825,640.44)	(\$623,518.23)	(\$4,449,158.67)	\$95,901.33
Total	\$7,728,053		\$44,409	\$7,772,462	(\$7,017,289.59)	(\$623,518.23)	(\$7,640,807.82)	\$131,654.18
<b>Health Department</b>								
29A Salary & Wages	\$401,658			\$401,658	(\$379,775.77)	(\$41,400)	(\$379,775.77)	\$21,882.23
29B Expenses	\$87,054			\$87,054	(\$84,927.22)		(\$84,968.62)	\$2,085.38
Total	\$488,712			\$488,712	(\$464,702.99)	(\$41,400)	(\$464,744.39)	\$23,967.61
<b>Human Services</b>								
30A Salary & Wages	\$510,811			\$510,811	(\$496,138.95)		(\$496,138.95)	\$14,672.05
30B Expenses	\$77,205	\$15,000	\$15,000	\$92,205	(\$91,947.48)		(\$91,947.48)	\$257.52
Total	\$588,016	\$15,000	\$15,000	\$603,016	(\$588,086.43)		(\$588,086.43)	\$14,929.57

**General Fund  
Statement of Budget Appropriations and Expenditures  
Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
<b>Commission on Disabilities</b>								
31A Salary & Wages	\$550			\$550	(\$158.99)	(\$85.00)	(\$243.99)	\$306.01
31B Expenses	\$550			\$550	(\$158.99)	(\$85.00)	(\$243.99)	\$306.01
Total								
<b>Historical Commission</b>								
32A Salary & Wages	\$1,050			\$1,050				\$1,050.00
32B Expenses	\$1,050			\$1,050				\$1,050.00
Total								
<b>Needham Public Library</b>								
33A Salary & Wages	\$1,071,967			\$1,071,967	(\$1,071,967.00)	(\$8,010.90)	(\$1,071,967.00)	\$3,017.41
33B Expenses	\$310,776			\$310,776	(\$299,747.69)	(\$8,010.90)	(\$307,758.59)	\$3,017.41
Total	\$1,382,743			\$1,382,743	(\$1,371,714.69)	(\$8,010.90)	(\$1,379,725.59)	\$3,017.41
<b>Park &amp; Recreation Department</b>								
34A Salary & Wages	\$453,499			\$453,499	(\$442,927.30)	(\$4,167.40)	(\$442,927.30)	\$10,571.70
34B Expenses	\$107,875			\$107,875	(\$93,239.82)	(\$4,167.40)	(\$97,407.22)	\$10,467.78
34C Capital	\$30,000		\$30,000	\$30,000	(\$29,925.00)		(\$29,925.00)	\$75.00
Total	\$561,374		\$30,000	\$591,374	(\$566,092.12)	(\$4,167.40)	(\$570,259.52)	\$21,114.48
<b>Memorial Park</b>								
35A Salary & Wages	\$750			\$750	(\$202.47)	(\$547.53)	(\$750.00)	
35B Expenses	\$750			\$750	(\$202.47)	(\$547.53)	(\$750.00)	
Total								
Department Budget Total	\$84,172,410	\$399,123	\$979,682	\$85,551,215	(\$80,984,174.62)	(\$3,124,785.94)	(\$84,108,960.56)	\$1,442,254.56
Total Operating Budget	\$117,705,784	\$392,639		\$118,098,423	(\$111,938,929.63)	(\$3,487,401.59)	(\$115,426,331.22)	\$2,672,091.78

