

TOWN OF NEEDHAM



ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 12, 2022

Business Meeting: Monday, May 2, 2022

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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2022 Annual Town Meeting

Town of Needham
Finance Committee
111th Annual Report
Fiscal Year 2023 Proposed Budget

March 11, 2022

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 111th Annual Report to Town Meeting along with its proposed operating budget for Fiscal Year 2023 (FY 2023). The Finance Committee's proposed budget for FY 2023 fully funds the same level of services for next year along with new staff and expanded services. As of the date of this letter, it has been exactly two years since the World Health Organization declared COVID-19 to be a global pandemic. Though these past two years have been difficult for residents and for Town operations, we are happy to report that Town finances remain robust. As the omicron wave of the pandemic recedes, we are cautiously optimistic that while some of the effects of the pandemic may persist, the worst of the pandemic may be behind us. Over the course of the pandemic, the Town has proven to be operationally and financially responsive, adaptable and resilient.

The Town is fortunate to have financially weathered the pandemic better than initially feared two years ago. In fact, for FY 2023 all of the significant sources of General Fund revenue, including property taxes, state aid, and local receipts, are projected to increase, even when estimating conservatively. Faced with projected increases in spending capacity, the Finance Committee recognizes the delicate balance between the desire to expand services and the aim that property taxes not be overly burdensome for current residents nor exclusionary for prospective residents.

In the sections that follow, the proposed FY 2023 operating budget is described in increasing detail, beginning with a Budgetary Overview in Section I, which describes at a high-level the amounts available for General Fund appropriation, as well as the main drivers of the proposed increases in the operating budget. The Budgetary Overview closes with additional considerations and concerns that may continue to impact upon Town finances in the future. Section II describes changes in each component of the operating budget compared to the prior year. Section III acknowledges the diligence and effort of the many people whose input and expertise have contributed to the proposed balanced budget before you.

I. Budgetary Overview

A. Amount Available for General Fund Appropriation

General Fund revenue comes primarily from property taxes, as well as monies from state aid, and local receipts. Additional funds available for appropriation come from Town reserves, stabilization funds, free cash, overlay surplus, and other sources. Though the COVID-19 pandemic brought much uncertainty, adaptations to remote work have led some economic sectors to quickly recover and grow. Other sectors, such as the hospitality industry, have been slower to recover. Overall, the FY 2023 proposed budget and Town spending plan are based on a conservative revenue projection of \$238.8M, which is \$8.4M or 3.9% greater than FY 2022. Of that amount, \$219.1M is General Fund revenue, \$16.0M is Enterprise Fund revenue and \$3.7M is CPA (Community Preservation Act) funds. A total of \$221.2M is available for General Fund expenditures, which includes General Fund revenue plus the CPA's share of debt service in the amount of \$970K and Enterprise reimbursements in the amount of \$1.25M.

Being the primary source of General Fund Revenue, property taxes make up almost 82% of the expected General Fund revenue in FY 2023. In total, FY 2023's property tax revenue is increasing by \$8.3M or

4.9% over FY 2022, based on the annual increase in the tax base plus strong new growth. New growth includes increases in property values due to property improvements or a change in use. FY 2023 new growth accounts for significant public utilities equipment improvements.

State aid, which accounts for 6.5% of the estimated General Fund revenue, is projected to increase by 2.5%, an increase of more than \$354K, in FY 2023. Included in the total amount is \$695K of reimbursements from the Massachusetts School Building Authority (MSBA) for school building projects, as well as Cherry Sheet Aid which is comprised of aid for schools and general government aid. (The Cherry Sheet is the official notification from the Department of Revenue of the upcoming fiscal year's state aid and assessments to cities, towns, and regional school districts, which was historically printed on bright red paper.) Both Chapter 70 school aid and Unrestricted General Government Aid (known as UGGA), are projected to increase 2.7% in FY 2023, based on the Governor's proposal. The state budget is still pending and subject to change as it makes its way through the process. The particular amount of state aid is always challenging to estimate, and this year there is more uncertainty than usual. Chapter 70 school aid is the largest component of state aid, making up 84.4% of Cherry Sheet aid to Needham. UGGA is the second largest component of state aid, accounting for almost 14.5% of the Town's Cherry Sheet Aid.

Local receipts are estimated to comprise a total of \$11.6M, representing approximately 5.3% of General Fund revenue in FY 2023. Local receipts include motor vehicle excise taxes, hotel and meals taxes, charges for services such as ambulances, and license and permit fees. As a result of the economic downturn in the early stages of the pandemic, the actual receipts for FY 2021 dropped by almost \$1.5M compared to actual local receipts in FY 2020. While the economy is faring better after the initial sharp downturn, the growth is modest in some areas, and stronger in others, depending on the nature of the economic activity involved and the relative downturn. For FY 2023, we are anticipating that local receipts will increase by almost \$1.2M or 11.7% compared to FY 2022's expected receipts. All of the various types of revenue that make up local receipts are projected to increase in FY 2023. Motor vehicle excise taxes make up 38% of local receipts, the largest category, and are assumed to increase 10% or \$400K in FY 2023. This increase appears large, but the FY 2023 estimate amounts to only 85% of the actual motor vehicle excise receipts in FY 2021. "Other Excise", primarily meals and hotel taxes, was hit especially hard by COVID restrictions and by associated and lingering changes in habits. Other Excise taxes previously made up over 10% of total local receipts, but are expected to account for 6.7% of FY 2023 local receipts, after having fallen to less than 5% of local receipts in FY 2021. The FY 2023 estimate of Other Excise represents a significant increase of \$280K or 56% over FY 2022. The Town's "Charges for Services" category makes up 16.4% of local receipts, and is comprised of fees collected for services such as ambulance, parking permits, and DPW charges. This amount is projected to increase by \$75K or just over 4%. The category of local revenue called "Licenses and Permits" includes building permits, inspection fees, alcohol licenses, and parking permits, and makes up 14.7% of the projected local receipts in FY 2023, with an increase of 2.9%. As the economy rebounds from the effects of the pandemic, we can expect that the amount of local receipts will continue to increase and to grow as a proportion of the Town's revenue. We will nonetheless continue to project conservatively to avoid unnecessary risk.

After the close of the last fiscal year, FY 2021, the Department of Revenue certified \$17.0M of Free Cash available for appropriation. The extraordinarily large amount of Free Cash is in part due to \$5.5M of Free Cash available in FY 2022 but unappropriated; as a result, the balance was rolled over to Free Cash available in FY 2023. Free Cash consists of unspent funds that remain at the close of the prior year, including the amount that actual revenue collected exceeds estimated revenue and the amount that appropriations exceed expenditures. Free Cash has remained substantial -- even during the pandemic -- due to several factors, including withholding of spending in some areas and lower-than-usual expenses for other activities, such as travel, professional training, and community events which were cancelled or held virtually. In addition, many COVID-related costs were covered by federal grants or reimbursements.

Thus, there were sizeable amounts of budgetary turnback. Because the level of Free Cash can be volatile, much of it should be used for one-time expenditures. Generally, only the portion of Free Cash which is dependable year over year can be deemed recurring and applied to the operating budget. For FY 2023, \$2.6M of Free Cash is proposed to be allocated to the operating budget. This amount represents less than 2% of the FY 2022 budget (less the Reserve Fund) and is consistent with the Town's policy on the use of Free Cash for operating expenses. The other funds will be used for non-recurring uses, such as capital, or for appropriations to reserves or stabilization funds.

As noted above, Funds other than General Fund revenue that are proposed to be appropriated by Town Meeting include \$970K of CPA funds to be applied to the FY 2023 operating budget for CPA-related debt service, as well as \$1.25M of funds from the Enterprise Funds to reimburse the Town for costs and services such as information technology and insurance. Other funds subject to appropriation may include monies from stabilization funds with defined purposes, offsets, and previously appropriated funds from warrant articles from prior years that were not needed for the designated purposes.

B. Allocations for General Fund Appropriation for FY 2023

Operating Budget	\$205.0M
Cash Capital (including individual articles)	\$9.5M
Financial warrant articles	\$1.7M
Reserve/stabilization funds	\$1.1M
<u>Other disbursements</u>	<u>\$3.9M</u>
Total	\$221.2M

Please note that although the Finance Committee voted the FY 2023 operating budget recommendation prior to the preparation of this report, other appropriations proposed in the various separate warrant articles and the funding sources were still under consideration. Thus, final recommendations at Town Meeting may vary from the above allocations.

C. Operating Budget

The amount allocated to the FY 2023 operating budget is \$205.0M, an increase of \$9.2M or 4.7% over the operating budget for FY 2022. The primary drivers of this moderate increase are:

Townwide Expenses	+ \$2.9M, or 4.7%
Education	+ \$3.8M, or 4.5%
Public Facilities/Public Works	+ \$1.3M, or 6.9%

The largest increases among the Townwide Expenses are attributable to Retirement Assessments, increasing almost \$990K, or 9.5%, and to Group Health Insurance, Employee Benefits & Administrative Costs, increasing \$793K, or 4.8%. These increases are connected not only to rising costs, but also to the growth in the number of benefitted positions. In addition, there is a proposed appropriation of \$1.3M to Classification Performance & Settlements, which serves as a reserve to fund new collective bargaining agreements or other personnel cost increases during the fiscal year.

Funding for education is always a substantial part of the budget, driven primarily by the Needham Public Schools (School Department). The operating costs of the School Department comprise 42.6% of the total operating budget. This represents an increase of \$3.7M, or 4.4%, over FY 2022. Note that costs associated with group health insurance for employees of the School Department are budgeted under Townwide Expenses. The increase in the School Department budget is primarily due to staffing increases. 21.48 full-time equivalent (FTE) positions funded in FY 2022 from one-time funds and hired as a result of the effects of the COVID-19 pandemic will be funded through the operating budget in FY 2023. Additional new positions will also be funded through the operating budget, for a total increase of 25.82 School Department positions funded through the operating budget in FY 2023.

The Public Facilities/Public Works segment represents over 9% of the operating budget and is increasing by 6.9%, driven by an increase in the budget for the Department of Public Works of \$1.3M, or 7.3%. This increase is in part due to additional staff primarily relating to building maintenance. These needs reflect not only an increase in the inventory of Town buildings, but also in the sophistication of systems being maintained in these upgraded facilities.

D. Additional Considerations and Concerns

Needham has historically been conservative with its budgeting and spending practices, and has weathered the past two difficult years quite effectively. In the early phase of the pandemic, the Town held back significantly on spending and hiring, and saved funds or redirected them to address pandemic needs. While COVID-19 still persists, the various public health metrics are improving and restrictions are being eased. The Town has been reimbursed for a significant amount of unexpected expenses caused by the pandemic, which has relieved the financial pressure. The Town received reimbursements through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and Federal Emergency Management Agency (FEMA) for costs addressing the acute needs of the early stages of the pandemic, particularly in the areas directly connected to health, safety and wellness. The Town has also been granted funds through the American Recovery Plan Act (ARPA) for further relief from the financial effects of the pandemic borne both by the Town and by local businesses and for water and sewer infrastructure upgrades. The FY 2023 budget reflects more confidence as the Town is in a position to fund not only the ongoing services, but also to provide for some additional services and programs as we continue to plan for the future.

Looking forward, the Town needs to continue to address capital needs -- particularly the aging Mitchell and Pollard school buildings -- and to prepare itself for the significant upcoming costs. On the heels of several significant capital projects initiated over the past five years, including the Sunita Williams Elementary School, Rosemary Recreation Complex, Police and Fire Headquarters and Fire Station 2, Memorial Park Fieldhouse, and the Jack Cogswell DPW facility, the Finance Committee continues the work that began last year in reviewing the School Master Plan in conjunction with the School Committee and School Department, Town Administration, and the Permanent Public Building Committee. The various scenarios of the School Master Plan, each currently estimated to cost over \$300M in inflation-adjusted dollars, need to be viewed in the context of an overall financing plan that also incorporates other major construction projects, such as the Emery Grover Renovation (for which construction funds are being sought at this Annual Town Meeting) and the much-needed upgrade of the DPW administration building. It is also crucial to consider the impact of new building projects also upon the operating budget, including increased maintenance, energy, and insurance associated with the new facilities. It will be a challenge to finance all projects within the Town's long-standing debt limits without careful prioritization and continued adherence to debt policies in order to ensure that property taxes do not become overly burdensome for current residents nor exclusionary for prospective residents.

Another area of concern for the Finance Committee is the rate of staffing increases. Staffing accounts for some of the Town's greatest costs, which include not only salaries and wages but also the significant cost of benefits, such as health insurance and retiree benefits. The Finance Committee carefully examines all

requests for increased staffing levels that are part of the Town's day-to-day operations in the operating budget. The Committee is also sensitive to the fact that new and upgraded building facilities not only trigger additional maintenance needs, but may also create additional programming space whose full potential is only realized with increased staffing. While some amount of increase in staffing is to be expected, the Finance Committee has concerns that the growth rate of FTE staff, particularly in the Schools, is unsustainable and will need to be moderated in the coming budget cycles.

Lastly, the Finance Committee is aware of two emerging factors at the national and global level that may continue to impact upon Town finances. The first factor is the rising rate of inflation, which is reflected in the proposed FY 2023 operating budget in the form of increased costs for some Town expenses, such as materials and contracted services. The second factor is the ongoing War in Ukraine, which has had a precipitous impact upon energy prices in recent weeks. Increased energy prices are not reflected in the FY 2023 operating budget, and the effects of the War in Ukraine -- as with all wars -- remain unpredictable.

II. Components of Proposed FY 2023 General Fund Operating Budget

This section addresses the details of the Finance Committee's proposed General Fund operating budget for FY 2023. The total proposed operating budget for FY 2023 is \$205,020,137, an increase of \$9.2M, or 4.7%, over the FY 2022 operating budget.

A. Townwide Expenses

Townwide Expenses are costs that are incurred by the Town or that apply across many or all departments. Examples include liability insurance, energy costs, and employee and retiree benefits. The Townwide Expenses portion of the FY 2023 budget is increasing 4.7%.

Casualty, Liability, Property and Self-Insurance: This line item pays for the insurance coverage that the Town obtains through the Massachusetts Interlocal Insurance Association (MIIA) for buildings, vehicles, property damage, auto liability, and general liability, as well as a small contingency for non-covered claims. This line item is increasing \$75K, or 9.9%, in FY 2023. This covers premium increases as well as insurance coverage for new facilities, including Fire Station #2 which came online during the second quarter of FY 2022 and the Police Headquarters which was occupied in the third quarter of FY 2022. The level of increase has been mitigated by loss prevention and risk mitigation efforts that have created premium savings. The premiums relating to the water and sewer programs are carried here, but are reimbursed from the enterprise funds and also included in General Fund revenue.

Debt Service: This budget line covers payments for outstanding debt obligations for excluded debt (as a result of Prop. 2 ½ overrides), Community Preservation Act debt, and debt funded within the tax levy. The FY 2023 Debt Service line is declining by \$566K, or 2.7%, following a small decline in FY 2022 as well, both due to decreases in excluded debt and CPA debt costs. Costs for debt within the levy are increasing 3.4% while the costs for excluded debt are decreasing by 4.9%, and the costs for CPA-funded debt are decreasing 5.1%. Debt service costs fluctuate in accordance with the borrowing schedules for the Town's significant capital projects. This line does not include the costs of any debt that may be authorized at the Annual or Special Town Meetings in May 2022, such as the proposed Appropriation for the Emery Grover Renovation.

Group Insurance, Employee Benefits and Administrative Costs: This line is increasing by \$793K or 4.8%. This amount assumes a 5% increase in health insurance premiums, as well as provisions for additional subscribers and an increase in the number of eligible employees due to increasing headcount. The health insurance portion of the costs in this line is level-funded due to the fact that the Fallon HMO is leaving the market, and the West Suburban Health Group will be moderating their rates as those subscribers transition over. Costs for Medicare are increasing 4.9% while the Social Security Tax is

level-funded in FY 2023. This budget line includes an increase of 4% in unemployment expenses for FY 2023, though this is an unpredictable expense, and could potentially be higher. The Town experienced significant increases in unemployment costs as a result of the pandemic, and is self-insured for these costs.

Needham Electric Light and Gas Program: This program covers the costs related to electricity and natural gas usage, maintenance and repair of streetlights, and producing the solar electricity that is sold to the grid. This line is increasing \$263K, or 6.8%, in FY 2023 following a modest decrease last year. Rates for natural gas are higher due to the assumed increases in both the supply costs (up 20%) and the rate per therm (up 15%). Consumption is also increasing for both electricity and natural gas due to both higher use in existing buildings and the addition of the Fire Station 2 and the Police Headquarters which have come online during FY 2022. The budget is based on a three-year average of energy use at most buildings, though several buildings have less than three years of history, and thus estimates are based on the highest year.

Retiree Insurance and Insurance Liability Fund: This program, also known as “OPEB” (other post-employment benefits), provides funding for benefits other than pensions for eligible retirees, such as health insurance. This line is going up \$418K, or 5.6%, in FY 2023. The assumed rate of return for OPEB funds was reduced to 6.75% in the FY 2021 budget, and was unchanged in the FY 2022 and FY 2023 budgets. Further reductions may be considered in the future. The funding schedule for FY 2023 is based on the actuarial schedule and is based on assumptions including the expected number of retirees and spouses as well as the costs of Medicare supplement plans. The most recent actuarial valuation which was completed on June 30, 2020 showed that the OPEB funded ratio was 35.7% of its projected liability, with a plan of reaching full funding in FY 2041.

