

TOWN OF NEEDHAM

1711 – 2007



ANNUAL REPORT

Needham, Massachusetts

Xeriscape landscaping technique is designed to maintain the features of the landscape regardless of how dry the summer.

Xeriscape Demonstration Gardens were planted at the Newman Elementary School and behind Town Hall as part of our NeedEnergy Sustainable Needham Initiative program.



**This Annual Town Report is Dedicated to
John H. Cogswell**

John “Jack” Cogswell and his wife, Patricia, first moved to Needham in 1957, where they rented the second floor of a three story house at 1081 Great Plain Avenue. During the next dozen years, his engineering and capital budgeting job at New England Telephone allowed Jack to move around a bit – from Needham to Walpole to Pittsfield, moving back to Needham in 1963 then on to New York City in 1966, finally bringing him and his family, which had now grown to include two girls, back to Needham in 1969.

Needham’s first Chapter 40B project, Nehoiden Glen, which surrounds his house on two sides, was the impetus that stirred Jack’s interest in serving in the political arena in 1975. With his civil engineering and financial background, he quickly found that his skill set would be of benefit to the Town. A partial list of the many Committees and Boards on which Jack served is below.

1975 – present	Town Meeting Member
1975 – 1994	Needham Historical Society, Treasurer & Director
1977 – 1987	Needham Planning Board (Chairman 4 years)
1987 – 1991	Needham Board of Appeals
1994 – Present	Needham Historical Society, Director and Trustee
1996 – Present	Needham Board of Selectman (Chairman 3 years)
1991 – 1999	Trustee of Glover Memorial Hospital
1996 – Present	Water and Sewer Rate Structure Committee
1997 – Present	Solid Waste Disposal and Recycling Committee
1998 – 2005	Economic Development Advisory Committee
2002 – Present	Traffic Management Advisory Committee
2005 – Present	Council of Economic Advisors

When asked what he considers his most significant accomplishment, Jack will tell you about working with the Committee which coordinated the establishment of Olin College of Engineering. In 1997, Olin began discussions with Babson College about locating a new school in Needham. The Board of Selectmen created the Olin Engineering College Liaison and Coordinating Committee, and Jack coordinated with all of the various boards for the construction of this project. It was a responsibility Jack readily volunteered to shoulder; as Olin’s entrepreneurial spirit reflected almost exactly the kind of engineering school which he had attended (Dartmouth’s Thayer School of Engineering).

In 1991, Jack was appointed by the Selectmen to the Board of Trustees of the Glover Memorial Hospital. Until Town Meeting voted to authorize its sale at the May 1994 Special Town Meeting, Glover Memorial Hospital had been a department managed by the Town. As a Town Department, its budget was appropriated through Town Meeting and every time a capital expenditure was required, a vote was needed at Town Meeting. Glover Memorial Hospital was on the edge of going out of business; the Town could not appropriate the funds required to keep the hospital’s infrastructure up-to-date. Through many public hearings, Jack was able to convince Town Meeting that the sale of the hospital would be the best way to preserve its existence. Jack spearheaded the Request for Proposals and negotiated with Deaconess on behalf of the Town. Because he was knowledgeable about the

finances of the hospital, the Deaconess later selected Jack to be Chairman of the Board of the new hospital.

Jack considers his most challenging project having worked out the arrangements for creating the Chestnut Street Parking Lot, which occurred in the late 1990's. This project was complicated, requiring multiple steps to acquire parcels of land from various owners and to secure easements. Each step required Town Meeting approval.

Having been part of so much of Needham's growth over the last 30 years, Jack is an incredible resource for suggestions regarding Needham's future and the challenges that Needham must address in order to continue to grow and thrive: particularly in the area of finances. Jack is concerned that the Town's backlog of capital projects will continue to outpace revenues, and he would like to see developers build up the business center and expand the tax base.

What's next for Mr. Cogswell (after retirement from the Board of Selectmen)? For a while he will continue his longstanding membership to the other boards and committees serving Needham. Eventually, he plans to settle down in Chatham and focus his energy in the more personal role of doting grandfather.

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APPENDICES

Appendix A – General Fund Balance Sheet

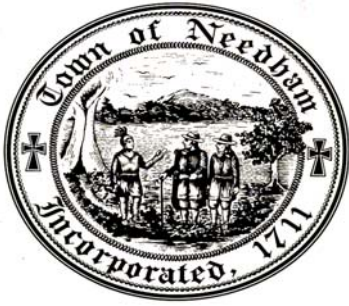
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Appendix C – Statement of Budget Appropriations and Expenditures for the General Fund

Appendix D – Statement of Budget Appropriations for RTS Enterprise Fund, Sewer Enterprise Fund,
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Appendix E – Schedule of Trust Funds

Appendix F – Tax Rate Recapitulation



A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that have an impact on the operations of the Town in fiscal year 2007.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2009 Proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2009-2013 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 2009 through 2013. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2009 – 2013 Capital Improvement Plan is also available on the Town's website. The warrant for the 2008 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 2009. The warrant also includes a listing of all funded positions in Town service, and a summary table of the Town's current debt obligations.

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

~ Community Profile ~

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



Figure 1: Needham, Massachusetts

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

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

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

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

GENERAL GOVERNMENT

BOARD OF REGISTRARS / TOWN CLERK



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

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

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. The Town Clerk's Office also serves as a Passport Agency for the U. S. Department of State and Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth.

The number of Town Meetings and elections fluctuates from one fiscal year to the next ranging from one Town Meeting and one Election to four Town Meetings and three Elections (not including any special called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May according to Needham's Town Charter. During Fiscal Year 2007, the following elections and Town Meetings were held – a somewhat busier period in the Town Clerk's Office compared with the events in Fiscal Year 2006:

FY2007

- State Primary - Tuesday, Sept. 19, 2006
- Special Town Meeting - Weds., Nov. 1, 2006
- State Election - Tuesday, Nov. 7, 2006
- Annual Town Election - Tues., April 10, 2007
- Annual Town Meeting – Mon., May 7, 2007
- Special Town Meeting – Mon., May 14, 2007

FY2006

- Special Town Meeting – Mon., Nov. 7, 2005
- Annual Town Election – Tues., April 11, 2006
- Annual Town Meeting – Mon., May 1, 2006
- Special Town Meeting – Mon., May 8, 2006

The Special Town Meeting of November 1, 2006 disposed of 12 articles in one session; the Annual Town Meeting beginning May 7, 2007 disposed of 49 articles in four sessions; and the Special Town Meeting of May 14, 2007 held within the Annual Town Meeting disposed of 12 articles.

FY2007 HIGHLIGHTS

The Annual Town Election contained two Proposition 2½ Override ballot questions in addition to the candidates for town office and Town Meeting Members. Ballot Question #1 (General Override - School Department - \$1,128,670) was approved by the voters. The vote was Yes – 4,681, No – 3,376. Ballot Question #2 (Debt Exclusion/High Rock School and Pollard Middle School - \$21,000,000) was approved by the voters. The vote was Yes – 4,766, No – 3,252.

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The 2007 Annual Town Meeting under Article 24 approved the FY2008 Operating Budget in the amount of \$96,927,679. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$115,352,840. The November 1, 2006 Special Town Meeting passed one zoning amendment and the 2007 Annual Town Meeting passed one zoning amendment and one General By-Law amendment which were subsequently approved by the Attorney General.

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

VITAL STATISTICS

	<u>FY2007</u>	<u>FY2006</u>	<u>FY2005</u>	<u>FY2004</u>	<u>FY2003</u>	<u>FY2002</u>
Births to Residents:						
7/1/06 - 12/31/06	156	139	165	194	175	184
1/1/07 - 6/30/07	<u>132</u>	<u>167</u>	<u>150</u>	<u>178</u>	<u>165</u>	<u>166</u>
Total	288	306	315	372	340	350

Deaths: Residents						
7/1/06- 12/31/06	154	110	107	149	154	119
1/1/07 - 6/30/07	<u>127</u>	<u>134</u>	<u>165</u>	<u>115</u>	<u>146</u>	<u>150</u>
	281	244	272	264	300	269

Deaths: Non-Residents						
7/1/06- 12/31/06	118	117	119	100	114	115
1/1/07 - 6/30/07	<u>141</u>	<u>123</u>	<u>132</u>	<u>86</u>	<u>96</u>	<u>119</u>
	259	240	251	186	210	234

Total	540	484	523	450	510	503
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Marriages:						
7/1/06 - 12/31/06	55	58	80	78	65	75
1/1/07 - 6/30/07	<u>35</u>	<u>34</u>	<u>44</u>	<u>62</u>	<u>60</u>	<u>44</u>

Total	90	92	124	140	125	119
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Fish and Game Licenses Issued:

	<u>FY07</u>	<u>FY06</u>	<u>FY05</u>	<u>FY04</u>	<u>FY03</u>
7/1/06 - 6/30/07					
Class F1 - Resident Fishing	105	114	115	130	138
Class F2 - Resident Fishing Minor (Age 15-17)	6	7	3	6	4
Class F3 - Resident Fishing (Age 65 - 69)	8	12	10	7	7
Class F4 - Resident Fishing (70 or over) or Handicapped	33	33	27	29	31
Class F6 - Non-Resident Fishing	2	1	2	2	1
Class F7 - Non-Resident Fishing (3 Day)	2	0	0	2	1
Class F8 - Resident Fishing (3 Day)	4	0	0	1	1
Class F9 - Non-Resident Citizen Minor (Age 15 to 17)	0	0	0	0	0
Class F10 - Quabbin One Day Fishing (Quabbin only)	0	0	0	0	0
Class H1 - Resident Citizen Hunting	18	18	20	21	20
Class H2 - Resident Citizen Hunting (Age 65 - 69)	3	2	3	1	1
Class H3 - Resident Citizen Hunting, Paraplegic	1	1	1	1	1
Class H4 - Resident Alien Hunting	0	0	0	0	2
Class H5 - Non-Resident Hunting, Big Game	0	0	0	0	0
Class H6 - Non-Resident Hunting, Small Game	0	0	1	0	0
Class H7 - Non-Resident Commercial Sheeting Preserve/1day0	0	0	0	0	0

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Class H8 - Resident Minor Hunting (Age 15-17)	1	2	0	0	0
Class H9 - Resident Commercial Shooting Preserve (1 day)	0	0	0	0	0
Class S1 - Resident Sporting	35	27	23	23	26
Class S2 - Resident Sporting (Age 65 - 69)	3	5	4	5	4
Class S3 - Resident Citizen Sporting (Age 70 or over)	20	25	24	22	28
Class T1 - Resident Trapping	0	0	1	0	1
Class T2 - Resident Trapping Minor	0	0	0	0	0
Class T3 - Resident Trapping, Age 65-69	0	0	0	0	0
Class DF- Duplicate Fishing	0	0	0	0	1
Class DH - Duplicate Hunting	0	0	0	0	1
Class DS - Duplicate Sporting	0	0	0	0	1
Class DT - Duplicate Trapping	0	0	0	0	0
Class M1 - Archery Stamp	21	15	14	15	18
Class M2 - Massachusetts Waterfowl Stamps	14	11	17	14	16
Class M3 - Primitive Firearms Stamp	20	11	13	7	13
Class W1 - Wildland Conservation Stamp, Resident	182	190	181	192	204
Class W2 - Wildland Conservation Stamp, Non-resident	4	0	1	0	2

TOTAL	487	474	460	478	522
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Dog Licenses Issued:

7/1/06- 6/30/07

	<u>FY07</u>	<u>FY06</u>	<u>FY05</u>	<u>FY04</u>	<u>FY03</u>	<u>FY02</u>
Male and Female Dogs @ \$15.	193	150	169	156	205	143
Spayed and Neutered Dogs @ \$10.	2237	2149	2062	2000	2212	1656
Kennels @ \$ 25.	28	36	37	37	36	16
Kennels @ \$ 50.	6	5	7	7	10	8
Kennels @ \$100.	0	1	1	1	1	0
Hearing Dogs - No Charge	0	1	1	0	0	0
Seeing Eye Dogs - No Charge	0	1	1	2	1	2
Transfers @ \$1.00	8	4	11	5	2	0
Prior Years' Licenses	17	8	22	0	18	19
Replacement Licenses @ \$1.00	2	12	13	15	18	24

TOTAL	2510	2365	2224	2223	2503	1868
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Fiscal Year Revenue Paid to Town Treasurer

Fiscal Year	2007	2006	2005	2004	2003
Passports	\$8,130.00	\$6,900.00	\$6,210.00	\$7,260.00	\$5,670.00
General Fees	\$88,412.64	\$69,421.62	\$79,882.80	\$73,046.13	\$82,208.02
Liquor Licenses	\$61,755.00	\$48,005.00	\$40,105.00	\$28,245.00	\$27,682.50
Other Licenses	\$22,351.00	\$19,776.00	\$19,424.00	\$18,441.00	\$18,301.50
Dog Licenses	\$26,469.00	\$25,096.00	\$24,809.00	\$23,735.00	\$26,932.00
Fish & Game	\$290.00	\$293.40	\$279.95	\$305.10	\$316.10
	\$207,407.64	\$169,492.02	\$170,710.75	\$151,032.23	\$161,110.12
SOS, UCC	\$0.00	\$395.90	\$1,823.73	\$0.00	\$0.00

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Fiscal Year	2007	2006	2005	2004	2003
Reimbursements	\$0.00	\$893.37	\$596.97	\$0.00	\$0.00
	\$207,407.64	\$170,781.29	\$173,131.45	\$151,032.23	\$161,110.12
Fish & Game Pd to State	\$5,688.75	\$5,562.00	\$5,394.00	\$5,792.75	\$6,090.50
TOTAL	\$213,096.39	\$176,343.29	\$178,525.45	\$156,824.98	\$167,200.62

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. Special evening hours may apply for the month of December: 1st & 3rd Tuesday evening from 7:30 pm - 9:00 pm.

BOARD OF REGISTRARS

John W. Day, Chairman

Mary J. McCarthy

Barbara B. Doyle

Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the town clerk by virtue of the office. The Board of Selectmen appoints the other three members. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each.

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

The polling places have been designated as follows:

Precinct A - Hillside School - Gymnasium
 Precinct B - Hillside School - Gymnasium
 Precinct C - Newman School - Gymnasium
 Precinct D - High Rock School - Classroom
 Precinct E - Pollard Middle School - Room 226

Precinct F - Stephen Palmer Community Room
 Precinct G - Broadmeadow School Performance Ctr
 Precinct H - Broadmeadow School Performance Ctr
 Precinct I - William Mitchell School - Gymnasium
 Precinct J - William Mitchell School - Gymnasium

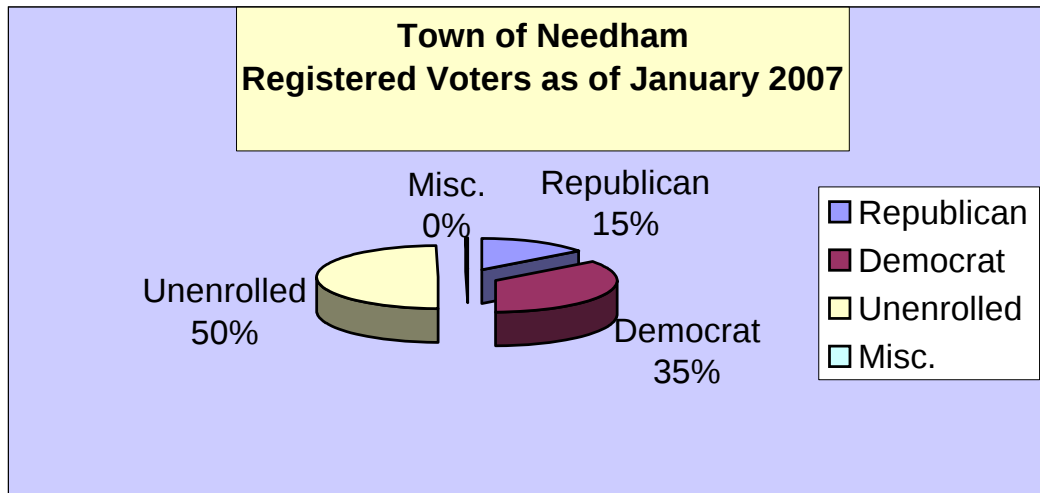
FY2007 HIGHLIGHTS

The Board of Registrars conducted three elections in Fiscal Year 2007 - the State Primary, Tuesday, September 19, 2006; the State Election, Tuesday, November 7, 2007; and the Annual Town Election, Tuesday, April 10, 2007. With two Proposition 2 ½ ballot questions - a General Override - School Department for \$1,128,670 and a Debt Exclusion/High Rock School and Pollard Middle School \$21,000,000, there was once again a higher percentage of voter turnout for this Annual Town Election than the 2005 Annual Town Election without any Proposition 2 ½ ballot questions.

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

The Annual Listing of Residents was conducted by mail again this year with only a 74% turnout compared to the 85% turnout in Fiscal Year 2006. Once again, the Annual Census included a request for Veteran status. Also, the dog license renewal application was included and has been well received by the dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. Thus it is very important to get a full and accurate accounting.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the revision, the total number of registered voters was 18,642 plus 1,043 inactive voters. 2007 Population for the Town of Needham includes 29,414 residents plus 1,043 inactive voters for a total of 30,457. Registered voters totaled 18,642 composed of 6,574 Democrats, 2,762 Republicans, 9,243 Unenrolled, and 63 miscellaneous political designations. 1,043 inactive voters brought the total number of registered voters to 19,685.



ANNUAL TOWN CENSUS POPULATION

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

* Includes Inactive Voters beginning in fiscal year 1999

BOARD OF SELECTMEN/TOWN MANAGER
--

Gerald A. Wasserman, Chairman

John A. Bulian

James G. Healy, Vice Chairman

John H. Cogswell

Daniel P. Matthews, Clerk

Kate Fitzpatrick, Town Manager

Christopher Coleman, Assistant Town Manager/Personnel

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 on the third Tuesday of the month, and April, when the Board typically meets on the second Wednesday and Fourth Tuesday. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so, with or without calling for an appointment in advance. Other meetings may be scheduled as needed and are posted at Town Hall. All meetings are open to the public.

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

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

- Establishing policies and procedures for the coordination of Town government operations.
- Representing the interests of Town residents in business dealings, legal affairs, and inter-governmental cooperation with other municipal, county, state, and federal agencies.
- Making appointments to those Town Boards and Committees under its jurisdiction.
- Convening the Annual Town Meeting in May and any Special Town Meetings that may be required, and preparing the Warrant (listing of Articles) for Town Meeting consideration.
- Licensing all food and liquor establishments and transportation companies.
- Appointing the Town Manager and Town Counsel.
- Approving appointments recommended by the Town Manager for the positions of Assistant Town Manager/Finance, Assistant Town Manager/Personnel, Fire Chief, Police Chief, and Director of Public Works.

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

- Reviewing and recommending the reorganization, consolidation, or abolishment of departments.
- Rental and use of all Town property, except school property, and maintenance and repair of all Town buildings, including school buildings and grounds.
- Serving as purchasing agent for the Town, awarding all contracts for all departments and activities of the Town with the exception of the school department.
- Adopting rules and regulations establishing a personnel system, including a classification and compensation plan, in cooperation with the Personnel Board.
- Fixing the compensation of all Town employees except those under the jurisdiction of the school committee.
- Negotiating and administering all collective bargaining agreements with employee organizations representing Town employees other than employees of the school department, pertaining to wages and other terms and conditions of employment, and participating in the deliberations of the school committee in collective bargaining with employee organizations representing school department employees, as provided in M.G.L. c. 150E.

- Keeping full and complete records of the office of Town Manager and rendering as often as may be required by the Board of Selectmen a full report of all operations during the period reported on.
- Keeping the Board of Selectmen fully advised as to the needs of the Town, and recommending to the Board of Selectmen for adoption such measures requiring action by them or by the Town as may be deemed necessary or expedient.
- Implementing Town Meeting votes and reporting annually in writing to the Town Meeting on the status of prior Town Meeting votes on which implementation is not complete.
- Administering, either directly or through a designee all provisions of general and special laws applicable to the Town, and by-laws and votes of the Town, and all rules and regulations made by the Selectmen.
- Reporting to the Selectmen and the Finance Committee as to the financial condition of the Town.
- Providing advice and assistance to boards and committees of the Town.
- Serving as chief fiscal officer of the town, preparing and recommending a Proposed Annual Operating Budget and Capital Improvement Plan.

FY2007 IN REVIEW

Selectmen Organization

In April 2007, 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 Gerald A. Wasserman as Chairman, James G. Healy as Vice Chairman, and Daniel P. Matthews as Clerk of the Board.

Sustainable Needham

In Fiscal Year 2007 the Town Manager and Board of Selectmen began a community conversation about sustainability. Sustainability is commonly defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. The Town is faced with insufficient revenue to achieve all of our objectives – improving and enhancing programs and services, renovating and reconstructing our road, water, and sewer infrastructure, maintaining our equipment in an acceptable operating condition, and maintaining and rehabilitating our capital facilities, parks, playgrounds, and other amenities. As such, difficult choices must be made in the allocation of resources.

Over the past six years, the Town has been challenged to balance the operating budget, and has done so without recourse to operating overrides whenever possible. We have succeeded in this effort in large part by reducing discretionary programs. The budget was balanced in Fiscal Year 2003 by eliminating virtually the entire capital budget, thereby allocating a significant amount of non-recurring revenue for operations, which is not sustainable for the long-term. In Fiscal Year 2004, while the voters approved approximately \$2.4 million in increased funding for education, public safety, and roads, other municipal department budgets were cut by just under \$500,000, or 3.5% (including more than 10 full time equivalent employees). In Fiscal Year 2005, Town Meeting was presented with only a modest capital budget, and department budgets were again reduced to meet a budget gap of more than \$2 million.

Based in part on the conversion of our health insurance program to the West Suburban Health Group, we were able to work together to achieve a balanced budget without a Proposition 2½ property tax increase in Fiscal Year 2006. In 2006, voters approved a modest operating override for Fiscal Year 2007 municipal operations in the amount of \$597,370, although a companion override for the Public Schools, in the amount of \$1,476,017 did not pass, requiring difficult choices on the part of the School Superintendent and School Committee.

Since the advent of Proposition 2½, communities like Needham have experienced pendulum swings in budgetary cycles. In “good” years, revenue may be sufficient to allow for modest funding of reserves and some increase in service delivery. In lean years, reserves are drawn down as the community awaits the next up-turn. Given the increases in operating costs over the last few years, there is no hint that an up-turn significant enough to meet the growing demand for services is anywhere on the horizon. Abiding by the principals of sustainability must therefore be our way of life.

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Sustainable Needham

The Sustainable Needham Initiative was implemented in Fiscal Year 2007, and encompasses a broad range of activities ranging from analysis of energy consumption to performance measurement. Needham has a long tradition of following best practices for sustainable government. Needham was one of the first local retirement systems to begin addressing the unfunded pension liability in the late 1980's. The Town has worked aggressively to secure the maximum amount of State reimbursement for its capital facility renovations, including over \$3 million for the Public Library, and more than \$51 million for school construction during this decade. The Town has generally been successful in reducing its reliance on appropriating non-recurring funds for operating expenses. The Town established and continues to fund a capital improvement fund, and last year established and began funding a capital facility fund. Moreover, the Town has refrained from appropriating any portion of the Stabilization Fund toward operating expenses, even in years of fiscal distress.

The Town has embarked on several new sustainability initiatives over the past year. Most of our efforts have focused on energy-related issues. Highlights of other sustainable initiatives include approval by the 2007 Annual Town Meeting for first year funding of the Town's post-employment benefit liability from the actuarial schedule. This funding program has been identified by Standard and Poor's as contributing to S & P's "good" financial management assessment and the continuation of the Town's AAA bond rating. The AAA rating is shared with only 17 other municipalities in Massachusetts, and only 3% of local jurisdictions nation-wide. The 2007 Annual Town Meeting also appropriated funding for "Performance Needham" – performance measurement efforts including customer satisfaction surveys, benchmarking, and evaluation. Performance measurement has increasingly been incorporated into all facets of our operation, including special projects, budgeting, resource allocation, and professional development.

Source reduction and energy management are critical components of sustainability. Beginning in Fiscal Year 2007 the staff created a working group known as NeedEnergy, part of our Sustainable Needham Initiative. With electricity, heating oil, and natural gas expenditures growing almost 23% per year, and fuel costs growing at 21% per year, stewardship of energy and natural resources will be a critical priority for the Town over the next several years. (Tables 1 and 2)

Energy Expenditures Major Facilities Total by Fiscal Year

Type	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	Average % Change
Electricity	\$521,879	\$596,039	\$851,386	\$1,008,542	\$1,092,663	\$1,499,917	
Heating Oil	\$330,832	\$389,155	\$377,671	\$582,981	\$740,575	\$693,970	
Natural Gas	\$21,958	\$68,710	\$144,130	\$130,470	\$262,462	\$232,320	
Total	\$874,669	\$1,053,904	\$1,373,187	\$1,721,993	\$2,095,701	\$2,426,207	22.7 %
Percent Change		20.5 %	30.3 %	25.4 %	21.7 %	15.8 %	

Gasoline Fuel Expenses Vehicles and Equipment Total by Fiscal Year

Type	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	Average % Change
Public Safety	\$38,136	\$49,533	\$58,902	\$59,365	\$91,357	\$95,531	
Public Works	\$67,881	\$88,694	\$91,877	\$142,867	\$166,243	\$173,020	
Other	\$4,686	\$6,780	\$7,566	\$5,757	\$12,556	\$15,200	
Total	\$110,703	\$145,007	\$158,345	\$207,989	\$270,156	\$283,751	21.3 %
Percent Change		31.0 %	9.2 %	31.4 %	29.9 %	5.0 %	

NeedEnergy Highlights

The Town of Needham has joined the EPA's Community Energy Challenge which commits the Town to reducing its energy consumption by 10%. In exchange the Town became an "Energy Star Partner." Energy Star

is helping the Town reduce its energy consumption and has provided benchmarking software that will support analysis of energy consumption on a building by building basis, charting progress as more energy efficient changes are made.

On-going planning for the High Rock School includes many green features such as occupancy and light sensors, an 88% efficient boiler, a high efficiency chiller, and a lighting technique that manages daylight reflection to reduce glare and the need for artificial light.

The newly reconstructed Public Library is L.E.E.D. certified with many energy saving and environmentally friendly features. The new landscaping needs fifty percent less water, and a 12,000 gallon underground rainwater recovery system is utilized for watering the grounds. The Library contains waterless urinals and dual flushing toilets. A storm water management system/infiltration bed was installed at Rosemary Lake. Trees are planted throughout the landscaping plan to provide shade and protection to the building. Windows play a role in heating and cooling. They open to reduce reliance on air-conditioning, there are fewer windows on the east and north sides of the building to prevent heat loss, and large windows are installed on the south and west sides of the building to take advantage of passive solar heat.

Due to programs like Pay-Per-Throw and educational efforts, the Town is a leader in the region for recycling. This helps to increase the availability of recycled products, and decreases the expense associated with solid waste. The RTS provides two sheds for the disposal of products containing mercury. Energy efficient CFL (Compact Fluorescent Light bulbs) contain a small amount of mercury and should be recycled. This program makes disposing of CFLs safe, and may help encourage their use in private homes and businesses. The Town has taken steps to evaluate each vehicle replaced, and to purchase more efficient vehicles when possible.

The DPW has been working to replace streetlights in Town by converting them from Mercury Vapor to High Pressure Sodium Vapor. This effort is between 30–35 % complete. All of the new traffic signals that have been installed utilize L.E.D. fixtures instead of incandescent bulbs. L.E.D. fixtures use less energy and last much longer than incandescent bulbs. A recommendation for funding the balance of these projects is included in the Fiscal Year 2009 Capital Budget.

Lighting of Town buildings is achieved primarily with florescent bulbs, which use less energy and last longer than incandescent bulbs. A majority of the fire alarms and exit signs in municipal buildings have been converted to L.E.D. from incandescent bulbs.

Xeriscape gardens have been planted alongside the parking lot behind Town Hall and at the Newman School. These demonstration gardens are able to survive without additional watering once the garden is well established. These gardens are intended to be the first of many projects utilizing this planting technique to preserve the color and greenery that is expected of public areas, while reducing use of water and maintenance that traditional gardens would require. The Newman School Xeriscape garden has been incorporated into the elementary school curriculum, an excellent example of progress toward sustainability.

Other projects -- In Fiscal Year 2007, the Townwide Facility Master Plan was released, and funding for the Town Hall feasibility project was funded at the 2007 Annual Town Meeting. The Board of Selectmen and management team, in cooperation with the Finance Committee, began the development of a plan for sequencing and financing capital facilities. The Board developed a process for establishing budget priorities under the Town's new form of government, and these priorities served as the basis for the development of the Fiscal Year 2008 budget during Fiscal Year 2007. The Board oversaw the development and implementation of a housing production plan, and secured funding at the 2007 Annual Town Meeting to increase the newly created position of Economic Development Coordinator to full-time status.

The Board of Selectmen and Town Manager will continue to promote the goal of sustainability in many arenas, such as environmental, financial, and economic development. In doing so, we will help ensure that the Town of Needham continues to thrive.

COMMISSIONER OF TRUST FUNDS



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

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

Robert D. Hall, Jr., (not pictured) former Commissioner (resigned July 2007)

Nick S. Renzulli, Secretary (appointed to serve July 2007 to April 2008)

Evelyn Poness, Town Treasurer, Ex-Officio Member

Our mission as Trust Funds Commissioners is twofold: 1) to prudently invest the Town's various Trust Funds with a long-term horizon, and 2) to disburse funds from those Trusts in a manner consistent with the donor's wishes. A third goal we have set for ourselves is to increase the number of assets we oversee and to prudently grow those assets.

In Fiscal Year 2007, Commissioner Bob Hall decided to resign his position. Needham's Trust Funds were well served by Commissioner Hall's service, and we thank him for his dedication to our town and its Trust Funds. As a result of a joint meeting of the Commissioners and the Board of Selectmen, Nick S. Renzulli was appointed to replace Commissioner Hall until the town elections in April 2008. We thank all those who expressed an interest in serving the town as a Commissioner.

In line with the first goal, we formally updated our investment policy for the Trust Funds in Fiscal Year 2007. This policy delineates our target asset allocation among various asset classes. The Trust Funds are pooled together for investment purposes (yet accounted for separately) which allows for a broadly diversified portfolio including Fixed Income investments and Domestic and International Equity securities. The pooling of assets also allows for reduction in management fees across all of the various trusts.

In 2006, we formally interviewed representatives of four firms as potential managers of our assets. A firm was selected, however, due to changes in personnel at that firm; we replaced our asset manager with another finalist from the 2006 search. By doing so we were able to reduce our overall fees, improve our reporting, and lower our administrative burdens. While we are committed to reviewing our existing manager's performance quarterly, we urge a competitive bidding process at least every 5 years.

The Trust Funds Commissioners currently have oversight of over 80 trusts, which, as of June 2007, have over \$3,600,000.00 in combined assets. Nearly half of the assets are Needham school related, with the vast majority of school trusts earmarked for scholarships awarded annually to Needham High School graduating seniors. The next largest components of the Trusts, accounting for about a quarter of the assets in the overall Needham Trusts, are for general use purposes of our town Library. The remaining trusts are for a wide variety of purposes such as the Conservation Commission, 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, and prudent financial management, the Trusts have grown over the past five years from a total of approximately \$2.2 million at the start of fiscal year 2002, to approximately \$2.8 million at the end of Fiscal Year 2006.

