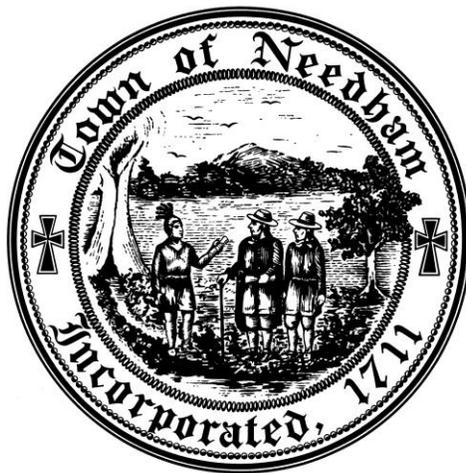


TOWN OF NEEDHAM

MASSACHUSETTS

2014 Annual Town Meeting Warrant



Election: Tuesday, April 8, 2014

Business Meeting at 7:30 p.m. on Monday, May 5, 2014

At the James Hugh Powers Hall, Needham Town Hall

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 the Annual Town Meeting.

**2014 Annual Town Meeting Warrant
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Fellow Town Meeting Members:

The Finance Committee is pleased to present both its 103rd Annual Report to Town Meeting, and its recommended Budget for Fiscal Year 2015. In the face of a national economy that continues to gain momentum, albeit ever so slowly, we have attempted to structure a budget that is sustainable, cost-effective and adaptive to changing needs. We expect continued revenue growth for the Town in FY15, as discussed below, but the growth will not be at the levels seen in times of an economy more robust. Nevertheless, as a result of careful planning and cautious spending, the Town has been able to weather the current economic situation with its customary high level of services. As you know, in recent years the Town has implemented cost-cutting measures particularly in the areas of health insurance and energy. Such efforts have kept recent cost increases manageable, and have added to budgetary turn-backs that were used for capital and other one-time needs. Looking forward to FY15, however, we can expect the impact of some of these cost-saving measures, particularly in health insurance, to wane as the savings taken become fully integrated into the cost of operations.

While revenue growth is expected to be modest and some major opportunities for savings have already been tapped, the Finance Committee recognizes that there continue to be growing operational needs for the Town and its schools. Our Town-side departments are under pressure due to expanding infrastructure needs and the ever-increasing demands on service delivery. The School Department is faced with increasing unfunded state and federal mandates, enrollment growth in the secondary level, and facility replacements. All of this makes it difficult to maintain even the same level of programs without significant budget increases. It comes as no secret that the School Department's budgetary needs are consistently increasing faster than the Town's rate of revenue growth. The Finance Committee is cognizant of these pressures on the Town and has strongly encouraged both the School Department and the School Committee to hasten their efforts to fashion a long-term strategic plan that presents an end state educational vision in line with what a Town such as ours can sustain.

In preparation for our FY15 Budget recommendation to Town Meeting, the Finance Committee participated in the Town Manager's departmental budget meetings held in November 2013 and, as is our custom, conducted our own budget hearings from December 16, 2013 through February 12, 2014. In addition, the Finance Committee altered its departmental review process this year. We identified the larger and more complex departments for "deep dive" reviews. Committee liaisons met individually with department managers for a line item review of their FY15 budget requests. In light of these conversations, the Finance Committee liaisons were charged with making very specific recommendations to the rest of the Committee. The Finance Committee intends to continue this practice, determining each budget year which departments will be identified to participate in this "deep dive" process. The Finance Committee will continue its regular practice of meeting, as a Committee, with the managers from each Town and School Department, along with the leaders of boards and committees to examine each and every budgetary request. The Finance Committee continues to ask the difficult questions as it seeks to balance competing budgetary needs and to pursue the best interests of residents and taxpayers.

The Finance Committee also included a review of the School Department's FY15 Supplemental Budget request. Please note that, as of this writing, the override vote scheduled for April 8th has

yet to take place. On December 2, 2013, the School Superintendent proposed a base budget seeking an increase of 5.28%, or \$2.8 million, for level services and contractual increases, along with some limited program improvements. The Superintendent's budget also proposed a \$2.1 million supplemental budget in support of an extended school day, with a number of programmatic enhancements. The School Department and School Committee plan to seek funding for their supplemental request, now modified to \$1.5 million, through a Proposition 2 ½ override vote, as mentioned above. The Finance Committee, taking lead from its solid working relationship with both School Administration and School Committee, for the first time in the recent past, took a very directive role in its conversations with School Administration regarding its override proposal. The Committee's goal was not to give direction to the School's educational vision, but rather to work with them to align the individual components of their supplemental request with those specific enhancements associated only with an extended day program, thus ensuring the request was both reasonable and appropriate relative to their goals. The Committee chose to review both the base budget and the supplemental budget request together in order to fully understand the School's spending requests in the context of their educational goals. The Finance Committee concurrently reviewed the entire Town's operating budget so that all needs could be considered as part of a cohesive plan. As a result, some proposed items from the supplemental request were recommended by the Finance Committee to be moved into the FY15 base operating budget because they more directly related to ongoing programmatic needs rather than the new extended day program. Ultimately, the Board of Selectmen approved the School Committee's request to include a ballot question asking voters whether to approve an override and increase the school's FY15 base operating budget by \$1,548,410.

It is our hope that going forward there will be more broad-based long-range planning and sharing of ideas among the major Town Boards and Committees not unlike those undertaken in response to the School's FY15 supplemental request. As is obvious throughout this entire report to Town Meeting, such planning and interaction is becoming more critical as the revenue growth outlook for the Town continues to be modest, while its operational needs become increasingly complex.

The Finance Committee would like to express its continuing appreciation to the Town Manager and her administrative team, as well as to the School Superintendent and his administrative team, for their efforts to build sustainable programs that both address current needs and make the investments necessary to meet future needs. The people of Needham are well served by their skill and insight.

Revenue Summary

General Fund Revenue projections for Fiscal Year 2015 include increases in all principal sources of revenue: property taxes, state aid and local receipts. The total General Fund Revenue, and thus the revenues available for appropriation, are expected to decrease slightly overall from FY14. This is attributable, in part, to the fact that the level of certified Free Cash in FY14 was extraordinarily high, as discussed below. Also, overall revenue will be decreasing because excluded debt payments and their associated tax revenue will be lower.

At the time of this writing, the estimated total General Fund Revenue for Fiscal Year 2015 is projected to be \$133,518,526, of which \$132,134,087 is available for appropriation. This

represents a decrease of 0.2% from FY14. The Finance Committee recommends that \$127,693,897 be allocated to the Fiscal Year 2015 Operating Budget, an increase of 2.9%.

Property tax receipts comprise the largest source of revenue for Needham, accounting for over 82% of projected General Fund Revenues in FY15. Our revenue projections assume an increase of 3.5%, or approximately \$3.7 million, in property taxes for FY15. Almost \$2.5 million of this property tax increase consists of the allowable tax increase under Proposition 2 ½. An additional \$1.68 million of the increase in property taxes is due to new growth, or increases in property values, which are added to the tax base. New growth remains strong year over year, although volatile due to the varying number of large commercial projects. FY15 projected revenue numbers are tempered by the fact that, as mentioned above, taxes collected for excluded debt service will be decreasing. Tax revenues for excluded debt will be approximately \$6.7 million, a decrease of \$435 thousand, or 6%, compared to FY14.

Total state aid, particularly the so-called Cherry Sheet aid, is determined as part of the state budget process. State aid accounts for 8% of the projected General Fund revenue for FY15. The Governor's proposed state budget for FY15 includes an increase of 4.3% in Chapter 70 aid for schools. Unrestricted state aid, which is used for other municipal needs and is more volatile, is expected to be flat. Therefore, our state aid projections are conservative, with an anticipated increase of \$326,352, or 3.2%.

Local receipts, another Town revenue source, include revenues received for automobile, room and meal excise taxes, licensing and permitting fees, fines and penalties, and income from departmental activities and services. For FY15, local receipts are projected to comprise about 6.2% of General Fund revenue. Projections of local receipts are also based on conservative assumptions. Our revenue projections assume an increase of \$301,367 in local receipts, an increase of about 3.8% over the projected receipts for FY14.

As mentioned above, Free Cash, or more appropriately titled unexpended cash, is another source of revenue. Free Cash is derived from revenue in excess of projections and/or expenditures less than amounts appropriated for the prior year, in this case FY14. Free Cash for FY15 is projected to be approximately \$4.2 million. As you will recall, the amount of Free Cash that was certified in FY14 was exceptionally high: \$10,133,912. This extraordinary level of Free Cash resulted from construction issues that affected the borrowing for such projects and the timing of state reimbursements. Substantial funds were not certified during FY13, but were later captured in the FY14 Free Cash. The Town traditionally appropriates Free Cash certified in one fiscal year for the following year's cash capital needs. However, the delay of the certification of certain free cash in FY13 impacted the timing of the FY 2014 cash capital appropriations. Certain FY 2014 cash capital items that were high priority for funding, but which could wait several months, were funded through an appropriation at the November 2013 Special Town Meeting when FY14 free cash became available. As in a typical year, a portion of Free Cash certified in FY14 has been reserved for appropriation at this Annual Town Meeting for the FY15 operating budget and for funding FY15 cash capital items.

The Town's customary practice is to use only that portion of Free Cash that is expected to be recurring to support operating expenses. The balance is used for cash capital, supplementing

reserves, or other one-time needs. The formula we use to determine the recurring portion of Free Cash for operations is the lesser of 2% of the adjusted departmental operating budgets for the prior fiscal year or the actual turn-back. Applying this formula to the FY14 Free Cash amount, \$1.4 million would be available to apply to the FY 2015 operating budget. The recommended FY15 budget uses \$1,685,088 toward the operating budget, a number that falls between the turn-back and 2% of the prior operating budget. Applying this level of Free Cash to the FY15 operating budget is appropriate because the FY15 budget includes certain one-time operating capital expenses, such as an additional police cruiser or firefighting equipment, which are not expected to recur annually. We anticipate this amount of Free Cash will be recurring, but even if not, the budget will be sustainable.

FY 2015 Operating Budget Recommendations

The total operating budget for FY15 is \$127,693,897, which is 2.9% higher than the approved FY 2014 operating budget. This increase is leaner than in recent years; the FY14 and FY13 budgets each increased 4.7% over the preceding year. The changes in the three major components of the FY15 budget are:

Town Wide Expenses:	-0.8%
Municipal Departments (excluding Education)	3.2%
Education	5.1%

The principal drivers of each component of the budget are discussed below.

Townwide Expenses

The FY15 budget recommendation includes a decrease of 0.8% in Townwide Expenses overall. The drivers are decreases in the Debt Service and the Retiree Insurance and Liability Fund lines. Debt Service, payments for outstanding debt obligations, is decreasing by \$609,403. Although the debt service payments within the levy are increasing, the payments for excluded debt, also in this line item, are decreasing significantly. As noted last year, FY14 was the peak year for the Town Hall, the Newman School and other projects funded with excluded debt. It is important to note, as mentioned above, that the decrease in the debt service for excluded debt affects revenue as well, since the payments are directly supported by additional tax assessments. When the debt payments decrease, the Town collects less.

The FY15 budget for the Retiree Insurance and Insurance Liability Fund is 1.9%, or almost \$95 thousand, lower than the FY14 budget for this line item. The funding schedule for OPEB is actually increasing by 4.5%. However, as you recall, the Town appropriated an additional \$307,677 toward OPEB liabilities at the November 2013 Special Town Meeting, thus the contribution in the FY15 budget for OPEB and retiree insurance is lower than the total appropriation for Fiscal '14. The Unemployment and Workers' Compensation Insurance line items, taken together, are decreasing by 4.4%. The Unemployment Insurance line item is decreasing by \$150 thousand, or 60%, based on a decrease in the unemployment claim history. The Workers' Compensation line is increasing by using the \$100 thousand savings from the Unemployment Insurance line in order to bring the Workers' Compensation Reserves to targeted

level and to account for projected salary growth. The Group Health Insurance and Employee Benefits line is increasing 1.2%, due to a health insurance rate increase, offset, in part, by a decrease in the number of actual enrollees. The increase covers costs associated with benefit-eligible positions added in both the General Government and School Departments. Please note that the FY15 budget does not include additional benefit costs associated with the Supplemental Request. Those expenses are included within the Supplemental Request itself.

The Classification, Performance, and Settlements line funds a reserve for personnel related needs. The FY15 line is increasing by \$94 thousand to allow for the fact that several collective bargaining agreements were not yet settled when the FY15 budget recommendations were made. The Reserve Fund protects against extraordinary or unforeseen budget needs in FY 2015. Customarily, the Reserve Fund is available to fund any overages in the Snow and Ice Removal budget. The line is \$16,247, or 1.1%, higher than the FY14 Reserve Fund appropriation. The FY14 Reserve Fund line was augmented by an additional appropriation of \$75,000 at the fall 2013 Special Town Meeting from Free Cash in order to reinstate funds that had been transferred to the Board of Selectmen's budget for a deposit on real property. The Finance Committee added \$51,758 to the FY15 Reserve Fund which could be available for appropriation in the event the Health Department's funding grant for their substance abuse program director is not renewed.

Municipal Departments (excluding Schools)

The Municipal Departments category includes 22 different budgets: operational departments, boards and committees, and the municipal parking and street lighting programs. This report groups those budgets within Municipal Departments by functional groups.

At the time of budget preparation and the writing of this report, the Town and the Needham Independent Town Workers Association (ITWA) had not yet reached a collective bargaining agreement for FY15. As a result, the budget provisions for these departments do not include a cost of living adjustment for the ITWA represented employees within the department. In addition, the Needham Independent Public Employees Association (NIPEA), representing certain positions within the DPW, had not reached a contract agreement for FY15. As a result anticipated step increases are included in departmental budgets according to the current scale. If a cost of living adjustment were to be agreed upon, any additional funding would come from the Classification, Performance and Settlement line in the Townwide Expenses section of the FY15 operating budget.

General Government

General Government budgets include the Town's administrative departments. The FY15 proposed budget for all General Government departments is increasing by 2.4% over the FY14 Budget. The Board of Selectmen / Town Manager line is up 3.4% over FY14, due primarily to the base wage increase of 2.5% for all non-represented employees. Over the years, the Town has done this in order to maintain parity with those employees represented through collective bargaining. Expenses have also risen in this department due to the increase in costs for Audio / Visual technicians needed to oversee the complex equipment for municipal events now held in Powers Hall. The Town Clerk & Board of Registrar's budget is increasing by 11%. This is due

to the two additional elections to be held in FY15, resulting in additional salary, programming, postage, printing and related expenses.

The budget for the Town Counsel's office is up 7.1% from FY14. This includes a 2.5% salary increase, along with a \$20,000 increase in expenses. The change in the expense line is intended to cover the growing consulting costs in FY15 as well as to align the budget more closely with actual spending. The Personnel Board budget is down 3.8% from FY14 due to the elimination of the recording secretary position. The Town's Human Resources department will assume this responsibility. The Finance Department budget is essentially flat from FY14. The proposed budget includes an increase of \$8,128. This represents additional hours for an existing part time administrative staff member within the accounting office. However, this increase is offset by an \$8,000 reduction in department overtime, tuition reimbursement and management vacation buy-back. The budget does not reflect potential wage increases for bargaining members in the department. The Finance Committee's budget is up 2.4% from FY14 due to projected salary expenses.

Land Use and Development

This budget is up 2.9% over FY14, due largely to salary and wages. Expenses remain flat. The Planning and Economic Development Department's budget is up 3.2% over FY14. Once again this is due primarily to increasing salary and wages. The Department added a part-time staff member in FY14 to both monitor affordable housing inventory and to develop new opportunities. There was no budgetary impact, however, because that funding is derived from CPA funds. In addition, the Finance Committee declined to fund a request for funds in FY15 to secure a consultant to address time sensitive and complex technical issues that may arise from time to time. The Finance Committee concluded that a request to transfer funds from the Reserve Fund would be more appropriate should such an expense arise.

The Community Development budget, which includes Conservation and the Zoning Board of Appeals, is up 2.4% over FY14, largely reflecting contractual salary increases for existing staff. Another contributing factor to the salary and wage increase is that funding from the State Wetlands Protection Fund no longer supplements the salary of the Director of Conservation. However, the Wetlands Protection Fund continues to support a small portion of the Department Specialist. The Community Development budget does not include potential increases for ITWA bargaining unit members.

Public Safety

Overall this segment of the budget is up 4.9%. The Police Department budget is up by 6.9%, which includes contractual salary and wage increases for represented and non-represented employees, but does not include potential wage increases for members of the ITWA bargaining unit. In addition to wages, the FY15 budget includes an increase of \$71,012 for the hiring of two civilian dispatchers. This is intended to free up patrol officers who now cover the night shift dispatch desk. Since new state regulations require significant training for dispatchers, the hiring of civilian dispatchers will be offset by a reduction in the training overtime budget of \$35,000. The Police Department's capital request is increasing in order to cover the purchase of five cruisers in accordance with the existing replacement schedule. The conversion to a new vehicle model is mostly completed and equipment from the old vehicles can be transferred to the new

ones, reducing costs. The Police Department budget does not include the costs for additional crossing guards, projected to be \$44,680, which will be needed if the Schools' supplemental request is approved. This amount has been calculated within the supplemental request itself.

The Fire Department budget is up 3.4% from FY14. The salary and wage line, which includes increases for represented firefighters as well as non-represented employees, is increasing 2.6%. Potential increases for ITWA members are not included. This budget eliminates the Fire Alarm Superintendent position. A portion of these savings will be used to cover alarm work needed to be done until conversion to the new wireless system is completed. The FY15 budget moves the department closer to fully funding the potential overtime demands represented in this budget. Due to competing needs, the Finance Committee's recommended budget continues to use an incremental approach to closing this structural budget gap. The Fire Department has held the line on expenses for several years and, as expected, the capital expense budget will increase in FY15 in order to provide needed firefighting and communications equipment.

The Building Department budget is up 4.1%, due largely to salary and wage increases for existing staff. Potential increases for ITWA members are not included. The Building Department expense budget remains flat for FY15.

Public Works

This budget which includes not only the Department of Public Works Department, but the Municipal Parking Program and the Municipal Lighting Program as well is up 2.3% from FY14. This increase is largely due to contractual wage increases. However it does not include potential increases for the departments represented employees in NIPEA and ITWA. The garage division's expenses are increasing to partially restore cuts made in FY 2014. The parks and forestry division's budget includes a new expense item for a field treatment process intended to protect grass roots and allow for less watering.

The Municipal Parking Program's budget is up 1.7%, due to an increase in the leasing expenses for certain parking lots. Although the number of parking spaces is expected to increase due to the Town's property acquisitions, the maintenance costs remain flat in FY15. The Municipal Lighting Program budget is up 1.5% due to a slight increase in projected energy costs. The costs of additional street lights are offset by the use of more energy-efficient lighting.

Public Facilities

This segment of the budget is virtually flat representing an increase 0.8%. The salary and wage line is increasing by 3.0%, due to contractual wage increases, plus the inclusion of the full year's salary for a custodian at the new Center at the Heights which was open for only a portion of FY14. The possible salary increases for ITWA members have not been included in this budget. The Public Facilities energy budget is decreasing overall due to continued energy-saving measures implemented by the department.

Community Services

This segment of the operating budget, which is up 4.4% over FY14, represents only 2.6% of the Town's overall budget, but in reality represents considerably more in services delivered back to the Town. To accomplish this, these departments garner support from in-kind services, grants,

monetary donations and a variety of volunteer contributions. It is worth noting, however, that such a heavy reliance on sources beyond that which is provided through the tax levy may very well force the Town to either curtail these needed services or shift needed resources from other departments if these external resources should diminish either all or in part. These departments, whenever feasible, should begin to shift funding of these services from outside sources to their own operating budgets.