Retirement Assessments: This line, which funds pensions for retirees as well as unfunded pension liability, is increasing 9.5%, or \$990K, in the FY 2023 budget. This large increase, similar to the increase in FY 2022, is needed to meet the actuarial schedule. The Retirement Board reduced the assumed rate of return for pension assets to 6.5% for FY 2022, where it remains for FY 2023. The effects of the rate reduction last year are being spread over 5 years in order to moderate the impact. This decrease in the rate of return, combined with wage growth and updated mortality data, have resulted in an increase in the Town’s unfunded liability and thus the need to increase the annual contributions in the funding schedule. The Town’s funding status was 67.4% as of January 1, 2021, with a goal of funding outstanding unfunded pension liability in full by June 2033. Notably, the market value of the assets on January 1, 2021 were significantly higher than the actuarial valuation due to not-yet recognized investment gains.

Workers’ Compensation: This line provides funding for workers’ compensation claims for School Department and General Government employees, as well as pre-employment physicals where needed. The town is self-insured for workers compensation. Any unused funds in this line are rolled into the Workers’ Compensation Fund which reserves funds for potential larger future claims. This FY 2023 allocation to workers’ compensation is almost \$97K, or 11.6%, lower than FY 2022 with the removal of the Injury on Duty funds to a separate budget line. Of note, there was an additional appropriation of \$337K to the Workers Compensation Reserve in May 2021, and another \$130K is proposed for appropriation at this Annual Town Meeting.

Injury on Duty & 111F: This new line in the operating budget consists of the funds available for payment of injury leave compensation or medical bills for public safety personnel, who are not covered by other workers’ compensation programs. In the FY 2023 budget, these funds are separated out from the Workers’ Compensation line since these two different lines serve similar purposes but are available to entirely different employees by statute. The Town has had the Workers’ Compensation Fund for years, but only last year created the Public Safety Injury on Duty Fund, now allowed under the Municipal Modernization Act, which will establish a reserve for unspent funds appropriated to this line to be carried

over for future injury leave costs. The FY 2023 allocation to the Injury on Duty line is \$151K. An additional \$300K is proposed for appropriation to the Public Safety Injury on Duty Fund in a separate warrant article of this Annual Town Meeting.

Classification, Performance & Settlements: This line item is budgeted at \$1.3M for FY 2023. These funds serve as a reserve for additional personnel-related costs during the fiscal year, including performance-based salary increases for managers or increases resulting from new collective bargaining agreements. The funds may be transferred to the department budget lines as needed during the fiscal year. As of the date of this report, the collective bargaining agreements for the Needham Building Custodians and Trades Independent Association, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers Association, and Needham Fire Union had not yet settled for FY 2023. The FY 2023 department budgets do not include funding for cost-of-living increases for positions covered by those unions. The FY 2022 appropriation for this line was \$858K, since there were unsettled agreements, though not as many.

Reserve Fund: The Reserve Fund line is a contingency reserve for extraordinary or unforeseen budget needs that arise during the fiscal year. Transfers from the Reserve Fund to other budget lines must be authorized by the Finance Committee. In the past, the Reserve Fund has been used to fund expenses such as unanticipated legal costs or extraordinary costs associated with snow and ice removal. The initial budget request for this line is determined through a formula, but the amount is often adjusted during the budget process. For FY 2023, the proposed Reserve Fund appropriation is \$2,077,091 and remains level-funded since FY 2021. Based on historical transfers from this budget line, the Finance Committee expects that this continued level of funding will provide sufficient protection against unexpected expenses in FY 2023. To the extent that the Reserve Fund has a balance at the end of the fiscal year, the funds will flow to Free Cash for use in a future fiscal year.

B. Municipal Departments (excluding Education)

The Municipal Departments category includes 19 different budgets for operational departments, boards, and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that, as mentioned above, the proposed budget does not include cost-of-living salary or wage increases for positions covered by the unions which have not yet ratified agreements with the Town, specifically: Needham Building Custodians and Trades Independent Association, Needham Independent Public Employees Association, Needham Police Union, Needham Police Superior Officers Association, and Needham Fire Union. Step increases and longevity raises are included at the current year's rates. If necessary, funds for contractual salary increases during the fiscal year may be transferred to any department from the Classification, Performance & Settlements line in Townwide Expenses. The FY 2023 Department budgets include a new line within Community Services to provide funding for the Needham Council on Arts and Culture, as described below.

General Government

The FY 2023 proposed budget for all General Government departments is 5.0% higher than the FY 2022 budget.

Select Board and Office of the Town Manager: This budget is increasing 6.7%. Over 60% of this increase is due the Finance Committee's recommendation to add \$50K to the expense line in order to fund the new Diversity, Equity and Inclusion (DEI) program. The program was originally planned as a pilot to be funded through separate warrant article, but the Finance Committee found that the clear intention was to develop an ongoing program that would eventually be incorporated into the operating budget. The Committee felt that it was appropriate for this program to be considered for funding in the operating budget from the outset so that it would be weighed against other budget priorities before being

established. Excluding that additional expense, the budget for the Select Board and Office of the Town Manager is increasing 2.6% due to annual salary increases for staff and some additional recruiting expenses for Human Resources.

Office of the Town Clerk: This budget is increasing by 13.2% due to typical fluctuations attributable to election-related wages and expenses. The Town will conduct three scheduled elections during FY 2023, compared to one scheduled election in the FY 2022 budget. The FY 2022 budget had represented a 7.8% decrease from the prior year.

Legal Services: This budget is level-funded for FY 2023. The Select Board appointed a law firm to serve as Town Counsel after the sad loss of David Tobin, the Town's long-serving Town Counsel. The services were not put out to bid prior to appointing the current firm as Town Counsel.

Finance Department: This budget includes a 3.9% increase. The Finance Department provides numerous services through its divisions: Accounting, Assessing, Collector, Information Technology Center (ITC), Parking Clerk, Purchasing, and Treasurer. The IT Department budget no longer includes software licensing fees that apply only to one department, though licensed software used by more than one department remains covered by the ITC budget. The IT department does, however, provide software support to the various departments. The Finance Committee supported a request to fund an additional Applications Administrator position in IT to provide added availability and consistency of support to Town departments, particularly when the current Applications Administrator is absent. The Finance Committee also supported funding for a new Student Intern position in Accounting to help with the department's additional workload during the transition between fiscal years in the summer. This internship will provide a valuable opportunity for a student to gain professional experience in municipal finance.

Finance Committee: This budget includes an increase of 5.6% due to a salary increase for existing staff and a small increase in expenses. There was no increase last year.

Planning and Community Development: This budget is increasing by 4.5%, which includes an increase in hours of the Zoning Specialist in order to provide for better support to the Zoning Board of Appeals. This position was recently reclassified from Administrative Specialist.

Public Safety

The FY 2023 budget of the Public Safety category, comprised of the Police, Fire, and Building Departments, is proposed to increase 3.9% over the FY 2022 budget. As of the date of this report, there were no settled agreements for the Police and Fire collective bargaining units. As noted above, funds have been provided in the Classification, Performance & Settlements line in Townwide Expenses for any personnel-related increases needed after the budget is approved.

Police Department: This budget is increasing 2.8%. The Police Department salary line does not include cost-of-living increases for positions covered by the Police Union or Police Superior Officers Union but does include step increases and longevity payments under the current rates. The Police Department received funding through a warrant article approved at the May 2021 Special Town Meeting for a Clinician from Riverside Community Care to provide clinical support on a half-time basis, shared with Dedham, in order to help initiate the appropriate clinical care and follow-through for individuals in need of mental health support who are in contact with the Police. The support has been invaluable to the Department, and is being included in the FY 2023 operating budget. The Finance Committee urges the Department to continue assessing the current half-time arrangement and to consider whether this service should be expanded.

Fire Department: This budget is increasing by 5.0% in FY 2023. The FY 2023 operating budget fully incorporates the salaries of the eight new firefighters who were hired with funding through the three-year SAFER grant. The FY 2022 budget included the last of the grant funds which covered 35% of the salaries of the eight firefighters for the first eight months of the fiscal year. As in other departments, this budget does not include cost-of-living increases for the positions covered by the Fire Union contract that is still under negotiation. The overtime budget for the Fire Department continues to increase since there are more staff and thus more absences to cover, as well as vacant positions that need to be covered but have been difficult to fill due to the pandemic and the cancellation of Civil Service exams. The Finance Committee supported funding the new fire records software application that will record more information than the current software and be more available in the field.

Building Department: This budget is increasing 1.1% due to contractual increases in the salary line, with no change in the expense line. The Finance Committee initiated a new priority-based budget review this year, starting with the Building Department. The Finance Committee liaison worked closely with the Building Commissioner to look carefully at the functions and priorities of the department and to review how the activities played a part in achieving those goals. This entailed some additional work, but the Finance Committee felt the Commissioner gained a more detailed understanding of each staff member's activities. The Committee plans to continue to rotate through the other departments with a similar level of review in the coming years.

Public Facilities and Public Works

The total combined budget for the Building Design & Construction Department and the Department of Public Works is increasing by 6.9% in FY 2023.

Building Design & Construction Department (BDCD): The FY 2023 BDCD budget is 8.9% lower than the FY 2022 budget due to the retirement of the longtime Director after the first quarter of FY 2022. This completes a planned two-position staff reduction in BDCD since FY 2021 following the completion of a number of substantial construction projects over recent years. There are several large building projects currently under discussion which may require reconsideration of the staffing level in this department.

Department of Public Works (DPW): The DPW budget is increasing by 7.3% in FY 2023. This department maintains the Town's infrastructure with the following divisions: Fleet, Highway, Recycling and Solid Waste, Parks and Forestry, Engineering, Building Maintenance, Administration, Water and Sewer. (The expenditures and fee revenue for the Water and Sewer Divisions are accounted for separately in enterprise funds, outside of the General Fund.) The FY 2023 DPW budget includes three new positions including: HVAC Supervisor, to help address the increased need for technical expertise in maintaining more sophisticated building systems and coordinating the HVAC work of the other staff; Civil Engineer, to address the backlog of survey and plan review work; and Highway Laborer to provide sufficient staff to run a second crew and increase productivity. The budget also funds additional hours of cleaning to cover the new Public Safety buildings on weekends. The Finance Committee also supported funding a new Outdoor Specialist position in the Parks and Forestry Division. This position was requested by the Park and Recreation Department to monitor the Town's parks and help with daily maintenance. The Finance Committee proposes that this position be part of the DPW which has access to the equipment needed for this work. The Finance Committee's proposed budget does not fund requests for additional administrative staffing in the Fleet and the Engineering Divisions or for an additional custodian in Building Maintenance. A request for additional overtime staff to assist with costs for High School early release and game days will be covered within the existing budget.

Community Services

The eight departments in the Community Services section of the budget represent less than 3% of the overall FY 2023 operating budget while providing invaluable services to residents and businesses throughout the community. These services are funded primarily through the operating budget, but many departments also secure substantial funding from fees, grants and donations, and often receive support through volunteer services. The Community Services budgets together are increasing 3.8% in FY 2023, driven by additional summer staffing and the increase in minimum wage that affects much of the summer staff in the Park and Recreation Department.

Municipal Parking Program: This budget is up 12.8% due to annual increases in leasing costs and to inflationary increases in the costs of labor and materials for contracted maintenance and repair services.

Health and Human Services (HHS): The HHS Department is made up of four divisions: Public Health, Aging Services, Youth and Family Services, and Veterans' Services. HHS also collaborates on Emergency Management functions with the Fire Department. The HHS budget is increasing 2.2% in FY 2023. While this department has been heavily involved in running services related to the COVID-19 pandemic, such costs are funded through state and federal programs and grants; the FY 2023 operating budget funds the typical department activities. HHS has continued its excellent work in providing its customary services as well as its work to combat the public health crisis. The department has run vaccine clinics, managed public health policies and information campaigns, and also worked to meet the growing need for mental health services while continuing myriad programs to meet the needs of residents and keep people safe including expanding into virtual programming. The small increase in the FY 2023 operating budget reflects annual salary increases for staff and some increases in software licensing fees.

Commission on Disabilities: No change in this small budget which provides for a stipend for the Town's staff liaison and expenses such as handicap parking signs.

Historical Commission: No change in this small budget which covers the costs of maintaining the Historic Inventory and of purchasing house plaques.

Needham Public Library: This budget is increasing 3.0% in FY 2023, primarily due to salary increases for staff. The Finance Committee supports an increase in the hours of an Administrative Assistant from part time to full time in order to provide more bandwidth and to free up the Director's time. The Finance Committee recommends funding the OverDrive electronic media subscriptions in the Library's FY 2023 operating budget. This important service, along with several other electronic media subscriptions, have been funded for years from the Library's state aid account. The Finance Committee has often considered whether or not certain costs should be included in the operating budget when there is ample money in the Library's state aid account, and the Finance Committee has discussed with the Library Trustees their recently adopted policy on the use of state aid funds. The Finance Committee agrees that, in general, core services should be funded in the annual operating budget. However, the Library's state aid provides a unique external source of funding which should be used to enhance services where appropriate rather than saved indefinitely.

Park and Recreation: The Park and Rec budget is increasing by 6.8%, primarily attributable to summer programs and the minimum wage increase which affects much of the summer staffing. The FY 2023 budget supports a request for additional summer program counsellors and a program director to build the capacity in the Town's summer programming. The additional programming will be fee-based and is expected to provide positive net revenue. Park and Rec also requested two Outdoor Specialist positions to work in the field to monitor and help maintain parks. The Finance Committee is recommending funding one such position and has added it to the DPW's Parks and Forestry Division where the person would have access to equipment needed for the work.

Memorial Park: No change in this small budget which covers the costs of American and POW flags.

Needham Council on Arts and Culture: This line has been added to provide funding for the Needham Council on Arts and Culture (NCAC) to supplement the NCAC's annual funding from the state. The NCAC operates autonomously and provides grants to projects and programs that support culture and arts in Needham. The appropriation will also allow more long-term planning for the NCAC.

C. Education

The proposed FY 2023 budget for public education, which encompasses both the Needham Public Schools operating budget and the Minuteman Regional School Assessment, is \$88.6M, an increase of 4.5% over the FY 2022 budget.

Minuteman Regional High School Assessment: The assessment for FY 2023 is \$1.4M, an increase of 11.2%. The assessment is based on increased enrollment from Needham (using a 4-year rolling average) and the Town's share of the Minuteman Regional Vocational Technical School District's capital costs.

Needham Public Schools: The budget for FY 2023 is \$87.3M, an increase of \$3.7M, or 4.4%. The School Department budget represents 42.6% of Needham's FY 2023 operating budget. The Finance Committee's proposed FY 2023 operating budget fully funds the School Committee's recommendation. Because state law allows Town Meeting to vote only the total bottom-line appropriation for the School Department, without restrictions or specific allocations, the Finance Committee's proposed budget provides a single bottom line recommendation for the School budget. However, the Finance Committee carefully reviews the Superintendent's requested budget and the School Committee's recommendation in considerable detail.

Unlike many prior years when enrollment growth has led to budget increases in the School Department budget, enrollment is remaining relatively level following a sudden decline at the start of the pandemic. Enrollment in the Needham Public Schools dropped by 221 students in school year 2020-2021 compared to the prior school year. Along with fewer new students enrolled in kindergarten and pre-K, student cohorts currently in grades 7 and 8 exhibited a sizeable number of demits (i.e. students unenrolling from the Needham Public Schools) relative to 2019-2020 enrollment when the same students were in grades 5 and 6. Enrollment increased in most other student cohorts this year but continued to decline among these two cohorts. Though some modest increases in enrollment overall are projected in the coming years, enrollment is not expected to reach pre-pandemic levels for over a decade.

The School budget increase for FY 2023 is driven primarily by contractual annual salary increases for existing staff, and by the significant number of positions being added to the Department. Salaries make up the largest part of the School budget, accounting for approximately 85% of the total budget. Contractual salary increases account for over 50% of the School budget increase for FY 2023. The contractual step and cost-of-living increases have remained within sustainability benchmarks. It is important to note that this budget line does not include the costs for health insurance and certain other benefits for School Department employees, which are included in Townwide Expenses. (Teacher pensions are provided by the Massachusetts Teachers' Retirement System and not through the Town.) The School Department budget also does not include school building costs such as maintenance, energy, or debt costs.

The School Department's FY 2023 budget includes funding for 25.82 additional full-time equivalent (FTE) positions. This is an extraordinary amount and is needed to meet the increasing demand for student support services and special education, driven to a great extent by the pandemic. The school district has recently experienced an increase in the number and severity of mental health and behavioral issues as well as issues stemming from the disruption of learning that are all causing a growing need for academic intervention and learning support. 14 of the new FTEs will be addressing special education and student interventions and support, and will also aim to ease caseloads for counselors and nurses. Another 2.5 FTEs are being added to provide math and literacy support. A number of these new positions have already

been introduced on a temporary basis using federal pandemic-relief funds, and have been deemed necessary to address ongoing needs. 4 additional FTEs, including classroom teachers and specialists (e.g., music, art and wellness teachers), are being added in the elementary schools to reduce class sizes. Some shifting of staff among schools will also be undertaken to help reduce class sizes. 5 FTEs are being added to expand the math curriculum leadership, to provide clerical support to the School Administration, and to provide additional support for the world language and performing arts programs in the High School.