In line with our second obligation, which is to ensure that disbursements from the Trusts are in line with the stated wishes of the donor(s), the Trust Fund commissioners approved disbursements from the trusts for various purposes totaling approximately \$250,000.00 in Fiscal Year 2007, an increase of almost \$75,000.00 from Fiscal Year 2006. We are in the process of educating the recipients of the trusts disbursements on the topic of successfully managing a Trust to exist in perpetuity. Here we are seeking to emulate a time honored practice used by Foundations and Endowments. Essentially, this involves spending approximately 4% of the Trust balance each year, irrespective of the earnings in the prior year. With a goal of realizing a return from our Trust's diversified portfolio in the 6% to 10% range per annum over a market cycle, we would expect the value

of the Trusts to grow slightly and preserve the value of the Trusts (inflation adjusted) for future generations. This method also allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year. This fiscally disciplined approach has been well received thus far by the beneficiaries of the Trusts. The return for fiscal year 2007 was 8.5% (excluded cash) or slightly over \$350,000.

Our third goal is to increase the visibility of the Town Trust Funds. We plan to use various means to publicize the Trusts, and the contributions they make to Needham town life. Contributions to existing trusts are always welcomed, and a new Trust to benefit some aspect of town life can be set up for as little as \$5,000.00. The Trust Fund Commissioners plan to continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for years to come. 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 Fund for almost any civic purpose. We believe this a wonderful way to commemorate an individual, special event, or to establish a legacy for some Town purpose. Five new trusts, valued at \$335,000 were established in 2007.

We also believe that the Trust Funds investment strategy can be beneficial to other Needham organizations. For example, funds raised and held by town groups and organizations in bank accounts at low interest rates could, with the approval of Town Meeting, move to the Needham Trust Funds roster and take advantage of the lower fees and investment diversification that the larger pool of assets allows. Please contact any of the Commissioners if you or your organization would like further information about the Town Trusts.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance

DEPARTMENT DESCRIPTION

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

The department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the federal and state governments. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the \$100 million general fund budget, \$14 million in special revenue, \$14 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The department also monitors and reviews the capital spending activity of all departments. The department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis the department processes hundreds of invoices for payment to vendors, for services and supplies, procured by Town departments.

FY2007 HIGHLIGHTS

The Town's overall financial picture continues to be stable. Fiscal Year 2007 was the first fiscal year closeout which was based on a budget process under which the Town Manager presents an executive balanced budget to the Board of Selectmen and the Finance Committee for consideration. The year end results show a continued improvement with management's underlying long-term planning goals of sustainability. The stronger results for Fiscal Year 2007 were also due to some significant one-time events and timing issues. The Town realized more investment income due to higher cash flow levels during the year and generally higher interest rates. The Town benefited from the influx of cash from the Massachusetts School Building Authority (MSBA) which has

made considerable inroads with its payments to cities and towns to clear up the backlog of school projects approved for state financial assistance.

During Fiscal Year 2007 the Town received payments from MSBA for the Newman School, Eliot School, and for the HVAC work at the High School which closed the books on those three projects as it relates to the open receivable. The Town also received the first of seventeen equal annual payments (\$745,381) for the Broadmeadow School project. The Broadmeadow School project payment began a year earlier than had been expected. In total the Town received \$5,996,912 during the year for the four projects all of which were previously approved and work completed prior to the creation of the MSBA. The receipt of the backlog of state payments considerably reduced the amount that had to be bonded. The payments not only reduced the amount of principal that had to be financed through bonds, but also reduced the amount of the project cost that was to be raised on the tax levy for Fiscal year 2007 and the future years during which the debt would have been paid.

The Town and the MSBA have also entered into a funding agreement for the current High School project which allows for monthly disbursements to the Town for the State's share of the project costs. The payments are issued to the Town as costs for the project are incurred. This funding process avoids the need to issue notes on the State's share of the project cost (less a holdback until a final audit of the project is done), reducing interest expense and avoiding the need to permanently finance the State's share. Through June 30, 2007 the Town received payments in the amount of \$19,625,670 for the High School Project with approximately another \$10-million to be received as the work progresses. The High School construction project is expected to be completed by late 2008 or early 2009. The close out audit and the final payment from the MSBA for the holdback is projected to occur by 2010.

The Town has also begun moving forward with several capital projects which were identified in the Facility Master Plan (FMP) that was funded at the May 2005 Annual Town Meeting. The High Rock school project borrowing authorization was approved; and the debt exclusion to repay the annual debt service to be incurred was approved by the voters at the April 2007 annual town election. The Town is moving forward with discussions on three other projects identified to be done prior to 2012; the administration offices for the public works and land use functions, the Town Hall, and a senior center. The Town will evaluate the operational costs that may be associated with each of the projects. This is in keeping with the Town's practice of vetting out operating costs as well as debt implications as part of the decision making process as it moves forward with recommendations for a large scale building project.

There have been no draws on the Town's Stabilization Fund to support any operating or capital expenditures. The Town continues to provide additional funding to its newly established capital improvement fund and this past year established a capital facility fund to begin planning for higher cost building maintenance expenses which will come during the next ten to fifteen years as the expect life of some of the building improvements made during the past several years age and wear out.

We have submitted as part of the annual town report, the general fund balance sheet for the fiscal year ending June 30, 2007, as well as the Statement of Net Assets for each of the three enterprise funds for the year ending June 30, 2007, the statements of Budget Appropriations and Expenditures for the General Fund, RTS Enterprise Fund, Sewer Enterprise Fund, and the Water Enterprise Fund for Fiscal Year 2007, and the Schedule of Trust Funds for Fiscal Year 2007. Also included in this Town Report is the Fiscal Year 2007 Tax Rate Recapitulation as approved by the Department of Revenue. All schedules will be found in the appendixes.

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

Below is summary of activities by the other offices that make up the Department of Finance.

Accounting Office

Melissa Melnick, Town Accountant

Kathy Butters, Assistant Town Accountant

Vacant, Accounts Payable

Connie Marsland, Payroll

Susan Herman, Administrative Specialist

The accounting office saw the retirement of Donna Aprea, the accounts payable department specialist after more than twenty years of service. Donna began with the department in December 1985 and left in October 2006. We wish Donna well with her new ventures. The office also extends its congratulations to Kathy Butters who was promoted to Assistant Town Accountant after six years as the payroll specialist. The creation of an Assistant Town Accountant position was presented to and supported by the Finance Committee at the start of the Fiscal Year 2007 budget process. The Finance Committee incorporated the funding for the position in its 2007 budget recommendations which was approved at the 2006 Annual Town Meeting. Connie Marsland replaced Kathy Butters as the new payroll specialist. Previously, Ms. Marsland worked in the Town Clerk's office.

The addition of the assistant town accountant position in the accounting office has proven to be an asset. The work done by the assistant allowed the Town Accountant to have the annual fiscal year audit completed earlier than it has been in many years. Free Cash was also certified much earlier than in recent years. Another important report, Schedule A, was able to be filed to the State much earlier. Having these large tasks completed earlier, allowed for the day-to-day general accounting tasks to be more timely and financial reporting current.

Also during 2007, the accounting office began tracking employee enrollment in Direct Deposit of pay, and is a basis for its "Town Stat" project which the Town Manager has initiated and promotes to better measure efficiency measures. We would eventually like all employees to be enrolled in Direct Deposit, which is not only a benefit for the town with lower financial transaction costs, but a benefit to employees as well, in that their pay is deposited timely. Since the office began its renewed promotion of Direct Deposit in fall, we have had seen an increase in participation.

Assessing Office



*Hoyt B. Davis, Jr., Administrative Assessor
Chikako Park, Assistant Administrative Assessor
Stanley Winston, Data Collector
Sandra Evans, Department Specialist
Nancy Martin, Administrative Support*

The assessing office welcomed Stanley Winston who replaced Jesse Haga as the Data Collector for the office.

In our effort to provide the public with more information, the department authored a comprehensive primer on real estate and auto excise taxation as well as abatements, exemptions and the Community Preservation Act. This Power Point presentation, available on the Town's website, was accessed 3,468 times by the public. In the area of education, several staff members completed courses sponsored by the International Association of Assessing Officers, the Massachusetts Association of Assessing Officers and the Massachusetts Department of Revenue. These courses ranged from the Department of Revenue's "Assessing 101" to educational courses that are required to be designated as a Massachusetts Accredited Assessor. The project of photographing and entering into the property record system over 9,000 property digital photographs was also completed in Fiscal Year 2007.

Parcel Types	2005	2006	2007
Single Family	8,316	8,330	8,337
Condominium	564	610	651
Two Family	332	320	303
Three Family	19	19	17
Four + Family	26	25	25
Vacant Land	184	177	175
Chapter Land	8	10	14
Mixed Use	28	26	23
Commercial	367	366	371
Industrial	49	49	48

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Parcel Types	2005	2006	2007
Personal Property	856	1,022	961

The primary goals for next year entail further education and revaluation. The Administrative Assessor must satisfy the recertification requirements mandated by the Massachusetts Assessor's Association. The Administrative Assistant will continue work towards a Massachusetts Accredited Assessor designation through further course work, while other members of the staff will participate in educational opportunities designed to enhance their knowledge and ability to serve the public ever more efficiently. The assessing staff will be gearing up in the latter portion of Fiscal Year 2008 for the state mandated triennial revaluation that will be underway during 2008.

Collector and Treasurer Offices



*Evelyn Poness, Town Treasurer and Tax Collector
Diane Ryan, Assistant Collector and Treasurer
Anita Mahaney, Department Specialist
Karen Rogers, Department Specialist (not shown)
James McMorro, Department Assistant (not shown)
Kristin Bent, Department Assistant
Susan Herman, Department Assistant*

The department welcomed Kristin Bent, as part of the customer service team, who took the place of Karen Rogers. Ms. Rogers was promoted to property tax department specialist position which became vacant upon the departure of Jyoti Rani, who left for new opportunities in another state. We wish all three well in with their new responsibilities.

Each year brings new challenges to the Office of the Collector and Treasurer; Fiscal Year 2007 was no exception. In 2003 the town accepted Chapter 60, Section 3D which established an Elderly and Disabled Tax Relief Fund which allows the Tax Collector to provide an enclosure with the tax bills for residents and businesses to contribute to this fund. Due to the generosity of many, the Elderly and Disabled Tax Relief Committee was able award \$20,300 in property tax relief grants for Fiscal Year 2007. This is an increase \$14,500 over the prior year.

During Fiscal Year 2007 the Town Treasurer/Collector conducted an extensive study of the current method of issuing and processing RTS stickers. As a result of this review, steps will be taken to incorporate a scan line on the application to facilitate the documentation of the current information within our computer system.

The Treasurer/Collector continues to modify the water and sewer billing system to provide monthly billing for commercial properties and expedite the time between when meters are read and charges are billed.

The Collector/Treasurer's office is responsible for collecting all committed revenues due the Town. During Fiscal Year 2007, approximately \$83 million in billed revenue flowed through the office including:

- Real Estate Tax Collections \$73.9 Million
- Personal Property Tax Collections \$ 1.9 Million
- Delinquent and Deferred Tax Collections
 - Including penalties and interest \$ 0.7 Million
- Motor Vehicle and Other Excise Collections \$ 4.4 Million
- Ambulance Service Fee Collections \$ 0.5 Million
- Parking Fees \$ 0.3 Million

The collection rate for all receivables billed through the Collector/Treasurer's office remains high. Property tax collection rate remains very strong with more than 98% paid by the due date. As a result of the continued strong collection rates, the receipts of several lump sum payments from the State, and the temporary higher

interest rates, the Treasurer was able to earn \$1,573,613 for the General Fund during Fiscal Year 2007, more than a 50% increase over the previous year; this increase will not reoccur next year.

	2005	2006	2007
Sewer and Water Bills Issued	42,344	45,349	46,842
Real & Personal Property Tax Bills Issued	42,934	43,372	43,790
Motor Vehicle Excise Bills Issued	28,938	28,830	27,880
RTS Sticker Applications Processed	10,396	10,298	9,737

The Treasurer issued \$4,470,000 in long term debt and \$13,432,052 in short term debt. To assure the best interest rate available, Needham submits all financial data to Standard and Poor's (S&P) credit rating agency. Once again S & P returned a rating of AAA on all outstanding long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2007 was \$60,603,511.

Information Technology Center

Roger MacDonald, Director of Management Information Systems

Steve Freedman, Computer Operator

Matthew Tocchio, Network Administrator

vacant, GIS Administrator

Lawrence Weaver, Senior Network Administrator

During the past year the Information Technology Center (ITC) has seen a major change in the management of the department. Bob Burke, a thirty plus year employee including more than twenty years as the Director of the department, retired in May 2007. Bob had been through multiple hardware and software changes and upgrades through the years and his knowledge of not only of the core applications but also his historical knowledge of Townwide, building-wide, and department happenings will be missed. Bob Burke was replaced by Roger MacDonald who has worked for the Town over seven years as the GIS Administrator.

Throughout Fiscal Year 2007 the department continued to support and improve the existing technological infrastructure by upgrading switches which improve network communication as well as replacing and upgrading servers and employee workstations to help improve efficiency and productivity. At the same time the group assisted Town departments with requests for both software and hardware needs as well as acting as a resource for departmental inquiries into the acquisition of new software.

A major implementation for Fiscal Year 2007 was the development of a new web site with a new web address of www.needhamma.gov. The purpose of this development was to not only redesign the original web site but to also redistribute the day to day upkeep of the web site. Originally the web site was designed, developed, and updated by a single member of the ITC but due to the increased usage of the web site it was determined that a new look as well as upkeep procedures and hosting options were needed. During the year several task groups were created to look at needs and options for this project and prior to the end of the fiscal year the Town selected CivicPlus for its new web products and features. CivicPlus is a leader in government/municipal web site development and not only acts as a web site developer but also hosts the web site at their location. This last point was advantageous to the ITC in that the energy that would be required for internal hardware and software administration are now being handled by CivicPlus allowing for more of ITC's resources to be directed to other immediate needs and projects.

The ITC was also involved in installing and configuring the Mobile Data Browser project for the Police Department. The Mobile Data Browser integrates the Computer Aided Dispatch system with wireless communication networks to provide wireless communication between the dispatch center and field officers' Mobile Data Units. The Mobile Data Browser also provides field officers with direct access to information in federal, state, and local crimes databases without routing the request through the dispatch center.

Office of the Parking Clerk

Debra Smith, Parking Clerk

Anita Mahaney, Assistant Parking Clerk

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

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

Customer communications continues to be a primary activity for the Parking Clerk. The timely response of telephone communications continues to receive at least a 95% positive feedback. Due to the promptness and effectiveness of both written and verbal communications, fewer hearings have been necessary. The total yearly number of hearings has been reduced by approximately one-third, while total number of tickets issued remained fairly consistent at total of approximately 4,000.

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

FINANCE COMMITTEE

Steven Rosenstock, Chairman

Laura A. Brooks, Co-Vice Chairwoman

David J. Escalante, Co-Vice Chairman

Lita C. Young, Past Chairwoman

Scott M. Brightman

Richard S. Creem

Stephen A. Jonas

Louise Miller, Executive Secretary

PURPOSE

Needham By-Laws charge the Finance Committee with the responsibility of recommending a balanced budget to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and on policies and principles of sound fiscal management. Additionally, the Committee is mandated by State Law to "consider any and all municipal questions for the purpose of making requests or recommendations to the town." (See Massachusetts General Laws Chapter 39, Section 16.)

Fiscal Year 2007 was the second year under the Town Manager form of government in Needham. The Finance Committee worked productively with the Town Manager to reach a balanced budget recommendation for Town Meeting's consideration. In achieving the goal of presenting a balanced budget as well as capital recommendations to Town Meeting, the Finance Committee sometimes asks difficult questions of department managers and town management. Requested expenditures often exceed estimated revenue, making these questions not only worthwhile but essential to the budget process. The process includes meetings, site visits, research, and analysis on behalf of Town Meeting members and the citizens they serve. In some measure, because of this process, one trusts that Needham is a town which strives to enhance its financial integrity, maintain its infrastructure, and preserve the vital services which its citizens continue to enjoy.

FY2007 ACCOMPLISHMENTS AND ACTIVITIES

Operating Budget Recommendation

Once again, the Finance Committee was challenged with reaching a balanced budget recommendation for Fiscal Year 2008 in the face of increasing health insurance costs, and a rise in energy costs due to price inflation and consumption increases from new buildings. In addition, the rate of salary growth for selected bargaining units outpaced anticipated revenue growth.

The Finance Committee began its budget process on December 13, 2006, when departmental spending requests and the School Department's initial budget request were submitted. As in every year, the Finance Committee:

- Carefully reviewed every departmental spending request on its own merit and with regard to the impact of each request on citizen services and the Town's infrastructure.

- Met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, and school administrators.
- Held budget hearings with each department and deliberated in depth all requests.

In addition, under the Town Manager form of government the Finance Committee received revenue estimates and the Town Manager's executive budget on January 31st. The Finance Committee carefully reviewed and considered, in detail, the Town Manager's executive budget.

Thereafter, the Finance Committee worked diligently to arrive at an initial balanced budget recommendation by mid-February, thus giving the Board of Selectmen ample time to decide whether an operational override would be necessary. The Finance Committee's initial recommendation itemized the cuts to Town services needed to balance the budget and the total amount recommended for the School Department budget, since only the School Committee has authority to appropriate School budget line items. The Board of Selectmen voted to place one override question on the April ballot for the School Department, which the citizens of Needham approved. At the May 2007 Annual Town Meeting, the Finance Committee presented the Fiscal Year 2008 budget to Town Meeting members for their consideration and appropriation, in accordance with the results of the override vote.

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

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

Capital Spending Recommendations

The Town's capital spending comes from three distinct fiscal sources: cash, debt within the tax levy, and debt exclusion. Cash capital is a component of Free Cash. Free Cash is that item of revenue that represents unspent appropriations from a previous year. Free Cash for Fiscal Year 2008 was approximately \$3.2 million, of which approximately \$1 million was appropriated for capital items. One of the challenges that the Town has faced in recent years is the maintenance of the equipment needed to operate the various municipal departments. It was a mild winter last year, and the Finance Committee was able to recommend a Reserve Fund transfer to purchase additional cash capital items at the May 2007 Special Town Meeting. The additional cash appropriation allowed the Town to replace much needed equipment for the Department of Public Works. The total cash appropriated for capital items exceeded \$1.6 million.

In addition, the Finance Committee recommended that Town Meeting adopt various articles to be financed with debt, including roads, bridges, sidewalks, and intersections updates for \$1.1 million, and the renovation and expansion of the High Rock School and the upgrade of the electrical and technology infrastructure at the Pollard School for \$21 million.

Future Challenges

The Board of Selectmen and Town Manager prioritized four building projects: the High Rock School renovation and expansion, a new Senior Center, the Town Hall renovation, and a renovation and expansion of Department of Public Works building at DeFazio Park. In Fiscal Year 2008, debt exclusion for the costs of construction of the High Rock School was successful. The sequence and scope of the remaining proposed projects must be carefully planned to meet the Town's needs in a timely fashion while managing any increases in operating costs from these projects and the Town's debt service prudently. The Finance Committee is guided by longstanding policies agreed to by the Board of Selectmen and Finance Committee of maintaining ratios of 3% debt service on general fund debt to general fund revenue and 10% debt service on total debt to total town-wide revenue. The Finance Committee recommends that the Selectmen present the taxpayers with an operating override to cover the increased operating costs of a building at the time that the funds for the building construction are sought, so that taxpayers may make informed decisions based upon the true costs connected with the building construction. The operating override has been dubbed a "companion" override. The "companion" operating override would take effect in the fiscal year that the building is completed. The Finance

Committee has always been a strong advocate of long-term fiscal planning. Planning for the operating costs of building construction is sound long-term fiscal planning. There was no “companion” override for the High Rock School. Looking beyond Fiscal Year 2008, an operating override to cover the increased costs to the Town of opening a new school will be necessary.

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

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

LEGAL DEPARTMENT

David Tobin, Town Counsel

PURPOSE

The Legal Department of the Town of Needham provides legal advice to all 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, ordinances and regulations.



FY2007 HIGHLIGHTS

During Fiscal Year 2007, commencing July 1, 2006 and ending June 30, 2007, in addition to the advice given to Town officials on a daily basis, the Legal Department accomplished the following:

- The Legal Department represented the Town, its boards and/or officers and employees in various courts and before various administrative agencies and handled all related litigation matters, unless covered by a contract of insurance.
- The Legal Department negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, Department of Public Facilities, School Department, Library, Retirement Board, Department of Public Works (including the Water and Sewer Department, Highway Division and Recycling and Transfer Station), Park and Recreation Commission, Conservation Commission, Personnel Department, Planning Board, Board of Health, Police Department, Fire Department and the Housing Authority.
- The Legal Department assisted in the drafting and presenting of Home Rule Petitions to the General Court.
- The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

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

- Labor relations
- Litigation

FY2008 FORECAST

In Fiscal Year 2008, the Legal Department shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael Fee

PURPOSE

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

FY2007 HIGHLIGHTS

During the Annual Town Meeting in May 2007, Town Meeting Members acted on 41 articles and worked through an operating budget that authorized just under \$100 million in expenditures for our town. Among other actions, Town Meeting also authorized the creation of a Committee to Study Town Meeting. This committee consists of seven appointees appointed by the Moderator and will report back to the Annual Town Meeting in 2008.

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

In April 2007, I presented my annual, comprehensive lecture on Town Meeting to the Junior class at Needham High School. This lecture is delivered at the request of the Social Studies Department as part of their curriculum on local government. Prior to the Warrant Meetings sponsored by the Needham League of Women Voters in advance of the 2007 Annual Town Meeting, the League helped arrange and publicize an orientation session that I conducted for newly elected Town Meeting Members. I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices used by Moderators around the Commonwealth.

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

I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. The Moderator appoints all members of the Finance Committee and the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee. I am proud of the citizens I appointed to serve their fellow citizens in various positions during 2007. Any citizen who wishes to be considered for a position on one of these bodies should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Evelyn Poness, Chair
Kate Fitzpatrick
John Krawiecki

Robert Mearls
Thomas Welch

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of \$118,823,000. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of \$103,600,000 since we joined the Pension Reserves Investment Trust in June 1985. During Calendar Year 2006 the rate of return on investments of the Needham Retirement System was 16.69% as reported in the 2006 PERAC Annual Report of all Massachusetts Public Retirement Systems.

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

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

The maximum retirement allowance is funded 20% by the employee and 80% by the Town. The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pensions costs and allow funding to be spread over a number of years. In May 2007 the Board voted to shorten the previous funding schedule by two years after reviewing the Actuarial Valuation as of January 1, 2007. Needham's pension obligation will be 100% funded by the year 2021.

PERSONNEL BOARD

John Dennis, Chairman

Richard Lunetta

Patricia Forde, Vice-Chairman

Joseph Herlihy

Vivian Hsu

Department Manager: Christopher Coleman, Assistant Town Manager/Personnel Director

PURPOSE/MISSION/AUTHORITY

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

FY2007 ACCOMPLISHMENTS AND ACTIVITIES

In Fiscal Year 2007, the Board continued its regular duties by recommending a 2.5% wage increase for non-represented personnel and four (4) represented units to Town Meeting. The Board was involved with one classification study for members of the Department of Public Works Department Needham Independent Employees Association collective bargaining unit.

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

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

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

LAND USE / DEVELOPMENT

BOARD OF APPEALS

Michael A. Crowe, Chairman
Jon D. Schneider, Member
Jonathan D. Tamkin, Member

Gregory J. Condon, Associate Member
Howard S. Goldman, Associate Member
Noreen H. Stockman, Department Manager

PURPOSE

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

FY2007 HIGHLIGHTS



- Charles River Landing, at 300 Second Avenue, will add 350 rental units, 88 of which will be affordable. This development is anticipated to be completed in two years and will be Needham's largest apartment building.
- The Town of Needham is currently credited for 498 units or approximately 4.6% affordable housing. The State mandated goal is 10% affordable housing per town.
- Gorse Mill Studios was approved for thirty-four artist studio condominiums with a gallery on Thorpe Road, following overwhelming support for the proposal.
- Neponset Winery, 50 Kearney Road, was permitted to manufacture, store and sell wine—a first since at least 1920.

FY2007 STATISTICS

The Board met fifteen times this fiscal year. Two applications for Comprehensive Permits were approved, which will add 89 affordable units for the Town. Thirty-four special permits were granted, four were denied, and five were withdrawn. Two variances were granted, and one appeal of the Building Inspector was upheld. Application volume has remained constant over the past three years.

PLANNING BOARD

Devra G. Bailin, Chairman
Jeanne S. McKnight, Vice-Chairman
Bruce T. Eisenhut

Maurice P. Handel
Martin Jacobs



Planning Department

Lee Newman, Director
Joyce Moss, Economy Development Specialist
Alexandra Clee, Assistant Planner

PURPOSE

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

Review and Approval/Disapproval of:

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

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

Review and Advisory Reports on:

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

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

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

FY2007 ACCOMPLISHMENTS AND ACTIVITIES

Fiscal Year 2007 showed an increase in the pressures for growth, change, and development in Needham as evidenced by an increase in the number of Site Plan Special Permit applications processed by the Planning Board. Commercial development in the form of new and enlarged office buildings, new retail and restaurant space was more prominent than residential development, at least as far as applications to the Planning Board is concerned. In its capacity as a special permit granting authority, the Planning Board processed 11 new applications as "Major Projects" under the Site Plan Review By-Law and issued 20 amendments on previously approved "Major Projects".

The Board processed 2 new Definitive Subdivision Plan for a total of 4 new building lots. In addition, a total of 9 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 65 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.

Planning, zoning, and development activities begun in Fiscal Year 2005 and continuing into Fiscal Year 2007 include the interviewing, hiring and monitoring of planning consultants to prepare a comprehensive plan for the future of the Needham Center commercial area. Funding for the \$80,000 study comes from a \$30,000 state grant, \$25,000 raised through local business contributions, and \$25,000 raised by Town Meeting appropriation. The plan is intended to engage the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. The potential for Needham Center is great, but has been limited by the lack of an updated cohesive vision for the future and the coordinated decision-making that would follow from that vision. To assure that Needham Center continues to serve its important social and economic function, the proposed comprehensive planning process would achieve two primary objectives: 1) develop a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educate and involve the community during plan development to assure a planning effort supported by a broad range of community representatives.

Accordingly, a citizens' task force consisting of business interests, residents of the immediate area and various civic groups was appointed. The task force and the consultant have convened two town-wide public workshops. A final report with policy recommendations for land-use regulations and streetscape improvements is expected in June of 2008, leading to eventual revisions in the Zoning By-Law at the 2008 Fall Town Meeting.

The Planning Board is presently completing a codification of the Town's Zoning By-laws. The Zoning By-Laws of the Town date from the early 1950's and have been extensively modified and amended during the subsequent years. The last codification was completed in February of 1984. The codification will change the arrangement of the Zoning By-Law without making any substantive changes in its provisions. Codification is needed for three reasons: 1) To keep the Zoning By-Law up to date with State statutes; 2) To eliminate internal inconsistencies that have crept in as the By-Law has been amended; and 3) To provide a copy editing to ensure that defined terms are used consistently, to eliminate duplication where possible, to extend coverage more universally, and to make the By-Law easier to read. It is anticipated that the codification will make the Town Zoning By-Law clearer and easier to use, more up to date, and more consistent with the By-Laws in other communities. Completion of this project is expected in Fiscal Year 2008.

The Town continued its membership in the Metro West Housing Consortium, which includes the Town's of Bedford, Belmont, Brookline, Framingham, Lexington, Lincoln, Natick, Sudbury and Watertown. HUD allocated this year approximately \$1 million to the consortium for the development of low and moderate-income housing. Participation in the consortium is providing Needham with approximately \$69,000 in annual funds for affordable housing purposes. As anticipated Fiscal Year 2004 - Fiscal Year 2007 consortium funds are currently being utilized at High Rock Homes where the Housing authority, with technical support from the Planning Office, is overseeing the replacement of approximately 20 of the 80 existing singly family homes with newly built two-family townhouses on the same lot. Construction of this project, which began in Fiscal Year 2007, is expected to be completed in Fiscal Year 2008.

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

The key challenge facing the Planning Board over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the New England Business Center. The State has made mixed-use smart growth development, as envisioned in the above-noted plans, a priority and has provided the financial assistance required 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 the Board's number one priority and challenge.

During Fiscal Year 2007 the Planning Board lost two of its long terms members, namely Paul Killeen and Robert T. Smart, Jr. Upon the completion of nearly twenty-one years of service on the Planning Board, Paul Killeen retired in November of 2006. Additionally, Robert T. Smart, Jr. retired at the end of the fiscal year

upon completion of ten years of service. Through all those years, the Needham community benefited from their wise and thoughtful deliberations, and the Board appreciated immeasurably their leadership and presence.

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

PUBLIC SAFETY

BUILDING INSPECTOR

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

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

PURPOSE

This department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with applicable Zoning By-Laws, Massachusetts State Building Code, Massachusetts State Fuel, Gas and Plumbing Code, Massachusetts State Electrical Code, Town of Needham Sign By-Law and the enforcement of Massachusetts's requirement for Sealer of Weights & Measures.

The Massachusetts State Building Code also requires this department to inspect public buildings. There are 14 places of worship, 16 day care sites, several state group homes, several nursing home facilities, Beth Israel Deaconess Hospital, Charles River Association for Retarded Citizens, 7 public schools, 4 private schools, one college including dormitory buildings, 982 apartment units and 247 hotel units, approximately 45 other places of assembly and restaurants that require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress.

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

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

In Fiscal Year 2007, this Department issued 4,064 Permits and collected \$1,198,755 in permit fees.