The Human Services budget, which is comprised of the Council on Aging, Youth Services, and Veterans' Services, is increasing by 7.7% for FY15. The Youth Services will be adding, for the first time in a number of years, a new part-time clinical Social Worker for \$19,019, to address growing needs. The Veterans' Services assessment, administered by the West Suburban Veterans' Services District, increased in FY14, and will increase once again in FY15 due to increased demand. The Council on Aging has recently opened its Center at the Heights, but projects no staffing increases in FY15. Currently COA receives \$134 thousand in salary grant funding outside of its operating budget.

The Health Department budget is up 1.9%, primarily to fund an AED maintenance contract. The Finance Committee does not recommend funding the department's additional request to cover the salary of the Substance Abuse Prevention Program Director in their budget at this time. The Health Department has made application to renew its grant to cover this expense. If the grant is not awarded, the Finance Committee anticipates recommending an operating budget amendment to move resources from the Reserve Fund to the Health Department budget so as not to impede this valuable work.

The increase in the Public Library budget of 3.9% is sufficient to insure continued certification by the Massachusetts State Board of Library Commissioners, and thereby continue its eligibility for state aid. Reliance on outside aid to maintain service levels is not a sustainable long-term strategy as referenced above. In recent years this department has successfully moved positions into its operating budget when it seemed appropriate. For FY15, however, the Finance Committee's recommendation is not to move funding for any Library positions covered by state aid into their operating budget. Currently the state aid account has more than sufficient resources to fund these positions.

The Park and Recreation Budget is up 3.9% due to salary and wage increases, including an increase of \$3,725 for wages for regular playground maintenance work. \$8,000 of expenses have also been added for materials for playground maintenance. The requested Park and Recreation budget does not include potential increases for its ITWA personnel.

The Finance Committee's recommended FY 2015 budget maintains level funding for the Commission on Disabilities, the Historical Commission and the Trustees of Memorial Park. Representatives from each group presented to the Committee their plans for achieving FY15 service goals at FY14 funding levels.

Education

The total Education budget is \$57,537,049, which represents 45.1% of the total Town's operating budget for FY15. The Education section of the budget has two components: the

Town's assessment for the Minuteman Regional High School, and the operating budget for the Needham Public Schools. The Minuteman Regional High School's estimated assessment for FY 15 is \$893,211, an increase of 21.7% over FY14, due to higher enrollment by Needham students. The budget for the Needham Public Schools totals \$56,643,838, an increase of \$2,648,251, or 4.9%, over the appropriation in FY14. The Finance Committee's recommended FY 2015 budget fully funds the Superintendent's final proposed budget, and adds \$59,000 to fund three part-time teacher and staff positions at the high school. The School Department had originally proposed to include these positions in its supplemental request. However, consistent with discussions during the review of the supplemental request, the Finance Committee found it more appropriate to include these costs within the FY15 operating budget.

The increase in the School Department's budget can be broken down as follows: \$1,521,367 or 57.4% of the total increase covers contractual wage increases; \$342,124 or 12.9% of the total increase maintains level services, which, similar to last year, is driven by increasing enrollment at the High School level; and \$784,760, or 29.6%, of the total increase provides program improvements.

The Finance Committee continues to monitor results of the recent Special Education organizational restructuring. While savings may still be difficult to quantify, the School Department reports demonstrated improvement in student learning and parent satisfaction within the program. There have been savings in Special Education transportation expenses due to the purchase of school vans which is estimated to have avoided \$76,000 in transportation costs. Yellow bus transportation costs are moderating, and the recommended budget includes no increase in the transportation subsidy.

The School's supplemental budget, as discussed above, was reviewed by the Finance Committee in concert with the review of the FY15 base operating budget request. The Finance Committee liaisons worked closely with the School Superintendent and the School Committee liaisons to find savings and efficiencies. If the override vote to fund the supplemental request is successful, then the proposed supplemental programs will be funded with an increase in the property tax base outside of the constraints of Proposition 2 ½ and will become part of the School's operating budget.

Cash Capital

As discussed earlier in the Revenue section, the amount of free cash is unusually high this year, which has had a positive effect on our cash capital recommendations. The Town's practice, as you know, has been to fund most cash capital at the Annual Town Meeting with the free cash certified that year. However, the level of free cash certified in FY13, \$2,153,808, was exceptionally low, due to a timing issue with the Department of Revenue. As a result, at the May 2013 Annual Town Meeting, the Town was able to fund only a portion of the top priority cash capital items for FY14. In early FY14, the DOR certified an extraordinarily high level of free cash, \$10,133,912. Town Meeting then appropriated a portion of the FY14 free cash to meet the outstanding FY14 cash capital needs. The level of free cash certified this year has been sufficient to fund the outstanding cash capital needs from FY14, and to provide funding for FY 15 cash capital items. The Finance Committee discussed capital requests with each of the

departmental managers, and recommends funding all of the Town Manager's recommended Tier 1 capital items for a total of \$2,467,260.

Closing Reflection

After having read the preceding pages, which serve as somewhat of an executive summary, I am sure you come away realizing there are no big surprises in the FY15 operating budget. It is crafted reflecting an environment not dissimilar to that of today where the national economy is improving albeit ever so slowly, federal and state aid continue to track downward, town revenue is modestly growing, operational needs present themselves as more varied and complex, public and private grants may or may not decline and rather large facility expenses loom on our horizon.

However, in spite of some of this environmental uncertainty year over year, the Town continues to respond confidently. Its conservative "live within your means" approach is both fiscally prudent and strategically wise. Our continued vigilance, careful planning and controlled spending, all with a clear eye to sustainability, will serve to make a vibrant and financially strong Needham even stronger.

On behalf of the Finance Committee, I would like to express, once again, our appreciation for the hard work and dedication of the Town Manager, the Director of Finance, the Superintendent of Schools, and the Director of Financial Operations for the Schools. The Finance Committee benefited greatly from their efforts and from their open and constructive approach to resolving competing operational needs. We would also like to acknowledge the many talented and generous citizens who dedicate their time and service to our community through elected, appointed and volunteer positions. Their thoughtful input played a critical role throughout our budgetary review process.

Finally, I would also like to thank the members of the Finance Committee for their tireless efforts throughout this budgetary process. Each one brings their own unique set of experiences and perspectives to the process. As a result, our recommendations are the product of thoughtful, productive and insightful debates, with the long term interests of the Town and its residents always as our guiding principle. I am proud to present, on behalf of the entire Finance Committee, a fiscally sound FY15 operating budget which embodies that principle.

Respectfully submitted on behalf of the Finance Committee,

Richard J. Lunetta,
Chairperson

Committee Members:

John Connelly, Vice Chairperson
Richard Creem
James Flinton
Louise Miller

Richard Reilly
Lisa Zappala
Richard Zimbone
Louise Mizgerd, Executive Secretary

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Summary of Revenue
FY2013 - FY2015
General Fund Only

	Actual FY2013	Current Budget FY2014	Preliminary FY2015
Local Estimated Receipts			
Local Excises and Other Tax Related Collection	\$5,910,188	\$4,920,000	\$5,035,000
Departmental Activities	\$3,704,404	\$2,785,000	\$2,943,000
Fines & Forfeits & Assessments	\$163,645	\$129,500	\$140,000
Investment Income	\$84,803	67,500	70,000
Miscellaneous Revenue	\$219,636	134,000	155,000
Miscellaneous Non-recurring	<u>\$1,288,907</u>	<u>5,633</u>	<u>0</u>
SUB-TOTAL	\$11,371,583	\$8,041,633	\$8,343,000
Property Taxes & State Aid			
Real & Personal Property Tax Levy	\$99,676,528	\$106,008,113	\$109,755,296
Cherry Sheet Revenue (State Aid)	<u>\$9,957,566</u>	<u>\$10,296,504</u>	<u>\$10,622,856</u>
SUB-TOTAL	\$109,634,094	\$116,304,617	\$120,378,152
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	\$5,366,720	\$8,135,372	\$4,152,348
Overlay Surplus	\$500,000	\$1,000,000	\$500,000
Reserved for Appropriation - Parking	\$40,000	\$40,000	\$40,000
Transfer from other Articles	\$1,135,000	\$98,070	\$0
Other Available Funds	\$28,018	\$0	\$0
Reserved for Debt Exclusion Offset	<u>\$56,328</u>	<u>\$206,310</u>	<u>\$105,026</u>
SUB-TOTAL	\$7,126,066	\$9,479,752	\$4,797,374
Total General Fund Revenue	\$128,131,743	\$133,826,002	\$133,518,526
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	<u>\$2,158,539</u>	<u>\$2,379,967</u>	<u>\$2,125,763</u>
SUB-TOTAL	\$2,158,539	\$2,379,967	\$2,125,763
Total Revenue Available for General Fund Use	\$130,290,282	\$136,205,969	\$135,644,289

Account Balances

Athletic Facility Improvement Fund	As of March 31, 2014	\$900,809
Capital Facility Fund	As of March 31, 2014	\$1,295,268
Capital Improvement Fund	As of March 31, 2014	\$649,886
Free Cash	As of March 31, 2014	\$4,152,348
Parking Meter Fund	As of March 31, 2014	\$167,722
Sewer Enterprise Fund Retained Earnings	As of March 31, 2014	\$1,950,399
Solid Waste Enterprise Fund Retained Earnings	As of March 31, 2014	\$686,044
Stabilization Fund	As of March 31, 2014	\$3,743,586
Water Enterprise Fund Retained Earnings	As of March 31, 2014	\$2,254,842

2014 Annual Town Meeting

**Summary of Expenditures
FY2013 - FY2015
General Fund Only**

	Actual FY2013	Committed FY2014	Current Budget FY2014	Recommended FY2015
Town Wide Group	\$31,317,371		\$35,494,182	\$35,208,606
Department Budgets				
Board of Selectmen/Town Manager	\$800,582		\$794,348	\$821,318
Town Clerk/Board of Registrars	\$358,233		\$321,912	\$357,440
Town Counsel	\$377,145		\$305,790	\$327,584
Personnel Board	\$72		\$15,600	\$15,000
Finance Department	\$2,297,372		\$2,472,468	\$2,481,282
Finance Committee	\$30,407		\$32,893	\$33,687
Planning Department	\$255,617		\$269,399	\$277,997
Community Development	\$128,090		\$141,757	\$145,214
Police Department	\$5,216,478		\$5,624,023	\$6,013,261
Fire Department	\$6,291,113		\$6,844,275	\$7,073,775
Building Inspector	\$468,842		\$559,654	\$582,350
Minuteman Regional High School	\$777,052		\$733,961	\$893,211
Needham Public Schools	\$50,785,785		\$53,995,587	\$56,643,838
Department of Public Works	\$5,441,643		\$5,021,902	\$5,138,236
Municipal Parking Program	\$44,930		\$70,250	\$71,445
Municipal Street Lighting Program	\$190,981		\$217,804	\$221,153
Department of Public Facilities	\$7,640,808		\$8,003,190	\$8,067,148
Health Department	\$464,744		\$515,549	\$525,457
Human Services	\$588,086		\$670,348	\$721,681
Commission on Disabilities	\$244		\$550	\$550
Historical Commission	\$0		\$1,050	\$1,050
Library	\$1,379,726		\$1,419,551	\$1,475,210
Park & Recreation	\$570,260		\$574,456	\$596,654
Memorial Park	\$750		\$750	\$750
Department Budget Total	\$84,108,960		\$88,607,067	\$92,485,291
Total Budget	\$115,426,331		\$124,101,249	\$127,693,897
Other Appropriations				
General Fund Cash Capital	\$3,786,633		\$6,066,941	\$2,467,260
Other Financial Warrant Articles	\$372,699		\$263,095	\$48,805
Transfers to Other Funds	\$1,993,968		\$2,276,877	\$1,924,125
Total Other Appropriations	\$6,153,300		\$8,606,913	\$4,440,190
Other Uses				
Other Amounts Required to be Provided	\$71,738		\$72,610	\$83,999
State & County Assessments	\$1,238,429		\$1,273,564	\$1,274,570
Provisions for Abatements & Exemptions	\$1,876,905		\$2,151,633	\$2,151,633
Total Other Uses	\$3,187,072		\$3,497,807	\$3,510,202
Total General Fund Expenses	\$124,766,703		\$136,205,969	\$135,644,289

**Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY2013		FY2014		FY2015		% Change from 14 s
		Expended	FTE	Current Budget (03/15/2014)	FTE	Finance Committee Recommendation	FTE	

Townwide Expenses

1	Non-Contributory Retirement Payments	33,340		34,100		34,800		
2	Contributory Retirement System	4,905,468		5,420,454		5,621,400		
3	Group Health Insurance, Employee Benefits & Administrative Costs	9,086,489		10,091,409		10,212,592		
4	Retiree Insurance & Insurance Liability Fund	4,923,887		5,035,139		4,940,198		
5	Unemployment Compensation	129,929		250,000		100,000		
6	Debt Service	11,271,758		12,197,287		11,587,884		
7	Workers Compensation & Injured on Duty	450,000		467,550		586,252		
8	Casualty, Liability & Self Insurance Program	516,500		525,000		542,000		
9	Classification Performance & Settlements	Transfers Only		25,000		119,000		
10	Reserve Fund	Transfers Only		1,448,243		1,464,490		
	Total	31,317,371		35,494,182		35,208,616		
Townwide Expense Total		31,317,371		35,494,182		35,208,616		-0.8%

Town of Needham General Fund FY2015 Budget Recommendation - Submitted by the Finance Committee						
Line	Description	FY2013		FY2014		FY2015
		Expended	FTE	Current Budget (03/15/2014)	FTE	Finance Committee Recommendation
						% Change Amendment from 14s
<u>Board of Selectmen & Town Manager</u>						
11A	Salary & Wages	657,016	8.0	687,407	8.0	711,577
11B	Expenses	143,566		106,941		109,741
	Total	800,582		794,348		821,318
<u>Town Clerk & Board of Registrars</u>						
12A	Salary & Wages	306,982	4.6	282,647	4.6	309,990
12B	Expenses	51,250		39,265		47,450
	Total	358,232		321,912		357,440
<u>Town Counsel</u>						
13A	Salary & Wages	69,769		71,790		73,584
13B	Expenses	307,376		234,000		254,000
	Total	377,145		305,790		327,584
<u>Personnel Board</u>						
14A	Salary & Wages	72		600		-
14B	Expenses	-		15,000		15,000
	Total	72		15,600		15,000
<u>Finance Department</u>						
15A	Salary & Wages	1,513,687	23.7	1,637,963	23.7	1,660,303
15B	Expenses	746,185		797,005		783,479
15C	Capital	37,500		37,500		37,500
	Total	2,297,372		2,472,468		2,481,282

Town of Needham General Fund FY2015 Budget Recommendation - Submitted by the Finance Committee								
Line	Description	FY2013 Expended	FTE	Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change Amendment from 14 s
<u>Finance Committee</u>								
16A	Salary & Wages	29,531	0.5	31,668	0.5	32,462	0.5	
16B	Expenses	876		1,225		1,225		
	Total	30,407		32,893		33,687		
<u>General Government Total</u>								
		3,863,810	36.8	3,943,011	36.8	4,036,311	37.0	2.4%
<u>Planning & Economic Development</u>								
17A	Salary & Wages	244,410	3.3	252,939	3.3	261,537	3.3	
17B	Expenses	11,207		16,460		16,460		
	Total	255,617		269,399		277,997		
<u>Community Development</u>								
18A	Salary & Wages	118,557	2.5	129,899	2.5	133,356	2.5	
18B	Expenses	9,533		11,858		11,858		
	Total	128,090		141,757		145,214		
19	Reserved	-						
<u>Land Use and Development Total</u>								
		383,707	5.8	411,156	5.8	423,211	5.8	2.9%
<u>Police Department</u>								
20A	Salary & Wages	4,708,027	57.0	5,175,845	57.0	5,531,607	59.0	
20B	Expenses	248,937		292,426		306,930		
20C	Capital	259,514		155,752		174,724		
	Total	5,216,478		5,624,023		6,013,261		

Town of Needham General Fund FY2015 Budget Recommendation - Submitted by the Finance Committee								
Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change Amendment from 14 s
<u>Fire Department</u>								
21A	Salary & Wages	6,040,208	72.0	6,581,793	72.0	6,752,037	71.0	
21B	Expenses	241,888		262,482		288,907		
21C	Capital	9,017				32,831		
	Total	6,291,113		6,844,275		7,073,775		
<u>Building Department</u>								
22A	Salary & Wages	447,740	7.0	528,614	8.6	551,310	8.6	
22B	Expenses	21,101		31,040		31,040		
	Total	468,841		559,654		582,350		
	Public Safety Total	11,976,432	136.0	13,027,952	137.6	13,669,386	138.6	4.9%
<u>Minuteman Regional High School</u>								
23	Assessment	777,052		733,961		893,211		
	TOTAL	777,052		733,961		893,211		
<u>Needham Public Schools</u>								
24	Needham Public School Budget	50,785,785	648.5	53,995,587	665.9	56,643,838	684.2	
	TOTAL	50,785,785		53,995,587		56,643,838		
	Public Schools Total	51,562,837	648.5	54,729,548	665.9	57,537,049	684.2	5.1%

Town of Needham General Fund FY2015 Budget Recommendation - Submitted by the Finance Committee								
Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change Amendment from 14 s
<u>Department of Public Works</u>								
25A	Salary & Wages	3,089,229	49.0	3,207,178	49.0	3,251,531	49.0	
25B	Expenses	1,304,907		1,406,974		1,480,421		
25C	Capital	126,434		7,750		6,284		
25D	Snow and Ice Removal	921,073		400,000		400,000		
	Total	5,441,643		5,021,902		5,138,236		
<u>Municipal Parking Program</u>								
26	Municipal Parking Program	44,930		70,250		71,445		
	Total	44,930		70,250		71,445		
<u>Municipal Lighting Program</u>								
27	Municipal Lighting Program	190,981		217,804		221,153		
	Total	190,981		217,804		221,153		
Public Works Total		5,677,554	49.0	5,309,956	49.0	5,430,834	49.0	2.3%
<u>Department of Public Facilities</u>								
28A	Salary & Wages	3,191,649	55.0	3,407,208	56.0	3,508,080	56.0	
28B	Expenses	4,449,159		4,595,982		4,559,068		
28C	Capital	-		-		-		
	Total	7,640,808		8,003,190		8,067,148		
Public Facilities Total		7,640,808	55.0	8,003,190	56.0	8,067,148	56.0	0.8%

Town of Needham General Fund FY2015 Budget Recommendation - Submitted by the Finance Committee						
Line	Description	FY2013		FY2014		FY2015
		Expended	FTE	Current Budget (03/15/2014)	FTE	Finance Committee Recommendation
						% Change Amendment from 14s
<u>Health Department</u>						
29A	Salary & Wages	379,776	5.9	418,295	5.9	424,583
29B	Expenses	84,969		97,254		100,874
	Total	464,745		515,549		525,457
<u>Human Services</u>						
30A	Salary & Wages	496,139	7.8	555,478	7.8	589,840
30B	Expenses	91,947		114,870		131,841
	Total	588,086		670,348		721,681
<u>Commission on Disabilities</u>						
31A	Salary & Wages	-				
31B	Expenses	244		550		550
	Total	244		550		550
<u>Historical Commission</u>						
32A	Salary & Wages	-				
32B	Expenses	-		1,050		1,050
	Total	-		1,050		1,050
<u>Needham Public Library</u>						
33A	Salary & Wages	1,071,967	23.6	1,103,803	23.6	1,156,157
33B	Expenses	307,759		315,748		319,043
	Total	1,379,726		1,419,551		1,475,200

**Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee**

Line	Description	FY2013 Expended	FTE	Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change Amendment from 14 s
<u>Park & Recreation Department</u>								
34A	Salary & Wages	442,927	4.0	468,456	4.0	482,654	4.0	
34B	Expenses	97,407		106,000		114,000		
34C	Capital	29,925		-		-		
	Total	570,259		574,456		596,654		
<u>Memorial Park</u>								
35A	Salary & Wages	-						
35B	Expenses	750		750		750		
	Total	750		750		750		
Community Services Total		3,003,810	41.3	3,182,254	41.3	3,321,342	41.3	4.4%
Department Budgets		84,108,958	972.4	88,607,067	992.4	92,485,281	1,011.9	4.4%
Total Operating Budget		115,426,329		124,101,249		127,693,897		2.9%

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**WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 8, 2014
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS**

Norfolk, ss.

