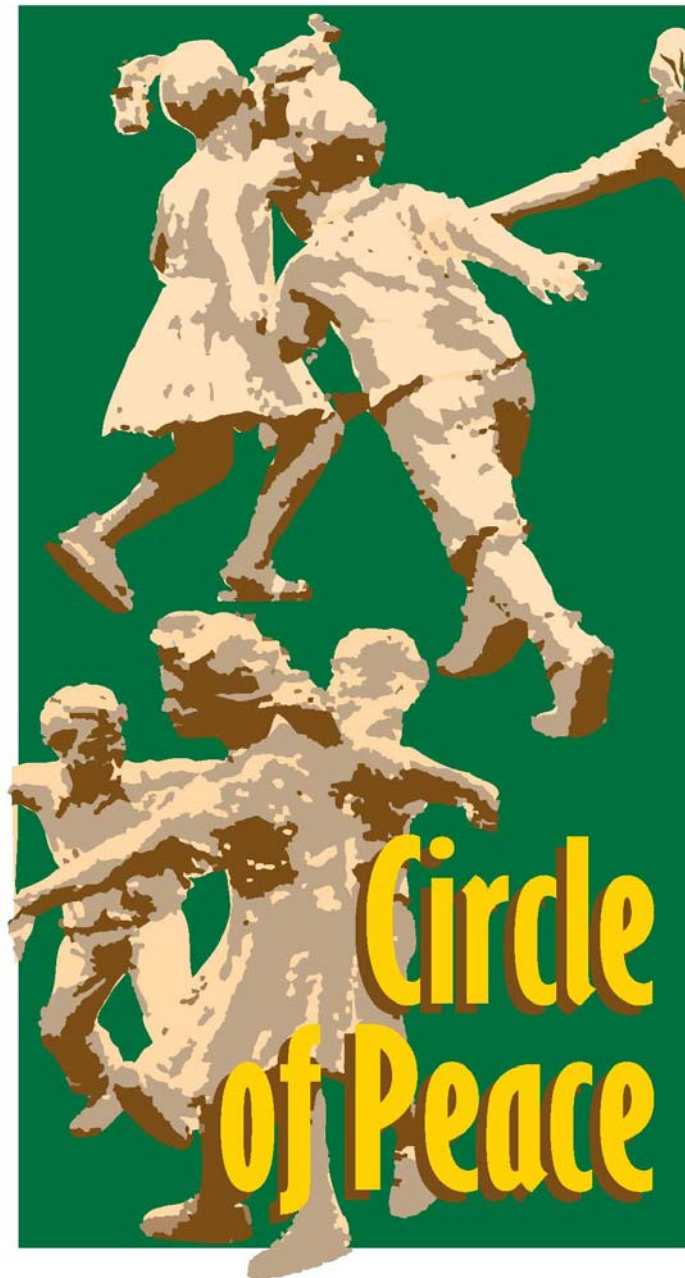


TOWN OF NEEDHAM

1711 - 2006



ANNUAL REPORT

Needham, Massachusetts

The Circle of Peace is a bronze sculpture located in the Town Common. The sculptor is Gary Lee Price. The graphic rendering, which appears on our cover, was created by Seymour Levy Graphic Design.



**This Annual Town Report is Dedicated to
John D. Marr
In Recognition of his Invaluable Service
To the Needham Community**

1967 – 2006	Conservation Commission
1990 – 1996	Parking Facilities Study Committee
1983 – 1986	Rosemary Lake Reclamation & Building Committee
1991 – 1995	School Department Facilities Building Committee
1987 – 1999	Selectman
1996 – 2002	Water & Sewer Rate Committee

With Civil Engineering degree in hand from the University of New Hampshire, John D. Marr served three years in the Corp of Engineers for the United States Army during World War II.

He and his wife, Harriet, were married on June 21, 1944 and settled in Needham in 1954. Together they raised two daughters and one son, all graduates of Needham High School.

Jack Marr worked for a while at Metcalf & Eddy, an environmental engineering firm, supervising water and sewer projects. He was appointed as Needham's Town Engineer on January 5, 1970 and served in that capacity for seventeen years. Jack always loved going to work, loved the challenge of resolving problems, especially projects that would benefit the residents of the Town.

Several highlights of Jack's career as Town Engineer:

When new state regulations mandated that lifeguards must be able to see a bull's eye through the water, he developed a concept for Rosemary Lake Swimming Pool which removed the natural discoloration of the algae in the lake.

When the Town needed more water reserves, and a second tank was proposed for the same property as the first tank, Jack designed a concrete foundation that went around the existing tank to replace the original with a tank that was larger than two of the smaller tanks.

He generated an ad hoc committee under the Conservation Commission to study the feasibility of acquiring the Bradley property (presently known as Ridge Hill), in whole or in part, and to propose how the Town would use the land and how to fund its purchase.

Jack's involvement with the Town did not end with his retirement as Town Engineer. He made many valuable contributions to the various committees on which he served, especially as a member of the Board of Selectmen for twelve years.

We thank Jack for his commitment and dedication to making life better for the residents of Needham.

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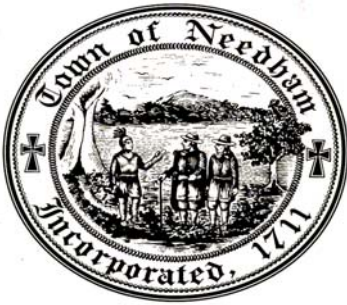
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A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that have an impact on the operations of the Town in fiscal year 2006.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2008 Proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.town.needham.ma.us. 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 2008-2012 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 2008 through 2012. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2008 – 2012 Capital Improvement Plan is also available on the Town's website. The warrant for the 2007 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 2008. 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.town.needham.ma.us.

~ 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.

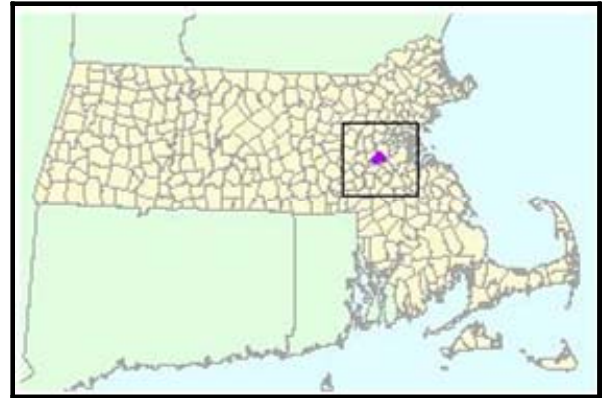


Figure 1: Needham, Massachusetts

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 ASSESSORS

*Elected Members: James M. Zeiger, Chairman; Edmund Donnelly, Clerk; Tom Mulhern
Hoyt B. Davis Jr., Administrative Assessor*

The Board of Assessors consists of three members, each elected for a three-year term. They are responsible for carrying out the state's mandate to establish the fair market value of each property for tax purposes. The Board must follow state guidelines and must obtain state certification of the town-wide revaluation process. The Assessing Office assists the Board in its mission; the personnel in the office are Town employees, hired and supervised by Town management.

The Board of Assessors is responsible for the valuation of real and personal property for the purposes of levying the property tax. Being an assessor requires technical training, taking responsibility for maintaining assessments at full and fair cash value and meeting the Commissioner of Revenue's re-certification requirements of property valuation every three years.

As part of their duties, assessors must maintain a database on each parcel of property in the town. This information is typically recorded on a property record card. Included on the property record card is information such as the address of the owner and/or the property, the measurements of the land and a description of any structures, including their quality and condition. Assessors then value property based on a full and fair cash value standard using mass appraisal techniques.

The Board of Assessors welcomed a new member to the Board last year due to the retirement of John J. (Bud) Ryan. Mr. Ryan served the Town of Needham with distinction and compassion during his tenure and will be greatly missed. Mr. Ryan was replaced by Mr. Ed Donnelly, who was elected in April 2006. Mr. Donnelly serves as the legislative assistant to State Representative Lida Harkins. The staff successfully navigated the myriad of new regulations brought about by the implementation of the Community Preservation Act, ensuring that members of the community entitled to exemptions received them and educating those simply curious about the new "surcharge" on their tax bill.

The Board and staff will devote a great deal of their time to keeping a finger on the pulse of a rapidly changing Real Estate Market. Attempts will be made to keep the public aware of the complexities of the assessment and budgeting processes, as well as stressing the fact that assessment process lags well behind what may be happening in the market at the time tax bills are received. Members of the staff will step up efforts in the area of education by increasing their participation in courses offered by the Massachusetts Association of Assessing Officers.

BOARD OF REGISTRARS / TOWN CLERK



TOWN CLERK'S OFFICE

*Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Niki L. Rumbos, Department Assistant
Constance J. Marsland, Department Assistant
Louise E. MacLean, Part Time
Joyce M. Carlezon, Part Time*

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PURPOSE

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the Town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and 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 or 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 2006, the following elections and Town Meetings were held – a somewhat quieter period as compared with the events in Fiscal Year 2005.

Fiscal Year 2006

- Special Town Meeting - Monday, Nov. 7, 2005
- Annual Town Election - Tuesday, April 11, 2006
- Annual Town Meeting - Monday May 1, 2006
- Special Town Meeting - Monday, May 8, 2006

The Special Town Meeting in November disposed of 14 articles in one session; the Annual Town Meeting in May disposed of 73 articles in five sessions; and the Special Town Meeting within the Annual Town Meeting disposed of 3 articles.

FY 2006 HIGHLIGHTS

The Annual Town Election contained two Proposition 2 ½ General Override ballot questions in addition to the candidates for town office and Town Meeting Members. Ballot Question #1 (School Department - \$1,476,017) failed to pass. The vote was Yes – 3,671, No – 4,115. Ballot Question #2 (Police, Fire, Public Works, Public Facilities, Health, Library Information Systems & Economic Development \$597,370) was approved by the voters. The vote was Yes – 4,054, No – 3,726.

The 2006 Annual Town Meeting under Article 27 approved the FY2007 Operating Budget in the amount of \$92,034,843. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled \$108,814,928. Town Meeting also passed three zoning amendments and two General By-Law amendments which were subsequently approved by the Attorney General.

VITAL STATISTICS

Births to Residents:

	FY 2006	FY 2005	FY 2004	FY 2003	FY 2002	FY 2001
7/1/05 - 12/31/05	139	165	194	175	184	200
1/1/06 - 6/30/06	167	150	178	165	166	186
Total	306	315	372	340	350	386

Deaths: Residents

	FY 2006	FY 2005	FY 2004	FY 2003	FY 2002	FY 2001
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7/1/05 - 12/31/05	110	107	149	154	119	145
1/1/06 - 6/30/06	134	165	115	146	150	153
Total	244	272	264	300	269	298

Non-Residents

	FY 2006	FY 2005	FY 2004	FY 2003	FY 2002	FY 2001
7/1/05 - 12/31/05	117	119	100	114	115	114
1/1/06 - 6/30/06	123	132	86	96	119	100
Total	240	251	186	210	234	214

Total

Total	484	523	450	510	503	512
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Marriages

	FY 2006	FY 2005	FY 2004	FY 2003	FY 2002	FY 2001
7/1/05 - 12/31/05	58	80	78	65	75	77
1/1/06 - 6/30/06	34	44	62	60	44	47
Total	92	124	140	125	119	124

Fish and Game Licenses Issued:

7/1/05 - 6/30/06

		FY 2006	FY 2005	FY 2004	FY 2003	FY 2002	FY 2001
Class F1 -	Resident Fishing	114	115	130	138	160	158
Class F2 -	Resident Fishing Minor (Age 15-17)	7	3	6	4	7	4
Class F3 -	Resident Fishing (Age 65-69)	12	10	7	7	8	10
Class F4 -	Resident Fishing (70 or over) or Handicapped	33	27	29	31	33	41
Class F6-	Non-Resident Fishing	1	2	2	1	6	4
Class F7-	Non-Resident Fishing (3 day)	0	0	2	1	1	1
Class F9-	Non-Resident Citizen Minor (Age 15-17)	0	0	0	0	0	0
Class F10-	Quabbin One Day Fishing (Quabbin Only)	0	0	0	0	0	0
Class H1-	Resident Citizen Hunting	18	20	21	20	34	36
Class H2-	Resident Citizen Hunting (Age 65-69)	2	3	1	1	3	2
Class H3-	Resident Citizen Hunting, Paraplegic	1	1	1	1	0	0
Class H4-	Resident Alien Hunting	0	0	0	2	0	0
Class H5-	Non-Resident Hunting, Big Game	0	0	0	0	0	0
Class H6-	Non-Resident Hunting, Small Game	0	1	0	0	0	0
Class H7-	Non-Resident Commercial Sheeting Preserve- 1 day	0	0	0	0	0	0
Class H8-	Resident Minor Hunting (Age 15-17)	2	0	0	0	0	0
Class H9-	Resident Commercial Shooting Preserve (1 day)	0	0	0	0	0	0
Class S1-	Resident Sporting	27	23	23	26	32	33
Class S2-	Resident Sporting (Age 65-69)	5	4	5	4	4	4
Class S3-	Resident Citizen Sporting (Age 70 or over)	25	24	22	28	21	29
Class T1-	Resident Trapping	0	1	0	1	0	0
Class T2-	Resident Trapping Minor	0	0	0	0	0	0
Class T3-	Resident Trapping Age 65-69	0	0	0	0	0	0
Class DF-	Duplicate Fishing	0	0	0	1	1	2
Class DH-	Duplicate Hunting	0	0	0	1	0	0

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Class DS-	Duplicate Sporting	0	0	0	1	0	0
Class DT-	Duplicate Trapping	0	0	0	0	0	0
Class M1	Archery Stamp	15	14	15	18	16	29
Class M2	Massachusetts Waterfowl Stamp	11	17	14	16	22	21
Class M3	Primitive Firearms Stamp	11	13	7	13	17	20
Class W1	Wildland Conservation Stamp Resident	190	181	192	204	247	248
Class W2	Wildland Conservation Stamp, Non-Resident	0	1	0	2	7	5

Dogs Licensed Issued:
7/1/05- 6/30/06

		FY 2006	FY 2005	FY 2004	FY 2003	FY 2002	FY 2001
Male and Female Dogs	\$15	150	169	156	205	143	169
Spayed and Neutered Dogs	\$10	2149	2062	2000	2212	1656	1874
Kennels	\$25	36	37	37	36	16	24
Kennels	\$50	5	7	7	10	8	10
Kennels	\$100	1	1	1	1	0	0
Hearing Dogs	No Charge	1	1	0	0	0	0
Seeing Eye Dogs	No Charge	1	1	2	1	2	4
Transfers	\$1	4	12	5	2	0	0
Priors Year's Licenses		8	22	0	18	19	9
Replacement Licenses	\$1	12	13	15	18	24	14
Total		2365	2224	2223	2503	1868	2104

Fiscal Year Revenue Paid to Town Treasurer:

Fiscal Year	2006	2005	2004	2003	2002	2001
Passports	\$6,900.00	\$6,210.00	\$7,260.00	\$5,670.00	\$3,270.00	\$3,120.00
General Fees	\$69,421.62	\$79,882.80	\$73,046.13	\$82,208.02	\$67,530.27	\$61,436.56
Liquor Licenses	\$48,005.00	\$40,105.00	\$28,245.00	\$27,682.50	\$21,945.00	\$19,920.00
Other Licenses	\$19,776.00	\$19,424.00	\$18,441.00	\$18,301.50	\$17,244.50	\$17,091.00
Dog Licenses	\$25,096.00	\$24,809.00	\$23,735.00	\$26,932.00	\$19,884.00	\$22,554.00
Fish & Game	\$293.40	\$279.95	\$305.10	\$316.10	\$391.40	\$388.65
	\$169,492.02	\$170,710.75	\$151,032.23	\$161,110.12	\$130,265.17	\$124,510.21
SOS, UCC	\$395.90	\$1,823.73	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursements	\$893.37	\$596.97	\$0.00	\$0.00	\$0.00	\$0.00
	\$170,781.29	\$173,131.45	\$151,032.23	\$161,110.12	\$130,265.17	\$124,510.21
Fish & Game Pd to State	\$5,562.00	\$5,394.00	\$5,792.75	\$6,090.50	\$7,522.25	\$7,570.25
TOTAL	\$176,343.29	\$178,525.45	\$156,824.98	\$167,200.62	\$137,787.42	\$132,080.46

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.

BOARD OF REGISTRARS

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

PURPOSE

The Board of Registrars consists of four members of which one member is the town clerk by virtue of the office. The 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

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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 Center
Precinct H – Broadmeadow School Performance Center
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School – Gymnasium

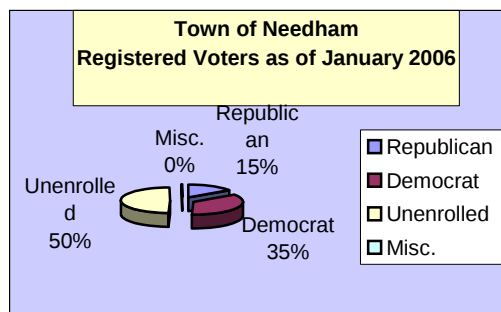
FY2006 HIGHLIGHTS:

The Board of Registrars conducted one election in Fiscal Year 2006 – the Annual Town Election. Because of the two Proposition 2 ½ General Override ballot questions, there was a higher percentage of voter turnout for this Annual Town Election than the 2005 Annual Town Election.

April 11, 2006	Annual Town Election	7,885 (43.05%)
April 12, 2005	Annual Town Election	4985 (26.85%)

The Annual Listing of Residents was conducted by mail again this year with over 85% of the residents responding within the first two months. 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.

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 18,396 plus 1,209 inactive voters. 2006 Population for the Town of Needham includes 29,079 residents plus 1,209 inactive voters for a total of 30,288. Registered voters totaled 18,396 composed of 6,464 Democrats, 2,848 Republicans, 9,022 Unenrolled, and 62 miscellaneous political designations. 1,209 inactive voters brought the total number of registered voters to 19,605.



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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		28,704	
1994	17,703		28,384	
1995	18,212		28,740	
1996	18,490		29,156	
1997	19,306		29,156	
1998	19,514		29,925	
1999	18,327	1,159	28,630	39,789
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

*includes inactive voters after fiscal year 1999

BOARD OF SELECTMEN / TOWN MANAGER

*Elected Members: John H. Cogswell, Chairman
Gerald A. Wasserman, Vice Chairman
Daniel P. Matthews, Clerk
James G. Healy
John A. Bulian
Kate Fitzpatrick, Town Manager*

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. The Board shares this role 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.

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- 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.

FY2006 HIGHLIGHTS

Selectmen Organization

In April 2006, James G. Healy and John A. Bulian were re-elected to three-year terms on the Board of Selectmen. Following the annual town election, the Board re-organized with John H. Cogswell as Chairman, Gerald A. Wasserman as Vice-Chairman and Daniel P. Matthews as Clerk of the Board.

Analysis of Government Structure

With the support of the staff, the Youth Commission and the Council on Aging, the Town Manager recommended the creation of a consolidated department of Senior, Veterans and Youth Services, which was adopted by the Board of the Selectmen. The new name of this department is Diversified Community Social Services. Also in FY06, with the support of the Board of Assessors, the Town Manager recommended the

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transfer of the Assessors Department into the Finance Department, which was also approved by the Board of Selectmen.

Planning

The Town Manager and Board of Selectmen were involved in numerous major studies in FY06, such as:

- *Downtown Design:* The Downtown Design study has been funded and a consultant has been selected. The Planning Board appointed a Committee to provide input to the consultant. This will continue to be a major focus in FY07, and the goal is to present recommendations for Town Meeting action by November 2007. The Town Manager and two members of the Board of Selectmen serve on the Steering Committee.

Facility Master Plan Feasibility: The facility study was a major priority in FY06 and will continue in FY07. The Facility Working Group, which met periodically in FY06, was created to provide input to the consultant developing the plan. DiNisco Design Partnership was selected, and evaluated programmatic and space needs for most Town and School buildings. A preliminary report was presented to the May, 2006 Annual Town Meeting, with the final report due in November, 2006. Also in FY06 we developed many scenarios for financing the facility master plan, but did not make final recommendations prior to having a better understanding of the projects, the proposed costs, and the priority order. Completion of a financial plan to correspond with the Facility Master Plan will be a priority objective for fiscal year 2007.

- *Fire Staffing:* The Fire Staffing Study is virtually complete. The Committee, formed to review the operations and staffing levels of the Needham Fire Department, is developing a review of recommendations to provide to the Board of Selectmen with the final report.
- *Field Study:* The Field Study Committee hired a consultant to develop a plan, promulgated a plan, and received conceptual approval by the Park and Recreation Commission, the Memorial Park Trustees, and the Board of Selectmen. This item will continue to be a high priority in FY07, including what will likely be a community-wide discussion about the use of synthetic turf and recreation facility lights. The Needham Sports Council has begun fundraising efforts for the design and construction of this project.
- *Open Space Plan:* After the November 2005 STM approved the funding for this project, a working group of managers selected a consultant to prepare the Open Space/Recreation Plan. The group, in conjunction with the Open Space Task Force, sought input from the public at two public hearings. The plan will be submitted to the Commonwealth for approval in summer, 2007.

Financial Planning

During FY06, the Town Manager adopted a new budget process, and submitted the Town's first Proposed Annual Budget in January, 2006.

Since the advent of Proposition 2 ½, communities like Needham have experienced pendulum swings in budgetary cycles. In good years, revenue is sufficient to build up reserves and add services. In lean years, reserves are drawn down as the community awaits the next up-turn. Unfortunately, there is no hint that an up-turn significant enough to meet the growing demand for services is anywhere on the horizon.

Over the past five years, the Town has worked aggressively to balance its operating budget 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 FY03 by eliminating the entire capital improvement plan (thereby allocating a significant amount of non-recurring revenue for on-going operations, which is unsustainable). In FY04, while the voters approved approximately \$2,450,000 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 ten full-time equivalent employees). In FY05, 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 2 ½ property tax increase in fiscal year 2006. For FY07,

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voters approved a modest operating override for 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.

Needham has historically and continues to exhibit 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. Similarly, Needham is one of only a handful of cities and towns that has established a funding mechanism for post-employment benefits. Since 2002, the Town has appropriated more than \$2 million toward a current unfunded liability of over \$45 million. Importantly, FY08 marks the first year that we are recommending an appropriation in accordance with the actuarial funding table. For the first time, and similar to the pension system, retiree health insurance would be paid directly from the insurance liability fund under this proposal. Disclosure of unfunded post-employment benefit liabilities is now required by the Government Accounting Standards Board (GASB) under Standard 45, and Needham's efforts in this regard have been identified by Standard and Poor's in the maintenance of the Town's AAA bond rating.

The Town has worked aggressively to secure the maximum amount of State reimbursement for public library and public school construction projects. The Town received a grant of over \$3 million toward the Public Library which opened in FY06. Within the last year, the Town has secured full reimbursement of the State's share of the Newman School project, full reimbursement of the State's share of the Eliot School project, begun receiving payments for the State's share of the Broadmeadow and High School HVAC projects, and begun receiving direct payments for the State's share of the on-going High School construction project.

Finally, the Town has been generally successful in reducing its reliance on appropriating non-recurring funds for operating expenses. Moreover, the Town has established and continues to modestly fund a Capital Equipment Fund, and has refrained from appropriating any portion of the Stabilization Fund toward operating expenses even during the recent fiscal crisis.

Economic Development/Land Use/Housing

- The Board of Selectmen created a Council of Economic Advisors to provide advice and assistance on Town-wide economic development activities. The Town, at the April 2006 election, approved funding for a part-time Economic Development Coordinator.
- The Information Technology Department, along with permitting agencies, selected a vendor and implemented phase one of the permitting software in early 2006. This was an all-consuming project for staff in the permitting agencies and a major workload increase for the Information Technology Center.
- The Board created a Planned Production/Affordable Housing Task Force which is developing a ten year affordable housing Production Plan. The Board also agreed to partner with Cabot, Cabot and Forbes on a Local Initiative Project (LIP) to develop 350 units of rental housing. Finally, the Board completed the disposition of the property at Brookline and Bancroft Streets, accepting a proposal for a single family home from Habitat for Humanity. The conveyance proceedings are underway.

COMMISSIONER OF TRUST FUNDS

William J. Supple, Chairmen
Joseph P. Scalia, Vice Chairmen

Robert D. Hall, Jr. Secretary
Ford Peckham, former Commissioner
Evelyn Poness, Town Treasurer



COMMISSIONER OF TRUST FUNDS

Joseph P. Scalia, Vice Chairman
William J. Supple, Chairman
Robert D. Hall, Jr. Secretary

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Purpose

Our mission as Trust Funds Commissioners is twofold:

- To prudently invest the Town's various Trust Funds with a long-term horizon. [and](#)
- To disburse funds from those Trusts in a manner consistent with the donors' wishes.
- A third goal we have set for ourselves is to increase the number of assets we oversee and to prudently grow those assets.

FY 2006 Highlights

- In Fiscal Year 2006, Commissioner Ford Peckham decided not to stand for re-election. Needham's Trust Funds were well served by Commissioner Peckham's service, and we thank him for his dedication to our town and its Trust Funds. As a result of the April election he was replaced by Commissioner Joseph P. Scalia.
- In line with the first goal, we formally established an investment policy for the Trust Funds in Fiscal Year 2006. 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. Furthermore, we implemented a policy which requires a review of our asset allocation on an annual basis.
- The Commissioners also put our investment management contract out to bid. It had been over three years since the last competitive review of asset management services. Seven firms responded to our RFP, we formally interviewed representatives of four firms. Based on their presentations we hired a new asset management firm. 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 January 2007, have over \$3,000,000.00 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 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 \$175,000.00 in Fiscal 2006, an increase of almost \$25,000.00 over Fiscal 2005. This year we initiated 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.
- 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.