Number of permits issued/Fees collected

Department	FY2007	FY2006	FY2005	FY2004
Building	1,286/\$413,044	1,342/\$1,102,587	1,270/\$584,650	1,319/\$529,769
Plumbing	945/\$22,900	961/\$64,083	954/\$43,178	937/\$33,285
Gas	518/\$8,491	494/\$21,289	493/\$14,560	443/\$10,775
Wiring	1,274/\$59,199	1,302/\$232,593	1,367/\$101,767	1,324/\$70,159
Signs	32/\$1,820	32/\$2,475	29/\$1,455	45/\$1,550
Swimming Pools	9/\$325	13/\$1,725	11/\$900	12/\$400
Weights & Measures	\$5,547.15	\$6,112.80	\$2,013.50	\$5,396.75
Misc. Fees	\$6,473.00	\$9,157.00	\$6,222.00	\$4,873.00
Total	4,064/\$1,198,755.95	4,144/\$1,440,021.80	4,124/\$754,745.50	4,080/\$656,207.75

Number of building permits issued for different construction projects

	FY2007	FY2006	FY2005	FY2004
New Single Family Dwelling	71	73	69	53
New Two Family Dwellings	7	12	7	6
New Non-residential Buildings	7	0	3	2
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	528	708	688	559
Add/Alter Existing Non-residential	163	79	82	99
Demolish or Relocate	86	65	64	87
Swimming Pool	12	11	12	11
Signs	45	27	45	49
All other Building Permits	375	0	0	0
Total	1,294	975	970	866

FIRE DEPARTMENT

Paul F. Buckley, Fire Chief

PURPOSE

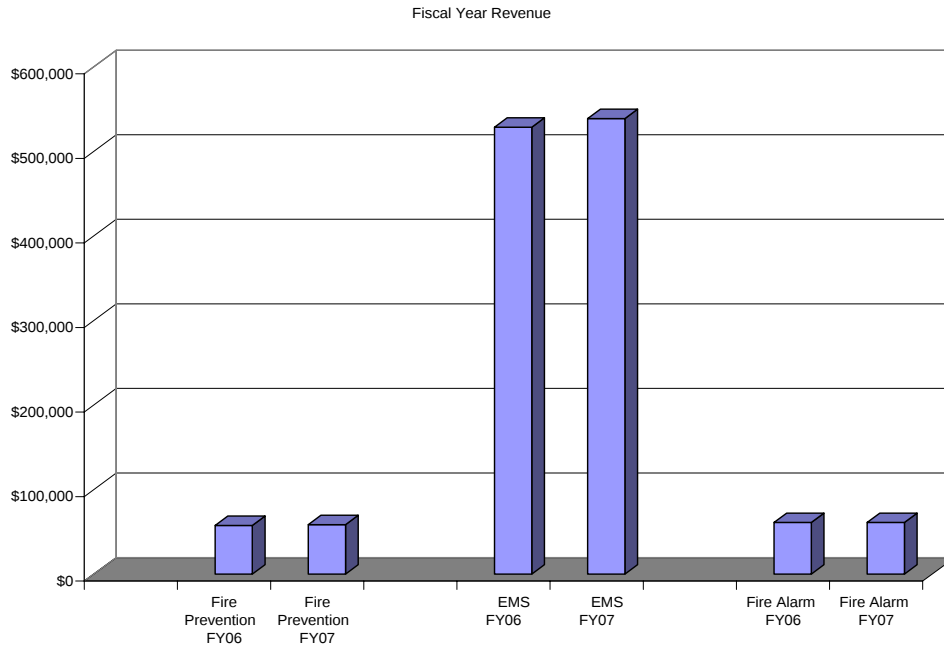
To provide the Town of Needham with an effective well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education, in the most cost-effective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

FY2007 HIGHLIGHTS

- In July, Eric K. LaBorne was hired as a new Firefighter/Paramedic.
- In August, Firefighter Leonard A. Marini retired after 40 years of service.
- Firefighter Gary R. Eklund retired on March 25.
- Firefighter Vashon B. Robinson resigned from the department effective May 13 to accept an offer to be re-instated with the City of Springfield Fire Department where he had been laid off from in 2004.
- Deputy Chief of Operations, Charles J. Rizzo, retired after nearly 45 years of service. Deputy Fire Chief Alfred B. DeIulio was appointed to that position.
- In April, Lt. Thomas M. Conroy was promoted to the rank of Deputy Fire Chief.
- In May, the department hired Nicholas M. Ceurvels who is a licensed EMT/Paramedic.
- On May 20, Matthew P. Dooher was promoted to the rank of Lieutenant.
- In June, Peter A. Heneghan graduated from the Massachusetts State Fire Academy to begin his career with us as a Firefighter/Paramedic.
- In July, the bid process began for an emergency notification system (Reverse 911). This system will serve to distribute phone messages to the residents/workers in the community in the event of an emergency situation.
- The Department was the recipient of a Firefighter Safety Grant in the amount of \$7,800. This grant through the Massachusetts Executive Office of Public Safety will be used to purchase special equipment for a Rapid Intervention Team (RIT). A RIT is a team comprised of a minimum of four Firefighters who are placed on standby at certain emergency incidents. Their sole purpose is to be ready with special gear and tools in the event that our firefighters become trapped or lost.
- The week of May 6 – 12, 2007 saw four of our Firefighters, Shawn F. Donovan, Eric K. LaBorne, Peter J. Vigliano and Robert R. Giumetti, head to Hancock County, Mississippi to assist with the



rebuilding efforts following the devastation left by Hurricane Katrina. They were joined by several Needham residents. Everyone involved worked under the direction of Needham Cares.



- The Needham Fire Department partnered with TRIAD to work on a campaign encouraging residents to properly mark their houses with 4" numbers. "Help Us Find You" banners were also hung at both stations to help promote this program.
- In July a training program on First Aid and Fire Extinguisher Operation were offered to members of the Needham Emergency Management Agency and the Community Emergency Response Team.
- In December, a special education program on "Preparedness" was presented to the Rotary Club. The focus of the presentation was on winter emergencies and what every household should have on hand "just in case".
- The members of the Needham Emergency Management Agency hosted a demonstration of the new Emergency Operations Center for members of the Local Emergency Planning Committee in April.
- The Fire Department, along with the Needham Emergency Management Agency, participated in the Spring Senior Resource Fair at the Presbyterian Church. The fair was organized and sponsored by TRIAD. Local seniors received a vast amount of material especially those concerned with health issues and emergency situations.

NEEDHAM POLICE DEPARTMENT



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

- Incident Reporting increased to 1925 incidents. This represents a rise of about 12%.
- Reportable offenses increased by about 13% to a total of 767 crimes.
- The number of larcenies reported to police increased by 11% to 208.
- Reports of fraud decreased by about 4% to 71 cases.
- Vandalism increased by over 25% to 109 reported cases.
- Breaking and entering cases decreased to 40, a 39% drop from last year.
- Adult arrests and complaints increased by 49% to 365 charges overall. Most of the change in this area was due to an increase in motor vehicle violations such as operating with a suspended license.
- Juvenile arrests and complaints amounted to 50 charges, an increase of about 16%.
- 786 property and evidence items were logged in during the year, an 8% increase.
- Traffic violations issued totaled 3,106, an increase of over 39% from last year.



- The total of 434 accidents represents an increase of almost 10%. 758 vehicles were damaged and 102 persons were injured in the accidents reported by the department. There were two fatalities in one accident in October on Greendale Ave.
- The department received 43 new domestic restraining orders during the year a 43% increase above the 30 received last year.
- The department responded to 1850 business and residential alarms during the year, an increase almost 2%.
- Animal control handled 53 quarantine cases, 152 missing animals, 307 Animals killed, injured or trapped, 523 dog calls, and 423 calls concerning other types of animals.
- Child safety seat inspections and installations totaled 281. Many involved installations for multiple child passengers or extra vehicles.
- Calls for service decreased about 6.4% to a total of 26,826 for the fiscal year. The department classifies calls by six different classifications as presented with the numbers of each type received during the fiscal year:

Immediate response - life threat	2,742
Immediate response – property threat	1,455
Priority response	5,721
Prompt response	3,635
Alarm response	1,859
Service response	11,414

The following changes in personnel occurred:

- Lt. Thomas Lambert became Police Chief in Holliston and resigned after 29 years of service with the town of Needham.
- Officer Michael Murphy retired after 26 years of service.
- One other police officer and two public safety dispatchers resigned their positions.
- Four police officers were appointed to the Department, they included:

Timothy Dooher
John McGrath
Richard Evans
Edward Bayiates

At the end of the year three police officer vacancies existed. The department will continue to make efforts to recruit and hire the most capable and qualified police officer candidates available.

Police department personnel were involved in ongoing participation in community committees related to many activities including traffic management, domestic violence; human rights; emergency management; and suicide prevention.

Assignment of a full time school resource officer continued with this officer providing a number of services to all schools in town. During the summer an officer was involved with housing authority activities. Bicycle patrol and “Walk and Talk” activities amounted to over 400 hours during the summer months.

Traffic safety grant funding allowed the department to again conduct specialized enforcement programs. Through 204 hours of reimbursed activities in three programs; “You drink, you drive, you lose;” “Road respect;” and Click it or ticket.” 678 vehicles were stopped 631 citations and warnings were written and officers made one arrest for driving under the influence of alcohol.

During the months of July and September, three separate armed robberies were reported to police by residents who were walking to their homes in the area of Needham Heights. Investigators from Needham, Brookline and Boston worked collaboratively to identify and arrest four suspects in these cases.

On October 27th officers responded to a fatal accident on Greendale Avenue in which two young men were killed.

A motor vehicle stop in April resulted in the seizure a large quantity of drugs, paraphernalia and currency. The operator was arrested and charged with intent to distribute cocaine and possession of heroin.

Another motor vehicle stop resulted in the arrest of man who was wanted in connection with the armed robbery of a CVS store in Mansfield, MA earlier the same day.



During the year a new Animal Control vehicle was placed into service, replacing a vehicle that was ten years old.

Regional involvement included continued participation in the MetroLEC regional police tactical and cyber-crime units, as well as in the NORPAC investigative unit. The department is also a part of the Southeast Regional Homeland Security Advisory Council; and the Greater Boston Police Council.

Training courses during the year included police leadership; command training; recruit academy; in-service training; national incident management training (NIMS); and firearms qualification. Training needs will continue to be high with changes in personnel and promotions to ensure effective delivery of a wide range of services and to maintain high professional standards.

EDUCATION

FUTURE SCHOOL NEEDS COMMITTEE

James Lamenzo, Chair
Mary Riddell
Marianne Cooley
David Coelho

Ann DerMarderosian
Roger Toran
Marjorie Margolis
Lynn Gotwals

PURPOSE

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

FY2007 HIGHLIGHTS

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

MINUTEMAN REGIONAL HIGH SCHOOL

School of Applied Arts & Sciences

758 MARRETT ROAD, LEXINGTON, MA 02421

Thomas F. Markham, III, Assistant Superintendent-Director

Jeffrey W. Stulin, Needham Representative to Minuteman School



CLASS OF 2007 GRADUATE ACHIEVEMENT HIGHLIGHTS

- 98% of the Class of 2007 graduated into college, employed in their field of study or enlisted in the US military.
- 100% of the Class of 2007 successfully passed the state-required MCAS tests in English and Math.
- Commercial & Human Services graduates achieved 98% placement rate with 76% enrolled in college, 21% employed in their field of study, and 1% in the military.
- Science Technology graduates achieved 98% placement with 81% enrolled in college, 7% employed in their field of study and 10% enlisted in the US military with 100% of Electromechanical Engineering, Environmental Science, Office Technology and Graphic Communications students attending college.
- Construction-Trades graduates achieved 92% placement rate 35% enrolled in college, 49% entering the workplace in their field of study and 8% enlisting in the US military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Childhood Education graduates were certified by the Office for Child Care Services.
- 100% of Cosmetology graduates passed the state board examination to become a licensed hair stylist.
- Medical Occupations graduates achieved 100% placement in college.
- Gabriel J. Gerzon, a graduate from Concord, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators and State Commissioner of Education, Dr. David Driscoll.
- Sam Rogers, a Biotechnology Academy student from Concord, graduated Valedictorian in the Class of 2007.
- Student speakers at the Class of 2007 graduation ceremony were Valedictorian Sam Rogers of Concord, Salutatorian James Michaels of Acton and Class President Rachel Forziati of Malden.

The Class of 2007 - Needham

Daniel Bleakney

Robert Kelly

Daniel Lamenzo

Eliza Leahy

Christopher Leonard

Jasmine Sanders

Justin Sneider

James Wise

Metal Fabrication

Landscape Management

Drafting

Environmental Science

Carpentry

Graphic Communications

HVAC

Automotive Technology

President's Award for Academic Achievement

President's Award for Academic Excellence

President's Award for Academic Achievement

President's Award for Academic Achievement

Student Performance Highlights

- Minuteman Regional High School sophomores had a 97% pass rate on the English Language Arts MCAS Test, a 94% pass rate in Math, 72% in Biology, and 100% in Chemistry taken in May 2007.
- Minuteman students on the Math Team competed strongly at all levels against academically diverse groups of area schools finishing the year ranked in first place in the state vocational conference for the third year in a row.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.
- The Minuteman Players, the school's drama students, produced and performed a full production of Matthew Barber's *"Enchanted April."*
- Faculty members from English, Math, Science and several vocational fields designed a series of MCAS Science curriculum standards for use throughout each of the school's 22 vocational majors.
- The first state-approved high school pre-engineering program entered its eighth year and graduated its fourth class of students, again with 100% attending college.
- Approximately 82% of the Science and Technology seniors graduating received certification in their respective area, while approximately 92% were planning to continue their education or training upon graduation.
- A Team of two Pre-Engineering students placed second in the "West Point Bridge Design" contest – A National Internet-based software design contest.
- Minuteman is now an authorized CertiPort Testing Center for Microsoft Office Specialist Certifications.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the single family home for the Lincoln Housing Commission in Lincoln, MA.
- Underclassmen created four scaled New England style homes for display at the New England Home Show in Boston. Minuteman was the only participating vocational high school in MA.
- Electrical Wiring students completely wired two residential units in Lexington.
- Environmental Science students were invited to attend the Secretary's Award for Excellence in Environmental Education as an honorable mention. This award honors individual schools, teacher and students across the Commonwealth who have distinguished themselves in environmental education initiatives.
- For the third year in a row, Culinary Arts students won first-place in the annual culinary competition at Newbury College and in so doing earned \$7,000 in scholarships for enrollment at Newbury College.
- As a community service project a team of junior Graphic Communications students worked with the Lahey Clinic in designing and printing a 2007 calendar incorporating artwork drawn by elementary age students who are patients in the "young hearts" clinic.
- The Cosmetology Class of 2007 had a 100% success rate when taking the State Board Exams.

Minuteman Takes Grand Prize Award at MIT-Sponsored Competition

- Three cross-vocational teams from Minuteman's Biotechnology, Pre-Engineering and Robotics competed in a Design Challenge at the Museum of Science in Boston.
- In this full-day design event, amongst teams from across New England, Minuteman's Technology Division took home the gold medal -- winning the MIT-sponsored WINDY 500 Grand Prize Award. The teams were challenged with designing, building and racing wind-powered vehicles using only materials provided. The cars had to carry a single driver.
- The Windy 500 is part of EurekaFest, a multi-day celebration sponsored by the Lemelson-MIT Program, a foundation dedicated to supporting and encouraging invention and innovation.
- In preparation for the event, Minuteman's teams competed against each other on design projects during the school day. They participated in team building exercises and analysis that was headed by Dr. Clarissa Sawyer, a corporate consultant in the field.

- Members of the winning Minuteman team were freshman Ivy Smith of Medford, and Becky Cole of Arlington. The juniors were Paul Blaczynski of Arlington, Jeff Palma of Concord, and Robin Weinstein of Weston. Students on the two other Minuteman competing teams were juniors Kevin Brown of Pepperell, Charlie Deakins of Carlisle, Chris Hansen of Medford, Dan Polansky of Dedham, Paramveer Pabla of Arlington and freshman Sean Keane of Arlington, Therese Gray-Gaudet of Medford, Eben Goldman of Lexington, Kenny March and Torri Dodge of Stow, and Eo Jin Hwang, a visiting exchange student from Japan.

The races were emceed by Ray Magliozzi, one of the Click n' Clack Brothers of National Public Radio's Car Talk. The Windy 500 is featured on the Car Talk website. As well, Nate and Deanne, from PBS Kids' Design Squad television program, served as the Windy 500 hosts for the day.

Overall School Highlights

A new Freshmen Exploratory program was designed and implemented as a means to ensure that members of the Class of 2011 have a full opportunity to experience each of Minuteman's twenty-two technical programs before choosing a major. This new exploratory program runs half of grade 9 and allows students to develop a better understanding of their talents and interests while exposing them to diverse careers.

- Minuteman developed a Nontraditional Exploratory Program for Girls for the Class of 2011 through which all female students learned about the viability and challenges of women in nontraditional careers, such as automotive technology, carpentry and construction, computer science and engineering. The freshmen girls learned about these careers through a series of hands-on exercises, guest speakers and alumni panelists and field site visits to industry partners.
- New and/or updated college articulation and advance credit agreements with numerous top colleges in over 78 different courses and programs at over 17 colleges and universities.
- Community Education services, including After School programs for middle school students, Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.
- The Facilities Management Department completed major campus renovation and facility improvement projects including a program of delivering "green" products to school services.

Minuteman Celebrates First Annual Science & Technology Career/College Expo

Minuteman Regional High School was very excited to extend an invitation to companies and colleges to participate in our First Annual Science & Technology Expo for students interested in exploring technology career pathways. The Science & Technology Expo was held at Minuteman Regional High School on March 15, 2007.

This evening was designed to allow the opportunity for companies and colleges to identify as being a partner with Minuteman, showcase products, and more importantly, share how their education in one of Minuteman's technology program lead to college and then exciting and rewarding careers. Present at this Expo were prospective students and their parents, as well as, Minuteman technology faculty, current and former technology students, parents, industry partners, and representatives from colleges/universities. Minuteman was also pleased to welcome keynote speaker Dr. Cary Sneider, Vice President of the Museum of Science Boston and the Executive Director of the National Center for Technological Literacy.

The goal of the Science & Technology Expo was to provide a program that would identify viable career opportunities in technology and how career pathways that begins in one of Minuteman's eleven technology programs could continue onto a two or four-year post-graduate program and into a rewarding business, engineering, medical, science, or technical career.

2007 ANNUAL TOWN REPORT

School Committee Recognition

After several years of dedicated service, one member left the Regional School Committee in 2007. The entire Minuteman Regional School District thanks Linda Frizzell of Belmont for her many years of service, leadership and commitment to Minuteman Regional High School.

Minuteman Regional School Committee 2007

<i>Charles Olmstead of Acton</i>	<i>Rosalie Barton-May of Lancaster</i>
<i>Laura Morrisette of Arlington (Secretary)</i>	<i>Marjorie Daggett of Lexington</i>
<i>Joseph Scali of Belmont</i>	<i>Kemon Taschioglou of Lincoln</i>
<i>Kileen Burgoyne of Bolton</i>	<i>Jeffrey Stulin of Needham (Chair)</i>
<i>Donna Corey of Boxborough</i>	<i>Alice DeLuca of Stow</i>
<i>Nancy Weiss of Carlisle (Vice-Chair)</i>	<i>Atty. Paul Lynch of Sudbury</i>
<i>John Lang of Concord</i>	<i>Mary Ellen Castagno of Wayland</i>
<i>Frank Gobbi, Jr. of Dover</i>	<i>David Harmon of Weston</i>

Student Representative – Molly McDowell of Arlington

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT OPERATING FUND

COMPARISON OF BUDGET TO ACTUAL FOR THE MONTH ENDED JUNE 30,2007 (UNAUDITED)

	FY2006	FY2007	ACTUAL/ ENCUMBERED	TRANSFERS/ RECEIPTS	AVAILABLE
REVENUES	ACTUAL	BUDGET			
DISTRICT ASSESSMENTS	\$9,072,541	\$9,593,639	\$9,593,638	\$-	\$(1)
CHAPTER 70 AID	\$2,062,420	\$2,232,203	\$2,236,484	\$-	\$4,281
CURRENT TUITION	\$600,000	\$500,000	\$307,018	\$-	\$(192,982)
TRANSPORTATION					
REIMB	\$834,795	\$983,837	\$1,069,797	\$-	\$85,960
CHOICE	\$-	\$-	\$-	\$-	\$-
OTHER PROGRAM					
INCOME	\$289,529	\$93,177	\$195,919	\$-	\$102,742
LAND SALE	\$-	\$-	\$-	\$-	\$-
APP SUR	\$-	\$145,513	\$145,513	\$-	\$-
PREV TUITION	\$2,839,870	\$2,591,129	\$2,591,129	\$-	\$-
TOTAL	\$15,699,155	\$16,139,498	\$16,139,498	\$-	\$-
EXPENSES					
BUILDING TRADES	\$69,619	\$77,861	\$74,588	\$1,145	\$4,418
COMMERICAL					
SERVICES	\$18,320	\$32,690	\$27,950	\$1,574	\$6,314
ELECTRONICS	\$21,225	\$23,698	\$19,838	\$(557)	\$3,303
GRAPHICS	\$52,231	\$46,725	\$66,382	\$3,106	\$(16,551)
HEALTH INSTRUCTION	\$17,892	\$21,800	\$20,470	\$24	\$1,354
METAL FABRICATION	\$28,126	\$18,685	\$18,459	\$1,840	\$2,066
POWER MECHANICS	\$11,470	\$17,393	\$14,366	\$2,190	\$5,217
TECHNOLOGY	\$61,240	\$72,474	\$67,006	\$(674)	\$4,794
AFTER SCHOOL	\$13,105	\$13,600	\$11,674	\$510	\$2,436

2007 ANNUAL TOWN REPORT

PROGRAM					
REGULAR					
OCCUPATIONAL	\$3,421	\$-	\$-	\$-	\$-
SPECIAL TRADES	\$14,759	\$18,590	\$16,931	\$4,574	\$6,233
SAFETY	\$7,291	\$7,250	\$5,077	\$1,354	\$3,527
COMMUNICATIONS	\$30,185	\$37,392	\$34,235	\$13,502	\$16,659
HUMAN RELATIONS	\$15,629	\$19,138	\$15,509	\$4,192	\$7,821
MATH	\$34,226	\$35,578	\$20,509	\$3,610	\$18,679
SCIENCE	\$45,902	\$4,395	\$50,531	\$(450)	\$3,414
PHYSICAL EDUCATION	\$3,014	\$5,610	\$2,970	\$(34)	\$2,606
ATHLETICS	\$95,717	\$98,740	\$106,750	\$414	\$(7,596)
BUSINESS INSTRUCTION	\$-	\$-	\$-	\$-	\$-
FOREIGN LANGUAGE	\$14,148	\$16,040	\$12,506	\$(2,435)	\$1,099
ART	\$1,246	\$6,864	\$-	\$-	\$6,864
MUSIC	\$-	\$-	\$-	\$-	\$-
ALTERNATIVE					
EDUCATION	\$-	\$-	\$-	\$-	\$-
INSTRUCTIONAL					
RESOURCES	\$74,551	\$75,730	\$82,648	\$21,589	\$14,671
PUPIL SUPPORT	\$104,544	\$90,410	\$81,839	\$3,779	\$12,350
PRINCIPAL	\$98,872	\$76,240	\$107,735	\$(61)	\$(31,556)
VOCATIONAL					
COORDINATOR	\$3,242	\$-	\$-	\$-	\$-
COMPUTER SERVICES	\$12,760	\$32,300	\$7,916	\$617	\$25,001
DEAN'S OFFICE	\$6,063	\$10,895	\$7,490	\$859	\$4,264
DISTRICT PROGRAMS	\$248,910	\$228,622	\$260,597	\$4,941	\$(27,034)
LEGAL FEES	\$57,195	\$40,183	\$16,892	\$-	\$23,291
AUDIT FEES	\$58,500	\$56,500	\$60,400	\$-	\$(3,900)
SUPERINTENDENT	\$3,177	\$7,250	\$4,698	\$(50)	\$2,502
PLAN/ACADEMICS	\$32,385	\$15,365	\$5,494	\$-	\$9,871
BUSINESS OFFICE	\$38,653	\$57,713	\$52,756	\$346	\$5,303
RISK INSURANCE	\$173,286	\$241,995	\$167,768	\$-	\$74,227
RETIRE/EMPLOYEE					
BNFT	\$1,773,581	\$2,061,522	\$1,980,878	\$31,334	\$111,978
TRANSPORTATION	\$1,185,354	\$1,233,855	\$1,180,016	\$110	\$53,949
CAFETERIA	\$5,288	\$12,550	\$5,126	\$(35)	\$7,389
OPER & MAINTENANCE	\$1,013,475	\$963,400	\$1,107,114	\$126,299	\$(17,415)
EQUIPMENT					
PURCHASES	\$74,995	\$250,000	\$175,759	\$(70,604)	\$3,637
DEBT MANAGEMENT	\$-	\$-	\$-	\$-	\$-
SALARIES	\$10,174,017	\$10,060,445	\$10,102,571	\$7,000	\$(35,126)
TOTAL	\$15,697,614	\$16,139,498	\$15,993,448	\$160,009	\$306,059
EXCESS REV	\$1,541	\$-	\$146,050	\$160,009	\$306,059

Actual figures shaded
K adjusted for METCO
Constant births after FY07 based on 6 year average FY 02-07

NEEDHAM PUBLIC SCHOOLS

SCHOOL COMMITTEE

Donald Gratz, Chair (2009)

Michael Greis, Vice-Chair (2008)

Marianne Cooley (2007)

Connie Barr (2010)

John O'Leary (2008)

Laura J. Flueckiger (2009)

Joseph Barnes (2010)

CENTRAL ADMINISTRATION

Daniel E. Gutekanst, Superintendent of Schools

Thomas F. Campbell, Director of Personnel

Resources

Theresa W. Duggan, Director of Program

Development & Implementation

Anne Gulati, Director of Financial Services

George Johnson, Director of Student Development &

Program Evaluation

PRINCIPALS

Anne Whittredge, Broadmeadow School

Suzanne Power Wilcox, John Eliot School

Michael Kascak, Hillside School

Michael Schwinden, William Mitchell School

Barbara Laites Collins, Newman School

Glenn Brand, Pollard Middle School

Paul Richards, Needham High School

THE SCHOOLS

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

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC), a collaboration of 14 school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as to enjoy high-quality, cost-effective education services such as Special Education that would be impossible for any one community to provide by itself.

During the 2006-2007 school year Needham enrolled 5119 students in its five elementary, one middle, and one high school. The enrollment breaks down as follows:

Preschool	93
Elementary	2487
Middle School	1066
High School	1426
Out of District Special Education Placements	47

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

During the 2006-07, district leaders began the process of revisiting our mission and core values, which will lead to a revision of system-wide goals and objectives.

SYSTEM-WIDE GOALS

The Needham Schools continues to make progress toward two system-wide goals adopted in 2000:

Goal #1 – To construct and implement an approach to curriculum, instruction, and assessment practices that ensures that all students meet clearly defined high standards.

Needham has adopted a standards-based approach to teaching that establishes high expectations about what students should know and be able to do. It focuses less on rote learning of facts and more on understanding concepts, enhancing core skills, and developing critical thinking. Standards for each subject and grade level have been defined (see www.cdb.needham.k12.ma.us), and professional development has focused on differentiating instruction to meet the needs of a wide range of learners.

STANDARDS-BASED REPORT CARD

As part of the next stage of implementing a standards-based approach to teaching, Needham Public Schools administrators and teachers are in the process of developing a new elementary school report card that is intended to better inform parents as to their children's progress toward mastering the curriculum standards for their grade level, as well as to ensure more consistency across classrooms. This new report card is being designed in response to the state's requirement for teachers to communicate students' progress to parents in a way that descriptively reflects what their child knows, what he or she is able to do, and what needs to be mastered in relation to the standards. With this type of report card, achievement rather than effort is reported.

During the 2007-08 school year, grade level teams and administrators will be reviewing a prototype. Outreach and information to the parent communities are also planned. Tentatively, the new reporting system is scheduled to be implemented at the third grade level during the 2008-09 school year, with other grade levels to follow in subsequent years.

CURRICULUM REVIEW

The district has developed a cycle for evaluation and revision of the K-12 curriculum. The process, which is based on the National Study of School Evaluation frameworks, includes data collection and input from all stakeholders on the quality of student work, as well as the factors that support student learning, such as curriculum, instruction, assessment, leadership, and professional development for teachers. The first curriculum area to receive this rigorous review was mathematics. Identified areas of concern were targeted and plans are being implemented to address these concerns. Some improvements include curriculum maps, pacing guides, and common assessments in order to ensure appropriate curriculum delivery and consistency across classrooms.

Goal #2 – To establish, implement, and assess community and school practices that respond to the wellness needs of Needham students and staff.

Needham has developed a social/emotional learning initiative, K-12, that has been cited as a nation-wide model. While many school systems have adopted the same programs as Needham at the elementary level, few school systems nationwide have created a social/emotional learning continuum that spirals and builds from preschool through grade 12 and that is supported with in-district capacity building, professional development, and infusion into core subject teaching.

With a well-established elementary program in place, the priority during 2007 was to improve teacher training in social/emotional learning concepts. For the first time, one of our in-district Responsive Classroom (RC) trainers led an advanced RC graduate level course for 24 elementary teachers which helped them to expand their skills in creating a sense of community and promoting the daily classroom structures and practices that allow students to practice self-management and social skills. In addition, a graduate credit short course was added to improve teachers' use of the Second Step curriculum and weave it into the literacy curriculum. Second Step offers direct skill instruction in self-management, empathy, interpersonal skills, problem-solving, decision-making, and handling common challenging situations.

At the middle school, a yearlong task force of teachers reviewed current social/emotional learning research, identified tips and practices to share among Pollard faculty, and developed recommendations for further adoption of SEL practices at the middle school. In a survey of teachers, 81% agreed that "advisory" should be added to the middle school program. Advisory is a proven practice that provides time each day for students to meet in small groups with their advisor – an adult who helps students adjust to new grade levels, facilitates the creation of a sense of community for the students, and who provides academic advisement and coaching.

The high school's efforts this year have been focused on looking at resiliency skills and how we can best help students to develop social competence, problem-solving skills, autonomy, and a sense of purpose. A Stress Reduction Committee is reviewing current research and developing recommendations. The study also supports the high school's NEASC re-accreditation process. In addition the high school's substance abuse prevention initiative successfully launched a series of parents' coffees. The high school physical education/health staff piloted a prevention curriculum that focuses on teaching students resiliency skills.

After seven years of the social/emotional learning program at the Needham Public Schools, we are encouraged by the results. Youth Risk Behavior Survey (YRBS) data is beginning to indicate an improvement trend, teacher anecdotal feedback has been very positive, and discipline/behavioral data is also looking promising.

Every September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2007 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision making, honest communication, concern for the achievement of all students, and continuous improvement. The report is organized with student performance as its central focus, with additional information about staff, finances, planning, and community satisfaction. A section of the report is devoted to each of these topics.

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

DIVERSIFIED COMMUNITY SOCIAL SERVICES

NEEDHAM COUNCIL ON AGING

Jamie Brenner Gutner, Department Manager

Susanne Hughes, Chairperson

Carol deLemos, Vice-Chair

Dan Goldberg

Andrea Rae

Derrek Shulman

Betsy Tedoldi

Roma Jean Brown

Morrie Dettelman

Helen Hicks

Colleen Schaller

Nina Silverstein

Mary Elizabeth Weadock

PURPOSE

The Needham Council on Aging was established by Town Meeting in 1957 and has just celebrated its fiftieth year. Our mission is to respond to the needs of older residents by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth.

As a town department the Needham Council on Aging is charged with serving Needham's 60+ population and their families, by addressing diverse aspects of aging service interests, concerns and needs. We provide advocacy for Needham's senior population on the local, regional, state, and national levels, to assure that needs and interests are being met, and that the quality of life for our residents is at an optimal level, in an environment that fosters independence.



The functions of the department are not confined by walls and we fulfill our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town. The COA also offers a variety of programs and services five days a week at the nationally accredited Stephen Palmer Senior Center, located at 83 Pickering Street, where the professional Council on Aging staff has had oversight for services and programs for the past 27 years. The Center hours are Monday-Friday 9:00a.m. - 4:00 p.m. The Council on Aging office, also located at the Stephen Palmer Senior Center, is staffed Monday-Friday, 8:30a.m. -5:00 p.m. throughout the year.

Some of the services and programs provided to meet the goals of the Council on Aging Department include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening,

creative and social classes, educational programs, special events and trips, and a drop-in center for socialization, independent activities and learning opportunities.

FY2007 HIGHLIGHTS

Administrative Highlights

- During the last fiscal year the department went through many adjustments. In July 2006 a new Executive Director came on board after several months with the position vacant.
- The following spring the SHINE Program Director resigned. The Assistant SHINE Director applied for this position and was officially hired in May and the Outreach Assistant applied for the position of Assistant Director and was also officially hired during the same period.
- The Department happily celebrated its 50th Anniversary and was honored to have in attendance, the new Secretary of Elder Affairs, Michael Festa.
- Another highlight this year was the arrival of MySeniorCenter. This graphically driven computer technology will assist the department in capturing appropriate statistics on multiple aspects of center programs and services. It should aid in departmental planning to help us continue to address the needs of the residents we serve today and assist us in planning for the future. The implementation of this system was, and will remain in the near future, a major project for staff and participants.