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

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

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2014

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 One Year;
- Two Selectmen for Three Years;
- One Assessor for Three Years;
- Two Members of School Committee for Three Years;
- One Member of School Committee for Two Years;
- One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
- Three Trustees of Needham Public Library for Three Years;
- One Member of Board of Health for Three Years;
- One Member of Planning Board for Five Years;
- One Member of Needham Housing Authority for Five Years;
- One Commissioner of Trust Funds for Three Years;
- One Member of Park and Recreation Commission for Three Years;
- Two Constables for Three Years.
- Eight Town Meeting Members from Precinct A for Three Years;
- Eight Town Meeting Members from Precinct B for Three Years;
- One Town Meeting Member from Precinct B for Two Years;
- Eight Town Meeting Members from Precinct C for Three Years;
- Eight Town Meeting Members from Precinct D for Three Years;

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

ARTICLE 2: **BALLOT QUESTION**

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

“Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?”

Summary: Acceptance of this act by the voters of the Town of Needham will authorize its Board of Selectmen to issue licenses for the sale and serving of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons to be consumed on the premises. All other provisions of General Laws, Chapter 138 (Alcoholic Liquors) shall apply to the sale and serving of alcoholic beverages by restaurants with a seating capacity of less than 100 persons."

ARTICLE 3: **BALLOT QUESTON**

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

“Shall the Town of Needham be allowed to assess an additional \$1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?”

Warrant for the Annual Town Meeting

Monday, May 5, 2014 at 7:30 p.m. at Needham Town Hall

ARTICLE 4: **COMMITTEE AND OFFICER REPORTS**

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

HUMAN RESOURCE ARTICLES

ARTICLE 5: 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, 2014, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	\$71,522
Town Clerk with 6 years of service in that position	\$88,414 (1)
Selectmen, Chairman	\$1,800
Selectman, Others	\$1,500

- (1) In addition, such compensation shall also include payment of longevity in the amount of \$5,304, 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 \$47,484. The annual salary of \$88,414 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed \$9,011. 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 \$12,616; or take any other action relative thereto.

INSERTED BY: Personnel Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

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

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Town Workers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

ARTICLE 7: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

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

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

FINANCE ARTICLES

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2015 the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2014, the cumulative increase above the statutory limit was 99%.

ARTICLE 9: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$13,805 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

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

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of \$25,000 (2008 dollars). The voluntary fund received \$13,805 in fiscal year 2013.

ARTICLE 10: APPROPRIATE FOR BLUE TREE REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for replacement of the Blue Tree, to be spent under the direction of the Town Manager and transferred from Free Cash; or take any other action relative thereto.

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

Article Information: The purpose of this article is to provide funding for the replacement of the historic Blue Tree in the Town Common, which is in failing health. The Town's Tree Warden is recommending that it be replaced with a large tree to carry on the Town's long holiday tradition. The plan is to relocate a 12 to 16 inch caliper, 30 foot tall Maple tree. The current Blue Tree is a 30 inch caliper, 70 foot tall Sugar Maple tree.

ARTICLE 11: APPROPRIATE THE FY2015 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of \$40,000, from Free Cash in the amount of \$1,650,088, from the overlay surplus in the amount of \$500,000, from amounts reserved for debt exclusion offsets in the amount of \$105,026, and \$475,763 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 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as Shown on Pages 15-21

ARTICLE 12: APPROPRIATE THE FY2015 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
RTS Enterprise**

Line #	Description	FY2013		FY2014		FY2015		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
101A	Salary & Wages	\$592,415	9.0	\$666,915	9.0	\$710,556	10.0	
101B	Expenses	\$1,109,085		\$1,221,816		\$1,225,721		
101C	Operating Capital	\$36,850		\$60,000		\$81,000		
101D	Debt Service	\$149,563		\$150,000		\$150,000		
102	Reserve Fund	Transfers Only		\$25,000		\$25,000		
TOTAL		\$1,887,913	9.0	\$2,123,731	9.0	\$2,192,277	10.0	
FY2015 Budget Percentage Change from FY2014 Budget							3.2%	

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

INSERTED BY: Board of Selectmen & Finance Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a two-tier pay-per-throw program. To use the RTS, residents must purchase an annual sticker and special bags for their non-recyclable trash. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. In addition, the RTS maintains agreements with various municipalities for wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

The recommended operating budget for FY2015 is \$2,192,277 or \$68,546 (3.2%) more than the FY2014 budget. The change is attributable to an increase of \$43,641 in salary and wages (6.5%), an increase of \$3,905 in non-personnel related costs (0.3%), an increase of \$21,000 in operating capital (35%), and no change in the debt service and reserve fund lines.

The FY2015 budget plan includes increases in staffing and operating capital, and a fundamental change in the financing of the facility – the “RTS sustainability proposal.” At the time of the printing of the warrant, the Town and the DPW union had not yet finalized a successor collective bargaining agreement for FY2015. Therefore, any funding required for that Agreement will be presented at a subsequent Town Meeting. The budget includes funding for an Assistant Superintendent for RTS (\$63,507) to align the Division’s level of supervision with other DPW divisions, and to allow the Superintendent to be available on a Monday through Friday schedule and focus on management and administrative issues. The new Assistant Superintendent will focus on operations and customer service at the heavily used facility. The budget also incorporates an annual “roll-off” unit replacement into the operating budget (\$16,000). These units have previously been included in the capital improvement plan. The overtime budget has been reduced by \$30,000 to partially fund the new position and to support the proposed change in financing.

In 2012, the Board of Selectmen created an RTS “Super Committee” to evaluate options relative to the financial sustainability of the RTS. In February, 2013 the Committee provided its report to the Board and made three key recommendations: that management evaluate the hours of operation of the RTS for use by the general public and determine if changes would have a meaningful impact on sustainability; that management similarly review the planned overtime model; and that management evaluate the fee schedule. In its report, the Committee opined that since the facility has been relying on non-recurring revenue to support operations, unless adjustments are made to increase revenue and decrease expenses, the RTS will not be sustainable. The Committee also noted that there is a justification for contribution from the tax levy because the facility benefits the Town as an overall benefit to the common good.

The recommended budget includes a higher contribution from the General Fund to replace the sticker fee and serve, along with pay-per-throw bags sales and other rubbish disposal fees and miscellaneous revenue, as the funding sources to support and operate the Recycling and Transfer Station Enterprise Fund. Direct financing of the facility through the tax levy expands access to the facility and recognizes the “public good” aspect of many of the recycling, yard waste, and waste ban item disposal services. The budget will provide a greater level of predictability and stability for the RTS operation. Mindful of the recommendations of the “Super Committee,” the Town will continue to evaluate whether a reduction of the hours that the facility is open and available for use by the public is necessary and prudent.

The change in the personnel expense line reflects the addition of one FTE for the department. At the time of the printing of the warrant, the Town was still engaged in collective bargaining with the DPW union. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. Eight of the ten positions in the RTS are members of the NIPEA union. The increase in the expense line is for higher communication related expenses and supplies and the last of a three year phase-in to fully fund the rock crushing and material processing contracted services. Most of the increase was lessened by reductions in the hauling and disposing of municipal solid waste. The operating capital increase of \$21,000 is for the inclusion of the \$16,000 for the purchase of two roll-off containers and a \$5,000 increase in the cost to purchase an open top trailer.

Debt service is level funded at \$150,000 and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2015.

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

ARTICLE 13: APPROPRIATE THE FY2015 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 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham Sewer Enterprise								
Line #	Description	FY2013		FY2014		FY2015		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
201A	Salary & Wages	\$893,432	12.0	\$931,141	12.0	\$939,465	12.0	
201B	Expenses	\$437,388		\$369,945		\$352,958		
201C	Capital Outlay	\$21,830		\$25,000		\$25,000		
201D	MWRA Assessment	\$5,381,187		\$5,423,810		\$5,468,475		
201E	Debt Service	\$1,377,289		\$1,500,000		\$1,500,000		
202	Reserve Fund	Transfers Only		\$35,000		\$35,000		
TOTAL		\$8,111,126	12.0	\$8,284,896	12.0	\$8,320,898	12.0	
FY2015 Budget Percentage Change from FY2014 Budget							0.4%	

and further to meet this appropriation that \$463,430 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and \$308,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal

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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 operating budget of \$8,320,898 for FY2015 is \$36,002 (0.4%) more than the current FY2014 budget. As previously mentioned, the Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff and operationally it is more effective to budget and monitor this work through the Sewer Enterprise Fund budget. However, the costs not associated with Sewer operations are funded by taxation and not by Sewer use fees. The 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.

Budget Line	FY2015 Sewer Operations	FY2015 Drains Program	FY2015 Recommended Budget	FY2014 Sewer Operations	FY2014 Drains Program	Current FY2014 Sewer Budget
Salary & Wages	\$602,580	\$336,885	\$939,465	\$597,015	\$334,126	\$931,141
Expenses	\$226,413	\$126,545	\$352,958	\$235,135	\$134,810	\$369,945
Capital Outlay	\$25,000	\$0	\$25,000	\$25,000	\$0	\$25,000
MWRA Assessment	\$5,468,475	\$0	\$5,468,475	\$5,423,810	\$0	\$5,423,810
Debt Service	\$1,500,000	\$0	\$1,500,000	\$1,500,000	\$0	\$1,500,000
Reserve Fund	\$35,000	\$0	\$35,000	\$35,000	\$0	\$35,000
Total	\$7,857,468	\$463,430	\$8,320,898	\$7,815,960	\$468,936	\$8,284,896
	FY2015 Sewer Operations \$ Change	FY2015 Drains Operations \$ Change	FY2015 Sewer Enterprise \$ Change	FY2015 Sewer Operations % Change	FY2015 Drains Operations % Change	FY2015 Sewer Enterprise % Change
Salary & Wages	\$5,565	\$2,759	\$8,324	0.9%	0.8%	0.9%
Expenses	-\$8,722	-\$8,265	-\$16,987	-3.7%	-6.1%	-4.6%
Capital Outlay	\$0	\$0	\$0	0.0%		0.0%
MWRA Assessment	\$44,665	\$0	\$44,665	0.8%		0.8%
Debt Service	\$0	\$0	\$0	0.0%		0.0%
Reserve Fund	\$0	\$0	\$0	0.0%		0.0%
Total	\$41,508	-\$5,506	\$36,002	0.5%	-1.2%	0.4%

The overall operating budget for FY2015 is \$36,002 more than the current FY2014 budget, representing an increase of 0.4%. The FY2015 Sewer operations portion of the budget is \$41,508 higher, an increase of 0.5% over the current year. Effectively, the increase in the FY2015 budget is due to the MWRA assessment. The preliminary assessment for FY2015 is \$44,665 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2015 drains operations portion of the budget is \$5,506 less than the current year or a reduction of 1.2%.

The salary and wages line is \$939,465 for FY2015 which is an increase of \$8,324 or 0.9%. The sewer division has 12 FTE's, of which 11 are members of the NIPEA union. The Town and the DPW union have not yet finalized a successor collective bargaining agreement for FY2015 and therefore any funding required will be presented at a subsequent Town Meeting. There is no increase in the number of funded positions. The expense line is \$352,958, which is \$16,987 less (or 4.6%) than the current year. Most of this decrease is related to a lower three year average in energy use and a decrease in pump rental costs because the Town purchased an extra pump. Rental costs have been reduced by \$6,000 and energy costs were reduced by \$12,463 - these reductions were offset by a total increase of \$1,476 in three expense lines: professional and technical training (\$450), vehicle supplies (\$26), and street sweeping related costs (\$1,000). As mentioned previously, the preliminary MWRA sewer assessment is \$44,665 more than the current budget. The operating capital line is level dollar at \$25,000 for FY2015. This line is used to purchase equipment such as sewer pumps and small power equipment. The sewer debt service budget line is also level dollar at \$1,500,000 for FY2015 and is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is

level dollar for FY2015. The budget plan for FY2015 includes the use of \$308,000 from sewer retained earnings. The \$463,430 to be transferred from the tax levy is to pay for drains-related programs. This is a reduction of \$5,506 from current year funding.

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 14: APPROPRIATE THE FY2015 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 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

**Town of Needham
Water Enterprise**

Line #	Description	FY2013		FY2014		FY2015		Town Meeting Amendments
		Expended	FTE	Current Budget	FTE	Recommended	FTE	
301A	Salary & Wages	\$938,387	16.0	\$1,048,593	16.0	\$1,053,177	16.0	
301B	Expenses	\$1,022,501		\$1,047,350		\$1,079,548		
301C	Capital Outlay	\$49,002		\$31,500		\$40,200		
301D	MWRA Assessment	\$964,345		\$1,271,018		\$1,194,022		
301E	Debt Service	\$1,255,780		\$1,550,000		\$1,550,000		
302	Reserve Fund	Transfers Only		\$75,000		\$75,000		
TOTAL		\$4,230,015	16.0	\$5,023,461	16.0	\$4,991,947	16.0	
FY2015 Budget Percentage Change from FY2014 Budget							-0.6%	

and further to meet this appropriation that \$432,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

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

Article Information: This article funds the Town’s water system. The Town’s water distribution system is a single service pressure zone system supplied by two sources. The Town’s primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three

groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2015 is \$31,514 or 0.6% less than the FY2014 budget. This decrease is due to a reduction in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2015 water assessment is based on CY2013 water use. The Town's use of MWRA water was down approximately 18% from the prior year. The preliminary water assessment for FY2015 is \$1,194,022 - a decrease of \$76,996 (6.1%) from the current FY2014 budget. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production *	2011	2012	2013
Water Production	1,170.5	1,243.7	1,267.8
Water Production from MWRA	306.9	393.0	354.8
Water Production from Town Wells	863.6	850.7	913.0
Percentage from MWRA	26.2%	31.6%	28.0%
*millions of gallons			
Water meters replaced	1,018	1,072	945
Percentage of the total number of water meters	7.2%	7.6%	6.7%

The salary and wage expense line shows an increase of \$4,584 (0.4%) over the FY2014 budget. The Enterprise Fund has 16 FTE's of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. At the time of the printing of the warrant, the Town had not reached agreement with either the NIPEA or the ITWA unions. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. There is no increase in the number of funded positions.

The Water Enterprise Fund expense line is \$32,198 higher than the current budget, or 3.1% more. The increase is attributable to funding of a water conservation promotion effort (\$20,625) and energy efficiency related improvements (\$20,000). The water conservation effort is one step being taken by the Town to address the Massachusetts Department of Environmental Protection requirements to lower water consumption. The goal is to reduce the Town's residential gallon per capita day (RGPCD) water consumption to 65 gallons per day or lower. If this goal is not reached, the Town may be subject to additional water restrictions. Another part of the water conservation effort is the creation of a revolving fund for the sale of water conservation device. The program would involve the purchase and sale of items such as rain barrels, moisture sensors, and other related water saving devices to be available for purchase by residents. The \$20,000 will pay for the replacement of windows at the Charles River Water Treatment Facility with windows that reduce heat loss. The present windows are single-pane and inefficient at reducing heat loss which increases both the use and cost of energy. Upgrading to thermal

pane windows will prove to be a worthwhile investment in helping with the Town's effort to conserve energy. The cost of these two recommendations is offset in part with reductions in price of drinking water chemicals and reduction in vehicle expenses.

The operating capital has been increased by \$8,700 or 27.6% from the FY2014 budget. The additional funds are intended for small diameter water main work near Marshall Road and Dartmouth Road. The balance of the operating capital expense line is for items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or other low dollar time-sensitive repairs. Debt service is level funded at \$1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2015. The FY2015 budget plan includes the use of \$432,000 in water retained earnings.

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 15: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2014:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	\$4,100
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	\$60,000
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	\$75,000
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	\$3,000
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	\$25,000
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	\$75,000
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	\$25,000

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	\$819,000
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	\$250,000

or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

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

ARTICLE 16: ESTABLISH REVOLVING FUND – WATER CONSERVATION

To see if the Town will vote to authorize a revolving fund for the Department of Public Works under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Public Works without further appropriation during fiscal year 2015 for the purposes of paying expenses related to water conservation devices. The Water Conservation Revolving Fund is to be credited with all proceeds from the sale by the Town of water conservation devices, and the Director of Public Works may spend \$10,000 in revolving fund monies; or take any other action thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to establish a new revolving fund for the purchase and sale of water-saving devices such as rain barrels and moisture sensors to assist residents in conserving water and complying with non-essential outdoor water restrictions.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

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

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2015 award amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – MEDICAL MARIJUANA OVERLAY DISTRICT

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

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

“Marijuana Dispensary, Registered: Registered Marijuana Dispensary, also known as RMD or Medical Marijuana Treatment Center, shall mean an establishment properly registered with the Massachusetts Department of Public Health under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers.”

- (b) Amend Section 2.1 Classes of Districts, by adding the following term and abbreviation under the subsection Overlay:

“MM – Medical Marijuana Overlay”

- (c) Amend Section 3 Use Regulations, by adding a new Subsection 3.14, Medical Marijuana Overlay District, to read as follows:

“3.14 Medical Marijuana Overlay District

3.14.1 Purpose of District

The purpose of the Medical Marijuana Overlay District is to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations set forth

at 105 CMR 725.000, Implementation of an Act for the Humanitarian Medical Use of Marijuana. Given that Registered Marijuana Dispensaries shall be limited in number and strictly regulated by the Massachusetts Department of Public Health, these zoning regulations intend to permit them where there is access to regional roadways and public transportation, where they may be readily monitored by law enforcement for health and public safety purposes, and where they will not impact the character of residential neighborhoods and business districts.

3.14.2 Scope of Authority

The Medical Marijuana Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Medical Marijuana Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.14 applies to Registered Marijuana Dispensaries proposed to be constructed after the effective date of this section.

3.14.3 Establishment

The locations permitted shall be within the Medical Marijuana Overlay District.

3.14.4 Requirements

3.14.4.1 Use. Notwithstanding the use limitations of the underlying zoning district or any other overlay zoning district, a Registered Marijuana Dispensary shall be allowed within the Medical Marijuana Overlay District upon the granting of a special permit by the Planning Board, subject to the requirements set forth in this Section.

3.14.4.2 Registration. All permitted Registered Marijuana Dispensaries shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations at all times. No Building Permit or Certificate of Occupancy shall be issued for a Registered Marijuana Dispensary that is not properly registered with the Massachusetts Department of Public Health.

3.14.4.3 Limitation of Approval. A special permit authorizing the establishment of a Registered Marijuana Dispensary shall be valid only for the registered entity to which the special permit was issued, and only for the site on which the Registered Marijuana Dispensary has been authorized by special permit. If the registration for a Registered Marijuana Dispensary has been revoked, transferred to another controlling entity, or relocated to a different site within the Medical Marijuana Overlay Districts, a new special permit shall be required prior to issuance of a Certificate of Occupancy.

3.14.4.4 Building. A Registered Marijuana Dispensary shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home deliveries to qualified clients pursuant to applicable state and local regulations.

3.14.4.5 Dimensional Requirements. Except where it is explicitly stated otherwise in this Section 3.14, a Registered Marijuana Dispensary shall conform to the dimensional requirements applicable within the underlying zoning district in which the facility is to be located.

3.14.4.6 Parking and Loading. Notwithstanding anything to the contrary in Section 5.1.2 of this By-Law, the required number of parking spaces for a Registered Marijuana Dispensary shall be determined by the Planning Board based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said determination to be based on the ITE Parking Generation Manual, 2nd Edition, or an alternative technical source determined by the Planning Board to be equally or more applicable. At least one loading bay shall be provided and may not be shared with any other use; however, the Planning Board may require a greater number of loading bays if it finds that one loading bay shall not be sufficient. Except as set forth above, all parking and loading facilities shall conform to the design requirements set forth in Section 5.1.3.

