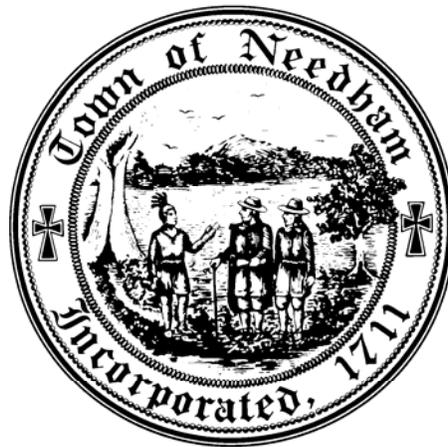


# **TOWN OF NEEDHAM**

## **MASSACHUSETTS**

### **2008 Annual Town Meeting Warrant**



**ELECTION: Tuesday, April 8, 2008**

**Business Meeting at 7:30 P.M. on Monday, May 5, 2008**

**at the Newman Elementary School**



**Town of Needham  
Finance Committee  
97<sup>th</sup> Annual Report  
Fiscal Year 2009 Budget Recommendation  
March 17, 2008**

Fellow Citizens:

The Finance Committee is pleased to present our 97<sup>th</sup> Annual Report and Fiscal Year 2009 Budget Recommendation. We take this opportunity to review what we have accomplished this year, as well as share our thoughts with respect to both the FY 2009 budget year and the continuing need for prudent financial planning in connection with the Town's contemplated capital programs.

**November 5, 2007, Special Town Meeting**

The Finance Committee continues to encourage long-term fiscal planning. To that end, our committee recommended to the November 5, 2007, Special Town Meeting the following appropriations to the Town's capital reserve funds:

<u>Capital Reserve Fund</u>	<u>Appropriation</u>	<u>Balance as of December 31, 2007</u>
Capital Improvement Fund (general fund capital equipment)	\$11,261	\$219,048
Capital Facility Fund (future extraordinary capital facility maintenance costs)	\$18,957	\$19,018

The appropriations to the Capital Improvement Fund and Capital Facility Fund were comprised of the residual balances from prior year appropriations for, respectively, equipment and facilities.

**March 3, 2008, Special Town Meeting**

The Finance Committee recommended to the March 3, 2008, Special Town Meeting that \$1.5 million in cash be appropriated for a new track and interior grass field at DeFazio Park. The track and field are part of a plan to renovate athletic fields at Memorial and DeFazio Parks with most of the costs to be borne privately. The renovation of the two parks, together with the construction of the new track and field at DeFazio, will allow the Town to address a long identified capital need. In recommending this appropriation, the Finance Committee carefully considered all of the capital projects proposed for Fiscal Year 2009 as well as the Board of Selectmen's Capital Improvement Plan for the next five fiscal years. The \$1.5 million in cash was available for appropriation thanks to an unusually high amount of free cash certified by the Department of Revenue for Fiscal Year 2009, as discussed later in this report.

**FY 2009 Budget Process**

Needham is in its third year of a Town Manager form of government. The Finance Committee believes that it has established a strong and productive relationship with the Town Manager in the budget development process. In September 2007, after consultation with the Finance Committee, the Town Manager issued budget guidelines to all municipal departments. The Finance Committee participated in

the Town Manager's budget meetings with the department managers in November 2007. On December 12, 2007, the Town Manager provided the Finance Committee with the departments' operating and capital spending requests for FY 2009. From December 19, 2007, through February 2008, the Finance Committee held budget hearings to review the departmental operating and capital requests.

In parallel, the Finance Committee received the Superintendent of Schools' budget submission to the School Committee on December 4, 2007. Beginning in the fall of 2007 and throughout December and January, the Finance Committee liaisons to the School Department met on numerous occasions with the Superintendent and the School Committee budget subcommittee. In addition, the Finance Committee held two budget hearings to review the School Department's budget submission. The School Committee voted its budget request on January 29, 2008.

As provided in the Town by-laws, the Town Manager, on January 29, 2008, presented to the Finance Committee her executive budget together with an estimate of Town revenues for FY 2009. The Town Manager's executive budget included her recommendation for the School Department budget in FY 2009. The School Committee's voted budget request differed from the Town Manager's recommendation and, as authorized in the by-laws, the School Committee transmitted its voted budget request to the Finance Committee. The Finance Committee carefully reviewed the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town.

The Finance Committee worked cooperatively with the Town Manager and with the Superintendent of Schools and the School Committee in balancing the competing requests of the various municipal and school departments. After a thorough evaluation of each municipal departmental spending request, the School Committee's budget request, and the Town Manager's executive budget, the Finance Committee released a draft balanced budget recommendation on February 21, 2008. The Finance Committee recommended fully funding most municipal departmental budget requests, funding some municipal departmental requests for additional funds, and fully funding the School Committee's budget request.

## **Revenue**

The Total General Fund Revenue is \$106,010,694. The General Fund Revenue available for appropriation, excluding a one-time substantial increase in certified Free Cash over FY 2008, increased by approximately 3.3%. The growth in revenue represents an increase in property tax receipts of 3.8% and no increase in local receipts. The increase in property tax reflects both the 2.5% percent levy limit increase and new growth. Local receipts include such items as motor vehicle excise, permits, charges for services, fees, fines, investment income, and income from departmental activities and services. The amount collected in local receipts has declined slightly in the past few years. Cherry Sheet State Aid represents local aid from the State. While general School Aid (Chapter 70 aid) increased approximately 19.4% over FY 2008, all other categories of State aid remained approximately equal to FY 2008 levels.

With respect to other revenues, the Town realized a substantial one-time increase in Free Cash of approximately 78%. The Free Cash that will be available for appropriation in FY 2009 is \$5,810,170. By way of comparison, in FY 2008, which was a typical year in terms of Free Cash, the amount available for appropriation was \$3,266,326. The two largest one-time factors that contributed to the additional Free Cash for FY 2009 were health insurance savings and investment income. After years of explosive growth, both the number of health insurance subscribers and the cost of the plans selected have begun to level off or trend downward. An unusually high amount of interest was earned on investment income from an unexpected one-time large lump sum payment to the Town from the Massachusetts School Building Authority. The third large factor in the amount of Free Cash for FY 2009 is the unusually high percentage of the Town's undesignated fund balance for FY 2007 certified as Free Cash by the Department of Revenue – 75% versus the more typical 50%-60%. Because the Finance Committee does

not expect this level of Free Cash to recur, we are recommending that the non-recurring portion of the Free Cash be spent on non-recurring capital items or deposited into one or more of the Town's reserves – the Stabilization Fund, the Capital Improvement Fund, and/or the Capital Facilities Fund. Accordingly, as in past years, the Finance Committee recommends that \$2 million of the Free Cash be used to fund the Operating Budget. This amount is based on the portion of Free Cash that is expected to recur annually from unexpended departmental budgets. The Finance Committee recommends that approximately \$3 million be spent on Cash Capital items, including the new track and inside-the-track field at DeFazio Park, which, as noted above, Town Meeting approved on March 3, 2008. The Finance Committee recommends that the balance of the Free Cash be placed in reserves. Our deliberations are not complete on the allocation of funds among the Town's reserves.

### **FY 2009 Operating Budget Recommendation**

Following are highlights of the Finance Committee's FY 2009 budget recommendation.

#### **Town Wide Expenses**

The increase in health insurance costs continues to moderate. The health insurance rate increase is assumed at 9% for FY 2009. In addition, the number of subscribers has declined approximately 3.5% since the peak in FY 2006.

The Finance Committee is again recommending appropriating to the post employment benefits fund in accordance with the actuarial funding schedule. Benefits for current employees would be paid from the fund. As of July 1, 2007, accrued actuarial liability was \$43,596,991, and the Town's funded ratio was 6.6%, compared with a funded ratio of 4.9% as of July 1, 2005.

#### **Municipal departments**

The Finance Committee carefully reviewed the Town Manager's executive budget and her priorities for funding of municipal departments. The Finance Committee is recommending funding the base budget request of almost every municipal department. The Finance Committee is also recommending additional funding for the municipal departments highlighted below.

#### **Land Use and Development**

The Finance Committee is recommending increasing the Historical Commission budget by \$500 for professional and technical services to prepare and submit forms to the State Historic Commission.

#### **Public Safety**

The Fire Department included a request for \$19,000 for work anticipated for the Charles River Landing project. Because of uncertainties regarding (i) whether the work anticipated will be needed in FY 2009 rather than FY 2008, if the project begins sooner, or FY 2010, if the project is delayed, and (ii) the need for additional funds in the Fire Department's salaries line, the Finance Committee determined that the Fire Department's base budget request for funds associated with the Charles River Landing project should be funded through a Reserve Fund transfer when these costs are incurred, assuming there are no funds available in the Fire Department budget to cover these costs.

### Public Works

In FY 2008, the Department of Public Works requested that funds be allocated in the Street Lighting Program to enable the removal of double utility poles. Last year, the Finance Committee was unable to recommend funding this item. The DPW renewed its request for FY 2009. The Finance Committee agrees that the backlog in the removal of double poles needs to be addressed. Accordingly, for FY 2009, we recommend funding \$10,500 for the transfer of street lights making possible the removal of double poles.

### Public Facilities

The Finance Committee reduced the Public Facilities Department base budget request by \$35,000 in anticipation of a reduction in the dumpster service contract for the public schools. The Department of Public Works has submitted a capital equipment request for the purchase of a collection packer, which the Finance Committee recommends funding. The collection packer would allow the Town to take over the waste stream of the schools. The Department of Public Facilities currently contracts the schools' solid waste stream at a cost of approximately \$70,000 per year. Because the Finance Committee anticipates that the purchase of the packer and its being put into service will take a few months, the Finance Committee believes that the contract for removal of the schools' solid waste stream will continue to be in place for the first part of FY 2009, at a cost of approximately \$35,000.

### Health and Human Services

The Finance Committee recommends increasing the Department of Public Health's budget by \$25,796: \$25,000 to increase the Riverside Community Care contract to address an increase in identified mental health issues across all ages in the Town and as recommended by the Coalition for Suicide Prevention, and \$796 to pay for an additional packer/driver for the Traveling Meals program on high volume days so that the meals are delivered hot and within the ServeSafe time limits for handling of food.

The Finance Committee also recommends increasing needed administrative support hours for the Department of Diversified Community Social Services (Youth Services, Council on Aging, and Veteran Services), increasing this Department's budget by \$9,937.

### General Government

The Finance Committee recommends increasing the Finance Department's budget by \$50,000 for the re-collection of personal property data in connection with the coming year's state-mandated triennial revaluation of property. This \$50,000 increase is a cost that will be incurred in FY 2009 only and is expected to result in revenue generation in FY 2009 and ensuing years. The revenue projections for FY 2009 assume that \$100,000 in revenue will be generated from the re-collection of personal property data.

The Finance Committee recommends funding the position of Human Resources Director in the Town Manager's Office for \$70,000. Funding this position will allow the Town Manager and Assistant Town Manager/Personnel Director to devote more time to strategic planning and also allow for more direct oversight of various departments. The Personnel Board voted to support creation of this position within the Town Manager's Office, and the Board of Selectmen has also made the creation of this position a top priority. However, we reduced the base budget request for the Town Manager's Office by \$18,500, the cost of replacement of a copier at Town Hall. We are recommending that the copier be paid for through Cash Capital.

## **Education**

### **Minuteman Regional High School**

Due to decreased enrollment of Needham students at Minuteman Regional High School, the Town's assessment for FY 2009 is \$193,929 less than FY 2008.

### **Public Schools**

The Finance Committee was able to recommend a total appropriation of \$42,651,716 for the School Department, bringing the School Department staff from 561.2 FTEs (full time equivalents) to 572.4 FTEs. This amount represents the voted budget request of the School Committee.

## **Capital Budget**

The Finance Committee has not completed its deliberations on the capital warrant articles. We will be recommending that Town Meeting appropriate approximately \$1.5 million for the Cash Capital article found within your warrant. We historically spend between \$1 million and \$1.2 million on Cash Capital appropriations. As discussed earlier in this report, we are recommending a higher amount for this year's appropriation due to the higher amount of Free Cash available for FY 2009. The remainder of the capital budget is comprised of items financed through debt within the tax levy.

## **Financial Planning for Capital Programs of the Town**

The Finance Committee worked productively over the summer of 2007 with the Board of Selectmen, the Town Manager, and the Finance Director, to create a sound financing plan to cover the construction costs of the three public buildings being proposed over the next few years: Town Hall, a new DPW office building, and a senior center. We continue to work with the Board of Selectmen, the Town Manager, and the Finance Director to assess the operating costs of these buildings. We are also working with the Board of Selectmen, the Town Manager, the Finance Director, and the School Committee to determine the additional operating and educational costs of the High Rock School, which is scheduled to open in the fall of 2009. We expect an operating override on the November 2008 ballot to cover both the increased operating and educational costs associated with the opening of the School.

## **Closing Thoughts**

The Finance Committee is recommending a balanced budget that will continue providing our Town with the services that are provided today, meet our actuarially computed obligations for under funded liabilities, enhance community services, improve our infrastructure, and meet our capital needs.

The Finance Committee could not have accomplished our mandate this year without the generous assistance of the Town Manager, the Superintendent of Schools, their respective department heads and managers, and all of the elected and appointed citizens who spend countless hours serving our community. We take this opportunity to thank these individuals for their time, their attention and their assistance over the course of the year. A special note of thanks goes to Assistant Town Manager/Director of Finance Dave Davison for his tireless efforts in support of our committee and its mission.

As chairman of the Finance Committee, I take this opportunity to thank my fellow committee members for their service to the Town. The commitment of these individuals is remarkable. It's not always easy balancing personal lives and professional commitments with the business of the Finance Committee, which entails countless hours of reading, study and preparation time for the numerous meetings in which

each of us must participate—but the members of the Finance Committee consistently do just that, and do so with the utmost in professionalism.

Finally, on behalf of the Finance Committee, I take this opportunity to thank Louise Miller, our Executive Secretary. In just her second year, Louise’s efforts on behalf of the Finance Committee continue to be nothing short of extraordinary. Throughout the year, she has kept our committee (and its chair) on track, making sure that we had all the information necessary in order to formulate policy decisions, make cogent recommendations to Town Meeting, and properly evaluate all matters coming before our committee. Thank you, Louise.

Richard Creem, Chairman  
Scott Brightman, Co-Vice Chairman  
David Escalante, Co-Vice Chairman  
Steven Rosenstock, Past Chairman  
Louise Miller, Executive Secretary

Stephen Jonas  
June Seraydar  
Michael Taggart  
Lisa Zappala  
Richard Reilly, member-designate

2008 Annual Town Meeting

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2	18	Committee and Officer Reports	Board of Selectmen
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3	18	Amend Zoning By-Law - Definition of a Structure	Planning Board
4	19	Home Rule Petition - Needham Center Off-Street Parking Fund	Planning Board
5	20	Citizens' Petition – Amend Zoning By-Law - Map Change to Single Residence B	Gilbert W. Cox, Jr. et. al.
6	21	Citizens' Petition – Amend Zoning By-Law - Dimensional Regulation for Single Residence A District	Christopher B.Barker et. al.
<b>PERSONNEL ARTICLES</b>			
7	22	Establish Elected Officials' Salaries	Personnel Board
8	23	Fund Collective Bargaining Agreement - AFSCME	Board of Selectmen
<b>GENERAL ARTICLES</b>			
9	23	Establish an Alternative Interest Rate on Property Tax Deferrals (Chapter 136, Section 1 of the Acts of 2005)	Board of Selectmen & Board of Assessors
10	24	Amend General By-Law - Private Ways	Board of Selectmen
11	25	Amend General By-Law - Technology Advisory Board	Board of Selectmen
12	26	Authorize Lease of Land	Board of Selectmen
<b>FINANCE ARTICLES</b>			
13	27	Transfer of Budgetary Fund Balance	Board of Selectmen
14	27	Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen
15	27	Appropriate for Senior Corps	Board of Selectmen
16	28	Appropriate for Compensated Absences Fund	Board of Selectmen
17	28	Appropriate the FY09 Operating Budget	Finance Committee
18	29	Appropriate the FY09 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee
19	30	Appropriate the FY09 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee
20	31	Appropriate the FY09 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee
21	31	Appropriate for Payment of Unpaid Bills of Prior Years	Board of Selectmen
22	32	Continue Departmental Revolving Funds	Board of Selectmen
23	33	Authorization to Expend State Funds for Public Ways	Board of Selectmen
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<u>Article</u>	<u>Page</u>	<u>Description</u>	<u>Inserted By</u>
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26	35	Appropriate for CPA - Purchase of Land	Community Preservation Committee
27	36	Appropriate for CPA - High Rock Trails	Community Preservation Committee
28	36	Appropriate for CPA - Preservation of Trails and Access to Municipal Land	Community Preservation Committee
29	36	Appropriate for CPA - Transfer of Funds to Conservation Fund	Community Preservation Committee
30	37	Appropriate to Community Preservation Fund	Community Preservation Committee
<b>CAPITAL ARTICLES</b>			
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33	43	Appropriate for Administration Building at DPW Complex	Board of Selectmen
34	44	Appropriate for Roads, Bridges, Sidewalks, and Intersection Improvements	Board of Selectmen
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38	46	Appropriate for Hillside and Mitchell School Parking & Play Area Improvements	Board of Selectmen
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46	49	Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen
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<b>TOWN RESERVE ARTICLES</b>			
49	52	Appropriate to Stabilization Fund	Board of Selectmen
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<b>COMMITTEE ARTICLES</b>			
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53	53	Omnibus	Board of Selectmen

2008 Annual Town Meeting

**Summary of Revenue  
FY 2007 - FY 2009  
General Fund Only**

	Actual FY 2007	Budget FY 2008	Preliminary FY 2009
<b>Local Estimated Receipts</b>			
Local Excises and Other Tax Related Collections	\$4,874,402	\$4,640,000	\$4,665,000
Departmental Activities	\$3,474,724	\$3,120,000	\$3,120,000
Fines & Forfeits & Assessments	\$161,862	\$147,500	\$147,500
Investment Income	\$1,573,613	\$900,000	\$900,000
Miscellaneous Revenue	\$280,770	\$250,000	\$250,000
Miscellaneous Non-recurring	<u>\$202,688</u>	<u>\$2,200</u>	<u>\$0</u>
<b>SUB-TOTAL</b>	<b>\$10,568,059</b>	<b>\$9,059,700</b>	<b>\$9,082,500</b>
<b>Property Taxes &amp; State Aid</b>			
	\$18,815		
Real & Personal Property Tax Levy	\$73,690,425	\$77,951,346	\$80,952,451
Cherry Sheet Revenue (State Aid)	<u>\$22,569,523</u>	<u>\$8,347,108</u>	<u>\$9,342,334</u>
<b>SUB-TOTAL</b>	<b>\$96,259,948</b>	<b>\$86,298,454</b>	<b>\$90,294,785</b>
<b>Other Available Funds &amp; Free Cash</b>			
Undesignated Fund Balance (Free Cash)	\$3,895,235	\$3,266,326	\$5,810,170
Overlay Surplus	\$407,299	\$400,263	\$400,000
Reserved for Appropriation - Parking	\$85,000	\$85,000	\$67,000
Reserved for Appropriation - C & D	\$20,000	\$21,895	\$0
Transfer from other Articles	\$53,000	\$30,218	\$0
Other Available Funds	\$11,710	\$631,164	\$0
Reserved for Debt Exclusion Offset	<u>\$248,042</u>	<u>\$381,156</u>	<u>\$380,238</u>
<b>SUB-TOTAL</b>	<b>\$4,720,286</b>	<b>\$4,816,022</b>	<b>\$6,657,408</b>
<b>Total General Fund Revenue</b>	<b>\$111,548,293</b>	<b>\$100,174,176</b>	<b>\$106,034,693</b>
<b>Adjustments to General Fund Revenue</b>			
Less Other Amounts Required to be Provided	(\$93,621)	(\$69,736)	(\$91,974)
Less State & County Assessments	(\$1,045,299)	(\$1,057,780)	(\$1,078,346)
Less Provisions for Abatements & Exemptions	(\$1,094,344)	(\$919,602)	(\$1,000,000)
Enterprise Reimbursements	<u>\$1,442,278</u>	<u>\$1,602,801</u>	<u>\$1,535,298</u>
<b>SUB-TOTAL</b>	<b>(\$790,986)</b>	<b>(\$444,317)</b>	<b>(\$635,022)</b>
<b>General Fund Revenue Available for Appropriation</b>	<b>\$110,757,307</b>	<b>\$99,729,859</b>	<b>\$105,399,671</b>