- In Fiscal Year 2007 a possible new senior center location was identified and actively pursued. This was a significant undertaking requiring a major time and energy commitment on the part of the Executive Director, the Council on Aging Board and many other actively involved citizens and committees.
- Several new programs were implemented this year to include but not limited to: Spanish, French, Anthropology, Creative Writing, Acting, Current Events, Art History, Tai Chi, Ballroom and Line Dancing
- Staff continued to provide information, referral and assistance to elders and their families
- Advocacy was provided in traditional and non traditional ways and was individualized to meet unique needs. Some examples: helping residents to obtain citizenship, helping to arrange fuel assistance or the restoration of telephone service, assisting in gathering necessary information and resources to facilitate relocation to the area, helping to locate a pet trainer willing to do pro bono work so that a resident might be able to continue to live with a long cherished pet.
- Implementation of a Care giver Support Group as well as a Transitions group occurred in Fiscal Year 2007.
- The Staff continued with efforts to create community collaborations, thinking beyond established relationships, in an attempt to increase awareness and provide services to even more residents and families.
- Care Management was an ongoing need which required identifying and arranging for services and working as a liaison between service providers and residents while ensuring accommodation to changes as needs fluctuated.
- As always interdepartmental collaboration was an important aspect of our work this year.
- Counseling was once again a major component of services provided. Whether addressing immediate personal or family concerns, adjustment to retirement or late in life issues and planning, the staff was routinely called upon for facilitation, guidance and support.
- Some additional special events that the Department sponsored: a successful Senior Resource Fair, a two day Homeowner and Community Options program, and a three part evening series on Alzheimer's Disease.

Statistics

- During Fiscal Year 2006 Medicare instituted its new prescription drug program, Medicare Part D. This represented the greatest single change in Medicare coverage since its inception in 1965. Individuals must enroll yearly. Our volunteers and staff continued to be busy and very involved with this process in Fiscal Year 2007. More than 200 residents took advantage of health benefits counseling through SHINE which resulted in an estimated \$120,000 savings in health care costs for them. With the expected growth in the over 60 population the demands on SHINE staff and volunteers will be certain to increase.
- 250 Volunteers completed well over 19,000 volunteer hours during this year to provide the department with the equivalent of over \$290,000 worth of service.



- 9100 phone calls were logged in by our receptionists in Fiscal Year 2007.
- Over 2200 different individuals had contact with our social service staff in Fiscal Year 2007.
- Over 1000 additional individuals participated in programs or educational offerings provided through the Council on Aging Department in Fiscal Year 2007.

DEPARTMENT OF VETERANS SERVICES

John J. Logan Jr., Director

Department Mission

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

PURPOSE

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

FY2008 Highlights

- The Memorial Day Parade
- The Veterans Day Ceremonies at Memorial Park
- The placing of 2,304 American Flags at Veterans graves in Needham and St Mary's cemeteries for Memorial Day

NEEDHAM YOUTH COMMISSION

*Cathy Lunetta, Chairperson
Connie Barr, Vice-Chairperson
Kevin Potterton
Vincent Springer*

*Merissa Devine
Doug Levy
John Romeo
Debbie Winnick*



Youth Commission Staff

*Jon Mattleman, Director
Katy Colhart, Social Worker
Carol Rosenstock, Office Manager
Alexandra Hogan, Social Worker
Meaghan Flaherty, Clinical Intern (not pictured)
Lindsey Roy, Program Intern (not pictured)*

PURPOSE

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

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

FY2007 HIGHLIGHTS

- **Safe Surf: Internet Safety for Middle School Youth and their Parents:** Initially funded by the Needham Education Foundation, this program provided students and parents with the knowledge to navigate the Internet with confidence. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In Fiscal Year 2007, 550 youth and parents participated in this program.
- **A Conversation...For Parents of Teens:** Sponsored by the Needham Women's Club, this program allowed a maximum of nine parents per session to focus on a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Sixty parents participated in this program, and it is slated to expand in the coming year.
- **Website:** Over the past year more than 60,000 "hits" were registered on the Youth Commission website. Residents learned about our services, registered for programs, read the Youth Commission's Annual Report, viewed pictures of the staff, and much more. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Commission online at www.needhamma.gov/youthcommission.
- **Individual/Family Counseling:** The Masters level clinicians on staff are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but

mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. Perhaps the most frightening area of concern is that young people were encountering more complex issues at a younger age. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a serious drug problem. In the past year 711 hours of counseling were provided to Needham youth and their families; this represents an increase of 25% as compared to five years ago.

- **Community Crisis:** Over the past two years, the Needham community has grappled with the sudden loss of several young people, and the Youth Commission responded by outreaching to youth, parents, and families in a variety of ways --- from individual meetings, to group sessions, to the distribution of informational materials. In addition we are actively involved in the Needham Coalition for Suicide Prevention. A significant number of staff hours were devoted to creating materials and meeting with community leaders.
- **Counseling/Psycho-Education Groups:** Group counseling/psycho-education was a practical and effective mode of treatment and allowed the staff the opportunity to interact with greater numbers of people over the past year. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the "Extreme Looks" program, a four-day mind/body/spirit group for girls. In Fiscal Year 2007, 306 hours of group counseling/psycho-education services were provided; this represents an increase of 25% as compared to five years ago.
- **Active Parenting of Teens:** This program was created to encourage parents to continue to develop their parenting skills. This 12-hour workshop has "graduated" over 500 parents since its inception in 1998. In addition to this workshop, follow-up Parent Dialogue Groups continued to meet to discuss issues related to raising healthy children and promoting wellness.
- **Substance Abuse Awareness Program:** The Youth Commission continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy lifestyles. All participants and their parents attended an Alcoholic Anonymous (AA) or Narcotics Anonymous (NA) meeting to assist in transmitting the message that drugs and alcohol can impact any person without regard to age, gender, or status.
- **Books and Bridges - The Parent/Child Book Club:** Using literature as a bridge between generations, this program consisted of an interactive two-session program for mothers and daughters, fathers and sons, parent and sons, and parent and daughters to explore issues of mutual interest and concern. In Fiscal Year 2007, over 40 youth and parents participated in this program.
- **PEEPS:** (Positive Education for Experiencing Peer Stress): PEEPS was an interactive workshop for 6th grade students that explored the issues of friendship and bullying. The goals of the workshop were to identify qualities students would like in a friend, understand that friends and friendships change, and to share experiences and hear feedback regarding how students would like to treat others and be treated in their peer relationships. Over the past year 165 youth participated in this program.
- **Picture Perfect:** Picture Perfect was a workshop for 8th graders that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth can feel about themselves. The goals of the workshop were to help students learn to identify gender role stereotypes, to understand how stereotypes are portrayed in the media, and to investigate how media messages impact them on a daily basis. In Fiscal Year 2007, 330 youth participated in this program.
- **LINCS Program:** The LINCS Program (Loss Information and Community Support) was designed in collaboration with the Needham Public Schools. LINCS' mission was to assist youth in addressing the frequently upsetting, overwhelming, and confusing issue of "loss." This included, for example, the death of a parent or grandparent, suicide, the separation/divorce of parents, the loss of a cherished pet or possession, or the break-up with a boyfriend/girlfriend. Loss

- is a topic youth will be dealing with more and more as they get older, and it is critical to understand the impact loss can have upon a young person's academic, physical, social, and emotional well-being. The LINC program engaged 352 youth in Fiscal Year 2007.
- **Teen Dating Violence Program:** In partnership with the Needham Public School's Health and Physical Education Department, the Youth Commission provided seminars on Teen Dating Violence for all 9th graders at Needham High School. The seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Over the past year, 350 youth were involved in this program.
 - **RAY of Hope Program:** RAY (Recognize A Youth) was established by the Needham Youth Commission in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, each month a young person was selected as the RAY of Hope recipient and was awarded a certificate from the Youth Commission and a check from a member of the Needham Business Association. The RAY of Hope program validated youth and recognized their role in making the Needham community a special place to live.
 - **Employment and Volunteer Programs:** The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, and snow removal; and 2) Youth investigated employment opportunities in local businesses such as offices and restaurants. Additionally, the Volunteer Resource Directory was created to inform youth of area volunteer opportunities. In Fiscal Year 2007 these programs fielded 274 inquiries.
 - **Patrick Forde Good Person Memorial Award:** In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families, as well as being supportive of the work of the Needham Youth Commission. In an effort to honor Patrick, this award is given annually to a Needham resident who has helped make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. The first recipient was Richard Remnitz for his work with the Needham Youth Center.
 - **Needham Unplugged:** Electronics are a wonderful part of life --- people learn, communicate, and access information from electric powered devices and watch TV or surf the Internet as a way to relax and to relieve the stress of daily life. Unfortunately being so "plugged in" can isolate people. Instead of interacting with family and friends, people all too often become passive voyeurs. Needham Unplugged was an awareness campaign to remind families and residents to "unplug their electronics" and "plug into" each other. "Unplugged" was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's "unplugged" occurred on March 22nd; it was a 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. This night of "committing to nothing" was a welcome relief to youth, parents, adults, and families. Many area communities such as Newton and Belmont were impressed enough to replicate this program in their communities. Special thanks to partners at the Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support.
 - **NOTE:** In partnership with the Franklin W. Olin College of Engineering and the Needham Public Schools, NOTE (Needham Olin Technology Exchange) was a community collaboration that helped to close the "digital divide." This program encouraged Needham residents to donate old computers, Olin College students refurbished these, and the computers were then installed in Needham homes that previously had no computers.



- **Peer Tutor Program:** The Youth Commission's Peer Tutor Program represented a progressive youth-to-youth collaboration. This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. The Youth Commission's role consisted of outreach to potential participants, training of high school volunteers, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between volunteers and participant families. Over the past year, Peer Tutor Program volunteers provided 1,500 hours of support to younger students.



- **Make A Statement Day:** This program was implemented at Needham High School for students and staff. Aimed at promoting diversity, tolerance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. It was estimated that approximately 300 participated in this event this past year.
- **Project VAN (Volunteers Around Needham):** VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River ARC, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, and Wingate at Needham. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 400 person hours of free volunteer services over the past summer.
- **Graduate/Undergraduate Internship Program:** In Fiscal Year 2007, the Youth Commission welcomed a clinical intern from Boston College's Graduate School of Education to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program, and a program intern from Lesley College to provide support on numerous special projects. Over the course of the academic year, interns provided over 1,000 hours of free service to the Needham community.
- **QPR Suicide Prevention Trainings** (Question, Persuade, Refer): The QPR Suicide Prevention model is patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and is based upon the several concepts including: Those who most need help in a suicidal crisis are the least likely to ask for it; and that the person most likely to prevent a person dying by suicide is someone they already know. Trainings are one-hour in length and are available to any community group in Needham.
- **Diversion/Restitution Program:** In conjunction with the Needham Police Department and the Dedham District Court, the Youth Commission continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. The Youth Commission's role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library. In Fiscal Year 2007, the Youth Commission supervised over 225 hours of community service to the Town of Needham.
- **Seminars/Workshops /Presentations:** The Youth Commission designed and facilitated numerous trainings in the past year including a training for new Needham Public School Staff, Babysitter Training Seminars, presentations at the schools and in the community and many others. In Fiscal Year 2007 the Youth Commission worked with a total of 2,743 youth, parents, and professionals in seminars and/or workshops; which represents an increase of over 25% as compared to five years ago.
- **E-Mail Sign Up:** In an effort to inform youth and families of the services of the Needham Youth Commission, e-mail addresses from residents were accepted and information was sent regarding programs (to date our list-serve is many hundred and growing daily). To register for this free

service, residents may send an e-mail complete with their name and years of birth of their children to: Needhamyouthcommission@town.needham.ma.us.

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

- Needham Domestic Violence Action Committee (DVAC)
- YMCA --- Charles River Branch
- Needham Business Association
- Needham Community Wellness Collaborative
- Needham Clergy Association
- Needham Public Library
- Needham Council on Aging
- Needham Park and Recreation
- Riverside Community Care
- Regional Center for Healthy Communities
- Needham Community Council
- Needham Education Foundation
- Needham Public Schools
- Community Health Network Area
- Olin College
- Avery Crossing
- Needham Metco

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

Publications: The Youth Commission created and/or distributed the following original publications in Fiscal Year 2007 (all are available online at www.needhamma.gov/youthcommission)

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

FY2007 Statistics

Youth Commission programs and services have grown in scope --- over a decade ago there was virtually no support for parents, and today there exists a range of parenting programs such as "Safe Surf: Internet Safety Parent Program" and "A Conversation...For Parents of Teens." In addition, the Youth Commission is servicing more of the community with no increase in staff. As an illustration of the growth of the department, below is a brief statistical comparison of the Youth Commission programs/services over the past several years.

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

of statistical performance measures to better compare programs to each other as well as programs over the course of years.

	Clinical Services Hours	Workshops/Training/Seminar Participants	Peer Tutor Hours
FY2007	1,017	2,743	1,500
FY2006	936	2,453	1,335
FY2005	888	2,633	1,335
FY2004	885	1,846	1,203
Percent Increase 2004 - 2007	15%	48%	25%

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT



Richard P. Merson, Director of Public Work
Anthony L. Del Gaizo, Town Engineer
Rhainhardt F. Hoyland, Highway Superintendent
*Chip J. Laffey, Solid Waste & Recycling/Transfer Station
Superintendent*
Lance M. Remsen, Parks & Forestry Superintendent
Robert A. Lewis, Water & Sewer Superintendent
Steven J. Hawes, Garage Supervisor (not pictured)

PURPOSE

Public Works includes, in its broadest sense, all endeavors related to the planning, designing, construction, operation, maintenance and management of the physical facilities necessary or desirable to community life. The Needham Public Works Department renders service to all citizens in the areas of highway maintenance and construction, water supply and distribution, sanitary and storm sewer construction and maintenance, solid waste disposal and recycling, traffic control, parks and forestry maintenance and snow removal. The Department provides its own administration, engineering and equipment maintenance.

- Shipped 7269 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 66% out of the solid waste stream.
- Recycled 3284 tons newspaper and mixed paper, including phone books and magazines and cardboard; 901 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3.
- Removed 882 tons of metal and 7 tons of tires from the waste stream.
- Removed 21 tons of paint, 10 tons of waste oil and anti-freeze from the waste stream.
- Goodwill & Red Cross received 187 tons of textiles.
- Processed 7712 tons of DPW construction waste, e.g. from the replacement or repair of water, sewer & drain pipes, roads and sidewalks.
- Under the Department of Environmental Protection (DEP) waste ban mandate, removed from the waste stream 67 tons of Cathode Ray Tubes (CRT) in computer monitors & televisions, VCR's, rechargeable batteries (lithium & nicad), mercury thermostats & thermometers, and collected 34,966 linear feet of fluorescent light tubes, 220 compact fluorescent bulbs, 275 lead acid

batteries, 201 propane tanks, and performed 98 waste load inspections of vehicles on the tipping floor.

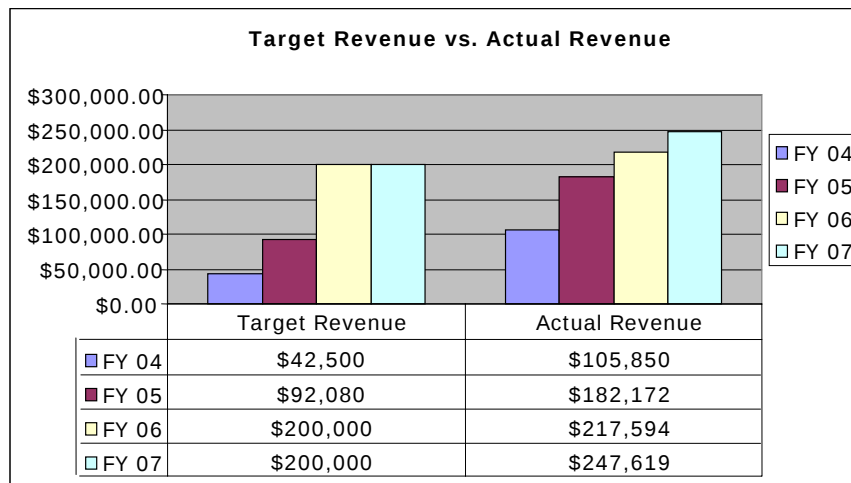
- Composted 9744 tons of yard waste.

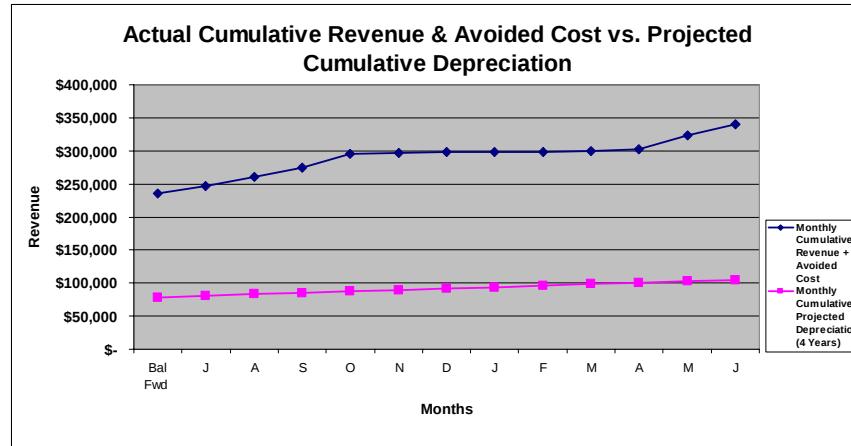


- Town Meeting approved the purchase of a Trommel Screener at \$110,000. In its 48 months of operation, the Trommel Screener processed materials (brush, grass & leaves) into organic compost and generated \$340,467 in revenue and avoided cost to the Town.
- Disposal Area user stickers were purchased of which 9601 were residential & 127 were commercial.
- Established Paper Recycling Program

at the Pollard School and 67 tons of paper was diverted from the waste stream in the first 42 months of the program.

- Started the Wood Diversion Program to comply with DEP mandate, which went into effect June 1, 2006. For the twelve month period of FY 07, 585 tons of wood waste was diverted from the waste stream, saving the Town approximately \$28,000 in disposal cost.
- Held one successful Annual Household Hazardous Waste Collection Day & the November leaf Sundays Program.
- Town Meeting approved Purchase of Wood Grinder at \$149,734. In its 36 months of operation, the Wood Grinder generated \$31,690 in revenue as well as meeting the wood waste processing needs of the Town.
- Replaced the facilities' old 1987 semi-tractor with an updated 2001 semi-tractor.
- The RTS has increased its miscellaneous revenue earnings target from \$42,500 in Fiscal Year 04 to \$200,000 in Fiscal Year 2008 (In Fiscal Year 2007 the RTS attained miscellaneous revenue earnings of \$247,619).





- Inspected 392 Street/Sidewalk Occupancy and Excavate permits.
- Continue the repair and preservation of the Town's 123 miles of roadways including 15 ½ lane miles of asphalt paving; 1,850 gallons of crackseal; 4,260 gallons of rubberized crackseal adjustment of over 275 utility structures; & adjusted and repaired 290 driveway aprons.
- Repaired 4 1/2 miles of grass berms; and installed 5,500 feet of granite curb.
- Continue the preservation of the Town's 160 miles of sidewalks, including the reconstruction of 32 handicap ramps and repaired 2.75 miles of sidewalks.
- Proceed with the scheduled maintenance and repair of traffic signs, traffic markings and parking meters, and with the repair and update traffic signal equipment.
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of biodegradable anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Responded to 223 Parks & Forestry Division work requests.
- Continue Tree Planting Program by planting 68 trees on streets & parks, 47 trees in Town Nursery and handed out 100 Seedlings.
- Removed 59 trees and performed 2,828 hours of tree pruning.
- Needham recognized as Tree City USA for 12th year.
- The 2007 Arbor Day activities included the planting of trees with the students at Eliot School.
- Field Maintenance Program included Cricket Field organic & soil amendment programs, plus 3 fertilizer treatments on other fields; 28 acres received lime, 5.5 acres received 1 aeration treatment, 27 acres received 2 aeration treatments, 4 acres received 3 aeration treatments & 2 fields were over-seeded once & 7 fields were over-seeded twice. 28 acres being placed on a fertilizer program.



- Performed 2,089 hours of baseball diamond renovation work.
- Soil testing was performed on 8 fields.
- Repaired 4 water pipe leaks, including 2 water main breaks and 2 water service leaks.
- Responded to 60 water emergency calls (after regular business hours).
- Replaced 96 out of 658 Commercial Water Meters in preparation of monthly billing of commercial accounts.

- Replaced 940 out of 13,102 residential, municipal, and condominium water meters.
- 100 Water service lines were placed, including 6 lead-lined water service pipes.
- 17 new fire hydrants were installed.
- Successfully replaced 100 iron water service lines on 4 streets.
- Continue NPDES Program to remain compliant with EPA Memorandum of Agreement, including catch basin replacement, drain system inspection & heavy cleaning; replace failed sections of drain pipes; and bi-annual Street sweeping to prevent accumulations of debris in catch basins that drain into the Charles River Watershed.
- Replaced 2 Sewer Pumping Station pumps.



PUBLIC FACILITIES DEPARTMENT

PUBLIC FACILITIES DEPARTMENT - OPERATIONS

Mark LaFleur, Director of Facility Operations

Paul Comerford, Supervisor of Custodial Services

Carolina Faricelli, Administrative Specialist

Kimberly Taylor, 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 Board formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

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

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

FY2007 HIGHLIGHTS

Newman Elementary School

- Removed VAT (vinyl asbestos tile) and carpet in 16 classrooms, 6 offices, 2 storage rooms, and the nurse's suite (4 rooms). Installed new VCT (vinyl composition tile), approximately 20,000 s.f. using funds from spring 2007 ATM, Article 38.
- Painted 2 corridors, 2 classrooms, and 4 offices using funds from spring 2007 ATM, Article 38.
- Replaced 3 leaking cast iron sections on the #1 steam boiler.

- Replaced an eight inch O.S. & Y. main steam supply line valve in the boiler room.
- Replaced the ceiling mounted gymnasium light fixtures (20) with new energy efficient light fixtures.
- Replaced the four foot high chain link fencing in the student pick-up area.
- Replaced all parking lot signs and posts in conjunction with the parking lot paving project done by the DPW.
- Planted Xeriscape style shrubbery running the full length of the main entry traffic island.
- Replaced hardware (locksets and panic devices) on six sets of exterior doors.
- Trimmed and mulched entire front courtyard.



Pollard Middle School

- Replaced vinyl stair treads and risers on the front corridor stairwell.
- Replaced carpeting in the main office suite.
- Installed a partition wall and door to convert a large Special Education room into a smaller room and a private office.
- Painted 2 corridors and several classrooms using funds from spring 2007 ATM, Article 38.
- Replaced signs and posts in the front bus loop and Harris Avenue parking lot.

Mitchell Elementary School

- Replaced unit ventilators in four classrooms in the 1969 wing of the building. The four unit ventilators, which were only 5 years old, came from the renovated 1930 wing of High School.
- Painted several classrooms and one short corridor using funds from spring 2007 ATM, Article 38.
- Replaced all of the flat roofing on the building (approximately 26,000 s.f.) with cold applied built-up roofing which is warranted for 20 years. Funding for this project came from November 2006 STM, Article 12.
- Replaced area rugs in 8 classrooms.
- Replaced four roof top exhaust fans in conjunction with the roof replacement project.
- Repaired the rear entrance concrete ramp and handrail.
- Repaved/patched a large section of the playground area.

Hillside Elementary School

- Replaced 20 ft. of wall mounted counter/cabinet unit, including sink replacement, in each of kindergarten rooms #1 and #2.
- Installed four 13,000 BTU window style air conditioning units. Two in classroom #15 and two in classroom #17.
- Filled numerous potholes and repaired pavement in the lower parking lot/playground.
- Replaced the rooftop HVAC unit on modular classroom #23.

Broadmeadow Elementary School

- Installed wall padding at the ends of both basketball side courts in the gymnasium.
- Repaired/replaced broken sections (plow damage) of concrete curbing in the front parking lot and back bus loop.
- Painted six classrooms, two corridors, and the performance center using funds from spring 2007 ATM, Article 38.

Eliot Elementary School

- Painted the cafeteria using funds from Spring 2007 ATM, Article 38.

- Removed carpeting and installed vinyl composition floor tile in the principal's office and conference room.

High School

- Moved, stored, and disposed of furniture and equipment items in conjunction with the renovation project.
- Set up maintenance contracts for the new emergency generator, elevators, fire alarm system, HVAC chiller unit, acid neutralization system, intrusion alarm system, etc.
- Performed a post construction cleaning before the opening of the new "Phase II" section of the building.

High Rock Building

- Moved, stored, and disposed of furniture and equipment in conjunction with the renovation project which begins early in 2008.

Emery Grover

- Removed a partition wall in the School System's Finance Director's office creating a larger work space.
- Replaced carpeting in an upper level Special Education office, a basement level Curriculum office, the South portico entranceway, and an upper level women's restroom.
- Repaired the bituminous walkway on the south end of the Highland Avenue (front) parking lot.



Daley Maintenance and Supply Building

- Repaired septic system piping including the removal of two large pine trees whose roots had broken underground piping.

Town Hall

- Replaced the sink in the basement level women's restroom.
- Wired a new circuit and several outlets for the new postage meter location.
- Installed a closer on the Data Processing Department entrance door.
- Replaced a low water cut-out and several feet of steam piping on the heating system boiler.
- Installed a steel mesh support system on a portion of the East facing exterior brick wall in order to save the wall from further deterioration until permanent repairs are made when the building is renovated.

Public Works

- Replaced all tubes on the heating system boiler.
- Painted the entire exterior of the main administration/garage building using funds from Spring 2007 ATM, Article 38.
- Replaced a water bubbler in the lower level office corridor.
- Installed a new water meter testing station including piping approximately 100 feet of copper pipe and numerous valves and fittings.
- Repaired several overhead doors, tracks, and hardware.

Fire Stations

- Cleaned all HVAC ductwork and diffusers at Station #1.
- Serviced the roof top HVAC chiller unit at Station #1.
- Painted the entire interior of Station #2 using funds from Spring 2007 ATM, Article 38.
- Made extensive repairs, including fire box refractory, to the heating system furnace in Station #2.

Ridge Hill

- Painted the interior function rooms of the main house.
- Repaired the gutters on the South side of the main house.
- Replaced the domestic hot water heater in the ranger's (barn) house.
- Drained, blew out, and filled with anti-freeze all plumbing lines servicing the garage restrooms.

Library

- Installed motorized window shades on the large windows in the main lobby area.
- Set up maintenance contracts for the new ground water irrigation system, elevators, fire alarm system, HVAC chiller unit, etc.

Claxton Field House

- Replaced all exterior doors and windows and began renovations to the two restrooms using funds from Spring 2005 ATM, Article 32.
- Painted the exterior of the East side of the building and the exterior trim on the entire building using funds from Spring 2007 ATM, Article 38.

All Buildings

- Cleaned kitchen grease traps.
- Inspected and serviced boilers and burners.
- Inspected and serviced elevators.
- Inspected and serviced fire sprinkler systems.
- Inspected and serviced fire alarm systems.
- Serviced all roof top HVAC units and exhaust fans.
- Cleaned off roofs and gutters.
- Serviced retractable gymnasium bleachers.
- Serviced mechanically operated gymnasium dividing walls.
- Providing chemical treatment program to all boilers.
- Put out and filled sand barrels.
- Installed snow plow marking stakes.
- Swept and striped parking lots.
- Serviced, including filter changes, all unit ventilators and fan coil units.
- Raked and vacuumed leaves.
- Replaced HVAC van #1. (Spring 2007 ATM, Art. 38.)
- Performed Federal "AHERA" asbestos inspections.
- Inspected and serviced kitchen stove hood fire suppression systems.
- Performed quarterly IPM (Integrative Pest Management) inspections.
- Checked and serviced emergency generators.
- Inspected and serviced all emergency lighting units.

PUBLIC FACILITIES DEPARTMENT – CONSTRUCTION & RENOVATION



Steven Popper, Director of Construction & Renovation

*John Connelly, Chairman
George Kent, Vice Chair
Joseph Carroll
Stuart Chandler
Paul Salamone*

PURPOSE

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of \$500,000.00 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

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

FY2007 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2007 Fiscal Year (July 2006 to June 2007). These projects were initiated during the period of the 2002 thru 2007 Fiscal Years.

Name: Library Renovation and Expansion
Project Status: Completed
Authorization: \$15,700,000
Budget Status: On Budget
Architect: Ann Beha Architects, Inc.
Contractor: G&R Construction Inc.
Project Mgr.: R.F. Walsh Company

This design and construction project involves the renovation and construction of 48,000 square feet of library space. All additions to the original 1915 vintage building were demolished and replaced by 38,000 square feet of new space utilizing the current library property. The project was initiated after an override appropriation vote in April 2003. A parking area allowing for 50 spaces was rebuilt, and utilization of parking in the adjoining Christ Episcopal Church lot by way of a License Agreement with the Church has been initiated. Demolition and abatement of the existing structures began in July 2004 and was completed in September 2004. Construction for the new Library started in October of 2004 and was complete by the end of January 2006. The Library opened to the public on April 2, 2006. The remaining elements and the commissioning of the HVAC system are now complete.

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

This design and construction project involves the rebuilding and renovation of 280,080 square feet of educational space at the current location of the High School over a four and a half-year construction period which began in the summer of 2004 with a rebuild of the existing parking lot expanding on the number of spaces in anticipation of the general construction work. The project began with a Town override vote for appropriation in October of 2003. Approximately 65% of the space will be new construction replacing sections of the 1950 and 1960 additions to the High School which will be demolished. Retaining the original building is an integral part of the plan. Students will be phased into the new facility as the staged construction becomes complete. Design was completed in October 2004 and a construction contract was placed in December 2004. Phase 0 (rework of exterior parts of the site, including increasing the number of parking spaces) was completed in September 2004 in advance of placing the general contract. Project completion is scheduled for September 2008.

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

Phase 2 (demolition of the math/science wing and construction of the remaining “new” academic space) commenced on June 21, 2006 and had a scheduled completion date of June 2007. The start date for Phase 3 (renovation of the original 1930 building and construction of the new gymnasium) was June 25, 2007, with an anticipated completion date of January 2008. Phase 4 (demolition of existing buildings, renovation and reconstruction for Webster Street bus loop) is to begin February 2008 with a completion date of September 2008.

Name: Senior Center at Ridge Hill Feasibility Study
Project Status: Completed
Authorization: \$60,000 from COA Permanent Donation Fund
Budget Status: On Budget
Architect: Caitlin Architecture

A feasibility study of a Senior Center located at Ridge Hill was completed in June 2007. This study, commission thru design funds provided by the Council On Aging, identified the needed space program addressing both current and future needs, evaluated the existing building and site and explored various alternative, including phasing scenarios. Catlin Architecture performed the study which included a pre-schematic design with plans and elevations and associated estimated costs. The effort also resulted in an agreement between the Town and the Conservation Commission on a mutually acceptable “Transfer Area” for Home Rule Petition vote.

Article 40 was withdrawn from the 2007 Annual Town Meeting. This article was to appropriate design funds for the Senior Center at Ridge Hill. At this time a Committee is being formed to explore other sites for the Senior Center in Town.

Name: High Rock School 6th Grade Center Renovation & Repair
Project Status: Ongoing
Authorization: \$ 19,995,000.00
Budget Status: On Budget
Architect: DiNisco Design Partnership

Design Funds for the project were approved at the November 1, 2006 Special Town Meeting. At the 2007 Annual Town Meeting, Article 41: Renovation & Repair of High Rock Elementary School and Pollard Middle School was approved. The High Rock School portion was for design, engineering, constructing, remodeling, reconstructing and making extraordinary repairs to the school to create a 6th Grade Center.

The Construction Documents were completed in the Fall of 2007 and the project is out to bid. The construction time frame is February 2008 to June 2009. It is expected that the building will be ready to receive students in September 2009 for the 2009 – 2010 school year.

Name: Pollard Middle School Electrical & Technology Upgrade
Project Status: Completed
Authorization: \$805,000.00
Budget Status: On Budget
Architect: Edvance Technology Design, Inc.
Contractors: Sacca Electric

Lan-Tel
Ockers Company
ADTECH Systems, Inc.

At the 2007 Annual Town Meeting, Article 41: Renovation & Repair of High Rock Elementary School and Pollard Middle School was approved. The Pollard School portion was for electrical systems and technology upgrades for the Pollard School which will allow the use of digital projectors in each of the 40 classrooms and provide the infrastructure for eventual upgrading to interactive white (“smart”) boards. The project was completed during the summer of 2007.