- 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. Services provided 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 \$87 million general fund budget, \$11 million in special revenue, \$12 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.

2006 Highlights

Fiscal Year 2006 was the first full year of the new Town Manager form of government. Under the new Town Charter, the Town Manager with the approval of the elected board, if any, and the Board of Selectmen, after a public hearing can restructure, consolidate, abolish, or create municipal departments as is necessary. The Town Manager used this tool to seek operational improvements in order to better provide for services, while satisfying regulatory demands. The first such proposal was presented to the Board of Selectmen in December 2005 to consolidate the Assessing Department into the Finance Department. The primary purpose of the proposal was to incorporate the Assessing office into the Finance Department umbrella, in order to provide greater flexibility in managing the operations of the Town. The proposal in no way affects the statutory responsibilities of the elected Board of Assessors. The Board of Assessors unanimously supported the change. The Finance Committee was able to recommend and present a Finance Department budget for Fiscal Year 2007 to Town Meeting which included the assessing operations at a lower amount than would have been necessary if the Finance Department and Assessing Department continued to be separate budgets. This was due in part to some economies of scale and sharing of resources. The consolidation has been deemed positive and successful. The Finance Department implemented the required operational and technology changes needed to begin the Community Preservation Act (CPA) surcharge on property tax bills that the voters of Needham approved previously at the November 2, 2004 election. The first CPA surcharge appeared on the Fiscal Year 2006 first quarter property tax bill that was due on August 1, 2005.

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We have submitted as part of the annual town report, the general fund balance sheet for the fiscal year ending June 30, 2006, as well as the Statement of Net Assets for each of the three enterprise funds for the year ending June 30, 2006, 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 2006, and the Schedule of Trust Funds for Fiscal Year 2006. Also included in this Town Report is the Fiscal Year 2006 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 separate offices that make up the Department of Finance.

Accounting Office

Melissa Melnick, Town Accountant

Staff: Donna Aprea, Accounts Payable; Kathy Butters, Payroll; Susan Herman, Administrative Specialist

The Town's departments began using a different financial software application on July 1, 2005. This was a major focus of the department, especially the accounting office, because of the changes to how the program functions, changes in the type of reports that are available, and the requirements of departments to use a 37 digit account number rather than a 14 digit account number in the previous system. This change was necessary in order to allow the School Department to comply with new financial reporting requirements issued by the Massachusetts Department of Education. This was a major undertaking, ensuring the system was available and operational on July 1, and then running all the other financial information system applications through the new accounting software. Although there were and still remain some integration issues, overall the migration to the different system has gone well. The larger account number proved to be a success as state reports were processed in compliance more easily than in past years.

The Accounting Office also continued its work to meet the reporting changes required by the Government Accounting Standards Board's (GASB) Statement #34. This change added the Town's fixed assets to the accounting records. During Fiscal Year 2006, the department completed the last phase of the implementation, ahead of schedule, by including the Town's general fund infrastructure assets, e.g., roads, bridges, sidewalks, etc. This was done and completed prior to the June 30, 2006 audit report. The department will continue to maintain all the fixed assets and infrastructure by adding, depreciating and retiring fixed assets as necessary.

The Accounting Office also saw the departure of Mary Harrington, a part-time Administrative Specialist, who processed and audited accounts payables. Mary began with the department in 1993 and left in October 2005. We wish Mary well with her new ventures. After several months and with an opportunity to consolidate some positions, the department hired Susan Herman to continue the work of Mary and to provide additional support in other finance offices. Susan was previously the Executive Secretary for the Finance Committee. The accounting office is also anticipating some further restructuring next year with the funding that has been approved by Town Meeting in May 2006 for an Assistant Town Accountant. The position will be filled sometime during Fiscal Year 2007.

Assessing Office



ASSESSING OFFICE

Jesse Haga, Data Collector

Chikako Park, Assistant Administrative Assessor

Hoyt B. Davis, Jr. Administrative Assessor

Sandra Evans, Department Specialist

Nancy Martin, Administrative Support

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The Assessing Office became part of the Finance Department this past year. Immediate benefits of this change include better flow of information between offices, and more timely processing of abatements and exemptions granted by the Board of Assessors. The staff successfully navigated the myriad of new regulations brought about by the implementation of the Community Preservation Act (CPA), ensuring that members of the community entitled to exemptions received them, and educating those simply curious about the new “surcharge” on their tax bill.

The Office anticipates greater abatement filing activity from taxpayers as the real estate market continues to change. The office will keep the public aware of the complexities of the assessment and valuation processes, and reminding citizens that assessment process lags behind that which may be happening in the market at the time tax bills are received. The office expects to complete the digital photographing of all the taxable parcels in town prior to the end of 2007.

Parcel Types	2004	2005	2006
Single Family	8,299	8,316	8,330
Condominium	539	564	610
Two Family	336	332	320
Three Family	19	19	19
Four + Family	26	26	25
Vacant Land	192	184	177
Chapter Land	8	8	10
Mixed Use	29	28	26
Commercial	369	367	366
Industrial	48	49	49
Personal Property	869	856	1,022

Collector and Treasurer Offices

Evelyn Poness, Town Treasurer and Tax Collector

Staff: Diane Ryan, Assistant Collector and Treasurer; Susan Herman, Department Assistant; Anita Mahaney, Department Specialist; James McMorrow, Department Assistant; Jyoti Rani, Department Specialist (Resigned May 2006); Karen Rogers, Department Assistant

Fiscal Year 2006 brought about many new challenges for the Collector and Treasurer Offices. Technology available to the public has made it easier and more convenient for taxpayers to pay their bills via their home computers. To accommodate this service, the Collector/Treasurer has implemented a system whereby bills can be paid on line and transmitted electronically to the Town of Needham.

Along with the Assessing Office the Collector/Treasurer has implemented the Community Preservation Act, whereby all residents contribute via their property tax bill to the Community Preservation Fund. The acceptance of the Act provides matching funds from the State for revenue raised through the surcharge. CPA funds are restricted in their use, and require the recommendation of the Community Preservation Committee (CPC) for Town Meeting to appropriate the funds. CPA funds may only be used for projects related to affordable housing, historical preservation, open space, and in limited situations, recreation. Interest earnings on the CPA receipts remain and become part of the CPA Fund.

At the direction of the Water and Sewer Commissioners, the Collector/Treasurer modified the water and sewer billing system to provide monthly billing for commercial properties and expedited the relationship between when meters are read and when the resulting charges are billed.

The Collector/Treasurer’s office is responsible for collecting all committed revenues due the Town. In fiscal year 2006, approximately \$74 million in billed revenue flowed through the office including:

- Real Estate Tax Collections \$66.1 Million
- Personal Property Tax Collections \$ 1.9 Million
- Delinquent and Deferred Tax Collections

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- Including penalties and interest \$ 0.7 Million
- Motor Vehicle and Other Excise Collections \$ 4.6 Million
- Ambulance Service Fee Collections \$ 0.5 Million
- Parking Fees \$ 0.4 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, and with interest rates increasing as well, the Town was able to earn \$1,041,352 in interest for the General Fund during fiscal year 2006.

	2004	2005	2006
Sewer and Water Bills Issued	40,088	42,344	45,349
Real & Personal Property Tax Bills Issued	41,900	42,934	43,372
Motor Vehicle Excise Bills Issued	28,656	28,938	28,830
RTS Sticker Applications Processed	11,199	10,396	10,298

The Treasurer issued \$3,346,000 in long term debt and \$8,393,956 in short term debt in FY06. 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, 2006 was \$50,190,632.

Information Technology Center



INFORMATION TECHNOLOGY CENTER

Robert Burke, Director
Roger MacDonald, GIS Administrator
Lawrence Weaver, Senior Network Administrator
Matthew Tocchio, Network Administrator
Steve Freedman, Computer Operator

During 2006, the Information Technology Center (ITC) initiated or helped to coordinate several significant technology implementations. The first major application installed was INFISYS, an upgrade to the current financial accounting system. Due to the new Department of Education requirements, the School Department was required to expand the then fourteen character account number to thirty-seven characters. Our financial system application at that time was unable to support thirty-seven characters. INFISYS was made available to us through HTE, our current financial system application provider, as a means to provide a thirty-seven character account number. INFISYS went live for all departments on July 1, 2005.

Another major implementation was for Govern Permitting, an electronic permitting/licensing solution that will help streamline permitting and licensing procedures as well as warehouse permitting and licensing information into one digital location. Most of the Town departments which issue permits or licenses have become regular users of this application with plans for all permitting and licensing departments to make use of this permitting/licensing solution. Currently the Building Department, Fire Department, Board of Health, Conservation Commission, Planning Department, Town Clerk's Office, Town Manager's Office and Zoning Board of Appeals are actively using Govern Permitting.

There were several other equally important tasks that took place during the year, including the installation of new and replacement servers which provide town wide access for email distribution and retrieval, file storage,

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and internet connection. The application and operating system software was updated for all of the devices as well as a major upgrade to the Town's firewall. The staff also assisted the Police Department with procurement of new Mobile Data Units which have been installed into police vehicles. These units will provide faster retrieval of critical information to police personnel while out in the field. The ITC continues to support the Town's website, www.town.needham.ma.us, which continues to grow in size and complexity. The department began researching new options for the web site which will lead to a complete redesign. The redesign is expected to begin sometime in 2007.

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 our customers' 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 the addition of signs 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 volume and effectiveness of both written and verbal communications, fewer hearings have been necessary.

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. Improvements made to the record keeping procedures have made it easier for the Committee to renew permits for those applicants who reapply or require extensions.

FINANCE COMMITTEE

Lita C. Young, Chairwoman

Laura A. Brooks, Co-Vice Chairwoman

John W. FiLoon, Co-Vice Chairman

Stephen A. Jonas, Past Chairman

Scott M. Brightman

Richard S. Creem

David J. Escalante

Mark P. Fachetti

Steven M. Rosenstock

Susan R. Herman, 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 recommendation to the town." (See Massachusetts General Laws Chapter 39, Section 16.)

FY 2006 was the first year under the Town Manager form of government in Needham. The process for reaching a recommendation for a balanced budget as well as capital recommendations to Town Meeting did not change materially for the Finance Committee under the Town Manager form of government, and 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,

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research, and analysis on behalf of Town Meeting members and the citizens they serve. In some measure, because of this process, one trusts that Needham is a town which strives to enhance its financial integrity, maintain its infrastructure, and preserve the vital services which its citizens continue to enjoy.

FY 2006 Highlights

The Finance Committee was challenged with reaching a balanced budget recommendation for FY 2007 in the face of an increase in health insurance costs of 14.3%, due to health insurance inflation of 12.6% and anticipated additional employee enrollment, and a rise in energy cost of 60%, due to price inflation and consumption increase from new buildings. In addition, the rate of salary growth for selected bargaining units outpaced anticipated revenue growth. Overall, the Finance Committee was presented with an increase in departmental spending requests, including the School Department, of 11.2%, and a roads program request of \$2.1 million. As a point of reference, long-term revenue growth averages approximately 4%.

The Finance Committee began its budget process on December 14, 2005, 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 two override questions on the April ballot, one for Town-side services, and the other for the School Department. Citizens approved the override for Town-side services but not the override for the School Department.

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.

At the May 2006 Annual Town Meeting, the Finance Committee presented the FY 2007 budget to Town Meeting members for their consideration and appropriation, in accordance with the results of the override vote. Following is a table which shows FY 2007 appropriations by major category and compares the FY 2007 appropriation to the FY 2006 appropriation.

Expenditures	FY 2006 Appropriated	FY May TM Appropriated	FY 06-FY 07 Changes Dollars	FY 06-FY 07 Changes Percent
Education	\$36,983,351	\$38,480,054	\$1,496,703	4.0%
Municipal Debts	\$25,123,430	\$26,993,643	\$1,870,213	7.4%
Town Wide Exp.	\$24,494,126	\$26,561,146	\$2,067,020	8.4%
Fin'l Cash Capital	\$1,128,860	\$1,228,000	\$99,140	8.8%
Total Expenditures	\$87,729,767	\$93,262,843	\$5,533,076	6.3%

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At Special Town Meeting in November 2006, funds from additional State aid and additional revenues were appropriated. The Finance Committee recommendations and Town Meeting approvals included the appropriation of the net increase in State aid of \$232,900 for the School Department budget.

Highlights of the funds appropriated at the May Town Meeting for infrastructure needs included the design of the Mitchell School roof replacement for \$30,000, various safety and public works vehicles and equipment for \$296,951. \$220,000 was appropriated for the Town's building maintenance program. The Finance Committee also recommended and Town Meeting approved a \$50,000 study of DPW operations. In addition, the Finance Committee recommended that Town Meeting adopt various article to be financed with debt, including roads, bridges, sidewalks, and intersections updates for \$900,000.

Looking beyond FY 2007, the Town has completed a Facilities Master Plan that includes as much as \$200 million of new buildings and repairs to existing facilities. The sequence of 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 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 views these debt management policies as important to the long-term financial health of the Town.

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

FY 2006 Highlights

During Fiscal Year 2006, commencing July 1, 2005 and ending June 30, 2006, 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, Departments of Public Facilities, School Department, Library, MIS/Data Processing, Department of Public Works, Water and Sewer Department, Park and Recreation Commission, Personnel Department, Planning Board, Board of Health, Police Department, Fire Department, Board of Assessors, and the Commissioner of Trust Funds.
- The Legal Department assisted in drafting and presenting of Home Rule Petitions to the General Court.

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- 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

TOWN 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.

FY 2006 Highlights

During the Annual Town Meeting in May 2006, Town Meeting Members tackled a warrant that presented over 70 articles for consideration and did so in four sessions.

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 2006, I conducted a program in conjunction with Needham Adult Education entitled "Town Meeting 101." Attendees heard about the history, purpose functions and procedures relating to our representative town meeting. I also continued my practice of setting aside a day to lecture juniors at Needham High School during their program of study on local government. In addition, prior to the Warrant Meetings sponsored by the Needham League of Women Voters in advance of 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 practice of being active 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 2005. 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*



THE STAFF

*Mary Gerber, Administrative Assistant
Maryclare Siegel, Administrator*

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 \$101,269,000. 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 third 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 \$86,413,000 since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. The pension system for Needham Teachers is 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 became 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. Needham's pension obligation will be 100% funded by the year 2023.

PERSONNEL BOARD

*John Dennis, Chairman
Patricia Forde, Vice-Chairman
Vivian Hsu*

*Richard Lunetta
Joseph Herlihy
Christopher Coleman, Assistant
Town Manager/Personnel Director*

Purpose

The Personnel Board is a five-member Board appointed by the Town Moderator. The Personnel Board advises the executive branch on strategic human resources and collective bargaining matters. In its duties, the Board is assisted by the 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 and makes recommendations to Town Meeting as it deems appropriate. The Personnel Board reviews personnel policies on an ongoing basis.

FY 2006 Highlights

- In FY06, the Board continued its regular duties by recommending a 2.5% wage increase for non-represented personnel. The Board was involved with two classification studies for members of the Public Facilities Department and for department managers.
- The Department Managers study was a year long project as the Board worked with the Town Manager to look “outside the box” by examining a different compensation methodology. This study identified some new points, however it was decided that this new methodology did not work for the Town of Needham. The Board supported the recommendation of the Town Manager which considered some of the findings in this study, and adjusted the existing compensation and classification system.
- The Board was also involved with several personnel matters including new position descriptions, classification of new positions, grievances, etc. The Board is working with the Assistant Town Manager/Personnel Director to update the Town’s personnel policies. This project will address the change to the Town Manager form of government and will ensure that the Town remains compliant with current laws.
- In the performance of its duties, the Board has a part-time 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).

FY 2006 Highlights

- The Board met fourteen times this fiscal year. Five applications for Comprehensive Permits were considered; four were approved, one is still pending. Special Permits were granted for 39 applications, one was withdrawn. One request for a Variance was withdrawn, and one was denied. Application volumes are consistent over the past three years.
- Comprehensive permits granted could add 8 new units of affordable housing for the Town.
- The Town of Needham is currently credited for approximately 4.6% affordable housing. The State mandated goal is 10% affordable housing per town.
- A proposal for a 350-unit housing development, offering 88 affordable units, is being pursued. If approved, this will significantly increase Needham’s affordable housing stock.

Notices for hearings are published in the Legal Advertisements and posted at the Town Hall and on the Website. Applications for permits are available on line, as well as in the Town Clerk’s office, where all applications and Board decisions are filed, and are a matter of public record. Assistance with applications and

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the appeal process is available through the Board of Appeals office. Recommendations and input from other Boards, Town departments and interested persons are an integral part of the Board of Appeals decisions.

PLANNING BOARD

Bruce T. Eisenhut, Chairman
Devra G. Bailin, Vice-Chairman
Robert T. Smart, Jr.,

Maurice P. Handel
Paul Killeen
Lee Newman, Director
Nicole Bourassa, 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 are not performed, the Town of Needham would be without the administration of land use planning and zoning regulations, and may be subject to lawsuits from private developers and citizens alike.

FY 2006 Highlights

FY 2006 continued a reduction of the pressures for growth, change, and development in Needham as evidenced by a further decrease in the number of Site Plan Special Permit and subdivision applications processed by the Planning Board. In its capacity as a special permit granting authority, the Planning Board processed 9 applications as “Major Projects” under the Site Plan Review By-Law.

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The Board processed 2 new Definitive Subdivision Plan for a total of 4 new building lots. In addition, a total of 12 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 41 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 2006 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.

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 FY 2007.

The Town continued its membership in the Metro West Housing Consortium, which includes the Towns 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. It is anticipated that FY04 - FY 2007 consortium funds will be utilized at High Rock Estates 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 is expected to begin in FY 2007 with completion in FY 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.

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 O'Neil, Local Building Inspector

Bob Crandal, Local Building Inspector

Bill Kinsman, Plumbing & Gas Inspector

Ernest J. Hohengasser, Wiring Inspector (retired June 2006)

Scott Chisholm, Wiring Inspector

Christina Hooper, Admin. Specialist

Barbara Brownell, Dept. Assistant

John Horgan, Sealer of Weights & Measures

Purpose

- This department is responsible for reviewing applications and plans to construct, alter or 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' 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, The Charles River Association for Retarded Citizens, 7 public schools, 4 private schools, 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 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.
- 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 FY06, this Department issued 4,144 Permits and collected \$1,440,021 in permit fees.

FIRE DEPARTMENT

Paul F. Buckley, Fire Chief



Purpose

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

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FY 2006 Highlights

- Over Labor Day weekend, Captain William R. Byrnes and Firefighter/Inspector Arthur E. Hopkins were deployed to the Gulf Coast Region to work with FEMA in the aftermath of Hurricane Katrina. They were in Louisiana and Mississippi for 31 days. Upon their return, they shared their experiences with several Needham groups, including the Needham Exchange Club and the Board of Selectmen.
- The department experienced several retirements including Ronald C. Rossi, (7/13/05) James A. Broadley (12/11/05), Charles R. Lambert (4/2/06), and David J. Wainwright (4/23/06).
- In February, two new Firefighter/EMTs were hired including Robert Giumetti and Michael Spinazola (a former Needham Fire Dispatcher).
- After 9 years of service, Deputy Chief Alfred B. DeJulio resigned his assignment as EMS Administrator. In January, Firefighter EMT-Paramedic Jonathan Steeves was appointed to this position. Also in January, Lt. Patrick H. Longley was appointed EMS Coordinator, the assignment vacated by Jonathan Steeves.
- A new state-of-the-art Class I Rescue Ambulance was put into service in the Fall of 2005. After considerable research, specifications were drawn up and the rescue was put out to bid. Due to the fact that we were able to downsize the vehicle without compromising any of its features, including a comfortable ride, we were able to save the Town \$35,000 from its original appropriation.
- A two alarm fire on Country Way caused extensive damage to the home. The cause was deemed to be electrical.
- In March, the department responded to a very serious car accident on Rte 128S. The incident quickly depleted our resources and we had to call on mutual aid. A total of 25 Fire/EMS personnel along with numerous police officers worked on this incident. Two Med Flight helicopters were brought in, as well as 4 Advanced Life Support ambulances, 2 Engines and 3 Command vehicles. It was a credit to all of those working at the scene that all of the occupants of the vehicles survived.
- Kevin Delaney, a local builder, donated a house that had been scheduled for demolition to be used for recruit training drills. It was held in conjunction with the Brookline Fire Academy, while our two new recruits were attending the Academy.
- On April 28th, the Fire Department responded to a serious gas leak and fire on Harris Avenue at Webster Street. One NStar Gas employee was seriously injured. Local homes and schools were quickly evacuated. The situation was extremely well managed and a more devastating situation was averted.
- The Needham Exchange Club donated 3,000 “Child Finder” signs which hang in children’s bedroom windows so that firefighters can quickly locate them. They were distributed to all of the elementary school students by our Fire Safety Educator. In addition, parents of pre-schoolers came by the station to pick up additional signs.
- On March 30, 2006, Nicole’s Law went into effect in the Commonwealth of Massachusetts. It requires carbon monoxide detectors in all residential properties. The Needham Exchange Club donated 10,000 informational flyers on this law, which were distributed to every household with the 2006 Needham Phone Book.
- All members of the department received Autism Awareness Training. This was especially helpful since a large population of autistic individuals reside at Charles River ARC, not to mention the increasing numbers in the general population. To extend this program a little further, Needham sponsored a “Community Day” in which local families of autistic individuals, as well as autistic patients were invited to tour the fire station and the apparatus in an effort to help alleviate their fears.
- In July, Fire Dispatcher Diane McCarthy was promoted to Fire Dispatch Supervisor.
- A new Fire Dispatcher, David A. Stewart, was hired in April.
- The Fire Dispatch Center went live with a new 911 Limited Secondary System. This system allows fire dispatchers to talk directly with the caller, improving the level of service and care to the individual. Critical information can be obtained while deploying the necessary resources. All dispatchers received training from Verizon and Emergency Medical Dispatcher training will be taken, as well.
- Fourteen volunteers of Emergency Management were CERT (Community Emergency Response Team) trained. They completed a nine module training course that ran from October through January. This course is specifically designed to train team members as 1st responders to respond to a large variety of disaster situations.

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- Work began to relocate the Emergency Management Operation Center from 60 Dedham Avenue to the Police/Fire Department Headquarters building. This project was completed in early October of 2006.
- The Needham Fire Department Union, Local 1706, dedicated a bronze plaque and a red maple tree at Station 2 in memory of Firefighter Stephen Burke, who passed away suddenly in May 2004 at the age of 48.

POLICE DEPARTMENT

Thomas J. Leary, Chief of Police



Thomas Leary, Police Chief

John Kraemer, Lieutenant

Phil Droney, Lieutenant

Not shown: Tom Lambert, Lieutenant

Purpose

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

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

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

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

FY 2006 Highlights

- Incident Reporting increased by approximately 5.5% to 1717 incidents.
- Overall reportable offenses totaled 677 crimes, about 6.5% lower than last fiscal year.
- The number of larcenies reported to police decreased by 13% to 188.
- Reports of fraud increased by about 45% to 74 cases.
- Vandalism decreased by 14% to 86 reported cases.
- The number of breaking and entering cases increased for the second year in a row. This year's total of 66 was a 53% increase over last year.
- Adult arrests and complaints decreased by 18% to 245 charges overall.
- Juvenile arrests and complaints remained about the same at 43 charges overall.

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- 728 property items were logged in during the year, including evidence and other types of property. This represents over a 30% increase.
- Moving traffic violations issued totaled 2,159, a decrease of 22% from last year.
- The total number of accidents was 397, a decrease of about 15% overall. 703 vehicles were damaged and 74 persons were injured in the accidents reported to the department.
- The department received 30 new domestic restraining orders during the year.
- The department responded to 1816 business and residential alarms during the year, an increase of about 3%.
- Animal control handled 57 quarantine cases, 140 missing animals, 207 Animals killed, injured or trapped, 600 dog calls, and 499 calls concerning other types of animals.
- Child safety seat inspections and installations totaled 382. Many involved installations for multiple child passengers or extra vehicles.
- Total calls for service remained about the same at 28,662 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	2,755
immediate response – property threat	1,542
priority response	5,015
prompt response	4,288
alarm response	1,911
service response	13,151
- The department continued to experience the changes in personnel:
 - Officer Paul Kenney retired after serving the town for 31 years.
 - Patrol officer Belinda Carroll was promoted to sergeant.
 - The following new officers were appointed to the police department:
 - Richard Forbes
 - Brian Gallerani
 - Leo Schlittler
 - John McGrath
 - Edward Bayiates
 - Richard Evans
 - William Kelleher transferred from the Norwood Police department.
 - Three officers resigned or were transferred to other departments.
- At the end of the year two police officer vacancies existed. The department will continue to make efforts to recruit and hire the most capable and qualified police officer candidates available.
- Committee involvement included participation in the following: traffic management advisory committee; domestic violence action committee; human rights committee; local emergency management committee; TRIAD
- An officer was assigned as a full time school resource officer from September to June. Primarily located at the high school, this officer will provide a number of services to all of the schools in town. During the summer an officer was assigned to housing authority involvement for 10 weeks and a total of 128 hours. Bicycle patrol increased over last year to a total of 390 hours during the summer months.
- In November, the department again sponsored and coordinated the annual “Powder Puff,” pre-Thanksgiving football game, attended by close to 1,000 people.
- Throughout the year, traffic safety grant funding allowed the department to deploy several directed enforcement programs such as “You drink, you drive, you lose;” “Road respect;” and Click it or ticket.” Through these programs, in 188 hours of activity, 695 vehicles were stopped and almost 300 citations and warnings were written. Safety education programs were also funded through this grant.
- Following a December bank robbery in Needham Square, members of the department participated in a task force that focused regional law enforcement resources on the identification and apprehension of the perpetrator, who was wanted in connection with over eighteen such robberies in Massachusetts and New Hampshire. On January 29th, Needham detectives were directly responsible for locating and arresting this individual, who was in the process of “casing” a different Needham bank.