Account Balances

Free Cash	As of February 29, 2008	\$5,810,170
RTS Retained Earnings	As of February 29, 2008	\$376,351
Sewer Retained Earnings	As of February 29, 2008	\$1,954,029
Water Retained Earnings	As of February 29, 2008	\$1,132,892
Capital Improvement Fund	As of February 29, 2008	\$219,606
Capital Facility Fund	As of February 29, 2008	\$19,067
Parking Meter Fund	As of February 29, 2008	\$67,122
Stabilization Fund	As of February 29, 2008	\$3,045,909

2008 Annual Town Meeting

**Summary of Expenditures  
FY 2007 - FY 2009  
General Fund Only**

	Expended FY 2007	Budget FY 2008	Recommended FY 2009
<b>Town Wide Group</b>	<b>\$37,453,235</b>	<b>\$28,060,027</b>	<b>\$28,201,561</b>
<b>Department Budgets</b>			
Board of Selectmen/Town Manager	\$605,625	\$656,627	\$744,852
Town Clerk/Board of Registrars	\$264,912	\$279,999	\$308,938
Town Counsel	\$301,553	\$258,855	\$258,855
Personnel Board	\$10,619	\$11,601	\$11,601
Finance Department	\$1,866,656	\$1,934,651	\$2,089,820
Finance Committee	\$25,627	\$28,501	\$29,447
Planning Board	\$142,004	\$201,761	\$213,390
Conservation Department	\$43,065	\$68,963	\$72,835
Board of Appeals	\$25,962	\$25,706	\$28,381
Police Department	\$4,370,697	\$4,596,879	\$4,913,193
Fire Department	\$5,327,048	\$5,358,796	\$5,868,814
Building Inspector	\$371,155	\$412,078	\$430,272
Needham Public Schools	\$37,894,511	\$40,799,858	\$42,651,716
Minuteman Regional High School	\$655,143	\$571,356	\$377,427
Department of Public Works	\$4,433,362	\$4,319,110	\$4,598,049
Municipal Parking Program	\$199,780	\$203,900	\$203,900
Municipal Street Lighting Program	\$322,527	\$307,000	\$328,500
Department of Public Facilities	\$6,274,029	\$6,423,700	\$6,905,074
Health Department	\$358,032	\$381,906	\$429,532
Diversified Community Social Services	\$465,525	\$493,878	\$531,103
Commission on Disabilities	\$303	\$550	\$550
Historical Commission	\$50	\$550	\$1,050
Library	\$1,189,753	\$1,211,252	\$1,260,426
Park & Recreation	\$487,644	\$526,638	\$533,976
Memorial Park	\$300	\$750	\$750
<b>Department Budget Total</b>	<b>\$65,635,882</b>	<b>\$69,074,865</b>	<b>\$72,792,451</b>
<b>Town Wide &amp; Department Budget Total</b>	<b>\$103,089,117</b>	<b>\$97,134,892</b>	<b>\$100,994,012</b>
<b>Other Appropriated Uses of General Funds</b>			
General Fund Cash Capital*	\$1,092,560	\$1,613,764	\$2,984,129
Other Financial Warrant Articles*	\$244,078	\$173,609	\$85,219
Transfers to Other Funds	\$522,412	\$807,594	\$1,336,311
<b>Total from General Funds</b>	<b>\$104,948,167</b>	<b>\$99,729,859</b>	<b>\$105,399,671</b>

\* Inclusive of the March 3, 2008 Special Town Meeting appropriations.

**Town of Needham  
General Fund  
FY 2009 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2007		FY 2008		FY 2009		% Change from 08
		Expended	FTE*	Town Meeting Voted Budget as of March 14, 2008	FTE*	Finance Committee Recommendation	FTE*	
<b><u>Townwide Expenses</u></b>								
1	Non-Contributory Retirement Payments	\$ 111,350		\$ 117,000		\$ 119,000		
2	Contributory Retirement System	\$ 3,747,562		\$ 3,979,000		\$ 4,121,326		
3	Group Health Insurance	\$ 9,425,078		\$ 8,078,000		\$ 8,258,510		
4	Retiree Insurance & Insurance Liability Fund	\$ 380,000		\$ 3,502,950		\$ 3,702,211		
5	Unemployment Compensation	\$ 93,117		\$ 85,000		\$ 88,400		
6	Debt Service	\$ 22,881,351		\$ 9,425,551		\$ 9,562,263		
7	Workers Compensation	\$ 385,000		\$ 385,000		\$ 385,000		
8	Casualty Liability & Self Insurance Program	\$ 429,777		\$ 475,000		\$ 500,000		
9	Classification Performance & Settlements	Transfers Only		\$ 575,000		\$ 265,000		
10	Reserve Fund	Transfers Only		\$ 1,437,526		\$ 1,199,851		
	<b>Total</b>	\$ 37,453,235		\$ 28,060,027		\$ 28,201,561		
	<b>Townwide Expenses Total</b>	\$ 37,453,235		\$ 28,060,027		\$ 28,201,561		<b>0.5%</b>
<b><u>Board of Selectmen &amp; Town Manager</u></b>								
11A	Salary & Wages	\$ 464,809	6.8	\$ 490,177	6.8	\$ 578,402	7.9	
11B	Purchase of Service & Expenses	\$ 140,816		\$ 166,450		\$ 166,450		
	<b>Total</b>	\$ 605,625		\$ 656,627		\$ 744,852		
<b><u>Town Clerk &amp; Board of Registrars</u></b>								
12A	Salary & Wages	\$ 234,705	4.6	\$ 249,469	4.6	\$ 272,403	4.6	
12B	Purchase of Service & Expenses	\$ 30,207		\$ 30,530		\$ 36,535		
	<b>Total</b>	\$ 264,912		\$ 279,999		\$ 308,938		

**Town of Needham  
General Fund  
FY 2009 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2007		FY 2008		FY 2009		% Change from 08
		Expended	FTE*	Town Meeting Voted Budget as of March 14, 2008	FTE*	Finance Committee Recommendation	FTE*	
<b><u>Town Counsel</u></b>								
13A	Salary & Wages	\$ 63,517		\$ 65,355		\$ 65,355		
13B	Purchase of Service & Expenses	\$ 238,036		\$ 193,500		\$ 193,500		
	<b>Total</b>	<b>\$ 301,553</b>		<b>\$ 258,855</b>		<b>\$ 258,855</b>		
<b><u>Personnel Board</u></b>								
14A	Salary & Wages	\$ 719		\$ 1,601		\$ 1,601		
14B	Purchase of Service & Expenses	\$ 9,900		\$ 10,000		\$ 10,000		
	<b>Total</b>	<b>\$ 10,619</b>		<b>\$ 11,601</b>		<b>\$ 11,601</b>		
<b><u>Finance Department</u></b>								
15A	Salary & Wages	\$ 1,209,358	20.7	\$ 1,259,815	21.7	\$ 1,304,013	21.7	
15B	Purchase of Service & Expenses	\$ 637,299		\$ 654,836		\$ 760,807		
15D	Capital	\$ 19,999		\$ 20,000		\$ 25,000		
	<b>Total</b>	<b>\$ 1,866,656</b>		<b>\$ 1,934,651</b>		<b>\$ 2,089,820</b>		
<b><u>Finance Committee</u></b>								
16A	Salary & Wages	\$ 25,108	0.5	\$ 27,851	0.5	\$ 28,547	0.5	
16B	Purchase of Service & Expenses	\$ 519		\$ 650		\$ 900		
	<b>Total</b>	<b>\$ 25,627</b>		<b>\$ 28,501</b>		<b>\$ 29,447</b>		
<b>General Government Total</b>		<b>\$ 3,074,992</b>	<b>32.6</b>	<b>\$ 3,170,234</b>	<b>33.6</b>	<b>\$ 3,443,513</b>	<b>34.7</b>	<b>8.6%</b>

**Town of Needham  
General Fund  
FY 2009 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2007		FY 2008		FY 2009		% Change from 08
		Expended	FTE*	Town Meeting Voted Budget as of March 14, 2008	FTE*	Finance Committee Recommendation	FTE*	
<b><u>Planning Department</u></b>								
17A	Salary & Wages	\$ 132,257	2.0	\$ 190,701	3.0	\$ 197,130	3.0	
17B	Purchase of Service & Expenses	\$ 9,747		\$ 11,060		\$ 16,260		
	<b>Total</b>	<b>\$ 142,004</b>		<b>\$ 201,761</b>		<b>\$ 213,390</b>		
<b><u>Conservation Department</u></b>								
18A	Salary & Wages	\$ 38,461	0.7	\$ 61,148	1.3	\$ 64,730	1.3	
18B	Purchase of Service & Expenses	\$ 4,604		\$ 7,815		\$ 8,105		
	<b>Total</b>	<b>\$ 43,065</b>		<b>\$ 68,963</b>		<b>\$ 72,835</b>		
<b><u>Board of Appeals</u></b>								
19A	Salary & Wages	\$ 23,086	0.6	\$ 22,416	0.6	\$ 25,091	0.6	
19B	Purchase of Service & Expenses	\$ 2,876		\$ 3,290		\$ 3,290		
	<b>Total</b>	<b>\$ 25,962</b>		<b>\$ 25,706</b>		<b>\$ 28,381</b>		
<b><u>Land Use and Development Total</u></b>		<b>\$ 211,031</b>	<b>3.3</b>	<b>\$ 296,430</b>	<b>4.9</b>	<b>\$ 314,606</b>	<b>4.9</b>	<b>6.1%</b>
<b><u>Police Department</u></b>								
20A	Salary & Wages	\$ 4,005,020	58.0	\$ 4,175,986	58.0	\$ 4,502,553	58.0	
20B	Purchase of Service & Expenses	\$ 249,703		\$ 280,311		\$ 272,606		
20C	Capital	\$ 115,974		\$ 140,582		\$ 138,034		
	<b>Total</b>	<b>\$ 4,370,697</b>		<b>\$ 4,596,879</b>		<b>\$ 4,913,193</b>		
<b><u>Fire Department</u></b>								
21A	Salary & Wages	\$ 5,096,056	74.0	\$ 5,110,409	74.0	\$ 5,606,826	74.0	
21B	Purchase of Service & Expenses	\$ 230,992		\$ 248,387		\$ 261,988		
	<b>Total</b>	<b>\$ 5,327,048</b>		<b>\$ 5,358,796</b>		<b>\$ 5,868,814</b>		

**Town of Needham  
General Fund  
FY 2009 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2007		FY 2008		FY 2009		% Change from 08
		Expended	FTE*	Town Meeting Voted Budget as of March 14, 2008	FTE*	Finance Committee Recommendation	FTE*	
<b><u>Building Inspector</u></b>								
22A	Salary & Wages	\$ 359,050	7.1	\$ 398,445	7.2	\$ 414,590	7.2	
22B	Purchase of Service & Expenses	\$ 12,105		\$ 13,633		\$ 15,682		
	<b>Total</b>	\$ <b>371,155</b>		\$ <b>412,078</b>		\$ <b>430,272</b>		
<b>Public Safety Total</b>		\$ <b>10,068,900</b>	<b>139.1</b>	\$ <b>10,367,753</b>	<b>139.2</b>	\$ <b>11,212,279</b>	<b>139.2</b>	<b>8.1%</b>
<b><u>Minuteman Assessment</u></b>								
23	Assessment	\$ 655,143		\$ 571,356		\$ 377,427		
	<b>TOTAL</b>	\$ <b>655,143</b>		\$ <b>571,356</b>		\$ <b>377,427</b>		
<b><u>Needham Public Schools</u></b>								
24	Needham Public School Budget	\$ 37,894,511	542.7	\$ 40,799,858	561.2	\$ 42,651,716	572.4	<b>4.5%</b>
	<b>TOTAL</b>	\$ <b>37,894,511</b>		\$ <b>40,799,858</b>		\$ <b>42,651,716</b>		
<b>Public Schools Total</b>		\$ <b>38,549,654</b>	<b>542.7</b>	\$ <b>41,371,214</b>	<b>561.2</b>	\$ <b>43,029,143</b>	<b>572.4</b>	<b>4.0%</b>
<b><u>Department of Public Works</u></b>								
25A	Salary & Wages	\$ 2,896,747	52.9	\$ 2,895,771	55.3	\$ 3,111,145	55.3	
25B	Purchase of Service & Expenses	\$ 1,240,755		\$ 1,223,339		\$ 1,286,904		
25C	Capital	\$ -		\$ -		\$ -		
25D	Snow and Ice	\$ 295,860		\$ 200,000		\$ 200,000		
	<b>Total</b>	\$ <b>4,433,362</b>		\$ <b>4,319,110</b>		\$ <b>4,598,049</b>		
<b><u>Municipal Parking Program</u></b>								
26	Municipal Parking Program	\$ 199,780		\$ 203,900		\$ 203,900		
	<b>Total</b>	\$ <b>199,780</b>		\$ <b>203,900</b>		\$ <b>203,900</b>		

**Town of Needham  
General Fund  
FY 2009 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2007		FY 2008		FY 2009		% Change from 08
		Expended	FTE*	Town Meeting Voted Budget as of March 14, 2008	FTE*	Finance Committee Recommendation	FTE*	
<b><u>Municipal Lighting Program</u></b>								
27	Municipal Lighting Program	\$ 322,527		\$ 307,000		\$ 328,500		
	<b>Total</b>	<b>\$ 322,527</b>		<b>\$ 307,000</b>		<b>\$ 328,500</b>		
<b>Public Works Total</b>								
		<b>\$ 4,955,669</b>	<b>52.9</b>	<b>\$ 4,830,010</b>	<b>55.3</b>	<b>\$ 5,130,449</b>	<b>55.3</b>	<b>6.2%</b>
<b><u>Department of Public Facilities</u></b>								
28A	Salary & Wages	\$ 2,377,741	50.5	\$ 2,520,199	51.0	\$ 2,590,614	51.0	
28B	Purchase of Service & Expenses	\$ 3,896,288		\$ 3,903,501		\$ 4,307,460		
28C	Capital	-		-		7,000		
	<b>Total</b>	<b>\$ 6,274,029</b>		<b>\$ 6,423,700</b>		<b>\$ 6,905,074</b>		
<b>Public Facilities Total</b>								
		<b>\$ 6,274,029</b>	<b>50.5</b>	<b>\$ 6,423,700</b>	<b>51.0</b>	<b>\$ 6,905,074</b>	<b>51.0</b>	<b>7.5%</b>
<b><u>Health Department</u></b>								
29A	Salary & Wages	\$ 314,946	5.5	\$ 337,848	5.7	\$ 360,069	5.7	
29B	Purchase of Service & Expenses	\$ 43,086		\$ 44,058		\$ 69,463		
	<b>Total</b>	<b>\$ 358,032</b>		<b>\$ 381,906</b>		<b>\$ 429,532</b>		
<b><u>Diversified Community Social Services</u></b>								
30A	Salary & Wages	\$ 446,396	9.4	\$ 455,108	8.9	\$ 491,742	9.1	
30B	Purchase of Service & Expenses	\$ 19,129		\$ 38,770		\$ 39,361		
	<b>Total</b>	<b>\$ 465,525</b>		<b>\$ 493,878</b>		<b>\$ 531,103</b>		
<b><u>Commission on Disabilities</u></b>								
31A	Salary & Wages	\$ -		\$ -		\$ -		
31B	Purchase of Service & Expenses	\$ 303		\$ 550		\$ 550		
	<b>Total</b>	<b>\$ 303</b>		<b>\$ 550</b>		<b>\$ 550</b>		

**Town of Needham  
General Fund  
FY 2009 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY 2007		FY 2008		FY 2009		% Change from 08
		Expended	FTE*	Town Meeting Voted Budget as of March 14, 2008	FTE*	Finance Committee Recommendation	FTE*	
<b><u>Historical Commission</u></b>								
32A	Salary & Wages	\$ -	-	\$ -	-	\$ -	-	
32B	Purchase of Service & Expenses	\$ 50	50	\$ 550	550	\$ 1,050	1,050	
	<b>Total</b>	\$ 50	50	\$ 550	550	\$ 1,050	1,050	
<b><u>Needham Public Library</u></b>								
33A	Salary & Wages	\$ 963,273	21.6	\$ 976,010	21.7	\$ 1,009,467	1,009,467	21.7
33B	Purchase of Service & Expenses	\$ 226,480		\$ 235,242		\$ 250,959	250,959	
	<b>Total</b>	\$ 1,189,753		\$ 1,211,252		\$ 1,260,426	1,260,426	
<b><u>Park &amp; Recreation Department</u></b>								
34A	Salary & Wages	\$ 400,068	4.0	\$ 415,763	4.0	\$ 423,101	423,101	4.0
34B	Purchase of Service & Expenses	\$ 87,576		\$ 110,875		\$ 110,875	110,875	
	<b>Total</b>	\$ 487,644		\$ 526,638		\$ 533,976	533,976	
<b><u>Memorial Park</u></b>								
35A	Salary & Wages	\$ -	-	\$ -	-	\$ -	-	
35B	Purchase of Service & Expenses	\$ 300		\$ 750		\$ 750	750	
	<b>Total</b>	\$ 300		\$ 750		\$ 750	750	
<b>Community Services Total</b>		\$ 2,501,607	40.5	\$ 2,615,524	40.3	\$ 2,757,387	40.5	5.4%
<b>Department Budgets Total</b>		\$ 65,635,882	861.6	\$ 69,074,865	885.5	\$ 72,792,451	898.0	5.4%
<b>Total Operating Budget</b>		\$ 103,089,117		\$ 97,134,892		\$ 100,994,012		4.0%

\* The FTE count is provided for informational purposes only.

**WARRANT FOR THE ANNUAL TOWN MEETING  
TUESDAY, APRIL 8, 2008  
TOWN OF NEEDHAM  
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Hillside School - Gymnasium
Precinct B	-	Hillside School - Gymnasium
Precinct C	-	Newman Elementary School - Gymnasium
Precinct D	-	Newman Elementary School - Gymnasium
Precinct E	-	Pollard Middle School - Room 226
Precinct F	-	Stephen Palmer Community Room
Precinct G	-	Broadmeadow School - Performance Center
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2008

from forty-five minutes after six o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

**ARTICLE 1: ANNUAL TOWN ELECTION**

To choose by ballot the following Town Officers:

One Moderator for One Year;  
Two Selectmen for Three Years;  
One Assessor for Three Years;  
One Assessor for Two Years;  
Two Members of School Committee for Three Years;  
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;  
Three Trustees of Needham Public Library for Three Years;  
One Member of Board of Health for Three Years;  
One Member of Planning Board for Five Years;  
One Member of Needham Housing Authority for Five Years;  
One Commissioner of Trust Funds for Three Years;  
One Member of Park and Recreation Commission for Three Years;  
Two Constables for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;  
Seven Town Meeting Members from Precinct B for Three Years;  
Eight Town Meeting Members from Precinct C for Three Years;  
One Town Meeting Member from Precinct C for One Year;

Eight Town Meeting Members from Precinct D for Three Years;  
Eight Town Meeting Members from Precinct E for Three Years;  
Eight Town Meeting Members from Precinct F for Three Years;  
One Town Meeting Member from Precinct F for One Year;  
Eight Town Meeting Members from Precinct G for Three Years;  
Eight Town Meeting Members from Precinct H for Three Years;  
Eight Town Meeting Members from Precinct I for Three Years;  
Eight Town Meeting Members from Precinct J for Three Years.