**Solid Waste Enterprise Fund**  
**Statement of Budget Appropriations and Expenditures**  
**Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
101A Salary & Wages	\$653,290			\$653,290	(\$592,414.98)		(\$592,414.98)	\$60,875.02
101B Expenses	\$1,214,293			\$1,214,293	(\$906,300.92)	(\$202,784.04)	(\$1,109,084.96)	\$105,208.04
101C Capital	\$43,000			\$43,000	(\$36,850.00)		(\$36,850.00)	\$6,150.00
101D Debt Service	\$150,000			\$150,000	(\$149,563.26)		(\$149,563.26)	\$436.74
102 Reserve Fund	\$25,000			\$25,000				\$25,000.00
<b>Total</b>	<b>\$2,085,583</b>			<b>\$2,085,583</b>	<b>(\$1,685,129.16)</b>	<b>(\$202,784.04)</b>	<b>(\$1,887,913.20)</b>	<b>\$197,669.80</b>

**Sewer Enterprise Fund**  
**Statement of Budget Appropriations and Expenditures**  
**Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
201A Salary & Wages	\$902,938			\$902,938	(\$893,432.42)		(\$893,432.42)	\$9,505.58
201B Expenses	\$475,056			\$475,056	(\$379,061.43)	(\$58,326.20)	(\$437,387.63)	\$37,668.37
201C Capital	\$25,000			\$25,000	(\$21,830.00)		(\$21,830.00)	\$3,170.00
201D MWRA Assessment	\$5,440,127			\$5,440,127	(\$5,381,187.00)		(\$5,381,187.00)	\$58,940.00
201E Debt Service	\$1,400,000			\$1,400,000	(\$1,377,288.62)		(\$1,377,288.62)	\$22,711.38
202 Reserve Fund	\$35,000			\$35,000				\$35,000.00
<b>Total</b>	<b>\$8,278,121</b>			<b>\$8,278,121</b>	<b>(\$8,052,799.47)</b>	<b>(\$58,326.20)</b>	<b>(\$8,111,125.67)</b>	<b>\$166,995.33</b>

**Water Enterprise Fund**  
**Statement of Budget Appropriations and Expenditures**  
**Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
301A Salary & Wages	\$1,028,088			\$1,028,088	(\$938,387.19)		(\$938,387.19)	\$89,700.81
301B Expenses	\$1,026,906			\$1,026,906	(\$926,913.22)	(\$95,587.95)	(\$1,022,501.17)	\$4,404.83
301C Capital	\$20,000		\$30,000	\$50,000	(\$31,252.00)	(\$17,749.92)	(\$49,001.92)	\$998.08
301D MWRA Assessment	\$965,737			\$965,737	(\$964,345.00)		(\$964,345.00)	\$1,392.00
301E Debt Service	\$1,550,000			\$1,550,000	(\$1,255,779.79)		(\$1,255,779.79)	\$294,220.21
302 Reserve Fund	\$75,000		-\$30,000	\$45,000				\$45,000.00
<b>Total</b>	<b>\$4,665,731</b>			<b>\$4,665,731</b>	<b>(\$4,116,677.20)</b>	<b>(\$113,337.87)</b>	<b>(\$4,230,015.07)</b>	<b>\$435,715.93</b>

**Community Preservation Act**  
**Statement of Budget Appropriations and Expenditures**  
**Year Ended June 30, 2013**

Description	Annual Town Meeting Appropriation	Special Town Meeting Appropriations	Total Available for Expenditure	Disbursements	Encumbered	Total Expenditures	Returned
Administrative Budget	\$82,000		\$82,000	(\$13,960.06)	(\$407.24)	(\$14,367.30)	\$67,632.70
<b>Total</b>	<b>\$82,000</b>		<b>\$82,000</b>	<b>(\$13,960.06)</b>	<b>(\$407.24)</b>	<b>(\$14,367.30)</b>	<b>\$67,632.70</b>