- On April 28th, a gas line explosion at the intersection of Harris Ave and Webster Street resulted in a large plume of flame that led to a public safety crisis requiring coordination of the majority of the towns' municipal resources. The police department worked closely with the fire department and other municipal departments in providing safe perimeters, traffic control and direction, and evacuation of about 50 homes in the area. The safe evacuation of the Pollard Middle School was effectuated during the crisis and the intersection was reopened within twelve hours.
- 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, in addition to a number of other public safety affiliations.
- 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
Ann DerMarderosian
Mary Riddell
Roger Toran

Marianne Cooley
Marjorie Margolis
David Coelho
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.

FY 2006 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

Thomas F. Markham, III, Assistant Superintendent-Director
Jeffrey W. Stulin, Needham Representative to Minuteman School

Class of 2006 Graduate Achievement Highlights

- 96% of the Class of 2006 graduated into college, employed in their field of study or enlisted in the US military.
- 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 Electrochemical Engineering, Environmental Science, Office Technology and Graphic Communications students attending college.
- Construction-Trades graduates achieved 92% placement rate 35% enrollment 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 licensed hair stylists.
- Medical Occupations graduates achieved 100% placement in college.

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- Daniel Ceddia, a Plumbing graduate from Sudbury, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators and State Commission of Education, Dr. David Driscoll.
- John Pelleties, a Computer Technology student from Lancaster, graduated Valedictorian in the Class of 2006.
- Student speakers at the Class of 2006 graduation ceremony were Valedictorian John Pelletier of Lancaster, Salutatorian Victoria Coffey of Watertown and Class President Nicholas Radl of Stow.

October 2006

Actual figures shaded
K adjusted for METCO
Constant births after FY06 based on 6 year average FY 01-06

NEEDHAM PUBLIC SCHOOLS

SCHOOL COMMITTEE

Marianne Cooley, Chair
Donald Gratz, Vice-Chair
Gary C. Crossen
Michael Greis

Jeff Simmons
Laura J. Flueckiger
Louise Miller



CENTRAL ADMINISTRATION

Stephen Theall, Superintendent
George Johnson, Dir. Student Dev. & Program Evaluation
Theresa W. Duggan, Dir. Program Dev. & Implementation
Mildred Beane, Director Personnel Resources
Anne Gulati, Director Financial Operations

PRINCIPALS

Anne Whittredge, Broadmeadow School
Suzanne Power Wilcox, John Eliot School
Andrea Wong, Hillside School
Michael Schwinden, Mitchell School
Robert Abbey, Newman School
Joseph Barnes, Pollard Middle School
Paul Richards, Needham High School

The Needham Public Schools have long enjoyed a reputation as one of the best school systems in the state. In addition to regular school services, Needham offers an integrated preschool program, a full range of co-curricular opportunities, and a comprehensive Community Education Program offering adult education, summer enrichments, and after-school exploration for elementary and middle school students.

Needham is a long-standing member of METCO, a voluntary desegregation program that each day brings children from Boston to suburban school districts. The Needham Schools included 144 students from the METCO program during the 2005-2006 school year. Needham is a member of the Minuteman Regional School, a regional vocational-technical high school serving 16 Massachusetts communities. Thirty-three Needham residents participated in this program in 2005-2006.

During the 2005-2006 school year Needham enrolled 2007 students in its five elementary, one middle, and one high school. The enrollment breaks down as follows:

Preschool	86
Elementary	2390
Middle School	1090
High School	1399
Out of District Special Education Placements	42

Needham and Massachusetts Comparison

<u>Enrollment by Race and Ethnicity</u>	Needham	Massachusetts
African American	3.0%	8.3%
Asian	4.4%	4.6%
Hispanic	2.8%	12.9%
Native American	0.1%	0.3%
White	87.1%	72.4%
Multi-Race	2.5%	1.4%
Pacific Islander	0.1%	0.1%
<u>Indicators</u>		

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Student/Teacher Ratio	14.1 to 1	13.2 to 1
Dropout Rate	0.1%	3.7%
Attendance Rate	96.5%	94.1%
Average Days Absent Per Student	6.3%	10.8%
Students Repeating a Grade	0.2%	2.6%
Students Per Computer	3.4%	4.9%
Classrooms on Internet	100.0%	98.0%
Teachers Licensed in Teaching Assignment	97.9%	94.4%
“Highly Qualified” Teachers (as defined by No Child Left Behind Act)	97.7%	93.7%
<u>Selected Populations</u>		
First Language not English	5.4%	14.3%
Limited English Proficient	0.9%	5.3%
Low Income	4.1%	28.2%
Special Education	11.0%	16.5%

Statewide Goals - Continuous Improvement

The Needham Schools continue 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 is most important for students to 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 subjects and grade level have been defined and professional development has focused on differentiating instruction to meet the needs of a wide range of learners. Last year teacher teams piloted protocols for looking at student work in order to ensure consistent high standards across the grades and courses. The next stage of our work focuses on developing a standards-based reporting system that will improve communication with students and parents about student progress, and ensure more consistency across classrooms. Leadership teams at the elementary level and the High School have been reviewing models for standards-based report cards and plan to pilot standards-based reporting.

In addition, the district has developed a 4-year review cycle for evaluation and revision of the K-12 curriculum. The process, which is based on the National Study of School Evaluation frameworks, will include data collection and input from all stakeholders on the quality of student work as well as the factors that support student learner, such as curriculum, instruction, assessments, leadership, and professional development for teachers. The first curriculum area to receive this rigorous review was mathematics. This year the focus will be science.

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

The Needham Schools is on the cutting edge with respect to social and emotional teaching and learning (SEL). In the fifth year of the effort, our focus has three parts: social/emotional learning skill development; classroom practices and climates; and school-wide practices, structures, and programs. Both 2006 objectives have been met all School Improvement Plans addressed SEL, and a well-attended parent series was launched to help families reinforce social and emotional learning competencies beyond the school day.

Over the past year Needham has received national recognition for its ground-breaking work in social/emotional learning:

- Needham has been used as a model at national education conferences.
- Two books on social and emotional learning have featured examples from Needham.
- Needham staff members have written articles that have been featured in national journals.
- Educators from all the country have visited or contacted Needham for advice and feedback. After one such visit, Mary Utne O'Brien, executive director of CASEL - one of the country's leading authorities on this

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work – wrote to use, “Your pioneering work in Needham is an inspiration for all of us about what is possible for districts to accomplish when they care about children’s healthy social, emotional, and academic development.”

Every September, the Needham Public Schools publishes a Performance Report which is mailed to every Needham residence. The 2006 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.

PUBLIC WORKS

PUBLIC WORKS DEPARTMENT

Richard P. Merson, Director of Public Works



DEPARTMENT OF PUBLIC WORKS

Richard P. Merson, Director

Robert Lewis, Superintendent Water & Sewer

Anthony DelGaizo, Town Engineer

Lance Remsen, Superintendent Parks & Forestry

Chip Laffey, Superintendent Recycling & Transfer Station

Steve Hawes, Garage & Equipment Supervisor

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.

FY 2006 Highlights

- Shipped 7845 tons of rubbish to Wheelabrator Millbury (Waste-to-Energy Plant).
- Recycled 67% out of the solid waste stream.
- Recycled 3430 tons newspaper and mixed paper, including phone books and magazines; 844 tons of commingle, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers with the recycling symbol #1-#3, and 187 tons of cardboard.
- Removed 842 tons of metal and 6 tons of tires from the waste stream.
- Removed 23 tons of paint, 14 tons of waste oil and anti-freeze from the waste stream.
- Goodwill & Red Cross received 193 tons of textiles.
- Composted 10,478 tons of yard waste.
- Processed 6424 tons of DPW construction waste, e.g. from the replacement or repair of water, sewer & drain pipes, roads and sidewalks.

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- 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 28,676 linear feet of fluorescent light tubes, 337 lead acid batteries, 323 propane tanks, and performed 96 waste load inspections of vehicles on tipping floor.
- 10,376 Disposal Area user stickers were purchased of which 10,255 were residential & 121 were commercial.
- Established Paper Recycling Program at the Pollard School and 67 tons of paper was diverted from the waste stream in the first 30 months of the program.
- Started the Wood Diversion Program to comply with DEP mandate that went into effect June 1, 2006.
- Held one successful Annual Household Hazardous Waste Collection Day & the November leaf Sundays Program.
- Town Meeting approved Purchase of Trommel Screener at \$110,000. In the first 36 months of operation, the Trommel Screener processed materials (brush, grass & leaves) into organic compost and generated \$235,366 in revenue and avoided cost to the Town. November leaf Sundays Program.
- Town Meeting approved Purchase of Wood Grinder at \$149,734. In the first 24 months of operation, the Wood Grinder generated \$29,230 in revenue as well as meeting the wood waste processing needs of the Town.
- Replaced the facilities old analog scale that had been in service since 1987 with an up-to-date digital scale.
- Inspected 369 Street/Sidewalk Occupancy and Excavate permits.
- Continued the repair and preservation of the Town's 123 miles of roadways including 12 miles of asphalt paving & surface treatment; 7,150 gallons of crackseal; 2,200 gallons of rubberized crackseal adjustment of over 500 utility structures; & adjusted and repaired 400 driveway aprons.
- Repaired 14 miles of grass berms; and repaired & installed 3,200 feet of granite curb.
- Continued the preservation of the Town's 160 miles of sidewalks, including the reconstruction of 20 handicap ramps and repaired .94 miles of sidewalks.
- Proceeded with the scheduled maintenance and repair of traffic signs, traffic markings and parking meters, and with the repair and update traffic signal equipment.
- Continued 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.
- Closed-out the Parish Road reconstruction project.
- Completed the construction of Dedham Ave. Parking Lot.
- Concluded the road reconstruction of Great Plain Ave. and Wellesley Ave. & Cedar St. intersection.
- Continued Street Resurfacing/Reconstruction Capital Improvement Project
- Completed design of Staging Pad for Trailers at the Recycling Transfer Station.
- Successfully completed Phase IV of the Brook & Culvert repair project.
- Completed the preliminary design of sewer system rehabilitation infiltration removal for Area 2 and Lower Areas 21 & 24.
- Completed Route 128 water main replacement feasibility study.
- Concluded the design of Great Plain Ave. Sewage Pumping Station.
- Completed the St. Mary Water Pumping Station preliminary design.
- Completed the design of Memorial Park parking lot renovations.
- Provided support information for GASB 34.
- Responded to 233 Parks & Forestry Division work requests.
- Continue Tree Planting Program by planting 56 street trees and handed out 100 Concolor Fir Seedlings.
- Removed 72 trees and performed 3,278 hours of tree pruning.
- Needham recognized as Tree City USA for 11th year.
- The 2006 Arbor Day activities included the planting of 4 Red Maples with the students at Newman School.
- Continued Town's beautification effort to improve parking lots including weeding, the addition of 33 yards of mulch, replacement planting of 2 trees and 23 shrubs.

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- Multi-use field renovation work occurred on Defazio #2, Cricket & Memorial Park, including Memorial Park practice football field being re-graded with addition of 200 yards of loam.
- Diamond renovation work occurred at Mills, Avery, Small and Memorial Field #1 with the addition of clay soil additive.
- Repaired Walker, Defazio #9, High Rock and Perry backstops.
- Turf Maintenance Program included 68 acres being placed on a fertilizer program, 28 acres received lime, 31 acres received 2 aeration treatments and 24 acres received 3 aeration treatments, & 8 fields were over-seeded.
- New post lights were installed at the Heights Common.

SOLID WASTE DISPOSAL AND RECYCLING ADVISORY COMMITTEE

Lee Fox, Chairman

Jeff Cogswell

Mike Diener

William Connors

David Turgeon

Jeff Heller

Irwin Silverstein



Purpose

The SWD/RAC provides citizen input regarding the Town's trash disposal and recycling programs to the Department of Public Works, which operates the Recycling and Transfer Station, and to the Board of Selectmen, and to the Town Meeting. The Committee was reauthorized by Town Meeting, Article 72 (ATM, May 2006). Each year we review the sources and uses of funds for the RTS Enterprise Fund and recommend fee changes to the Board of Selectmen, if required.

Our members are appointed annually by the Board of Selectmen; we now have five members with openings for two additional members. We meet monthly on the 4th Wednesday evening of the month at 7:30 p.m. at the Pollard Media Center (Inner) and the public is invited to attend our meetings.

FY 2006 Highlights

- Trash disposal contract renewal: On June 30, 2008, our 20-year contract for waste disposal service with Wheelabrator Energy Systems (WES) in Millbury will end. The Committee made a recommendation to Town Meeting regarding acceptance of the contract renewal offer or disposal by some other means. As input, the Committee recommended that the Town join into a compact with the other 35 towns that now have long-term contracts with WES to review the market conditions and options available for trash disposal other than incineration at WES. A consultant was retained to perform this work. The committee recommended – acceptance of the contract offer from WES for trash disposal service – at the Annual Town Meeting in May, 2006 and that recommendation was passed. We anticipate that the market conditions will allow us to reduce our cost of trash disposal by at least 22% or \$20.50 per ton starting in July, 2008.
- Policy recommendation regarding public support for RTS Enterprise Fund (RTS/EF): In 2005, the Committee was asked to recommend a policy regarding continuation of public support for the RTS Enterprise Fund. The Committee recommended that the RTS/EF be one-hundred percent supported by user fees instead of continuing the current practice of mixed funding. In FY 2005, 63% of the cost of the RTS

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Enterprise operation was met by user fees; a subsidy from the General Fund in the amount of \$670,000 made up the balance.

- In 2006, the Committee continued to pursue rate modifications aligned with policy objectives. The rate modifications in 2006 included: 72% of the cost of the RTS Enterprise operation was met by user fees; a subsidy from the General fund in the amount of \$570,000 made up the balance.
- Trash/recyclables at schools: In 2006, the Committee continued to support the schools in their efforts to collect recyclable paper. Additionally, the Committee received preliminary data from the Needham RTS on the implementation of Town-supported trash collection. A key finding of the DEP-granted 2004 study of the school recycling program was that trash disposal could be reduced by ten to twenty percent if half of the waste paper is being recycled. The intent of bringing the trash collection into the Town's services is to provide an incentive to improve recycling recovery rates. Data collection for the program is currently underway.
- In 2006, management of the convenience center or "Re-Use-It" Area was modified and is currently under study for further change. The need for modification was brought about by public concern for inequity of use by residents. Additionally, the loitering of vehicles posed a safety concern to the Town. The modification authorized for this year is to reduce resident time to ten minutes every hour by any one vehicle. The modification is enforced by the RTS.
- An increase in contract rate for sale of recycled paper was negotiated in 2005: This change produced revenue for the RTS/RF of \$35,837 in FY 2006.
- The RTS continues to expand its yard and waste activity to include sale of both compost and loam to the public as well as to landscaping contractors. It generated \$46,399 of revenue in FY 2006 to help support the operating cost of the RTS.
- The RTS continues to rent out its trommel screener and wood waste processor to other towns in the area. In addition to paying for the maintenance of this equipment, that activity generated \$28,688 of revenue for FY 2006 to help support the operating costs of the RTS.
- Thanks to the effort of the RTS users, the recycling level has increased slightly from 41.57% of Needham's trash (exclusive of yard waste and construction debris) to 41.69% in FY 2006 reducing the amount that has to be hauled to Wheelabrator and burned at a significant cost to the users.

PUBLIC FACILITIES

PUBLIC FACILITIES DEPARTMENT- OPERATIONS

Mark LaFleur, Director Facility Operations

Paul Comerford, Supervisor of Custodial Services

Carolina Faricelli, Administrative Specialist

Barbara Jackman, Department 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 Department formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

The 2005 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.

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FY 2006 Highlights

High School

- Set up service contract for new emergency generator, tested elevators and fire alarm systems.
- Various trade and staff members attended numerous HVAC training, balancing, commissioning training/troubleshooting sessions.
- Various trades and staff members attended plumbing, electrical, acid neutralization tank, telephones, lock systems, alarms, keying, etc., training sessions.
- Hung parking signs & snow markers, including “Buckle Up” and “No Tobacco” signs).
- Several staff members spent the better part of the spring and summer of 2006 sorting, moving, and disposing of furnishings and equipment for the High School, High Rock, Library, and Pollard.
- Replaced two sections on the domestic hot water boiler.
- Replace the middle (if facing school) set of exterior concrete steps at the Webster Street entrance. The old steps were severely deteriorated from salt and other ice melt products.
- Welded a 34 inch long patch on a four inch diameter steam line in Webster Street crawlspace.
- Cleaned up after a major water leak incident in a 600’s wing custodial closet including replacing ceiling tiles, opening up – drying out – and closing walls, replacing carpeting and monitoring air quality.
- Pumped out the “A” building elevator pit which filled with water as a result of a pipe leaking in an adjacent restroom.
- Inspected, serviced, and repaired all unit ventilators in the Media Center.

Pollard

- Replaced control system relay coil on the Lecture Hall elevator.
- Replaced flow switch on fire alarm sprinkler system.
- Replaced HVAC circulating pumps including new welded flanges in rear (1969) boiler room.
- Repaired several lamps and ballasts on pole mounted parking lot lights.
- Painted the following: 14 Classrooms, 4 offices, one stairwell and two corridors, using funds from spring 2006 ATM, Article 56.
- Replaced the vinyl composition tile & nosing on the choral room risers and platform.
- Replaced wood stringer supports for basketball backstops in both gyms.
- Replaced burner assembly & heat exchanger on the “PVI” domestic hot water heater.
- Replaced 1,400 square feet of vinyl composition floor tile in the Lecture Hall lobby area.
- Removed a “backdrop” metal partition wall in the TV Studio, (room #225.)

Newman

- Installed two “Saf-locs” on basketball backstops over the gym bleachers.
- Replaced wood stringer supports for basketball backstops in the gym.
- Lots of paving and pothole repairs. Paved some walkways.
- Removed large Sephora tree in middle courtyard.
- Removed VAT (vinyl asbestos tile) and carpet in 16 classrooms, 5 offices, 2 storage rooms, kitchen locker room, & kitchen restroom. Installed new carpet & tile, approximately 20,000 s.f., using funds from spring 2006 ATM, Article 56.
- Painted the following: 8 restrooms, 42 exterior doors, and one gymnasium wall using funds from spring 2006 ATM, Article 56.
- Trimmed and mulched entire front courtyard.
- Replaced 4 leaking sections on steam boiler #1.
- Capped two leaking cast iron sections of the #2 steam boiler.
- Replaced and wired the auditorium stage audio/visual screen with a new 12 ft. x 12 ft. electrically operated A/V screen.
- Replaced one sump pump in the rear corridor crawl space.
- Defrosted, scraped, and painted the walls and ceiling of the kitchen walk-in freezer.
- Replaced the main HVAC system compressor motor.

Mitchell

- Replaced the folding partition wall separating classrooms #18 and #20 with a soundproof “Durarock” permanent wall including the replacement of four porcelain-on-steel white marker boards and four natural cork bulletin boards.

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- Removed/decommissioned handicapped lift in main lobby.
- Enhanced kitchen storage exhaust for new freezer.
- Installed new electricity operated backboards in gym.
- Replaced broken ceiling fans in cafeteria. (Reused fans from old Eliot School)
- Installed concrete entrance ramp outside room #1.
- Repaired pavement/potholes in rear lot and playground.
- Using funds (\$40,000) from the spring 2006 ATM, Article 53, the following electric system repairs/upgrades were done:
 - Replaced all exit signs and emergency lighting, replaced as well as added additional building mounted exterior light fixtures, replaced pole mounted exterior light fixture including pole, made safety upgrades to several electric distribution panels, and rewired one main electric distribution circuit.
- Using funds (\$30,000) from the spring 2006 ATM, Article 52, "Partial Roof Replacement", Design and Bid portions of the project were conducted. Work is scheduled to take place during summer of 2007.
- Replaced all 13 gym windows with polycarbonate panels, each 2 ft. x 1 ft.
- Replaced the main HVAC system air compressor.
- Installed a dedicated 15 amp electrical circuit and outlet for the aquarium tank pump.
- Rebuilt one flush wall mounted electrical sub-panel in the 1968 (5th grade) corridor.
- Replaced the circulating pump on the domestic hot water system.

Hillside

- Installed two ceiling fans, including speed controls in the gym.
- Replaced emergency light wall packs throughout the building.
- Replaced steam traps throughout the building.
- Supplied / replaced 16 classroom area rugs.
- Replaced unit ventilator steam coils in ten (10) classrooms and the Media Center (one unit).
- Installed porcelain-on-steel white markerboards in rooms #2 and #17A.
- Installed eight (8) new flame retardant, clutch operated, bead chain, room darkening, window shades in the Media Center.
- Repiped and isolated the return lines on the domestic hot water boiler to allow for more even distribution of water treatment chemicals in the main heating system boilers.

Broadmeadow

- Painted the following: 3 classrooms, Performance Center, and one corridor, using funds from spring 2006 ATM, Article 56.
- Tested the fire sprinkler system and replaced a leaking sprinkler head in the main entry foyer.
- Thoroughly cleaned ETC basement level storage room #007 including all stored items within the room. This environmental/mold issue was the result of ground water intrusion. Cleanup costs including environmental testing will be paid by our property insurance company.
- Caulked all seams on the rooftop metal chimney flue pipes.

Eliot

- Replaced the control on the "Exhausto" boiler draft fan.
- Set up granite bench memorial adjacent to playground for deceased teacher.
- Trimmed and mulched front shrub beds.
- Repaired one pole mounted parking lot light (hit by snow plow).
- Relamped fifteen, 150 watt metal halide parking lot lights. (on poles)
- Repaired 2 vandalized pole mounted parking lot light fixtures.
- Supplied two 12 ft. x 32 ft. bound area rugs for a special needs classroom.
- Installed two dedication plaques on an exterior wall adjacent to the playground.

Emery Grover

- Replaced steam traps throughout building.
- Installed and wired ceiling mounted electric heat blower units in two upper level offices.
- Replaced two small residential size steam boilers with one Weil McLain #1080 commercial size steam boiler including replacement of the condensate tank and boiler feed pumps in order to provide proper steam pressure to building radiators.
- Replaced all radiator steam vents.

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- Repaired leaking/severely corroded steam piping/fittings in the curriculum center, basement break room, basement storage room, and the basement corridor.

High Rock

- Moved lots of furniture and junk! (To and from High School – Pollard – Library – Town Hall).
- Removed entrance security device (used by Library).
- Replaced domestic hot water tank.
- Removed 2 counter and sink units.
- Replaced kindergarten room ceiling tiles.
- Painted kindergarten room.
- Plugged all bubbler drains.
- Repaired 3 crawlspace steam leaks.
- Installed three (3) telephone lines and 3 telephones for the KASE Program.

All Schools

- 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.
- Performed maximum occupancy surveys/code reviews for all Auditoriums, Lecture Halls, Performance Centers, Cafeterias, and Gymnasiums. Appropriate occupancy signage was installed at conclusion of surveys.
- Provided 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.
- Raked and vacuumed leaves!
- Replaced glass and warehouse vans. (Spring 2006 ATM, Art. 46, \$54,000.)
- Performed Federal “AHERA” asbestos inspections.
- Inspected and serviced kitchen stove hood fire suppression systems.
- Performed quarterly IPM (Integrative Pest Management) inspections.

Town Hall

- Replaced all 6 hinges on main entrance (front) double doors.
- Added new walls, wiring, outlets, switches, door & sprinkler heads in personnel office expansion.
- Rebuilt fire box in steam boiler.
- Replaced one split system A/C unit serving Data Processing.
- Inspected fire sprinkler system. (Replaced 2 faulty heads.)
- Installed and wired a 13,500 BTU “spot cool” HVAC unit (for heating and cooling) in the personnel offices in the upper level.

DPW

- Rewired a ceiling hung heat unit in the repair garage.
- Replaced the motor on a ceiling hung gas fired heater at West Street Pump Station.
- Replaced two leaking boiler tubes.
- Replaced control on electric engine hoist in repair garage.
- Wired ceiling mounted AV projector in conference room.
- Rebuilt HVAC system air compressor.
- Cleaned main entrance side, oil and water separator tank.
- Replaced one leaking boiler tube in the main administration building.
- Repaired two overhead doors in the vehicle storage garage. (Cable and roller replacements).

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- Repaired a 220 volt electrical outlet used for a power washer in the vehicle storage garage.

Charles River Water Treatment Facility

- The following mechanical work was completed at the Charles River Water Treatment Facility in order to resolve HVAC operating problems: flushed and chemically treated the entire hydronic piping system, replaced the motor on one circulating pump, replaced seals on two circulating pumps, installed an air eliminator on the hydronic system, cleaned and tuned up boilers and burners, checked and adjusted all water flow valves, replaced one rooftop air conditioning unit compressor, confirmed and set up sequence of operation for the entire heating and ventilating system, and performed an air and water balancing of the entire HVAC system.