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**Warrant for the Annual Town Meeting**

**MONDAY, MAY 5, 2008 AT 7:30 P.M. AT NEWMAN ELEMENTARY SCHOOL**

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**ARTICLE 2: COMMITTEE AND OFFICER REPORTS**

To hear and act on the reports of Town Officers and Committees.

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**ZONING/LAND USE ARTICLES**

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**ARTICLE 3: AMEND ZONING BY-LAW – DEFINITION OF A STRUCTURE**

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

1. By amending Section 1.3 Definitions, by revising the existing definition of the term “structure” so that it shall read as follows (new language underlined):

“Structure – anything constructed or erected, the use of which requires a fixed location on the ground or attached to something located on the ground including an artificial or a constructed swimming pool having a depth of water of two (2) feet or more or a water surface area of at least one hundred (100) square feet when filled to capacity, but excluding a fence, a wall under eight (8) feet in height above finished grade at all points throughout its length and not attached to a structure, a public utility pole, a public utility supporting device and a structure with less than one hundred square feet of ground coverage and a height of less than eight (8) feet.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information: Presently all walls, excepting boundary walls, are interpreted to be subject to the setback requirements of the Needham Zoning By-Law, irrespective of size. This article would revise the existing definition of the term “structure” so as to exempt from the setback requirement all walls (boundary and non-boundary), provided such wall is under eight (8) feet in height above finished grade at all points throughout its length and further provided it is not attached to a structure.*

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**ARTICLE 4: HOME RULE PETITION - NEEDHAM CENTER OFF-STREET PARKING FUND**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

**AN ACT RELATIVE TO THE ESTABLISHMENT OF THE NEEDHAM CENTER OFF-STREET PARKING FUND**

SECTION 1. The Town of Needham may establish a separate fund to be known as the Needham Center Off-Street Parking Fund for the purpose of providing off-street parking in Needham Center, defined as the area presently zoned as Center Business District, Chestnut Street Business District, and Business District in the zoning by-laws.

SECTION 2. All expenditures from the fund shall be used for off-street parking facilities serving Needham Center. The following are eligible uses of the Needham Center Off-Street Parking Fund:

- (a) to acquire, through purchase, lease, or other legal means, land to be used for off-street parking, including surface parking and structured parking;
- (b) to acquire, through purchase, lease or other legal means, existing off-street parking spaces;
- (c) to design and/or construct new or expanded off-street parking, including predevelopment costs directly related to such design and/or construction;
- (d) to commission plans and/or studies relative to off-street parking in Needham Center, except that appropriations for planning shall not exceed twenty percent of the uncommitted balance available in the fund at the time of the appropriation; and
- (e) to make capital repairs and improvements to public parking in Needham Center in a manner consistent with the Town of Needham Capital Improvements Plan, or any other plans, studies or programs authorized and approved by the Planning Board to address the economic development, land use, or transportation needs of Needham Center.

Appropriations from the fund shall be made by Town Meeting upon a favorable recommendation of either the Planning Board or the Board of Selectmen. The Town Manager shall be responsible for expending such funds.

SECTION 3. As a means of providing assets for the fund, all monies received by the Town of Needham for the purpose of carrying out off-street parking improvements in Needham Center through the following means shall be paid over to and become a part of the fund for the purposes set forth in this act:

- (a) cash payments made to the Town pursuant to the Zoning By-Law of the Town of Needham;
- (b) gifts, grants, donations, contributions or other cash payments made to and accepted by the Town; and

(c) appropriations of public monies made by the Town of Needham.

SECTION 4. The Town Treasurer shall be the custodian of the fund. The Treasurer may invest the funds in such separate account in a manner authorized under section 55 of chapter 44 of the Massachusetts General Laws, as amended. Any interest earned thereon shall be credited to and become part of such separate account.

SECTION 5. This act shall take effect upon its passage.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: The purpose of this article is to obtain authority for the Town to establish a special revenue fund and dedicate certain revenue sources to providing public parking in Downtown Needham. The dedicated revenue sources would include off-street parking mitigation payments from developers of downtown properties, and any grants, donations or cash contributions paid to the Town for the exclusive purpose of providing off-street parking. The Town of Needham may also transfer public monies to the fund to expedite off-street parking improvements. In turn, the Town's use of the fund would be limited to designing and creating new parking, leasing existing underutilized parking spaces on private property, or conducting parking-related planning studies. All appropriations from the fund would require a recommendation to Town Meeting made by the Board of Selectmen or the Planning Board. The Town Treasurer will be the custodian of the fund, and may deposit the proceeds in a bank or invest all or part of the fund. In order to establish the proposed special revenue fund, the Town needs a special act of the legislature.*

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**ARTICLE 5: CITIZEN'S PETITION – AMEND ZONING BY-LAW - MAP CHANGE TO SINGLE RESIDENCE B**

To see if the Town will vote to revise the Zoning Map as follows:

Place in the Single Residence B Zoning District all that land now zoned Single Residence A lying northerly of the Massachusetts Bay Transportation Authority right of way, easterly of Hunting Road and Greendale Avenue and westerly of the State Circumferential Highway Route 128. Said land is bounded and described as follows:

Beginning at the point of intersection of the northerly sideline of the Massachusetts Bay Transportation Authority right of way and the easterly sideline of the Greendale Avenue right of way; thence running northerly along the easterly sideline of Greendale Avenue to a point of intersection of the westerly sideline of the State Circumferential Highway Route 128 right of way at the easterly sideline of the Greendale Avenue right of way, said point being approximately opposite Highgate Street; thence turning and running easterly along the westerly sideline of the State Circumferential Highway Route 128 right of way and running easterly to a point approximately 175.10 feet, along said State Circumferential Highway Route 128 right of way; thence turning and running southerly along the westerly sideline of the State Circumferential Highway Route 128 right of way to the point of intersection of the westerly sideline of the State Circumferential Highway Route 128 right of way and the northerly sideline of the Massachusetts Bay Transportation Authority right of way; thence turning and running westerly along the northerly sideline of the Massachusetts Bay Transportation Authority right of way to the point of beginning.

Beginning at the point of intersection of the easterly sideline of Hunting Road and the westerly sideline of the State Circumferential Highway Route 128 right of way; thence running southerly along the westerly sideline of the State Circumferential Highway Route 128 right of way to a point approximately 202.95 feet from the easterly sideline of Greendale Avenue; thence turning and running westerly approximately 202.95 feet to the point of intersection of the westerly sideline of the State Circumferential Highway Route 128 right of way and the easterly sideline of the Greendale Avenue right of way, said point being approximately opposite Brookline Street; thence turning and running northerly along the easterly sidelines of Greendale Avenue and Hunting Road to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Gilbert W. Cox, Jr. et. al.

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information: This article is submitted on the petition of Gilbert W. Cox, Jr. et al and requests the Town Meeting to change the zoning designation of the area located east of Hunting Road and Greendale Avenue, west of Route 128/95, south of Highland Avenue and north of the MBTA right of way from a Single Residence A District to a Single Residence B District. The primary difference between the two zoning districts is that the Single Residence A Zoning District has a minimum lot size of one acre and a minimum frontage of 150 feet, while in the Single Residence B District the minimum lot size is 10,000 square feet and the minimum frontage requirement is 80 feet. As this is a petition article the Planning Board will present its recommendations on this article at the Annual Town Meeting.*

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**ARTICLE 6: CITIZEN’S PETITION – AMEND ZONING BY-LAW – DIMENSIONAL REGULATION FOR SINGLE RESIDENCE A DISTRICT**

To see if the Town will vote to amend the Needham Zoning Bylaw by adding the following to note (g) to the table in Section 4.2.1 of the Bylaw after the first sentence of such note (g) (i.e. as second and third sentences).

“Notwithstanding the foregoing, in the Single Residence A District, a change in the area, frontage or configuration of an existing improved lot created by deed or plan, endorsed or recorded before January 9, 1986, which includes a conforming structure or building shall not change the minimum side or rear line setback requirement of 15 feet provided that (i) no other dimensional violations of the By-Law are created as a result of such change in the area, frontage or configuration of such existing improved lot, (ii) such lot otherwise continues to be a conforming lot in terms of minimum Lot Area, Frontage and Build Factor following such change in the area, frontage or configuration of such existing improved lot, and (iii) such change in the area, frontage or configuration of such existing improved lot does not result in the creation of any additional building lot. The deed creating such change in the area, frontage or configuration of such existing improved lot shall contain a restriction prohibiting the creation of an additional building lot as a result of such conveyance.”

Or take any other action relative thereto.

INSERTED BY: Christopher B. Barker et. al.

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information: This article is submitted on the petition of Christopher B. Barker et al. Currently, the table of dimensional requirements in Section 4.2.1 of the Zoning By-Law, as affected by Note (g) (“Note g”) to such table, provides for a required side setback for homes in the Single Residence A*

District of (i) 15 feet on “lots created by deed or plan, endorsed or recorded before January 9, 1986” and (ii) 25 feet on lots created by deed or plan, endorsed or recorded on or after January 9, 1986. If the owner (“Owner A”) of an improved lot in the Single Residence A District created by deed or plan, endorsed or recorded before January 9, 1986 (and thus subject to the 15 feet side setback requirement) desires to enter into a transaction to convey a portion of Owner A’s lot to the owner (“Owner B”) of an adjoining lot in the Single Residence A District, the current zoning rules regards such conveyance as causing Owner A’s reconfigured lot to become a new lot “created by deed or plan, endorsed or recorded” on or after January 9, 1986 such that Owner A’s lot becomes subject to the 25 feet side setback requirement. Thus if Owner A’s home has an existing side setback of more than 15 feet but less than 25 feet, the proposed conveyance to Owner B would cause Owner A to become in violation of the Zoning By-Law even though the conveyance does not impact the setback. The proposed amendment to the By-Law would revise Note g to provide that a conveyance of land by Owner A to Owner B in the Single Residence A District as described above would not change the 15 foot side setback requirement applicable to Owner A’s lot as long as (a) no other dimensional violations of the By-Law are created as a result of such the conveyance, (b) Owner A’s lot otherwise continues to be a conforming lot in terms of minimum Lot Area, Frontage and Build Factor following such conveyance, and (c) such conveyance does not result in the creation of any additional building lot and the deed of conveyance contains a restriction prohibiting the creation of an additional building lot as a result of such conveyance. As this is a petition article the Planning Board will present its recommendations on this article at the Annual Town Meeting.

**PERSONNEL ARTICLES**

**ARTICLE 7: ESTABLISH ELECTED OFFICIALS’ SALARIES**

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2008, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$64,490
Town Clerk with 6 years of service in that position	\$77,000 (1)
Selectmen, Chairman	\$1,800
Selectmen, Others	\$1,500

- (1) In addition, the Town Clerk’s compensation shall also include payment of longevity in the amount of \$3,850; the accumulation of 15 days of non-occupational sick leave per fiscal year; and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32, in an amount not to exceed \$34,018. The annual salary of \$77,000 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$7,774. At the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed \$10,884; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with MGL Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town

*Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April, and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits as close to that of other full-time employees as possible. Payment for longevity, as well as buy-back of sick leave and vacation at the time of separation from Town service, is now included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000, such payment to be made at the time of separation from Town service.*

*The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.*

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**ARTICLE 8: FUND COLLECTIVE BARGAINING AGREEMENT – AFSCME**

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and AFSCME Council 93 Local 335, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2009; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information:* At the time of the printing of the warrant, the parties had not reached agreement on this contract.

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**GENERAL ARTICLES**

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**ARTICLE 9: ESTABLISH AN ALTERNATIVE INTEREST RATE ON PROPERTY TAX DEFERRALS (CHAPTER 136, SECTION 1 OF THE ACTS OF 2005)**

To see if the Town will vote in accordance with Chapter 136, Section 1 of the Acts of 2005 to reduce the rate of interest that accrues on property taxes deferred by eligible seniors under M.G.L. Chapter 59, Section 5, Clause 41A from 8% to 4%, with such reduced rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2008; or take any other action relative thereto.

INSERTED BY: Board of Selectmen/Board of Assessors

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information:* This article seeks adoption of a local option provision that allows cities and towns to set an alternative interest rate to be assessed on property taxes which are deferred by qualifying homeowners. Chapter 136 of the Acts of 2005 amends General Law Chapter 59, Section 5, Clause 41A by allowing the Town, by a vote of Town Meeting, to change the interest rate that accrues on property taxes which are deferred by seniors. Under the property tax deferral program seniors who meet certain income requirements may defer all or a portion of their property tax bill.

*Under the property tax deferral program interest accrues at eight percent until the taxpayer sells the property or passes away. The local option allows the Town to change the rate to a lower percentage, and*

*does not require a minimum rate. This article, if approved, will reduce the rate of interest from eight percent to four percent which is more reasonable given prevailing interest rates today. The Town can amend the rate at a future Town Meeting should four percent be deemed non-reflective of prevailing interest rates. Under the law, the rate of interest to be charged cannot be higher than statutory rate of eight percent on deferred property taxes. The rate change must be approved prior to the start of the fiscal year in order to be effective for the upcoming year. The interest rate is not applied retroactively, meaning taxes deferred prior to July 1, 2008 would continue to have interest accrue at eight percent. However, any subsequent taxes deferred by the homeowner would be charged interest at the four percent rate.*

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**ARTICLE 10: AMEND GENERAL BY-LAW - PRIVATE WAYS**

To see if the Town will vote to amend Section 3.1 of the General By-Laws by inserting a new Section 3.1.13 and renumbering the existing section 3.1.13 Fines to 3.1.14, as follows:

“3.1.13 Private Ways

3.1.13.1 Snow and Ice Removal The Town may remove snow and ice from such private ways within its limits for emergency vehicle access in accordance with Massachusetts General Laws and in accordance with regulations or policies issued by the Board of Selectmen. Such snow and ice removal may be limited to those private ways maintained in an acceptable condition and in accordance with standards determined by the Director of Public Works.

3.1.13.2 Barricades Barricades installed on private ways that serve to deter prompt and appropriate emergency access shall be removed on order of the Fire Chief.

3.1.13.3 Temporary Repairs The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen. Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way.”

And by inserting a new Subsection 8.2.2.4 as follows:

“8.2.2.4

V. Private Ways (3.1.13.2)

Enforcement Agent:	Fire Chief
First Offense	\$0
Second Offense	\$50”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information: A goal of the Board of Selectmen over the past several years has been the evaluation of the status of private ways in Needham. This analysis included the categorization of all private ways, and the identification of several issues requiring attention by Town Meeting. These include limiting snow*

*and ice removal on private ways that are not maintained in an acceptable condition, prohibiting the erection of barricades on private ways that deter access by public safety personnel, and allowing the Town to make temporary repairs to private ways in certain circumstances. This proposal also includes an amendment to the schedule of fines for violation of the barricading prohibition.*

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**ARTICLE 11: AMEND GENERAL BY-LAW - TECHNOLOGY ADVISORY BOARD**

To see if the Town will vote to amend Section 2.1.6 of the General By-Laws by deleting section 2.2.6.3 and inserting in place thereof the following:

**“2.2.6.3 Technology Advisory Board**

- (a) There shall be a Technology Advisory Board (hereinafter called the Board) consisting of five (5) regular members and four (4) ex officio members. The ex officio members shall be non-voting members.
- (b) The regular members of the Board shall be appointed by the Board of Selectmen to staggered three-year terms. The regular members of the Board shall be residents of the Town who have knowledge and experience in telecommunications or information technology. No employee of the Town shall be a regular member of the Board. In the event that a vacancy occurs during a regular member’s three-year term, the Selectmen shall, within ninety (90) days, appoint a successor to fill the balance of the unexpired term.
- (c) The ex officio members of the Board shall be:
  - (i) the Town Manager or his or her designee,
  - (ii) the Town’s Director of Management Information Services,
  - (iii) the School Department’s Director of Financial Services, or a substitute designated by the Superintendent of Schools,
  - (iv) the School Department’s Director of Technology, or a substitute designated by the Superintendent of Schools.
- (d) The role of the Board shall be (1) to provide technical assistance to all Town departments and the School Department in the formulation of technology plans and capital requests for voice, data and video systems; (2) to advise the Town Manager in the review of capital requests for voice, data and video systems, taking into consideration the goals of maximizing efficiency and cost effectiveness, minimizing unnecessary redundancy, and insuring, to the extent possible, the compatibility of each request with other existing or proposed systems; (3) to advise the Permanent Public Building Committee on the specifications to be considered for voice, data and video systems when constructing or renovating Town Facilities; (4) advise the Town Manager, Town Selectmen, and Town Departments on matters relating to information technology policy, specifically with reference to issues of security, privacy, future technology and possible provision of government services through information technology; and (5) the advice will be delivered through a vote of the regular members and reported to the Town Manager, Town Selectmen, and the Town Departments which requested the advice.
- (e) The Board shall, annually in June, elect from among its regular members a chairman and vice-chairman, each of whom shall serve until a successor is duly elected. The chairman shall annually appoint a member to serve as secretary.” or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position taken

*Article Information: The proposed change in the composition and charge of the Technology Advisory Board was proposed by that Board in an effort to clarify the voting status of members. Under the proposed language, the ex officio members of the Board will be non-voting. The proposal would also require that any advice provided by the Board be delivered through a vote of the Board.*

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**ARTICLE 12: AUTHORIZE LEASE OF LAND**

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for 58.8+/- acres of land and buildings located thereon, owned by the Town and now occupied by the Needham Golf Club as Lessee, for periods of up to 20 years upon such terms and conditions as determined by the Town Manager; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: This article requests authorization for the Town Manager, on behalf of the Town, to execute a lease for approximately 58 acres of municipal land, currently leased to the Needham Golf Club, for a period not to exceed twenty years. The present lease expires in April, 2009. The property constitutes most of the area of the present 9-hole Needham Golf Course. It does not include the clubhouse, parking lot, part of the 9th hole, or the practice putting green, all of which are located on additional land owned by the Golf Club.*

*The lease property fronts on Harris Avenue, Great Plain Avenue and Green Street, and borders on residential areas. It also abuts DeFazio Field and other Town property. Under present zoning, the property can be operated as a golf course by the Town or by a not-for-profit club (such as the Needham Golf Club), but not by a for-profit entity. The land has been leased by the Town to the Golf Club for approximately eighty years. The most recent ten-year lease renewal was negotiated between the Town and the club, and approved by Town Meeting, in 1998.*

*Under the current lease, the club continues to be responsible for all operating and capital costs, and pays a CPI-adjusted annual rent to the Town. The club also pays property taxes on its own land, facilities and equipment. The lease requires that at least 90 percent of all new members be Needham residents, and at least 75 percent be admitted on a first come, first served, basis. Part of one weekend day, and one full and one part weekday, are set aside for golf by Needham residents who are not club members. The lease provides for use of the course by the Needham High School golf team, and senior citizen and junior discount rates. There is also a non-member residents' senior golf league that plays at the course. The lease allows Town residents to use the land during the winter season for recreation that doesn't interfere with golf use or damage the course.*

*In 2007, the Board of Selectmen initiated a process to plan for use after the conclusion of the current lease. A threshold issue was whether the town should continue the use of the land as a golf course, or commit it to another purpose. Conservation, recreation, other municipal use, commercial or residential development, outright sale, or a combination of those are among possibilities, although use of the property for any purpose other than as a non-profit golf course or for municipal use would require an Act of the Legislature. The process has included informational meetings, extensive public discussion, and three public hearings.*

*Based on that process and their experience with the current lease, the Board of Selectmen have voted to recommend the continued use of the property as a golf course under the management of a non-profit*

organization, and approved issuance of a request for proposals (RFP) for lease of the property consistent with that determination. Draft RFP and Lease provisions and other informational materials have been available for review by Town Meeting members and the public during this process, including availability on the Town's website ([www.needhamma.gov](http://www.needhamma.gov)). If the RFP process is completed prior to consideration of this article, copies of a final proposed lease will be available at Town Meeting.