**Town of Needham  
Trust Funds  
Year Ended June 30, 2013**

Fund	July 1, 2012	Receipts	Disbursements & Adjustments	June 30, 2013
Anita M. Reinke Memorial Scholarship	\$10,722.53	\$421.30	\$400.00	\$10,743.83
Arthur and Cecilia Bailey Scholarship	\$52,043.26	\$1,968.68	\$4,000.00	\$50,011.94
Catherine M. Wharton Memorial Scholarship	\$0.00			\$0.00
Centennial Football Scholarship	\$377.54	\$15.10		\$392.64
Charles and Bernice Siegel Memorial Fund	\$219,426.50	\$8,471.33	\$14,400.00	\$213,497.83
Class of 1979 Scholarship	\$11.86	\$0.47		\$12.33
Class of 1980 Scholarship	\$6,351.61	\$236.11	\$500.00	\$6,087.72
C. J. Cullen III Memorial Scholarship	\$41,078.64	\$1,989.89	\$2,950.00	\$40,118.53
Dana F. Burke Scholarship	\$5,820.79	\$214.91	\$1,000.00	\$5,035.70
De Fazio Family Memorial Scholarship	\$16,761.90	\$634.38	\$2,000.00	\$15,396.28
Derwood Newman Memorial	\$47,528.33	\$1,346.44	\$25,000.00	\$23,874.77
Dr. Lee Allan Memorial	\$2,696.67	\$105.97	\$50.00	\$2,752.64
Dwight School (Pollard School)	\$35,056.19	\$1,400.49		\$36,456.68
Edward J. Stewart 13 Club Scholarship	\$76.14	\$3.04		\$79.18
Edward Kasip Scholarship	\$0.00			\$0.00
Edward Keady Memorial Scholarship	\$3,901.17	\$206.50	\$3,000.00	\$1,107.67
Elizabeth Handley	\$43,075.91	\$1,664.48	\$3,200.00	\$41,540.39
Frederick Barstow Scholarship	\$306,136.24	\$11,595.53	\$36,000.00	\$281,731.77
Frederick Harris Scholarship	\$36,882.63	\$1,402.93	\$4,000.00	\$34,285.56
George Morse Memorial Scholarship	\$212,351.71	\$8,201.38	\$10,500.00	\$210,053.09
High School Sports Endowment	\$30,502.82	\$1,218.57		\$31,721.39
Igor Guralnik & Keith Flueckiger	\$6,786.90	\$200.63	\$4,000.00	\$2,987.53
Joan W. Swartz Memorial Scholarship	\$56.55	\$2.27		\$58.82
John Akers	\$279,617.48	\$10,853.41	\$18,500.00	\$271,970.89
John C. Wood (High School Library)	\$13,553.85	\$527.51	\$757.37	\$13,323.99
Joseph Paulini Scholarship	\$4,598.89	\$1,170.55	\$2,000.00	\$3,769.44
Karen Decembre Scholarship	-\$0.06			-\$0.06
Kyle Shapiro Scholarship	\$18.53	\$0.74		\$19.27
Leo F. Richards Jr. Scholarship	\$4,736.95	\$171.60	\$1,000.00	\$3,908.55
Linda Barnes Scholarship	\$4,916.70	\$161.19	\$2,000.00	\$3,077.89
Lizzie and Reuben Grossman Scholarship	\$1,500.00	\$1,507.04	\$3,000.00	\$7.04
Mark R., Beane Memorial Scholarship	\$38,396.48	\$1,477.53	\$3,200.00	\$36,674.01
Martin Luther King Scholarship	\$12,850.94	\$1,270.49	\$5,250.00	\$8,871.43
Mary Ann Dolan Scholarship	\$0.00			\$0.00
Minot Mac Donald (Carter School Library)	\$8,472.51	\$338.94		\$8,811.45
Miriam Kronish Scholarship	\$76.16	\$6,683.71	\$720.00	\$6,039.87
Miriam Kronish Excellence in Educ	\$33,679.17	\$1,319.04	\$336.22	\$34,661.99
Nate Tavalone Scholarship	\$6,989.52	\$565.13	\$800.00	\$6,754.65
New Century Club Scholarship	\$14,509.46	\$558.49	\$1,200.00	\$13,867.95
Nina Pansuk Scholarship	\$139,486.22	\$5,466.70	\$6,000.00	\$138,952.92
Peter Eloranta Chemistry Award Scholarship	\$11,469.13	\$456.43	\$50.00	\$11,875.56
Peter Eloranta Scholarship	\$99,352.29	\$3,969.11	\$3,849.00	\$99,472.40
Rebecca H. Perry Memorial Scholarship	\$256,218.95	\$9,897.48	\$14,400.00	\$251,716.43
Richard Jensen, Sr. Memorial Scholarship	\$2,608.28	\$104.19		\$2,712.47
Robert and Elizabeth Gardner Scholarship	\$77,422.48	\$27,890.15	\$40,000.00	\$65,312.63
Ruth Ann B. Simmons MD Memorial Scholarship	\$21,960.21	\$824.42	\$3,000.00	\$19,784.63
School Permanent Donation	\$0.00			\$0.00
Scott Marino Memorial Scholarship	\$0.00	\$8,848.00		\$8,848.00
Stacy Neilson Memorial Fund (Soccer Team)	\$168.93			\$168.93
Stanley Willox Memorial Scholarship	-\$650.00	\$650.00		\$0.00