III. Closing Comments and Acknowledgements

The Finance Committee remains impressed by the hard work and dedication of managers, staff, and volunteers, as well as the elected and appointed officials across Needham for their ability to keep the Town not only functioning, but also continuing to thrive throughout the course of the COVID-19 pandemic. As we saw over the past two years, many people have had to work harder than ever and to adapt to changing circumstances with little or no precedence. We are optimistic that though the challenges of the COVID-19 pandemic may persist for a while longer, the worst of the pandemic is behind us.

As a result of the waning pandemic, the Finance Committee's proposed budget for FY 2023 is based on revenue estimates that are stronger than last year while remaining conservative. Our proposed budget will provide the resources needed to sustain or improve the high level of services that local residents and businesses currently enjoy while maintaining our infrastructure and funding certain capital needs.

I would like to recognize the outstanding work of Town and School Administration, 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 and in preparation for Town Meeting. The Finance Committee greatly values the candid discussions with the various managers who provide useful information and help to the Finance Committee as it seeks to evaluate and balance competing operational needs. The Finance Committee would also like to recognize the residents who commit their time and expertise to serve our community through elected and appointed positions. We could not accomplish our mission as effectively without their hard work and cooperative spirit.

I would also like to thank each member of the Finance Committee for their diligence and meticulous work in reviewing Town finances, balancing the budget, and assessing the Town's capital plans and investments. I feel honored to serve alongside such intelligent and talented people as we craft the annual budget proposal and seek to make financial recommendations that will serve the best interests of the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,



Joshua W. Levy, Chair

Committee Members:

John Connelly, Vice Chair
Barry J. Coffman
Carol Smith Fachetti
James Healy
Thomas M. Jacob
Richard Lunetta
Louise L.E. Miller

Richard Reilly
Louise Mizgerd, Analyst

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Summary of Revenues
FY2021 - FY2023
General Fund Only

	FY2021	FY2022	FY2023
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	\$6,411,333	\$4,880,000	\$5,560,000
Solid Waste Disposal Fees	\$1,448,570	\$950,000	\$1,200,000
Departmental Activities	\$5,841,677	\$4,395,000	\$4,675,000
Fines & Forfeits & Assessments	\$60,974	\$0	\$0
Investment Income	\$228,969	\$150,000	\$150,000
Medicaid	\$2,319	\$0	\$0
Miscellaneous Revenue	\$3,282	\$0	\$0
Miscellaneous Non-recurring	<u>\$592,701</u>	<u>\$0</u>	<u>\$0</u>
SUB-TOTAL	\$14,589,825	\$10,375,000	\$11,585,000
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$162,438,801	\$170,833,899	\$179,159,468
Cherry Sheet Revenue (State Aid)	<u>\$13,695,326</u>	<u>\$13,961,831</u>	<u>\$14,315,834</u>
SUB-TOTAL	\$176,134,127	\$184,795,730	\$193,475,302
Use of Other Available Funds & Free Cash			
Free Cash	\$7,862,473	\$11,526,630	\$15,842,329
Overlay Surplus	\$1,350,000	\$150,000	\$2,000,000
Other Available Funds	\$21,390	\$7,604	\$440,485
Transfer from other Articles	\$25,500	\$1,096,016	\$0
Reserved for Debt Exclusion Offset	<u>\$96,057</u>	<u>\$71,176</u>	<u>\$32,328</u>
SUB-TOTAL	\$9,355,420	\$12,851,426	\$18,315,142
Total General Fund Revenue	\$200,079,371	\$208,022,156	\$223,375,444
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	\$2,755,058	\$2,428,812	\$2,219,632
Total Revenue Available for General Fund Uses	\$202,834,429	\$210,450,968	\$225,595,076

Account Balances

Athletic Facility Improvement Fund	As of March 30, 2022	\$976,099
Capital Facility Fund	As of March 30, 2022	\$1,923,260
Capital Improvement Fund	As of March 30, 2022	\$1,097,879
Debt Service Stabilization Fund	As of March 30, 2022	\$2,155,671
Free Cash	As of March 30, 2022	\$16,952,126
Overlay Surplus	As of March 30, 2022	\$2,000,000
Parking Meter Fund	As of March 30, 2022	\$379,223
Stabilization Fund	As of March 30, 2022	\$4,527,570

Summary of Expenditures
FY2021 - FY2023
General Fund Only

	FY2021	FY2022	FY2023
Town Wide Group	\$58,506,573	\$63,019,023	\$65,953,277
Department Budgets			
Select Board/Town Manager	\$1,067,601	\$1,232,892	\$1,315,405
Town Clerk/Board of Registrars	\$452,709	\$431,162	\$488,266
Town Counsel	\$325,323	\$329,140	\$329,140
Finance Department	\$3,407,568	\$3,600,737	\$3,742,142
Finance Committee	\$40,138	\$41,082	\$43,364
Planning and Community Development	\$572,773	\$528,854	\$552,799
Police Department	\$6,942,888	\$7,688,282	\$7,901,280
Fire Department	\$8,826,114	\$9,413,465	\$9,884,326
Building Department	\$659,697	\$839,582	\$848,757
Minuteman Regional High School	\$1,112,549	\$1,230,287	\$1,367,739
Needham Public Schools	\$79,650,229	\$83,603,397	\$87,277,798
Building Design & Construction	\$472,986	\$392,287	\$357,564
Department of Public Works	\$17,135,819	\$17,698,835	\$18,987,257
Municipal Parking Program	\$128,274	\$134,592	\$151,818
Health and Human Services	\$2,175,165	\$2,368,871	\$2,420,292
Commission on Disabilities	\$1,515	\$2,050	\$2,050
Historical Commission	\$0	\$1,050	\$1,050
Library	\$1,799,772	\$2,055,276	\$2,116,799
Park & Recreation	\$769,486	\$1,189,203	\$1,269,964
Memorial Park	\$750	\$750	\$750
Needham Council for Arts and Culture	\$0	\$0	\$8,300
Department Budget Total	\$125,541,356	\$132,781,794	\$139,066,860
Total Budget	\$184,047,929	\$195,800,817	\$205,020,137
Other Appropriations			
General Fund Cash Capital	\$3,939,433	\$6,849,744	\$14,030,814
Other Financial Warrant Articles	\$1,869,177	\$2,034,337	\$1,547,000
Transfers to Other Funds	\$544,698	\$1,569,083	\$1,246,461
Total Other Appropriations	\$6,353,308	\$10,453,164	\$16,824,275
Non-Appropriated Expenses	\$2,974,854	\$4,196,987	\$3,750,664
Total General Fund Expenses	\$193,376,091	\$210,450,968	\$225,595,076

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2022 Annual Town Meeting

Line #	Description	FY2021 Expended	FTE*	FY2022 Budget	FTE*	FY2023 Finance Committee Rec.	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-insurance Program	667,584		758,900		834,262		
2	Debt Service	21,091,658		20,764,142		20,198,294		
3	Group Health Insurance, Employee Benefits & Administrative Costs	15,925,132		16,462,059		17,255,396		
4	Needham Electric, Light & Gas Program	3,509,568		3,858,097		4,121,023		
5	Retiree Insurance & Insurance Liability Fund	7,197,713		7,426,237		7,844,474		
6	Retirement Assessments	9,368,084		10,417,439		11,407,096		
7	Workers Compensation	746,833		828,731		732,070		
8	Injury on Duty & 111F					151,105		
9	Classification Performance & Settlements	Transfers only		426,327		1,332,466		
10	Reserve Fund	Transfers only		2,077,091		2,077,091		
Townwide Expense Total		58,506,573		63,019,023	0.0	65,953,277	0.0	4.7%
Select Board and the Office of the Town Manager								
11A	Salary & Wages	937,843	9.0	1,040,373	10.0	1,060,329	10.0	
11B	Expenses	129,758		192,519		255,076		
Total		1,067,601	9.0	1,232,892	10.0	1,315,405	10.0	
Office of the Town Clerk								
12A	Salary & Wages	397,426	4.0	367,637	4.0	406,546	4.0	
12B	Expenses	55,283		63,525		81,720		
Total		452,709	4.0	431,162	4.0	488,266	4.0	
Legal Services								
13A	Salary & Wages				0.0		0.0	
13B	Expenses	325,323		329,140		329,140		
Total		325,323		329,140	0	329,140	0	
Finance Department								
14A	Salary & Wages	2,041,300	24.0	2,181,197	24.0	2,315,869	25.0	
14B	Expenses	1,273,020		1,324,540		1,331,273		
14C	Capital	93,249		95,000		95,000		
Total		3,407,568	24.0	3,600,737	24.0	3,742,142	25.0	
Finance Committee								
15A	Salary & Wages	39,677	0.5	39,682	0.5	41,904	0.5	
15B	Expenses	461		1,400		1,460		
Total		40,138	0.5	41,082	0.5	43,364	0.5	
Planning and Community Development								
16A	Salary & Wages	544,414	6.4	494,404	5.4	515,949	5.5	
16B	Expenses	28,359		34,450		36,850		
Total		572,773	6.4	528,854	5.4	552,799	5.5	
General Government		5,866,112	43.9	6,163,867	43.9	6,471,116	45.0	5.0%
Police Department								
17A	Salary & Wages	6,345,278	63.0	7,160,476	63.0	7,135,569	63.0	
17B	Expenses	334,221		414,650		507,827		

2022 Annual Town Meeting

17C	Capital	263,388		113,156		257,884	
	Total	6,942,888	63.0	7,688,282	63.0	7,901,280	63.0
Fire Department							
18A	Salary & Wages	8,469,678	76.0	8,979,502	78.0	9,403,525	80.0
18B	Expenses	338,437		401,179		445,467	
18C	Capital	18,000		32,784		35,334	
	Total	8,826,114	76.0	9,413,465	78.0	9,884,326	80.0
Building Department							
19A	Salary & Wages	647,418	9.8	788,542	9.8	797,717	9.8
19B	Expenses	12,279		51,040		51,040	
	Total	659,697	9.8	839,582	9.8	848,757	9.8
	Public Safety	16,428,699	148.8	17,941,329	150.8	18,634,363	152.8 3.9%
Minuteman Regional High School Assessment							
20	Assessment	1,112,549		1,230,287		1,367,739	
	Total	1,112,549	0.0	1,230,287	0.0	1,367,739	0.0
Needham Public Schools							
21	Needham Public School Budget	79,650,229	808.4	83,603,397	816.3	87,277,798	842.1
	Total	79,650,229	808.4	83,603,397	816.3	87,277,798	842.1
	Education	80,762,778	808.4	84,833,684	816.3	88,645,537	842.1 4.5%
Building Design & Construction Department							
22A	Salary & Wages	461,925	5.0	377,112	3.3	342,389	3.0
22B	Expenses	11,061		15,175		15,175	
	Total	472,986	5.0	392,287	3.3	357,564	3.0
				0			
Department of Public Works							
23A	Salary & Wages	9,013,508	119.0	9,740,095	121.0	10,270,980	125.0
23B	Expenses	7,172,270		7,351,890		8,167,639	
23C	Capital	149,330		178,000		115,499	
23D	Snow and Ice	800,711		428,850		433,139	
	Total	17,135,819	119.0	17,698,835	121.0	18,987,257	125.0
	Public Facilities and Public Works	17,608,805	124.0	18,091,122	124.3	19,344,821	128.0 6.9%
Municipal Parking Program							
24	Program	128,274		134,592		151,818	
	Total	128,274	0.0	134,592	0.0	151,818	0.0
Health and Human Services Department							
25A	Salary & Wages	1,815,797	18.4	1,946,383	18.7	1,985,557	18.7
25B	Expenses	359,368		422,488		434,735	
	Total	2,175,165	18.4	2,368,871	18.7	2,420,292	18.7
Commission on Disabilities							
26A	Salary & Wages	1,500		1,500		1,500	
26B	Expenses	15		550		550	
	Total	1,515	0.0	2,050	0.0	2,050	0.0
Historical Commission							
27	Historical Commission	0		1,050		1,050	
	Total	0	0.0	1,050	0.0	1,050	0.0
Public Library							
28A	Salary & Wages	1,432,841	15.0	1,680,645	15.0	1,725,936	16.0
28B	Expenses	366,932		374,631		390,863	
	Total	1,799,772	15.0	2,055,276	15.0	2,116,799	16.0
Park and Recreation Department							
29A	Salary & Wages	583,470	4.6	967,003	4.6	1,031,628	4.6
29B	Expenses	186,017		222,200		238,336	

2022 Annual Town Meeting

Total	769,486	4.6	1,189,203	4.6	1,269,964	4.6
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Memorial Park Trustees

30	Memorial Park Trustees	750		750		750	
	Total	750	0.0	750	0.0	750	0.0

Needham Council for Arts and Culture

31	Needham Council for Arts and Culture					8,300	
	Total	0	0.0	0	0.0	8,300	0.0

Community Services	4,874,963	38.0	5,751,792	38.3	5,971,023	39.3	3.8%
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Department Budget Total	125,541,357	1,163.1	132,781,794	1,173.6	139,066,860	1,207.2	4.7%
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Total Operating Budget	184,047,929		195,800,817		205,020,137		4.7%
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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 12, 2022
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	-	Center at the Heights, 300 Hillside Avenue
Precinct B	-	Center at the Heights, 300 Hillside Avenue
Precinct C	-	Newman School Gymnasium, 1155 Central Avenue
Precinct D	-	Newman School Gymnasium, 1155 Central Avenue
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, Powers Hall, 1471 Highland Avenue
Precinct J	-	Town Hall, Powers Hall, 1471 Highland Avenue

on TUESDAY, THE TWELFTH DAY OF APRIL 2022

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 Member of the Select Board 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;
Two Members of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;
Twenty-four Town Meeting Members from Precinct A;
Twenty-four Town Meeting Members from Precinct B;
Twenty-four Town Meeting Members from Precinct C;
Twenty-four Town Meeting Members from Precinct D;
Twenty-four Town Meeting Members from Precinct E;

Twenty-four Town Meeting Members from Precinct F;
Twenty-four Town Meeting Members from Precinct G;
Twenty-four Town Meeting Members from Precinct H;
Twenty-four Town Meeting Members from Precinct I;
Twenty-four Town Meeting Members from Precinct J.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on MONDAY, THE SECOND DAY OF MAY 2022

at seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz:

**Warrant for the Annual Town Meeting
Monday, May 2, 2022, 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, 2022, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$75,727
Town Clerk with 6 years of service in that position	\$113,953 ⁽¹⁾
Select Board, Chair	\$1,800
Select Board, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$9,117, 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 \$75,873. The annual salary of \$113,953 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 \$11,834. 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 \$16,567; or take any other action relative thereto.

INSERTED BY: Personnel Board

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

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

Article Information: In accordance with Massachusetts General Law 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 Select Board have remained unchanged since 1977.

FINANCE ARTICLES

ARTICLE 4: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received \$21,225 in fiscal year 2021.

ARTICLE 5: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,000,000 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 Overlay Surplus and that \$600,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, carpentry work, and other repairs and upgrades.

ARTICLE 6: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Affordable Housing Trust

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

Article Information: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to \$5,000 in grant funding is available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.

ARTICLE 7: APPROPRIATE FOR RTS SERVICE DELIVERY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for the purpose of funding a solid waste disposal and recycling service delivery study, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Select Board adopted a goal to evaluate the service delivery model of the Recycling/Transfer Station prior to recommending any significant capital investment in the facility. The study would evaluate trash and recycling options including curbside pick-up, remaining drop-off, or a combination of the two, and will identify associated infrastructure and staffing needs and costs.

ARTICLE 8: APPROPRIATE FOR PARKING STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$135,000 for the purpose of funding a parking study in Needham Center and Needham Heights, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Parking Meter Fund; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Select Board voted to seek funding for a study of the parking needs in Needham Center and Needham Heights. The purpose of the study is to help guide decision-making with respect to public parking options aligned with streetscape improvements, outdoor dining, and overall community

interest in pedestrian-friendly and age-friendly amenities and infrastructure. Alternative payment options will be reviewed.

ARTICLE 9: APPROPRIATE FOR PAYMENT OF UNPAID BILLS OF PRIOR YEARS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$12,000 for the payment of unpaid bills of previous years, incurred by the departments, boards, and officers of the Town of Needham, said sum to be spent under the direction of the Town Manager, and that \$12,000 be transferred from Free Cash; or take any other action relative thereto.

Department	Vendor	Description of Goods/Service	Fiscal Year	\$ Amount
Building Department	Commonwealth of Massachusetts	Weights & Measures	2021	\$12,000
Total				\$12,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: State law requires Town Meeting action for the Town to make payment for bills received after the close of the fiscal year or bills in excess of appropriation. The above bill was presented for payment after the close of fiscal year 2021.

ARTICLE 10: APPROPRIATE THE FY2023 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 Free Cash in the amount of \$2,625,000 from Overlay Surplus in the amount of \$500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of \$32,328, and \$969,632 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 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 19-21.

ARTICLE: 11: APPROPRIATE THE FY2023 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 2023, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise**FY2023**

Line #	Description	FY2021		FY2022		FY2023		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$890,210	11.0	\$1,041,733	11.0	\$1,080,247	11.0	
201B	Expenses	\$409,924		\$513,076		\$770,691		
201C	Capital Outlay	\$45,000		\$51,000		\$51,000		
201D	MWRA Assessment	\$6,399,895		\$6,614,690		\$6,822,134		
201E	Debt Service	\$645,377		\$610,000		\$610,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,390,406	11.0	\$8,865,499	11.0	\$9,369,072	11.0	
FY2023 Budget Percentage Change from FY2022 Budget								5.7%

and to meet this appropriation that \$8,017,144 be raised from Sewer Enterprise Fund receipts, and that \$569,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that \$782,928 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Select Board & 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, 3,958 sewer manholes, and ten 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 24 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in ten pumping facilities located throughout Town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snowstorms 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. The Town's drainage infrastructure consists of approximately 90 miles of various size drainage pipes, 4,225 catch basins, 1,392 drainage manholes, and 295 drainage discharges.