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## FINANCE ARTICLES

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### **ARTICLE 13: TRANSFER OF BUDGETARY FUND BALANCE**

To see if the Town will vote to transfer \$5,810,170 from the Budgetary Fund Balance Account (Free Cash) to meet, in part, appropriations made at this Town Meeting, and to authorize the Board of Assessors to use such sum as available funds to meet appropriations in its computation of the tax rate for the fiscal year 2009; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* Budgetary fund balance (free cash) is the result of unexpended appropriations and revenue in excess of estimates from fiscal year 2007.

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### **ARTICLE 14: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986**

To see if the Town will vote to accept, for Fiscal Year 2009, the provisions of Section 4 of Chapter 73 of the acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 74% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2008 the cumulative increase above the statutory limit was 69%.

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### **ARTICLE 15: APPROPRIATE FOR SENIOR CORPS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$10,000 for the purpose of funding the Senior Corps program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid approximately \$800, which is applied to their property tax bill. Eligible individuals are entitled to one payment per fiscal year.

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**ARTICLE 16: APPROPRIATE FOR COMPENSATED ABSENCES FUND**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$75,000 for the purpose of funding compensated absences provided by personnel policy or collective bargaining agreement, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The purpose of this article is to fund the Town's employee sick leave and, in some cases, vacation liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service.

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**ARTICLE 17: APPROPRIATE THE FY09 OPERATING BUDGET**

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$25,000, from the Overlay Surplus in the amount of \$399,781, and from amounts reserved for debt exclusion offsets in the amount of \$380,238; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20A(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages 11 to 16.

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**ARTICLE 18: APPROPRIATE THE FY09 RTS ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the DPW during fiscal year 2009, under the provisions of G.L., Chapter 44, Section 53F ½:

Line #	Description	FY 2007		FY 2008		FY 2009		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Personnel	\$ 504,338	8.4	\$ 571,180	8.4	\$ 622,755	9.4	
101B	Expenses	\$ 1,194,088		\$ 1,228,375		\$ 1,107,045		
101C	Operating Capital	\$ -		\$ 58,000		\$ 58,000		
101D	Debt Service	\$ 226,378		\$ 150,000		\$ 150,000		
102	Reserve Fund	Transfers Only		\$ 45,000		\$ 45,000		
<b>TOTAL</b>		<b>\$ 1,924,804</b>	<b>8.4</b>	<b>\$ 2,052,555</b>	<b>8.4</b>	<b>\$ 1,982,800</b>	<b>9.4</b>	
FY 2009 Budget Percentage Change from FY 2008 Budget							-3.4%	

and that \$510,270 be raised from the tax levy and transferred to the RTS Enterprise Account; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: This is the budget article to fund and operate the Town's Recycling Center and Transfer Station. The budget for FY 2009 provides the funding for a new program which consolidates the collection of trash and recyclables from Town and school buildings from three departments into one. This budget also includes the funding for a hazardous waste drop off day which in previous years was funded as a separate article. Town Meeting has asked that since the program is annual in nature, that it be included in the RTS operating budget. The \$8,000 that has been transferred to the operating budget will allow the Town to conduct one hazardous waste collection day during fiscal year 2009.*

*The budget presentation has also been changed in the same manner as the General Fund budget being recommended by the Finance Committee, by incorporating the sub category lines of purchase of service and expenses into one appropriation line. The FY 2009 budget also reflects the lower cost of disposal with the new long-term solid waste contract that was approved previously by Town Meeting. The RTS operating budget is \$69,755, or 3.4%, less than the FY 2008 budget. The increase in the salary and wages line is reflective of the additional position needed to implement the new solid waste and recycling collection program. In anticipation of the purchase of a new collection packer which will allow the new program to be implemented, the FY 2009 Public Facilities budget is being recommended by the Finance Committee at a figure which assumes half year savings in year one of \$35,000. The annualized savings in FY 2010 will be \$70,000. The reason for the half year funding is to allow time for the new equipment to be purchased and delivered, and training of personnel to be provided on the new ways of handling and disposing of waste and recyclables. The decrease in the RTS budget is reflective of the savings associated with the new contract for the disposal of solid waste of approximately \$200,000, and increases in energy, transportation, increased volume of universal waste disposal and the transfer of the Household Hazardous Waste Day. The result is a net reduction of approximately \$121,000, or nearly 10% less than FY 2008. The \$58,000 for capital reflects the annual purchase of containers and transfer trailers. The \$150,000 for debt service is level funded, and supports the debt capacity requirements to continue the*

current RTS operations. The RTS also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. This budget is funded through a combination of property tax revenue and user fees.

**ARTICLE 19: APPROPRIATE THE FY09 SEWER ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the DPW during fiscal year 2009, under the provisions of G.L., Chapter 44, Section 53F ½:

Line #	Description	FY 2007		FY 2008		FY 2009		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Personnel	\$ 505,830	9.2	\$ 575,289	9.2	\$ 591,719	9.2	
201B	Expenses	\$ 219,659		\$ 254,010		\$ 261,234		
201C	Capital Outlay	\$ 24,967		\$ 25,000		\$ 25,000		
201D	MWRA Assessment	\$ 4,878,286		\$ 5,205,317		\$ 4,969,440		
201E	Debt Service	\$ 1,011,022		\$ 1,150,000		\$ 1,175,000		
202	Reserve Fund	Transfers Only		\$ 35,000		\$ 35,000		
<b>TOTAL</b>		<b>\$ 6,639,764</b>	<b>9.2</b>	<b>\$ 7,244,616</b>	<b>9.2</b>	<b>\$ 7,057,393</b>	<b>9.2</b>	
FY 2009 Budget Percentage Change from FY 2008 Budget							-2.6%	

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This is the budget article to fund and operate the Town’s sanitary sewer system. The overall budget is down \$187,223 from FY 2008. The budget presentation has also been changed in the same manner as the General Fund budget being recommended by the Finance Committee, by incorporating the sub category lines of purchase of service and expenses into one appropriate line. The salary and wage line is \$16,430, or 2.9%, higher and is inclusive of the collective bargaining agreement approved previously by Town Meeting. The Town has a settlement with the DPW union through FY 2010. The reserve fund remains at the same dollar level from FY 2008 to FY 2009. The increase in non-personnel expenditure is \$7,224, or 2.8% over FY 2008, and is primarily attributable to continued increases in electricity rates and fuel. The MWRA assessment line is \$235,877 lower than the current appropriation which is based on an estimate. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the State, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The increase in debt service is based on approved projects, and is in keeping with the overall sewer capital infrastructure funding plan for long term investments. The annual debt service for sewer is based on an average of \$1.2 million per year. The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the entire cost of operations.

**ARTICLE 20: APPROPRIATE THE FY09 WATER ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the DPW during fiscal year 2009, under the provisions of G.L., Chapter 44, Section 53F ½:

Line #	Description	FY 2007		FY 2008		FY 2009		Town Meeting Amendments	
		Expended	FTE	Current Budget	FTE	Recommended	FTE		
301A	Personnel	\$ 850,395	14.5	\$ 940,917	14.5	\$ 934,578	14.5		
301B	Expenses	\$ 807,922		\$ 964,300		\$ 970,767			
301C	Capital Outlay	\$ 20,000		\$ 20,000		\$ 20,000			
301D	MWRA Assessment	\$ 804,108		\$ 977,545		\$ 1,075,204			
301E	Debt Service	\$ 1,116,072		\$ 1,300,000		\$ 1,350,000			
302	Reserve Fund	Transfers Only		\$ 75,000		\$ 75,000			
<b>TOTAL</b>		<b>\$ 3,598,497</b>	<b>14.5</b>	<b>\$ 4,277,762</b>	<b>14.5</b>	<b>\$ 4,425,549</b>	<b>14.5</b>		
FY 2009 Budget Percentage Change from FY 2008 Budget							3.5%		

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee  
 FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This is the budget article to fund and operate the Town's water system. The budget presentation has also been changed in the same manner as the General Fund budget being recommended by the Finance Committee by incorporating the sub category lines of purchase of service and expenses into one appropriate line. The FY 2009 budget is \$147,787, or 3.5%, more than the current year. Most of the increase is attributable to the 10% estimated increase in the MWRA assessment for water. The MWRA increase is based on a preliminary estimate. The final assessment from the MWRA is not expected until the end of the State Budget process. The MWRA assessments are a factor of the change in its budget, State Aid to the MWRA, and the Town's use as a percentage of total use by all the MWRA communities. The salary and wage line is essentially flat, and does incorporate the collective bargaining agreement that was approved by a previous Town Meeting. The non-personnel line of services and expenses is also essentially flat with an increase of 7/10th of one percent. The reserve fund is level dollar from FY 2008 to FY 2009. The increase in debt service is based on approved projects, and is in keeping with the overall water capital infrastructure funding plan for long term investments, including the Route 128 project. The annual debt service for water is based on an average of \$1.5 million per year. The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

**ARTICLE 21: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS**

To see if the Town will vote to raise and appropriate, or otherwise provide such sums of money as may be required for the payment of unpaid bills of previous years, incurred by the departments, boards and officers of the Town of Needham as listed below:

2008 Annual Town Meeting

Department	Vendor	Description	Fiscal Year	\$ Amount
Town Clerk	Mr. Paul Hunt	Posting ATM	2007	\$ 14.55
Police Department	Galls Incorporated	Zipper Boot	2007	\$ 104.35
Public Works Department	Work 'N Gear	Jacket	2007	\$ 100.00

And further to meet the appropriation that \$218.90 be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: State law requires Town Meeting action in order for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation.*

**ARTICLE 22: CONTINUE DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L., Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2008:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2009 Budget
School Busing	School Committee	Fee Based Busing Program Receipts	Transportation of students to and from School	<b>\$500,000</b>
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	<b>\$4,100</b>
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	<b>\$60,000</b>
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	<b>\$75,000</b>
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	<b>\$3,000</b>
Human Rights Committee Invest. Account	Town Manager	MCAD	Costs related to the Investigation of MCAD Complaints	<b>\$2,000</b>
Senior Center Activities	Council on Aging Director	Program Receipts	Costs related to social programs for elderly	<b>\$1,000</b>
Youth Services Activities	Youth Commission Director	Program Receipts	Costs related to youth service and community programs	<b>\$25,000</b>
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	<b>\$75,000</b>

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2009 Budget
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information and Summary of G.L. Chapter 44, Section 53E ½: A revolving fund established under the provisions of G.L. Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to G.L. Chapter 59, Section 23.*

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**ARTICLE 23: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS**

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive the funds. The Massachusetts Highway Department is allowed to distribute Chapter 90 funding only after it has been authorized by the Legislature and signed by the Governor. In FY08, the Town received \$694,876 in Chapter 90 funding.*

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**CITIZENS' PETITION - CAPITAL FACILITIES**

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**ARTICLE 24: CITIZENS' PETITION – PRESERVATION OF TOWN HALL**

A Citizens' Petition for a Warrant Article concerning the Restoration of the Town Hall

“To see if the Town will vote to raise and appropriate by transfer from available funds the sum of \$1.5 million for the purpose of funding the preparation of design and construction documents for the preservation, restoration and rehabilitation of the Town Hall and addition to the Town Hall identified in the proceedings of the Permanent Public Buildings Committee as Alternative Three; or to take any other action relative thereto.”

INSERTED BY: Lisa F. Niden et. al.

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: This citizens' petition would appropriate \$1.5 million for construction plans for renovations and an addition to Town Hall. The design specified by the petitioners ("Alternate 3") differs from that recommended by the Selectmen ("Alternate 1") in two principal respects: Alternate 3 provides for restoration of the second floor of Town Hall as an auditorium (instead of office and meeting space under Alternate 1), and Alternate 3 provides for a larger addition to the building than would be constructed under Alternate 1. The current estimated cost of Alternate 1 is \$15.7 million, and that of Alternate 3 is \$20.5 million. Potential funding for the project includes \$14.2 to \$14.3 million in Community Preservation Act funds under either option.*

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## COMMUNITY PRESERVATION ACT ARTICLES

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### **ARTICLE 25: APPROPRIATE FOR CPA - TOWN HALL HISTORIC PRESERVATION DESIGN**

To see if the Town will vote to raise and/or transfer and appropriate \$1,000,000 for architectural design and engineering for the construction, and/or renovation of Town Hall to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$748,000 be transferred from the FY 2008 Community Preservation General Reserve and \$252,000 be raised from FY 2009 Community Preservation Receipts; or to take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: In 2007, the Board of Selectmen and Town Manager sought funding for a Town Hall feasibility study to review the concept plans that had been developed in the Townwide Facility Master Plan in 2005 – 2006. With the support of the Community Preservation Committee, the 2007 Annual Town Meeting appropriated \$50,000 for this purpose, and the PPBC engaged the services of McGinley Kalsow & Associates (MKA) to complete the study. Of the three options that were developed by MKA, the Board of Selectmen voted to seek funding for the project that is the subject of this article. The PPBC has voted to retain MKA to complete the design phase and oversee construction if the project is funded. The Community Preservation Committee is currently reviewing the request for design funding, and if approved, would later consider a request to fund construction in advance of the 2009 Annual Meeting.*

*The proposed Town Hall Historic Preservation project fully restores the Town Hall including the second floor auditorium. It fits out the auditorium space for office functions with new temporary dividers that are attractive, secure and respectful of the historic space, yet not costly to remove in the future. A small tower addition to house the elevator and mechanical systems will be constructed in the back parking lot. This is a flexible plan that allows for many opportunities for reuse in the future to meet the needs of the community at that time, including use of the auditorium space and/or construction of an annex. The*

*Planning and Park and Recreation departments, as well as a significant amount of records storage, will be relocated to the DPW Complex at Dedham Avenue.*

*The current funding request is for \$1.0 million for design services. The total project cost is estimated at \$15.7 million, exclusive of relocation costs. It is anticipated that over 90% of the project cost will qualify for Community Preservation funding. The design phase will begin after Town Meeting in May, with a request for construction funding planned for the 2009 Annual Town Meeting. Construction will begin in January 2010. Critical to the sequencing of the Town Hall project is the construction of a Public Services Administration building for Public Works, Public Facilities, Community Development & Land Use, and Park and Recreation, included in this Warrant as Article 33. Before it is put into service for its intended function, the Public Services Building will be used as an alternate location for the Town Hall during the reconstruction of that facility, from December, 2009 through June, 2011, saving more than \$1 million in rental costs.*

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**ARTICLE 26: APPROPRIATE FOR CPA - PURCHASE OF LAND**

To see if the Town will authorize the Board of Selectmen to acquire by purchase, gift, or otherwise all or portions of parcels of land on Nehoiden Street, Needham, Norfolk County, Massachusetts, including restrictions thereon being a portion of the property known as the Hearthstone Farm, that said land be conveyed to the Town of Needham under the provisions of Massachusetts General Laws, Chapter 44B, as it may hereafter be amended; said land to be under the care, custody, management and control of the Board of Selectmen and held for one or more of the purposes authorized under the Community Preservation Act:

- a. Acquisition, creation, and preservation of open space;
- b. Acquisition, creation, and preservation of land for recreational use; and/or
- c. Rehabilitation or restoration of open space or land for recreational use that is acquired or created as provided by said Chapter 44B;

and that prior to committing any portion of the property to any of the uses specified above, areas of the property designated for specific uses must be clearly identified and delineated by subsequent votes of Town Meeting; and that to fund said purchase, including all costs incidental and related thereto, to appropriate the sum of \$1,000,000, to be spent under the direction of the Town Manager; and to meet this appropriation that \$569,760 be transferred from the Open Space Reserve and that \$430,240 be raised from FY 2009 Community Preservation Receipts; and to authorize the Board of Selectmen/Town Manager to acquire conservation restrictions or other such perpetual restrictions, and approve use restrictions, as may be permitted pursuant to the Community Preservation Act, on all or any portion of said parcels; to seek, receive and accept grants, donations or reimbursements for this purpose, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Needham to effect said purchase; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: Hearthstone Farm is located on Nehoiden Street, near the intersection of May Street. The house was built in 1754 and a barn was added in 1826. The property has been owned by one family for several generations. The primary desire for this purchase is to provide access to the adjacent camp property located on Rosemary Lake. The acquisition of a portion of this parcel meets the objectives of the Needham Open Space and Recreation Plan. The Town is working with the Trust for Public Lands to create a plan for multi-party acquisition of this parcel.*

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**ARTICLE 27: APPROPRIATE FOR CPA - HIGH ROCK TRAILS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$100,000 for the creation of a planned recreation trail system within High Rock Homes, to be spent under the direction of the Town Manager and raised from Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: The Needham Housing Authority has developed a trails plan to create a public trail system through High Rock Homes to connect to the actual High Rock and the Town Forest. With the work begun on the new homes, this project would be coordinated with the landscaping work, maximizing the feasibility and economy of the trails construction.*

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**ARTICLE 28: APPROPRIATE FOR CPA - PRESERVATION OF TRAILS AND ACCESS TO MUNICIPAL LAND**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$5,500 for preservation of trails and access to municipal land, including signs, kiosks, and markers intended to clearly define the Town's existing trail system, to be spent under the direction of the Town Manager and raised from Community Preservation Receipts; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: The proposal involves the preservation of trails and access to municipal lands that have been identified in both the 2007 Open Space and Recreation Plan Update and in the draft Comprehensive Master Trails Plan. Funds would be used to purchase signs and/or kiosks (to house maps currently being developed), as well as trail markers to clearly define the Town's existing trail system. Purchases would be made in accordance with the forthcoming recommendations from the Trails Master Plan.*

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**ARTICLE 29: APPROPRIATE FOR CPA - TRANSFER OF FUNDS TO CONSERVATION FUND**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for deposit to the Conservation Fund to be used to purchase land, conservation restrictions, easements, or other contractual rights or to undertake other responsibilities defined in M.G.L. Ch. 40 Section 8C, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: The enabling legislation governing the establishment of Conservation Commissions (M.G.L. Ch. 40 Section 8C) allows for the establishment of a Conservation Fund. The Town of Needham established a Conservation Fund in 1963 and made annual appropriations to this fund over the course of several years. Funds allocated to the Conservation Fund may be used to purchase land, conservation restrictions, easements or other contractual rights (by option, purchase, lease or fee) or to undertake other responsibilities defined in the statute. The balance in the fund is \$144,988 as of September 30, 2007. Proceeds from the fund were most recently used to cover early expenses related to the purchase of*

*the Wiswall property adjacent to Ridge Hill. Proceeds in the fund are readily accessible and will allow the Commission to react quickly to open space and land management opportunities.*

**ARTICLE 30: APPROPRIATE TO COMMUNITY PRESERVATION FUND**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate \$2,290,000 pursuant to Massachusetts General Laws, Chapter 44B from the estimated FY 2009 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

**Appropriations:**

A. Administrative and Operating Expenses of the Community Preservation Committee	\$ 114,500
B. Debt Service	\$ 0

**Reserves:**

C. Community Preservation Fund Annual Reserve	\$ 1,419,500
D. Community Housing Reserve	\$ 252,000
E. Historic Resources Reserve	\$ 252,000
F. Open Space Reserve	\$ 252,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: This is the fourth year that Town Meeting is being asked to address the Community Preservation Fund (the Fund) and the vote on this article will reflect the decisions made on the previous five articles. Town Meeting and the voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% annual surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation, and open space. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee.*

**CAPITAL ARTICLES**

**ARTICLE 31: RESCIND DEBT AUTHORIZATIONS**

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Public Works Vehicle & Equipment	2006 ATM	63	\$140,000	\$18,000
RTS Scale Replacement	2005 ATM	45	\$83,230	\$11,000
Total				\$29,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information:* When a project is financed by borrowing, the project has been completed, and all the bills have been paid, the balance of the authorization that was not borrowed can be rescinded. A Town Meeting vote to rescind the balance of a borrowing prevents any further borrowing for the project.

