

TOWN OF NEEDHAM



2016 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 12, 2016

Business meeting: Monday, May 2, 2016

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to Annual Town Meeting.

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March 15, 2016

Fellow Town Meeting Members,

The Finance Committee is pleased to present both its 105th Annual Report to Town Meeting and our recommended operating budget for Fiscal Year 2017. Needham remains fiscally sound, with strong revenue growth which is expected to continue for the near future and likely beyond. Needham has experienced substantial new growth, resulting in significant increases in property values. This new growth has become part of Needham's property tax base. At the same time, the Town has entered a phase of extensive capital planning and spending. We need to be vigilant to restrain the costs of each project so that the tax burden is not unduly increased and future projects are not jeopardized. We also need to account for additional operating expenses that come with new buildings or additional space. Unlike the cost of construction that is often supported by one-time override costs, operating expenses associated with these projects remain in operating budgets going forward and will certainly increase over time. The Town also seeks to expand certain services that are currently provided, the cost-benefit of which will need to be analyzed. The Finance Committee remains committed to ensuring that taxpayer monies are expended appropriately and in the best interests of the entire Town.

We continue to face some of the same budgetary pressures as in recent years. Health insurance costs are growing faster than revenue. While the Town administration had been able to effectively contain health insurance cost increases in recent years, they are now researching available alternatives to keep the budget increases reasonable. Electricity and natural gas costs continue to increase as well, although we have seen a decrease in vehicle fuel costs.

The School Department budget also continues to grow at a rate that exceeds the Town's historical revenue growth. Overall enrollment growth has eased, but the costs of special education and transportation continue to outpace other increases. The School Department is working to find cost effective ways to deliver these services while meeting the needs of the student population, and the Finance Committee continues to support a budget recommendation that is both reasonable and meets all critical needs.

The Finance Committee began its preparation of the FY17 budget in November 2015 when Committee liaisons participated in the Town Manager's departmental budget meetings. At least one Finance Committee liaison was assigned to work with each Town department. The Finance Committee held its own budget hearings from December 2015 through late February 2016. The Finance Committee asks detailed and sometimes pointed questions in order to get a comprehensive understanding of each department's operations and spending needs. The Finance Committee requires this information in order to balance competing spending needs and to develop a sound budget that will serve the best interests of the entire Town.

The Finance Committee appreciates the efforts of the Board of Selectmen and their Town Manager and the School Committee and their Superintendent in striving to build sustainable programs that both address current needs and make the investments necessary to meet future needs.

Revenue Summary

In FY17, total General Fund revenue is projected to increase by 4.6% from three principal sources of revenue: property taxes, state aid, and local receipts. Property tax receipts comprise the largest source of revenue for Needham, accounting for 81.9% of projected General Fund Revenues in FY17. Property tax receipts are expected increase by approximately \$5.7 million or 4.8% in FY17.

New growth remains strong, although it is projected to be \$575,151 lower than FY16. The level of new growth will fluctuate depending for the most part on the number of large commercial projects in a given year. The decrease in new growth is not a concern because, as noted above, the property tax values that are new growth become part of the property tax base for future years. 90.6% of the property tax levy in FY17 is anticipated to be supported by the tax base from the prior year.

The portion of property taxes allocated to debt exclusions will decrease in FY17, since the Town has passed the peak debt service payment years for all currently authorized projects funded through debt exclusion. Tax revenues for excluded debt will be approximately \$5.9 million, which is 4.7% of the anticipated tax levy for FY17. This compares to excluded debt service revenue of approximately \$6.1 million for FY16, which was 5.1% of the tax levy.

Total state aid, which is primarily Cherry Sheet aid, is determined as part of the state budget process. (The Cherry Sheet is the official notification of aid and assessments from the state to municipalities, once issued on red colored paper.) State aid accounts for 7.2% of the projected General Fund revenue for FY17. The proportion of state aid to revenue is decreasing slightly from 7.4% in FY16, since state aid is projected to increase by only 1.9% in FY17.

Local receipts are another important General Fund revenue source, comprising 6.2% of FY17 General Fund revenue. Local receipts include revenues received for automobile, hotel room, and meal excise taxes, licensing and permitting fees, fines and penalties, and income from departmental activities and services. Local receipts can fluctuate greatly, so revenue projections are based on conservative assumptions in order to protect against an unexpected drop in one of the revenues. A bump in local receipts is expected in FY17 due to the additional revenue from the new solar electricity plant, including the sale of energy to the grid, and fees from permits and licenses. For FY17, local receipts are projected to increase by over \$1 million, approximately \$750,000 of which is due to the sale of solar generated electricity.

Free Cash is another substantial component of General Fund revenue. Free Cash results from revenue collections that exceed estimated revenue and from expenditures that are lower than appropriations at the end of the prior fiscal year (FY15). After a fiscal year closes out, the amount of Free Cash must be certified by the Department of Revenue and then becomes available for appropriation. As of the writing of this letter, the amount of Free Cash has not yet been certified. The FY17 budget assumes that free cash will be \$6 million, but we anticipate that there will be additional Free Cash available for appropriation at the Annual Town Meeting. The average amount of Free Cash over the prior three years is \$6.17 million. We recommend

Free Cash in FY17 be used to fund cash capital and financial warrant articles, to bolster reserves, and to partially support the operating budget.

The Town is careful to rely on only recurring revenues to support ongoing operating expenses. Because the Town consistently budgets each year in a conservative manner, a portion of Free Cash each year is fully expected to be recurring and therefore that portion can and should be used to support operating expenses. The balance of Free Cash is used for various one-time needs or for reserves. The formula used to determine the amount of the recurring portion of Free Cash that can be used for operations is the lesser of 2% of the adjusted operating budget for the prior fiscal year or the actual turn-back from departmental appropriations. This formula will be modified beginning in FY17 because the budget has been restructured. The FY17 operating budget includes a new line in Townwide expenses called Needham Electric, Light and Gas Program. Expenses for electricity and natural gas, accounted for in departmental budgets, including Public Facilities, Public Works and Municipal Lighting, have been consolidated and reallocated to this new budget line. The calculation for determining the recurring portion of Free Cash will use the lesser of the actual turn-back or 2% of the final adjusted operating budget, excluding the Reserve Fund. In prior years, the calculation was based on 2% of the departmental operating budget, thus excluding all Townwide expenses.

The actual turn-back from FY15 unexpended budgets was \$1.9 million. 2% of the adjusted FY15 budget is \$2.6 million. The recommended FY17 budget uses \$1,763,165 of Free Cash toward the operating budget. While this amount is lower than the calculation would allow, it is sufficient to meet the budget needs of the Town for FY17. This will also allow for more Free Cash to be used to fund additional one-time needs and operating reserve accounts.

At the time of this writing, the estimated total General Fund Revenue for Fiscal Year 2017 available for appropriation is \$151,009,403.

FY17 Operating Budget

The total recommended operating budget for FY17 is \$144,228,127, which is 5.6% higher than the current FY16 operating budget. The recommended increase for FY16 was 5% while the FY15 recommended budget increase was 4.1%. It is important to note that in the past two years, the Town has been shifting the costs of certain items that were previously funded through cash capital into the operating budget because they do not meet the Town’s definition of capital for budgeting purposes. In addition, the FY17 budget reallocates costs for natural gas and electricity from the Municipal Department budgets into Townwide Expenses. Thus, some of the increases to the operating budgets are due to reallocation of costs rather than a higher level of spending. The increases in the three major components of the FY17 budget are:

Townwide Expenses	15.5%
Municipal Departments (excluding Education)	-5.3%
Education	6.1%

Townwide Expenses

The FY17 budget recommendation includes an increase of 15.5% in Townwide Expenses. The primary reason for this considerable increase is the reallocation of regulated energy costs, specifically electricity and natural gas, to the new budget line entitled Needham Electric, Light and Gas Program. The increase from FY16 to FY17 Townwide Expenses excluding the Electric Light and Gas Program is 6.4%. Other significant increases in Townwide Expenses include Group Health Insurance/Employee Benefits, Retirement Assessments, and Classification, Performance and Settlements.

Included in the Needham Electric, Light and Gas Program budget is the entire Municipal Lighting budget, \$2,739,942 for energy costs previously in the Public Facilities budget, \$52,214 previously in Public Works, and \$9,500 previously in Park and Recreation. The Finance Department will be responsible to oversee these expenses, negotiate prices and manage the contracts for electricity and natural gas. This budget will fund payments associated with generating power at the new solar electricity plant. The revenues from the solar project, which are expected to be twice the amount of the costs cannot be used to offset the costs and will be part of the Town's General Fund revenues.

The Casualty, Liability, Property and Self-Insurance line item accounts for the insurance coverage that the Town receives through the Massachusetts Inter-local Insurance Agency (MIIA) for buildings, vehicles, property damage, and liability, as well as a small contingency for non-covered claims. This line item is increasing by 4.0%, or \$22,400 in FY17, to cover premiums for the Town's inventory of facilities and equipment.

The Debt Service budget line is decreasing in FY17 for the third consecutive year. This line item, which covers payments for outstanding debt obligations, is decreasing by 2.7%, or \$312,462. Debt service includes payments for excluded debt, Community Preservation Act debt, and debt within the levy. FY14 was the peak year for the Town Hall, and for the Newman School and other projects funded with excluded debt.

The Employee Benefits line (Group Insurance, Employee Benefits, Assessments and Administrative Costs) is increasing by 12.1%, or \$1,427,484. The increase is a result of a projected 9% increase in health insurance costs combined with an increase in the number of benefit eligible employees. The Town continues to evaluate different health insurance providers and collaboratives to keep health premium increases in check. The increase in the assumed number of benefit eligible employees includes additional staff and additional hours for positions that will then qualify for benefits, for an aggregate increase of \$215,820.

The FY17 Retirement Assessments line item is increasing by 8.7%, or \$539,188. This line item covers pensions for retirees as well as unfunded pension liability. In FY16, the Retirement Board reduced the assumed rate of return of pension assets from 8.00% to 7.75%. The funding schedule in the most recent actuarial analysis includes at least three more years of continuing increases to the Town's annual contribution to make up for the increased unfunded liability resulting from the reduced rate of return assumptions.

The Retiree Insurance Program and Insurance Liability Fund line is increasing by 4.4%, or \$232,621. The program, also known as "OPEB" (other post-employment benefits), funds other benefits provided to eligible retirees such as health insurance. The 4.4% increase follows a 2013 funding schedule. A new actuarial analysis is underway, which the Finance Committee anticipates will increase the required funding beginning with the FY18 budget. Workers' compensation is increasing 4.0% in the FY17 budget based on the average projected growth in salaries and wages.

The Classification, Performance, and Settlements line item serves as a reserve for personnel-related needs during the fiscal year, such as performance-based salary increases for managers, or changes due to new collective bargaining agreements. This line item is budgeted at \$600,000 because of a number of outstanding contracts. As of this writing, collective bargaining agreements have not been settled for FY17 with the Fire Union, the Police Superior Officers Association, and the Building Custodian Tradesman Independent Association.

The Reserve Fund provides for extraordinary or unforeseen budget needs that arise during the fiscal year. The Reserve Fund has been used to fund expenses such as unexpected legal costs, replacement of damaged equipment, and extraordinary snow and ice removal. The recommended Reserve Fund appropriation for FY17 is \$1,584,124, an increase of 3.9% over the FY16 budget. Even with the extraordinary snow and ice removal expenses of FY15, the Town did not exceed its Reserve Fund appropriation. The Finance Committee feels that this amount is prudent to cover extraordinary needs.

Municipal Departments (excluding Education)

The Municipal Departments category includes 19 different budgets encompassing operational departments, boards and committees, and the municipal parking program. This report groups those budgets within Municipal Departments by functional groups.

General Government and Land Use

The FY17 proposed budget for all General Government and Land Use departments is 2.4% higher than the FY16 budget. While individual budget increases vary, all budgets include a new salary structure for management and other non-union administrative employees that were voted by the Board of Selectmen in the summer of 2015.

The Board of Selectmen/Town Manager budget line item is 2.6% lower than FY16 because the Management Fellow pilot position is eliminated in FY17. While the Town Manager felt that the pilot program was successful, the position is not being requested at this time.

The Town Clerk and Board of Registrar's FY17 budget is increasing by 8.6%, in part due to an increase to three scheduled elections in FY17 from two elections in FY16. The Town Counsel's budget is level funded for FY17 as is the Personnel Board budget. In FY16, the Personnel Board funding was transferred to the salary line to partially support the salary of the Management Fellow position in the Town Manager's office. The funds are allocated to the expense line in FY17 to be used for consulting work as they have been in the past.

The Finance Department budget is increasing 3.1% in FY16. The budget now includes \$30,000 for the annual cost of network servers, switches and technology replacements which was previously funded in the Annual Town Meeting Warrant Cash Capital article. The Finance Committee's budget is increasing 5.0% from FY15 due to an increase in salary, reflecting the management salary adjustment.

The Planning and Community Development Department budget is increasing by 4.8%. In addition to increases in salaries, the Finance Committee recommends funding additional hours for an existing benefit-eligible administrative employee.

Public Safety

The Public Safety Departments, which include the Police, Fire, and Building Departments, have a combined increase of 3.0% in the FY17 budget. The Police Department budget is increasing 4.1%, reflecting salary increases and the police vehicle replacement cycle. The Finance Committee did not recommend funding four additional police officers for FY17. The Police Department expects an increase in service calls resulting from redevelopment at Needham Crossing, including new businesses and potential new residential housing. However, the anticipated increase in police calls is not expected to occur within the FY17 time frame and the Finance Committee will be reviewing the necessity of increased staffing in future budget years.

The Fire Department budget is increasing by a modest 1.0% in FY17, because the Fire Union contract is not settled at this time. The Finance Committee deferred the Fire Department's request for four additional Firefighter/Paramedics in F17 to staff an additional ambulance that would be housed at Fire Station 2. The Finance Committee will review the request once the feasibility study for Fire Station 2 establishes the cost-benefit analysis of a second ambulance and the location of the infrastructure to house and run an additional ambulance.

In FY16, the Board of Selectmen implemented new fees and fee increases for building permits and inspections. The Finance Committee determined that the cost of some additional staffing requested by the Building Department would be offset by the new fee structure. The Building Department budget is increasing 15.1% due to the reallocation of the Fire Engineer Consultant from the Fire Department budget (a change in the building code has transferred this function to the Building Department rather than the Fire Department) as well as the addition of two part-time inspectors. The \$20,000 for the Fire Engineer Consultant is included in the FY17 expense line. The additional \$61,542 for part-time Plumbing and Gas Inspector and Wiring Inspector is included in the salary line. Timely inspections are critical to construction projects. These positions will meet the increased volume of requests for inspection resulting from the increased construction activity in Needham. The Finance Committee did not recommend funding an additional administrative position in the Department.

Public Facilities and Public Works

The total combined budget for the Public Facilities Department, the Department of Public Works (DPW), and the Municipal Parking Program, is decreasing by 17.8% in FY16 from the reallocation of costs for regulated energy to the new line item in Townwide expenses.

The Public Facilities Department budget is decreasing by 28.2% in FY17. The department contains two divisions, Construction and Maintenance. At this time there is no settled agreement with the Building Custodian Tradesman Independent Association for FY17, which would affect the Maintenance Division budget.

The FY17 Public Facilities budget includes an increase of \$40,469 to partially fund a request for a new Project Manager position in the Construction Division. This position was added due to an expected increase in the volume and complexity of capital projects being undertaken. The balance of the salary for the new position will be charged to the budgets of specific projects.

The FY17 budget for the Department of Public Works is increasing by 2.3%. The budget includes an increase \$12,788 to fund two summer laborers. The FY17 budget also provides a one-time expense of \$30,000 to complete fence repairs throughout the parks system. It is expected that after FY17, the annual DPW operating budget will cover regular fence maintenance. The FY17 budget funds a request for a one-time purchase of a GPS unit compatible with the Engineering Division's existing survey system and a small ongoing subscription expense for this equipment.

There are no significant changes to the Municipal Parking budget.

Community Services

While the Community Services budget is only 2.6% of the overall operating budget, the six divisions that comprise Community Services receive substantial funding from fees, grants, and donations, and benefit from volunteer services. The Community Services budgets are increasing 1.6% in FY16.

The Health and Human Services (HHS) budget, which was newly merged into one budget in FY16, is increasing 3.8% in FY17. This budget includes the Health Department, Council on Aging, Youth Commission, and Veterans Services. The FY17 budget includes additional hours for a social worker for the Council on Aging. The funding was achieved through reallocation of funds from a program coordinator position that will be covered by a recently secured federal grant, and also by moving funds from a separate part-time outreach position.

During our budget deliberations, the Finance Committee assessed the need for a requested additional Environmental Health Agent by the Health Department. The Health and Human Services Department was merged into one budget in FY16 and is being reorganized. During our budget hearings, it became clear that while there may be a need for additional staffing in the Health Department, the structure of the department after reorganization may result in a different staffing approach. The Finance Committee felt that it is critical that the Town be able to keep up with increasing demand for Public Health inspection and enforcement work but that it would be best to wait until after the reorganization to determine the need and function of any new position. The Finance Committee indicated that it would be willing to discuss funding this position at the Fall 2016 Special Town Meeting, although typically new positions are usually considered only during the budget process culminating at the Annual Town Meeting. As part of its budget hearings and voted budget, the Finance Committee identified the possibility of

transferring from the Reserve Fund \$61,305 for salary plus \$22,819 for benefits for a new position in the Health and Human Services Department.

The Commission on Disabilities budget is level funded at \$2,050 in FY217, for a stipend for the Town Liaison to the Commission and ADA training for members of the Commission. The FY17 budget for the Historical Commission is also level-funded at \$1,050, which covers expenses relating to its activities of preserving and protecting the Town's historical buildings and maintaining the historical inventory.

The Library budget is increasing 0.8% for FY17. In recent years, efforts have been made to transition certain essential positions that are being funded from the State Aid account into the operating budget to protect against unexpected fluctuations in that account. We anticipate reduced funding in FY17 for Library State Aid. For FY17, the Finance Committee recommends funding additional circulation desk hours in the operating budget, as well as funding Sunday hours in June. Both of these functions are integral parts of the Library's services, and are appropriate for inclusion in the operating budget. Wireless internet service, book and DVD downloading subscriptions, and an online reference database will continue to be funded through the State Aid account in FY17.

The Park and Recreation Budget is decreasing 1.7% in FY17 from reduction in energy expenses transferred to Townwide Expenses. The Memorial Park budget remains level-funded at \$750 to cover expenses relating to purchase of flags and minor maintenance to the memorials. The costs for operating and maintaining the Memorial Park building and fields are in the Park and Recreation, Public Works and Public Facilities budgets.

Education

The recommended FY17 Education budget is \$65,910,351, which represents 45.7% of the total General Fund operating budget. The Education section of the budget is comprised of the Town's assessment for the Minuteman Regional High School and the operating budget for the Needham Public Schools. The Minuteman Regional High School's preliminary assessment for FY17 is \$720,437, an increase of 10.1% from FY17 due to an increase in Needham student enrollment. The Minuteman School District Agreement has been amended by a unanimous vote of the member districts. Town Meeting voted in favor of the amendment at the February 2016 Special Town Meeting. The formula for assessments will change, and the number of member communities may change. As a result, Needham's assessment may be amended. The Minuteman district also plans to begin a capital building project, the costs of which will be apportioned among member towns. The details and financial implications of the Minuteman School capital project will be included at the May 2016 Special Town Meeting.

The FY17 budget for the Needham Public Schools totals \$65,189,914, an increase of \$3,709,227, or 6.0%, over the FY16 appropriation. The Finance Committee's recommended FY17 budget fully funds the School Committee's voted budget and provides added funding of \$131,200 for two additional staff needed to initiate a new therapeutic program at the High School. Benefits costs of \$37,540 were also added to the Employee Benefits line in Townwide expenses to cover

related costs. The new therapeutic program at the High School is being implemented to meet the needs of certain students who might otherwise not be able to remain at the High School. The Finance Committee encourages these types of cost efficient initiatives which better serve the community.

The School Committee voted budget of \$65,058,714 funded the Superintendent's initial budget request, less \$220,865 of reductions identified by the Superintendent during budget liaison meetings with the Finance Committee. An additional \$340,700 was added to the School Department's budget to fund the FY17 school technology request. The technology request includes funding for the continued implementation of the 1:1 technology program. The Finance Committee is mindful that growing technology needs and costs could potentially crowd out other educational needs in the School Department operating budget.

The Finance Committee continues to monitor other volatile costs within the School Department budget including special education tuitions and transportation costs. Several new programs are underway to strengthen and broaden special education programs. In addition, a new task force will be examining School transportation costs.

Cash Capital

The Finance Committee has not yet completed its review of the Cash Capital requests as of this submission. The Cash Capital article includes \$1,491,117, most of which will be funded with Free Cash, which has not yet been certified. As mentioned above, some annual cash capital items have been moved from Cash Capital to the operating budget since they have been found not to align with the Town's definition of capital. We will continue to carefully review these operating expenses to make sure that cost fluctuations do not cut into operations.