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.

COMMUNITY SERVICES

NEEDHAM COMMISSION ON DISABILITIES

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

Debbi Heller
Beverly Foster
Karen Pierce
Partrice Snellings, Liaison from School Committee
Paul Spooner, Consultant from MetroWest Center for Independent Living

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month in the small Community Room at the Needham Public Library 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 others who are interested Needham residents.

PURPOSE

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



FY2007 HIGHLIGHTS

- Continued discussions with Needham Public School Department personnel and the Permanent Public Building Committee regarding programmatic and architectural access at the High Rock School.

- Continued monitoring of and discussions with School Department personnel regarding accessibility issues at the high school, including the auditorium lift, accessible entrances and parking lot lighting; and proper handicapped parking signage at the Mitchell School.
- Participated in a walk through of the new construction at Needham High School to determine if it was in compliance with Architectural Access Board (AAB) and ADA codes for accessibility and noted areas needing attention before the official opening.
- Presentation by a NCOD member at Needham Town Meeting to highlight the need for the High Rock School to be made fully accessible.
- NCOD members provided information to the community through participation in a Disabilities Awareness program for students at the Eliot School; and at the Senior Services Expo.
- Met with representatives from the Needham Martial Arts Studio, First Parish Church, Heritage Builders and the owner of the building at 1116 Great Plain Avenue to discuss issues of accessibility and variances.
- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Met with the Needham Police Chief and with the officer in charge of handicapped parking to discuss policies and procedures for ticketing violators of handicapped parking. Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines.)
- Continued to work with local officials to ensure compliance with state and federal laws regarding placement and number of properly engineered curb cuts and crosswalks within the town including the corner of Webster and Highland Avenue.
- Reviewed the results of the Town of Needham Self-Evaluation survey in preparation for a Transition Plan regarding programmatic and architectural access in all departments.
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Interviewed by local print media regarding important accessibility issues in the town of Needham, including how NCOD uses funds accrued from handicapped parking violations.
- Distributed information about the registration of persons with disabilities in the enhanced 911 program, an automatic location identification system, through the local newspaper, local cable channel and by inclusion in the welcoming packet for Needham newcomers.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

Data Comparison

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

FY2007

Independent Living Pocket Talker Pro (for hearing impaired) - 3 devices	\$433.95
John Eliot School PTC – Travis Roy speaker	500.00
Hillside School PTC – Travis Roy speaker	500.00
Charles River ARC - Computer Pilot program with Magic Touch Screen	820.49
TOTAL	\$2254.44

FY2006

Newman School PTC – Unseen Borders program \$600.00

FY2005

Mitchell School Creative Arts – program on developmental disabilities	\$300.00
Charles River ARC – cooking program	500.00
Independent Living Pocket Talker Pro - 12 devices	1683.00
Needham Public Schools – Pre School Yoga program	400.00
2 Bed Canes donated to the Needham Community Council	163.90
Nova Mack Walker donated to the Needham Community Council	245.00
TOTAL	\$3291.90

The annual budget of \$550 is used for the printing of the NCOD brochure and for purchasing film for the handicapped parking patrol.

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

COMMUNITY PRESERVATION COMMITTEE
--

<i>Paul Siegenthaler, Chairman</i>	<i>Janet Bernardo</i>
<i>John Comando, Vice Chairman</i>	<i>Bruce Eisenhut</i>
<i>Jane Howard</i>	<i>Sheila Pransky</i>
<i>Phil Robey</i>	<i>Ron Ruth</i>
<i>Cary Young</i>	<i>Patricia Carey, Staff Liaison</i>
	<i>Nikki Witham, Recording Secretary</i>

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.

FY2007 Accomplishments and Activities

- The Needham Community Preservation Fund received its first state match of \$1,303,584 from the Commonwealth in October 2006, a 100% match to Needham’s surcharge. It was also announced that the next annual match would be made in October 2007 and that it would also be a 100% match.
- The Committee held a public meeting in April, 2007, to gather public input on the proposals under review for funding.
- At the May, 2007 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of four proposals:

• \$ 50,000	Selectmen/Town Manager	Town Hall Feasibility Study
• \$ 22,000	Park and Recreation	Preservation of Bubblers
• \$ 12,000	Park and Recreation	Preservation of Fences
• \$175,000	Housing Authority	High Rock Homes Redevelopment
- In addition to funding the proposals, Town Meeting also appropriated \$2,261,000 for the second round of funding for community preservation based on anticipated Fiscal Year 2008 revenues from the CPA surcharge. As required by the state legislation, funds were spent or put in reserve for Historic Resources, Community Housing, and Open Space. Remaining funds were placed in the Annual Reserve, for future projects in those categories or Recreation. Five percent of the revenue was put into the CPA Administrative budget.

- Sadly, the Community Preservation Committee lost one of its original members in January 2007 with the unexpected death of Chairman Mary Ellen Herd.

Statistics

- The Community Preservation Fund has provided financial support to nine projects, with a total of \$734,200.

Affordable Housing total	\$499,500
Open Space total	\$125,700
Historic Preservation total	\$ 75,000
Recreation total	\$ 34,000

GOLF COURSE ADVISORY COMMITTEE

Jon D. Schneider, Chairman
Roy A. Cramer
John D. Marr, Jr.
Ted Weiner

Dr. Jonathan Bean
Jane Howard
Robert J. Moore, Jr.

PURPOSE

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

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9 hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.4 acres of land leased from the Town.

The current lease, approved by Town Meeting in 1998, expires on April 13, 2009, but is subject to the right of the Town to terminate the lease any time upon action by the Town Meeting. The Club pays yearly rent of approximately \$260,000, subject to upward adjustment based upon the consumer price index.

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

FY07 HIGHLIGHTS

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

At the meeting held on November 20, 2006, the Club President, Paul Robey, reported on resident play for the 2006 season indicating that 934 rounds of 9 holes were played by non-member residents plus a senior league conducted by the Park and Recreation Department of 50-60 players on Tuesdays during the season. He reported that capital improvements for the Club remain under discussion among the members.

At a meeting held on April 23, 2007 the Club President, Paul Robey, reviewed the membership process and indicated that there would be no change in the rules or fees for resident play for the 2007 season.

FY08 FORECAST

With only the 2008 golf season remaining under the current lease, the Selectmen commenced the process to consider a new lease at a public hearing on October 16, 2007. The Selectmen subsequently voted to continue the use of the property as a golf course and are seeking proposals for a lease. The Selectmen have indicated that they intended to bring the matter of lease renewal before the Town Meeting for action during Fiscal Year 2008.

HISTORICAL COMMISSION

Carol J. Boulris, Chairman
Norman A. Homsy (part of year)
Sandra Tobin

Robert Hall (part of year)
Elizabeth L. Rich (part of year)
Reverend Cary C. Young

PURPOSE

The Historical Commission was established in 1976 by Town Meeting during the Bicentennial of the United States of America. Commission mandates and directives are included in the General Bylaws of the Town of Needham and Massachusetts General Laws, Chapter 40, Section 8D. Duties of the Commission (which was increased from 5 to 7 members by vote of the 2007 Special Town Meeting and which is appointed by the Board of Selectmen) include recording the historical assets of the Town for local and stated inventories and reviewing any proposed demolition involving a listed property.

FY07 HIGHLIGHTS

- Requested that the Board of Selectmen increase the number of Commissioners from 5 to 7. Town Meeting subsequently approved of this change in the Town Bylaws.
- Worked with the Town's Chief Financial Officer to prepare the RFP for a consultant to be hired under the \$25,000 Heritage Project grant from CPA funds. A consultant was subsequently retained to add properties to our local historical inventory and to research preservation incentives.
- Met with the building committee and architect from Johnson Olney Assoc. to discuss the proposed restoration/renovation of the Parish Hall of The First Church (Unitarian). The Commission approved the project as described and later approved the restoration of the church steeple.
- Met with Dr. & Mrs. Richard Toran relative to the move of the Israel Whitney House, to remain on the footprint of the removed old kitchen wing; project approved.
- Worked with the St. Sebastian's School under the demolition delay bylaw to prevent the destruction of the 1827 Lemuel Lyon House, which was finally dismantled by an architectural preservation company and moved to Fairfield, CT to be reconstructed.
- Offered historic house signs for purchase by owners of properties on the Needham Historic Inventory.
- Made long-time member Norman Homsy an associate member due to continuing health problems.
- Approved the remodeling and renovation of the Rev. Amos Webster House, 28 Maple St.
- Met with representatives of St. Sebastian's School to discuss the demolition of the Mary Walker House at the corner of Great Plain and Greendale. A garage and porch were approved for removal. The beautiful old fence was also removed; the Commission having no jurisdiction over fences which are not considered "structure."
- Attended many meetings in regard to a proposal to locate a Senior Center at Ridge Hill Estate, an historic property.
- Accepted with deep regret the resignation for health reasons of Elizabeth Rich, a long-time, devoted member of the Commission.
- Welcomed Robert Hall as a new member of the Commission, appointed by the Selectmen.
- Attended innumerable meetings relative to the restoration/renovation/repair of Needham Town Hall.

MEMORIAL PARK

*Ron Sockol
Charles Mangine
David DiCicco*

*John Gallelo
Joseph McSweeney*



PURPOSE

- To provide a multiple use gathering location dedicated to the Veterans of this town in a safe and pleasant environment.
- The 13.5 acre grounds, building, scheduled use, and operation of the facilities is governed by five elected Memorial Park Trustees.
- Memorial Park is the site for many community and High School activities, including baseball, softball, football, use of the track and the gazebo.
- Town civic organizations use the grounds for multiple uses. Park and Recreation use it for family entertainment events during the summer. It is also used by organizations such as American Legion, Baseball, Adult Softball, Little League, Pop Warner Football, Needham Track Club, and some High School Sports Teams.
- A large number of organizations utilized the Memorial Park building to conduct their meetings, and house special events such as the Exchange Club's annual fruit sale and Summer League Baseball sign ups.
- To provide a visible attractive sign board for organizations to post and advertise up-coming events.
- To provide an eye-catching, pleasant entertainment area to sit and enjoy. The grounds are maintained by the Parks, Grounds and Forestry Department of Needham.

FY2007 HIGHLIGHTS

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

NEEDHAM CULTURAL COUNCIL

*Jean Cronin Connolly, Chair
Norman Abbott
Sally Dempsey*

*Gail Gordon
Alice Kelleher
Claire Messing
Louise Miller*

PURPOSE

The Needham Cultural Council (NCC) is an agency of volunteers appointed by the Board of Selectmen whose purpose is to promote and maintain the vitality of cultural resources within the Needham community and to support programs that promote excellence, access, educational opportunities, diversity and appreciation of diversity in the Arts, Humanities, and Interpretive Sciences. Through distribution of grant money made available by the Massachusetts Cultural Council (MCC), the Local Cultural Council funds a diverse cross-section of established community programs and artists of recognized cultural value while encouraging and



supporting new programs. Through *NeedArts*, the NCC supports a broad variety of art forms in our community, the ongoing work of individual artists, cultural education projects, collaborative proposals that bring together artists and other types of organizations, local cultural groups, programs and artists of recognized cultural value, and projects that serve specific populations – youth, elders, low-income, disabled, as well as services the community as a whole by providing up to date organizational, resources, and event information.

FY2007 HIGHLIGHTS

This year the NCC continued publishing a cultural calendar of events taking place in Needham or featuring Needham residents or organization on the *NeedArts* website, www.needarts.org. *NeedArts* was created by the NCC in Fiscal Year 2006 to unify and support the many Arts and Culture organizations in our town, and inform the community of the many opportunities available throughout the year.

The NCC sponsored a Holiday Concert fundraiser for *NeedArts* which took place on December 1st, 2006. The concert was a great success. The NCC also held a Spring Arts Festival at Memorial Park with concerts at the gazebo. Members of the public enjoyed art exhibits, art demonstrations, and live music performances. We hope to make the Spring Arts Festival an annual event. In Fiscal Year 2007, the Cultural Council will plan its next big event: *New Year's Needham*. Volunteers are always welcome to help make these projects a reality.

The NCC re-granted \$5,200 in the fall of 2006 for programs in Fiscal Year 2007, up from the previous year's MCC allocation of \$2,755, making awards to the following recipients:

Needham Community Theatre	\$1,200
Longwood Opera Company	\$ 900
Needham Concert Society	\$ 750
Needham Cultural Council	\$ 600
Needham Park and Recreation	\$ 600
New England Light Opera	\$ 500
Ruth Harcovitz Senior Program	\$ 250
John Root Senior Program	\$ 200

NEEDHAM FREE PUBLIC LIBRARY

Thomas M. Harkins, Chair

Rose A. Doherty

Sally B. Powers

Lois F. Sockol

Lois C. Bacon

Margaret L. Pantridge

Gregory J. Shesko

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

VISION STATEMENT

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

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

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

MISSION STATEMENT

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

- Promote personal and professional growth opportunities;

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

LIBRARY STAFF

Ann C. MacFate, Director

Nancy D'Amico, Assistant Director

Cynthia G. Crawford, Circulation Supervisor

Kara Dean, Assistant Children's Librarian

Susan M. Park, Technical Services Supervisor

Cheryl A. Steeves, Administrative Specialist

Susan B. Priver, Technology Specialist/Archivist

Catherine D. Stetson, Reference Librarian/AV Specialist

Gay Ellen Dennett, Reference Librarian/Program Specialist

April E. Asquith, Reference Supervisor

Janet E. Prague, Children's Supervisor

Jean F. Kirkham, Assistant Cataloger

Carolyn S. Davis, Library Assistant

Karen H. Donaghey, Library Assistant

FY2007 HIGHLIGHTS

- **July**—The Needham Domestic Violence Action Committee arranged a formal dedication of the sculpture bench that it donated to the library. The Town received the final Library Construction Grant payment (\$305,350) from the Massachusetts Board of Library Commissioners. The Library Construction Project was the "Chapter Highlighted Project" in the recent edition of the Construction Managers' Association publication, *New England Region Chapter*.
- **August**—The first issue of *Library Notes*, a monthly listing of library events, activities, and other information was published.
- **September**—The family of Needham artist David Millard presented his painting, *New England Snow Scene*, to the library. *The New England Real Estate Journal* featured Library Construction Manager Company R.F. Walsh's work on the library project in its September 15-21 issue.
- **October**—Local author Peter Zheutlin presented a program on his Great-Grand Aunt Annie Kopchovsky's early 1890s bicycle trip around the world.
- **November**—Well-known author Robin Cook spoke to an overflow crowd of enthusiastic fans. Nationally syndicated cartoonist and author of *Rhymes With Orange* Hilary Price presented a program that featured her cartoons. The Metrowest Regional Library System held its annual meeting in the library's Community Room. The Massachusetts Board of Library Commissioners certified the library, making it eligible for a State Aid grant.
- **December**—*Hennen's American Public Library Ratings* rated the Needham Public Library at 96.6%.
- **February**—The library qualified for a top award (\$4,983.10) from the Board of Library Commissioners' newly established Public Library Fund.
- **March**—The Library Foundation of Needham sponsored a First Year Birthday Celebration of the new library. Window shades were installed on the west side of the building, reducing the glare of the afternoon sun. The inaugural meeting of the Teen Advisory Board was held.
- **April**—The Reference Department added the database ReferenceUSA. Popular mystery authors William Tappley and Vicki Stiefel shared information regarding writing best-selling books. The lighting in the library won both a Sectional Level and a Regional Level award from the IESNA (Illuminating Engineering Society of North America).
- **June**—A Harry Potter Film Festival was enjoyed by fans of all ages. The library concluded its first full year of business in the new building. Circulation rose to 463,855, a new record, reserves for materials increased by 90.3%, and website hits soared by 82.6%.



FY2008 FORECAST

Library business will continue to increase at a steady pace, as more and more people discover what the library has to offer for people of all ages. Children's programming will increase dramatically, as the staff is increased by an additional children's librarian.

DONATIONS TO THE LIBRARY

During Fiscal Year 2007 fifty-one people volunteered 1,308 hours of service to the library. Volunteers mended the library's books, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees and Friends of the Library worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than \$40,000 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for subscriptions to international magazines, museum passes, library programs, reference books, computer books, books-on-CD, DVDs, children's books, travel books, and car repair books. The Needham Garden Club continued to supply weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods and provided a large silk plant to grace the second floor study area. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Edith Glick Shoolman Children's Foundation awarded a grant to the library for the purchase of materials for children. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. The Library Foundation of Needham provided funds for many of the library's programs and purchased a large Treasure Island Cube for the Children's Room Play Area. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY07 include:

- Needham Domestic Violence Action Committee and the Ruth and Virginia
- Bigwood Domestic Violence Trust Fund
- Needham Commission on Disabilities
- Mitchell School Kindergarten
- Massachusetts Down Syndrome Congress
- Project VAN (Volunteers Around Needham)
- Needham High School Community Classroom Program
- Guatemala Committee, Congregational Church of Needham

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during Fiscal Year 2007. 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.

	FY2005	FY2006	FY2007
Memorials and Cash Donations	\$15,318	\$11,407	\$55,652
Value of books, videos, etc. donated	\$ 4,026	\$ 6,020	\$11,534

DEPARTMENTAL STATISTICS

	FY2005	FY2006	FY2007
Adult Department:			
Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	193,339	227,948	276,556
Items loaned to other libraries	36,194	26,662	31,138
Items borrowed from other libraries	32,009	32,089	45,870
Overdue notices and bills sent	1,964	1,068	1,230
Reserves placed	2,651	2,312	4,399
Total money returned to Town from fines, fees, lost books, etc.	\$39,074.32	\$48,748.04	\$64,683.84

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Reference Department:

Reference questions answered	13,295	19,811	22,951
Directional questions answered	2,012	2,498	3,754
Reference books checked out overnight	75	127	130
Number of people using Genealogy Room	48	101	173
Number of people using Study Rooms	(no rooms)	565	2,742
Remote Access	51,629	69,766	127,388

Children's Department:

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	133,783	158,255	187,299
Reference questions answered	7,427	9,498	11,485
Overdue notices and bills sent	1,359	653	743
Story times and other programs	65	52	152
Attendance at programs	903	1,291	5,587

Catalog Department:

Adult books added to collection	4,975	5,594	6,069
Adult books withdrawn	3,391	3,383	4,844
Children's books added to collection	2,190	1,921	2,793
Children's books withdrawn	1,684	1,718	645
CDs, and audio cassettes added	345	666	959
CDs, and audio cassettes withdrawn	173	357	346
Videocassettes and DVDs added	1,130	1,039	1,496
Videocassettes and DVDs withdrawn	423	372	832
Total Collection	138,665	142,023	146,673

MISCELLANEOUS STATISTICS:

Number of registered borrowers	17,011	17,245	16,675
Total hours open	2,983	2,959	3,117.5
Attendance	204,380	241,168	289,643

NEEDHAM HOUSING AUTHORITY

Sheila G. Pransky, Chair
Terence Noonan, Vice-Chair
Peter Fugere, Commissioner

Robert Stegman, Governor's Appointee-Treasurer
Cheryl Gosmon, Commissioner

PURPOSE

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

The Needham Housing Authority currently owns and manages 435 units of affordable housing which is distributed as follows:

<u>Units</u>	<u>Program</u>	<u>Location</u>	<u>Bedroom size</u>
152 units	State (Ch.667)	Linden & Chambers Street	1 BR elderly/handicapped

80 units	State (Ch.200)	High Rock	2 & 3 BR Family/Veteran
8 units	State (Ch.689)	1415 Great Plain Avenue	8 units for Special Needs
46 units	Federal	Seabeds Way	1 BR elderly/handicapped
30 units	Federal	Captain Robert Cook Drive	2 & 3 BR Family
120 Vouchers	Federal	Section 8 Tenant Based Vouchers	Scattered in private housing

The Needham Housing Authority currently provides staffing and management oversight to the Wellesley Housing Authority in accordance with a two-year Management Agreement scheduled to end in December 2008. Both authorities contemplate that each authority will be independently managed thereafter.

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

BUDGETARY DATA

The Needham Housing Authority maintains separate budgets for each of its programs. The monthly rents are the major source of funding for the Authority. Additional operating and capital subsidies are provided through HUD for the Federal Programs or from the State's Department of Housing and Community Development for the State programs. The Authority is not part of the Town's budget. The Wellesley Housing Authority pays a monthly Management Fee to the Needham Housing Authority for the administration and oversight of their programs and properties.

The Annual Budget is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive. The latest audit completed in September 2007 and performed by Walsh & Associates, PC stated that there were no findings or reportable conditions for the prior year.

FY2007 HIGHLIGHTS

HIGH ROCK HOMES:

The development at High Rock Homes has been bid and the construction contract has been awarded to Eastern Construction Company of Springfield, Massachusetts. Construction is expected to begin in late October 2007 with a 12 month schedule for completion. The awarding of the contract is the culmination of many years of dedication and hard work by a large group of people. The town's continuous support of this development, especially in the early stages, was significant.

The plan calls for the construction of 20 modular duplex buildings. All residents in the tear-down units will be relocated at High Rock either in one of the new rental units or in another existing housing unit. Each of the new duplex buildings will contain either two rental or two homeownership units. The rental and homeownership units will be intermingled and similar in appearance, size and amenities. Fourteen of the 20 homeownership units will be designated for families with incomes at less than 80% of the area median income. Selection of the owners will be done through a lottery system to be conducted by the Needham Housing Authority in early 2008.

CAPTAIN ROBERT COOK DRIVE:

During the year, Captain Robert Cook Drive had energy conservation improvements installed and the playground was upgraded with new playground equipment for the residents' use. In conjunction with the Needham Police Department, the Authority's Resident Services Coordinator holds a Mother's Meeting every other month at the Captain Robert Cook Drive community room to discuss issues of concern. Our Resident Service Coordinator assists families and elders with various family and financial issues and provides referrals to area resources. The Authority is committed to supporting its residents and encourages strong tenant representation and participation.

LINDEN-CHAMBERS STREET:

The Care Connections program at the Linden-Chambers senior housing complex continues to be a support for seniors who need a little extra assistance to remain living independently. The program is a cooperative venture with Springwell and the Needham Housing Authority and both are committed to provide the needed care and services to assist frail elders. There are two overnight on-site personnel for urgent care. An additional full-time

care coordinator works with residents to set up services such as homemaking, transportation, medication reminders, meal site or at-home meal delivery as well as other available community services. The services are provided on a sliding scale or are free and are based on income and need. Additionally, Springwell conducts weekday activities in the community room and a catered meal is served each evening. The Needham Housing Authority is excited that this option exists for Needham residents and we are committed to helping elder residents to remain living independently for as long as possible. Interested elders or families of elders may make application for this housing by calling the Needham Housing Authority office.

FY2008 FORECAST

The Needham Housing Authority looks forward to commencing work on the new High Rock homes development which will be constructed over a next 12 month schedule. Fourteen of the 20 homeownership units will provide a unique opportunity for families with incomes at or below 80% of the area median income to purchase their own home. The details of the lottery program will be available at the beginning of 2008 and the lottery drawing will be held in spring 2008.

The Authority has hired a consultant to establish a new web site for both the Authority's housing programs and to provide clear information on the High Rock Homes development. This site is now under construction and should be on-line by December 2007.

The Authority continues to work with Needham Opportunities, Inc to develop, redevelop and preserve affordable housing in the town of Needham. Both entities are working together to promote home ownership opportunities, educational programs for first-time homebuyers and financial counseling for Needham and area residents. We continue to work with local area businesses, banks and developers to promote new opportunities for affordable homeownership.

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

NEEDHAM TRANSPORTATION COMMITTEE

Duncan W. Allen, Chair
Linda Hoard, Secretary
Stephen McKnight

Richard Creem
Jane Howard

PURPOSE

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

FY2007 HIGHLIGHTS

The Committee met on January 2, March 19, July 23, and December 5. The principal continuing item of business was train horn noise, particularly at the West Street crossing (Needham Heights). The Committee and the Town wrote to the MBTA in April, and having heard continued complaints from residents, arranged the July 23 meeting at Broadmeadow School including representatives of the Town, the MBTA, and Massachusetts Bay Commuter Railroad (MBCR), the contract operator of the MBTA commuter service, as well as many interested citizens. At its December 5 meeting, the Committee voted to recommend a number of actions to the Selectmen, including instituting a 10 mph speed limit for outbound trains at the West Street crossing, and a feasibility study for a 'quiet zone' including all the Town's crossings in accordance with the Federal Railroad Administration's 2006 regulations on horn use at grade crossings.

PARK AND RECREATION COMMISSION

William R. Dermody, Chairman
Christopher R. Dollase, Vice Chairman
Philip V. Robey

Cynthia J. Chaston
Brian S. Nadler



Department Staff

Patricia M. Carey, Director (center right)
Karen A. Peirce, Assistant Director (left)
Nikki Witham, Administrative Specialist (center left)
Nicole DiCicco, Department Assistant (right)

PURPOSE

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

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

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

FY2007 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.

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;
- Actively participated in the updating of Needham's Open Space and Recreation Plan, including the hiring of a consultant to assist with completing the project, and filing of a draft with the state;
- Commissioner and Director actively participated on Trails Master Plan Committee. The project is updating the maps of all trails, and will recommend improvement projects and long-term maintenance;
- Assistant Director worked with a variety of organizations and individuals on park clean-up projects, and established a long-term relationship with Olin College students who do periodic projects;
- Director participated in The Conservation and Recreation Campaign, a statewide coalition for the protection of parkland, representing her state association and Needham, and attended the state-wide gathering of park advocates in June;
- Assistant Director worked with two Eagle Scouts on Town Forest Projects. One scout rebuilt a wooden walkway over the wet area on a trail, and the second scout rebuilt all the park benches around the Horsford Ponds;



- Through the Field Study Committee, completed the Master Plan on the reconfiguration of the athletic field layouts at DeFazio Park and Memorial Park, the addition of synthetic turf on some fields to allow for increased use, and the addition of athletic field lights to assist with increased use;
- Continued to educate residents on the possible solutions to decreasing the Canada Geese population through humane methods.

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees of more than \$20,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities;
- Commission generated more than \$305,000 in revenue that was deposited into the Town's General Fund. It was the second year in a row that more than \$300,000 was collected;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Actively participated in Town's Facilities Study, reviewing past review of facilities and updating the Town's Master Plan, and assisted with long-term plans for new Senior Center and renovated Town Hall;
- Provided staff assistance to the Community Preservation Committee;



- Parent Talk donated financial support for the summer Children's Theatre program;
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank, Middlesex Savings Bank, Tom Nutile Band, Needham Business Association, and RCN and many Needham residents donated funds in support of the 2007 summer Arts in the Parks concert series;
- Assisted with field maintenance projects financed through Field Maintenance Fee, from groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse;
- Department offered programs through the use of a revolving fund fees, generating more than \$165,000 in revenue for the cost of running those programs, and fee-based services;
- Needham residents Sue and Ed Gagnon raised funds at their annual 4th of July breakfast for the Carleton Pavilion and later had that matched through a program at Polaroid;
- Received a grant from "Take Me Fishing" to enhance fishing and boating in Needham;
- Received a Skin Cancer Prevention grant through the Health Department to purchase additional umbrellas to provide shade for patrons at Rosemary Pool.

COMMUNITY BENEFITS

- Accepted donation of new bleachers from Needham Revitalization Committee at Claxton Field;
- Began planning playground renovations at three parks, with an estimated value of over \$200,000 for equipment and labor. Parent Talk helped design and raise funds for the renovation of Mills Playground; the Exchange Club helped design and raise funds for the renovation of Claxton Playground; and Hanover Company and Cabot, Cabot and Forbes helped design renovations to the Riverside Playground and park. All three projects will be completed in Fall 2007;
- Department continued to work with School Department on safe playgrounds;
- Began planning process for renovations to Mills Playground with Parent Talk, Claxton Playground with Exchange Club, and Riverside Park with Cabot, Cabot and Forbes;
- Began renovation plans for bathroom facilities at Claxton Field, Cricket Field and Mills Field. An architect completed the design plans for Claxton's facilities;
- Assisted with communication for Eat Well/Be Fit, Needham Committee, including monthly newspaper articles;

- Held Field Scheduling Summits, for fifth year, with sport league officials regarding annual use of athletic fields and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with “Touch the Trucks,” an annual community event;
- Director participated in early planning stages for Needham’s Tercentennial in 2011;
- Assistant Director organized special *Concert on the Common* to help celebrate the Needham downtown area. The concert was financially supported by Citizen’s Bank;
- The Newman Tennis Courts were repainted and a new windscreen was installed; the Mills Tennis Courts were patched and will have a renovation project submitted for a federal grant;
- Assisted with study of new web site, and began collection of material to include on new website. Continued study of on-line registration programs.

PERSONAL BENEFITS

- Three retired members of the Park and Recreation Commission died in early 2007: Bob Hawes, Red Rizzo and Pete Nutter had all provided invaluable service to the Town of Needham, and were integral in the creation of facilities that are important to Needham, including DeFazio Park and Rosemary Pool;
- Fitness was a key component for many programs. Additional tennis lesson classes were offered, a women’s running club and strength building clinic was created, some Senior Exercise classes were moved to the Community Room at the Library to accommodate more participants, a volleyball program for high school students was added, and a Crackerball program for older youth was added;
- An intern from University of Georgia joined the department in early May for twelve weeks of service offered at no cost to the Town;
- Assistant Director served as the Town’s representative on the Needham Commission on Disabilities;
- Assistant Director oversaw enhanced summer staff training, with assistance of MBMB and DPW on safety issues. All summer staff were trained on ways to enhance fitness of participants;
- Increased participation in annual Fishing Derby through collaboration with Mass Division of Fishing and Wildlife Angler Education program;
- Held successful annual Spooky Walk in collaboration with Needham Business Association;
- Assistant Director oversaw development of new program offerings, including Table Tennis for youth and adults and two new science based fun programs for summer;
- Assistant Director continued collaborative program with Olin College, moving the popular Kids Night Out program to the college, adding a second movie for each event so that older children were welcomed, increased the number of participants in the program, and providing an opportunity for Olin College students to work;
- Assistant Director worked with YMCA and Youth Commission on annual “Needham Unplugged”, including one family night without homework, meetings or events;
- Met with multiple groups of Needham High School students working on warrant articles for the mock Town Meeting held each year;
- Director and/or Assistant Director attended workshops and seminars, including landfill reuse, playground safety and ADA requirements, the concerns related to overweight children and obesity; the study of youth sports, integrated pest management, customer service, the building of natural and artificial athletic fields, safe pool operations, creative programming, funding resources and training of staff;
- Director continued to write monthly newsletter article for the Massachusetts Recreation and Park Association that provides information to elected and appointed board members on Park and Recreation boards;
- Director assisted Town of Southborough Recreation Commission with hiring process for new director.



PUBLIC HEALTH DEPARTMENT

Denise Garlick, R.N., Chairperson

Edward V. Cosgrove, Ph.D., Vice Chairperson

Peter J. Connolly, M.D.

Public Health Department

Janice Berns, Director

Donna Carmichael, Public Health Nurse

Maryanne Dinell, Traveling Meals Coordinator

Bryan Eustis, Emergency Preparedness Coordinator

Maureen Doherty, Assistant Emergency

Preparedness Coordinator

Brian Flynn, Environmental Health Agent

Tara Gurge, Environmental Health Agent

Harry Greenlaw, Animal Inspector

Donna Vigliano, Public Health Nurse

Jane Lischewski, Administrative Coordinator

Jeanne Floitgraf, Department Assistant



Mission

The Needham Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Department is to preserve, protect and improve the public health and social well being of the citizens of Needham by promoting health and preventing disease and environmental pollution.