**ARTICLE 32: APPROPRIATE FOR GENERAL FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate a sum for General Fund Cash Capital, to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Community Services	Supplemental Library Materials Allocation	\$25,000	
Community Services	Athletic Facility Improvements	\$160,000	
General Government	Disaster Recovery - Intel Based Servers	\$130,000	
General Government	Document Record Management System	\$140,000	
Public Facilities	Facilities Maintenance Program	\$220,000	
Public Safety	Public Safety Application Hardware	\$120,000	
Public Schools	Broadmeadow School Data Room AC Upgrade	\$25,000	
Public Schools	Newman School Electrical System Improvements	\$175,000	
Public Schools	Pollard School Doors and Locks	\$175,000	
Public Schools	Communications Archiving System	\$45,740	
Public Schools	School District Technology Upgrade & Replacement	\$212,500	
Public Schools	School Furniture & Musical Equipment Replacement	\$52,050	
Public Works	Brooks & Culverts - Repair & Maintenance	\$100,000	
Public Works	Core Fleet Replacement	\$215,048	
Public Works	Electronic Archive	\$30,000	
Public Works	Geographic Information System	\$85,280	
Public Works	Snow & Ice Equipment	\$124,511	
Public Works	Specialty Equipment	\$121,200	
Public Works	Stormwater Drain Discharge Improvements	\$40,000	
Public Works	Stormwater Master Plan Drainage Improvements	\$75,000	
Total Appropriation		<b>\$2,271,329</b>	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

*Article Information:* All General Fund cash capital items are included as one article. This methodology allows Town Meeting to view cash capital in its entirety as a considered and thoughtful recommendation on the part of the boards and committees, rather than as a series of independent articles. This approach will still allow for amendment of each line item. Capital proposed for funding by debt will continue to be presented as a separate article, in that debt authorizations require a 2/3 vote of Town Meeting. A description of each request follows.

**Supplemental Materials Allocation** This is the second year of a four-year plan to upgrade and increase the Library's materials collections. When the Library opened in March 2006 in the new building, business increased significantly. One-half of the \$25,000 request is to be allocated for the Children's Room collections. A Children's Room questionnaire has revealed dissatisfaction with the size of the various collections. Circulation of children's books increased 17.6% in FY07, while the collection grew by only 6%. FY07 circulation of audiovisual materials increased by 19.6%, while the collections increased by only 11.9%. The turnover rate (the number of times an item is checked out) for audiovisual items increased from 14.8 to 15.8. The more times items are checked in and out, the faster they wear out and need to be replaced.

**Athletic Facility Improvements** The Department of Public Works has developed a maintenance plan for all fields, which includes new or total reconstruction, renovation, irrigation and drainage improvements, and equipment replacement/repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for fields, and ball diamonds. FY09 proposed projects include backstops, fencing and irrigation improvements at Mills and Asa Small Fields.

**Disaster Recovery – Intel Based Servers** Currently the Information Technology Center (ITC) does not have the equipment or resources to support a Disaster Recovery plan for the non-IBM servers in the event of a catastrophic event that leaves the Town Hall unusable. Events such as fire, flood, and other natural or man-made occurrences which could cause long term loss of use of the Town Hall or damage to the non-IBM servers would seriously hamper the Town's ability to operate at a basic level. The Disaster Recovery model for the non-IBM servers would allow the data to be housed at a separate location, supported by a generator. Using a single server with an attached Storage Area Network (SAN) and VMware, the ITC will virtualize five (5) servers and data transfer the remaining servers, currently eight (8) soon to be ten (10), to the SAN.

**Document Record Management System** This request is designed to address both Town and School needs. The principal reason for acquiring a document record management solution is to allow for electronic storage of current documents giving the users the ability for faster retrieval and sharing of those documents. This process could also alleviate the need for duplicate or triplicate copies being stored using traditional means. The acquisition of a system should ideally be an enterprise-wide solution incorporating multiple departments and divisions throughout the Town. Other benefits include making historical records available to the public and creating an electronic workflow management system. Although this request has no easily-measured effect on Town revenues, expenses will continue to rise as the cost of providing storage for additional records grows and staff time is devoted to manually searching, retrieving, and copying the requested records. Unless more physical storage is made available in the town buildings, offsite storage with a records storage company is inevitable.

**Facilities Maintenance Program** This Program includes general maintenance activities at municipal buildings, including, but not limited to, flooring and painting. The funding allows for the replacement of worn, damaged, unsafe, and unsightly floor tile and carpeting. In the case of school buildings, much of the project work involves the removal of asbestos-containing floor tile and its replacement with vinyl composition floor tile in classrooms and carpeting in offices. The Police station work involves the removal and replacement of worn carpeting dating back to 1990. FY08 funding provided for removal of approximately 20,000 sq. ft. of asbestos-containing floor tile and carpeting at Newman School. Unless circumstances dictate otherwise, floor tile work in FY09 is planned for the Pollard Middle School and Police Station.

This Project will also provide for the continuation of the interior painting plan begun in FY01. This program enables the systematic painting of all interior spaces for schools and town buildings on a prioritized basis. At the present time it is projected that interior painting in FY09 will continue at the

*Broadmeadow, Mitchell, Newman, and Pollard Middle schools. FY08 funding allowed for painting at the four schools and Fire Station #2.*

**Public Safety Application Hardware** *This IBM AS/400 is used for all public safety dispatching for both Police and Fire Departments. All emergencies are recorded and the proper equipment is dispatched quickly. Both departments maintain all required data files for local and state reporting, and for departmental use. Incident reports have been maintained in this system since 1994. This equipment must be replaced every five years to ensure optimal functionality.*

**Broadmeadow School Data Room AC Upgrade** *This project will allow for replacement of the split system air conditioning units (2) which serve the School Department's district head end rooms which are located in the basement level of the Broadmeadow Elementary School. The air conditioning units in these two rooms are undersized and therefore unable to adequately cool the rooms. On hot days, the current a/c units cannot keep the rooms below 80 degrees. Adequate cooling is required for proper operation of the School Department's 21 servers which serve all schools and school buildings. It is proposed that the current one ton units be replaced with three ton units to ensure proper cooling on the hottest days of the year. It is proposed to reuse existing wiring and piping to minimize cost and ease the difficulty of installation.*

**Newman School Electrical System Improvements** *This project will allow for the repair/resolution of the current condition in which ground water/runoff enters the main electric switchgear room, floods the room, and allows water to flow via underground electrical conduits into electrical rooms in the rear wing (main classroom wing) of the school. The flooding has caused numerous power outages within the building and threatens major damage to electrical system components, total /extended loss of electric power to the building, and risk of personal injury to staff. It is expected that the exterior foundation walls of the electrical room will need to be exposed, sealed, and waterproofed. Additionally, several hundred feet of underground electrical conduit including the main feed to the rear (main classroom) wing of the building will be replaced.*

**Pollard School Doors and Locks** *This project will allow for the replacement of all exterior doors including door hardware and lockset mechanisms at the Pollard Middle School (16 double leaf door sets and 19 single leaf door sets) in order to address security and safety concerns stemming from the current substandard condition of the existing exterior doors and hardware. The existing doors, hardware, and locksets, which date to the 1992 middle school renovation, have a high failure rate which prevents the proper locking of the facility. It is proposed that replacement doors be constructed of steel or composite graphite/fiberglass for strength with full height continuous (piano style) hinges, industrial style lockset mechanisms and exit devices (closers and crash bars) and a card reader pass system in lieu of traditional keys.*

**Communications Archiving System** *Recently revised federal archiving rules require school systems to archive correspondence. The School Department uses First Class for e-mail, conferencing and web publishing throughout all schools and administrative offices. First Class offers an archiving component. With this investment, the schools can archive, search and retrieve First Class communications for all users over a three year period. The costs include an Archive Server, Archive Server Array, Backup Server, Backup Server Array, UPSs, Backup Software, and Archive Licenses.*

**School District Technology Upgrade & Replacement** *This request funds the replacement of school technology, including instructional computers, administrative computers, printers, and network servers. It is proposed that in FY09, instructional computers will be replaced at Newman, Hillside, Mitchell, Pollard and Broadmeadow, and 30 computers will be recycled from the High School. The FY09 request*

is for 117 replacement instructional computers, 24 replacement administrative computers, 30 replacement printers, and 9 network hardware servers.

**School Furniture and Musical Equipment Replacement** In FY05, Town Meeting approved first-year funding of \$20,500 to replace furniture in school facilities not scheduled to undergo capital renovation/addition projects in the near future. In these schools, furniture is 10-20 years old and in a state of disrepair after decades of heavy use. The request was funded from operational savings in FY06, due to capital budget constraints. In FY07, Town Meeting allocated \$44,550 for this purpose. (The FY07 request also replaced band chairs at Hillside and Pollard.) In FY 08, Town Meeting provided \$18,300 for elementary furniture (\$15,600) and whiteboards (\$2,700), with the expectation that FY08 middle school replacements would be met from the stock of surplus furniture at High Rock. Funding of \$37,050 in FY09 will provide furniture in five classrooms at Pollard, to add whiteboards in 5 Pollard classrooms, and to replace furniture in three elementary classrooms at Hillside, Mitchell or Newman.

Also in FY05, Town Meeting allocated \$15,000 in first-year funding of a ten-year replacement cycle for school musical instruments. Similar funding was provided in FY06 (budget savings) and in FY07 and FY08 (from the CIP). Currently, the School Fine and Performing Arts Department has numerous musical instruments that are more than 30 years old and are in need of replacement. The School Department owns a large number of instruments, including pianos, string instruments, brass instruments, woodwind and percussion instruments that, after many years of use, are no longer usable or repairable. Students do purchase more common, less expensive instruments such as clarinets, trumpets and flutes, but a quality band and/or orchestra program must supply large, more expensive instruments to ensure balanced instrumentation. Last year, the Fine and Performing Arts Department replaced a euphonium, 2 piccolos, an oboe and a variety of types of percussion equipment for use at the Pollard School. In previous years, the HS grand piano, Hillside school piano, some percussion instruments, string basses and a baritone sax were replaced. The funding of \$15,000 for FY09 will provide for the replacement of two French Horns, a bassoon, two cellos and a bass violin.

**Brooks and Culverts Repair and Maintenance** Severe storms result in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town. Lack of routine maintenance has caused the failure of retaining walls and a loss of soil behind the walls, allowing the brooks to become silted and overgrown with vegetation, impacting water flow levels. This has resulted in the loss of useable abutting property and flooded basements. The project will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction services. This will return the waterways to a condition that will allow the DPW to maintain the brooks using its own forces. FY06 funding for this program included cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook. There was no funding in FY07. The FY08 funding will complete the Alder Brook project. Unless circumstances dictate otherwise, FY09 funding will be used in one of the following locations: Winding River Road, Locust Lane, Fuller Brook Avenue, Oxbow Road, Webster Street and Howland Street, Brookside Road and Forest Street, Chestnut Street and Carriage Lane, Emerson Place, and/or Pennsylvania Avenue.

**Core Fleet Replacement** The DPW Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY09 include:

2008 Annual Town Meeting

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
#52	Highway	2000	Sedan	\$ 24,210
#12	Parks	1999	Station Wagon	\$ 24,210
#301	Parks	2002	Van	\$ 30,155
#41	Parks	2001	Pickup Truck	\$ 44,991
#73	Parks	1996	One Ton Dump Truck	\$ 57,846
#74	Parks	1996	One Ton Dump Truck	\$ 57,846

**Electronic Archive** This project would fund the development of an electronic database to store and easily access Town's records, which include over 50,000 pieces of information from varying sources. The database would be available to the public for research through the Town's new website and at the Department of Public Works. In FY09, this request would fund data storage equipment and the scanning of data. An additional request would be made in FY10, for the development of an information kiosk for public access.

**Geographic Information System** The Town began development of its Geographic Information System in 2000. The system has become an essential tool used by Town departments, and is relied upon by residents and business for rudimentary data. The system is now in need of updating. Work contained in the Water and Wastewater Masterplans must be incorporated, and there is a need for continued application development and training. This funding will provide updated scanners, plotters, printers, pc enhancements, software and implementation assistance, database population, and information updates.

**Snow and Ice Equipment** The Snow and Ice Equipment inventory consists of material spreaders (for sand and salt), sidewalk tractors, snow plows, snow blowers, and snow blower attachments which are connected to front end loaders. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY09 include:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
#107	Highway	1989	Sidewalk Tractor (Wheel with blower)	\$124,511

**Specialty Equipment** Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. Unless circumstances require otherwise, the equipment recommended to be replaced in FY09 is as follows:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
	Parks		Synthetic Sports Turf Groomer/Rake	\$5,200
	Parks		Synthetic Turf Surface Conditioner	\$12,000
	Parks		Sod Cutter	\$5,000
#253	Parks	1989	Stump Cutter	\$44,000
#334	Parks	1996	Turf Cat Mower	\$20,000
#167	Parks (pool)	1970	Discharge Pump	\$21,000
#332	Parks	1993	16 foot Utility Trailer	\$ 9,000
#323	Highway	1997	Utility Trailer	\$121,200

**Stormwater Drain Discharge Improvements** Since 1995, the DPW has been under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit Discharges identified in this investigation were pursued and improvements undertaken to eliminate them. This investigation led to the Town's entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation and to the development of a Stormwater Master Plan. Incorporated into this Stormwater Master Plan are improvements to the Storm Drainage System to

*upgrade the quality of the water discharged to the Charles River in Needham. Further investigation and sampling continues year to year. When the EPA Stormwater Discharge Permit took effect, there were a number of projects identified to better manage stormwater quality. The first project in FY09 will be for Rosemary Glen (Perry Gorge).*

***Stormwater Master Plan Drainage Improvements***     *The Storm Water Master Plan identified a number of areas throughout the Town where improvements are required to resolve flooding problems and illicit discharges. Locations for improvements have been prioritized within the Plan. Drainage improvements to Bradford Street and Carey Road were determined to be most critical. This funding request also includes installation of additional storm drains between Lantern Lane and Gayland Road, to replace, increase capacity and extend storm drains on Manning Street, Hoover Road, Concord Street, and Burnside Road. Numerous multi-unit developments have recently been built or are planned in the Town. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to the existing town owned system. These new connections have increased the load on the current system and cause flooding in some areas.*

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**ARTICLE 33:     **APPROPRIATE FOR ADMINISTRATION BUILDING AT DPW COMPLEX****

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$6,090,000 for the architectural design, engineering, construction and equipping of an administration building at the Department of Public Works complex, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information:*     *The Town has been engaged in facility evaluation and site analysis for the past decade. During the more recent Facility Master Planning process, numerous options for relocation of DPW Operations were discussed as an alternative to the construction of the proposed building. The current DPW facility is too small for department needs, and associated garage space is inefficient and inappropriate. The second floor office space has only a fire escape as a second means of egress, there is no handicap accessibility, and there is a history of air quality concerns relating to the garage below the office spaces. The Town is also under federal mandate related to storm water management which will require modifications to the site. After the Public Services Administration Building is constructed, the second floor of the existing building will be available for storage for all Town departments which is a critical factor in planning for the Town Hall renovation. A future phase of the project will address garage, equipment, workshop, air quality, and storm water challenges.*

*The current DPW complex is nestled in the intersection of Dedham Avenue and South Street, surrounded by residential homes, a reservoir, playing fields, a middle school and a golf course. This corner is a beautiful asset which contributes to the attractiveness of the gateway to Needham. The current proposal includes the construction of an administration building (Phase 1). The Planning and Park and Recreation departments will be relocated to the new facility. In Phase 2, the current building at 470 Dedham Avenue will be converted to solely storage and operations activities, with appropriate environmental systems, and the salt shed will likely be relocated off the site.*

*The Board of Selectmen voted to request that the Permanent Public Building Committee conduct a designer selection process, on a contingent basis, to secure an architect to begin design work immediately after the Annual Town Meeting. The PPBC will oversee the design and construction of the project, with*

*construction anticipated to begin in February 2009. Town Hall services will be relocated to the new building on a temporary basis in December 2009. It is anticipated that the Town Hall reopening will occur in Summer 2011 at which time the new administration building will revert to its original purpose, as administration offices for the Public Works, Public Facilities, Community Development and Land Use, and Park and Recreation.*

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**ARTICLE 34: APPROPRIATE FOR ROADS, BRIDGES, SIDEWALKS AND INTERSECTION IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$820,000 for repairs to the Town's roads, bridges, sidewalks and intersections, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information: The roadway system throughout the community developed over the last century. Many miles of roadway, mainly residential, were developed after World War II. A combination of the aging of the earliest roads, the expansion of the road system, and the inability to provide adequate, ongoing maintenance and repair over the years has resulted in a significant decline in the overall condition of Needham's roads, bridges, sidewalks, and intersections. This program is essential to improve the structural and surface integrity of the Town's network of accepted streets. The primary strategy in this program is asphalt paving and incidental work directly associated with paving. Incidental work may include corner reconstruction, handicap ramps, leveling, structural overlays, utility adjustments, minor drainage improvements, some drain extension work, street sign replacement, asphalt curbing with grass shoulders and pavement markings. Many streets have insufficient pavement thickness, are poorly shaped, lack curbing and require some drain improvements. Applying this repair strategy in a timely manner will help defer costly and disruptive street reconstruction on all but the most highly traveled roadways. Paving roadways in a timely manner will extend the useful life of the roadway system in a more cost effective manner. This program also provides funding for reconstruction and repair of sidewalks. There are over 160 miles of sidewalks in Needham, of which, 52 miles are designated as school walking routes. Finally, this program funds traffic signal improvements for existing traffic signals and provide funding for new traffic signal where none currently exist.*

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**ARTICLE 35: APPROPRIATE FOR CRICKET FIELD BUILDING REPAIRS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$668,000 for the repair of the Cricket Building, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: The Cricket Building is used for Park and Recreation Summer program, storage of summer program supplies, storage and bathroom access for Needham High School teams who play at Cricket Field, and storage for the DPW Parks and Forestry Division for field-related items. The purpose of this project is to make improvements to the wood frame structure, create handicap accessibility to the building, and winterize the building for school-year program use. Site work will also be necessary to*

*provide access to the building and handicap parking. In the lower level of the building, public bathrooms for park users will be added. The facility is approximately 1,250 square feet.*

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**ARTICLE 36: APPROPRIATE FOR PUBLIC SAFETY BUILDING ROOF**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$535,000 for the replacement of the roof on the Public Safety Building, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7, or any other enabling authority; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This project allows for the replacement of all of the flat roofing systems on the Public Safety Building (both the Fire and Police portions of the building). The flat roofs in question (approximately 12,000 Sq. ft.) are currently 17 years old. The present E.P.D.M. (rubber membrane) roofs and the roofs installed over built-up roofs (tar and gravel) are showing advanced aging and failure (leaks) at an increasing rate. Environmental service contractors have been brought in on more than one occasion to eliminate and sanitize mold growth related to roof leaks. The roofs to be replaced (installed in 1990) were guaranteed for 10 years and have thus exceeded their expected life span. The new roof system (which includes complete stripping of all existing roofs, repair or replacement of water damaged decking, and the installation of a cold applied built-up roofing system similar to the roof systems on the Eliot, Broadmeadow, and Mitchell Schools) will have a 20 year warranty with an expected life span of up to 30 years.

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**ARTICLE 37: APPROPRIATE FOR RESCUE AMBULANCE / EMS REPORTING SYSTEM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$205,000 for a new rescue ambulance equipped with an EMS Reporting System, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The request is to replace a 1999 Horton Rescue Ambulance (R-2), which has 10+ years of service and, at time of replacement, mileage is estimated to be 75,000. The nature of emergency medical services transportation is dependent on a reliable vehicle. Under the Town's replacement schedule, the front-line ambulance remains in service for 5-6 years, and then serves as a back-up ambulance for an additional 5-6 years, depending on condition.