Closing Comments

The Finance Committee's recommended operating budget for FY17 will allow the Town to continue providing a high level of services to residents and businesses. The Town will be able to maintain its strong financial condition and also to meet increasing demands for services for the next year, with an eye toward the long term. It is critical for the Town to continue to engage in very careful capital planning as many large projects are scheduled in the upcoming years. The Annual Town Meeting Warrant includes a number of articles that aim to provide substantial funding to reserve funds to offset the anticipated costs of these capital projects. The Town must consider not only the benefits of each project and the capital costs, but the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers. The Finance Committee looks forward to working closely with the other Town Boards and Committees as well as Town and School administrators during this process.

The Finance Committee would like to recognize the hard and excellent work of Town and School Administration and the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee

throughout the budgeting process. The Finance Committee greatly values the creative and constructive approaches often presented to address competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and effort to serving our community through elected and appointed positions. We could not accomplish our mission effectively without their generous assistance and support.

Finally, I would also like to thank each member of the Finance Committee for their dedication and meticulous work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's capital plans and investments. It has been a privilege and a pleasure to serve with such dedicated and talented people as we strive to achieve the best for the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,

Louise L.E. Miller, Chair

Committee Members:

Richard Zimbone, Vice Chair

Barry J. Coffman

John Connelly, Immediate Past Chair

Thomas M. Jacob

Kenneth J. Lavery

Richard Lunetta

Richard Reilly

Carol Smith-Fachetti

Louise Mizgerd, Executive Secretary

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2016 Annual Town Report

Summary of Revenue
FY2015 - FY2017
General Fund Only

	FY2015	FY2016	FY2017
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$7,095,307	\$5,360,000	\$5,550,000
Departmental Activities	\$3,400,204	\$2,845,500	\$3,676,000
Fines & Forfeits & Assessments	\$151,293	\$117,000	\$117,000
Investment Income	101,273	67,500	67,500
Medicaid	211,056	10,000	25,000
Miscellaneous Revenue	13,758	10,500	11,318
Miscellaneous Non-recurring	<u>632,377</u>	<u>0</u>	<u>0</u>
SUB-TOTAL	\$11,605,268	\$8,410,500	\$9,446,818
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$112,610,696	\$119,291,863	\$125,030,651
Cherry Sheet Revenue (State Aid)	<u>\$10,641,851</u>	<u>\$10,811,766</u>	<u>\$11,019,297</u>
SUB-TOTAL	\$123,252,547	\$130,103,629	\$136,049,948
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	\$4,152,348	\$5,931,875	\$5,895,000
Overlay Surplus	\$652,500	\$885,195	\$990,000
Reserved for Appropriation - Parking	\$40,000	\$65,000	\$70,000
Transfer from other Articles	\$0	\$387,605	\$52,000
Reserved for Debt Exclusion Offset	<u>\$105,026</u>	<u>\$99,550</u>	<u>\$93,445</u>
SUB-TOTAL	\$4,949,874	\$7,369,225	\$7,100,445
Total General Fund Revenue	\$139,807,689	\$145,883,354	\$152,597,211
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	<u>\$2,172,171</u>	<u>\$1,806,251</u>	<u>\$1,672,313</u>
SUB-TOTAL	\$2,172,171	\$1,806,251	\$1,672,313
Total Revenue Available for General Fund Uses	\$141,979,860	\$147,689,605	\$154,269,524

Account Balances

Athletic Facility Improvement Fund	As of March 31, 2016	\$1,974,847
Capital Facility Fund	As of March 31, 2016	\$1,310,379
Capital Improvement Fund	As of March 31, 2016	\$670,479
Free Cash	As of March 31, 2016	\$6,890,372
Overlay Surplus	As of March 31, 2016	\$1,000,000
Parking Meter Fund	As of March 31, 2016	\$339,436
Sewer Enterprise Fund Retained Earnings	As of March 31, 2016	\$1,863,803
Solid Waste Enterprise Fund Retained Earnings	As of March 31, 2016	\$980,788
Stabilization Fund	As of March 31, 2016	\$3,926,008
Water Enterprise Fund Retained Earnings	As of March 31, 2016	\$2,833,584

2016 Annual Town Report

Summary of Expenditures
FY2015 - FY2017
General Fund Only

	Expended FY2015	Current Budget FY2016	Recommended FY2017
Town Wide Group	\$33,569,411	\$37,619,978	\$43,467,857
Department Budgets			
Board of Selectmen/Town Manager	\$813,117	\$896,835	\$873,304
Town Clerk/Board of Registrars	\$337,597	\$366,834	\$398,329
Town Counsel	\$346,924	\$329,422	\$329,442
Personnel Board	\$0	\$15,000	\$15,000
Finance Department	\$2,290,256	\$2,561,047	\$2,641,207
Finance Committee	\$33,279	\$35,225	\$36,983
Planning and Community Development	\$433,431	\$491,954	\$515,350
Police Department	\$5,529,782	\$6,244,476	\$6,502,837
Fire Department	\$6,930,945	\$7,215,713	\$7,288,506
Building Department	\$562,152	\$610,070	\$702,367
Minuteman Regional High School	\$893,211	\$654,134	\$720,437
Needham Public Schools	\$57,873,958	\$61,480,687	\$65,189,914
Department of Public Facilities	\$7,998,447	\$8,614,652	\$6,181,359
Department of Public Works	\$6,495,862	\$5,453,328	\$5,578,786
Municipal Parking Program	\$60,787	\$97,730	\$99,864
Municipal Lighting Program	\$201,113	\$254,951	\$0
Health and Human Services Department	\$1,209,772	\$1,436,095	\$1,491,265
Commission on Disabilities	\$1,678	\$2,050	\$2,050
Historical Commission	\$333	\$1,050	\$1,050
Library	\$1,473,486	\$1,578,602	\$1,591,873
Park & Recreation	\$531,066	\$610,254	\$599,597
Memorial Park	\$749	\$750	\$750
Department Budget Total	\$94,017,943	\$98,950,859	\$100,760,270
Total Budget	\$127,587,354	\$136,570,837	\$144,228,127
Other Appropriations			
General Fund Cash Capital	\$2,667,260	\$2,752,911	\$2,441,117
Other Financial Warrant Articles	\$53,805	\$972,500	\$688,222
Transfers to Other Funds	\$1,924,125	\$2,967,488	\$3,546,937
Total Other Appropriations	\$4,645,190	\$6,692,899	\$6,676,276
Other Uses			
Other Amounts Required to be Provided	\$516,289	\$124,697	\$50,083
State & County Assessments	\$1,259,920	\$1,291,397	\$1,325,038
Provisions for Abatements & Exemptions	\$3,258,232	\$3,009,775	\$1,990,000
Total Other Uses	\$5,034,441	\$4,425,869	\$3,365,121
Total General Fund Expenses	\$137,266,985	\$147,689,605	\$154,269,524

Town of Needham
General Fund

FY2017 Budget Recommendation - Submitted by the Finance Committee

FY2017	FY2015	FY2016	FY2017	%	FY2017	FY2017
Line #	Expended	Current Budget (03/04/2016)	Finance Committee Recommendation	FTE*	FTE*	Amendments
Description						
Townwide Expenses						
1 Casualty, Liability, Property & Self Insurance Program	\$536,000	\$560,000	\$582,400			
2 Debt Service	\$11,580,940	\$11,474,301	\$11,161,839			
3 Group Health Insurance, Employee Benefits, Assessments & Administrative Costs	\$10,167,091	\$11,770,207	\$13,197,691			
4 Needham Electric, Light & Gas Program			\$3,414,290			
5 Retiree Insurance & Insurance Liability Fund (OPEB)	\$5,140,198	\$5,336,302	\$5,568,923			
6 Retirement Assessments	\$5,558,930	\$6,185,312	\$6,724,500			
7 Workers Compensation	\$586,252	\$609,702	\$634,090			
8 Classification Performance & Settlements	Transfers Only	\$159,387	\$600,000			
9 Reserve Fund	Transfers Only	\$1,524,767	\$1,584,124			
Townwide Expense Total	\$33,569,411	\$37,619,978	\$43,467,857	15.5%		
Board of Selectmen & Town Manager						
10A Salary & Wages	\$715,158	\$785,523	\$755,962	9.0	8.0	
10B Expenses	\$97,959	\$111,312	\$117,342			
Total	\$813,117	\$896,835	\$873,304			
Town Clerk & Board of Registrars						
11A Salary & Wages	\$293,229	\$321,314	\$345,579	4.0	4.0	
11B Expenses	\$44,368	\$45,520	\$52,750			
Total	\$337,597	\$366,834	\$398,329			
Town Counsel						
12A Salary & Wages	\$73,584	\$75,422	\$75,442			
12B Expenses	\$273,340	\$254,000	\$254,000			
Total	\$346,924	\$329,422	\$329,442			

Town of Needham
General Fund

FY2017 Budget Recommendation - Submitted by the Finance Committee

FY2017 Line #	Description	FY2015 Expended	FTE*	FY2016 Current Budget (03/04/2016)	FTE*	FY2017 Finance Committee Recommendation	FTE*	%	FY2017 Amendments
Personnel Board									
13A	Salary & Wages	\$0		\$15,000		\$0			
13B	Expenses	\$0		\$0		\$15,000			
	Total	<u>\$0</u>		<u>\$15,000</u>		<u>\$15,000</u>			
Finance Department									
14A	Salary & Wages	\$1,497,285	23.2	\$1,709,311	22.6	\$1,747,977	22.6		
14B	Expenses	\$755,471		\$813,261		\$824,755			
14C	Capital	\$37,500		\$38,475		\$68,475			
	Total	<u>\$2,290,256</u>		<u>\$2,561,047</u>		<u>\$2,641,207</u>			
Finance Committee									
15A	Salary & Wages	\$32,462	0.5	\$34,000	0.5	\$35,733	0.5		
15B	Expenses	\$817		\$1,225		\$1,250			
	Total	<u>\$33,279</u>		<u>\$35,225</u>		<u>\$36,983</u>			
Planning and Community Development									
16A	Salary & Wages	\$406,842	5.8	\$463,636	5.8	\$486,742	6.1		
16B	Expenses	\$26,589		\$28,318		\$28,608			
	Total	<u>\$433,431</u>		<u>\$491,954</u>		<u>\$515,350</u>			
General Government and Land Use		\$4,254,604	41.5	\$4,696,317	41.9	\$4,809,615	41.2	2.4%	
Police Department									
17A	Salary & Wages	\$5,138,377	59.0	\$5,765,222	59.0	\$5,967,300	59.0		
17B	Expenses	\$221,292		\$312,290		\$306,635			
17C	Capital	\$170,112		\$166,964		\$228,902			
	Total	<u>\$5,529,781</u>		<u>\$6,244,476</u>		<u>\$6,502,837</u>			

Town of Needham
General Fund

FY2017 Budget Recommendation - Submitted by the Finance Committee

FY2017 Line #	Description	FY2015 Expended	FTE*	Current Budget (03/04/2016)	FTE*	FY2016 Finance Committee Recommendation	FTE*	%	FY2017 Amendments
Fire Department									
18A	Salary & Wages	\$6,652,379	71.0	\$6,894,466	71.0	\$6,942,435	71.0		
18B	Expenses	\$249,319		\$300,936		\$322,236			
18C	Capital	\$29,247		\$20,311		\$23,835			
	Total	\$6,930,945		\$7,215,713		\$7,288,506			
Building Department									
19A	Salary & Wages	\$541,313	8.6	\$579,030	8.6	\$651,327	9.8		
19B	Expenses	\$20,839		\$31,040		\$51,040			
	Total	\$562,152		\$610,070		\$702,367			
	Public Safety	\$13,022,878	138.6	\$14,070,259	138.6	\$14,493,710	139.8	3.0%	
Minuteman Assessment									
20	Assessment	\$893,211		\$654,134		\$720,437			
	TOTAL	\$893,211		\$654,134		\$720,437			
Needham Public Schools									
21	Public School Budget	\$57,873,958	695.2	\$61,480,687	706.0	\$65,189,914	718.2		
	TOTAL	\$57,873,958		\$61,480,687		\$65,189,914			
	Education	\$58,767,169	695.2	\$62,134,821	706.0	\$65,910,351	718.2	6.1%	
Department of Public Facilities									
22A	Salary & Wages	\$3,273,243	56.0	\$3,586,006	57.0	\$3,619,482	58.0		
22B	Expenses	\$4,677,054		\$5,028,646		\$2,561,877			
22C	Capital	\$48,150		\$0		\$0			
	Total	\$7,998,447		\$8,614,652		\$6,181,359			

Town of Needham
General Fund

FY2017 Budget Recommendation - Submitted by the Finance Committee

FY2017 Line #	Description	FY2015 Expended	FTE*	Current Budget (03/04/2016)	FTE*	FY2016 Finance Committee Recommendation	FTE*	%	FY2017 Amendments
Department of Public Works									
23A	Salary & Wages	\$3,326,637	49.0	\$3,483,097	49.0	\$3,589,558	49.0		
23B	Expenses	\$1,449,580		\$1,548,231		\$1,542,389			
23C	Capital	\$6,275		\$18,000		\$38,800			
23D	Snow and Ice	\$1,713,370		\$404,000		\$408,039			
	Total	\$6,495,862		\$5,453,328		\$5,578,786			
Municipal Parking Program									
24	Program Budget	\$60,787		\$97,730		\$99,864			
	Total	\$60,787		\$97,730		\$99,864			
Municipal Lighting Program									
N/A	Program Budget	\$201,113		\$254,951		\$0			
	Total	\$201,113		\$254,951		\$0			
Public Facilities and Public Works		\$14,756,209	105.0	\$14,420,661	106.0	\$11,860,009	107.0	-17.8%	
Health and Human Services Department									
25A	Salary & Wages	\$970,464	14.0	\$1,190,850	14.3	\$1,235,205	14.3		
25B	Expenses	\$239,308		\$245,245		\$256,060			
	Total	\$1,209,772		\$1,436,095		\$1,491,265			
Commission on Disabilities									
26A	Salary & Wages	\$1,500		\$1,500		\$1,500			
26B	Expenses	\$178		\$550		\$550			
	Total	\$1,678		\$2,050		\$2,050			
Historical Commission									
27A	Salary & Wages	\$0		\$0		\$0			
27B	Expenses	\$333		\$1,050		\$1,050			
	Total	\$333		\$1,050		\$1,050			

Town of Needham
General Fund

FY2017 Budget Recommendation - Submitted by the Finance Committee

FY2017 Line #	Description	FY2015 Expended	FTE*	FY2016 Current Budget (03/04/2016)	FTE*	FY2017 Finance Committee Recommendation	FTE*	%	FY2017 Amendments
Needham Public Library									
28A	Salary & Wages	\$1,156,157	13.0	\$1,250,534	13.0	\$1,262,855	13.6		
28B	Expenses	\$317,329		\$328,068		\$329,018			
	Total	\$1,473,486		\$1,578,602		\$1,591,873			
Park & Recreation Department									
29A	Salary & Wages	\$428,256	4.0	\$496,254	4.0	\$495,097	4.0		
29B	Expenses	\$102,810		\$114,000		\$104,500			
	Total	\$531,066		\$610,254		\$599,597			
Memorial Park									
30A	Salary & Wages	\$0		\$0		\$0			
30B	Expenses	\$749		\$750		\$750			
	Total	\$749		\$750		\$750			
Community Services		\$3,217,084	31.0	\$3,628,801	31.3	\$3,686,585	31.9	1.6%	
Department Budgets		\$94,017,944	1,011.3	\$98,950,859	1,023.8	\$100,760,270	1,038.1	1.8%	
Total Operating Budget		\$127,587,355		\$136,570,837		\$144,228,127		5.6%	

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2016
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	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE TWELFTH DAY OF APRIL, 2016

from seven 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 Three Years;
- One Selectman for Three Years;
- One Town Clerk for Three Years;
- One Assessor for Three Years;
- Three Members of School Committee for Three Years;
- One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
- One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
- Two 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 Commissioner of Trust Funds for One Year;
- Two Members of Park and Recreation Commission for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;

Eight Town Meeting Members from Precinct B for Three Years;
 Eight Town Meeting Members from Precinct C for Three Years;
 Eight Town Meeting Members from Precinct D for Three Years;
 Eight Town Meeting Members from Precinct E for Three Years;
 One Town Meeting Member from Precinct E for One Year;
 One Town Meeting Member from Precinct E for Two Years;
 Eight Town Meeting Members from Precinct F for Three Years;
 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;
 One Town Meeting Member from Precinct I for Two Years;
 Eight Town Meeting Members from Precinct J for Three Years;
 One Town Meeting Member from Precinct J for One Year.

Warrant for the Annual Town Meeting

Monday, May 2, 2016 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

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

HUMAN RESOURCE ARTICLES

ARTICLE 3: 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, 2016, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$79,750
Town Clerk with 6 years of service in that position	\$96,500 (1)
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of \$6,755, 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 or sooner, in an amount not to exceed \$53,574. The annual salary of \$96,500 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 \$9,928. No later than 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 \$13,900; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with M.G.L. 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 close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is 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 no later than the time of separation from Town service.

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

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – FIRE UNION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Fire Union, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; 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.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Police Superior Officers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2017; 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.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN AND TRADESMAN INDEPENDENT ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian and Tradesman Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2016; 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.

FINANCE ARTICLES

ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2017, 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 100% 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 in 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 2016, the cumulative increase above the statutory limit was 100%.

ARTICLE 8: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$13,222 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the

Town Manager, and to meet this appropriation that \$13,222 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,222 in fiscal year 2015.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$15,000 for the purpose of funding the Senior Corps program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$15,000 be transferred from Free Cash; 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/or disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to \$1,000 per year, which is applied to their property tax bills.

ARTICLE 10: APPROPRIATE FOR EMERGENCY PREPAREDNESS PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$70,000 for the purpose of funding an emergency preparedness program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$70,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Municipal emergency management includes not only planning for the safety of residents, visitors, and businesses, but also the security of municipal assets including buildings and personnel. The request would provide funding to develop and revise emergency plans (which have not been updated to reflect the Town's growth in the last decade), to train staff members and inform the public about those plans, and to test the staff members' knowledge and capability to successfully execute those plans by means of drills and exercises. All of these activities will be undertaken with the overall goal of ensuring that the Town of Needham will quickly and appropriately respond to protect the health and safety of the community during man-made emergencies, severe weather, and natural disasters. The project will be overseen by the Town's Director of Public Health and Fire Chief, and is anticipated to take up to two years to complete.

ARTICLE 11: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$590,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that \$400,000 be transferred from Free Cash and \$190,000 be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Facilities Maintenance Program has been removed from the cash capital article given that the program supports maintenance activities, and many of the projects do not meet the definition of capital expenditure. The program includes annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2017 program will fund duct cleaning at the Hillside School, Public Services Administration Building, Library, and Eliot School, flooring replacement at the Broadmeadow and Pollard Schools, wood floor refinishing, renovation of two bathrooms, replacing seats in the auditorium and replacing lockers at the Pollard School, and xeriscaping at Needham High School.

ARTICLE 12: APPROPRIATE THE FY2017 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 \$70,000, from Free Cash in the amount of \$1,763,165, from the overlay surplus in the amount of \$800,000, from amounts reserved for debt exclusion offsets in the amount of \$93,445, and \$456,313 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(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 5 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 15 - 19

ARTICLE 13: APPROPRIATE THE FY2017 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 Department of Public Works during fiscal year 2017, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**RTS Enterprise
FY2017**

Line #	Description	FY2015		FY2016		FY2017		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$665,545	10.0	\$739,993	10.0	\$766,816	10.0	
101B	Expenses	\$1,204,176		\$1,153,651		\$1,200,969		
101C	Operating Capital	\$79,318		\$86,000		\$86,500		
101D	Debt Service	\$117,108		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
TOTAL		\$2,066,147	10.0	\$2,154,644	10.0	\$2,229,285	10.0	
FY2017 Budget Percentage Change from FY2016 Budget							3.5%	

and to meet this appropriation that \$1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund, and that \$20,096 be transferred from RTS Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and/or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow storage services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2017 will be the third year of the new funding model for the Recycling and Transfer Station Enterprise, which now includes a higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was paid by residents. This payment, along with pay-per-throw bag and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of \$1,420,000 for FY2017 is the same as FY2016. Direct financing of the facility through the tax levy expands access to the facility, and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. The contribution was held flat through the use of retained earnings, an increase in recycling revenue and pay-per-throw charges, and rental income from SolarCity, the operator of the solar array on RTS property.

The recommended operating budget for FY2017 is \$2,229,285 or \$74,641 (3.5%) more than the FY2016 budget. The \$26,823 (3.6%) change in the salary and wages line reflects the collective bargaining agreement for FY2017 with the Union. The RTS has 10 full-time employees, of which 8 are members of

the NIPEA union. The \$47,318 (4.1%) increase in the expense line results primarily from higher costs for solid waste hauling and disposal (\$21,926); use of an outside service to grind wood waste due to the removal of wood grinder from service, which was offset in part by the expenses no longer incurred for repairs to the wood grinder (\$8,900); and rental of an excavator annually for material moving (\$8,000). The balance of the increase is for various operational expenses that are higher due to contract prices, volume, and/or increased activity. The operating capital line is \$500 (0.6%) more than FY2016 and the funds are used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule.