FY2007 HIGHLIGHTS

For Fiscal Year 2007, the Health Department reports the following highlights:

- \$238,010 in Grants and Donations and \$87,102 in Permits and Fees received
- 4B Public Health Emergency Preparedness Region (27 towns) was recognized as Public Health Ready at the Public Health Emergency Preparedness Summit in Washington, D.C. , one of four regions in the country this year. Needham received this award in 2004. As a member of the Executive Board the Health Director accepted the award on behalf of the 27 towns in our region.
- Partnering with Beth Israel Deaconess Hospital Needham on Alternative Care Sites (ACS) planning with the Dedham Health Department and Dover Health Department. A Full Scale Alternative Care Site Exercise and a Communication Drill are being planned with the Sub-region 3 Medical Reserve Corps and the Harvard School of Public Health.
- Incident Commander for the Full Scale Functional Drill on an anthrax emergency and opening an Emergency Dispensing Site at Broadmeadow School, Saturday September 9th, 2006 with 181 volunteers from the Sub-region 3 Medical Reserve Corps and staff from the Health Departments from Canton, Dedham, Needham, Norwood, Milton, Wellesley, and Westwood. There was also a Communication Drill on August 1, 2006. Both drills were designed by Harvard School of Public Health and funded by a Homeland Security Grant
- Presented at the Medical Reserve Corp Best Practices Conference, Westboro on our exercises with the Medical Reserve Corps.
- Public Health Emergency Preparedness Coordinator position funded for 7.5 hours a week from the MetroWest Health Care Foundation from 7/01/06 to 5/13/07.
- AED's are in place in 13 Town Buildings and Schools and 235 employees are trained in CPR and the use of AED's. Needham is recognized as a HeartSafe Community by the Massachusetts Department of Public Health.
- Developed Safety and Emergency Guidelines for Municipal Departments.
- Business Pandemic Influenza Planning Forum developed with the Newton Needham Chamber of Commerce, Rep. Peter Koutoujian, Newton Wellesley Hospital, Beth Israel Deaconess Needham and the Newton Health Department.
- Public Service Announcement filmed and shown on the Needham Channel on Hosting Tips as part of a campaign on alcohol and substance abuse by the Town Tolman Workgroup.

- A video was produced with the Needham Channel and the Public School Prevention Specialist that will be given to all Tobacco Vendors for yearly review of the regulations for selling tobacco products in Needham.
- There were 93 communicable diseases reported and investigated by the Public Health Nurses
- More than 1,960 persons participated in the flu immunization clinics, including clinics and special population groups, and over 2,150 doses were distributed to local nursing homes, and pediatric practices.
- There are 1,732 children in nursery school, day care and before and after school programs licensed by the Health Department. This is an increase of 287% since 1993.
- More than 2,480 persons consulted the Public Health Nurses for wellness visits.
- There were 367 food service inspections conducted on 132 establishments. Every food establishment was inspected routinely every six months as required by the Massachusetts Department of Public Health and more often when necessary.
- There were 108 Title V septic system inspections, plan reviews, and home addition reviews (with septic).
- There were 133 general nuisance inspections (98% responded to the same day as complaint was received).
- The Traveling Meals Program delivered over 12,500 meals and volunteers provided over 3,300 hours of service to pack and deliver the meals.
- There were 80 pets placed under quarantine by the Animal Inspectors.
- The Health Department web page continues to grow and includes application forms, links and educational information.

GRANTS AWARDED AND DONATIONS RECEIVED

- \$10,901-Region 4B Public Health Emergency Preparedness grant to fund staffing, development of Special Population and Emergency Dispensing Site materials, and to purchase emergency supplies
- \$10,000-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.
- \$26,000-Center for Disease Control/Massachusetts Department of Public Health (CDC/MDPH) grant to fund a part time Medical Reserve Corps Coordinator, to purchase supplies, develop exercises and trainings for Sub-Region 3 (Canton, Dedham, Milton, Needham, Norwood, Wellesley, Westwood,)
- \$14,000-Center for Disease Control/Massachusetts Department of Public Health (CDC/MDPH) grant for a Portacount Machine (fit-testing for N-95 respirators) and a Badging Machine for the Sub-Region 3 Medical Reserve Corps (Canton, Dedham, Needham, Milton, Norwood, Wellesley, and Westwood)
- \$1,098-Massachusetts Emergency Management Agency (MEMA) grant for emergency preparedness equipment
- \$750- Massachusetts Emergency Management Agency (MEMA) grant for Local Emergency Planning Committee (LEPC) activities
- \$3,000-Smokefree Communities Grant for Needham – from the Massachusetts Department of Public Health. The towns of Belmont, Brookline, Milton, Needham, Newton, Waltham, Watertown, and Wellesley received a combined grant of \$60,000 to continue compliance checks of tobacco vendors and enforce workplace policies.
- \$51,000-Human Services: 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.
- \$23,051.80-Springwell grant for individuals in the Traveling Meals Program who are unable to pay cost of their meal.
- \$3,409.25-“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 with fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Health Department programs and initiatives.

- \$39,000-Volunteer Services provided over 3,300 hours (approximately equal to \$39,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.
- \$31,000-Community Health Network Area (CHNA#18 MDPH) focused on Healthy Communities initiatives in Needham, Newton, Wellesley, and Waltham
- \$8,000-Community Health Network Area (CHNA #18 MDPH) grant for partnership project with Wellesley to model our Eat Well Be Fit Committee.
- \$10,000-Donations from Community Agencies for the Needham Coalition for Suicide Prevention Co-Chaired by the Health Department and School Guidance Department.
- \$5,000-Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Health Department.
- \$1,800-Donations from the community for the Domestic Violence Action Committee

EMERGENCY PREPAREDNESS

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

- 24/7 coverage for emergencies maintained
- The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns and participated in regional exercises. Health Director is a member of the 4B Executive Board.
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet monthly with town departments, local hospital, businesses, the media, and residents.
- Emergency Plans continue to expand and be updated including Special Populations and Emergency Dispensing Plans. Attended a State-wide COOP Pandemic Influenza Planning Tabletop Exercise
- All staff trained as defined by Homeland Security in Incident Command and National Incident System 100, 200, 300, and 700.
- On the Massachusetts Department of Public Health "Flu Care At Home Training" Working Group developing educational materials for Massachusetts residents.
- The Needham Medical Reserve Corp has expanded to 184 volunteers in Needham and to over 1,000 in Sub-Region 3 (Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- Four Emergency Dispensing Sites have been identified in Needham and registered with the Massachusetts Department of Public Health and Center for Disease Control in the event of an emergency.

PUBLIC HEALTH NURSING

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. The Needham Health Department provides community outreach through speaking engagements with community groups, the local hospital, and town employees. Health Matters articles are published monthly and local cable spots are done periodically. The focus of these programs is to keep our community updated and educated on the constant changes in Public Health.

The Public Health Nurses license and conduct health and safety evaluations of the nursery schools, day care programs, after-school programs, summer camps and tanning parlors within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the

Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.

The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 184 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency health situations such as dispensing medication or vaccinating the Needham population.

COMMUNICABLE DISEASE

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

	FY2005	FY2006	FY2007
Campylobacter	6	2	6
Cryptosporidia	0	4	2
Dengue	0	0	1
E-Coli	0	0	2
Ehrlichiosis	0	0	1
Giardiasis	3	1	4
Hepatitis A	0	2	1
Hepatitis B	8	8	3
Legionnaire's	0	0	1
Listeria	0	1	0
Lyme Disease	23	38	45
Inv. Haemophilus Influenza	0	1	0
Shigella	0	1	1
Meningitis Viral	0	0	0
Strep A	0	0	3
Pertussis	16	15	7
Rabies (Animals)	0	0	1
Salmonellosis	6	4	3
Tuberculosis Pulmonary	2	1	2
Positive PPD	3	6	7
Varicella	15	17	6
Inv. Strep Pneumonia	5	7	5
Tuberculin Non Pulmonary	0	1	0

SCREENING PROGRAMS

	FY2005	FY2006	FY2007
Colo-Rectal Screening	50	35	32
Employee Office Visits	129	153	242
Employee Wellness	495	851	1206
Glaucoma	27	16	13
Hearing	149	65	77
Mantoux Testing	71	112	121
Police Weight Screening	39	41	48
Skin Cancer Screening	53	40	23

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Vision	149	65	77
Wellness Office Visits	1,954	810	920
Wellness Clinics - Visits	254	240	354

IMMUNIZATIONS

	FY2005	FY2006	FY2007
Influenza (Doses Administered & Distributed)	3,960	4,520	4,100
Other Immunizations Administered	86	160	119
Local Area Vaccine Distribution Doses	12,442	12,778	12,881
YTD Vaccine Value (provided by the Massachusetts Department of Public Health)		\$219,878.00	\$245,134.00

LICENSED FACILITIES

	FY2005	FY2006	FY2007
Day Camps	8	8	8
Inspections	24	21	17
After School	13	13	13
Day Care Facilities	18	18	17
Total Enrollment	1,737	1,784	1,732
Inspections	68	62	49
Tanning Parlors	2	2	2
Inspections	4	4	5

HUMAN SERVICE

Senior SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past six years of the program, over 497 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes.

FEDERAL FUEL ASSISTANCE PROGRAMS

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

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY2005	FY2006	FY2007
Coordinate Local Assistance (families)*	80	84	88
Federal Energy Assistance (families)	90	87	81
Health Guidance/ Home Visits/SAFTE	46	34 / 28	31/26
Salvation Army (families)	21	27	29

*Funds/services contributed by local human service agencies, churches and synagogues

ANIMAL INSPECTIONS

ANIMALS QUARANTINED FOR EXPOSURE TO POTENTIALLY RABID ANIMALS

	FY2005	FY2006	FY2007
Cats (45-day quarantine)	38	46	41
Cats (6-month quarantine)	14	7	11
Dogs (45-day quarantine)	5	3	8

Dogs (6 month quarantine)	1	0	0
ANIMAL BITES			
Cat/Human	3	4	4
Dog/Human	20	21	12
Dog/Dog	1	7	4

ENVIRONMENTAL HEALTH

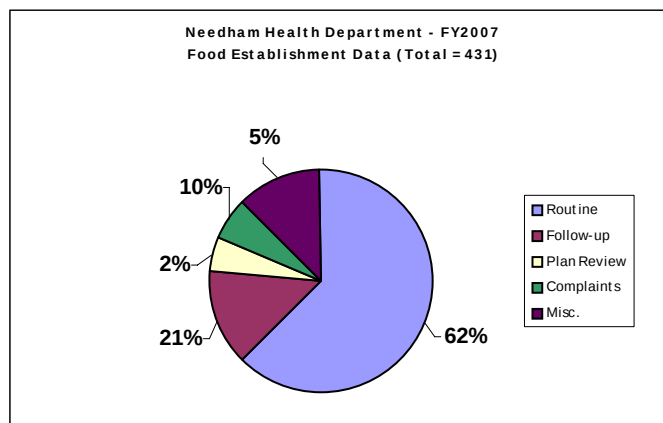
Environmental health services are determined by public demand, legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and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

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

The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations or repairs. They also inspect Chapter II sanitary housing units, subdivisions (for off-street drainage bond release requests), and follow-up on a variety of complaints (food/nuisance/housing). They review new or renovated food establishment design plans, additions or renovations to homes on septic system plans, demolition applications, septic hauler/installer permit applications, massage establishment/therapist permit applications, and well permit applications (irrigation and monitoring). They also review domestic animal permit applications, conduct inspections/quarantine animals as needed, and coordinate the annual rabies clinics. Quarterly tobacco compliance checks and 6-month inspections are conducted along with responding to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond rapidly to environmental emergencies. Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable slots, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to actively serve on committees in town. And they continue to be involved in a variety of seminars and on-going training sessions to remain apprised of today's public health issues.

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



INSPECTIONS AND REVIEWS

	FY2005	FY2006	FY2007
Carbonated Beverages	1	1	1
Food service: inspections	-	-	367
Chap. II housing inspections	27	18	18
General Nuisance Inspections	78	98	133
Rabies Clinics	2	2	2
Title V systems inspections, plan reviews and home additions	97	142	144
Title V systems installations	10	10	6
Subdivision Field inspections/Plan reviews/correspondence	9	9	7
Swimming pool inspections	6	9	8
Suspect food borne illness Reports submitted to state	4	6	2
Demolition reviews	89	76	89
Tobacco compliance checks, inspections/follow-ups, etc.		131	114

LICENSES AND PERMITS

	FY2005	FY2006	FY2007
Animal Permits	8	9	10
Bottling Plant Licenses	1	1	1
Food Establishment Licenses	124	126	132
One-Day & Temporary Event Permits	38	58	55
Mobile Food Licenses	6	4	4
Massage Licenses (Therapists & Establishments)	44	45	62
Septic Hauler Permits	8	8	10
Subsurface Sewage Installers' Permits	14	15	15
Tobacco Sales Permits	17	17	17
Caterers	1	1	1
Disposal of sharps		6	8

ADDITIONAL PERMITS

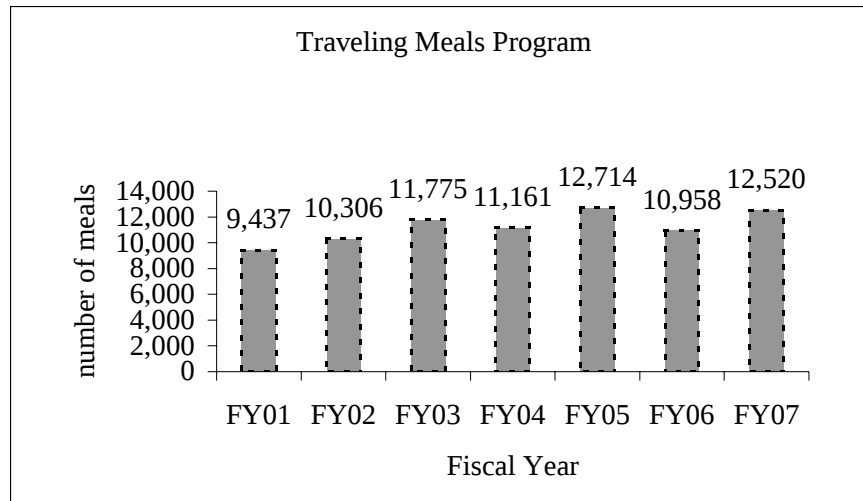
	FY2005	FY2006	FY2007
Funeral Directors' Licenses	3	3	3
Burial Permits	432	421	501

TRAVELING MEALS

125 residents required home delivered meals, equating to over 12,400 delivery stops in Needham from July 1, 2006 and June 30, 2007.

The Traveling Meals Program was established in 1971 and it is our Town's loyal residents, businesses and their employees who have made 36 years of meal delivery possible! This fee for a 2 meals a day Program is available to any homebound Needham resident unable to shop or prepare meals for themselves, regardless of age or income. Monday through Friday, Beth Israel Hospital Needham prepares the meals for the clients and volunteers package and delivered these meals regardless of weather conditions.

Beth Israel Hospital Needham, and Springwell Elder Services, Watertown supplement the cost of some meals for residents. The "FRIENDS" of the Board of Health and Traveling Meals Program (a non-profit hometown fund raising organization) also granted \$2464.25 to the Program to help cover the cost of meals for residents needing assistance for free meals or meals at a minimal charge during year.



MENTAL HEALTH AND SUBSTANCE ABUSE

Mental Health and Substance Abuse FY2007 Report for the Town Of Needham By Riverside Community Care

The Town of Needham supports children, families and adults by providing funding to *Riverside Community Care*. Through this funding, Riverside provides a continuum of mental health and related services as a payer of last resort. Many of Riverside's programs and services are located and delivered within the Town of Needham. In Fiscal Year 2007, Riverside provided a total of 5349 services, which represents a total of 8,079 hours of services to 254 Needham residents. Of those 254 people, 91 were adults and 163 were children. This does not include the Needham Public School faculty who received consultation services from the Alternative Youth Program.

The Riverside Early Intervention Program provided more than 4,704 hours of service to 172 developmentally at-risk Needham children, age birth to three years enrolled in the program. The Early Intervention Program runs 18 different groups for children and caregivers out of our Needham office, including groups for Needham infants and toddlers who are not enrolled in the program. The EI staff work and consult in a number of home-based and center-based childcare programs in Needham.

Four Riverside Outpatient Centers provided 2276 hours and two Day Treatment programs provided 635 days of treatment including individual, group, family counseling and/or medication services to 167 Needham residents. Of those seen for treatment, 22 were adolescents or families referred because of the connection to the suicides and tragic adolescent car deaths that occurred in Needham this past year. Treatment issues include behavioral interventions for cognitively disabled adults, severe, persistent, chronic mental illness, parent/child relationship, school problems, substance abuse, employment issues, domestic violence, traumatic events and a spectrum of complex adolescent mental health diagnoses.

The Riverside Emergency Service Team provided 90 hours of emergency response and respite care to 139 Needham residents with mental health and/or substance abuse emergencies. Interestingly, 57 of those individuals were between the ages of 12-20. Of those, the presenting issues included suicidal ideation, self-inflicted wounds, assaultive behaviors, and substance abuse. This is a significant increase from 2006 when we saw 36 Needham individuals in that age range.

The Riverside Alternative Youth Services Program (AYS) served teens and their families who faced crises with alcohol and drug abuse, serious and destabilizing family conflict, eating disorders and/or other serious emotional problems. For Fiscal Year 2007 Riverside AYS staff provided 203 hours of service to 6 clients and their families (24 total individuals) in Needham, in addition to providing 464 hours of consultation to school staff, suicide prevention and counseling services in the school. Staff who is members of Riverside's Critical Incident Team have provided response services to the Needham schools around traumatic events and participated in presentations to school counselors. Riverside has continued to be actively involved in suicide

prevention efforts in Needham. Jim McCauley has continued to serve as the co-chair of the “Postvention” subcommittee on the Needham Coalition for Suicide Prevention. In addition, Riverside continues to have a psychologist and a licensed social worker regularly consulting to faculty, students and parents at Needham High School.

AYS staff co-led 5 groups around postventions issues for 46 adolescents who had been impacted by the tragic death of their peers. The groups ranged from 7 to 12 weeks in length. At the Needham High School last year, 32 students were triaged by AYS staff and seen in counseling for up to 3 sessions and then referred for therapy. Some were referred back to their previous therapists, some were referred to Emergency Services due to the serious nature of their situations, some were referred to a guidance counselor and some refused to follow through with any referral. These Needham adolescents were at risk of hospitalization or residential placement. AYS is fully supported by the Towns of Needham, Newton, and Weston, and is currently housed at Riverside Community Care’s offices at 255 Highland Avenue.

The Riverside Life Skills Center provided intensive clinical day treatment services to 11 Needham adolescents who were temporarily unable to function in a school setting due to severe emotional problems. Of those 11, nine were referred after the Needham car accident.

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

Recently, Jim McCauley and Kate O’Connell (Emergency Services Program Director) have met with Jamie Brenner-Gutner of the Council on Aging. This is the beginning of discussions on how Riverside and the Council on Aging might be able to work closely together.

2007 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES

The **Charles River Association for Retarded Citizens, Inc.** provides the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns.

- Residential Services – Group Homes; Supported Apartments
- Family Support Social Services and Advocacy, Information and Referral Consultation
- Applied Behavioral Analysis to individuals on the Autism Spectrum, and consultation to their families and school system personnel
- Recreational and Respite Care Services
- Vocational Training, Job Placement and Support
- Therapeutic Day Services & Senior Citizen Day Supports

For a complete Annual Report contact:

Charles River Arc,
59 East Militia Heights Road
Needham, MA 02492
(781) 444-4347 or the website at www.crarc.org

EAT WELL/BE FIT NEEDHAM

A community based health and wellness initiative, founded in 2002, designed to increase awareness of, and to implement programs that address the healthy balance of nutrition and fitness, in keeping with the initiatives goals. Activities have included:

- Received \$8,000 CHNA collaboration grant. Collaborating with the Town of Wellesley coordinating a series of lectures and public service announcement and the development of an *Eat Well/Be Fit* coalition in their town.
- Updated the *Healthy Alternatives for Celebrations* brochure to be given out to all grammar schools, parents, students, staff, day cares, etc.

- Ran a booth and coordinated a Farmers Market as part of the Town of Needham annual Street Fair on Sat., June 2, 2007.
- Healthy eating PSA's developed with the Needham Cable Channel.
- Monthly *Eat Well/Be Fit* column in *The Needham Times*.
- Health and Wellness signage developed and distributed to Needham Public Schools.
- Collaboration with other towns and Metco.
- Healthy Recipe cards at Sudbury Farms.
- Outreach to local restaurants.

DOMESTIC VIOLENCE ACTION COMMITTEE

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

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

NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of our young people. It is a broad based coalition of 35 members reaching out to our town's diverse constituencies across the age continuum. We believe that suicide is preventable if we work together. Please see the following website for a detailed report on the committee's efforts.

www.needhamma.gov/health/ncsp www.needhamacts.org/about.htm

TRAFFIC MANAGEMENT ADVISORY COMMITTEE
--

Meredith Page, Chairperson
Rick Merson, DPW Director
Anthony Del Gaizo, Town Engineer
Ivan Sever, Committee Secretary
Paul Gordon

Kate Fitzpatrick, Town Manager
John Cogswell, Selectmen
Lt. John Kraemer, Police Department
Thomas Stokes

CHARTER:

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

CURRENT ACTIVITIES:

- The committee meets monthly, generally on the 2nd Wednesday at the Newman School Media Center.
- Citizens request to the Town for signs, cross walks, pavement markings, speed limits or any other type of traffic control device are referred to the committee for recommendation or disposition.
- The committee meets with the requester, discusses the issue and if warranted makes recommendation to the Department of Public Works or the Selectmen.
- All decisions are based upon federal and state laws, professional standards, function and capacity of streets, cost effectiveness, and fairness in allocating traffic burdens and improvements.
- The committee has no budget or staff.
- Committee volunteers perform all analyses and other activities in support of the Committee's activities.

OTHER

METROPOLITAN AREA PLANNING COUNCIL ANNUAL REPORT

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

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

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

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

Advancing Smart Growth

MAPC's **MetroFuture: Making a Greater Boston Region** initiative is planning for Metro Boston's growth and development through 2030. In 2007, the project involved nearly **1,000 people** (on top of the 4,000 who participated in previous years). MAPC presented the MetroFuture plan at a May 1 Boston College Citizen Seminar, where participants overwhelmingly voted to ratify it and work for its implementation. MAPC is now developing an implementation strategy, addressing public policy, public funding priorities, and changes in practice within the private sector. By mid-2008, MetroFuture will transition from a planning initiative to an advocacy program, uniting the efforts of MAPC, partner organizations, and the thousands of "plan-builders" in an effort to alter regional priorities and growth patterns consistent with the new plan.

As a member of the **Massachusetts Smart Growth Alliance**, MAPC helped form the Transportation Investment Coalition. This group of business, environmental, public interest, and planning organization is pressing for savings, efficiencies, and new revenues to address the state transportation finance deficit. The Alliance joined with others to advocate successfully for an increase in the Commonwealth's Bond Cap, increasing the resources available to address the state's capital needs. Through the Alliance, MAPC is also working to reform the state's arcane zoning laws through a new and diverse commission, chaired by Undersecretary for Economic Development Gregory Bialecki.

MAPC provides planning assistance and expertise to communities on a wide range of issues, helping them envision the future and evaluate alternatives within a smart-growth framework. Residents of Malden are taking a long-range look at their city through the **Malden Vision Project**, which kicked off last year with a city-wide visioning workshop attended by 250 participants. MAPC helped the town of Arlington deal with **housing and economic development** issues with a visioning workshop and resident survey, and helped develop new bylaws and other strategies. MAPC also assisted Walpole and Norfolk in developing and analyzing **alternative growth scenarios** along a shared stretch of Route 1A.

Working with the 495/MetroWest Corridor Partnership, MAPC produced a **WaterSmart Indicators report** that details trends in water supply, wastewater, and stormwater for each city and town in the study area. MAPC also completed **water resource strategies** for three towns in the Assabet Watershed to evaluate the environmental impacts of alternative growth patterns, relying in part on hydrologic modeling conducted by the U.S. Geological Survey.

Collaboration for Excellence in Local Government

Through its **Metro Mayors Coalition**, MAPC helped 21 communities secure over \$2 million in **Shannon Grant funding** over the past two years to implement multi-jurisdictional, multi-disciplinary strategies to combat youth violence, gang violence, and substance abuse. In 2007, Gov. Deval Patrick and more than 240 mayors, police chiefs, safety officials and violence prevention workers participated in the coalition's third annual Community Safety Summit to advance strategies to curb youth violence. Through its newly created North Shore Coalition, MAPC is facilitating discussions to develop a regional, comprehensive mutual aid system.

Cities and towns now have the option of joining the Massachusetts Group Insurance Commission (GIC) with a new law drafted by MAPC and the **Municipal Health Insurance Working Group**. This option will help communities save millions of dollars each year by taking advantage of lower insurance rates available through the GIC. MAPC facilitated the Working Group and helped to build consensus for the proposal. We are now providing technical support to cities, towns, and regional entities who are interested in joining the GIC.

MAPC has convened Boston, Chelsea, Everett, Malden, Medford and Somerville to develop a shared strategy for the **Mystic River corridor**. The river, which runs through dense urban communities, has long been an underutilized asset. The communities will develop a comprehensive picture of activities along the river and will seek to build a shared strategy for future development and use of the waterway.

MAPC collaborated with the Commonwealth's 12 other regional planning agencies, municipal officials and other local leaders to help produce "**A Best Practices Model for Streamlined Local Permitting.**" The result of dozens of focus groups and a statewide permitting survey, the document provides an array of recommendations that municipalities can consider to create a more clear, efficient and predictable permitting process without compromising local standards of development review. The guide is available at www.mass.gov/mpro.

Collaboration for Public Safety

MAPC performs fiduciary, planning, and project management duties for the **Northeast Homeland Security Regional Advisory Council (NERAC)**, a network of 85 cities and towns north and west of Boston. In 2007, MAPC helped to develop the School Threat Assessment Response System (STARS), an emergency planning toolkit for each school district in the region. With the assistance of MAPC, NERAC provided portable radios programmed for the Boston Area Police Emergency Radio Network, enabling real-time radio communications

among police, fire, and other first responders during major emergencies. In the past year, NERAC established an online information clearinghouse for police and fire departments, and began planning for emergency evacuations from a regional perspective. MAPC also helped NERAC to set up three regional crime mapping centers that use GIS to visualize crime data through maps.

MAPC completed **Pre-Disaster Mitigation (PDM) plans** for nine communities in 2007, on top of the 20 completed in recent years. Each plan includes an inventory of critical facilities and infrastructure, a vulnerability analysis, and a mitigation strategy with recommended actions. MAPC will continue working with 46 cities and towns in 2008.

Collaboration for Municipal Savings

MAPC's **Regional Purchasing Consortia** administered six procurements for 42 cities and towns, saving communities up to 20% on purchases such as office supplies, paving services, and road maintenance. Similar savings were realized by the 300 agencies that participate in the **Greater Boston Police Council (GBPC)**, which is administered by MAPC. In Fiscal Year 2007, MAPC conducted seven procurements for various types of vehicles, including police cruisers and heavy-duty trucks. Overall, 187 municipalities purchased 329 vehicles at an estimated cost of over \$20 million.

Reliable Data, Available to All

Since its official launch in February, MAPC's **MetroBoston Data Common** online data and mapping tool has been used by dozens of constituents to create customized maps for developing grant applications, analyzing development proposals, or improving services. You can create maps, charts, and graphs on the Data Common by accessing www.metrobostondatacommon.org. In addition to supporting this online tool, the Metro Data Center at MAPC responds to **data requests** from member communities, non-profit organizations, businesses, residents, students and other state agencies.

In the past year, MAPC used **visualization tools** that combine GIS technology, photography and graphic design to help increase community awareness about proposed zoning bylaws in Bellingham and Dedham, and to illustrate what different parts of the region would look like under **MetroFuture**.

Charting a Course to Regional Prosperity

MAPC developed its annual **Comprehensive Economic Development Strategy (CEDS)** for the region, in partnership with the US Economic Development Administration. The report contains an analysis of trends and conditions in the regional economy, highlighting challenges and opportunities. The economic analysis in the CEDS is targeted to front-line economic development staff working in the public and community-based sectors.

Working for 12 contiguous urban communities in the Metro Mayors Coalition, MAPC is developing an **inventory of potential development** sites near municipal boundaries to support coordinated planning. MAPC also developed the **Smart Workplace Project**, a GIS map of smart-growth friendly sites for commercial and industrial development throughout the region. In collaboration with the University of Massachusetts Boston, MAPC is taking a regional look at the **space needs of the life sciences industry**.

Working with the Immigrant Learning Center and the Commonwealth Corporation, MAPC convened academic, institutional and non-profit researchers to develop an **immigration research agenda**.

Getting Around the Region

MAPC produced a **Regional Bicycle Plan**, assessing current conditions and identifying the improvements necessary to create a more comprehensive regional bicycle transportation system. The plan establishes updated goals based on previous plans, and identifies key strategies and priority projects.

Under its new **Regional Bike Parking Program**, MAPC negotiated discount group purchasing contracts with three leading vendors of bicycle parking equipment. This allows MAPC municipalities and other public entities to purchase discounted equipment and, in some cases, to receive state or federal reimbursement for the cost. Communities around the region have used the program to put new racks at schools, libraries, parks, and shopping areas. The program will continue in 2008.

In 2007 MAPC also began work on the **Regional Pedestrian Plan**. This plan will identify policies to make walking a convenient, safe, and practical form of transportation throughout the region. Proposed solutions will include best practices for local jurisdictions as well as steps that could be taken by the state or by the Metropolitan Planning Organization.

MAPC has developed a web-based **Parking Toolkit** that addresses common parking issues. Cities and towns can learn how to do a parking study, how to reduce parking demand and manage supply, how to make use of existing parking, and how to finance parking improvements. The Parking Toolkit is the first in a series of Sustainable Transportation Toolkit products that MAPC will develop over the coming years. Visit <http://transtoolkit.mapc.org> to access these tools.

Large portions of Massachusetts Avenue and Route 2A from Arlington to Concord are now a **Massachusetts Scenic Byway**, due to the efforts of MAPC, the Minuteman National Historic Park, and the towns of Arlington, Lexington, Lincoln, and Concord. MAPC is now preparing a Scenic Byway Corridor Management Plan, the first step in protecting the historic, scenic, and cultural qualities of the byway.

In 2007, MAPC worked with developers and communities to evaluate the transportation impacts of dozens of projects, including the South Weymouth Naval Air Station redevelopment (SouthField), Westwood Station, and Harvard University's new Allston campus.

ON BEACON HILL

Municipal Health Insurance:

MAPC and the Municipal Health Insurance Working Group built consensus and drafted the new law allowing cities and towns to save millions of dollars each year by joining the Group Insurance Commission.

Shannon Community Safety Initiative:

Over the last two years, MAPC's advocacy and grant development services have helped nearly two dozen communities to secure over \$2 million in funding for interdisciplinary programs that focus on youth violence, drugs, and enforcement against gangs.

Statewide Population Estimates Program:

A \$600,000 line item in the 2008 budget will provide the State Estimates Program with more resources to prepare for the 2010 Census. This program will help correct the deficiencies of recent population estimates and to prevent similar deficiencies from occurring in 2010.

Surplus Land:

MAPC continues to advocate for passage of a new policy on the disposition of surplus state land. Specifically, we continue to build support for our proposal that encourages smart growth development on surplus land while giving municipalities a meaningful role throughout the disposition process.

Community Preservation Act:

In 2007, the Metropolitan Mayors Coalition and Community Preservation Coalition reached consensus around legislation to help more communities participate in the Community Preservation Act (CPA). The legislation, filed by Senator Cynthia Creem (D-Newton), would also secure adequate funding over the long term for the state's CPA matching fund.

Zoning Reform:

The new zoning reform commission, initiated by the Massachusetts Smart Growth Alliance and chaired by Undersecretary for Economic Development Greg Bialecki, is now working to draft legislation dealing with such matters as "approval not required," grandfathering, consistency between master plans and zoning, and incentives to expand housing production.