3.14.4.7 Signage. All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Article 5 of the Town of Needham General By-Laws. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or made clearly visible from the exterior of a Registered Marijuana Dispensary. The Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

3.14.5 Application Requirements

In addition to the procedural and application requirements of Section 7.4 and Section 7.5.2 of the By-Law, an application for special permit shall include, at a minimum, the following information:

3.14.5.1 Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIPs), on-site sales, off-site deliveries, distribution of educational materials, and other programs or activities.

3.14.5.2 Service Area: A map and narrative describing the area proposed to be served by the Registered Marijuana Dispensary and the anticipated number of clients that will be served within that area. This description shall indicate where any other Registered Marijuana Dispensaries exist or have been proposed within the expected service area.

3.14.5.3 Transportation Analysis: A quantitative analysis, prepared by a qualified transportation specialist acceptable to the Planning Board, modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.

3.14.5.4 Context Map: A map depicting all properties and land uses within a one thousand-foot (1,000') radius of the project site, whether such uses are located in Needham or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs.

3.14.5.5 Registration Materials: Copies of registration materials issued by the Massachusetts Department of Public Health and any materials submitted to the Massachusetts Department of Public Health for the purpose of seeking registration, to confirm that all information provided to the Planning Board is consistent with the information provided to the Massachusetts Department of Public Health.

3.14.5.6 Special Permit Criteria. In granting a special permit for a Registered Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in

Section 7.4 and Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

- (a) The Registered Marijuana Dispensary is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by other Registered Marijuana Dispensaries, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.
 - (b) The site is located at least five hundred feet distant from a public or private elementary school, middle school, or secondary school, or a municipal park or playground, or if not located at such a distance, it is determined by the Planning Board to be sufficiently buffered from such facilities such that its users will not be adversely impacted by the operation of the Registered Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Registered Marijuana Dispensary.
 - (c) The Registered Marijuana Dispensary is not located in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility.
 - (d) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site whether driving, bicycling, walking or using public transportation.
 - (e) Traffic generated by client trips, employee trips, and deliveries to and from the Registered Marijuana Dispensary shall not create a significant adverse impact on nearby residential uses.
 - (f) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.
 - (g) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior."
- (d) Amend Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: Article 18, in combination with Article 19, proposes to create the Medical Marijuana Overlay District. Article 18 lays out the regulatory framework for the new overlay district while Article 19 describes its geographic boundaries. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue.

Medical Marijuana in Massachusetts

In November, 2012, Massachusetts voters approved a Law for the Humanitarian Medical Use of Marijuana, which permits the use of marijuana or marijuana-infused products (MIPs, such as foods or tinctures) by patients with certain debilitating and/or terminal illnesses with their doctor's certification.

The law specified that the Massachusetts Department of Public Health would be responsible for promulgating regulations to implement the law, and would be responsible for registering up to 35 Medical Marijuana Treatment Centers (also known as Registered Marijuana Dispensaries, or RMDs) within the state during the first year of implementation, with at least one but no more than five located in each county. In future years, the Massachusetts Department of Public Health may register more RMDs if the number is found insufficient to meet patients' needs. The Massachusetts Department of Public Health will also register qualifying patients.

In May, 2013, the Public Health Council approved regulations presented by the Massachusetts Department of Public Health with regard to the certification and administration of medical marijuana (105 CMR 725.000). According to the Massachusetts regulations, a Registered Marijuana Dispensary (RMD) is a not-for-profit entity that cultivates, prepares, and dispenses marijuana or MIPs only to qualifying patients or their caregivers. RMDs, qualifying patients and caregivers must be registered with the Massachusetts Department of Public Health.

In Massachusetts, an RMD must cultivate, prepare and dispense marijuana and MIPs in a vertically-integrated way. RMDs may not buy or sell marijuana amongst each other, except in unusual circumstances. However, an RMD may operate on two different sites, with cultivation occurring at one location and dispensing occurring at the other. Also, a single corporate entity may control up to three RMDs in the state which may share a cultivation site.

The state regulations are comprehensive, and serve two primary purposes, 1) to strictly control the distribution of the drug so that only those with a legitimate medical reason have access, and 2) to avoid promotion of the use of marijuana outside of medicinal purposes. The regulations permit local regulatory oversight so long as it does not conflict or interfere with the state regulations. Some of the state regulations that are most pertinent to local planning and zoning considerations are summarized below:

- *Access Limitations: Only registered qualifying patients and their registered caregivers are permitted to enter an RMD. Identification will be checked upon entry. Moreover, products may not be visible to passersby outside the RMD, and within the RMD only samples may be displayed in locked cases.*

- *Branding and Signage: Only the registered name and logo of the RMD are allowed to be displayed. Signage may not include any graphic representations of marijuana or paraphernalia, the word marijuana or any colloquial terms for marijuana, medical symbols, or any information about products or pricing.*

- *Security: All marijuana must be stored in a secure, locked area within the RMD that is accessible only to designated employees. Perimeter alarms are required along with 24-hour video surveillance of all access and egress points and parking areas. Security lighting is required around the perimeter and any trees, bushes or other foliage must not allow for hiding places.*

- *Deliveries: An RMD may offer home delivery. However, all marijuana must be transported in an unmarked vehicle with a locked storage compartment that is part of the vehicle and must be operated by at least two dispensary agents. Although it is not specifically required in the regulations, an RMD offering deliveries may need an enclosed loading/unloading area to ensure proper security.*

- *Supply: An RMD is allowed only to dispense up to a 60-day supply of marijuana or MIPs to a registered qualifying patient, and must limit its total supply on-hand to reflect the projected needs of its patients.*

- *Accessory Activities: An RMD may only sell marijuana, MIPs and vaporizers, but no other marijuana-related paraphernalia. An RMD may distribute patient education materials as required, but may not sell or distribute any promotional or other items. No consumption of marijuana is allowed on the premises, except for the purpose of demonstrating proper use of vaporizers. No other unrelated activities are allowed to occur within the RMD.*
- *Siting: According to the state regulations, an RMD must be sited at least 500 feet from a school, daycare center, or any facility in which children commonly congregate if no local siting regulations exist.*

Regulatory Oversight in Needham

Before the Law for the Humanitarian Medical Use of Marijuana took effect in January, 2013, Needham (along with many other municipalities) enacted a zoning moratorium on the establishment of medical marijuana dispensaries, to allow for time to review the state regulations and consider local regulations that fit within the statewide framework. In March, 2013, the state Attorney General issued legal opinions to towns that had enacted a moratorium or a complete ban on marijuana dispensaries (Burlington and Wakefield, respectively). In summary, these opinions concluded that a temporary moratorium and reasonable zoning restrictions were appropriate, but that marijuana dispensaries could not be completely banned from a municipality.

While the Needham moratorium has been in effect, representatives from various Town departments and Boards, including the Planning and Community Development Department, Health Department, Legal Department, Police Department, Building Department, Town Manager's office, Board of Selectmen and Planning Board have met to review the statewide regulations and to discuss local regulatory approaches. The expectation for Needham is that land use characteristics such as location, parking and urban design would be controlled through the zoning by-law with the operational aspects of RMDs controlled through Town regulations to be enforced locally in addition to state public health regulations.

Land Use Considerations

The zoning approach recommended by the Planning Board follows the lead of the state law and regulations by treating RMDs as regional service providers with a limited, specialized function and a client base that will be spread across a large service area. The following land use topics were considered by the Board:

- *Use Compatibility. As a business use, RMDs would not be considered appropriate for residential neighborhoods. Compatibility with neighborhood-scale retail districts is also an issue because, unlike neighborhood-serving retail stores, they would serve a select, regional clientele and not the neighborhood as a whole. Also, the security requirements may conflict with the pedestrian-friendly storefront character that is carefully cultivated in many retail areas.*
- *Transportation. Because of their regional nature, it is important to consider access to public transportation as well as regional roadways, since clients may travel from areas without access to public transportation or may otherwise need to use a car. Locations that would bring excess auto traffic to smaller residential streets should be discouraged. Availability of parking is also an issue. For RMDs that make deliveries, the potential for secure loading facilities may also be a factor.*
- *Public Safety. The Police Department has expressed the importance of being able to effectively respond to emergency calls at or near an RMD site. Therefore, isolated areas without convenient street access should be avoided.*
- *Urban Design. The access and security requirements for RMDs have the potential to create a streetfront that is visually unfriendly to pedestrians or a design that is out of character with surrounding uses. This*

concern could be mitigated through careful urban design, and therefore binding design review should be considered as an appropriate measure.

- *Distance from Child-Oriented Facilities.* The Board found it prudent to adhere to the statewide standard of a 500-foot buffer from schools, municipal parks and playgrounds. The "default" state regulations would, however apply that 500 foot buffer zone not only to schools but also to daycare centers and "any facility in which children commonly congregate." The Board did not recommend such language in recognition of the fact that -if the state language were adopted without modification - the location of multiple daycare centers and facilities providing programs for children throughout the overlay district would effectively prohibit RMDs in the Town. At the same time the Board did recommend that RMDs not be located in the actual building where a licensed daycare center is located or where a facility providing educational, recreational or social programs for children is located.

Proposed Zoning Amendment

Based on the above considerations, the zoning amendment contained in Articles 18 and 19 takes the following approach: 1) identifies the overlay districts in which the RMD use will be allowed; 2) establishes that the use will only be allowed by special permit from the Planning Board; 3) describes the submittal requirements to be included in an RMD application; and 4) establishes the special permit criteria unique to this use that will be utilized in the review of a given proposal.

- *Overlay District Location.* The amendment limits RMDs to the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue, since they are commercial districts with access to the regional roadway network. The noted districts also contain many sites that have the potential for on-site parking and loading and are adequately distanced from schools and other child-oriented facilities.

- *Special Permit Requirement.* Given the still unknown aspects of these facilities and a desire for close review, the amendment proposes to permit the RMD use by special permit from the Planning Board. The special permit requirement would allow for meaningful review of design and transportation impacts, as well as a greater level of oversight and assurance that an RMD will be operated in a manner that is consistent with the intent of the zoning and other regulations.

- *Submittal Requirements.* There are a number of additional submittal requirements proposed for RMDs in order to allow for the necessary review of a given proposal in the special permit process. These include: 1) a description of proposed activities on the site; 2) a service area map; 3) a transportation impacts analysis; 4) a context map (allowing analysis of nearby land uses and potential impacts); and 5) copies of registration materials issued by the Department of Public Health as well as copies of any application materials submitted.

- *Special Permit Criteria.* The special permit criteria as contained in the amendment are intended to reinforce the requirements of the Massachusetts Department of Public Health regulations and advance local interests with regard to the possible impacts of an RMD. To that end, these criteria include consideration of the dispersal of these facilities based on anticipated demand, compatibility with the surrounding area, access to regional transportation facilities, environmental impacts on abutters, overall urban design and consideration of security and law enforcement issues as well as the standard special permit criteria currently provided in Sections 7.4 and 7.5.2 of the Needham Zoning By-Law. Additionally, a 500-foot buffer from a public or private elementary school, middle school, or secondary school, or a municipal park or playground is established with the Planning Board having the option to reduce this 500 foot buffer in circumstances where existing conditions provide a sufficient buffer and/or the proposed RMD use will not have a negative impact on neighboring land uses. Furthermore, the RMD use is prohibited in a building that contains a licensed daycare center, or any facility providing educational,

recreational or social programs or activities attended primarily by children enrolled with such facility. Finally, the special permit is specifically identified as being non-transferable and only valid for a permitted RMD while its permit remains valid with the Massachusetts Department of Public Health.

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE TO MEDICAL MARIJUANA OVERLAY DISTRICT

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

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

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

- (b) Place in the Medical Marijuana Overlay District a portion of the Highland Commercial -128 District (HC-128) located north of Highland Avenue, superimposing that district over the portion of the Highland Commercial -128 District (HC-128) bounded and described as follows:

“Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. to a point of intersection on the lot line of Lot B as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 789 of 1998, thence running southeasterly by said lot line to the intersection of the centerline of Highland Avenue, thence running by said center line westerly to the point of beginning.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article describes the geographical boundaries of the new Medical Marijuana Overlay District. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District. The Mixed Use-128 (MU-128) District is bounded by Route 128 to the west, the rear lot lines of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. Also included in the Medical Marijuana Overlay District is the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue. The affected portion of the Highland Commercial-128 District includes all properties fronting on the north side of Highland Avenue between Route 128 and Second Avenue. The district boundary typically follows the rear lot lines of properties along the north side of Highland Avenue to a depth of 200 feet.

ARTICLE 20: AMEND ZONING BY-LAW - INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, Section 8, Interim Regulations for Medical Marijuana Uses, Subsection 8.6, Expiration, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

“8.6 Expiration

This Section 8 shall be effective through December 30, 2014.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article seeks to amend the Town’s Zoning By-law so as to extend the interim moratorium on the location of medical marijuana facilities in the Town of Needham from March 1, 2014 until December 31, 2014. If it is determined through the Town Meeting process that the zoning proposed under Articles 18 and 19 above should not be adopted at this time, this amendment would retain all of the existing zoning text except for the March 1, 2014 expiration date. This would result in December 31, 2014 being the final expiration date, and would allow additional time to develop an alternative proposal.

ARTICLE 21: AMEND ZONING BY-LAW – SITE PLAN REVIEW

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

- (a) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the phrase “or any construction project which changes an exterior façade” from the first sentence of the fifth

paragraph and by further deleting the last sentence thereof which reads “(For purposes of this section, façade change shall not include provision of awnings nor the replacement of windows and doors provided such items conform with the design standards as articulated in the ‘Town of Needham, Design Guidelines for the Business District’, dated August 15, 1985.)” so that the entire paragraph shall now read as follows:

“In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking or loading spaces.”

- (b) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the twelfth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“In the Center Business District, a **MINOR PROJECT** is any construction project which involves a change in the exterior façade of a building and the project is not a Major Project as defined by this By-Law. Notwithstanding any provision of this Section 7.4 requiring site plan approval by the Planning Board, any construction project which only involves a change in the exterior façade of a building shall be subject to review by and approval of the Design Review Board. Any person aggrieved by a decision of the Design Review Board may seek de novo review of the façade change from the Planning Board, which may approve or disapprove the façade change, by filing an application with the Planning Board within ten (10) days of the Design Review Board’s filing of its decision with the Building Inspector. At least seven days prior to the Planning Board’s meeting scheduled to review the application (see next sentence), if the aggrieved party is the original applicant, said original applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Planning Board shall hold a meeting, to which the original applicant shall be invited, for the purpose of conducting a review of the proposed façade changes. Within fifteen (15) days of the meeting, the Planning Board shall issue its decision and deliver copies of same to the applicant, the Design Review Board and the Building Inspector.”

- (c) Amend Section 7.4 Site Plan Review, Subsection 7.4.3, Requirements, by revising the first sentence of the third paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“**MINOR PROJECTS** – In the case of a minor project not requiring a special permit from the Board of Appeals and except as provided otherwise in Section 7.4.2 for a minor project that only involves a change in the exterior façade of a building in the Center Business District, the Planning Board shall conduct the Site Plan Review and issue a report to the applicant with a copy of said report to the Building Inspector within thirty-five (35) days from the date of filing of the Site Plan. Failure of the Board to issue said report within the 35 days shall be construed as satisfying this section.”

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

“The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with

Section 4.2.5 Planned Residential Development and Section 4.2.4 Flexible Development and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change.”

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

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

- (f) Amend Section 7.7 Design Review, Subsection 7.7.3, Procedure, by inserting immediately above the paragraph that reads “In the case of a Special Permit for Site Plan Review...” a new third paragraph to read as follows:

“In connection with the Design Review Board’s authority to review and approve exterior façade changes in the Center Business District pursuant to Section 7.4.2, an application shall be submitted to the Design Review Board. At least seven days prior to the Design Review Board meeting scheduled to review the application (see next sentence), the applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Design Review Board shall hold a meeting, to which the applicant shall be invited, for the purpose of conducting a review of the proposed exterior façade changes. Within fifteen (15) days of the meeting, the Design Review Board shall issue its decision and deliver copies of same to the applicant, the Planning Board and the Building Inspector.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors (“CEA”), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting downtown development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 7 would make the Design Review Board the review and approval authority for exterior façade modification only projects in the Center Business District. (That board presently reviews such changes in other districts without Planning Board oversight.) Rather than going through a formal site plan review process with the Planning Board, under the amendment, an applicant desiring only to change its exterior façade would bring its project to the Design Review Board via a much more expedited and simple process. The amendment preserves review by the Planning Board but only in cases where a party aggrieved by the Design Review Board's decision appeals. In such cases of appeal, the Planning Board has de novo review powers. This amendment creates a simplified and expeditious process, which is consistent with streamlining goals.

ARTICLE 22: AMEND ZONING BY-LAW – OFF-STREET PARKING REQUIREMENTS

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

- (a) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.1, General Provisions, by adding the underlined language at the end of the paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“Paved off-street parking spaces shall be provided for all uses and structures (excluding single and two family structures) as described in Section 5.1.2 in accordance with the provisions of this Section. No change of a structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking shall be made unless in accordance with Sections 5.1.2 and 5.1.3 for the entire use of structure. Notwithstanding the above, a change of an existing structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking of 9 or fewer spaces in the Center Business, Chestnut Street Business or Avery Square Business Districts or 3 or fewer spaces in all other Commercial and Industrial Districts may proceed without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the preceding sentence. This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985.”

- (b) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.3, Mixed Uses, by inserting a new second sentence and by deleting the word “additions” from the last sentence of the paragraph and substituting the phrase “changes or conversions in use”, so that the entire paragraph shall now read as follows: (new language underlined):

“No change or conversion of a use in a mixed use structure to a use which requires additional off-street parking shall be permitted unless off-street parking is provided in accordance with Sections 5.1.2 and 5.1.3 for the entire structure or said change or conversion does not exceed 1,000 square feet or 5 percent of the total building floor area, whichever is greater. Furthermore, a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 9 or fewer spaces may proceed in the Center Business, Chestnut Street Business or Avery Square Business Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first

sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required; and a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 3 or fewer spaces may proceed in all other Commercial and Industrial Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the two preceding sentences. This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985.”

- (c) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.4, Exception, by adding a new paragraph at the end of the section to read as follows:

“If a parking lot is required to be brought into compliance with federal and/or state law mandating creation, restriping, regrading or reconstruction of a handicapped accessible parking space or spaces, then no relief or waivers from this Section 5.1 need be sought to implement state or federal law.”

- (d) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.7, Applicability for Parking Area, by revising the first sentence of the paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

“Except as provided or excepted by Sections 5.1.1.1, 5.1.1.3 and 5.1.1.4, the construction, enlargement, or alteration of a parking area containing 5 or more spaces shall adhere to all of the requirements of Section 5.1.3 Parking Plan and Design Requirements, unless strict adherence to the requirements of Section 5.1.3 is waived by a special permit granted by the Board of Appeals under the provisions of Subsection 5.1.1.5.”

- (e) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the first sentence of the fifth paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

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

- (f) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the sixth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

“In the Neighborhood Business District, a **MAJOR PROJECT**, is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.3 of this By-Law and which results in an increase in the number of required parking spaces by 4 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking space;

or any project which results in any new curb- or driveway-cut.”

- (g) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the word “creation” from the eleventh paragraph and substituting the phrase “construction of a new parking lot or expansion of an existing lot and the addition”, so that the entire paragraph shall now read as follows: (new language underlined):

“In a Business, Avery Square Business, or Hillside Avenue Business District, a **MINOR PROJECT** is any project which results in the construction of a new parking lot or expansion of an existing lot and the addition of from 1 to 9 new off-street parking spaces – and the project cannot be defined as a Major Project.”

Or take any other action relative thereto.