Debt service is level funded at \$150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2016.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 14: APPROPRIATE THE FY2017 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 Department of Public Works during fiscal year 2017, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Sewer Enterprise
FY2017**

Line #	Description	FY2015		FY2016		FY2017		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$930,174	12.0	\$987,170	12.0	\$1,019,922	12.0	
201B	Expenses	\$338,417		\$402,011		\$415,585		
201C	Capital Outlay	\$24,442		\$50,000		\$50,000		
201D	MWRA Assessment	\$5,466,144		\$5,462,757		\$5,718,107		
201E	Debt Service	\$1,338,092		\$1,500,000		\$1,500,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,097,269	12.0	\$8,436,938	12.0	\$8,738,614	12.0	
FY2017 Budget Percentage Change from FY2016 Budget							3.6%	

and to meet this appropriation that \$519,846 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and \$404,156 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges

its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.

Budget Line	FY2017 Sewer Operations	FY2017 Drains Program	FY2017 Recommended Budget	FY2016 Sewer Operations	FY2016 Drains Program	Current FY2016 Sewer Budget
Salary & Wages	\$650,739	\$369,183	\$1,019,922	\$634,673	\$352,497	\$987,170
Expenses	\$264,922	\$150,663	\$415,585	\$260,020	\$141,991	\$402,011
Capital Outlay	\$50,000	\$0	\$50,000	\$50,000	\$0	\$50,000
MWRA Assessment	\$5,718,107	\$0	\$5,718,107	\$5,462,757	\$0	\$5,462,757
Debt Service	\$1,500,000	\$0	\$1,500,000	\$1,500,000	\$0	\$1,500,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,218,768	\$519,846	\$8,738,614	\$7,942,450	\$494,488	\$8,436,938
	FY2017 Sewer Operations \$ Change	FY2017 Drains Operations \$ Change	FY2017 Sewer Enterprise \$ Change	FY2017 Sewer Operations % Change	FY2017 Drains Operations % Change	FY2017 Sewer Enterprise % Change
Salary & Wages	\$16,066	\$16,686	\$32,752	2.5%	4.7%	3.3%
Expenses	\$4,902	\$8,672	\$13,574	1.9%	6.1%	3.4%
Capital Outlay	\$0	\$0	\$0	0.0%		0.0%
MWRA Assessment	\$255,350	\$0	\$255,350	4.7%		4.7%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$276,318	\$25,358	\$301,676	3.5%	5.1%	3.6%

The operating budget of \$8,738,614 for FY2017 is \$301,676 more than the current FY2016 budget, an increase of 3.6%. This increase is mainly due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The increase in the assessment represents nearly 86% of the total increase in the budget for FY2017. No new spending requests were presented with this budget. The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff and operationally it is more effective to budget and monitor this work through the Sewer Enterprise Fund budget. However, the costs not associated with Sewer operations are funded by taxation and not by Sewer use fees. The preceding table provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

The FY2017 Sewer operations portion of the budget is \$276,318 higher, an increase of 3.5% over the current year. The preliminary MWRA assessment for FY2017 is \$255,350 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2017 drains operations portion of the budget is \$25,358 (5.1%) more than the current year.

The salary and wages line is \$1,019,922 for FY2017 which is an increase of \$32,752 or 3.3%. The sewer division has 12 full-time employees of which 11 are members of the NIPEA union. The Town and the Union have a collective bargaining agreement in place for FY2017. There is no increase in the number of funded positions.

The increase in expense line is due to inflationary, regulatory, and monitoring efforts. The expense line is \$415,585 which is \$13,574 or 3.4% more than the current year. The increase is primarily attributable to higher electric and natural gas costs. The cost per kWh is increasing and natural gas use is higher because of the new sewer pump station (Reservoir B) which opened last year. Most other expense changes were offsetting where an increase in one expense type was offset by a decrease in another expense.

The operating capital line is level funded at \$50,000 for FY2017. This budget line pays for grinder replacements and allows the department to continue its annual \$25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2017 is the replacement of the Great Plain Avenue Pump Station grinder and replacement of pump (#2) at the West Street pump station.

The sewer debt service budget line is also level dollar at \$1,500,000 for FY2017, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2017. The budget plan for FY2017 includes the use of \$404,156 from sewer retained earnings. The \$519,846 to be transferred from the tax levy is to pay for drains-related programs.

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 cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 15: APPROPRIATE THE FY2017 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 Department of Public Works during fiscal year 2017, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Water Enterprise
FY2017**

Line #	Description	FY2015		FY2016		FY2017		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,049,485	16.0	\$1,105,680	16.0	\$1,134,686	16.0	
301B	Expenses	\$1,055,256		\$1,034,526		\$1,079,267		
301C	Capital Outlay	\$19,197		\$30,500		\$4,000		
301D	MWRA Assessment	\$1,193,697		\$1,012,962		\$1,043,468		
301E	Debt Service	\$1,545,746		\$1,550,000		\$1,550,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,863,381	16.0	\$4,808,668	16.0	\$4,886,421	16.0	
FY2017 Budget Percentage Change from FY2016 Budget							1.6%	

or take any other action relative thereto.

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

Article Information: This article funds the Town’s water system. The Town’s water distribution system is a single service pressure zone system supplied by two sources. The Town’s primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham’s second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary’s Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town’s demand for water is greater than the local supply, and serves as a backup should the Town’s wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2017 is \$77,753 (3.6%) more than the FY2016 budget. One of the contributing factors in the increase for FY2017 is the MWRA assessment for the Town’s use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2017 water assessment is based on CY2015 water use. The Town’s use of MWRA water was up approximately 9% from the prior year. The preliminary water assessment for FY2017 is \$1,043,468 which is \$30,506 (3.0%) more than the assessment for FY2016. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	2013	2014	2015
Water Production*	1,267.8	1,235.9	1,256.8
Water Production from MWRA	354.8	279.0	304.1
Water Production from Town Wells	913.0	956.9	952.7
Percentage from MWRA	28.0%	22.6%	24.2%
*millions of gallons			
Water meters replaced	945	1,224	1,153
Percentage of the total number of water meters in place for that year	6.7%	8.4%	7.8%

The salary and wage expense line shows an increase of \$29,006 (2.6%) over the FY2016 budget. The Enterprise Fund has 16 full time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The Town has collective bargaining agreements with both unions for FY2017. As with the RTS and Sewer enterprise budgets, there is no increase in the number of funded positions.

The Water Enterprise Fund expense line is \$44,741 higher than the current budget, approximately 4.3% more. The increase results from higher energy costs (\$33,533) increase in repairs and maintenance (\$14,500), other purchase of services (\$11,000), communications (\$8,600), and various other expenses

(\$2,500). The increase was offset in part by reductions in professional and technical services (\$14,525), governmental charges (\$5,000), vehicle supplies (\$4,467), and other supplies (\$1,400). The higher energy costs are in electricity and natural gas for similar reasons as the Sewer Enterprise saw, higher charge for electricity for FY2017 and opening of the new pump station which converted from oil to natural gas. The cost for natural gas is less than the cost would have been if it new facility remained on oil heat. The increase costs for repairs include road trench repairs when water pipes are accessed by digging in the public way. Communication expenses are higher due to the increased rate charged to the Town for telemetering and emergency dialers. The reduction to the professional and technical expense and other supplies is based on contracts and anticipated demand for service. Vehicle supplies are lower due to much lower diesel and gasoline costs.

The operating capital amount of \$4,000 is \$26,500 (87%) less than budgeted for FY2016. The budget provides for a nominal power equipment replacement allowance. Debt service is level funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2017

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 16: 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, 2016:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2017 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation Program for COA	\$60,000
Water Conservation	DPW Director	Sale of Water Conservation Devices	Encourage Residential Water Conservation	\$10,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home Composting Bins	\$3,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to Youth Service and Community Programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling Meals	\$75,000

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY2017 Budget
Immunization Fund	Health Director	Program Receipts	Costs associated with Immunization and Educational Programs	\$25,000
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and Other District-wide Transportation	\$819,000
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	\$250,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of 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 M.G.L., Chapter 59, Section 23.

ARTICLE 17: 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 Department of Transportation; 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 and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90

funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2017 awards amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – MIXED-USE OVERLAY DISTRICT

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

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

“MUOD - Mixed-Use Overlay District”

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.14, Mixed-Use Overlay District, to read as follows:

“3.14 Mixed-Use Overlay District

3.14.1 Purpose of District

The purposes of the Mixed-Use Overlay District (hereinafter referred to as the “MUOD”) include but are not limited to:

- (a) Promoting a range and balance of land uses;
- (b) Facilitating integrated physical design and encouraging interaction among activities;
- (c) Permitting mixed use (commercial and residential) on individual development sites that are currently zoned within Mixed Use-128 and the northern Highland Commercial-128, i.e. the northern portion of Highland Commercial-128 abutting the Mixed Use-128 zoning district (hereinafter “the abutting Highland Commercial-128”);
- (d) Permitting mixed use (commercial and residential) within the area currently zoned Mixed Use-128 and the abutting Highland Commercial-128;
- (e) Establishing controls which will facilitate responsible development while protecting the public interest by limiting the aggregate amount of development;
- (f) Permitting flexible development on individual lots;
- (g) Promoting site features and layouts conducive to a variety of uses;
- (h) Promoting a pedestrian-friendly living and working environment; and
- (i) Providing housing in Needham.

3.14.2 Scope of Authority

The MUOD is an overlay district superimposed on the Mixed Use-128 and the abutting Highland Commercial-128 District. All uses permitted by right or by Special Permit in the pertinent underlying zoning district shall be similarly permitted in the MUOD, subject to further provisions of this Section. Where the MUOD authorizes uses not otherwise allowed in the underlying district, specifically multifamily residential, the provisions of the MUOD shall control. The Planning Board shall be the Special Permit Granting Authority (“SPGA”) for every MSP (as defined below) and any other Special Permit required for development for a MUOD Project whether permitted by Special Permit in the

underlying zoning district or in the MUOD. Nothing herein shall be construed to supersede the provisions of other overlay districts applicable in the MUOD, except as set forth herein.

If the proponent elects to proceed under the zoning provisions of the underlying district, the Zoning By-Laws applicable in the underlying district shall control and the provisions of the Mixed-Use Overlay District shall not apply.

3.14.3 Definitions

Concept Plan: An optional submittal for a Master Special Permit which provides a preliminary site plan for MUOD Projects detailing the proposed character, uses, site layout, impacts and amenities. The requirements of the Concept Plan are set forth in the following sections.

Master Special Permit (“MSP”): The Special Permit that an applicant must obtain prior to or in conjunction with obtaining any Site Plan Review approvals for a MUOD Project as provided in the Section 7.4 Site Plan Review.

MUOD Project: Residential uses alone or in combination with retail, commercial, office, municipal, and/or service establishments, as may be approved by the Planning Board for the MUOD by issuance of the MSP.

MUOD: The Mixed-Use Overlay District (“MUOD”) comprising the land presently part of the Mixed Use-128 District and the abutting Highland Commercial-128 District.

Site Plan Review: The Site Plan Review as provided in Section 7.4 that an applicant must obtain as part of approval for any MUOD Project.

3.14.4 Approval Process

3.14.4.1 Overview

Prior to applying for a building permit for a MUOD Project, the following review sequence is recommended.

- (a) Concept Plan at the discretion of applicant.
- (b) Master Special Permit application and Site Plan Review application.

3.14.4.2 Concept Plan

Prior to the application for approval of any MUOD Project, a Concept Plan may be filed with the Planning Board for review at a scheduled public meeting or meetings. The Concept Plan shall generally define the proposed MUOD Project’s character, uses, site layout, impacts and amenities. The Planning Board shall provide written commentary regarding whether the Concept Plan is in compliance with the provisions of this MUOD. A Concept Plan submission, if chosen to be made by an applicant, at a minimum shall include:

- (a) A preliminary survey plan signed by a registered surveyor;
- (b) A preliminary site development plan (signed by a registered architect or other pertinent design/engineering professional) showing the location and footprint(s) of all proposed buildings, general site grading with finish floor elevations, parking locations and total spaces allocated, landscaping concepts, roads, walkways, egress and access roads, open space and wetlands;

- (c) A preliminary utilities plan showing the proposed location of all germane utilities such as water supply, sewer service, storm water, gas, electric and other germane and or similar utilities;
- (d) A preliminary subdivision plan, if applicable;
- (e) Proposed buildings as to location, use classification, general architectural design, and size; and
- (f) A zoning chart detailing uses and dimensional requirements (existing, required and proposed) including the need for special permits and/or waivers.

After review of the Concept Plan, the Planning Board shall provide written comments to the applicant regarding the consistency of the Concept Plan with the objectives and criteria of the MUOD. The Planning Board may, in its written comments, provide suggestions regarding any and all aspects of the Concept Plan. The Planning Board shall advise the applicant of the Planning Board's comments within sixty (60) days following submittal of the Concept Plan, unless such time is extended by written agreement of the Planning Board and the applicant. The comments of the Planning Board on the submitted Concept Plan shall be advisory in nature and shall be without binding effect on either the Planning Board or the applicant. Said comments shall not be subject to appeal.

3.14.4.3 Master Special Permit (MSP)

Every MUOD Project must obtain a MSP issued by the SPGA. The purpose of the MSP is to specify the design, architectural character, site layout and improvements, traffic improvements, traffic impacts and their mitigation, adequate egress and access from and to the site, environmental impacts and their mitigation, specific locations and uses for buildings, public amenities, future division of the property, and other information required for the public and boards of the Town.

No MSP shall be granted unless the proposed project is in compliance with the performance standards set forth in Section 3.14.9.

A MSP shall govern all future development of a particular MUOD Project. All construction and associated improvements in a MUOD Project must be in compliance with the MSP.

The applicant must supply the Planning Board with sufficient copies of the application for a MSP, along with all supporting documents and plans, as are necessary to provide to other local boards, agencies, and officials for review and comment.

Any proposed structure or improvement to the site must be in compliance with the MSP. Anyone seeking in the future to construct any structure, or make any improvement not approved by the MSP, or change to a different use from that approved by MSP, must apply to the Planning Board for approval of such changes in such manner as the Planning Board determines applicable. Such change or modification must meet all the performance standards then in effect.

3.14.4.4 Special Permit and Site Plan Review within the MUOD.

Within the MUOD, the uses permitted by right or by Special Permit in the pertinent underlying zoning district shall be similarly permitted in the MUOD, subject to further provisions of this Section.

In addition to the uses allowed by right or by special permit in the underlying zoning districts, the following residential uses are allowed by MSP in the MUOD: multifamily dwellings (defined herein as four or more dwelling units) and multifamily dwellings above commercial uses. Single, two-family, or three family dwellings are not allowed.

MSP and other special permits must be obtained prior to or in conjunction with the Site Plan Review application for a MUOD Project. In subsequent applications seeking modifications of a MSP to construct any structure or make any improvement to a MUOD Project not approved by the MSP, or change to a different MUOD Project use from that approved by the MSP, those modifications must be obtained prior to or in conjunction with the application to modify the Site Plan Review decision.

The purpose of the Site Plan Review shall be to ensure that any proposed building and site improvements are in compliance with the MSP, the uses approved therein, efficient site flow and improvements, requisite traffic improvements and mitigation of project impacts, adequate egress and access from and to the project, mitigation of environmental impacts, and designation of specific locations and uses for buildings, structures and public amenities. Site Plan Review shall include the following components for review and approval: building design and elevations, directional signage, landscaping, lighting, parking, and compliance with the MSP. The application shall also be reviewed for compliance with performance standards set forth in Section 3.14.9 and with the specific conditions of the proposed MUOD MSP.

The Planning Board shall hold its hearing on a MSP, other special permits, and Site Plan Review application only after receipt of complete applications.

After approval of the Site Plan Review application, special permits (if applicable), and MUOD MSP, no structure previously approved may be changed to a different use or changed structurally, and no exterior features may be changed, unless the Planning Board or its designee approves such changes in such manner as the Planning Board determines applicable to the particular change.

3.14.5 Special Permit Decision Criteria

Any special permits required for uses and/or dimensional requirements in the underlying zoning districts shall be subject to the criteria set forth in other sections of this Zoning By-Law in regards to the granting of special permits.

When the application is for a MSP, the Planning Board shall consider, in addition to the criteria set forth in other sections of the Zoning By-Law with regard to the granting of special permits, whether the MUOD Project complies with the use regulations, dimensional requirements and performance standards set forth herein. The MSP shall be granted in the MUOD by the Planning Board only upon the Board's written determination that the adverse effects, if any, of the proposed MUOD Project will not outweigh its beneficial impacts to the Town or the neighborhood, in view of the particular characteristics of the site.

3.14.6 Special Permit Conditions

Where the Planning Board grants any special permit and/or MSP, the Board may impose additional reasonable conditions, safeguards and limitations on time and use, including but not limited to the following:

- (a) A phasing schedule for construction of each component part of the project which ensures integration of residential, nonresidential and municipal uses;
- (b) A demolition and construction schedule, including a construction traffic management plan;
- (c) Hours of operation, site maintenance, delivery and waste removal times and lighting schedule;
- (d) Recording of approved special permits, MSP, and Site Plan Review decision in the Norfolk Registry of Deeds, and if registered land, in the Norfolk Registry District of the Land Court prior to the issuance of any building permits.

- (e) All development shall be in compliance with plans approved in the MSP, other special permits and Site Plan Review decision and with all applicable federal, state, and local laws, rules and regulations and By-Laws.
- (f) If circumstances so warrant, with respect to a MSP, continued monitoring of off-site impacts to traffic and the environment in appropriate locations with regard to MUOD development; and
- (g) The Planning Board or its designated representative shall have the right to make inspections during the construction process at the applicant's expense.

3.14.7 Time Limit

Until such time as the MSP and Site Plan Review decision are issued for a MUOD Project, and the appeal period following the Planning Board's decisions has expired with no appeal having been filed, or any filed appeal has been finally determined by a court of competent jurisdiction, the provisions of the underlying zoning shall solely govern the use and development of the property comprising the MUOD. At the time the MSP and Site Plan Review decisions are final, provided that the requirements of the first paragraph of G.L. ch.40A, Section 6 are met, the zoning of the MUOD shall apply. If an applicant has not made effective use of an issued MSP within two years of its issuance, then the MSP shall expire; provided, however, that the Planning Board may, upon application filed prior to such expiration, extend the MSP for one additional time period of up to three years. Nothing in this section is intended nor shall it be construed to affect the protections afforded special permits under G.L. ch.40A, Section 6.

3.14.8 Dimensional Requirements

The dimensional requirements of any MUOD Project shall be governed by the dimensional requirements of the underlying zoning district(s) except as follows:

- (a) Height Limit: 70 feet and up to 84 feet by special permit, except within 350 feet of a river, in which event the building shall be limited in height to 54 feet.
- (b) Maximum Lot Coverage: 65%.
- (c) Minimum set back requirements from all lot boundaries shall be consistent with the setback requirements of the underlying district.
- (d) Maximum FAR: 3.0 (not to include parking garages or below grade parking).
- (e) As to residential units, parking shall be provided at 1.5 parking spaces per unit, except affordable units may be allowed to provide only 1 parking space per unit. Commercial development shall meet off-street parking requirements of the underlying district.
- (f) The Minimum Lot size for development for a MUOD Project shall be two (2) acres.
- (g) Consistent with Section 4.9.3 of the Needham Zoning By-Law, the Planning Board by special permit may waive any applicable dimensional regulation, including the regulations noted above, by 25%. However, this ability to grant waivers shall not include the limits on height and/or lot size. The ability to grant waivers from the parking requirements for residential units shall be governed by the special permit provisions of Section 5.1.1.5 of the Needham Zoning By-Law.

3.14.9 Performance Standards

The development of a MUOD Project in the MUOD shall comply with the following performance standards in lieu of those set forth elsewhere in the Zoning By-Law:

3.14.9.1 Residential Development

- (a) Residential Development Cap: In the MUOD district no more than 250 dwelling units shall be permitted.
- (b) At least 40% but not more than 70% of all dwelling units within any MUOD Project shall be one-bedroom units.
- (c) At least 12.5% of all dwelling units shall be Affordable Units as defined below.

3.14.9.2 Landscaping

The applicant shall prepare a landscaping plan showing that the MUOD Project will meet the landscaping requirements of the Needham Zoning By-Law and the following standards: promote the establishment, protection, and enhancement of the natural landscape; ensure appropriate use of plant material in new construction; preserve natural tree cover; and promote the inclusion of new tree planting in order to reduce visual blights, noise and glare, prevent soil erosion, reduce stormwater runoff, increase ground water discharge, create shade and reduce solar overheating.

3.14.9.3 Massing

Any buildings proposed for a MUOD Project shall provide visual relief along the façade of each building.

Building design throughout a MUOD Project shall include designs which promote visual relief by varying roof lines, height and other aesthetic features.

3.14.9.4 Screening and Buffer Requirements

A MUOD Project shall provide an appropriate visual barrier, as determined by the Planning Board, between physical features of the MUOD Project and public streets and abutting properties. For example, dumpsters, trash handling areas, mechanical equipment at ground level or roof top, service entrances, utility facilities for building operation, loading docks or spaces and similar components shall be subject to visual barrier as determined by the Planning Board.

3.14.9.5 Stormwater Management

The stormwater management system serving any MUOD Project shall comply with all applicable federal, state and local laws, rules, regulations and By-Laws.