Ridge Hill

- Replaced the 4 section cast iron steam boiler in the main house basement including some asbestos abatement and removal.
- Replaced burner motor and repaired leak and flushed low water cut out on the barn house oil burner.
- Replaced nozzle, oil filter, copper tubing and strainer in main house oil burner.
- Drained, blew out, and filled with anti-freeze all plumbing lines serving the garage restrooms.
- Removed the main house exterior awning for the winter season.
- Repaired one of the awning support crossbars on the main house exterior.

Memorial Park Fieldhouse

- Replaced light fixtures in main garage. (4 ea., 4 lamp, energy efficient T-8 fluorescent fixtures).
- Repaired (new T-stat, wire, switch) ceiling hung gas fired heater in main garage.
- Painted stairwell, upper corridor, and two meeting rooms.

Claxton Fieldhouse

- Using funds from the spring 2005 ATM, Article 32, (\$60,000) ADA (Americans with Disabilities Act) renovations were designed and bid. Project work is scheduled to take place during spring 2007.

Police

- Replaced circulator pump on #1 chiller unit.
- Repaired gasoline tank fill (plow damage).
- Cleaned and disposed of all lead fragments in basement shooting range.
- Installed and wired a 208 volt/20 amp A/C unit in locker room.
- Tested and labeled all generator power circuits for E.O.C.(Emergency Operations Center) move in.
- Cleaned HVAC system ductwork including diffusers, registers, and grills.

Fire

- Replaced 6 exterior wall mounted light fixtures.
- Serviced apparatus air compressors at both stations.
- Made several overhead door repairs at Station #2.
- Serviced "Plymovent" vehicle exhaust units.
- Wired 220 volt, 30 amp electric clothes dryer in Station #1.
- Cleaned HVAC ductwork & diffusers in Station #2.
- Replaced one roof top packaged HVAC unit in Station #2.
- Tested and repaired alarm sprinkler system in Station #1.
- Replaced the rooftop packaged HVAC unit that services the sleeping quarters at Station #2.

Daley Maintenance and Supply Building

- Replaced four old wooden rotted overhead doors on the front side of the building with new steel doors.

PERMANENT PUBLIC BUILDING COMMITTEE
--

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

Greg Petrini
Paul Salamone
Jefferey Solomon
Steven Popper, Director of Construction & Renovation

Purpose

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members that were appointed to be responsible for the construction, reconstruction, enlargement, or alteration to buildings owned by the

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Town or on Town property. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

FY 2006 Highlights

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2006 fiscal year (July 2005 to June 2006). These projects were initiated during the period of 2001 thru 2006 fiscal year.

Name: Broadmeadow School Reconstruction and Expansion
Project Status: Completed
Authorization: \$15,550,000
Budget Status: On Budget
Architect: DiNisco Design Partnership
Contractor: J. Slotnik Company
Project Mgr.: Gilbane Building Company

This project involved the renovation and expansion of the Broadmeadow Elementary School. The project scope included partial demolition of the existing school and addition 62,175 square feet of new space as well as 25,395 square feet of renovated space. This work began in June 2001 and is now occupied. Work continued on various elements of the building. Litigation on contract commitments was resolved in the spring of 2004 culminating with a Mutual Waiver Release and Settlement Agreement with the General Contractor. The new legal challenge that arose in fiscal year 2005 was resolved in the spring of 2006 and closeout of the project has occurred. Massachusetts School Building Authority auditing questions were addressed and full participatory reimbursement for the project was received from the State in 2006.

Name: Eliot School Construction and Expansion
Project Status: Completed
Authorization: \$14,500,000
Budget Status: On Budget
Architect: DiNisco Design Partnership
Contractor: Maron Construction Company
Project Mgr.: Gilbane Building Company

This project involved the demolition of the existing John Eliot Elementary School and construction of a new John Eliot Elementary School. The project scope included full demolition of the existing school and building 69,035 square feet of new space. This work was completed and the school building was occupied in February 2004. The remaining elements were completed satisfactorily and closeout of the project has occurred. Massachusetts School Building Authority auditing questions were addressed and full participatory reimbursement for the project was received from the State in 2006.

Name: Library Renovation and Expansion
Project Status: Ongoing final stages
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. A few elements such as a new exterior handrail at Highland Avenue and the commissioning of the HVAC system are still being worked on.

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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 has a scheduled completion date of June 2007. The planned start dates for Phase 3 (renovation of the original 1930 building and construction of the new gymnasium) is June 25, 2007, with a completion date of December 2007, and Phase 4 (demolition of existing buildings, renovation and reconstruction for Webster Street bus loop) is January 2008 with a completion date of September 2008.

Name: Facility Master Plan Feasibility Study
Project Status: Completed
Authorization: \$150,000
Budget Status: On Budget
Architect: DiNisco Design Partnership

At the 2005 Annual Town Meeting, Article 36: Appropriation for a Facility Master Plan Feasibility Study was approved. The study evaluated the needs of municipal departments including the School Administration Building, Town Hall, Department of Public Works and the Council on Aging. The study also evaluated optimal locations, reuses, renovations, reconstructions and alternative spaces for the municipal departments and their existing buildings. A Facilities Working Group, comprised of 16 members selected by the Town Manager, was an active participant in the proceedings. DiNisco Design Partnership was chosen in September 2005 to complete the study and submitted a Final Report on December 6, 2006. Findings of the Report were brought before the Special Town Meeting in November, 2006.

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

PUBLIC HEALTH DEPARTMENT

Peter J. Connolly, M.D.

Edward V. Cosgrove, Ph.D.

Denise Garlick, R.N.

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



Public Health Department

Janice Berns, Director

Donna Vigliano, Public Health Nurse

Tara Gurge, Environmental Health Agent

Maureen Doherty, Asst. Emerg. Preparedness Coord.

Jean Floitgraf, Office Assistant

Jane Lischewski, Office Manager

Bryan Eustis, Program Specialist

Donna Carmichael, Public Health Nurse

Brian Flynn, Restaurant Inspector

Not Shown: Maryanne Dinell, Traveling Meals Coordinator

Purpose

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

FY 2006 Highlights

- The first Public Health grant funded by the Southeast Homeland Security Council to expand the Needham Volunteer Medical Corps and develop corps in six surrounding towns.
- Memorandum of Understanding signed with the 27 towns of the Region 4B Emergency Preparedness Region and Boston.
- \$314,032 in Grants and Donations and \$69,000 in Permits and Fees received
- Needham became a HeartSafe Community with the efforts of the Health Department, Fire Department, Police Department, School Health Services Department, and Beth Israel Deaconess Hospital Needham. AED's are in place in 13 Town Buildings and Schools and 235 employees are trained in CPR and the use of AED's
- The Needham Volunteer Medical Corps has expanded to 180 volunteers in Needham and to over 900 in the sub-region of Dedham, Canton, Milton, Norwood, Westwood, and Wellesley. Ten trainings were provided and two exercises including a communication exercise and a full-scale emergency dispensing site exercise with over 180 volunteers.
- The Local Emergency Planning Committee received Full Certification from MEMA.
- 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.
- There were 109 communicable diseases reported and investigated by the Public Health Nurses.
- More than 1,980 persons participated in the flu immunization clinics, including clinics and special population groups, and over 2,450 doses were distributed to local nursing homes, and pediatric practices.
- Capacity in nursery school, day care and before and after school programs licensed by the Health Department increased to 1,784.
- More than 2,392 persons consulted the Public Health Nurses for wellness visits.
- There were 382 food service inspections conducted on 124 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 142 Title V septic system inspections, plan reviews, and home addition reviews (with septic).
- There were 98 general nuisance inspections (98% responded to the same day as complaint was received).
- The Traveling Meals Program delivered over 10,958 meals and volunteers provided over 3,300 hours of service to pack and deliver the meals.
- There were 86 pets placed under quarantine by the Animal Inspectors.

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- The Health Department web page continues to grow and includes application forms, links and educational information. Please view us at www.town.needham.ma.us/boh.

Grants and Awards

\$126,000	Homeland Security Grant to build the Volunteer Medical Corps purchase emergency equipment, supplies, trailer, generator, and two training exercises.
\$10,000	MetroWest Health Care Foundation Grant awarded to develop the role of the Public Health Emergency Preparedness Coordinator.
\$8,450	Region 4B Public Health Emergency Preparedness to develop educational materials and emergency supplies.
\$5,000	Virginia & Ruth Bigwood DomesticViolenceTrust Fund - supports activities of the Needham Domestic Violence Action Committee and the Board of Health.
\$70,000	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.
\$22,481	Springwell grant for individuals in the Traveling Meals Program who are unable to pay cost of their meal.
\$3,101	“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.
\$3,000	Smokefree Communities Grant – 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.
\$31,000	CHNA#18 (MDPH) Community Health Network Area focused on Public Health Advocacy, Nutrition and Exercise projects.
\$35,000	Volunteer Services provided over 3,300 hours (approximately equal to \$35,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.

Public Health and Safety

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 a regional exercise on avian influenza. Health Director was elected to the 4B Executive Board.
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet monthly with town departments, local hospital, businesses, the media, and residents.
- Emergency Plans continue to expand and be updated including Special Populations and Emergency Dispensing Plans.
- All staff trained in Incident Command and National Incident System 100, 200, and 700.
- Mailer to all residents on Emergency Preparedness.



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 Volunteer Medical Corps (NVMC) to assist in Emergency Response. We have over 180 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:

	FY 06	FY 05	FY 04
Campylobacter	2	6	3
Cryptosporidia	4	0	0
E-Coli	0	0	0
Giardiasis	1	3	3
Hepatitis A	2	0	0
Hepatitis B	8	8	3

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Hepatitis C	0	0	2
Listeria	1	0	0
Lyme Disease	38	23	27
Inv. Haemophilus Influenza	1	0	1
Shigella	1	0	0
Meningitis Viral	0	0	4
Strep A	0	0	2
Pertussis	15	16	8
Rabies (Animals)	0	0	0
Salmonellosis	4	6	5
Tuberculosis Pulmonary	1	2	0
Positive PPD	6	3	3
Varicella	17	15	0
Inv. Strep Pneumonia	7	5	2
Tuberculin Non Pulmonary	1	0	0

Screening Programs

	FY 06	FY 05	FY 04
Colo-Rectal Screening	35	50	51
Employee Office Visits	153	129	172
Employee Wellness	851	495	-
Glaucoma	16	27	21
Hearing	65	149	146
Mantoux Testing	112	71	276
Police Weight Screening	41	39	45
Skin Cancer Screening	60	53	43
Vision	65	149	146
Wellness Office Visits	810	1,954	2,241
Wellness Clinics - Visits	240	254	272

Immunizations

	FY 06	FY 05	FY 04
Influenza (Doses Administered & Distributed)	4,520	3,960	3,490
Other Immunizations Administered	160	86	140
Local Area Vaccine Distribution Doses	12,778	12,442	12,363
YTD Vaccine Value (provided by the Massachusetts Department of Public Health)	\$452,300		

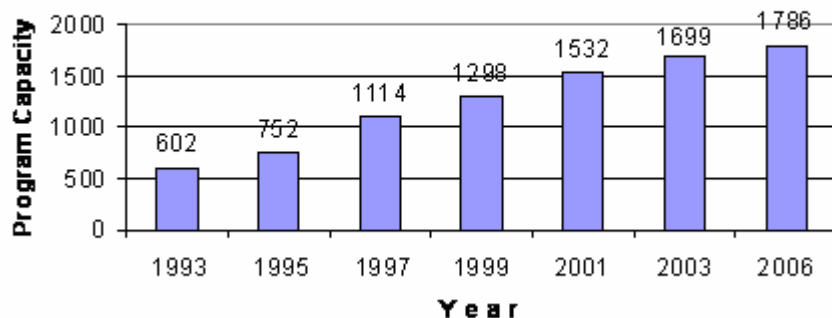
Licensed Facilities

	FY 06	FY 05	FY 04
Day Camps	8	8	7
Inspections	21	24	24
After School	13	13	13

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Day Care Facilities	18	18	17
Total Enrollment	1,784	1,737	1,746
Inspections	62	68	84
Tanning Parlors	2	2	3
Inspections	4	4	6

Day Care and After School Program Capacity by Year



Human Services

Senior SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past six years of the program, over 471 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.

COMMISSION ON DISABILITIES

Elaine Saunders, Co-Chair
Jeanie Martin, Co-Chair
Susan Crowell, Secretary
Debbi Heller
Karen Pierce

Susan Rains
Andy Wise
Dale Wise
Patrice Snellings, Liaison from School Committee
Paul Spooner, Consultant from Metro West Center for Independent Living

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed municipal official, and other interested Needham residents.

FY 2006, there were eight members with one vacancy.

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.

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- 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.

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

Unseen Borders program was presented at the Newman School

\$600

FY 2006 Highlights

- Continued discussions with School Department personnel regarding programmatic access at the High Rock School.
- Continued monitoring of and discussion with School Department personnel regarding accessibility issues at the high school, including auditorium lift, accessible entrances, and parking lot lighting.
- Participated in a walk through of the Needham Public Library to determine if it was in compliance with the Architectural Access Board (AAB) and ADA codes and noted areas needing attention before the official opening.
- Met with a representative of the Board of Selectmen regarding parking and interior access issues at the proposed Chabad Jewish Center in Needham.
- Communicated with the Needham Public Housing director to advocate for residents of Linden Chambers Senior Housing regarding poor conditions of ramps and inadequate lighting in the complex.
- Met with representatives from the Needham Historical Society to discuss issues of accessibility including portable threshold at the Newman School site.
- Advocated for state regulation concerning development of a registry for Personal Care Attendants which would monitor the quality of care and provision of benefits.
- 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 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.
- Completed a Public Service Announcement about handicapped parking regulations for Needham cable.
- 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.
- 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. (Funds made available from handicapped parking fines.)
- Reviewed the Town of Needham Self-Evaluation survey and distributed it to all departments to assess programmatic and architectural access.
- 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 the library ramp and KASE program occupancy at the High Rock School.
- Distributed information about the registration of persons with disabilities in the Enhance 911 program, and 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.

COMMUNITY PRESERVATION COMMITTEE

Ron Ruth, Chairman
John Comando
Roy Cramer
Bruce Eisenhower
Cheryl Gosmon

Mary Ellen Herd
Paul Siegenthaler
Richard Weitzen
Cary Young
Patricia Carey, Staff Liaison
Nikki Witham, Recording Secretary

Purpose

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

FY 2006 Highlights

- The Committee created the initial Needham Community Preservation Plan and Application Process.
- The Committee held two public meetings in the Fall of 2005. The first public meeting presented the Community Preservation Plan and answered general questions about the state legislation. The second public meeting focused on the application process, and included a presentation from the Massachusetts Community Preservation Coalition outlining types of projects completed in other communities.
- At the November, 2005 Special Town Meeting, the Committee recommended approval of its first proposal. The Committee and Town Meeting jointly appropriated \$20,000 for the completion of the Town’s Open Space and Recreation Plan to the Town Manager, Conservation Commission, Park and Recreation Commission and the Planning Board.
- The Committee held a public meeting in April, 2006, to gather public input on the proposals under review for funding.
- At the May, 2006 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of four proposals:

\$ 25,000	Historical Commission	Master Plan for Historic Structures
\$ 47,700	Conservation Commission	Master Plan for Trails
\$ 58,000	Conservation Commission	Restoration of Two Ridge Hill Footbridges
\$324,500	Housing Authority	Design of High Rock Estates

- In addition to funding the proposals, Town Meeting also appropriated \$2,041,876 for the second round of funding for community preservation based on anticipated Fiscal Year 2007 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.

NEEDHAM COUNCIL ON AGING

Betsy Tedoldi, Chairperson
Susanne Hughes, Vice-Chair
Roma Jean Brown
Carol deLemos
Morrie Dettman
Dan Goldberg
Helen Hicks

Vivian McIver
Andrea Rae
Colleen Schaller
Derreck Shulman
Mary Elizabeth Weadock
Sharon Lally, Executive Director



Purpose

The Needham Council on Aging was established by Town Meeting in 1957 and looks forward to celebrating 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 it is 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. Some of the services and programs provided to meet our goals include, but are not limited to: outreach and counseling services, advocacy, transportation, daily meals, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a drop-in center for socialization, independent activities and learning opportunities.

FY 2006 Highlights

- During this fiscal year the Council on Aging underwent significant change. The Associate Director resigned her position effective June of 2005 and a staff member, Sherry Jackson, was promoted to fill this role. This change created a vacancy in the social service department which was filled in October 2005 at which time LaTanya Steele joined the staff. In December the Department was shocked by the sudden death of its Program Coordinator, Patti Marcus, and in January Sharon Lally resigned as Executive Director after 8 years of service. In February 2006 Penny Gordon was hired as Transportation and Volunteer Program Coordinator and a search for a new Executive Director was completed in late spring.
- Due to the commitment of staff, volunteers and all of the board members, the department continued to provide service to the residents of Needham. An acknowledgment and special thanks should be given to Sherry Jackson and Laura Schroeder, who rejoined the department, for their willingness to step into the role of Co-Acting Executive Directors during the time that the search process was being conducted for a new department head.
- The Stephen Palmer Senior Center is located at 83 Pickering Street where the professional Council on Aging staff has had oversight for services and programs for the past 26 years. The Center hours are Monday-Friday 9:00a.m.- 4:00 p.m. The Council on Aging office, located at the Stephen Palmer Senior Center is staffed Monday-Friday, 8:30a.m.-5:00 p.m. throughout the year.
- Based on discussion during the National Institute of Senior Centers National Council on Aging re-accreditation process the Council on Aging determined that it required better information about our

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residents' desires for programs and activities. A Survey was designed and conducted with a random sample selected from the Needham Town Resident Listing.

- In response to community input new programs were being planned for implementation in FY 2007.
- Staff continued to provide information, referral and assistance to elders and their families
- Advocacy was provided in traditional and non traditional ways and individualized to meet unique needs. Intervention with a college on behalf of a cognitively impaired adult to ensure completion of a long sought after degree is one example, helping to arrange fuel assistance or the restoration of telephone service is another. Assisting a person in gathering necessary information and resources to facilitate relocation to the area is another way the staff became involved and consistently extensive telephone and personal contact was employed when helping to gather resources and find solutions.
- The Staff increased 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. This 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 on behalf of Needham Residents 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.
- During FY06 Medicare instituted its new prescription drug program, Medicare Part D. This represented the greatest single change in Medicare coverage since its inception in 1965. Enrollment took place from November 15, 2005 to May 15, 2006. The extra work related to this required a maximum effort from all SHINE Counselors and staff as well as our entire Social Service Department, as all residents over 65 had to address this change. 84% of the contacts that occurred during this seven month period included information specific to Part D. Face to face contact in Needham alone increased during this period by over 500% from the previous year.
- Due to additional funding received through a grant from the State Pharmacy Assistance Program we hired Denise Roskamp as Outreach Assistant. She was instrumental in scheduling, coordinating and presenting Part D informational meetings before and throughout the Part D enrollment.
- Within the 22 Towns managed by our SHINE Coordinator there was participation in over 105 presentations and health fairs, which translated into contact with approximately 3,000 individuals.
- Approximately 240 Needham Residents received services through our SHINE Program, which translates to health care cost savings of close to \$200,000 during FY06.
- Volunteers completed well over 10,000 volunteer hours during this year to provide the department with the equivalent of at least \$150,000 worth of service.
- Strides were made to create an updated data base that would allow better communication with and utilization of our extensive volunteer corp.
- Outreach efforts were made to our volunteer pool to encourage ongoing participation and to create an opportunity to match interests, abilities and talents with departmental needs.
- Initial efforts were made to establish comprehensive volunteer manual and updated job descriptions.
- A new reporting system was established for the transportation division to improve efficiency, maximize limited resources to better serve residents, as well as to fulfill mandatory reporting requirements.
- Program opportunities were instituted that included van usage in new ways with the intent of welcoming new participants to the services and programs that the department had to offer while encouraging fuller utilization of available transportation.
- Throughout this year of much departmental change, the staff and volunteers, although struggling with their sadness and uncertainty and attempting to learn new roles and responsibilities, worked together to continue to provide necessary programming and services to the residents of the Needham Community. Everyone in the department wore many hats during this time and no one had the opportunity to focus solely on what their actual positions indicated their job functions to be. With this in mind data collection during this time was not a priority and therefore statistics available do not fully reflect the programming and service volume that was actually provided. However, much was accomplished during FY06 which is reflected in the fact that the department continued to function and to fulfill its mission and goals despite the tragedy and changes.

DEPARTMENT OF VETERAN'S SERVICES

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



Purpose

- To carry out functions assigned to the office by Chapter 115 of the General Laws of Massachusetts for the Towns of Needham and Dover.
- To keep a depository of discharges and records of veterans.
- To oversee the disbursement of veterans' benefits to 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 kept and cared for.
- To help veterans and their families in complete VA forms to acquire pensions, insurance and other benefits to which they are entitled.
- To insure that veterans who die with funds are properly inherited.

FY 2006 Highlights

- The Memorial Day Parade.
- Veterans Day Ceremonies at Memorial Park.
- Decorating 2,304 veterans graves at St. Mary's and Needham Cemeteries for Memorial Day.
- Maintained a list of personnel serving in the US Armed Forces presently deployed in Afghanistan, Iraq, and throughout the world.

GOLF COURSE ADVISORY COMMITTEE

Jon D. Schneider, Chairman
Dr. Jonathan Bean
Roy A. Cramer

Jane Howard
John D Marr, Jr.
Robert J. Moore, Jr.
Ted Weiner

Purpose

The Golf Club Advisory Committee is appointed by the Selectmen to act as a liaison between 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 and 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 Donald Ross. The Club own 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 14, 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 \$250,000, subject to adjustment based upon the consumer price index.

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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.

FY 2006 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 14, 2005, the Club President, Thomas Hoban, indicated that the Club is considering a new clubhouse. At a minimum, the Club needs to make substantial repairs to the existing clubhouse, but the membership is reluctant to make improvements unless the current lease is renewed. Mr. Hoban indicated that the Club wants to begin discussion for renewal of the lease which has only three golf seasons remaining. The Committee responded that it is not authorized to conduct negotiations and that the Club should make a proposal to the Selectmen.

At the meeting held on April 10, 2006, the new Club President reviewed the membership process. He indicated that the Club had accepted 49 new members and that the new members spend approximately 4 years on the wait list. He discussed the rules for residents' play for the 2006 season. The Club has decided to lower guest fees and to allow residents to bring guests.

HISTORICAL COMMISSION

Carol J. Boulris, Chairman
Norman A. Homsy
Elizabeth L. Rich

Sandra B. Tobin
Reverend Cary 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 By-Laws of the Town of Needham and Massachusetts General Laws, Chapter 40, Section 8D. Duties of the five member Commission, which is appointed by the Board of Selectmen, include recording the historical assets of the Town for local and state inventories and reviewing any proposed demolition involving a listed property.

FY 2006 Highlights`

- Compiled booklet for the 30th anniversary of the Commission, listing highlights of the years, and distributed copies at Town Meeting.
- Responded to State Historic Preservation Planning questionnaire, sent by Mass. Historical Commission to assess future needs through 2010.
- Held meetings and public hearings with representatives of the owners St. Sebastian's School and abutters, in regard to the proposed demolition of the Lemuel Lyon House, Greendale Avenue, to make space for additional playing fields. A six-month delay was placed on demolition. Ultimately, the school made the house available to a historic house preservationist, who dismantled the house and moved it to Connecticut where it was reassembled.
- Presented to the Community Preservation Act Committee a \$25,000 request for historic preservation funds to hire a consultant to work on our Heritage Project, researching additional historic buildings and possible preservation methods. Town Meeting approved this request.
- Worked with Dr. and Mrs. Richard Toran to save the Israel Whitney House, a National Register property. All parties signed legal documents with restrictive covenants to the deed, thus preserving the house.
- Presented the Raymond F. Bosworth Award for Excellence in Historic Preservation to those responsible for the restoration/renovation of the 1832 Matthias Mills House and the 1842 Upper Falls Schoolhouse, which were combined to create a new Needham Historical Society headquarters. Recipients were the Historical Society, Doug Greymont and Doug Barisano who saved the schoolhouse, David Tocci who saved the Mills House, and Gregg and Dianna Meloni who preserved the former Society headquarters.

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- Approved the restoration/renovation of the following historic houses: Mann-Blackman House, Fairfield St.; Dewing-Baker House, Grove St.; William Kingsbury House, Webster St.

MEMORIAL PARK

*Ron Sockol
Charles Mangine*

*John Gallelo
Joseph McSweeney
David DiCicco*



Purpose

- To provide a multiple use gathering location dedicated to the Veterans of this town in a safe and pleasant environment.
- The 13.5 acre grounds, building, scheduled use, and operation of the facilities is governed by five elected Memorial Park Trustees.
- Memorial Park is the site for many community and High School activities, including baseball, softball, football, use of the track and the gazebo.
- Town civic organizations use the grounds for multiple uses. Park and Recreation use it for family entertainment events during the summer. It is also used by 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.