The recommended operating budget of \$9,369,072 for fiscal year 2023 is \$503,573 more than the fiscal year 2022 budget, a 5.7% increase. However, the recommended budget for fiscal year 2023 includes \$195,000 which was appropriated under a separate warrant article for fiscal year 2022 for National Pollutant Discharge Elimination System (NPDES) Permit Compliance expenses. Those expenses are recurring in nature and therefore in agreement with the Finance Committee, the expenses are now included

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in the operating budget rather than in a sperate warrant article. So, the recommended operating budget for fiscal year 2023 of \$9,369,072 should be compared to the combination of the fiscal year 2022 appropriated operating budget of \$8,865,499 and the \$195,000 that was appropriated under article 16 of the May 2021 Special Town Meeting for a total of \$ 9,060,499. We will refer to the \$9,060,499 figure as the Restated fiscal year 2022 Sewer Budget This would represent an increase of 3.4%. or \$308,573. This increase is primarily due to a \$207,444 increase in the preliminary MWRA assessment for the Town's sewerage and wastewater disposal. The MWRA increase accounts for more than 2/3rds of the total increase in the fiscal year 2023 budget compared to the restated fiscal year 2022 sewer budget. The \$6,822,134 assessment represents a 3.1% increase over fiscal year 2022. 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 Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year as restated.

Budget Line	FY2023 Sewer Operations	FY2023 Drains Program	FY2023 Recommended Budget	FY2022 Sewer Operations	FY2022 Drains Program	FY2022 Sewer Budget
Salary & Wages	\$672,410	\$407,837	\$1,080,247	\$690,337	\$351,396	\$1,041,733
Expenses	\$395,600	\$375,091	\$770,691	\$338,104	\$174,972	\$513,076
Capital Outlay	\$51,000	\$0	\$51,000	\$51,000	\$0	\$51,000
MWRA Assessment	\$6,822,134	\$0	\$6,822,134	\$6,614,690	\$0	\$6,614,690
Debt Service	\$610,000	\$0	\$610,000	\$610,000	\$0	\$610,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,586,144	\$782,928	\$9,369,072	\$8,339,131	\$526,368	\$8,865,499
Budget Line	FY2023 Sewer Operations	FY2023 Drains Program	FY2023 Recommended Budget	FY2022 Sewer Operations	FY2022 Drains Program including \$195,000 NPDES Funding	Restated FY2022 Sewer Budget
Salary & Wages	\$672,410	\$407,837	\$1,080,247	\$690,337	\$351,396	\$1,041,733
Expenses	\$395,600	\$375,091	\$770,691	\$338,104	\$369,972	\$708,076
Capital Outlay	\$51,000	\$0	\$51,000	\$51,000	\$0	\$51,000
MWRA Assessment	\$6,822,134	\$0	\$6,822,134	\$6,614,690	\$0	\$6,614,690
Debt Service	\$610,000	\$0	\$610,000	\$610,000	\$0	\$610,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$8,586,144	\$782,928	\$9,369,072	\$8,339,131	\$721,368	\$9,060,499
FY2023 Compared to the Restated FY2022 Budget	FY2023 Sewer Operations \$ Change	FY2023 Drains Operations \$ Change	FY2023 Sewer Enterprise \$ Change	FY2023 Sewer Operations % Change	FY2023 Drains Operations % Change	FY2023 Sewer Enterprise % Change
Salary & Wages	-\$17,927	\$56,441	\$38,514	-2.6%	16.1%	3.7%
Expenses	\$57,496	\$5,119	\$62,615	17.0%	1.4%	8.8%
Capital Outlay	\$0	\$0	\$0	0.0%	0.0%	0.0%
MWRA Assessment	\$207,444	\$0	\$207,444	3.1%		3.1%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$247,013	\$61,560	\$308,573	3.0%	8.5%	3.4%

The fiscal year 2023 sewer operations portion of the budget is \$247,013 higher, an increase of 3.0% over the current year. As noted above, the MWRA assessment increase is the primary driver of the change for fiscal year 2023. The fiscal year 2023 drains operations portion of the budget is \$61,560 more than the fiscal year 2022 allocation, an increase of 8.5% over the fiscal year 2022 restated budget.

The total salary and wages line is \$1,080,247 for fiscal year 2023, an increase of \$38,514 (3.7%). The Sewer Division has 11 full-time employees all of whom are members of the NIPEA union. The increase is due to changes in personnel and that all the current employees in the division are eligible for step increases. A successor agreement with the union had not been reached at the time of publication; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The total expense line for fiscal year 2023 is \$770,691 which is \$62,615 or 8.8% more than the fiscal year 2022 budget as restated. Approximately 42% of the increase (\$26,130) is due to higher costs for maintenance and repair services. The request is reflective of current contracts and inflationary pressures. Building, equipment, and public works supplies increased by \$13,726 (approximately 22% of the total increase), of which \$10,409 is for sewer pump replacement parts and supplies. Energy expenses (electric and natural gas) to operate the sewer pump stations are \$10,517 more than the current year, and fuel cost for sewer vehicles and equipment is \$4,399 higher. The increase in fuel costs is not reflective of the changes in prices (much higher) since last fall. Contracted services for maintenance, repairs, sweeping, collection, and disposal of catch basin debris are \$7,443 more than fiscal year 2022. The balance of the increase for next year (\$400) is related to communication expenses.

The operating capital line is leveled at \$51,000 for fiscal year 2023. This budget line pays for grinder replacements and allows the department to continue its annual allocation for sewer pump and small power equipment replacement.

The reserve fund is level dollar for fiscal year 2023. The sewer debt service budget line is also level dollar for fiscal year 2023 at \$610,000. Last year the debt service budget was reduced by \$600,000 from \$1,500,000 to \$900,000. The budget plan relies on \$569,000 in sewer retained earnings for fiscal year 2023 operating budget. The \$782,928 to be transferred from the tax levy is to pay for drains-related programs; the tax levy contributed \$526,368 to the enterprise fund and \$195,000 to fund the warrant article last year for a combined total of \$721,368. The transfer for fiscal year 2023 results in a net increase of \$61,560.

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 12: APPROPRIATE THE FY2023 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 2023, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise**FY2023**

Line #	Description	FY2021		FY2022		FY2023		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$1,187,267	17.0	\$1,457,409	17.0	\$1,492,528	17.0	
301B	Expenses	\$986,127		\$1,294,764		\$1,361,349		
301C	Capital Outlay	\$15,000		\$40,000				
301D	MWRA Assessment	\$1,122,902		\$1,670,433		\$1,464,186		
301E	Debt Service	\$1,244,543		\$1,250,000		\$1,250,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,555,839	17.0	\$5,787,606	17.0	\$5,643,063	17.0	
FY2023 Budget Percentage Change from FY2022 Budget								-2.5%

and to meet this appropriation that \$5,643,063 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board & 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. The 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 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports 15,508 installed meters as of June 30, 2021.

The overall operating budget for fiscal year 2023 is \$5,643,063 or \$144,543 (2.5%) less than the FY2022 budget. The lower budget is largely due to the \$206,247 decrease in the MWRA assessment for the Town's use of water and the \$40,000 reduction in operating capital. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the fiscal year 2023 water assessment is based on calendar year 2021 water use. The Town's use of MWRA water was down by 17.3% from the prior year, 321 million gallons compared to 388 million gallons of water. During calendar year 2020, approximately 29.7% of the total water production came from the MWRA; during calendar year 2021, 27.1% of production came from the MWRA (see table). The preliminary water assessment for fiscal year 2023 is \$1,464,186 which is a decline of approximately 12.4% in the assessment. The final assessment from the MWRA is not expected until the end of the State budget process.

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Water Production	CY2019	CY2020	CY2021
Water Production*	1,174.2	1,305.6	1,185.0
Water Production from MWRA	266.2	387.8	320.7
Water Production from Town Wells	908.0	917.8	864.3
Percentage from MWRA	22.7%	29.7%	27.1%
*millions of gallons			
Water meters replaced**	1,591	385	564
Percentage of the total number of water meters in place for that year	10.3%	2.5%	3.6%

** Note: The lower number of meters replaced was due to COVID-19 restrictions.

The fiscal year 2023 salary and wage expense line is \$1,492,528, an increase of \$35,119 (2.4%) over the current budget. The water enterprise has 17 full-time employees, of whom 13 are unionized. Twelve employees are members of the NIPEA union, and one employee is a member of the ITWA union. The collective bargaining agreement with the NIPEA union expires on June 30, 2022, and as of the time of the budget submission a successor agreement has not been reached. The collective bargaining agreement with the ITWA union does not expire until June 30, 2024. The budget includes step and longevity increases for the employees who are members of the unions, based on the collective bargaining agreements, and for non-represented personnel in accordance with the Town's personnel policies.

The water expense line of \$1,361,349 is \$66,585 higher than the fiscal year 2022 budget, approximately 5.1% more. The cost of electricity and natural gas are higher with a combined increase of \$48,979 accounting for approximately 74% of the total increase. The cost of fuel for vehicles and equipment is also higher by \$11,020, an increase of more than 29.1% from the current year. However, the increase in fuel costs is not reflective of the changes in prices (much higher) since last fall. The cost of supplies for water treatment chemicals has been budgeted based on an estimated increase of 3.5% over the current supply contract pricing. The Town anticipates similar price increases for water system parts, such as gate valves, hydrants, water main sleeves, and brass and copper fittings. The combined increase is \$12,803. Contracted and other services have increased by \$7,183, primarily for electrical and mechanical related services. However, those increases were mitigated by decreases in professional services and software licensing of \$13,400.

The operating capital line for fiscal year 2023 has no funding requested, a decrease of \$40,000. The debt service line is level funded at \$1,250,000. The Town has several large-scale water infrastructure projects that will impact the enterprise debt budget in the out years. The water reserve fund – at \$75,000 – is level dollar for fiscal year 2023.

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 13: 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: Select Board

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 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. The preliminary Chapter 90 allocation for fiscal year 2023 is \$912,849. Unless circumstances require otherwise, this Chapter 90 allocation will be directed to the design and construction of the next phase of the downtown infrastructure improvement project including design and construction of Quiet Zone compliant infrastructure at railroad grade crossings.

ARTICLE 14: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2023 beginning on July 1, 2022, for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½; or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2023 Spending Limit
Home Composting	Department of Public Works	\$3,000
Immunization Program	Health and Human Services Department	\$25,000
Memorial Park Activities	Memorial Park Trustees	\$4,100
Needham Transportation	Health and Human Services Department	\$60,000
Public Facility Use	Department of Public Works	\$250,000
School Transportation	School Committee	\$819,000
Traveling Meals	Health and Human Services Department	\$75,000
Tree Replacement	Department of Public Works	\$25,000
Water Conservation	Department of Public Works	\$10,000
Youth Services Programs	Health and Human Services Department	\$25,000

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2023 Spending Limit
Aging Services Programs	Health and Human Services Department	\$90,000

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 15: 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 Massachusetts General Law Chapter 44B from the estimated fiscal year 2023 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 \$1,385,308
 C. Community Housing Reserve \$809,400
 D. Historic Resources Reserve \$28,050
 E. Open Space Reserve \$404,700

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. The CPC has voted to increase the amount set aside in the Community Housing Reserve to a minimum of 20% of the estimated revenue for 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 Fund.

ARTICLE 16: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to raise and/or transfer an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside \$29,067 for future appropriation to the Historic Resources Reserve, \$24,375 to the Open Space Reserve, and \$48,749 to the Community Housing Reserve, and that to meet this appropriation that \$102,191 be transferred from the fiscal year 2022 CPA General 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: During fiscal year 2022, the Town received additional State matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the reserves are funded at the legally required amount. The CPC has voted to continue to set aside a higher amount for the Community Housing Reserve, at 20% of the total estimated receipts for fiscal year 2022.

ARTICLE 17: APPROPRIATE FOR NHA PRE-DEVELOPMENT LINDEN CHAMBERS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$1,386,000 for the purpose of funding pre-development costs for the Linden Chambers housing project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA 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: The Needham Housing Authority (NHA) is requesting funding to engage a firm to prepare the preliminary design work required to obtain zoning relief and complete other due diligence (e.g., geo-tech borings, traffic studies, schematic designs, etc.) to better position the Linden Chambers developments to receive funds from outside sources. The requested CPA funds may also be used to create and explore options for temporary tenant relocation during the construction period.

ARTICLE 18: APPROPRIATE FOR NHA PROPERTY SURVEY

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$81,978 for the purpose of funding a property survey for the Needham Housing Authority (NHA) at the High Rock Estates site, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA 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: The Needham Housing Authority is requesting funding to complete a property conditions report for the Needham Housing Authority's federally subsidized, deeply low-income housing development at the High Rock Estates site. The report is a prerequisite for applying to the U.S. Department of Housing and Urban Development for the approval of the repositioning of NHA's High Rock Estates site, a federal housing development. The repositioning would substantially increase the property's operating income, unlock capital improvement dollars, and contribute to the redevelopment of the 60 High Rock Estates bungalows into 60 duplexes.

ARTICLE 19: APPROPRIATE FOR COMMUNITY FARM GROWING BEDS

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$200,000 for the purpose of funding the construction of growing beds at the Needham Community Farm, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the CPA 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 Needham Community Farm is requesting funding to construct 150, 4 by 12-foot garden beds for growing vegetables and flowers using organic practices. Seasonal rental would be offered, with priority to Needham residents, and to others depending on demand. The project would occupy 3/4 of an acre and would be fenced. Site access would be improved to allow disabled access to the beds, with 15 beds elevated for wheelchair-bound usage. The site would be regraded for improved drainage, with a shed constructed for tool storage, and access to water supply installed. Construction would begin in July 2022 for initial use in the 2023 growing season.

ARTICLE 20: APPROPRIATE FOR HIGH SCHOOL TENNIS COURTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$50,000 for design and engineering costs associated with the reconstruction of the High School Tennis Courts, 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 requested funding would support funds to design the repair or replacement of the existing tennis courts at Needham High School. This project will evaluate the current condition of the tennis courts and provide design options for both a resurfacing project and a full renovation. Once feedback has been received by the community, these funds will also be used to complete all design documents for the project.

ARTICLE 21: APPROPRIATE FOR EMERY GROVER RENOVATION

To see if the Town will vote to appropriate \$19,400,000 for the renovation of and addition to the Emery Grover Building and associated grounds, including the temporary use of the Hillside School as swing space, as well as costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that \$4,500,000 be transferred from Free Cash, that \$1,000,000 be transferred from Overlay Surplus, that \$2,000,000 be transferred from CPA Free Cash, and that the Treasurer, with the approval of the Select Board, is authorized to borrow \$11,900,000 under M.G.L., Chapter 44, Section 7, M.G.L. Chapter 44B, or any other enabling authority; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee & Select Board

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

Article Information: This project includes the historic renovation of the Emery Grover exterior, as well as renovation and modernization of the interior, and has been reduced in scope to fit within the existing structure of the building. The revised concept reduced overall square footage from 34,717 to 21,108 to reflect more efficient use of shared space, construction of common work areas, and relocation of the educational technology/head end room function to other school buildings. This project also includes the temporary use of the Hillside Elementary School as swing space for school administration personnel during construction. This historic renovation project is eligible for Community Preservation Act (CPA) funds as a local, state, and national historic resource. The October 25, 2021, Special Town Meeting appropriated \$1,475,000 in design funding. Because of the time frame for the project, Town Meeting approval of an emergency preamble will be requested.

CAPITAL ARTICLES

ARTICLE 22: APPROPRIATE FOR HILLSIDE SCHOOL HEATING REPAIRS AND UPGRADES

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$275,000 for the purpose of upgrading the heating system at the Hillside School, 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 Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: This funding request will support the purchase and installation costs to partially upgrade the heating system at the Hillside School so that it can be maintained, and operate in an efficient, and reliable manner. The Hillside School currently uses two cast iron boilers to heat the building. The boilers were installed during a renovation in 1998 and have surpassed their 20-year life cycle. Due to the age of the boilers, many parts necessary for continued maintenance are no longer manufactured, causing repair to become increasingly difficult. While Hillside is no longer being used as a school, it is still in use as swing space, most recently by the Police Department. The current heating system has failed and was not operational for periods during the past two heating seasons. The continued heating plant operation of the building is necessary to prevent the building from freezing and causing major damage. The construction

portion of the project will be coordinated with the renovation to allow for continued use as swing space by the School Department.