3.14.9.6 Roadways

In order to assure there is adequate access and egress for emergency vehicles and normal traffic expected in the MUOD Project, and safe pedestrian access, the roadways serving the MUOD Project shall comply with the Zoning By-Law. An applicant must demonstrate that the adequacy of the roadways providing access and egress to and from the MUOD Project and within the site itself ensures safe vehicular and pedestrian traffic.

3.14.9.7 Parking and Loading Standards

An application for a MUOD MSP shall include a parking plan setting forth the number of parking spaces and loading areas, the location and design of same, including lighting and landscaping. If required by the Planning Board, the application shall also include a parking and loading study which support such plan. The required off street parking spaces may be accommodated by employing at-grade parking areas, parking garages or below grade parking areas. Further, podium parking, a form of below grade parking, shall be allowed if the parking structure is not more than 4 feet above finished grade and designed and/or

landscaped in a manner that the Planning Board deems sufficient to properly buffer the podium parking structure from view.

3.14.9.8 Affordable Units

The following standards shall apply in the MUOD. All MUOD Projects shall include Affordable Units; further at least 12.5% of the dwelling units shall be Affordable Units. The term “Affordable Unit” shall mean a dwelling unit reserved in perpetuity for rental or ownership by a household earning less than 80% of area median family income, and priced to conform with the standards of the Massachusetts Department of Housing and Community Development (“DHCD”) for rental or ownership units set forth in 760 CMR56, as amended from time to time, in order that such Affordable Unit shall be included in the DHCD Subsidized Housing Inventory. Affordable Units shall be subject to the following conditions:

- (a) The Affordable Unit shall be affordable in perpetuity.
- (b) Each Affordable Unit must be constructed and an occupancy permit obtained at the rate of at least one Affordable Unit for every seven market rate units.
- (c) In computing the number of required Affordable Units, any fraction of a unit must be rounded up, and the result shall be the number of Affordable Units to be required.
- (d) All required Affordable Units must be built within the MUOD Project and not off-site.

3.14.10 Peer Review

The Planning Board, at the expense of the applicant and pursuant to M.G.L. Chapter 44, Section 53G, may engage qualified peer reviewers, including, but not limited to, traffic engineers, civil engineers, architects, landscape architects, wetlands scientists, lighting technicians, and experts on impacts, to review all Concept Plans, special permit applications, MSP, and Site Plan Review applications.

3.14.11 Rules and Regulations

The Planning Board may adopt rules and regulations for the implementation of this Section.

(c) In Section 7.6 Planning Board Subsection 7.6.1 Special Permit Granting Authority, by inserting the words “3.14” between the words “3.10” and “4.2.4”.

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: As part of its ongoing mission to evaluate Town-wide economic conditions and to make recommendations to promote and encourage new and existing businesses, the Council of Economic Advisors (“the CEA”) has been studying the implementation of a residential overlay in the Mixed-Use-128 and adjacent Highland Commercial-128 zoning districts in Needham Crossing, which overlay was first recommended in the Goody Clancy Zoning and Land Use Planning Study in 2001. To assure that any residential overlay proposal would, firstly, have in and of itself a positive fiscal impact and, secondly, have a positive economic impact on surrounding target areas, the CEA secured funding from the Massachusetts Housing Partnership and engaged the services of John Connery of Connery Associates to draft the required zoning article and to provide a formal fiscal analysis of its impact. After months of study, meetings with businesses, owners and residents in the area, and analysis, the recommended zoning approach was forwarded to the Board of Selectmen. Public hearings on the zoning proposal were held

by the Planning Board in March, 2016. This article represents the zoning approach as recommended by the Planning Board for adoption of Town Meeting.

The zoning amendment establishes the purposes to be served by the Mixed-Use Overlay District including: permitting a mix of residential and commercial uses on the same site or within the District, establishing controls which will facilitate responsible development while protecting the Town's fiscal and other interests, permitting flexible development on individual lots, and providing additional housing. The amendment sets out the procedure for seeking a Master Special Permit from the Planning Board in the Overlay and establishes specific special permit and site plan review requirements.

Based on fiscal projections, the amendment would allow for the establishment of a Mixed-Use Overlay District in which up to 250 units of residential units in the Overlay would be permitted. The number and makeup of the units was determined to provide a long-term sustainable positive tax base. Units in any project would be at least forty percent, but not more than seventy percent, one-bedroom. Twelve and one-half (12.5) percent of such housing would be affordable so that the Town would maintain the percentage required of its housing stock as affordable under the requirements of MGL Chapter 40B. Because the type of development most likely to provide a positive overall economic impact are larger residential facilities (on a somewhat smaller scale than Charles River Landing), the zoning provides for a two-acre minimum lot size. Unlike Downtown residential development, the zoning plan does not recommend isolated smaller residential projects over commercial establishments. Single family, two-family and three-family developments are not allowed. The amendment also sets out the off-street parking requirement for the residential units—1.5 parking spaces per unit (except for affordable units which is 1 parking space per unit). Any commercial development within the project must meet the underlying zoning districts' parking requirements.

Most of the dimensional requirements of the underlying zoning districts are incorporated into the Overlay. The amendment permits the allowable Floor Area Ratio to be increased to 3.0 (not including parking garages or structures) in order to incent the residential development. Like the underlying zoning, the amendment permits the Planning Board to waive dimensional requirements (except height and/or lot size restrictions) up to 25% by special permit. The amendment also provides guidelines for landscaping, massing of buildings or structures, screening and buffer requirements, roadways for access and egress, parking and loading and stormwater management. The Planning Board is also expressly authorized to engage a peer review consultant at the applicant's expense.

Because the Planning Board, CEA and study consultant have concluded future development of the Mixed Use-128 and abutting Highland Commercial-128 zoning districts depends on Needham's ability to be responsive to the requirements of future development, they are recommending adoption of the Overlay. Providing sufficient multi-family housing is necessary for the continuing development of the Town's economic engine in Needham Crossing.

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE TO MIXED-USE OVERLAY DISTRICT

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

- (a) Place in the Mixed-Use Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed-Use 128 District (MU-128), said description being as follows:

“Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning.”

- (b) Place in the Mixed-Use Overlay District all that land described under Article 3, paragraph 3 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Highland Commercial -128 District (HC-128) located north of Highland Avenue, said description being as follows:

“Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. from and parallel to the northerly sideline of Highland Avenue to the point of intersection of the southerly most centerline of Highland Circle, thence running easterly and southeasterly by said centerline of Highland Circle to the intersection with a line 100 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running by said parallel line easterly to the centerline of the Charles River, thence running easterly by said centerline of the Charles River to the northerly centerline of Highland Avenue, thence running westerly by said centerline to the point of beginning.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: This article describes the geographical boundaries of the new Mixed-Use Overlay District. The Mixed-Use Overlay District would include all land located in the Mixed-Use-128 (MU-128) District. The Mixed-Use-128 (MU-128) District is bounded by Route 128 to the west, the rear lot lines of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. Also included in the Mixed-Use Overlay District is the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue. The affected portion of the Highland Commercial-

128 District includes all properties fronting on the north side of Highland Avenue between Route 128 and the Needham/Newton Town line. The district boundary typically follows the rear lot lines of properties along the north side of Highland Avenue to a depth of 200 feet.

ARTICLE 20: AMEND ZONING BY-LAW – PERMITTED USES IN NEW ENGLAND BUSINESS CENTER DISTRICT

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

- (a) Amend Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.1, Permitted Uses, by deleting from the first sentence of paragraph (j) the words “only”, “multi-story” and “indoor athletic and exercise facilities” and from the second sentence of paragraph (j) the words “and indoor athletic and exercise facilities” so that the section shall now read as follows:

“(j) On the ground floor of a building, consumer and commercial service establishments dealing directly with the general public; business service centers; retail establishments; pharmacies (not affiliated with Group Practices as defined in Section 3.2.4.1, physical therapy, alternative medicine, wellness treatments such as acupuncture, yoga, chiropractic and/or nutrition services); day care uses (other than adult day care establishments requiring a special permit under Section 3.2.4.2 (b) hereof); and laundry and dry-cleaning pick-up stations where processing is done elsewhere. Except for day care uses, each business establishment shall be limited to 15,000 square feet of floor area.

- (b) Amend Section 3.2.4 Uses in the New England Business Center District, Subsection 3.2.4.2, Uses Permitted by Special Permit, by deleting from the first sentence of paragraph (f) the words “provided they are located on the ground floor of a multi-story building” and by adding a new sentence to the end of the section so that the entire section shall now read as follows (new language added):

“(f) Eat in or take-out restaurants or other eating establishments, including coffee shops. Further provided that drive-thru restaurants or other eating establishments are prohibited. Each eat in or take-out restaurant or other eating establishments, including coffee shops, shall be limited to 15,000 square feet of floor area.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: In the 2011, Town Meeting adopted sweeping changes in the New England Business Center (“NEBC”) Zoning District, both as to uses and as to dimensional requirements. At that time, retail, consumer services, restaurants and similar uses dealing directly with the general public were allowed either by right or by special permit on the ground floor of multistory buildings only. Since those amendments, the Council of Economic Advisors (CEA), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, has been monitoring the zoning changes and analyzing the impacts on development. Because of market forces, there is a continued demand for rehabilitation/redevelopment of existing industrial one-story buildings. There is also a need for

consumer facilities in the Needham Crossing area generally and in the NEBC specifically. To that end the CEA has recommended and the Planning Board has agreed that these facilities should be allowed in one story buildings.

The proposed amendment to Section 3.2.4.1(j) would allow as of right consumer and commercial service establishments dealing directly with the general public, business service centers, retail establishments, pharmacies not associated with certain medical uses, day care uses, and laundry and dry-cleaning pick-up stations on the ground floor of any building, by deleting the requirement that the building be multistory. The requirement that all but day care facilities be limited to 15,000 sq. ft. per establishment remains unchanged.

With the proposed deletion of the requirement that certain as of right businesses be limited to the ground floor only of multistory buildings, an inconsistency was created with respect to “indoor athletic and exercise facilities”. Under the current By-Law “indoor athletic and exercise facilities” were allowed by right on the ground floor only of multistory buildings but by special permit elsewhere. Because of the nature and size of the facilities allowed (and their attendant parking demands), it is recommended that all such facilities be allowed by special permit wherever occurring.

The proposed amendment to 3.2.4.2(f) would allow by special permit eat-in or take-out restaurants and other eating establishments, including coffee shops, in all buildings on any floor, by deleting the requirement that the building be multistory and that the facility be on the ground floor. The additional language, limiting such establishments to 15,000 sq. ft., inserts a provision unintentionally left unclear by the original language.

ARTICLE 21: AMEND ZONING BY-LAW – MAXIMUM BUILDING BULK

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

- (a) Amend Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (c) thereof so that it shall now read as follows (new language underlined):

“(c) Buildings and structures which are located on property in the Chestnut Street Business District are not limited to the maximum lot coverage requirements of this Section 4.4.2 as specified in Table 1, but shall have a maximum floor area ratio of 0.7. Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Chestnut Street Business District that exempts the floor area of an underground parking garage and the floor area of the underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio.”

- (b) Amend Section 4.4, Dimensional Requirements for Commercial Districts, Subsection 4.4.2, Maximum Building Bulk, by revising paragraph (e) thereof so that it shall now read as follows (new language underlined):

“(e) In other Commercial Districts (ASB, HAB) there is no limitation on lot coverage, but buildings shall not be constructed, reconstructed, extended, enlarged or arranged so that the following floor area ratios are exceeded. The limits for mixed uses on the same premises shall be interpolated between the limits below in proportion to their floor areas.

(1) For eating establishments, or any use providing service to patrons while in autos, or any use having gas pumps the maximum floor area ratio shall be 0.35.

(2) For all other uses in these districts the maximum floor area ratio shall be 0.7.

Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit in the Avery Square Business District and Hillside Avenue Business District that exempts the floor area of an underground parking garage and the floor area of the underground portion of a building devoted in whole or in part to the parking of automobiles from being counted as floor area for purposes of determining maximum floor area ratio.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: At present, underground parking areas are included in the calculation of Floor Area Ratio. As a result, there is no incentive to create underground parking, as it would reduce the maximum size of the building above. This article would allow the Planning Board to grant a special permit to exempt underground parking areas from the calculation of Floor Area Ratio in the Chestnut Street Business District, Avery Square Business District and Hillside Avenue Business District where current parking is limited.

The article seeks to further the recommendations contained in the Needham Center Development Plan and Highland Avenue Planning study which endorsed the promotion of mixed-use and housing development in the Chestnut Street Business, Avery Square Business and Hillside Avenue Business districts in the longer term. Dimensional requirements are a major element in enabling improvements and creating usable spaces. The proposed amendment would remove an existing dimension impediment to mixed-use and housing development in the named districts thereby allowing such desired upgrades to move forward.

**ARTICLE 22: AMEND ZONING BY-LAW – SPECIAL PERMIT GRANTING AUTHORITY
IN CENTER BUSINESS DISTRICT**

To see if the Town will vote to amend the Needham Zoning By-Law, Section 7.4, Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the fifth paragraph, so that the entire paragraph shall now read as follows (new language underlined):

“In the Center Business District, a MAJOR PROJECT is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut. Notwithstanding the aforementioned, if a special permit is otherwise required under Subsection 1.4 or Subsection 3.2.2 of this By-Law, the Planning Board shall be the Special Permit Granting Authority as to the use.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Historically, the Planning Board has had sole jurisdiction as relates to the issuance of special permits in the Center Business District. When this Section 7.4.2 of the Needham Zoning By-Law was amended in 2014 to lower the threshold requirement for the issuance of a site plan special permit in the Center Business District, the Planning Board's singular special permit jurisdiction was inadvertently affected. The purpose of this article is to reinstate such jurisdiction by specifically naming the Planning Board as the special permit granting authority for all permits related to use irrespective of whether site plan review has been triggered.

ARTICLE 23: AMEND ZONING BY-LAW – RETAINING WALLS

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

- (a) Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

“Retaining Wall - A wall or terraced combination of walls used at a grade change to hold soil and other earth material at a higher position. Retaining walls may be attached to or independent from other structures. The exposed side of a retaining wall shall be known as a “face”. The area between a lower wall and a successive higher wall shall be known as a “terrace.”

- (b) Amend Section 1.3 Definitions, by revising the existing definition of the term “Structure”, so that the entire definition shall now 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, boundary wall, retaining wall, public utility pole, public utility supporting device or a structure with less than one hundred square foot ground coverage and a height of less than eight (8) feet.”

- (c) Amend Section 6, Special Regulations, by inserting a new Subsection 6.11, Retaining Walls, to read as follows:

“6.11 Retaining Walls

6.11.1 Purpose and Intent

The Town of Needham adopts this section to accomplish and ensure the following:

- (a) To allow for the review of retaining walls of a size that may impact surrounding buildings, land, and uses;
- (b) To require the construction of retaining walls in a manner consistent with engineering and construction best practices; and
- (c) To lessen the impact of large retaining walls on abutting properties and the public by encouraging the use of landscaping and aesthetically pleasing design elements.

6.11.2 Applicability

The regulations and requirements contained herein shall apply to all retaining walls erected in the Town of Needham.

6.11.3 General Provisions

- (a) Determining Retaining Wall Height - The height of a retaining wall shall be the distance from the grade at the base of the face of the wall to the top of the finished wall. Terraced walls shall be measured in the same manner.
- (b) Walls Within Yard Setbacks – No retaining wall shall be built within the required yard setback except a retaining wall (i) with a face not greater than four (4) feet in height at any point and a length that does not exceed forty (40) percent of the lot’s perimeter, or (ii) as allowed by a Special Permit issued in accordance with Subsection 6.11.5 of this Section. Notwithstanding the above, retaining walls may graduate in height from four (4) to seven (7) in height when providing access to a garage or egress entry doors at the basement level, measured from the basement or garage floor to the top of the wall. The wall is limited to seven (7) feet in height for not more than 25% of the length of the wall.
- (c) Walls Outside Yard Setbacks. No retaining wall with a face greater than twelve (12) feet in height shall be built except as allowed by Special Permit issued in accordance with Subsection 6.11.5 of this Section.
- (d) Fall Protection - All retaining walls over four (4) feet in height shall be required to provide fall protection if so determined by the Building Inspector. Fall protection systems may include, but shall not be limited to, permanent landscaping or fencing as approved by the Building Inspector.
- (e) Terracing - Terracing of retaining walls is allowed and encouraged. In a terraced retaining wall system, if two (2) retaining walls are separated by a distance at least one times (1x) the height of the higher of the two (2) walls, the walls shall be considered as separate walls; if two (2) retaining walls are separated by a distance less than one times (1x) the height of the higher of the two (2) walls, the walls shall be considered as a single wall.
- (f) Nonconforming Retaining Walls - Retaining walls legally constructed prior to the adoption of these regulations shall be allowed to remain in their existing state; however, significant changes or alterations to such walls shall be made in conformity with these regulations. The repair and routine maintenance, as determined by the Building Inspector, of nonconforming retaining walls shall be allowed without requiring conformity with these regulations.

6.11.4 Design Review and Permitting

- (a) Design Review - Design Review shall be required for all retaining walls requiring a special permit. The Design Review Board shall review retaining walls in accordance with Section 7.7, Design Review, and shall consider such requests under those criteria contained in Subsection 7.7.4, Design Criteria, of Section 7.7. The Design Review Board shall submit an advisory recommendation to the applicant and the permit granting authority prior to the issuance of a special permit.

- (b) Permitting - A building permit shall be required, consistent with the requirements of the Town of Needham Building Department, for all retaining walls that retain four (4) or more feet of unbalanced fill.

6.11.5 Special Permit Provisions

The Board of Appeals shall consider requests for special permits in accordance with this Section and Section 7.5 of the Zoning Bylaw and a Special Permit for a retaining wall may be issued provided the Board of Appeals finds:

- (a) That the retaining wall will not cause an increase of water flow off the property;
 - (b) That the requested retaining wall will not adversely impact adjacent property or the public;
 - (c) That the report of the Design Review Board has been received and considered.
- (d) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the first paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.5 Planned Residential Development, Section 4.2.4 Flexible Development and Section 6.11 Retaining Walls and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change.”

- (e) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the fourth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“It shall evaluate such requests based on Subsection 7.7.4 Design Criteria below. Its findings and recommendations, along with any suggested restrictions and conditions, shall be transmitted to the applicant and Planning Board, acting as a special permit granting authority for “Major Projects” under Site Plan Review, Planned Residential Developments and Flexible Developments and to the applicant and Board of Appeals, acting as a special permit granting authority, under Section 6.11 Retaining Walls. Such advisory reports of the Design Review Board shall be transmitted to the Building Inspector and applicant in all other instances as described in the two paragraphs above for “Minor Projects” under Site Plan Review, building permits in all non-residential districts and sign permits. For a minor project that only involves a change in the exterior of a building in the Center Business District, the Design Review Board shall be the review and approval entity for such façade changes.”

Or take any other action relative thereto.

INSERTED BY: PLANNING BOARD

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

Article Explanation: This article would amend the Zoning By-Law by adding a new section (Section 6) creating a tiered approach for regulating retaining walls over four feet in height. Under current zoning regulations, retaining walls covering less than one hundred square feet and having a height of less than

eight feet are unrestricted as to location on the lot. Retaining walls exceeding the noted parameters are defined as structures governed by the building height and setback standards of the zoning district in which they are located. This later provision effectively permits a retaining wall having a height of 35 feet to be placed five feet from a side property line as-of-right in the Single Residence B zoning district.

In recent years, the construction of retaining walls has increased, most notably in and around terrain-challenged lots creating irreversible, permanent effects on the Town's overall landscape, its neighborhoods, and abutting properties. Often, retaining walls are used to create or expand usable open space on residential lots to accommodate parking areas, play areas, and other outdoor landscape features and uses (e.g., patios). The expansion of land through the use of large retaining walls can create unsightly structures along property lines, and these large structures can impact safety and the aesthetics of public spaces along streets, and create stormwater run-off issues. The proposed amendment provides for formal review of these potential impacts and modest setback requirements. The retaining wall provisions would be applicable to all districts and uses including residential, commercial, and institutional properties, including those below the already established thresholds for review under the Town's existing Site Plan Review approval by-law.

In summary, the proposed retaining wall regulations would allow retaining walls less than four feet in height and having a length not exceeding 40 percent of the lot's perimeter to proceed as-of-right; such shorter walls would be exempt from the building permit, design review and setback requirements of the underlying district. Taller walls greater than four feet in height would require an increased level of review depending on height and required setback from front, side and rear property lines.

The review process would begin with retaining walls over four feet in height, and as the walls increase in height so would the level of review. The review process requires retaining walls between four and 12 feet to acquire a building permit from the Town's Building Department prior to construction. Any of these retaining walls located within the setback area also require a special permit. This requirement is consistent with the State Building Code requirement for retaining walls over four feet in height. A special permit is also required for all retaining walls over 12 feet in height from the Zoning Board of Appeals, prior to the issuance of the building permit. As part of the special permit process the retaining walls will be reviewed by the Design Review Board. The Board of Appeals and Design Review Board would assess the preservation and enhancement of landscaping, including how proposed retaining walls would be harmonious with the general appearance of neighboring properties through location, design, and proposed landscaping. The Board of Appeals and Design Review Board would also assess whether the height, scale, materials, textures, and colors of proposed retaining walls are harmonious with the terrain, use, scale and architecture of existing buildings (and hardscapes/landscapes) within their vicinity. A finding would further be required by the Board of Appeals stating that the requested retaining wall did not adversely impact adjacent property or the public.