INSERTED BY: Planning Board

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors (“CEA”), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 5 would create a threshold under which projects would not require waiver or other permitting to go forward. Under the amendment to Section 5.1.1.1. General Provisions, in the Center Business, Chestnut Street Business and Avery Square Business Districts, where public parking lots exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 9 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In all other Commercial and Industrial Districts, where public parking lots do not presently exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 3 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In both circumstances, the increase in the parking demand is cumulative of all additions or changes in use from May 15, 1985, a date expressed in the existing By-Law. The threshold set forth is also made applicable to changes or conversions of use in a mixed use structure through identical changes to Section 5.1.1.3.

The amendment creates an additional exception from the Off-Street Parking Requirements of Section 5.1 by adding a new paragraph to Section 5.1.1.4 which provides that, if a parking lot is required to be

brought into compliance with handicap accessible parking by creating, restriping, regrading or reconstructing such spaces, then no relief or waivers under Section 5.1 are required.

Consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Center Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 10 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

Similarly and consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Neighborhood Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 4 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

This amendment expedites the process for projects falling under the newly established thresholds and is, accordingly, consistent with streamlining goals.

ARTICLE 23: AMEND ZONING BY-LAW – INDOOR ATHLETIC OR EXERCISE FACILITIES IN AN INDUSTRIAL AND INDUSTRIAL-1 DISTRICT

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

In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately below the row that reads “Personal fitness service establishment; where there is insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2 but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot” a new entry, which shall read as follows:

<u>“Use</u>	<u>RRC</u> <u>SRA</u>	<u>SRB</u>	<u>GR</u>	<u>A-1,2</u> <u>&3</u>	<u>I</u>	<u>IND</u>	<u>IND-</u> <u>1</u>
Indoor Athletic or Exercise Facilities	N	N	N	N	N	SP*	SP

*Applies only to Industrial Districts any portion of which is located within 150 feet of the Route 128 boundary, otherwise N.”

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Explanation: This article would authorize Indoor Athletic or Exercise Facilities in the Industrial-1 District and select portions of the Industrial District by special permit. Specifically, the area of the Industrial District where the use would be permitted by special permit is any portion of said district located within 150 feet of the Route 128 boundary. Presently the use is permitted by special permit in Needham's New England Business Center, Highland Commerical-128, and Mixed Use-128 districts.

Indoor Athletic or Exercise Facilities are defined within the zoning by-law as a commercial facility which as its primary purpose provides facilities for individual physical health activities, such as aerobic exercise, running and jogging, use of exercise equipment, saunas, showers, massage rooms and lockers. Such establishments are operated as a business even if open only to members and their guests on a membership basis and to the public at large paying a daily admission fee. All facilities must be contained within the building.

GENERAL ARTICLES / CITIZENS' PETITIONS / COMMITTEE ARTICLES

ARTICLE 24: AMEND GENERAL BY-LAW – BOWS AND ARROWS

To see if the Town will vote to amend Section 3.1.12 of the Town's General Bylaws by changing the descriptive title of the paragraph to "Bows and Arrows"; by inserting in the first clause after the word "shall" the words "possess or"; and by inserting in the second clause after the word "other" the word "public"; or take any other action thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The 2012 Annual Town Meeting amended the General By-laws to include limits on hunting by bow and arrow. The intent of this article is to extend the bow and arrow hunting restriction to possession of bows and arrows on Town property, as enforcement agents are not always able to witness the actual discharge of the weapon. This provision will help ensure that there is no hunting by bow and arrow on Town property without the consent of the Board of Selectmen, and no hunting on private property without the consent of the property owner.

If the amendment is adopted, the By-law will read as follows:

*3.1.12 ~~Discharge of~~ Bow and Arrows. No person shall **possess or** discharge bow and arrow within the limits of any park, playground, public way, public building or other **public** property except with the consent of the Board of Selectmen, or hunt by bow and arrow on any private property except with the written consent of the property's owner or legal occupant.*

ARTICLE 25: AMEND GENERAL BY-LAW – PRIVATE WAYS

To see if the Town will vote to amend the Town’s General By-laws by deleting Section 2.2.5.6 and inserting in place thereof the following:

“ 2.2.5.6 Private Ways

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

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

2.2.5.6.3 Temporary Repairs. The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen.

Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way. Drainage shall not be included as part of any such repairs, and the private way need not have been open to public use prior to the repairs being made.

Abutters to the private way may petition the Town to perform temporary repairs. In such cases, fifty one percent of the abutters to the private way must petition the Director of Public Works for the repairs to be made by the Town. Upon receipt of a petition and a determination of the necessity of such repairs, the Town shall provide the petitioners with a statement of the cost of such repairs. Within seven (7) days of receipt of the statement of cost, the petitioners shall be entitled to withdraw the petition. Unless the petition is withdrawn, the Town shall promptly make the repairs and the petitioners shall thereafter reimburse the Town for the cost of the repairs, if the repairs exceed \$300. The reimbursement amount shall be equal to the petitioner’s pro rata share of the cost of repairs based on the ratio that each petitioner’s frontage bears to the total frontage of the petitioners on the private way. Betterment charges will not be assessed for such repairs.

If the cost of repairs does not exceed \$300, no reimbursement will be required.

The Town shall not be liable for any damage to private property caused by such repairs, except as otherwise provided by law. “

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town adopted a Private Ways By-Law in 2008 to provide for temporary repairs and snow and ice removal by the Town on private ways, which include roads which the public may have a right to use, but which are privately owned and not accepted as town streets. The temporary repairs provision is intended to be for work deemed minimally necessary to abate an immediate hazard.

In approving the By-law, the Attorney General noted that the By-law did not address some of the provisions of M.G.L. Chapter 40, Section 6N, which is the statute that allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-law be amended to include additional provisions relating to drainage, abutter petition, limit of liability, prior use of the private way, and cash deposit requirements.

A proposed amendment of the By-law, as 2013 ATM Article 26, was submitted to Town Meeting last year, and after question and debate, referred back to the Board of Selectmen. This article is intended to revise the By-law to address both the Attorney General's recommendations and concerns raised in the 2013 ATM discussion.

The revision adds language shown above, beginning at "Drainage shall not..." to the existing By-law text. The revision would provide that drainage work is not part of the authorized repairs, establish an abutter petition process, provide that the Town shall not be liable for any damages to private property caused by such repairs, except as otherwise provided by law, and state that the private way need not have been open to public use prior to the repairs being made. Cash deposits would not be required under the petition process, but the petitioners would be required to reimburse the town if costs are over \$300.

ARTICLE 26: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town's General By-Laws as follows:

1. Amend Section 5.3 ADMINISTRATION by deleting the second and third paragraphs in **Section 5.3.2 Issuance of Permits** and inserting in place thereof the following second and third paragraphs:

“Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board.

The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application.”

2. Amend Section 5.4 GENERAL REGULATIONS by inserting in **Section 5.4.2.2 Location** in subsection d) the word “one” after the word “except” and before the word “perpendicular” and by deleting the word “sign” at the end of the first sentence after the word “businesses” so that the first sentence shall read:

“No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12”) of a flat wall sign: except one perpendicular sign, blade, or projecting sign (hereinafter “projecting sign”) is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses, of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk.”

3. Amend Section 5.5 **PERMITTED SIGNS** by deleting under Subsection 5.5.3.4 **Temporary**, the word “Temporary” after the words “Except as provided in Section 5.4.2.3d), temporary”;
4. Amend Section **5.4.2.3 Type**, subsection d) by inserting the words “or white” in the second line between the words “black” and “colored frame.”

Or take any action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The 2013 Annual Town Meeting voted to amend the Town’s sign by-law. When the revision was incorporated into the General By-laws, several formatting and typographical errors were discovered which are proposed for correction under this article.

ARTICLE 27: AMEND GENERAL BY-LAW – MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend the Needham General By-Laws Section 2.2.5.5, Municipal Water Supply, by inserting a new section 2.2.5.5.4 as follows:

“2.2.5.5.4 Soil Moisture Sensors Installation of new automatic lawn irrigation systems connected to the municipal water supply in the Town of Needham shall be equipped with a soil moisture sensor approved by the Department of Public Works. Existing automatic lawn irrigation systems connected to the municipal water supply are also encouraged to be equipped with approved soil moisture sensors. The Department of Public Works shall maintain a list of approved moisture sensors.”

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to update the Town’s By-laws to ensure that the language is consistent with the terms of the Water Withdrawal Permit issued to the Town by the Department of Environmental Protection (DEP). This permit requires that the Town achieve a performance standard of 65 residential gallons per capita per day. The Town has fluctuated between 66 and 67 gallons per day in the last few years. Since it has not achieved the performance standard, the Town is required to file an action plan with the DEP. Based on water demand use patterns, it is clear that outdoor watering accounts for the Town’s failure to meet the 65 gallon performance standard. As a result, in its action plan, the Board of Selectmen committed to seeking Town Meeting approval of a By-law requiring the installation of soil moisture sensors on new automatic irrigation systems and encouraging (but not requiring) their installation on existing systems. Achieving the 65 gallon performance standard will allow the Town some additional discretion in implementation of annual outdoor water use restrictions.

ARTICLE 28: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town’s General By-Laws as follows:

1. To amend Section 5.2 of the Sign By-Law (“Definitions”) by adding the following at the end of the section:

“Electronic Billboard: A billboard that changes its message or copy at intervals by programmable electronic, digital, or mechanical processes or remote control.

Mass DOT: shall mean the Massachusetts Department of Transportation, a body politic and corporate established pursuant to Massachusetts General Laws Chapter 6C.

State Billboard Regulations: shall mean 700 CMR 3.00: Control and Restrictions of Billboards, Signs and Other Advertising Devices or its successor.”

2. To amend Section 5.3 of the Sign By-Law (“Administration”) as follows:

- (a) By adding to the first sentence of Section 5.3.1 the following: “Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term “Board” shall mean the Board of Selectmen, and not the Design Review Board, the” and deleting the word “The” at the beginning of the first sentence, so that it reads in pertinent part: “Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term “Board” shall mean the Board of Selectmen and not the Design Review Board, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the “Board”), as further defined in Section 7.7 of the Needham Zoning By-Law.”

- (b) By deleting the first sentence of Section 5.3.4 in its entirety and replacing it with the following: “If an applicant wishes to obtain a permit for a sign that does not comply with this article (except for a special permit for an electronic billboard), he shall apply to the Design Review Board for a Special Permit from the requirements of this article in accordance with the procedure established under sub-section 5.3.3 of this article. In the case of a request for a special permit for an Electronic Billboard, he shall apply to the Board of Selectmen for a special permit in accordance with the procedure established under Section 5.3.4 of this article.”

- (c) By adding to the end of Section 5.3.4 the following: “Simultaneously with the filing for a special permit to the Board of Selectmen for an Electronic Billboard, the applicant shall file five copies of the permit application, including five copies of all application materials, with the Design Review Board. The Design Review Board may review requests for special permits for Electronic Billboards and shall, within fourteen days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the Electronic Billboard to the Board of Selectmen, the Building Inspector and the applicant.”

3. To amend the Sign By-Law by adding a new Section 5.7:

“Section 5.7 Electronic Billboard Permits

Section 5.7.1 General Regulations

Electronic Billboard Permits shall be allowed in the Town of Needham only under the following terms and circumstances:

- (a) Electronic Billboards may be placed only within areas of Needham that are not Residential Zoning Districts, as set forth in Section 2.1 of the Town of Needham Zoning By-Law.
- (b) Electronic Billboard shall be oriented for visibility from Route 128 (I-95).
- (c) No Electronic Billboard can be placed within one thousand (1,000) linear feet of an existing Electronic Billboard along the same side of the interstate highway layout.
- (d) Electronic Billboards may only be Permanent Freestanding Signs. No portable billboards shall be permitted.
- (e) No Electronic Billboard shall extend more than 50 feet above the base of said free-standing sign at ground level. Said 50 feet shall be computed by drawing a horizontal line from the top of the Electronic Billboard to the top of the pole supporting said Electronic Billboard and measuring from that point to the point where the support pole meets the ground. If the support pole is located on a slope, the distance shall be measured from the highest elevation where the support pole meets the ground.
- (f) Electronic Billboards may be v-shaped to afford visibility to both the northbound and southbound lanes of Route 128 (I-95).
- (g) Electronic Billboards shall not be revolving.
- (h) The maximum square footage of the display face of an Electronic Billboard shall be 672 square feet. Frames, aprons, catwalks, safety apparatus and other appurtenances shall be excluded from maximum square footage.

Section 5.7.2 Special Permit

Electronic Billboards shall be governed, reviewed and approved by the Board of Selectmen. Electronic Billboards shall be allowed by special permit, but only if the proposed Electronic Billboard meets all of the Electronic Billboard Design Guidelines set forth herein. The Special Permit finding set forth in Section 5.3.4 of this By-Law that “owing to physical peculiarities of the specific location, literal enforcement of the terms of this article would result in substantial hardship to the applicant, or substantial detriment to the vicinity, and that such a Special Permit will be consistent with the stated objectives of this article” shall not be applicable to Electronic Billboards, but a Special Permit shall be granted only if the Board finds that the Electronic Billboards Design Criteria set forth in Section 5.7.3 are met. Notwithstanding the provisions of Section 5.3.4, Electronic Billboards shall be transferable.

Section 5.7.3 Electronic Billboards Design Criteria

The criteria of Section 5.3.5 of this By-Law (Design Guidelines) shall not be applicable to Electronic Billboards, but the following Design Guidelines shall apply. Electronic Billboards shall only be allowed if the Applicant satisfies the following Electronic Billboards Design Guidelines:

- (a) The specific site is an appropriate location for the proposed Electronic Billboard and the design and layout complies with the standards and requirements set forth in this Section 5.7.3.
- (b) Adequate and appropriate facilities will be provided for the proper operation of the Electronic Billboard.
- (c) The Electronic Billboard shall not create a material visual impact to any residential district in the Town of Needham.
- (d) The Electronic Billboard shall be permanently affixed to a main support structure. No portable billboards shall be permitted.
- (e) No sexually oriented or sexually provocative advertising or messages shall be permitted.
- (f) Exposed back of billboards, poles and other support structures must be painted in a color and finished so as to present an attractive and finished appearance.

5.7.4 Prohibitions

The provisions of Section 5.4 (“Prohibitions”) shall not be applicable to Electronic Billboards, but the following prohibitions shall be applicable.

5.7.4.1 Illumination

- (a) Electronic Billboards shall use automatic level controls to regulate light levels, and shall comply with the brightness standards set forth in the State Billboard Regulations.
- (b) No illumination shall be permitted which casts glare onto any residentially used premises or onto any portion of public way so as to create a traffic hazard.

5.7.4.2 Location

- (a) No Electronic Billboard shall be erected at the intersection of any streets or of a street and driveway in such a manner as to obstruct free and clear vision; or at any location where by reason of its position, shape or color, it may interfere with, or obstruct the view of, or be confused with any authorized traffic sign, signal or device.

5.7.4.3 Type

- (a) The following types of billboards are prohibited:

- (i) Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing, revolving, blinking, and intermittently illuminated signs, beacons (or any light directed at any location other than the sign itself), searchlights, pennants, and inflatable signs, including balloons;
 - (ii) Billboards with physical movements of any kind;
 - (iii) Changeable copy or message billboards that change at intervals greater/faster than those set forth in State Billboard Regulations.
 - (iv) Tri-vision billboards;
 - (v) Video billboards or billboards that otherwise give the illusion of video or moving images;
 - (vi) Billboards with sound;
 - (vii) Billboards with pyrotechnics; and
 - (viii) Billboards which by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with any traffic control signal or device or which may otherwise obstruct or interfere with traffic.
- (b) A v-shaped Electronic Billboard consisting of two single-faced billboards to afford visibility to both north and southbound traffic shall be permitted, provided that only one face shall be visible from each direction of travel.

5.7.5 Number of Billboards on Individual Lot

The approval of an Electronic Billboard as provided in this Section 5.7 shall be in addition to any billboard that would otherwise be permitted pursuant to this By-Law, including but not limited to Section 5.5.

5.7.6 Impact Fee Agreement

The granting of an Electronic Billboard shall be contingent upon the execution of a mutually satisfactory Impact Fee Agreement between the Applicant and the Town of Needham. The impact fee may include monetary compensation, dedicated advertising/public service announcement time for the Town of Needham, or a combination of both.”

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

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

Article Information: This article would amend the Town’s Sign By-law to allow electronic billboards in certain areas in Needham along Route 128. This article was inserted in the warrant by the Board of Selectmen at the request of private proponents. The article proponents have met with the Design Review

Board, the Planning Board, and the Board of Selectmen, who held a public hearing on the matter on March 18th. At the time of the printing of the warrant, it was expected that this article will be withdrawn.

**ARTICLE 29: ACCEPT THE PROVISIONS OF MGL CHAPTER 59 SECTION 5N –
VETERANS' PROPERTY TAX PROGRAM**

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5N for the purposes of establishing a veteran's property tax program; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of M.G.L. c. 59 Section 5N allows the town to establish a property tax work-off program for veterans, similar to the Town's Senior Corps program. If adopted, eligible veterans will have the opportunity to earn up to \$1,000 which is applied to their property tax bill, subject to regulations adopted by the Board of Selectmen. Funding for the program comes from the Overlay Account.

**ARTICLE 30: AMEND DISTRICT AGREEMENT – MINUTEMAN REGIONAL
VOCATIONAL SCHOOL DISTRICT**

To see if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would approve revision of the Minuteman Regional Vocational School District Agreement. The proposed amendments would implement a number of changes intended to help the agreement work better for the district and its member communities.

Revision of the agreement is one element of an effort to encourage support for a major renovation or replacement project for the school. The current facility, built in the early 1970's, is structurally sound, but has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot optimally support Minuteman's vocational education program. Feasibility studies for the capital project are now in progress in coordination with the Massachusetts School Building Authority (MSBA).

Ratification of the revised Agreement requires Town Meeting approval in all sixteen member communities.

The recommended changes to the District Agreement have been requested by the Minuteman School Committee based on the work of a study committee with representation from district towns. Principal features include:

- 1. A revised formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, relative community ability to pay, and a minimum share for each community. The current formula is entirely based on enrollment.*
- 2. Reducing volatility in assessments by using a four year rolling average for enrollment-based charges, which are currently based on the most recent year only.*
- 3. Partially weighted voting on the Minuteman School Committee based on each community's enrollment at Minuteman. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a much higher percentage of the costs.*
- 4. Appointment of Minuteman School Committee members by the boards of selectmen of the sending communities (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that moving to executive branch appointments, instead of moderators' appointments, will improve accountability of the District to the member communities.*
- 5. A more workable process for dissenting communities to withdraw from the district. The revised agreement would allow a town to withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.*

These changes are intended to improve governance and cost sharing and facilitate realignment of the district before a decision has to be made on bonding the capital project, which will require approval of all member town meetings or a district-wide referendum.

Needham's number of students at Minuteman is in the median range among member communities. The new agreement will have relatively minimal near term impact for Needham in terms of operating assessments or district participation. But going forward, revision to the Regional Agreement is seen as critical to the capital project effort.

If the capital project is not approved, the District will face difficult challenges operating and maintaining its existing facility at a higher cost and without MSBA assistance. All district communities will share those costs.

Additional information, including copies of the current agreement, proposed agreement, and text and summaries of the changes, are posted with the article information on the town website, www.needhamma.gov.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 31: **APPROPRIATE FOR RIDGE HILL BOARDWALK AND BRIDGE REPLACEMENT**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$213,219 for the replacement of the Swamp Trail Boardwalk and Charles River Trail Bridge, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Conservation Commission is requesting funding to construct a boardwalk and a bridge on two trails at Ridge Hill Reservation. This is a project that has been under review for several years, and received design funds from the CPC. The Fuller Trail, formerly known as the Swamp Trail, had a boardwalk constructed in the 1970's which deteriorated and needed to be removed. The Fuller Trail connects the two major trail systems at Ridge Hill – the eastern trail system known as the Esker Trail and the western trail system known as the Chestnut Trail. The Fuller Trail is approximately 1,000 feet, all within wetlands and swamps. The low level boardwalk would re-create the trail system. Across Charles River Street is the Charles River Trail that brings visitors to the river. A small bridge needs to be replaced on this trail. The Conservation Fund will contribute \$100,000 to the full cost of the project with CPA funding bearing approximately 2/3rds of the cost. The project is ready for construction, with all design and permits completed.