FY 2006 Highlights

- Needham High School Graduation exercises
- 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
- The American Cancer Foundation Fund Raiser- all-night walk around the track
- 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 a town-appointed agency of volunteers 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. Though the establishment of *NeedArts*, the NCC supports a broad variety of art forms in our community, the ongoing work of individual artists, cultural education projects, collaborative proposals that bring together artists and other types of organizations, local cultural groups, programs and artists of recognized cultural value, and projects that serve specific populations – youth, elders, low-income, disabled, as well as services the community as a whole by providing up to date organizational, resources, and event information.

FY 2006 Highlights

The year the Needham Cultural Council established *NeedArts*, 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. With a grant from the Massachusetts Cultural Council, the NCC created a website, www.needarts.org, to serve Needham's nonprofit cultural organizations: Highland Glee Club, Homegrown Coffeehouse, Longwood Opera Company, Needham Art Association, Needham Community Theatre, Needham Community Revitalization Trust Fund, Needham Concert Society, Needham Schools Fine and Performing Arts, Needham Historical Society, Needham Open Studios, Needham Public Library/Friends of the Library, Plugged in Teen Band Program, and others who provide culturally enriching programs.

The first fundraiser for *NeedArts* projects, Holiday Concert which took place on December 1st of this year, was a great success and will help with the planned 2007 projects, the *Cultural Calendar*, *Spring Arts Festival*, and *First Night Needham*. Volunteers are always welcome to help make these projects a reality.

The Needham Cultural Council also re-granted \$5,200 in the Fall of 2006 for programs in FY 2007, up from last years 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

Gregory J. Shesko, Chair
Thomas M. Harkins
Margaret L. Pantridge
Lois C. Bacon

Gail B. Hedges
Sally B. Powers
Lois F. Sockol
Ann MacFate, Library Director



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.

Purpose

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.

Departmental Statistics

FY06

Adult Department:

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	227,948
Items loaned to other libraries	26,662
Items borrowed from other libraries	32,089
Overdue notices and bills sent	1,068
Reserves placed	2,312
Total money returned to Town from fines, fees, lost books, etc.	\$44,883.03

Reference Department:

Reference questions answered	19,811
Directional questions answered	2,498
Reference books checked out overnight	127
Number of people using Genealogy Room	101
Number of people using Study Rooms (March-June 2006)	565
Remote Access	69,766

Children=s Department:

Circulation (books, videos, DVDs, CDs, cassettes, periodicals)	158,255
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Reference questions answered	9,498
Overdue notices and bills sent	653
Story times and other programs	52
Attendance at programs	1,291

Catalog Department:

Adult books added to collection	5,594
Adult books withdrawn	3,383
Children's books added to collection	1,921
Children's books withdrawn	1,718
CD's, and audio cassettes added	666
CD's, and audio cassettes withdrawn	357
Videocassettes and DVDs added	1,039
Videocassettes and DVDs withdrawn	372
Total Collection	142,023

MISCELLANEOUS STATISTICS:

Number of registered borrowers	17,245
Total hours open	2,959
Attendance	241,168

FY 2006 Highlights

- July: The library continued to offer materials and services in temporary quarters at the High Rock School. Construction of new library continued to progress. Brickwork on the north and east walls was completed, as well as the upper portion of the west wall. The south wall was staged. Technology and telephone plans for new building formulated. Gypsum wallboard was installed on the top floor. The contractor selected a new plumber. Fire protection was completed on the bottom and middle floors. The Town received the third installment (\$913,051) of the library's State Construction Grant.
- August: Needham cable channel personnel toured and filmed the construction site. Permanent power was brought into the new building. The PPBC awarded both furniture and shelving contracts for the new library. Utility tie-ins on Highland Avenue completed. New sidewalks on Highland Avenue installed. Framing for ceiling soffit work completed. Slate installed on the east and north elevation sidewalls. Fan coil units installed. Shelving shop drawings approved.
- September: Rainwater Recovery System excavation, tank installation, and backfilling completed. South elevation brickwork completed. Elevator cabs and parts arrived. Furniture, Furnishings, and Equipment committee chose the colors for the new library's interior. Wave ceiling in Reference Room plastered. FF&E Committee chose the tiles that grace the walls in the Study Room area. The Board of Trustees hired a graphic designer to design a new logo for the library. The Board of Trustees voted approval of a new five-year Long-Range Plan. The Friends of the Library September Book Sale raised \$7,100.
- October: Marble for windows and headers on the new building was completed. Gypsum wallboard installation on the bottom floor was completed. All major glass installation was completed. Installation of boilers, circulating pumps, and fin tube radiation began. Interior lighting completed on the top floor. The first batch of millwork was delivered. An accessible walkway was constructed at the Highland Avenue entrance. Restoration work on the 1915 portion of the library began. The Massachusetts Library Trustees' Association awarded Library Trustee and Library Project Representative to the PPBC Gregory J. Shesko an Outstanding Trustee Award.
- November: The Massachusetts Board of Library Commissioners certified the Needham Public Library for FY06. Carpet was installed on the bottom and middle floors of the new building. Storm windows installed in the 1915 portion of the library. Landscaping and planting was completed. Hired a technology/archivist specialist for the new library.
- December: Boiler startup was completed. Interior bluestone installation completed. Roof work finished. Fire protection system was completed and energized. Both elevators operational. Shelving installation began on bottom and middle floors.

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- January: Furniture shipments for new library began to arrive. Cleaning of building interior began. The Needham Commission on Disabilities toured the new library building and gave it a favorable review. Final plumbing inspection completed.
- February: Hired a reference librarian/program specialist to assist in the reference department and to plan programs for the public in the new library. Final fire inspection in new building completed. The move back from temporary quarters at the High Rock School to the new library building began.
- March: The Farnsworth Museum returned the library's collection of N.C. Wyeth paintings, and they were re-hung in the Wyeth Room. The Board of Trustees completed a review of all library policies. On March 17th a ribbon cutting ceremony was held and the newly constructed and refurbished library opened to rave reviews. The level of business at the library increased phenomenally.
- April: On April 1st and 2nd the library held Grand Opening and Dedication celebratory events. Hundreds of people attended the events and expressed their excitement with the new library. Library parking lot work was completed. Proposition 2 ½ Override passed, restoring \$55,000 to the library's budget. The Library Art and Exhibits Committee was constituted.
- May: The Construction Managers Association of America, New England Chapter awarded the R.F. Walsh Company, Inc. a Project of the Year Award for the \$10-50 million category for its work as project manager for the library construction project. The Rainwater Recovery System began functioning. Jen Ramras' Mitchell School Kindergarten class held a well-attended reception and art exhibit in the Children's Room.
- June: The library began offering downloadable audiobooks. The Town received the final Library State Construction Grant check (\$304,350), bringing the total received to \$3,043,503. Despite being closed for three weeks during the move back to the new building, the library finished the fiscal year with a gain in circulation of 59,081—386,203 items were circulated during FY06.

Donations to the Library

During FY06 thirty-three people volunteered 704 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 \$6,900 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends donations paid for the *Encyclopedia of Presidents*, travel books, unabridged books-on-CD, subscriptions to international magazines, and museum passes. The Needham Garden Club continued its efforts to beautify the library. Garden club members maintained the two urns at the main entrance to the temporary library, supplied weekly flower and plant arrangements for the new library's lobby, and purchased the pass to the Garden in the Woods. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Edith Glick Shoolman Children's Foundation awarded a grant to the library for the purchase of materials for children. Christian Lischewski gave the library four beautiful digitally enhanced pansy prints. Dorothy DeSimone donated the large Norfolk Island pine tree that graces the library's lobby. Ron Hylen donated CDs of the more than 1200 pictures that he took of the library construction project. 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 continues to work on fund-raising for a library endowment. Other clubs, groups, organizations, companies, and individuals who made significant donations to the library in FY06 include:

Needham Women's Club
Mitchell School Brownie Troop #3356
Mitchell School Kindergarten
Gerald Goldstein
Massachusetts Down Syndrome Congress

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

Thank you also to the many individuals who made memorial and honoring donations to the library during FY06. 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.

FY06 Memorials and Cash Donations	\$11,407.43
FY06 Value of books, videos, etc. donated	\$ 6,020.00

NEEDHAM HOUSING AUTHORITY

Sheila G. Pransky, Chairwomen
Peter Fugere, Vice Chairman

Gerald O'Keefe, Treasurer
Cheryl Gosmon, Assistant Treasurer
Richard Gatto, 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.

The Needham Housing Authority currently owns and manages 435 units of affordable housing which is distributed as follows: 152 one-bedroom apartments under state programs at Linden and Chambers Street, 80 two and three-bedroom units under state programs at High Rock, eight units under state program for special needs, forty-six one-bedroom units under federal programs, thirty two and three-bedroom units under federal programs, and 120 vouchers in scattered private housing.

The Needham Housing Authority currently provides staffing and management oversight to the Wellesley Housing Authority pursuant to a two-year Management Agreement which will expire in December 2008.

There are eight administrative staff employees and six maintenance staff employees at the Needham Housing Authority and an additional two administrative staff and four maintenance personnel at the Wellesley Housing Authority.

Budgetary Data

The Needham Housing Authority maintains separate budgets for each program it administers. 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 Managements Fee to the Needham Housing Authority for the administration and oversight of their programs and properties.

The Annual Budget is public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive.

FY 2006 Highlights

- The High Rock Homes development has been undergoing a kitchen modernization program for sixty buildings. The other twenty buildings at High Rock will be torn down and twenty new duplex buildings will be constructed on the sites. All residents in the tear-down units will be relocated at High Rock either in one of the new rental units or in another stand alone 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. The homeownership units will be designated for families with incomes less than eighty

- percent of the area median income. Selection of the owners will be done through a lottery system which will be conducted by the Needham Housing Authority in mid-2007.
- During the year, Captain Robert Cook Drive had site and landscaping improvements done and the playground was upgraded with new playground equipment for the residents' use.
 - 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 service 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 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.
 - The Needham Housing Authority in conjunction with the Needham Police Department holds a Mother's Meeting every other month on the Captain Robert Cook Drive community room to discuss issues of concern. Out Resident Service Coordinator assists families and elders with various family and financial issues and provide referrals to area resources.
 - The Authority is committed to resident participation and encourages strong tenant representation.

TRANSPORTATION COMMITTEE

Duncan Allen, Chairperson
Richard Creem

Jane Howard
Linda Hoard
Stephen McKnight

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.

The Committee's five members are appointed by the Board of Selectmen, the Planning Board, and the Town Moderator.

FY 2006 Highlights

The Committee met once this year, on June 12, 2006. At this meeting the committee decided to write the MBTA regarding a proposed fare increase of approximately 25 percent. The researched fares on all other North American commuter rail services and appended this information to a letter sent to the MBTA in late June, indicating that the proposed increase seemed out of line with the level of service provided.

In early December, citizens brought issues with train noise in the Heights vicinity to the attention of the Committee chair. He wrote to the MBTA about one of the issues, and scheduled a Committee meeting for January 2, 2007, at which others could be discussed.

PARK AND RECREATION COMMISSION

Philip V. Robey, Chairman
Richard B. Weitzen, Vice Chairman

Cynthia J. Chaston, Member
William R. Dermody, Member
Christopher R. Dollase, Member



PARK & RECREATION STAFF

Christine Morrow, Administrative Specialist

Patricia M. Carey, Director

Nikki Witham, Department Assistant

Karen A. Peirce, Assistant Director

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 and the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

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

FY 2006 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;
- Worked with a variety of organizations, individuals, and 8th grade students at Pollard on park clean-up projects that included educating others about the importance of cleaning up after themselves.
- Director joined The Conservation and Recreation Campaign, a statewide coalition for the protection of parkland, representing her state association and Needham;
- Began process of updating Orders of Condition with Conservation Commission for Rosemary Lake and Walker Pond.
- Assistant Director worked with a Girl Scout on a project at the McCracken camp property, and began process on Eagle Scout projects.
- Participated in discussions on housing project adjacent to McCracken camp property;
- Through the Field Study Committee, worked with a consultant hired to provide a Master Plan on how to reconfigure the athletic field layouts at DeFazio Park and Memorial Park, how to switch to synthetic turf on some fields to allow for increased use, and how to renovate other areas to make them safer and more useable.
- 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 \$30,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities.
- Commission generated more than \$314,000 in revenue that was deposited into the Town's General Fund, and increase of almost \$35,000.
- 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.
- Provided staff assistance to the Community Preservation Committee.
- Women's Club donated full financial support for the summer Children's Theatre program.
- Needham Cultural Council, Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank; Middlesex Bank; Tom Nutile Band; Verizon, and many Needham residents donated funds in support of the 2006 summer Arts in the Parks concert series.
- Participated in transition of the form of government to a Town Manager.
- 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.
- Installed chemical controller at Rosemary Pool to better regulate the amount of chlorine used to provide safe swimming facility.
- Department offered programs through the use of a revolving fund fees, generating almost \$150,000 in revenue for the cost of running those programs, and fee-based services.

Community Benefits

- Long-time Commissioner Richie Weitzen retired from the board in April, and after a spirited campaign from 4 residents, Brian Nadler was elected to the Park and Recreation Commission.
- Department continued to work with School Department on safe playgrounds.
- Worked with Needham Exchange Club on Town Forest trail clean-up project.
- Celebrated re-opening of the Cricket Playground with Parent Talk, the planners and generous sponsors of the new playground equipment.
- Collaborated with the Fire Department on the installation of orange markers on high wires adjacent to DeFazio Park, to allow for better visibility for the Med-Flight helicopters approaching the park's emergency landing location.
- Began renovation plans for bathroom facilities at Claxton Field, Cricket Field and Mills Field.
- Completed sandblasting of Rosemary Pool interior with assistance from Department of Public Works.
- Coordinated programming with recently created Needham Public School Community Education Department, to avoid duplication.
- Assisted with communication for Eat Well/Be Fit, Needham committee, including monthly newspaper articles.
- Held Field Scheduling Summits, for fourth 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.
- Assisted with 5th Annual David Retik Race, starting at DeFazio Park, held in memory of a Needham resident who died on September 11th.
- Provided input to School Committee during search for new Superintendent of Schools.
- Worked with Needham Revitalization Committee on the plans to donate bleachers to Claxton Field.

Personal Benefits

- Assistant Director served as the Town's representative on the Needham Commission on Disabilities.

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- Assistant Director oversaw enhanced summer staff training, with assistance of MBMB and DPW on safety issues.
- Participated in, for the third summer, national study and campaign, “Pool Cool,” designed to teach staff and children about sun safety and the prevention of skin cancer.
- Increased participation in annual Fishing Derby through collaboration with Mass Division of Fishing and Wildlife Angler Education program.
- Assistant Director continued to work with increased interest in tennis with the addition of new tennis lesson classes and the return of Tennis Tykes for younger children.
- Increased participation in annual Spooky Walk through collaboration with Needham Business Association.
- Assistant Director oversaw development of new program offerings, including a basketball clinic during February vacation and Kids Off Broadway in the summer.
- Assistant Director created a 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 received Peter C. O’Brien Humanitarian Award at annual Massachusetts Recreation and Park Association’s conference.
- Director presented a workshop at the Massachusetts Recreation and Park State Conference.
- 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.

TRAFFIC MANAGEMENT ADVISORY COMMITTEE

Meredith Page, Chairman
John Cogswell
Rick Merson
Lt. John Kraemer

Kate Fitzpatrick
Anthony DelGaizo
Ivan Sever
Thomas Stokes

Purpose

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, recommended improvements at problem locations, and help reduce traffic conflicts.

FY 2006 Highlights

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.

YOUTH COMMISSION

*John Romeo, Chairperson
Cathy Lunetta, Vice-Chairperson
Connie Barr
Merissa Devine*

*Doug Levy
Jon Mattleman
Peter McLaughlin
Vincent Springer
Debbie Winnick*



YOUTH COMMISSION STAFF

*Meghan Flaherty, Graduate Clinical Intern
Katy Colthart, Social Worker
Alexandra Hogan, Social Worker
Lindsey Roy, Programmatic Intern
Jon Mattleman, Director
Not Shown: Carol Rosenstock, Office Manager*

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.

FY 2006 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 FY 2006, 375 youth and parents participated in this program.

A Conversation...For Parents of Teens: Sponsored by the Needham Women's Club, this new program allowed a maximum of eight parents per session to focus on a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Over 40 parents participated in this program, and it is slated to expand in the coming year.

Website: Over the past year more than 50,000 "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.town.needham.ma.us/youth.

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

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

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. Many 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 effect 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 in FY 2006 was the "Extreme Looks" program, a four-day mind/body/spirit group for girls. In FY 2006, 341 hours of group counseling/psycho-education services were provided (an increase of 42% as compared to five years ago).

Parents Please Talk With Your Mouth Full: "Parents" was a unique collaboration between the Youth Commission and Sweet Basil restaurant. During these one evening workshops parents enjoyed a terrific meal and had the opportunity to share, learn, laugh, and talk about the joys and challenges of parenting (prior to the workshop parents are assigned a book about parenting). The workshops were offered to parents of middle and high school age youth. In FY 2006, 20 parents participated in this program.

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 475 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.

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 375 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 FY 2006, 375 youth participated in this program.

LINCS Program: The LINCS Program (**L**oss **I**Nformation and **C**ommunity **S**upport) 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

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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'S program engaged 350 youth in FY 2006.

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 provide 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 FY 2006 these programs fielded 356 inquiries.

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, and parent and sons, and parent and daughters to explore issues of mutual interest and concern. In FY 2006, over 60 youth and their parents participated in this program.

FLIX: Using Films to Explore Important Youth Issues: FLIX was an exciting program offering teens, pre-teens and parents the opportunity to watch a "teen-related" movie, discuss the messages in the movie, talk about the challenges of being a teen today, share free food, laugh, learn, and be with friends. We offered several sections of FLIX throughout the year for high school students, middle school students, and parents.

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 years "unplugged" occurred on March 9th; 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 occur, and facilitating communication between volunteers and participant families. Over the past year, Peer Tutor Program volunteers provided 1335 hours of support to younger students.

Make A Statement Day: Funded by the Needham Education Foundation, Inc. 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 400 – 500 participated in this event.



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 volunteers services over the past summer.

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 following sites: Needham Public Library, Needham Police Department, Needham Fire Department, and Needham Council on Aging. In fiscal year 2006, the Youth Commission supervised over 100 hours of community service to the Town of Needham.

Graduate/Undergraduate Internship Program: In FY 2006, the Youth Commission welcomed a clinical intern from Boston College's Graduate School of Education to provide individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. Over the course of the academic year, this intern provided over 700 hours of free service to the Needham Community.

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 FY 2006 the Youth Commission worked with a total of 2633 youth, parents, and professionals in seminars and/or workshops.

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

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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, private citizens, and many others.

Publications: The Youth Commission created and/or distributed the following original publications in FY 2006 (many of the below are available online at:

<http://www.town.needham.ma.us/youth/YCpublications.htm>):

- 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

METROPOLITAN AREA PLANNING COUNCIL

Marc D. Draisén, Executive Director

Purpose

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 about MAPC's services and ongoing activities 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.

Smart Growth Across Municipal Boundaries

MAPC's MetroFuture: Making a Greater Boston Region initiative is planning for Metro Boston's growth and development through 2030. In 2006, the project involved nearly 2000 people. At more than 50 briefings, participants analyzed "Scenario 1: Current Trends to 2030," MetroFuture's "base case" of what the region might look like if current trends continue. We also hosted two working sessions in June 2006, where participants designed alternatives to the "base case," and two in December 2006, where participants chose the scenario they liked the best. In 2007, after additional public input and a May 1, 2007 Boston College Citizens Seminar, the project will complete a regional strategy to achieve the preferred scenario.

MAPC assisted cities and towns in a variety of ways throughout 2006. The agency helped over 70 cities and town to rewrite zoning by-laws, evaluate smart growth uses for key parcels, keep traffic under control and expand transit, deal with crime, and prepare for natural disasters.

As a member of the Massachusetts Smart Growth Alliance, MAPC worked with six allied organizations to advocate for sustainable development throughout the Commonwealth. MAPC participated in a successful Alliance campaign to recapitalize and reform the state's Brownfields Tax Credit; researched, analyzed, and reacted to significant state land use and transportation policy proposals, including Governor Romney's 20-year transportation plan; and advanced research about the impact of sprawling development in Massachusetts.

In partnership with the 495/MetroWest Corridor Partnership, MAPC produced the Massachusetts Low Impact Development Tool Kit, which presents state-of-the-art practices for managing storm water and increasing the recharge of water to aquifers. MAPC also produced *Once is Not Enough: A Guide to Water Reuse in Massachusetts*, a manual that describes techniques for non-potable reuse of treated wastewater and provides case studies of several successful water reuse projects in Massachusetts. In partnership with the U.S. Geological Survey, MAPC began work on a hydrologic modeling project that simulates the impacts of future development on the water resources of the Charles River and Assabet River watersheds.

Getting Around the Region

In March 2006, MAPC sponsored a conference on the impact of transportation emissions on public health. The workshop began a process to build connections, raise awareness, and stimulate action around the issue of air pollution adjacent to major roadways and rail corridors. [The content and results of this workshop are available at www.mapc.org/air_quality.](http://www.mapc.org/air_quality)

MAPC developed a Regional Bicycle Plan in 2006 to assess current conditions and to guide future improvements to bicycle transportation in the region. The plan reviews goals set in previous plans, and proposes six general goals and strategies for the region, including encouraging more trips by bicycle in each community, working with state and federal agencies to simplify and coordinate funding programs, and increasing regional knowledge about bicycling. [The plan can be accessed at www.mapc.org/transportation/transportation_alternatives.html.](http://www.mapc.org/transportation/transportation_alternatives.html)

A consistent complain of bicyclists is the lack of parking. To address this need, MAPC worked with the MPO and EOT to develop the Regional Bike Parking Program. Under this program, MAPC negotiated discount group purchasing contracts with three leading vendors of bicycle parking equipment, funded

through federal transportation funds. [More information about MAPC's bicycle and pedestrian planning activities, and the bike parking program, is available at:](#)

www.mapc.org/transportation/transportation_alternatives.html.

Collaboration to Address Shared Municipal Challenges

MAPC, through its Metro Mayors Coalition, played a leading role in developing legislation to create a statewide anti-gang initiative known as the Senator Charles E. Shannon Jr. Community Safety Initiative, which supports regional and multi-disciplinary gang and youth violence prevention and law enforcement efforts. MAPC coordinated Shannon grants totaling \$1.2 million for 10 Metro Boston communities and 7 Essex County communities. These communities used the funds to enhance public safety through targeted workforce development, after-school mentoring, re-entry initiatives, gang-prevention education, and collaborative community policing.

MAPC facilitated the work of the Municipal Health Insurance Working Group, which drafted and proposed landmark legislation to let cities and towns purchase their health insurance through the Group Insurance Commission.

Collaboration for Safety

MAPC carries out 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 2006, NERAC distributed more than \$1.5 million in emergency equipment and supplies to member communities, and trained hundreds of first responders in various roles in the United States Department of Homeland Security incident command system.

In 2006, MAPC advanced Pre-Disaster Mitigation (PDM) plans for cities and towns throughout the region. These plans are designed to help communities reduce their vulnerability to damages due to natural hazards. The plans include an inventory of critical facilities and infrastructure in each community, a vulnerability analysis, and a mitigation strategy with specific recommended actions and projects that will protect the communities from future damages.

Collaboration for Savings

MAPC's Consortia Project administered 37 procurement contracts for 42 municipal clients in 2006, saving cities and towns up to 20% on the purchases. As the administrator of the more than 300-member Greater Boston Police Council (GBPC), MAPC concluded 7 procurement contracts for public safety, public works and general use vehicles. In all, 142 municipalities purchased 180 vehicles. MAPC staff also collaborated on procurements that advanced MAPC's environmental and transportation objectives, helping communities to buy bicycle racks, hybrid vehicles, and water leak detection services at a favorable cost.

Charting a Course to Regionwide Prosperity

MAPC developed its annual Comprehensive Economic Development Strategy (CEDS), an assessment of current regional economic trends and conditions. The report includes background about trends and conditions in the regional economy, including a discussion about the relationship between the economy and factors such as geography, population, labor force, resources, and the environment. [MAPC's 2006 CEDS report can be downloaded at www.mapc.org/economic_development/comprehensive_economic.html](#).

Tools to Improve Planning and Decision-Making

MAPC's Metro Data Center partnered with The Boston Foundation to develop the MetroBoston DataCommon, a new online data and mapping tool for residents and leaders in the region. The resource, which helps individuals to create customized maps and charts, is available at www.MetroBostonDataCommon.org. The Data Center partnered with MAPC's Legislative Committee to advocate for the establishment of a statewide population estimates program at the University of Massachusetts Donahue Institute. The program, funded at \$100,000 in the FY2007 budget, lays the foundation for the Commonwealth to analyze Census estimates in a more robust way.

MAPC's Geographic Information Systems (GIS) Lab provides professional services and products and technical assistance in support of local and regional planning projects. In 2006, MAPC's GIS team completed extensive projects for the Northeast Homeland Security Regional Advisory Council (NERAC) region, and maps associated with the Pre-Disaster Mitigation Program, both of which are described above. The GIS Lab also made major contributions to the MetroBoston DataCommon and the MetroFuture planning project. The Lab also began mapping areas suitable for economic development throughout the region, in accordance with smart growth principles.

In 2006, MAPC transitioned from a paper to an electronic newsletter, the Regional Record, which is distributed quarterly, and provides updates on the latest regional projects and thinking, and provides opportunities for residents and communities to get involved in various events. People interested in receiving the e-newsletter can send their e-mail addresses to contactinfo@mapc.org.