In the setback areas terraced retaining walls that are four feet or less in height and are separated by a distance at least one times the height of the taller wall would be considered separate walls and would be exempt from review. Terraced retaining walls that are separated by a distance less than one times the height of the taller wall are considered as a single wall having a height equal to the sum total of the heights of each wall and would need to meet applicable provisions of the regulations. Allowance is provided for retaining walls located within the required setback area which provide access to a garage or egress doors at the basement level. In those circumstances the height of the retaining wall may graduate in height from four to seven feet with the wall limited to seven feet in height for not more than 25% of the wall's overall length.

A survey of the zoning by-laws of comparable communities to Needham indicates that most of these communities have by-laws restricting retaining walls. Usually these by-laws simply classify retaining walls in excess of four feet as structures, which requires all such walls to comply with building setback

requirements. The Planning Board believes that in many cases retaining walls greater than four feet are justified to improve the use of property while not adversely affecting neighboring properties. As a result, the proposed by-law does not impose any absolute limitations but seeks to impose increasing levels of review as walls increase in height.

ARTICLE 24: AMEND ZONING BY-LAW – MINIMUM SIDE AND REAR LINE SETBACKS: ACCESSORY STRUCTURES

To see if the Town will vote to amend the Needham Zoning By-Law , Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3, Minimum Side and Rear Line Setbacks: Accessory Structures, by revising the paragraph, so that the entire subsection shall now read as follows (new language underlined):

“4.2.3 Minimum Side and Rear Line Setbacks: Accessory Structures

No accessory building or structure, excepting fences, shall be constructed, altered or relocated so that any part thereof shall be less than ten (10) feet from any other building or structure or less than five (5) feet from the side or rear lines of the lot on which such building or structure is located. Notwithstanding the foregoing five (5) foot setback from the rear or side lines of the lot, any accessory building or structure which exceeds fifteen (15) feet in height must comply with the underlying district’s rear and/or side setback requirements. Notwithstanding the foregoing, an accessory pergola need not comply with the requirements of the preceding sentences but said pergola must comply with all dimensional setback requirements from abutting properties and from streets and ways, and said pergola shall not be constructed or placed in a position where it would prevent the use of a designated fire lane or reduce access to any building. For purposes of this paragraph, “pergola” means an open frame structure consisting of colonnades or posts with a latticework roof designed to support climbing plants, either standing alone or attached to another building or structure. Notwithstanding the foregoing, an accessory building or structure associated with a pool use which is less than eleven (11) feet in height and has less than one-hundred (100) square feet of ground coverage need not comply with the foregoing ten (10) foot distance from any other building or structure requirement as said requirement pertains to the placement of the accessory building or structure from the edge of the pool, provided that such accessory building or structure is placed no less than eight (8) feet from the edge of the pool.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

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

Article Information: Accessory structures, like sheds and detached garages, are allowed under the current Zoning By-Law to be within five feet of the side or rear property line in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional districts. With the proliferation of construction, the Building Commissioner and the Planning and Community Development Department have received numerous complaints about such accessory structures being built within five feet of a neighboring property even though they are two or two and a half stories tall. Allowing 35 foot structures to be constructed so close to the property line is not consistent with the spirit of the Zoning By-Law with regard to accessory structures and creates a massing not intended. The amendment would require any accessory structure over 15 feet in height to comply with the zoning district’s rear and/or side setback requirements.

GENERAL ARTICLES / CITIZENS' PETITIONS / COMMITTEE ARTICLES

**ARTICLE 25: **CITIZENS PETITION – NEEDHAM TOWN MEETING – FOOD TRUCK
ARTICLE****

Section 1: Definitions

Food Truck - A readily movable trailer or motorized wheeled vehicle, currently registered with the Massachusetts Division of Motor Vehicles, designed and equipped to cook, prepare, and serve food.

Section 2: Authorized Locations and Restrictions for Food Truck Sales in or on Designated Public Right of Way Areas

- 2.1 Food trucks may be located in public right of way areas as designated by the article. A food truck may not be located in or on any portion of a designated public right of way when and where such location would prevent the safe use of the public right of way by motor vehicles, pedestrians, and/or customers. The vending location shall not otherwise interfere with the movement of motor vehicles in the area.
- 2.2 Authorize the following locations for food trucks
 - a: Needham Center – adjacent to the town common – no more than two trucks
 - b: Needham Heights – adjacent to the heights common – no more than one truck
 - c: Second Avenue across the street from Charles River Landing
 - d: First Avenue across the street from 40 A Street
 - e: Cabot Place, once all constructions projects have been completed on the street
- 2.3 Food trucks shall comply with applicable provisions of the Town of Needham General By-laws with respect to locations near schools and recreation facilities.
- 2.4 Food trucks must be positioned at least 15 feet from the customer entrance of a traditional (brick and mortar) restaurant.
- 2.5 Food trucks shall be positioned on designated right of way areas and shall not block drive entrances, exits, access to loading and/or service areas, or emergency access and fire lanes. Food trucks must also be positioned at least 20 feet away from fire hydrants, any fire department connection, driveway entrances, alleys, and handicapped parking spaces.
- 2.6 Each year, the Board of Selectmen shall establish an open period from December 1 to January 30 of the following year for applications to operate a food truck in public right of way areas. Should the number of applicants exceed available locations within the public right of way, then the Town Manager will create an equitable distribution of available locations among qualified applicants. If locations are available after the close of the open period and after issuance to those applicants who applied during the open period, then applicants may apply after the open period but any permits issued will be on a first come first served basis.
- 2.7 Food Truck vendors shall comply with all local, county and state tax regulations, including but not limited to retail sales applicable to food and beverages.

Section 3: Public Safety and Nuisance Prevention

- 3.1 Food truck vendors must obtain requisite licenses or permits for operation from the Needham Health Department, Police Department, Fire Department, and Board of Selectmen.
- 3.2 Temporary connections to potable water are prohibited. All plumbing and electrical connections shall be accordance with the State Building Code.
- 3.3 Grease must be contained and disposed of in accordance with State Sanitary Code.
- 3.4 Grey water must be contained and disposed of in accordance with State Sanitary Code.
- 3.5 Food trucks must have the following fire extinguisher on board during hours of operation: one 15 lb. multipurpose subject to the determination of the Fire Chief or his designee.
- 3.6 Food trucks may not operate as a drive-in/drive-up/drive-through operation. All service must be walk-up by customers.
- 3.7 Trash and recycling receptacles shall be provided for customers and trash and recyclables shall be removed from the site daily.
- 3.8 If a food truck is proposed to operate after dark, the vendor must provide appropriate lighting.
- 3.9 No signage shall be allowed other than signs permanently attached to the motor vehicle and a portable menu sign no more than 9 square feet in display area on the ground in the customer waiting area.
- 3.10 No food truck shall make or cause to be made any unreasonable or excessive noise or odor.
- 3.11 No food truck shall set up tables, chairs, umbrellas or similar facilities (except standing counters and tables without chairs or stools).

Section 4: Permitting

- 4.1 A food truck will be licensed by the Town's Health Department and Fire Department before issuance or renewal of the Food Truck Permit from the Board of Selectmen, which must be prominently displayed on the truck.
- 4.2 A fee in the amount of \$250.00 annually for an up-to five day a week seasonal permit shall be paid upon issuance of the Food Truck Permit. Fee is regardless of the number of days per week licensed.
- 4.3 Food truck vendors must obtain requisite insurance, bonding and workers compensation as required from time to time by the Board of Selectmen.
- 4.4 Food Truck vendors must obtain a Massachusetts Hawker and Peddler License (issued through the Police Department).
- 4.5 Violation of any of the provisions of this Section may result in revocation of the permits and licenses issued to the vendor to operate in Needham.

- 4.6 A fee in the amount of \$25 for a permit valid for up to one week (“Limited Food Truck Permit”) shall be paid upon the issuance of the Limited Food Truck Permit. Such permit shall be issued only to the extent spaces are available; that is, not otherwise occupied by seasonal Food Truck Permit holders. Seasonal permit requests shall have precedence over limited ones. All regulations related to seasonal food trucks apply.

INSERTED BY: Doug Fox et. Al.

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

Article Information: This article was submitted by the proponents in accordance with the provisions of the Town Charter. The article would insert a policy adopted by the Board of Selectmen into the General By-laws of the Town. It modifies that policy by extending the allowable locations where food trucks may be permitted beyond those areas determined by the Town to be underserved by fixed location restaurants. Adoption of this article would increase allowable locations to include the Needham Center and Needham Heights Business Districts, where the Selectmen have determined that there is both a sufficient number of restaurants and a shortage of available parking during the times proposed for food trucks. The Selectmen are also currently studying the issue of siting and use of food trucks throughout the Town. The petition reduces the current fee by \$750. If adopted, this resolution will require Town Meeting approval if and when any adjustment to the policy (such as the fee) is required.

ARTICLE 26: AMEND GENERAL BY-LAW - HISTORIC DEMOLITION DELAY

To see if the Town will vote to amend Section 2.11 of the General By-laws by deleting the number “6” in sections 2.11.5.5.4, 2.11.5.5.5, and 2.11.5.5.6 and inserting in place thereof the number “12”; and by deleting in sections 2.11.5.6 and 2.11.5.8 the word “Inspector” and inserting in place thereof the word “Commissioner”; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: This article would extend the Historic Demolition Delay By-law from the current six months to twelve months. The Board of Selectmen adopted a goal to work to preserve the traditional New England structures that are included in the Town’s Inventory of Historic Places because they contribute to the architectural fabric of the community. The longer moratorium may provide developers seeking to demolish such assets with an incentive to preserve them instead. Only structures that are included on the Town’s Inventory of Historic Places are subject to the By-law, and inclusion on the inventory is voluntary. The article would also update the title of the Building “Commissioner” from the prior title of “Inspector.”

ARTICLE 27: AMEND GENERAL BY-LAW – FUTURE SCHOOL NEEDS COMMITTEE

To see if the Town will vote to amend the Town’s General Bylaws by deleting Section 2.7.2.1 and inserting in place thereof the following:

“2.7.2.1 There shall be a Future School Needs Committee consisting of seven members, two appointed by each of the Finance Committee, the School Committee and the Board of Selectmen and one member by the Town Moderator. The Chairman shall be designated from time to time by vote of the

Committee. It shall be the responsibility of the Future School Needs Committee to review professionally-developed estimates of the Town's current and projected student population, and to provide information, guidance and feedback to the demographer in developing these estimates. The appointees shall have a background in demography, urban planning, business/economics, mathematics, or a related field, if qualified individuals with the necessary expertise are available for appointment.”

and by inserting a new section 2.7.2.2 as follows:

“**2.7.2.2** Initially three members shall be appointed for the term of three (3) years (one each by the Finance Committee, School Committee and Board of Selectmen), three members shall be appointed for a term of two (2) years (one each by the Finance Committee, School Committee and Board of Selectmen), and one (1) member shall be appointed for a term of one (1) year (by the Town Moderator). Thereafter, as the term for which the members were initially appointed expires, their successors shall be appointed for a term of three (3) years each. In the event of a vacancy occurring in the membership other than by the expiration of the term of a member, a successor shall be appointed to serve the balance of the unexpired term.”

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: For many years, the Future School Needs Committee - volunteers who have generously offered their time and expertise - has provided estimated student enrollment information to assist the School Committee, Town Boards, and Town Meeting to anticipate and understand the current and projected student population. Over time, the projections have typically provided good short-term enrollment information based on historical enrollment and census data. However, even a small variance between projected and actual enrollment can result in the development of a budget that provides for too many or too few classrooms in a given year. The recommended proposal would reconstitute the Future School Needs Committee so that its primary charge would be to review and make recommendations regarding professionally developed enrollment estimates, as opposed to the prior practice of developing the estimates itself. The proposal also ensures the involvement of the Town boards involved in the School capital planning process – the Board of Selectmen, the School Committee, and the Finance Committee – in the committee appointment process.

ARTICLE 28: ACCEPT ACCESS EASEMENT – OAK AND CYPRESS

To see if the Town will vote to authorize the Selectmen to accept a grant of back-up easement from Jorge L. Oslan, Manager, Oak Street LLC on a plan entitled “Definitive Plan of the Subdivision of Land in the Town of Needham, 66 Oak Street, Needham, Massachusetts,” prepared by Field Resources, Inc., 281 Chestnut Street, Needham, MA 02492, Lakeview Engineering Associates, Civil Engineers, P.O. Box 787, Hudson, Massachusetts, Sheet 1 of 5, Lotting Plan, dated August 15, 2011, revised August 30, 2011, November 29, 2011, December 21, 2011, December 11, 2013, March 31, 2014, December 30, 2014, April 6, 2015 and November 5, 2015 (for information only), on file with the Needham Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: As a condition of approval of the Oak Street Subdivision, the Planning Board required that the Developer grant the Town and abutters a Back-Up Easement that is included in the roadway layout for Cypress Street. The Back-up Easement grants to the Town and abutters the right to use the back-up area for the purpose of turning vehicles around. Town Meeting approval of such easements is required in order for them to be effective.

ARTICLE 29: **TRANSFER OF PROPERTY FOR MUNICIPAL USE – GREENDALE AVENUE**

To see if the Town will vote to transfer the control of a parcel of land known as “Parcel 74” on Greendale Avenue (Assessors’ Map 57, Parcel 1), containing 11.7 acres more or less, from the Park and Recreation Commission to the Board of Selectmen for general municipal purposes in accordance with M.G.L. Chapter 40, Section 15A; 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 Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer the primary jurisdiction of the property known as “Parcel 74” on Greendale Avenue from the Park and Recreation Commission to the Board of Selectmen for general municipal use. While no plans have been developed for the specific use of the parcel, it is evident that access to land for municipal operations will be needed in the future. Because this property was acquired as parkland, a home rule petition and Act of the Legislature will be required to finalize this transfer. A formal survey of the area is underway and a more specific legal description will be presented as an amendment to the article.

ARTICLE 30: **TRANSFER OF PROPERTY FOR MUNICIPAL USE – HILLSIDE SCHOOL, DALEY BUILDING & NIKE SITE**

To see if the Town will vote to transfer the control of parcels known as 28 Glen Gary Road/Hillside School (Assessors Map 102, Parcel 1) consisting of 24 acres more or less; the Nike Site (Assessors Map 306, Parcel 11), consisting of 19.1 acres more or less; and the Daley Building Site (Assessors Map 70, Parcel 29), consisting of 40,232 square feet more or less, from the School Committee to the Board of Selectmen for general municipal purposes in accordance with M.G.L. Chapter 40, Section 15A; 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 Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer primary jurisdictional authority from the School Committee to the Board of Selectmen for the Hillside School, Nike Site and Daley Building Site for general municipal use. The Board of Selectmen and School Committee intend to enter into a Memorandum of Understanding setting forth the terms of use of the Hillside School while it remains in active school use.

ARTICLE 31: **TRANSFER OF PROPERTY FOR RECREATIONAL USE – GREENE’S FIELD & A PORTION OF DEFAZIO PARK**

To see if the Town will vote to transfer the control of the parcel known as Greene’s Field (Assessors Map 50, Parcel 31.02), consisting of 2 acres more or less, and a portion of DeFazio Park (Assessors Map 302), consisting of 4.71 acres more or less beginning at a point on the southerly jurisdictional line of the Park & Recreation Commission, said point being 709.74’ distant from the easterly sideline of Dedham Avenue where an iron rod was set; thence running S45°15’46”E a distance of 518.63’; thence turning and running N07°06’51”E a distance of 299.99’; thence turning and running N12°37’43”E a distance of 195.50’; thence turning and running N17°28’38”E a distance of 468.62’ to an iron rod set on the southerly sideline of the MBTA right of way; thence turning and running along said MBTA right of way S80°12’28”W a distance of 52.25’ to an iron rod set on the southerly sideline of said MBTA right of way; thence turning and running S43°45’08”W along said southerly jurisdictional line of the Park & Recreation Commission a distance of 777.36’ to the point of beginning, from the Board of Selectmen to the Park and Recreation Commission for recreational use in accordance with M.G.L. Chapter 40, Section 15A; 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 Board of Selectmen, School Committee, and Park and Recreation Commission have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer Greene’s Field and a portion of the DeFazio Field Complex from the Board of Selectmen to the Park and Recreation Commission for recreational use.

ARTICLE 32: **TRANSFER OF PROPERTY FOR RECREATIONAL USE – A PORTION OF DEFAZIO PARK**

To see if the Town will vote to transfer the control of and a portion of DeFazio Park (Assessors Map 302), consisting of 10.66- acres more or less, beginning at a point on the easterly sideline of Dedham Avenue at the intersection of the southerly sideline of the MBTA right of way where an iron rod was set; thence running along said easterly sideline of Dedham Avenue S46°14’52”E a distance of 828.62’ to an iron rod; thence turning and running N43°45’08”E along a jurisdictional line of the Park & Recreation Commission a distance of 1121.10’ to a point on the southerly sideline of the MBTA right of way where an iron rod was set; thence turning and running along said MBTA right of way sideline S80°12’28”W a distance of 1394.52’ to the point of beginning, from the School Committee to the Park and Recreation Commission for recreational purposes in accordance with M.G.L. Chapter 40, Section 15A; 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 Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer a portion of DeFazio Field Complex from the School Committee to the Park and Recreation Commission for recreational use.

ARTICLE 33: TRANSFER OF PROPERTY FOR EDUCATIONAL USE – A PORTION OF DEFAZIO PARK & CENTRAL AVENUE (“OWEN’S FARM”)

To see if the Town will vote to transfer the control of a portion of DeFazio Park (Assessors Map 302) consisting of 9 acres more or less, beginning at a point on the easterly sideline of Dedham Avenue where an iron rod was set adjacent to the entrance driveway to DeFazio Athletic Complex, said point being at the intersection of the southerly jurisdictional line of the Park & Recreation Commission and the easterly sideline of Dedham Avenue; thence running southerly along the sideline of Dedham Avenue S46°14'52"E a distance of 563.00'; thence turning and running N43°45'08"E a distance of 641.12'; thence turning and running N07°06'51"E a distance of 74.41'; thence turning and running N45°15'46"W a distance of 518.63'; thence turning and running S43°45'08"W along said southerly Park & Recreation Commission jurisdictional line a distance of 709.74' to the point of beginning, a portion of DeFazio Park (Assessors Map 302) consisting of 0.27 acres more or less, beginning at a point on the easterly lot line of the DeFazio Complex lot 15.90 feet south of the intersection of said easterly lot line of the DeFazio Complex lot and the southerly Town of Needham Lease Line to the Golf Course where an iron pipe was found; thence running S 07°06'51" W a distance of 72.81'; thence turning and running S 04°14'32" W a distance of 21.72'; thence turning and running S 53°28'31" W a distance of 339.16'; thence turning and running N 43°45'08" E a distance of 409.47' to the point of beginning, and the property known as Owen's Farm and adjacent parcels (Assessors Map 310 parcel 3, and Assessors Map 108 parcels 5, 6, 7, 9, 10, and 27) consisting of 10.31 acres more or less from the Board of Selectmen to the School Committee for educational purposes in accordance with M.G.L. Chapter 40, Section 15A; 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 Board of Selectmen, School Committee, and Park and Recreation have engaged in an evaluation of the primary jurisdictional authority of certain parcels of with the goal of ensuring the appropriate stewardship of all Town land. This article would transfer the parcel of land known as Owen's Farm and a portion of the DeFazio Park Complex from the Board of Selectmen to the School Committee for educational purposes. The Board of Selectmen, School Committee and Park and Recreation Commission intend to enter into a Memorandum of Understanding setting forth the terms of use of the parking lot at DeFazio Park until such time as the area is needed for school construction.

ARTICLE 34: HOME RULE PETITION – CHANGE IN USE OF PROPERTY ON GREENDALE AVENUE UNDER ARTICLE 97

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 CHANGE FROM PARKLAND USE TO GENERAL MUNICIPAL USE OF A PORTION OF THE PROPERTY KNOWN AS “PARCEL 74” ON GREENDALE AVENUE IN THE TOWN OF NEEDHAM

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The Town of Needham is authorized to change the use the property known as “Parcel 74” on Greendale Avenue which portion is more fully described in the following section, from parkland use to general municipal use in accordance with the authority set forth in Article of Amendment 97 of the Constitution.

SECTION 2. The portions of the property hereby affected by the change in use are identified as follows: a parcel of land known as “Parcel 74” on Greendale Avenue (Assessors’ Map 57, Parcel 1), containing 11.7 acres more or less.

SECTION 3. This act shall become effective upon passage.

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: Because this property was acquired as parkland, a home rule petition and Act of the Legislature will be required to finalize this transfer contemplated under Article 29. A formal survey of the area is underway and a more specific legal description will be presented as an amendment to the article.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 35: APPROPRIATE FOR COMMUNITY HOUSING SPECIALIST

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$60,000 for a Community Housing Specialist, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Housing 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: This article would provide partial funding of the Town’s Community Housing Specialist for the next three years, continuing the practice of using a combination of CPA funds and the General Fund to support the position. This position provides technical and administrative support related to affordable housing issues, supporting various Town boards and departments, coordinates with state agencies, and assists in the implementation of the Town’s housing goals.