ARTICLE 32: **APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$20,000 for historic redesign of the Town Common, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will allow the Town to hire a landscape architect to review the current conditions of trees, hardscape and landscape. The designer will work with Town officials to re-design the Town Common to reflect its historic nature, provide opportunities for community gatherings, and provide a landscape that enhances its uses as well as protects its historic character. This project will be coordinated with the Downtown Streetscape Project.

ARTICLE 33: **APPROPRIATE FOR MEMORIAL PARK IMPROVEMENTS**

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$35,000 for soil and related improvements design at Memorial Park, to be spent under the direction of the Town Manager, said sum to be transferred from the 2014 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund design work associated with Memorial Park improvements. The current drainage system at Memorial Park has sufficient capacity for typical storms, but is not able to capture the flow of water in severe storms. Additional drainage components and improvements to the soil conditions will help alleviate flooding concerns. Both aspects of the project will improve safety conditions for the athletes on natural turf. Construction funds will be requested at a later time.

ARTICLE 34: APPROPRIATE FOR VITAL RECORDS PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$52,500 for the preservation of vital records, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town Clerk is requesting funding for the preservation of some of the Town's vital records dating from the 18th and 19th centuries. All subsequent documents have already been preserved. The records will be restored, de-acidified, and bound into volumes. Information will also be provided in electronic format.

ARTICLE 35: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2015 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	\$1,272,117
C. Community Housing Reserve	\$258,000
D. Historic Resources Reserve	\$0
E. Open Space Reserve	\$258,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town Meeting and the 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 CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 36: RESCIND DEBT AUTHORIZATIONS

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

<u>Project</u>	<u>Town Meeting</u>	<u>Article</u>	<u>Authorized</u>	<u>Rescind</u>
Warren Street Water System Rehabilitation	May 2005 ATM	54	\$913,500	\$30,000
Wastewater Pump Station Great Plain	May 2008 ATM	45	\$770,000	\$17,800
Total				\$47,800

or take any other action relative thereto.

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

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

ARTICLE 37: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate \$2,467,260 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:

2014 Annual Town Meeting

General Fund	Description	Recommended	Amendment
Finance	Network Hardware, Servers & Switches	\$ 30,000	
Finance	Technology Systems & Upgrades	\$ 100,000	
Finance	Public Safety Dispatch System	\$ 244,615	
Public Safety	Wireless Radio Master Fire Box System	\$ 164,000	
Public Safety	Fire Alarm Cables	\$ 60,000	
Public Schools	School Copier Replacement	\$ 30,320	
Public Schools	Furniture, Instruments & Equipment	\$ 81,680	
Public Schools	School Technology	\$ 679,325	
Public Works	Large Format Scanner	\$ 33,000	
Public Works	Small Speciality Equipment - Mowers	\$ 29,797	
Public Works	Drain System Improvements	\$ 80,000	
Public Works	Drain System Repairs	\$ 76,000	
Public Facilities	Maintenance Program	\$ 482,000	
Fleet/Building	Core Fleet	\$ 61,660	
Fleet/DPW	Core Fleet	\$ 100,910	
Fleet/ DPW	Snow & Ice Equipment	\$ -	
Fleet/DPW	Specialized Equipment	\$ -	
Fleet/Fire	Specialized Equipment/Ambulance	\$ 186,607	
Fleet/Public Facilities	Core Fleet	\$ 27,346	
	Total Appropriation	\$ 2,467,260	

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

Article Information:

NETWORK HARDWARE SERVERS AND SWITCHES *The request is to replace older servers, both application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. Funding will also support the replacement of the spam filter, virus firewall, and internet filtering, and of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment may have a negative effect on email, financial applications, internet access, data accessibility, and backups between the Town's datacenters.*

TECHNOLOGY SYSTEMS AND APPLICATIONS UPGRADE *This funding will support an update for the Town's Geographic Information System (GIS) including planimetric data and imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update will add changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the spring 2009 flight and a proposed 2015 flight. The flight will also improve imagery to help in analysis of land use and development throughout Needham. The project will include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the*

spring 2009 and any subsequent updates will be incorporated into the Town's public web GIS site. Because many departments, such as Engineering, Water & Sewer, Planning, Conservation and other Town and School Departments use the GIS data on a regular basis, it is important to have up to date data so these departments can plan, analyze, and display an accurate representation of the land base and infrastructure.

PUBLIC SAFETY COMPUTER-AIDED DISPATCH SYSTEM This request is to replace the current Computer Aided Dispatch (CAD) application with an application that is designed to be run on an Intel style server. The current CAD application has been used by the Needham Police and Fire Departments since 1994 - initially installed on an IBM A/S 400 and currently operating on an IBM iSeries Blade Server that is nearing its end of life. The operating system is increasingly difficult to maintain in-house, and the style and interface of the current application - commonly known as "green screen" - makes it difficult for users to transition from standard windows based interfaces. It will be helpful for the Needham Police and Fire Departments to have an application that is widely used by other Public Safety agencies throughout the Commonwealth, to leverage local knowledge to help them use the application more effectively.

WIRELESS MUNICIPAL RADIO MASTER FIRE BOX SYSTEM The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of \$480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. The aspects of the project include acquisition of the head-end equipment to be located within the fire dispatch center, and purchase and installation of radio boxes for 28 Town buildings. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.

FIRE ALARM CABLE REPLACEMENT This project is a companion to the wireless municipal radio master fire box system project. This request is to fund the replacement of all municipal fire alarm cables which cross Route 128 (I-95) during the construction of the "Add-A-Lane" project as it progresses through Needham. While the project will be conducted through Town appropriation, the costs may be reimbursed by the Commonwealth of Massachusetts. The cables being replaced are part of the municipal fire alarm system which provides service to all of the neighborhoods (both residential and commercial), and many of the buildings on the east side of Route 128. All of the cables that need to be replaced are either on the Kendrick Street Bridge or the Highland Avenue Bridge. If the wireless municipal radio master fire box system is installed prior to the construction phase of the Add-a-Lane project in these two areas, replacement of the cables will not be necessary and the funds will be available for repurposing.

SCHOOL COPIER REPLACEMENT Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 48 copiers. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of five (5) copy machines.

SCHOOL FURNITURE, MUSICAL INSTRUMENTS, & FITNESS, PRODUCTION & GRAPHIC ARTS EQUIPMENT

Musical Equipment – In FY2005, Town Meeting allocated funds to begin a ten-year replacement cycle for old and heavily used school musical instruments, including band and orchestra instruments, as well as pianos. The plan, which ended in FY2014, has significantly improved the quality of musical instruments used by students. Beginning with FY2015, the focus of this request is shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where enrollment is growing and students need the larger-sized instruments in the brass and string families. The need for additional instruments to meet enrollment growth is compounded by several other factors. Since students are prohibited from transporting large instruments on school buses, there is a need to provide additional instruments for classroom use, particularly cellos, basses, and large wind and percussion instruments. Additionally, there is a need to provide upright acoustic pianos in all music rooms, practice rooms and performance facilities, to enable choral groups to have proper accompaniments and to allow small student ensembles. Unless circumstances dictate otherwise, fiscal year 2015 funding will support the acquisition of additional upright pianos for High School practice rooms, and expand the inventory of bass violins/cellos and low brass at the Pollard School, High Rock School and Needham High School.

School Furniture - This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools.

Fitness Equipment - The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2015 funding is planned for three spinning bikes and one treadmill.

Production Center - This request is to purchase a replacement mail meter and folder/stuffer/insert machine for the Needham Public Schools Production Office. The existing folder/stuffer/insert machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use.

High School Graphics Production Room - This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2015 funding is intended for purchase of a high capacity large print photo printer and a binder/spireler.

INTERACTIVE WHITEBOARD TECHNOLOGY, 1:1 INITIATIVE, TECHNOLOGY INOVATION, AND TECHNOLOGY REPLACEMENT

Interactive Whiteboard Technology - This program funds the purchase and installation of whiteboard technology in the Needham schools.

School Department NPS 1:1 Initiative - This project continues the initiative begun in FY2013 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. A portion of this funding will support the purchase of devices for Pollard students who are unable to provide their own devices. Funding also includes devices for secondary level teachers, the purchase of AppleCare+, and completes the preparation of the High Rock infrastructure to support 1:1.

Technology Innovation - The requested funding will support structured technology experimentation to help the Schools better identify and prepare for use and deployment of technology.

Technology Replacement – This request is for funding to continue the School Department’s regular replacement cycle for technology devices, including computers, printers, and servers. The FY2015 request includes the replacement of 300 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. A total of 39 of these computers are for teachers and administrators throughout the District. Another 261 are lab and classroom computers at Hillside, Mitchell, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2015 represents the third year of the anticipated five-year timeframe to replace the High School computers. FY2015 costs also include additional hardware infrastructure to expand Internet Bandwidth, additional network infrastructure and servers at the Emery Grover School Administration Building, and replacement of failing SMART Boards and LCD projectors at District schools.

LARGE FORMAT SCANNER This submission is for the purchase of a large format multi-purpose color scanner/printer/copier that will allow the Engineering Division to replace and upgrade the existing large format monochrome scanner/printer/copier. The existing large format Monochrome scanner/copier/printer was purchased in FY2008 and has been used extensively by the Department of Public Works, Department of Public Facilities, Planning Department, Department of Public Health, and other departments as needed to reproduce and to electronically store large format plans and posters. The amount of use of the existing monochrome scanner/copier/printer has increased over the last several years. Parts have become worn down requiring more frequent replacement and services to keep the equipment operational; this machine has been down between 8 and 12 days over the last 2- years, impacting the Department’s ability to serve the public. This request is also for a color machine, because there have been increasing requests for the Engineering Division to produce full size color plans. The new large format multi-purpose color scanner/printer/copier will serve as a backup plotter for the Engineering Division in case the Plotter purchased in 2005 requires work, and will be capable of making multiple color copies/scanned images for all departments that the Engineering Division supports.

GENERAL FUND SMALL SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
340	Parks & Forestry	2008	Mower	Same	580	\$8,114
352	Parks & Forestry	2008	Mower	Same	533	\$21,683

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY In 2003, the Environmental Protection Agency (EPA) issued a National Pollutant Discharge Elimination System (NPDES) Permit to the Town to upgrade the quality of the water discharged to the Charles River. A renewal permit is overdue and is

expected in the current fiscal year. In compliance with the permit, the Town has completed a number of projects to improve stormwater discharge with a variety of methods at the Public Library, High School, Chestnut Street, High Rock School, and Lake Drive. This project will fund a watershed management plan. The Town is divided into four distinct watersheds. The goal of the plan is for the identification of sub-watersheds so that the Town can target different water quality treatment strategies depending on the conditions of each sub-region. The development of the plan will also identify the Town's storm drain capacity. Recent severe weather events, such as the Labor Day, 2013 storm, have highlighted the need for investment in a variety of strategies to reduce the incidence of flooding that creates both inconvenience and property damage for property owners and the Town.

DRAIN SYSTEM REPAIRS *This request is to fund design, engineering and wetlands consulting to replace ten feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic - it is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that was abandoned in place. The drainage pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it will subject the sewage pipes it supports to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that have resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. It is expected that the cost of construction will be in the range of \$90,000.*

PUBLIC FACILITIES MAINTENANCE PROGRAM *This project supports the annual maintenance of public buildings throughout the Town including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances dictate otherwise, fiscal year 2015 funding is proposed for duct cleaning at the High Rock School, Mitchell School, and Public Services Administration Building, asbestos abatement at the Pollard School, flooring replacement at the Eliot School, xeriscaping at Needham High School, and wood floor refinishing in various school buildings. Minor adjustments to the site configuration at the Pollard School are also planned.*

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
453	Building	2005	Ford Taurus	Ford Fusion	58,943	\$30,830
455	Building	2006	Ford Taurus	Ford Fusion	55,684	\$30,830

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
41	Parks & Forestry	2009	Ford F-350	Same	39,876	\$50,723
50	Parks & Forestry	2008	Ford F-150	Ford F-350	30,066	\$50,187

FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Miles/Hours	Cost
R2	Fire	2005	Ford/Osage Ambulance	Same	51,400/8,050	\$186,607

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
704	Public Facilities	2005	Ford E250 Cargo Van	Same	69,677	\$27,346

ARTICLE 38: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$800,000 for improvements and repairs to the Town’s infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

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

Article Information:

STREET RESURFACING This purpose of this program is to improve the structural and surface integrity of the Town’s miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.

TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS This program funds traffic signal and intersection improvements, and new traffic signal installations.

COMBINED SIDEWALK PROGRAM This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town’s sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps.

STORM DRAIN CAPACITY IMPROVEMENTS This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.

BROOKS AND CULVERTS – REPAIR AND MAINTENANCE *This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms.*

Unless circumstances dictate otherwise, fiscal year 2015 funding will be directed to street resurfacing, sidewalk improvements, and storm drain capacity improvements.

ARTICLE 39: APPROPRIATE FOR CENTRAL AVENUE/ELLIOT STREET BRIDGE DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$900,000 for engineering and design for the reconstruction or repair of the Central Avenue/Elliot Street bridge, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In the spring of 2013, this bridge was identified by the Commonwealth as having structural deficiencies. Upon receiving this information, the Town of Needham and the City of Newton engaged a structural engineer to further evaluate the bridge. A report by the structural engineer was completed in the late summer of 2013 and indicates that further monitoring is necessary to determine what action needs to be taken with this bridge. The Town of Needham has engaged a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiency. It is possible that if the result of that monitoring indicates that the bridge is in need of major repair or replacement, the Town will need to perform engineering and design services in the summer of 2014, with construction to follow, in order to ensure the safety of this bridge. The budgetary figure indicated for design and engineering is based on the most costly option for repair/replacement, should both communities choose to take that option.

ARTICLE 40: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$321,095 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that said sum be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Fleet	Large Specialty Equipment	\$ 215,316	
RTS	Message Boards	\$ 30,000	
RTS	Transfer Station Office Trailer	\$ 75,779	
	Total Appropriation	\$ 321,095	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

FLEET REPLACEMENT - SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
93	RTS	2004	Screeener	Same	4,370	\$215,316

MESSAGE BOARD *Currently the Public Works Department has three mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often unavailable for non-emergency notices. This request will support a pilot program of permanently installed message boards to be used to communicate with residents in their cars and on the streets. These message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop, and will help to eliminate competition for the current message boards.*

TRANSFER STATION OFFICE TRAILER *The current working conditions for staff in the main office at the RTS are sub-standard. The supervisor’s office is isolated from day-to-day operations and staff activity, making supervision and oversight challenging. The proximity of the main office to the tipping floor results in odors from transfer station building migrating into the office area, and the air filtration system in the main office is inadequate and incapable of ameliorating the odor problem. The facility has inadequate space for the office and customer reception area (current total combined space for both functions is 169 square feet) neither of which is ADA accessible. The plumbing in the staff restroom occasionally freezes in the winter, and restroom conditions are poor and not ADA compliant. This proposal is for the purchase and installation of a temporary 12’ x 44’ office trailer, to be situated to the Northeast of the transfer station building. The trailer will immediately improve working and operation conditions and will be placed so that it will not interfere with, and can be used during, future expansion of the transfer station building. The trailer will provide an improved customer reception area, improved office areas, and an ADA compliant restroom. The cost estimate includes the purchase price and setup costs for the trailer, and electrical, sewer, and water tie-ins. An evaluation of the entire facility will be conducted as part of the on-going facility master planning process. The acquisition of a trailer is a measure designed to immediately improve the working conditions of staff and enhance the user experience for the public.*

ARTICLE 41: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$398,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Sewer Alarm System Upgrade	\$ 258,000	
Sewer	Pump Station Improvements	\$ 90,000	
Sewer	Service Connections	\$ 50,000	
	Total Appropriation	\$ 398,000	

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

Article Information:

SEWER ALARM SYSTEM UPGRADE *The Sewer Alarm system upgrade includes the implementation of a Supervisory Control & Data Acquisition (SCADA) System. The Town’s Sewer SCADA system will collect data from various sensors from all of the sewer lift stations that will enable operators to efficiently manage and control the operations of the station from a central or remote location. The upgraded alarm system will provide dispatchers with more details about the type of alarm, which will enable them to better prepare the call person when responding. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the fall of 2012.*

SEWER PUMP STATION IMPROVEMENTS *This project will fund the replacement of a programmable logic controller (PLC) at the West Street Sewer Pump Station. The PLC receives input data from various sensors that is used for the automation of electromechanical processes within the pump station. The PLC also stores historical data. The station is currently operating with a back-up controller that is basic in design. It controls the on/off operations of the pump only. The controller does not record data (flows and alarms) and there is no digital display of the operations (wet well level, mode of operations, etc.). Replacement of the non-functioning PLC is an essential component of the SCADA system proposed for funding in FY2015.*

SEWER SERVICE CONNECTIONS *There are approximately 100 homes with access to sewer that are not connected to the Sewer System because the owner has chosen not to connect. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that homeowners can connect should they choose to, or should their septic system fail. The lateral sewer lined are planned to be installed prior to road reconstruction/paving projects. The cost for these service installations are not typically included in road construction estimates, and, in the case of Chapter 90 Projects, the costs are not eligible for reimbursement.*

ARTICLE 42: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of \$729,050 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Filter Media Replacement	\$ 238,050	
Water	Water Supply Development	\$ 200,000	
Water	System Rehabilitation Program	\$ 91,000	
Water	Service Connections	\$ 200,000	
	Total Appropriation	\$ 729,050	

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

Article Information:

FILTER MEDIA REPLACEMENT *The filter media greensand is used for manganese removal at the Charles River Water Treatment Facility. Greensand must be replaced frequently and requires additional potassium inputs. A new product, Greensand Plus, is a synthetic alternative to natural greensand that can withstand wider variations in operating conditions and has an extended life. Further, Greensand Plus does not require additional potassium inputs. The Town completed the first of four conversions to Greensand Plus in FY2013. The second conversion was approved for FY2014. The greensand lasts for approximately 15 years so the next scheduled replacement is scheduled for FY2028. This request is for the final two years of conversion, and includes an allocation for repairing the exposed screen – a factor that was encountered in the first year of conversion. Replacing the media in two of the filters simultaneously will be more cost effective in terms of set up time and quicker avoidance of the need for potassium additives.*

WATER SUPPLY DEVELOPMENT DESIGN *In April 2013 the Town redeveloped Well #3 and restored the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment enabled the well to achieve up to 18 gallons per foot. Prior to the redevelopment, the yield of the well was 5 gallons per foot. Since this last redevelopment in April 2013, the well is already showing signs of losing capacity, and is pumping 15 gallons per foot as of September 2013. This well is the least productive of the three wells. While the Department originally proposed the development of a fourth well, the current request is to support the replacement of Well #3. The funding proposed for fiscal year 2015 will support the design and engineering of a replacement well, with a request for construction funding planned for fiscal year 2016.*

WATER SYSTEM REHABILITATION PROGRAM *Under the Water System Rehabilitation Program, the Town’s water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town’s water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Fiscal year 2015 funding is planned for the engineering and design of a new eight inch pipe from Pleasant Street/Howland Street to Dedham Avenue(1,160 linear feet) and engineering and design of a new eight inch water pipe from Norfolk Street/Warren Street to Webster Street (1,300 linear feet).*

SERVICE CONNECTIONS *The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior*

to road reconstruction/paving projects. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2015 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.