**Town of Needham  
Trust Funds  
Year Ended June 30, 2013**

Fund	July 1, 2012	Receipts	Disbursements & Adjustments	June 30, 2013
Steven Wernick Memorial Scholarship	\$0.01			\$0.01
Students Need Arts Trust Fund	\$6,490.15	\$29.42	\$6,450.67	\$68.90
Thomas C. Hanson Memorial Scholarship	\$0.00			\$0.00
Timothy P. Flanagan Memorial Scholarship	\$18,719.08	\$659.73	\$5,500.00	\$13,878.81
Tot Greenleaf	\$8,040.55	\$285.96	\$2,000.00	\$6,326.51
walter burke	\$18.00			\$18.00
William G. Moseley Scholarship	\$22,530.66	\$891.28	\$500.00	\$22,921.94
Willaim L. Sweet Scholarship	\$865,715.14	\$33,527.61	\$60,000.00	\$839,242.75
William T. Burke Memorial Scholarship	\$2,455.59	\$80.47	\$1,000.00	\$1,536.06
<b>Subtotal School</b>	<b>\$3,033,568.14</b>	<b>\$161,486.72</b>	<b>\$292,513.26</b>	<b>\$2,902,541.60</b>
Arthur W. & Barbara S. Hatch Fund	\$267,412.38	\$10,659.00	\$5,395.35	\$272,676.03
Bosworth Library Trust Fund	\$7,159.50	\$286.02		\$7,445.52
Charles Fredic Clifford Henderson Library 10% Trust	\$117,771.03	\$4,696.98	\$226.05	\$122,241.96
Cora Proctor Thurston Fund	\$12,916.01	\$515.98		\$13,431.99
Helen DE M. Dunn Library Trust Fund	\$758.73	\$30.31		\$789.04
Karl L. Nutter Library Trust Fund	\$2,059.92	\$82.30		\$2,142.22
Laura G. Willgoose Library Trust Fund	\$137,362.09	\$5,468.10	\$842.05	\$141,988.14
Library Permanent Donation Fund	\$104,450.39	\$88,906.51	\$75,559.46	\$117,797.44
Lois Carley Children's Library Trust	\$11,156.89	\$445.73		\$11,602.62
Martha Barr Library Trust Fund	\$2,860.07	\$221.26		\$3,081.33
Myra S. Greenwood Library Trust Fund	\$66,234.60	\$2,646.08		\$68,880.68
Roger S. Corliss Fund	\$7,252.39	\$289.72		\$7,542.11
William Carter Fund	\$34,861.45	\$1,392.73		\$36,254.18
William H. Wye Library Fund	\$1,502.19	\$60.02		\$1,562.21
<b>Subtotal Library</b>	<b>\$773,757.64</b>	<b>\$115,700.74</b>	<b>\$82,022.91</b>	<b>\$807,435.47</b>
350th Needham Birthday Celebration	\$0.00	\$5,110.46		\$5,110.46
400th Needham Birthday Celebration	\$0.00	\$3,410.45		\$3,410.45
Board of Health	\$0.00			\$0.00
Community Revitalization Maintenance 10% Trust	\$2,952.64	\$1,771.86	\$4,110.00	\$614.50
Community Revitalization Trust	\$2,995.84	\$4,715.17	\$4,563.00	\$3,148.01
Council on Aging Permanent Donation	\$162,135.75	\$6,477.32	\$30,000.00	\$138,613.07
Domestic Violence Trust	\$230,189.36	\$9,174.90	\$600.00	\$238,764.26
Esther Lyford Trust	\$9,356.37	\$373.80		\$9,730.17
Green Field Improvement Association Fund	\$5,140.30	\$205.32		\$5,345.62
John B. Tolman Trust (Library/Temperance Organization)	\$134,666.21	\$5,280.18	\$18,700.00	\$121,246.39
Mary Virginia E. Hill (Animal Welfare) Fund	\$12,320.68	\$492.21		\$12,812.89
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$11,539.74	\$461.01		\$12,000.75
Needham Military Band Inc. 2011 Fund	\$0.00	\$0.00		\$0.00
Park & Recreation (Park Beautification) Fund	\$6,865.50	\$463.01	\$1,744.91	\$5,583.60
Rebecca Perry Park Trust Fund	\$25,312.26	\$1,011.20		\$26,323.46
Robert & Marcia Carleton Memorial Trust Fund	\$87,787.03	\$3,507.08		\$91,294.11
Robert & Marcia Carleton Pavilion Fund	\$26,990.81	\$1,078.27		\$28,069.08