On Beacon Hill: 2005 – 2006 Legislative Session

- **Brownfields Redevelopment:**
The Legislature recapitalized the Brownfields Redevelopment Fund with \$30 million, and extended and enhanced the Brownfields Tax Credit so that non-profit development projects can raise equity by selling the credit to taxable entities.
- **Expedited Permitting:**
The Legislature passed a law to expedite permitting of commercial/industrial developments in "priority development sites" designated by cities and towns. In part as a result of MAPC's advocacy, the new law includes funding for technical assistance to municipalities, development of a statewide expedited permitting model, and criteria to steer priority development sites toward smart growth locations.
- **GIS Data Layer:**
MAPC successfully advocated for \$400,000 in the FY2007 budget to update and improve the quality of Mass GIS data linking aerial photographs to land uses on the ground.
- **Statewide Population Estimates Program:**
MAPC led the advocacy effort to establish a statewide population estimates program at the University of Massachusetts Donahue Institute. The program was funded at \$100,000 in the FY2007 budget.
- **Shannon Community Safety Initiative:**
The Legislature created a new \$11 million grant program to encourage the creation of regional, multi-disciplinary initiatives to combat gang violence, youth violence, and substance abuse.
- **Sewer Rate Relief:**
The Legislature included \$25 million in the FY2007 budget for water and sewer rate relief, which will help lower costs for residential consumers and businesses served by sewer districts, including the MWRA.
- **Surplus Land:**
Both the House and Senate passed legislation to reform the state's surplus land disposition policy. Both bills included an assignable municipal right of first refusal to purchase the parcel at a discount; a professional smart growth review for larger parcels; a Surplus Land Coordinating Council to oversee disposition; and a municipal share of 10%-25% of proceeds in instances where the municipal right of first refusal is not exercised. Unfortunately, the Conference Committee did not advance the bill to final passage, but significant progress was made setting the foundation for the 2007-08 legislative session.

Three Rivers Interlocal Council (Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Sharon, Stoughton, Walpole, and Westwood)

In 2006, the Three Rivers Interlocal Council (TRIC) met monthly to discuss issues of inter-municipal significance. Participants at TRIC meetings included Local Council Representatives, town planners, members of municipal Planning Boards, Town Administrators, and Chambers of Commerce.

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TRIC studied and provided comments relating to critical regional transportation issues. TRIC's highest priority for the Transportation Improvement Program (TIP) remains the speedy completion of the Route 128 Add-a-Lane Project. TRIC also supports the proposed Executive Office of Transportation's (EOT) I-95 South Corridor Study, but has suggested that EOT should increase efforts to communicate and coordinate with the communities, subregions and other agencies. TRIC's greatest concern remains the lack of funding for transportation studies and construction projects throughout the Boston region.

TRIC membership submitted comments relating to the proposed Westwood Station development. Priorities include increasing the frequency and capacity of commuter rail service at the station, and further traffic studies in the area. TRIC also emphasized support for pedestrian, transit, and bicycle connections between the Route 128 Station and Royall Street in Canton, as well as the importance of energy-efficient building design within the project.

NORFOLK COUNTY COMMISSIONERS

Peter H. Collins, Chairman, of Milton

John M. Gillis of Quincy

Francis W. O'Brien of Dedham

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.

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 real estate professionals, 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 Norfolk County was created by an Act of the Legislature signed into law by Governor John Hancock. We strive to provide a high level of service to county residents.

Registry operations are effectively self-supporting, and generate significant surplus revenues. These revenues help support other government operations and contribute to the State's General Fund. In addition to direct disbursements to the General Fund, Registry revenues help pay for county and state public safety and corrections costs, and fund the Massachusetts Community Preservation Act Trust. The Community Preservation Trust provides matching funds to local revenues for conservation, open space, historic preservation, and affordable housing.

FY 2006 Highlights

In Fiscal Year 2006, the Registry felt the slowdown in the real estate market, as recordings fell to less than 200,000. It was the lowest amount of documents received since FY2001. Decreasing sales and increasing interest rates combined to drop our numbers to less than two-thirds of our peak year of FY2003.

Total revenues were also down in FY2006, amounting to \$53.7 million, a decrease of over \$4 million from the previous year. An indicator of lowered sales was the fact that the receipts from the deeds excise (a tax paid by sellers of real property) was \$32 million, down over \$2 million from FY2005, and was the first decrease from a prior year since FY2005.

Improved technology and customer service have been a focus of the Registry of Deeds during the past four years. We have added a Customer Service Center, expanded real estate closing areas, redesigned the Registry's website and upgraded computer systems in all areas, including document processing, records management, and public research access.

Internet-accessible research, at www.norfolkdeeds.org, offers significant benefits, reducing the need for travel to the Registry and allowing research outside of regular business hours. We are continuing to expand the available services and records online.

At this time we have all Land Court records available on our site, including plans, documents and certificates of title. All plans recorded since 1793 here at the Registry are available for viewing as well as all indexes and images of documents back to 1965. We also have images of our documents available about 1793 through 1955. We have an ongoing commitment to bring as much of the Registry as possible to the public, and we continue to add to our available resources.

The Norfolk County Registry of Deeds was privileged to be selected by a Library of Congress sponsored group from Tomsk, Siberia in Russia for a visit. Lawyers, judges and professionals from Russia visited the Norfolk Registry of Deeds to gain insight on operations as they develop a land recording system in their country.

In over two hundred years of continuous operation, the Registry has done from the days of scribes with quill pens to the era of computers and advanced document imaging. However, in all that time our objectives have remained the same; security, accuracy, and accessibility for our communities' land records, and reliable service to the residents of Norfolk County.

As always, we welcome comments and suggestions. Please visit the Registry of Deeds or contact us by telephone, fax, mail, or email.

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

John J. Smith, Director

David A. Lawsom, Assistant Director

Robin L. Chappell, Commissioner

Norman P. Jacques, Commissioner

Maureen P. MacEachern, Commissioner

Richard J. Pollack, Ph.D., Commissioner

Linda R. Shea, Commissioner

Purpose

The operational program of the Project integrates all proven technology 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 is 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 habitats.

Drainage ditches checked/cleaned	12,490 feet
Culverts checked/cleaned	15 culverts

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

Aerial larvicide application	477 acres
Larval control using briquette & granular applications	0.58 acres
Rain Basin treatments using briquettes (West Nile virus control)	2,095 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	4,440 acres
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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 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
Joseph P. Scalia
William J. Supple

Constables

Paul F. Hunt
Charles G. Wright

Housing Authority

Peter Fugere
Richard Gatto
Cheryl Gosmon
Gerald O'Keefe (State Appointee)
Sheila G. Pransky

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
Richard B. Weitzen (retired April 2006)

Planning Board

Devra G. Bailin
Bruce T. Eisenhut
Maurice P. Handel
Paul Killeen
Robert T. Smart

School Committee

Marianne B. Cooley
Gary C. Crossen
Laura J. Flueckiger
Donald B. Gratz
Michael Greis
Louise Miller
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
Thomas M. Harkins
Gail B. Hedges
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

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

Commission on Disabilities

Susan Crowell
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)*

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Andy Wise

Colin (Dale) T. Wise

Conservation Commission

Janet Bernardo

Roy Cramer, Chairman

John Marr, Jr.

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

Economic Development

Advisory Committee

John H. Cogswell

Louise Condon

William Dermody

John Edgar, Chairman

Jeffrey M. Friedman

Bernard Ford

George Giunta

Howard Goldman

Maurice Handel

Mary Ellen Herd

Charles Hurwitch

Colleen Dennis Keating

Kathy Lewis

Lee Newman

Sean Sweeney

Mathew Talcoff

Sam Warner

Gerald A. Wasserman

Field Study Committee

Patricia Carey

Dave DiCicco

Chris Dollase

James G. Healy

Bruce Herman

Harry Klein

John Palmer

John Normant

Lance Remsen

Paul Stenberg

Golf Course Advisory Committee

Jonathan Bean

Roy Cramer

Jane Howard

Robert J. Moore, Jr.

Jon Schneider

Theodore Weiner

Historical Commission

Carol J. Boulris

Norman A. Homsy

Elizabeth Rich

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

Siben Dasgupta

John Fountain

Arnold M. Goldstein

Michael Greis

Walter McDonough

Michael Riley

Robert Stegman

Jonathan Tamkin

Michael Turner

Needham Community Revitalization

Fund Committee

Carol deLemos

Morris Dettman

Paul Good

Mary Ellen Herd

MaryRuth Perras

Gerald A. Wasserman

Lorraine Welsh

New England Business Center

Economic Development

Advisory Committee

George Berejik

John H. Cogswell

Jerry Derenzo

Michael Eisenstadt

Kenneth Epstein

Richard Epstein

Maurice Handel

Tony Hatoun

Carmelo Iriti

Colleen Dennis Keating

Helen Krawiecki

Melanie Prescott

Nina Prohodski

Jim Rosenfeld

Paul Salemi

Matt Talcoff

John Terrazzino

Registrars of Voters

John W. Day

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Barbara B. Doyle
Theodora K. Eaton (ex officio)
Mary J. McCarthy
**Stephen Palmer Rent Review /
Tenant Selection Committee**

Robert T. Heald
William Okerman
Gary Petrini
Taxation Aid Committee

Elizabeth Handler
Patricia Harris
Thomas J. Mulhern
Helen Newton
Evelyn Poness

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
Kate Fitzpatrick
Anthony Del Gaizo
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.
Nick Renzulli
John Tallarico

APPOINTED BY THE MODERATOR

Finance Committee

Scott M. Brightman
Laura Brooks
Richard S. Creem
David J. Escalante
Mark Fachetti
John Filoon
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

John Comando
Roy A. Cramer
Bruce Eisenhut
Cheryl Gosmon
Mary Ellen Herd
Ronald R. Ruth
Paul Siegenthaler
Richard B. Weitzen
Cary Young

Council on Aging

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

**Solid Waste Disposal /
Recycling Committee**

John H. Cogswell
William F. Connors
Mike Diener
Lee Fox
Jeffrey Heller
David R. Turgeon
Irwin Silverstein

Contributory Retirement Board

(under vote of Town 11/3/36)
Kate Fitzpatrick
John P. Krawiecki, by vote of employees
and retirees
Robert Mearls, by members
of the Retirement Board
Evelyn M. Poness
Thomas A. Welch, II, by vote of employees
and retirees

Design Review Board

Eugene R. Bolinger
Philip Chase (alternate)
Mark Gluesing
Deborah Robinson
Fred Sklar
Stephen Tanner

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Timothy Tierney

Future School Needs Committee

Ann DerMarderosian

David P. Coelho

Marianne Cooley

Lynn Gotwals

James Lamenzo, 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

Greg Petrini

Steven Popper, Dir. Construction & Renovation

Paul Salamone

Jeffrey Solomon

Transportation Committee

Duncan Allen

Richard Creem

Linda Hoad

Jane A. Howard

Steven McKnight

Youth Commission

Connie Barr

Merissa Devine

Doug Levy

Cathy Lunetta

John Mattleman

Peter McLaughlin

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

Ernest J. Hohengasser (retired June 2006)

Scott Chisholm (6/5/06)

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

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Director of Youth Commission

Jon Mattleman

Environmental Health Agent

Tara Gurge

Executive Director, Council on Aging

Sharon Lally

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

Stephen Theall

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TOWN MEETING MEMBERS

At Large 2007

John A. Bulian
John H. Cogswell
Marianne B. Cooley
William R. Dermody
Theodora K. Eaton
Bruce T. Eisenhut
Michael K. Fee
Denise C. Garlick
Thomas M. Harkins
James G. Healy
Daniel P. Matthews
Joseph J. McSweeney
Gerald A. Wasserman
James M. Zeiger

86 Peacedale Road
1479 Great Plain Avenue
85 High Street
12 Concord Street
51 Bonwood Road
106 Marked Tree Road
137 Fox Hill Road
22 Trout Pond Lane
May Street
767 South Street
31 Rosemary Street
13 Maple Place
80 Rolling Lane
156 Woodbine Circle

2008

Deborah H. Anastas
Scott McConchie
Elizabeth Ann Mills
Glenn S. Orenstein
Meredith P. Page
Sarah Ann Toran
2009
Damon J. Borrelli
Wilfred G. Corey
John J. Frankenthaler
David C. Harris
Mindy A. Merow Rubin
Kevin T. Pendergast
Steven Rosenstock

165 Brookside Road
101 Hillside Avenue
177 Jarvis Circle
131 Taylor Street
19 Glendale Road
945 Central Avenue

651 Central Avenue
61 Rolling Lane
33 Brookside Road
94 Cynthia Road
27 Cynthia Road
24 Bess Road
44 Bess Road

Precinct A

2007

Alan J. Davidson
Alan S. Fanger
Peter J. Fugere
Mary Lee Kelly
Sydney Randall
Louise P. Swanson
George Tarallo
John R. Wallace

26 Elder Road
46 Horace Street
40 Seabeds Way #25
77 William Street
62 Noanett Road
20 Lakin Street
76 Ardmore Road
81 Gary Road

2008

Martha Cohen Barrett
Michael A. Cerundolo
Richard S. Creem
John D. Genova
Donald B. Gratz
Karen N. Price
Nina Silverstein
Irwin Silverstein

49 Lynn Road
58 Taylor Street
12 Gary Road
11 Jennifer Circle
330 Central Avenue
386 Central Avenue
44 Reservoir Avenue
44 Reservoir Avenue

2009

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

64 Hillside Avenue
141 Wellesley Avenue
209 St. Mary Street
131 Pine Grove Street
386 Central Avenue
198 Webster Street
59 Webster Street
62 Noanett Road

Precinct C

2007

Bruce S. Barnett
William H. Dugan, Jr.
James O. Fleckner
Amy T. Goldman
Eric D. Leskowitz
Daniel L. Lintz
Carl J. Lueders
Charles J. McCann

249 Marked Tree Road
29 Pine Street
94 Locust Lane
15 Cedar Springs Lane
23 Tolman Street
71 Fuller Brook Avenue
34 Whitman Road
43 North Hill Avenue

2008

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

116 Pine Street
108 Locust Lane
461 Charles River Street
48 Macintosh Avenue
53 Canavan Circle
1725 Great Plain Avenue
59 Winding River Road
91 Brewster Drive

2009

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

94 Mayflower Road
31 Standish Road
43 Whitman Road
5 North Hill Avenue
100 Mayflower Road
1045 Central Avenue #456
17 Mayflower road
21 Howe Road

Precinct B

2007

George Baierlein
Mark Goldberg
Sandra E. Jazsek
James H. McEvoy
Richard B. Moody
David K. Mottola
Kim Marie Nicols
Michele K. Wolfman

50 Nardone Road
41 Grasmere Road
18 Crescent Road
60 Rolling Lane
22 Parish Road
854 Central Avenue
12 Crescent Road
31 Paine Road

Precinct D

2007

Lois C. Bacon
Bruce T. Eisenhut
Roger B. Hunt
Kathleen M. Lewis
Antonio M. Manzoni
Jeffrey B. Megar
William M. Powers

29 Harding Road
106 Marked Tree Road
969 South Street
969 South Street
53 Henderson Street
125 Sylvan Road
47 Scott Road

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Thomas F. Soisson 128 Maple Street
 Arthur Walitt 46 Charles River Street
2008
 Kathryn L. D'Addesio 110 Linden Street
 Jill S. Daly 857 South Street
 Ann Dermarderosian 800 South Street
 Paul Killeen 66 Henderson Street
 Michael London 77 Crestview Road
 Christine H. Miara 36 Marked Tree Road
 Ralph A. Toran 124 Marked Tree Road
2009
 Holly Anne Clarke 1652 Central Avenue
 William A. Concannon 88 Deerfield Road
 Cynthia Conturie 96 Robinwood Avenue
 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

Precinct E

2007
 Cynthia J. Chaston 119 Fox Hill Road
 Mark P. Fachetti 187 South Street
 Jean C. Martin 139 Plymouth Road
 Jo Ann Miles 96 Grant Street
 Linda J. Novak 20 Old Farm Road
 Ford H. Peckham 26 Lawton Road
 Maryruth Perras 42 Oakhurst Circle
 Carl M. Rubin 19 Churchill Lane
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

Precinct F

2007
 Stephen L. Dornbusch 51 Damon Road
 Cathy M. Freedberg 111 Meetinghouse Circle
 Carl Goldstein 210 Parish Road
 Elizabeth B. Kloss 1200 Great Plain Avenue
 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
2008
 Joan E. Adams 1206 Great Plain Avenue
 Gilbert W. Cox, Jr. 49 Colonial Road
 Richard W. Davis 233 Nehoiden Street
 Gail E. Davis 233 Nehoiden Street
 Sarah P. McCormick 313 Nehoiden Street
 John F. Milligan 25 Blacksmith Drive
 James Hugh Powers 263 Nehoiden Street
 Deborah S. Winnick 12 Mallard Road
 William A. Zoppo 330 Nehoiden Street
2009
 Judith E. Carmody 83 Pickering Street #205
 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
 William J. Okerman 100 Meetinghouse Circle
 Gregory John Shesko 70 May Street

Precinct G

2007
 Paula R. Callanan 114 Lincoln Street
 Gary C. Crossen 298 Manning Street
 Robert T. Heald 86 Eaton Road
 Maureen T. McCaffrey 285 Manning Street
 John J. Romeo 22 Woodlawn Avenue
 Michael A. Taggart 14 Gibson Road
 Timothy P. Tierney 34 Bradford Street
 Richard B. Weitzen 66 Eaton Road
2008
 Susan W. Abbott 60 Otis Street
 Patricia B. Buckley 155 Fair Oaks Park
 Michael J. Hegarty 69 Wilshire Park
 Mary Ellen Herd 146 Warren Street #B
 Kathleen O'Keeffe 49 Coolidge Avenue
 Jill E. Owens 98 Wilshire Park
 Barbara K. Popper 31 Wilshire Park
 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

Precinct H

2007

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John E. Comando
Kevin J. Foley
Lee K. Fox
Daniel J. Kumin
Julia Solomon Lipman
Richard J. Savage Jr
Ron Sockol
Richard A. Zimbone

2008

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

2009

Julia Satti Cosentino
M. Patricia Cruickshank
Michael A. Diener
Rosalie G. Fox
Elizabeth P. Handler
Jeffrey Kristeller
Arthur P. Phillips
Lois F. Sockol

Precinct I

2007

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

2008

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

54 Norwich Road
818 Greendale Avenue
27 Richard Road
50 Highgate Street
133 Dawson Drive
15 Evans Road
611 Greendale Avenue
10 Woodbury Drive

10 Lancaster Road
19 Norwich Road
150 Tudor Road
20 Mann Avenue
29 Sterling Road
1085 Greendale Avenue
224 Elmwood Road
85 Fairfield Street

265 Great Plain Avenue
64 Elmwood Road
30 Kenney Street
27 Richard Road
317 Great Plain Avenue
138 Elmwood Road
37 Appleton Road
611 Greendale Avenue

41 LaSalle Road
104 Beaufort Avenue
103 Woodledge Road
45 Dunster Road
6 Morningside Road
44 Brookline Street
59 Beaufort Avenue
30 Homestead Park

7 Beaufort Avenue
17 Rosemary Street
3 Rosemary Street
95 Falcon Street

Michael R. Leonard
Paul Robey III
Maura O. Walsh
Kathleen D. Whitney

2009

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

Precinct J

2007

Catherine J. Barker
Marjorie S. Cohen
Marianne B. Cooley
Robert A. Downs
Donna M Mullin
Emily M. Salaun
Paul G. Smith
Mathew David Talcoff

2008

Laura A. Brooks
William R. Dermody
Leigh M. Doukas
Barbara J. Downs
Michael J. Greis
John D. Marr, Jr.
Lynne D. Stern
Betsy M.. Tedoldi

2009

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

41 Colby Street
38 Brookline Street
49 Colby Street
75 Kingsbury Street

58 Rae Avenue
146 Hillcrest Road
77 Edwardel Road
77 Edwardel Road
50 Edwardel Road
41 Hawthorn Avenue
154 Hillcrest Road
130 Lindbergh Avenue

13 West Street
136 Parker Road
136 Parker Road
51 Virginia Road
131 Paul Revere Road
101 Tower Avenue
201 Paul Revere Road
18 Highview Street

9 Concord Street
12 Concord Street
51 Concord Street
51 Virginia Road
384 Webster Street
70 Greendale Avenue
117 Hoover Road
68 High Street

174 Tower Avenue
123 Paul Revere Road
27 Spring Road
51 Concord Street
59 Alfreton Road
179 Paul Revere Road
354 Webster Street
760 Highland Avenue #17

TOWN OF NEEDHAM RETIREE INFORMATION

<u>RETIREMENTS</u>	<u>DEPARTMENT</u>	<u>YEARS OF SERVICE</u>
James Broadley	Fire	28.3330
Marianne Cashman	School	21.6000
Lynda Coburn	Board of Health	10.0833
Mark Driscoll	Housing Authority	11.3330
Mary Harrington	Finance	12.1670
Ernest Hohengasser	Building	16.0000
Paul Kenney	Police	31.4167
Charles Lambert	Fire	29.1667
Marilyn Mendelson	School	26.5000
Rowena Perry	Hospital	13.8333
Lawrence Ramsdell	Engineering	10.0830
Charles Ricci	MBM	13.2500
Ronald Rossi	Fire	35.1667
Judy Stevens	Hospital	11.8333
David Wainwright	Fire	35.8333
Roberta Zimmerman	School	27.5000

IN MEMORIAM

Herbert Baker	MBM	10.1670
Richard Bell	MBM	13.0000
Elizabeth Bloom	Public Works	14.1670
Eva Campion	School	12.4100
Paul Casey	MBM	29.0000
Aldo Conti	MBM	9.3330
Norman Dillman	MBM	12.8330
Mary C. Ellis	Hospital	7.2500
William English	Police	22.7500
Francis Gemelli	Transfer Station	23.9160
Richard Grasso	Fire	32.0000
Jean Harris	School	26.7500
Paul Lamb	MBM	20.0830
Donald Lavalley	Sewer	32.4160
Patti Marcus	Council on Aging	4.4167
Sophie Nigro	Housing Authority	7.0000
Pauline Patterson	School	16.7500
Edman Remsen	Housing Authority	24.5830
Rita Romaszkievicz	Assessor's	36.2500
Joseph Savignano	Police	33.3330
Claire Sulkala	School	17.0830
Cheryl Urbanik	Hospital	16.1670
Joseph Walsh	Housing Authority	10.8330

2006 TOWN MEETING AUTHORIZED CAPITAL EXPENDITURES

\$220,000 MBMB Maintenance Program

\$50,000 Facility Master Plan

\$40,000 Pollard School Technical Upgrade Design

\$192,850 Fire Rescue #2 (Ambulance)

\$126,875 Ridge Hill Rehabilitation

\$568,400 Road Improvement and Repair

\$223,300 Sidewalk Resurfacing and Repair

\$10,700,000 High School Renovation and Addition

\$60,100 RTS Container and Transfer Trailer Replacement

\$83,230 RTS Scale Replacement

\$26,000 Sewer System Inflow Removal

\$25,000 Sewer Service Connector

\$3,500,000 Sewer Relocation Project



New Fire Truck and Ambulance



Sidewalk Repair and Resurfacing



Transfer Trailer Replacement

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\$70,000	Water System Rehabilitation
\$200,000	Water Service Connections
\$100,000	Fire Hydrant Replacement
\$50,000	Route 128 TIP Water System Improvements
\$913,500	Water Rehab Construction (Warren/Kingsbury)



RTS Scale Replacement



Fire Hydrant Replacement

APPENDICES

**Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2006**

	<u>General</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 3,555,964
Investments	\$ 13,202,747
Receivables:	
Property taxes	\$ 2,043,668
Excises	\$ 413,842
Departmental	\$ 608,952
Intergovernmental	\$ -
Betterments	\$ -
Other	\$ 286,075
Other assets	\$ 70,804
Total Assets	<u><u>\$ 20,182,052</u></u>
<u>LIABILITIES</u>	
Warrants and accounts payable	\$ 1,375,450
Deferred revenue	\$ 3,087,732
Accrued liabilities	\$ 2,332,879
Retainage payable	\$ -
Tax refunds payable	\$ 575,816
Anticipation notes payable	\$ -
Other liabilities	\$ 67,255
Total Liabilities	\$ 7,439,132
<u>FUND BALANCES</u>	
Reserved for encumbrances	\$ 1,959,182
Reserved for other specific purposes	\$ 498,656
Reserved for expenditures	\$ 4,336,236
Unreserved:	
Undesignated	\$ 5,948,846
Total Fund Balance	\$ 12,742,920
Total Liabilities and Fund Balance	<u><u>\$ 20,182,052</u></u>