TRIC

The **Three Rivers Interlocal Council (TRIC)** is comprised of thirteen communities southwest of Boston: Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton,

Walpole, and Westwood. Taber Keally, Town of Milton, is Chair. Steve Olanoff, Town of Westwood, is Vice-Chair. The three rivers from which the subregion is named are the Canoe, the Neponset, and the Charles. These municipalities are working hard to protect existing open space, plan appropriately for density in town centers, provide enlightened watershed management that conserves fundamental resources while providing for the needs of people and ecosystems, and develop a diverse tax base. TRIC encourages cooperative advocacy and action regarding growth and development within the region.

In 2007, TRIC looked at the new and planned development along Route 1 from Dedham to Foxborough. Within this area, there are several large new and planned mixed-use developments. While Environmental Impact Reviews are effective tools for advocacy regarding individual development projects, there is to be no single place where the collective effects of multiple development projects in proximity to one another are measured, recorded, and offered for public comment. TRIC worked to bring this to the attention of state officials.

TRIC developed an advocacy position on the Regional Transportation Plan (RTP), compiled by the Boston Region Metropolitan Planning Organization (MPO): The RTP forwards recommendations for infrastructure projects that have no visible funding, and as such no confirmation that they will be built. It's time to acknowledge that this is a flawed process. Additionally, the RTP should demonstrate a clear commitment to park-and-ride and ride-share lots as a means of promoting alternatives to single-occupant vehicle use. These facilities should be part of an integrated solution to congested roadways.

TRIC asked the MPO to make a commitment to suburb-to-suburb transportation when additional mass transit is planned. This is an issue of growing importance in a metropolitan region that has developed policies to encourage density in village and suburban centers. Several communities have taken advantage of recent changes to state law that allow communities to transfer their MBTA assessment to other RTAs in order to obtain access to reliable transit. This movement to other RTAs is symptomatic of a system that does not provide sufficient transit for communities between Route 128 and I-495.

TRIC also held several informational meetings about relevant planning topics, including: stormwater bylaws, Low-Impact Development, Business Improvement Districts, Transfer of Development Rights, and the Commonwealth Capital Fund.

The MAPC Annual Report is respectfully submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

NORFOLK COUNTY COMMISSIONERS

Peter H. Collins, Chairman, of Milton
Francis W. O'Brien of Dedham

John M. Gillis of Quincy

To the Citizens of Norfolk County:

As Norfolk County Commissioners, we wish to thank our constituents for allowing us to serve them. We also thank our elected officials, both state and local, as well as county department heads and our employees, for their continued support and hard work.

Various capital projects are underway to improve courthouse and other county facilities. These include: repair and resetting of granite stairs at Superior Courthouse, along with repair of the lintel, indoor air quality remediation at Stoughton District Court, upgrading the fire detection system at Quincy District Courthouse, and renovation of several bunkers at Presidents Golf Course. Additional projects are listed elsewhere in this report.

As overseers of county operations, we are constantly reviewing ongoing expenses such as health care, payroll, and other costs as well as anticipated revenues. In order for Norfolk County to continue providing useful services to our communities, it is our fiscal responsibility to scrutinize spending, in order to ensure the county will be amply funded via revenues to support itself in future years.

We are proud of the services that we provide communities through our Registry of Deeds, Agricultural High School, Engineering Department, Presidents Golf Course, Municipal Regional Services projects, R.S.V.P. and other programs. Municipalities are encouraged to contact us regarding obtaining or participating in one or more of our ongoing service programs.

Our gratitude and thanks go out to all who have supported, and continue to support our excellent county in its past, present and future endeavors.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

PURPOSE

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

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

- Free public viewing access for every document including land plans recorded by the Registry since its inception in 1793 via the internet at www.norfolkdeeds.org. The Registry regularly updates and enhances the site to include recent news, trends, press information, and answers to frequently asked questions.
- An ability for those who such as attorneys, title examiners, realtors, lenders, surveyors and civil engineers who establish an account with the Registry to print documents directly from their offices for \$1.00 per page.
- An investment in computer hardware in the Registry itself to insure that anyone wanting to access the records can do so.
- The expansion of the internet accessible indexing system back to 1953 enabling many complete fifty year title searches to be done at remote locations.
- A full service telephone and walk-in customer service center and the addition of closing rooms and tables to encourage the citizens of Norfolk County to feel comfortable in using their Registry.



Needham was one of the Norfolk County areas to show increased real estate activity in 2007 recording a total of 836 deeds, 15% more than in 2006. Although the average price of a Needham sale (greater than \$1,000 - residential and commercial properties) fell 6% to \$773,223, this average price was more than \$18,000 higher than the Norfolk County average. Total dollar volume of real estate sales in Needham for 2007 exceeded \$436 million, a 9% increase over 2006. There were 1,918 mortgages recorded for Needham real estate in 2007, 15% fewer than in 2006. August was the busiest month for Needham real estate activity accounting for 10.5% of the Town's total recordings. Throughout Fiscal Year 2007 (July 1, 2006 to June 30,

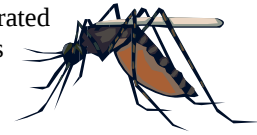
2007) the Registry collected and paid over to the state the surcharges required by the Community Preservation

Act. By virtue of Needham's participation in the Act, Needham qualified for \$1,253,524.00 in state matching funds.

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

John J. Smith, Director

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



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

Water Management Activities: An important component of our IPM approach is the management of shallow, standing, stagnant water, and the maintenance of existing flow systems which if neglected can contribute to mosquito breeding. In addition to normal drainage system maintenance, Project personnel advised residents on removal of water holding artificial containers on their property for the purpose of eliminating potential West Nile virus mosquito breeding habitat.

Drainage ditches checked/cleaned	6,425 feet
Culverts checked /cleaned	30 culverts

Larval Control: Treatment of mosquito larvae during aquatic development is the next most effective control effort. The products used during these applications were Bti and Methoprene.

Aerial larvicide applications	364 acres
Larval control using briquette & granular applications	22.92 acres
Rain Basin treatments using briquettes (West Nile virus control)	1,984 basins

Adult Control: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, and/or threaten public health. The product used during these applications was Sumithrin.

Adult control aerosol applications from trucks	3,671 acres
--	-------------

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

TOWN OFFICIALS

ELECTED

Assessors

Edmund Donnelly
Thomas J. Mulhern
James M. Zeiger

Board of Health

Peter J. Connolly, M.D.
Edward V. Cosgrove, Ph.D.
Denise Garlick, R.N.

Commissioners of Trust Funds

Robert D. Hall (resigned 4/1/07)
Nick Renzulli (appointed 6/26/07)
Joseph P. Scalia
William J. Supple

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

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

Moderator

Michael K. Fee

Park and Recreation Commission

Cynthia J. Chaston
William R. Dermody
Christopher R. Dollase
Brian Nadler (4/11/06)
Philip V. Robey

Planning Board

Devra G. Bailin
Bruce T. Eisenhut
Maurice P. Handel
Martin Jacobs
Jeanne S. McKnight

School Committee

Marianne B. Cooley
Gary C. Crossen
Laura J. Flueckiger
Donald B. Gratz
Michael Greis
Louise Miller (resigned 10/06)
Jeffrey J. Simmons

Selectmen

John A. Bulian
John H. Cogswell
James G. Healy
Daniel P. Matthews
Gerald A. Wasserman

Town Clerk

Theodora K. Eaton

Trustees of Memorial Park

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

Trustees of Public Library

Lois C. Bacon
Rose Doherty (elected 4/10/07)
Thomas M. Harkins
Gail B. Hedges (through 4/10/07)
Margaret Pantridge
Sally B. Powers
Gregory John Shesko
Lois Sockol

APPOINTED BY THE BOARD OF SELECTMEN

Town Manager

Kate Fitzpatrick

Town Counsel

David S. Tobin

Ad Hoc Insurance Advisory Committee

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

Board of Appeals

Michael A. Crowe
Gregory J. Condon
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin

Cable Television / Advisory Committee

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

Commission on Disabilities

Susan Crowell
Beverly Foster (4/24/07)
Debbi Heller
Jeanie Martin
Karen Pierce
Susan Rains
Elaine Saunders
*Patrice Snellings, (liaison from School
Committee)*

*Paul Spooner (consultant from Metro West
Center for Independent Living)*

Andy Wise

Colin (Dale) T. Wise

Conservation Commission

Paul Alpert (9/12/06)

Janet Bernardo

Marsha Salett

Carl Shapiro

Sharon Soltzberg

Lisa Standley

Cultural Council

Norman Abbott

Jean Cronin Connolly

Sally Dempsey

Gail Gordon

Alice Kelleher

Claire Messing

Louise Miller

Ann Munstedt (4/24/07)

Debbrah Winnick (3/13/07)

Council of Economic Advisors

Jack Cogswell

Jay Doherty

John Edgar

Kate Fitzpatrick (ex officio)

Howard Goldman

Maurice P. Handel

Bob Hentschel

Seth Medalie

Matt Talcoff

Field Study Committee

Patricia Carey

Dave DiCicco

Chris Dollase

Laura Flueckiger (3/13/07)

James G. Healy

Bruce Herman

John Palmer

John Normant

Lance Remsen

Douglas Graham Spink III (3/13/07)

Paul Stenberg

Lucio Trabucco

Golf Course Advisory Committee

Jonathan Bean

Roy Cramer

Jane Howard

Robert J. Moore, Jr.

Jon Schneider

Theodore Weiner

Historical Commission

Carol J. Boulris

Robert D. Hall, Jr. (12/19/06)

Norman A. Homsy

Sandra Tobin

Cary Young

Human Rights Committee

John Buehrens

Thomas Lambert

Mark Smith

Mike Vaughn

Sandra Walters

Debbie Watters

Needham Cable Television

Development Corporation (NCTDC)

Robert Boder

John Fountain

Arnold M. Goldstein

Michael Greis

Walter McDonough

Michael Riley

Miriam Segel (3/13/07)

Robert Stegman

Jonathan Tamkin

Needham Community Revitalization

Fund Committee

Carol deLemos

Morris Dettman

Paul Good

Timothy Kickham (11/14/06)

MaryRuth Perras

Lorraine Welsh

Registrars of Voters

John W. Day

Barbara B. Doyle

Theodora K. Eaton (ex officio)

Mary J. McCarthy

Taxation Aid Committee

Elizabeth Handler

Patricia Harris

Helen Newton

Evelyn Poness (ex officio)

Technology Advisory Board

Peter M. Anderson

Robert Burke (ex officio)

Linda Conneely (ex officio)

David Davison (ex officio)

David Escalante

Michael Greis

Ann Gulati (ex officio)

Steven B. Handler

Joanne Kossuth, non-voting Technical Advisor

Carl Rubin

Traffic Management Advisory Committee

John H. Cogswell

Anthony Del Gaizo

Kate Fitzpatrick

Paul Gordon (2/13/07)

Lt. John Kraemer

Richard Merson

Meredith Page

Ivan Sever
Thomas Stokes
**Water and Sewer Rate
Structure Committee**
John H. Cogswell (ex officio)
John P. Cosgrove, Jr.
Tom Loughran (7/18/06)
Nick Renzulli
John Tallarico

APPOINTED BY THE MODERATOR

Finance Committee
Scott M. Brightman
Laura Brooks
Richard S. Creem
David J. Escalante
Stephen Jonas
Steven M. Rosenstock
Lita Young
Personnel Board
John Dennis
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

OTHER APPOINTED BOARDS

Community Preservation Committee
Janet Bernardo (6/12/07)
John Comando
Jane Howard
Sheila Pransky
Phil Robey
Ronald R. Ruth
Council on Aging
Roma Jean Brown
Carol deLemos
Morrie Dettman
Daniel Goldberg
Helen K. Hicks
Susanne Hughes
Vivian McIver
Andrea Rae
Colleen Schaller
Derrek Shulman
Nina Silverstein (9/12/06)
Betsy Tedoldi
Mary Elizabeth Weadlock
**Solid Waste Disposal /
Recycling Committee**
John H. Cogswell
William F. Connors
Jeffrey Heller

Irwin Silverstein
Contributory Retirement Board
(under vote of Town 11/3/36)
Kate Fitzpatrick
John P. Krawiecki, by vote of employees
and retirees
Robert Mearls, by members
of the Retirement Board
Evelyn M. Pones
Thomas A. Welch, II, by vote of employees
and retirees
Design Review Board
Eugene R. Bolinger
Philip Chase (alternate)
Mark Gluesing
Deborah Robinson
Stephen Tanner
Timothy Tierney (alternate)
Future School Needs Committee
Ann DerMarderosian
David P. Coelho
Marianne Cooley
Lynn Gotwals
James Lamenza, Chair
Marjorie Margolis
Mary Riddell
Roger Toran
Needham Domestic Violence Action Committee
Susan Abbott
Peter Adams
Melissa Aponte
Allison Ballbach
Janice Berns
Jennifer Booth
Belinda Carroll
Lynda Coburn
Yael Cohn
Katy Colthart
Ellen Cooney
Bobbie Demers
Barbara Falla
Sherry Jackson
Jen Howard
Jeannine Kremer
Angela Mastrovattista
Lynne Weinstein
Permanent Public Building Committee
Joseph Carroll
Stuart Chandler
John Connelly
George Kent
Steven Popper, Dir. Construction & Renovation
Paul Salamone

Transportation Committee
Duncan Allen

Richard Creem
Linda Hoard
Jane A. Howard
Steven McKnight
Youth Commission
Connie Barr
Merissa Devine
Doug Levy
Cathy Lunetta
Kevin Potterton
John Romeo
Vincent Springer
Debbie Winnick

APPOINTED BY TOWN MANAGER

Animal Control Officer
Harry Greenlaw
Assistant Town Manager/Finance
David Davison
Assistant Town Manager/Personnel
Christopher Coleman
Director of Emergency Management
Paul F. Buckley, Jr.
Director of MIS
Robert A. Burke
Director of Public Works
Richard P. Merson
District Director of Veterans' Services/Veterans' Burial
Agent/Veterans' Graves Officer
John J. Logan, Jr.
Fire Chief / Superintendent of Fire Alarms/Forest Warden
Paul F. Buckley
Inspector of Buildings
Daniel P. Walsh
Inspector of Plumbing and Gas
William Kinsman
Inspector of Wiring
Scott Chisholm
Police Chief / Keeper of the Lockup
Thomas J. Leary
Sealer of Weights and Measures
John Horgan
Supervisor, Garage & Equipment
Stephen J. Hawes
Superintendent, Highway
Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden
Lance Remsen
Superintendent, Water/Sewer
Robert. A Lewis
Town Accountant
Melissa Melnick
Town Engineer
Anthony Del Gaizo
Treasurer and Tax Collector
Evelyn M. Poness
Administrative Assessor
Hoyt Davis
Assistant Town Clerk
Helen Atkinson
Building Construction and Renovation Manager
Steven Popper
Director of Public Facilities Operations
Mark LaFleur
Director of Public Health
Janice Berns
Director of Youth Commission
Jon Mattleman
Environmental Health Agent
Tara Gurge
Executive Director, Council on Aging
Jamie Brenner Gutner
Library Director
Ann MacFate
Planning Director
Lee Newman
Park and Recreation Director
Patricia M. Carey

**APPOINTED BY ELECTED
OR APPOINTED BOARDS**

Executive Director, Needham Housing Authority
Margaret K. Plansky

Executive Secretary to Finance Committee
Louise Miller

Superintendent of Schools
Daniel E. Gutekanst

2007 ANNUAL TOWN REPORT

TOWN MEETING MEMBERS

At Large 2008

Lois C. Bacon	29 Harding Road
Devra Bailin	3 Brentwood Circle
John A. Bulian	86 Peacedale Road
John H. Cogswell	1479 Great Plain Avenue
David C. DiCicco	24 Mellen Street
Christopher Richard Dollase	15 Richardson Drive
Theodora K. Eaton	51 Bonwood Road
Michael K. Fee	137 Fox Hill Road
Denise C. Garlick	22 Trout Pond Lane
Donald Gratz	330 Central Avenue
James G. Healy	767 South Street
Daniel P. Matthews	31 Rosemary Street
Gerald A. Wasserman	80 Rolling Lane
James M. Zeiger	156 Woodbine Circle

Precinct A

2008

Martha Cohen Barrett	49 Lynn Road
Michael A. Cerundolo	58 Taylor Street
Richard S. Creem	12 Gary Road
John D. Genova	11 Jennifer Circle
Donald B. Gratz	330 Central Avenue
Karen N. Price	386 Central Avenue
Irwin Silverstein	44 Reservoir Avenue
Nina Silverstein	44 Reservoir Avenue

2009

Erik J. Bailey	64 Hillside Avenue
Scott D. Butchart	141 Wellesley Avenue
Cheryl Gosmon	209 St. Mary Street
Walter D. Herrick	131 Pine Grove Street
Leslie A. Kalish	386 Central Avenue
Mary E. Keane-Hazzard	198 Webster Street
Norman F. O'Brien, Jr.	59 Webster Street
Blanche D. Randall	62 Noanett Road

2010

Alan J. Davidson	26 Elder Road
Alan S. Fanger	46 Horace Street
Peter J. Fugere	40 Seabeds Way #25
Lee Garf	52 Homsy Lane
Mary Lee Kelly	77 William Street
Christopher A. Maxwell	127 Ardmore Road
George Tarallo	76 Ardmore Road
John R. Wallace	81 Gary Road

Precinct B

2008

Deborah H. Anastas	165 Brookside Road
William G. Doyle	208 Forest Street
Scott McConchie	101 Hillside Avenue
Elizabeth Ann Mills	177 Jarvis Circle
Glenn S. Orenstein	131 Taylor Street
Meredith P. Page	19 Glendale Road
Sarah Ann Toran	945 Central Avenue

2009

Damon J. Borrelli	651 Central Avenue
Wilfred G. Corey	61 Rolling Lane
John J. Frankenthaler	33 Brookside Road
David C. Harris	94 Cynthia Road
Mindy A. Merow Rubin	27 Cynthia Road
Kevin T. Pendergast	24 Bess Road
Steven Rosenstock	44 Bess Road

2010

George Baierlein	50 Nardone Road
Mark Goldberg	41 Grasmere Road
James H. McEvoy	60 Rolling Lane
Richard B. Moody	22 Parish Road
David K. Mottola	854 Central Avenue
Kim Marie Nicols	12 Crescent Road
Caroline W. Sabin	14 Hunnewell Street

Precinct C

2008

Paul S. Alpert	116 Pine Street
Peter A. Alpert	108 Locust Lane
Jan D. Campbell	461 Charles River Street
Mark J. Gluesing	48 Macintosh Avenue
James D. Masterman	53 Canavan Circle
Claire Patricia Messing	1725 Great Plain Avenue
Sandra Balzer Tobin	59 Winding River Road
Adelaide C. Young	91 Brewster Drive

2009

Russell S. Broad, Jr.	94 Mayflower Road
Christopher Richard Dollase	15 Richardson Drive
John H. Haslip	43 Whitman Road
Louise L. Miller	5 North Hill Avenue
Sheila G. Pransky	100 Mayflower Road
Sylvia R. Rose	1045 Central Avenue #456
Warren S. Sumner IV	17 Mayflower road
Paul B. Tillotson	21 Howe Road

2010

Joseph Barnes	589 High Rock Street
Bruce S. Barnett	249 Marked Tree Road
Scott M. Brightman	88 Standish Road
William H. Dugan, Jr.	29 Pine Street
James O. Fleckner	94 Locust Lane
Daniel L. Lintz	71 Fuller Brook Avenue
Charles J. McCann	43 North Hill Avenue
Amy T. Goldman	15 Cedar Springs Lane

Precinct D

2008

Kathryn L. D'Addesio	110 Linden Street
Jill S. Daly	857 South Street
Ann Dermarderosian	800 South Street
Jennifer Kagan	110 Country Way
Michael London	77 Crestview Road
Christine H. Miara	36 Marked Tree Road
Ralph A. Toran	124 Marked Tree Road
Gregory John Shesko	114 Maple Street

2007 ANNUAL TOWN REPORT

2009

Holly Anne Clarke	1652 Central Avenue	Deborah S. Winnick	12 Mallard Road
William A. Concannon	88 Deerfield Road	William A. Zoppo	330 Nehoiden Street
Cynthia Conturie	96 Robinwood Avenue	Daniel J. Kumin	218 Garden Street, Apt. 1
David R. Cox	92 Henderson Street		
Marc L. Jacobs	461 High Rock Street		
Aaron M. Pressman	1012 South Street		
David J. Sexton	233 Stratford Road		
Maura Brady Steeves	1361 South Street		

2010

Lois C. Bacon	29 Harding Road		
Heidi C. Black	7 Maple Terrace		
Bruce T. Eisenhut	106 Marked Tree Road		
Roger B. Hunt	969 South Street		
Kathleen M. Lewis	99 Linden Street		
Jeffrey B. Megar	125 Sylvan Road		
Thomas F. Soisson	128 Maple Street		
Arthur Walitt	46 Charles River Street		

Precinct E

2008

Roma Jean Brown	30 Edgewater Lane		
Ann M. Cosgrove	17 Laurel Drive		
Linda J. George	110 South Street		
Jane A. Howard	119 Green Street		
Ronald W. Ruth	248 Warren Street		
William J. Supple	75 Redington Road		
Michael R. Tedoldi	264 Edgewater Drive		
Theodore Weiner	88 Pleasant Street		

2009

Michelle S. Ardini	86 Sutton Road		
Theodore M. Crowell	39 Lawton Road		
Lawrence R. Cummings	27 South Street		
Paul J. Durda	149 Laurel Drive		
Philip V. Robey	12 Fletcher Road		
Kathleen B. Rothenberg	218 Edgewater Drive		
Paul A. Siegenthaler	1049 Webster Street		
Martin L.B. Walter	271 Edgewater Drive		

2010

Cynthia J. Chaston	119 Fox Hill Road		
Mark P. Fachetti	187 South Street		
Irene M. Francesconi	5 George Aggott Road		
Linda J. Novak	20 Old Farm Road		
Maryruth Perras	42 Oakhurst Circle		
Sam B. Warner	32 Emerson Road		
Julie Stevens	18 George Aggot Road		
Marilyn g. Tedoldi	264 Edgewater Drive		

Precinct F

2008

Joan E. Adams	1206 Great Plain Avenue		
Gilbert W. Cox, Jr.	49 Colonial Road		
Gail E. Davis	233 Nehoiden Street		
Richard W. Davis	233 Nehoiden Street		
Sarah P. McCormick	313 Nehoiden Street		
John F. Milligan	25 Blacksmith Drive		
James Hugh Powers	263 Nehoiden Street		

2009

Vincent J. Fabiani	27 Lewis Street		
Bernard H. Ford	108 Garden Street		
Richard M. Freedberg	111 Meetinghouse Circle		
Denise C. Garlick	22 Trout Pond Lane		
Jeffrey D. Heller	1092 Central Avenue		
Rhonda G. Hollander	97 Meetinghouse Circle		

Brian S. Nadler	45 Meadowbrook Road		
William J. Okerman	100 Meetinghouse Circle		

2010

Kevin B. Delaney	57 Marked Tree Road		
Stephen L. Dornbusch	51 Damon Road		
Cathy M. Freedberg	111 Meetinghouse Circle		
Carl Goldstein	210 Parish Road		
Richard G. Lyons	25 Mallard Road		
Carolyn R. McIver	70 Pickering Street		
Jeanne S. McKnight	210 May Street		
Jennifer S. Sexton	62 Newell Avenue		
Laura S. Terzian	100 Meetinghouse Circle		

Precinct G

2008

Susan W. Abbott	60 Otis Street		
Patricia B. Buckley	155 Fair Oaks Road		
Michael J. Hegarty	69 Wilshire Park		
Kathleen O'Keefe	49 Coolidge Avenue		
Jill E. Owens	98 Wilshire Park		
Barbara K. Popper	31 Wilshire Park		
John M. Rooney	64 Parkinson Street		
Susan Welby	857 Webster Street		

2009

Paul H. Attridge	59 Powers Street		
William F. Connors	150 Melrose Avenue		
Michael J. Crawford	213 Warren Street		
John W. Day	35 Morley Street		
Pamela C. Freedman	17 Wilshire Park		
Thomas M. Harkins	24 May Street		
Paul O'Connor	108 Wilshire Park		
Marcia B. Young	76 Stevens Road		

2010

Paula R. Callanan	114 Lincoln Street		
Richard DeMeis	126 Powers Street		
Robert T. Heald	86 Eaton Road		
Jane O. Johnson	28 Powers Street		
Maureen T. McCaffrey	285 Manning Street		
Michael A. Taggart	14 Gibson Road		
Timothy P. Tierney	34 Bradford Street		
Daniel C. Wright	32 Cleveland Road		

2007 ANNUAL TOWN REPORT

Precinct H

2008

Heinz R. Brinkhaus	10 Lancaster Road
A. Marie Holland	19 Norwich Road
Robert Y. Larsen	150 Tudor Road
Marjorie M. Margolis	20 Mann Avenue
Nancy E. McCarthy	29 Sterling Road
Peter J. Meade	1085 Greendale Avenue
Paul T. Milligan	224 Elmwood Road
Jeffrey S. Shapiro	85 Fairfield Street

2009

Julia Satti Cosentino	265 Great Plain Avenue
M. Patricia Cruickshank	64 Elmwood Road
Michael A. Diener	30 Kenney Street
Kevin J. Foley	818 Greendale Avenue
Elizabeth P. Handler	317 Great Plain Avenue
Jeffrey Kristeller	138 Elmwood Road
Arthur P. Phillips	37 Appleton Road
Lois F. Sockol	611 Greendale Avenue

2010

John E. Comando	54 Norwich Road
Richard B. Dagen	132 Elmwood Road
Michael C. Kardok	55 Berkshire Road
Laura M. London	23 Tudor Road
Terence P. Noonan	125 Broad Meadow Road
Richard J. Savage, Jr.	15 Evans Road
Ron Sockol	611 Greendale Avenue
Richard A. Zimbone	10 Woodbury Drive

Precinct I

2008

Paul F. Denver	7 Beaufort Avenue
Richard W. Gatto	17 Rosemary Street
Maurice P. Handel	3 Rosemary Street
Thomas H. Hannigan, Jr.	95 Falcon Street
Michael R. Leonard	41 Colby Street
Paul Robey III	38 Brookline Street
Maura O. Walsh	49 Colby Street
Kathleen D. Whitney	75 Kingsbury Street

2009

James M. Lemkin	58 Rae Avenue
Peter J. Pingitore	146 Hillcrest Road
Leslie Ann Renzulli	77 Edwardel Road
Nicholas S. Renzulli	77 Edwardel Road
Paul V. Riley	50 Edwardel Road
Robert J. Rondini	41 Hawthorn Avenue
June C. Seraydar	154 Hillcrest Road
Michael T. Vaughn	130 Lindbergh Avenue

2010

John P. Connelly	41 LaSalle Road
Peter Stephen Connolly	104 Beaufort Avenue
David J. Escalante	103 Woodledge Road
Thomas W. Higgins	45 Dunster Road
Jill C. Kahn-Boesel	44 Brookline Street
Lorraine M. Murphy	59 Beaufort Avenue
Nancy E. Sexton	3 Arden Street
Rachel Ann Weinstock	30 Homestead Park

Precinct J

2008

Laura A. Brooks	9 Concord Street
William R. Dermody	12 Concord Street
Leigh M. Doukas	51 Concord Street
Barbara J. Downs	51 Virginia Road
Michael J. Greis	384 Webster Street
John D. Marr, Jr.	70 Greendale Avenue
Lynne D. Stern	117 Hoover Road
Betsy M. Tedoldi	68 High Street

2009

James S. Bonasia	174 Tower Avenue
Stuart B. Chandler	123 Paul Revere Road
Bradley M. Christenson	27 Spring Road
George C. Doukas	51 Concord Street
Caroline B. Edge	59 Alfreton Road
Marcia C. Mather	179 Paul Revere Road
Michael M. Mathias	354 Webster Street
Jane B. Murphy	760 Highland Avenue #17

2010

Catherine J. Barker	13 West Street
Marjorie S. Cohen	136 Parker Street
Marianne B. Cooley	85 High Street
Robert A. Downs	51 Virginia Road
Donna M. Mullin	131 Paul Revere Road
Emily M. Salaun	101 Tower Avenue
Paul G. Smith	201 Paul Revere Road
George F. Kent	184 Richdale Road

TOWN OF NEEDHAM RETIREE INFORMATION

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
Annette Brackett	School	22.667
Nancy Brady	School	13.500
Robert Burke	Information Technology	42.250
Kathleen Cumming	School	19.166
Gary Eklund	Fire	18.000
Diane Heneberry	School	19.833
Rosalind Johnson	School	15.500
Robert Kennedy	Housing Authority	15.917
Geraldine Lally	School	26.083
Joseph Lane	MBMD	12.833
Leonard Marini	Fire	40.083
Michael Murphy	Police	26.500
Joann Pope	School	12.416
Charles Rizzo	Fire	45.813
Mary Toran	School	23.250

IN MEMORIAM

Mary Bielski	School	15.750
Kevin Bolio	Police	33.916
Dorothy Calitri	Police	24.667
Joseph Carreiro	Sewer	17.167
Kathleen Cumming	School	33.167
Eva Earle	Hospital	18.416
Paul Ewing	Highway	19.000
Arvi Gronroos	MBMD	8.000
Paul Horton	Engineering	32.916
Damon Huckins	Highway	38.250
MaryEllen Johnson	Treasurer's	18.083
Bruce Mahar	MBMD	24.667
Eva Mazzone	Hospital	26.250
James McDonough	Police	23.917
Albina Murphy	Hospital	11.083
Robert O'Connor	Fire	12.500
David Percy	Hospital	11.167
Roland Praetsch	Fire	33.167
Mabel Rogers	Hospital	24.083
Virginia Strong	School	18.167
Eugene Varley	MBMD	7.333
Isabelle Waterhouse	Hospital	15.833

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2007**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 2,309,836
Investments	\$ 17,787,196
Receivables:	
Property taxes	\$ 1,960,489
Excises	\$ 386,168
Departmental	\$ 738,352
Intergovernmental	\$ 11,926,104
Betterments	\$ -
Other	\$ 192,175
Other assets	\$ 74,427
Total Assets	<u><u>\$ 35,374,747</u></u>
<u>LIABILITIES</u>	
Warrants and accounts payable	\$ 1,781,715
Deferred revenue	\$ 15,030,701
Accrued liabilities	\$ 2,291,691
Due to other Governments	\$ 28,130
Retainage payable	\$ -
Tax refunds payable	\$ 665,810
Anticipation notes payable	\$ -
Other liabilities	\$ 100,663
Total Liabilities	\$ 19,898,710
<u>FUND BALANCES</u>	
Reserved for encumbrances	\$ 2,433,616
Reserved for other specific purposes	\$ 1,576,473
Reserved for expenditures	\$ 3,714,156
Unreserved:	
Undesignated	\$ 7,751,792
Total Fund Balance	\$ 15,476,037
Total Liabilities and Fund Balance	<u><u>\$ 35,374,747</u></u>

**Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2007**

	<u>RTS</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and short-term investments	\$ 859,331	\$ 6,035,359	\$ 4,256,415
Receivables	\$ 180,492	\$ 2,184,676	\$ 1,600,462
Other current assets	<u>\$ 447</u>	<u>\$ -</u>	<u>\$ -</u>
Total Current Assets	\$ 1,040,270	\$ 8,220,035	\$ 5,856,877
Noncurrent Assets:			
Land and construction in progress	\$ 4,899,516	\$ 2,041,750	\$ 2,768,104
Other capital assets, net of accumulated depreciation	<u>\$ 1,815,587</u>	<u>\$ 11,105,725</u>	<u>\$ 23,563,294</u>
Total Noncurrent Assets	<u>\$ 6,715,103</u>	<u>\$ 13,147,475</u>	<u>\$ 26,331,398</u>
Total Assets	\$ 7,755,373	\$ 21,367,510	\$ 32,188,275
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$ 66,377	\$ 104,323	\$ 67,115
Accrued payroll	\$ 11,639	\$ 10,188	\$ 20,594
Accrued liabilities	\$ -	\$ 21,920	\$ 38,780
Other liabilities	\$ 9,934	\$ 47,833	\$ 1,209
Current portion of long-term liabilities:			
Bonds payable	\$ 80,000	\$ 658,657	\$ 967,400
Compensated absences	<u>\$ 30,022</u>	<u>\$ 29,961</u>	<u>\$ 30,820</u>
Total current liabilities	\$ 197,972	\$ 872,882	\$ 1,125,918
Noncurrent Liabilities			
Bonds payable, net of current portion	<u>\$ 75,000</u>	<u>\$ 5,574,603</u>	<u>\$ 6,604,253</u>
Total Liabilities	\$ 272,972	\$ 6,447,485	\$ 7,730,171
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	\$ 6,560,103	\$ 9,192,868	\$ 20,155,709
Unrestricted	<u>\$ 922,298</u>	<u>\$ 5,727,157</u>	<u>\$ 4,302,395</u>
Total Net Assets	<u>\$ 7,482,401</u>	<u>\$ 14,920,025</u>	<u>\$ 24,458,104</u>

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Town Wide Expense	\$26,561,146	\$12,783,515	(\$828,964)	\$38,515,697	(\$37,424,669)	(\$28,566)	(\$37,453,236)	\$1,062,461
General Government	\$3,063,957	\$15,000	\$113,844	\$3,192,801	(\$2,899,837)	(\$175,153)	(\$3,074,990)	\$117,811
Development & Land Use	\$212,305		\$9,216	\$221,521	(\$204,591)	(\$6,442)	(\$211,032)	\$10,489
Public Safety	\$10,163,156		\$266,032	\$10,429,188	(\$9,993,263)	(\$75,636)	(\$10,068,899)	\$360,289
Education	\$38,480,054	\$232,900		\$38,712,954	(\$38,047,958)	(\$501,696)	(\$38,549,654)	\$163,300
Public Works	\$4,750,151		\$335,691	\$5,085,842	(\$4,557,409)	(\$398,260)	(\$4,955,669)	\$130,173
Public Facilities	\$6,291,045		\$56,395	\$6,347,440	(\$5,761,755)	(\$512,274)	(\$6,274,029)	\$73,411
Health & Human Services	\$367,623		\$2,411	\$370,034	(\$337,359)	\$792	(\$336,567)	\$33,467
Cultural & Leisure Service	\$2,145,406		\$45,375	\$2,190,781	(\$2,160,590)	(\$4,449)	(\$2,165,040)	\$25,741
TOTAL	\$92,034,843	\$13,031,415		\$105,066,258	(\$101,387,432)	(\$1,701,684)	(\$103,089,116)	\$1,977,142

Town Wide Expenses

1 Retirement (Chapter 34)	\$135,000			\$135,000	(\$111,350)		(\$111,350)	\$23,650
2 Retirement Contributory System	\$3,835,000			\$3,835,000	(\$3,747,562)		(\$3,747,562)	\$87,438
3 Health Insurance	\$10,295,000			\$10,295,000	(\$9,412,078)	(\$13,000)	(\$9,425,078)	\$869,922
4 Insurance Liability Fund	\$380,000			\$380,000	(\$380,000)		(\$380,000)	
5 Unemployment Compensation	\$73,118		\$20,000	\$93,118	(\$89,690)	(\$3,427)	(\$93,117)	\$1
6 Debt Service	\$9,803,028	\$13,100,000		\$22,903,028	(\$22,881,351)		(\$22,881,351)	\$21,677
7 Worker's Compensation	\$385,000			\$385,000	(\$377,294)	(\$7,706)	(\$385,000)	
8 Property Self Insurance	\$450,000			\$450,000	(\$425,344)	(\$4,433)	(\$429,777)	\$20,223
9 Performance Pay Pool*	\$480,000		(\$440,729)	\$39,271				\$39,271
10 Reserve Fund*	\$725,000	(\$316,485)	(\$408,235)	\$280				\$280

Total	\$26,561,146	\$12,783,515	(\$828,964)	\$38,515,697	(\$37,424,669)	(\$28,566)	(\$37,453,236)	\$1,062,461
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* Direct expenditure is not allowed, only transfers to other line items

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Board of Selectmen/Town Manager								
11 A Salaries	\$473,290		\$15,622	\$488,912	(\$464,809)		(\$464,809)	\$24,103
11 B Purchase of Service	\$128,100			\$128,100	(\$95,646)	(\$23,871)	(\$119,517)	\$8,583
11 C Expense	\$21,300			\$21,300	(\$20,200)	(\$1,099)	(\$21,299)	\$1
Total	\$622,690		\$15,622	\$638,312	(\$580,655)	(\$24,970)	(\$605,625)	\$32,687
Town Clerk & Board of Registrars								
12 A Salaries	\$231,990	\$15,000	\$4,019	\$251,009	(\$234,705)		(\$234,705)	\$16,304
12 B Purchase of Service	\$25,325			\$25,325	(\$18,703)	(\$6,275)	(\$24,978)	\$347
12 C Expense	\$5,500			\$5,500	(\$5,229)		(\$5,229)	\$271
Total	\$262,815	\$15,000	\$4,019	\$281,834	(\$258,637)	(\$6,275)	(\$264,912)	\$16,922
Town Counsel								
13 A Salaries	\$63,060		\$1,577	\$64,637	(\$63,517)		(\$63,517)	\$1,120
13 B Purchase of Service	\$170,000		\$65,000	\$235,000	(\$234,289)	(\$711)	(\$235,000)	
13 C Expense	\$3,500			\$3,500	(\$3,006)	(\$30)	(\$3,036)	\$464
Total	\$236,560		\$66,577	\$303,137	(\$300,812)	(\$741)	(\$301,553)	\$1,584
Personnel Board								
14 A Salaries	\$1,601		\$40	\$1,641	(\$719)		(\$719)	\$922
14 B Purchase of Service	\$10,000			\$10,000		(\$9,900)	(\$9,900)	\$100
14 C Expense								
Total	\$11,601		\$40	\$11,641	(\$719)	(\$9,900)	(\$10,619)	\$1,022
Finance Department								
15 A Salaries	\$1,235,907		\$26,922	\$1,262,829	(\$1,209,357)		(\$1,209,357)	\$53,472
15 B Purchase of Service	\$536,519			\$536,519	(\$413,130)	(\$123,387)	(\$536,516)	\$3
15 C Expense	\$110,670			\$110,670	(\$95,603)	(\$5,179)	(\$100,782)	\$9,888
15 D Capital Outlay	\$20,000			\$20,000	(\$15,298)	(\$4,701)	(\$19,999)	\$1
Total	\$1,903,096		\$26,922	\$1,930,018	(\$1,733,388)	(\$133,267)	(\$1,866,655)	\$63,363

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Finance Committee								
16 A Salaries	\$26,545		\$664	\$27,209	(\$25,108)		(\$25,108)	\$2,101
16 B Purchase of Service	\$125			\$125	(\$60)		(\$60)	\$65
16 C Expense	\$525			\$525	(\$459)		(\$459)	\$66
Total	\$27,195		\$664	\$27,859	(\$25,627)		(\$25,627)	\$2,232
Planning Board								
17 A Salaries	\$134,450		\$3,361	\$137,811	(\$132,257)		(\$132,257)	\$5,554
17 B Purchase of Service	\$7,150			\$7,150	(\$2,733)	(\$4,000)	(\$6,733)	\$417
17 C Expense	\$3,910			\$3,910	(\$1,514)	(\$1,500)	(\$3,014)	\$896
Total	\$145,510		\$3,361	\$148,871	(\$136,504)	(\$5,500)	(\$142,004)	\$6,867
Conservation Commission								
18 A Salaries	\$37,927		\$2,943	\$40,870	(\$38,461)		(\$38,461)	\$2,409
18 B Purchase of Service	\$3,090			\$3,090	(\$2,784)	(\$212)	(\$2,996)	\$94
18 C Expense	\$2,015			\$2,015	(\$878)	(\$730)	(\$1,608)	\$407
Total	\$43,032		\$2,943	\$45,975	(\$42,124)	(\$942)	(\$43,065)	\$2,910
Board of Appeals								
19 A Salaries	\$20,473		\$2,912	\$23,385	(\$23,086)		(\$23,086)	\$299
19 B Purchase of Service	\$3,040			\$3,040	(\$2,646)		(\$2,646)	\$394
19 C Expense	\$250			\$250	(\$230)		(\$230)	\$20
Total	\$23,763		\$2,912	\$26,675	(\$25,963)		(\$25,963)	\$712
Police Department								
20 A Salaries	\$4,143,185		\$113,332	\$4,256,517	(\$4,005,020)		(\$4,005,020)	\$251,497
20 B Purchase of Service	\$74,108			\$74,108	(\$54,673)	(\$1,148)	(\$55,821)	\$18,287
20 C Expense	\$172,991		\$21,000	\$193,991	(\$182,702)	(\$11,180)	(\$193,882)	\$109
20 D Capital Outlay	\$115,974			\$115,974	(\$81,918)	(\$34,056)	(\$115,974)	
Total	\$4,506,258		\$134,332	\$4,640,590	(\$4,324,313)	(\$46,384)	(\$4,370,697)	\$269,893

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Fire Department								
21 A Salaries	\$5,030,593		\$122,018	\$5,152,611	(\$5,096,056)		(\$5,096,056)	\$56,555
21 B Purchase of Service	\$78,529	\$20,000		\$98,529	(\$84,280)	(\$7,801)	(\$92,082)	\$6,447
21 C Expense	\$159,402	(\$20,000)		\$139,402	(\$120,608)	(\$18,302)	(\$138,910)	\$492
Total	\$5,268,524		\$122,018	\$5,390,542	(\$5,300,944)	(\$26,103)	(\$5,327,047)	\$63,495
Building Inspector								
22 A Salaries	\$376,071		\$9,682	\$385,753	(\$359,050)		(\$359,050)	\$26,703
22 B Purchase of Service	\$4,130			\$4,130	(\$2,547)	(\$1,582)	(\$4,129)	\$1
22 C Expense	\$8,173			\$8,173	(\$6,409)	(\$1,567)	(\$7,976)	\$197
Total	\$388,374		\$9,682	\$398,056	(\$368,006)	(\$3,149)	(\$371,155)	\$26,901
Needham Public Schools								
Salaries	\$33,356,370	\$232,900		\$33,589,270	(\$33,049,100)		(\$33,049,100)	\$540,170
Purchase of Service	\$3,297,616			\$3,297,616	(\$3,342,926)	(\$248,440)	(\$3,591,366)	(\$293,750)
Expense	\$1,158,625			\$1,158,625	(\$988,489)	(\$222,824)	(\$1,211,313)	(\$52,688)
Capital Outlay	\$12,300			\$12,300	(\$12,300)	(\$30,432)	(\$42,732)	(\$30,432)
23 Total	\$37,824,911	\$232,900		\$38,057,811	(\$37,392,815)	(\$501,696)	(\$37,894,511)	\$163,300
Minuteman Regional High School Assessment								
Minuteman Assessment	\$655,143			\$655,143	(\$655,143)		(\$655,143)	
24 Total	\$655,143			\$655,143	(\$655,143)		(\$655,143)	
Department of Public Works								
25 A Salaries	\$2,882,801		\$79,831	\$2,962,632	(\$2,896,747)		(\$2,896,747)	\$65,886
25 B Purchase of Service	\$720,972		\$160,000	\$880,972	(\$564,339)	(\$261,939)	(\$826,278)	\$54,694
25 C Expense	\$414,478			\$414,478	(\$392,483)	(\$21,994)	(\$414,477)	\$1
25 D Snow & Ice	\$200,000		\$95,860	\$295,860	(\$295,860)		(\$295,860)	
Total	\$4,218,251		\$335,691	\$4,553,942	(\$4,149,429)	(\$283,933)	(\$4,433,362)	\$120,580

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007**

	Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Municipal Parking Program									
	Municipal Parking Program	\$203,900			\$203,900	(\$153,993)	(\$45,786)	(\$199,780)	\$4,120
26	Total	\$203,900			\$203,900	(\$153,993)	(\$45,786)	(\$199,780)	\$4,120
Municipal Street Lighting Program									
	Street Lighting Program	\$328,000			\$328,000	(\$253,987)	(\$68,540)	(\$322,527)	\$5,473
27	Total	\$328,000			\$328,000	(\$253,987)	(\$68,540)	(\$322,527)	\$5,473
Public Facilities									
28 A	Salaries	\$2,422,883		\$10,020	\$2,432,903	(\$2,377,741)		(\$2,377,741)	\$55,162
28 B	Purchase of Service	\$3,553,267		\$45,000	\$3,598,267	(\$3,102,909)	(\$492,395)	(\$3,595,304)	\$2,963
28 C	Expense	\$314,895		\$1,375	\$316,270	(\$281,104)	(\$19,879)	(\$300,983)	\$15,287
	Total	\$6,291,045		\$56,395	\$6,347,440	(\$5,761,755)	(\$512,274)	(\$6,274,029)	\$73,411
Board of Health									
29 A	Salaries	\$313,439		\$4,607	\$318,046	(\$314,946)		(\$314,946)	\$3,100
29 B	Purchase of Service	\$35,384			\$35,384	(\$34,828)	(\$225)	(\$35,053)	\$331
29 C	Expense	\$8,034			\$8,034	(\$8,033)		(\$8,033)	\$1
	Total	\$356,857		\$4,607	\$361,464	(\$357,807)	(\$225)	(\$358,032)	\$3,432
Veterans Services									
30 A	Salaries	\$36,111		\$903	\$37,014	(\$32,887)		(\$32,887)	\$4,127
30 B	Purchase of Service	\$258			\$258	(\$168)		(\$168)	\$90
30 C	Expense	\$23,448			\$23,448	(\$4,889)	(\$0)	(\$4,889)	\$18,559
	Total	\$59,817		\$903	\$60,720	(\$37,944)	(\$0)	(\$37,944)	\$22,776
Youth Commission									
31 A	Salaries	\$200,779		\$3,819	\$204,598	(\$198,393)		(\$198,393)	\$6,205
31 B	Purchase of Service	\$2,800			\$2,800	(\$2,634)		(\$2,634)	\$166
31 C	Expense	\$1,990			\$1,990	(\$1,971)		(\$1,971)	\$19
	Total	\$205,569		\$3,819	\$209,388	(\$202,998)		(\$202,998)	\$6,390

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Council on Aging								
32 A Salaries	\$223,918		\$3,267	\$227,185	(\$215,116)		(\$215,116)	\$12,069
32 B Purchase of Service	\$4,295			\$4,295	(\$3,894)	(\$400)	(\$4,294)	\$1
32 C Expense	\$5,175			\$5,175	(\$4,894)	(\$280)	(\$5,174)	\$1
Total	\$233,388		\$3,267	\$236,655	(\$223,904)	(\$680)	(\$224,584)	\$12,071
Commission on Disabilities								
33 A Salaries								
33 B Purchase of Service	\$350			\$350	(\$249)		(\$249)	\$101
33 C Expense	\$200			\$200	(\$54)		(\$54)	\$146
Total	\$550			\$550	(\$303)		(\$303)	\$247
Historical Commission								
34 A Salaries								
34 B Purchase of Service	\$50			\$50	(\$50)		(\$50)	
34 C Expense	\$500			\$500				\$500
Total	\$550			\$550	(\$50)		(\$50)	\$500
Library								
35 A Salaries	\$938,318		\$25,005	\$963,323	(\$963,273)		(\$963,273)	\$50
35 B Purchase of Service	\$55,842			\$55,842	(\$53,443)	(\$1,008)	(\$54,451)	\$1,391
35 C Expense	\$172,030			\$172,030	(\$171,983)	(\$47)	(\$172,030)	\$0
Total	\$1,166,190		\$25,005	\$1,191,195	(\$1,188,698)	(\$1,055)	(\$1,189,753)	\$1,442
Park & Recreation Commission								
36 A Salaries	\$401,733		\$10,185	\$411,918	(\$400,068)		(\$400,068)	\$11,850
36 B Purchase of Service	\$52,025			\$52,025	(\$50,254)	(\$1,472)	(\$51,726)	\$299
36 C Expense	\$35,850			\$35,850	(\$35,625)	(\$225)	(\$35,850)	
Total	\$489,608		\$10,185	\$499,793	(\$485,946)	(\$1,697)	(\$487,643)	\$12,150

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Memorial Park								
37 A Salaries								
37 B Purchase of Service	\$200			\$200				\$200
37 C Expense	\$300			\$300	(\$300)		(\$300)	
Total	\$500			\$500	(\$300)		(\$300)	\$200
Total Operating Budget								
	\$92,034,843	\$13,031,415		\$105,066,258	(\$101,387,432)	(\$1,701,684)	(\$103,089,116)	\$1,977,142

Town of Needham
RTS Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
RTS Operating Budget								
101A Salaries	\$531,017			\$531,017	(\$504,338)		(\$504,338)	\$26,679
101B Purchase of Service	\$1,042,700			\$1,042,700	(\$884,797)	(\$150,617)	(\$1,035,414)	\$7,286
101C Expenses	\$159,115			\$159,115	(\$147,749)	(\$10,925)	(\$158,674)	\$441
101D Capital Outlay								
101E Debt Service	\$230,000			\$230,000	(\$226,378)		(\$226,378)	\$3,622
102 Reserve Fund *	\$45,000			\$45,000				\$45,000
Total	\$2,007,832			\$2,007,832	(\$1,763,261)	(\$161,542)	(\$1,924,803)	\$83,029

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

Town of Needham
Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Sewer Operating Budget								
201A Salaries	\$531,538			\$531,538	(\$505,830)		(\$505,830)	\$25,708
201B Purchase of Service	\$165,493			\$165,493	(\$138,995)	(\$12,551)	(\$151,546)	\$13,947
201C Expenses	\$80,858			\$80,858	(\$63,274)	(\$4,839)	(\$68,113)	\$12,745
201D Capital Outlay	\$25,000			\$25,000	(\$24,967)		(\$24,967)	\$33
201E MWRA Assessment	\$5,125,624			\$5,125,624	(\$4,878,286)		(\$4,878,286)	\$247,338
201F Debt Service	\$1,090,000			\$1,090,000	(\$1,011,022)		(\$1,011,022)	\$78,978
202 Reserve Fund *	\$35,000			\$35,000				\$35,000
Total	\$7,053,513			\$7,053,513	(\$6,622,374)	(\$17,390)	(\$6,639,764)	\$413,749

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

Town of Needham
Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2007

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Unexpended Balance
Water Operating Budget								
301A Salaries	\$855,992			\$855,992	(\$850,395)		(\$850,395)	\$5,597
301B Purchase of Service	\$412,146			\$412,146	(\$379,484)	(\$26,836)	(\$406,320)	\$5,826
301C Expenses	\$409,542			\$409,542	(\$324,280)	(\$77,321)	(\$401,602)	\$7,941
301D Capital Outlay	\$20,000			\$20,000	(\$20,000)		(\$20,000)	
301E MWRA Assessment	\$830,009			\$830,009	(\$804,108)		(\$804,108)	\$25,901
301F Debt Service	\$1,110,000	\$18,051		\$1,128,051	(\$1,116,072)		(\$1,116,072)	\$11,979
302 Reserve Fund*	\$75,000			\$75,000				\$75,000
Total	\$3,712,689	\$18,051		\$3,730,740	(\$3,494,339)	(\$104,157)	(\$3,598,497)	\$132,243

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

Town of Needham
Trust Funds
Year Ended June 30, 2007

Fund	July 1, 2006	Receipts	Disbursements & Adjustments	June 30, 2007
Anita M. Reinke Memorial Scholarship	\$9,080	\$1,093	\$200	\$9,973
Catherine M. Wharton Memorial Scholarship	\$4,424	\$399	\$2,000	\$2,823
Centennial Football Scholarship	\$2,275	\$277		\$2,552
Charles and Bernice Siegel Memorial Fund		\$151,052		\$151,052
C. J. Cullen III Memorial Scholarship	\$35,602	\$5,268	\$1,200	\$39,670
Dana F. Burke Scholarship	\$4,381	\$510	\$350	\$4,541
De Fazio Family Memorial Scholarship	\$17,585	\$2,074	\$1,000	\$18,659
Derwood Newman Memorial	\$35,873	\$4,374		\$40,247
Dr. Lee Allan Memorial	\$2,251	\$271	\$100	\$2,422
Dwight School (Pollard School)	\$26,460	\$3,226		\$29,686
Edward J. Stewart 13 Club Scholarship	\$11,605	\$1,380	\$500	\$12,484
Edward Kasip Scholarship	\$5,098	\$586	\$500	\$5,184
Edward Keady Memorial Scholarship	\$3,474	\$5,283	\$2,500	\$6,257
Frederick Barstow Scholarship	\$294,345	\$35,290	\$8,500	\$321,135
Frederick Harris Scholarship	\$35,407	\$4,276	\$600	\$39,083
George Morse Memorial Scholarship	\$167,070	\$27,140	\$2,500	\$191,710
High School Sports Endowment	\$23,909	\$2,915		\$26,824
Igor Guralnik & Keith Flueckiger		\$20,059		\$20,059
Joan W. Swartz Memorial Scholarship	\$3,744	\$386	\$1,000	\$3,130
John Akers	\$30,543	\$75,498		\$106,041
John C. Wood (High School Library)	\$11,912	\$1,451	\$601	\$12,761
Joseph Paulini Scholarship	\$588	\$72		\$659
Kyle Shapiro Scholarship	\$11,973	\$1,834	\$12,522	\$1,285
Leo F. Richards Jr. Scholarship	\$5,610	\$666	\$250	\$6,026
Mark R., Beane Memorial Scholarship	\$27,481	\$3,245	\$1,500	\$29,226
Martin Luther King Scholarship	\$2,689	\$2,207		\$4,896
Mary Ann Dolan Scholarship	\$43	\$48		\$91
Minot Mac Donald (Carter School Library)	\$7,266	\$884	\$685	\$7,464
Miriam Kronish Scholarship	\$2,531	\$256	\$750	\$2,037
Nate Tavalone Scholarship	\$5,779	\$977	\$400	\$6,356
New Century Club Scholarship	\$19,723	\$2,264	\$2,000	\$19,987
Nina Pansuk Scholarship	\$119,695	\$14,383	\$3,000	\$131,078
Peter Eloranta Chemistry Award Scholarship	\$8,440	\$1,022	\$200	\$9,262
Peter Eloranta Scholarship	\$93,180	\$11,375	\$4,135	\$100,420
Rebecca H. Perry Memorial Scholarship	\$235,284	\$27,864	\$11,700	\$251,449
Richard Jensen, Sr. Memorial Scholarship	\$1,799	\$219		\$2,018
Ruth Ann B. Simmons MD Memorial Scholarship	\$21,954	\$3,426	\$1,500	\$23,880
School Permanent Donation	\$3,327	\$363	\$4,115	(\$424)
Stacy Neilson Memorial Fund (Soccer Team)	\$0		(\$1,559)	\$1,559
Stanley Willox Memorial Scholarship	\$1,996	\$208	\$500	\$1,704
Steven Wernick Memorial Scholarship	\$57	\$7		\$64
Students Need Arts Trust Fund	\$4,899	\$597		\$5,496
Timothy P. Flanagan Memorial Scholarship	\$19,435	\$2,299	\$1,000	\$20,734
Tot Greenleaf		\$4,875		\$4,875
William G. Moseley Scholarship	\$18,239	\$2,206	\$250	\$20,195
William T. Burke Memorial Scholarship	\$4,324	\$492	\$500	\$4,317
Interest to be allocated	\$745	\$3,140	\$745	\$3,140
Subtotal School	\$1,342,094	\$427,740	\$65,744	\$1,704,089

Town of Needham
Trust Funds
Year Ended June 30, 2007

Fund	July 1, 2006	Receipts	Disbursements & Adjustments	June 30, 2007
Arthur W. & Barbara S. Hatch Fund	\$261,723	\$30,788	\$38,605	\$253,906
Bosworth Library Trust Fund	\$5,280	\$644		\$5,924
Charles Fredic Clifford Henderson Library 10% Trust	\$85,560	\$10,401	\$642	\$95,319
Cora Proctor Thurston Fund	\$13,113	\$1,572	\$374	\$14,311
Helen DE M. Dunn Library Trust Fund	\$2,079	\$251	\$488	\$1,842
Karl L. Nutter Library Trust Fund	\$2,085	\$254		\$2,339
Laura G. Willgoose Library Trust Fund	\$137,247	\$16,383	\$7,772	\$145,858
Library Permanent Donation Fund	\$27,482	\$60,286	\$27,353	\$60,415
Lois Carley Children's Library Trust	\$10,875	\$1,324	\$408	\$11,790
Martha Barr Library Trust Fund	\$2,169	\$264		\$2,434
Myra S. Greenwood Library Trust Fund	\$50,370	\$6,141		\$56,511
Roger S. Corliss Fund	\$6,793	\$826	\$274	\$7,345
William Carter Fund	\$36,008	\$4,128	\$2,280	\$37,856
William H. Wye Library Fund	\$1,507	\$183	\$144	\$1,545
Interest to be allocated	\$559	\$722	\$559	\$722
Subtotal Library	\$642,848	\$134,167	\$78,901	\$698,114
Board of Health	\$130	\$16		\$146
Community Revitalization Maintenance 10% Trust	\$14,472	\$2,660	\$7,500	\$9,632
Community Revitalization Trust	\$4,713	\$18,285	\$15,708	\$7,290
Council on Aging Permanent Donation	\$172,738	\$20,680	\$60,000	\$133,418
Domestic Violence Trust	\$204,536	\$24,369	\$9,519	\$219,386
Esther Lyford Trust	\$7,062	\$861		\$7,923
General Trust Allocation	\$742	\$989	\$707	\$1,023
Green Field Improvement Association Fund	\$3,880	\$473		\$4,353
John B. Tolman Trust (Library/Temperance Organization)	\$143,276	\$17,294	\$6,039	\$154,531
Mary Virginia E. Hill (Animal Welfare) Fund	\$9,299	\$1,134		\$10,433
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$8,710	\$1,062		\$9,772
Needham Military Band Inc. 2011 Fund	\$19,395	\$2,365		\$21,760
Park & Recreation (Park Beautification) Fund	\$8,740	\$2,340	\$181	\$10,899
Rebecca Perry Park Trust Fund	\$25,186	\$3,071		\$28,256
Robert & Marcia Carleton Memorial Trust Fund	\$66,263	\$8,079		\$74,341
Robert & Marcia Carleton Pavilion Fund	\$23,332	\$2,845		\$26,177
Skate Park Trust Fund	\$1,658	\$202		\$1,860
Subtotal Other Funds	\$714,131	\$106,723	\$99,654	\$721,200
TOTAL	\$2,699,072	\$668,631	\$244,300	\$3,123,403

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

FISCAL 2007

City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe) \$ 125,517,445.21

Ib. Total estimated receipts and other revenue sources (from IIIe) 51,589,741.05

Ic. Tax levy (Ia minus Ib) \$ 73,927,704.16

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	79.5254%	58,791,302.44	6,287,695,599	9.35	58,789,953.85
Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	14.4376%	10,673,386.22	587,473,134	18.17	10,674,386.84
Exempt					0.00
Industrial	3.4088%	2,520,047.58	138,707,700	18.17	2,520,318.91
SUBTOTAL	97.3718%		7,013,876,433		71,984,659.60
Personal	2.6282%	1,942,967.92	106,936,960	18.17	1,943,044.56
TOTAL	100.0000%		7,120,813,393		73,927,704.16

Board of Assessors of

NEEDHAM

City or Town

MUST EQUAL IC

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

Reviewed By **NELSON ANDREW**

Date : **11-DEC-06**

Approved : **Dennis Mountain**

Director of Accounts



TAX RATE RECAPITULATION

FISCAL 2007

NEEDHAM

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)	\$	123,254,181.10
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)		53,535.00
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		27,586.00
10. Other (specify on separate letter)		30,000.00
TOTAL Ilb (Total lines 1 through 10)		123,621.00
Ilc. State and country cherry sheet charges (C.S. 1-EC cols. 1 and 2)		1,045,299.00
Ild. Allowance for abatements and exemptions (overlay)		1,094,344.11
Ile. Total amount to be raised (Total Ila through Ild)	\$	125,517,445.21

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	6,801,800.00
2. Massachusetts school building authority payments		14,338,168.00
TOTAL IIIa		21,139,968.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 23)		8,559,500.00
2. Offset Receipts (Schedule A-1)		0.00
3. Enterprise Funds (Schedule A-2)		14,123,787.00
4. Community Preservation Funds (See Schedule A-4)		2,853,500.00
TOTAL IIIb		25,536,787.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))		0.00
2. Other available funds (page 4, col.(d))		1,017,751.05
TOTAL IIIc		1,017,751.05
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2006		3,895,235.00
b. Free cash..appropriated on or after July 1, 2006		0.00
2. Municipal light source		0.00
3. Teachers' pay deferral		0.00
4. Other source :		0.00
TOTAL IIId		3,895,235.00
IIIe. Total estimated receipts and other revenue sources	\$	51,589,741.05
(Total IIIa through IIId)		

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

a. Total amount to be raised (from Ile)	\$	125,517,445.21
b. Total estimated receipts and other revenue sources (from IIIe)	\$	51,589,741.05
c. Total real and personal property tax levy (from Ic)	\$	73,927,704.16
d. Total receipts from all sources (total IVb plus IVc)	\$	125,517,445.21

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

	(a) Actual Receipts Fiscal 2006	(b) Estimated Receipts Fiscal 2007
==> 1 MOTOR VEHICLE EXCISE	4,300,194.00	3,995,000.00
==> 2 OTHER EXCISE	313,962.00	280,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	262,371.00	245,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	131,865.00	130,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - TRASH DISPOSAL	0.00	0.00
9 OTHER CHARGES FOR SERVICES	638,268.00	610,000.00
10 FEES	239,185.00	215,000.00
11 RENTALS	26,740.00	25,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	49,782.00	45,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15 DEPARTMENTAL REVENUE - RECREATION	313,466.00	285,000.00
16 OTHER DEPARTMENTAL REVENUE	295,086.00	280,000.00
17 LICENSES AND PERMITS	1,641,674.00	1,225,000.00
18 SPECIAL ASSESSMENTS	3,584.00	2,500.00
==> 19 FINES AND FORFEITS	139,354.00	130,000.00
==> 20 INVESTMENT INCOME	1,041,352.00	900,000.00
==> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	286,858.00	190,000.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	106,179.00	2,000.00
23 TOTALS	\$ 9,789,920.00	\$ 8,559,500.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2007 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.

* 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 2006 estimated receipts to FY2007 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

NEEDHAM

FISCAL 2007

City / Town / District

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/01/2006	2007	648,917.00	373,088.00		3,000.00	272,829.00	770,100.00	-194,305.00
05/03/2006	2007	108,000.00	100,000.00			8,000.00		
05/08/2006	2007	92,034,843.00	91,303,470.00		731,373.00			
05/08/2006	2007	15,352,696.00	31,440.00		50,000.00	15,271,256.00		
11/01/2006	2007	14,169,254.05	13,809,451.05	0.00	33,379.00	326,424.00		1,225,000.00
05/15/2006	2007	670,472.00	670,472.00					4,206,000.00
05/08/2006	2006	269,999.05			199,999.05	70,000.00		
Totals		123,254,181.10	106,287,921.05	0.00	1,017,751.05	15,948,509.00		
		Must Equal Cols. (b) thru (e)						

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2006 or fiscal year 2007.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.
Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

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