ARTICLE 23: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,191,314 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Bigbelly Trash Receptacles	\$135,000	
Community Services	Center at the Heights Generator Installation	\$27,000	
Community Services	Center at the Heights Space Utilization Study	\$75,000	
Community Services	Library Technology	\$26,280	
General Government	Geographic Information System	\$120,000	
General Government	Town Offices Replacement Furniture	\$25,000	
Public Safety	Personal Protective Equipment	\$53,174	
Public Safety	Public Safety Mobile Devices	\$50,000	
Public Schools	Roof Top Unit Replacement (Broadmeadow & Eliot Schools)	\$817,750	
Public Schools	School Copier Replacement	\$53,275	
Public Schools	School Furniture & Musical Equipment	\$25,000	
Public Schools	School Technology Replacement	\$437,000	
Public Works	Public Works Mobile Devices	\$50,000	
Public Works	Recycling and Transfer Station Property Improvements	\$47,500	
Public Works	Traffic Improvements	\$50,000	
Multiple	Fleet Program	\$1,124,335	
		\$3,116,314	

INSERTED BY: Select Board

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

Article Information:

Bigbelly Trash Receptacles

This funding request will support the acquisition of eight additional Bigbelly trash receptacles for use at locations that are currently served by traditional barrels. Locations under consideration include Walker Gordon Field, the Dog Park, Riverside Park, Mills Field (two units), Cricket Field, Perry Park, and the Reservoir Trail. The Town purchased 12 Bigbelly trash and five trash/recycling receptacles in 2019 and deployed them to DeFazio Park, Memorial Park and Greene's Field as part of a four-month (July-November) pilot program. The objectives of the pilot were to determine if the Bigbellys could address issues commonly associated with municipal waste management. Benefits seen during the pilot program include a reduction of wind-blown litter and the staff time required to collect it, elimination of odors and easy access by vermin, an increase in the efficiency of trash and recycling collections, and an improvement of the physical appearance and standardization of trash infrastructure in public spaces. To continue to combat the ongoing trash concerns in the Town, a second deployment of Bigbelly trash receptacles to less centrally located parks is proposed. Installing the units at spread out locations would maximize the utility of the Bigbelly networked real time reporting system, allowing staff to easily determine which units are full via an app. Routing staff and equipment to service only full receptacles generates operational efficiencies and cost savings by reducing unnecessary vehicles miles, fuel consumption, operator time, and equipment wear. New Bigbellys will aesthetically and functionally match those already deployed and those planned for the Town Common renovation, presenting as a cohesive and recognizable trash collection network across Needham.

Center At The Heights Generator Installation

This funding would provide a design of a new permanent generator installation at the Center at the Heights (CATH). The CATH has been designated as an appropriate location for a shelter and warming space (including a restaurant-grade kitchen) to support residents in need during an emergency. The CATH was not designed or built with an emergency generator. A portable generator has been in place at the building, which is insufficient as it does not support the full electrical load of the building and must be manually activated. The design will accommodate a more powerful generator with the capacity to supply the entire building with emergency power and will include evaluation of a more appropriate location for the placement of the generator. It will also include the addition of an automatic transfer switch, eliminating the need for staff to manually operate the generator in case of the loss of power.

Center At The Heights Space Utilization Study

This funding request will support a space utilization study at the CATH. Since opening, the CATH has increased its programming and extended its hours of operation. This increased usage has resulted in some concerns about the building spaces and their current function. Funding would support a space utilization study and an assessment of building needs at the CATH. This study will focus on program, office, and clinical spaces within the building to ensure optimal utilization and program flexibility for participants. The study would also look at the current configuration of the outdoor deck and the fitness room and how each room is being used, enhancing and expanding the application of the restaurant-grade kitchen, and a thorough review of parking and building accessibility.

Library Technology

This funding request will support the two remaining years of a five-year Library Technology Plan. Unless circumstances require otherwise, fiscal year 2023 funding is proposed for the replacement of two Program Specialist computers, 16 barcode scanners, 24 receipt printers, and four staff computers.

GIS Technology Systems And Applications

The funding request will support the update of Geographic Information System (GIS) technology systems and applications imagery. It will also support the update of planimetric data recorded via overflight to update aerial imagery. Planimetric data is the digital representation of above-ground physical structures and features. The updated data will be incorporated into the public site and departmental GIS sites used for planning and designing projects.

Town Offices Replacement Furniture

This funding request will fund furniture replacement in Town Hall and the Public Services Administration Building (PSAB). Town Hall was equipped with new furniture when it reopened in October 2011. In fiscal year 2023, the furniture will be 11 years old and certain items need to be replaced due to wear and tear. PSAB opened with new furniture in February 2010. In fiscal year 2023, the furniture will be 13 years old. Worn and broken furniture likewise requires replacement. A furniture inventory, including current condition, has been completed annually for Town Hall and PSAB. Depending upon the condition of the furniture in outlying years, this request may be repeated either annually or biennially.

Personal Protective Equipment

This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the ten-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel.

Public Safety Mobile Devices

This funding request will fund replacement of laptops and tablets as well as installation services and accessories that are used for laptops and tablets in Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the daily operations of individuals working in Police and Fire vehicle. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened with specifications for use in more intensive environments. In the future, replacement of this equipment will be incorporated into the departmental operating budget or included in the purchase of vehicles, because the useful life of the equipment is now fewer than five years.

Rooftop Unit Replacement Broadmeadow and Eliot Schools

This funding request will support the design phase of a project to replace the current roof top units (RTUs) at Broadmeadow and Eliot Schools. The current units (five units and four units, at Broadmeadow and Eliot respectively) are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. They do not feature industry standard energy recovery mechanisms that reduce energy costs. Additionally, some of the existing RTUs at these locations have compressors that run on an obsolete refrigerant called "R22," which is no longer produced in the U.S. and cannot be imported due to its environmental impact, resulting in costly supply challenges. The RTUs also have furnaces that are starting to fail and need to be replaced. These furnaces are the primary heat source for the building and keep the RTUs from freezing. The HVAC systems' connection to the existing boilers compromises efficiency, particularly during the summer. The boilers help reheat overcooled dehumidified air coming in from the RTUs, but the current boilers are not designed for this purpose due to their larger size. In the summer, the systems use larger amounts of energy to sustain the reheating than would be required by smaller, dedicated boilers. This funding would support an engineering assessment of the current RTU condition at both the Broadmeadow and Eliot schools and determine replacement options, including an evaluation of different considerations for improvement of the energy efficiency of these systems to be in compliance with updated buildings codes and a cost benefit analysis of additional energy efficiency

upgrades. The consultant would also design the installation of smaller boilers at both schools that are more appropriate for the reheating required by the HVAC systems in the summer and shoulder months. Funding for the construction phase will be proposed for fiscal year 2024.

School Copier Replacement

This funding request is to replace five copiers in the following locations: Broadmeadow School, Newman School (two), Pollard School, and Emery Grover. School photocopiers in all schools and the administration building are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, 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 also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Furniture

This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom furniture as needed for new enrollment or replacement purposes.

School Technology

The School Department technology replacement program includes desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The fiscal year 2023 Capital Improvement Plan (CIP) for school technology request is for \$437,000, including \$324,000 for hardware and \$113,000 for infrastructure replacement.

Public Works Mobile Devices

This funding request will support the refresh of public works mobile devices, bringing them up to the latest hardware and software specifications needed for the work. This hardware is used to access multiple applications during the daily operations of either an individual or vehicle within the Public Works Department. The current hardware is a mix of hardened laptops and tablets. Over the past several years multiple Public Works Divisions have migrated to mobile operations requiring field access to cloud-based data or applications.

Recycling And Transfer Station Facility Improvements

This funding request will support a design for the tipping pit that will need to be demolished and redesigned from the existing cantilever and curb at the front side and replaced with reinforced concrete and/or structural steel. The construction funds will be requested in fiscal year 2024. RTS Facility Improvement projects increase processing efficiency, comply with regulatory requirements, ensure safety, and enhance the facility's overall functionality.

Traffic Improvements

This funding request supports projects recommended by the Traffic Management Advisory Committee (TMAC). The annual request will support one or two TMAC construction-related projects per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations, sign and/or pavement markings, or pedestrian improvements. The goal of the TMAC is to ensure the safety of pedestrians, motorists, and bicyclists. TMAC construction-related projects are not presently funded through the Department of Public Works operating budget.

General Fund Core Fleet Replacement

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
700	Ford Econoline Van E250	DPW Building Maintenance	2012	Utility Van	\$71,547

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
5	International 7400 Series	DPW RTS	2011	Heavy Duty Truck Class 8 Large Dump	\$291,255
59	Steco	DPW RTS	2015	Specialized Trailer	\$100,112
67	Addition to Fleet	DPW Parks	N/A	Work Truck Class 4	\$83,638
713	Ford F450	DPW Building Maintenance	2012	Work Truck Class 4	\$86,168
Bus 02	Blue Bird 303	School	2017	School Bus	\$108,100
C06	Ford F350	Fire	2015	Brush Truck	\$84,845
108	Trackless Tractor	DPW Highway	2011	Sidewalk Plow	\$298,670

ARTICLE 24: APPROPRIATE FOR POLLARD SCHOOL LOCKER ROOM RETROFIT

To see if the Town will vote to raise and/or transfer and appropriate the sum of 1,068,500 for Pollard School Locker Room retrofit, to be spent under the direction of the Town Manager and Permanent Public Building Committee, and to meet this appropriation that \$305,485 be transferred from Premium Surplus reserved and that \$763,015 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: This funding request will fund the construction phase of the retrofitting of the Pollard School locker room. Funding for the design phase of this project was approved in fiscal year 2021. The current locker room layout at the Pollard Middle School is no longer conducive to the needs of the Athletic Department. The school offers diverse sports programs, which require storage for unique and large pieces of equipment (e.g., field hockey sticks, lacrosse sticks, bags, etc.) for which existing lockers are unable to accommodate. Additionally, the orientation of the locker room creates blind spots that pose a safety concern, the flooring is starting to crack in places due to age, and the bathrooms and showers are outdated. The project includes removing and replacing the floors, ceilings, lockers, and lighting fixtures, which will be updated to LEDs. The lockers will vary in size to accommodate the variety of sports and equipment needs in the building. Both restrooms located inside the locker rooms, as well as the two restrooms directly adjacent to the locker rooms will be renovated. Additionally, a gender-neutral restroom/changing room will be added. In each locker room, three individual changing stalls will be added for increased privacy.

ARTICLE 25: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$3,951,000 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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. Unless circumstances dictate the funds are intended to be spent as follows:

STREET RESURFACING The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in fiscal year 2022 is \$94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$7.40 per square yard. Target funding for street resurfacing in fiscal year 2023 is \$1,240,000.

SIDEWALK PROGRAM Fiscal year 2023 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$418,750 per mile (\$79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$380,200 per mile (\$72.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in fiscal year 2023 is \$798,500.

ROADWAY RECONSTRUCTION/REHABILITATION Marked Tree Road has been excavated by multiple utilities. The roadway is an inconsistent width and has deteriorated. This funding request is for the design phase of this project including the installation of granite curbing, accessible ramps, and sidewalk. It will also include drainage improvements. A focus of the improvements will be on pedestrian access and safety. The construction funding will be requested in fiscal year 2025. Target funding for roadway rehabilitation in fiscal year 2023 is \$250,000.

INTERSECTION IMPROVEMENTS There have been struggles with bringing appropriate traffic flow through the intersection of Great Plain Avenue and Central Avenue since it was constructed in the 1990s due to property size limitations. This funding request is for the design phase of this project. There is a historic property on one corner that limits the design. The existing intersection design does not provide the ideal traffic patterns for multiple modes of transportation. This project will include geometric improvements and replacement/improvement of the traffic signal system. Installing a new traffic signal system that will include modern technology will better control the flow of traffic through the intersection, reducing back-ups of traffic. The layout of the intersection will be improved to increase traffic flow. This intersection redesign will comply with Complete Streets principles. Target funding for intersection improvements in fiscal year 2023 is \$246,500.

STORM DRAIN CAPACITY IMPROVEMENTS The Stormwater Master Plan has identified several areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Since the issuance of the original Master Plan, numerous multi-unit developments have been built 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 circumstance require

otherwise, fiscal year 2023 funding is targeted for Concord Street and Burnside Road. This project includes construction of a new drain that will be connected to the recently extended Greendale Avenue drain project to provide additional stormwater capacity. Target funding for storm drain capacity improvements for fiscal year 2023 is \$1,217,000.

GUARDRAIL *Many of the Town's guardrails are noncompliant and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. In fiscal year 2023, the Town will address the guardrail on Central Avenue between the Dover town line and Fisher Street. There is existing guardrail that has failed, and decorative guardrail that is unsafe. The decorative guardrail will be replaced as part of the Central Avenue/Centre Street bridge project. Other existing guardrail will be replaced with new, code compliant guardrail and areas without a guardrail will have a guardrail installed. In addition, the guardrail on Farley Pond Lane needs to be replaced. The existing guardrail has failed, and safety protocols necessitate a guardrail due to the proximity of Farley Pond to Farley Pond Lane. The existing guard rail will be replaced with a new, code compliant guardrail, and areas without a guardrail will have guardrail installed. Target funding for guardrail improvements for fiscal year 2023 is \$199,000.*

ARTICLE 26: LIBRARY SPACE UTILIZATION STUDY

To see if the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$60,000 for a Library Space Utilization Study, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *This funding request will enable the Library to engage a professional space planner to determine if the Library's interior space can be better arranged to accommodate high volumes of students and tutors who use the study rooms and study areas. In the afternoons during the school year, the Library is often used by students, tutors, and other people using the three study rooms, the row of carrels, and many four-seat tables.*

ARTICLE 27: DPW COMPLEX FEASIBILITY STUDY

To see if the Town will vote to raise and/or transfer and appropriate, or borrow the sum of \$60,000 for a feasibility study of the reconstruction of the Department of Public Works Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *This funding request will fund a feasibility study to determine the most efficient use of DPW facilities, a design phase to incorporate the study's recommendations into a plan, and a construction phase to implement said plan. This study will lead to a master plan to implement the needed upgrades and will generate additional capital improvement requests. The Department of Public Works utilizes multiple facilities including the DPW Garage, Daley Building, Jack Cogswell Building, Water and Sewer facilities, Recycling & Transfer Station, workshop at Claxton Field, and Public Services*

Administration Building. The Jack Cogswell Building was recently constructed as a storage facility for vehicles and equipment when not in seasonal use. The DPW Garage houses the Fleet Division, Snow & Ice program operations, a six-bay garage, and workstations for Highway and Parks & Forestry staff. Additionally, the Daley Building houses trades staff for the Building Maintenance Division and functions as a workshop and storage facility. Both the DPW Garage and Daley Building are past the end of their useful life and in need of upgrades in order to better accommodate DPW staff and support their daily operations.

ARTICLE 28: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$901,255 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	\$291,255	
Sewer	Sewer Main Project (Greendale/Rte 128)	\$610,000	
		\$901,255	

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Sewer Main Replacement/Greendale Avenue/Route 128

This funding request will address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue. The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional. The plan is to replace or reline 12,000 feet (2.25 miles) of 18-inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way to Great Plain Avenue. The interceptor collects and conveys wastewater from numerous sewer lines. During the feasibility study, the Town discovered a blockage of the sewer main and two buried manholes that prevented the consultant from providing a complete inspection of the sewer main. The blockage has since been cleared. The fiscal year 2023 request is to fund the design phase of this project, which will include relining and/or removing and replacing parts of the sewer main underneath Route 128 at Great Plain Avenue. Funding for the construction phase will be requested for fiscal year 2025.

Sewer Fleet Replacement - Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
119	International 7400 Series	Sewer	2010	Heavy Duty Truck Class 8 Large Dump	\$291,255

ARTICLE 29: RESCIND DEBT AUTHORIZATIONS

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

Project	Town Meeting	Article	Authorized	Rescind
Rosemary Recreation Complex	2017 ATM	33	\$8,000,000	\$36,000
Memorial Park Building	2018 ATM	30	\$2,918,000	\$34,000
Total				\$70,000

or take any other action relative thereto.

INSERTED BY: Select Board

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, and/or favorable bids.

TOWN RESERVE ARTICLES

ARTICLE 30: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$250,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains. The balance in the fund as of February 1, 2022 was \$463,072.

ARTICLE 31: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$33,533 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement 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. The balance in the fund as of March 30, 2022 was \$976,099.

ARTICLE 32: APPROPRIATE TO WORKERS COMPENSATION FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$130,000 to the Workers Compensation Fund, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this request is to replenish the Workers' Compensation Fund which is the Town's reserve fund for paying workers' compensation claims of a prior year and for lump sum settlements up to the limit of the Town's reinsurance limit (for both School and General Government employees.) Typically, the source of funds for this account is any remaining balance in the workers compensation line item contained in the employee benefits and assessments budget. Due to increases in salaries and expenses over the past decade, and the resolution of several long-standing cases, the fund balance has been declining. The balance in the Account as of March 1, 2022 was \$1,012,986.

ARTICLE 33: APPROPRIATE TO PUBLIC SAFETY INJURY ON DUTY FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$300,000 to the Public Safety Injury on Duty Fund, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2016 Municipal Modernization Act added a paragraph to M.G.L. c. 41 Section 111F to allow cities and towns to establish and appropriate amounts to a special injury leave indemnity fund for payment of injury leave compensation or medical bills incurred for public safety personnel. The monies in the special fund may be expended, with the approval of the chief executive officer and without further appropriation, for such expenses. Any balance in the fund shall carry over from year to year, unless specific amounts are released to the general fund by the chief executive officer upon a finding that the amounts released are not immediately necessary for the purpose of the fund, and not required for expenses in the foreseeable future.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 34: AMEND GENERAL BY-LAWS – SNOW & ICE ON SIDEWALKS

To see if the Town will vote to amend the General By-laws by deleting Section 3.1.8 (Snow and Ice on Sidewalks) in its entirety, and inserting in its place the following:

3.1.8 Snow and Ice on Sidewalks.

3.1.8.1 Any person who places any snow or ice on a sidewalk or a street, shall forfeit not more than fifty dollars (\$50.00) for each offense.