**Town of Needham  
Trust Funds  
Year Ended June 30, 2013**

Fund	July 1, 2012	Receipts	Disbursements & Adjustments	June 30, 2013
Skate Park Trust Fund	\$1,364.26	\$87.73		\$1,451.99
<b>Subtotal Other Funds</b>	\$719,616.75	\$43,619.97	\$59,717.91	\$703,518.81
income not yet distributed	\$2,097.47	\$2,627.77		\$4,725.24
<b>TOTAL</b>	<b>\$4,529,040.00</b>	<b>\$323,435.20</b>	<b>\$434,254.08</b>	<b>\$4,418,221.12</b>

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

FISCAL 2013

**OF  
NEEDHAM**  
City / Town / District

**I. TAX RATE SUMMARY**

Ia. Total amount to be raised (from IIe)	\$	<u>144,990,958.02</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>44,548,687.04</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>100,442,270.98</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	77.8722%	78,216,606.14	6,922,042,800	11.30	78,219,083.64
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	15.5272%	15,595,872.30	703,067,800	22.18	15,594,043.80
Net of Exempt					0.00
Industrial	2.6747%	2,686,529.42	121,108,800	22.18	2,686,193.18
<b>SUBTOTAL</b>	96.0741%		7,746,219,400		96,499,320.62
Personal	3.9259%	3,943,263.12	177,770,530	22.18	3,942,950.36
<b>TOTAL</b>	100.0000%		7,923,989,930		100,442,270.98

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

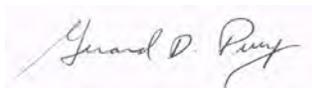
MUST EQUAL IC

**NOTE : The information was Approved on 12/17/2012.**

Hoyt B. Davis, Director, Needham, 781-455-7500	12/11/2012 10:02 AM	I am signing on behalf of the Needham Board o...
Assessor	Date	(Comments)

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

<b>Reviewed By</b>	<b>Andrew Nelson</b>
<b>Date :</b>	<b>17-DEC-12</b>
<b>Approved :</b>	<b>Dennis Mountain</b>
<b>Director of Accounts</b>	