**Town of Needham
Enterprise Funds
Statement of Net Assets
Year Ended June 30, 2006**

	<u>RTS</u>	<u>Sewer</u>	<u>Water</u>
<u>ASSETS</u>			
Current Assets:			
Cash and investments	\$ 1,000,155	\$ 3,038,454	\$ 3,417,168
Receivables:			
Fees and Charges	<u>\$ 165,673</u>	<u>\$ 2,130,245</u>	<u>\$ 1,487,182</u>
Total current assets	\$ 1,165,828	\$ 5,168,699	\$ 4,904,350
Noncurrent Assets:			
Land and construction in progress	\$ 4,899,516	\$ 1,335,788	\$ 720,448
Other capital assets, net of accumulated depreciation	<u>\$ 1,888,880</u>	<u>\$ 11,570,824</u>	<u>\$ 24,250,393</u>
Total noncurrent assets	<u>\$ 6,788,396</u>	<u>\$ 12,906,612</u>	<u>\$ 24,970,841</u>
Total Assets	\$ 7,954,224	\$ 18,075,311	\$ 29,875,191
<u>LIABILITIES</u>			
Current Liabilities:			
Accounts payable	\$ 122,474	\$ 12,638	\$ 129,374
Accrued payroll	\$ 8,629	\$ 12,486	\$ 15,919
Accrued interest	\$ -	\$ 16,801	\$ 28,633
Notes payable	\$ 7,500	\$ -	\$ 2,500
Other liabilities	\$ 9,934	\$ 8,158	\$ 1,043
Current portion of long-term liabilities:			
Bonds payable	\$ 202,000	\$ 519,810	\$ 641,230
Compensated absences	<u>\$ 22,706</u>	<u>\$ 27,986</u>	<u>\$ 13,051</u>
Total current liabilities	\$ 373,243	\$ 597,879	\$ 831,750
Noncurrent Liabilities			
Bonds payable, net of current portion	<u>\$ 155,000</u>	<u>\$ 4,183,260</u>	<u>\$ 5,073,653</u>
Total Liabilities	\$ 528,243	\$ 4,781,139	\$ 5,905,403
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	\$ 6,636,647	\$ 9,044,536	\$ 19,866,296
Unrestricted	<u>\$ 789,334</u>	<u>\$ 4,249,636</u>	<u>\$ 4,103,492</u>
Total Net Assets	<u>\$ 7,425,981</u>	<u>\$ 13,294,172</u>	<u>\$ 23,969,788</u>

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Town Wide Expense	\$22,855,662	\$2,128,363	(\$1,210,282)	\$23,773,743	(\$23,221,201)	(\$133,519)	(\$23,354,720)	\$419,023
General Government	\$2,768,611		\$177,931	\$2,946,542	(\$2,751,212)	(\$150,701)	(\$2,901,913)	\$44,629
Education	\$36,983,351			\$36,983,351	(\$36,100,294)	(\$811,878)	(\$36,912,172)	\$71,179
Public Safety	\$10,062,470		\$141,703	\$10,204,173	(\$9,775,879)	(\$47,286)	(\$9,823,165)	\$381,008
Public Works & Facilities	\$9,261,336	\$147,000	\$814,151	\$10,222,487	(\$9,969,749)	(\$113,395)	(\$10,083,144)	\$139,343
Health & Human Services	\$891,321		\$26,639	\$917,960	(\$826,882)	(\$613)	(\$827,495)	\$90,465
Development & Land Use	\$192,555		\$13,190	\$205,745	(\$180,092)	(\$5,732)	(\$185,824)	\$19,921
Cultural & Leisure Service	\$1,502,938		\$36,668	\$1,539,606	(\$1,513,038)	(\$6,641)	(\$1,519,679)	\$19,927
TOTAL	\$84,518,244	\$2,275,363		\$86,793,607	(\$84,338,346)	(\$1,269,765)	(\$85,608,112)	\$1,185,495
Town Wide Expenses								
1 Retirement (Chapter 34)	\$134,000			\$134,000	(\$122,373)		(\$122,373)	\$11,627
2 Retirement Contributory System	\$3,696,000			\$3,696,000	(\$3,604,709)		(\$3,604,709)	\$91,291
3 Health Insurance	\$9,005,000			\$9,005,000	(\$8,710,490)	(\$24,000)	(\$8,734,490)	\$270,510
4 Insurance Liability Fund	\$380,000			\$380,000	(\$380,000)		(\$380,000)	
5 Unemployment Compensation	\$70,306		\$15,000	\$85,306	(\$70,787)	(\$14,519)	(\$85,306)	
6 Debt Service	\$7,567,348	\$2,023,053		\$9,590,401	(\$9,571,526)		(\$9,571,526)	\$18,875
7 Worker's Compensation	\$385,000			\$385,000	(\$385,000)		(\$385,000)	
8 General Insurance	\$453,000			\$453,000	(\$356,316)	(\$95,000)	(\$451,316)	\$1,684
9 Self Insurance	\$20,000			\$20,000	(\$20,000)		(\$20,000)	
10 Performance Pay Pool*	\$365,500	\$66,500	(\$406,964)	\$25,036				\$25,036
11 Reserve Fund*	\$779,508	\$38,810	(\$818,318)					
Total	\$22,855,662	\$2,128,363	(\$1,210,282)	\$23,773,743	(\$23,221,201)	(\$133,519)	(\$23,354,720)	\$419,023

* 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, 2006**

	Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Board of Selectmen									
101	Salaries	\$406,601		\$23,989	\$430,590	(\$420,023)		(\$420,023)	\$10,567
102	Purchase of Service	\$143,351			\$143,351	(\$101,160)	(\$42,132)	(\$143,293)	\$58
103	Expense	\$22,626			\$22,626	(\$20,689)	(\$1,757)	(\$22,446)	\$180
	Total	\$572,578		\$23,989	\$596,567	(\$541,872)	(\$43,889)	(\$585,761)	\$10,806
Town Clerk & Board of Registrars									
106	Salaries	\$198,121		\$6,927	\$205,048	(\$205,048)		(\$205,048)	\$0
107	Purchase of Service	\$21,325			\$21,325	(\$16,410)	(\$4,910)	(\$21,320)	\$5
108	Expense	\$4,300			\$4,300	(\$4,087)		(\$4,087)	\$213
	Total	\$223,746		\$6,927	\$230,673	(\$225,545)	(\$4,910)	(\$230,455)	\$218
Legal									
111	Salaries	\$61,244		\$1,837	\$63,081	(\$62,303)		(\$62,303)	\$778
112	Purchase of Service	\$150,000		\$70,000	\$220,000	(\$219,884)	(\$115)	(\$219,999)	\$1
113	Expense	\$3,500			\$3,500	(\$2,659)	(\$473)	(\$3,132)	\$368
	Total	\$214,744		\$71,837	\$286,581	(\$284,846)	(\$588)	(\$285,434)	\$1,147
Personnel Board									
116	Salaries	\$3,062		\$47	\$3,109	(\$2,231)		(\$2,231)	\$878
117	Purchase of Service	\$12,500			\$12,500	(\$5,500)	(\$7,000)	(\$12,500)	\$0
118	Expense	\$0			\$0				\$0
	Total	\$15,562		\$47	\$15,609	(\$7,731)	(\$7,000)	(\$14,731)	\$878
Assessing Department									
121	Salaries	\$229,472		\$6,884	\$236,356	(\$214,603)		(\$214,603)	\$21,753
122	Purchase of Service	\$47,000			\$47,000	(\$23,049)	(\$19,760)	(\$42,809)	\$4,191
123	Expense	\$13,250			\$13,250	(\$9,279)	(\$2,684)	(\$11,963)	\$1,287
	Total	\$289,722		\$6,884	\$296,606	(\$246,930)	(\$22,444)	(\$269,374)	\$27,232

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Finance Department								
126 Salaries	\$879,785	(\$20,000)	\$37,478	\$897,263	(\$895,115)		(\$895,115)	\$2,148
127 Purchase of Service	\$426,109	\$20,000	\$30,000	\$476,109	(\$422,162)	(\$53,946)	(\$476,108)	\$1
128 Expense	\$93,105			\$93,105	(\$90,913)	(\$2,192)	(\$93,105)	\$0
129 Capital Outlay	\$27,000			\$27,000	(\$11,268)	(\$15,732)	(\$27,000)	
Total	\$1,425,999		\$67,478	\$1,493,477	(\$1,419,457)	(\$71,871)	(\$1,491,327)	\$2,150
Finance Committee								
131 Salaries	\$25,625		\$769	\$26,394	(\$24,194)		(\$24,194)	\$2,200
132 Purchase of Service	\$125			\$125	(\$125)		(\$125)	
133 Expense	\$510			\$510	(\$510)		(\$510)	
Total	\$26,260		\$769	\$27,029	(\$24,829)		(\$24,829)	\$2,200
Needham Public Schools								
Salaries	\$31,913,492		(\$14,395)	\$31,899,097	(\$31,853,309)		(\$31,853,309)	\$45,788
Purchase of Service	\$3,400,510		(\$47,453)	\$3,353,057	(\$2,686,200)	(\$693,714)	(\$3,379,914)	(\$26,857)
Expense	\$908,531		\$191,518	\$1,100,049	(\$929,637)	(\$118,163)	(\$1,047,800)	\$52,249
Capital Outlay	\$150,605		(\$129,670)	\$20,935	(\$20,936)		(\$20,936)	(\$1)
Total	\$36,373,138		\$36,373,138	\$36,373,138	(\$35,490,081)	(\$811,878)	(\$36,301,959)	\$71,179
Minuteman Regional High School Assessment								
210 Minuteman Assessment	\$610,213			\$610,213	(\$610,213)		(\$610,213)	
Total	\$610,213			\$610,213	(\$610,213)		(\$610,213)	
Police Department								
301 Salaries	\$3,977,343		\$119,007	\$4,096,350	(\$3,866,025)		(\$3,866,025)	\$230,325
302 Purchase of Service	\$61,300			\$61,300	(\$41,529)	(\$4,247)	(\$45,776)	\$15,524
303 Expense	\$168,343			\$168,343	(\$164,497)	(\$3,556)	(\$168,053)	\$290
304 Capital Outlay	\$115,974			\$115,974	(\$95,540)	(\$20,000)	(\$115,540)	\$434
Total	\$4,322,960		\$119,007	\$4,441,967	(\$4,167,591)	(\$27,802)	(\$4,195,393)	\$246,574

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006**

	Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Fire Department									
306	Salaries	\$5,145,678		\$13,364	\$5,159,042	(\$5,072,957)		(\$5,072,957)	\$86,085
307	Purchase of Service	\$74,944			\$74,944	(\$66,303)	(\$5,196)	(\$71,499)	\$3,445
308	Expense	\$156,013			\$156,013	(\$116,942)	(\$12,555)	(\$129,496)	\$26,517
	Total	\$5,376,635		\$13,364	\$5,389,999	(\$5,256,202)	(\$17,750)	(\$5,273,952)	\$116,047
Building Inspector									
311	Salaries	\$351,465		\$9,332	\$360,797	(\$342,974)		(\$342,974)	\$17,823
312	Purchase of Service	\$3,674			\$3,674	(\$2,257)	(\$865)	(\$3,121)	\$553
313	Expense	\$7,736			\$7,736	(\$6,856)	(\$869)	(\$7,725)	\$11
	Total	\$362,875		\$9,332	\$372,207	(\$352,087)	(\$1,734)	(\$353,820)	\$18,387
Department of Public Works									
401	Salaries	\$2,668,429		\$40,163	\$2,708,592	(\$2,706,729)		(\$2,706,729)	\$1,863
402	Purchase of Service	\$668,399	(\$40,000)		\$628,399	(\$547,234)	(\$9,695)	(\$556,929)	\$71,470
403	Expense	\$316,605	\$40,000	\$21,080	\$377,685	(\$362,430)	(\$8,012)	(\$370,442)	\$7,243
404	Capital Outlay	\$0			\$0				\$0
405	Snow & Ice	\$200,000		\$274,265	\$474,265	(\$501,851)		(\$501,851)	(\$27,586)
	Total	\$3,853,433		\$335,508	\$4,188,941	(\$4,118,244)	(\$17,707)	(\$4,135,951)	\$52,990
Municipal Parking Program									
410	Municipal Parking Program	\$204,221			\$204,221	(\$143,715)	(\$41,194)	(\$184,909)	\$19,312
	Total	\$204,221			\$204,221	(\$143,715)	(\$41,194)	(\$184,909)	\$19,312
Municipal Building Maintenance Department									
411	Salaries	\$2,291,547	(\$120,000)	\$73,528	\$2,245,075	(\$2,243,277)		(\$2,243,277)	\$1,798
412	Purchase of Service	\$2,220,004	\$267,000	\$400,000	\$2,887,004	(\$2,840,358)	(\$46,338)	(\$2,886,696)	\$308
413	Expense	\$317,512			\$317,512	(\$313,501)	(\$5)	(\$313,506)	\$4,006
	Total	\$4,829,063	\$147,000	\$473,528	\$5,449,591	(\$5,397,137)	(\$46,343)	(\$5,443,479)	\$6,112

Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Municipal Street Lighting Program								
420 Street Lighting Program	\$291,500			\$291,500	(\$230,907)	(\$8,152)	(\$239,059)	\$52,441
Total	\$291,500			\$291,500	(\$230,907)	(\$8,152)	(\$239,059)	\$52,441
Permanent Public Building Committee								
421 Salaries	\$77,319		\$5,115	\$82,434	(\$75,180)		(\$75,180)	\$7,254
422 Purchase of Service	\$1,500			\$1,500	(\$441)		(\$441)	\$1,059
423 Expense	\$4,300			\$4,300	(\$4,125)		(\$4,125)	\$175
Total	\$83,119		\$5,115	\$88,234	(\$79,746)		(\$79,746)	\$8,488
Board of Health								
501 Salaries	\$295,683		\$9,285	\$304,968	(\$293,697)		(\$293,697)	\$11,271
502 Purchase of Service	\$78,366			\$78,366	(\$78,014)	(\$203)	(\$78,217)	\$149
503 Expense	\$7,550			\$7,550	(\$7,120)	(\$410)	(\$7,529)	\$21
Total	\$381,599		\$9,285	\$390,884	(\$378,830)	(\$613)	(\$379,443)	\$11,441
Veterans Services								
506 Salaries	\$54,745		\$1,717	\$56,462	(\$46,006)		(\$46,006)	\$10,456
507 Purchase of Service	\$450			\$450	(\$84)		(\$84)	\$366
508 Expense	\$33,350			\$33,350	(\$5,093)		(\$5,093)	\$28,257
Total	\$88,545		\$1,717	\$90,262	(\$51,184)		(\$51,184)	\$39,078
Youth Commission								
511 Salaries	\$185,877		\$5,726	\$191,603	(\$190,198)		(\$190,198)	\$1,405
512 Purchase of Service	\$2,800			\$2,800	(\$2,605)		(\$2,605)	\$195
513 Expense	\$1,990			\$1,990	(\$1,759)		(\$1,759)	\$231
Total	\$190,667		\$5,726	\$196,393	(\$194,562)		(\$194,562)	\$1,831

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Council on Aging								
516 Salaries	\$220,527		\$9,911	\$230,438	(\$193,952)		(\$193,952)	\$36,486
517 Purchase of Service	\$4,295			\$4,295	(\$3,473)		(\$3,473)	\$822
518 Expense	\$5,175			\$5,175	(\$4,882)		(\$4,882)	\$293
Total	\$229,997		\$9,911	\$239,908	(\$202,306)		(\$202,306)	\$37,602
Commission on Disabilities								
525 Expenses	\$513			\$513				\$513
Total	\$513			\$513				\$513
Planning Board								
601 Salaries	\$127,829		\$3,835	\$131,664	(\$117,700)		(\$117,700)	\$13,964
602 Purchase of Service	\$7,750			\$7,750	(\$2,798)	(\$4,948)	(\$7,746)	\$4
603 Expense	\$3,310			\$3,310	(\$1,996)		(\$1,996)	\$1,314
Total	\$138,889		\$3,835	\$142,724	(\$122,493)	(\$4,948)	(\$127,441)	\$15,283
Conservation Commission								
606 Salaries	\$30,724		\$922	\$31,646	(\$31,144)		(\$31,144)	\$502
607 Purchase of Service	\$2,070			\$2,070	(\$1,333)	(\$689)	(\$2,021)	\$49
608 Expense	\$1,823			\$1,823	(\$1,728)		(\$1,823)	
Total	\$34,617		\$922	\$35,539	(\$34,204)	(\$784)	(\$34,988)	\$551
Board of Appeals								
611 Salaries	\$15,326		\$7,933	\$23,259	(\$20,409)		(\$20,409)	\$2,850
612 Purchase of Service	\$3,040			\$3,040	(\$2,362)		(\$2,362)	\$678
613 Expense	\$170		\$500	\$670	(\$199)		(\$199)	\$471
Total	\$18,536		\$8,433	\$26,969	(\$22,970)		(\$22,970)	\$3,999
Historical Commission								
620 Expenses	\$513			\$513	(\$425)		(\$425)	\$88
Total	\$513			\$513	(\$425)		(\$425)	\$88

**Town of Needham
General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
Library								
701 Salaries	\$843,558		\$23,956	\$867,514	(\$860,683)		(\$860,683)	\$6,831
702 Purchase of Service	\$18,010			\$18,010	(\$15,348)		(\$15,348)	\$2,662
703 Expense	\$12,431			\$12,431	(\$11,591)	(\$711)	(\$12,302)	\$129
704 Books, Periodicals, AV	\$151,905			\$151,905	(\$151,866)	(\$39)	(\$151,905)	
Total	\$1,025,904		\$23,956	\$1,049,860	(\$1,039,489)	(\$750)	(\$1,040,239)	\$9,621
Park & Recreation Commission								
706 Salaries	\$390,409		\$12,712	\$403,121	(\$393,546)		(\$393,546)	\$9,575
707 Purchase of Service	\$50,778			\$50,778	(\$49,761)	(\$950)	(\$50,711)	\$67
708 Expense	\$23,347			\$23,347	(\$22,998)	(\$272)	(\$23,270)	\$77
709 Capital Outlay	\$12,000			\$12,000	(\$6,936)	(\$4,669)	(\$11,605)	\$395
Total	\$476,534		\$12,712	\$489,246	(\$473,241)	(\$5,891)	(\$479,132)	\$10,114
Memorial Park								
715 Expenses	\$500			\$500	(\$308)		(\$308)	\$192
Total	\$500			\$500	(\$308)		(\$308)	\$192
TOTAL OPERATING BUDGET	\$84,518,244	\$2,275,363		\$86,793,607	(\$84,338,346)	(\$1,269,765)	(\$85,608,112)	\$1,185,495

Town of Needham
RTS Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2006

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
1001 Salaries	\$508,017			\$508,017	(\$474,658)		(\$474,658)	\$33,359
1002 Purchase of Service	\$978,200	\$70,000		\$1,048,200	(\$958,685)	(\$65,050)	(\$1,023,735)	\$24,465
1003 Expenses	\$128,230		\$22,500	\$150,730	(\$147,283)	(\$1,074)	(\$148,357)	\$2,373
1004 Capital Outlay								
1005 Debt Service	\$229,697			\$229,697	(\$226,078)		(\$226,078)	\$3,619
1006 Reserve Fund*	\$45,000		(\$22,500)	\$22,500				\$22,500
TOTAL	\$1,889,144	\$70,000		\$1,959,144	(\$1,806,704)	(\$66,124)	(\$1,872,828)	\$86,316

* 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, 2006

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
2001 Salaries	\$530,936			\$530,936	(\$507,078)		(\$507,078)	\$23,858
2002 Purchase of Service	\$147,329			\$147,329	(\$133,123)	(\$13,279)	(\$146,401)	\$928
2003 Expenses	\$67,258			\$67,258	(\$61,603)	(\$469)	(\$62,072)	\$5,186
2004 Capital Outlay	\$25,000			\$25,000		(\$23,691)	(\$23,691)	\$1,309
2005 MWRA Assessment	\$4,703,106			\$4,703,106	(\$4,640,239)		(\$4,640,239)	\$62,867
2006 Debt Service	\$1,088,010			\$1,088,010	(\$991,299)		(\$991,299)	\$96,711
2007 Reserve Fund*	\$35,000			\$35,000				\$35,000
TOTAL	\$6,596,639			\$6,596,639	(\$6,333,341)	(\$37,439)	(\$6,370,781)	\$225,858

* 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, 2006**

Description	Annual Town Meeting Appropriations	Special Town Meeting Appropriations	Approved Transfers	Total Available for Expenditure	Disbursements	FY 2006 Encumbrances	Total Expenditures	Unexpended Balance
3001 Salaries	\$848,577			\$848,577	(\$760,871)		(\$760,871)	\$87,706
3002 Purchase of Service	\$374,952			\$374,952	(\$268,588)	(\$44,389)	(\$312,976)	\$61,976
3003 Expenses	\$396,470			\$396,470	(\$321,602)	(\$66,654)	(\$388,256)	\$8,214
3004 Capital Outlay	\$20,000			\$20,000	(\$19,499)		(\$19,499)	\$501
3005 MWRA Assessment	\$360,859			\$360,859	(\$351,877)		(\$351,877)	\$8,982
3006 Debt Service	\$1,105,601			\$1,105,601	(\$1,128,527)		(\$1,128,527)	(\$22,926)
3007 Reserve Fund*	\$75,000			\$75,000				\$75,000
TOTAL	\$3,181,459			\$3,181,459	(\$2,850,964)	(\$111,043)	(\$2,962,007)	\$219,452

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

**Town of Needham
Trust Funds
Year Ended June 30, 2006**

Fund	July 1, 2005	Receipts	Disbursements & Adjustments	June 30, 2006
Anita M. Reinke Memorial Scholarship	\$8,873	\$407	\$200	\$9,080
Catherine M. Wharton Memorial Scholarship	\$1,756	\$4,168	\$1,500	\$4,424
Centennial Football Scholarship	\$2,173	\$102		\$2,275
Class of 1979 Scholarship	\$66	\$1	\$67	\$0
C. J. Cullen III Memorial Scholarship	\$34,980	\$1,622	\$1,000	\$35,602
Dana F. Burke Scholarship	\$4,318	\$413	\$350	\$4,381
De Fazio Family Memorial Scholarship	\$17,819	\$766	\$1,000	\$17,585
Derwood Newman Memorial	\$34,266	\$1,607		\$35,873
Dr. Lee Allan Memorial	\$2,250	\$101	\$100	\$2,251
Dwight School (Pollard School)	\$25,275	\$1,184		\$26,460
Edward J. Stewart 13 Club Scholarship	\$12,103	\$502	\$1,000	\$11,605
Edward Kasip Scholarship	\$5,425	\$172	\$500	\$5,098
Edward Keady Memorial Scholarship	\$5,914	\$60	\$2,500	\$3,474
Frederick Barstow Scholarship	\$281,170	\$13,176		\$294,345
Frederick Harris Scholarship	\$14,829	\$20,978	\$400	\$35,407
George Morse Memorial Scholarship	\$155,687	\$13,884	\$2,500	\$167,070
High School Sports Endowment	\$22,833	\$1,076		\$23,909
Joan W. Swartz Memorial Scholarship	\$4,474	\$270	\$1,000	\$3,744
John Akers		\$30,543		\$30,543
John C. Wood (High School Library)	\$11,379	\$533		\$11,912
Joseph Paulini Scholarship		\$588		\$588
Karen Decembre Scholarship	\$12	\$993	\$1,005	(\$0)
Kyle Shapiro Scholarship		\$11,973		\$11,973
Leo F. Richards Jr. Scholarship	\$5,608	\$252	\$250	\$5,610
Mark R., Beane Memorial Scholarship	\$27,700	\$1,282	\$1,500	\$27,481
Martin Luther King Scholarship	\$4,040	\$1,849	\$3,200	\$2,689
Michael Challis Memorial Fund	\$166	\$150	\$315	
Mary Ann Dolan Scholarship		\$43		\$43
Minot Mac Donald (Carter School Library)	\$6,941	\$325		\$7,266
Miriam Kronish Scholarship	\$1,694	\$1,587	\$750	\$2,531
Nate Tavalone Scholarship	\$5,611	\$567	\$400	\$5,779
New Century Club Scholarship	\$20,809	\$914	\$2,000	\$19,723
Nina Pansuk Scholarship	\$117,324	\$5,371	\$3,000	\$119,695
Peter Eloranta Chemistry Award Scholarship	\$8,430	\$110	\$100	\$8,440
Peter Eloranta Scholarship	\$105,094	\$5,161	\$17,075	\$93,180
Rebecca H. Perry Memorial Scholarship	\$236,347	\$10,637	\$11,700	\$235,284
Richard Jensen, Sr. Memorial Scholarship	\$1,718	\$81		\$1,799
Ruth Ann B. Simmons MD Memorial Scholarship	\$21,970	\$984	\$1,000	\$21,954
School Permanent Donation	\$4,972	\$469	\$2,114	\$3,327
Stacy Neilson Memorial Fund (Soccer Team)	(\$1,559)		(\$1,559)	\$0
Stanley Willox Memorial Scholarship	\$2,495.69		\$500.00	\$1,995.69
Steven Wernick Memorial Scholarship	\$297.66	\$9.02	\$250.00	\$56.68
Students Need Arts Trust Fund	\$4,679.32	\$219.28		\$4,898.60
Timothy P. Flanagan Memorial Scholarship	\$19,560.63	\$874.42	\$1,000.00	\$19,435.05
walter burke	(\$9.42)		(\$9.00)	(\$0.42)
William G. Moseley Scholarship	\$17,671.49	\$817.55	\$250.00	\$18,239.04