3.1.8.2 Any owner, tenant, occupant, proprietor, manager, agent, board, trust, or other entity having charge of property used wholly or in part for (a) a commercial purpose (including without limitation as a store, restaurant, bank, gym, theater, childcare facility or office); (b) a hospital or medical establishment; (c) a place of worship; (d) multi-family housing containing three (3) or more dwelling units on a lot; or (e) any other use open to the public, or to a particular membership or clientele, that allows snow or ice to remain on a sidewalk abutting, on, or within its property for more than five hours between sunrise and sunset, shall forfeit not more than fifty dollars (\$50.00) for each offense. If, by reason of weather conditions the snow and ice is evenly spread over a sidewalk and frozen and therefore difficult to remove, it may remain until it can more easily be removed; provided that while the snow and ice remain, entity in charge shall keep the sidewalk in safe condition by sanding or otherwise; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Section 3.1.8 of the General By-Laws currently requires property owners to clear snow and ice from any property used as a “store, office, or any other public place.” The practical intent of this section is to broadly require that any owner of commercial property, or property that is open to the public, remove snow and ice on a timely basis after a storm. Notwithstanding this intent, the existing terminology noted above may leave open some question as to what property is covered, and what property is not. Accordingly, this proposed by-law amendment would revise Section 3.1.8 to expressly cover any property that is used for a commercial purpose, and also to add broader itemized list of other uses open to the public (including hospitals, medical centers, places of worship, and multifamily housing developments) that will be expected to timely clear snow and ice from their property.

ARTICLE 35: AMEND GENERAL BY-LAWS – HOUSEHOLD REFUSE

To see if the Town will vote to amend the General By-Laws by:

1. Inserting in Section 3.1 (General) of Article 3 (Police Powers, Authority and Regulations) a new Section 3.1.12, to read as follows:

3.1.12 Household Refuse. No person shall deposit any household refuse or garbage in any receptacle maintained by the Town of Needham on public property.

2. Renumbering the existing sections within Section 3.1 in appropriate numerical order to account for the insertion of new Section 3.1.12.
3. Inserting in Section 8.2.2.4 (Police Regulations) a new section L., to read as follows:

L. Household Refuse (Section 3.1.12)

Enforcement Agent: Director of Public Works or Designee

Fine Schedule:

Warning - First Offense

\$100 Second Offense

\$200 Third Offense

\$300 Fourth and Subsequent offenses

4. Re-lettering the existing Sections within Section 8.2.2.4 in appropriate alphabetical order to account for the insertion of new section L; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The trash receptacles that the Town maintains on public property, such as the Town Common, parks, athletic fields, etc., are primarily intended to be used by those visiting these places, and for disposal of incidental waste that may be generated while people are out and about. Nonetheless, the Police Department and the Department of Public Works have recently observed people disposing of bagged household garbage in the Town's public trash receptacles. A typical example would involve someone briefly stopping their car near a public receptacle, getting out, depositing a garbage bag, and driving away. This practice is inconsistent with the intended purpose of the Town's public trash receptacles and can quickly render them overly full and temporarily unusable by others. The proposed amendments to the General By-Laws would make it unlawful to dispose of household refuse in a public receptacle and would allow the DPW Director or their designee to issue non-criminal tickets (after issuing a warning for a first offense) in the event that a violation is observed.

ARTICLE 36: STREET ACCEPTANCE – HUTTER RIDGE ROAD

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirements of the Subdivision Control Law and as laid out by the Select Board in accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Hutter Ridge Road; or take any other action relative thereto.

INSERTED BY: Select Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Hutter Ridge Road was constructed by a developer in conformance with the Town's design standards. This article, if accepted, will make Hutter Ridge Road a public way.

ARTICLE 37: AMEND GENERAL BY-LAWS – NEEDHAM HOUSING AUTHORITY TERM CYCLE

To see if the Town will vote to amend the General By-laws by deleting from Section 1.9 (Election of Officers) subsection 1.9.1(m) in its entirety and inserting in its place the following:

- (m) Three members of the Needham Housing Authority for five-year terms, so arranged that the term of not more than one member shall expire each year.

Or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: The Housing Authority is a five-member board, of which one member is appointed by the Governor. Until 2021, the other four members were elected by the voters. Changes to State law now require that at least one Commissioner on the Housing Authority Board be a tenant-commissioner and provides that one member be appointed by the Select Board. This proposed amendment will bring the General By-laws into compliance with State law.

ARTICLE 38: AMEND CHARTER - NEEDHAM HOUSING AUTHORITY TERM CYCLE AND TENANT MEMBER APPOINTMENT

To see if the Town will vote to authorize the Select Board 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; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

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. Chapter 403 of the acts of 1971 is hereby amended by deleting from Section 19, as most recently amended by section 1 of Chapter 341 of the acts of 2018, subsection (viii) and inserting in place thereof the following:

- (viii) Three (3) members of the Needham Housing Authority for 5-year terms;

SECTION 2. Chapter 403 of the acts of 1971 is hereby amended by striking out Section 20(b), as most recently amended by section 1 of chapter 341 of the acts of 2018, and inserting in place thereof the following:

- (b) The select board shall appoint a town counsel, members of the board of appeals, election officers, registrars of voters, except the town clerk, members of the historic commission, conservation commission, commission on disabilities, the tenant member of the housing authority and, except as provided in section 19, all other boards, committees and commissions for whom no other method of selection is provided in this charter or by-law.

SECTION 3. This act shall take effect upon passage.

Or take any other action relative thereto.

INSERTED BY: Select Board

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

Article Information: *The Housing Authority is a five-member board, of which one member is appointed by the Governor. Until 2021, the other four members were elected by the voters. Changes to State law now require that at least one Commissioner on the Housing Authority Board be a tenant-commissioner and provides that one member be appointed by the Select Board. This proposed amendment will bring the Town Charter into compliance with State law. Approval of the Legislature and the Governor are required for changes to the Town Charter.*

ARTICLE 39: INCREASE CONTRIBUTORY RETIREMENT COLA ALLOWANCE

To see if the Town will vote to increase the maximum base upon which the retiree cost of living (COLA) is calculated from \$14,000 per year to \$16,000 per year in accordance with Chapter 32, Section 103(j) and Section 19 of Chapter 188 of the Acts of 2010; or take any other action relative thereto.

INSERTED BY: Retirement Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *The purpose of this article is to increase the base amount upon which the retiree Cost-of-Living Adjustment is paid. MGL, Chapter 32, Section 103(j) and Section 19 of Chapter 188 of the Acts of 2010 allows a Contributory Retirement Board, with the approval of Town Meeting, to increase the base amount upon which the Cost-of-Living adjustment paid to retirees is calculated. An increase of the base from \$12,000 to \$14,000 was approved at the 2015 Annual Town Meeting. This action increased the maximum COLA a retiree can receive from \$360 per year to \$420 per year even if his/her pension exceeds \$14,000. Approval of this article will increase the base amount from \$14,000 to \$16,000. The decision to grant a COLA and at what amount is made annually by vote of the Needham Contributory Retirement Board.*

ARTICLE 40: CITIZENS' PETITION - AMEND GENERAL BY-LAWS

To see if the Town will vote to amend the General By-Laws by inserting in Article 3 (Police Powers, Authority and Regulations) a new Section 3.1.14 to read as follows:

“Delivery of Written Material. Any person delivering written material to a residence shall leave such material at least 15 feet from the public way, unless left in a designated, enclosed box suitable for such purpose or if the principal residential structure to which a delivery is being made is located less than 15 feet away from the public way, in which case such material shall be left no more than 5 feet away from the principal structure. The provisions of this by-law do not apply to deliveries by the United States Postal Service. Whoever violates the provisions of this by-law shall be subject to a fine of \$25.00 for each offense.”

And to renumber the remaining existing sections within Article 3 in appropriate numerical order to account for the insertion on the new section.

INSERTED BY: Paul Seigenthaler, et.al.

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

Article Information: *This citizens' petition proposes a new addition to the General By-Laws that would require all written materials delivered to a residence in Town to be placed at least 15 feet away from the public way (unless such materials are left in a mailbox, or the residence itself is already closer than 15 feet to the public way). This By-Law is intended to prevent the accumulation of written materials (for example, newspapers in plastic bags) left on or near the street, which often go uncollected, become unsightly litter, and can contribute to environmental pollution.*

ARTICLE 41: 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 Select Board, 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: Select Board

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 seven 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 8th day of February 2022.

Matthew D. Borrelli, Chair
Marianne B. Cooley, Vice Chair
Marcus A. Nelson, Clerk
Daniel P. Matthews, Member
Kevin J. Keane, Member

Select Board of Needham

A true copy,
ATTEST _____ 2022
Constable (month) (day)

2022 Annual Town Meeting

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2021**

Budget	Date of Action	Amount
Minuteman Regional High School COVID19 Expenses	9-Dec-20	\$12,614
Property and Casualty Insurance	23-Jun-21	\$2,389
Department of Public Works - Snow & Ice	23-Jun-21	\$376,107
Total Approved from General Reserve Fund		\$391,110
Total Approved from Sewer Reserve Fund		\$0
Total Approved from Water Reserve Fund		\$0

2022 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 30, 2022
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	COMPENSATION RANGE
<u>SELECT BOARD/TOWN MANAGER</u>		
Town Manager	Contract	Contract
Assistant Town Manager/Dir. of Ops.	15	\$115,132.00 to \$161,184.00
Director of Human Resources	14	\$104,665.00 to \$146,531.00
Support Services Manager	10	\$71,409.00 to \$99,976.50
Public Information Officer	10	\$71,409.00 to \$99,976.50
Asst. Dir. Of Human Resources	10	\$71,409.00 to \$99,976.50
Economic Development Manager	9	\$68,016.00 to \$95,218.50
Benefits Administrator	6	\$59,319.00 to \$80,106.00
Human Resources Assistant	5	\$56,491.50 to \$76,284.00
Administrative Assistant	I-03	\$48,399.00 to \$65,344.50
Office Assistant	I-02	\$43,992.00 to \$59,416.50
<u>TOWN CLERK</u>		
Town Clerk	Elected	Elected
Assistant Town Clerk	6	\$59,319.00 to \$80,106.00
Office Assistant	I-02	\$43,992.00 to \$59,416.50
Finance Assistant	I-04	\$53,235.00 to \$71,877.00
<u>FINANCE</u>		
<u>Assessors</u>		
Director of Assessing	12	\$86,500.00 to \$121,100.00
Asst. Director of Assessing	9	\$68,016.00 to \$95,218.50
Field Assessor	I-06	\$59,319.00 to \$80,106.00
Finance Assistant	I-04	\$53,235.00 to \$71,877.00
Office Assistant	I-02	\$43,992.00 to \$59,416.50
<u>Finance</u>		
Asst Town Manager/Dir. of Finance	15	\$115,132.00 to \$161,184.00
Procurement Officer	9	\$68,016.00 to \$95,218.50
Administrative Analyst	6	\$59,319.00 to \$80,106.00
<u>Accounting</u>		
Town Accountant	12	\$86,500.00 to \$121,100.00
Assistant Town Accountant	9	\$68,016.00 to \$95,218.50
Payroll Coordinator	I-06	\$59,319.00 to \$80,106.00
Administrative Specialist	I-05	\$56,491.50 to \$76,284.00
Finance Assistant	I-04	\$53,235.00 to \$71,877.00
<u>Information Technology Center</u>		
Director of Management Information Systems	14	\$104,665.00 to \$146,531.00
Network Manager	I-11	\$74,977.50 to \$104,968.50
Applications Administrator	I-07	\$62,283.00 to \$84,103.50
GIS/Database Administrator	I-07	\$62,283.00 to \$84,103.50
Technology Support Technician	I-06	\$59,319.00 to \$80,106.00
Computer Operator	I-03	\$48,399.00 to \$65,344.50
<u>Treasurer/Collector</u>		
Town Treasurer and Tax Collector	12	\$86,500.00 to \$121,100.00
Assistant Treasurer/Collector	9	\$68,016.00 to \$95,218.50
Finance Assistant	I-04	\$53,235.00 to \$71,877.00
Office Assistant	I-02	\$43,992.00 to \$59,416.50
<u>Finance Committee</u>		

2022 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 30, 2022

TITLE	GRADE	COMPENSATION RANGE
Finance Comm. Exec. Secretary	Schedule C	\$41,744.00
<u>PUBLIC SAFETY</u>		
<u>Police Department</u>		
Police Chief	Contract	
Deputy Police Chief	14	\$104,665.00 to \$146,531.00
Lieutenant	P-3	\$120,401.00 to \$134,201.00
Sergeant	P-2	\$35.73 to \$42.44
Police Officer	P-1	\$24.97 to \$34.52
Public Safety Dispatcher	GF07	\$29.94 to \$40.44
Animal Control Officer	GF07	\$29.94 to \$40.44
Police Administrative Specialist	I-06	\$59,319.00 to \$80,106.00
Police Maintenance Assistant	GF03	\$23.27 to \$31.42
Administrative Assistant	I-03	\$48,399.00 to \$65,344.50
Office Assistant	I-02	\$43,992.00 to \$59,416.50
<u>Fire Department</u>		
Fire Chief	Contract	Contract
Deputy Fire Chief, Operations	F-5	\$51.30 to \$56.08
Deputy Fire Chief	F-4	\$40.92 to \$48.59
Fire Captain	F-3	\$38.88 to \$42.51
Fire Lieutenant	F-2	\$32.99 to \$39.09
Firefighter	F-1	\$24.85 to \$33.02
Fire Inspector	F-1 (40hrs)	\$26.09 to \$34.65
EMS Administrator	F-1 (40hrs)	\$26.09 to \$34.65
Emergency Management Administrator	11	\$74,977.50 to \$104,968.50
Fire Business Manager	9	\$68,016.00 to \$95,218.50
Administrative Assistant	I-03	\$48,399.00 to \$65,344.50
Public Safety Dispatch Supervisor	GF10	\$34.33 to \$48.07
Public Safety Dispatcher	GF07	\$29.94 to \$40.44
<u>Building</u>		
Building Commissioner	12	\$86,500.00 to \$121,100.00
Assistant Building Commissioner	10	\$71,409.00 to \$99,976.50
Inspector of Plumbing & Gas	GT07	\$31.94 to \$43.13
Inspector of Wires	GT07	\$31.94 to \$43.13
Local Building Inspector	GT06	\$30.42 to \$41.08
Administrative Specialist	I-05	\$56,491.50 to \$76,284.00
Office Assistant	I-02	\$43,992.00 to \$59,416.50
<u>PUBLIC WORKS</u>		
<u>Administration</u>		
Director of Public Works	15	\$115,132.00 to \$161,184.00
Assistant Director of Public Works/Operations	13	\$95,150.00 to \$133,210.00
Business Manager	11	\$74,977.50 to \$104,968.50
Compliance Coordinator	6	\$59,319.00 to \$80,106.00
Administrative Analyst	6	\$59,319.00 to \$80,106.00
Management Analyst	8	\$65,403.00 to \$88,315.50
Finance Assistant	I-04	\$53,235.00 to \$71,877.00
Administrative Specialist	I-05	\$56,491.50 to \$76,284.00
Administrative Assistant	I-03	\$48,399.00 to \$65,344.50
Project Manager	10	\$71,409.00 to \$99,976.50
<u>Building Maintenance Division</u>		

2022 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 30, 2022

TITLE	GRADE	COMPENSATION RANGE	
Assistant Director of Public Works/Building Maintenance	13	\$95,150.00	to \$133,210.00
Building Maintenance Manager	11	\$74,977.50	to \$104,968.50
Building Maintenance Supervisor	9	\$68,016.00	to \$95,218.50
Administrative Analyst	6	\$59,319.00	to \$80,106.00
Finance Assistant	I-04	\$53,235.00	to \$71,877.00
Office Assistant	I-02	\$43,992.00	to \$59,416.50
Senior Custodian 2	BC-3	\$26.04	to \$31.13
Senior Custodian 1	BC-2	\$24.82	to \$29.66
Custodian	BC-1	\$21.64	to \$25.85
HVAC Technician	BT-4	\$33.42	to \$40.22
Carpenter	BT-3	\$29.30	to \$35.26
Plumber	BT-3	\$29.30	to \$35.26
Electrician	BT-3	\$29.30	to \$35.26
Craftworker (Building Maintenance)	BT-2	\$26.68	to \$32.10
Warehouse Person	BT-1	\$24.29	to \$29.20
<u>Engineering Division</u>			
Town Engineer	13	\$95,150.00	to \$133,210.00
Assistant Town Engineer	11	\$74,977.50	to \$104,968.50
Contract Administrator	8	\$65,403.00	to \$88,315.50
Civil Engineer	7	\$62,283.00	to \$84,103.50
Senior AutoCAD Technician	GF06	\$28.52	to \$38.52
Survey Party Chief	GF06	\$28.52	to \$38.52
AutoCAD Technician	GF04	\$25.59	to \$34.56
Engineering Aide	GF02	\$21.15	to \$28.57
<u>Fleet Division</u>			
Fleet Supervisor	10	\$71,409.00	to \$99,976.50
Master Mechanic	N-6	\$28.52	to \$38.51
Equipment Mechanic	N-4	\$25.60	to \$34.56
<u>Highway Division</u>			
Division Superintendent, Highway	12	\$86,500.00	to \$121,100.00
Assistant Superintendent	9	\$68,016.00	to \$95,218.50
Working Foreman	N-7	\$29.95	to \$40.43
Public Works Specialist 2			
Public Works Technician	N-4	\$25.60	to \$34.56
Heavy Motor Equipment Operator (HMEO)	N-4	\$25.60	to \$34.56
Craftworker (DPW)	N-4	\$25.60	to \$34.56
Laborer 2	N-2	\$21.15	to \$28.56
<u>Park & Forestry Division</u>			
Division Superintendent, Parks and Forestry	12	\$86,500.00	to \$121,100.00
Assistant Superintendent	9	\$68,016.00	to \$95,218.50
Working Foreman	N-7	\$29.95	to \$40.43
Craftworker			
Arborist	N-5	\$27.16	to \$36.68
Heavy Motor Equipment Operator (HMEO)	N-4	\$25.60	to \$34.56
Laborer 3	N-3	\$23.27	to \$31.42
Laborer 2	N-2	\$21.15	to \$28.56
<u>Recycling & Transfer Station</u>			
Division Superintendent, Solid Waste/Recycling	12	\$86,500.00	to \$121,100.00
Assistant Superintendent	9	\$68,016.00	to \$95,218.50