*A new rescue ambulance will be purchased and placed into service as Rescue 1 (R-1). The current R-1 will be placed into service as a reserve unit (R-2). The new ambulance will be equipped with an electronic computer based EMS Reporting System. This will allow for an improved level of patient care, improved documentation, standardized reporting, and reduced exposure and liability. Additionally, this will bring the Town into compliance with State and Federal reporting mandates. The current deadline for activation of an electronic reporting system is October 2008. The computerized EMS incident management system will also include a base system to be located at Fire Headquarters, as well as wireless mobile units in each ambulance.*

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**ARTICLE 38: APPROPRIATE FOR HILLSIDE AND MITCHELL SCHOOL PARKING AND PLAY AREA IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$160,000 for repairs to the paved areas at the Hillside and Mitchell Elementary Schools, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This project will provide for the installation of a layer of overlay (heavy asphalt) paving at the Hillside and Mitchell schools to smooth potholes and add a 5-10 year useful life of the current pavement. This request continues a project funded in 2007, which installed paving on the Mitchell front parking lot and at the Newman School. Complete renovation of these two schools is included on the facility master plan.

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**ARTICLE 39: APPROPRIATE FOR PARKING METERS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$42,000 for replacement side street parking meters, to be spent under the direction of the Town Manager and transferred from the Parking Meter Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This article will fund the replacement of street-side parking meters. The current street-side parking meters are outdated mechanical units. They are very difficult to read, jam, and do not have a secure collection system. The new street-side parking meters will be electronic, easily read, and have a more secure revenue management system.” The collection system will be completely sealed, and will produce a collection audit data report. The new parking meters will be black and of the type and style consistent with on-going business district improvements, such as on Chapel Street. This project is to be funded from parking meter receipts.

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**ARTICLE 40: APPROPRIATE FOR POLLARD SCHOOL PARKING IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$168,000 for improvements to the Pollard Middle School Parking Lot, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information:* This request is for improvements to the Pollard School parking lot, to create additional parking spaces, and lengthen the bus loop. In the future, a feasibility study may be required to review options for long-term improvements to both areas. Currently, a significant parking shortage exists. Pollard provides parking for up to 75 cars, in the front and back lots, requiring approximately 40

*cars to find on-street parking. The demand for on-street parking has created problems with neighboring residents. It is estimated that 150 spaces would be ideal, and would provide additional parking for parents and visitors. In addition, the bus loop presents logistical issues. Currently, buses must line up in a double row, along both sides of the loop, because the loop is too short to accommodate a single file line. As a result, children must cross the bus loop to get to the buses on the other side, possibly creating a safety hazard. Options include lengthening the current bus loop to allow all buses to line up on one side of the loop, nearest the school and expanding automobile parking.*

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**ARTICLE 41: APPROPRIATE FOR MUNICIPAL PARKING LOT IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$105,000 for repair of parking lots in the business districts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This is the third phase of a program to reconstruct or repave municipal parking lots in the business districts. The Chapel and Eaton Square Lots were completed in 1997, and the Chestnut Street and Lincoln Street Lots were completed in 2000. The Dedham Avenue Lot project will be completed after the public utilities complete their work. The Mark Lee Road Lot in Needham Heights is in need of repair. Engineering design for this lot will be completed in-house and repairs to this lot are proposed for FY09.

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**ARTICLE 42: APPROPRIATE FOR STREET AND TRAFFIC LIGHT IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$105,000 for traffic signal and streetlight improvements to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* The Community Energy Challenge is an opportunity for municipalities across New England to identify simple and cost-effective measures that increase energy efficiency and renewable energy use while reducing air pollution and saving money. The DPW has been exploring new technologies relative to traffic signal lamps. This request would fund the retrofit of all of the existing red, yellow, and green lamps which use 116 watt incandescent bulbs (average life 1 year) with a 6 watt/12 watt Light Emitting Diode (LED) unit (guaranteed 5 year life with up to 10 years life for those currently in service around the country). These LED displays provide efficient, durable and reliable service. They also offer the added benefit of improved brightness for safety and easy maintenance by only having to be replaced every 5-10 years vs. once per year.

*The Town has also embarked on a streetlight conversion program to replace Mercury Vapor lights with more energy efficient and mercury free High-Pressure Sodium (HPS) lights. The program will also include a study for the investigation to reduce the overall number of streetlights within the Town, saving energy and replacement costs as part of the Town's Sustainable Needham Initiative.*

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**ARTICLE 43: APPROPRIATE FOR RTS CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate \$26,000 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager and transferred from RTS enterprise fund retained earnings; or take any other action relative thereto:

<b>Group</b>	<b>Description</b>	<b>Recommended</b>	<b>Amendment</b>
RTS	Trommel Screener Accessories	\$26,000	
<b>Total Appropriation</b>		<b>\$26,000</b>	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* All RTS Enterprise Fund cash capital items are included as one article. This methodology allows Town Meeting to view cash capital in its entirety as a considered and thoughtful recommendation on the part of the boards and committees, rather than as a series of independent articles. This approach will still allow for amendment of each line item. Capital proposed for funding by debt will continue to be presented as a separate article, in that debt authorizations require a 2/3 vote of Town Meeting. A description of each request follows. The Trommel Screener has been in service since 2004. During this period, the screen drums have been rebuilt on two occasions. The original screen drums purchased with the equipment are worn out. With the replacement of the two original screen drums, the old screen drums will be rebuilt and used as spares.

**ARTICLE 44: APPROPRIATE FOR COLLECTION PACKER EQUIPMENT**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$225,000 for collection packer equipment for the RTS, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This piece of equipment will service the trash receptacles in the downtown area and at athletic fields, freeing up personnel and equipment to concentrate on older areas. This unit will be equipped with a hydraulic tip mechanism to mechanically lift and tip receptacles into a hopper, thereby reducing the number and severity of personnel injuries. In addition, the proposed program will assume responsibility for the collection of solid waste stream at schools and municipal buildings. This program would enable the Town to implement a sustainable recycling program within the school system, and increase the diversion rate (recycling rate). This project is consistent with the Town's Sustainable Needham Initiative.

**ARTICLE 45: APPROPRIATE FOR WASTEWATER PUMP STATION / GPA**

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$770,000 for renovations and improvements to the Great Plain Avenue sewer pump station, including without limitation all costs thereof as defined in Section 1 of G.L. c.29C; to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$770,000 under G.L. c.44, §7, G.L. c.29C or any other enabling authority; that the Treasurer, with the

approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to G.L. c.29C and/or the Massachusetts Water Resources Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or a loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager is authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available to the project, or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* In May 2005 under Warrant Article 49, Town Meeting appropriated \$984,550 for the renovation of the Great Plain Avenue Sewage Pumping Station. In July the project was put out to bid under MGL c.30 s39M (Public Works) and subsequently, in August 2006, bids were received to renovate the station. Prior to the scheduled opening of bids on August 15th, a bid protest was received calling for the project to be bid under MGL c.149 (Public Buildings). The Attorney General ordered that the Town rebid the project. The plans were all revised to comply with MGL c.149 requirements and the new construction estimate (in FY2009 dollars) is \$1,670,000. The \$770,000 request is to bridge the funding gap in construction costs, and provide for new specifications and contingency.

**ARTICLE 46: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate \$1,003,845 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager and raised from Water enterprise funds receipts, and further that \$682,500 be transferred from Water enterprise fund retained earnings; or take any other action relative thereto:

<b>Group</b>	<b>Description</b>	<b>Recommended</b>	<b>Amendment</b>
Water	Water Construction Equipment	\$18,000	
Water	Core Fleet Replacement	\$65,345	
Water	Water Service Connections	\$200,000	
Water	Water Small Specialty Equipment	\$38,000	
Water	Water System Rehabilitation	\$682,500	
<b>Total Appropriation</b>		<b>\$1,003,845</b>	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* All Water Enterprise Fund cash capital items are included as one article. This methodology allows Town Meeting to view cash capital in its entirety as a considered and thoughtful recommendation on the part of the boards and committees, rather than as a series of independent articles. This approach will still allow for amendment of each line item. Capital proposed for funding by debt will continue to be presented as a separate article, in that debt authorizations require a 2/3 vote of Town Meeting. A description of each request follows.

**Water Construction Equipment** This grouping consists of equipment primarily used in the heavy maintenance, construction, or reconstruction of the Town's infrastructure. Items such as backhoes, excavators, front end loaders, rollers, and skid steers are all necessary tools used to maintain and keep the water systems operational. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY09 is as follows:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
#130	Water	1988	Roller	\$18,000

**Core Fleet Replacement** The core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY09 are:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
#24	Water	2000	Pickup Truck	\$22,496
#22	Water	1997	Utility Body	\$42,849

**Water Service Connections** The primary purpose of this program is to remove lead from the system by replacing older water service connections containing lead. The Town's water treatment process reduces the corrosivity of Needham's water to minimize the leaching of lead from the water pipes and house plumbing. However, only the removal of the lead sources will completely assure total compliance. The lead found in water service connections can be eliminated over time by replacing these connections. The DPW integrates this program with road repair and replacement initiatives –service connections are being replaced on streets that have been identified for road improvements.

**Water Small Specialty Equipment** Public Works specialty equipment consists of power assisted equipment or other specialized tools used by the department in the performance of its work. Unless circumstances require otherwise, the equipment recommended to be replaced in FY09 is as follows:

<i>Unit</i>	<i>Division</i>	<i>Year</i>	<i>Description</i>	<i>Cost</i>
#150A	Water	1989	Welder	\$20,000
#151	Water	1989	Compressor	\$18,000

**Water System Rehabilitation** The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. This master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, projects for FY09 include Garden Street (Construction), Chapel Street/Great Plain Avenue to Highland Avenue (Engineering and Design), and May Street/Highland Avenue to Webster Street (Engineering and Design).

**ARTICLE 47: APPROPRIATE FOR WATER MAIN IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,900,000 for the replacement of the water main from the Charles River Water Treatment Plant to School Street, to be spent under the direction of the Town Manager, including without limitation all costs thereof as defined in Section 1 of M.G.L. Chapter 29C, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44, Chapter 29C or any other enabling authority; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the amount from the Massachusetts Water Pollution Abatement Trust (MWPAT) established pursuant to M.G.L. Chapter 29C and/or the Massachusetts Water Resources

Authority (MWRA) and in connection therewith, to enter into a loan agreement and/or security agreement with the MWPAT and/or loan agreement and financial assistance agreement with the MWRA with respect to such loan; that the Town Manager be authorized to contract with the MWPAT, the MWRA and the Department of Environmental Protection with respect to such loan and for any federal, state or other aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Town Manager is authorized to expend all funds available for the project; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* This project replaces and/or rehabilitates the 14" transmission water main from the Water Treatment Plant to School Street that was installed in 1936 to 1939. Certain sections of the current main are made of steel; these sections are to be replaced. Other sections of pipe are made of cast iron and lined with a type of bitumastic or coal tar coating that appears to be breaking down causing water quality issues at the tap. Failure of the steel pipe will cause interrupting flow and the inability to provide adequate fire protection. Water quality issues are a concern with the break-down of the bitumastic lining. The total length of the 14" main is approximately 19,000 lf (3.6 miles), extending from Charles River Street, to Pine Street, Central Avenue, Marked Tree Road, Oak Street, Chestnut Street, to School Street. An application for Water Pollution Abatement Trust (WPAT) funding was submitted in August 2007. Phase I Design of this project was funded in FY06. In FY08, Phase I Construction was funded. Funding for FY09 is for the balance of the project (Phase II, III & IV including construction, administrative, engineering & inspection costs).

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**ARTICLE 48: APPROPRIATE FOR WATER STORAGE TANK CLEANING, PAINTING, AND REPAIR**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$730,000 to clean and paint the Dunster Road Water Tank, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L. Chapter 44 Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

*Article Information:* DEP Regulations controlling the operation and maintenance of water supply and distribution systems require routine draining and inspection of water storage tanks. Periodically the report of the inspection indicates that the surface coating is worn or damaged and is in need of cleaning and repainting. The Dunster Road Water Tank was completely cleaned and painted inside and out in 1993 and prior to that in 1978. The previous inspection indicated no problems inside or out. Last year's inspection revealed similar results inside, however, the outside has sustained more than normal wear.

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**CAPITAL ARTICLES**

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**ARTICLE 49: APPROPRIATE TO STABILIZATION FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Stabilization Fund, said sum to be raised from the Tax Levy, or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information:* Municipalities are authorized under Massachusetts General Law Chapter 40, Section 5B to establish stabilization funds. Monies appropriated to the Stabilization Fund remain in the fund and carry forward from one fiscal year to another. The interest earned on the stabilization fund remains with the fund. The money from the Stabilization Fund can be appropriated for any lawful municipal purpose. Appropriations both into and from the fund require a two-thirds majority vote of Town Meeting.

*Although the monies in the general Stabilization Fund may be appropriated for any lawful purpose, it is recommended that appropriations from the Stabilization Fund be limited to extraordinary unforeseen events or exceptionally negative fiscal conditions. Maintaining this fund also serves another important function in that it represents the Town's commitment to prudent financial planning. State laws do restricts the amount that may be maintained in stabilizations funds to not more than ten percent of the Town's prior year tax levy, and not more than ten percent of the Town's equalized valuation, which is calculated bi-annually by the Department of Revenue. The balance in the fund as of February 29, 2008 is \$3,045,909.*

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**ARTICLE 50: APPROPRIATE TO CAPITAL IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information:* Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund is \$219,606 as of February 29, 2008.

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**ARTICLE 51: APPROPRIATE TO CAPITAL FACILITY FUND**

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. c, 40 Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003; to be raised from the Tax Levy, or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

*Article Information: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The recommended amount results from residual balances in prior, facility-related appropriations that have been completed and can be closed out. The balance in the fund is \$19,067 as of February 29, 2008.*

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**COMMITTEE ARTICLES**

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**ARTICLE 52: CONTINUE TOWN MEETING STUDY COMMITTEE**

To see if the Town will vote to continue the Special Committee created by vote of the 2005 Annual Town Meeting under Article 64 of the Warrant thereof, and continued by vote of the Town under Article 21 of the Warrant for the 2006 Annual Town Meeting and Article 15 of the 2007 Annual Town Meeting, for the purpose of making a study and investigation of (a) ways and means of strengthening the Representative Town meeting as the legislative branch of the Town government, and (b) reducing absenteeism among members of said Town meeting; ratifying and confirming the action of the moderator in expanding from seven to nine the number of members of said Committee on May 24, 2007; said Committee to report its findings and recommendations to the 2009 Annual Town Meeting, or sooner; or take any other action relative thereto.

INSERTED BY: Town Meeting Study Committee

FINANCE COMMITTEE RECOMMENDS THAT: Recommendation be Made at Town Meeting

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**ARTICLE 53: OMNIBUS**

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

2008 Annual Town Meeting

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And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 26<sup>th</sup> day of February 2008.

Gerald A. Wasserman, Chairman  
James G. Healy, Vice Chairman  
Daniel P. Matthews, Clerk  
John A. Bulian  
John H. Cogswell  
**Selectmen of Needham**

a true copy  
ATTEST:

**Reserve Fund Transfer Requests  
Approved by the Finance Committee  
Fiscal Year 2007**

<b>Budget</b>	<b>Date of Action</b>	<b>Amount</b>
Department of Public Facilities	April 4, 2007	\$1,375
Department of Public Facilities	June 20, 2007	\$45,000
Department of Public Works	June 20, 2007	\$160,000
Department of Public Works - Snow & Ice	June 20, 2007	\$95,860
Police Department	April 4, 2007	\$21,000
Town Counsel	April 4, 2007	\$65,000
Unemployment	April 4, 2007	\$20,000
<b>Total Approved from General Reserve Fund</b>		<b>\$408,235</b>
<b>Total Approved from RTS Reserve Fund</b>		<b>\$0</b>
<b>Total Approved from Sewer Reserve Fund</b>		<b>\$0</b>
<b>Total Approved from Water Reserve Fund</b>		<b>\$0</b>

**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE**  
**Of Funded Full-Time Equivalent Positions**  
**(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	FUNDED FY2006	FUNDED FY2007	FUNDED FY2008	ANNUALIZED SALARY RANGE
<b><u>GENERAL GOVERNMENT</u></b>					
<u>Board of Selectmen/Town Manager</u>					
Town Manager	Contract	1.00	1.00	1.00	contract
Assistant to the Town Manager	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Department Assistant 1	TS-1	1.13	1.13	1.00	\$26,808 - \$33,958
Department Specialist	TS-3	0.67	0.67	0.80	\$32,545 - \$41,228
Asst. Town Manager/Personnel Dir.	M-5	1.00	1.00	1.00	\$88,993 - \$111,515
Administrative Assistant	SS-3	1.00	1.00	1.00	\$32,544 - \$41,228
Asst. to the Asst. T.M./Benefits Coord.	NR-3	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$38,393 - \$51,195
<b><i>Subtotal:</i></b>		<b><i>6.80</i></b>	<b><i>6.80</i></b>	<b><i>6.80</i></b>	
<u>Town Clerk</u>					
Town Clerk	Elected	1.00	1.00	1.00	\$75,120
Assistant Town Clerk	NR-3	1.00	1.00	1.00	\$38,393 - \$51,195
Administrative Specialist	TS-4	0.30	0.30	0.30	\$36,438 - \$46,159
Department Assistant 2	TS-2	<u>2.30</u>	<u>2.30</u>	<u>2.30</u>	\$30,251 - \$38,322
<b><i>Subtotal:</i></b>		<b><i>4.60</i></b>	<b><i>4.60</i></b>	<b><i>4.60</i></b>	
<u>Legal</u>					
Town Counsel	Sch C				\$65,105
<b><u>FINANCE</u></b>					
<u>Assessors</u>					
Administrative Assessor	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Asst. Administrative Assessor	PT-4	1.00	1.00	1.00	\$42,959 - \$56,128
Administrative Coordinator	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Data Collector	PT-1	1.00	1.00	1.00	\$32,004 - \$42,319
Department Assistant 3	TS-3	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$32,545 - \$41,228
<b><i>Subtotal:</i></b>		<b><i>5.00</i></b>	<b><i>5.00</i></b>	<b><i>5.00</i></b>	
<u>Finance Department</u>					
Asst Town Manager/Finance Dir.	M-5	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$88,993 - \$111,515
<b><i>Subtotal:</i></b>		<b><i>1.00</i></b>	<b><i>1.00</i></b>	<b><i>1.00</i></b>	
<u>Parking Clerk</u>					
Parking Clerk	NR-1	<u>0.17</u>	<u>0.17</u>	<u>0.17</u>	\$32,004 - \$42,319
<b><i>Subtotal:</i></b>		<b><i>0.17</i></b>	<b><i>0.17</i></b>	<b><i>0.17</i></b>	
<u>Accounting</u>					
Town Accountant	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Assistant Town Accountant	NR-5	0.00	1.00	1.00	\$48,073 - \$61,838
Administrative Specialist	TS-4	2.00	2.00	2.00	\$36,438 - \$46,159
Department Specialist	TS-3	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	\$32,545 - \$41,228
<b><i>Subtotal:</i></b>		<b><i>3.70</i></b>	<b><i>4.70</i></b>	<b><i>4.70</i></b>	

**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE**  
**Of Funded Full-Time Equivalent Positions**  
**(Excludes Seasonal, Temporary and Intermittent Positions)**