  
 (Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2013

NEEDHAM

City / Town / District

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(e) from page 4)		\$	141,800,888.04
Ilb. Other amounts to be raised			
1. Amounts certified for tax title purposes	12,500.00		
2. Debt and interest charges not included on page 4	0.00		
3. Final court judgements	0.00		
4. Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	62,236.00		
6. Revenue deficits	0.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. Authorized Deferral of Teachers' Pay	0.00		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	0.00		
TOTAL Ilb (Total lines 1 through 10)			74,736.00
Ilc. State and county cherry sheet charges (C.S. 1-EC)			1,238,429.00
Ild. Allowance for abatements and exemptions (overlay)			1,876,904.98
Ile. Total amount to be raised (Total Ila through Ild)		\$	144,990,958.02

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

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	9,314,364.00	\$	
2. Massachusetts school building authority payments	745,381.00		
TOTAL IIIa			10,059,745.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 23)	7,654,632.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	16,806,244.00		
4. Community Preservation Funds (See Schedule A-4)	2,902,000.00		
TOTAL IIIb			27,362,876.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	0.00		
2. Other available funds (page 4, col.(d))	1,759,346.04		
TOTAL IIIc			1,759,346.04
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2012	5,366,720.00		
b. Free cash..appropriated on or after July 1, 2012	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId			5,366,720.00
IIIe. Total estimated receipts and other revenue sources		\$	44,548,687.04
(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)		\$	144,990,958.02
b. Total estimated receipts and other revenue sources (from IIIe)	44,548,687.04	\$	
c. Total real and personal property tax levy (from Ic)	100,442,270.98	\$	
d. Total receipts from all sources (total IVb plus IVc)		\$	144,990,958.02

**LOCAL RECEIPTS NOT ALLOCATED \***

**TAX RATE RECAPITULATION**

**NEEDHAM**

City/Town/District

	(a) Actual Receipts Fiscal 2012	(b) Estimated Receipts Fiscal 2013
==> 1 MOTOR VEHICLE EXCISE	4,357,995.71	3,670,000.00
==> 2 OTHER EXCISE	858,786.37	690,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	285,449.75	265,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	65,687.27	45,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9 OTHER CHARGES FOR SERVICES	620,194.58	555,000.00
10 FEES	110,196.49	90,000.00
11 RENTALS	199,772.35	150,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	56,769.90	50,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	285,697.10	250,000.00
16 OTHER DEPARTMENTAL REVENUE	407,869.58	334,000.00
17 LICENSES AND PERMITS	1,950,768.39	1,115,000.00
18 SPECIAL ASSESSMENTS	1,594.23	0.00
==> 19 FINES AND FORFEITS	177,315.00	156,000.00
==> 20 INVESTMENT INCOME	103,129.63	80,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	159,796.14	135,000.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	1,038,544.74	69,632.00
<b>23 TOTALS</b>	\$ <b>10,679,567.23</b>	\$ <b>7,654,632.00</b>

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2013 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

12/11/2012 11:50 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 2012 estimated receipts to FY2013 estimated

**CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING**

**TAX RATE RECAPITULATION**

**NEEDHAM**

**FISCAL 2013**

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
05/07/2012	2013	133,118,772.00	116,717,155.00	0.00	591,982.00	15,809,635.00	1,087,100.00	600,000.00
05/09/2012	2013	1,597,000.00	0.00	0.00	0.00	1,597,000.00	0.00	0.00
05/14/2012	2012	654,346.04	0.00	0.00	654,346.04	0.00	0.00	1,175,000.00
05/16/2012	2013	4,958,131.00	3,894,731.00	0.00	0.00	1,063,400.00	0.00	630,000.00
11/13/2012	2013	1,472,639.00	259,621.00	0.00	513,018.00	700,000.00	0.00	1,500,000.00
<b>Totals</b>		141,800,888.04	120,871,507.00	0.00	1,759,346.04	19,170,035.00		
		Must Equal Cols. (b) thru (e)						

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

NEEDHAM

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

12/11/2012 10:16 AM

City/Town/District

Clerk

Date