ARTICLE 36: **APPROPRIATE FOR MEMORIAL FIELD DRAIN IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$310,000 for Memorial Field drain improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; 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 design for this project was completed with a prior CPA funding authorization, with two possible phases of work detailed. This article would fund the first phase including construction of drainage improvements at Memorial Park, with the installation of a larger containment system at the base of the hill that will re-direct run-off to a system that will be built under the parking lot. The storm water will eventually discharge into the ground water. If funded, the work would begin during the second week of July, with installation and repair and overlay of the parking lot completed prior to the first day of school. Though the synthetic turf fields drain well, the current drainage system at the base of the hill isn't adequate for extreme storms, so the run-off crosses over the synthetic turf fields and settles into the natural grass diamond. Once the new system is in place, the park will be monitored to see if a second phase of work might be needed on the natural grass diamond to improve drainage. This funding request is only for phase one. Since the application was filed in December, DPW has continued to work with the designer to refine the scope of work, resulting in a reduction of the request for funding from \$490,500 to \$310,000.

ARTICLE 37: **APPROPRIATE FOR TRAIL IMPROVEMENTS – STUDENT CONSERVATION ASSOCIATION**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for trail improvements – student conservation, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; 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: Funding under this article will allow the Conservation Department to invite the Massachusetts Student Conservation Association to Needham to make trail improvements over the next two summers at various locations, possibly including Ridge Hill Reservation, Farley Pond Conservation, and Rosemary Lake trails. The funds will cover the fee for the group, in ten day project segments, plus materials needed for the projects. The Town will provide a location for the team to camp while working on the projects. With an appropriation from the CPA funds, this organization successfully completed several projects at Ridge Hill during the summer of 2015.

ARTICLE 38: APPROPRIATE TRANSFER TO CONSERVATION FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$25,000 for transfer to conservation fund, and to meet this appropriation that said sum 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 Conservation Commission requested that \$50,000 be transferred to the Conservation Fund. This fund was established in 1963, under MGL Ch. 40, Sec. 8C, to provide financial resources for the purchase of open space. CPA funds were previously transferred to the Conservation Fund in 2008 and 2009. After the CPC received input from various Town boards and held its public hearing, the Committee determined that \$25,000 would be the appropriate amount to transfer to the fund and that the Committee will consider future requests.

ARTICLE 39: APPROPRIATE FOR ROSEMARY LAKE SEDIMENT REMOVAL DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$118,000 for Rosemary Lake sediment removal design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; 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 article would fund the design for removal of sediment in Rosemary Lake. The Town has been completing projects along Rosemary Brook, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.

ARTICLE 40: APPROPRIATE FOR ROSEMARY RECREATION COMPLEX DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$550,000 for Rosemary Recreation Complex design, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from CPA Free Cash; 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 article will fund the second phase of the design of this project - finalizing the design documents and advancing the project through various permitting agencies. The concept is to build two smaller pools within the current pool, providing summer recreational swimming as well as a fitness/competitive pool. The building would be partially re-used, with an addition to meet the

requirements for the outdoor pool, and to have year-round use on the new second floor for Park and Recreation programming space and offices for two Town departments, including Park and Recreation. Only the portions of the project related to outdoor recreation are eligible for CPA funding.

ARTICLE 41: **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 a sum pursuant to M.G.L. Chapter 44B from the estimated FY2017 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 \$82,000

Reserves:

B. Community Preservation Fund Annual Reserve \$1,537,037
C. Community Housing Reserve \$292,700
D. Historic Resources Reserve \$0
E. Open Space Reserve \$292,700

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: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% 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. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 42: **RESCIND DEBT AUTHORIZATION**

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>
Senior Center	2011 STM November	14	8,051,808	\$11,758
Total				\$11,758

or take any other action relative thereto.

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

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 43: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate \$1,491,117 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$1,439,117 be transferred from Free Cash and \$52,000 be transferred from Article 36 of the 2011 Annual Town Meeting; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Public Schools	School Copier Replacement	\$39,330	
Public Schools	School Furniture	\$45,000	
Public Schools	Technology Replacement	\$307,750	
Public Schools	High School Classroom Expansion Alternatives Feasibility Study	\$65,000	
Public Schools	Pollard Locker Replacement	\$41,157	
Public Schools	High School Gym Upgrade	\$130,557	
Public Works	Fuel Island Relocation & Upgrade Design	\$131,000	
Public Facilities	Energy Efficiency Upgrade Improvements	\$38,154	
Community Services	Memorial Park Building & Grounds Feasibility Study	\$50,000	
General Fund/Multiple	Fleet Replacement Program	\$643,169	
		\$1,491,117	

INSERTED BY: Board of Selectmen
 FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information:

SCHOOL COPIER REPLACEMENT School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 48 copy machines. The FY2017 request will replace four copy machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity.

SCHOOL FURNITURE This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. As of FY2015, all furniture in poor condition has been replaced at these schools. The FY2017 funding request will continue the replacement of furniture in fair condition at these schools, and will allow for the purchase of furniture needed for enrollment growth.

TECHNOLOGY REPLACEMENT This request is for funding to purchase School Department technology, including computers, printers, and servers. Also included in the request are funds for infrastructure upgrades to the School Department data network. The FY2017 request of \$648,450 represents a \$196,750 increase over the FY2017 projection submitted previously in the FY2016-2020 CIP. Of the \$648,450 requested, only \$307,750 meets the Town's definition of capital to be eligible for funding in the CIP. The \$196,750 increase requested in FY2017 consists of \$159,750 in hardware replacement, \$31,000 in elementary network wiring and \$6,000 in new Audio Visual equipment.

The FY2017-2021 School Technology request includes several changes from prior years. One change is the reconfiguration of the K-5 technology model from a desktop computer-based model to a digital device model. The current model for technology is one teacher desktop computer and two to three student desktop computers per classroom, all of which are hard-wired to the network. In addition, classrooms in Grades 1-5 contain an interactive whiteboard (IWB). Most of the current student desktops are between five and ten years old and are not capable of running today's current web applications. The new elementary model classroom consists of a teacher laptop, three classroom Digital Learning Devices (DLDs) and an IWB. The DLDs would be connected to a wireless network. The new model includes one or two shared carts of DLDs per school for class project and school-wide testing purposes. The FY2017 CIP allocates \$178,000 to purchasing the DLD devices.

To support the new DLD technology model the elementary classrooms need access to a sufficient wireless network. The FY2017 CIP increase includes \$78,500 in funding for networking (\$31,000) and wireless hardware (\$47,500) for the Hillside and Mitchell Schools.

The FY2017-2021 School technology request reflects a plan for replacing IWBs throughout the District. While the industry standard replacement cycle is five years, the plan includes funds to maintain a six-year cycle, which requires the replacement of approximately 30 IWB/year. The average cost of replacing an IWB is \$5,000.

The FY2017-2021 request includes funds to implement a pilot 1 to 1 (BYOD) initiative at Needham High School at a cost of \$35,000 for 100 DLDs. There is \$35,000 in the FY2017 CIP request to purchase 100 DLDs to pilot 1 to 1 (BYOD) at the High School.

Finally, the District is proposing to change the replacement cycle for school technology, to remain consistent with the new DLD model. Currently, desktop devices are replaced on a seven-year (or more) cycle. The FY2017-FY2021 CIP request reflects a shorter, three-year replacement cycle for DLDs (reflecting their shorter lifespan) and a four-year cycle for teacher laptops.

HIGH SCHOOL CLASSROOM EXPANSION ALTERNATIVES FEASIBILITY STUDY This project will provide funding to study classroom expansion alternatives at Needham High School. The District has determined that there is a need to add classroom space at Needham High School to support the anticipated student population increase above the design capacity of the school. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however, the number available is below the identified need.

The scope of the proposed \$65,000 feasibility study would be to: a) Investigate and understand the High School's current and anticipated educational program; b) Review and reconsider all existing design documentation that has been prepared and discussed over the last year to determine classroom needs, based on a 1,700 – 1,800 enrollment range; c) Consider alternatives for new, reconfigured and/or expanded classrooms, office and/or storage space within the building, as well as alternatives for building expansion to accommodate additional classrooms; d) Provide renovation/ construction phasing options over a two to five-year period; and e) Provide a cost-effective recommendation to the Permanent Public Building Committee and School Committee that address long-term classroom, office and/or storage space needs at NHS.

POLLARD MIDDLE SCHOOL LOCKER REPLACEMENT The current lockers at the Pollard school are too small to accommodate the storage needs of the modern student population. The width of the existing lockers is only 6" - the proposed replacement lockers are 12" wide. In FY2016, half of the lockers (600 units) were replaced. This funding will complete the locker replacement project at the Pollard School, which is not scheduled for renovation or reconstruction in the near term.

HIGH SCHOOL GYM UPGRADE The High School A Gym was not included in the 2009 renovation project. The bleachers are beyond their useful life and are proposed for replacement in FY2017. The bleachers that are currently installed are difficult to maintain and use, requiring frequent repair. Future projects proposed for the A Gym include lighting replacement in FY2018, and flooring and equipment reconfiguration in FY2019 and FY2020. This gym is a high demand space and is in constant use by the Schools and community.

FUEL ISLAND RELOCATION & UPGRADE DESIGN The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, the DPW filling location became the sole location for Police Department vehicles. The Police Department consumes a large volume of gasoline, and the new reliance on this station represents a dramatic increase over previous demand. The reasons for relocation and replacement of the system include the general age and condition of the station, the location of current station (including its proximity to wetlands and groundwater table, susceptibility to flooding, and compatibility with the potential expansion of the DPW operations building), inadequate access and maneuverability, and insufficient capacity. This funding request supports the design of the relocation and replacement of the gas/diesel island.

PUBLIC FACILITIES ENERGY EFFICIENCY UPGRADE IMPROVEMENTS The Public Facilities Department completed an engineering study for energy upgrades at ten key buildings in 2011. An Energy Efficiency Upgrade Improvements plan was implemented after the results of the study illustrated that the Town's investment in selected and recommended energy upgrades would pay for themselves within 10

years. Unless circumstances dictate otherwise, fiscal year 2017 funding will be allocated to retro-commissioning the HVAC controls at the High School, and replacing parking lot HID lighting with LED lighting at the High Rock School, Public Safety Building, and the High School.

MEMORIAL PARK BUILDING & GROUNDS FEASIBILITY STUDY This funding will support a full review of the Memorial Park Building and grounds, leading to recommendations for the renovation and/or reconstruction of the building to meet the current needs of the park and the community. The current facility has storage located on the lower level, and public restrooms accessed from the exterior. On the upper level, there are two meeting spaces, a kitchenette, restrooms and storage rooms. The 2014 Facilities Master Plan anticipated that community needs would likely require construction of a new building, with rooms directly related to the use of the park (meeting rooms, restrooms, concession, storage) as well as upper floor space to meet other community recreation needs.

FLEET REPLACEMENT The Town’s fleet replacement program was established in FY2015. This represents a budget and schedule for the Town’s rolling stock fleet of appropriately 200 vehicles, trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV’s, vans, and police vehicles (75). They comprise approximately 37 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town’s base recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles, and snow and ice equipment comprise of the other 40 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.

CORE FLEET REPLACEMENT Unless circumstances require otherwise, the core fleet replacement planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
120/Highway	2004	Utility Trailer	\$23,031
706/PFD	2006	Econoline Van	\$35,073
C2/Fire	2010	Ford Expedition	\$56,635
C3/Fire	2008	Ford Explorer	\$46,116
C43/Fire	2013	Ford Explorer	\$35,123
404/HHS	2004	Ford 350 Van	\$87,354

FLEET REPLACEMENT – SPECIALIZED EQUIPMENT Unless circumstances require otherwise, the fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
47/Highway	2007	10 Wheel Dump	\$223,109
70/Parks	2009	F550 Dump	\$68,364
71/Parks	2009	F550 Dump	\$68,364

ARTICLE 44: **APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,700,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation that \$950,000 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$750,000 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 Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts.

Street Resurfacing This program is essential to ensure the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The average useful life for asphalt paving is 15 years; target funding for street resurfacing in FY2017 is \$621,000.

Traffic Signal & Intersection Improvements This program funds traffic signal improvements and intersection improvements, and new traffic signal installations where none currently exist. No funding is targeted for this program in FY2017.

Sidewalk Program This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham, and more than half do not comply with current standards and require significant improvements including the installation of handicapped ramps. All sidewalk improvements must comply with Federal and State laws and construction standards. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. The average useful life for asphalt sidewalk is over 30 years. Unless circumstances dictate otherwise, the target funding for the sidewalk program in FY2017 is \$404,000.

Storm Drain Capacity Improvements This program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan has identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of the Stormwater Master Plan, numerous multi-unit developments have been built or are planned in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstances dictate otherwise, FY2017 funding is targeted for Taylor Street / Central Avenue – Engineering (\$32,500) and Hunnewell Street/Ardmore Road Engineering, Design & Construction - \$437,500).

Storm Drain System Repairs This request is to replace drainage infrastructure within Town easements that are discovered through investigation work. This request is part of the Town's plan to identify and improve drainage throughout the Town. This funding will allow the Department to replace a badly

damaged 100 foot section of 18” reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Unless circumstances dictate otherwise, FY2017 funding is targeted for 470 South Street/Construction (\$80,000) and for various locations to upgrade or repair the system (\$25,000).

Brooks and Culverts – Repair and Maintenance The increasing number of severe storms has resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The Brooks & Culverts Program will address poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. Such repairs require detailed investigation, plan of recommended improvements, design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will eventually return the waterways to a condition that the DPW will be able to maintain. The EPA is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brooks and culverts. Unless circumstances dictate otherwise, FY2017 funding is planned for continued wall repair in various locations (\$100,000).

ARTICLE 45: **APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$238,000 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$22,073 be transferred from Article 42 of the 2007 Annual Town Meeting, and that \$215,927 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Swap Loader with Attachments	\$120,000	
RTS	Property Improvements	\$68,000	
RTS	Stormwater Plan	\$50,000	
		\$238,000	

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

Article Information:

SWAP LOADER WITH ATTACHMENTS *This article will address two operational concerns at the RTS. The packer truck at the RTS is five years old – half of its estimated life – but requires numerous repairs due to the nature of the piece of equipment. The Town has had to rent a packer during down times, with corresponding delays in service. Additionally, there is a need for a more efficient watering system at the RTS to minimize the dust onsite and to aid in the composting process by keeping the compost wet in summer months so it can continue to process. These two needs can be addressed with the conversion of existing unit #5 (a 2011 Six Wheel Dump Truck) into a Swap Loader truck. Unit #5 will be*

converted and both a Packer body and water tank body will be purchased. This will increase the utilization of unit #5 and address the two pressing operational issues without the need to expand the RTS equipment inventory. The Swap Loader truck can be used with the proposed packer body while the existing Packer truck is being serviced or repaired, and can provide additional collection capacity during busy times of the year and during special events when additional trash pick-up is required. The proposed mobile water tank body will be utilized during those spring, summer and fall months when the compost area is dry and in need of dust control to prohibit dust from interfering with operations.

RTS PROPERTY IMPROVEMENTS This article will fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve functionality. FY2017 funding is proposed for the installation of anti-litter fencing (\$32,000) and the replacement of a retaining wall (\$36,000). The fencing project includes the installation of 850 linear feet of anti-litter fencing to reduce the amount of litter that is blown out of the facility onto the street and across Central Avenue to Claxton Field and the Town Forest. The fencing will significantly reduce or negate the need for staff to clean up Claxton Field or enter the wetlands to remove litter. The foundation walls at the rear of the transfer station are steep and held in place with an engineered Gabion retaining wall system (a wire mesh filled with rock). The wall is starting to fail as the wire mesh is coming apart. To repair the retaining wall and replace it with a new interlocking concrete block system, the existing Gabion system will be removed, the site prepared for the new wall, and new concrete installed.

RTS STORMWATER PLAN The Recycling and Transfer Station (RTS) composting operation is presently operating pursuant to a Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place as a result of potential adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. In order to be compliant with the NDA this project will include the design of a silt detention basin at the compost area, the design of a new detention basin at the base of the landfill that will control stormwater runoff from the Materials Processing Area and the road behind the Salt Shed, design of the regrading of the materials processing area to ensure that all stormwater runoff is diverted from the wetlands, design of a stormwater management collection system for the proposed paving of the road behind the Salt Shed, and investigation and design of the drainage system adjacent to the Salt Shed.

ARTICLE 46: APPROPRIATE FOR RTS FLEET REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$269,000 for RTS Fleet Replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$269,000 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: **FLEET REPLACEMENT – SPECIALIZED EQUIPMENT** Unless circumstances require otherwise, the RTS fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
104/RTS	2007	Front-End Loader	\$269,000

ARTICLE 47: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$73,860 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$10,335 be transferred from Article 69 of 2006 Annual Town Meeting and \$63,525 be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Sewer Main Extension Zone 1 & 2 Design	\$73,860	

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

Article Information:

There are eight homes with private septic systems in Needham that are within Massachusetts Department of Environmental Protection's Zone II areas. The Town has prioritized the extension of the sewer system to allow these homes to connect as part of its aquifer protection mandate. The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II includes the area of an aquifer that would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems, and extending the sewer main to allow access to homes within Zones I & II will reduce this risk. The sewer main ends at 827 Charles River Street, and the extension would run from 828 Charles River Street to Winding River Road and extend 712 feet up Winding River Road. This new sewer main will allow five homes that are currently on septic systems to connect to the Town sewer, subject to a betterment fee. FY2017 funding will support the design of 712 linear feet of 8" gravity sewer pipe installation and five sewer manholes.

ARTICLE 48: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$345,679 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that \$345,679 be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fire Flow Improvements Study	\$20,000	
Water	Water Service Connections	\$200,000	
Water	Water System Rehabilitation Program	\$82,000	
Water	Fleet Replacement Program	\$43,679	
		\$345,679	

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

Article Information:

FIRE FLOW IMPROVEMENTS STUDY The Water System Master Plan has identified fire flow adequacy as a priority improvement. A fire flow adequacy analysis was conducted under maximum daily demand that determined that the existing system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town – Tower Hill and Birds Hill. The proposed feasibility study will provide options for meeting the minimum psi level in the most cost-effective manner.

WATER SERVICE CONNECTIONS The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and one half years ahead of the road resurfacing program. The FY2017 funding will provide approximately one year’s value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 1,100 services that still need to be replaced in the system.

WATER SYSTEM REHABILITATION PROGRAM Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town’s water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, FY2017 funding is intended for engineering and design for a new 8” main for Alfreton Road from Highland Avenue to Webster Street (500 l.f.), engineering and design for a new 8” main on Bennington Street from High Street to Concord Street (650 l.f.), and engineering and design for a new 8” main on Country Way (1,200 l.f.).

FLEET REPLACEMENT Unless circumstances require otherwise, the Water core fleet replacement – specialized equipment planned for FY2017 includes the following:

Unit/Division	Year	Replacement	Amount
26/Water	2011	F150 to F250	\$43,679

TOWN RESERVE ARTICLES

ARTICLE 49: APPROPRIATE TO ATHLETIC FACILITY STABILIZATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$994,496 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that \$994,496 be transferred from Free Cash; 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 2012 Annual Town Meeting approved the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be \$2.5 million in the 2020 timeframe, and \$344,496 of the recommended appropriation is intended for these fields: \$44,496 from the annual method of benchmarking to Park and Recreation administrative fee receipts, and \$300,000 from Free Cash. FY2017 represents the second in a five year plan to allocate \$300,000 per year to fully fund the synthetic turf replacement. The recommended appropriation also includes \$650,000 in support of the effort, begun in FY2016, for the renovation or reconstruction of the Memorial Park Building. Additional funds will be recommended over the next several years, as circumstances permit, and a feasibility study for the Memorial Park building is proposed under Article 43. The March 31, 2016 balance in the fund was \$1,974,847.

ARTICLE 50: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$612,595 to the Debt Service Stabilization Fund as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that \$362,595 be raised from the Tax Levy and \$250,000 be transferred from Free Cash; 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: The November 2, 2015 Special Town Meeting approved the creation of a Debt Service Stabilization Fund (DSSF) to set aside funds to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund provides added flexibility by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The FY2017 recommended funding is based on the amount of net revenue estimated from the Town's participation in the solar array/net metering program (\$362,595), and assumes a reallocation of the additional \$250,000 appropriated to the debt service budget in FY2016 for a total of \$612,595.

ARTICLE 51: 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 M.G.L. 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 serves an important function in that it represents the Town's commitment to prudent financial planning. State law 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. As of March 31,2016, the balance in the fund was \$3,926,008.

ARTICLE 52: 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

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 9th day of February 2016.