<b>TITLE</b>	<b>GRADE</b>	<b>FUNDED FY2006</b>	<b>FUNDED FY2007</b>	<b>FUNDED FY2008</b>	<b>ANNUALIZED SALARY RANGE</b>
<u>Information Technology Center</u>					
Director, MIS	M-3	1.00	1.00	1.00	\$68,785 - \$86,193
Senior Network Administrator	PT-6	1.00	1.00	1.00	\$50,102 - \$65,460
GIS/Database Administrator	PT-5	1.00	1.00	1.00	\$48,073 - \$61,838
Computer Operator	PT-1	1.00	1.00	1.00	\$32,004 - \$42,319
Network Administrator	PT-4	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$42,959 - \$56,128
<b>Subtotal:</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	
<u>Treasurer/Collector</u>					
Treasurer/Collector	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Assistant Treasurer/Collector	NR-5	1.00	1.00	1.00	\$48,073 - \$61,838
Department Specialist	TS-3	2.30	2.30	2.30	\$32,545 - \$41,228
Department Specialist	SS-3	0.00	0.00	0.00	\$32,544 - \$41,228
Department Assistant 2	TS-2	1.00	1.00	1.00	\$30,251 - \$38,322
Department Assistant 1	SS-1	<u>0.48</u>	<u>0.48</u>	<u>0.48</u>	\$26,808 - \$33,959
<b>Subtotal:</b>		<b>5.78</b>	<b>5.78</b>	<b>5.78</b>	
<u>Finance Committee</u>					
Finance Comm. Exec. Secretary	NR-4	<u>0.51</u>	<u>0.51</u>	<u>0.51</u>	\$42,959 - \$56,128
<b>Subtotal:</b>		<b>0.51</b>	<b>0.51</b>	<b>0.51</b>	
<b><u>PUBLIC SAFETY</u></b>					
<u>Police Department</u>					
Chief	M -5	1.00	1.00	1.00	\$88,993 - \$111,515
Lieutenant	P-3	3.00	3.00	3.00	\$63,846 - \$75,756
Sergeant	P-2	8.00	8.00	8.00	\$51,027 - \$59,293
Police Officer	P-1	37.00	37.00	37.00	\$39,802 - \$47,986
Animal Control Officer	PB-1	1.00	1.00	1.00	\$38,298 - \$50,821
Administrative Specialist	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Maintenance Worker/Custodian	NR-1	1.00	1.00	1.00	\$32,004 - \$42,319
Department Assistant 2	TS-2	2.00	2.00	2.00	\$30,251 - \$38,322
Public Safety Dispatcher	NR-1	3.00	3.00	3.00	\$32,004 - \$42,319
Parking Enforcement Attendant	SS-2	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$30,251 - \$38,321
<b>Subtotal:</b>		<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	
<u>Fire Department</u>					
Fire Chief	M-5	1.00	1.00	1.00	\$88,993 - \$111,515
Deputy Fire Chief Operations	F-4	1.00	1.00	1.00	\$64,284 - \$70,701
Deputy Fire Chief	F-4	4.00	4.00	4.00	\$64,284 - \$70,701
Fire Captain	F-3	2.00	2.00	2.00	\$59,927 - \$61,800
Fire Lieutenant	F-2	6.00	6.00	6.00	\$51,697 - \$56,856
Firefighter	F-1	52.00	52.00	52.00	\$40,337 - \$47,987
Asst., Super., Fire Alarm	FA-2	1.00	1.00	1.00	\$47,291 - \$56,883
Director of Administrative Services	PT-7	1.00	1.00	1.00	\$53,635 - \$70,026
Administrative Assistant	TS-3	1.00	1.00	1.00	\$32,545 - \$41,228
Public Safety Dispatcher	NR-1	4.00	4.00	4.00	\$32,004 - \$42,319
Public Safety Dispatch Super.	NR-4	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$42,959 - \$56,128
<b>Subtotal:</b>		<b>74.00</b>	<b>74.00</b>	<b>74.00</b>	

**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE**  
**Of Funded Full-Time Equivalent Positions**  
**(Excludes Seasonal, Temporary and Intermittent Positions)**

<b>TITLE</b>	<b>GRADE</b>	<b>FUNDED FY2006</b>	<b>FUNDED FY2007</b>	<b>FUNDED FY2008</b>	<b>ANNUALIZED SALARY RANGE</b>
<b><u>Building</u></b>					
Inspector of Buildings	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Inspector of Plumbing and Gas	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Inspector of Wires	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Local Building Inspector	NR-5	2.00	2.00	2.00	\$48,073 - \$61,838
Sealer of Weights and Measures	NR-4	0.25	0.25	0.25	\$42,959 - \$56,128
Administrative Specialist	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Department Assistant 2	TS-2	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$30,251 - \$38,322
<b>Subtotal:</b>		<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	
<b><u>PUBLIC WORKS</u></b>					
<b><u>Department of Public Works</u></b>					
Director	M-5	1.00	1.00	1.00	\$88,993 - \$111,515
Town Engineer	M-3	1.00	1.00	1.00	\$68,785 - \$86,193
Division Super. Water & Sewer	M-3	1.00	1.00	1.00	\$68,785 - \$86,193
Division Super. Highway	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Division Super. Parks	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Division Super. Solid Waste	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Garage & Equipment Supervisor	M-1	1.00	1.00	1.00	\$54,094 - \$67,801
Assistant Town Engineer	NR-6	1.00	1.00	1.00	\$50,102 - \$65,461
Contract Administrator	NR-6	1.00	1.00	1.00	\$50,102 - \$65,461
Administrative Services Manager	NR-5	1.00	1.00	1.00	\$48,073 - \$61,838
Assistant Superintendents	NR-5	3.00	4.00	4.00	\$48,073 - \$61,838
Water Treatment Facility Mgr	NR-5	1.00	1.00	1.00	\$48,073 - \$61,838
Civil Engineer	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Survey Party Chief	NR-3	2.00	2.00	2.00	\$38,393 - \$51,195
AutoCad Technician	NR-2	2.00	2.00	2.00	\$36,847 - \$48,140
Senior Admin. Coordinator	TS-5	1.00	1.00	1.00	\$39,835 - \$50,463
Department Specialist	TS-3	2.00	2.00	2.00	\$32,545 - \$41,228
Department Assistant 2	TS-2	1.00	1.00	1.00	\$30,251 - \$38,322
Master Mechanic	W-7	1.00	1.00	1.00	\$20.27-\$24.06/hour
Public Works Inspector	W-7	2.00	2.00	2.00	\$20.27-\$24.06/hour
Chief Pumping Station Operator	W-7	1.00	1.00	1.00	\$20.27-\$24.06/hour
Working Foreman	W-6	9.00	9.00	9.00	\$19.63-\$23.28/hour
Public Works Technician	W-5	1.00	1.00	1.00	\$18.16-\$21.54/hour
Equipment Mechanic	W-5	3.00	3.00	3.00	\$18.16-\$21.54/hour
Pumping Station Operator	W-5	3.00	3.00	3.00	\$18.16-\$21.54/hour
HMEO	W-4	11.00	11.00	11.00	\$16.89-\$20.13/hour
Craftsworker	W-4	15.00	16.00	16.00	\$16.89-\$20.13/hour
Tree Climber	W-4	2.00	2.00	2.00	\$16.89-\$20.13/hour
Public Works Specialist	W-4	2.00	2.00	2.00	\$16.89-\$20.13/hour
Laborer 3	W-3	3.00	3.00	3.00	\$15.86-\$18.98/hour
Laborer 2	W-2	4.00	4.00	4.00	\$15.24-\$17.79/hour
Laborer 1	W-1	4.00	4.00	4.00	\$14.26-\$16.43/hour
Engineering Aide	NR-1	1.00	1.00	1.00	\$32,004 - \$42,319
Student Draftsman/Rodman	Sch C	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	\$13.16-\$15.60/hour
<b>Subtotal:</b>		<b>85.00</b>	<b>87.00</b>	<b>87.00</b>	

**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE**  
**Of Funded Full-Time Equivalent Positions**  
**(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	FUNDED FY2006	FUNDED FY2007	FUNDED FY2008	ANNUALIZED SALARY RANGE
<b>PUBLIC FACILITIES</b>					
<u>Department of Public Facilities</u>					
Director of Facilities Operations	M-4	1.00	1.00	1.00	\$80,271 - \$100,585
Dir. of Construction and Renovation	M-4	1.00	1.00	1.00	\$80,271 - \$100,585
Project Manager	M-1	0.00	0.00	1.00	\$54,094 - \$67,801
Supervisor of Custodial Services	NR-6	1.00	1.00	1.00	\$50,102 - \$65,461
Administrative Specialist	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Administrative Analyst	NR-3	0.00	0.00	1.00	\$38,393 - \$51,195
Department Specialist	TS-3	0.80	0.80	0.00	\$32,545 - \$41,228
Senior Custodian 1	BC-2	9.00	9.00	9.00	\$34,537 - \$40,642
Senior Custodian 2	BC-3	3.00	3.00	3.00	\$36,267 - \$42,678
Custodian	BC-1	24.00	24.00	24.00	\$31,343 - \$36,884
Warehouse Person	BT-1	1.00	1.00	1.00	\$36,602 - \$43,069
Craftsman	AC-5	1.00	1.00	1.00	\$43,759 - \$49,636
HVAC Technician	BT-4	2.00	2.00	2.00	\$50,592 - \$59,533
Carpenter	BT-2	1.00	1.00	1.00	\$40,260 - \$47,377
Craftsworker	BT-2	2.00	2.00	2.00	\$40,260 - \$47,377
Plumber	BT-3	1.00	1.00	1.00	\$44,297 - \$52,126
Electrician	BT-3	1.00	1.00	1.00	\$44,297 - \$52,126
Committee Secretary	SS-3	<u>0.70</u>	<u>0.70</u>	<u>0.70</u>	\$32,544 - \$41,228
<b>Subtotal:</b>		<b>50.50</b>	<b>50.50</b>	<b>51.70</b>	
<b>HUMAN SERVICES</b>					
<u>Health Department</u>					
Director	M-3	1.00	1.00	1.00	\$68,785 - \$86,193
Environmental Health Agent	PT-5	1.13	1.13	1.29	\$48,073 - \$61,838
Public Health Nurse	NR-5	0.08	0.08	0.08	\$48,073 - \$61,838
Program Coordinator	NR-2	0.60	0.60	0.60	\$36,847 - \$48,140
Public Health Nurse	PT-5	1.26	1.26	1.46	\$48,073 - \$61,838
Administrative Specialist	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Department Assistant 2	TS-2	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	\$30,251 - \$38,322
<b>Subtotal:</b>		<b>5.47</b>	<b>5.47</b>	<b>5.83</b>	
<u>Veterans Services</u>					
Director	M-1	0.53	0.53	0.53	\$54,094 - \$67,801
Department Specialist	TS-3	<u>0.53</u>	<u>0.00</u>	<u>0.00</u>	\$32,545 - \$41,228
<b>Subtotal:</b>		<b>1.06</b>	<b>0.53</b>	<b>0.53</b>	
<u>Youth Services</u>					
Director	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Social Worker	PT-3	2.00	2.00	2.00	\$38,393 - \$51,195
Administrative Assistant	TS-3	<u>0.76</u>	<u>0.76</u>	<u>0.76</u>	\$32,545 - \$41,228
<b>Subtotal:</b>		<b>3.76</b>	<b>3.76</b>	<b>3.76</b>	

**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE**

**Of Funded Full-Time Equivalent Positions**

**(Excludes Seasonal, Temporary and Intermittent Positions)**

<b>TITLE</b>	<b>GRADE</b>	<b>FUNDED FY2006</b>	<b>FUNDED FY2007</b>	<b>FUNDED FY2008</b>	<b>ANNUALIZED SALARY RANGE</b>
<b>Council on Aging</b>					
Executive Director	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Associate Director	PT-4	1.00	1.00	1.00	\$42,959 - \$56,128
Outreach Worker	PT-2	0.25	0.25	0.25	\$36,848 - \$48,140
Social Worker	PT-3	1.00	1.00	1.00	\$38,393 - \$51,195
Program Coordinator	NR-2	0.80	0.80	0.80	\$36,847 - \$48,140
Building Monitor	Sch C	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	\$10.29/hour
<b>Subtotal:</b>		<b>4.55</b>	<b>4.55</b>	<b>4.55</b>	
<b>DEVELOPMENT</b>					
<b>Planning Department</b>					
Director	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Assistant to the Planning Director	NR-3	1.00	1.00	1.00	\$38,393 - \$51,195
Economic Development Coord.	NR-4	<u>0.00</u>	<u>0.40</u>	<u>1.00</u>	\$42,959 - \$56,128
<b>Subtotal:</b>		<b>2.00</b>	<b>2.40</b>	<b>3.00</b>	
<b>Conservation Department</b>					
Conservation Officer	M-1	0.72	0.72	0.80	\$54,094 - \$67,801
Department Assistant 1	TS-1	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	\$26,808 - \$33,958
<b>Subtotal:</b>		<b>0.72</b>	<b>0.72</b>	<b>1.30</b>	
<b>Board of Appeals</b>					
Committee Secretary	SS-3	<u>0.64</u>	<u>0.64</u>	<u>0.64</u>	\$32,544 - \$41,228
<b>Subtotal:</b>		<b>0.64</b>	<b>0.64</b>	<b>0.64</b>	
<b>CULTURE AND LEISURE SERVICES</b>					
<b>Library</b>					
Director	M-3	1.00	1.00	1.00	\$68,785 - \$86,193
Assistant Director	NR-6	1.00	1.00	1.00	\$50,102 - \$65,461
Reference Supervisor	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Children's Supervisor	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Technology Specialist/Archivist	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Tech. Services Supervisor	NR-4	1.00	1.00	1.00	\$42,959 - \$56,128
Reference Librarian/AV Specialist	NR-3	1.00	1.00	1.00	\$38,393 - \$51,195
Reference Librarian/Program Specialist	NR-3	1.00	1.00	1.00	\$38,393 - \$51,195
Circulation Supervisor	SS-5	1.00	1.00	1.00	\$39,836 - \$50,463
Assistant Children's Librarian	SS-4	1.00	1.00	1.00	\$36,438 - \$46,160
Assistant Cataloger	SS-3	1.00	1.00	1.00	\$32,544 - \$41,228
Administrative Assistant	TS-3	0.00	0.00	0.00	\$32,545 - \$41,228
Administrative Specialist	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Library Assistant PT	SS-1	5.60	5.60	5.70	\$26,808 - \$33,959
Library Assistant FT	SS-2	2.00	2.00	2.00	\$30,251 - \$38,321
Reference Librarian PT	NR-2	<u>1.97</u>	<u>1.97</u>	<u>1.97</u>	\$36,847 - \$48,140
<b>Subtotal:</b>		<b>21.57</b>	<b>21.57</b>	<b>21.67</b>	

**GENERAL GOVERNMENT SALARY AND STAFFING SCHEDULE**  
**Of Funded Full-Time Equivalent Positions**  
**(Excludes Seasonal, Temporary and Intermittent Positions)**

<b>TITLE</b>	<b>GRADE</b>	<b>FUNDED FY2006</b>	<b>FUNDED FY2007</b>	<b>FUNDED FY2008</b>	<b>ANNUALIZED SALARY RANGE</b>
<u>Park &amp; Recreation</u>					
Director	M-2	1.00	1.00	1.00	\$64,467 - \$80,782
Assistant Director	PT-4	1.00	1.00	1.00	\$42,959 - \$56,128
Administrative Specialist	TS-4	1.00	1.00	1.00	\$36,438 - \$46,159
Department Assistant 2	TS-2	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	\$30,251 - \$38,322
<b><i>Subtotal:</i></b>		<b><i>4.00</i></b>	<b><i>4.00</i></b>	<b><i>4.00</i></b>	
<b>Totals</b>		<b>351.08</b>	<b>353.95</b>	<b>356.79</b>	

**NEEDHAM PUBLIC SCHOOLS SALARY AND STAFF SCHEDULE FY2008**

<i>CLASSIFICATION</i>	<i>FUNDED FY2008</i>	<i>SALARY MINIMUM</i>	<i>SALARY MAXIMUM</i>
Superintendent	1.0		\$143,000
Central Administrators	3.0	\$112,814	\$120,377
Director of Financial Operations	1.0	\$100,658	\$107,141
High School Principal	1.0	\$108,736	\$114,704
Middle School Principal	1.0	\$104,620	\$108,402
Elementary Principal	5.0	\$93,591	\$109,299
High School Assistant Principal	2.0	\$76,189	\$103,232
Middle School House Administrator	3.0	\$71,044	\$97,719
Elementary Assistant Principal	1.5	\$61,903	\$87,758
Director	6.6	\$64,545	\$104,870
Director of Special Education	3.0	\$72,777	\$100,103
Department Chairs	2.9	\$65,316	\$93,335
Teacher	389.63	\$40,023	\$81,346
Nurse	8.4	\$40,023	\$72,606
Instructional Assistants	107.18	\$15.1698/hr	\$28.31/hr
Permanent Substitute	0.0	\$14.15/hr	\$14.15/hr
Network Administrator	1.0	\$59,978	\$82,530
School Office Assistants	11.0	\$10.188/hr	\$14.2709/hr
Mail Carrier/Production Center	1.0	\$15.5107/hr	\$19.7418/hr
Secretary	36.4	\$15.5107/hr	\$25.3095/hr
Director of Community Education and External Funding	.25	\$74,260	\$87,082
Administrative Assistant	5.0	\$38,820	\$68,491
Bus Driver	1.0	\$19.85/hr	\$19.85/hr
Transportation Coordinator	.50	\$27,802	\$29,210
Budget Analyst	1.0	\$43,837	\$60,000
<b>Total</b>	<b>593.36</b>		

Note: The Needham Public Schools has changed its methodology for calculating full-time equivalent status effective fiscal year 2008. Comparison data for prior years is no longer comparable and has been eliminated from this report.