2022 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 30, 2022

TITLE	GRADE	COMPENSATION RANGE		
Working Foreman	N-7	\$29.95	to	\$40.43
Scalehouse Attendant	N-3	\$23.27	to	\$31.42
Heavy Motor Equipment Operator (HMEO)	N-4	\$25.60	to	\$34.56
Laborer 2	N-2	\$21.15	to	\$28.56
<u>Water Division</u>				
Division Superintendent, Water/Sewer	12	\$86,500.00	to	\$121,100.00
Water Treatment Facility Manager	10	\$71,409.00	to	\$99,976.50
Assistant Superintendent	9	\$68,016.00	to	\$95,218.50
Chief Wastewater Operator	N-7	\$29.95	to	\$40.43
Working Foreman	N-7	\$29.95	to	\$40.43
Public Works Inspector	N-6	\$28.52	to	\$38.51
Wastewater Operator	N-4	\$25.60	to	\$34.56
Craftsworker (DPW)	N-4	\$25.60	to	\$34.56
Water Treatment Operator	N-4	\$25.60	to	\$34.56
Public Works Technician	N-4	\$25.60	to	\$34.56
Heavy Motor Equipment Operator (HMEO)	N-4	\$25.60	to	\$34.56
Laborer 3	N-3	\$23.27	to	\$31.42
Laborer 2	N-2	\$21.15	to	\$28.56
BUILDING DESIGN AND CONSTRUCTION				
Director of Design and Construction	13	\$95,150.00	to	\$133,210.00
Senior Project Manager	12	\$86,500.00	to	\$121,100.00
Project Manager	10	\$71,409.00	to	\$99,976.50
Administrative Specialist	I-05	\$56,491.50	to	\$76,284.00
HEALTH AND HUMAN SERVICES				
<u>Division of Public Health</u>				
Director of Health and Human Services	14	\$104,665.00	to	\$146,531.00
Assistant Director of Public Health for Community & Environmental Health	11	\$74,977.50	to	\$104,968.50
Assistant Director of Public Health for Nursing & Behavioral Health	11	\$74,977.50	to	\$104,968.50
Environmental Health Agent	I-07	\$62,283.00	to	\$84,103.50
Public Health Nurse	I-09	\$68,016.00	to	\$95,218.50
Traveling Meals Coordinator	GT05	\$28.97	to	\$39.12
Substance Use Prevention Program Coordinator	8	\$65,403.00	to	\$88,315.50
Administrative Analyst	6	\$59,319.00	to	\$80,106.00
Office Assistant	I-02	\$43,992.00	to	\$59,416.50
<u>Division of Aging Services</u>				
Director of Aging Services	13	\$95,150.00	to	\$133,210.00
Assistant Director of Aging Services/Counseling and Volunteers	11	\$74,977.50	to	\$104,968.50
Assistant Director of Aging Services/Programs and Transportation	10	\$71,409.00	to	\$99,976.50
SHINE Program Coordinator	GT08	\$33.54	to	\$45.29
SHINE Assistant Program Coordinator	GT07	\$31.94	to	\$43.13
Clinician	I-07	\$62,283.00	to	\$84,103.50
Transportation Coordinator	GT06	\$30.42	to	\$41.08
Administrative Assistant	I-03	\$48,399.00	to	\$65,344.50
<u>Division of Youth & Family Services</u>				
Director of Youth and Family Services	12	\$86,500.00	to	\$121,100.00
Clinician	I-07	\$62,283.00	to	\$84,103.50
Administrative Assistant	I-03	\$48,399.00	to	\$65,344.50
PLANNING & COMMUNITY DEVELOPMENT				

2022 Annual Town Meeting
GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 30, 2022

TITLE	GRADE	COMPENSATION RANGE
Director of Planning and Community Development	13	\$95,150.00 to \$133,210.00
Conservation Manager	9	\$68,016.00 to \$95,218.50
Assistant Town Planner	7	\$62,283.00 to \$84,103.50
Conservation Specialist	I-06	\$59,319.00 to \$80,106.00
Zoning Specialist	GT06	\$30.42 to \$41.08
Administrative Specialist	I-05	\$56,491.50 to \$76,284.00
LIBRARY		
Director of Public Library	14	\$104,665.00 to \$146,531.00
Assistant Director of Public Library	12	\$86,500.00 to \$121,100.00
Children's Librarian	7	\$62,283.00 to \$84,103.50
Library Reference Supervisor	10	\$71,409.00 to \$99,976.50
Library Children's Supervisor	10	\$71,409.00 to \$99,976.50
Library Technology Specialist/Archivist	11	\$74,977.50 to \$104,968.50
Library Technical Services Supervisor	10	\$71,409.00 to \$99,976.50
Reference Librarian/Digital Media Specialist	7	\$62,283.00 to \$84,103.50
Reference Librarian/Program Specialist	7	\$62,283.00 to \$84,103.50
Reference Librarian/Young Adult	7	\$62,283.00 to \$84,103.50
Library Circulation Supervisor	9	\$68,016.00 to \$95,218.50
Children's Services Assistant	GT05	\$28.97 to \$39.12
Technical Services Assistant	GT03	\$24.82 to \$33.51
Library Assistant	GT03	\$24.82 to \$33.51
PARK & RECREATION		
Director of Park and Recreation	12	\$86,500.00 to \$121,100.00
Assistant Director of Park & Recreation	11	\$74,977.50 to \$104,968.50
Recreation Supervisor	I-08	\$65,403.00 to \$88,315.50
Administrative Specialist	I-05	\$56,491.50 to \$76,284.00
Administrative Assistant	I-03	\$48,399.00 to \$65,344.50

2022 Annual Town Meeting

NEEDHAM PUBLIC SCHOOLS													
OPERATING BUDGET CLASSIFICATION													
Budgeted FY 2018 Funded FTE	Budgeted FY 2018 Salary * Minimum	Budgeted FY 2018 Salary * Maximum	Budgeted FY 2019 Funded FTE	Budgeted FY 2019 Salary * Minimum	Budgeted FY 2019 Salary * Maximum	Budgeted FY 2020 Funded FTE	Budgeted FY 2020 Salary * Minimum	Budgeted FY 2020 Salary * Maximum	Budgeted FY 2021 Funded FTE	Budgeted FY 2021 Salary * Minimum	Budgeted FY 2021 Salary * Maximum	Budgeted FY 2022 Funded FTE	Budgeted FY 2022 Salary * Minimum Maximum
1.00	224,155	224,155	1.00	235,363	235,363	1.00	238,960	238,960	1.00	240,155	240,155	1.00	245,500
4.00	150,225	173,124	5.00	140,084	178,880	5.00	150,000	184,428	5.00	172,394	187,194	5.00	156,482
1.00	152,205	152,205	1.00	158,293	158,293	1.00	167,320	167,320	1.00	171,084	171,084	1.00	174,762
2.00	143,150	143,150	2.00	148,876	149,084	2.00	152,294	156,905	2.00	151,539	155,340	2.00	158,447
5.00	127,250	142,250	5.00	132,340	147,940	5.00	138,012	152,013	5.00	140,772	155,053	5.00	135,000
3.00	95,209	133,558	3.00	98,795	138,588	3.00	100,277	140,667	3.00	103,840	142,780	3.00	105,600
2.60	90,080	128,276	2.60	92,007	132,445	2.60	94,402	134,431	2.80	98,176	134,992	3.00	99,840
3.00	81,324	119,561	3.10	88,200	127,473	3.50	89,523	129,585	4.10	95,940	135,915	4.50	97,580
7.00	84,904	131,107	7.00	87,664	141,128	7.00	89,512	135,724	7.80	93,750	141,330	7.00	95,200
2.50	83,307	132,593	2.50	90,110	140,087	2.50	91,462	142,188	2.50	103,840	148,060	2.50	105,600
10.97	83,715	123,849	8.17	86,436	127,874	-	NA	NA	-	NA	NA	-	NA
0.50	51,745	51,745	0.50	60,833	60,833	9.37	87,732	129,792	8.87	94,400	129,800	10.67	96,000
6.00	85,808	126,945	5.30	88,597	131,071	-	NA	NA	-	NA	NA	-	NA
485.62	48,987	103,378	495.25	50,089	105,704	510.13	50,841	107,289	522.62	51,858	109,435	522.97	53,024
8.81	48,987	103,378	9.01	50,089	105,704	11.05	50,841	119,462	12.05	51,240	135,000	12.05	53,024
113.46	\$17,215.15/hr	\$33,899.33/hr	114.19	\$17,049/hr	\$33,560/hr	133.37	\$17,222/hr	\$33,900/hr	135.20	\$17,300/hr	\$34,222/hr	139.77	\$17,430/hr
3.29	\$16,433/hr	\$18,537/hr	4.29	\$17,091/hr	\$18,941/hr	5.29	\$17,414/hr	\$35,960/hr	2.86	\$103.5/hr	\$24,297/hr	2.93	\$10,599/hr
2.00	75,366	114,857	2.00	78,380	119,451	2.00	81,516	124,229	2.00	73,100	130,418	2.00	74,197
4.00	88,105	124,384	4.00	91,629	129,359	4.00	85,000	134,434	5.00	85,235	146,539	4.00	86,513
-	NA	NA	-	NA	NA	-	NA	NA	-	NA	NA	-	NA
6.94	\$25,922/hr	\$33,277/hr	6.96	\$26,444/hr	\$33,944/hr	5.96	\$27,100/hr	\$34,790/hr	5.96	\$27,377/hr	\$35,147/hr	6.96	\$28,277/hr
12.69	\$15,744/hr	\$20,935/hr	12.32	\$16,056/hr	\$21,335/hr	11.83	\$17,644/hr	\$23,323/hr	11.82	\$17,822/hr	\$23,555/hr	12.39	\$18,417/hr
1.00	\$19,361/hr	\$25,730/hr	1.00	\$21,150/hr	\$27,980/hr	1.00	\$21,680/hr	\$28,680/hr	1.00	\$21,900/hr	\$28,970/hr	1.00	\$22,622/hr
35.00	\$19,361/hr	\$31,210/hr	36.07	\$20,730/hr	\$31,833/hr	40.92	\$21,680/hr	\$32,633/hr	40.14	\$21,900/hr	\$32,960/hr	39.40	\$22,622/hr
0.20	122,540	122,540	0.20	127,442	127,442	0.44	132,540	132,540	0.44	138,191	138,191	0.44	140,264
0.09	43,154	43,154	0.09	45,760	45,760	3.97	70,213	NA	3.97	64,450	109,502	3.97	65,417
3.97	70,931	100,472	3.97	67,512	96,607	8.18	\$17,522/hr	\$25,800/hr	8.46	\$17,788/hr	\$26,433/hr	8.18	\$18,053/hr
6.57	\$16,688/hr	\$25,046/hr	6.57	\$17,100/hr	\$25,677/hr	1.29	\$16,066/hr	\$16,066/hr	1.29	\$16,300/hr	\$16,300/hr	1.29	\$16,544/hr
1.28	\$14,471/hr	\$16,066/hr	1.29	\$14,833/hr	\$16,466/hr	0.36	47,590	47,590	0.36	60,803	78,113	0.36	61,715
0.97	62,733	62,733	0.97	65,242	65,242	0.97	65,816	65,816	0.97	73,100	83,582	0.97	74,197
0.97	69,022	69,022	0.97	71,783	71,783	0.97	70,720	70,720	0.97	85,235	97,456	0.97	86,513
0.98	75,974	75,974	0.98	79,013	79,013	0.98	82,173	82,173	0.98	85,235	97,456	0.98	86,513
1.00	86,852	86,852	1.00	90,327	90,327	2.00	93,940	93,940	2.00	85,235	97,456	1.00	86,513
2.00	85,000	97,760	2.00	88,400	101,670	2.00	91,936	105,737	2.00	95,769	123,036	2.00	97,206
739.40	-	-	749.31	-	-	794.18	-	-	808.36	-	-	816.30	-

* 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 - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

							DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
							2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Project	TM Vote	Art		Amount Issued	Final Maturity	Average Rate								
Public Services Administration Bldg.	Oct-08	5	\$5,725,000	\$100,000	Jul-22	3.69%	10,600	10,200						
Public Services Administration Building (Refunding Bond)	Oct-08	5	\$5,725,000	\$1,201,500	Feb-27	4.52%	262,250	255,950	250,450	214,700	210,200	192,400		
Public Services Administration Building (Refunding Bond)	Oct-08	5	\$5,725,000	\$280,000	Jul-24	5.00%	78,789	78,750	75,250	71,750				
Town Hall (Series III)	May-09	35	\$4,100,000	\$385,000	Aug-26	2.63%	29,031	28,375	27,656	26,906	26,156	25,391		
Kendrick Street Bridge Repair	May-10	35	\$850,000	\$750,000	Aug-21	2.21%	75,938							
Pollard School Roof Replacement	Nov-10	10	\$3,500,000	\$725,000	Jul-22	3.67%	74,200	71,400						
Senior Center (Series I)	Nov-11	14	\$8,051,808	\$1,000,000	Nov-32	3.38%	68,256	66,756	65,256	63,756	62,256	60,756	264,584	45,900
Senior Center (Series II)	Nov-11	14	\$8,051,808	\$5,050,000	Jul-33	3.54%	365,425	357,775	348,850	335,000	327,500	319,688	1,467,813	520,000
Senior Center (Series III)	Nov-11	14	\$8,051,808	\$1,050,500	May-34	2.83%	73,800	72,700	71,600	65,225	63,975	62,725	292,475	105,250
59 Lincoln Street & 89 School Street	May-12	8	\$1,175,000	\$52,500	Jul-32	2.93%	3,745	3,625	3,505	3,415	2,365	2,325	10,948	2,030
59 Lincoln Street & 89 School Street	May-12	8	\$1,175,000	\$1,005,000	Nov-32	3.39%	69,000	67,500	66,000	64,500	63,000	61,500	282,500	51,000
37-39 Lincoln Street	May-12	31	\$630,000	\$605,000	Nov-32	3.39%	41,400	40,500	39,600	38,700	37,800	36,900	169,500	30,600
51 Lincoln Street	Nov-12	17	\$1,100,000	\$950,000	Nov-32	3.39%	67,325	65,825	59,400	58,050	56,700	55,350	254,250	45,900
DPW Complex - Garage Bays	May-13	42	\$1,100,000	\$800,000	May-24	2.09%	85,200	83,600	82,000					
Pollard School Boiler Replacement	May-13	40	\$800,000	\$565,000	Jul-21	3.22%	71,050							
66 - 70 Chestnut Street	Nov-13	22	\$1,458,000	\$1,330,000	Nov-33	3.35%	99,750	96,950	94,150	91,350	88,550	85,750	397,075	144,200
Central Avenue/Elliott Street Bridge	May-15	43	\$2,000,000	\$500,000	Jan-27	4.00%	62,000	60,000	58,000	56,000	54,000	52,000		
Central Avenue/Elliott Street Bridge	May-15	43	\$2,000,000	\$240,000	Jul-21	5.00%	82,000							
High School Cafeteria Construction	Nov-15	11	\$2,100,000	\$1,500,000	Jan-27	4.00%	186,000	180,000	174,000	168,000	162,000	156,000		
Rosemary Recreational Complex	May-17	33	\$3,000,000	\$2,260,000	Jul-28	5.00%	360,000	198,750	191,250	183,750	176,250	168,750	315,000	
High School Expansion Construction	Oct-17	11	\$11,125,000	\$6,500,000	Jul-34	3.86%	838,500	489,125	472,875	456,625	440,375	424,125	1,906,125	1,018,875