MAURICE P. HANDEL, Chairman
MATTHEW D. BORRELLI, Vice Chairman
MARIANNE B. COOLEY, Clerk
DANIEL P. MATTHEWS
JOHN A. BULIAN

Selectmen of Needham

A true copy,
ATTEST _____ **2016**
Constable (month) (day)

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2015**

Budget	Date of Action	Amount
1 High School Expansion Feasibility Preliminary Design Study	3-Dec-14	\$50,000
2 Legal Expenses	24-Jun-15	\$20,000
3 Unemployment Assessments	24-Jun-15	\$9,952
4 Department of Public Facilities Energy Expenses	24-Jun-15	\$84,000
5 Department of Public Works - Snow & Ice	24-Jun-15	\$1,313,370
Total Approved from General Reserve Fund		\$1,477,322
Total Approved from RTS Reserve Fund		\$0
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

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**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>GENERAL GOVERNMENT</u>		
<u>Board of Selectmen/Town Manager</u>		
Town Manager	Contract	Contract
Support Services Manager	K-22	\$72,754 - \$90,215
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
Administrative Assistant	I-14	\$19.94 - \$25.76/hour
Assistant Town Manager/Dir. of Ops.	K-28	\$114,730 - \$142,265
Administrative Coordinator - HR	G-15	\$21.25 - \$27.59/hour
Director of Human Resources	K-25	\$93,742 - \$116,240
Asst. Dir. Of Human Resources	GE-20	\$56,296.50 - \$73,105.50
<u>Town Clerk</u>		
Town Clerk	Elected	\$90,623
Assistant Town Clerk	GE-18	\$46,702.50 - \$60,664.50
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
Department Specialist	I-14	\$19.94 - \$25.76/hour
<u>Legal</u>		
Town Counsel	Sch C	\$75,140
<u>FINANCE</u>		
<u>Assessors</u>		
Director of Assessing	K-24	\$86,746 - \$107,565
Asst. Director of Assessing	GE-20	\$56,296.50 - \$73,105.50
Field Assessor	I-18	\$24.67 - \$31.89/hour
Department Specialist	I-14	\$19.94 - \$25.76/hour
Department Assistant 1	I-12	\$16.75 - \$21.64/hour
<u>Finance Department</u>		
Asst Town Manager/Dir. of Finance	K-28	\$114,730 - \$142,265
Finance & Procurement Coordinator	GE-21	\$60,391.50 - \$78,409.50

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
Parking Clerk	Sch C	\$25.50/hour
<u>Accounting</u>		
Town Accountant	K-24	\$86,746 - \$107,565
Assistant Town Accountant	GE-20	\$56,296.50 - \$73,105.50
Administrative Specialist	I-15	\$21.88 - \$28.28/hour
Department Specialist	I-14	\$19.94 - \$25.76/hour
Payroll Coordinator	I-18	\$24.67 - \$31.89/hour
<u>Information Technology Center</u>		
Director, MIS	K-25	\$93,742 - \$116,240
GIS/Database Administrator	IE-20	\$58,012.50 - \$74,938.50
Computer Operator	I-15	\$21.88 - \$28.28/hour
Network Manager	IE-23	\$71,292 - \$92,137.50
Applications Administrator	IE-20	\$58,012.50 - \$74,938.50
Technology Support Technician	I-19	\$27.09 - \$35.01/hour
<u>Treasurer/Collector</u>		
Treasurer/Collector	K-24	\$86,746 - \$107,565
Assistant Treasurer/Collector	GE-20	\$56,296.50 - \$73,105.50
Department Specialist	I-14	\$19.94 - \$25.76/hour
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
Department Assistant 1	I-12	\$16.75 - \$21.64/hour
<u>Finance Committee</u>		
Finance Comm. Exec. Secretary	GE-19	\$51,285 - \$66,592.50
<u>PUBLIC SAFETY</u>		
<u>Police Department</u>		
Police Chief	Contract	Contract
Lieutenant	P-3	\$36.06 - \$42.67/hour
Sergeant	P-2	\$30.72 - \$35.15/hour
Police Officer	P-1	\$21.24 - \$28.46/hour

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
Animal Control Officer	GU-16	\$21.15 - \$27.46/hour
Administrative Specialist	I-15	\$21.88 - \$28.28/hour
Police Maintenance Assistant	GU-15	\$19.92 - \$25.87/hour
Administrative Assistant	I-14	\$19.94 - \$25.76/hour
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
Public Safety Dispatcher	GU-15	\$19.92 - \$25.87/hour

Fire Department

Fire Chief	Contract	Contract
Deputy Fire Chief Operations	F-5	\$43.86 - \$46.10/hour
Deputy Fire Chief	F-4	\$34.98 - \$39.93/hour
Fire Captain	F-3	\$33.24- \$34.90/hour
Fire Lieutenant	F-2	\$28.19 - \$32.11/hour
Firefighter	F-1	\$20.23 - \$27.11/hour
Super. Fire Alarm	FA-2	\$26.24 - \$33.53/hour
Director of Administrative Services	IE-20	\$58,012.50 - \$74,938.50
Administrative Assistant	I-14	\$19.94 - \$25.76/hour
Public Safety Dispatch Super.	GU-19	\$24.66 - \$32.02/hour
Public Safety Dispatcher	GU-15	\$19.92 - \$25.87/hour

Building

Building Commissioner	K-24	\$86,746 - \$107,565
Assistant Building Commissioner	GE-21	\$60,391.50 - \$78,409.50
Inspector of Plumbing and Gas	G-19	\$26.30 - \$34.15/hour
Inspector of Wires	G-19	\$26.30 - \$34.15/hour
Local Building Inspector	G-20	\$28.87 - \$37.49/hour
Administrative Specialist	I-15	\$21.88 - \$28.28/hour
Department Assistant 2	I-13	\$18.36 - \$23.71/hour

PUBLIC WORKSAdministration

Director of Public Works	K-28	\$114,730- \$142,265
Assistant Director of Public Works	K-26	\$100,738- \$124,915

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
Supervisor of Administration, DPW	K-22	\$72,754- \$90,215
Senior Admin. Coordinator	I-17	\$23.92 - \$30.92/hour
Department Specialist	I-14	\$19.94 - \$25.76/hour
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
Administrative Specialist	I-15	\$21.88 - \$28.28/hour
Administrative Analyst	GE-18	\$46,702.50 - \$60,664.50
<u>Engineering Division</u>		
Town Engineer	K-26	\$100,738- \$124,915
Assistant Town Engineer	GE-22	\$64,662 - \$83,947.50
Contract Administrator	GE-21	\$60,391.50 - \$78,409.50
Civil Engineer	GE-19	\$51,285 - \$66,592.50
Survey Party Chief	GU-18	\$22.46 - \$29.16/hour
Senior AutoCad Technicain	GU-19	\$24.66 - \$32.02/hour
AutoCad Technician	GU-16	\$21.15 - \$27.46/hour
Engineering Aide	GU-15	\$19.92 - \$25.87/hour
<u>Garage Division</u>		
Fleet Supervisor	K-22	\$72,754- \$90,215
Master Mechanic	W-7	\$26.74 - \$31.76/hour
Equipment Mechanic	W-5	\$22.62 - \$27.06/hour
<u>Highway Division</u>		
Division Super. Highway	K-24	\$86,746 - \$107,565
Assistant Superintendent - Highway	GE-20	\$56,296.50 - \$73,105.50
Public Works Specialist 2	W-5	\$22.62 - \$27.06/hour
Public Works Technician	W-5	\$22.62 - \$27.06/hour
Working Foreman	W-6	\$24.40 - \$29.23/hour
Laborer 2	W-2	\$18.49 - \$22.27/hour
HMEO	W-4	\$21.08 - \$25.32/hour
Craftworker	W-4	\$21.08 - \$25.32/hour

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Park & Forestry Division</u>		
Division Super. Parks	K-24	\$86,746 - \$107,565
Assistant Superintendent - Parks	GE-20	\$56,296.50 - \$73,105.50
Working Foreman	W-6	\$24.40 - \$29.23/hour
Tree Climber	W-4	\$21.08 - \$25.32/hour
Craftsworker	W-4	\$21.08 - \$25.32/hour
HMEO	W-4	\$21.08 - \$25.32/hour
Laborer 3	W-3	\$19.81 - \$23.74/hour
Laborer 2	W-2	\$18.49 - \$22.27/hour
<u>Recycling & Transfer Station</u>		
Division Super. Solid Waste	K-24	\$86,746 - \$107,565
Assistant Superintendent - RTS	GE-20	\$56,296.50 - \$73,105.50
Working Foreman	W-6	\$24.40 - \$29.23/hour
Public Works Specialist 1	W-4	\$21.08 - \$25.32/hour
HMEO	W-4	\$21.08 - \$25.32/hour
Laborer 2	W-2	\$18.49 - \$22.27/hour
<u>Water Division</u>		
Division Super. Water & Sewer	K-24	\$86,746 - \$107,565
Water Treatment Facility Manager	GE-21	\$60,391.50 - \$78,409.50
Pumping Station Operator	W-5	\$22.62 - \$27.06/hour
Public Works Inspector	W-6	\$24.40 - \$29.23/hour
Working Foreman	W-6	\$24.40 - \$29.23/hour
Public Works Technician	W-5	\$22.62 - \$27.06/hour
HMEO	W-4	\$21.08 - \$25.32/hour
Craftsworker	W-4	\$21.08 - \$25.32/hour
Laborer 3	W-3	\$19.81 - \$23.74/hour
Laborer 2	W-2	\$18.49 - \$22.27/hour

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
<u>Sewer Division</u>		
Assistant Superintendent - Sewer & Water	GE-20	\$56,296.50 - \$73,105.50
HMEO	W-4	\$21.08 - \$25.32/hour
Pumping Station Operator	W-5	\$22.62 - \$27.06/hour
Chief Pumping Station Operator	W-7	\$28.74 - \$31.76/hour
Public Works Inspector	W-6	\$24.40 - \$29.23/hour
Working Foreman	W-6	\$24.40 - \$29.23/hour
Craftsworker	W-4	\$21.08 - \$25.32/hour

PUBLIC FACILITIES

Department of Public Facilities

Director of Facilities Operations	K-26	\$100,738- \$124,915
Director of Design and Construction	K-26	\$100,738- \$124,915
Senior Project Manager	K-23	\$79,750- \$98,890
Project Manager	K-22	\$72,754- \$90,215
Facility Operations Shift Supervisor	GE-20	\$56,296.50 - \$73,105.50
Department Specialist	I-14	\$19.94 - \$25.76/hour
Administrative Analyst	GE-18	\$46,702.50 - \$60,664.50
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
Senior Custodian 1	BC-2	\$20.46 - \$24.52/hour
Senior Custodian 2	BC-3	\$21.49 - \$25.75/hour
Custodian	BC-1	\$17.80 - \$21.33/hour
Warehouse Person	BT-1	\$20.02 - \$24.14/hour
HVAC Technician	BT-3	\$24.22 - \$29.21/hour
Carpenter	BT-2	\$22.02 - \$26.56/hour
Craftsworker	BT-2	\$22.02 - \$26.56/hour
Plumber	BT-3	\$24.22 - \$29.21/hour
Electrician	BT-3	\$24.22 - \$29.21/hour
Administrative Specialist	I-15	\$21.88 - \$28.28/hour

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
HEALTH AND HUMAN SERVICES		
<u>Health Department</u>		
Director of Public Health	K-24	\$86,746 - \$107,565
Environmental Health Agent	I-20	\$29.75- \$38.43/hour
Public Health Nurse	IE-20	\$58,012.50 - \$74,938.50
Program Coordinator	G-16	\$22.56 - \$29.29/hour
Sr. Program Coordinator	G-20	\$28.87 - \$37.49/hour
Administrative Coordinator	I-15	\$21.88 - \$28.28/hour
Department Assistant 2	I-13	\$18.36 - \$23.71/hour
<u>Council on Aging</u>		
Executive Director	K-23	\$79,750 - \$98,890
Assistant Executive Director	GE-20	\$56,296.50 - \$73,105.50
Social Worker 1	IE-18	\$48,106.50 - \$62,185.50
Program Coordinator	G-16	\$22.56 - \$29.29/hour
<u>Youth Services</u>		
Director of Youth Services	K-23	\$79,750 - \$98,890
Social Worker 2	IE-19	\$52,825.50 - \$68,269.50
Administrative Assistant	I-14	\$19.94 - \$25.76/hour
PLANNING & COMMUNITY DEVELOPMENT		
<u>Planning</u>		
Director of Planning & Comm. Develop	K-25	\$93,742 - \$116,240
Assistant Town Planner	GE-19	\$51,285 - \$66,592.50
Director of Economic Development	K-22	\$72,754- \$90,215
Administrative Assistant	I-14	\$19.94 - \$25.76/hour
<u>Community Development</u>		
Director of Conservation	K-22	\$72,754- \$90,215
Administrative Specialist	I-15	\$21.88 - \$28.28/hour
Conservation Specialist	I-17	\$23.92 - \$30.92/hour

**GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 15, 2016
(Excludes Seasonal, Temporary and Intermittent Positions)**

TITLE	GRADE	ANNUALIZED SALARY RANGE
CULTURE AND LEISURE SERVICES		
<u>Library</u>		
Director of Public Library	K-24	\$86,746 - \$107,565
Assistant Director of Public Library	GE-21	\$60,391.50 - \$78,409.50
Reference Supervisor	GE-19	\$51,285 - \$66,592.50
Children's Supervisor	GE-18	\$46,702.50 - \$60,664.50
Technology Specilalist/Archivist	GE-19	\$51,285 - \$66,592.50
Tech. Services Supervisor	GE-19	\$51,285 - \$66,592.50
Reference Librarian/AV Specialist	GE-18	\$46,702.50 - \$60,664.50
Reference Librarian/Program Specialist	GE-18	\$46,702.50 - \$60,664.50
Circulation Supervisor	GE-17	\$45,298.50 - \$58,831.50
Assistant Children's Librarian	G-15	\$21.25 - \$27.59/hour
Assistant Cataloger	G-14	\$19.36 - \$25.13/hour
Administrative Specialist	I-15	\$21.88 - \$28.28/hour
Library Assistant PT	G-13	\$17.81 - \$23.13/hour
Library Assistant FT	G-13	\$17.81 - \$23.13/hour
Reference Librarian PT	G-13	\$17.81 - \$23.13/hour
<u>Park & Recreation</u>		
Director of Park and Recreation	K-24	\$86,746 - \$107,565
Assistant Director	GE-20	\$56,296.50 - \$73,105.50
Recreation Supervisor	I-16	\$23.24 - \$30.03/hour
Administrative Specialist	I-15	\$21.88 - \$28.28/hour

2016 Annual Town Report

NEEDHAM PUBLIC SCHOOLS OPERATING BUDGET CLASSIFICATION	Budgeted FY 2014		Budgeted FY 2014		Budgeted FY 2015		Budgeted FY 2015		Budgeted FY 2016		Budgeted FY 2016	
	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum	FTE	Salary * Minimum	Salary * Maximum
Superintendent	1.00	191,617		1.00	198,324		1.00	207,249		1.00	207,249	
Central Administrators	4.00	134,890	147,528	4.00	134,000	153,429	4.00	139,000	167,000	4.00	139,000	167,000
High School Principal	1.00	142,865		1.00	148,437		1.00	153,000	168,000	1.00	153,000	168,000
Middle School Principals	2.00	123,524	127,371	2.00	127,500	128,156	2.00	130,000	144,000	2.00	130,000	144,000
Elementary Principals	5.00	114,080	136,496	5.00	120,664	141,956	5.00	126,000	137,000	5.00	126,000	137,000
High School Assistant Principals	3.00	85,640	120,134	3.00	89,065	124,939	3.00	91,514	128,375	3.00	91,514	128,375
Middle School Assistant Principals	2.00	79,857	113,718	2.40	84,266	119,998	2.40	86,584	123,298	2.40	86,584	123,298
Elementary Assistant Principals	1.50	73,149	107,364	3.00	76,075	111,658	3.00	78,168	114,729	3.00	78,168	114,729
K-12 Directors	7.00	72,552	115,308	7.00	77,439	122,646	7.00	79,569	126,019	7.00	79,569	126,019
Directors of Special Education	3.00	81,804	122,573	3.50	77,931	124,037	3.50	80,074	127,448	3.50	80,074	127,448
Special Education Coordinators	6.67	73,418	109,982	3.97	78,313	115,857	5.47	80,466	119,043	5.47	80,466	119,043
Assistant Athletic Director **				0.50	104,000		0.50	108,160		0.50	108,160	
Department Chairs/ Curriculum Coordinators	7.00	73,418	108,616	5.90	78,313	118,753	8.30	80,466	122,019	8.30	80,466	122,019
Teachers	438.06	44,621	93,520	466.97	46,294	97,027	468.38	47,058	99,307	468.38	47,058	99,307
Nurses	8.45	44,621	93,520	8.56	46,294	97,027	8.56	47,058	99,307	8.56	47,058	99,307
Instructional Assistants	103.08	\$15,71976/hr	\$31,30930/hr	99.15	\$15,79836/hr	\$31,36164/hr	104.59	\$15,87735/hr	\$32,8199/hr	104.59	\$15,87735/hr	\$32,8199/hr
Permanent Substitutes	2.29	\$14,87/hr		2.29	\$15,17/hr		2.29	\$15,47/hr		2.29	\$15,47/hr	
Network Administrator/ Engineer	1.00	98,180		1.50	67,000	102,107	1.50	69,680	110,439	1.50	69,680	110,439
Information Technology /Database Administrators	2.00	75,312	86,878	2.50	53,000	90,353	3.00	53,000	119,600	3.00	53,000	119,600
Instructional Technology Operations Manager				1.00	72,500		1.00	NA	NA	1.00	NA	NA
Computer Technicians	7.00	\$23,6965/hr	\$29,9664/hr	8.00	\$24,1704/hr	\$31,0213/hr	7.00	\$24,8472/hr	\$31,8898/hr	7.00	\$24,8472/hr	\$31,8898/hr
School Office Assistants	12.36	\$14,3892/hr	\$18,9384/hr	12.54	\$14,6770/hr	\$19,5104/hr	12.54	\$15,0879/hr	\$20,0567/hr	12.54	\$15,0879/hr	\$20,0567/hr
Mail Carrier/Production Center Operator	1.00	\$17,6876/hr	\$23,2884/hr	1.00	\$18,0414/hr	\$23,9917/hr	1.00	\$18,5465/hr	\$24,6634/hr	1.00	\$18,5465/hr	\$24,6634/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll Clerk	33.64	\$17,6876/hr	\$28,2471/hr	33.04	\$18,0414/hr	\$29,1001/hr	32.7	\$18,5465/hr	\$29,9149/hr	32.7	\$18,5465/hr	\$29,9149/hr
Director of Community Education **	0.10	103,750		0.10	107,900		0.10	107,900	116,705	0.10	107,900	116,705
Volunteer Coordinator **	0.09	56,598		0.09	58,862		0.09	56,598	61,215	0.09	56,598	61,215
Executive/Administrative Secretaries	5.00	\$32,1099/hr	\$42,0516/hr	5.00	57,710	82,580	5.00	57,710	89,319	5.00	57,710	89,319
Bus/Van Drivers	5.86	\$15.11/hr	\$16.78/hr	5.86	\$15.49/hr	\$17.20/hr	6.57	\$15.49/hr	\$24.67/hr	6.57	\$15.49/hr	\$24.67/hr
Bus/Van Monitors	0.71	\$13.11/hr	\$14.55/hr	1.14	\$13.44/hr	\$14.91/hr	1.29	\$13.44/hr	\$15.67/hr	1.29	\$13.44/hr	\$15.67/hr
Human Resources Specialist	1.00	51,356		1.00	\$29,23/hr		1.00	58,000	60,320	1.00	58,000	60,320
Lead Payroll Supervisor				1.00	61,360		1.00	61,360	66,367	1.00	61,360	66,367
Lead Accountant ***	0.20	62,213		0.20	65,634		0.20	65,634	73,052	0.20	65,634	73,052
Budget Analyst/ Asst. Director Finance	1.00	71,120		2.00	65,520	75,032	2.00	65,520	83,512	2.00	65,520	83,512
Total	665.91			695.20			705.97			705.97		

* All salaries expressed in full-time equivalent terms
 ** Partially Funded in Operating Budget