**Town of Needham
Trust Funds
Year Ended June 30, 2006**

Fund	July 1, 2005	Receipts	Disbursements & Adjustments	June 30, 2006
William T. Burke Memorial Scholarship	\$4,620.40	\$204.03	\$500.00	\$4,324.43
Interest to be allocated		\$744.83		\$744.83
Subtotal School	\$1,261,782.48	\$137,768.47	\$57,457.65	\$1,342,093.30
Arthur W. & Barbara S. Hatch Fund	\$283,253.54	\$12,335.23	\$33,865.91	\$261,722.86
Bosworth Library Trust Fund	\$6,653.65	\$283.33	\$1,657.00	\$5,279.98
Charles Fredic Clifford Henderson Library 10% Trust	\$81,830.81	\$3,831.82	\$103.04	\$85,559.59
Cora Proctor Thurston Fund	\$12,526.00	\$586.98		\$13,112.98
Helen DE M. Dunn Library Trust Fund	\$2,172.72	\$96.13	\$189.71	\$2,079.14
Karl L. Nutter Library Trust Fund	\$2,055.75	\$95.14	\$66.00	\$2,084.89
Laura G. Willgoose Library Trust Fund	\$134,825.45	\$6,230.01	\$3,808.59	\$137,246.87
Library Permanent Donation Fund	\$32,579.71	\$13,062.30	\$18,160.01	\$27,482.00
Lois Carley Children's Library Trust	\$10,760.56	\$494.73	\$380.65	\$10,874.64
Martha Barr Library Trust Fund	\$2,071.95	\$97.11		\$2,169.06
Myra S. Greenwood Library Trust Fund	\$48,114.83	\$2,254.69		\$50,369.52
Roger S. Corliss Fund	\$6,930.43	\$314.10	\$452.01	\$6,792.52
William Carter Fund	\$34,774.02	\$1,584.08	\$350.00	\$36,008.10
William H. Wye Library Fund	\$1,496.80	\$67.99	\$57.95	\$1,506.84
Interest to be allocated		\$558.59		\$558.59
Subtotal Library	\$660,046.22	\$41,892.23	\$59,090.87	\$642,847.58
Board of Health	\$123.95	\$5.80		\$129.75
Community Revitalization Maintenance 10% Trust	\$10,055.04	\$6,979.69	\$2,562.70	\$14,472.03
Community Revitalization Trust	\$1,862.82	\$42,590.60	\$39,740.65	\$4,712.77
Council on Aging Permanent Donation	\$165,005.93	\$7,732.39		\$172,738.32
Domestic Violence Trust	\$200,556.21	\$9,480.08	\$5,500.00	\$204,536.29
Esther Lyford Trust	\$6,745.85	\$316.12		\$7,061.97
General Trust Allocation	\$2,223.00	\$741.65	\$2,223.00	\$741.65
Green Field Improvement Association Fund	\$3,698.00	\$181.92		\$3,879.92
John B. Tolman Trust (Library/Temperance Organization)	\$142,358.00	\$6,590.33	\$5,672.34	\$143,275.99
Mary Virginia E. Hill (Animal Welfare) Fund	\$8,883.00	\$416.24		\$9,299.24
Needham Cemetery Grand Army Lot Perpetual Care Fund	\$8,320.00	\$389.90		\$8,709.90
Needham Military Band Inc. 2011 Fund	\$18,527.00	\$868.30		\$19,395.30
Park & Recreation (Park Beautification) Fund	\$7,578.85	\$1,160.94		\$8,739.79
Rebecca Perry Park Trust Fund	\$24,057.00	\$1,128.77		\$25,185.77
Robert & Marcia Carleton Memorial Trust Fund	\$63,297.00	\$2,965.69		\$66,262.69
Robert & Marcia Carleton Pavilion Fund	\$22,287.18	\$1,044.86		\$23,332.04
Skate Park Trust Fund	\$1,551.24	\$106.43		\$1,657.67
Subtotal Other Funds	\$687,130.07	\$82,699.71	\$55,698.69	\$714,131.09
TOTAL	\$2,608,958.77	\$262,360.41	\$172,247.21	\$2,699,071.97

**THE COMMON WEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION
OF**

FISCAL 2006

NEEDHAM

City\Town\District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe) \$ 104,294,153.95

Ib. Total estimated receipts and other revenue sources (from IIIe) 35,312,234.00

Ic. Tax levy (Ia minus Ib) \$ 68,981,919.95

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	79.1015%	54,565,733.41	6,200,927,493	8.80	54,568,161.94
Exempt					0.00
Open Space	0.0000%	.00	0		0.00
Commercial	14.5261%	10,020,382.67	584,518,198	17.14	10,018,641.91
Exempt					0.00
Industrial	3.8304%	2,642,283.46	154,136,100	17.14	2,641,892.75
SUBTOTAL	97.4580%		6,939,581,791		67,228,696.60
Personal	2.5420%	1,753,520.41	102,288,410	17.14	1,753,223.35
TOTAL	100.0000%		7,041,870,201		68,981,919.95

MUST EQUAL 1C

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

Date

Tel. No

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

Reviewed By : NELSON ANDREW

Date : 22-DEC-05

Approved : ANTHONY RASSIAS

Director of Accounts : 

NEEDHAM
City/Town/District

FISCAL 2006

II. Amounts to be raised

IIa. Appropriations (col. (b) through col. (e) from page 4)		\$	101,146,108.68
IIb. 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	.00		
3. Final court judgments	.00		
4. Total overlay deficits of prior years	.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	749,607.00		
6. Revenue deficits	177,710.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	.00		
8. Authorized deferral of teacher's pay	.00		
9. Snow and ice deficit Ch. 44 Sec. 31d	140,447.00		
10. Other (specify on separate letter)	.00		
TOTAL IIb (Total lines 1 through 10)			1,080,264.00
IIc. State and county cherry sheet charges (C.S. 1-EC cols. 1 and 2)			981,582.00
IId. Allowance for abatements and exemptions (overlay)			1,086,199.27
Ile. Total amount to be raised (Total IIa through IId)		\$	104,294,153.95

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	6,630,643.00	
2. Massachusetts school building authority payments		1,293,126.00	
TOTAL IIIa			7,923,769.00
IIIb. Estimated receipts - Local			
1. Local receipts not allocated (page 3,col.(b),Line23)	7,501,648.00		
2. Offset receipts (See Schedule A-1)	.00		
3. Enterprise funds (See Schedule A-2)	13,196,729.00		
4. Community preservation funds (See Schedule A-4)	1,170,000.00		
TOTAL IIIb			21,868,377.00
IIIc. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col. (c))	.00		
2. Other available funds (Page 4, col. (d))	2,259,742.00		
TOTAL IIIc			2,259,742.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash...appropriated on or before June 30,2006	3,260,346.00		
b. Free cash...appropriated on or after July 1,2006	.00		
2. Municipal light source	.00		
3. Teacher's pay deferral	.00		
4. Other source :	.00		
TOTAL IIId			3,260,346.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		\$	35,312,234.00
IV.Summary of total amount to be raised and total receipts from all sources			
a. Total amount to be raised (from Ile)		\$	104,294,153.95
b. Total estimated receipts and other revenue sources(from IIIe)	\$	35,312,234.00	
c. Total real and personal property tax levy (from Ic)	\$	68,981,919.95	
d. Total receipts from all sources (total IVb plus IVc)		\$	104,294,153.95

LOCAL RECEIPTS NOT ALLOCATED *

NEEDHAM

City/Town/District

(a)
Actual
Receipts
Fiscal 2005

(b)
Estimated
Receipts
Fiscal 2006

1	MOTOR VEHICLE EXCISE	4,301,123.00	3,950,000.00
2	OTHER EXCISE	296,878.00	235,000.00
3	PENALTIES AND INTEREST ON TAXES AND EXCISES	316,256.00	190,000.00
4	PAYMENTS IN LIEU OF TAXES AND EXCISES	279,077.00	250,000.00
5	CHARGES FOR SERVICES - WATER	.00	.00
6	CHARGES FOR SERVICES - SEWER	.00	.00
7	CHARGES FOR SERVICES - HOSPITAL	.00	.00
8	CHARGES FOR SERVICES - TRASH DISPOSAL	.00	.00
9	OTHER CHARGES FOR SERVICES	647,373.00	575,000.00
10	FEES	213,069.00	195,000.00
11	RENTALS	20,560.00	18,000.00
12	DEPARTMENTAL REVENUES - SCHOOLS	.00	.00
13	DEPARTMENTAL REVENUES - LIBRARIES	37,860.00	33,000.00
14	DEPARTMENTAL REVENUES - CEMETERIES	.00	.00
15	DEPARTMENTAL REVENUES - RECREATION	279,129.00	235,000.00
16	OTHER DEPARTMENTAL REVENUE	278,623.00	248,000.00
17	LICENSES AND PERMITS	938,366.00	800,000.00
18	SPECIAL ASSESSMENTS	2,484.00	.00
19	FINES AND FORFEITS	170,811.00	160,000.00
20	INVESTMENT INCOME	542,729.00	475,000.00
21	MISCELLANEOUS RECURRING(PLEASE SPECIFY)	138,263.00	120,000.00
22	MISCELLANEOUS NON-RECURRING(PLEASE SPECIFY)	910,269.00	17,648.00
23	TOTALS	\$ 9,372,870.00	\$ 7,501,648.00

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 2006 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.

Date Accountant/Auditor Telephone No.

* Do not include receipts in columns (a) or (b) that were voted by the City/Town 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 FY2005 estimated receipts to FY2006 estimated receipts to be used in calculating the municipal revenue growth factor.

		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
02/07/05	2005	.00						10,700,000.00
02/08/05	2006	.00						
05/02/05	2006	693,958.00	274,858.00			419,100.00	680,100.00	276,080.00
05/04/05	2006	13,195,242.00	948,000.00			12,247,242.00		126,875.00
05/09/05	2006	150,000.00	100,000.00		50,000.00			791,700.00
05/09/05	2006	80,000.00			40,000.00	40,000.00		
05/11/05	2006	84,864,194.00	84,177,465.00		566,729.00	120,000.00		1,898,050.00
11/07/05	2006	2,162,714.68	539,701.68		1,603,013.00	20,000.00	75,000.00	3,500,000.00
Totals		101,146,108.68	86,040,024.68		2,259,742.00	12,846,342.00		
		Must Equal Cols. (b) thru (e)						

* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2005 or fiscal June 30,2006.

** 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.

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

**2006 Town of Needham Annual Report
Addendum Note**

Editing errors within the Public Health Department's Submission resulted in an incomplete Annual Report. The attached Addendum contains the full text.

We apologize for any inconvenience or confusion this may cause.

PUBLIC HEALTH DEPARTMENT FY 06

Elected Board of Health Members:

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

Needham Health Department

Janice Berns, R.N., M.S., Ed.D., Director
Donna Carmichael, R.N., Public Health Nurse
Maryanne Dinell, Traveling Meals Coordinator
Maureen Doherty, Assistant Emergency Preparedness Coordinator
Bryan Eustis, M.P.H., Emergency Preparedness Coordinator
Jeanne Floitgraf, Department Assistant
Brian Flynn, R.S., Environmental Health Agent
Harry Greenlaw, Animal Inspector
Tara Gurge, R.S., M.P.H., Environmental Health Agent
Jane Lischewski, Administrative Coordinator
Donna Vigliano, R.N., Public Health Nurse

Mission

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

FY 06 Highlights

For FY'06, the Health Department reports the following highlights:

- The first Public Health grant funded by the Southeast Homeland Security Council to expand the Needham Volunteer Medical Corps and develop corps in six surrounding towns.
- Memorandum of Understanding signed with the 27 towns of the Region 4B Emergency Preparedness Region and Boston.
- \$314,032 in Grants and Donations and \$69,000 in Permits and Fees received
- Needham became a HeartSafe Community with the efforts of the Health Department, Fire Department, Police Department, School Health Services Department, and Beth Israel Deaconess Hospital Needham. AED's are in place in 13 Town Buildings and Schools and 235 employees are trained in CPR and the use of AED's.

- The Needham Volunteer Medical Corps has expanded to 180 volunteers in Needham and to over 900 in the sub-region of Dedham, Canton, Milton, Norwood, Westwood, and Wellesley. Ten trainings were provided and two exercises including a communication exercise and a full-scale emergency dispensing site exercise with over 180 volunteers.
- The Local Emergency Planning Committee received Full Certification from MEMA.
- 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.
- There were 109 communicable diseases reported and investigated by the Public Health Nurses
- More than 1,980 persons participated in the flu immunization clinics, including clinics and special population groups, and over 2,450 doses were distributed to local nursing homes, and pediatric practices.
- Capacity in nursery school, day care and before and after school programs licensed by the Health Department increased to 1,784.
- More than 2,392 persons consulted the Public Health Nurses for wellness visits.
- There were 382 food service inspections conducted on 124 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 142 Title V septic system inspections, plan reviews, and home addition reviews (with septic).
- There were 98 general nuisance inspections (98% responded to the same day as complaint was received).
- The Traveling Meals Program delivered over 10,958 meals and volunteers provided over 3,300 hours of service to pack and deliver the meals.
- There were 86 pets placed under quarantine by the Animal Inspectors.
- The Health Department web page continues to grow and includes application forms, links and educational information. Please view us at www.town.needham.ma.us/boh

Grants Awarded and Donations Received

\$126,000	Homeland Security Grant to build the Volunteer Medical Corps purchase emergency equipment, supplies, trailer, generator, and two training exercises.
\$10,000	MetroWest Health Care Foundation Grant awarded to develop the role of the Public Health Emergency Preparedness Coordinator.
\$8,450	Region 4B Public Health Emergency Preparedness to develop educational materials and emergency supplies.
\$5,000	Virginia & Ruth Bigwood Domestic Violence Trust Fund - supports activities of the Needham Domestic Violence Action Committee and the Board of Health.
\$70,000	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.
\$22,481	Springwell grant for individuals in the Traveling Meals Program who are unable to pay cost of their meal.
\$3,101	“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.
\$3,000	Smokefree Communities Grant – 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.
\$31,000	CHNA#18 (MDPH) Community Health Network Area focused on Public Health Advocacy, Nutrition and Exercise projects.
\$35,000	Volunteer Services provided over 3,300 hours (approximately equal to \$35,000 in salary) to pack and deliver meals to clients in the Traveling Meals Program.

Public Health and Safety

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 a regional exercise on avian influenza. Health Director was elected to the 4B Executive Board.
- The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet monthly with town departments, local hospital, businesses, the media, and residents.
- Emergency Plans continue to expand and be updated including Special Populations and Emergency Dispensing Plans.
- All staff trained in Incident Command and National Incident System 100, 200, and 700.
- Mailer to all residents on Emergency Preparedness.

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 Volunteer Medical Corps (NVMC) to assist in Emergency Response. We have over 180 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.

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Communicable Disease

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

	FY 04	FY 05	FY 06
Campylobacter	3	6	2
Cryptosporidia	0	0	4
E-Coli	0	0	0
Giardiasis	3	3	1
Hepatitis A	0	0	2
Hepatitis B	3	8	8
Hepatitis C	2	0	0
Listeria	0	0	1
Lyme Disease	27	23	38
Inv. Haemophilus Influenza	1	0	1
Shigella	0	0	1
Meningitis Viral	4	0	0
Strep A	2	0	0
Pertussis	8	16	15
Rabies (Animals)	0	0	0
Salmonellosis	5	6	4
Tuberculosis Pulmonary	0	2	1
Positive PPD	3	3	6
Varicella	0	15	17
Inv. Strep Pneumonia	2	5	7
Tuberculin Non Pulmonary	0	0	1

Screening Programs

	FY 04	FY 05	FY 06
Colo-Rectal Screening	51	50	35
Employee Office Visits	172	129	153

Employee Wellness	-	495	851
Glaucoma	21	27	16
Hearing	146	149	65
Mantoux Testing	276	71	112
Police Weight Screening	45	39	41
Skin Cancer Screening	43	53	40
Vision	146	149	65
Wellness Office Visits	2,241	1,954	810
Wellness Clinics - Visits	272	254	240

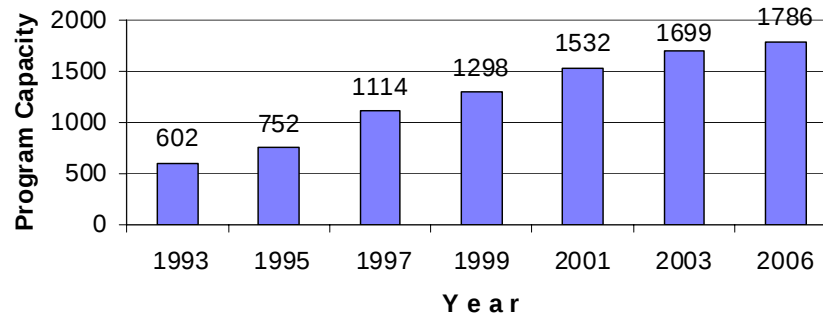
Immunizations

	FY 04	FY 05	FY 06
Influenza (Doses Administered & Distributed)	3,490	3,960	4,520
Other Immunizations Administered	140	86	160
Local Area Vaccine Distribution Doses	12,363	12,442	12,778
YTD Vaccine Value (provided by the Massachusetts Department of Public Health)			\$452,300.00

Licensed Facilities

	FY 04	FY 05	FY 06
Day Camps	7	8	8
Inspections	24	24	21
After School	13	13	13
Day Care Facilities	17	18	18
Total Enrollment	1,746	1,737	1,784
Inspections	84	68	62
Tanning Parlors	3	2	2
Inspections	6	4	4

Day Care and After School Program Capacity by Year



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 471 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes.

Federal Fuel Assistance Programs

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

Assistance and Human Service Programs

	FY 04	FY 05	FY 06
Coordinate Local Assistance (families)*	94	80	84
Federal Energy Assistance (families)	82	90	87
Health Guidance/ Home Visits/SAFTE	96	46	34 / 28
Salvation Army (families)	21	21	27

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

Animal Inspections

Animals Quarantined for Exposure to Potentially Rabid Animals

	FY 04	FY 05	FY 06
Cats (45-day quarantine)	54	38	46
Cats (6-month quarantine)	14	14	7
Dogs (45-day quarantine)	15	5	3
Dogs (6 month quarantine)	0	1	0
Animal Bites			
Cat/Human	8	3	4
Dog/Human	19	20	21
Dog/Dog	6	1	7

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

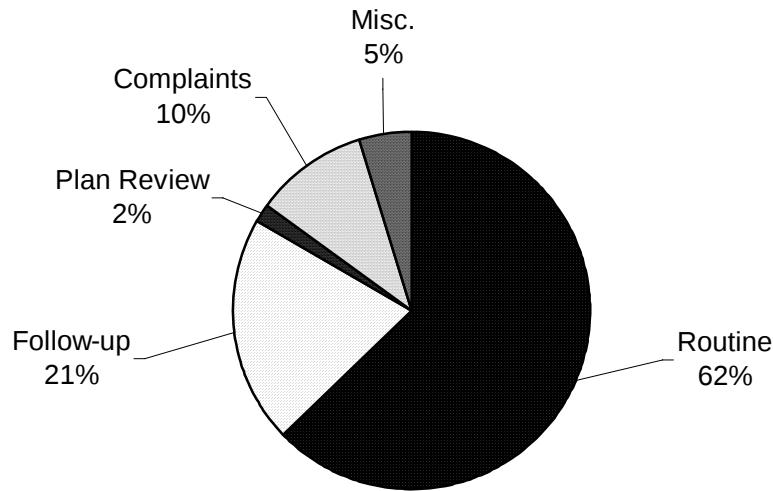
community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs, etc.)

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.

**Needham Health Department - FY 06
Food Service Inspections (Total = 382)**



Inspections and Reviews

	FY 03	FY 04	FY 05	FY 06
Carbonated Beverages	2	2	1	1
Food service: inspections/ hearings/complaints, etc.:	414	406	450	470
Chap. II housing inspections	19	16	27	18
General Nuisance Inspections	61	98	78	98
Rabies Clinics	3	3	2	2
Title V systems inspections, plan reviews and home additions	63	70	97	142
Title V systems installations	4	3	10	10
Subdivision Field inspections/Plan reviews/correspondence	10	12	9	9
Swimming pool inspections	10	8	6	9
Suspect food borne illness Reports submitted to state	9	3	4	6
Demolition reviews	76	79	89	76
Tobacco compliance checks, inspections/follow-ups, etc.				131

Licenses and Permits

	FY 03	FY 04	FY 05	FY 06
Animal Permits	5	5	8	9
Bottling Plant Licenses	1	1	1	1
Food Establishment Licenses	122	122	124	126
One-Day & Temporary Event Permits	40	39	38	58
Mobile Food Licenses	7	6	6	4
Massage Licenses (Therapists & Establishments)	28	36	44	45
Septic Hauler Permits	9	10	8	8
Subsurface Sewage Installers' Permits	18	14	14	15
Tobacco Sales Permits	18	18	17	17
Caterers	2	2	1	1
Disposal of sharps				6

Additional Permits

	FY 03	FY 04	FY 05	FY 06
Funeral Directors' Licenses	3	3	3	3
Burial Permits	426	381	432	421

Traveling Meals

The Traveling Meals Program, a volunteer based service, was established in 1971. The loyal volunteers for the Program are our Town's residents and members of local businesses and organizations in Needham. These committed citizens are the basis for the longevity of this valued community service.

Two meals are delivered at approximately the same time each day. The fee for service Program is available to any homebound Needham resident unable to shop or prepare meals for themselves, regardless of age or income. Beth Israel Hospital Needham subsidizes this Program. Springwell Elder Services and donations from "FRIENDS" of the Board of Health and Traveling Meals Program (a hometown fund raising organization) supplemented the cost of some home delivered meals. The generosity of these organizations made it possible for 35 Needham

residents to receive delivered meals at “no charge” or at a minimal cost during July 1, 2005 and June 30, 2006.

Mental Health and Substance Abuse

The Town of Needham supports children, families and adults by providing funding to *Riverside Community Care*. Through this funding, Riverside provides a continuum of mental health and related services as a payer of last resort. Many of Riverside’s programs and services are located and delivered within the Town of Needham. In fiscal year 2006, Riverside provided services to 381 Needham residents, an increase of about 13% compared to last year, and does not count the Needham Public School faculty who received consultation services from the Alternative Youth Program.

The Riverside Early Intervention Program provided almost 5134 hours of service to 155 developmentally at-risk Needham children, age birth to three years.

Four Riverside Outpatient Center provided 1813 hours and two Day Treatment programs provided over 500 days of treatment including individual, group, family counseling and/or medication services to 255 Needham residents. Treatment issues include behavioral interventions for cognitively disabled adults, severe, persistent, chronic mental illness, parent/child relationship, school problems, substance abuse, employment issues, domestic violence, traumatic events and a spectrum of complex adolescent mental health diagnoses.

The Riverside Emergency Service Team and Urgent Care Center provided 87 hours of emergency response and respite care to 54 Needham residents with mental health and/or substance abuse emergencies.

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. In FY 2006, AYS delivered over 200 service hours to 41 Needham residents. AYS staff also provided 49 hours of consultation to school staff and participation in community activities. 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.

In Needham, Riverside Alternative Youth Services was integrally involved in the community’s response to the suicide of a high school senior in April. AYS clinicians provided grief support to the high school faculty, staff and students in the days following the death. Supported by suicide prevention grant awarded to Riverside, we were able to place a Psychologist, Dave Bendor, in the Needham school community to meet with the faculty and staff and help develop plans for helping the school community manage any issues that emerged. Program Director Jim McCauley was also appointed to lead the Postvention Subcommittee on the Needham Suicide Prevention Task Force. Jim McCauley and David

Bendor have been providing a parent support group to 15 parents who are concerned about their childrens' risky behaviors. David Bendor offered grief support to 12 peers of the student who died. Nanci Ginty and David Bendor also worked with the faculty of the Pollard Middle School, and presented a workshop to faculty titled "Looking Back, Moving Forward" to offer support and education around suicide prevention. AYS is continuing to provide support to the Needham Public Schools this fall.

The Riverside Life Skills Center provided intensive clinical day treatment services to 7 Needham adolescents who were temporarily unable to function in a school setting due to severe emotional problems.

The Riverside Family Partnership offers short-term therapeutic treatment options for youth residing at home, in residential programs, and in hospitals. Last year, 8 Needham families received several months of intensive service through the Family Partnership.

MENTAL RETARDATION and DEVELOPMENTAL DISABILITIES

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

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

HIV/AIDS ADVISORY COUNCIL

The mission of the HIV/AIDS Advisory Council is to educate the community about HIV/AIDS. Activities have included:

- World AIDS Day Candle Lighting Ceremony
- Hosting the Names Quilt at Needham High School and Pollard Middle School
- Dissemination of educational information and displays;
- Speakers, panels, adult education seminars;
- Liaison to Town boards;

- Reviewing the HIV/AIDS curriculum in the school system.

Eat Well/Be Fit Needham

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

- *Healthy Alternatives for Celebrations* brochure to all grammar schools, parents, students, staff, day cares
- Collaboration with other towns and Metco
- Educational and informational fairs
- Outreach to local restaurants
- Monthly *Eat Well/ Be Fit* column in *The Needham Times*.
- Healthy Recipe cards at Sudbury Farms
- Educational Forums
- Walk to School Initiatives

Needham Domestic Violence Action Committee (DVAC)

This committees mission is to educate the community on the issues of domestic violence. Activities have included:

- RAD Training to students at Olin College and Needham High School
- *Yellow Dress* and *Silent Witness* productions for the community
- Funded educational programs brought to Needham High School and Pollard such as the Yellow Dress, Doin' The Right Thing and Remote Control.
- Traveling art show developed by NHS students
- \$2000 each mini grants to the Youth Commission and Needham High School for projects
- Dissemination of educational information and displays at 4th of July, Flea Market, and Town Days
- Educational inserts in the water bill
- \$500 Scholarship to graduating NHS senior
- Donation of \$1,000 in books to the Needham Public Library
- Donation of a \$3000 state in memory of the Bigwood sisters to the Needham Public Library