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

							DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
							2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Project	TM Vote	Art		Amount Issued	Final Maturity	Average Rate								
High School Expansion Construction	Oct-17	11	\$11,125,000	\$4,004,000	Aug-34	4.13%	406,700	393,950	381,200	368,450	355,700	342,950	1,523,700	781,250
Memorial Park Building	May-18	30	\$2,918,000	\$970,000	Aug-29	5.00%	117,875	113,625	109,375	95,375	91,625	87,875	236,250	
Public works Storage Facility	May-18	35	\$3,503,000	\$1,025,000	Feb-25	5.00%	246,000	235,750	225,500	215,250				
Memorial Park Building	May-18	30	\$2,918,000	\$440,000	Feb-24	5.00%	126,500	121,000	115,500					
Public Works Infrastructure Program	May-18	34	\$250,000	\$140,000	Jul-23	5.00%	54,019	48,375	46,125					
Public Works Storage Facility	May-18	35	\$3,503,000	\$75,000	Jul-23	5.00%	27,198	26,875	25,625					
Total General Fund Debt Service Within the Levy Limit							3,982,551	3,167,356	2,983,168	2,576,803	2,218,453	2,134,484	7,120,219	2,745,005
Broadmeadow School (Refunding Bond)	May-00	31	\$15,550,000	\$8,400,000	Nov-23	3.00%	708,700	678,000	642,600					
Eliot School (Refunding Bond)	May-00	32	\$14,090,000	\$2,562,000	Nov-24	3.94%	284,400	269,500	259,700	249,900				
High School Series 1 (Refunding Bond)	May-03	31	\$51,300,000	\$4,775,000	Nov-25	3.97%	542,000	523,600	500,300	482,100	459,000			
High School (Series IIA) (Refunding Bond)	May-03	31	\$51,300,000	\$2,991,900	Aug-24		558,200	538,600	514,100	494,700				
High School (Series IIB) (Refunding Bond)	Feb-05	1	\$10,700,000	\$782,850	Aug-26		115,840	112,040	108,240	104,440	100,640	95,370		
High School (Refunding Bond)	Feb-05	1	\$10,700,000	\$1,149,000	Jul-27	5.00%	222,647	214,000	210,375	201,625	197,750	188,750	87,125	
High Rock School Design (Refunding Bond)	Nov-06	9	\$525,000	\$187,770	Aug-26		29,840	28,840	27,840	21,940	21,140	18,870		
High Rock & Pollard School Projects (Refunding Bond)	May-07	41	\$20,475,000	\$429,470	Aug-26		66,160	63,960	56,860	54,860	52,860	47,430		
High Rock & Pollard School Projects (Series III) (Refunding Bond)	May-07	41	\$20,475,000	\$2,253,010	Aug-27		312,060	297,160	287,360	272,660	258,160	245,330	234,600	
High Rock & Pollard School Projects (Refunding Bond)	May-07	41	\$20,475,000	\$3,788,500	Feb-29	4.30%	633,350	617,200	598,700	574,950	556,200	537,000	1,001,600	
Newman School Extraordinary Repairs (Series IV)	Nov-09	14	\$26,962,128	\$9,000,000	Jul-32	2.82%	592,180	574,100	556,020	542,460	529,460	520,500	2,445,815	449,645
Newman School Extraordinary Repairs (Series V)	Nov-09	14	\$26,962,128	\$2,200,000	Nov-32	3.39%	151,800	148,500	145,200	141,900	138,600	135,300	621,500	112,200
Newman School Extraordinary Repairs (Refunding Bond)	Nov-09	14	\$26,962,128	\$1,894,000	Jul-28	5.00%	314,063	311,375	299,625	292,750	280,750	273,625	471,500	

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

							DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
							2022	2023	2024	2025	2026	2027	2028 - 2032	After 2032
Project	TM Vote	Art		Amount Issued	Final Maturity	Average Rate								
Owens Farm Land Purchase	Nov-15	13	\$7,000,000	\$7,000,000	Jan-42	3.70%	494,500	483,300	472,100	460,900	449,700	438,500	2,027,300	3,194,500
609 Central Land Purchase	May-16	7	\$762,500	\$730,000	Jan-39	3.68%	41,750	40,750	39,750	38,750	37,750	36,750	169,000	200,594
William School Construction Project	Oct-16	2	\$57,542,500	\$18,000,000	Jul-43	3.53%	1,333,800	1,297,800	1,261,800	1,225,800	1,189,800	1,153,800	5,293,800	10,372,500
William School Construction Project	Oct-16	2	\$57,542,500	\$7,400,000	Aug-41	3.48%	530,481	515,731	500,981	486,231	471,481	456,731	2,068,306	3,370,034
Public Safety Building & Station 2 Design	Oct-17	11	\$3,750,000	\$32,000	Jul-21	5.00%	32,404							
Public Safety Buildings Construction	Oct-18	10	\$66,245,000	\$11,565,000	Aug-44	3.36%	885,700	857,075	828,700	805,450	782,200	758,950	3,433,325	7,121,088
Public Safety Buildings Construction	Oct-18	10	\$66,245,000	\$18,540,000	Feb-40	2.86%	1,476,650	1,431,900	1,387,150	1,342,400	1,297,650	1,261,850	5,772,250	7,807,550
Public Safety Buildings Construction	Oct-18	10	\$66,245,000	\$19,160,000	Jul-40	2.70%	3,842,697	1,340,250	1,298,750	1,257,250	1,215,750	1,174,250	5,281,950	8,130,700
Total General Fund Debt Service Excluded from the Levy Limit							13,169,223	10,343,681	9,996,151	9,051,066	8,038,891	7,343,006	28,908,071	40,758,811
Town Hall (Series III)	May-09	35	\$7,200,000	\$1,225,000	Aug-26	2.63%	92,900	90,800	88,500	86,100	83,700	81,250		
Town Hall (Refunding Bond)	May-09	35	\$7,200,000	\$1,345,000	Jul-28	5.00%	216,374	219,625	211,375	203,125	199,750	191,250	356,750	
Town Hall (Series IV)	May-09	35	\$7,200,000	\$970,000	Jul-30	2.80%	68,425	66,225	64,025	62,375	61,275	60,175	209,438	
Rosemary Recreational Complex	May-17	33	\$8,000,000	\$4,000,000	Jul-37	3.57%	336,000	326,000	316,000	306,000	296,000	286,000	1,298,000	1,552,750
Rosemary Recreational Complex	May-17	33	\$8,000,000	\$3,221,000	Aug-37	3.74%	280,356	266,981	258,731	250,481	242,231	233,981	1,027,481	1,034,709
Total CPA Debt Service							994,056	969,631	938,631	908,081	882,956	852,656	2,891,669	2,587,459
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)	Nov-05	9	\$3,500,000	\$500,000	Nov-22	4.00%	74,200	71,400						
Sewer Rehabilitation - Rte 128 Area (Refunding Bond)	Nov-05	9	\$3,500,000	\$36,000	Feb-28	4.39%	7,650	6,350	6,100	5,850	5,600	5,400	5,200	
Sewer Pump Station Reservoir B - MWPAT	Nov-11	15	\$6,300,000	\$6,034,290	Jan-33	2.15%	374,323	374,391	374,460	374,531	374,602	374,677	1,874,547	375,154
Wastewater System Rehabilitation	May-17	48	\$600,000	\$46,000	Feb-22	5.00%	21,000							

Town of Needham - Debt Service Appendix A

Town of Needham Schedule of Outstanding Long Term Debt Service

							DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025	DEBT SERVICE 2026	DEBT SERVICE 2027	DEBT SERVICE 2028 - 2032	DEBT SERVICE After 2032
Project	TM Vote	Art		Amount Issued	Final Maturity	Average Rate								
MWRA Sewer System Rehab - I/I Work	Jun-18	48	\$600,000	\$179,548	May-23		35,910	35,910						
MWRA Sewer System Rehab - I/I Work				\$440,000	Nov-24		88,000	88,000	88,000	88,000				
Total Sewer Fund Debt Service							601,082	576,050	468,560	468,381	380,202	380,077	1,879,747	375,154
Water System Rehabilitation - Rte 128 Area (Refunding Bond)	May-06	71	\$3,000,000	\$638,000	Nov-22	4.00%	127,000	117,300						
MWPAT Water DWS-08-24	May-08	47	\$1,900,000	\$765,335	Jul-30	2.00%	49,044	48,979	48,913	48,845	48,777	48,707	194,099	
Water Main Improvements	May-08	47	\$1,900,000	\$400,000	Nov-20	3.95%	45,600	44,000	42,400	40,800				
St Mary's Pump Station	May-13	47	\$5,565,100	\$1,995,000	May-34	2.85%	136,775	134,775	132,775	130,275	127,775	125,275	584,075	205,150
St Mary's Pump Station	May-13	47	\$5,565,100	\$1,700,000	Nov-33	3.36%	127,950	124,350	120,750	117,150	113,550	109,950	509,025	175,100
Water Service Connection Replacement (MWRA)	Jun-18	50	\$1,000,000	\$1,000,000	May-28		100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Water System Rehabilitation (MWRA)	Jun-18	51	\$1,300,000	\$1,131,265	May-28		113,127	113,127	113,127	113,127	113,127	113,127	113,127	
Total Water Fund Debt Service							699,495	682,530	557,965	550,197	503,229	497,059	1,500,325	380,250
Total Debt Service							19,446,407	15,739,249	14,944,474	13,554,528	12,023,731	11,207,282	42,300,032	46,846,679

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.

* Rate reflects the average coupon rate over the life of the loan.

Town of Needham - Debt Service Appendix A**Issued Long Term Debt Service**

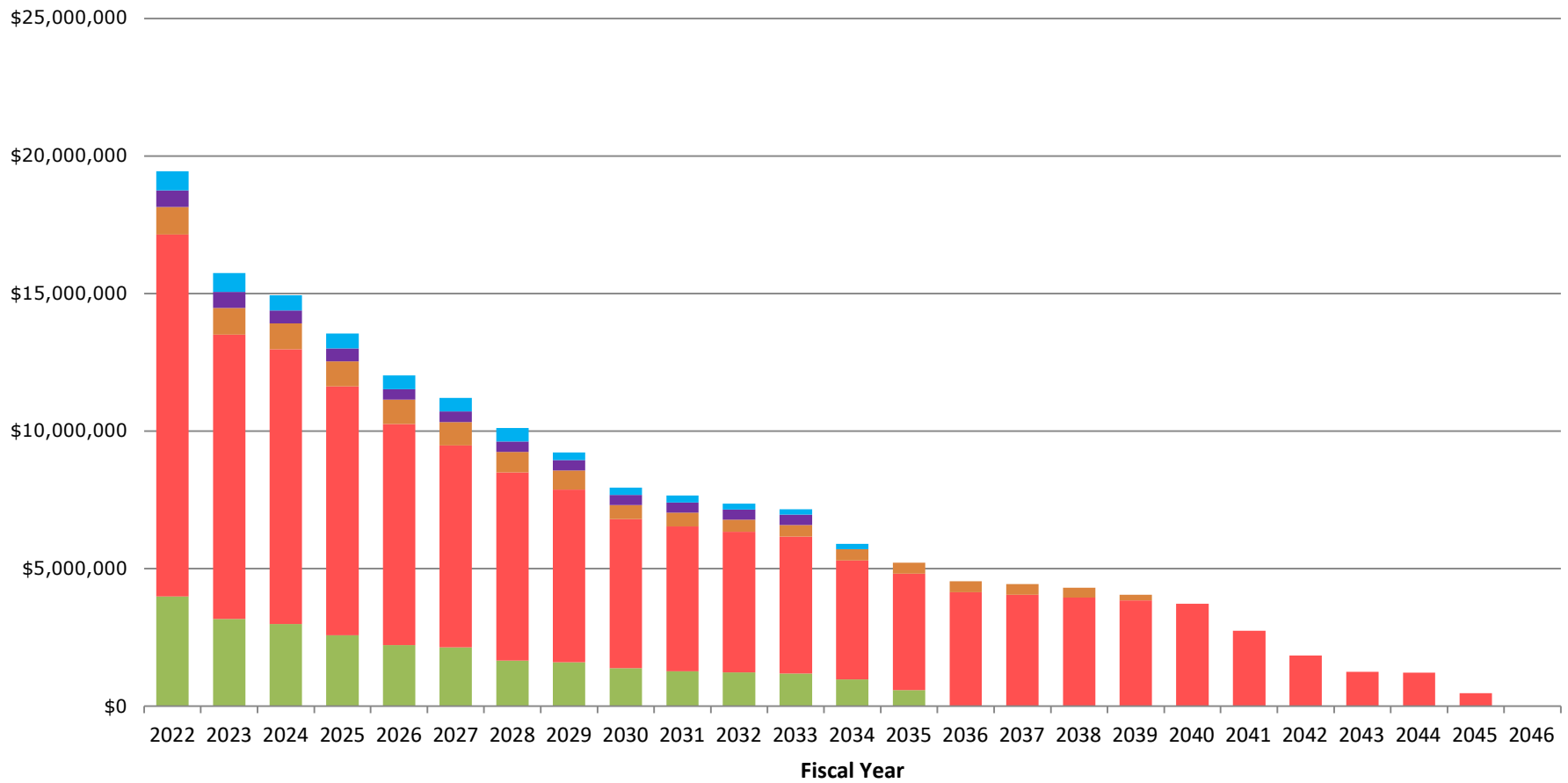
Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2022	\$3,982,551.27	\$13,169,223.06	\$994,055.57	\$601,082.43	\$699,495.06	\$19,446,407.39
2023	\$3,167,356.27	\$10,343,681.26	\$969,631.26	\$576,050.46	\$682,530.17	\$15,739,249.42
2024	\$2,983,167.52	\$9,996,151.26	\$938,631.26	\$468,559.50	\$557,964.58	\$14,944,474.12
2025	\$2,576,802.52	\$9,051,066.26	\$908,081.26	\$468,380.66	\$550,196.91	\$13,554,527.61
2026	\$2,218,452.52	\$8,038,891.26	\$882,956.26	\$380,202.39	\$503,228.76	\$12,023,731.19
2027	\$2,134,484.39	\$7,343,006.26	\$852,656.26	\$380,076.63	\$497,058.76	\$11,207,282.30
2028	\$1,651,051.26	\$6,851,198.76	\$738,543.76	\$379,952.24	\$491,411.50	\$10,112,157.52
2029	\$1,593,115.64	\$6,277,250.01	\$700,918.76	\$374,829.00	\$273,088.06	\$9,219,201.47
2030	\$1,381,686.27	\$5,408,413.76	\$514,668.76	\$374,907.65	\$267,663.04	\$7,947,339.48
2031	\$1,269,538.76	\$5,257,080.01	\$500,281.26	\$374,987.84	\$261,387.51	\$7,663,275.38
2032	\$1,224,827.50	\$5,114,128.76	\$437,256.26	\$375,070.14	\$206,775.00	\$7,358,057.66
2033	\$1,184,580.00	\$4,978,695.02	\$424,856.26	\$375,154.05	\$195,650.00	\$7,158,935.33
2034	\$977,268.75	\$4,316,878.14	\$413,556.26		\$184,600.00	\$5,892,303.15
2035	\$583,156.25	\$4,231,046.89	\$403,356.26			\$5,217,559.40
2036		\$4,144,362.51	\$393,056.26			\$4,537,418.77
2037		\$4,056,375.01	\$382,531.26			\$4,438,906.27
2038		\$3,945,940.63	\$366,853.13			\$4,312,793.76
2039		\$3,845,384.38	\$203,250.00			\$4,048,634.38
2040		\$3,720,753.13				\$3,720,753.13
2041		\$2,741,225.00				\$2,741,225.00

Town of Needham - Debt Service Appendix A

Issued Long Term Debt Service

Fiscal Year	General	Excluded	CPA	Sewer	Water	Total
2042		\$1,845,650.00				\$1,845,650.00
2043		\$1,252,300.00				\$1,252,300.00
2044		\$1,213,300.00				\$1,213,300.00
2045		\$466,900.00				\$466,900.00
2046						

Current Total Annual Long Term Debt Service
By Category
FY2022 - FY2046



General Excluded CPA Sewer Water

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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
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Open General Fund Projects - as of March 30, 2022

Recycling and Transfer Station Property Improvements	May-18	37	\$645,000	\$535,000
Memorial Park Building Project	May-18	30	\$2,918,000	\$38,000
Public Works Storage Facility	May-18	35	\$3,503,000	\$2,353,000
Mitchell School Restroom Upgrades	Jun-20	23	\$676,700	\$660,000
Public Safety Buildings Construction	Jun-20	23	\$1,400,000	\$1,400,000
Emery Grover Renovation Design	Oct-21	7	\$1,475,000	\$1,475,000

TOTAL				\$6,461,000
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Proposed General Fund Projects for the 2022 ATM

Emery Grover Renovation	Pending			\$7,900,000
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TOTAL				\$7,900,000
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Open CPA Fund Projects - as of March 30, 2022

Rosemary Recreational Complex	May-17	33	\$8,000,000	\$87,500
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TOTAL				\$87,500
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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
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Proposed CPA Fund Projects for the 2022 ATM

Emery Grover Renovation	Pending			\$4,000,000
TOTAL				\$4,000,000

Open Sewer Enterprise Fund Projects - as of March 30, 2022

Sewer Main Replacement	May-21	39	\$363,000	\$363,000
TOTAL				\$363,000

Proposed Sewer Enterprise Fund Projects for the 2022 ATM

NONE				
TOTAL				\$0

Open Water Enterprise Fund Projects - as of March 30, 2022

Water Distribution System Improvements	May-19	41	\$4,500,000	\$4,150,000
Water Service Connections	May-21	41	\$1,000,000	\$1,000,000
TOTAL				\$5,150,000

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
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Proposed Water Enterprise Fund Projects for the 2022 ATM

NONE

TOTAL \$0

Open General Fund Projects Funded by Debt Exclusion - as of March 30, 2022

Williams Elementary School	Oct-16	2	\$57,542,500	\$226,633
Public Safety Building & Fire Station #2 Project	Oct-18	10	\$66,245,000	\$11,902,000

SUB TOTAL \$12,128,633

Proposed General Fund Projects for the 2022 ATM to be Funded by Debt Exclusion

NONE

TOTAL \$0

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