# **DEBT APPENDIX A**

Town of Needham - Debt Service - Appendix A

Project	T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
<b>General Fund Within the Levy Limit Debt</b>											
General Fund Excluded Debt						\$6,868,256	\$6,908,136	\$7,534,955	\$8,910,630	\$7,911,836	\$7,525,311
General Fund Total Debt						\$9,425,551	\$9,562,263	\$10,359,484	\$10,707,901	\$9,502,917	\$8,705,446
<b>Enterprise Fund RTS, Sewer, and Water Debt</b>											
						\$2,601,531	\$2,675,000	\$2,775,267	\$2,646,910	\$2,588,875	\$2,268,322
<b>TOTAL</b>						<b>\$12,027,082</b>	<b>\$12,237,263</b>	<b>\$13,134,751</b>	<b>\$13,354,811</b>	<b>\$12,091,792</b>	<b>\$10,973,768</b>
<b>General Fund Within the Levy Limit Debt</b>											
DPW Roof	May-1998	\$275,000	\$274,000	Jun-2009	4.47%	\$27,219	\$26,125	PAID			
Fire Truck #2	May-1998	\$300,000	\$300,000	Jun-2009	4.45%	\$32,663	\$31,350	PAID			
High School Gym Roof	Nov-1998	\$210,000	\$171,900	Jun-2009	4.49%	\$16,331	\$15,675	PAID			
High School Roof Repairs	May-1998	\$860,000	\$805,000	Jun-2009	4.38%	\$129,750	\$104,500	PAID			
Title V - MWPAT T5-97-1027 - R	May-1997	\$200,000	\$85,894	Aug-2019	(see note)	\$7,999	\$7,759	\$7,519	\$7,305	\$7,056	\$6,794
Storm Water - MWPAT 98-92 (Restructured)	May-1998	\$628,000	\$364,979	Aug-2019	(see note)	\$37,910	\$36,857	\$36,878	\$34,831	\$34,506	\$33,750
High School HVAC	Nov-2001	\$330,000	\$330,000	Nov-2008	2.03%	\$51,988	\$70,744	PAID			
High School HVAC	May-2002	\$350,000	\$350,000	Nov-2007	1.98%	\$70,700	PAID				
High School Repair	Feb-2001	\$750,000	\$750,000	Nov-2009	2.12%	\$105,531	\$128,203	\$75,938	PAID		
Pollard School Modular Classrooms	Nov-2001	\$1,712,000	\$1,712,000	Nov-2010	2.33%	\$220,225	\$235,888	\$299,925	\$228,150	PAID	

**Town of Needham - Debt Service - Appendix A**

Project	T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
Fire Engine	May-2004	\$365,000	\$365,000	Dec-2008	3.30%	\$104,100	\$66,300 PAID				
Road Improvement Program	May-2001	\$1,000,000	\$435,000	Dec-2008	3.39%	\$115,850	\$107,100 PAID				
Road Improvements - Parish Area	May-1999	\$680,000	\$129,000	Dec-2008	3.82%	\$31,650	\$30,600 PAID				
Road Improvements (Series I)	May-2004	\$885,000	\$400,000	Dec-2008	3.40%	\$105,500	\$102,000 PAID				
Sidewalk Improvements (Series I)	May-2004	\$250,000	\$115,000	Dec-2008	3.36%	\$31,450	\$25,500 PAID				
Police Fire Complex Repairs	May-2003	\$500,000	\$400,000	Jun-2010	3.17%	\$87,800	\$85,200	\$82,600 PAID			
Road & Intersection Improvements	May-2003	\$500,000	\$500,000	Jun-2010	3.17%	\$109,750	\$106,500	\$103,250 PAID			
Ambulance	May-2005	\$192,850	\$120,250	Feb-2010	3.41%	\$33,075	\$32,025	\$31,013 PAID			
Police Fire Complex Repairs	May-2004	\$150,000	\$110,000	Feb-2010	3.42%	\$32,738	\$31,688	\$20,675 PAID			
Road Improvements	May-2005	\$568,400	\$468,400	Feb-2015	3.48%	\$117,598	\$103,923	\$100,716	\$32,510	\$11,460	\$11,110
Road Improvements (Series II)	May-2004	\$885,000	\$485,000	Feb-2010	3.41%	\$132,300	\$128,100	\$124,050 PAID			
Sidewalk Improvements	May-2005	\$223,300	\$123,300	Feb-2010	3.42%	\$33,075	\$32,025	\$31,013 PAID			
Sidewalk Improvements (Series II)	May-2004	\$250,000	\$50,000	Feb-2010	3.43%	\$16,200	\$10,675	\$10,338 PAID			
Public Works Bucket Truck	May-2006	\$140,000	\$122,000	May-2009	4.28%	\$29,443	\$57,338 PAID				
Roads, Bridges, Sidewalks & Intersections (Series I)	May-2006	\$900,000	\$500,000	May-2010	4.11%	\$116,500	\$112,250	\$208,000 PAID			
School Technology Replacement	May-2006	\$166,000	\$166,000	May-2009	4.30%	\$41,528	\$46,913 PAID				

**Town of Needham - Debt Service - Appendix A**

Issued, Authorized and Pending											
Project	T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
Mitchell School Roof	Nov-2006	\$700,000	\$580,000	Nov-2011	4.31%	\$140,046	\$132,106	\$127,219	\$122,331	\$117,444	PAID
Roads, Bridges, Sidewalks & Intersections (Series II)	May-2006	\$900,000	\$340,000	Nov-2010	4.33%	\$96,440	\$94,031	\$90,419	\$86,806	PAID	PAID
Roads, Bridges, Sidewalks & Intersections	May-2007	\$1,100,000	\$1,100,000	Jun-2010	3.31%	\$362,875	\$404,538	\$387,188	PAID		
Rosemary Pool Repairs	May-2001	\$300,000	\$2,000	Jun-2008	3.44%	\$2,033	PAID				
Allowance for Previously Authorized but Not Yet Issued & Short Term Expenses			Pending	Various	(see note)	\$117,032	\$288,217	\$140,747	\$133,207		
2008 Annual Town Meeting Articles	Pending		Pending	Various	(see note)	Not Applicable	Not Applicable	\$947,045	\$1,152,130	\$1,420,615	\$1,128,480
<b>General Fund Within the Levy Limit Debt</b>						<b>\$2,557,295</b>	<b>\$2,654,127</b>	<b>\$2,824,529</b>	<b>\$1,797,271</b>	<b>\$1,591,080</b>	<b>\$1,180,134</b>
<b>General Fund Excluded Debt</b>											
High School Renovations	May-2000	\$5,350,000	\$5,350,000	Jun-2011	4.00%	\$620,600	\$599,200	\$577,800	\$556,400	PAID	
Land Acquisition (Wiswall)	Nov-2000	\$2,000,000	\$1,930,000	Jun-2011	4.00%	\$220,400	\$212,800	\$205,200	\$197,600	PAID	
Broadmeadow School	May-2000	\$15,550,000	\$14,000,000	Nov-2023	4.09%	\$1,158,850	\$1,136,100	\$1,111,600	\$1,089,725	\$1,066,100	\$1,040,725
Library Project (Series I)	May-2003	\$15,700,000	\$11,000,000	Dec-2019	3.90%	\$810,963	\$1,178,288	\$1,149,763	\$1,118,181	\$1,084,563	\$1,056,038
Elliot School	May-2000	\$14,090,000	\$5,500,000	Jun-2025	3.82%	\$459,319	\$450,381	\$446,444	\$417,344	\$408,894	\$399,794
Library Project (Series II)	May-2003	\$15,700,000	\$750,000	Feb-2015	3.59%	\$94,118	\$106,668	\$103,799	\$100,930	\$102,955	\$99,805
High School (Series I)	May-2003	\$51,300,000	\$10,000,000	May-2026	4.01%	\$900,950	\$879,700	\$888,450	\$907,250	\$865,875	\$845,250
Library Project (Series III)	May-2003	\$15,700,000	\$114,000	May-2008	4.31%	\$60,465	PAID				

Town of Needham - Debt Service - Appendix A

Issued, Authorized and Pending		T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
High Rock School - Designs		Nov-2006	\$525,000	\$45,000	Jun-2012	3.28%	\$731	\$16,463	\$10,975	\$10,650	\$10,325	PAID
High Rock & Pollard School Projects		May-2007	\$20,475,000	\$600,000	Jun-2012	3.28%	\$9,750	\$169,500	\$164,625	\$159,750	\$154,875	PAID
Allowance for Previously Authorized but Not Yet Issued & Short Term Expenses				Pending	Various	(see note)	\$2,532,111	\$2,159,037	\$2,876,300	\$4,352,800	\$4,218,250	\$4,083,700
<b>General Fund Excluded Debt</b>							<b>\$6,868,256</b>	<b>\$6,908,136</b>	<b>\$7,534,955</b>	<b>\$8,910,630</b>	<b>\$7,911,836</b>	<b>\$7,525,311</b>
<b>RTS Enterprise Fund</b>												
RTS Scale Replacement		May-2005	\$83,230	\$56,000	Feb-2009	3.45%	\$21,206	\$15,506	PAID			
Transfer Trailer and Staging Pad		May-2004	\$55,000	\$36,000	Feb-2009	3.45%	\$10,688	\$10,338	PAID			
Wood Grinder		May-2004	\$190,000	\$157,000	Feb-2009	3.44%	\$53,438	\$51,688	PAID			
RTS Construction Equipment		May-2007	\$230,000	\$200,000	Jun-2011	3.30%	\$53,250	\$54,875	\$53,250	\$51,625	PAID	
Allowance for Previously Authorized but Not Yet Issued & Short Term Expenses				Pending	Various	(see note)	\$11,419	\$17,594	\$16,127	\$15,307		
2008 Annual Town Meeting Articles		Pending		Pending	Various	(see note)	Not Applicable	Not Applicable	\$73,500	\$69,900	\$66,300	\$47,700
<b>RTS Enterprise Debt</b>							<b>\$150,000</b>	<b>\$150,000</b>	<b>\$142,877</b>	<b>\$136,832</b>	<b>\$66,300</b>	<b>\$47,700</b>
<b>Sewer Enterprise Fund</b>												
West Street Force Sewer Main		May-1998	\$1,194,000	\$881,800	Jun-2019	4.83%	\$70,006	\$68,256	\$71,456	\$69,375	\$67,238	\$70,100
West Street Sewer Pump Station		May-1998	\$2,250,000	\$1,939,000	Jun-2019	4.83%	\$151,065	\$152,346	\$153,296	\$153,903	\$154,153	\$154,165
Sewer - MMWPAT 95-01 (Restructured)		May-1991	\$500,000	\$310,656	Feb-2015	(see note)	\$32,598	\$32,169	\$32,162	\$32,130	\$32,110	\$32,080

**Town of Needham - Debt Service - Appendix A**

Issued, Authorized and Pending		T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
Sewer System Rehab - I/I Work (Series I)	May-2003	\$1,000,000	\$400,000	Nov-2007	3.00%	\$50,750	PAID					
Sewer - MW PAT 97-13 (Restructured)	Oct-1996	\$175,000	\$67,700	Aug-2018	(see note)	\$7,079	\$6,955	\$6,805	\$6,815	\$6,406	\$6,558	\$6,558
Sewer - MW PAT 97-33 (Restructured)	Oct-1996	\$250,000	\$180,300	Aug-2018	(see note)	\$18,929	\$18,630	\$18,001	\$18,160	\$17,194	\$17,593	\$17,593
Sewer - MW PAT 97-63 (Restructured 2)	May-1997	\$1,780,000	\$1,019,778	Aug-2018	(see note)	\$106,959	\$105,269	\$101,808	\$102,444	\$97,017	\$99,729	\$99,729
Sewer - MW PAT 98-10 (Restructured)	May-1997	\$217,000	\$130,200	Aug-2018	(see note)	\$13,643	\$13,411	\$12,944	\$13,071	\$12,388	\$12,793	\$12,793
Sewer System Rehab - I/I Work (Series II)	May-2003	\$1,000,000	\$425,000	Jun-2014	3.14%	\$54,725	\$53,263	\$46,800	\$45,500	\$44,200	\$42,800	\$42,800
Sewer Pump Station	May-2005	\$984,550	\$484,550	Feb-2015	3.59%	\$65,227	\$68,477	\$66,621	\$64,765	\$62,840	\$60,915	\$60,915
Sewer Rehabilitation - Rte 128 Area (Series I)	Nov-2005	\$3,500,000	\$2,000,000	Nov-2022	4.35%	\$343,279	\$319,413	\$308,788	\$161,138	\$141,781	\$142,638	\$142,638
Sewer Pump Station Design - GPA	May-2003	\$50,000	\$10,000	Jun-2008	3.44%	\$10,163	PAID					
Sewer Rehabilitation - Rte 128 Area (Series II)	Nov-2005	\$3,500,000	\$400,000	Jun-2009	3.34%	\$206,500	\$206,500	PAID				
Allowance for Previously Authorized but Not Yet Issued & Short Term Expenses			Pending	Various	(see note)	\$19,078	\$130,310	\$363,208	\$354,508	\$345,808	\$337,108	\$337,108
2008 Annual Town Meeting Articles			Pending	Various	(see note)	Not Applicable	Not Applicable	\$46,200	\$126,200	\$121,400	\$116,600	\$116,600
<b>Sewer Enterprise Debt</b>							<b>\$1,150,000</b>	<b>\$1,175,000</b>	<b>\$1,228,088</b>	<b>\$1,148,008</b>	<b>\$1,102,534</b>	<b>\$1,093,078</b>

**Water Enterprise Fund**

Water Treatment Facility	Nov-1997	\$3,635,000	\$3,090,000	Jun-2019	4.83%	\$245,490	\$244,365	\$242,840	\$245,903	\$243,303	\$245,465	\$245,465
Water Treatment Facility	May-1996	\$3,000,000	\$2,665,000	Jun-2019	4.83%	\$210,483	\$210,233	\$209,608	\$208,595	\$212,183	\$210,295	\$210,295

**Town of Needham - Debt Service - Appendix A**

Issued, Authorized and Pending		T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
Water Systems - Broadmeadow Area		Nov-2000	\$400,000	\$257,304	Aug-2011	ZERO	\$25,730	\$25,730	\$25,730	\$25,730	\$25,730	PAID
Water System Improvement		May-2001	\$665,000	\$665,000	Nov-2009	2.12%	\$73,813	\$72,369	\$65,813	PAID		
Water System Rehab - GPA		May-2003	\$535,000	\$500,000	Nov-2007	3.00%	\$152,250	PAID				
Water System Designs - St. Mary		Nov-2002	\$300,000	\$120,000	Dec-2008	3.40%	\$31,650	\$30,600	PAID			
Water System Designs - Webster Area (Series I)		Nov-2002	\$105,000	\$85,000	Dec-2008	3.39%	\$21,100	\$20,400	PAID			
Water System Designs - Warren Area		May-2004	\$151,500	\$50,000	Feb-2011	3.44%	\$11,375	\$11,025	\$10,688	\$10,350	PAID	
Water System Rehab - Warren Area (Series I)		May-2005	\$913,500	\$413,500	Feb-2015	3.60%	\$58,133	\$56,558	\$55,039	\$53,520	\$51,945	\$50,370
Water Treatment Plant Computer System (Series I)		May-2004	\$112,000	\$42,000	Feb-2009	3.44%	\$16,031	\$15,506	PAID			
Water System Rehab - Warren Area (Series II)		May-2005	\$913,500	\$330,000	May-2010	4.16%	\$78,750	\$75,775	\$72,800	PAID		
Water System Rehab - Webster Area (Series I)		May-2003	\$900,500	\$788,000	May-2010	4.16%	\$234,615	\$247,775	\$208,000	PAID		
Water Service Connections (Series I)		May-2006	\$205,000	\$50,000	Nov-2011	4.31%	\$11,735	\$11,488	\$11,063	\$10,638	\$10,213	PAID
Water System Rehab - Rte 128 Area (Series I)		May-2006	\$3,000,000	\$1,500,000	Nov-2022	4.32%	\$98,596	\$102,300	\$100,600	\$138,050	\$178,694	\$148,913
Water Service Connections (Series II)		May-2006	\$205,000	\$100,000	Jun-2012	3.28%	\$1,625	\$28,250	\$27,438	\$26,625	\$25,813	PAID
Water Storage Tank Rehabilitation		May-2007	\$600,000	\$600,000	Jun-2012	3.28%	\$9,750	\$79,500	\$197,550	\$191,700	\$185,850	PAID
Water System Design		May-2001	\$151,500	\$25,000	Jun-2012	3.28%	\$406	\$10,813	\$5,488	\$5,325	\$5,163	PAID
Water System Designs - Webster Area (Series II)		Nov-2002	\$105,000	\$8,000	Jun-2008	3.44%	\$8,130	PAID				

**Town of Needham - Debt Service - Appendix A**

Project	T.M. Vote	Authorized	Issued	Final Maturity	Average Rate	Budget 2008	Recommended 2009	Estimate 2010	Estimate 2011	Estimate 2012	Estimate 2013
Water System Rehab - Warren Area (Series III)	May-2005	\$913,500	\$5,000	Jun-2008	3.44%	\$5,081	PAID				
Water System Rehab - Webster Area (Series II)	May-2003	\$910,500	\$100,000	Jun-2012	3.28%	\$1,625	\$28,250	\$27,438	\$26,625	\$25,813	PAID
Water Treatment Plant Computer System (Series II)	May-2004	\$112,000	\$10,000	Jun-2009	3.34%	\$5,163	\$5,163	PAID			
Allowance for Previously Authorized but Not Yet Issued & Short Term Expenses			Pending	Various	(see note)		\$73,902	\$94,550	\$208,010	\$202,337	\$196,664
2008 Annual Town Meeting Articles		Pending	Pending	Various	(see note)	Not Applicable	Not Applicable	\$49,660	\$211,000	\$253,000	\$275,838
<b>Water Enterprise Debt</b>						<b>\$1,301,530</b>	<b>\$1,350,000</b>	<b>\$1,404,302</b>	<b>\$1,362,070</b>	<b>\$1,420,041</b>	<b>\$1,127,544</b>
<b>TOTAL DEBT SERVICE</b>						<b>\$12,027,082</b>	<b>\$12,237,263</b>	<b>\$13,134,751</b>	<b>\$13,354,811</b>	<b>\$12,091,792</b>	<b>\$10,973,768</b>

**NOTES**

T.M. Vote = the month and year Town Meeting appropriated and authorized the project (Pending = article(s) has (have) not yet been acted upon by Town Meeting).

Amount = the amount of the bond that was issued or is expected to be issued.

Issued = the month and year that the bond was issued (PENDING = bond has not yet been issued as of the printing date of this schedule; NA = financing will be done with a note only, no permanent bond will be issued).

Maturity = the month and year of the last principal payment is to be made for the specific bond.

Rate = the average coupon rate of interest paid on the bond during the amortization period; pending issues are assumed to range between 5.0% & 6.50% for planning purposes.

Massachusetts Water Pollution Abatement Trust (MM/PAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in low or no interest rate loan. The Town has been approved for financing the water main project at approximately 2.0%.

# **DEBT APPENDIX B**

**Town of Needham - Debt - Appendix B**

**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Open or Requested Authorization
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**Open General Fund Projects**

High Rock & Pollard Electrical & Technology	May-07	41	\$19,875,000
High Rock School Design	Nov-06	9	\$480,000
Mitchell School Roof Repairs	Nov-06	12	\$120,000
Ridge Hill Rehabilitation	May-05	31	\$120,000
Needham High School	Feb-05	1	\$8,700,000
Needham Public Library	May-03	30	\$3,086,000
Needham High School	May-03	31	\$27,027,750
Parking Lot Dedham Avenue	Nov-02	14	\$46,500
Rosemary Pool Repairs	May-01	64	\$23,000
Rosemary Pool Complex - Design	May-00	63	\$72,500

<b>TOTAL</b>			<b>\$59,550,750</b>
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**Proposed General Fund Projects for the 2008 ATM**

Administration Building at DPW Complex	Pending	33	\$6,090,000
Roads, Bridges, Sidewalks, and Intersection Improvements	Pending	34	\$820,000
Cricket field Building Repairs	Pending	35	\$668,000
Public Safety Building Roof	Pending	36	\$535,000
Rescue Ambulance & EMS Reporting System	Pending	37	\$205,000
Hillside & Mitchell Schools Parking & Play Area Improvements	Pending	38	\$160,000
Pollard School Parking Improvements	Pending	40	\$168,000
Municipal Parking Lot Improvements	Pending	41	\$105,000
Street & Traffic Light Improvements	Pending	42	\$105,000

<b>TOTAL</b>			<b>\$8,856,000</b>
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Town of Needham - Debt - Appendix B

**Open and Authorized Projects and Proposed Projects Financed by Debt**

Project	T M Vote	Article	Open or Requested Authorization
<b>Open RTS Enterprise Fund Projects</b>			
RTS Construction Equipment	May-07	43	\$30,000
<b>TOTAL</b>			<b>\$30,000</b>
<b>Proposed RTS Enterprise Fund Projects for the 2008 ATM</b>			
Collection Packer Equipment	Pending	44	\$225,000
<b>TOTAL</b>			<b>\$225,000</b>
<b>Open Sewer Enterprise Fund Projects</b>			
Sewer System Rehabilitation I/I Removal Program	May-07	45	\$1,806,800
Sewer Relocation Project (Rte 128)	Nov-05	9	\$655,000
Sewer Pump Station - Great Plain Ave.	May-05	49	\$500,000
Sewer System Rehab - I/I Work	May-03	55	\$175,000
Sewer Pump Station Richardson Drive	Nov-02	20	\$500,000
<b>TOTAL</b>			<b>\$3,636,800</b>
<b>Proposed Sewer Enterprise Fund Projects for the 2008 ATM</b>			
Sewer Pump Station - Great Plain Ave	Pending	45	\$770,000
<b>TOTAL</b>			<b>\$770,000</b>
<b>Open Water Enterprise Fund Projects</b>			
Water Service Connections	May-06	70	\$55,000
Route 128 TIP Improvements Construction	May-06	71	\$1,500,000
Water System Rehab - Warren & Garden Street	May-05	54	\$45,000
Water System Designs - Webster St. area	Nov-02	25	\$11,000
Water Pumping Station Design - St. Mary's St.	Nov-02	26	\$180,000
<b>TOTAL</b>			<b>\$1,791,000</b>

Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Open or Requested Authorization
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**Proposed Water Enterprise Fund Projects for the 2008 ATM**

Water Main Improvements	Pending	47	\$1,900,000
Water Storage Tank Painting (Dunster Road)	Pending	48	\$730,000
<b>TOTAL</b>			<b>\$2,630,000</b>