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DEBT APPENDIX A

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Town of Needham Schedule of Issued Long Term Debt Service										Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	Debt Service 2020	Debt Service 2021	Debt Service 2022 - 2026	Debt Service After 2026
Project	TM Vote	Amount Issued	Final Maturity	Average Rate*													
Central Ave & Elliot Street Bridge Design	14-May-14	\$250,000	15-Nov-18	3.67%		\$70,677.08	\$68,437.50	\$66,250.00	\$63,750.00								
DPW Complex - Garage Bays	13-May-13	\$800,000	15-May-24	2.09%		\$94,800.00	\$93,200.00	\$91,600.00	\$90,000.00	\$88,400.00	\$86,800.00	\$250,800.00					
Fire Engine	11-May-11	\$400,000	15-Jul-16	2.72%		\$104,500.00	\$101,500.00										
Kendrick Street Bridge Repair	12-May-10	\$750,000	01-Aug-21	2.21%		\$85,687.50	\$84,187.50	\$82,687.50	\$81,187.50	\$79,593.75	\$77,812.50	\$75,937.50					
Parking Lot Improvement (Marked Lee)	05-May-08	\$100,000	01-Aug-16	2.00%		\$20,600.00	\$20,200.00										
Pollard School Boiler Replacement	13-May-13	\$95,000	15-May-18	2.00%		\$26,400.00	\$25,900.00	\$20,400.00									
Pollard School Boiler Replacement	13-May-13	\$565,000	15-Jul-21	3.22%		\$84,350.00	\$82,250.00	\$80,150.00	\$78,050.00	\$75,950.00	\$73,500.00	\$71,050.00					
Pollard School Roof Replacement	10-Nov-10	\$1,000,000	01-Oct-15	2.80%		\$203,000.00											
Pollard School Roof Replacement	10-Nov-10	\$725,000	15-Jul-22	3.67%		\$94,625.00	\$92,375.00	\$90,125.00	\$82,600.00	\$79,800.00	\$77,000.00	\$145,600.00					
Property Acquisition - 37-39 Lincoln Street	16-May-12	\$25,000	15-May-18	2.00%		\$5,300.00	\$5,200.00	\$5,100.00									
Property Acquisition - 37-39 Lincoln Street	16-May-12	\$605,000	01-Nov-32	3.39%		\$47,700.00	\$46,800.00	\$45,750.00	\$44,550.00	\$43,350.00	\$42,300.00	\$198,000.00					
Property Acquisition - 51 Lincoln Street	13-Nov-12	\$150,000	15-May-18	2.00%		\$42,200.00	\$36,400.00	\$35,700.00									
Property Acquisition - 51 Lincoln Street	13-Nov-12	\$950,000	01-Nov-32	3.39%		\$77,825.00	\$76,325.00	\$74,575.00	\$72,575.00	\$70,575.00	\$68,825.00	\$307,300.00					
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	\$117,500	15-May-18	2.00%		\$31,700.00	\$31,100.00	\$25,500.00									
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	\$1,005,000	01-Nov-32	3.39%		\$79,500.00	\$78,000.00	\$76,250.00	\$74,250.00	\$72,250.00	\$70,500.00	\$330,000.00					
Property Acquisition - 66 - 70 Chestnut Street	04-Nov-13	\$1,330,000	15-Nov-33	3.35%		\$118,970.83	\$113,400.00	\$110,950.00	\$108,150.00	\$105,350.00	\$102,550.00	\$470,750.00					
Property Acquisition 59 Lincoln Street & 89 School Street	14-May-12	\$52,500	15-Jul-32	2.93%		\$4,390.00	\$4,300.00	\$4,210.00	\$4,105.00	\$3,985.00	\$3,865.00	\$15,302.50					
Public Services Administration Building	27-Oct-08	\$20,000	01-Nov-16	2.95%		\$5,225.00	\$5,075.00										
Public Services Administration Building	27-Oct-08	\$100,000	15-Jul-22	3.69%		\$12,750.00	\$12,450.00	\$12,150.00	\$11,800.00	\$11,400.00	\$11,000.00	\$20,800.00					

Town of Needham Schedule of Issued Long Term Debt Service		TM Vote	Amount Issued	Final Maturity	Average Rate*	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	Debt Service 2020	Debt Service 2021	Debt Service 2022 - 2026	Debt Service After 2026
Public Services Administration Building	27-Oct-08	\$4,000,000	01-Aug-26	3.16%	\$325,125.00	\$319,125.00	\$312,525.00	\$306,225.00	\$299,325.00	\$292,125.00	\$1,293,637.50	\$214,200.00	
Public Services Administration Building	27-Oct-08	\$1,000,000	01-Dec-24	3.07%	\$85,606.25	\$84,062.50	\$82,356.25	\$80,487.50	\$78,537.50	\$86,437.50	\$320,906.25		
Public Works Infrastructure Program	07-May-12	\$210,000	15-May-18	2.00%	\$58,100.00	\$52,000.00	\$51,000.00						
Public Works Infrastructure Program	13-May-13	\$100,000	15-May-18	2.00%	\$26,500.00	\$26,000.00	\$25,500.00						
Public Works Infrastructure Program	07-May-12	\$190,000	15-Nov-18	3.67%	\$53,714.58	\$52,012.50	\$50,350.00	\$48,450.00					
Public Works Infrastructure Program	13-May-13	\$500,000	15-Nov-18	3.60%	\$141,354.17	\$136,875.00	\$132,500.00	\$127,500.00					
Public Works Infrastructure Program	12-May-14	\$580,000	15-Nov-18	3.67%	\$163,970.83	\$158,775.00	\$153,700.00	\$147,900.00					
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	\$120,000	15-Jul-16	3.13%	\$41,800.00	\$40,600.00							
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	\$350,000	15-Jul-16	3.13%	\$120,175.00	\$116,725.00							
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	\$306,500	15-Jul-17	2.72%	\$73,450.00	\$71,350.00	\$10,150.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	\$600,000	15-Jul-17	2.82%	\$129,000.00	\$125,400.00	\$121,800.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	\$129,000	15-May-18	2.00%	\$31,800.00	\$31,200.00	\$30,600.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	\$150,000	15-May-18	2.00%	\$42,200.00	\$36,400.00	\$35,700.00						
Senior Center (Series I)	07-Nov-11	\$1,000,000	01-Nov-32	3.38%	\$83,831.26	\$77,256.26	\$75,506.26	\$73,506.26	\$71,506.26	\$69,756.26	\$326,281.30	\$371,240.67	
Senior Center (Series II)	07-Nov-11	\$5,050,000	15-Jul-33	3.54%	\$413,875.00	\$406,225.00	\$398,575.00	\$390,925.00	\$383,275.00	\$374,350.00	\$1,734,550.00	\$2,307,500.00	
Senior Center (Series III)	07-Nov-11	\$1,050,500	15-May-34	2.83%	\$80,400.00	\$79,300.00	\$78,200.00	\$77,100.00	\$76,000.00	\$74,900.00	\$347,300.00	\$460,450.00	
Stormwater - MMWAT 98-92	06-May-98	\$364,979	01-Aug-19 (see note)		\$34,152.24	\$32,701.87	\$31,149.37	\$29,874.01	\$28,566.79				
Street & Traffic Light Improvements	19-May-08	\$25,000	01-Nov-17	3.34%	\$5,425.00	\$5,275.00	\$5,100.00						
Title V Loans	01-May-97	\$85,894	01-Aug-19 (see note)		\$5,922.75	\$5,662.92	\$5,391.28	\$5,119.64	\$4,853.91				

Town of Needham Schedule of Issued Long Term Debt Service										Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	Debt Service 2020	Debt Service 2021	Debt Service 2022 - 2026	Debt Service After 2026
Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026					
Town Hall Project (Series I)	18-May-09	\$2,500,000	01-Apr-17	2.24%	\$314,250.00	\$307,500.00											
Town Hall (Series III)	18-May-09	\$385,000	01-Aug-26	2.63%	\$32,281.26	\$31,781.26	\$31,281.26	\$30,781.26	\$30,250.01	\$29,656.26	\$138,125.05	\$25,390.63					
Total General Fund Debt Service Within the Levy Limit					\$3,473,133.75	\$3,173,327.31	\$2,452,781.92	\$2,028,886.17	\$1,602,968.22	\$1,541,377.52	\$6,047,692.60	\$5,008,608.82					
Town Hall (Series II)	18-May-09	\$3,500,000	01-Oct-28	3.36%	\$280,887.50	\$276,012.50	\$272,112.50	\$267,968.75	\$260,900.00	\$251,150.00	\$1,160,321.92	\$607,515.64					
Town Hall (Series III)	18-May-09	\$1,225,000	01-Aug-26	2.63%	\$103,300.00	\$101,700.00	\$100,100.00	\$98,500.00	\$96,800.00	\$94,900.00	\$442,000.00	\$81,250.00					
Town Hall (Series IV)	18-May-09	\$970,000	15-Jul-30	2.80%	\$80,250.00	\$78,600.00	\$76,950.00	\$75,025.00	\$72,825.00	\$70,625.00	\$322,325.00	\$269,612.50					
Total Community Preservation Act Debt Service					\$464,437.50	\$456,312.50	\$449,162.50	\$441,493.75	\$430,525.00	\$416,675.00	\$1,924,646.92	\$958,378.14					
Soil Remediation	13-Nov-12	\$140,000	01-Nov-17	3.31%	\$32,200.00	\$26,375.00	\$25,500.00										
Construction Equipment	06-May-13	\$210,000	15-May-17	2.00%	\$72,800.00	\$71,400.00											
Total RTS Enterprise Debt Service					\$105,000.00	\$97,775.00	\$25,500.00										
MWPAT 97-13	28-Oct-96	\$67,700	01-Aug-18	(see note)	\$6,451.53	\$6,288.05	\$6,106.89	\$6,150.00									
MWPAT 97-33	28-Oct-96	\$180,300	01-Aug-18	(see note)	\$17,019.98	\$16,720.92	\$16,208.29	\$16,195.00									
MWPAT 97-63	05-May-97	\$1,019,778	01-Aug-18	(see note)	\$96,382.43	\$94,916.69	\$91,683.46	\$91,840.00									
MWPAT 98-10	05-May-97	\$130,200	01-Aug-18	(see note)	\$12,320.71	\$12,114.16	\$11,683.18	\$11,685.00									
West Street Force Main	01-May-98	\$568,400	01-May-19	3.98%	\$70,032.50	\$67,632.50	\$70,232.50	\$67,600.00									
West Street Pumping Station	01-May-98	\$1,252,300	01-May-19	3.98%	\$146,669.00	\$151,669.00	\$149,269.00	\$147,680.00									
Sewer Pump Station Richardson Drive	13-Nov-02	\$200,000	01-Apr-16	2.00%	\$15,337.50												
Sewer Pump Station - GPA	11-May-05	\$500,000	01-Jun-19	3.17%	\$57,187.50	\$56,000.00	\$54,000.00	\$52,000.00									
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$320,000	01-Aug-28	3.39%	\$22,312.50	\$21,937.50	\$21,525.00	\$21,131.25	\$20,700.00	\$20,250.00	\$93,825.00	\$63,800.00					

Town of Needham Schedule of Issued Long Term Debt Service										Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	Debt Service 2020	Debt Service 2021	Debt Service 2022 - 2026	Debt Service After 2026
Project	TM Vote	Amount Issued	Final Maturity	Average Rate*													
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$145,000	01-Dec-19	2.59%				\$16,350.00	\$15,956.25	\$15,525.00	\$10,150.00						
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$500,000	15-Nov-22	4.00%			\$129,166.67	\$122,500.00	\$118,000.00	\$109,100.00	\$105,300.00	\$77,000.00	\$145,600.00				
Sewer System Rehabilitation I/I (MWRA)	16-May-07	\$57,613	15-Nov-15				\$11,522.50										
Sewer System Rehabilitation I/I (MWRA)	16-May-07	\$220,990	15-Feb-17				\$44,198.00	\$44,198.00									
Sewer Pump Station GPA	19-May-08	\$550,000	01-Aug-28	3.36%			\$42,800.00	\$42,050.00	\$41,225.00	\$40,437.50	\$39,575.00	\$33,750.00	\$156,375.00	\$106,400.00			
Sewer Pump Station Design (Reservoir B)	04-May-09	\$90,000	15-Jul-17	2.79%			\$21,200.00	\$15,675.00	\$15,225.00								
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	\$6,034,290	15-Jan-33	2.15%			\$373,945.18	\$374,005.59	\$374,065.92	\$374,128.59	\$374,191.96	\$374,256.32	\$1,872,306.43	\$2,624,377.55			
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	\$78,491	15-Jan-18	2.15%				\$40,873.49	\$40,519.84								
Total Sewer Enterprise Debt Service							\$1,083,252.25	\$1,082,930.90	\$1,025,700.33	\$953,472.34	\$549,916.96	\$505,256.32	\$2,268,106.43	\$2,794,577.55			
Water System Rehabilitation - Rte 128 Area	15-May-06	\$212,000	01-Jun-19	3.16%			\$22,875.00	\$22,400.00	\$21,600.00	\$20,800.00							
Water Storage Tank Rehabilitation	19-May-08	\$655,000	01-Jun-19	3.16%			\$74,343.76	\$72,800.00	\$70,200.00	\$67,600.00							
Water Service Connections	01-May-06	\$55,000	01-Aug-19	2.51%			\$5,612.50	\$5,487.50	\$5,350.00	\$5,218.75	\$5,075.00						
Water System Rehabilitation - Rte 128 Area	15-May-06	\$100,000	01-Aug-28	3.41%			\$7,437.50	\$7,312.50	\$7,175.00	\$7,043.75	\$6,900.00	\$6,750.00	\$31,275.00	\$21,400.00			
Water Distribution System	18-May-09	\$400,000	01-Dec-24	3.02%			\$32,281.25	\$31,687.50	\$31,031.25	\$30,312.50	\$29,562.50	\$28,812.50	\$106,968.75				
MWPAT Water DWS-08-24	19-May-08	\$765,335	15-Jul-30	2.00%			\$49,405.29	\$49,347.11	\$49,289.34	\$49,229.64	\$49,168.68	\$49,106.10	\$244,557.98	\$242,805.87			
St Mary's Pump Station	13-May-13	\$1,995,000	15-May-34	2.85%			\$148,775.00	\$146,775.00	\$144,775.00	\$142,775.00	\$140,775.00	\$138,775.00	\$662,375.00	\$914,500.00			
Water Treatment Facility	20-May-96	\$1,710,000	01-May-19	3.98%			\$207,193.00	\$202,593.00	\$201,393.00	\$204,360.00							
Water Treatment Facility	17-Nov-97	\$1,994,300	01-May-19	3.98%			\$237,210.50	\$236,610.50	\$239,210.50	\$240,760.00							
Water Main Improvements	19-May-08	\$400,000	15-Nov-20	3.95%			\$55,633.33	\$53,400.00	\$52,000.00	\$50,400.00	\$48,800.00	\$47,200.00	\$172,800.00				

Town of Needham Schedule of Issued Long Term Debt Service												
Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	Debt Service 2020	Debt Service 2021	Debt Service 2022 - 2026	Debt Service After 2026
St Mary's Pump Station	13-May-13	\$1,700,000	15-Nov-33	3.36%	\$152,637.50	\$145,500.00	\$142,350.00	\$138,750.00	\$135,150.00	\$131,550.00	\$603,750.00	\$794,075.00
Water System Rehabilitation - Rte 128 Area	15-May-06	\$638,000	15-Nov-22	4.00%	\$135,146.67	\$128,020.00	\$116,660.00	\$114,900.00	\$111,100.00	\$131,800.00	\$244,300.00	
Total Water Enterprise Debt Service					\$1,128,551.30	\$1,101,933.11	\$1,081,034.09	\$1,072,149.64	\$526,531.18	\$533,993.60	\$2,066,026.73	\$1,972,780.87
High Rock School - Designs	01-Nov-06	\$480,000	01-Dec-26	3.91%	\$36,531.25	\$35,562.50	\$34,562.50	\$33,531.25	\$32,468.75	\$31,500.00	\$142,500.00	\$25,500.00
High Rock & Pollard School Projects	16-May-07	\$1,120,000	01-Dec-26	3.91%	\$86,875.00	\$84,550.00	\$82,150.00	\$79,675.00	\$77,125.00	\$74,800.00	\$323,900.00	\$56,100.00
High School (Series IIA)	12-May-03	\$9,000,000	01-Dec-24	3.89%	\$731,662.50	\$711,125.00	\$689,925.00	\$668,062.50	\$645,537.50	\$625,000.00	\$2,278,400.00	
High School (Series IIB)	07-Feb-05	\$2,000,000	01-Dec-26	3.91%	\$153,431.25	\$149,362.50	\$145,162.50	\$140,831.25	\$136,368.75	\$132,300.00	\$598,500.00	\$107,100.00
High Rock & Pollard School Projects (Series III)	16-May-07	\$5,000,000	01-Aug-27	4.69%	\$420,262.50	\$409,662.50	\$398,731.25	\$387,137.50	\$375,212.50	\$362,625.00	\$1,592,500.00	\$546,000.00
High School (Series III)	07-Feb-05	\$3,850,000	01-Jun-28	3.42%	\$288,200.00	\$283,450.00	\$275,450.00	\$267,450.00	\$259,450.00	\$253,450.00	\$1,167,500.00	\$321,150.00
High Rock & Pollard School Projects (Series IV)	16-May-07	\$10,500,000	01-Aug-28	3.35%	\$801,737.50	\$787,862.50	\$772,600.00	\$758,031.25	\$742,075.00	\$720,500.00	\$3,330,250.00	\$1,749,000.00
Newman School Extraordinary Repairs (Series I)	02-Nov-09	\$1,000,000	01-Dec-19	2.62%	\$112,375.00	\$110,000.00	\$107,375.00	\$104,500.00	\$101,500.00			
Newman School Extraordinary Repairs (Series III)	02-Nov-09	\$5,000,000	01-Oct-28	3.35%	\$402,300.00	\$395,300.00	\$389,700.00	\$383,750.00	\$373,600.00	\$359,600.00	\$1,660,975.00	\$844,125.00
Broadmeadow School (Refunding Bond)	01-May-00	\$8,400,000	01-Nov-23	3.00%	\$886,300.00	\$857,150.00	\$828,300.00	\$801,325.00	\$771,225.00	\$741,425.00	\$2,029,300.00	
Library Project (Refunding Bond)	07-May-03	\$6,510,000	01-Dec-19	3.00%	\$933,750.00	\$902,000.00	\$870,550.00	\$830,475.00	\$796,775.00			
Newman School Extraordinary Repairs (Series IV)	02-Nov-09	\$9,000,000	15-Jul-32	2.82%	\$689,360.00	\$675,800.00	\$662,240.00	\$646,420.00	\$628,340.00	\$610,260.00	\$2,794,220.00	\$3,415,960.00
Newman School Extraordinary Repairs (Series V)	02-Nov-09	\$2,200,000	01-Nov-32	3.39%	\$174,900.00	\$171,600.00	\$167,750.00	\$163,350.00	\$158,950.00	\$155,100.00	\$726,000.00	\$869,000.00
Elliot School	01-May-00	\$2,562,000	15-Nov-24	3.94%	\$379,174.17	\$359,405.00	\$346,840.00	\$314,400.00	\$304,400.00	\$294,400.00	\$1,063,500.00	
High School	12-May-03	\$4,775,000	15-Nov-25	3.97%	\$773,120.83	\$712,625.00	\$674,300.00	\$653,700.00	\$589,000.00	\$560,400.00	\$2,507,000.00	
Total Excluded General Fund Debt Service					\$6,869,980.00	\$6,645,455.00	\$6,445,636.25	\$6,232,638.75	\$5,992,027.50	\$4,921,360.00	\$20,214,545.00	\$7,933,935.00

Project	TM Vote	Amount Issued	Final Maturity	Average Rate*	Term Debt Service							
					2016	2017	2018	2019	2020	2021	2022 - 2026	Debt Service After 2026
Total Long Term Debt Service					\$13,124,354.80	\$12,557,733.82	\$11,479,815.09	\$10,728,640.65	\$9,101,968.86	\$7,918,662.44	\$32,521,017.68	\$18,668,280.38

* Rate reflects the average rate over the life of the loan.
 Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are restructured from time to time by the Trust. The program provides grants and other financial assistance which in some instances results in a low or no interest rate loan.

DEBT APPENDIX B

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Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T	M	Vote	Article	Approved	Open or Requested Authorization
Open General Fund Projects						
Stormwater Master Plan Drainage	May-09	49			\$200,000	\$42,000
Senior Center Construction	Nov-11	14			\$8,051,808	\$33,808
DPW Garage Bays	May-13	42			\$1,100,000	\$10,000
Public Works Infrastructure Program	May-14	38			\$800,000	\$220,000
Public Works Infrastructure Program	May-15	42			\$1,000,000	\$1,000,000
Central Avenue/Elliott Street Bridge Construction	May-15	43			\$2,000,000	\$2,000,000
Central Avenue/Elliott Street Bridge Design	May-15	39			\$900,000	\$650,000
High School Cafeteria Expansion	Nov-15	11			\$2,100,000	\$2,100,000
TOTAL						\$6,055,808

Proposed General Fund Projects for the 2016 ATM

Public Works Infrastructure Program	Pending					\$750,000
TOTAL						\$750,000

Open CPA Fund Projects

NONE						\$0
TOTAL						\$0

Proposed CPA Fund Projects for the 2016 ATM

NONE						\$0
TOTAL						\$0

Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open RTS Enterprise Fund Projects				
Recycling Transfer Station Soil Remediation	Nov-12	16	\$400,000	\$158,000
TOTAL				\$158,000
Proposed RTS Enterprise Fund Projects for the 2016 ATM				
Speciality Equipment Replacement	Pending			\$269,000
TOTAL				\$269,000
Open Sewer Enterprise Fund Projects				
Sewer System Rehabilitation I/I Work	May-07	45	\$1,806,800	\$59,159
Sewer Pump Station Design Reservoir B	May-09	55	\$577,500	\$5,197
Sewer Pump Station Reservoir B	Nov-11	15	\$6,300,000	\$187,219
TOTAL				\$251,575
Proposed Sewer Enterprise Fund Projects for the 2016 ATM				
NONE				
TOTAL				\$0
Open Water Enterprise Fund Projects				
Water Main Improvements	May-08	47	\$1,900,000	\$74,869
St. Mary's Pump Station	May-13	47	\$5,565,100	\$965,100
Water System Rehabilitation Program	May-15	47	\$635,000	\$635,000
TOTAL				\$1,674,969

Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Proposed Water Enterprise Fund Projects for the 2016 ATM				
NONE				
TOTAL				\$0
Open General Fund Projects Funded by Debt Exclusion				
Owens Farm Land Purchase for Hillside School *	Nov-15	13	\$7,000,000	\$7,000,000
*Purchase is to be included in the ballot question for the Hillside School				
SUB TOTAL				\$7,000,000
Proposed General Fund Projects for the 2016 ATM to be Funded by Debt Exclusion				
TOTAL				\$0

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