TOWN RESERVE ARTICLES

ARTICLE 43: **APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND**

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$40,695 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio. The March 31, 2014 balance in the fund was \$900,809.

ARTICLE 44: **APPROPRIATE TO CAPITAL IMPROVEMENT FUND**

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

INSERTED BY: Board of Selectmen

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

Article Explanation: Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The March 31, 2014 balance in the fund was \$649,886.

ARTICLE 45: **APPROPRIATE TO CAPITAL FACILITY FUND**

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

INSERTED BY: Board of Selectmen

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

Article Information: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The March 31, 2014 balance in the fund was \$1,295,268.

ARTICLE 46: OMNIBUS

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

INSERTED BY: Board of Selectmen

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

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

Given under our hands at Needham aforesaid this 25th day of February, 2014

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

Selectmen of Needham

a true copy
ATTEST

**Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2013**

Budget	Date of Action	Amount
Board of Selectmen Community Celebration	3-Oct-12	\$5,174
Park and Recreation Newnan Playground Equipment	17-Oct-12	\$30,000
Town Clerk Special Election	19-Dec-12	\$16,746
Finance Department Appellate Tax Board Decision	28-Dec-12	\$41,622
Human Services Veterans Benefits	13-Feb-13	\$15,000
Legal Services	20-Mar-13	\$67,500
Legal Services	12-Jun-13	\$10,000
Department of Public Works - Snow & Ice	12-Jun-13	\$521,073
Total Approved from General Reserve Fund		\$707,115
Total Approved from RTS Reserve Fund		\$0
Total Approved from Sewer Reserve Fund		\$0
Filter Four Media Replacement Expense	20-Mar-13	\$30,000
Total Approved from Water Reserve Fund		\$30,000

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2014 Annual Town Meeting

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)			
as of March 6, 2014			
(Excludes Seasonal, Temporary and Intermittent Positions)			
TITLE	GRADE	ANNUALIZED SALARY RANGE	
<u>GENERAL GOVERNMENT</u>			
<u>Board of Selectmen/Town Manager</u>			
Town Manager	Contract	Contract	
Support Services Manager	M-1	\$60,041 - \$75,231	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
Administrative Assistant	TS-3	\$36,106 - \$45,767	
Assistant Town Manager/Dir. of Ops.	M-5	\$98,730 - \$123,728	
Administrative Assistant - HR	SS-3	\$36,106 - \$45,767	
Director of Human Resources	M-3	\$76,323 - \$95,623	
Human Resources Administrator	NR-3	\$42,608 - \$56,796	
<u>Town Clerk</u>			
Town Clerk	Elected	\$86,258	
Assistant Town Clerk	NR-3	\$42,608 - \$56,796	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
<u>Legal</u>			
Town Counsel	Sch C	\$71,514	
<u>FINANCE</u>			
<u>Assessors</u>			
Administrative Assessor	M-2	\$71,521 - \$89,560	
Asst. Administrative Assessor	PT-4	\$47,678 - \$62,283	
Administrative Coordinator	TS-4	\$40,443 - \$51,227	
Data Collector	PT-1	\$35,506 - \$46,949	
Department Specialist	TS-3	\$36,106 - \$45,767	
<u>Finance Department</u>			
Asst Town Manager/Dir. of Finance	M-5	\$98,730 - \$123,728	
Finance & Procurement Coordinator	NR-6	\$55,595 - \$72,638	
Parking Clerk	NR-1	\$35,506 - \$46,949	
<u>Accounting</u>			
Town Accountant	M-2	\$71,521 - \$89,560	
Assistant Town Accountant	NR-5	\$53,352 - \$68,621	
Administrative Specialist	TS-4	\$40,443 - \$51,227	
Department Specialist	TS-3	\$36,106 - \$45,767	

2014 Annual Town Meeting

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)			
as of March 6, 2014			
(Excludes Seasonal, Temporary and Intermittent Positions)			
TITLE	GRADE	ANNUALIZED SALARY RANGE	
<u>Information Technology Center</u>			
Director, MIS	M-3	\$76,323 - \$95,623	
Financial System Application Manager	PT-6	\$55,595 - \$72,638	
GIS/Database Administrator	PT-5	\$53,352 - \$68,621	
Computer Operator	PT-1	\$35,506 - \$46,949	
Network Manager	PT-6	\$55,595 - \$72,638	
Applications Administrator	PT-5	\$53,352 - \$68,621	
<u>Treasurer/Collector</u>			
Treasurer/Collector	M-2	\$71,521 - \$89,560	
Assistant Treasurer/Collector	NR-5	\$53,352 - \$68,621	
Department Specialist	TS-3	\$36,106 - \$45,767	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
Department Assistant 1	TS-1	\$29,757 - \$37,673	
<u>Finance Committee</u>			
Finance Comm. Exec. Secretary	NR-4	\$47,678 - \$62,283	
<u>PUBLIC SAFETY</u>			
<u>Police Department</u>			
Police Chief	M-5	Contract	
Lieutenant	P-3	\$73,169 - \$85,738	
Sergeant	P-2	\$61,127 - \$69,926	
Police Officer	P-1	\$42,235 - \$56,599	
Animal Control Officer	UR-2	\$40,892 - \$53,407	
Administrative Specialist	TS-4	\$40,443 - \$51,227	
Police Maintenance Assistant	NR-1	\$35,506 - \$46,949	
Administrative Assistant	TS-3	\$36,106 - \$45,767	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
Public Safety Dispatcher	UR-1	\$35,506 - \$46,949	
Parking Enforcement Attendant	SS-2	\$33,579 - \$42,530	
<u>Fire Department</u>			
Fire Chief	M-5	Contract	
Deputy Fire Chief Operations	F-5	\$87,233 - \$91,691	
Deputy Fire Chief	F-4	\$73,036 - \$83,388	
Fire Captain	F-3	\$69,418 - \$72,888	
Fire Lieutenant	F-2	\$58,871 - \$67,059	
Firefighter	F-1	\$42,235 - \$56,599	
Super. Fire Alarm	FA-2	\$52,186 - \$66,696	
Director of Administrative Services	PT-5	\$53,352 - \$68,621	
Administrative Assistant	TS-3	\$36,106 - \$45,767	
Public Safety Dispatch Super.	UR-4	\$47,658 - \$62,269	
Public Safety Dispatcher	UR-1	\$35,506 - \$46,949	

2014 Annual Town Meeting

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)			
as of March 6, 2014			
(Excludes Seasonal, Temporary and Intermittent Positions)			
TITLE	GRADE	ANNUALIZED SALARY RANGE	
<u>Building</u>			
Building Commissioner	M-2	\$71,521 - \$89,560	
Assistant Building Commissioner	NR-6	\$55,595 - \$72,638	
Inspector of Plumbing and Gas	NR-4	\$47,678 - \$62,283	
Inspector of Wires	NR-4	\$47,678 - \$62,283	
Local Building Inspector	NR-5	\$53,352 - \$68,621	
Administrative Specialist	TS-4	\$40,443 - \$51,227	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
PUBLIC WORKS			
<u>Administration</u>			
Director of Public Works	M-5	\$98,730 - \$123,728	
Assistant Director of Public Works	M-4	\$89,054 - \$111,591	
Supervisor of Administration, DPW	M-1	\$60,041 - \$75,231	
Senior Admin. Coordinator	TS-5	\$44,207 - \$55,984	
Department Specialist	TS-3	\$36,106 - \$45,767	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
Administrative Analyst	NR-3	\$42,608 - \$56,796	
<u>Engineering Division</u>			
Town Engineer	M-4	\$89,054 - \$111,591	
Assistant Town Engineer	UR-6	\$55,584 - \$72,624	
Contract Administrator	UR-6	\$55,584 - \$72,624	
Civil Engineer	UR-4	\$47,628 - \$62,269	
Survey Party Chief	UR-3	\$42,595 - \$56,795	
AutoCad Technician	UR-2	\$40,892 - \$53,407	
Engineering Aide	UR-1	\$35,506 - \$46,949	
<u>Garage Division</u>			
Fleet Supervisor	M-1	\$60,041 - \$75,231	
Master Mechanic	W-7	\$24.60-\$29.29/hour	
Equipment Mechanic	W-5	\$20.76-\$24.91/hour	
<u>Highway Division</u>			
Division Super. Highway	M-2	\$71,521 - \$89,560	
Assistant Superintendent - Highway	UR-5	\$53,334 - \$68,603	
Public Works Specialist 2	W-5	\$20.76-\$24.91/hour	
Public Works Technician	W-5	\$20.76-\$24.91/hour	
Working Foreman	W-6	\$22.43-\$26.93/hour	
Laborer 2	W-2	\$16.92-\$20.44hour	
HMEO	W-4	\$19.33-\$23.28/hour	
Craftworker	W-4	\$19.33-\$23.28/hour	

2014 Annual Town Meeting

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)			
as of March 6, 2014			
(Excludes Seasonal, Temporary and Intermittent Positions)			
TITLE	GRADE	ANNUALIZED SALARY RANGE	
<u>Park & Forestry Division</u>			
Division Super. Parks	M-2	\$71,521 - \$89,560	
Assistant Superintendent - Parks	UR-5	\$53,334 - \$68,603	
Working Foreman	W-6	\$22.43-\$26.93/hour	
Tree Climber	W-4	\$19.33-\$23.28/hour	
Craftworker	W-4	\$19.33-\$23.28/hour	
HMEO	W-4	\$19.33-\$23.28/hour	
Laborer 3	W-3	\$18.14-\$21.80hour	
Laborer 2	W-2	\$16.92-\$20.44hour	
<u>Recycling & Transfer Station</u>			
Division Super. Solid Waste	M-2	\$71,521 - \$89,560	
Working Foreman	W-6	\$22.43-\$26.93/hour	
Public Works Specialist 1	W-4	\$19.33-\$23.28/hour	
HMEO	W-4	\$19.33-\$23.28/hour	
Laborer 2	W-2	\$16.92-\$20.44hour	
<u>Water Division</u>			
Division Super. Water & Sewer	M-3	\$76,323 - \$95,623	
Water Treatment Facility Mgr	UR-6	\$55,584 - \$72,624	
Pumping Station Operator	W-5	\$20.76-\$24.91/hour	
Public Works Inspector	W-6	\$22.43-\$26.93/hour	
Working Foreman	W-6	\$22.43-\$26.93/hour	
Public Works Technician	W-5	\$20.76-\$24.91/hour	
HMEO	W-4	\$19.33-\$23.28/hour	
Craftworker	W-4	\$19.33-\$23.28/hour	
Laborer 3	W-3	\$18.14-\$21.80hour	
Laborer 2	W-2	\$16.92-\$20.44hour	
<u>Sewer Division</u>			
Assistant Superintendent - Sewer & Water	UR-5	\$53,334 - \$68,603	
HMEO	W-4	\$19.33-\$23.28/hour	
Pumping Station Operator	W-5	\$20.76-\$24.91/hour	
Chief Pumping Station Operator	W-7	\$24.60-\$29.29/hour	
Public Works Inspector	W-6	\$22.43-\$26.93/hour	
Working Foreman	W-6	\$22.43-\$26.93/hour	
Craftworker	W-4	\$19.33-\$23.28/hour	

2014 Annual Town Meeting

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)			
as of March 6, 2014			
(Excludes Seasonal, Temporary and Intermittent Positions)			
TITLE	GRADE	ANNUALIZED SALARY RANGE	
PUBLIC FACILITIES			
<u>Department of Public Facilities</u>			
Director of Facilities Operations	M-4	\$89,054 - \$111,591	
Director of Design and Construction	M-4	\$89,054 - \$111,591	
Senior Project Manager	M-2	\$71,521 - \$89,560	
Project Manager	M-1	\$60,041 - \$75,231	
Facility Operations Shift Supervisor	UR-5	\$53,334 - \$68,603	
Department Specialist	TS-3	\$36,106 - \$45,767	
Administrative Analyst	NR-3	\$42,608 - \$56,796	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
Senior Custodian 1	BC-2	\$40,512 - \$48,568	
Senior Custodian 2	BC-3	\$42,557 - \$51,002	
Custodian	BC-1	\$36,130 - \$43,281	
Warehouse Person	BT-1	\$40,622 - \$48,976	
HVAC Technician	BT-3	\$49,144 - \$59,276	
Carpenter	BT-2	\$44,678 - \$53,893	
Craftsworker	BT-2	\$44,678 - \$53,893	
Plumber	BT-3	\$49,144 - \$59,276	
Electrician	BT-3	\$49,144 - \$59,276	
Administrative Specialist	TS-4	\$40,443 - \$51,227	
<u>Health Department</u>			
Director of Public Health	M-3	\$76,323 - \$95,623	
Environmental Health Agent	PT-5	\$53,352 - \$68,621	
Public Health Nurse	PT-5	\$53,352 - \$68,621	
Program Coordinator	NR-2	\$40,892 - \$53,407	
Sr. Program Coordinator	NR-5	\$53,352 - \$68,621	
Administrative Coordinator	TS-4	\$40,443 - \$51,227	
Department Assistant 2	TS-2	\$33,579 - \$42,530	
HUMAN SERVICES			
<u>Council on Aging</u>			
Executive Director	M-2	\$71,521 - \$89,560	
Assistant Executive Director	NR-5	\$53,352 - \$68,621	
Social Worker	PT-3	\$42,608 - \$56,796	
Program Coordinator	NR-2	\$40,892 - \$53,407	
<u>Youth Services</u>			
Director of Youth Services	M-2	\$71,521 - \$89,560	
Social Worker	PT-3	\$42,608 - \$56,796	
Administrative Assistant	TS-3	\$36,106 - \$45,767	

2014 Annual Town Meeting

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)			
as of March 6, 2014			
(Excludes Seasonal, Temporary and Intermittent Positions)			
TITLE	GRADE	ANNUALIZED SALARY RANGE	
PLANNING & COMMUNITY DEVELOPMENT			
<u>Planning</u>			
Director of Planning & Comm. Develop	M-3	\$76,323 - \$95,623	
Assistant Town Planner	NR-5	\$53,352 - \$68,621	
Director of Economic Development	M-1	\$60,041 - \$75,231	
Administrative Assistant	TS-3	\$36,106 - \$45,767	
<u>Community Development</u>			
Director of Conservation	M-1	\$60,041 - \$75,231	
Administrative Specialist	TS-4	\$40,443 - \$51,227	
Administrative Assistant	TS-3	\$36,106 - \$45,767	
CULTURE AND LEISURE SERVICES			
<u>Library</u>			
Director of Public Library	M-3	\$76,323 - \$95,623	
Assistant Director	NR-6	\$55,595 - \$72,638	
Reference Supervisor	NR-4	\$47,678 - \$62,283	
Children's Supervisor	NR-4	\$47,678 - \$62,283	
Technology Specialist/Archivist	NR-4	\$47,678 - \$62,283	
Tech. Services Supervisor	NR-4	\$47,678 - \$62,283	
Reference Librarian/AV Specialist	NR-3	\$42,608 - \$56,796	
Reference Librarian/Program Specialist	NR-3	\$42,608 - \$56,796	
Circulation Supervisor	SS-5	\$44,207 - \$55,984	
Assistant Children's Librarian	SS-4	\$40,443 - \$51,227	
Assistant Cataloger	SS-3	\$36,106 - \$45,767	
Administrative Assistant	TS-3	\$36,106 - \$45,767	
Administrative Specialist	TS-4	\$40,443 - \$51,227	
Library Assistant PT	SS-1	\$29,757 - \$37,673	
Library Assistant FT	SS-2	\$33,579 - \$42,530	
Reference Librarian PT	NR-2	\$40,892 - \$53,407	
<u>Park & Recreation</u>			
Director of Park and Recreation	M-2	\$71,521 - \$89,560	
Assistant Director	PT-4	\$47,678 - \$62,283	
Recreation Supervisor	PT-2	\$40,892 - \$53,407	
Administrative Specialist	TS-4	\$40,443 - \$51,227	

2014 Annual Town Meeting

NEEDHAM PUBLIC SCHOOLS CLASSIFICATION	Budgeted FY 2012		Budgeted FY 2013		Budgeted FY 2014		Budgeted FY 2014	
	Funded FTE	Salary Minimum	Funded FTE	Salary Minimum	Funded FTE	Salary Minimum	Funded FTE	Salary Maximum
Superintendent	1.00	186,000	1.00	187,860	1.00	191,617	1.00	147,528
Central Administrators	4.00	120,219	4.00	130,329	4.00	134,890	4.00	147,528
High School Principal	1.00	133,110	1.00	137,768	1.00	142,865	1.00	147,528
Middle School Principal	2.00	115,034	2.00	119,060	2.00	124,630	2.00	127,371
Elementary Principal	5.00	105,679	5.00	109,880	5.00	114,880	5.00	136,496
High School Assistant Principal	2.00	83,129	2.00	84,792	3.00	85,640	3.00	120,134
Middle School House Administrator	2.00	77,516	2.00	79,066	2.00	79,857	2.00	113,718
Elementary Assistant Principal	1.50	71,005	1.50	72,425	1.50	73,149	1.50	107,364
K-12 Directors	6.60	77,516	5.60	71,834	7.00	72,552	7.00	115,308
Director of Special Education	3.00	72,737	3.00	74,192	3.00	81,804	3.00	122,573
Special Education Coordinators	0.50	72,737	4.17	72,691	6.67	73,418	6.67	109,982
Department Chairs & Curriculum Coord	5.20	71,266	6.30	72,691	7.00	73,418	7.00	108,616
Teacher	414.29	42,888	424.86	43,746	438.06	44,621	438.06	93,520
Nurse	7.61	42,888	8.06	43,746	8.45	44,621	8.45	93,520
Instructional Assistants	106.31	\$15,5637/hr	103.67	\$15,6416/hr	103.08	\$15,71976/hr	103.08	\$31,30930/hr
Permanent Substitute	2.29	\$14,87/hr	2.29	\$14,87/hr	2.29	\$14,87/hr	2.29	\$14,87/hr
Network Administrator	1.00	92,111	1.00	94,631	1.00	98,180	1.00	98,180
Database Administrators	2.00	69,966	2.00	72,590	2.00	75,312	2.00	86,878
Computer Technicians	-	\$23,0589/hr	7.50	\$23,2318/hr	7.00	\$23,6965/hr	7.00	\$29,9664/hr
School Office Assistants	10.07	\$14,002/hr	11.92	\$14,1070/hr	12.36	\$14,3892/hr	12.36	\$18,9384/hr
Mail Carrier/Production Center	1.00	\$17,2117/hr	1.00	\$17,3408/hr	1.00	\$17,6876/hr	1.00	\$23,2884/hr
Secretary/ AP/ Bookkeeper	33.78	\$17,2117/hr	33.96	\$18,2090/hr	33.64	\$17,6876/hr	33.64	\$28,2471/hr
Director of Community Education and External Funding	0.10	98,874	0.10	100,000	0.19	103,750	0.19	103,750
Administrative Assistants	5.00	\$28,3247/hr	5.00	\$32,1099/hr	5.00	\$32,1099/hr	5.00	\$42,0516/hr
Bus/Van Drivers	5.15	\$14,57/hr	5.86	\$14,78/hr	5.86	\$15,11/hr	5.86	\$16,78/hr
Bus/Van Monitors	-	69,500	0.71	\$12,82/hr	0.71	\$13,11/hr	0.71	\$14,55/hr
Transportation Coordinator	-	69,500	-	72,106	-	74,810	-	74,810
Human Resources Specialist	1.00	62,926	1.00	49,500	1.00	51,356	1.00	51,356
Accounting Supervisor	1.00	58,373	1.00	59,000	0.20	62,213	0.20	62,213
Budget Analyst/ Asst. Director Finance	1.00	58,373	1.00	71,120	1.00	71,120	1.00	71,120
Total	624.38		648.48		665.91		665.91	

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DEBT APPENDIX A

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate
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GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED

Title V Loans - MW PAT T5-97-1027 - R	May-97	\$85,894	Dec-99	Aug-19	(see note)
Stormwater - MW PAT 98-92	May-98	\$364,979	Sep-01	Aug-19	(see note)
Road Improvement Program	May-05	\$468,400	Dec-05	Feb-15	3.48%
Public Services Administration Building (Series I)	Oct-08	\$4,000,000	Dec-09	Aug-26	3.16%
Road, Bridges, Sidewalks and Intersection In	May-09	\$165,000	Dec-09	Aug-13	2.00%
Public Safety Building Roof	May-08	\$350,000	Jun-10	Dec-14	2.20%
Public Services Administration Building (Series II)	Oct-08	\$1,000,000	Jun-10	Dec-24	3.07%
Roads, Bridges, Sidewalks & Intersection Pro	May-09	\$530,000	Jun-10	Dec-13	2.31%
Public Services Administration Building (Series III)	Oct-08	\$125,000	Oct-10	Apr-14	2.10%
Town Hall Project (Series I)	May-09	\$2,500,000	Oct-10	Apr-17	2.24%
Roads, Bridges, Sidewalks & Intersection Pro	May-10	\$500,000	Jun-11	Oct-14	2.68%
Senior Center Design	Nov-10	\$350,000	Jun-11	Oct-13	2.55%
Town Hall (Series III)	May-09	\$385,000	Oct-11	Aug-26	2.63%
Parking Lot Improvement (Marked Lee)	May-08	\$100,000	Oct-11	Aug-16	2.00%

Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
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\$6,529.60	\$6,265.04	\$5,922.75	\$5,662.92	\$5,391.28	\$5,119.64	\$4,854
\$32,889.07	\$35,649.55	\$34,152.24	\$32,701.87	\$31,149.37	\$29,874.01	\$28,567
\$10,750.00	\$10,380.00					
\$334,725.00	\$329,925.00	\$325,125.00	\$319,125.00	\$312,525.00	\$306,225.00	\$2,099,288
\$40,400.00						
\$72,100.00	\$70,700.00					
\$83,137.50	\$81,937.50	\$85,606.25	\$84,062.50	\$82,356.25	\$80,487.50	\$485,881
\$131,300.00						
\$10,200.00						
\$326,250.00	\$320,250.00	\$314,250.00	\$307,500.00			
\$130,000.00	\$126,875.00					
\$75,750.00						
\$33,281.26	\$32,781.26	\$32,281.26	\$31,781.26	\$31,281.26	\$30,781.26	\$223,422
\$21,400.00	\$21,000.00	\$20,600.00	\$20,200.00			

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Kendrick Street Bridge Repair	May-10	\$750,000	Oct-11	Aug-21	2.21%	\$88,687.50	\$87,187.50	\$85,687.50	\$84,187.50	\$82,687.50	\$81,187.50	\$233,344
Public Services Administration Bldg.	Oct-08	\$100,000	Oct-12	Jul-22	3.69%	\$14,025.00	\$13,000.00	\$12,750.00	\$12,450.00	\$12,150.00	\$11,800.00	\$43,200
Property Acquisition 59 Lincoln Street & 89 S	May-12	\$52,500	Oct-12	Jul-32	2.93%	\$5,421.25	\$4,465.00	\$4,390.00	\$4,300.00	\$4,210.00	\$4,105.00	\$39,808
Roads, Bridges, Sidewalks & Intersection Pro	May-10	\$306,500	Oct-12	Jul-17	2.72%	\$90,222.50	\$80,250.00	\$73,450.00	\$71,350.00	\$10,150.00		
Roads, Bridges, Sidewalks & Intersection Pro	May-11	\$600,000	Oct-12	Jul-17	2.82%	\$138,300.00	\$132,000.00	\$129,000.00	\$125,400.00	\$121,800.00		
Fire Engine	May-11	\$400,000	Oct-12	Jul-16	2.72%	\$111,500.00	\$107,000.00	\$104,500.00	\$101,500.00			
Public Services Administration Bldg.	Oct-08	\$20,000	Jun-13	Nov-16	2.95%	\$5,412.92	\$5,375.00	\$5,225.00	\$5,075.00			
Senior Center (Series I)	Nov-11	\$1,000,000	Jun-13	Nov-32	3.38%	\$86,759.43	\$85,481.26	\$83,831.26	\$77,256.26	\$75,506.26	\$73,506.26	\$938,794
Property Acquisition - 59 Lincoln Street & 89	May-12	\$1,005,000	Jun-13	Nov-32	3.39%	\$82,098.75	\$81,000.00	\$79,500.00	\$78,000.00	\$76,250.00	\$74,250.00	\$867,750
Property Acquisition - 37-39 Lincoln Street	May-12	\$605,000	Jun-13	Nov-32	3.39%	\$51,272.92	\$48,600.00	\$47,700.00	\$46,800.00	\$45,750.00	\$44,550.00	\$520,650
Property Acquisition - 51 Lincoln Street	Nov-12	\$950,000	Jun-13	Nov-32	3.39%	\$75,654.79	\$79,325.00	\$77,825.00	\$76,325.00	\$74,575.00	\$72,575.00	\$802,200
Street & Traffic Light Improvements	May-08	\$25,000	Jun-13	Nov-17	3.34%	\$5,581.25	\$5,575.00	\$5,425.00	\$5,275.00	\$5,100.00		
Roads, Bridges, Sidewalks & Intersection Pro	May-10	\$120,000	Dec-13	Jul-16	3.13%		\$43,677.78	\$41,800.00	\$40,600.00			
Roads, Bridges, Sidewalks & Intersection Pro	May-11	\$350,000	Dec-13	Jul-16	3.13%		\$130,697.50	\$120,175.00	\$116,725.00			
Senior Center (Series II)	Nov-11	\$5,050,000	Dec-13	Jul-33	3.54%		\$443,451.94	\$413,875.00	\$406,225.00	\$398,575.00	\$390,925.00	\$4,799,675

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
High School (Series III)	Feb-05	\$3,850,000	Jun-09	Jun-28	3.42%	\$297,450.00	\$292,950.00	\$288,200.00	\$283,450.00	\$275,450.00	\$267,450.00	\$2,001,550
High Rock & Pollard School Projects (Series I)	May-07	\$10,500,000	Dec-09	Aug-28	3.35%	\$823,937.50	\$812,837.50	\$801,737.50	\$787,862.50	\$772,600.00	\$758,031.25	\$6,541,825
Newman School HVAC Design and Engineerir	May-09	\$225,000	Jun-10	Dec-14	2.20%	\$46,350.00	\$45,450.00					
Newman School Extraordinary Repairs (Serie	Nov-09	\$1,000,000	Jun-10	Dec-19	2.62%	\$116,500.00	\$114,500.00	\$112,375.00	\$110,000.00	\$107,375.00	\$104,500.00	\$101,500
Newman School Extraordinary Repairs (Serie	Nov-09	\$675,000	Oct-10	Apr-14	2.07%	\$51,000.00						
Newman School Extraordinary Repairs (Serie	Nov-09	\$5,000,000	Jun-11	Oct-28	3.35%	\$417,700.00	\$410,700.00	\$402,300.00	\$395,300.00	\$389,700.00	\$383,750.00	\$3,238,300
Broadmeadow School (refunding bond)	May-00	\$8,400,000	Jun-12	Nov-23	3.00%	\$939,450.00	\$914,325.00	\$886,300.00	\$857,150.00	\$828,300.00	\$801,325.00	\$3,541,950
Library Project (refunding bond)	May-03	\$6,510,000	Jun-12	Dec-19	3.00%	\$996,481.25	\$964,025.00	\$933,750.00	\$902,000.00	\$870,550.00	\$830,475.00	\$796,775
Newman School Extraordinary Repairs (Serie	Nov-09	\$9,000,000	Oct-12	Jul-32	2.82%	\$777,285.00	\$700,660.00	\$689,360.00	\$675,800.00	\$662,240.00	\$646,420.00	\$7,448,780
Newman School Extraordinary Repairs (Serie	Nov-09	\$2,200,000	Jun-13	Nov-32	3.39%	\$169,542.08	\$178,200.00	\$174,900.00	\$171,600.00	\$167,750.00	\$163,350.00	\$1,909,050
EXCLUDED DEBT						\$7,437,305	\$7,212,674	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133	\$39,694,355
CPA FUND DEBT - AUTHORIZED & ISSUED												
Town Hall (Series II)	May-09	\$3,500,000	Jun-11	Oct-28	3.36%	\$291,612.50	\$286,737.50	\$280,887.50	\$276,012.50	\$272,112.50	\$267,968.75	\$2,279,888
Town Hall (Series III)	May-09	\$1,225,000	Oct-11	Aug-26	2.63%	\$106,500.00	\$104,900.00	\$103,300.00	\$101,700.00	\$100,100.00	\$98,500.00	\$714,950
Town Hall (Series IV)	May-09	\$970,000	Oct-12	Jul-30	2.80%	\$89,793.75	\$81,625.00	\$80,250.00	\$78,600.00	\$76,950.00	\$75,025.00	\$735,388

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
CPA DEBT						\$487,906	\$473,263	\$464,438	\$456,313	\$449,163	\$441,494	\$3,730,225
RTS FUND DEBT FEE SUPPORTED - AUTHORIZED & ISSUED												
Construction Equipment	May-09	\$165,000	Oct-10	Apr-14	2.29%	\$40,800.00						
Soil Remediation	Nov-12	\$140,000	Jun-13	Nov-17	3.31%	\$33,192.92	\$33,100.00	\$32,200.00	\$26,375.00	\$25,500.00		
RTS DEBT SERVICE						\$73,993	\$33,100	\$32,200	\$26,375	\$25,500		
SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED												
MWPAT 95-01 - (Restructured)	May-91	\$310,656	Aug-01	Feb-15	(see note)	\$32,060.89	\$32,021.36					
Sewer - West Street Force Main	May-98	\$881,800	Jun-99	Jun-19	4.83%	\$67,700.00	\$70,250.00	\$72,500.00	\$69,500.00	\$71,500.00	\$68,250.00	
Sewer - West Street Pump Station	May-98	\$1,939,000	Jun-99	Jun-19	4.83%	\$153,885.00	\$153,250.00	\$152,250.00	\$156,000.00	\$154,250.00	\$152,250.00	
Sewer - MWPAT 97-13 (Restructured)	Oct-96	\$67,700	Nov-04	Aug-18	(see note)	\$6,508.77	\$6,536.80	\$6,451.53	\$6,288.05	\$6,106.89	\$6,150.00	
Sewer - MWPAT 97-33 (Restructured)	Oct-96	\$180,300	Nov-04	Aug-18	(see note)	\$17,426.84	\$17,374.13	\$17,019.98	\$16,720.92	\$16,208.29	\$16,195.00	
MWPAT 97-63 (Restructured 2)	May-97	\$1,019,778	Nov-04	Aug-18	(see note)	\$98,416.74	\$98,250.26	\$96,382.43	\$94,916.69	\$91,683.46	\$91,840.00	
Sewer - MWPAT 98-10 (Restructured)	May-97	\$130,200	Nov-04	Aug-18	(see note)	\$12,594.41	\$12,566.64	\$12,320.71	\$12,114.16	\$11,683.18	\$11,685.00	
Sewer System Rehab - I/I Work	May-03	\$425,000	Jun-05	Jun-14	3.14%	\$41,400.00						
Sewer Pump Station - Great Plain Ave.	May-05	\$484,550	Dec-05	Feb-15	3.59%	\$58,935.00	\$51,900.00					

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$2,000,000	Jun-07	Nov-22	4.35%	\$138,387.50	\$134,012.50	\$129,262.50	\$124,262.50	\$119,737.50	\$115,637.50	\$350,644
Sewer Pump Station - Great Plain Ave.	May-05	\$500,000	Jun-09	Jun-19	3.17%	\$59,500.00	\$58,375.00	\$57,187.50	\$56,000.00	\$54,000.00	\$52,000.00	
Sewer System Rehabilitation I/I	May-07	\$725,000	Jun-10	Jun-14	2.35%	\$148,262.50						
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$320,000	Dec-09	Aug-28	3.39%	\$27,962.50	\$22,612.50	\$22,312.50	\$21,937.50	\$21,525.00	\$21,131.25	\$198,575
Sewer Pump Station - Great Plain Ave.	May-08	\$550,000	Dec-09	Aug-28	3.36%	\$44,000.00	\$43,400.00	\$42,800.00	\$42,050.00	\$41,225.00	\$40,437.50	\$336,100
Sewer Pump Station Richardson Dr (MWRA)	Nov-02	\$215,710	Feb-10	Feb-15		\$43,142.00	\$43,142.00					
Sewer System Rehabilitation I/I (MWRA)	May-07	\$283,305	May-10	May-15		\$56,661.00	\$56,661.00					
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$145,000	Jun-10	Dec-19	2.59%	\$17,325.00	\$17,025.00	\$16,706.25	\$16,350.00	\$15,956.25	\$15,525.00	\$10,150
Sewer Pump Station Richardson Drive	Nov-02	\$200,000	Oct-10	Apr-16	2.00%	\$15,937.50	\$15,637.50	\$15,337.50				
Sewer System Rehabilitation I/I (MWRA)	May-07	\$57,613	Nov-10	Nov-15		\$11,522.50	\$11,522.50	\$11,522.50				
Sewer System Rehabilitation I/I (MWRA)	May-07	\$220,990	Feb-12	Feb-17		\$44,198.00	\$44,198.00	\$44,198.00	\$44,198.00			
Sewer Pump Station Reservoir B - Design	May-09	\$90,000	Oct-12	Jul-17	2.79%	\$22,675.00	\$21,700.00	\$21,200.00	\$15,675.00	\$15,225.00		
Sewer Pump Station Reservoir B	Nov-11	\$6,034,290	Dec-12	Jul-30	2.00%	\$376,799.32	\$371,714.19	\$371,656.44	\$371,597.43	\$371,537.15	\$371,475.58	\$5,193,397
SEWER DEBT SERVICE						\$1,495,300	\$1,282,149	\$1,089,108	\$1,047,610	\$990,638	\$962,577	\$6,088,866

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T. M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate
Water Treatment Facility	May-96	\$2,665,000	Jun-99	Jun-19	4.83%
Water Treatment Facility	Nov-97	\$3,090,000	Jun-99	Jun-19	4.83%
Water System Rehab - Warren Street Area	May-05	\$413,500	Dec-05	Feb-15	3.60%
Water System Rehabilitation - Rte 128 Area	May-06	\$1,500,000	Jun-07	Nov-22	4.32%
Water System Rehabilitation - Rte 128 Area	May-06	\$212,000	Jun-09	Jun-19	3.16%
Water Storage Tank Rehabilitation	May-08	\$655,000	Jun-09	Jun-19	3.16%
Water Service Connections	May-06	\$55,000	Dec-09	Aug-19	2.51%
Water System Rehabilitation - Rte 128 Area	May-06	\$100,000	Dec-09	Aug-28	3.41%
Water System Rehabilitation - Rte 128 Area	May-06	\$165,000	Jun-10	Dec-14	2.22%
Water Main Improvements	May-08	\$185,000	Jun-10	Dec-14	2.20%
Water Distribution System Rehab (Chapel & I)	May-09	\$400,000	Jun-10	Dec-24	3.02%
Water Distribution System Rehab (Chapel & I)	May-09	\$300,000	Oct-10	Apr-15	1.85%
MWPAT Water DWS-08-24 (amended 06/06/	May-08	\$765,335	Jun-12	Jul-30	2.00%
WATER DEBT SERVICE					

Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
\$208,095.00	\$210,500.00	\$212,250.00	\$208,500.00	\$209,500.00	\$210,000.00	
\$247,065.00	\$243,000.00	\$243,500.00	\$243,500.00	\$248,000.00	\$246,750.00	
\$53,750.00	\$51,900.00					
\$144,662.50	\$140,287.50	\$135,537.50	\$130,537.50	\$126,012.50	\$121,912.50	\$516,356
\$22,777.50	\$23,350.00	\$22,875.00	\$22,400.00	\$21,600.00	\$20,800.00	
\$78,372.50	\$75,887.50	\$74,343.76	\$72,800.00	\$70,200.00	\$67,600.00	
\$5,812.50	\$5,712.50	\$5,612.50	\$5,487.50	\$5,350.00	\$5,218.75	\$5,075
\$7,637.50	\$7,537.50	\$7,437.50	\$7,312.50	\$7,175.00	\$7,043.75	\$66,325
\$30,900.00	\$30,300.00					
\$36,050.00	\$35,350.00					
\$38,462.50	\$37,862.50	\$32,281.25	\$31,687.50	\$31,031.25	\$30,312.50	\$165,344
\$20,800.00	\$20,400.00					
\$49,516.21	\$49,461.22	\$49,405.29	\$49,347.11	\$49,289.34	\$49,229.64	\$585,639
\$943,901	\$931,549	\$783,243	\$771,572	\$768,158	\$758,867	\$1,338,739

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Final Maturity	Average Rate
TOTAL				

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in low or no interest rate loan.

Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
\$13,027,242	\$12,892,806	\$11,762,063	\$11,259,516	\$10,321,530	\$9,859,106	\$62,362,507

DEBT APPENDIX B

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Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Open or Requested Authorization
Open General Fund Projects			
Property Acquisition 66 - 70 Chestnut Street	Nov-13	22	\$1,458,000
Pollard School Boiler Replacement	May-13	40	\$800,000
Public Works Infrastructure Program	May-13	41	\$600,000
DPW Garage Bays	May-13	42	\$1,100,000
Property Acquisition 51 Lincoln Street	Nov-12	17	\$1,100,000
Property Acquisition 37-39 Lincoln Street	May-12	31	\$630,000
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	\$1,175,000
Public Works Infrastructure Program	May-12	33	\$600,000
Senior Center Construction	Nov-11	14	\$8,051,808
Public Works Infrastructure Program	May-11	39	\$1,100,000
Road, Bridges, Sidewalks and Intersection Improvement	May-10	36	\$1,236,300
Newman School HVAC Project	Nov-09	14	\$26,962,128
Town Hall Project	May-09	35	\$4,100,000
Stormwater Master Plan Drainage	May-09	49	\$200,000
Public Services Administration Bldg	Oct-08	5	\$5,725,000
Rosemary Pool Complex - Design	May-00	63	\$100,000
TOTAL			\$6,969,555

Proposed General Fund Projects for the 2014 ATM

Public Works Infrastructure Program	Pending		\$800,000
Central Avenue/Elliott Street Bridge	Pending		\$900,000
TOTAL			\$1,700,000

Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Open or Requested Authorization
Open CPA Fund Projects			
Town Hall Project	May-09	35	\$7,200,000
TOTAL			\$1,210,000

Proposed CPA Fund Projects for the 2014 ATM

TOTAL			\$0
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Open RTS Enterprise Fund Projects

RTS Waste Handler	May-13	44	\$324,400
Recycling Transfer Station Soil Remediation	Nov-12	16	\$400,000
RTS Forklift	May-11	42	\$86,000
RTS Semi-Tractor	May-11	43	\$152,000
TOTAL			\$706,400

Proposed RTS Enterprise Fund Projects for the 2014 ATM

TOTAL			\$0
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Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Open or Requested Authorization
Open Sewer Enterprise Fund Projects			
Sewer Pump Station Reservoir B	Nov-11	15	\$6,300,000
Sewer Pump Station Design Reservoir B	May-09	55	\$577,500
Sewer Pump Station Great Plain Ave	May-08	45	\$770,000
Sewer System Rehabilitation I/I Work	May-07	45	\$1,806,800
TOTAL			\$672,299
Proposed Sewer Enterprise Fund Projects for the 2014 ATM			
TOTAL			\$0
Open Water Enterprise Fund Projects			
St. Mary's Pump Station	May-13	47	\$5,565,100
Water Main Improvements	May-08	47	\$1,900,000
Water System Improvements - Warren Street	May-05	54	\$913,500
TOTAL			\$6,195,394
Proposed Water Enterprise Fund Projects for the 2014 ATM			
TOTAL			\$0

